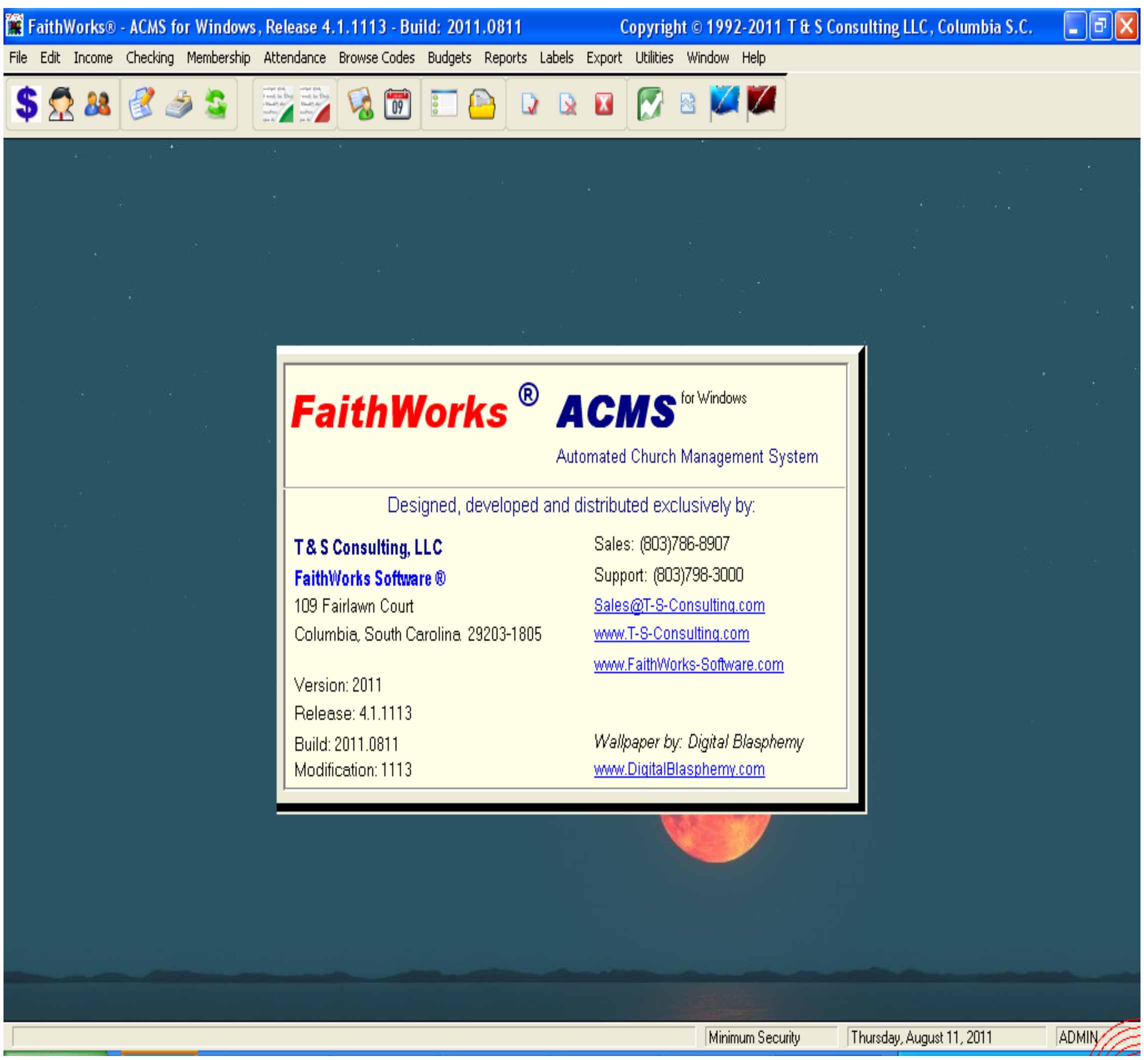
FaithWorks® *Automated Church Management System*

ACMS for Windows

Version 5

Developed by T&S Documentation Team



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Contents

Introduction

Typographical Conventions

Before you start using this guide, it is important to understand the terms and typographical conventions used in the documentation.

For more information on specialized terms used in the documentation, see the Glossary at the end of this document.

The following kinds of formatting in the text identify special information.

Formatting convention	Type of Information
Triangular Bullet(➢)	Step-by-step procedures. You can follow these instructions to complete a specific task.
Special Bold	Items you must select, such as menu options, command buttons, or items in a list.
Emphasis	Use to emphasize the importance of a point or for variable expressions such as parameters.
CAPITALS	Names of keys on the keyboard. for example, SHIFT, CTRL, or ALT.
KEY+KEY	Key combinations for which the user must press and hold down one key and then press another, for example, CTRL+P, or ALT+F4.

CHAPTER 1

Master License

FaithWorks™ ACMS for Windows (Automated Church Management System) Master License Agreement

I. License:

In exchange for paying license fees and applicable taxes arising under this Agreement ("Agreement"), T & S Consulting (T&S) grants to the Customer a non-assignable and nonexclusive license to use the T&S Software designated under this Agreement ("Software") for the initial period and for additional periods, if renewed. All Software is the copyrighted property of T & S and is licensed for use with the supported operating system designated by the Customer.

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IV. The Customer will use all reasonable efforts to allow use of the Software only:

1. on Customer-controlled hardware authorized under this Agreement or Customer-controlled back-up hardware to which the Software has been moved because the authorized hardware is temporarily inoperative; and
2. by the Customer's employees and any contractors or consultants performing work for the Customer on the Customer's premises.
3. Customer will implement procedures to validate input accuracy, output accuracy and correctness of results, and to establish back-up plans adequate for Customer's needs.

V. So that the Customer can properly update and distribute information needed to keep the Software functioning properly and account for authorized hardware, the Customer will:

1. keeps records of where workstation Software is used; and
2. designate installation and technical support contact(s) and other information as specified on the applicable forms provided by T&S; and
3. explain the terms of this Agreement to those affected by it.
4. If the Customer believes the Software is being used in violation of this Agreement, Customer will promptly notify T&S in writing and will cooperate in T&S's investigation and resolution of the situation.
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VI. The Customer will use its best efforts not to permit anyone having access to the Software to:

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2. mask, modify, or suppress any copyright notices or other proprietary rights notices, or fail to properly label any authorized copy; or
3. use the Software outside the United States or Canada; or timeshare, rent, or otherwise use the Software except as specifically permitted in this Agreement.

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3. THE CUSTOMER FURTHER AGREES THAT T&S WILL NOT BE LIABLE FOR ANY CLAIM OR DEMAND AGAINST THE CUSTOMER BY ANYONE ELSE.

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D. This Agreement is governed by the laws of the State of South Carolina. If any part if this Agreement is held to be unconscionable or otherwise invalid, that part will be omitted, but the balance will remain in full force and effect. The Customer and T&S consent to jurisdiction of the state and federal courts sitting in Richland County, South Carolina, in connection with any suit or action brought regarding the Software which is subject of this Agreement.

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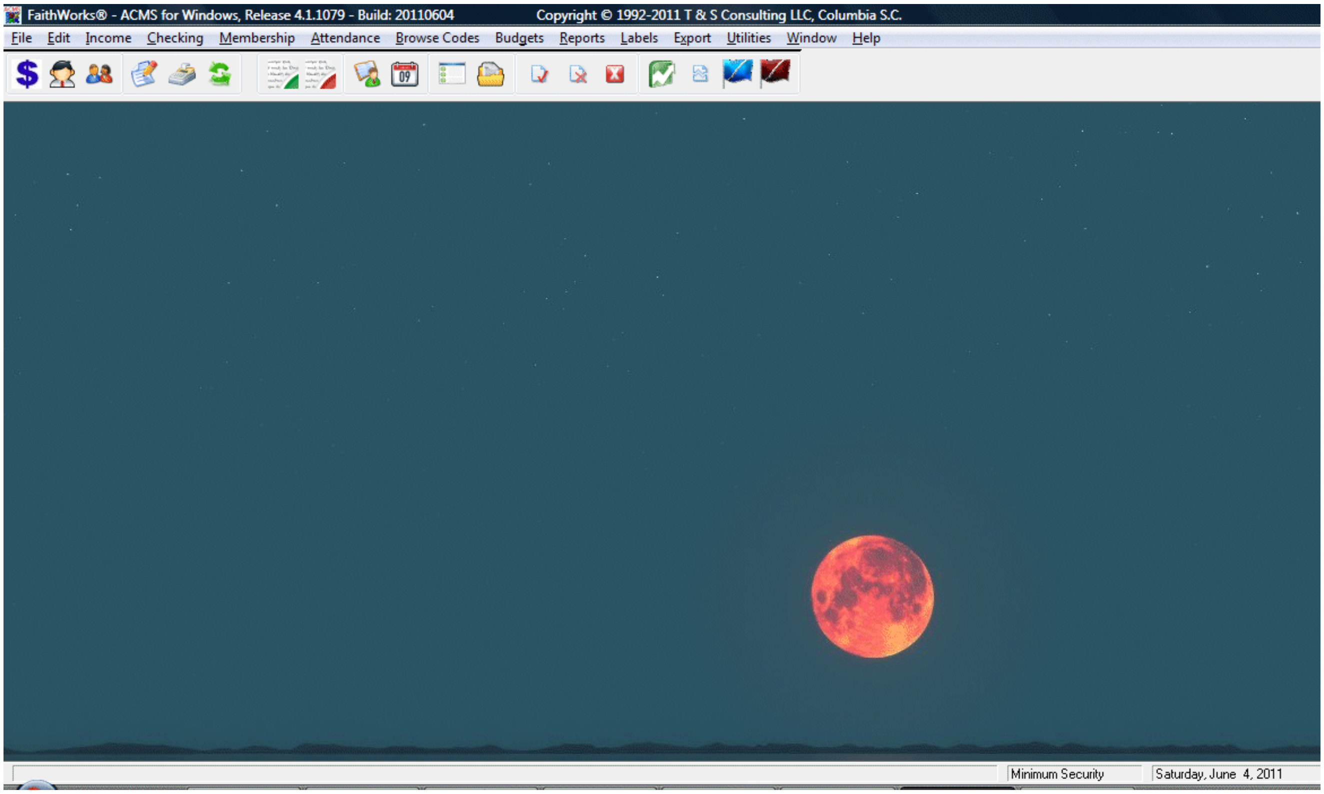
F. This Agreement, its supplements, and invoices arising under it constitute the complete and exclusive statement of the parties' agreement about the Software, which supersedes all prior communications relating to the subject matter of this Agreement, whether written or oral. Additional or conflicting terms on any current or future Customer purchasing documents are rejected. This Agreement can be modified only in writing signed by both parties. Both T&S and the Customer have read this Agreement, understand it, and accept its terms.

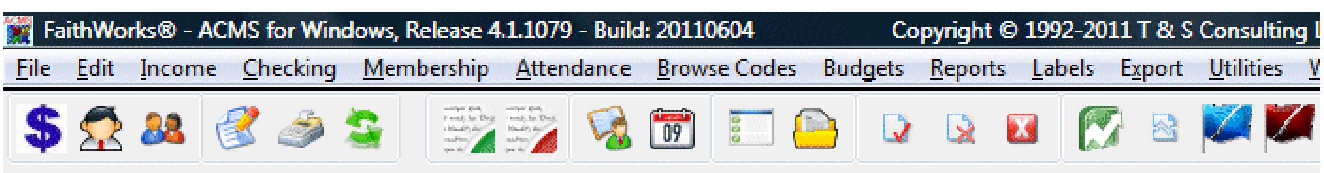
CHAPTER 2

Getting Started

➢ *ACMS for Windows - Automated Church Management System*



ACMS Main Menu



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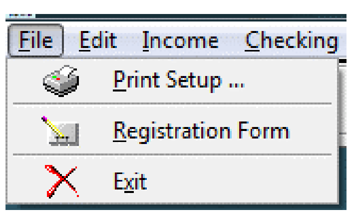

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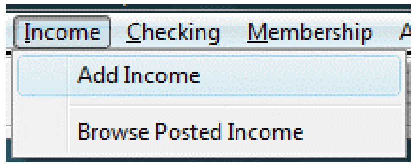
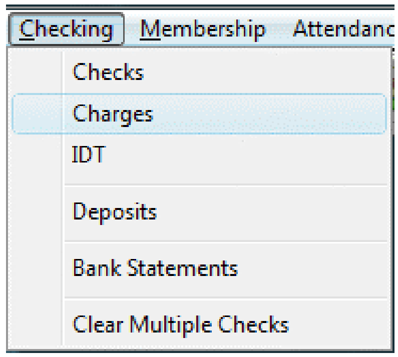
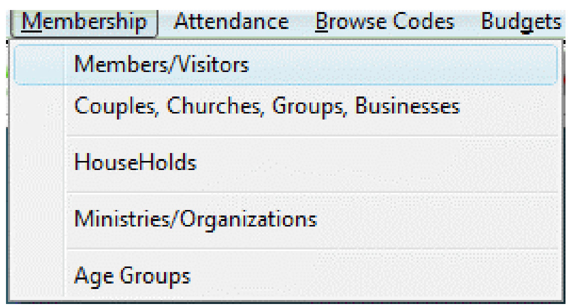
- Income



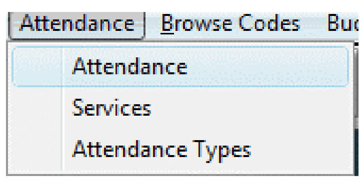
- Checking



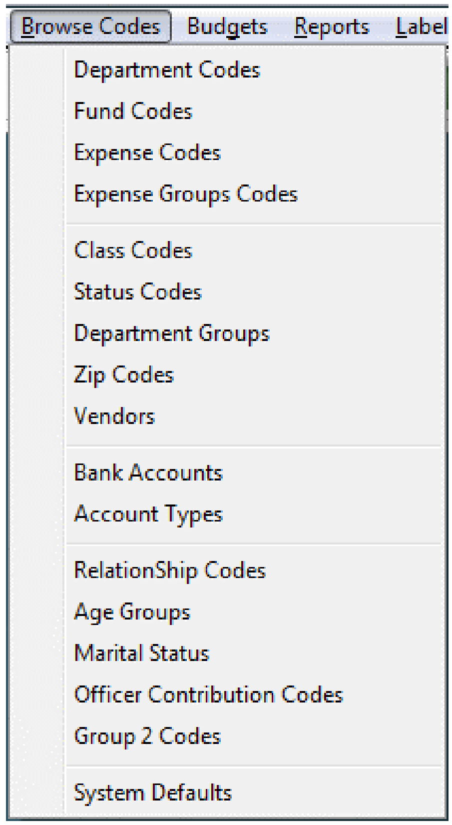
- Membership



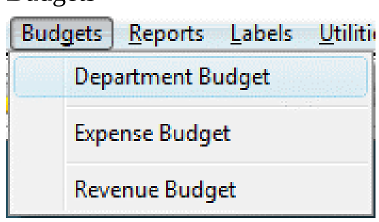
- Attendance



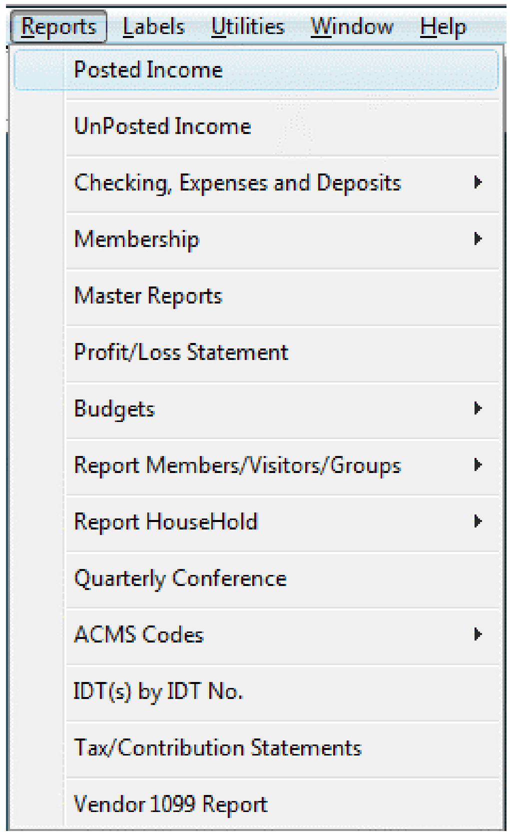
- Browse Codes



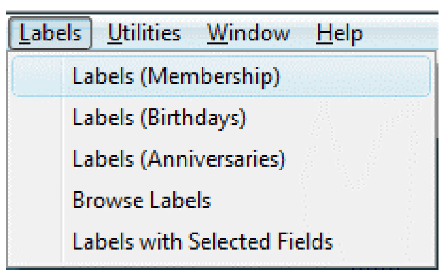
- Budgets



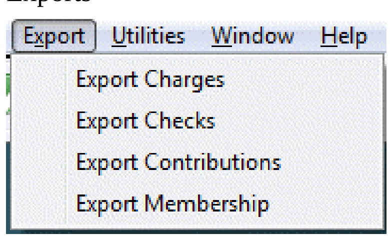
- Reports



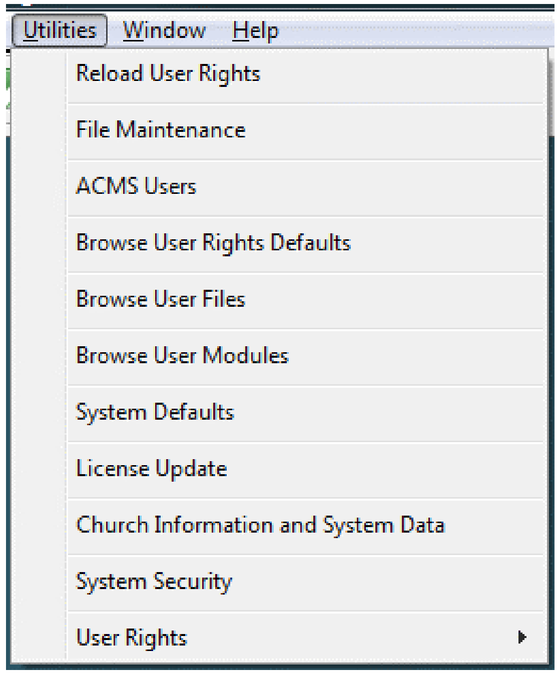
- Labels



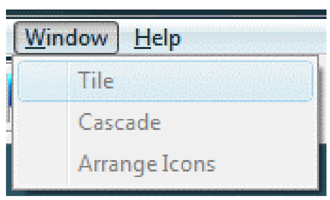
- Exports



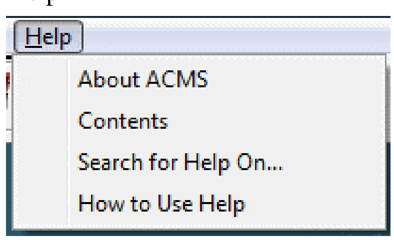
- Utilities



- Window



- Help



ACMS Main Menu Icons

- - Add Income, contributions, donations, interest, etc.
- - Add and update Membership *(Individuals)*
- - Add and update Membership *(Couples, Groups, Churches, etc.)*
- - Add and update Checks
- - Add and update Charges
- - Add and update IDT(s) - InterDepartmental Transfers
- - Posted Income reports menu
- - UnPosted Income reports menu
- - Membership reports menu
- - Membership birthdays, anniversaries, etc. reports menu
- - Print Labels
- - Print year-end Membership Contribution Statements
- - Checks report menu
- - Charges report menu
- - Expenses report menu
- - Master Reports menu
- - Budgets menu
- - Print user defined Labels
- - Print user defined Labels with selected fields

In This Chapter

Features

Security

- User Login and Password access security

Church Administration & Management

- Manages all Church income and expenses
- Manages individual Departments (Auxiliaries) income and expenses

Congregation & Membership

- Members
- Visitors
- Groups
- Businesses

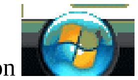
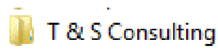
Budgets

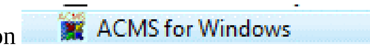
- Income
- Expenses
- Department expenses

Reports

- Income
- Expenses
- Department income & expenses
- Overall Church income statement
- Individual Department income statement
- Membership
- Bank & Department income statement
- Year-end membership contribution reports

Login

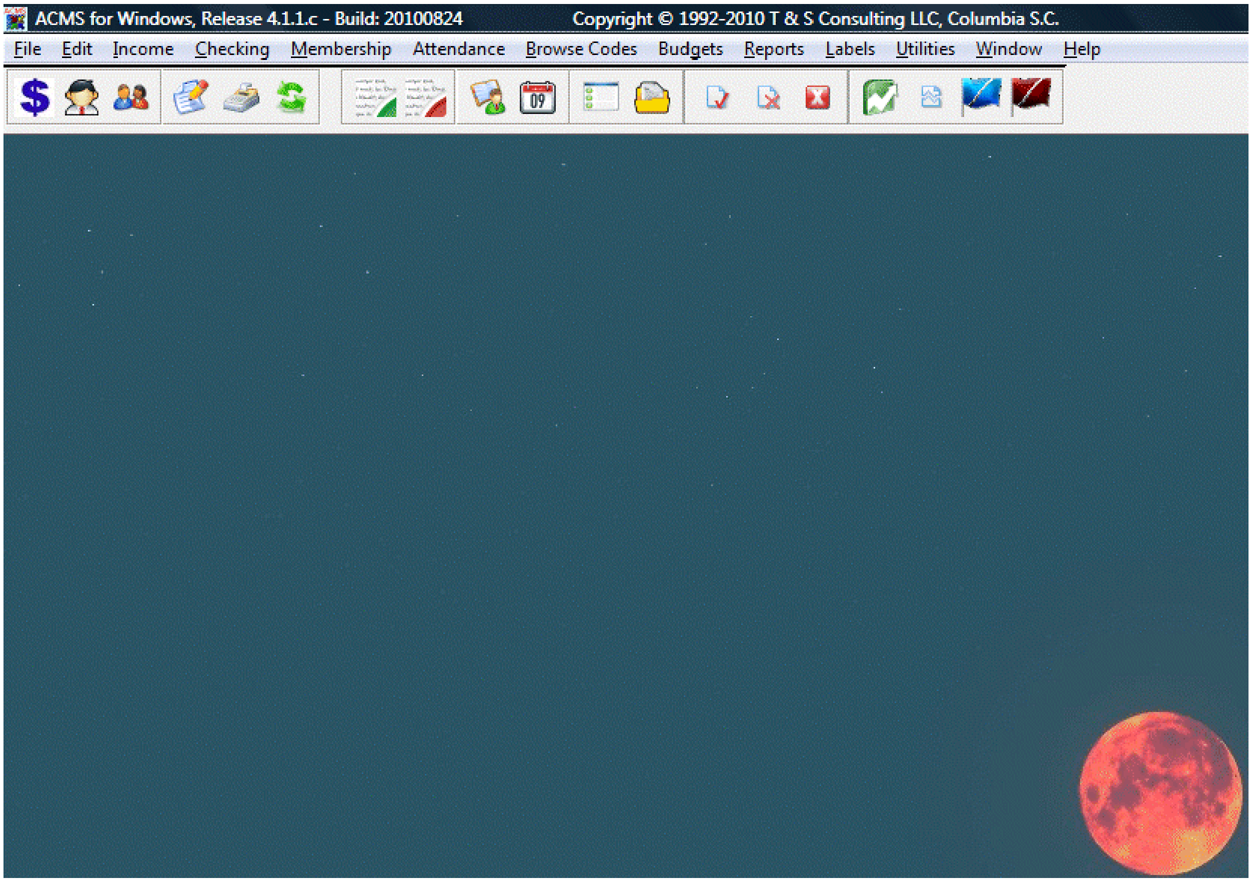
- Click the windows Start icon 
- Click All Programs
- Click the T & S Consulting group 

- Click the ACMS for Windows icon 

- The *ACMS for Windows Login* window will open

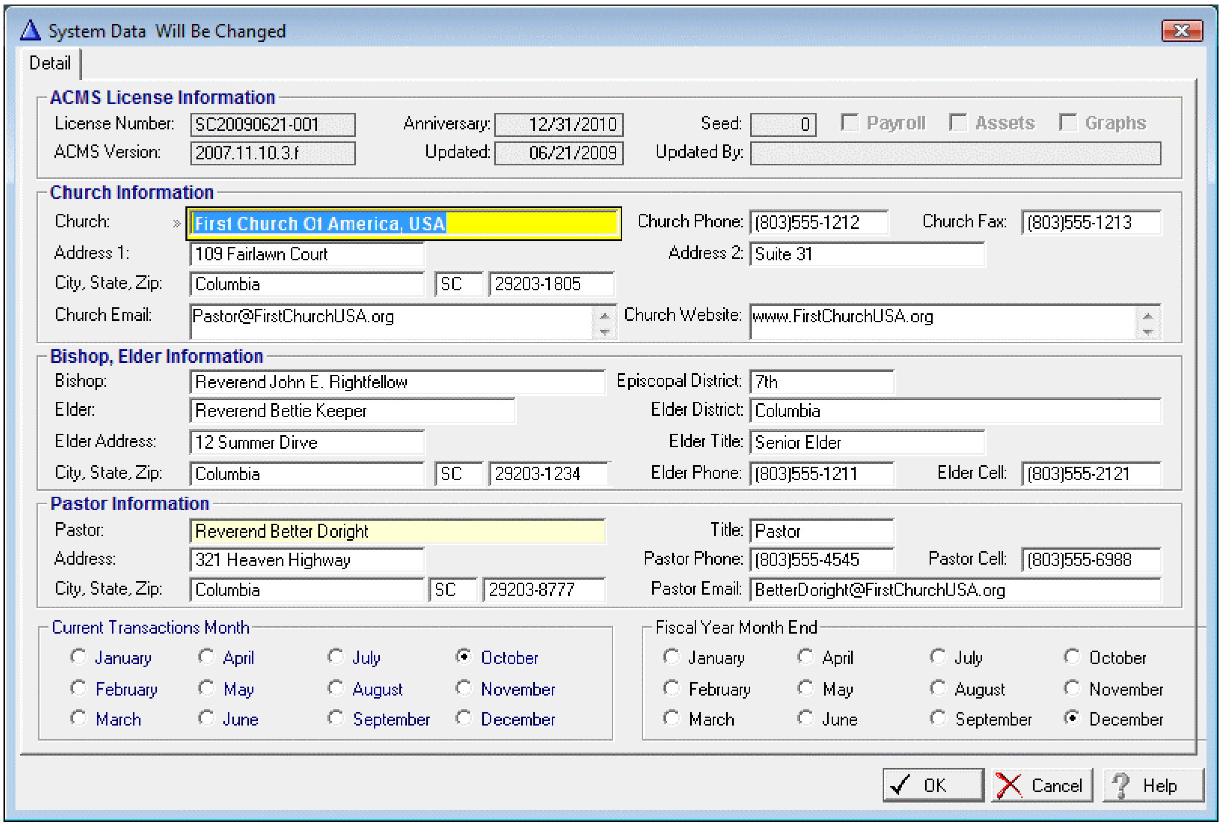
NOTE: The default User Id is *Admin* - The default Password is *Admin*

- Click OK


ACMS for Windows, Release 4.1.1.c - Build: 20100824
Copyright © 1992-2010 T & S Consulting LLC, Columbia S.C.
File Edit Income Checking Membership Attendance Browse Codes Budgets Reports Labels Utilities Window Help

Church Information

- Click **Utilities** on the ACMS menu.
- Click **Church Information and System Data**



Window Information Sections

Church Information - Every church should complete this section

- Church
- Church Phone
- Church Fax
- Address 1
- Address 2
- City, State, Zip
- Church Email
- Church Website

Bishop, Elder Information - This section is for AME, AME Zion, PAW, Church of God, United Methodist and others with Bishops

- Bishop
- Episcopal District
- Elder
- Elder District
- Elder Address
- Elder Title
- City, State, Zip
- Elder Phone
- Elder Cell

Pastor Information - Every church should complete this section

- Pastor
- Title
- Address
- Pastor Phone
- Pastor Cell
- City, State, Zip
- Pastor Email

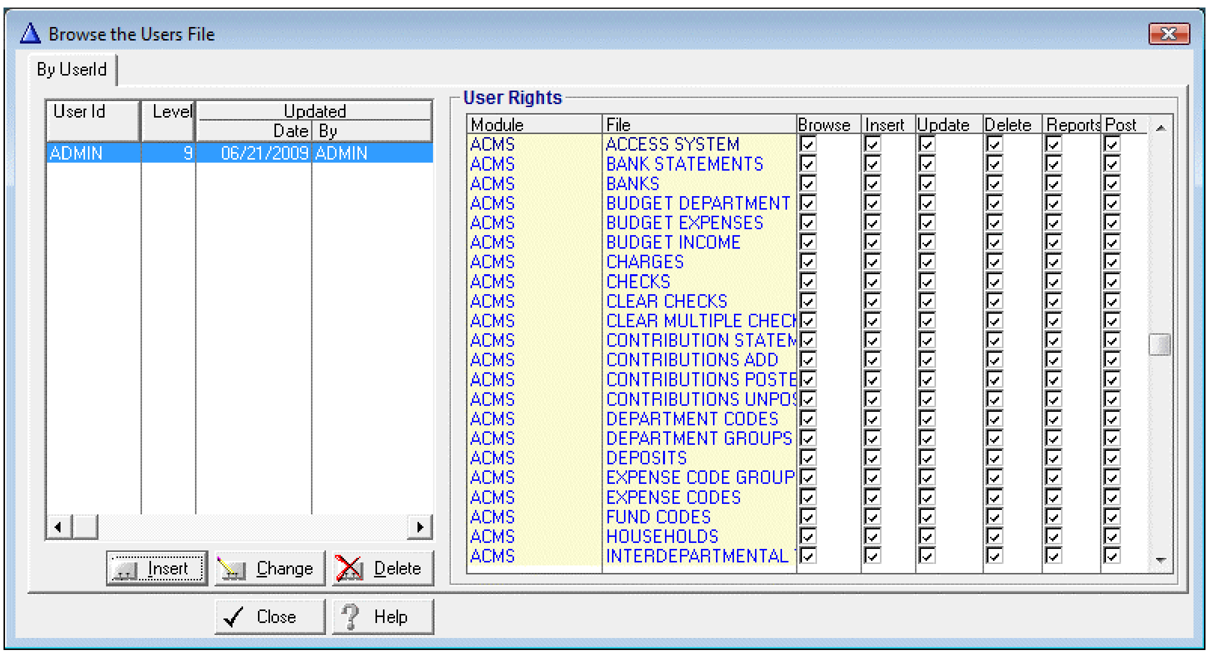
Current Transactions Month *(reserved for future release)*

Fiscal Year Month End *(reserved for future release)*

ACMS Users

NOTE: Use this module to grant access to the ACMS for Windows system.

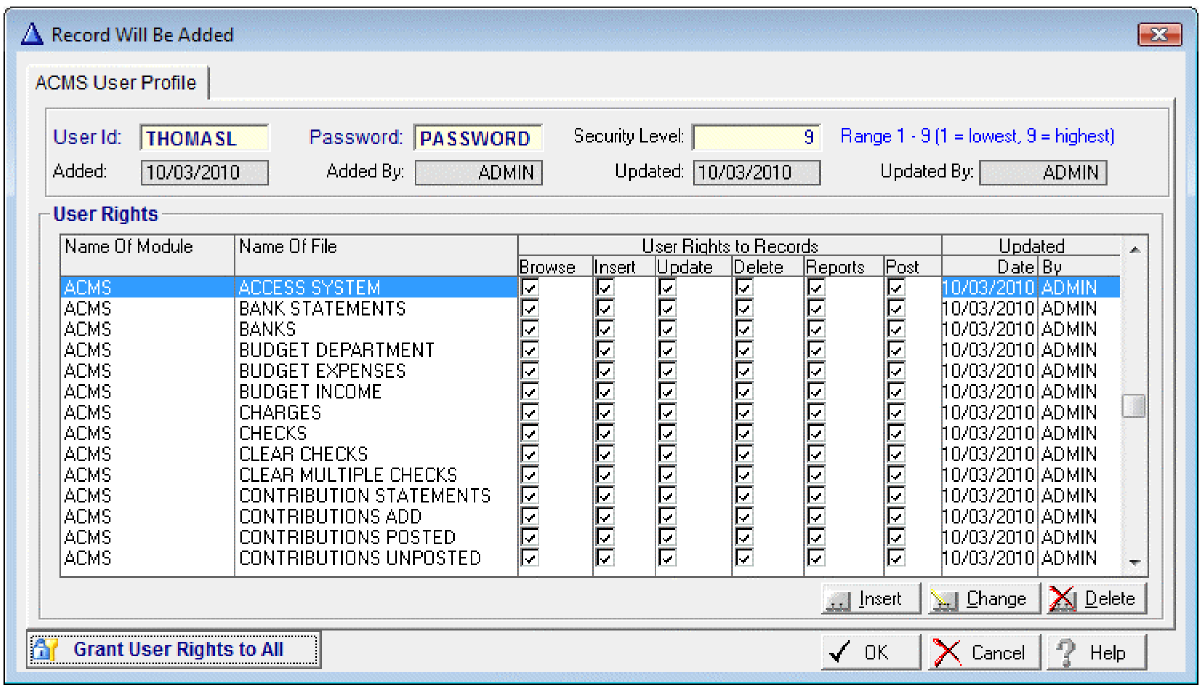
- Click **Utilities** on the ACMS menu
- Click **ACMS Users**



Window Actions

- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Help - open ACMS help for this window
- Close - exit Browse window

Add/Update ACMS User Profile



- User Id - User login ID (up to 8 characters)
- Password - User password (up to 8 characters)
- Level - User security level (0-lowest, 9-highest)

Window Actions

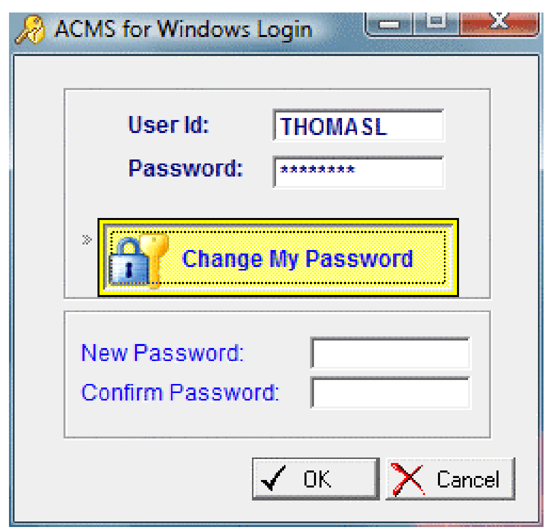
- Grant User Rights to All - click this button to give the user access to all ACMS for Windows modules.

NOTE: It is easier to Grant User Rights to All and adjust as needed afterwards.

- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Help - open ACMS help for this window
- OK - save and exit

Change ACMS User Password

NOTE: The user can change their password during the ACMS Login process.



- When logging in, enter your current ACMS for Windows User ID and Password
- Click Change My Password
- New Password - Enter your new password
- Confirm Password - Enter your new password again
- Click OK

CHAPTER 3

Setting Up ACMS for Windows

T & S Consulting cannot offer specific accounting advice, nor can we teach basic accounting skills. However, these instructions should guide you through the process of setting up and using the software to provide the required financial and membership reporting for your church officers and congregation. Also included are some data examples of how some churches have set up their accounts to optimize the reporting capabilities of the software.

When starting, it is most important to note that the Membership and Reference Files (Browse Codes) should be as completely set up as possible before attempting to work in the other areas.

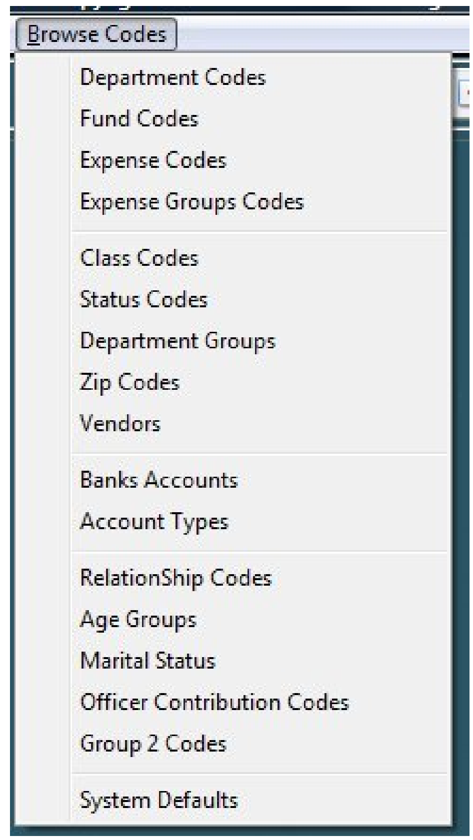
There are 9 (nine) main areas in the ACMS for Windows software. They are:

- Income
- Checking (Expenditures, Bank Reconciliation & Deposits)
- Membership
- Browse Codes (Reference Data)
- Budgets
- Attendance
- Reports
- Utilities
- User Rights

Browse Codes (Reference Data)

From the ACMS for Windows Main Menu, click on Browse Codes (see above).

The Browse Codes (Reference File data) section allows users to enter information that will be used repeatedly throughout the system in the Membership, Income and Checking sections. The Reference File data feature eliminates tedious duplicate data entry. This area includes the following:



The following table will give you examples for setting up your Reference File data.

Reference File (selection)	Description	Example(s)
Account Types	List of Type of Bank Accounts	Checking Savings Money Market Certificate of Deposit Mutual Fund Cash
Bank Accounts	List of Church Bank Accounts	Wachovia – General Fund Wachovia – Building Fund BB&T – Money Market BB&T – CD Petty Cash
Department Groups	List of Main Church Areas	100 – Church Operations 200 – Church Choirs 300 – Church Ministries

Department Codes	List of Church Auxiliaries NOTE: All Departments Codes must be a part of a Department Group. If you want to track the budget, expense and income for an area of the church, this is the way do it.	100 – Church Administration 110 – Cash Expenditures 125 – Savings 150 – Building Fund 175 – CD # 1 176 – CD # 2 200 – Sunday School 300 – Missions Ministry 400 – Senior Choir 410 – Youth Choir
Fund Codes	Types of Monies received by the church. HINT: Usually listed on the Sunday envelopes.	100 – Tithes 101 – Regular Offerings 150 – Building Fund Offerings 200 – Sunday School Offering 300 – Missions Offerings 400 – Anniversaries 900 – Interest 9999 – IDT
Expense Groups	List of Expense Groups	100 – Salaries & Compensation 200 – Administrative & General 300 – Maintenance & Repairs 400 – Insurance & Taxes 500 – Utilities

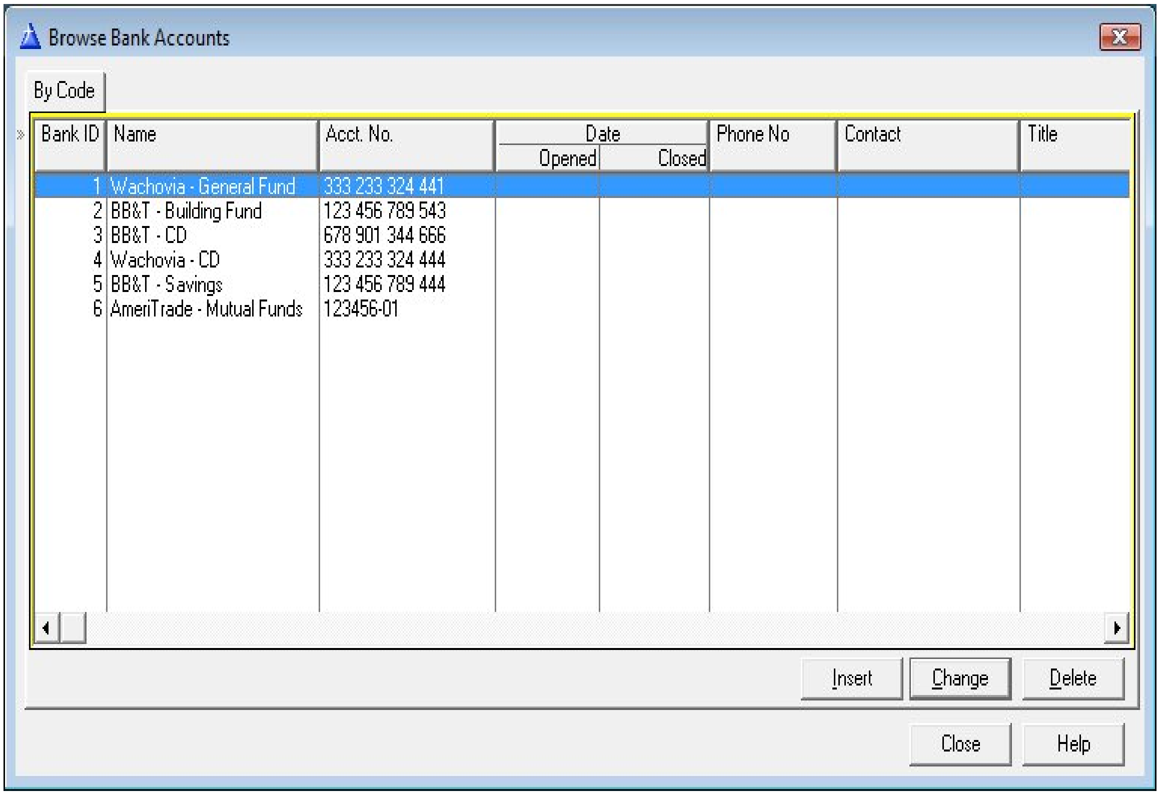
Expense Codes	List of Types of Expenses NOTE: All Expense Codes must be a part of an Expense Group.	101 – Pastor's Salary 102 – Pastor's Housing 103 – Pastor's Travel 200 – Bank Service Charges 225 – Electricity 226 – Water 300 – Church Insurance 500 – Maintenance – Building 501 - Maintenance – Van 600 – Supplies – Office 601 – Supplies – Church 602 – Supplies – Kitchen
Relationship Codes	Relationship of an individual to the head of household	Spouse Son Daughter Mother Father Grandson
Age Groups	Congregation Age Groups	Infants Youth Teens Young Adults Elderly
Status Codes	Congregation Status Codes	A – Member D – Deceased P – Probationary V – Visitor

Class Codes	Congregation Class (Deacon, Ward or Tribe for Baptist) (Steward for A.M.E.)	1 – Deacon 1 2 – Deacon 2 3 – Deacon 3
Marital Status	Congregation Marital Codes	S – Single D - Divorced M – Married W – Widow X – Separated

In This Chapter

Bank Accounts

- Click **Browse Codes** on the ACMS menu.
- Click **Bank Accounts**



Recommendations

Add all of the Church's bank accounts to ACMS. This should include:

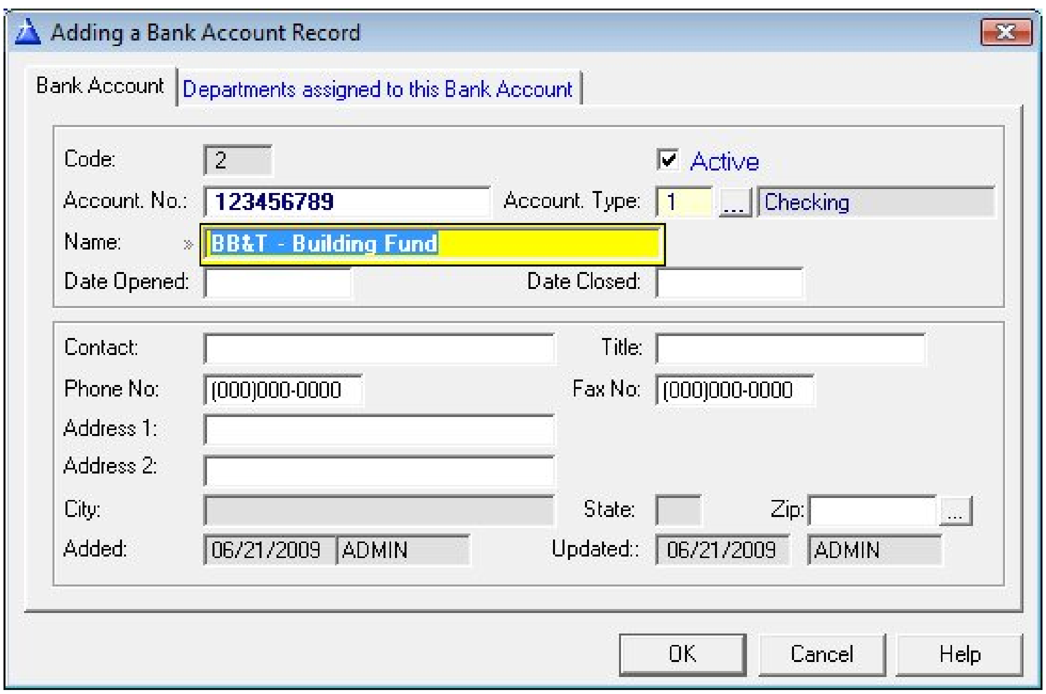
- Checking Accounts
- Savings Accounts
- Money Market Accounts
- Certificate-of-Deposit (CD)
- And any other bank account

Window Actions

- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Help - open ACMS help for this window
- Close - exit Browse window

Add/Update Bank Accounts

- From the Browse Bank Accounts screen click Insert or Change



Tabs

- Bank Account - Detail information
- Departments - List of Departments for the associated with the selected Bank Account

Window Option

- - lookup is available for the field

Required Fields

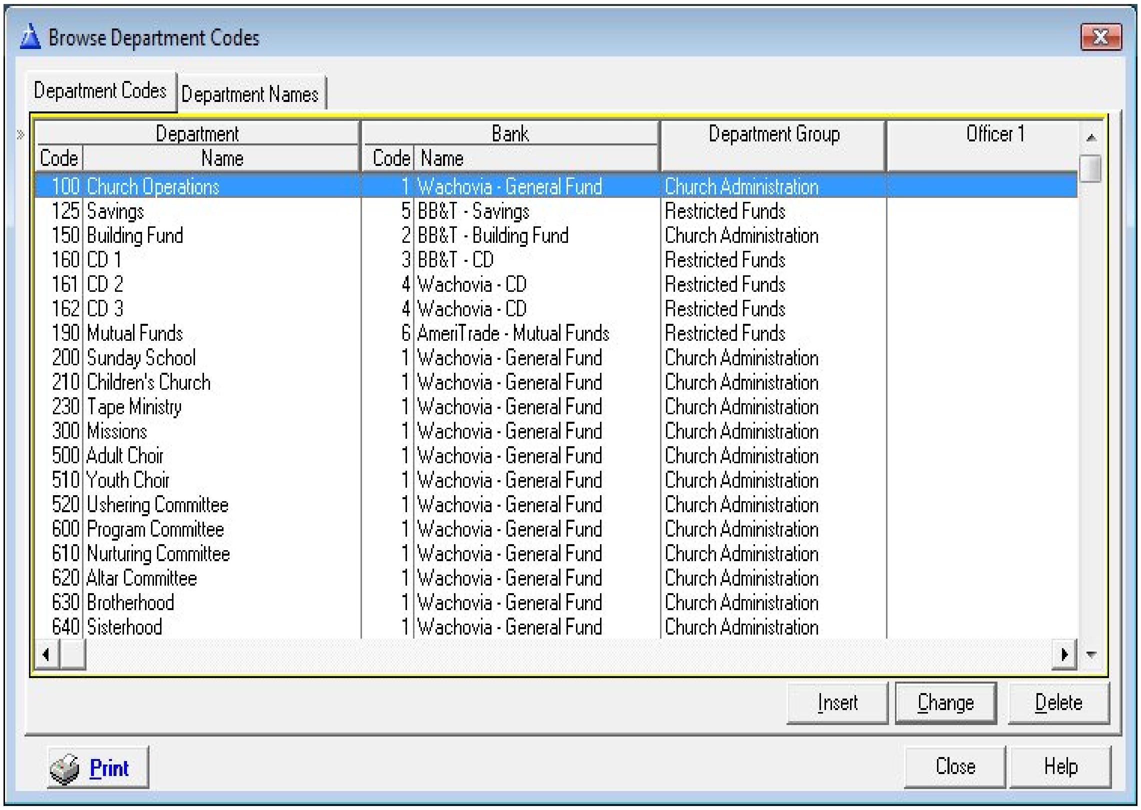
- Code - Automatically assigned by system
- Account Type - Checking, savings, etc.
- Name - Name of Bank

Window Actions

- OK - save changes and exit
- Cancel - abort adding or changes and exit
- Help - open ACMS help for this window

Departments

- Click **Browse Codes** on the ACMS menu
- Click **Department Codes**



Department Code	Department Name	Bank Code	Bank Name	Department Group	Officer 1
100	Church Operations	1	Wachovia - General Fund	Church Administration	
125	Savings	5	BB&T - Savings	Restricted Funds	
150	Building Fund	2	BB&T - Building Fund	Church Administration	
160	CD 1	3	BB&T - CD	Restricted Funds	
161	CD 2	4	Wachovia - CD	Restricted Funds	
162	CD 3	4	Wachovia - CD	Restricted Funds	
190	Mutual Funds	6	AmeriTrade - Mutual Funds	Restricted Funds	
200	Sunday School	1	Wachovia - General Fund	Church Administration	
210	Children's Church	1	Wachovia - General Fund	Church Administration	
230	Tape Ministry	1	Wachovia - General Fund	Church Administration	
300	Missions	1	Wachovia - General Fund	Church Administration	
500	Adult Choir	1	Wachovia - General Fund	Church Administration	
510	Youth Choir	1	Wachovia - General Fund	Church Administration	
520	Ushering Committee	1	Wachovia - General Fund	Church Administration	
600	Program Committee	1	Wachovia - General Fund	Church Administration	
610	Nurturing Committee	1	Wachovia - General Fund	Church Administration	
620	Altar Committee	1	Wachovia - General Fund	Church Administration	
630	Brotherhood	1	Wachovia - General Fund	Church Administration	
640	Sisterhood	1	Wachovia - General Fund	Church Administration	

Recommendations

Add all of the Departments (Church's Ministries) to ACMS. A Department is any unit you want to track detail Contributions and Expenditures on. This would include:

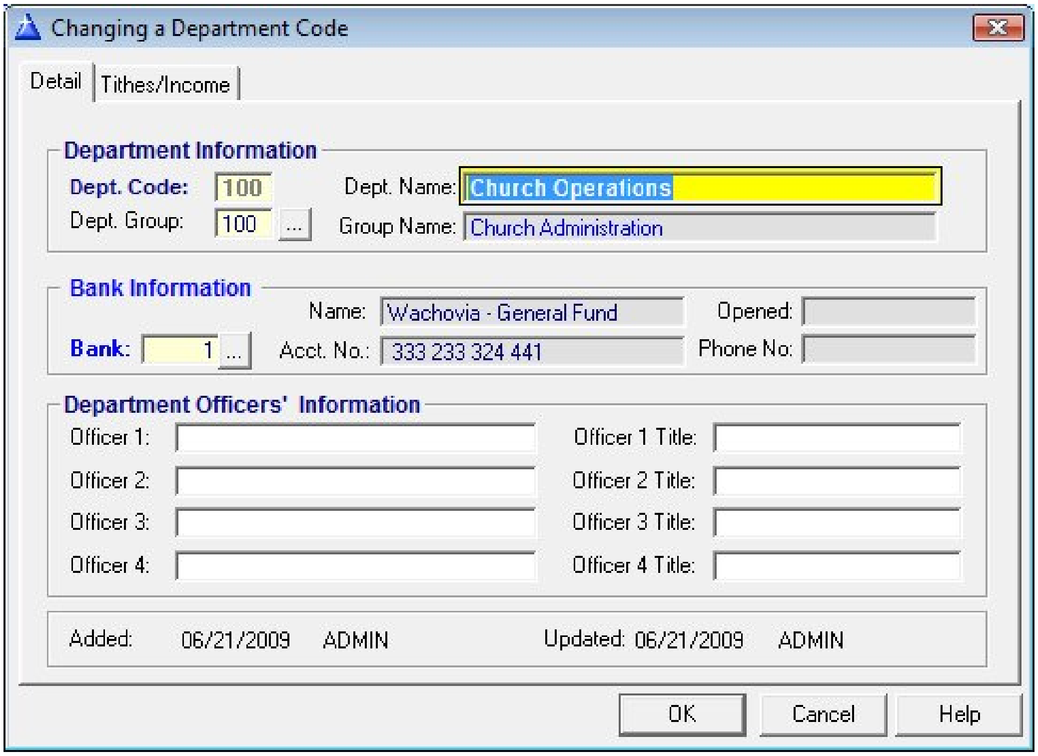
- Church Operations
- Sunday School
- Missions
- Building Fund
- Adult Choir
- and others
-

Window Actions

- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Print - print a listing on all department codes
- Help - open ACMS help for this window
- Close - exit Browse window

Add/Update Department Code

- Click Insert or Change to access the Update Department screen



Tabs

- Detail - Department information
- Tithes/Income - Contributions, Donations & Income records for the selected department

Window Option

- ... - lookup is available for the field

Required Fields

- Dept Code - 3 digit identity code
- Dept Name - name of the department, ministry, auxillary or account
- Dept Group - ... group the department will be associated with - Example: Church Administration, Outreach Ministries, etc.
- Bank - ... bank account where funds received will be deposited

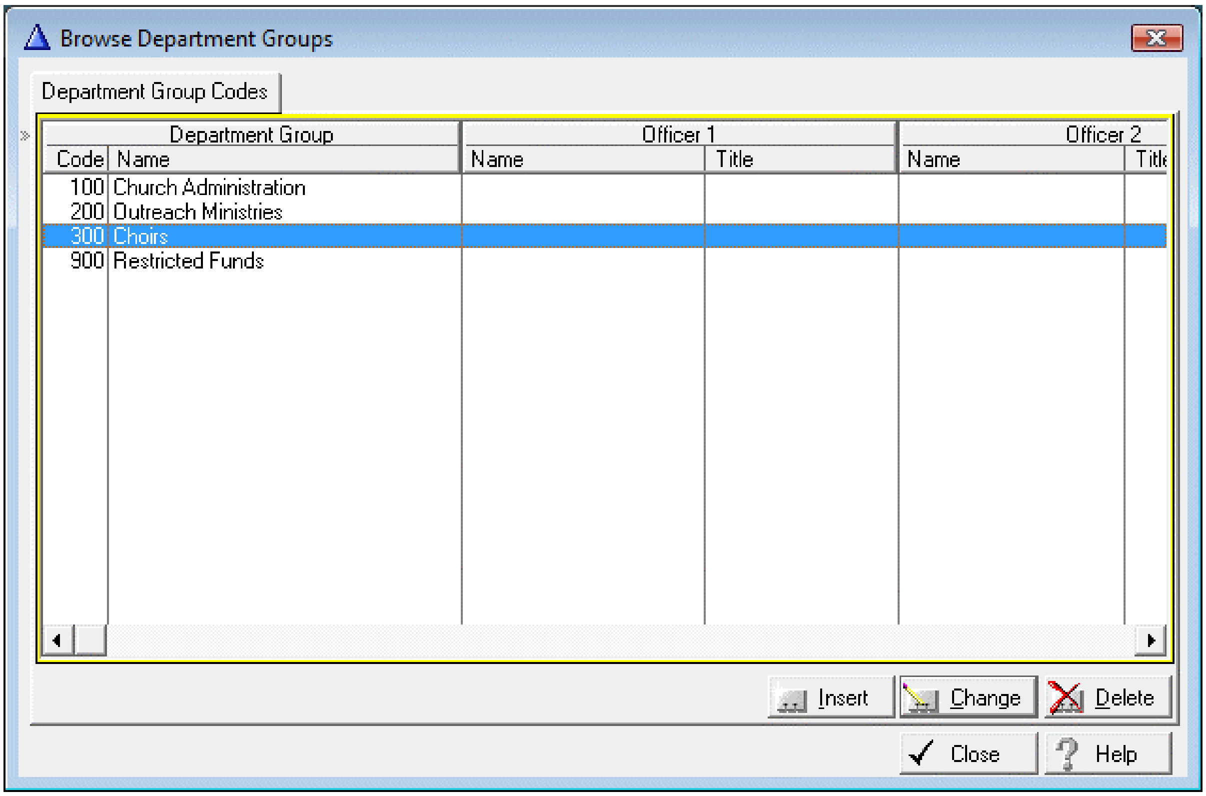
Window Actions

- OK - save changes and exit
- Cancel - abort adding or changes and exit
- Help - open ACMS help for this window

Department Groups

NOTE: Department Groups are used to group like ministries or events.

- Click **Browse Codes** on the ACMS menu
- Click **Department Groups**

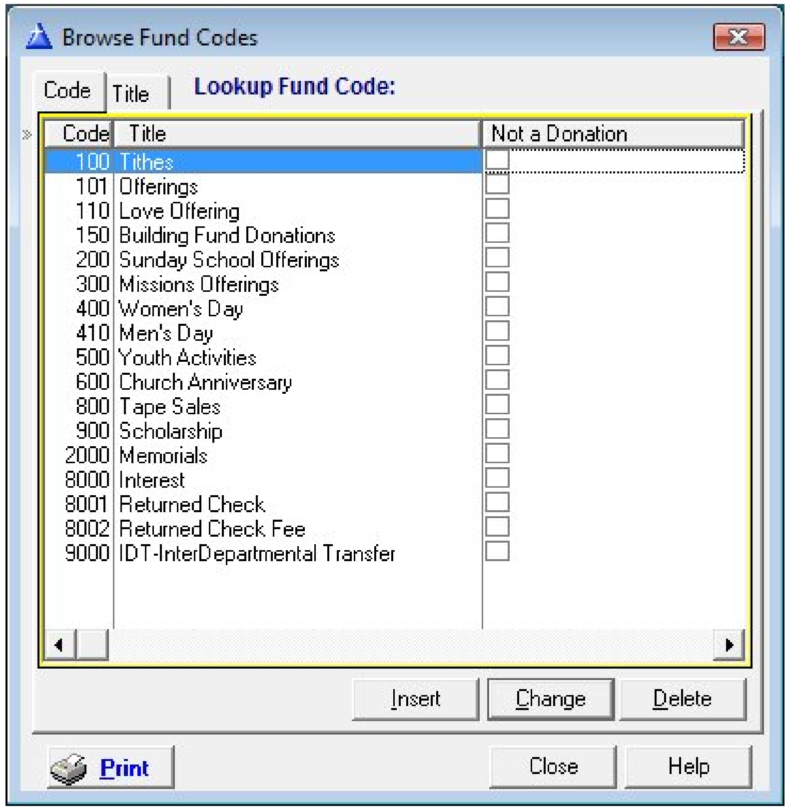


Window Actions

- **Insert** - add a new record
- **Change** - update the highlighted record
- **Delete** - remove the highlighted record
- **Help** - open ACMS help for this window
- **Close** - exit Browse window

Funds

- Click Browse Codes on the ACMS menu
- Click Fund Codes



Recommendations

Add the different types of Contributions, Donations and Income to ACMS. This would include:

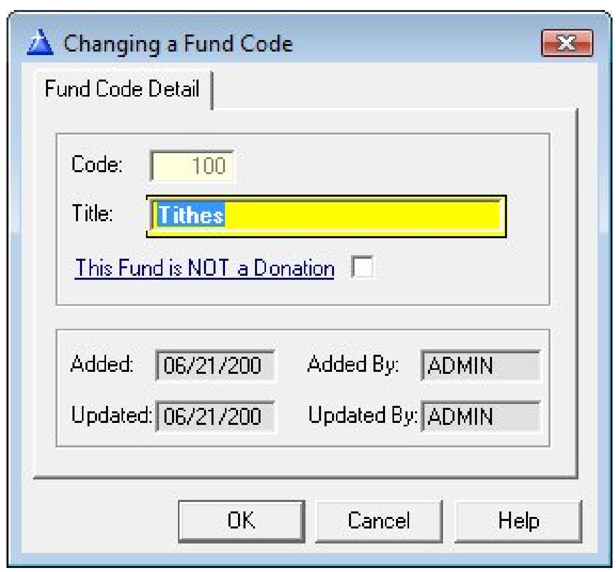
- Tithes
- Offerings
- Missions Donations
- Building Fund Donations
- Adult Choir Dues
- and others

Window Actions

- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Print - print a listing on all codes
- Help - open ACMS help for this window
- Close - exit Browse window

Add/Update Fund Code

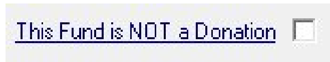
- Click Insert or Change to access the Update Fund screen



Tabs

- Fund Code Detail - General information

Window Option

- 

 - Check this option if the funds received are **not tax deductible**. i.e. T-shirt sales, Christmas Savings, Advance Payments for Trips where the membership is responsible for paying for their trip cost.

NOTE: Any Fund Code classified *This Fund is NOT a Donation* will not be listed on the membership's Tax Contributions statement.

Required Fields

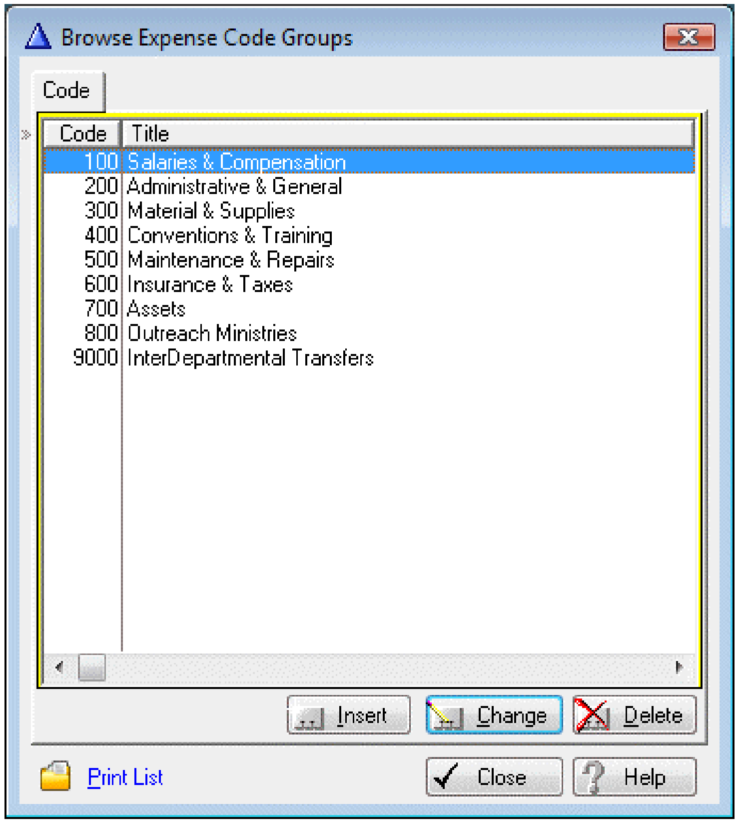
- Code - 1-4 digit identity code
- Title - Description of the Fund Code

Window Actions

- **OK** - save changes and exit
- **Cancel** - abort adding or changes and exit
- **Help** - open ACMS help for this window

Expense Groups

- Click Browse Codes on the ACMS menu
- Click Expense Groups Codes



Recommendations

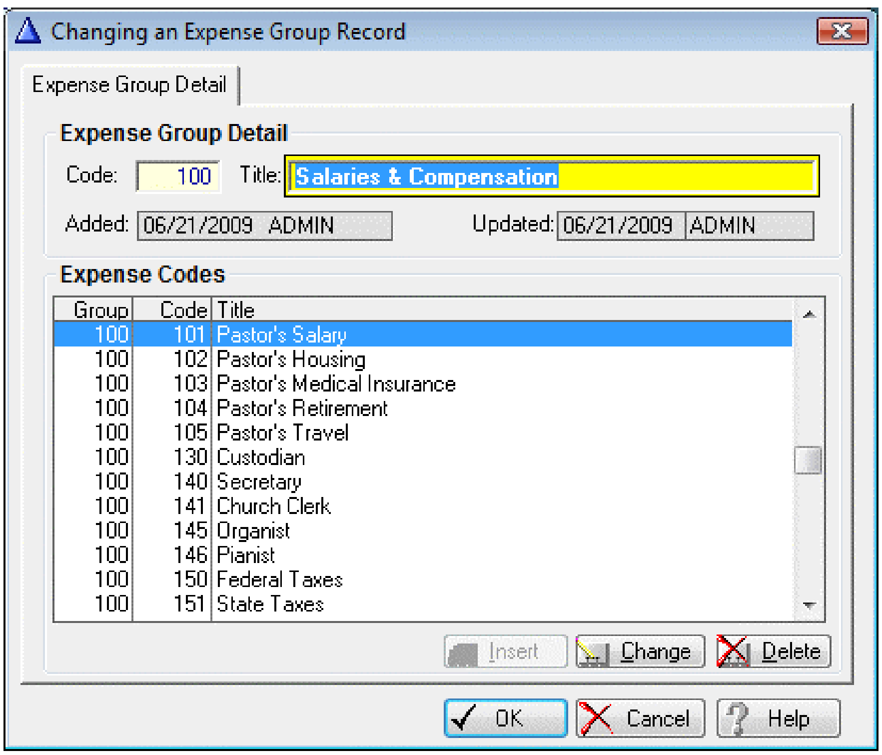
Add the different types of Expense Groups to ACMS (see above)

Window Actions

- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Print - print a listing on all codes
- Help - open ACMS help for this window
- Close - exit Browse window

Add/Update Expense Group Code

- Click Insert or Change to access the Update Expense Group window



Expense Codes Window Section Option

- **Insert** - not available
- **Change** - update Expense Code
- **Delete** - delet Expense Code

Required Fields

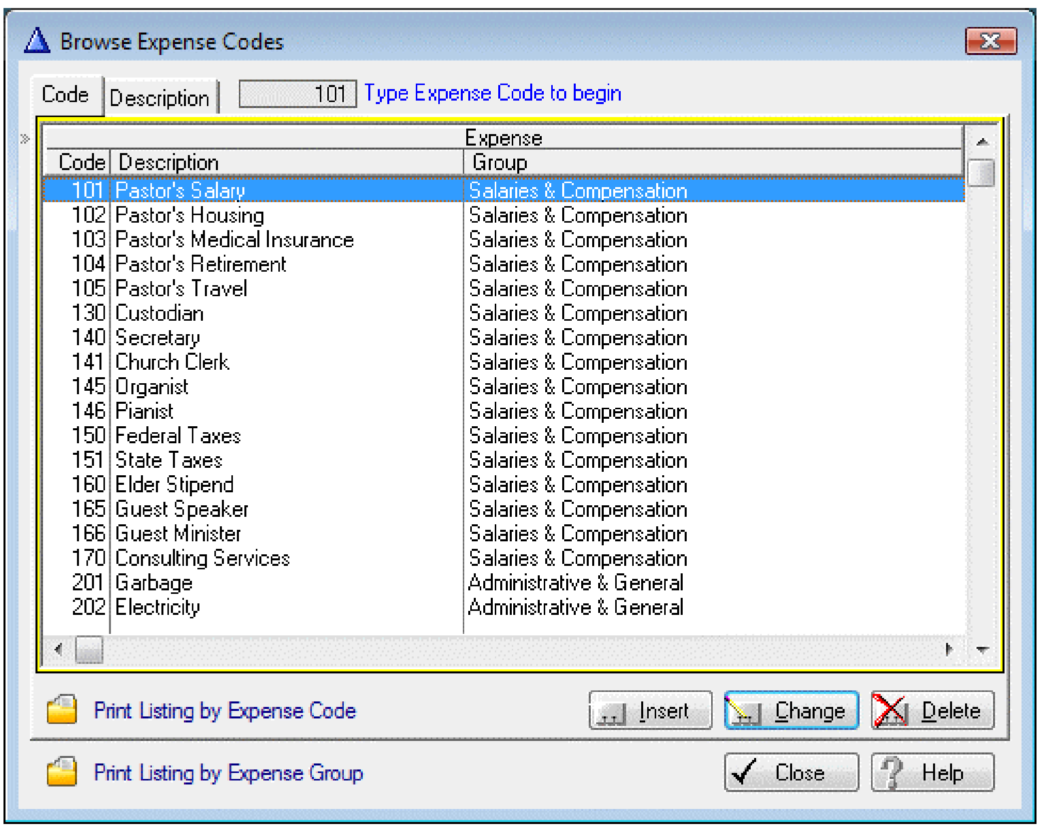
- Code - 1-4 digit identity code
- Title - Description of the Expense Group Code

Window Actions

- **OK** - save changes and exit
- **Cancel** - abort adding or changes and exit
- **Help** - open ACMS help for this window

Expense Codes

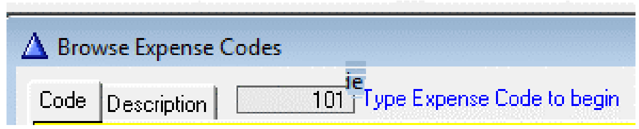
- Click **Browse Codes** on the ACMS menu
- Click **Expense Codes**



Recommendations

Add the different types of Expense Code to ACMS (see examples above)

Window Tab (Sort) Options



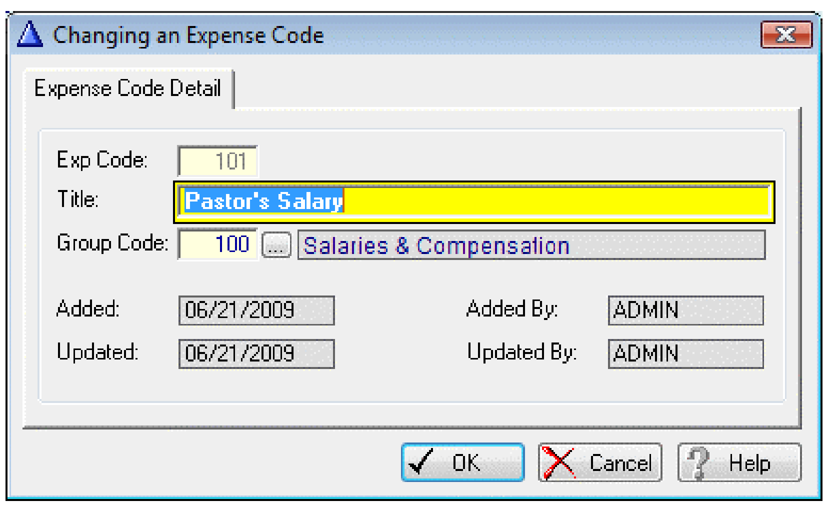
- Code - sort by expense code
- Description - sort by expense description

Window Actions

- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Print Listing by Expense Code - print a listing on all expense codes
- Print Listing by Expense Group - print a listing on all expense codes
- Help - open ACMS help for this window
- Close - exit Browse window

Add/Update Expense Code

- Click Insert or Change to access the Update Expense Code window



Required Fields

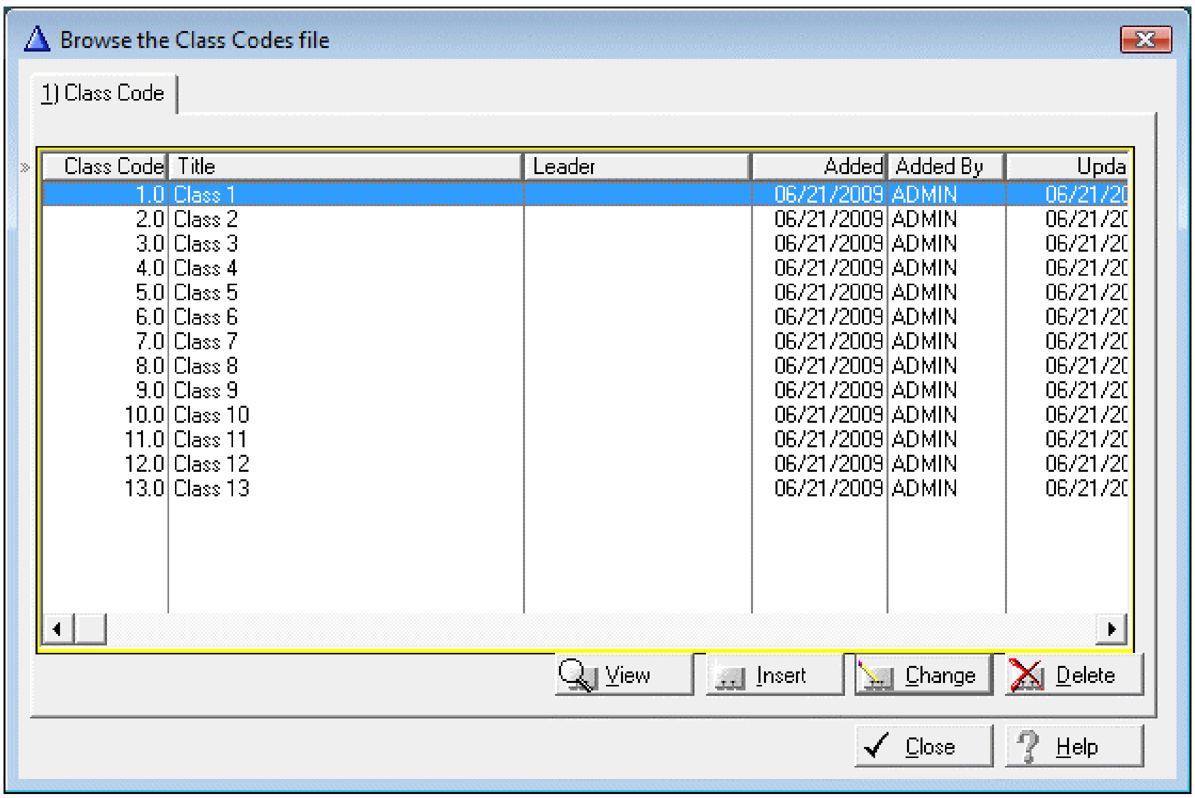
- **Exp Code** - 1-4 digit code
- **Title** - Description of the Expense Code
- **Group Code** - 1-4 digit code

Window Actions

- **OK** - save changes and exit
- **Cancel** - abort adding or changes and exit
- **Help** - open ACMS help for this window

Classes

- Click **Browse Codes** on the ACMS menu
- Click **Class Codes**



Recommendation: Classes can be used to track membership assigned to: Classes (AME); Deacons, Tribes, Wards, etc. (Baptist)

Window Actions

- **Insert** - add a new record
- **Change** - update the highlighted record
- **Delete** - remove the highlighted record
- **Help** - open ACMS help for this window
- **Close** - exit Browse window

Add/Update Class Code

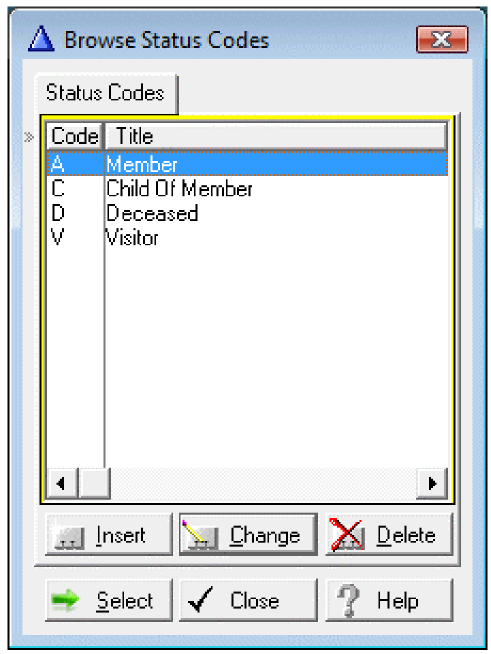
Code - any valid number from 0.1 to 99.9 *(required)*

- 1.0 - Class 1
- 2.1 - Class 2A
- 2.2 - Class 2B
- 3.0 - Class 3
- 99.0- Visitors
- **Title -** description of the class *(required)*
- **Leader -** name of class leader(s) *(multiple names can be entered)*
- **OK -** save changes and exit
- **Cancel -** abort adding or changes and exit

Status

Status Codes are used to categorize membership. For example: A - Member; V - Visitor. Each member/individual's profile has an active indicator to designate active/in-active. This eliminates the need for an Active and In-active membership status.

- Click **Browse Codes** on the ACMS menu
- Click **Status Codes**



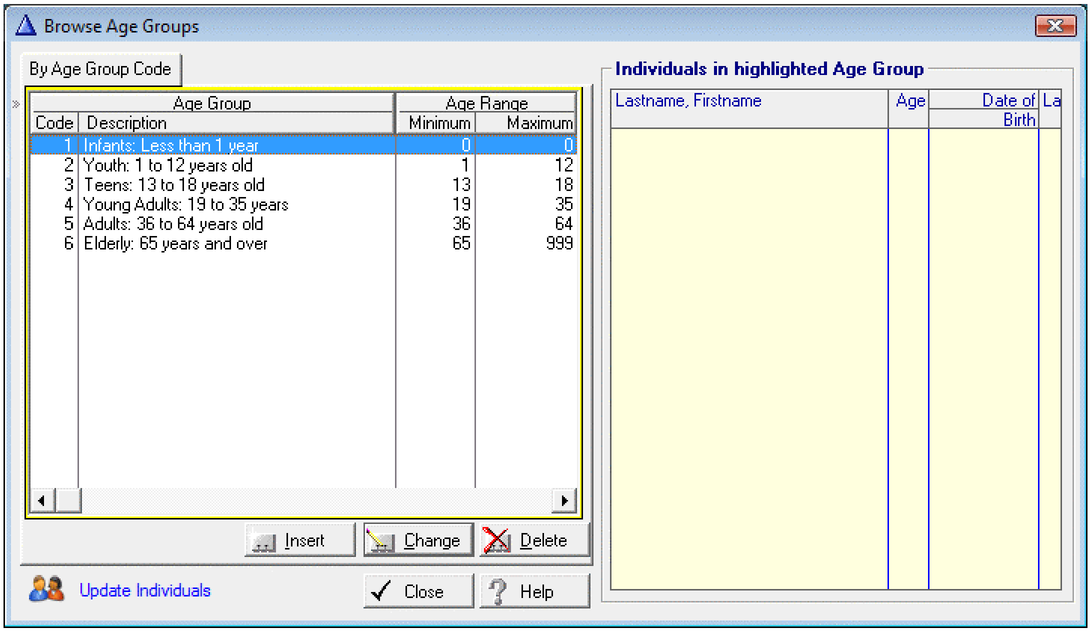
Window Actions

- **Insert** - add a new record
- **Change** - update the highlighted record
- **Delete** - remove the highlighted record
- **Help** - open ACMS help for this window
- **Close** - exit Browse window

AgeGroups

Age Groups are used to categorize membership by ages.

- Click **Browse Codes** on the ACMS menu
- Click **Age Groups**



Window Actions

- **Insert** - add a new record
- **Change** - update the highlighted record
- **Delete** - remove the highlighted record
- **Help** - open ACMS help for this window
- **Close** - exit Browse window

CHAPTER 4

Income/Contributions

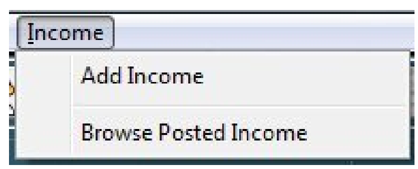
You can also view the online video at ***www.T-S-Consulting.com/HelpOnline/ACMS - Adding Contributions.html*** http://www.T-S-Consulting.com/HelpOnline/ACMS - Adding Contributions.html"

Income should include:

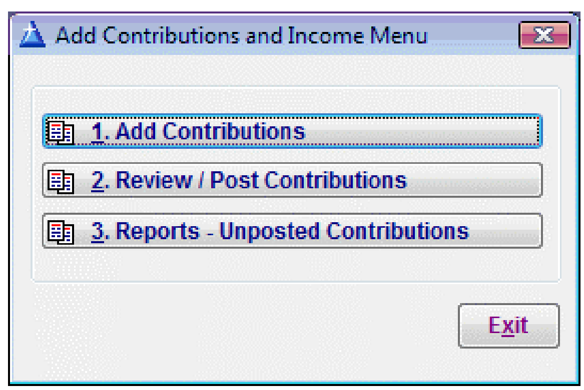
- Donations & Contributions
- Refunds
- Interest from Banks
- Refunds from Ministries
- and any funds received by the church

-

- Click the Add Income icon  OR
- Click Income on the ACMS menu

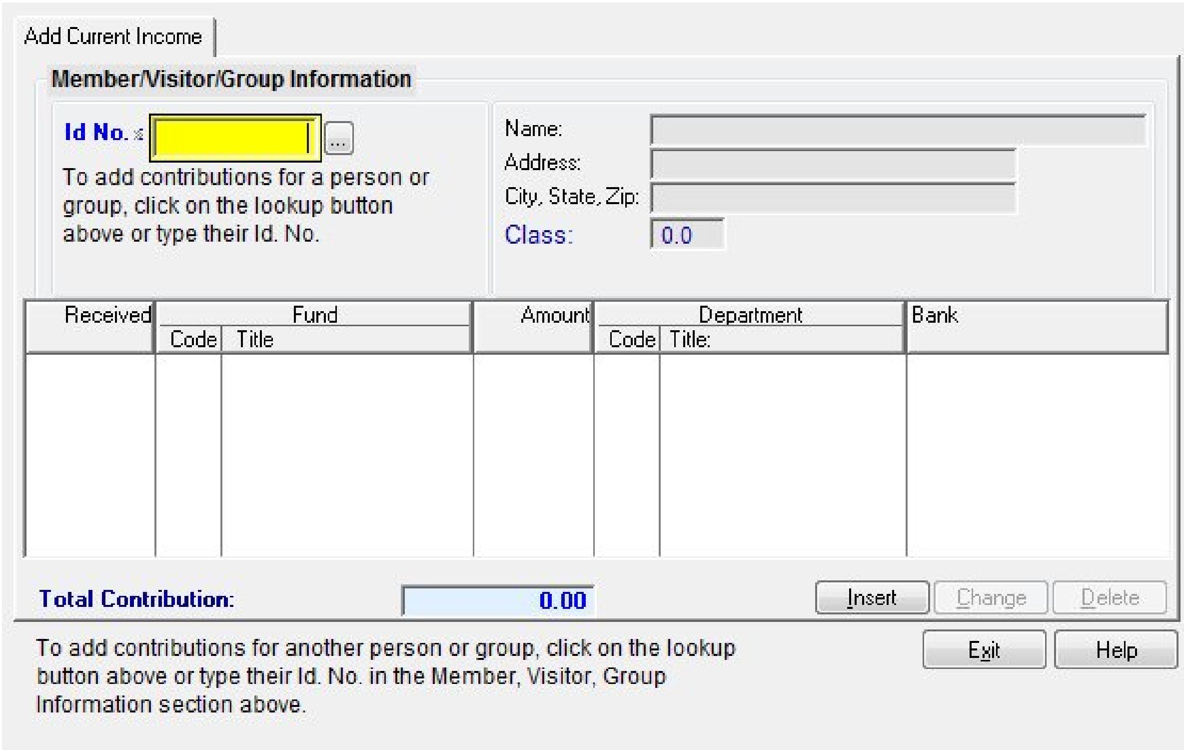


- Click Add Income
- Click Add Contributions on the Add Contributions and Income Menu



- The Add Current Income window will open

Step 1 - Select a Contributor



Window Options

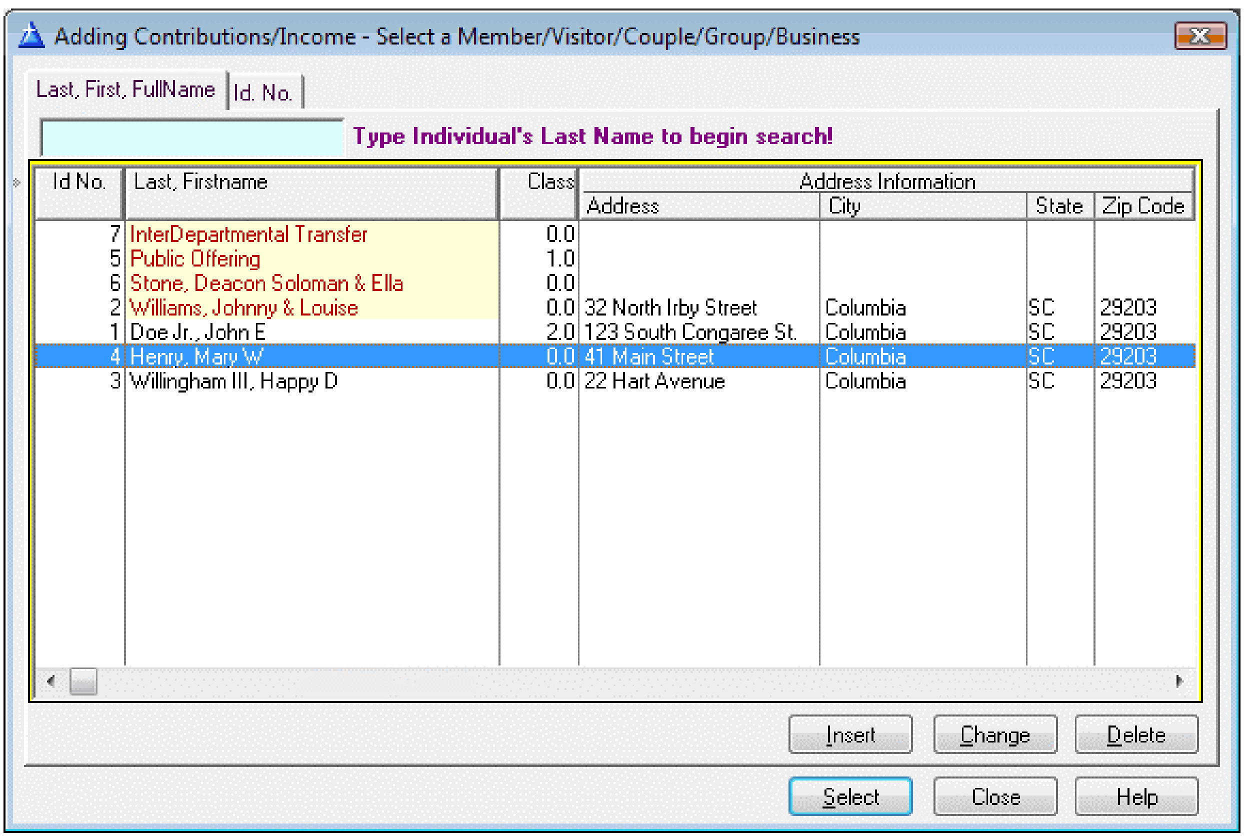
-  - lookup is available for the field
- **Total Contributions** - total for the selected Member/Visitor/Couple/Group

Window Actions

- **Insert** - add an income record
- **Change** - update the highlighted record
- **Delete** - remove the highlighted record
- **Exit** - exit the window
- **Help** - open ACMS help for this window

Select Member/Visitor/Couple/Group

- Click  - lookup contributor



Window Options

- Red & Yellow Names - Couples, Groups and non-individuals
- Black & White Names - Individuals
- Select - return the highlighted record's value to the previous window

Window Actions

- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Select - select the highlighted record and return to the previous window
- Close - close the window
- Help - open ACMS help for this window

NOTE: If you are looking up an individual, start typing the last name. ACMS will advance to the first person with the typed last name.

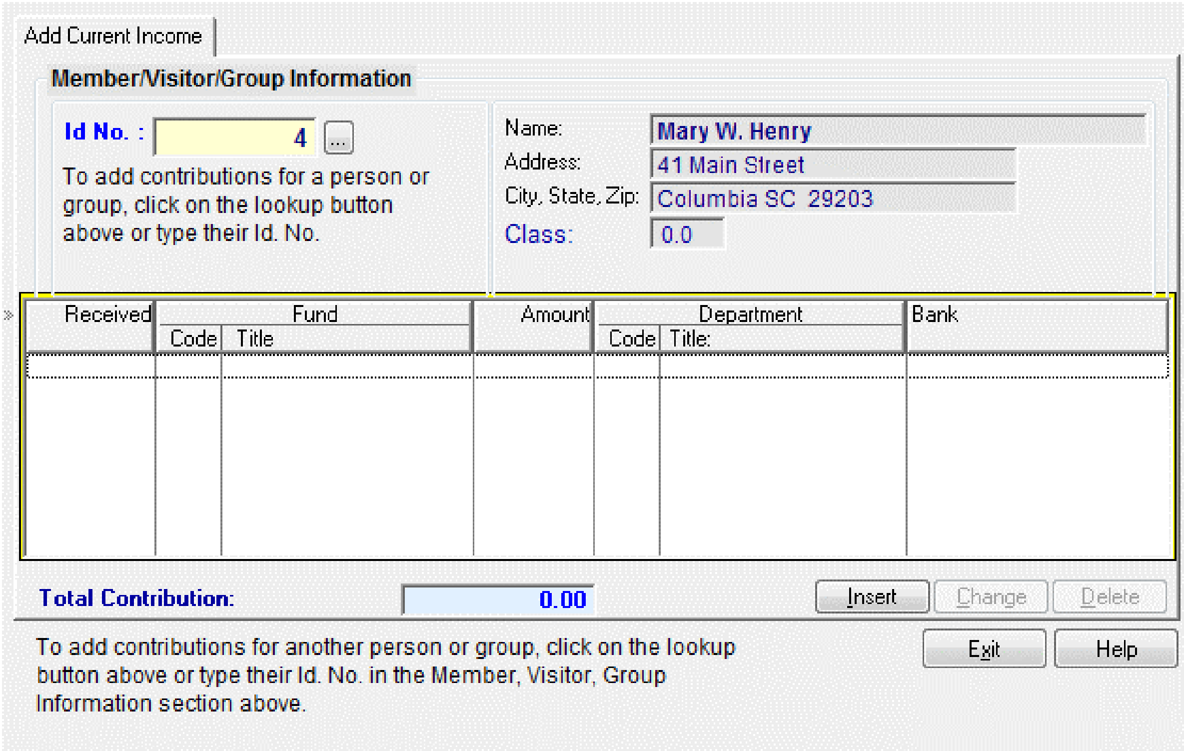
If the Member/Visitor/Group/Couple is not listed, they can be added from this windows. Click Insert to Add a new Member - See ***Add Membership via Contributions*** (on page 56)

Lookup an Individual

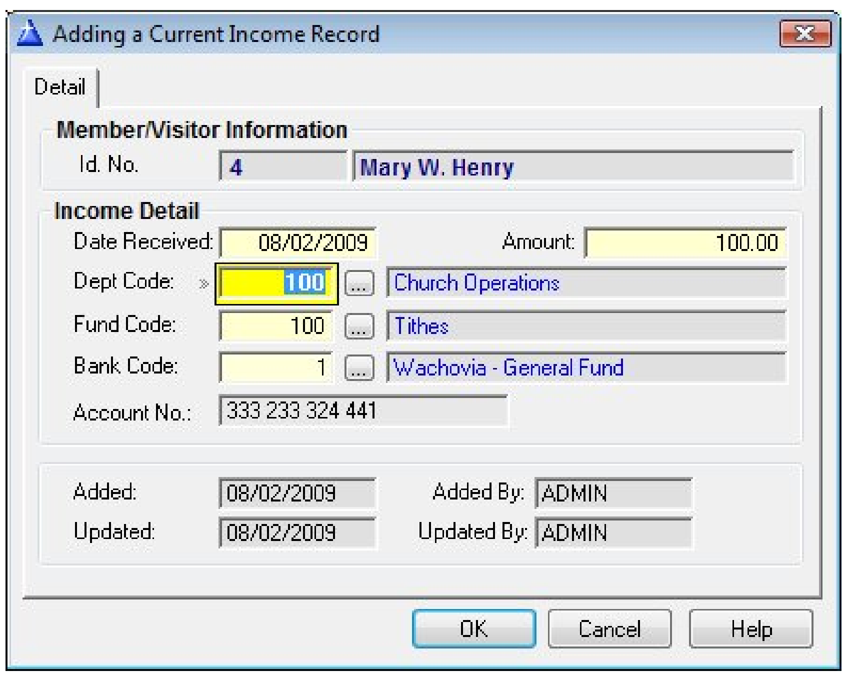
- Start typing the individual's lastname
- Highlight the individual's name

Lookup a Couple/Group

- Press the Home key on your keyboard - this will take you to the top of the list
- Couples/Groups are displayed in Red & Yellow
- Highlight the desired name
- Click Select
- The system will take you back to the add current income screen



- Click **Insert** to add an income record
- The Adding a Current Income Record window will open

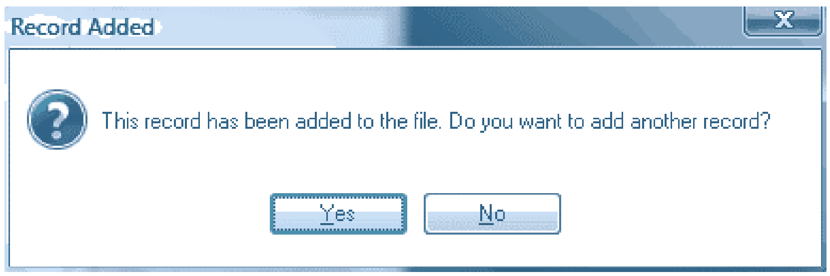


Step 2 - Enter the Fund Information

- Date Received - enter the date the funds were received
- Amount - enter the amount of the contribution
- Dept Code - should be the Department which controls these funds - Click ... to lookup available codes or type in the code
- Fund Code - should be the type of funds listed on the envelope or statement - Click ... to lookup available codes or type in the code
- Bank Code - should be the Bank where the funds will be deposited

Note: The Bank Code displayed is listed in the Dept Code record - this code will be completed when the dept code is selected.

- Click **OK** to save



- Click **Yes** to add another record for the current Member/Visitor/Couple/Group
- Go to **Step 2**
- Click **No** to exit and select another Member/Visitor/Couple/Group
- Go to **Step 1**

Note. The system will retain the previous record's Date Received, Dept Code, Fund Code and Bank Code.

- If all contributions have been entered, click **Exit**
- Go to **Review / Post Contributions**

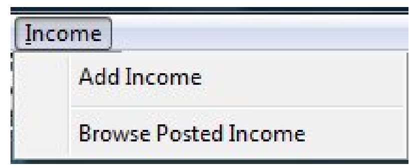
In This Chapter

Review / Post Income and Contributions

Review Contributions

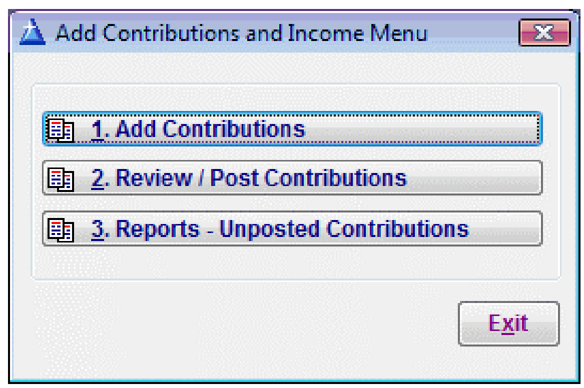
When you finish keying income/contributions, the next step is to review transactions for accuracy

- Click the Add Income icon  OR
- Click Income on the ACMS menu

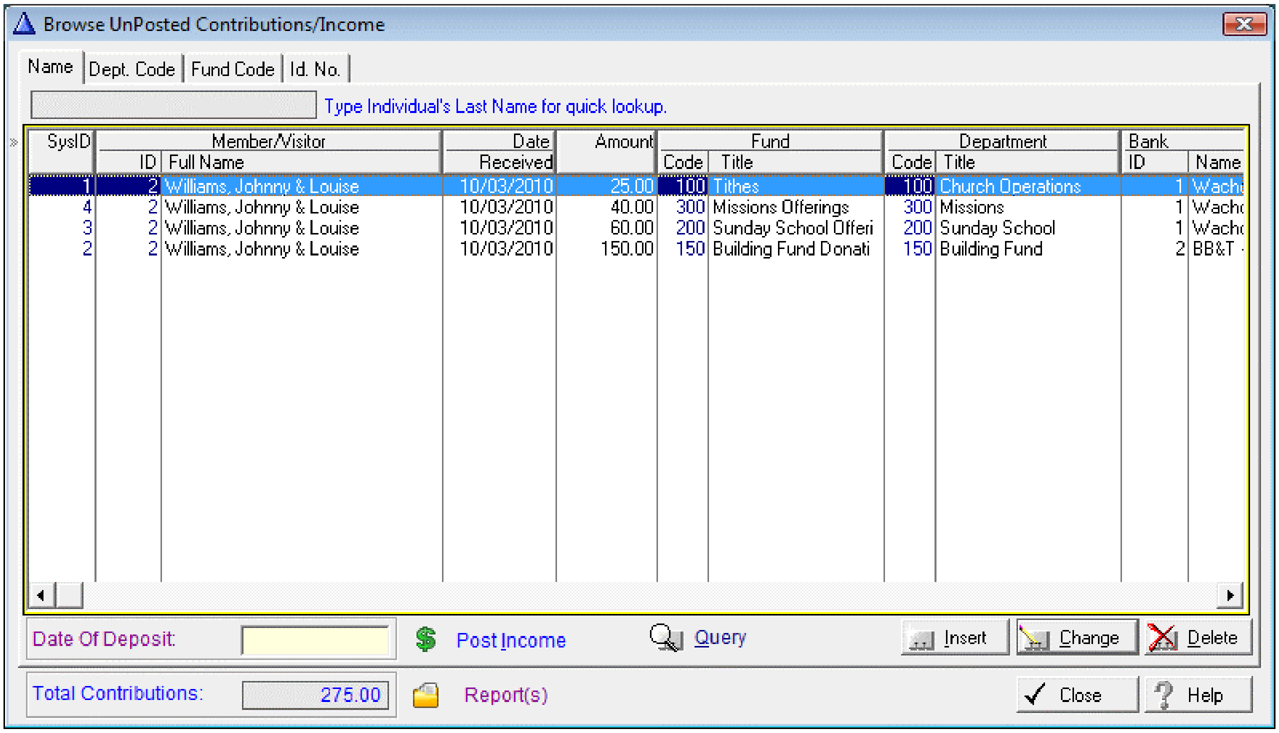


- Click Add Income
- Click Add Contributions on the Add Contributions and Income Menu

Step 3 - Review Contributions



- Click Review / Post Contributions



Window Actions

- Date of Deposit - enter the date the funds are ready for deposit
- Post Income - move the transactions to a history file and create deposit records
- Query - set a filter on the current records
- Print - open the Un-posted Income Reports Menu

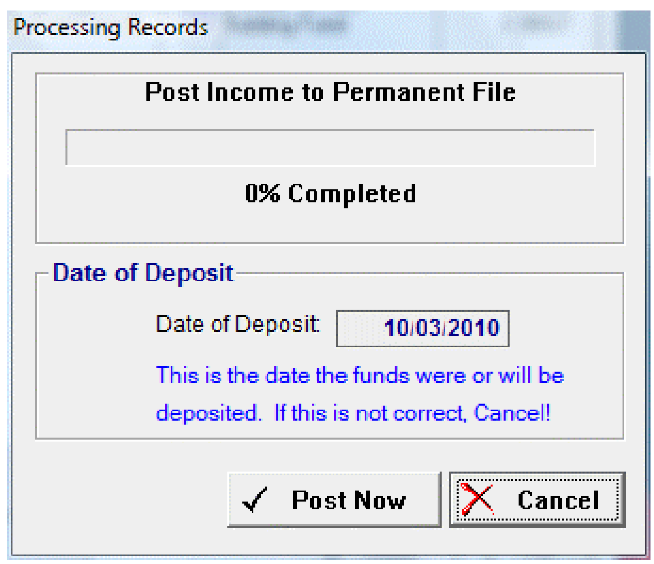
- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Close - close the window
- Help - open ACMS help for this window

Post Contributions

- When you are finished reviewing the current income records, you can post the transactions to the history or permanent file.

NOTE: The Total Contributions should equal the amount counted and deposited

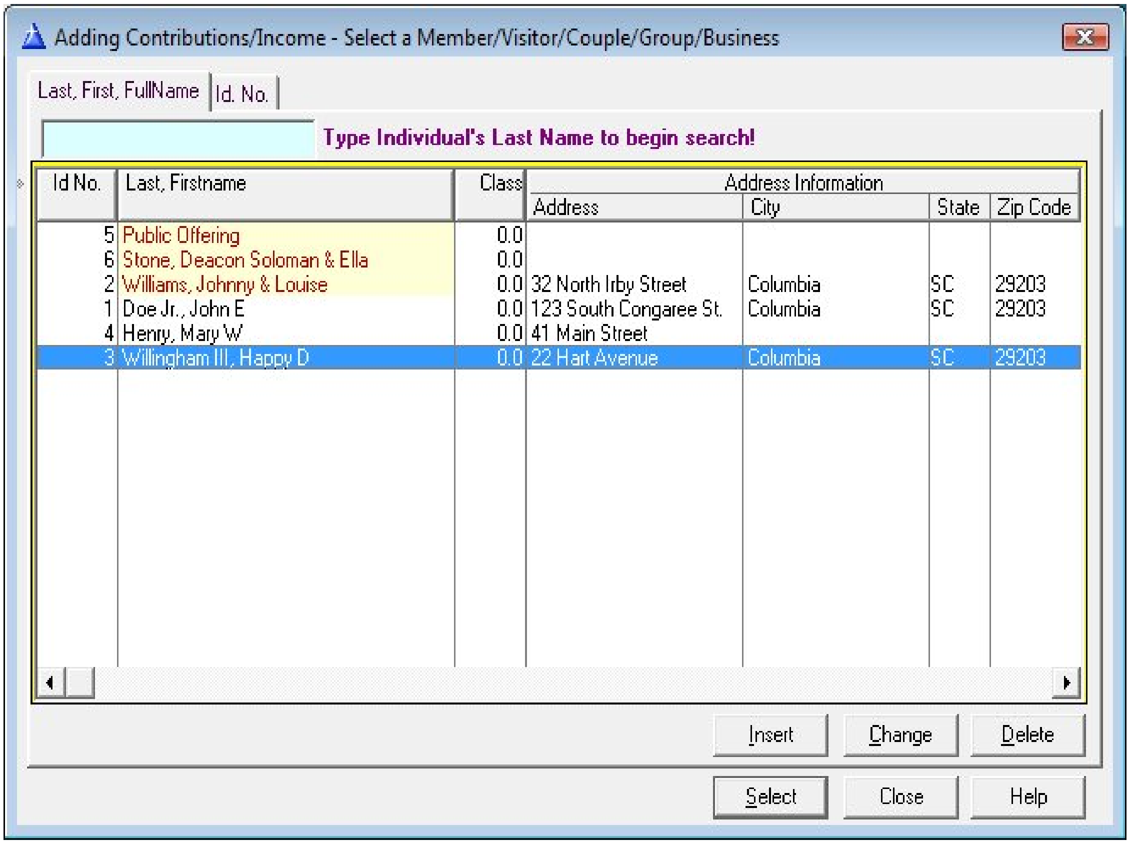
- Enter a Date-of-Deposit
- Click Post Income
- The Post Income to Permanent File window will open



- Click Post Now
- Click Cancel to abort and post later

Add Membership via Contributions

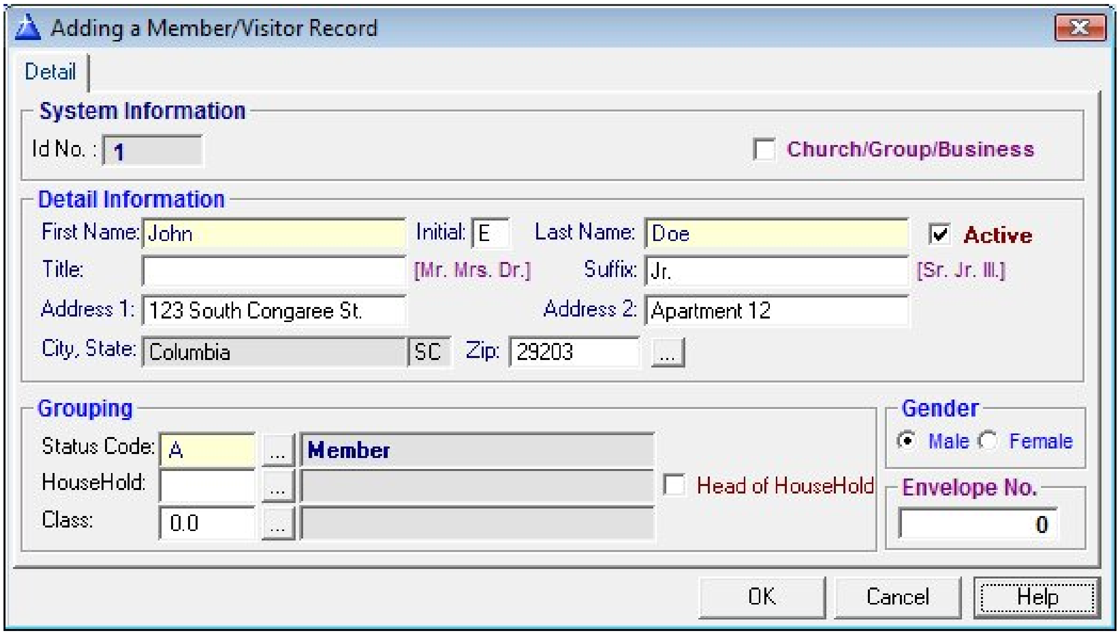
NOTE: If the individual or non-individual is not listed, they can be added without leaving the **Add Income/Contributions** module



- Click **Insert** on the *Adding Contributions/Income - Select a Member/Visitor/Couple/Group/Business* window

- Click Yes if you are adding an individual
- Click No if you are adding a couple, group, church, etc.

Adding an Individual to Membership



Window Option

- ... - lookup is available for the field

Required Fields

- First Name - Individual's first name
- Last Name - Individual's last name
- Status Code - ... membership classification - i.e. A - Member, V - Visitor, etc.

Window Actions

- OK - save changes and exit
- Cancel - abort adding or changes and exit
- Help - open ACMS help for this window

Adding a Couple/Group/Business/Church to Membership

Window Option

-  - lookup is available for the field

Required Fields

- Name - Fullname of the couple, group, business or church - i.e Doe, Deacon & Mrs. John Doe, Wachovia Bank, Antioch Baptist Church

Window Actions

- OK - save changes and exit
- Cancel - abort adding or changes and exit
- Help - open ACMS help for this window

CHAPTER 5

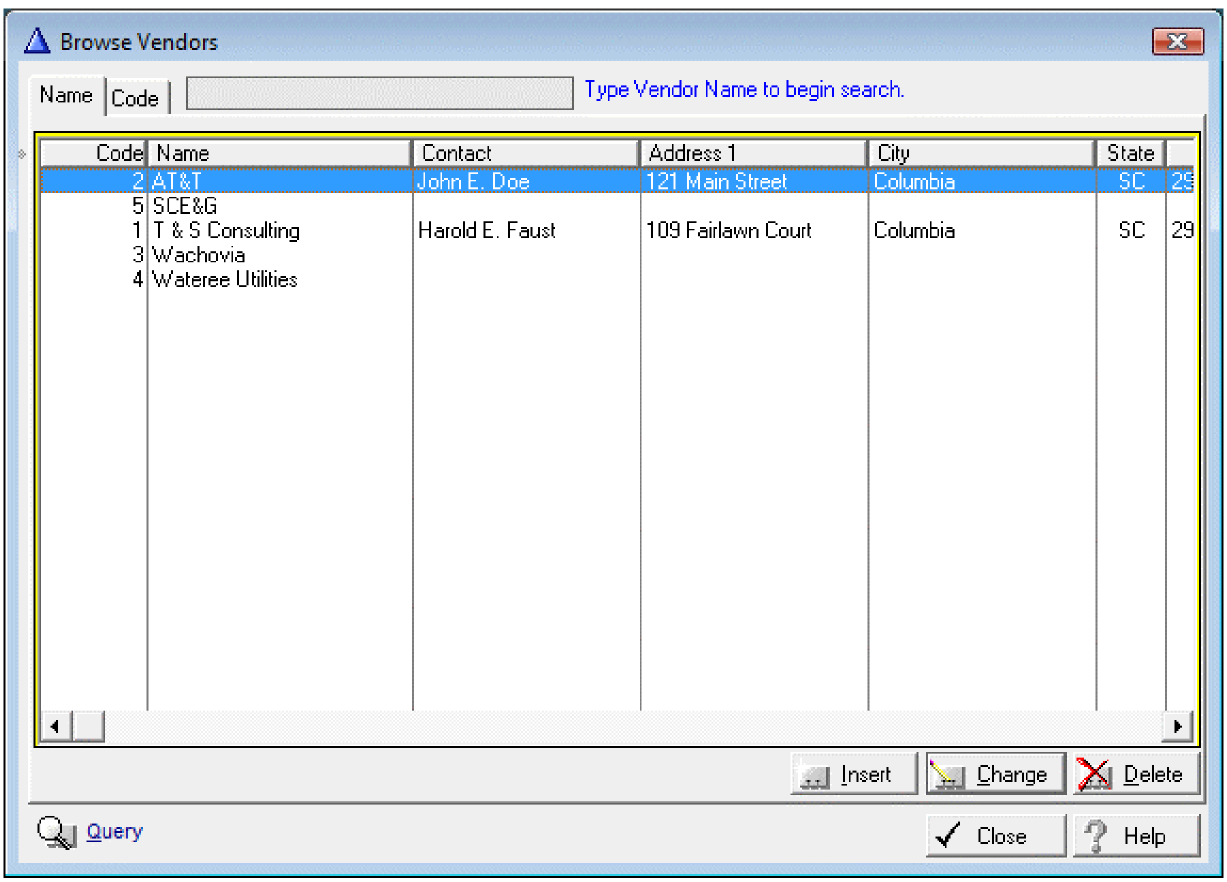
Checking

In This Chapter

Vendors

NOTE: A Vendor is any individual or company that is paid for goods or services.

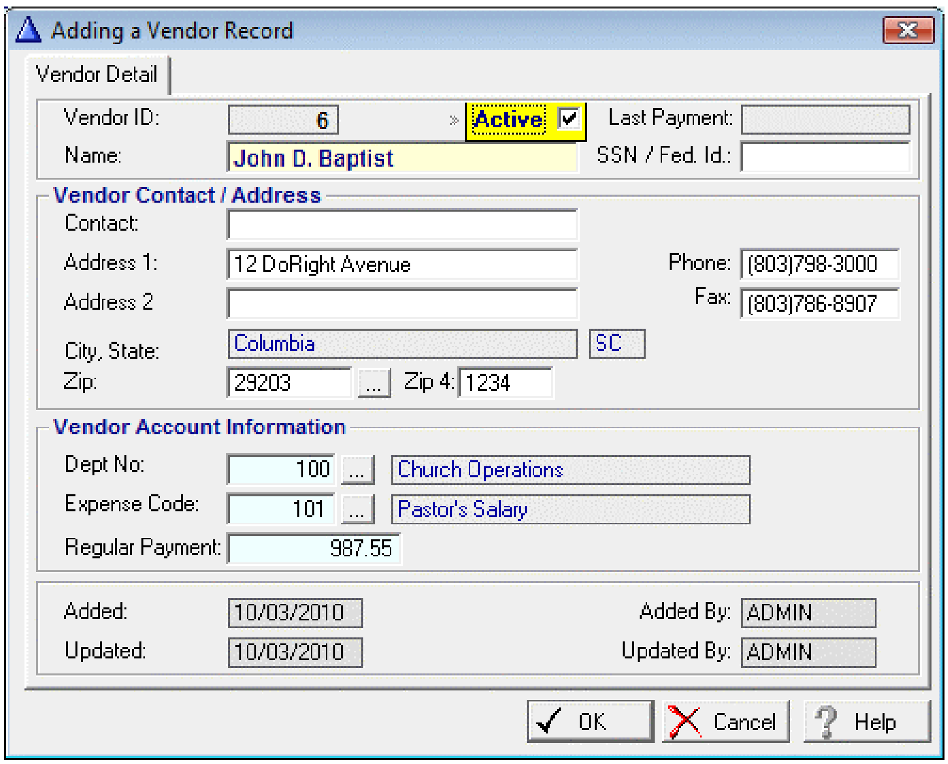
- Click **Browse Codes** on the ACMS menu
- Click **Vendors**



Window Actions

- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Help - open ACMS help for this window
- Close - exit Browse window

Add/Update Vendor



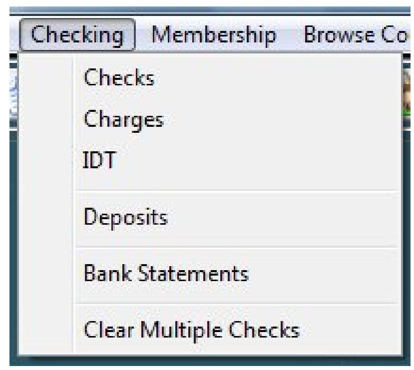
- Name - fullname of the company/indivudual *(required)*
- Dept No - default department number *(optional)*
- Expense Code - default expense code *(optional)*
- Regular Payment - default payment amount *(optional)*

Checks

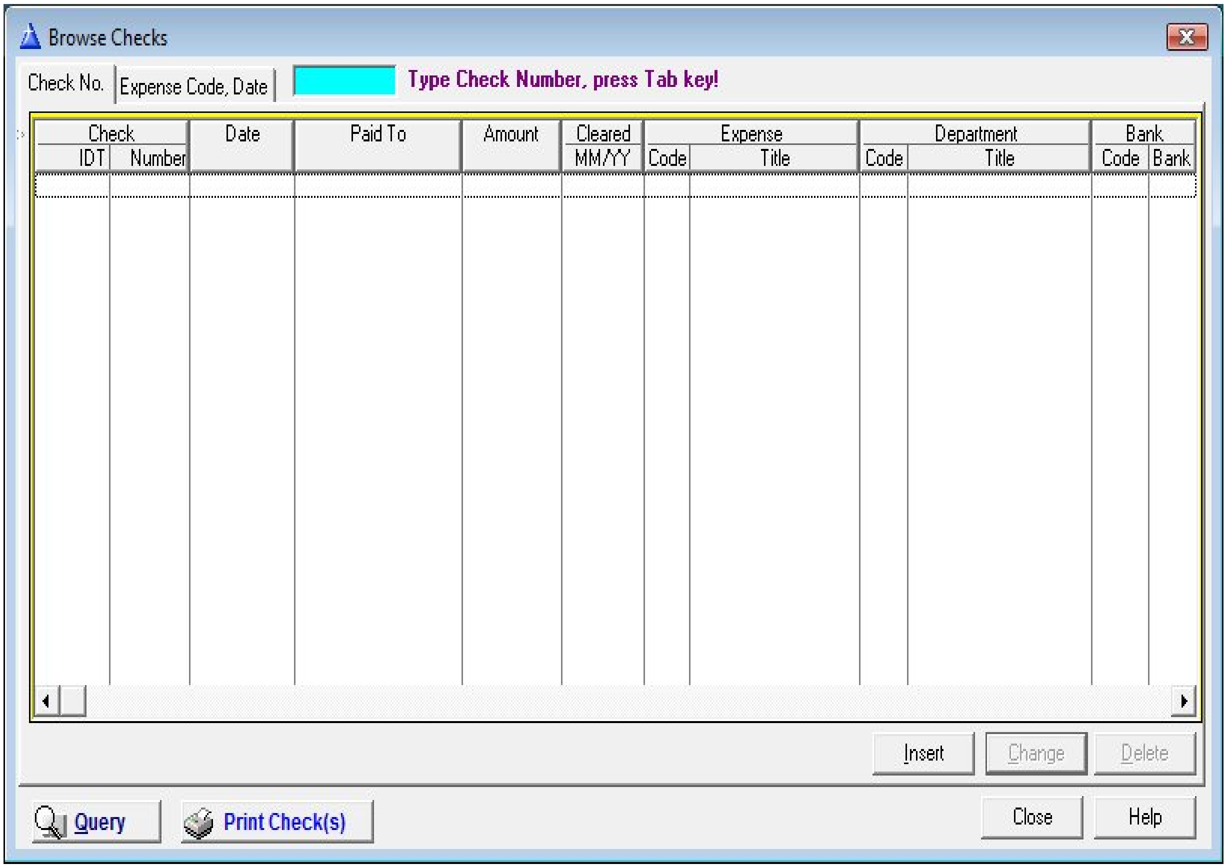
Checks should be added to ACMS as they are written. This process will minimize the errors associated with missing checks, outstanding checks and ACMS ending balances during the Bank Reconciliation process.

NOTE: If you are transferring funds, please see ***Add and Update IDT(s*** (see "IDT(s) - InterDepartmental Transfers" on page 72))

- Click **Checking** on the ACMS main menu
- Click **Checks**



- The Browse Checks window will open

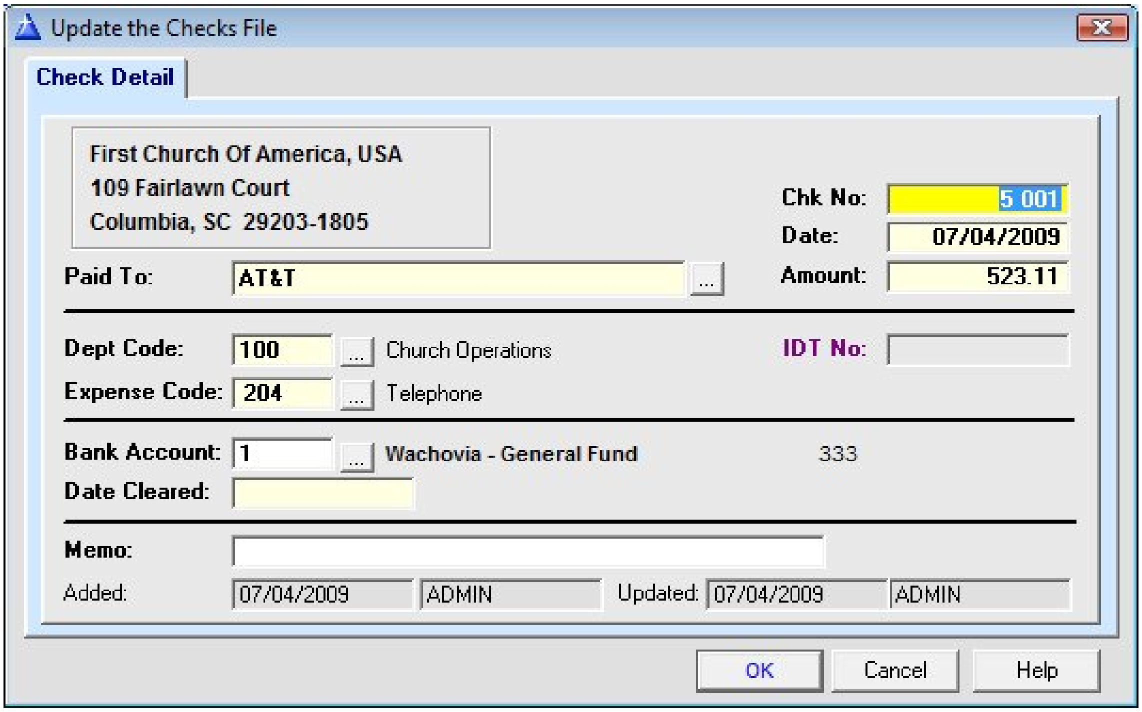


Window Actions

- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Query - set a filter to view specific records
- Print Check(s) - ***print check(s*** (see "Posted Income Reports" on page 177)) starting with the highlighted check
- Help - open ACMS help for this window
- Close - exit Browse window

Add/Update Check

- On the *Browse Checks* window, click Insert or Change



Window Option

- … - lookup is available for the field

Required Fields

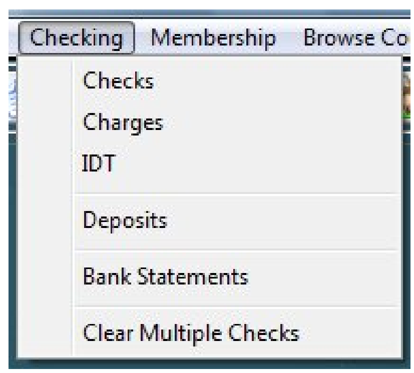
- Chk No - Check Number
- Date - Date of the Check
- Paid To - … The Vendor the check is to be paid to
- Amount - The amount of the check
- Dept Code - … The Department/Ministry responsible for the expense
- Expense Code - … The type of expense
- Bank Account - … The bank account the check will be paid from

Window Actions

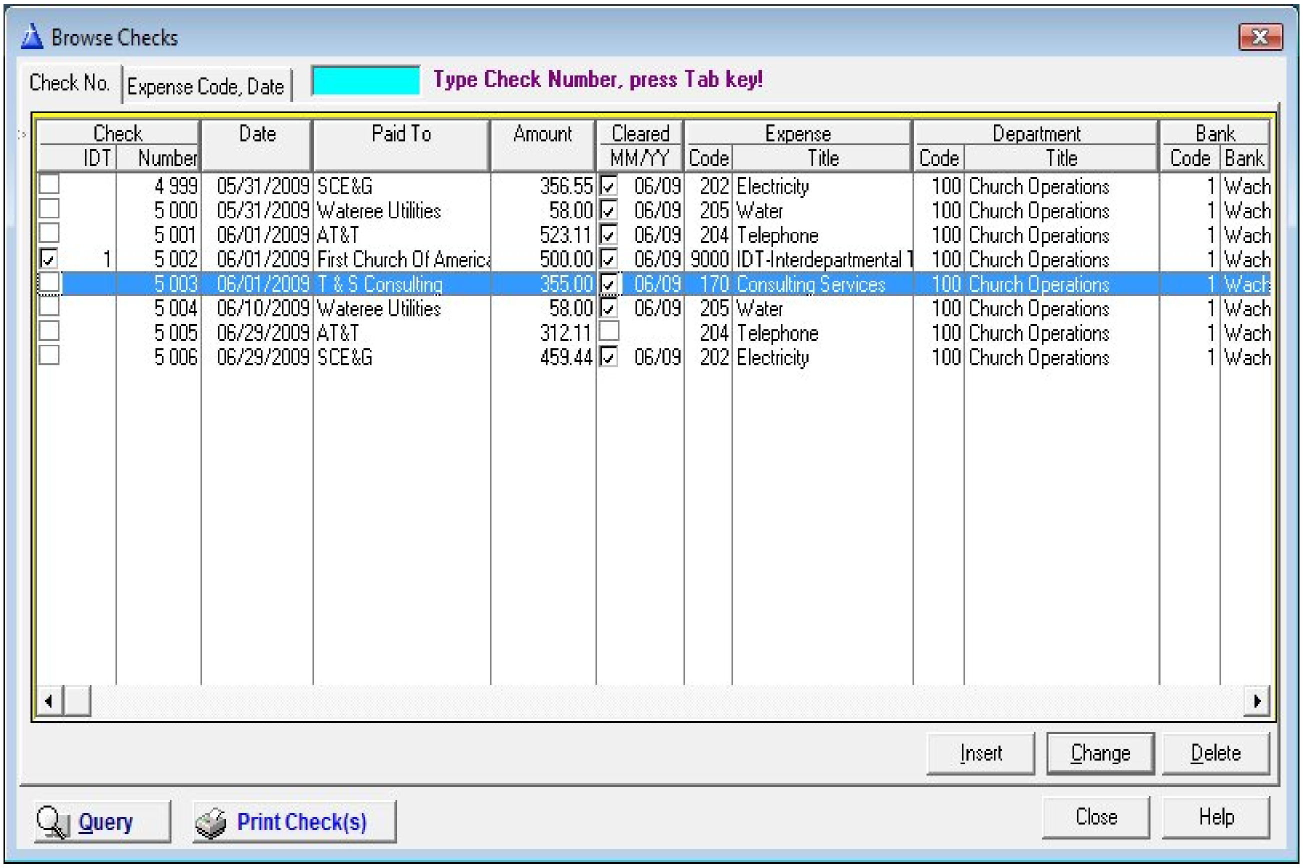
- OK - save changes and exit
- Cancel - abort adding or changes and exit
- Help - open ACMS help for this window

Print Check(s)

- Click Checking on the ACMS main menu
- Click Checks



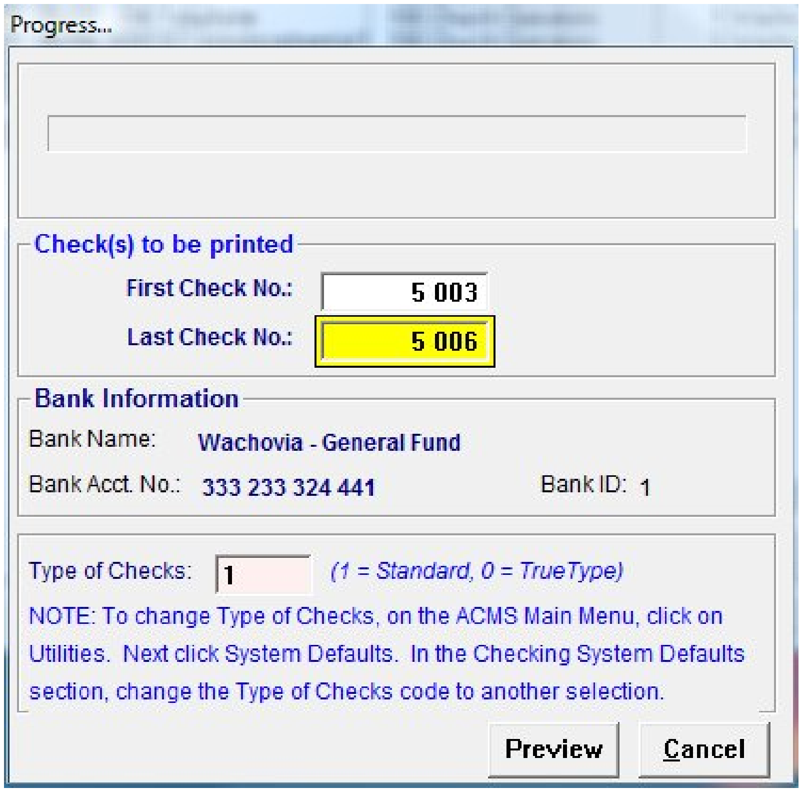
- The *Browse Checks* window will open



- HIghlight the check to be printed

NOTE: If you are printing more than 1 check, you will need to only highlight the first check number. In this example, we will print checks 5003 through 5006.

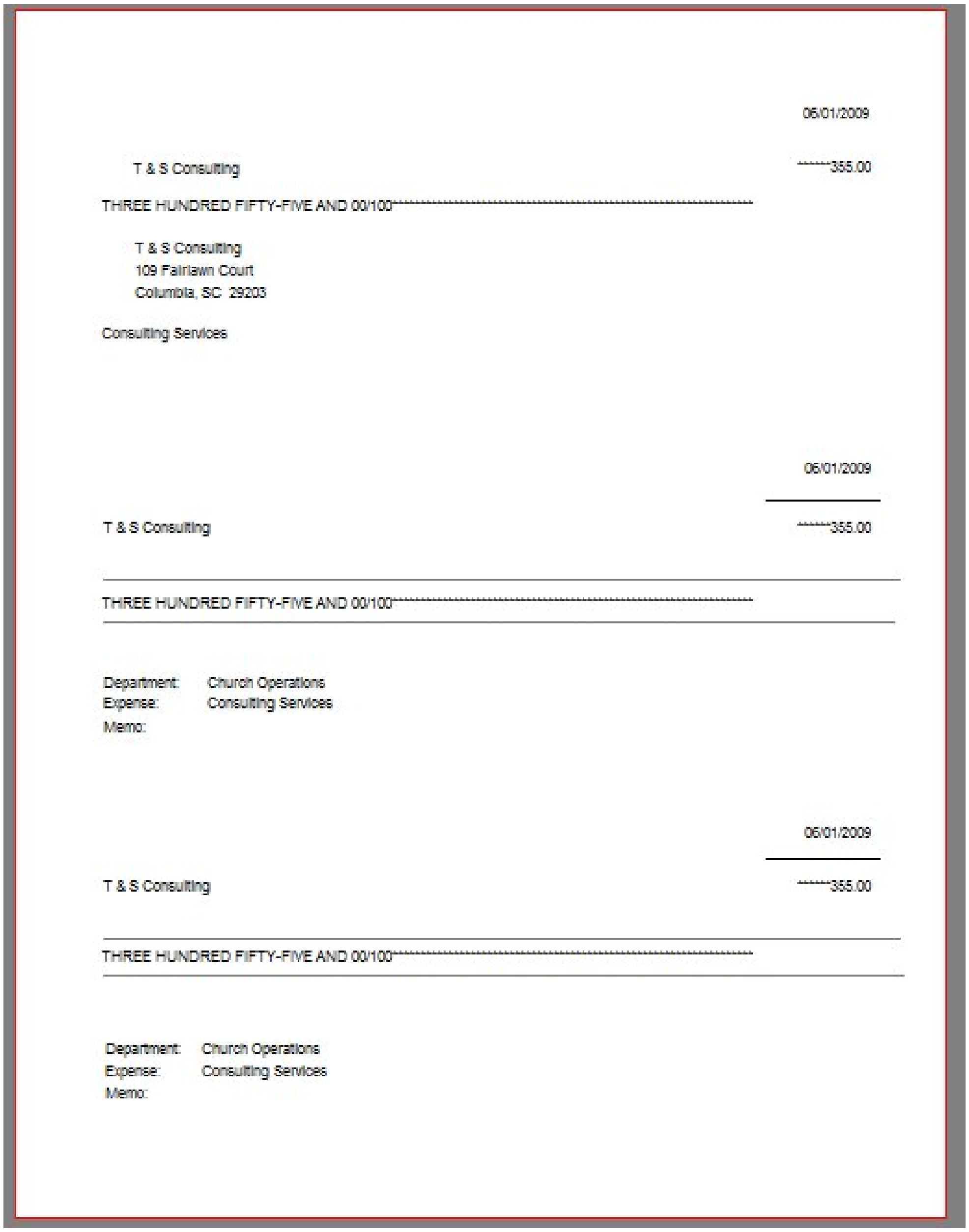
- Click Print Check(s)
- The *Progress* window will open



- Enter the last check number in the Last Check No. field

REMEMBER: We are printing checks 5003 through 5006.

- Click **Preview**



06/01/2009

T & S Consulting ******355.00

THREE HUNDRED FIFTY-FIVE AND 00/100***

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Columbia, SC 29203

Consulting Services

06/01/2009

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THREE HUNDRED FIFTY-FIVE AND 00/100***

Department: Church Operations
Expense: Consulting Services
Memo:

06/01/2009

T & S Consulting ******355.00

THREE HUNDRED FIFTY-FIVE AND 00/100***

Department: Church Operations
Expense: Consulting Services
Memo:

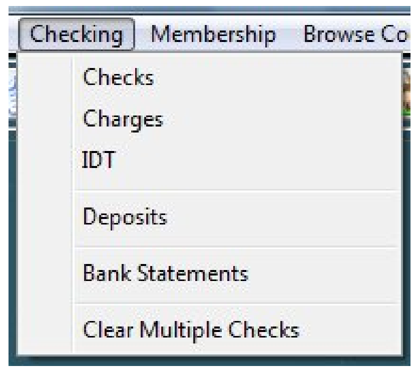
- Click the printer icon to print the check(s)

Charges

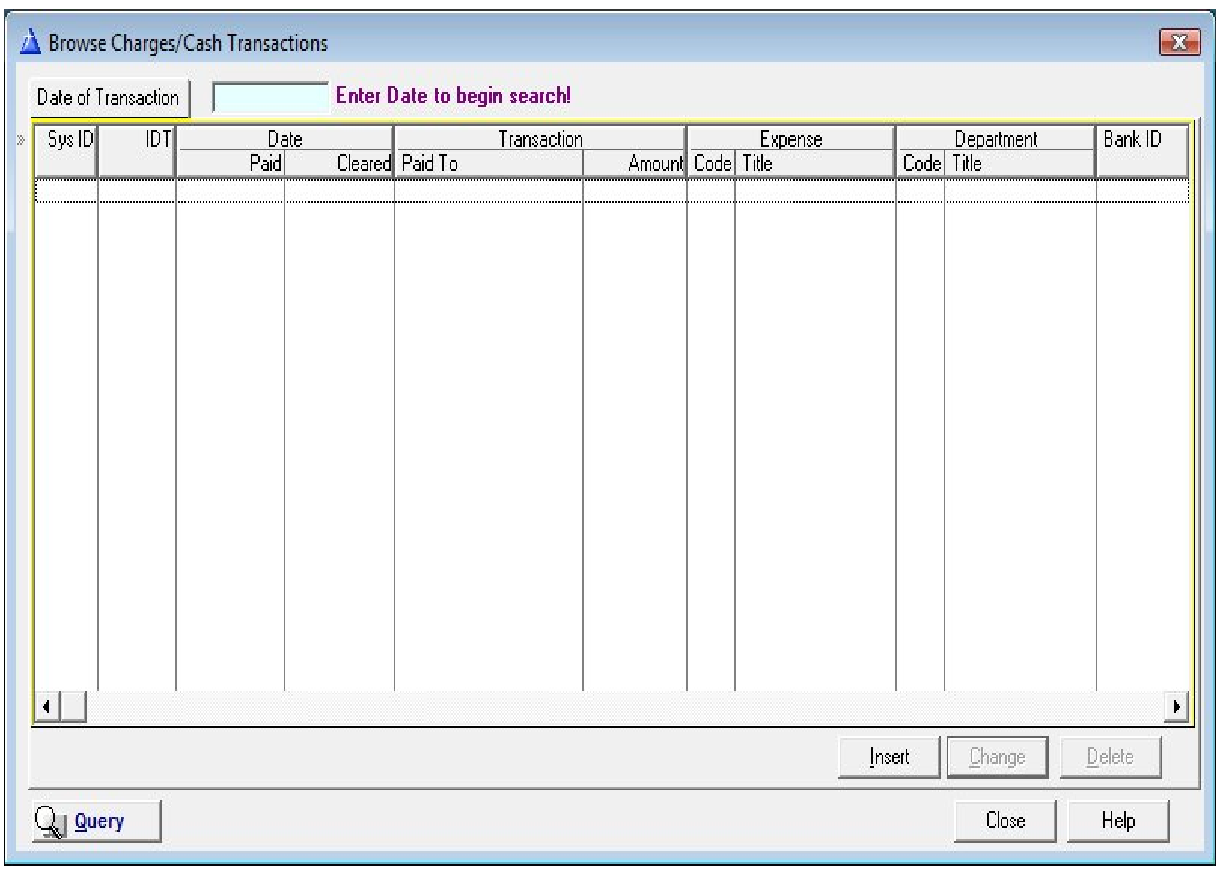
NOTE: Charges will include the following:

Bank Service Charges, Cash Payments, Debits Transactions and Automatic Withdrawals to your Bank Accounts.

-
- Click **Checking** on the ACMS menu.
- Click **Charges**



- The Browse Charges window will open



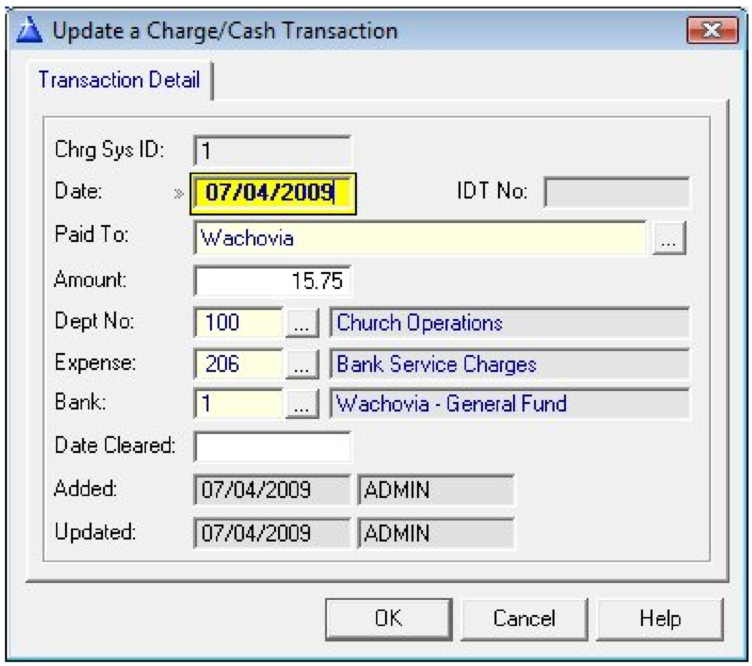
Window Actions

- **Insert** - add a new record
- **Change** - update the highlighted record
- **Delete** - remove the highlighted record
- **Query** - set a filter to view specific records
- **Help** - open ACMS help for this window
- **Close** - exit Browse window

See also ***Clear Charges*** (on page 86)

Add/Update Charge

- On the *Browse Charges* window, click **Insert** or **Change**



Window Option

- ... - lookup is available for the field

Required Fields

- Chrg Sys ID - Automatically assigned by ACMS
- Date - Date of the Charge
- Paid To - ... The Vendor the charge is to be paid to
- Amount - The amount of the charge
- Dept Code - ... The Department/Ministry responsible for the expense
- Expense Code - ... The type of expense
- Bank - ... The bank account the charge will be paid from
- Date Cleared - Automatically defaulted to the date of the charge

Window Actions

- **OK** - save changes and exit
- **Cancel** - abort adding or changes and exit
- **Help** - open ACMS help for this window

IDT(s) - InterDepartmental Transfers

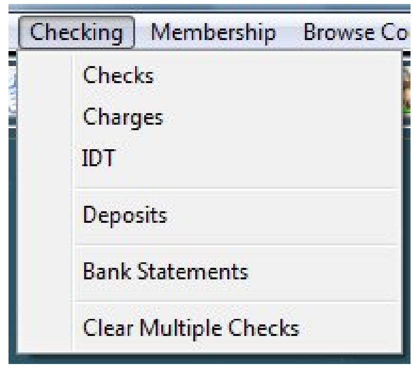
InterDepartmental Transfers (IDT(s)) are funds moved from:

- One Ministry to another Ministry - i.e. Church Administration to Missions
- One Bank Account to another Bank Account - General Fund to Building Fund

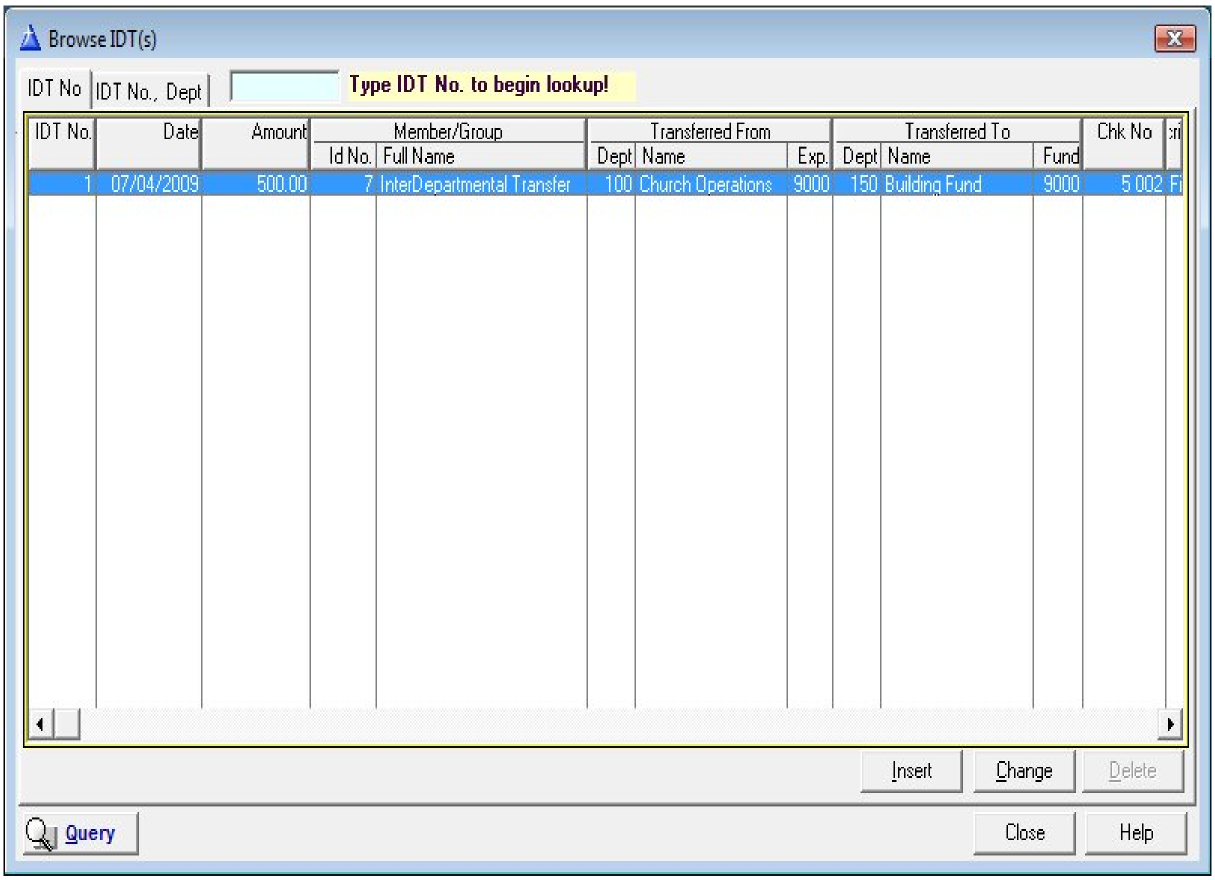
IDT(s) will automatically post to the following modules

- Income/Contributions - added for the receiving Department/Ministry
- Deposits - a deposit record is added ONLY WHEN the transferring and receiving banks are different
- Charges - a charge record will be added ONLY WHEN the Check Written option is NOT selected
- Checks - a check record will be added ONLY WHEN the Check Written option is selected

- Click **Checking** on the ACMS menu.
- Click **IDT**



- The Browse IDT(s) window will open

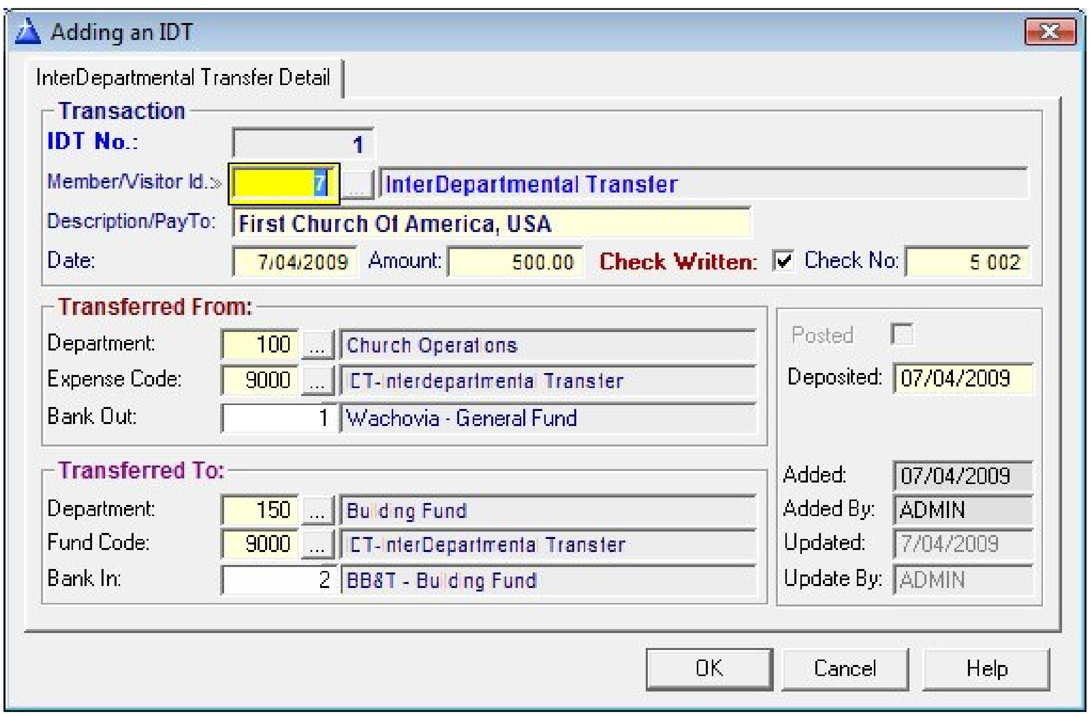


Window Actions

- **Insert** - add a new record
- **Change** - update the highlighted record
- **Delete** - remove the highlighted record
- **Query** - set a filter to view specific records
- **Help** - open ACMS help for this window
- **Close** - exit Browse window

Add/Update IDT

- On the Browse IDT(s) window, click **Insert** or **Change**



Window Option

- ... - lookup is available for the field

Required Fields

- IDT No. - Automatically assigned by ACMS
- Member/Visitor ID - ... Select the **InterDepartmental Transfer** record from the available records
- Description/Pay To - This field is defaulted to your church's name
- Date - Date of the transaction
- Amount - The amount of the transaction
- Check Written - select this option if a check will be written for the transaction
- Check No. - Enter the check number if a check will be written

NOTE: If Check Written is selected, a check will be created automatically by ACMS and posted to the Checks module.

TRANSFERRED FROM

- Department - ... The Department/Ministry transferring the funds
- Expense Code - ... The expense code description must begin with IDT
- Bank Out - ... The bank account the funds will be transferred from

TRANSFERRED TO

- Department - ... The Department/Ministry receiving the funds
- Fund Code - ... The fund code description must begin with IDT
- Bank In - ... The bank account the funds will be transferred to
- Date Deposited - The date the funds were prepared for deposit

Window Actions

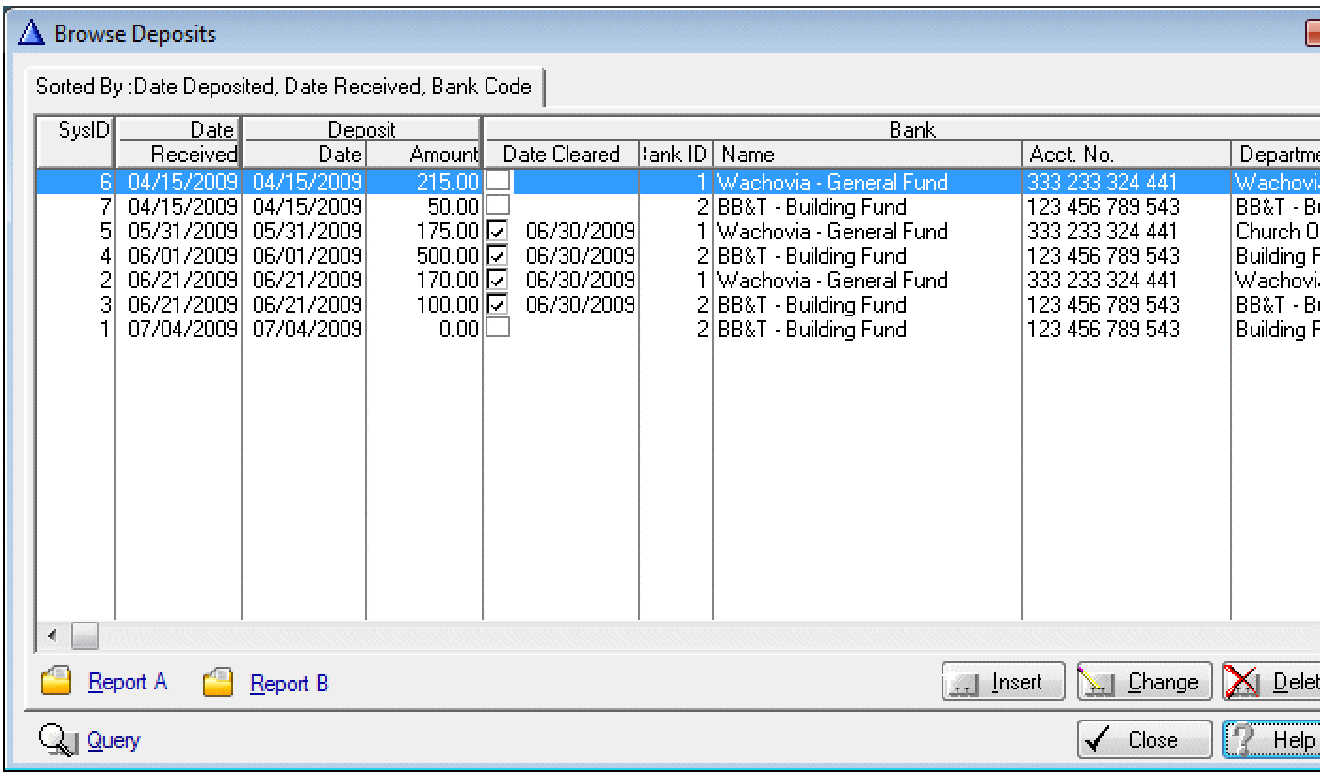
- OK - save changes and exit
- Cancel - abort adding or changes and exit
- Help - open ACMS help for this window

Deposits

Deposits are added automatically when contributions and income are posted to ACMS. This process will minimize the errors associated with missing deposits during the Bank Reconciliation process.

NOTE: If you are transferring funds, please see ***Add and Update IDT(s*** (see "IDT(s) - InterDepartmental Transfers" on page 72))

- Click **Checking** on the ACMS main menu

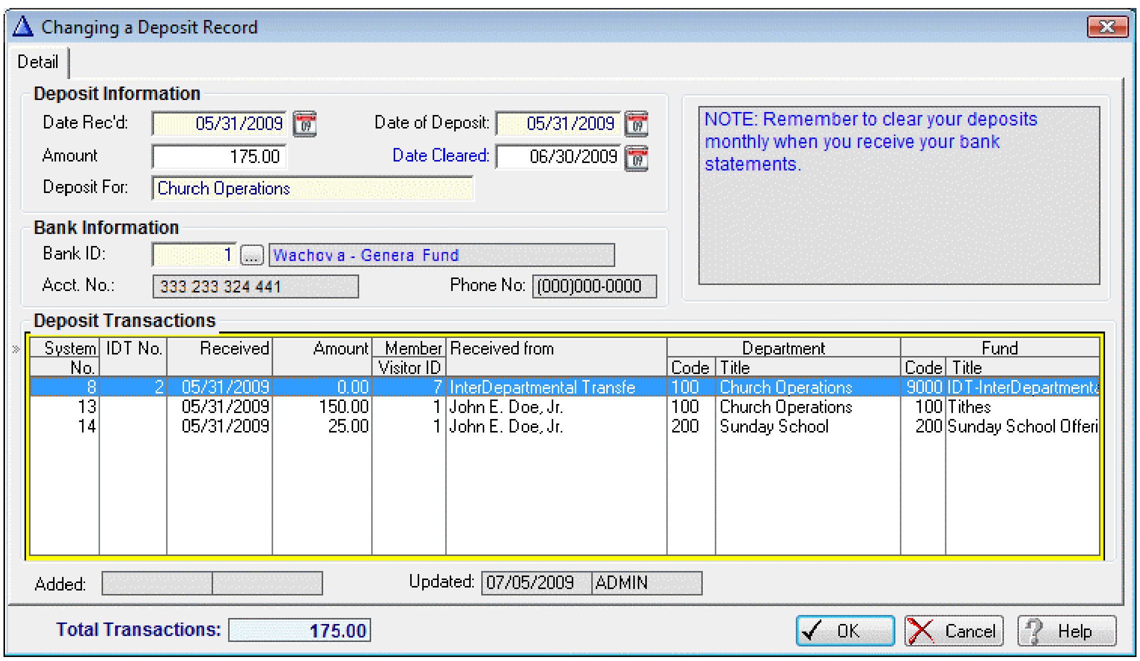


Window Actions

- Report A - print Deposits by Bank and Date of Deposit for specified date range
- Report B - print Deposits by Bank and Date of Deposit with Detail for specified date range
- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Help - open ACMS help for this window
- Close - exit Browse window

Add/Update Department Code

Click Insert or Change to access the Update Deposit screen.



NOTE: The amount for Total Transactions should be the same as the Deposit Amount. In the example above, the Total Transactions are $175.00 and the Deposit Amount is $175.00.

Deposit Information

- Date Rec'd - date funds were received
- Date of Deposit - date funds were prepared for deposit

NOTE: Date of Deposit should never cross months. For example: Funds received in March should never have a Date of Deposit in April.

- Amount - amount of the deposit
- Date Cleared - date deposit cleared the bank or financial institution

Report A

Listing of Deposits by Bank Code, Date of Deposit and Date Funds were received for specified date range.

DepositsByBankAndDate

First Church Of America, USA

Deposits by Bank, Date for the period: 4/01/2009 through 6/30/2009

Description	Date of Deposit	Amount	Date Received	Date Cleared
Wachovia - General Fund	333 233 324 441			
Wachovia - General Fund	04/15/2009	215.00	04/15/2009	
Church Operations	05/31/2009	175.00	05/31/2009	06/30/2009
Wachovia - General Fund	06/21/2009	170.00	06/21/2009	06/30/2009
	Total:	**560.00**		
BB&T - Building Fund	123 456 789 543			
BB&T - Building Fund	04/15/2009	50.00	04/15/2009	
Building Fund	06/01/2009	500.00	06/01/2009	06/30/2009
BB&T - Building Fund	06/21/2009	100.00	06/21/2009	06/30/2009
	Total:	**650.00**		
	Grand Total	**1,210.00**		

Report B

Listing of Deposits by Bank Code, Date of Deposit and Date Funds were received with contribution/income details for specified date range.

Deposits by Bank Code, Date of Deposit & Date Funds received
for Funds received: 04/01/2009 through 06/30/2009

		Description		Date of Deposit	Amount	Received	Cleared
Bank:	1	**Wachovia - General Fund**	333 233 324 441				
Date of Deposit:	**04/15/2009**						
Date Received:	04/15/2009	Wachovia - General Fund		04/15/2009	215.00	04/15/2009	/ /
9	John E. Doe, Jr.		15.00	Sunday School Offerings		Sunday School	
10	John E. Doe, Jr.		150.00	Offerings		Church Operations	
11	John E. Doe, Jr.		50.00	Tithes		Church Operations	
Deposit Date Total (detail transactions)			**215.00**		215.00	Deposit (cross-check)	
Date of Deposit:	**05/31/2009**						
Date Received:	05/31/2009	Church Operations		05/31/2009	175.00	05/31/2009	06/30/2009
8	InterDepartmental Transfer		0.00	IDT-InterDepartmental Trar		Church Operations	2
13	John E. Doe, Jr.		150.00	Tithes		Church Operations	
14	John E. Doe, Jr.		25.00	Sunday School Offerings		Sunday School	
Deposit Date Total (detail transactions)			**175.00**		175.00	Deposit (cross-check)	

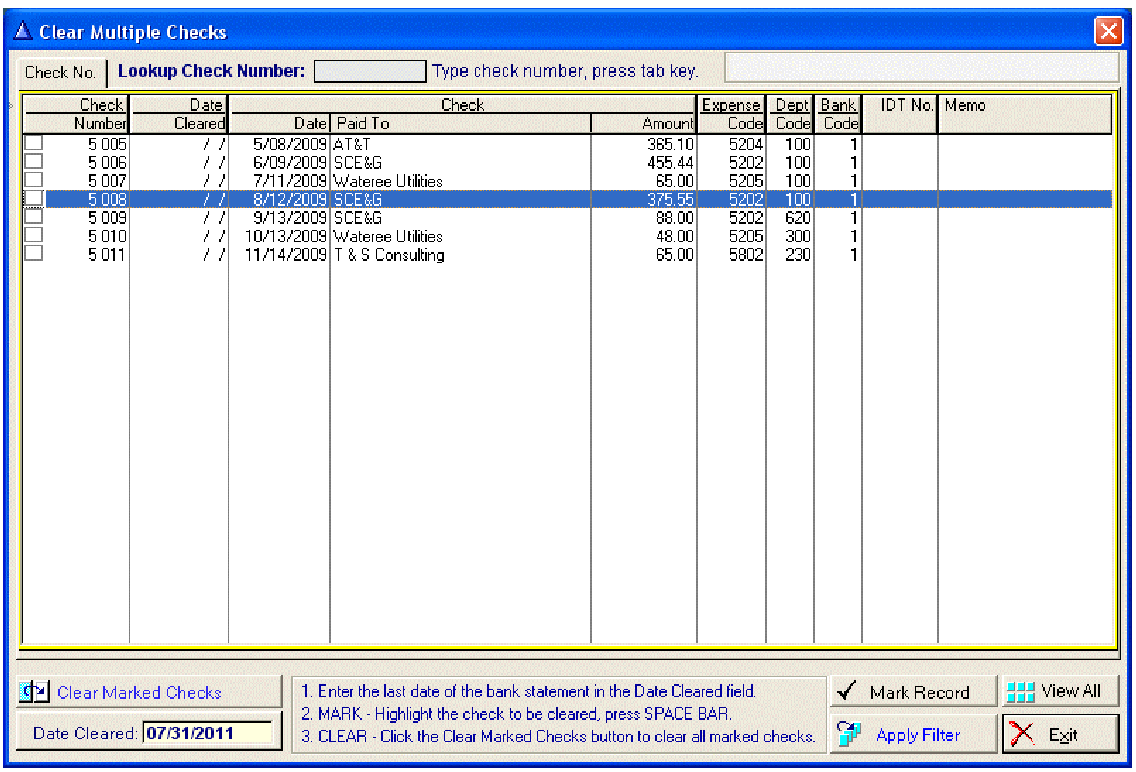
CHAPTER 6

Bank Reconciliation

BANK RECONCILATION CHECKLIST

Clear Checks

- Click Checking
- Click Clear Multiple Checks
- Select Bank Code
- Enter Bank Statement's first check number
- Click OK
- The Clear Multiple Checks window will open



- Enter the last date of bank statement in the Date Cleared field located at the bottom left of the Clear Multiple Checks window

Step 1 - Highlight the check to be cleared

Step 2 - Press the SPACE Bar on your computer to Mark or Unmark a check

Repeat Steps 1 and 2 until all checks on the Bank Statement have been marked

- Click the **Clear Marked Checks** button to clear all marked checks
- Click **Exit** to close the module

Clear Charges

- Click **Checking**
- Click **Charges**

NOTE: Charges are the only transactions that you may not know about prior to receiving the statement from the bank

Charge transmissions are cleared automatically when added to ACMS

- Add Charges from the Bank Statement

Clear Deposits

- Click **Checking**
- Click **Deposits**
- Compare deposits on bank statement to deposits in ACMS
- Make sure the deposit amount & total transactions equal
- Enter date cleared (last date of the bank statement currently working on)
- Close window

Add Bank Statement

- Click **Checking**
- Click **Bank Statements**
- Add the bank statement information, if it does not exist, into ACMS
- Enter bank statement's first & last day of the month

Enter bank statement amounts for:

Beginning and ending account balances

Total deposits

Total checks

Total charges

Print & review ACMS Bank Reconciliation Report

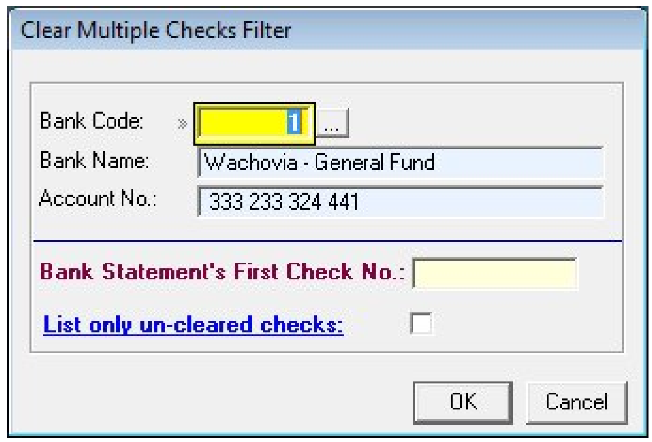
- Print ACMS Bank Reconciliation report
- Review ACMS Bank Reconciliation report
- Click **OK** to save and exit

In This Chapter

Clear Checks

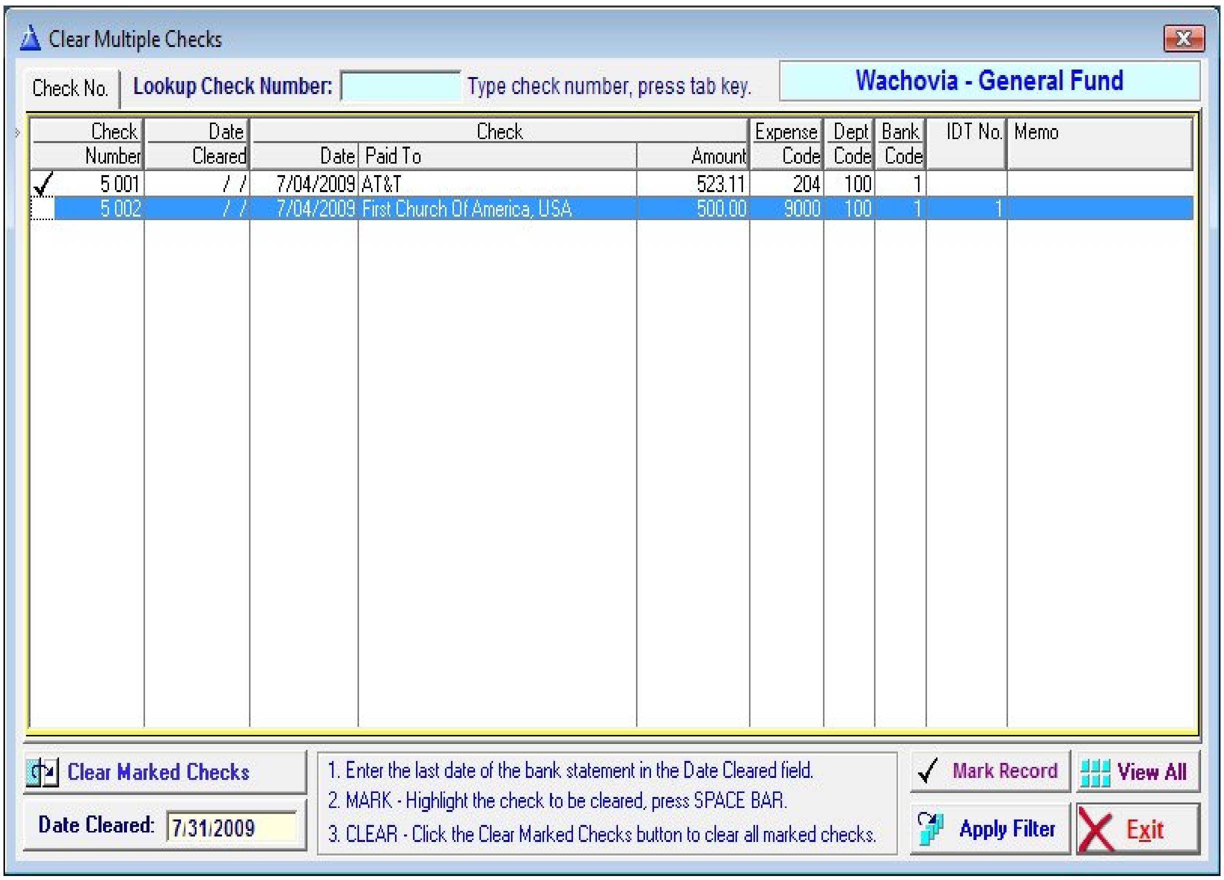
ACMS has a feature called **Clear Multiple Checks** which allows you to clear numerous checks at once.

- Click **Checking** on the ACMS main menu
- Click **Clear Multiple Checks**
- The Clear Multiple Checks Filter window will open



- Select or enter the Bank Code for the bank statement being used to clear checks
- Enter the **First Check Number** listed in the cleared checks on the Bank Statement
- Check the List only un-cleared checks box to display only the checks that have not cleared
- Click **OK** to continue
- The **Clear Multiple Checks** window will open

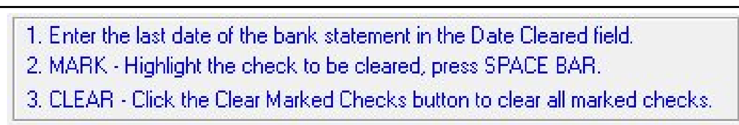
Clear Multiple Checks



Required Fields

- Date Cleared - enter the last date of the bank statement you are reconciling

Window Actions

- 

- Date Cleared - enter the last date of the bank statement you are reconciling
- Press Space Bar - mark/un-mark the highlighted record
- Mark Record - mark/un-mark the highlighted record
- View All - list all checks for the current Bank Account starting with the check number specified when the clear multiple checks browse was initiated
- Clear Marked Checks - clear the checks that are marked
- Apply Filter - apply a Filter to all checks for the current Bank Account (cleared and uncleared)

The filter will be based on the Bank Statement Date field and the current Bank Account

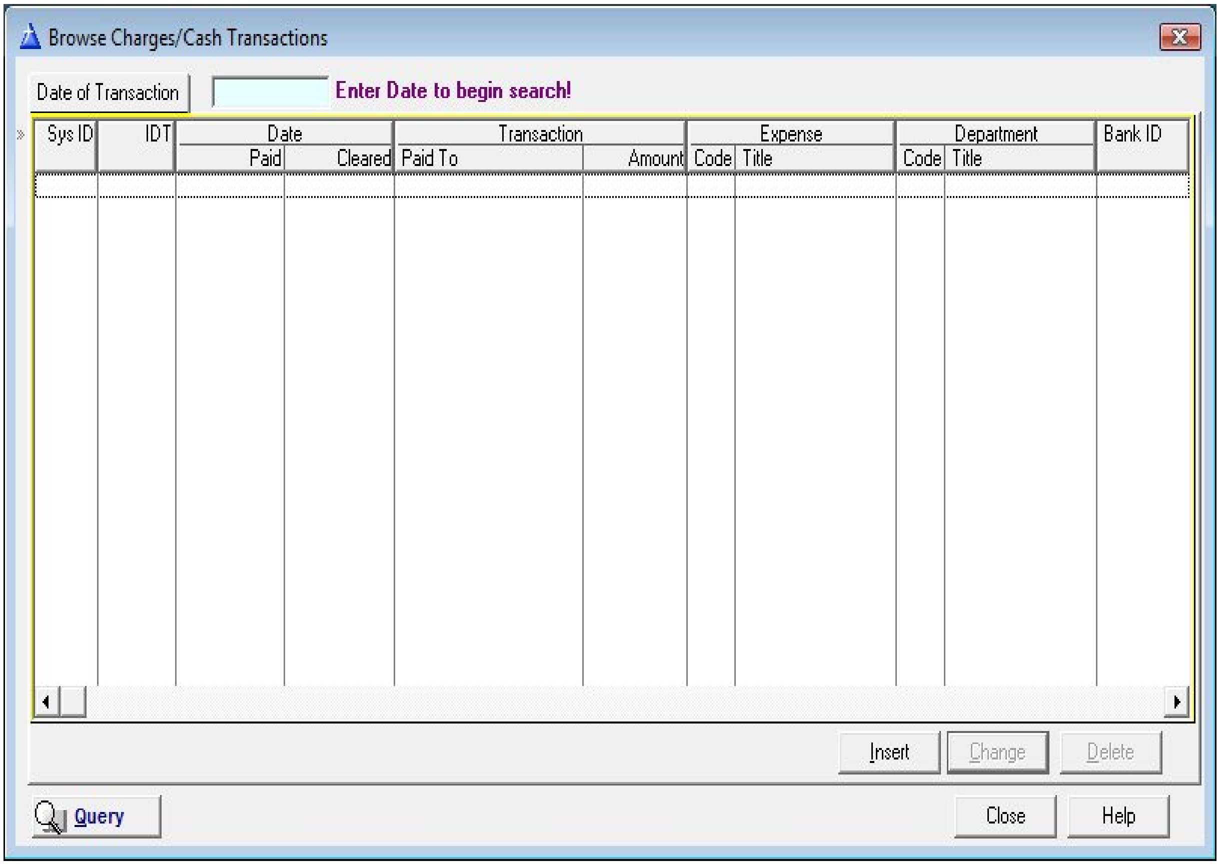
Example, if the Bank Statement Date field is 01/31/2001, all checks displayed will be for checks cleared on 01/31/2001.

Example, if the Bank Statement Date field is blank, all checks displayed will be for checks that have not been cleared.

- Click the Apply Filter button to activate the filter
- Exit - exit and close window

Clear Charges

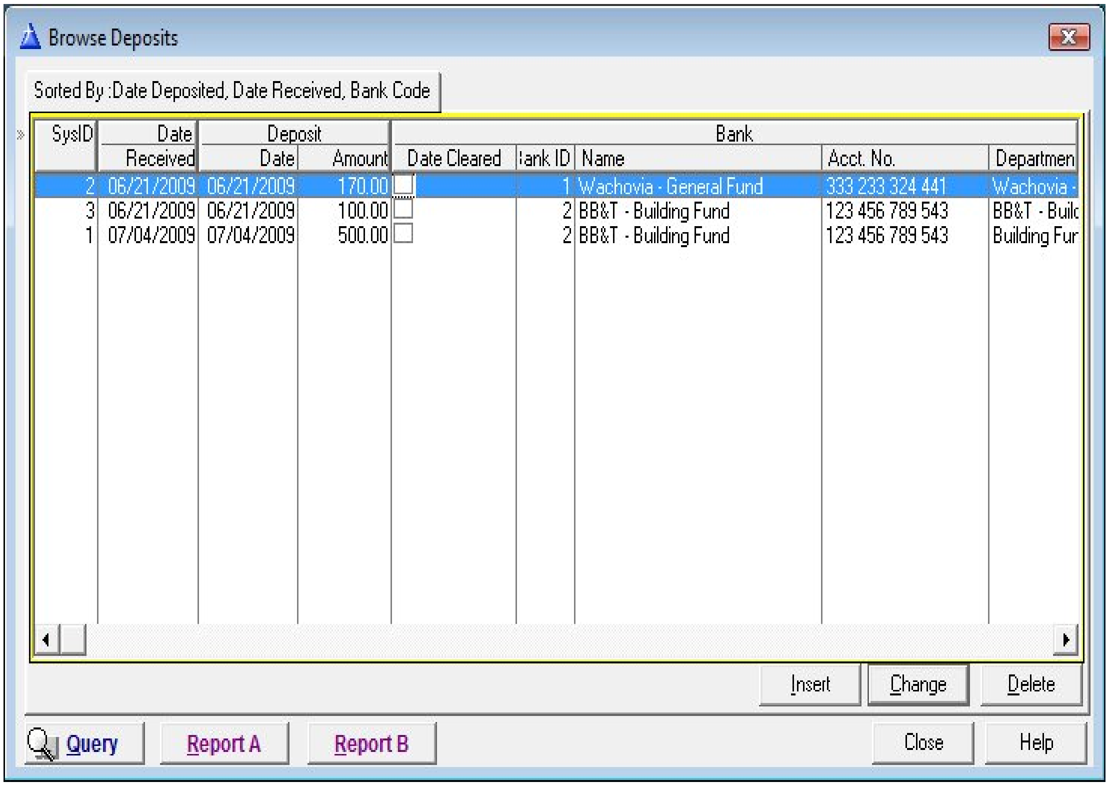
- Click Checking on the main menu
- Click Charges
- The Browse Charges/Cash Transactions screen will appear



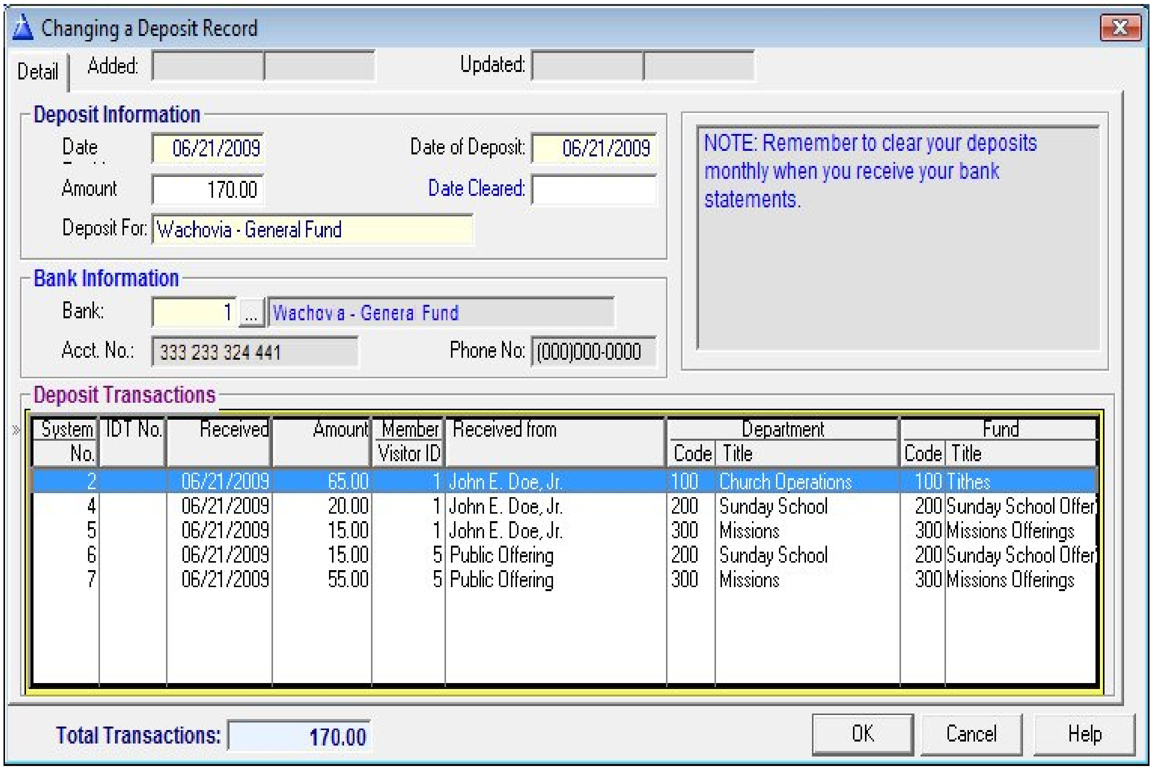
- Add the transaction(s) from the Bank Statement
- Charge transactions are automatically cleared when they are entered

Clear Deposits

- Click **Checking** on the ACMS main menu
- Click **Deposits**



- Highlight the deposit you want to clear
- Click Change to open the transaction
- The *Changing a Deposit Record* window will open



- Enter the Date Cleared - the date the deposit cleared the bank
- Click OK to save and exit

Fields

- Date - date funds were received
- Date of Deposit - date funds were deposited
- Amount - total deposit
- Date Cleared - enter the date the deposit cleared the bank
- Bank - bank code where funds were deposited
- Deposit Transactions - records that make up the deposit
- Total Transactions - total of the transaction records associated with the deposit

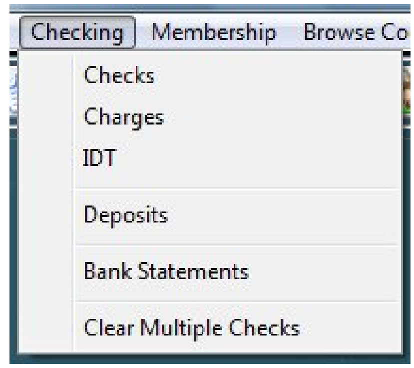
NOTE: The Total Transactions and Deposit amount should always equal

Window Actions

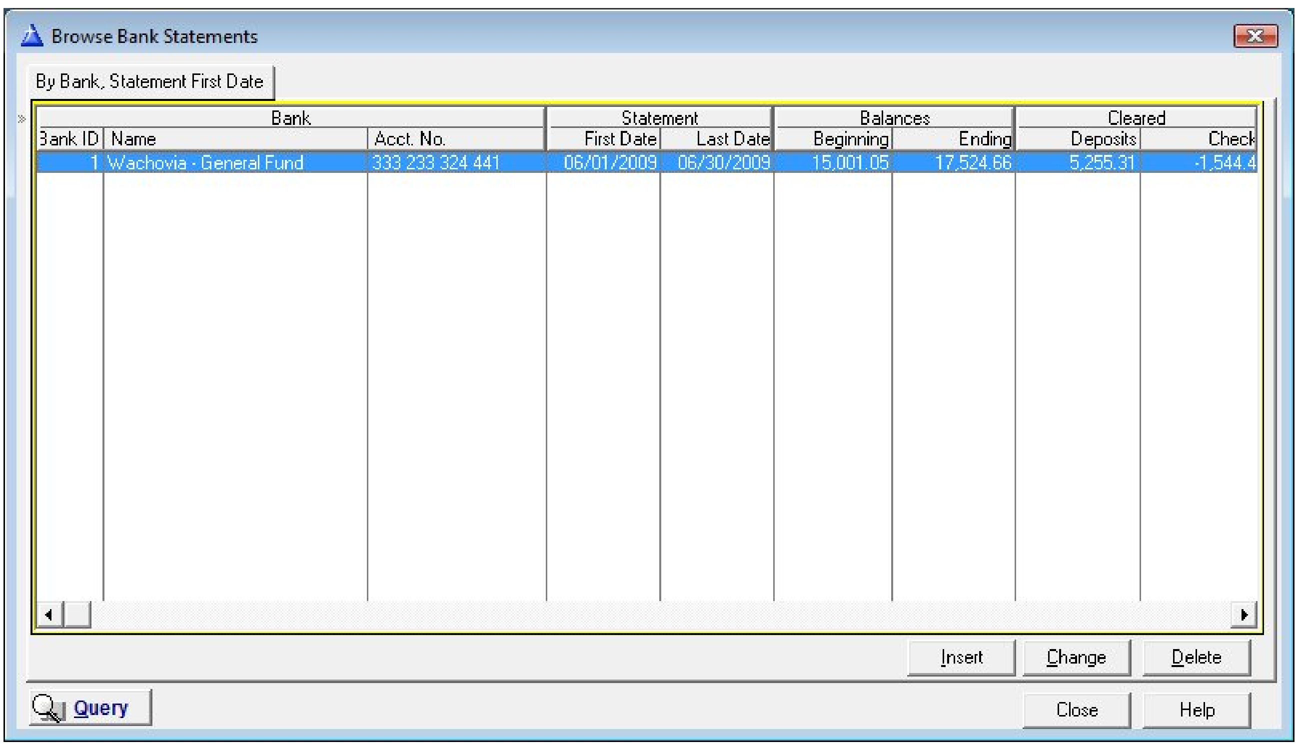
- OK - save changes and exit
- Cancel - abort adding or changes and exit
- Help - open ACMS help for this window

Bank Statement

- Click **Checking** on the ACMS main menu



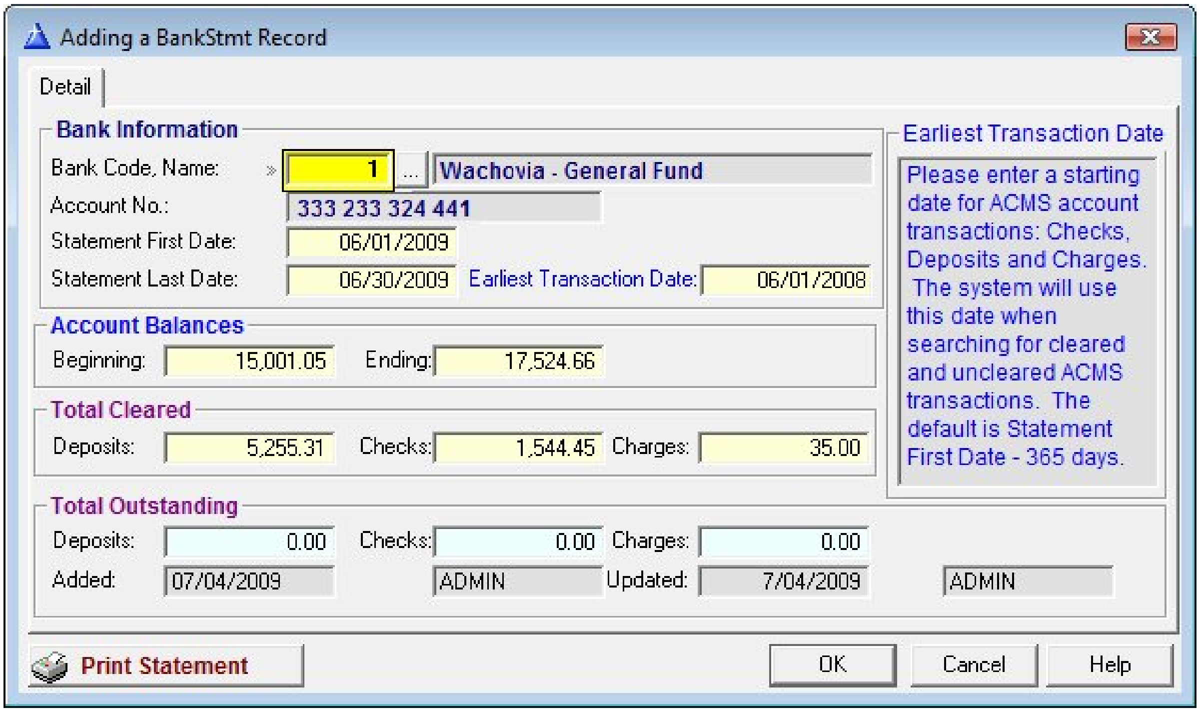
- Click **Bank Statements**
- The *Browse Bank Statements* screen will open



- Click **Insert** to add the Bank Statement information

NOTE: If the statement has already been added, highlight it and click **Change** to update it

- The *Adding or Changing a BankStmt Record* window will open



Window Option

- ... - lookup is available for the field

Bank Information

- Bank Code - ... Enter or select a bank code
- Statement First Date - enter the first date of the bank statement
- Statement Last Date - enter the last date of the bank statement
- Earliest Transaction Date - the date will default to 1 year prior to the statement first date

Account Balances

- Beginning Balance - amount listed on the bank statement
- Ending Balance - amount listed on the bank statement

Total Cleared

- Deposits - amount listed on the bank statement
- Checks - amount listed on the bank statement
- Charges - amount listed on the bank statement

Total Outstanding (updated by ACMS)

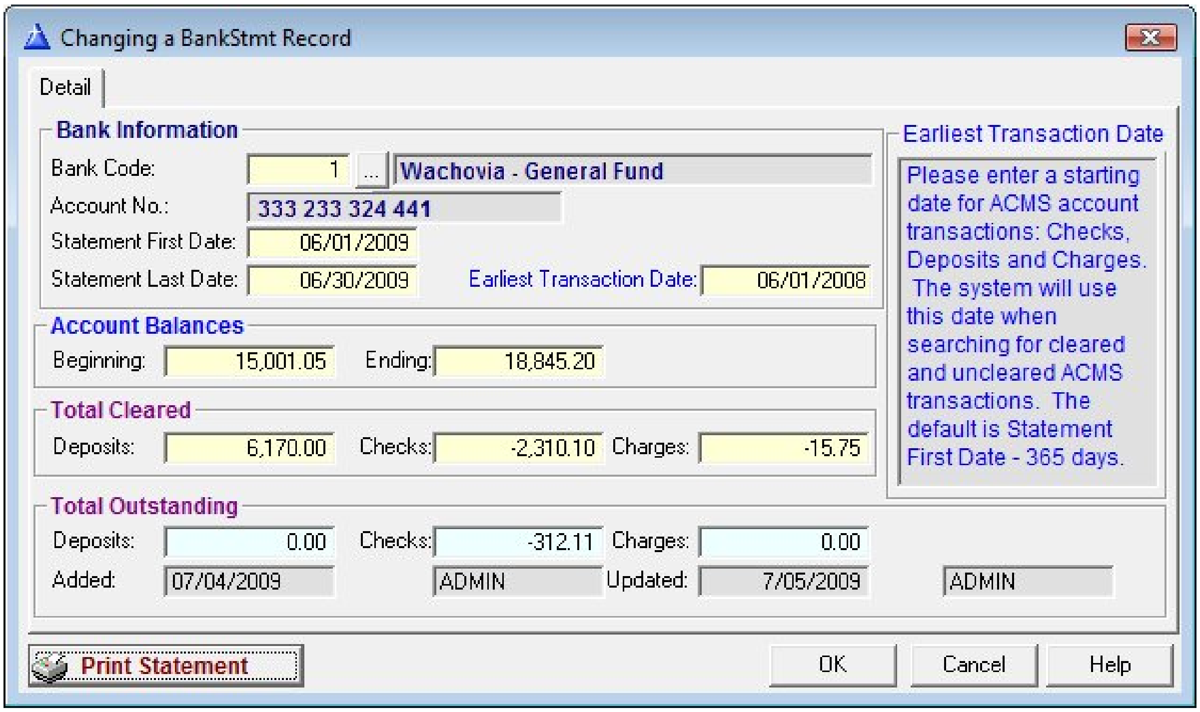
- Deposits - amount updated by ACMS after **Print Statement**
- Checks - amount updated by ACMS after **Print Statement**
- Charges - amount updated by ACMS after **Print Statement**

Window Actions

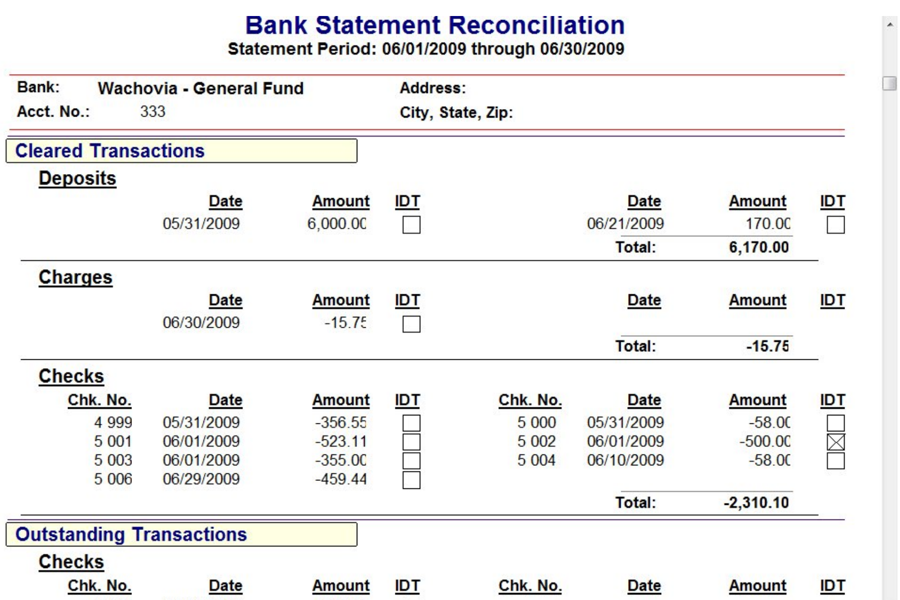
- **OK** - save changes and exit
- **Cancel** - abort adding or changes and exit
- **Help** - open ACMS help for this window
- **Print Statement** - print the current Bank Statement

Print Bank Statement

- Click **Checking** on the ACMS main menu
- Click **Bank Statements**
- Highlight the Bank Statement to be printed
- Click **Change**



- Click **Print Statement**



Detail Section

Cleared Transactions - This section of the report will list all deposits, charges and checks that have been cleared in ACMS.

- Deposits
- Checks
- Charges

Outstanding Transactions - This section of the report will list all deposits, charges and checks that have not been cleared in ACMS.

- Deposits
- Checks
- ChargesSummary Section

Bank Statement Reconciliation

Statement Period: 06/01/2009 through 06/30/2009

Bank:	**Wachovia - General Fund**	**Address:**	
Acct. No.:	333	**City, State, Zip:**	

	Per Statement	Per ACMS	Variance
Beginning Balance	**15,001.05**		
Cleared Deposits	6,170.0	6,170.0	0.0
Cleared Charges	-15.7	-15.7	0.0
Cleared Checks	-2,310.1	-2,310.1	0.0
Ending Balance	**18,845.20**	**18,845.20**	**0.0**
Outstanding Deposits		0.0	
Outstanding Charges		0.0	
Outstanding Checks		-312.11	
ACMS Ending Balance		**18,533.09**	

	Current Period	Prior Period		Totals
Total Checks:	-2,207.66	-414.55	Checks:	-2,622.21
Total Charges:	-15.75	0.00	Charges:	-15.75
Sub Totals:	-2,223.41	-414.55		
Total Deposits:		6,000.00		
ACMS Beginning Balance		**8,586.50**		

Reconciliation Summary - This section of the report is a summary of all deposits, charges and checks keyed into ACMS and listed on the bank statement.

Cleared Transactions

- Beginning Balance - amount from the Statement received from the Bank
- Deposits
- Charges
- Checks
- Ending Balance - amount from the Statement received from the Bank

Outstanding Transactions

- Deposits
- Charges
- Checks

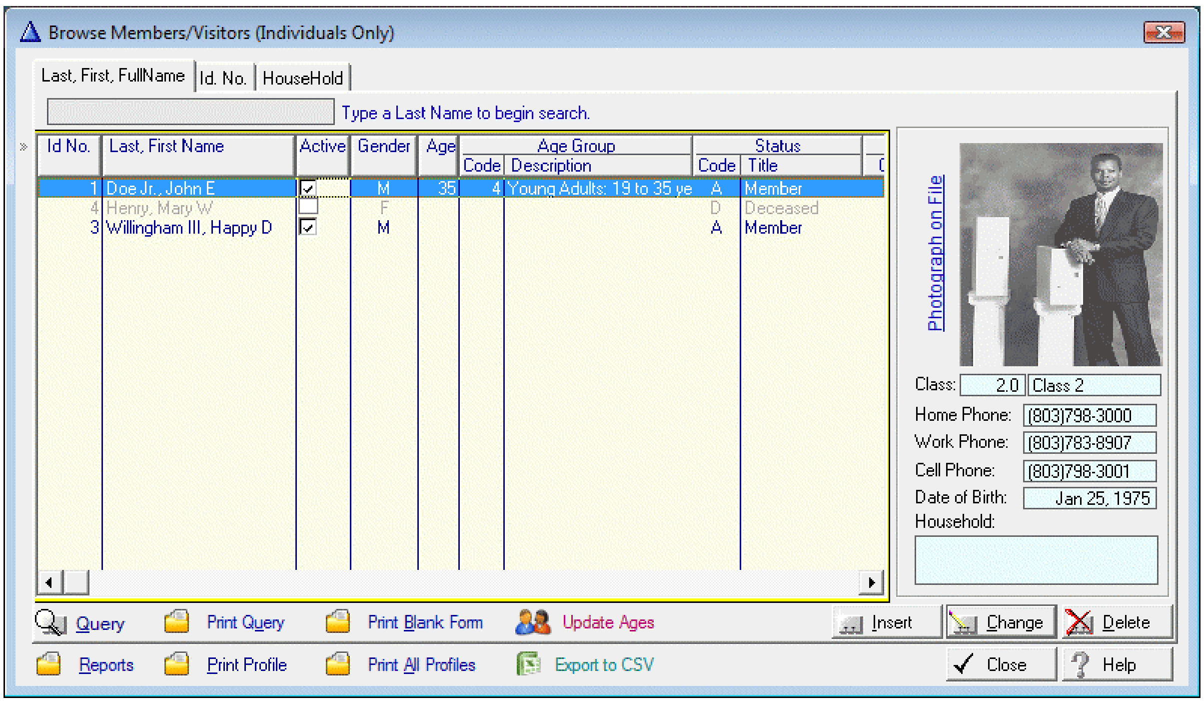
ACMS Balances

- ACMS Ending Balance - Beginning balance from the Bank Statement plus Outstanding Deposits and minus Outstanding Checks and Charges
- ACMS Beginning Balance - Beginning balance from the Bank Statement minus prior period Deposits, Checks and Charges

CHAPTER 7

Membership

- Click the Members/Visitors icon  OR
- Click **Membership** on the ACMS menu
- Click **Members/Visitors**
- The *Browse Members/Visitors (Individuals Only)* window will open



NOTE: Individuals will be displayed in grey if the deceased indicatior is checked on the individual's profile.

Window Actions

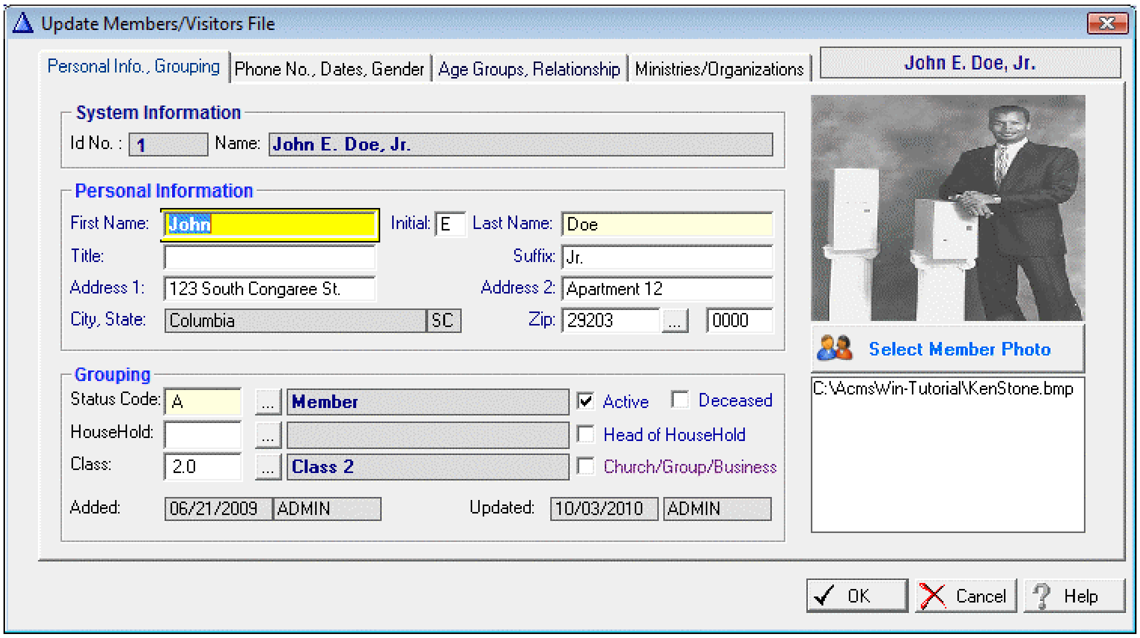
- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Query - set a filter to view specific records
- Print Query - print report of the query records
- Update Ages - update the ages for memberships with a date of birth
- Export to CSV - export membership to Excel CSV file
- Reports - display membership reports menu
- Print Profile - print profile of the highlighted individual
- Print All Profiles - print profile of the all individuals
- Print Blank Form - print a blank membership profile form
- Help - open ACMS help for this window
- Close - exit Browse window

In This Chapter

CHAPTER 8

Add/Update Membership

- On the *Browse Members/Visitors (Individuals Only)* window click Insert or Change



Window Tabs

- Personal Info., Grouping - Member/Visitor Detail information
- Phone No., Dates, Gender - Detail information continued
- Age Groups, Relationship - Detail information continued
- Ministries/Organizations - Detail information continued

Window Option

- ... - lookup is available for the field
-

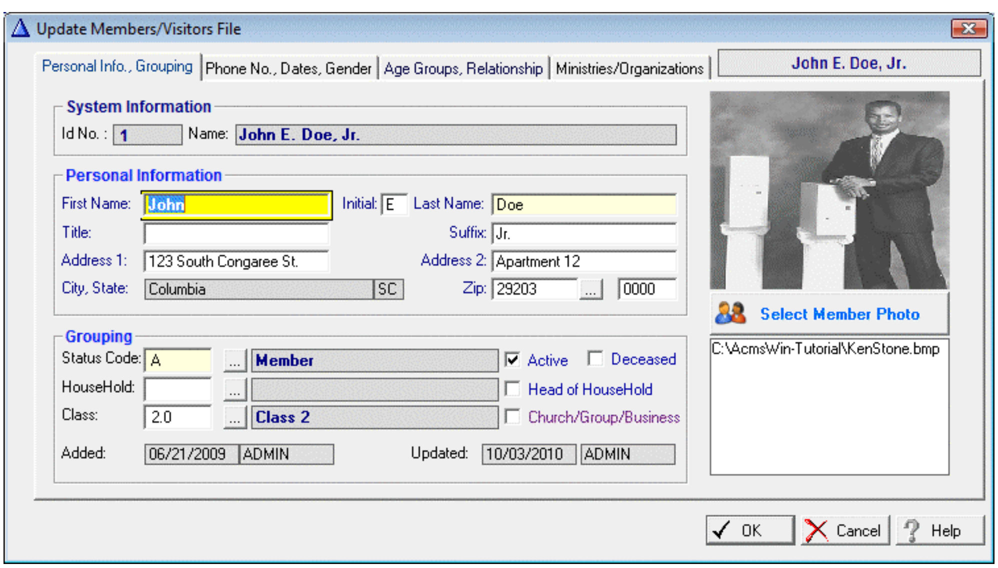
Window Actions

- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Help - open ACMS help for this window
- Close - exit Browse window

In This Chapter

Personal Info., Grouping - Member/Visitor Detail Information

TAB - Personal Info., Grouping - Member/Visitor Detail Information



Window Option

- ... - lookup is available for the field

System Information

- **Id No** - system generated
- **Name** - display field only

Personal Information

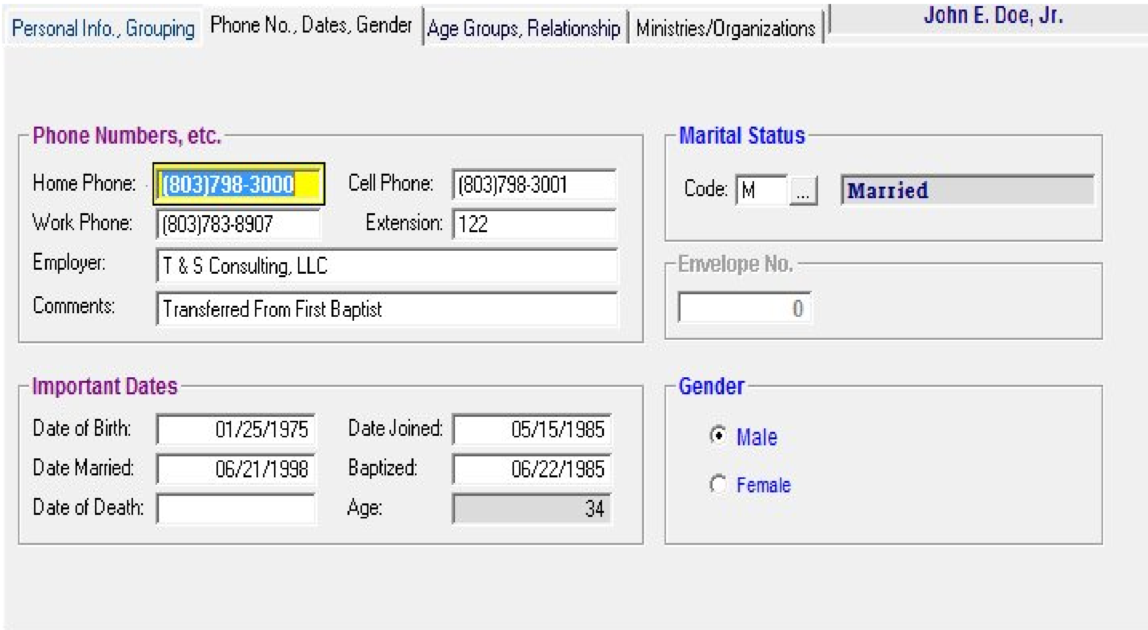
- **First Name** - Member/Visitor's first name *(required)*
- **Initial** - Member/Visitor's initial for middle name
- **Last name** - Member/Visitor's last name *(required)*
- **Title** - Member/Visitor's title. *(i.e. Bishop, Reverend, Deacon, Minister, etc.)*
- **Suffix** - Member/Visitor's suffix *(i.e. Jr., Sr., I, II, III, IV, etc.)*
- **Address 1** - Street address
- **Address 2** - Apartment Number
- **City, State** - This field will be completed when the zip code field is completed
- **Zip** - ... Enter or lookup Member/Visitor Zip Code

Grouping

- **Status Code** - ... Enter or lookup Member/Visitor status in the church *(i.e. A - Member, V - Visitor, etc.)*
- **Active** - Member/Visitor is active when checked / Inactive when unchecked
- **Deceased** - Check this box if the Member/Visitor is deceased
- **Household** - Member/Visitor Household Id. *(If Head of Household is checked, ID will be assigned by ACMS.)*
- **Head of Household** - Check this box if the Member/Visitor is the head of their household
- **Class** - ... Enter or lookup Member/Visitor class assignment *(In Baptist churches this classification is called Districts, Wards, Tribes, Deacons, etc.)*
- **Church/Group/Business** - Checking this box will move the current record to the non-individual list of church membership
- **Select Member Photo** - ... Click this button to lookup and attach a digital photo to the Member/Visitor record

Phone Numbers, Dates, Gender

Phone Numbers, Dates, Gender



Phone Numbers, etc.

- **Home Phone** - Member/Visitor home phone number
- **Cell Phone** - Member/Visitor cell phone number
- **Work Phone** - Member/Visitor work phone number
- **Extension** - Member/Visitor work extension phone number

Important Dates

- **Date of Birth** - Date Member/Visitor was born - *When this field is entered, the system will calculate the person's age automatically.*
- **Date Joined** - Date Member/Visitor joined the church
- **Date Married** - Date Member/Visitor got married
- **Date Batpized** - Date Member/Visitor was baptized in the church
- **Date Died** - Date became deceased
- **Age** - calculated by ACMS

Marital Status

- **Code** - ... Enter or lookup a Member/Visitor's Marital Status code

M - Married

S - Single

D - Divorced

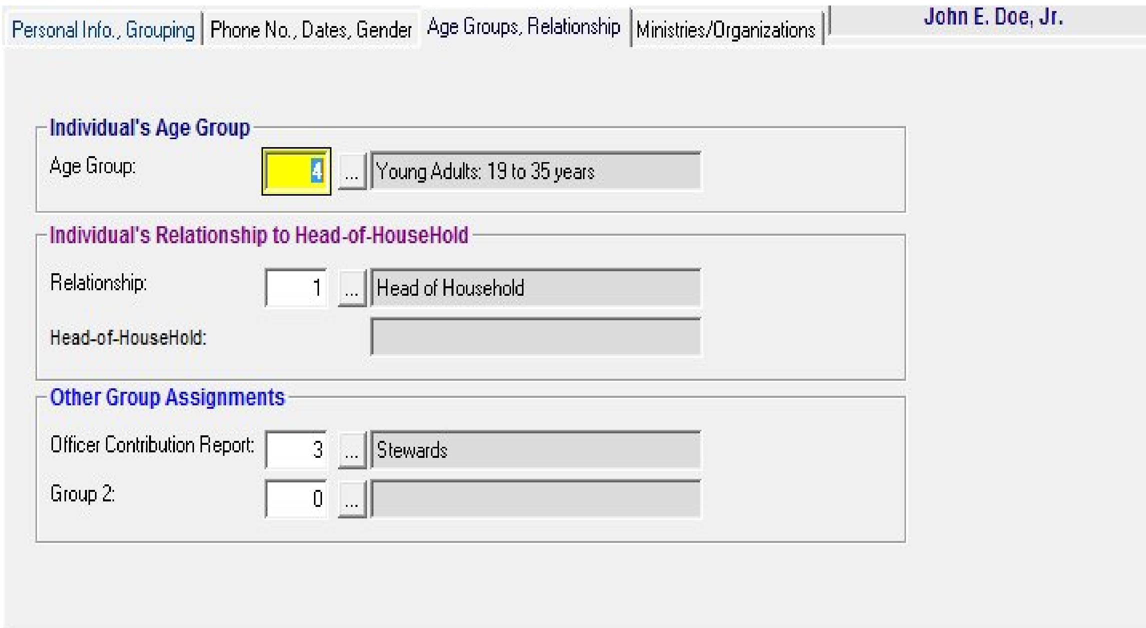
W - Widowed

Gender

- Male
- Female

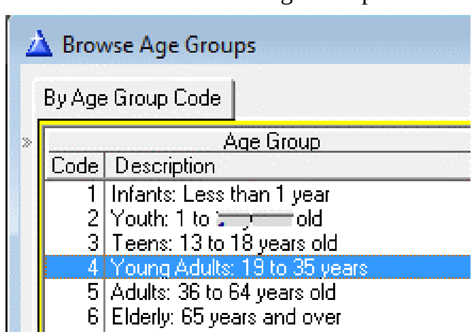
Age Groups, Relationships

Age Groups, Relationship



Individual's Age Group

- Age Group - ... Enter or lookup Age Group code
- Select from the available Age Groups records or insert a new Age Group



Individual's Relationship to Head-of-Household

- Relationship - Enter or lookup Relationship code

Code	Title
1	Head of Household
2	Spouse
3	Father
4	Mother
5	Son
6	Daughter
7	Uncle
8	Aunt
9	Grandfather
10	Grandmother
11	Grandson
12	Granddaughter

Other Group Assignments (see "Age Groups, Relationships" on page 101)

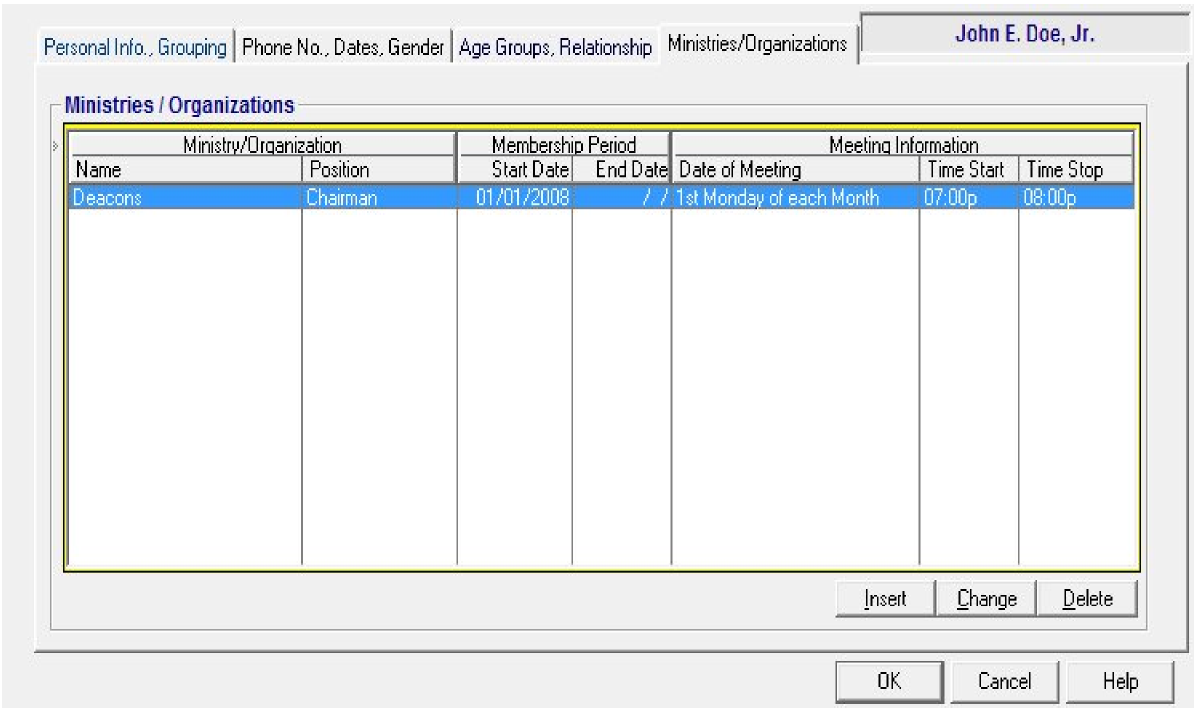
- Officer Contribution Report - Enter or lookup code

Code	Title
1	Bishop
2	Pastor
3	Stewards
4	Trustees
5	Class Leaders
6	Presidents
7	Members
8	Visitors

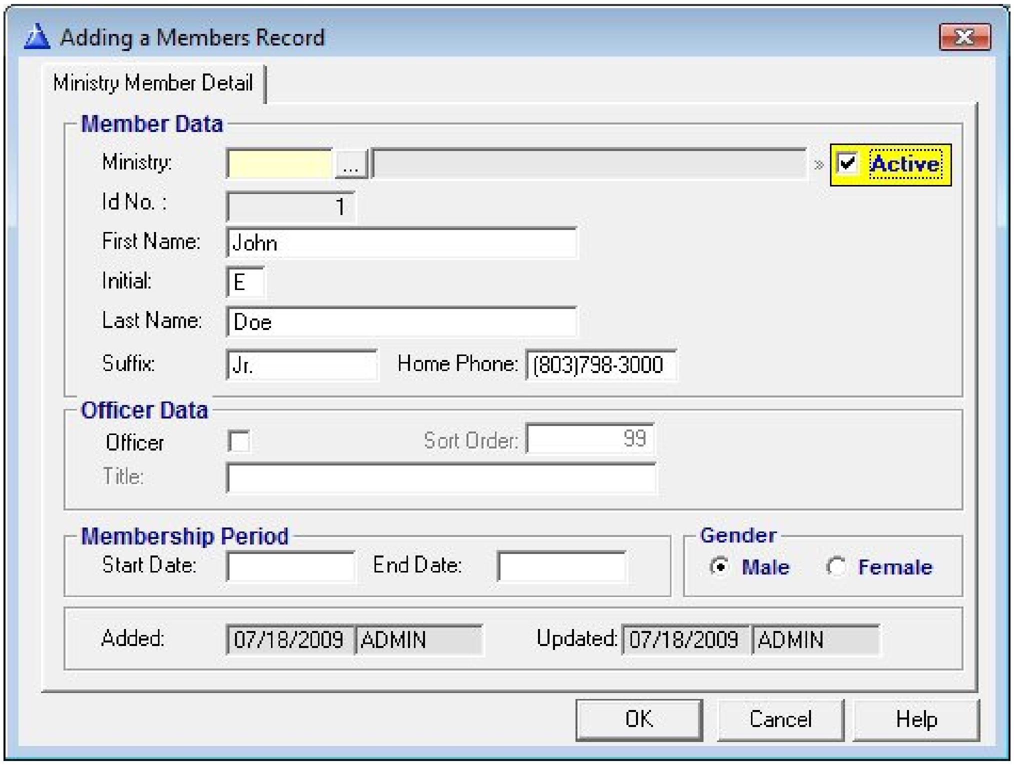
Minitries, Organizations

TAB - Minitries / Organizations

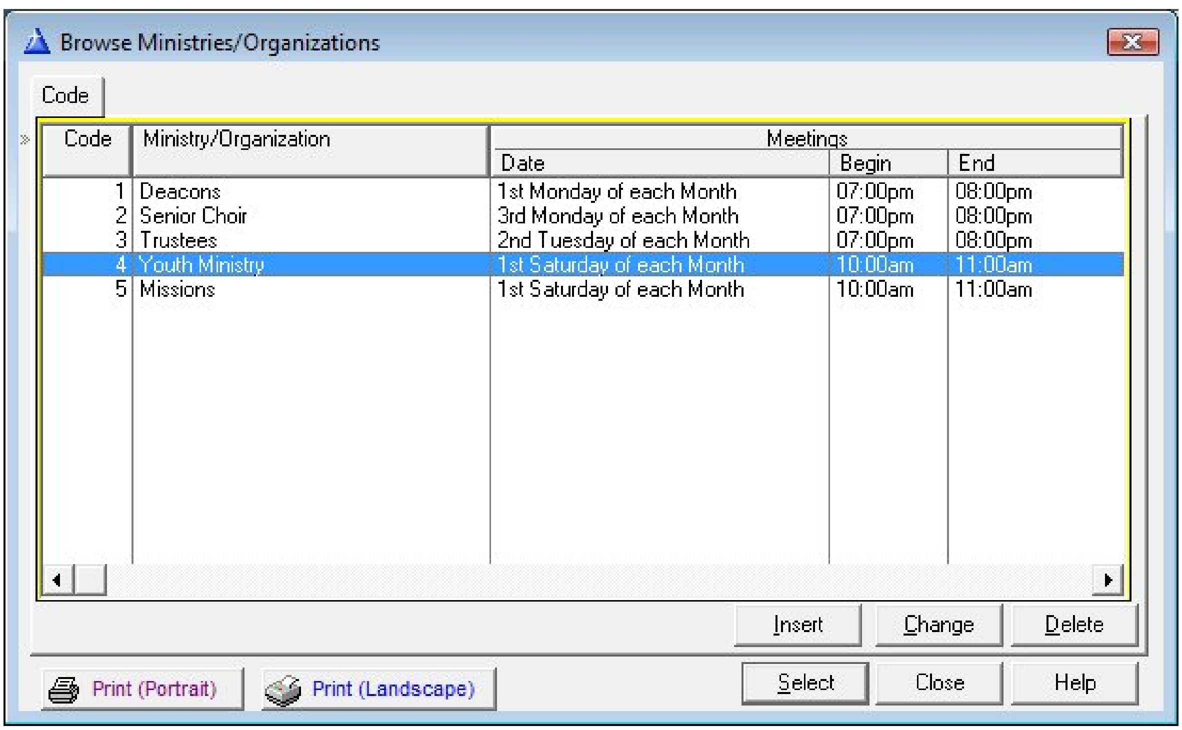
- This tab is used to identify the Ministries/Organizations the Member/Visitor is associated with.



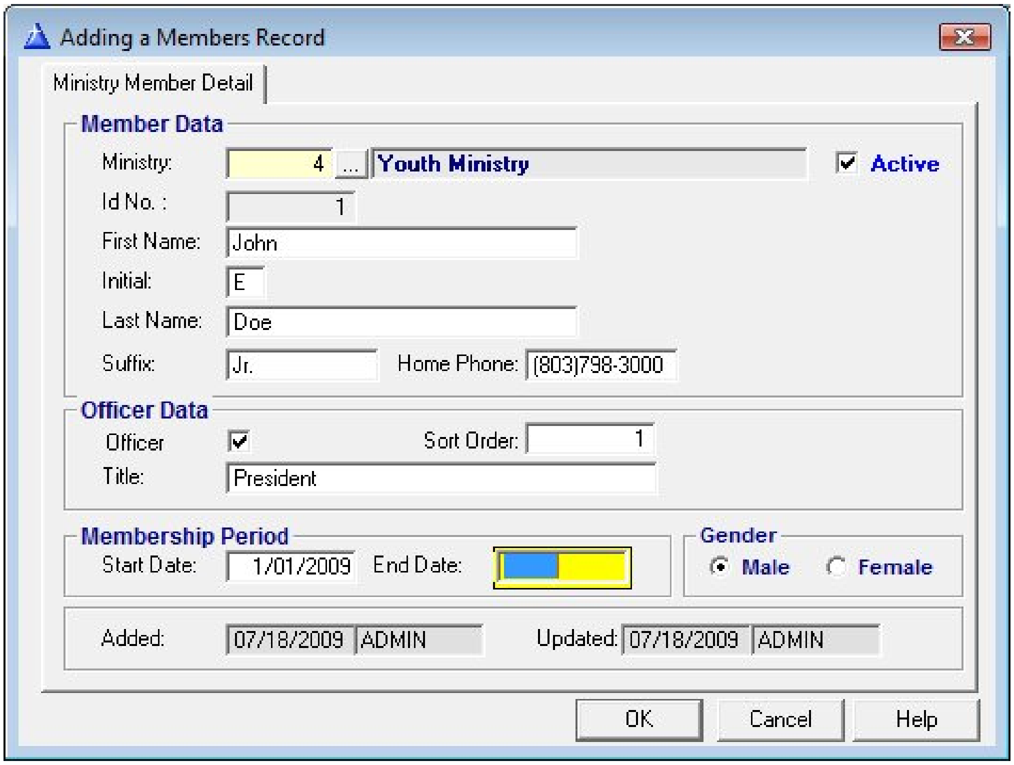
- To add a Ministry/Organization for the Member/Visitor click Insert



- Click the Lookup button next to the Ministry field
- The *Browse Ministries/Organizations* window will open



- HIghlight the Ministry/Organization you want to add to the current Member/Visitor
- Click Select



Officer Data

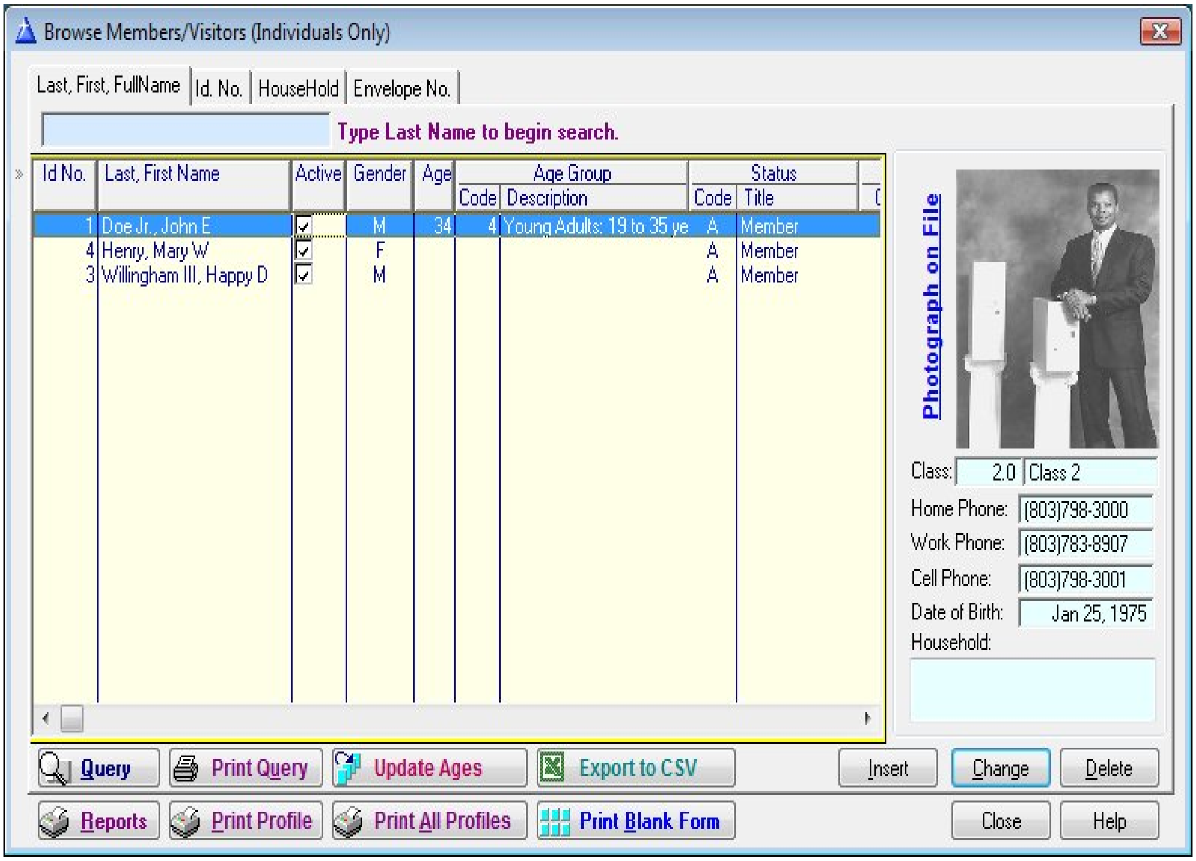
- Officer - check this box if the Member is an officer in the Ministry/Organization
- Sort Order - Example: 1 = President; 2 = Vice President; 3 = Treasurer; 4 = Secretary; 99 = Default
- Title - President, Vice President, Treasurer, Secretary

Membership Period

- Start Date - start of membership period
- End Date - end of membership period

Query Membership

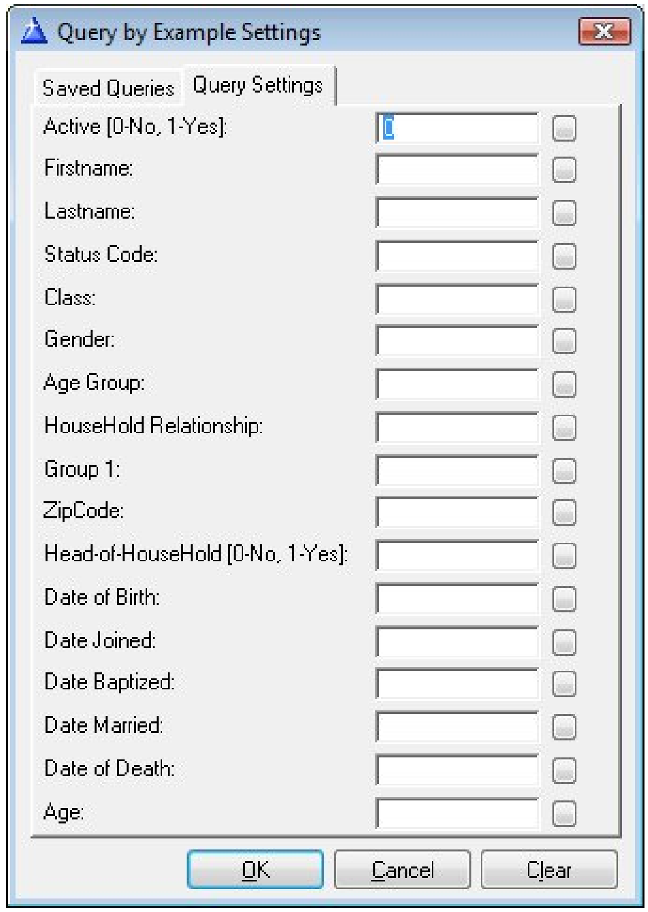
- On the *Browse Members/Visitors (Individuals Only)* window click Query



- The *Query by Example Settings* window will open

Tabs

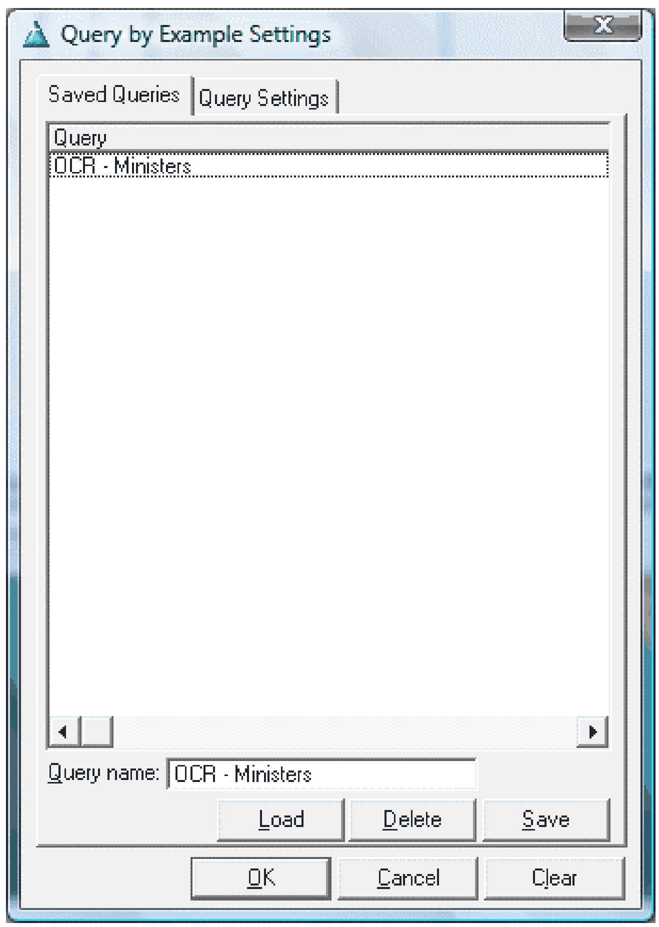
➢ *Query Setings - available fields for the query*



- Enter a valid value next to the field you want to include in your query.
- - The range criteria button is located next to the value keyed. It defaults to =. You can change this criteria by clicking on the range criteria button.
- Each time the range criteria button is clicked, the value will change. The available range criteria are:
- - Equal To
- = - Equal To
- >= - Equal Tto or Greater Than
- <= - Equal Tto or Less Than
- <> - Not Equal To
- OK - activate query
- Clear - clear the values for all Query fields

➢ *Saved Queries - You can also save queries for retrieval later*

- Click on the Saved Queries tab



-

- Query name - enter the name to save the current Query
- Save - save the setting for the current Query
- Load - execute a saved Query
- Delete - remove the highlighted Query,
- Clear - clear the current Query settings, display all browse records

Load Query

- Highlight a saved query
- Click Load
- Click OK

Delete Query

- Highlight a saved query
- Click Delete
- Click OK

Save Query - New

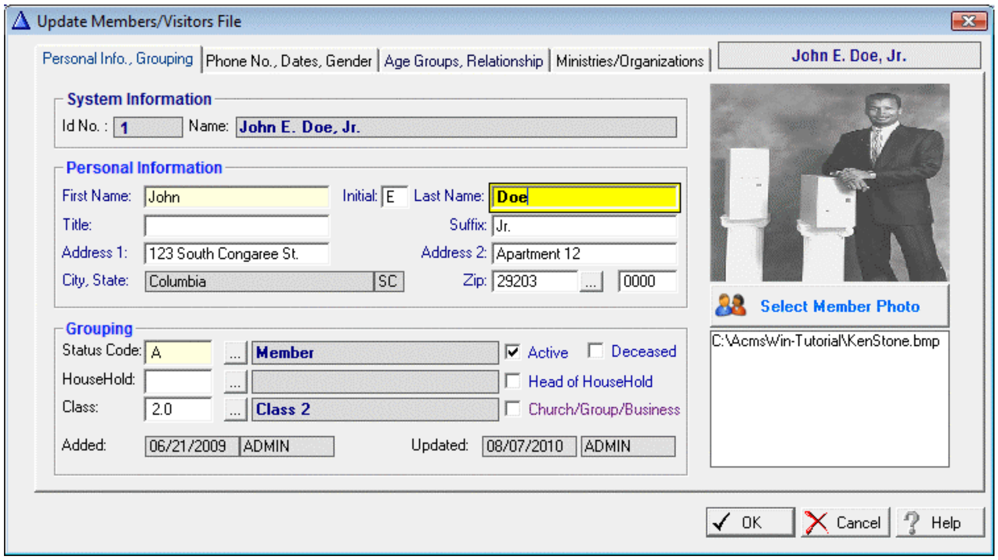
- Enter a name for the Query
- Click OK

Save Query - Update

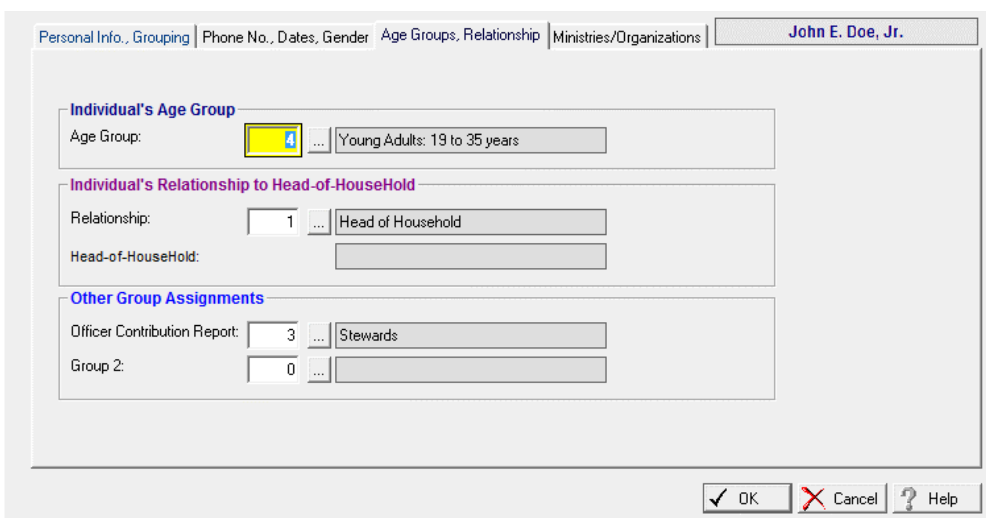
- Highlight the name of a saved query
- Click Save
- Click OK

Assigning Individuals to Officers Contributions Report

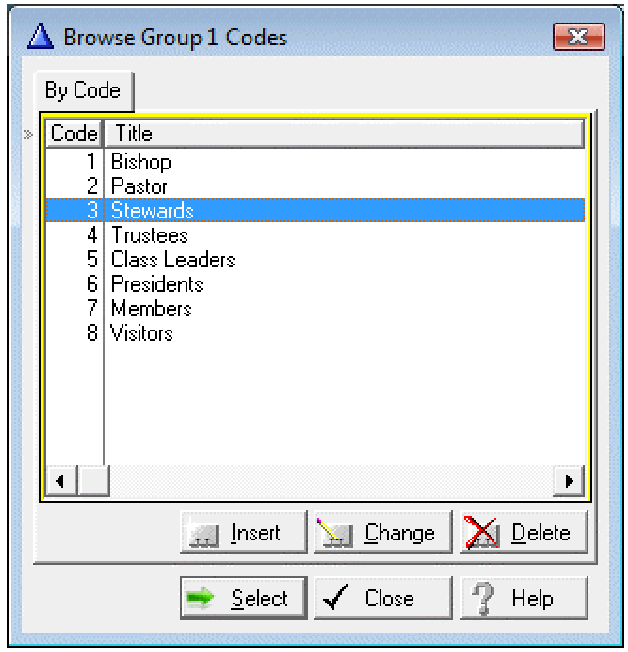
- On the *Browse Members/Visitors (Individuals Only)* window click **Change**
- Click on the **Age Groups, Relationship** tab



Go to the Other Group Assignments section



- Click on the Officer Contribution Report lookup 



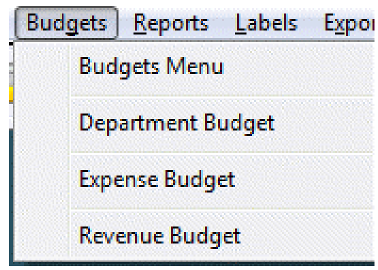
- Select the category
- Click OK to save

CHAPTER 9

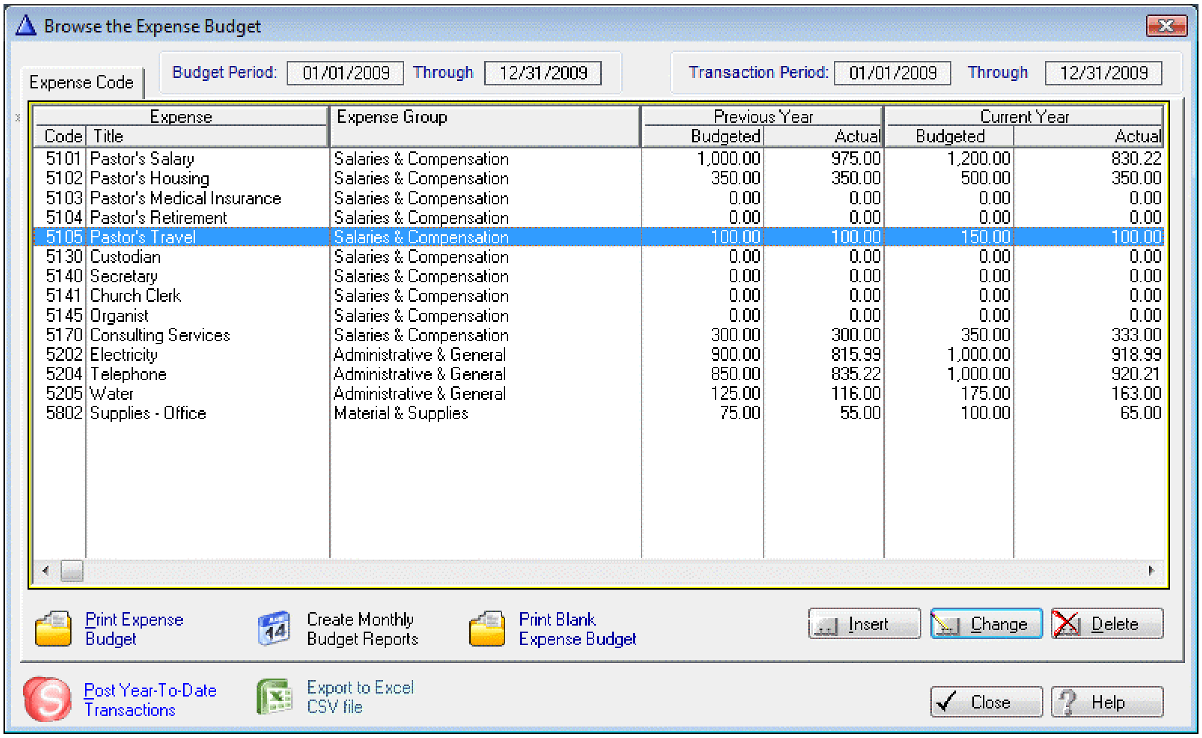
Budgets

ACMS provides 3 types of budgets, department, expense and revenue:

1. **Budgets Menu -** Department, expense, revenue and combined revenue & expense budget
2. **Department Budget -** expenditures for each ministry, department, event, etc.
3. **Expense Budget -** expenditures for each type of expense
4. **Revenue Budget -** income or contributions for each type of fund



- Selecting the desired budget
- Enter the budget time frame
- Click "OK"
- The Browse Budget window for the type of budget you selected (Department Budget, Expense Budget or Revenue Budget) will appear



- Click the Post-Year-To-Date button at the bottom left of the screen to update the selected budget with all posted transactions.
- After the Post-Year-To-Date processing has finished, click once on the item that you desire to change
- Click the Change button
- Make the desired changes
- Click OK to save changes

NOTE: Do not change the amounts in the field named Actual. They are updated automatically when you select Post-Year-To-Date

---

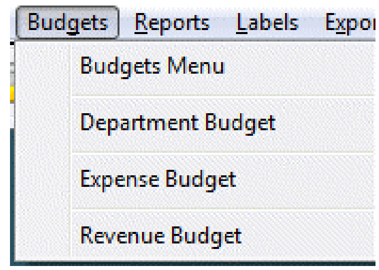
- Repeat these steps until all of the desired changes have been made

In This Chapter

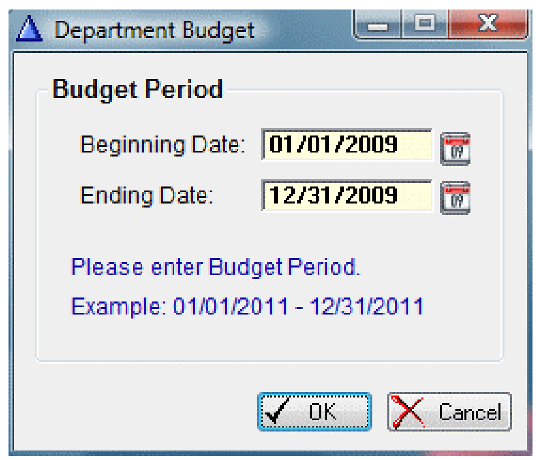
CHAPTER 10

Budgets - Department Expense

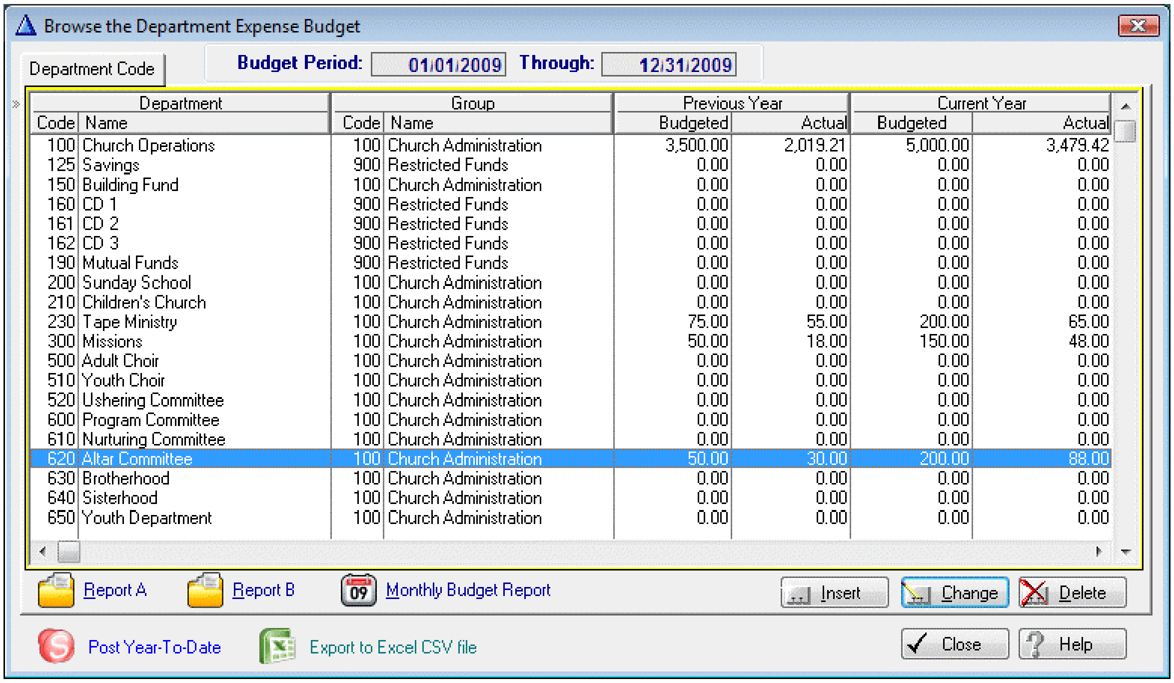
- Click **Budgets** on the Main Menu



- Click **Department Budget**



- Enter the Budget Period **Beginning Date**
- Enter the Budget Period **Ending Date**
- Click **OK**
- The *Browse the Department Expense Budget* window will open



Department		Group		Previous Year		Current Year	
Code	Name	Code	Name	Budgeted	Actual	Budgeted	Actual
100	Church Operations	100	Church Administration	3,500.00	2,019.21	5,000.00	3,479.42
125	Savings	900	Restricted Funds	0.00	0.00	0.00	0.00
150	Building Fund	100	Church Administration	0.00	0.00	0.00	0.00
160	CD 1	900	Restricted Funds	0.00	0.00	0.00	0.00
161	CD 2	900	Restricted Funds	0.00	0.00	0.00	0.00
162	CD 3	900	Restricted Funds	0.00	0.00	0.00	0.00
190	Mutual Funds	900	Restricted Funds	0.00	0.00	0.00	0.00
200	Sunday School	100	Church Administration	0.00	0.00	0.00	0.00
210	Children's Church	100	Church Administration	0.00	0.00	0.00	0.00
230	Tape Ministry	100	Church Administration	75.00	55.00	200.00	65.00
300	Missions	100	Church Administration	50.00	18.00	150.00	48.00
500	Adult Choir	100	Church Administration	0.00	0.00	0.00	0.00
510	Youth Choir	100	Church Administration	0.00	0.00	0.00	0.00
520	Ushering Committee	100	Church Administration	0.00	0.00	0.00	0.00
600	Program Committee	100	Church Administration	0.00	0.00	0.00	0.00
610	Nurturing Committee	100	Church Administration	0.00	0.00	0.00	0.00
620	Altar Committee	100	Church Administration	50.00	30.00	200.00	88.00
630	Brotherhood	100	Church Administration	0.00	0.00	0.00	0.00
640	Sisterhood	100	Church Administration	0.00	0.00	0.00	0.00
650	Youth Department	100	Church Administration	0.00	0.00	0.00	0.00

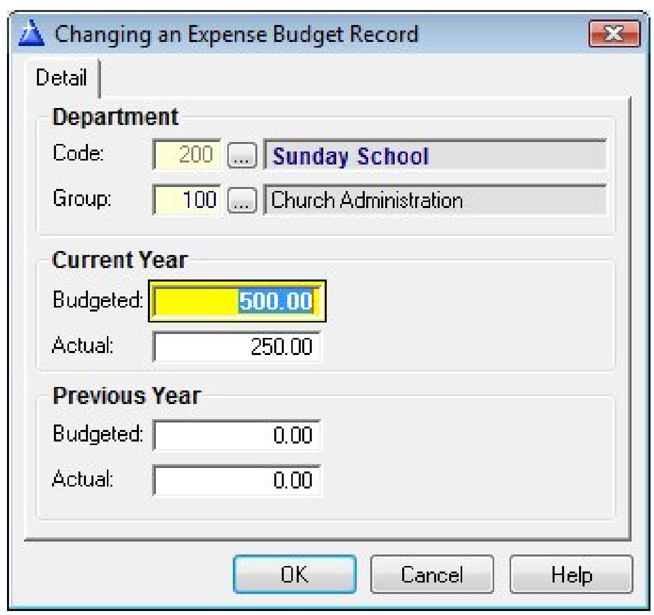
Window Actions

- Report A - print Department Expense Budget
- Report B - print Department Group Expense Budget
- Monthly Budget Report - print Department Expense Budget by Month
- Post Year-To-Date - automaticall update actual department expenses
- Export to Excel CSV File - export the displayed budget data to Excel CSV file
- Insert - add a new budget record
- Change - update the highlighted budget record
- Delete - remove highlighted budget record
- Close - save changes to Budget History file and exit
- Help - open ACMS help for this window

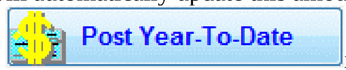
STOP - If you click the abort  button on the *Browse the Department Expense Budget* window, your changes will not be saved to the Budget History file.

Add/Update Department Expense Budget Amount

- Highlight the Department, *for example Sunday School*
- Click Change on the *Browse the Department Expense Budget* window

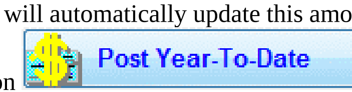


Current Year

- **Budgeted** - enter the budget amount here
- **Actual** - the system will automatically update this amount when the Post Year-To-Date button 

is clicked

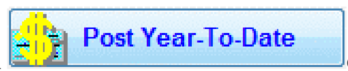
Previous Year

- **Budgeted** - this is the budgeted amount for the previous year
- **Actual** - the system will automatically update this amount when the Post Year-To-Date button 

is clicked

- Click **OK** to save

Post Year-To-Date Expenses

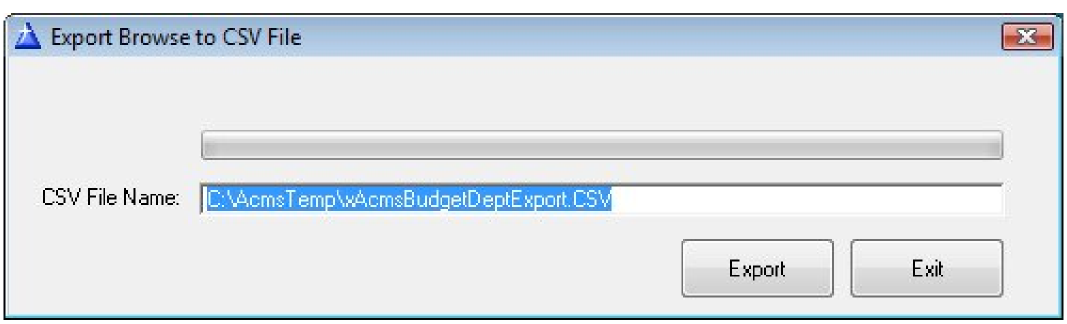
- Click the **Post Year-To-Date** button 

on the *Browse the Department Expense Budget* window
- All check and charge expenditures posted will be added to the **Actual** fields for the **Current Year** budget period and exact same period for the **Previous Year** budget

Export to Excel

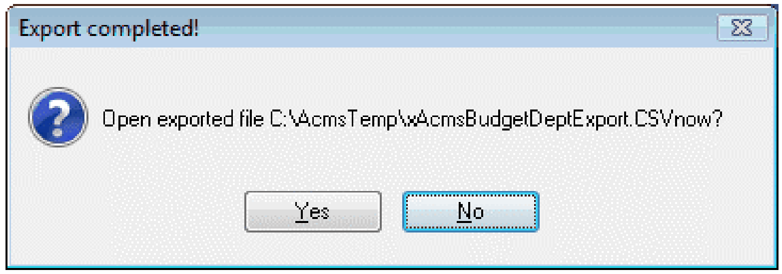
- Click the **Export to Excel CSV file** button 

on the *Browse the Department Expense Budget* window



- The default output file is C:\AcmsTemp\xAcmsBudgetDeptExport.CSV
- Click the Export button 

- When the Export is complete, the *Export Completed!* window will open



- Click Yes to open the exported file

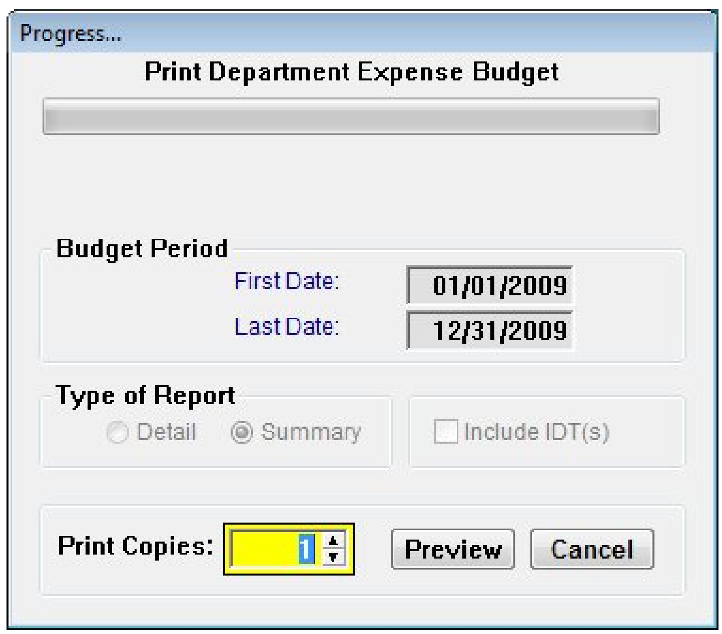
NOTE: You must have *Microsoft Excel* loaded on the computer to open the file

---

Report A - Department Expense Budget

- Click the Report A button 

on the *Browse the Department Expense Budget* window



- Click **Preview** on the *Progress* window

PrintBudgetDeptExpenses

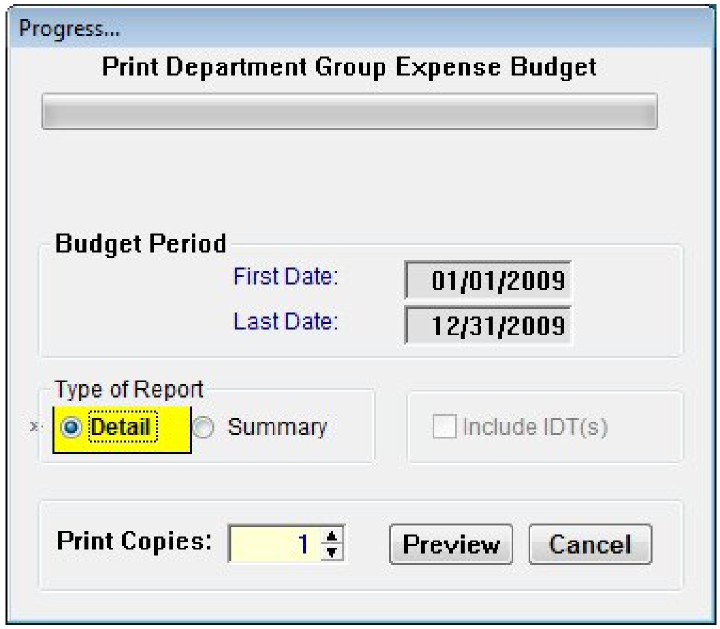
First Church Of America, USA

Department Group Expense Budget - 1/01/2009 - 12/31/2009 [excluding IDT(s)]

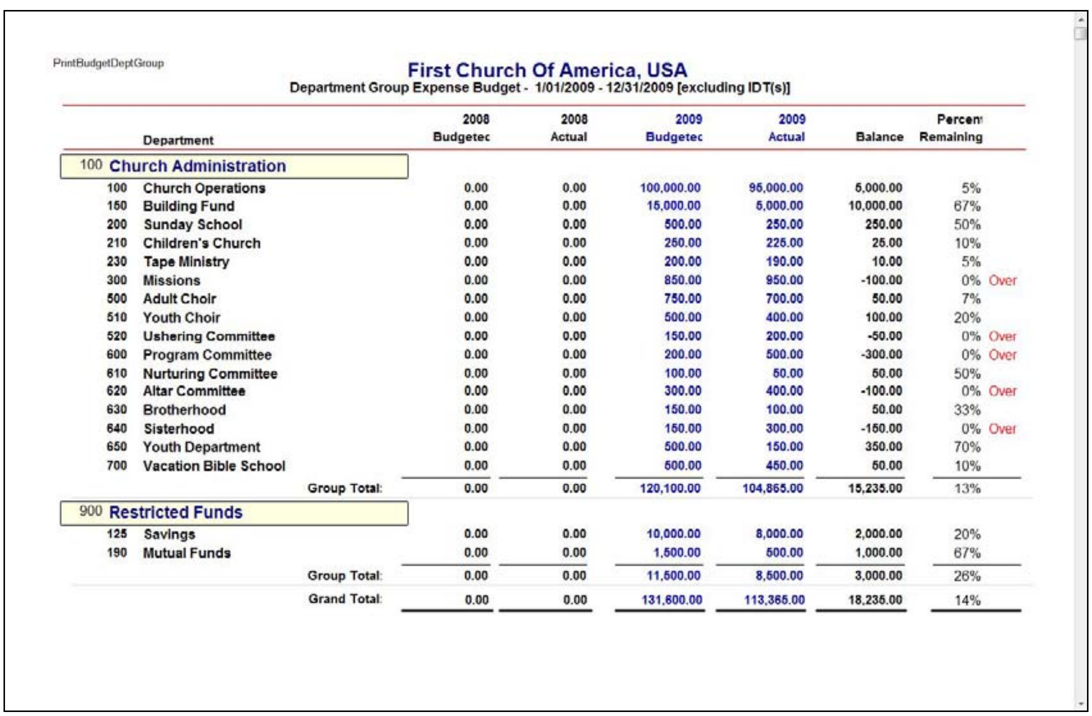
	Departments	2008 Budgetec	2008 Actual	2009 Budgetec	2009 Actual	Balance	Percent Remaining	
100	Church Operations	0.00	0.00	100,000.00	95,000.00	5,000.00	5%	
125	Savings	0.00	0.00	10,000.00	8,000.00	2,000.00	20%	
150	Building Fund	0.00	0.00	15,000.00	15,000.00	0.00	0%	
190	Mutual Funds	0.00	0.00	1,500.00	1,000.00	500.00	33%	
200	Sunday School	0.00	0.00	500.00	250.00	250.00	50%	
210	Children's Church	0.00	0.00	250.00	225.00	25.00	10%	
230	Tape Ministry	0.00	0.00	200.00	190.00	10.00	5%	
300	Missions	0.00	0.00	850.00	950.00	-100.00	12%	Over
500	Adult Choir	0.00	0.00	750.00	700.00	50.00	7%	
510	Youth Choir	0.00	0.00	500.00	400.00	100.00	20%	
520	Ushering Committee	0.00	0.00	150.00	200.00	-50.00	33%	Over
600	Program Committee	0.00	0.00	200.00	500.00	-300.00	150%	Over
610	Nurturing Committee	0.00	0.00	100.00	50.00	50.00	50%	
620	Altar Committee	0.00	0.00	300.00	400.00	-100.00	33%	Over
630	Brotherhood	0.00	0.00	150.00	100.00	50.00	33%	
640	Sisterhood	0.00	0.00	200.00	300.00	-100.00	50%	Over
650	Youth Department	0.00	0.00	500.00	350.00	150.00	30%	
700	Vacation Bible School	0.00	0.00	500.00	450.00	50.00	10%	
	Grand Total:	0.00	0.00	131,650.00	124,065.00	7,585.00	6%	

Report B - Department Group Expense Budget

- Click the **Report B** button on the *Browse the Department Expense Budget* window



- Select **Detail** or **Summary** on the *Progress* window
- Click **Preview** on the *Progress* window



PrintBudgetDeptGroup

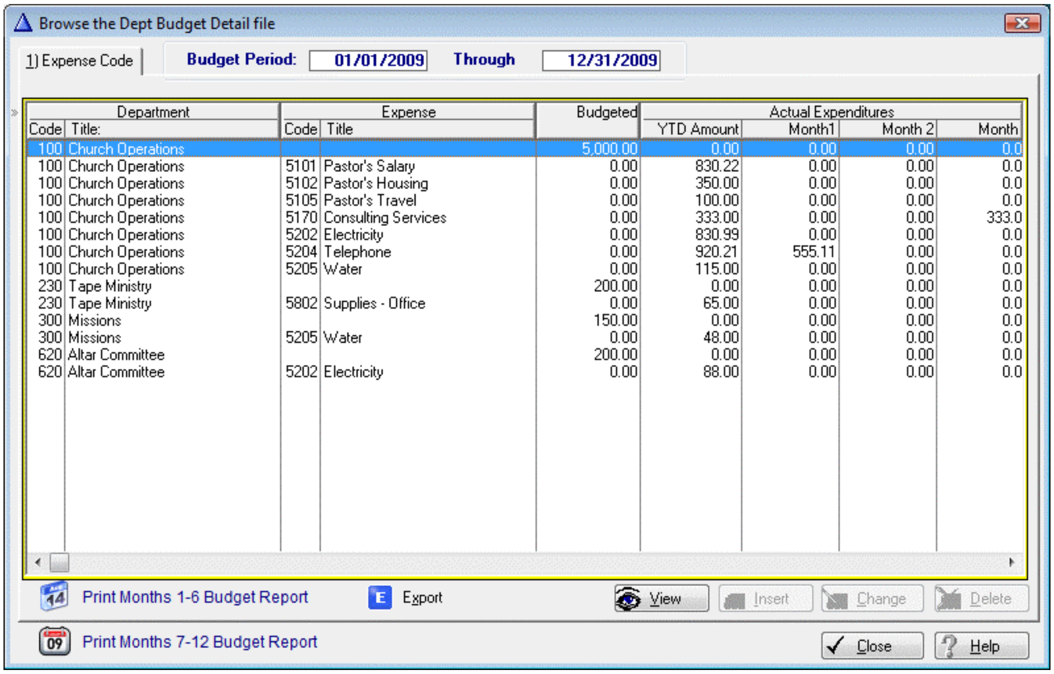
First Church Of America, USA

Department Group Expense Budget - 1/01/2009 - 12/31/2009 [excluding IDT(s)]

	Department	2008 Budgetec	2008 Actual	2009 Budgetec	2009 Actual	Balance	Percent Remaining	
100	Church Administration							
100	Church Operations	0.00	0.00	100,000.00	95,000.00	5,000.00	5%	
150	Building Fund	0.00	0.00	15,000.00	5,000.00	10,000.00	67%	
200	Sunday School	0.00	0.00	500.00	250.00	250.00	50%	
210	Children's Church	0.00	0.00	250.00	225.00	25.00	10%	
230	Tape Ministry	0.00	0.00	200.00	190.00	10.00	5%	
300	Missions	0.00	0.00	850.00	950.00	-100.00	0%	Over
500	Adult Choir	0.00	0.00	750.00	700.00	50.00	7%	
510	Youth Choir	0.00	0.00	500.00	400.00	100.00	20%	
520	Ushering Committee	0.00	0.00	150.00	200.00	-50.00	0%	Over
600	Program Committee	0.00	0.00	200.00	500.00	-300.00	0%	Over
610	Nurturing Committee	0.00	0.00	100.00	50.00	50.00	50%	
620	Altar Committee	0.00	0.00	300.00	400.00	-100.00	0%	Over
630	Brotherhood	0.00	0.00	150.00	100.00	50.00	33%	
640	Sisterhood	0.00	0.00	150.00	300.00	-150.00	0%	Over
650	Youth Department	0.00	0.00	500.00	150.00	350.00	70%	
700	Vacation Bible School	0.00	0.00	500.00	450.00	50.00	10%	
	Group Total:	0.00	0.00	120,100.00	104,865.00	15,235.00	13%	
900	Restricted Funds							
125	Savings	0.00	0.00	10,000.00	8,000.00	2,000.00	20%	
190	Mutual Funds	0.00	0.00	1,500.00	500.00	1,000.00	67%	
	Group Total:	0.00	0.00	11,500.00	8,500.00	3,000.00	26%	
	Grand Total:	0.00	0.00	131,600.00	113,365.00	18,235.00	14%	

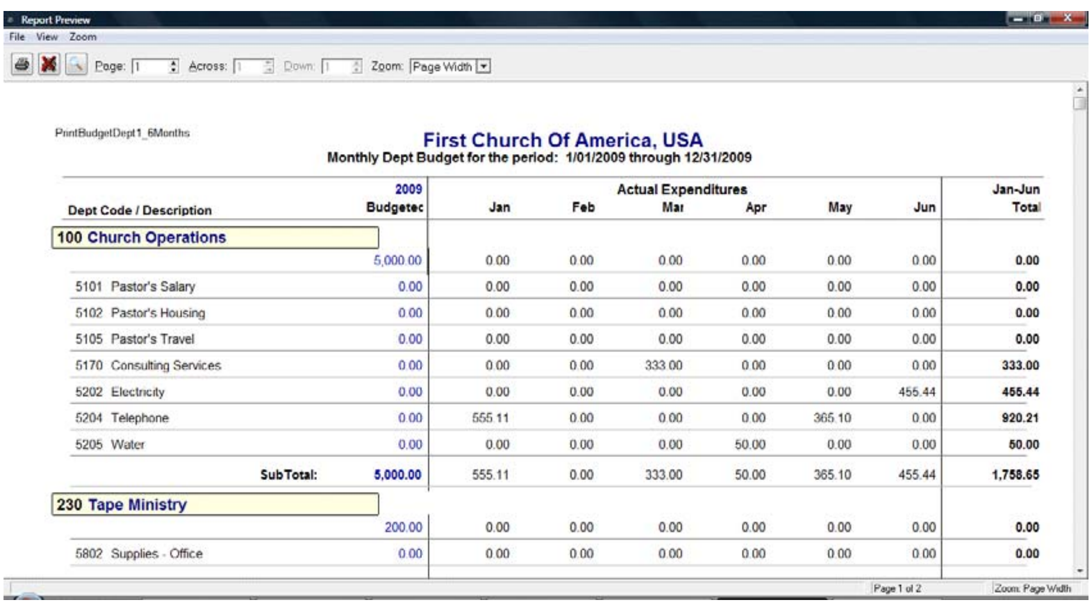
Monthly Budget Report

- Click the **Monthly Budget Report** button on the *Browse the Department Expense Budget* window
- The Browse the Dept Budget Data file will open



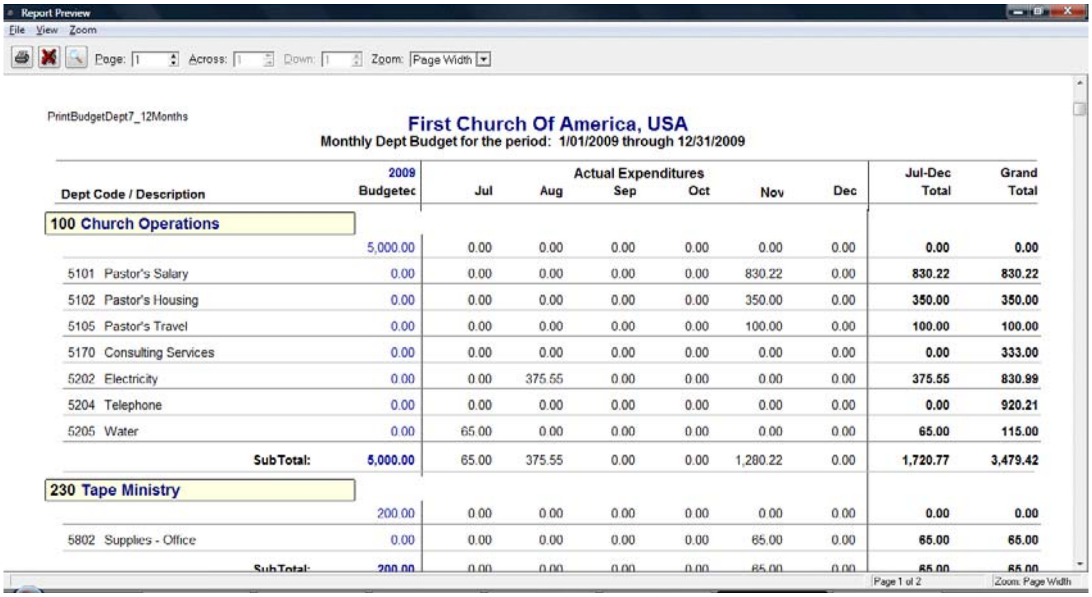
Department Code	Department Title	Expense Code	Expense Title	Budgeted	YTD Amount	Month1	Month 2	Month
100	Church Operations			5,000.00	0.00	0.00	0.00	0.0
100	Church Operations	5101	Pastor's Salary	0.00	830.22	0.00	0.00	0.0
100	Church Operations	5102	Pastor's Housing	0.00	350.00	0.00	0.00	0.0
100	Church Operations	5105	Pastor's Travel	0.00	100.00	0.00	0.00	0.0
100	Church Operations	5170	Consulting Services	0.00	333.00	0.00	0.00	333.0
100	Church Operations	5202	Electricity	0.00	830.99	0.00	0.00	0.0
100	Church Operations	5204	Telephone	0.00	920.21	555.11	0.00	0.0
100	Church Operations	5205	Water	0.00	115.00	0.00	0.00	0.0
230	Tape Ministry			200.00	0.00	0.00	0.00	0.0
230	Tape Ministry	5802	Supplies - Office	0.00	65.00	0.00	0.00	0.0
300	Missions			150.00	0.00	0.00	0.00	0.0
300	Missions	5205	Water	0.00	48.00	0.00	0.00	0.0
620	Altar Committee			200.00	0.00	0.00	0.00	0.0
620	Altar Committee	5202	Electricity	0.00	88.00	0.00	0.00	0.0

- Click on the **Print Months 1-6 Budget Report** button to view the first six months' data



Dept Code / Description	2009 Budgeted	Jan	Feb	Mar	Apr	May	Jun	Jan-Jun Total
100 Church Operations								
	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5101 Pastor's Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5102 Pastor's Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5105 Pastor's Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5170 Consulting Services	0.00	0.00	0.00	333.00	0.00	0.00	0.00	333.00
5202 Electricity	0.00	0.00	0.00	0.00	0.00	0.00	455.44	455.44
5204 Telephone	0.00	555.11	0.00	0.00	0.00	365.10	0.00	920.21
5205 Water	0.00	0.00	0.00	0.00	50.00	0.00	0.00	50.00
SubTotal:	5,000.00	555.11	0.00	333.00	50.00	365.10	455.44	1,758.65
230 Tape Ministry								
	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5802 Supplies - Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Click on the Print Months 7-12 Budget Report button to view the last six months' data


Report Preview
File View Zoom
Page: 1 Across: 1 Down: 1 Zoom: Page Width

PrintBudgetDept7_12Months

First Church Of America, USA
Monthly Dept Budget for the period: 1/01/2009 through 12/31/2009

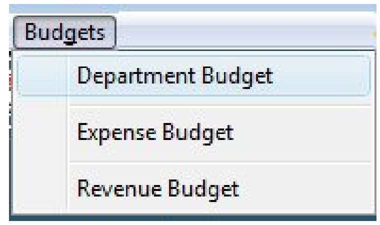
Dept Code / Description	2009 Budgetec	Actual Expenditures Jul	Aug	Sep	Oct	Nov	Dec	Jul-Dec Total	Grand Total
100 Church Operations									
	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5101 Pastor's Salary	0.00	0.00	0.00	0.00	0.00	830.22	0.00	830.22	830.22
5102 Pastor's Housing	0.00	0.00	0.00	0.00	0.00	350.00	0.00	350.00	350.00
5105 Pastor's Travel	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00	100.00
5170 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.00
5202 Electricity	0.00	0.00	375.55	0.00	0.00	0.00	0.00	375.55	830.99
5204 Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	920.21
5205 Water	0.00	65.00	0.00	0.00	0.00	0.00	0.00	65.00	115.00
SubTotal:	5,000.00	65.00	375.55	0.00	0.00	1,280.22	0.00	1,720.77	3,479.42
230 Tape Ministry									
	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5802 Supplies - Office	0.00	0.00	0.00	0.00	0.00	65.00	0.00	65.00	65.00
SubTotal:	200.00	0.00	0.00	0.00	0.00	65.00	0.00	65.00	65.00

Page 1 of 2 Zoom: Page Width

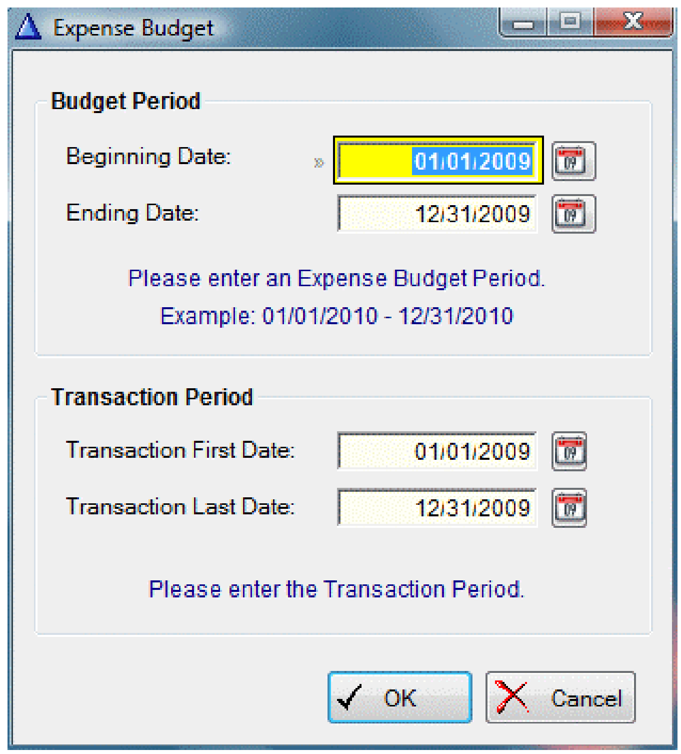
CHAPTER 11

Budgets - Expense Detail

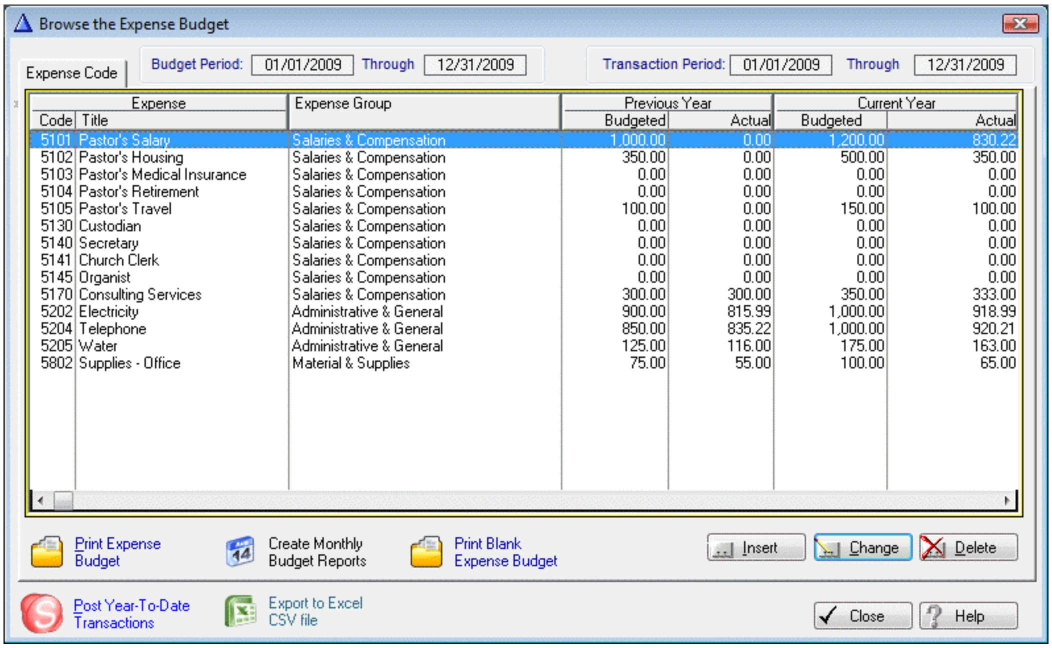
- Click Budgets on the Main Menu



- Click Expense Budget



- Enter the Budget Period **Beginning Date**
- Enter the Budget Period **Ending Date**
- Enter the Transaction Period **First Date**
- Enter the Transaction Period **Last Date**
- Click **OK**
- The *Browse the Expense Budget* window will open



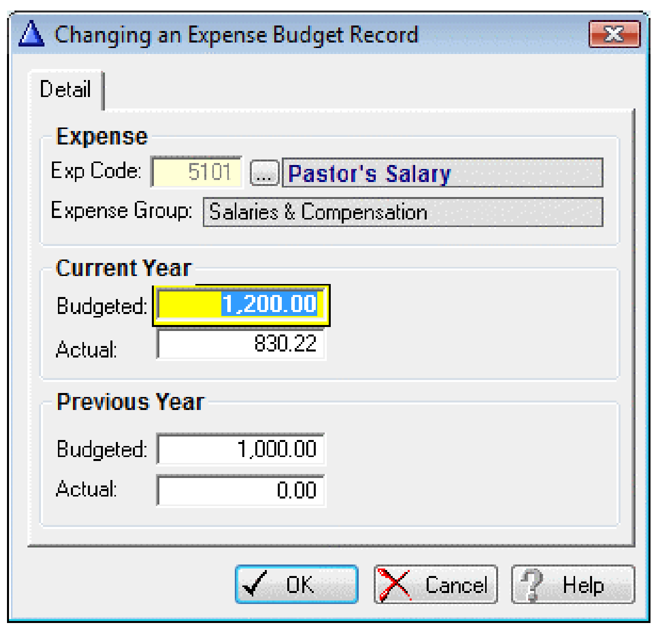
Window Actions

- Print Expense Budget - print Expense Detail/Summary Budget
- Create Monthly Budget Reports - create and print Monthly Detail Expense Budget reports
- Print Blank Expense Budget - print Blank Expense Budget report
- Post Year-To-Date - automaticall update actual department expenses
- Export to Excel CSV File - export the displayed budget data to Excel CSV file
- Insert - add a new budget record
- Change - update the highlighted budget record
- Delete - remove highlighted budget record
- Close - save changes to Budget History file and exit
- Help - open ACMS help for this window

STOP - If you click the abort  button on the *Browse the Expense Budget* window, your changes will not be saved to the Budget History file.

Add/Update Expense Budget Record

- Highlight the Expense Code, *for example 5101 - Pastor's Salary*
- Click Change on the *Browse the Expense Budget* window
- Update the Budgeted amounts as needed



Current Year

- **Budgeted** - enter the budget amount here

NOTE: **Actual** - the system will automatically update this amount when the **Post Year-To-Date** button is clicked

Previous Year

- **Budgeted** - this is the budgeted amount for the previous year

NOTE: **Actual** - the system will automatically update this amount when the **Post Year-To-Date** button is clicked

- Click **OK** to save and close
- Click **Cancel** to abort and close

Post Year-To-Date Expenses

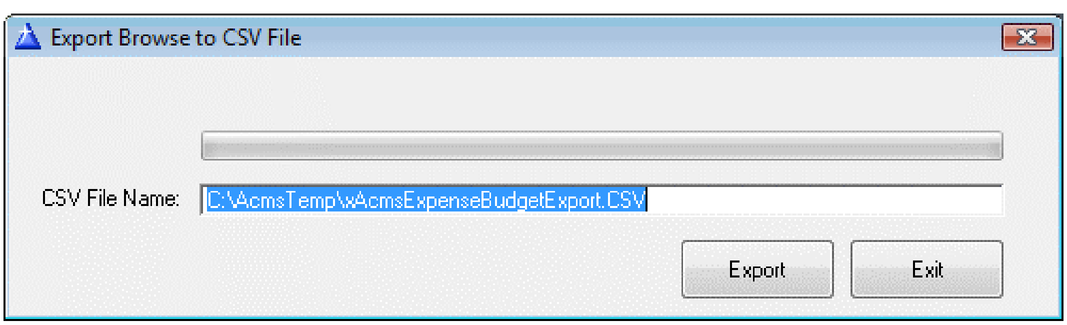
- Click the **Post Year-To-Date** button 

on the *Browse the Expense Budget* window
- All check and charge expenditures posted will be added to the **Actual** fields for the **Current Year** budget period and exact same period for the **Previous Year** budget

Export to Excel

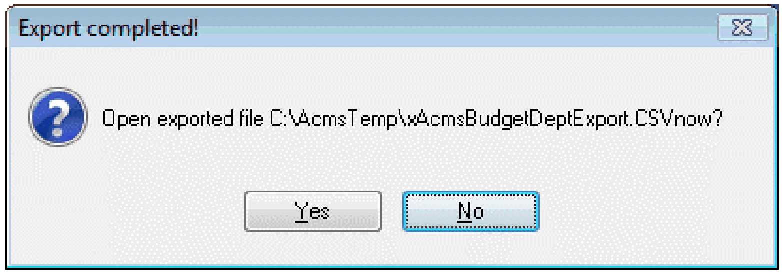
- Click the **Export to Excel CSV file** button 

on the *Browse the Expense Budget* window



- The default output file is C:\AcmsTemp\xAcmsExpenseBudgetExport.CSV
- Click the Export button 

- When the Export is complete, the *Export Completed!* window will open



- Click Yes to open the exported file

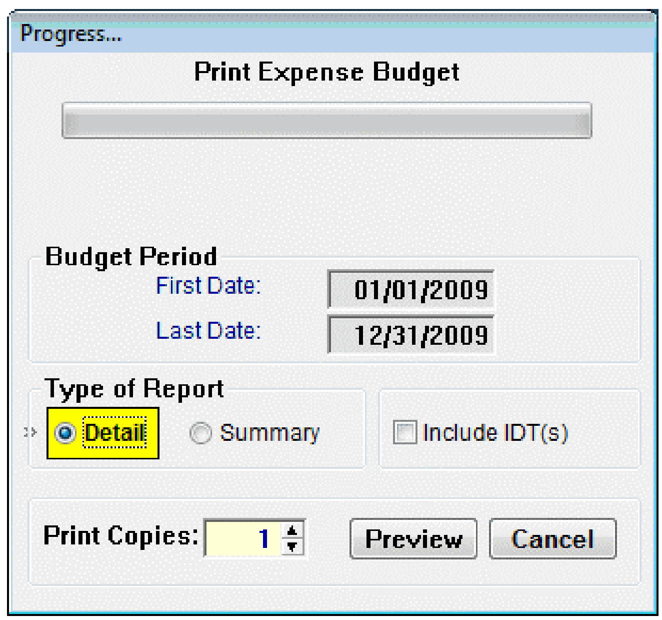
NOTE: You must have *Microsoft Excel* loaded on the computer to open the file

---

Print Expense Budget

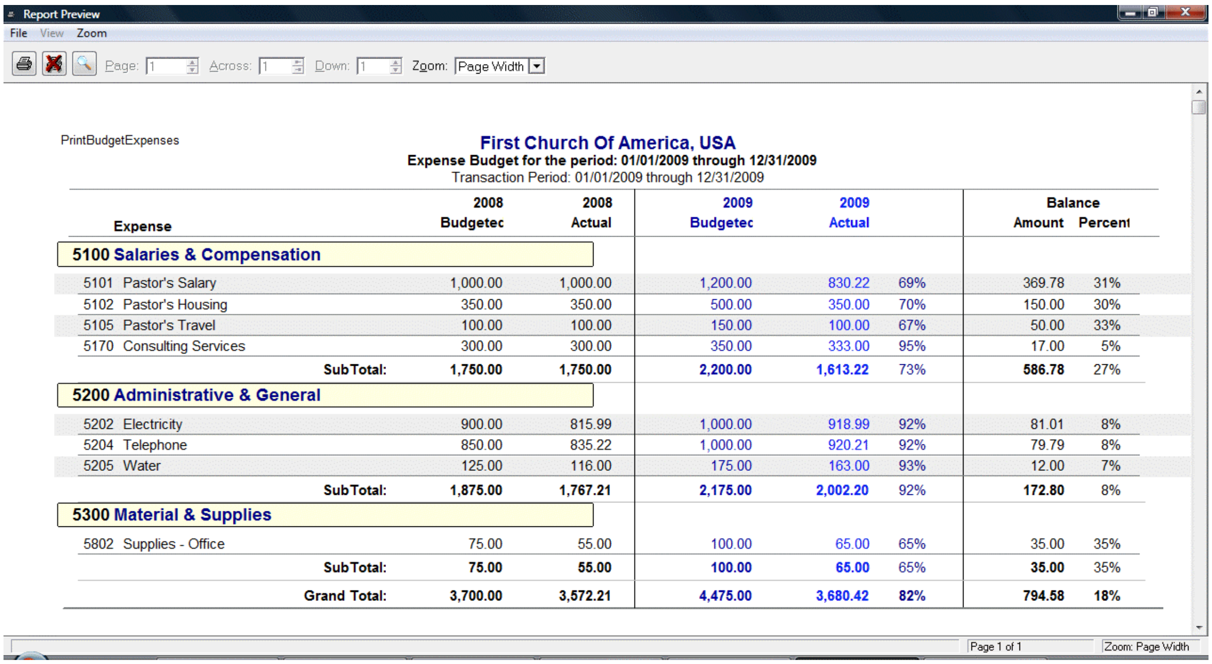
- Click the Print Expense Budget button 

on the *Browse the Department Expense Budget* window



- Select **Detail** or **Summary** report
- Click **Preview** on the *Progress* window

NOTE: Only Expense Codes with amounts in the **Previous Year Budgeted or Actual OR Current Year Budgeted or Actual** will be listed on the report.



PrintBudgetExpenses

First Church Of America, USA
Expense Budget for the period: 01/01/2009 through 12/31/2009
Transaction Period: 01/01/2009 through 12/31/2009

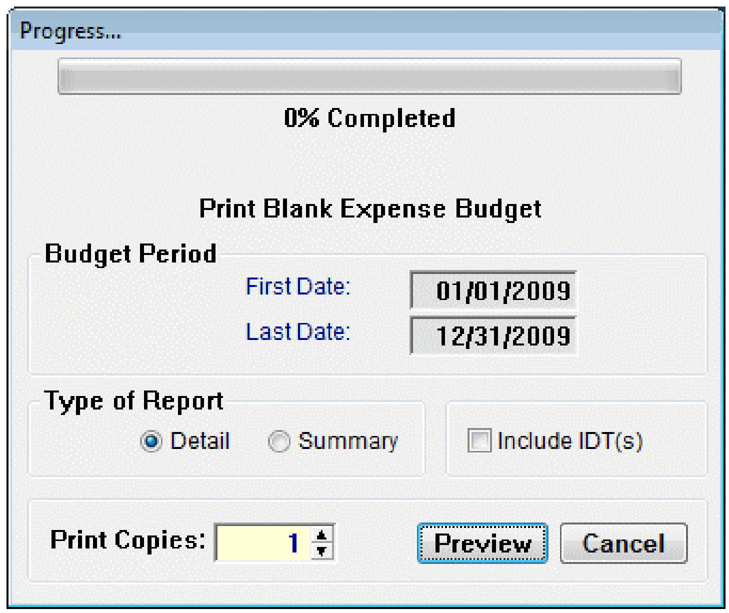
Expense	2008 Budgetec	2008 Actual	2009 Budgetec	2009 Actual		Balance Amount	Balance Percent
5100 Salaries & Compensation							
5101 Pastor's Salary	1,000.00	1,000.00	1,200.00	830.22	69%	369.78	31%
5102 Pastor's Housing	350.00	350.00	500.00	350.00	70%	150.00	30%
5105 Pastor's Travel	100.00	100.00	150.00	100.00	67%	50.00	33%
5170 Consulting Services	300.00	300.00	350.00	333.00	95%	17.00	5%
SubTotal:	**1,750.00**	**1,750.00**	**2,200.00**	**1,613.22**	73%	**586.78**	27%
5200 Administrative & General							
5202 Electricity	900.00	815.99	1,000.00	918.99	92%	81.01	8%
5204 Telephone	850.00	835.22	1,000.00	920.21	92%	79.79	8%
5205 Water	125.00	116.00	175.00	163.00	93%	12.00	7%
SubTotal:	**1,875.00**	**1,767.21**	**2,175.00**	**2,002.20**	92%	**172.80**	8%
5300 Material & Supplies							
5802 Supplies - Office	75.00	55.00	100.00	65.00	65%	35.00	35%
SubTotal:	**75.00**	**55.00**	**100.00**	**65.00**	65%	**35.00**	35%
Grand Total:	**3,700.00**	**3,572.21**	**4,475.00**	**3,680.42**	**82%**	**794.58**	**18%**

Print Blank Expense Budget

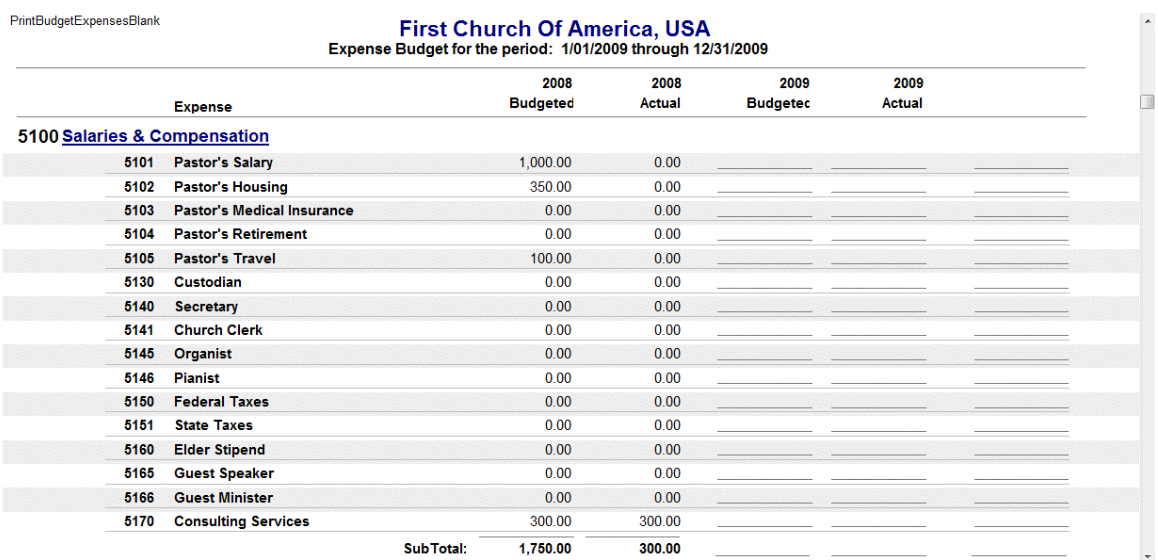
NOTE: This report is a blank expense listing that can be used to make notes for an estimated Expense Budget

- Click the Print Blank Expense Budget button 

on the *Browse the Expense Budget* window



- Select Detail or Summary on the *Progress* window
- Click Preview on the *Progress* window



PrintBudgetExpensesBlank

First Church Of America, USA

Expense Budget for the period: 1/01/2009 through 12/31/2009

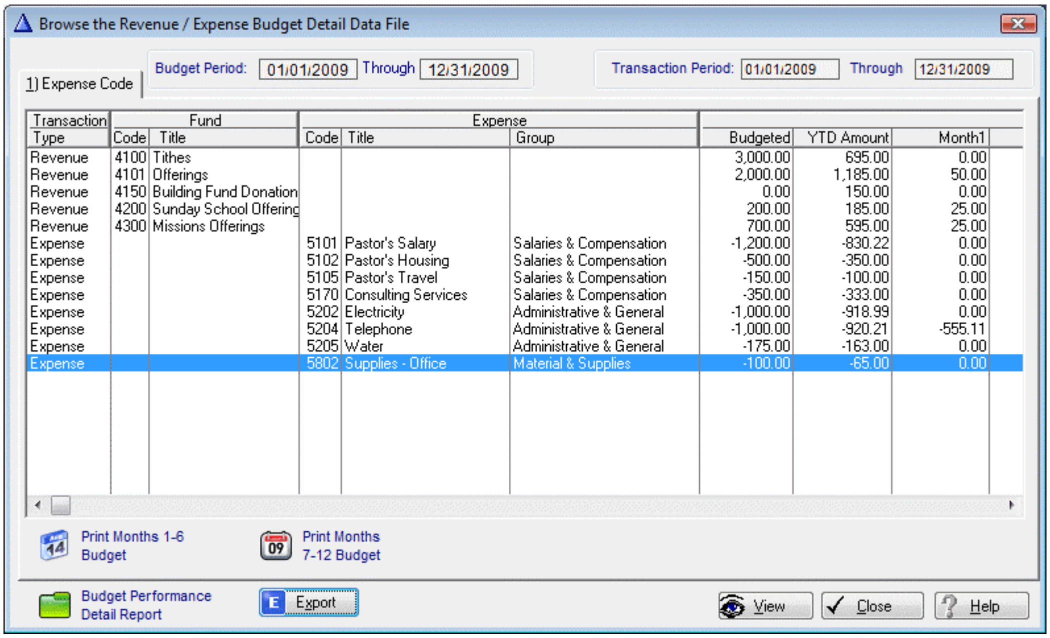
	Expense	2008 Budgeted	2008 Actual	2009 Budgeted	2009 Actual	
5100	Salaries & Compensation					
5101	Pastor's Salary	1,000.00	0.00			
5102	Pastor's Housing	350.00	0.00			
5103	Pastor's Medical Insurance	0.00	0.00			
5104	Pastor's Retirement	0.00	0.00			
5105	Pastor's Travel	100.00	0.00			
5130	Custodian	0.00	0.00			
5140	Secretary	0.00	0.00			
5141	Church Clerk	0.00	0.00			
5145	Organist	0.00	0.00			
5146	Pianist	0.00	0.00			
5150	Federal Taxes	0.00	0.00			
5151	State Taxes	0.00	0.00			
5160	Elder Stipend	0.00	0.00			
5165	Guest Speaker	0.00	0.00			
5166	Guest Minister	0.00	0.00			
5170	Consulting Services	300.00	300.00			
	SubTotal:	1,750.00	300.00			

Create Monthly Budget Reports

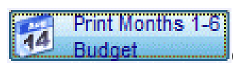
NOTE: This option will create 3 reports for the Expense Budget

- Click the **Create Monthly Budget Reports** button 

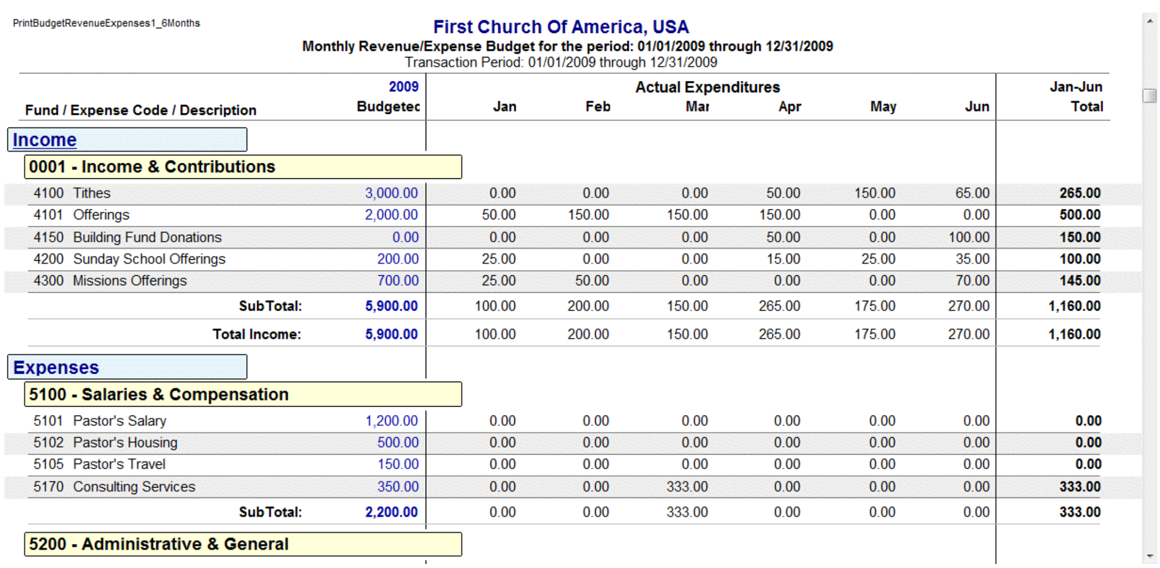
on the *Browse the Expense Budget* window



Transaction Type	Fund Code	Fund Title	Expense Code	Expense Title	Expense Group	Budgeted	YTD Amount	Month1
Revenue	4100	Tithes				3,000.00	695.00	0.00
Revenue	4101	Offerings				2,000.00	1,185.00	50.00
Revenue	4150	Building Fund Donation				0.00	150.00	0.00
Revenue	4200	Sunday School Offering				200.00	185.00	25.00
Revenue	4300	Missions Offerings				700.00	595.00	25.00
Expense			5101	Pastor's Salary	Salaries & Compensation	-1,200.00	-830.22	0.00
Expense			5102	Pastor's Housing	Salaries & Compensation	-500.00	-350.00	0.00
Expense			5105	Pastor's Travel	Salaries & Compensation	-150.00	-100.00	0.00
Expense			5170	Consulting Services	Salaries & Compensation	-350.00	-333.00	0.00
Expense			5202	Electricity	Administrative & General	-1,000.00	-918.99	0.00
Expense			5204	Telephone	Administrative & General	-1,000.00	-920.21	-555.11
Expense			5205	Water	Administrative & General	-175.00	-163.00	0.00
Expense			5802	Supplies - Office	Material & Supplies	-100.00	-65.00	0.00

- Click the **Print Months 1-6 Budget** button 

on the *Browse the Revenue / Expense Budget Detail Data File* window
- The following report will be displayed:



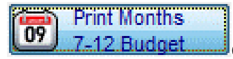
PrintBudgetRevenueExpenses1_6Months

First Church Of America, USA

Monthly Revenue/Expense Budget for the period: 01/01/2009 through 12/31/2009

Transaction Period: 01/01/2009 through 12/31/2009

Fund / Expense Code / Description	2009 Budgeted	Jan	Feb	Mar	Apr	May	Jun	Jan-Jun Total
Income								
0001 - Income & Contributions								
4100 Tithes	3,000.00	0.00	0.00	0.00	50.00	150.00	65.00	**265.00**
4101 Offerings	2,000.00	50.00	150.00	150.00	150.00	0.00	0.00	**500.00**
4150 Building Fund Donations	0.00	0.00	0.00	0.00	50.00	0.00	100.00	**150.00**
4200 Sunday School Offerings	200.00	25.00	0.00	0.00	15.00	25.00	35.00	**100.00**
4300 Missions Offerings	700.00	25.00	50.00	0.00	0.00	0.00	70.00	**145.00**
SubTotal:	**5,900.00**	100.00	200.00	150.00	265.00	175.00	270.00	**1,160.00**
Total Income:	**5,900.00**	100.00	200.00	150.00	265.00	175.00	270.00	**1,160.00**
Expenses								
5100 - Salaries & Compensation								
5101 Pastor's Salary	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
5102 Pastor's Housing	500.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
5105 Pastor's Travel	150.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
5170 Consulting Services	350.00	0.00	0.00	333.00	0.00	0.00	0.00	**333.00**
SubTotal:	**2,200.00**	0.00	0.00	333.00	0.00	0.00	0.00	**333.00**
5200 - Administrative & General								

- Click the Print Months 7-12 Budget button 

on the *Browse the Revenue / Expense Budget Detail Data File* window
- The following report will be displayed:

PrintBudgetRevenueExpenses7_12Months

First Church Of America, USA
Monthly Revenue/Expense Budget for the period: 01/01/2009 through 12/31/2009
Transaction Period: 01/01/2009 through 12/31/2009

Fund / Expense Code / Description	2009 Budgetec	Jul	Aug	Sep	Oct	Nov	Dec	Jul-Dec Total	Grand Total
		Actual Expenditures							
Income									
0001 - Income & Contributions									
4100 Tithes	3,000.00	0.00	0.00	0.00	0.00	175.00	255.00	**430.00**	**695.00**
4101 Offerings	2,000.00	375.00	250.00	0.00	0.00	35.00	25.00	**685.00**	**1,185.00**
4150 Building Fund Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**	**150.00**
4200 Sunday School Offerings	200.00	0.00	0.00	0.00	0.00	0.00	85.00	**85.00**	**185.00**
4300 Missions Offerings	700.00	0.00	0.00	300.00	100.00	50.00	0.00	**450.00**	**595.00**
SubTotal:	**5,900.00**	375.00	250.00	300.00	100.00	260.00	365.00	**1,650.00**	**2,810.00**
Total Income:	**5,900.00**	375.00	250.00	300.00	100.00	260.00	365.00	**1,650.00**	**2,810.00**
Expenses									
5100 - Salaries & Compensation									
5101 Pastor's Salary	1,200.00	0.00	0.00	0.00	0.00	830.22	0.00	**830.22**	**830.22**
5102 Pastor's Housing	500.00	0.00	0.00	0.00	0.00	350.00	0.00	**350.00**	**350.00**
5105 Pastor's Travel	150.00	0.00	0.00	0.00	0.00	100.00	0.00	**100.00**	**100.00**
5170 Consulting Services	350.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**	**333.00**
SubTotal:	**2,200.00**	0.00	0.00	0.00	0.00	1,280.22	0.00	**1,280.22**	**1,613.22**

- Click the Budget Performance Detail Report button 

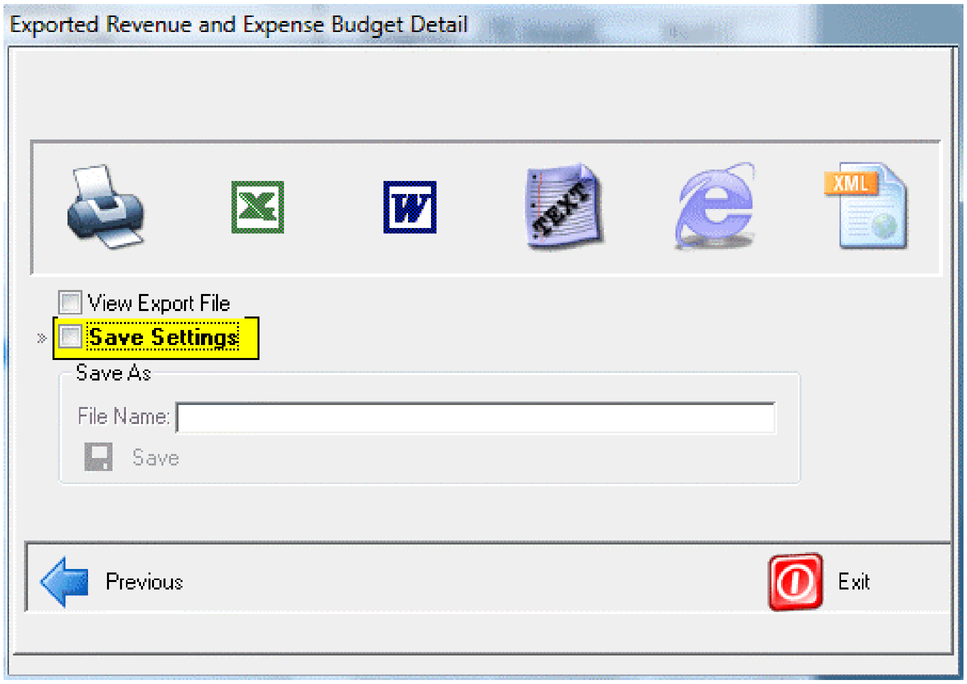
on the *Browse the Revenue / Expense Budget Detail Data File* window
- The following report will be displayed:

PrintBudgetRevenueExpensesPerformance

First Church Of America, USA
Revenue & Expense Budget Performance: 01/01/2009 through 12/31/2009 (Detail)
Transaction Period: 01/01/2009 through 12/31/2009

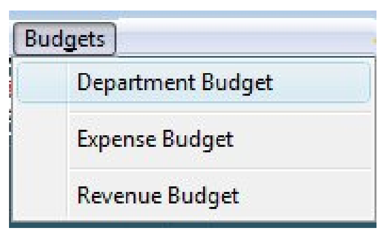
Fund / Expense Code / Description	2009 Budgeted	2009 Actual	Under / (Over) Budget		2008 Budgeted	2008 Actual	Under / (Over) Budget	
Income								
4000 - Income & Contributions								
4100 Tithes	3,000.00	695.00	2,305.00	23%	2,500.00	2,223.00	277.00	88%
4101 Offerings	2,000.00	1,185.00	815.00	59%	500.00	250.00	250.00	50%
4150 Building Fund Donations	0.00	150.00	(150.00)	0%	0.00	0.00	0.00	0%
4200 Sunday School Offerings	200.00	185.00	15.00	92%	175.00	150.00	25.00	85%
4300 Missions Offerings	700.00	595.00	105.00	85%	500.00	0.00	500.00	0%
SubTotal:	**5,900.00**	2,810.00	3,090.00	47%	**3,675.00**	2,623.00	1,052.00	71%
Total Income:	**5,900.00**	2,810.00	3,090.00	47%	**3,675.00**	2,623.00	1,052.00	71%
Expenses								
5100 - Salaries & Compensation								
5101 Pastor's Salary	1,200.00	830.22	369.78	69%	1,000.00	0.00	1,000.00	0%
5102 Pastor's Housing	500.00	350.00	150.00	70%	350.00	0.00	350.00	0%
5105 Pastor's Travel	150.00	100.00	50.00	66%	100.00	0.00	100.00	0%
5170 Consulting Services	350.00	333.00	17.00	95%	300.00	300.00	0.00	100%
SubTotal:	**2,200.00**	1,613.22	586.78	73%	**1,750.00**	300.00	1,450.00	17%

- Click the Export button  on the Browse the Revenue / Expense Budget Detail Data File window
- The following export options will be displayed:

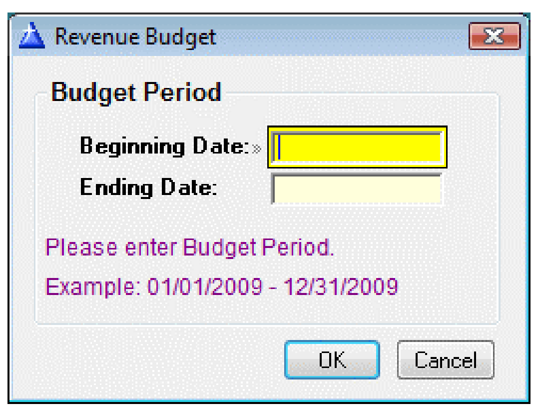


Budgets - Revenue

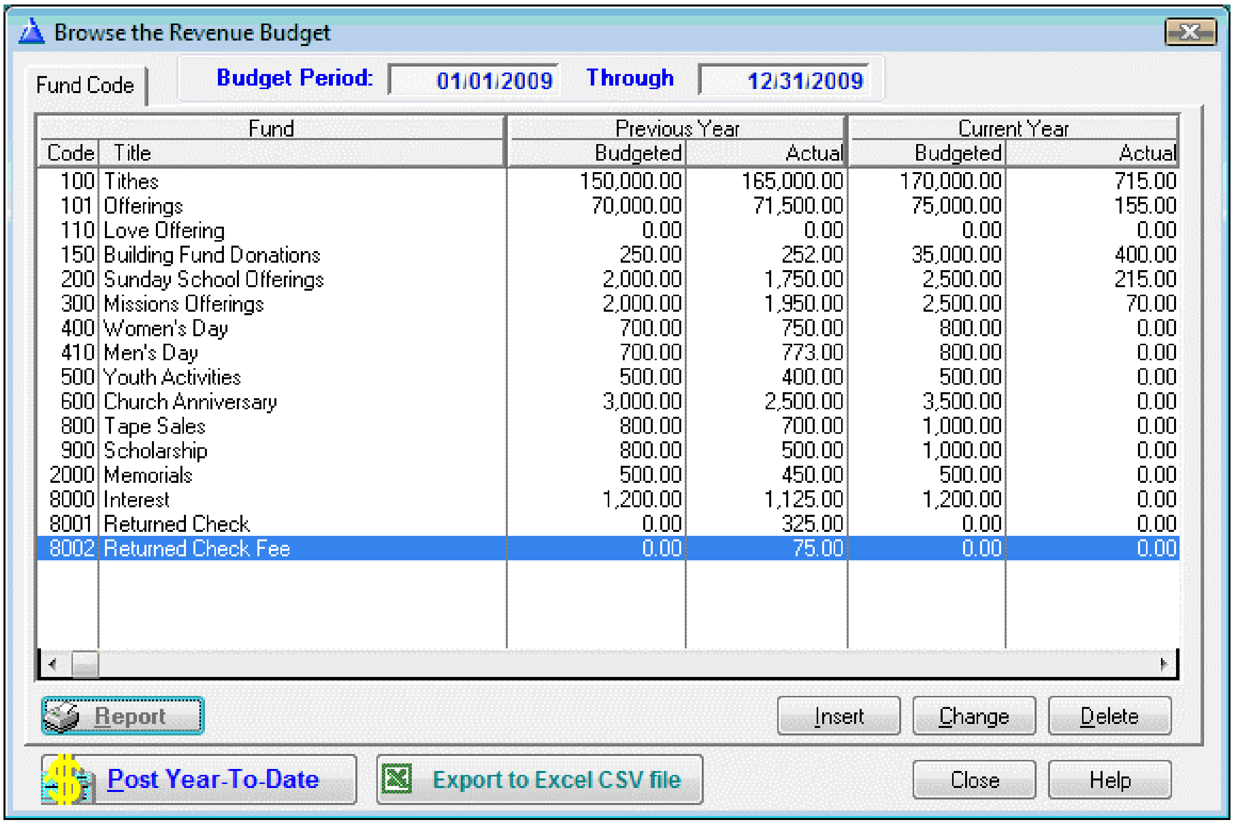
- Click **Budgets** on the Main Menu



- Click **Revenue Budget**



- Enter the Budget Period **Beginning Date**
- Enter the Budget Period **Ending Date**
- Click **OK**
- The *Browse the Expense Budget* window will open



Fund		Previous Year		Current Year	
Code	Title	Budgeted	Actual	Budgeted	Actual
100	Tithes	150,000.00	165,000.00	170,000.00	715.00
101	Offerings	70,000.00	71,500.00	75,000.00	155.00
110	Love Offering	0.00	0.00	0.00	0.00
150	Building Fund Donations	250.00	252.00	35,000.00	400.00
200	Sunday School Offerings	2,000.00	1,750.00	2,500.00	215.00
300	Missions Offerings	2,000.00	1,950.00	2,500.00	70.00
400	Women's Day	700.00	750.00	800.00	0.00
410	Men's Day	700.00	773.00	800.00	0.00
500	Youth Activities	500.00	400.00	500.00	0.00
600	Church Anniversary	3,000.00	2,500.00	3,500.00	0.00
800	Tape Sales	800.00	700.00	1,000.00	0.00
900	Scholarship	800.00	500.00	1,000.00	0.00
2000	Memorials	500.00	450.00	500.00	0.00
8000	Interest	1,200.00	1,125.00	1,200.00	0.00
8001	Returned Check	0.00	325.00	0.00	0.00
8002	Returned Check Fee	0.00	75.00	0.00	0.00

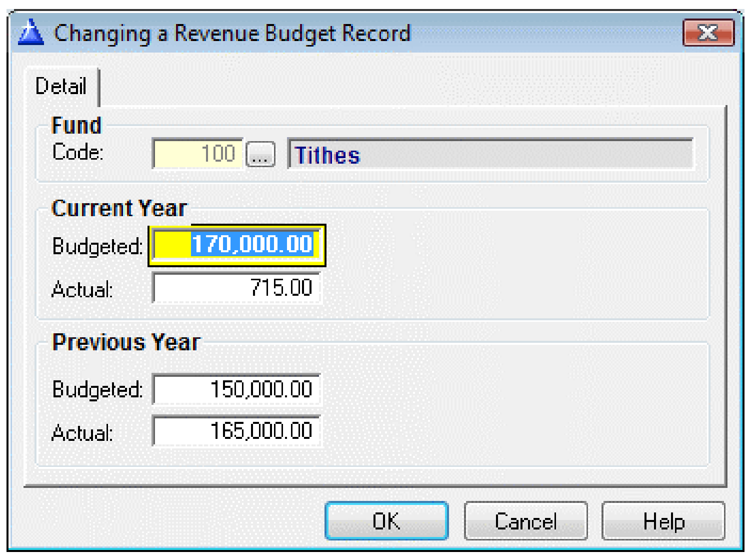
Window Actions

- Report - print Revenue Budget
- Post Year-To-Date - automaticall update actual revenue
- Export to Excel CSV File - export the displayed budget data to Excel CSV file
- Insert - add a new budget record
- Change - update the highlighted budget record
- Delete - remove highlighted budget record
- Close - save changes to Budget History file and exit
- Help - open ACMS help for this window

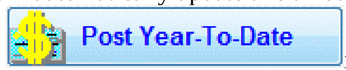
STOP - If you click the abort  button on the *Browse the Revenue Budget* window, your changes will not be saved to the Budget History file.

Add/Update Revenue Budget Record

- Highlight the Revenue (Fund) Code, *for example 100 - Tithes*
- Click Change on the *Browse the Revenue Budget* window

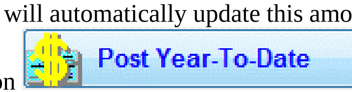


Current Year

- **Budgeted** - enter the budget amount here
- **Actual** - the system will automatically update this amount when the Post Year-To-Date button 

is clicked

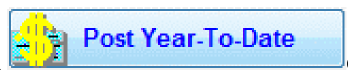
Previous Year

- **Budgeted** - this is the budgeted amount for the previous year
- **Actual** - the system will automatically update this amount when the Post Year-To-Date button 

is clicked

- Click **OK** to save

Post Year-To-Date Expenses

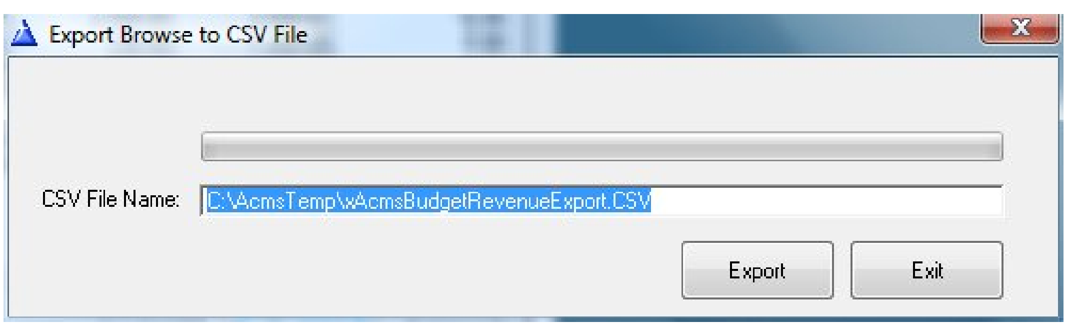
- Click the **Post Year-To-Date** button 

on the *Browse the Revenue Budget* window
- All contributions, donations and income posted will be added to the **Actual** fields for the **Current Year** budget period and exact same period for the **Previous Year** budget

Export to Excel

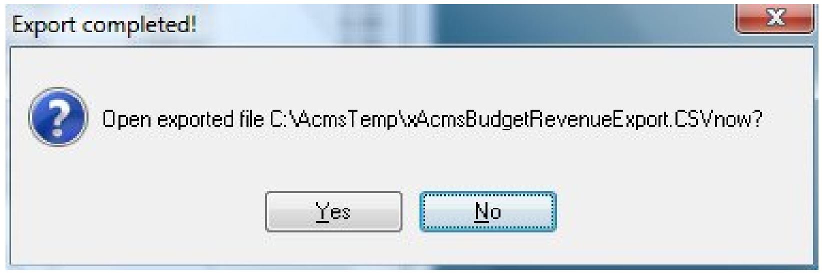
- Click the **Export to Excel CSV file** button 

on the *Browse the Revenue Budget* window



- The default output file is C:\AcmsTemp\xAcmsBudgetRevenueExport.CSV
- Click the Export button 

- When the Export is complete, the *Export Completed!* window will open



- Click Yes to open the exported file

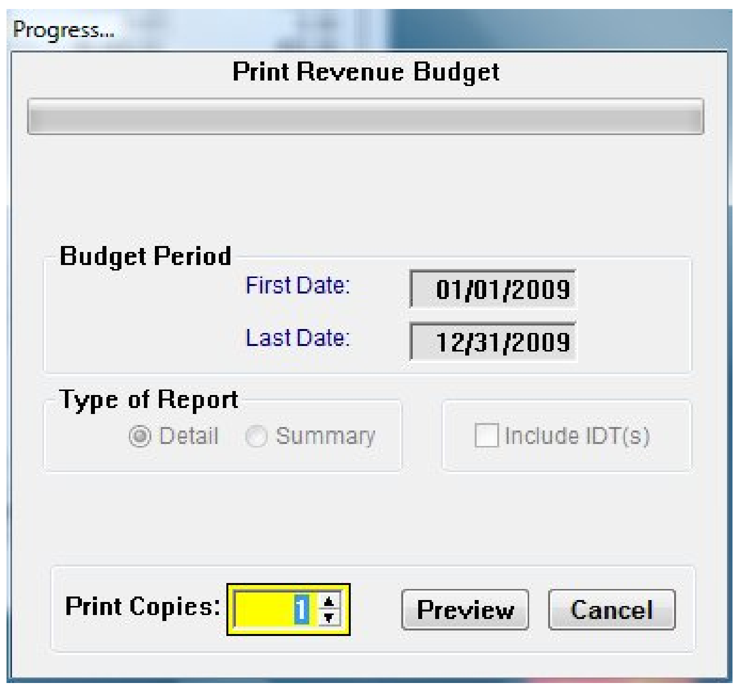
NOTE: You must have *Microsoft Excel* loaded on the computer to open the file

---

Report - Revenue Budget

- Click the Report button 

on the *Browse the Revenue Budget* window



- Click **Preview** on the *Progress* window

NOTE: Only Revenue (Fund) Codes with amounts in the **Preview Year Budgeted or Actual** OR **Current Year Budgeted or Actual** will be listed on the report.

PrintBudgetRevenue

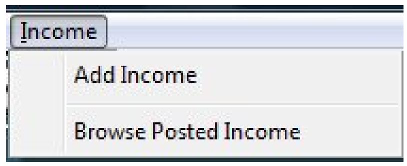
First Church Of America, USA
Revenue Budget for the period: 1/01/2009 through 12/31/2009

Code	Revenue	2008 Budgetec	2008 Actual	2009 Budgetec	2009 Actual	Variance
100	Tithes	150,000.00	165,000.00	170,000.00	715.00	169,285.00
101	Offerings	70,000.00	71,500.00	75,000.00	155.00	74,845.00
150	Building Fund Donations	250.00	252.00	35,000.00	400.00	34,600.00
200	Sunday School Offerings	2,000.00	1,750.00	2,500.00	215.00	2,285.00
300	Missions Offerings	2,000.00	1,950.00	2,500.00	70.00	2,430.00
400	Women's Day	700.00	750.00	800.00	0.00	800.00
410	Men's Day	700.00	773.00	800.00	0.00	800.00
500	Youth Activities	500.00	400.00	500.00	0.00	500.00
600	Church Anniversary	3,000.00	2,500.00	3,500.00	0.00	3,500.00
800	Tape Sales	800.00	700.00	1,000.00	0.00	1,000.00
900	Scholarship	800.00	500.00	1,000.00	0.00	1,000.00
2000	Memorials	500.00	450.00	500.00	0.00	500.00
8000	Interest	1,200.00	1,125.00	1,200.00	0.00	1,200.00
8001	Returned Check	0.00	325.00	0.00	0.00	0.00
8002	Returned Check Fee	0.00	75.00	0.00	0.00	0.00
	Grand Total:	232,450.00	248,050.00	294,300.00	1.555.00	292,745.00

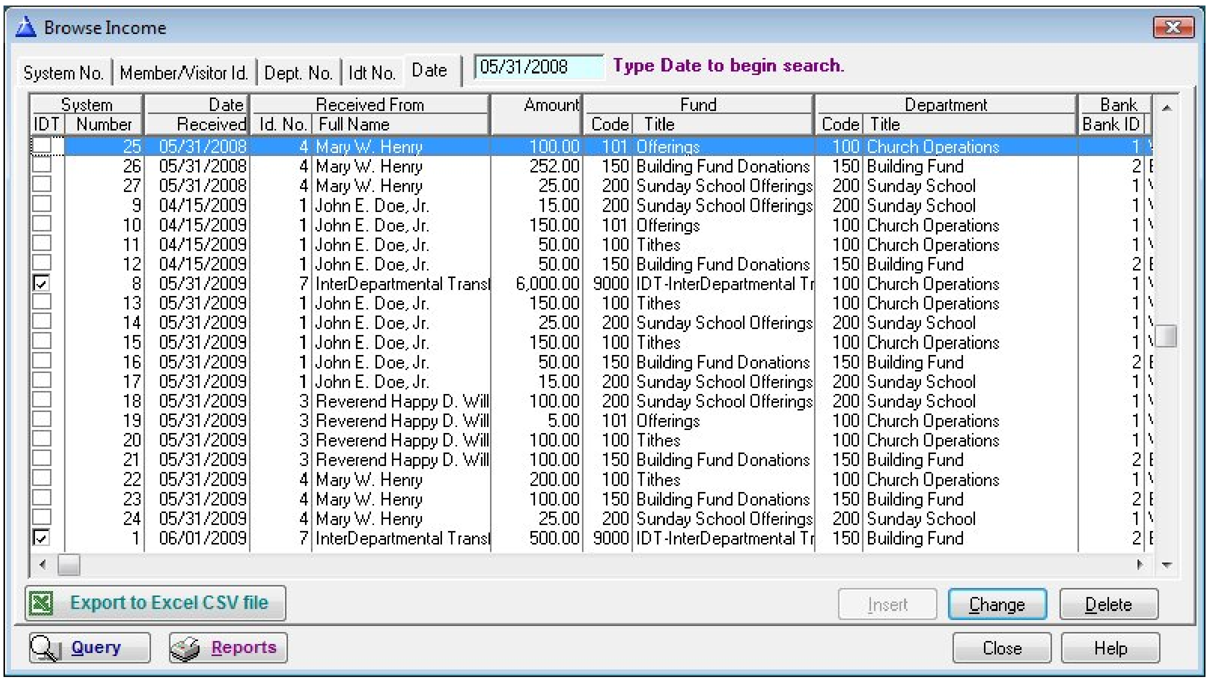
CHAPTER 12

Posted Income

- Click **Income** on the *ACMS main menu*



- Click **Browse Posted Income**



Window Actions

- Export to Excel CSV File - export records to Excel file
- Query - set a filter to view specific records
- Reports - ***posted income reports menu*** (see "Posted Income Reports" on page 177)
- Insert - not available
- Change - update the highlighted record
- Delete - remove the highlighted record - *amount must = zero*
- Help - open ACMS help for this window
- Close - exit Browse window

In This Chapter

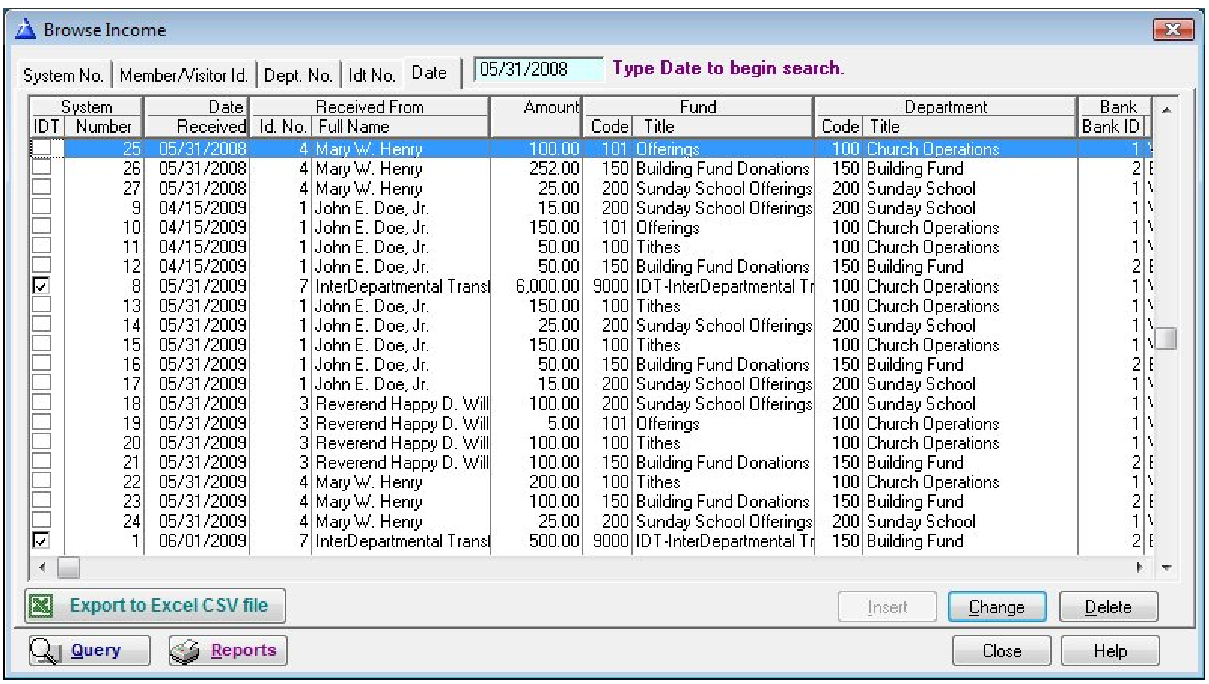
Query Posted Income

The Browse Query Button provides a Query button to let the end user apply a dynamic (run-time) filter to the BrowseBox result set. In other words, the end user can query the underlying dataset and display the results of the query in the BrowseBox list.

The default query interface is a dialog with an input field and a comparison operator button for each list box column.

The end user may provide filter criteria for zero or more fields. Additional filter criteria result in a more refined search and a smaller result set (the filter conditions are conjunctive--ANDed together).

- Open the *Browse Income* window
- Click Query

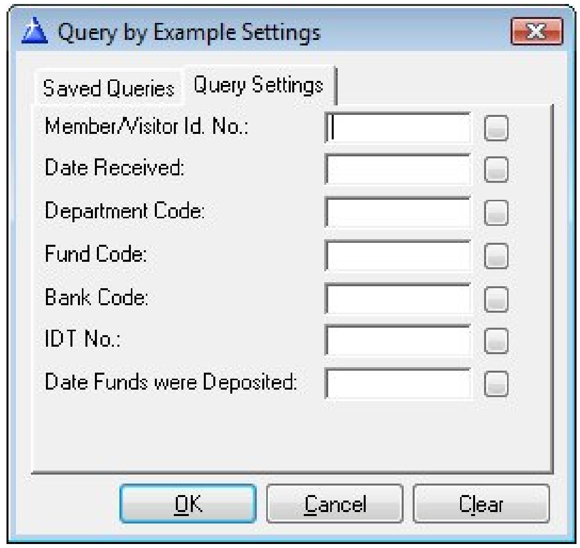


- The *Query by Example Settings* window will open

Tabs

Saved Queries | Query Settings

➢ *Query Setings - available fields for the query*



- Enter a valid value next to the field you want to include in your query.
- - The range criteria button is located next to the value keyed. It defaults to =. You can change this criteria by clicking on the range criteria button.
- Each time the range criteria button is clicked, the value will change. The available range criteria are:
- - Equal To
- = - Equal To
- >= - Equal Tto or Greater Than
- <= - Equal Tto or Less Than
- <> - Not Equal To
- OK - activate query
- Clear - clear the values for all Query fields

Runtime Options

The default comparison operator is (=), which searches for an exact match between the BrowseBox field and the corresponding Query input field. Pressing the comparison operator button cycles through all the available operators:

Operator	Filter Effect			
=	browsefield	equal to	queryvalue	
>=	browsefield	greater than or equal to	queryvalue	
<=	browsefield	less than or equal to	queryvalue	
<>	browsefield	not equal to	queryvalue	no filter

For string fields, you may use the following special characters in the Query input field to refine your search:

Symbol	Position Filter Effect		
prefix	caseless (case insensitive) search		
prefix	browsefield	contains queryvalue	
suffix	browsefield	begins with	queryvalue

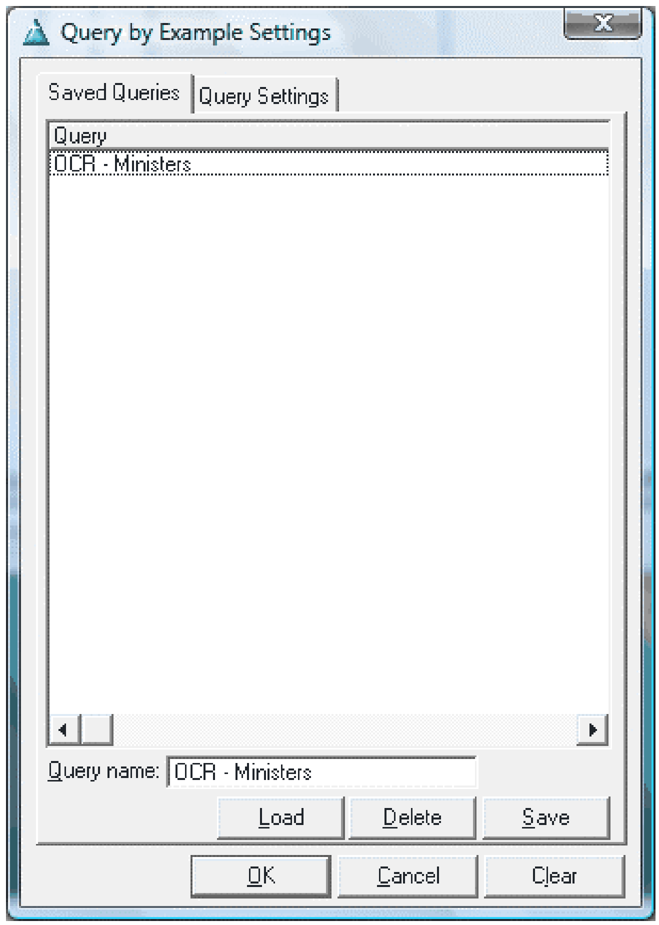
For example:

- d - matches 'd' only
- d* - matches 'dog', 'david'
- *d - matches 'dog', 'cod
- ^*d - matches 'dog', 'cod', 'coD'

NOTE: Upon completion of the Query dialog, the current sort order of the BrowseBox is filtered to match the query. If Query is selected again, the previous query is available by default. This allows sharing of filters between sort orders, as well as successive filter refinements.

➢ *Saved Queries - You can also save queries for retrieval later*

- Click on the **Saved Queries** tab



-

- Query name - enter the name to save the current Query
- Save - save the setting for the current Query
- Load - execute a saved Query
- Delete - remove the highlighted Query,
- Clear - clear the current Query settings, display all browse records

Load Query

- Highlight a saved query
- Click Load
- Click OK

Delete Query

- Highlight a saved query
- Click Delete
- Click OK

Save Query - New

- Enter a name for the Query
- Click OK

Save Query - Update

- Highlight the name of a saved query
- Click Save
- Click OK

Change Member ID on Contributions

Sometimes the same person may get added multiple times to the Membership data file. For example,

John E. Doe, Jr. - Member/Visitor ID 1

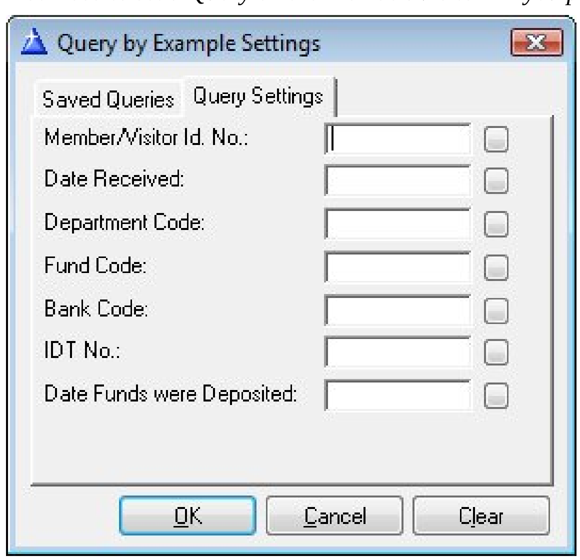
John E. Doe, Jr. - Member/Visitor ID 233

Before one of the duplicates can be deleted, the contributions must be moved to the Member/Visitor ID that you plan to keep.

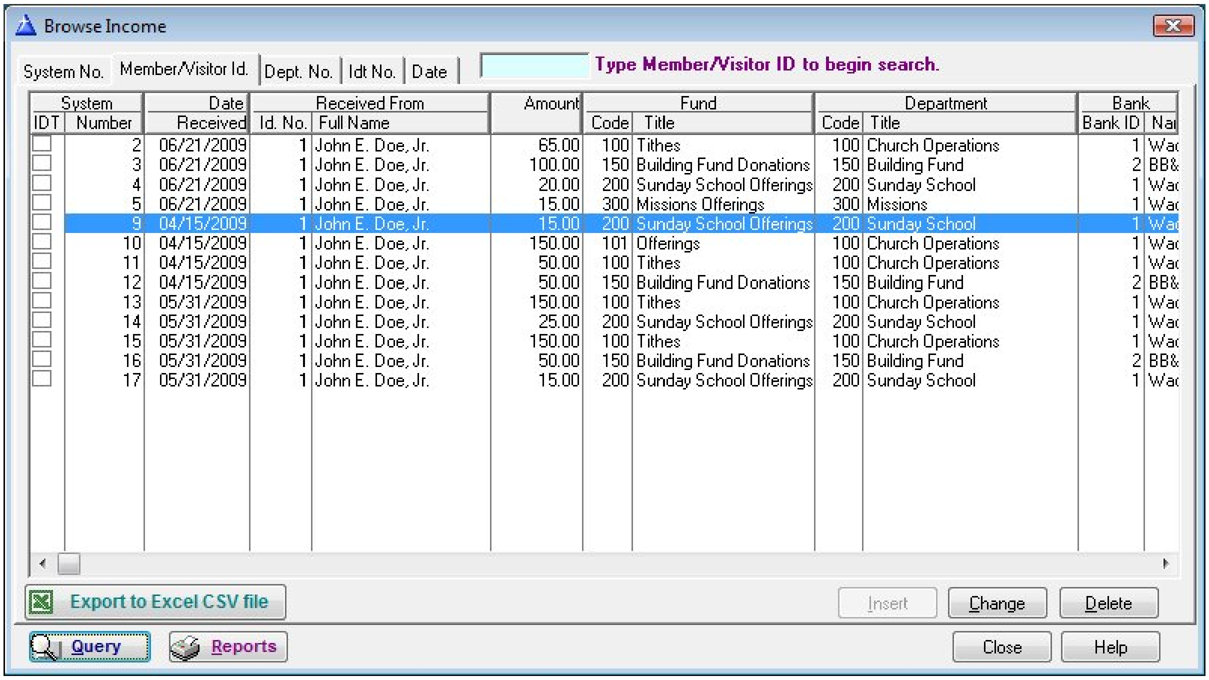
NOTE: The person changing the contributions' Member/Visitor ID must have a security level 9.

➢ ***Step 1***

- Open the *Browse Income* window
- 

- Click on the Member/Visitor Id. tab
- *This will sort the contributions by Member/Visitor ID*
- Click Query
- You need to *set a Query on the Member/Visitor ID you plan to delete*
- 

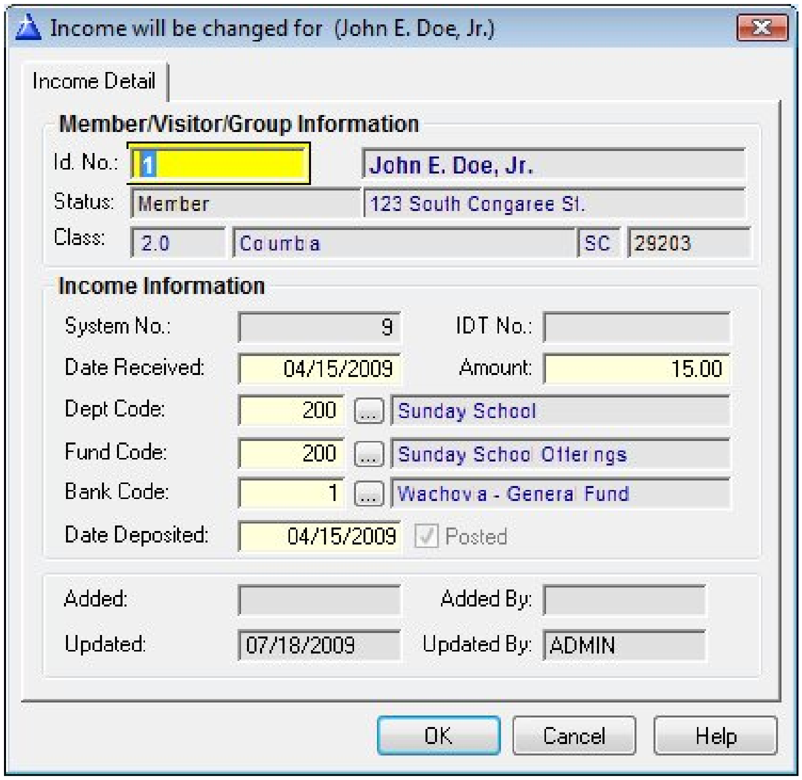
- Enter the Member/Visitor Id. No. in the *Query by Example Settings*
- Click OK



- The *Query Results* will be displayed

➢ *Step 2*

- Click Change
- The *Income will be changed for (John E. Doe, Jr.)* window will open



- Highlight the Id. No. and type in the number you want to keep
- Click OK
- Go back to Step 2 and repeat until all records gone

CHAPTER 13

Cancelling a Check

Cancelling a check is sometimes needed if a check has not been cashed and the normal timeframe for cashing has been exceeded. The normal timeframe for a check is 90 days. If a check has "VOID AFTER 90 DAYS" printed on the check, the normal process should be to initiate the Check Cancelling Process. The Check Cancelling Process is NOT the same as VOIDING a check in that cancelling requires an adjustment to income. A check should only be voided if the voiding is completed within the same month the check is issued.

Process for Cancelling a Check

Step 1 - Cancel the Check

- On the ACMS main menu
- Click on Checks
- Click on Checking
- The Browse Checks window will open
- Type in the Check Number to be cancelled
- The Check will be highlighted
- Click Change
- Add the original Paid To vendor name to the check's memo for audit purposes
- Change the check's Paid To vendor name to Cancelled Check
- Change the expense code to the Cancelled Check expense code
- Put the last date of the current bank statement in the Date Cleared field
- Click OK

Step 2 - Post an Adjustment to Income

- On the ACMS main menu
- Click on Income
- Click on Add Income
- Lookup the Member/Visitor ID for Cancelled Check
- Select the Member/Visitor ID for Cancelled Check
- Click Insert on the Add Current Income window
- The Adding a Current Income Record window will open

- Enter the last date of the current bank statement in the Date Received field
- Enter the amount of the cancelled check in the Amount field
- Enter the Dept Code for the cancelled check
- Enter the Fund Code for cancelled check
- Click OK to save
- Click No
- Click Review All
- The Browse Unposted Contributions/Income window will open
- Enter the last date of the current bank statement in the Date of Deposit field
- Click Post Income
- Click Post Now

Step 3 - Clear the Deposit Transaction

- On the ACMS main menu
- Click on Checking
- Click on Deposits
- Locate and highlight the deposit record added by the posting in step 2
- Click Change
- Type the last date of the current bank statement in the Date Cleared field
- Click OK

Step 4 - Print Bank Reconciliation Statement

- On the ACMS main menu
- Click on Checking
- Click on Bank Statements
- Click on the Bank Reconciliation Statement for the current period
- Click Update
- Click on Print Statement to print the current Bank Reconciliation Statement
- Review the Bank Reconciliation Statement

NOTE: There should be 2 variances that cancel each other out

- Example: Cleared Deposits 1,213.55
- Example: Cleared Checks -1,213.55

CHAPTER 14

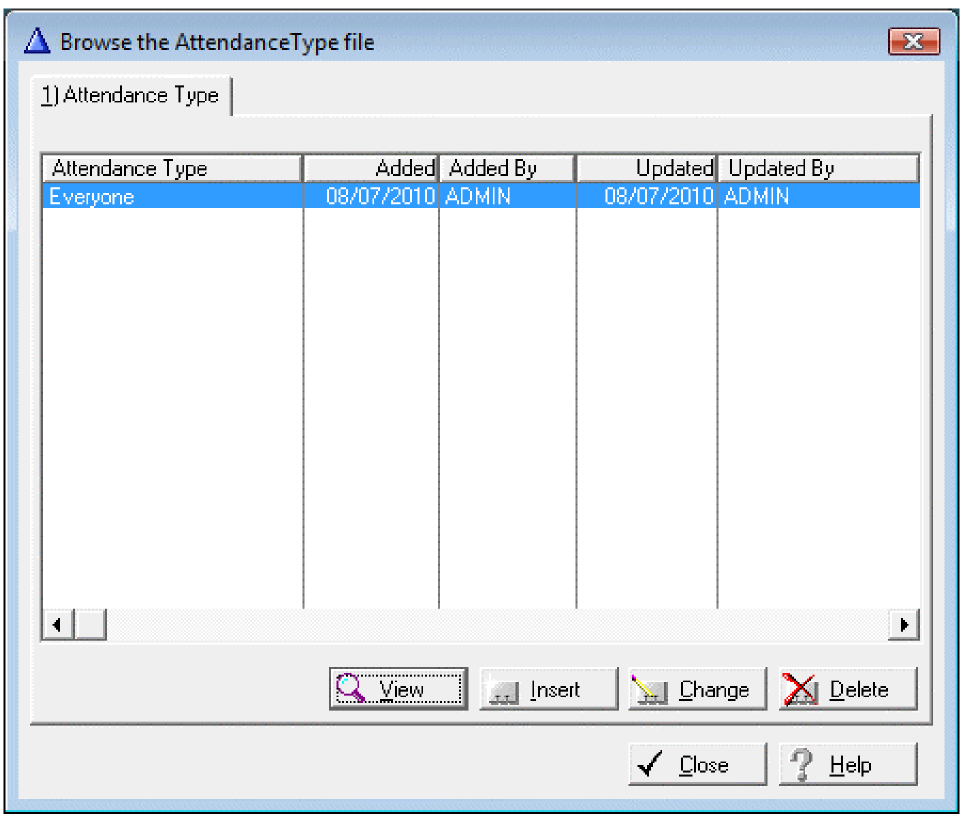
Attendance

Attendance Type

Attendance data can be tracked for statistics and reporting.

- Click **Attendance** on the ACMS menu
- Click on **Attendance Types**
- Attendance types can be as simple as:
- One type for Everyone
- OR as complicated as:
- Adults, Children,
- Male Adults, Female Adults, Male Children Female Children
- etc.

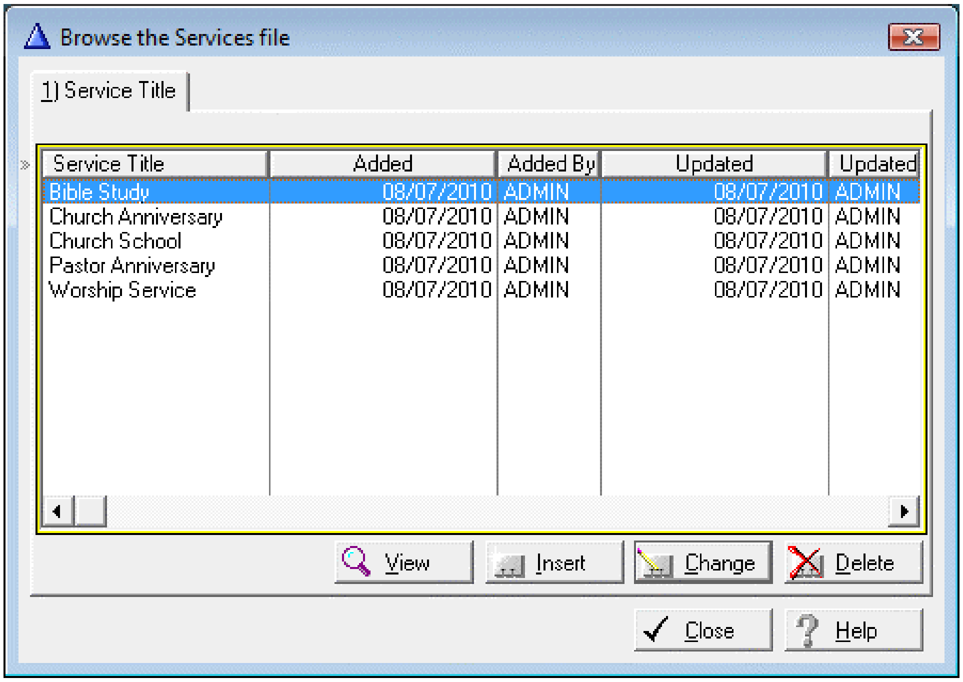
We recommend keeping it simple and just track the data by Everyone.



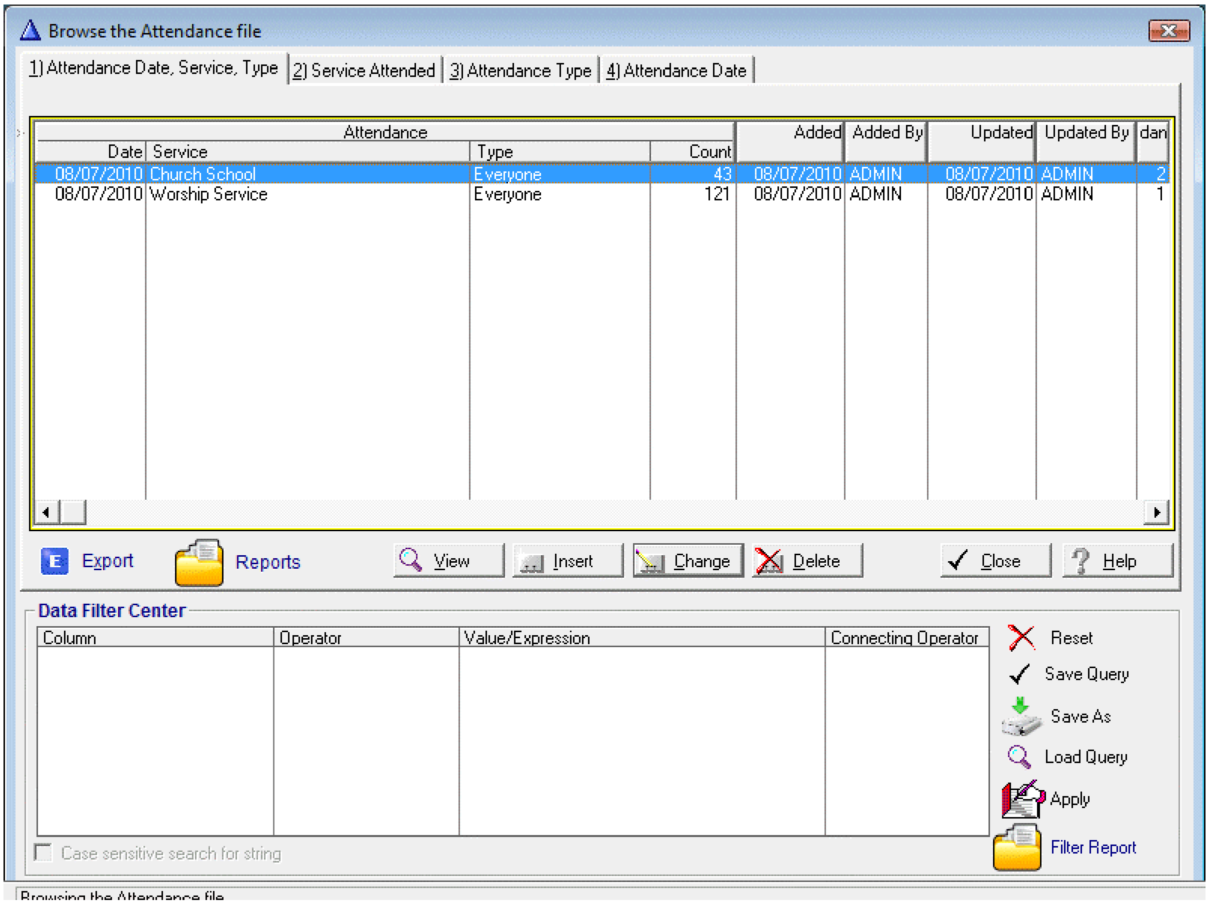
Services

Services are the types of activities you want to track.

- Click **Attendance** on the ACMS menu
- Click on **Services**



Attendance


Browse the Attendance file
1) Attendance Date, Service, Type
2) Service Attended
3) Attendance Type
4) Attendance Date
Attendance
Date
Service
Type
Count
Added
Added By
Updated
Updated By
dan
08/07/2010 Church School Everyone 43 08/07/2010 ADMIN 08/07/2010 ADMIN 2
08/07/2010 Worship Service Everyone 121 08/07/2010 ADMIN 08/07/2010 ADMIN 1
Export
Reports
View
Insert
Change
Delete
Close
Help
Data Filter Center
Column
Operator
Value/Expression
Connecting Operator
Reset
Save Query
Save As
Load Query
Apply
Filter Report
Case sensitive search for string

Window Actions

- **Export** - export records to Excel
- **Reports** - print listing of attendance
- **View** - view the highlighted record
- **Insert** - add a new record
- **Change** - update the highlighted record
- **Delete** - remove the highlighted record
- **Help** - open ACMS help for this window
- **Close** - exit Browse window

Data Filter Center

- **Reset** - clear filter
- **Save Query** - save a query setting
- **Save As** - save a query setting to a different name
- **Load Query** - load a saved query
- **Apply** - execute the current filter settings

CHAPTER 15

Export

Export Features

ACMS provides a special feature designed specifically for exporting query data to several formats.

Export Format Options

All exported data can be sent to several outputs:

- Printer
- Microsoft Excel
- Microsoft Word
- Text File
- HTML File
- XML File

Export Data

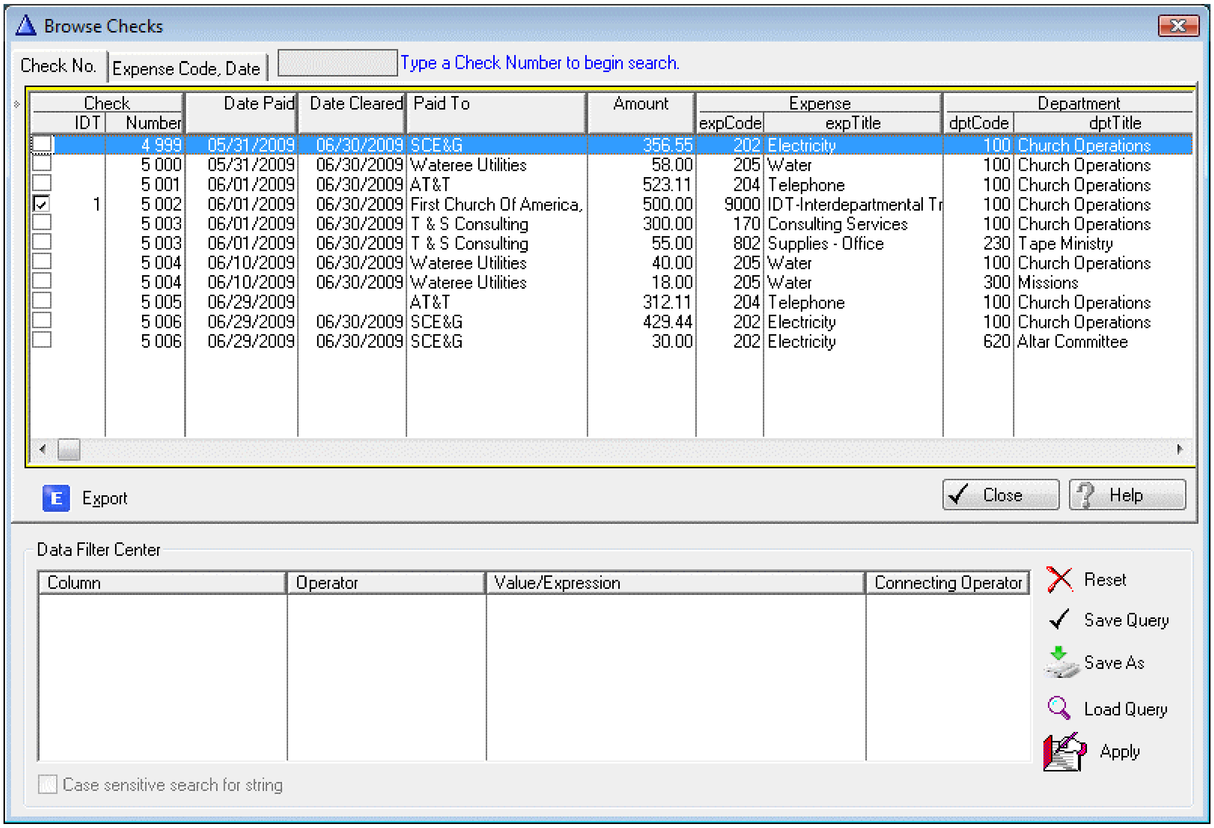
Click on Exports on the ACMS Main Menu. Select the data you want to export.

1 **Export Charges** - export charge data

2 **Export Checks** - export check data

3 **Export Contributions** - export contributions data

4 Export Membership - export membership data



Data Filter Center

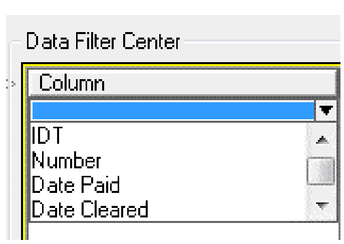
Filter Options

- **Reset** - clear filter
- **Save Query** - save the current query settings, you will be prompted for a Query Name
- **Save As** - save the current query settings, you will be prompted for a Query Name
- **Load Query** - retrieve a saved query

Set a Filter

The Data Filter Center is available for filtering the available data before exporting. Execute the filter by completing the following steps:

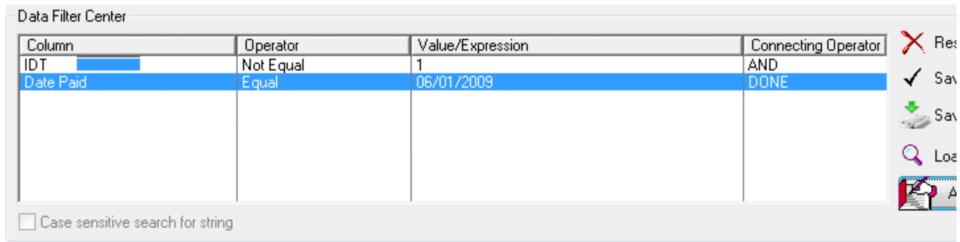
- Double click under the **Column** section of the Data Filter Center to activate the available fields list



-

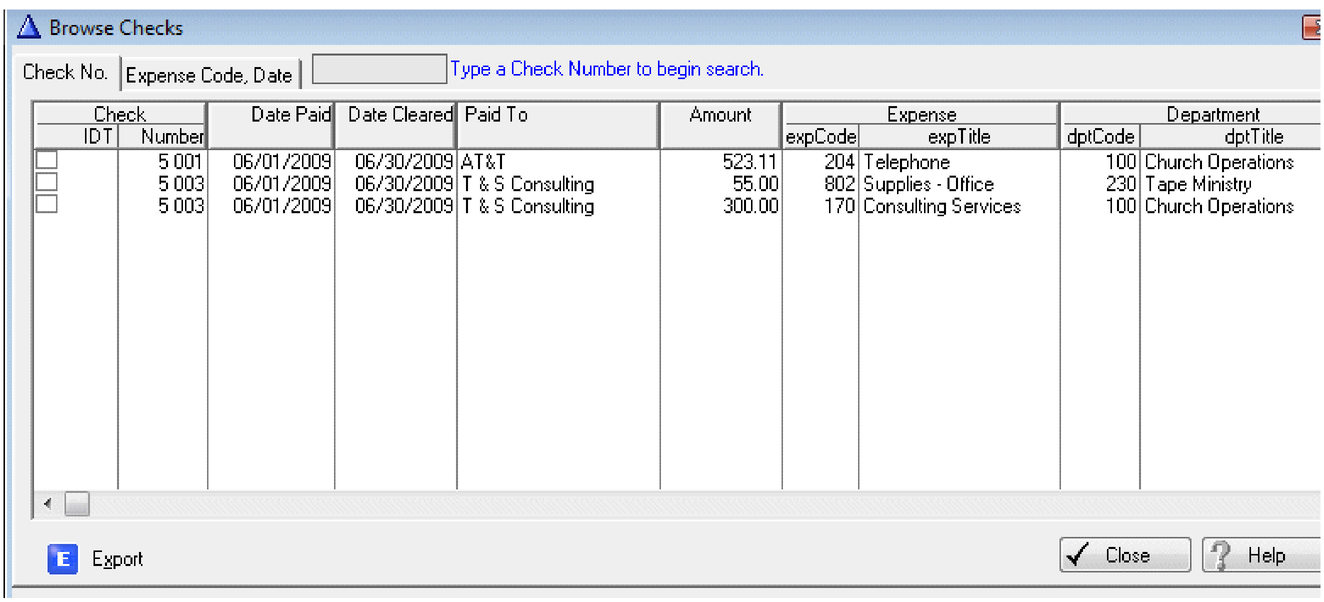
- Select the field from the column you want to use in your filter
- Select the condition from the **Operator** column
- Specify the **Value/Expression**
- Specify the **Connecting Operator**

In this example, the filter is for all records with the following:

- *IDT Number = 1 AND Date Paid = 06/01/2009*
- Click **Apply** to set the filter
- 

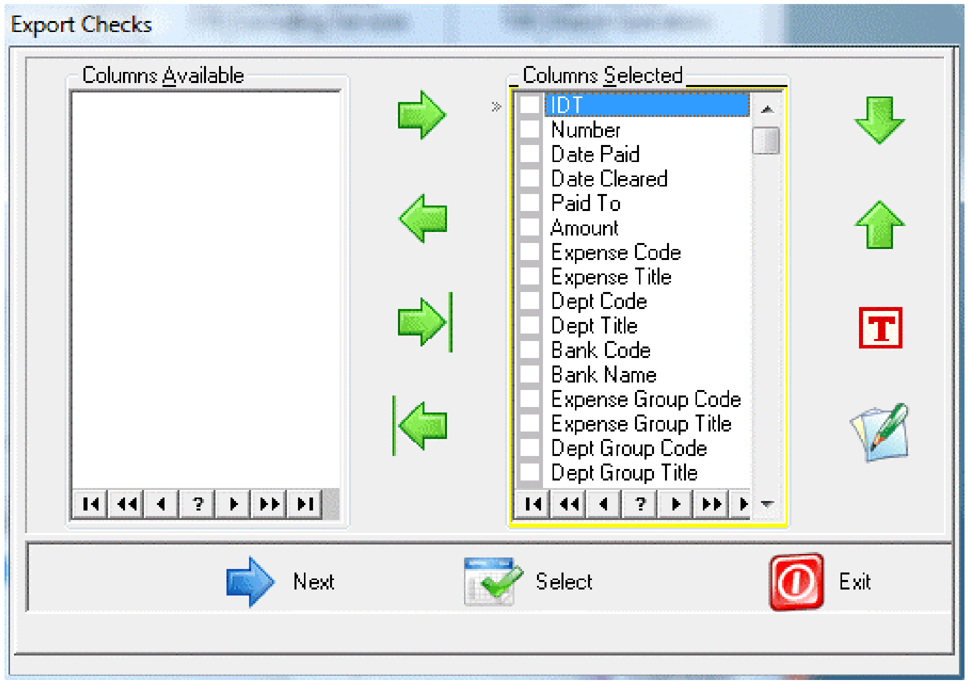
Export Filtered Data

The data meeting the conditions of the Data Filter Center query can be exported.



- Click on the **Export** button 

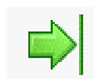
- The **Export Menu** page 1 window will open



Select Columns to Export

- Select the columns you want to export
- Click the **Next** button to display the **Export Menu's** option page to *Specify the Sort Order for Exported Data* - 

Export Buttons

-  - Add column to export list
-  - Remove column from export list
-  - Add all columns to the export list
-  - Remove all columns from the export list
-  - Move column down
-  - Move column up
-  - Total column after exporting
-  - Change column description
- 

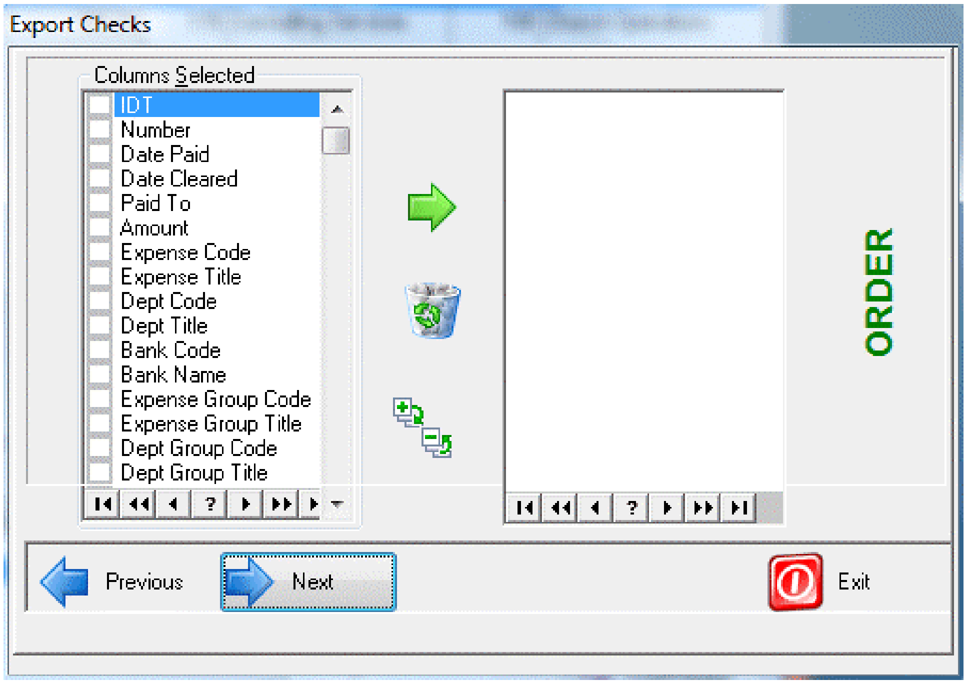
 - Next page
- 

 - Select from previously saved export lists
- 

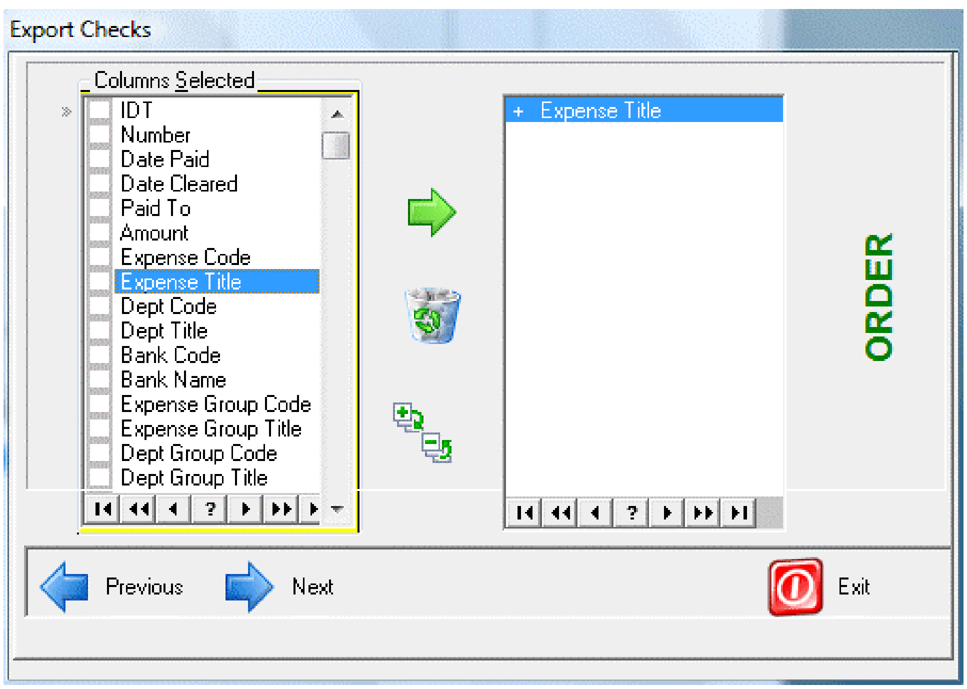
 - Exit export features

Specify the Sort Order for Exported Data

After the columns have been selected for exporting, you can also specify how you want to sort them in the export output.



- Highlight the column you want to use for sorting and click on the Add Column button - 



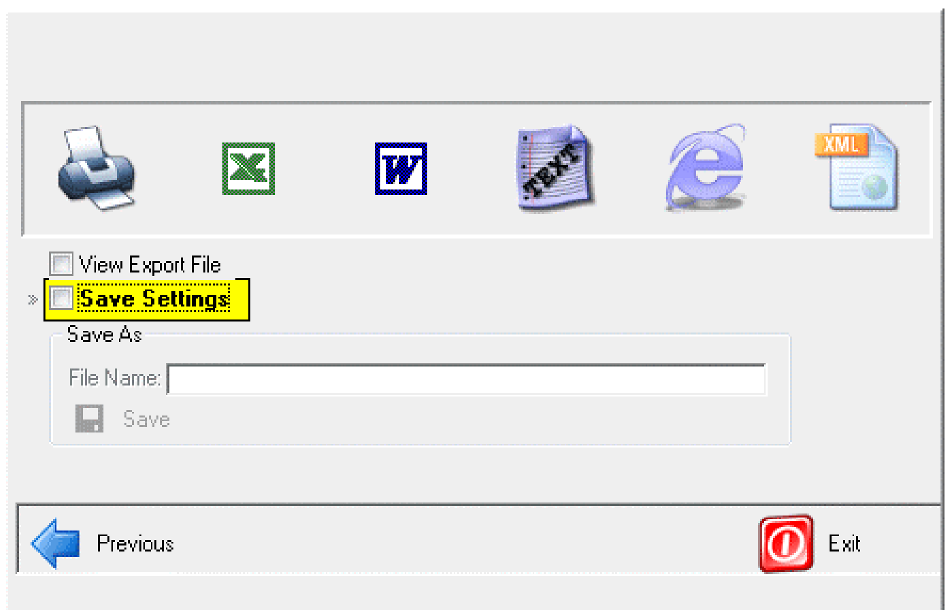
-  - Delete sort order
-  - Specify Ascending or Descending sort order
- 

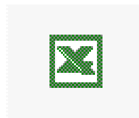
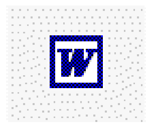
 - Go Back to the previous **Export Menu** options page
- 

- Go Back to the next **Export Menu** options page

Specify the Export Output

This window is used to select the output for the exported data. Click on the desired output.



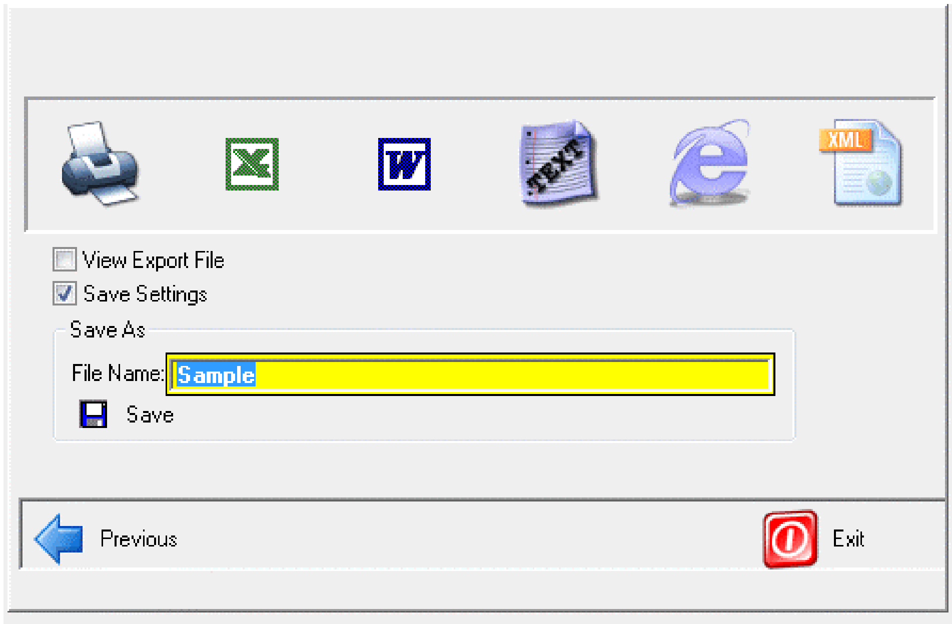
-  - Export data to printer
-  - Export data to Microsoft Excel file *(requires Microsoft Excel)*
-  - Export data to Microsoft Word file *(requires Microsoft Word)*
-  - Export data to Text file
-  - Export data to HTML file
-  - Export data to XML file

View Export File

- Click on the View Export File to view the exported data immediately after exporting

Save Export Settings

Export settings can also be saved and reused as needed.

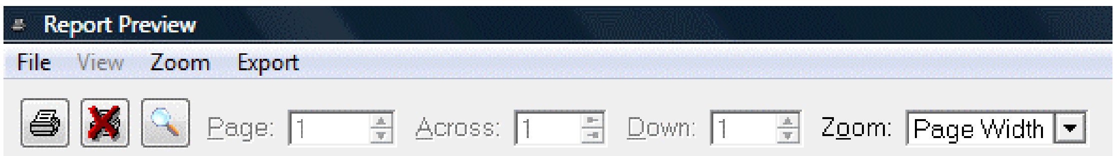


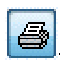
- Click on the **Save Settings** option
- Enter a name **File Name** field to save the export settings. In the example above the filename is **Sample**.
- Click on the **Save** icon
- Click on the **Exit** icon to close and exit - 

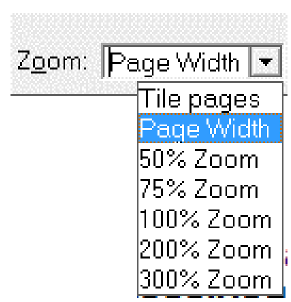
CHAPTER 16

Reports

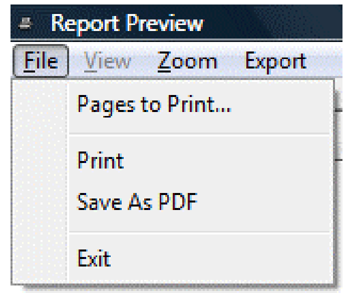
Report Preview Options



- File - Pages to Print, Print, Save as PDF, Exit
- View
- Zoom - change page display size
- Export - export report data
- - Print report
- - Close, exit and return
- - Zoom in or out of report preview display
- Pages - go to a specific report page
- Across - display number of pages horizontally
- Down - display number of pages vertically
- Zoom - change page display size



Report File Menu Option



Pages to Print...

Pages to Print...

Pages to Print... - when a report has multiple pages, you can specify which page or pages you want to print.

When Pages to Print... is selected from the report preview menu, the Pages to Print options window below will open:

For example, to print specific pages of a 100 page report, you would do the following:

Report Printing Action Desired	Pages to Print Action Required
To print pages 1 through 25	You would enter 1-25
To print pages 1 through 5 and 21 through 24	You would enter 1-5, 21-24
To print pages 5 through 12, 22 through 44, 59, 66 through 77 and 89	You would enter 5-12, 22-44, 59, 66-77, 89

NOTE: Each Pages to Print grouping must be seperated by a comma

Click Reset to restore original Pages to Print values

Click OK to continue and return

Click Cancel to abort and return

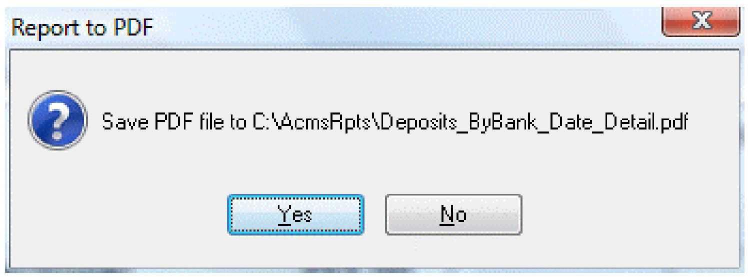
Print

- **Print** - print all or selected pages

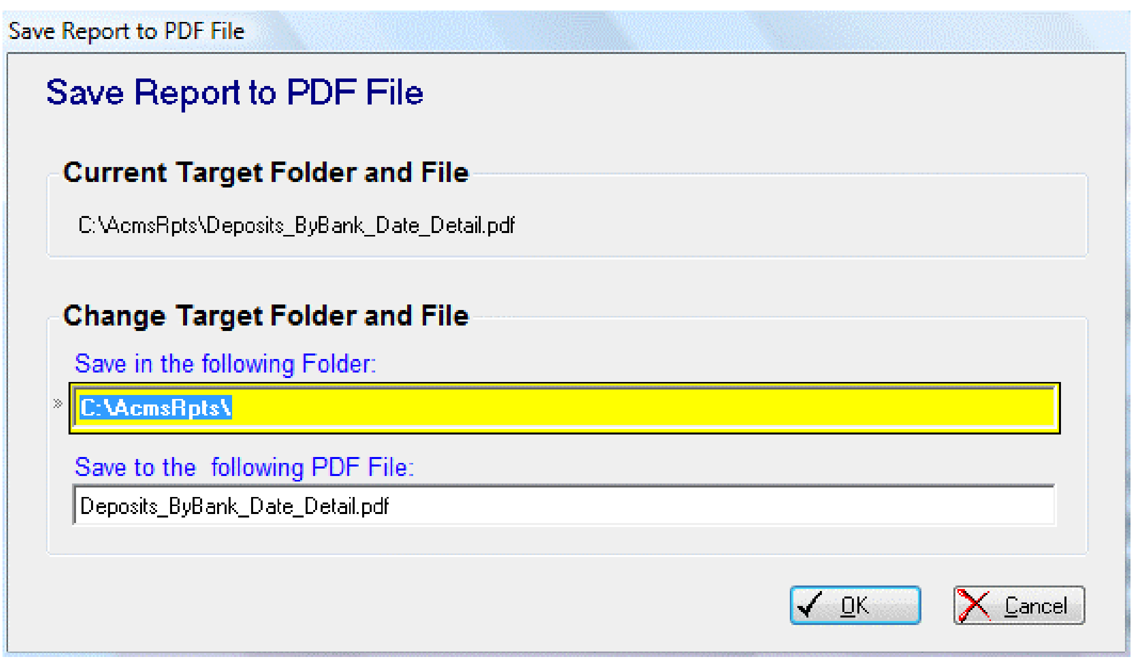
Save As PDF

A new feature added to ACMS is the ability to save the current report to a PDF file.

- **Save As PDF** - save report to a PDF file



- Click **Yes**
- The Save Report to PDF File window will open

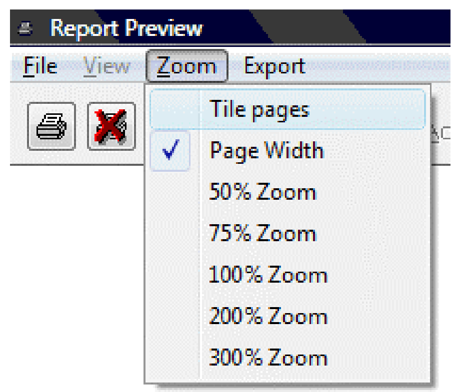


- Current Target Folder and File - report will be saved to this location and file
- Change Target Folder and File - change folder or PDF filename
- Click OK to save to PDF and return
- Click Cancel to abort saving to PDF and return

Exit

- Exit report preview and return

Report Zoom Menu Option

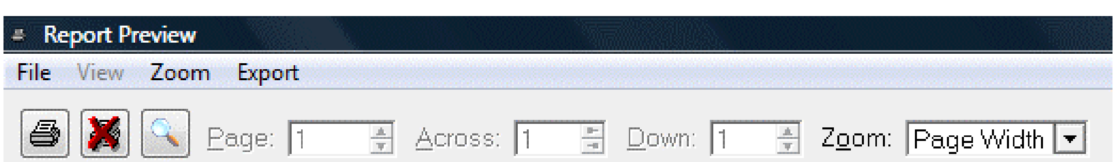


Report Export Menu Option

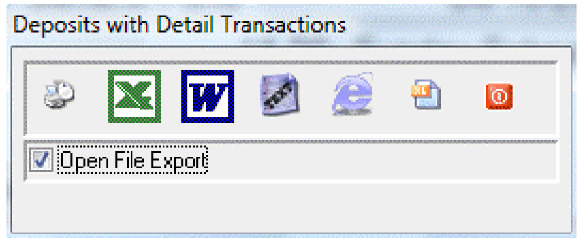
NOTE: The Report Export Data functionality has been added to numerous ACMS reports.

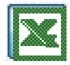
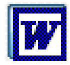
The Report Export Data feature is only available in the report's preview mode.

- To use the Report Export Data feature, generate a report
- The Report Preview window will open



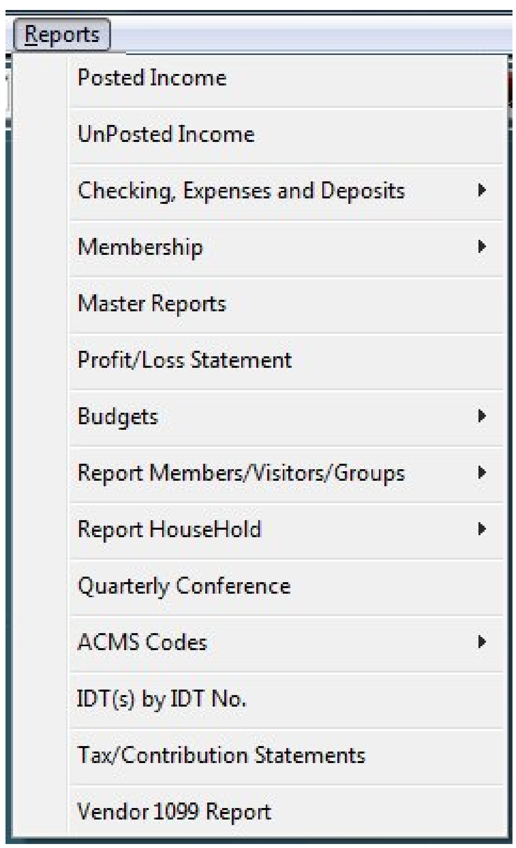
- Click on **Export** from the Report Preview menu



- The **Report Export Data Options** window will open
-  - Print setup
-  - Export to Excel file *(Requires Microsoft Excel)*
-  - Export to Word file *(Requires Microsoft Word)*
-  - Export to ASCII text file
-  - Export to HTML file
- - Export to XML file
- - Exit Export Options

ACMS Reports Menu

- Click on **Reports** on the Main Menu

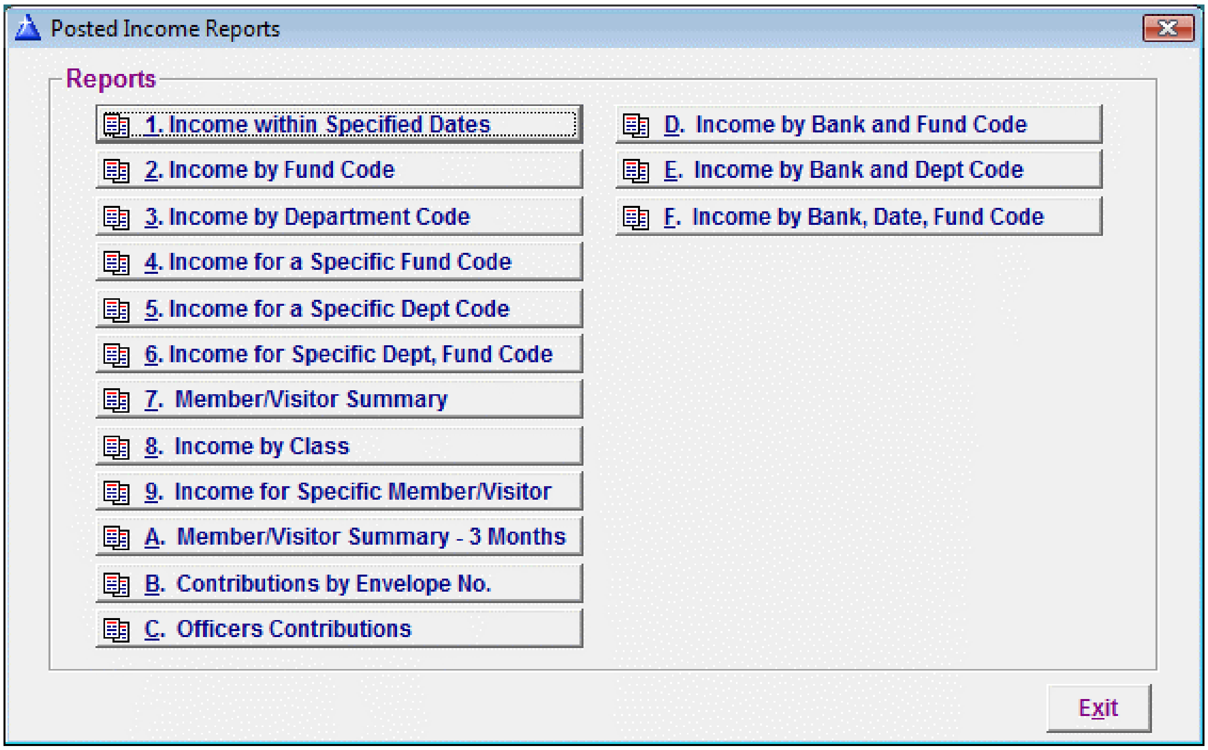


In This Chapter

CHAPTER 17

Posted Income Reports

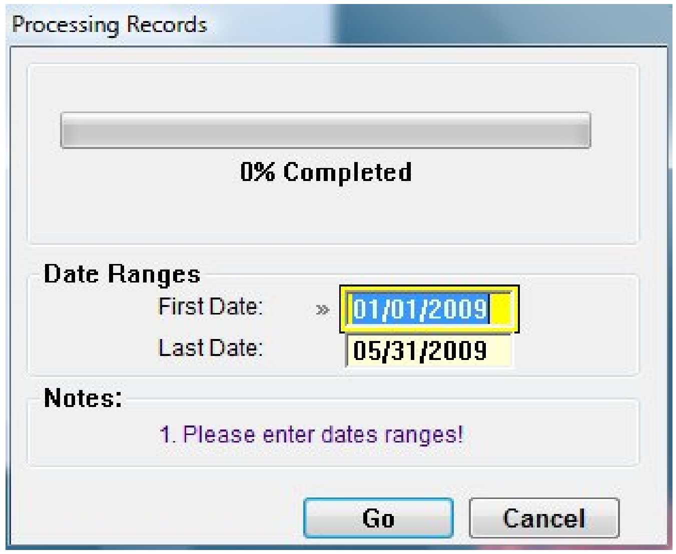
- Click Reports
- Click Posted Income



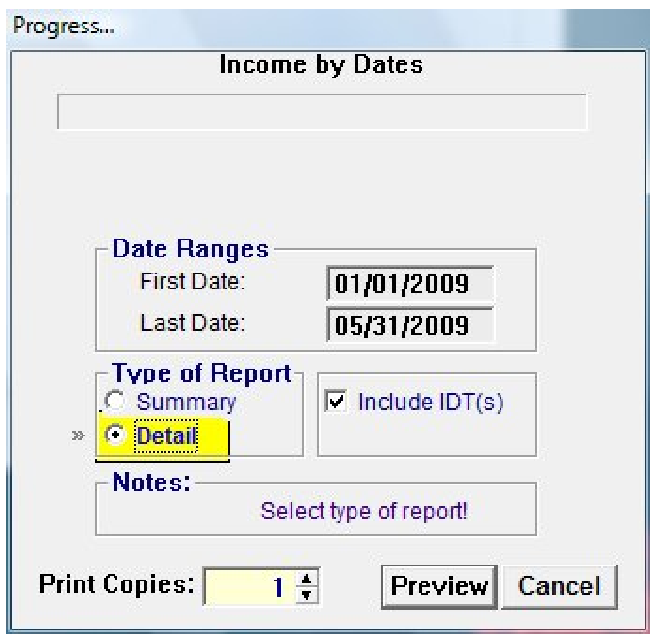
In This Chapter

Income within Specified Dates

- Click on Reports
- Click on Posted Income
- Click on 1. Income within Specified Dates



- Enter the First Date
- Enter the Last Date
- Click Go to start



Report Options

- **Summary** - preview summary report
- **Detail** - preview detail report
- **Include IDT(s)** - check this option to include IDT transactions
- **Print Copies** - number of copies to be printed
- **Preview** - show the report for review
- **Cancel** - abort report preview

Posted Income by Dates (detail)

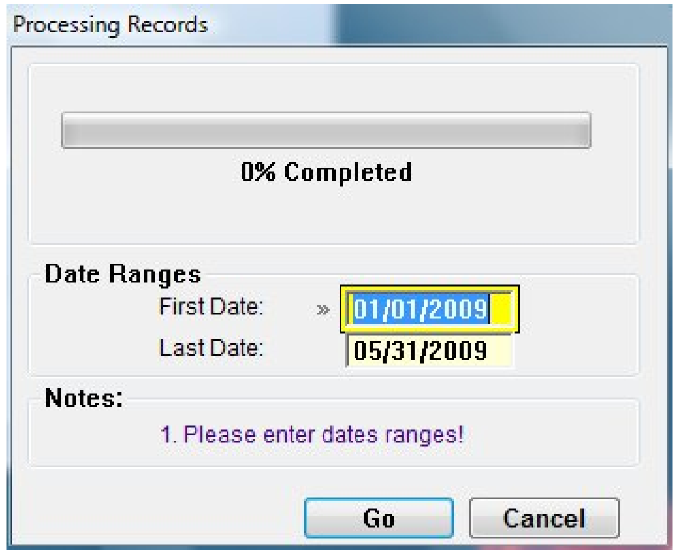
received: 1/01/2009 through 6/30/2009

Received: 06/21/2009

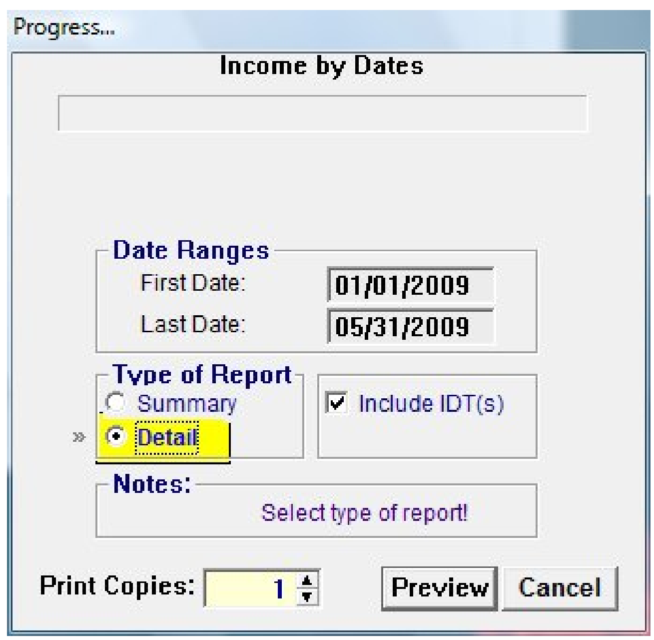
Name/Record No.	Date	Amount	Department	Fund
5 **Public Offering**				
6	06/21/2009	15.00	200 Sunday School	200 Sunday School Offerings
7	06/21/2009	55.00	300 Missions	300 Missions Offerings
SubTotal:		**70.00**		
1 **Doe Jr., John E**				
3	06/21/2009	100.00	150 Building Fund	150 Building Fund Donations
5	06/21/2009	15.00	300 Missions	300 Missions Offerings
4	06/21/2009	20.00	200 Sunday School	200 Sunday School Offerings
2	06/21/2009	65.00	100 Church Operations	100 Tithes
SubTotal:		**200.00**		
06/21/2009 **Total:**		**270.00**		
Grand Total:		**270.00**		

Income by Fund Code

- Click on Reports
- Click on Posted Income
- Click on 2. Income by Fund Code



- Enter the First Date
- Enter the Last Date
- Click Go to start



Report Options

- Summary - preview summary report
- Detail - preview detail report
- Include IDT(s) - check this option to include IDT transactions
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

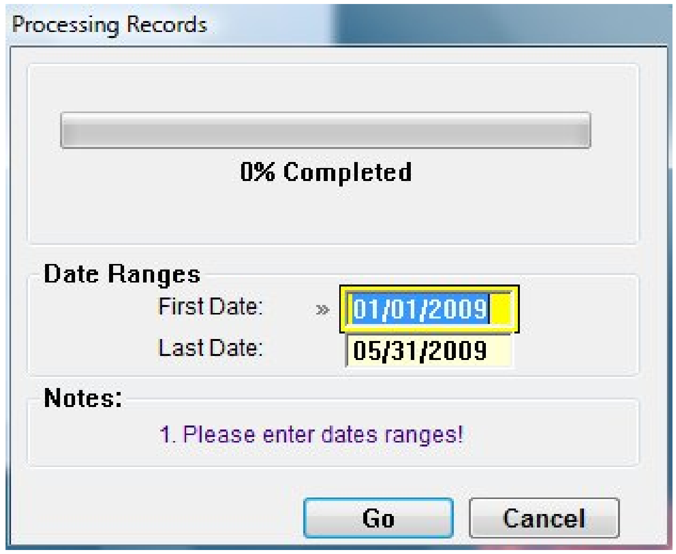
Posted Income by Fund Code (detail)

received 1/01/2009 through 6/30/2009

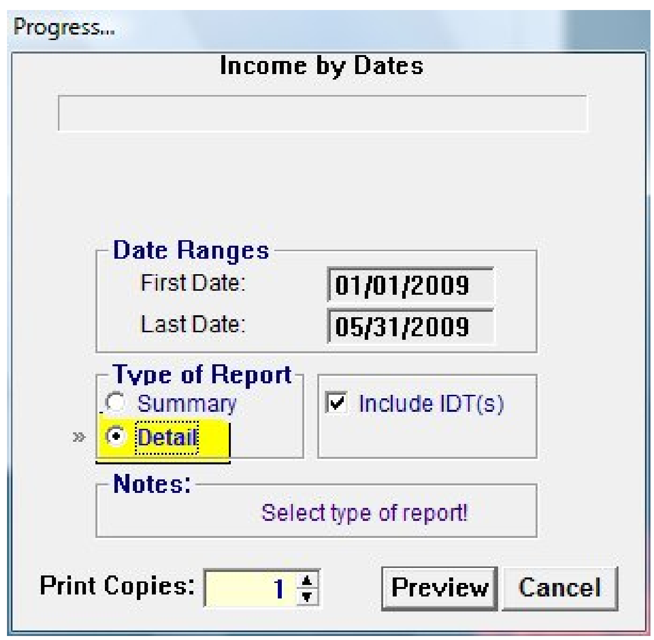
Fund/Record		Date	Amount	Member/Visitor/Group	Department
100 Tithes					
	2	06/21/2009	65.00	Doe, Jr., John E	100 Church Operations
SubTotal:			**65.00**		
150 Building Fund Donations					
	3	06/21/2009	100.00	Doe, Jr., John E	150 Building Fund
SubTotal:			**100.00**		
200 Sunday School Offerings					
	6	06/21/2009	15.00	Public Offering	200 Sunday School
	4	06/21/2009	20.00	Doe, Jr., John E	200 Sunday School
SubTotal:			**35.00**		
300 Missions Offerings					
	7	06/21/2009	55.00	Public Offering	300 Missions
	5	06/21/2009	15.00	Doe, Jr., John E	300 Missions
SubTotal:			**70.00**		
Grand Total:			**270.00**		

Income by Department Code

- Click on Reports
- Click on Posted Income
- Click on 3. Income by Department Code



- Enter the First Date
- Enter the Last Date
- Click Go to start



Report Options

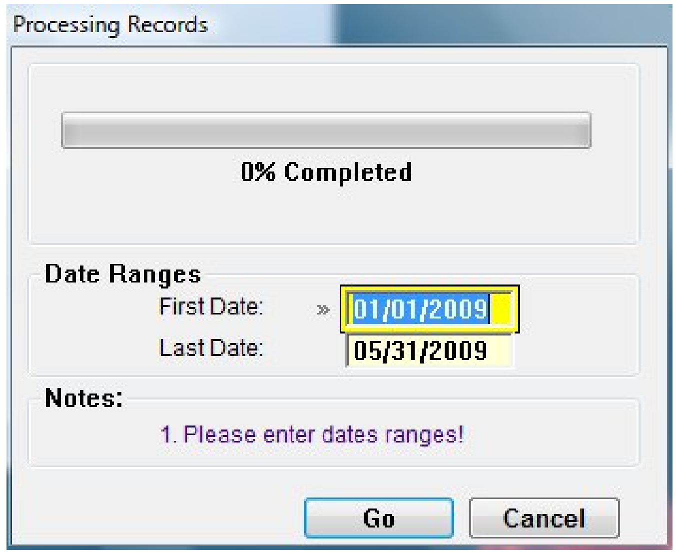
- **Summary** - preview summary report
- **Detail** - preview detail report
- **Include IDT(s)** - check this option to include IDT transactions
- **Print Copies** - number of copies to be printed
- **Preview** - show the report for review
- **Cancel** - abort report preview

Posted Income by Department Code [Including IDT(s)]
received 1/01/2009 through 6/30/2009

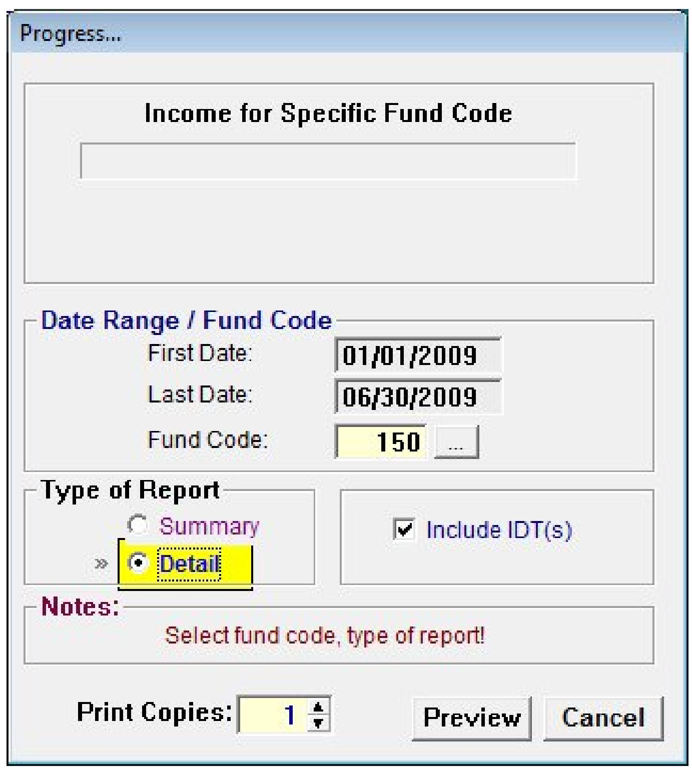
Dept Code / Record No.	Date	Amount	Member/Visitor/Group	Fund Code
100 Church Operations				
2	06/21/2009	65.00	Doe, Jr., John E	100 Tithes
SubTotal:		**65.00**		
150 Building Fund				
3	06/21/2009	100.00	Doe, Jr., John E	150 Building Fund Donations
SubTotal:		**100.00**		
200 Sunday School				
6	06/21/2009	15.00	Public Offering	200 Sunday School Offerings
4	06/21/2009	20.00	Doe, Jr., John E	200 Sunday School Offerings
SubTotal:		**35.00**		
300 Missions				
7	06/21/2009	55.00	Public Offering	300 Missions Offerings
5	06/21/2009	15.00	Doe, Jr., John E	300 Missions Offerings
SubTotal:		**70.00**		
Grand Total:		**270.00**		

Income for a Specific Fund Code

- Click on Reports
- Click on Posted Income
- Click on 4. Income for a Specific Fund Code



- Enter the First Date
- Enter the Last Date
- Click Go to start



Report Options

- Fund Code - Enter or lookup Fund Code
- Summary - preview summary report
- Detail - preview detail report
- Include IDT(s) - check this option to include IDT transactions
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

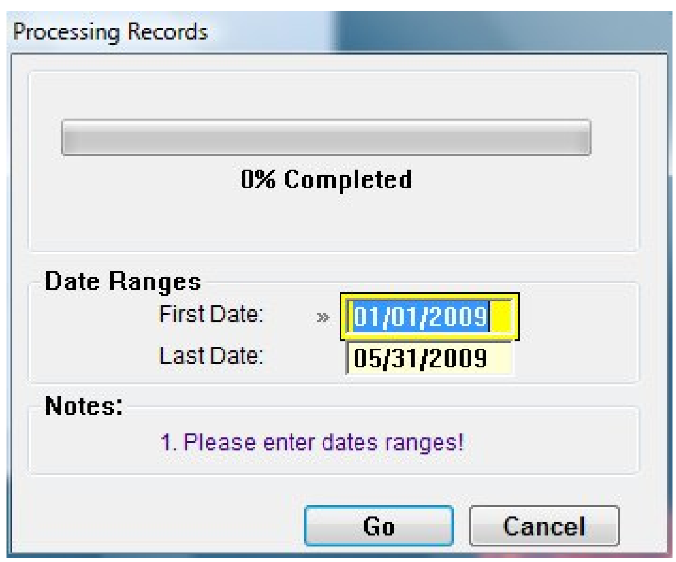
Posted Income received 1/01/2009 through 6/30/2009

for Fund Code 150 - Building Fund Donations

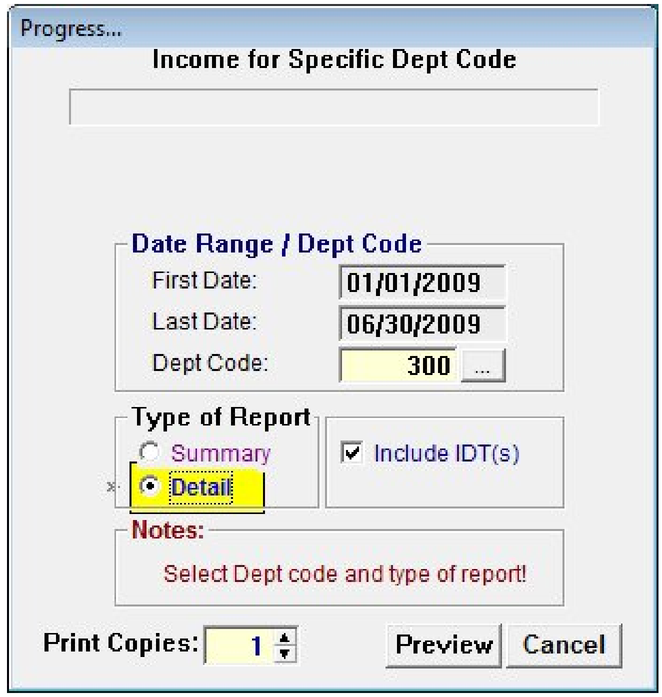
Fund / Record No.	Date	Amount	Member/Visitor/Group	Department
150 Building Fund Donations				
3	06/21/2009	100.00	Doe, Jr., John E	150 Building Fund
SubTotal:		**100.00**		
Grand Total:		**100.00**		

Income for a Specific Department Code

- Click on Reports
- Click on Posted Income
- Click on 5. Income for a Specific Dept Code



- Enter the First Date
- Enter the Last Date
- Click Go to start



Report Options

- Dept Code - Enter or lookup Dept Code
- Summary - preview summary report
- Detail - preview detail report
- Include IDT(s) - check this option to include IDT transactions
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

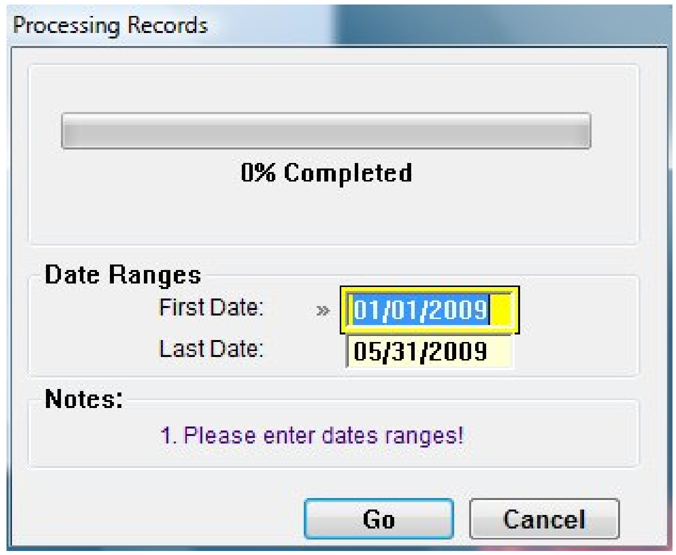
Posted Income received 1/01/2009 through 6/30/2009

for Department: 300 - Missions

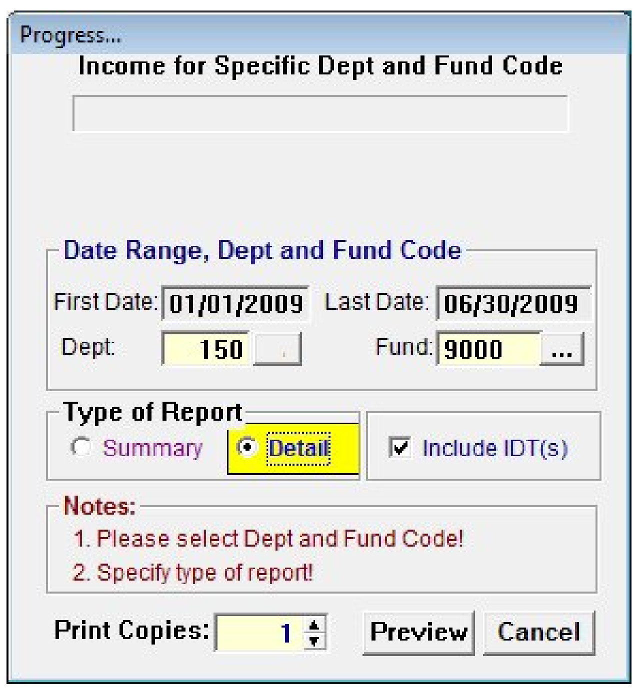
Dept / Record No.		Date	Amount	Member/Visitor/Group	Fund Code / Name
300	**Missions**				
	7	6/21/2009	55.00	Public Offering	300 Missions Offerings
	5	6/21/2009	15.00	Doe, Jr., John E	300 Missions Offerings
	SubTotal:		**70.00**		
	Grand Total:		**70.00**		

Income for a Specific Dept, Fund Code

- Click on Reports
- Click on Posted Income
- Click on 6. Income for a Specific Dept, Fund Code



- Enter the First Date
- Enter the Last Date
- Click Go to start



Report Options

- Dept Code - Enter or lookup Dept Code
- Fund Code - Enter or lookup Fund Code
- Summary - preview summary report
- Detail - preview detail report
- Include IDT(s) - check this option to include IDT transactions
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

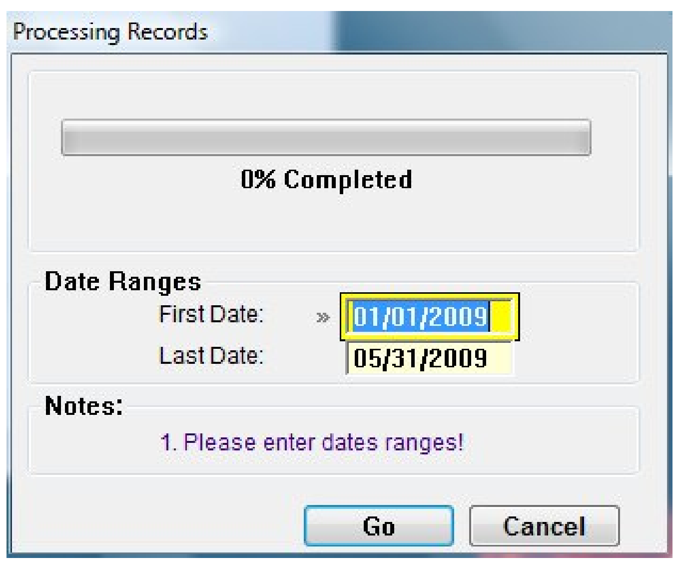
Posted Income received 1/01/2009 through 6/30/2009 (detail

for Dept: 150 - Building Fund and Fund: 9000 - IDT-InterDepartmental Transfer

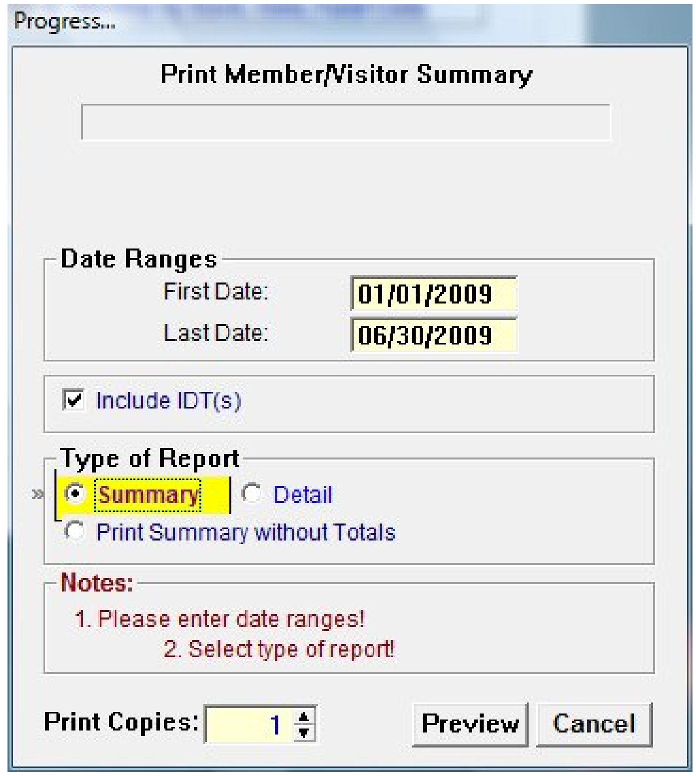
Dept / Record No.	Date	Amount	Member/Visitor/Group	Fund Code / Name
150 Building Fund				
1	6/01/2009	500.00	InterDepartmental Transfer	9000 IDT-InterDepartmental Trar
SubTotal:		**500.00**		
Grand Total:		**500.00**		

Income by Member-Visitor Summary

- Click on Reports
- Click on Posted Income
- Click on 7. Member/Visitor Summary



- Enter the **First Date**
- Enter the **Last Date**
- Click **Go** to start



Report Options

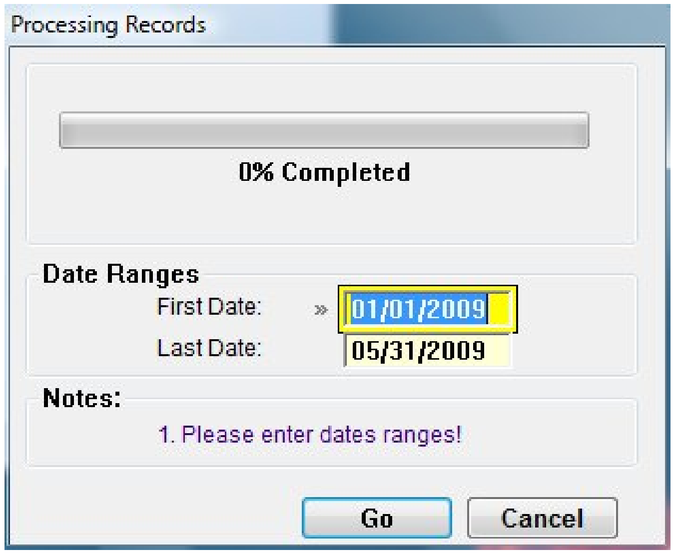
- **Dept Code** - Enter or lookup Dept Code
- **Summary** - preview summary report
- **Detail** - preview detail report
- **Print Summary without Totals** - preview summary report without totals
- **Include IDT(s)** - check this option to include IDT transactions
- **Print Copies** - number of copies to be printed
- **Preview** - show the report for review
- **Cancel** - abort report preview

Posted Income - Member/Visitor Summary [Including IDT(s)]
received 1/01/2009 through 6/30/2009

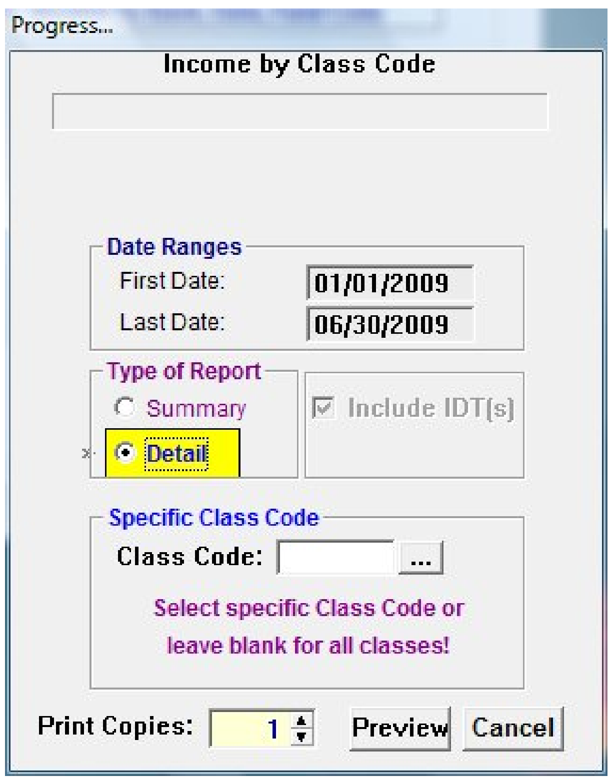
Member ID	Tithe No.	Date	Amount	Department	Fund
7 **InterDepartmental Transfer**					
	8	5/31/2009	6,000.00	100 Church Operations	9000 IDT-InterDepartmenta
	1	6/01/2009	500.00	150 Building Fund	9000 IDT-InterDepartmenta
		SubTotal:	**6,500.00**		
5 **Public Offering**					
	7	6/21/2009	55.00	300 Missions	300 Missions Offerings
	6	6/21/2009	15.00	200 Sunday School	200 Sunday School Offeri
		SubTotal:	**70.00**		
1 **Doe, Jr., John E**					
	4	6/21/2009	20.00	200 Sunday School	200 Sunday School Offeri
	3	6/21/2009	100.00	150 Building Fund	150 Building Fund Donati
	5	6/21/2009	15.00	300 Missions	300 Missions Offerings
	2	6/21/2009	65.00	100 Church Operations	100 Tithes
		SubTotal:	**200.00**		
		Grand Total:	**6,770.00**		

Income by Class

- Click on Reports
- Click on Posted Income
- Click on 8. Income by Class



- Enter the First Date
- Enter the Last Date
- Click Go to start



Report Options

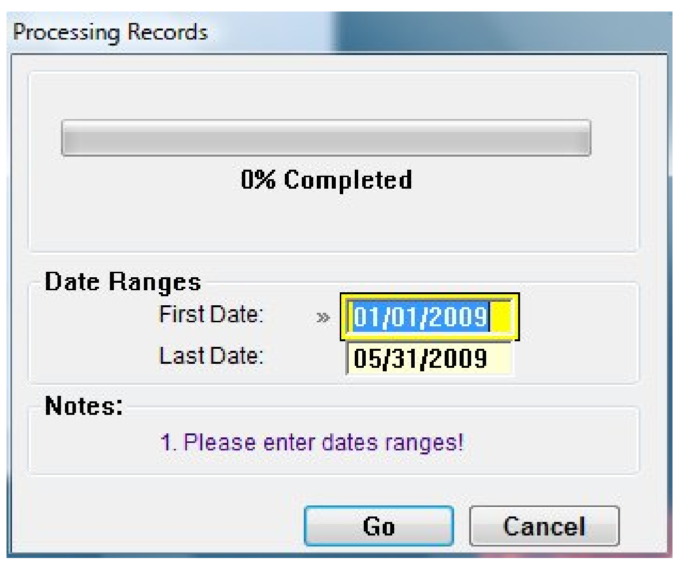
- Summary - preview summary report
- Detail - preview detail report
- Class Code - Enter or lookup Class Code
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

Posted Income by Class Code (detail)
received 01/01/2009 through 06/30/2009

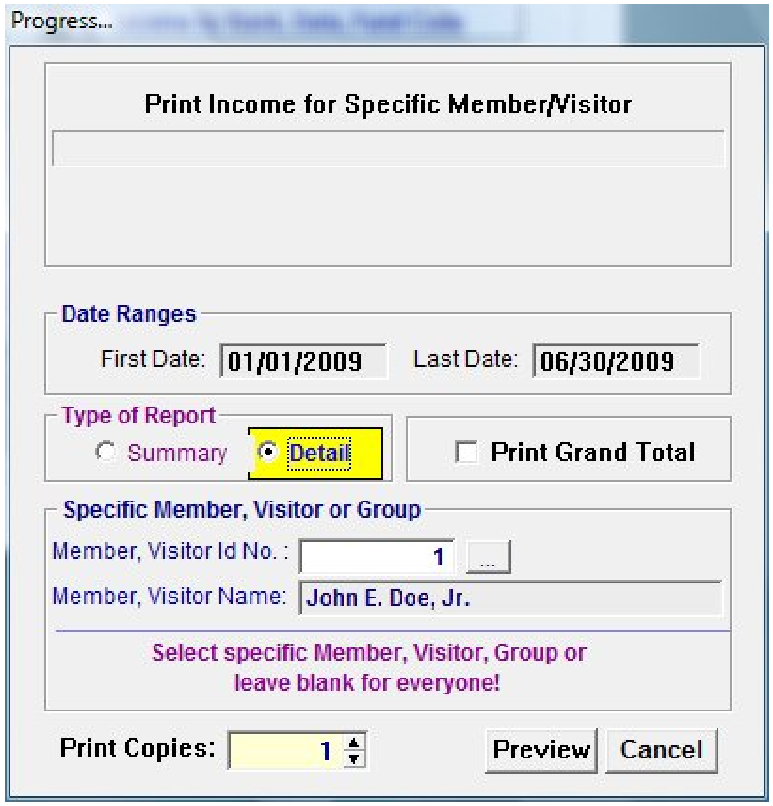
Class No.	Member/Visitor Name	Record No.	Date	Amount	Fund Code
1.0 Class 1	Leader(s)				
	Public Offering				
		6	06/21/2009	15.00	200 Sunday School Offerings
		7	06/21/2009	55.00	300 Missions Offerings
			SubTotal:	**70.00**	

Income for Specific Member

- Click on Reports
- Click on Posted Income
- Click on 9. Income for Specific Member/Visitor



- Enter the First Date
- Enter the Last Date
- Click Go to start



Report Options

- Summary - preview summary report
- Detail - preview detail report
- Print Grand Total - check this option to include the grand total on the report
- Member, Visitor ID No. - Enter or lookup Member/Visitor ID No.
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

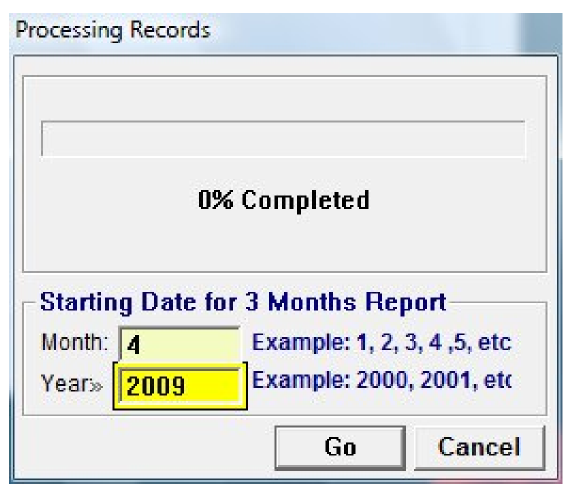
Posted Income received from John E. Doe, Jr.

received 1/01/2009 through 6/30/2009

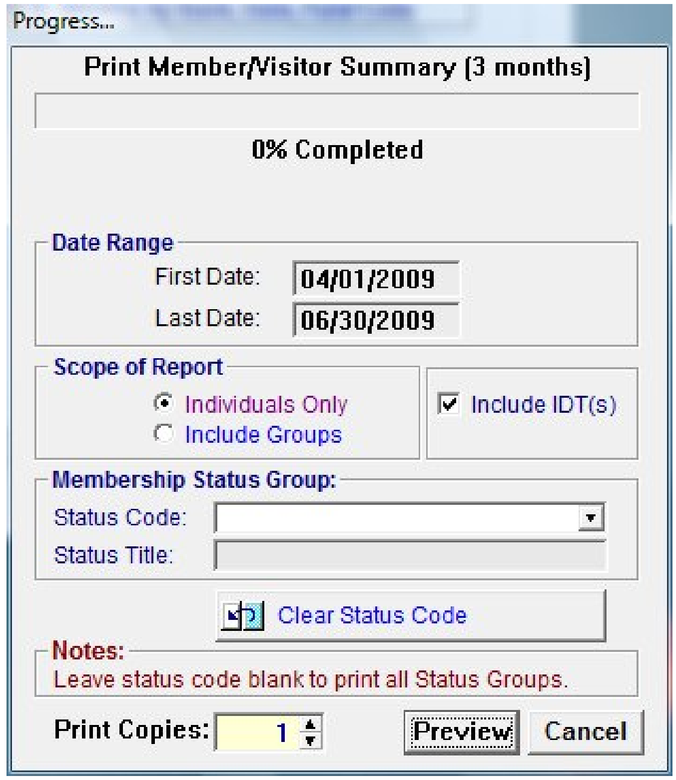
Id No / Member, Visitor	Date	Amount	Fund Code		Department Code	
1 John E. Doe, Jr.						
2	06/21/2009	65.00	100	Tithes	100	Church Operations
3	06/21/2009	100.00	150	Building Fund Donations	150	Building Fund
4	06/21/2009	20.00	200	Sunday School Offerings	200	Sunday School
5	06/21/2009	15.00	300	Missions Offerings	300	Missions
SubTotal:		200.00				

Income by Member Summary - 3 Months

- Click on Reports
- Click on Posted Income
- Click on A. Member/Visitor Summary - 3 Months



- Enter the Starting **Month**
- Enter the Starting **Year**
- Click **Go** to start



Report Options

- **Individuals Only** - exclude groups, couples, churches, businesses, etc.
- **Include Groups** - print everything
- **Include IDT(s)** - include IDT(s) transactions
- **Membership Status Group** - If a Membership Status Group is selected, all transactions printed will be for that group only.
- **Print Copies** - number of copies to be printed
- **Preview** - show the report for review
- **Cancel** - abort report preview

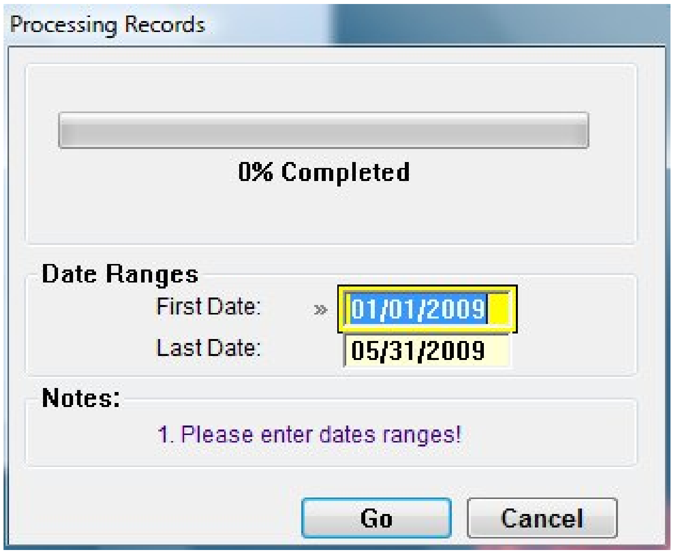
Posted Income - Member/Visitor Summary (3 Months)
received 04/01/2009 through 06/30/2009, [Status Group - ALL]

Name of Contributor	APR 2009	MAY 2009	JUN 2009	Total
InterDepartmental Transfer	0.00	6,000.00	500.00	6,500.00
Public Offering	0.00	0.00	70.00	70.00
Doe, Jr., John E	265.00	175.00	200.00	640.00
Total:	265.00	6,175.00	770.00	7,210.00

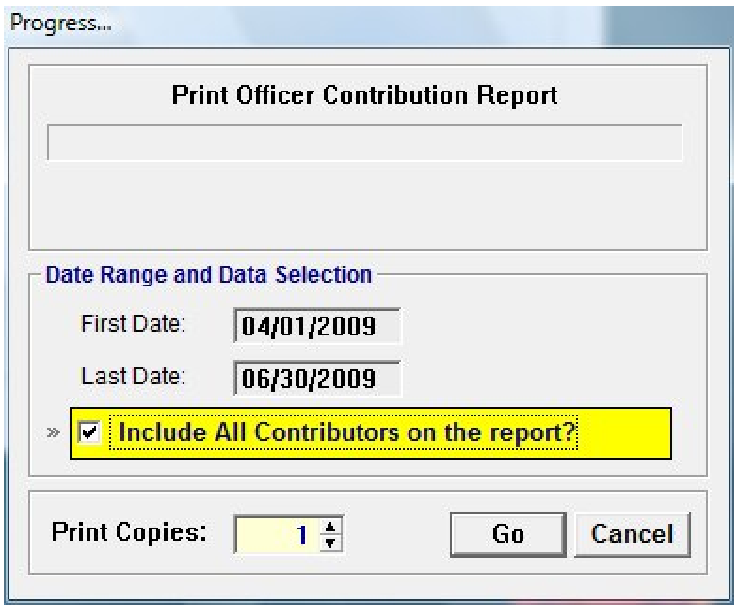
Income - Officers' Contributions

The Officers Contributions report is created based on the ***Other Group Assignments*** (see "Age Groups, Relationships" on page 101) in the TAB - Age Groups, Relationships section of the Add/Update Membership module

- Click on Reports
- Click on Posted Income
- Click on C. Officers Contributions

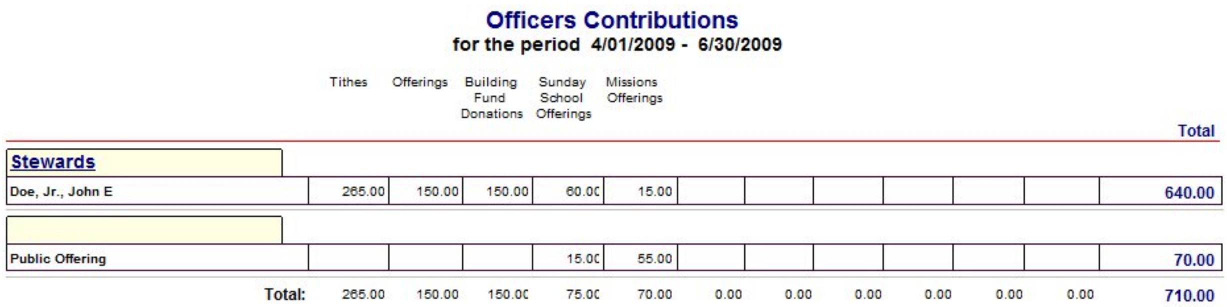


- Enter the First Date
- Enter the Last Date
- Click Go to start



Report Options

- Include All Contributors on the report? - Check this option to include everyone on the report.
- Print Copies - number of copies to be printed
- Go - preview the report
- Cancel - abort report preview

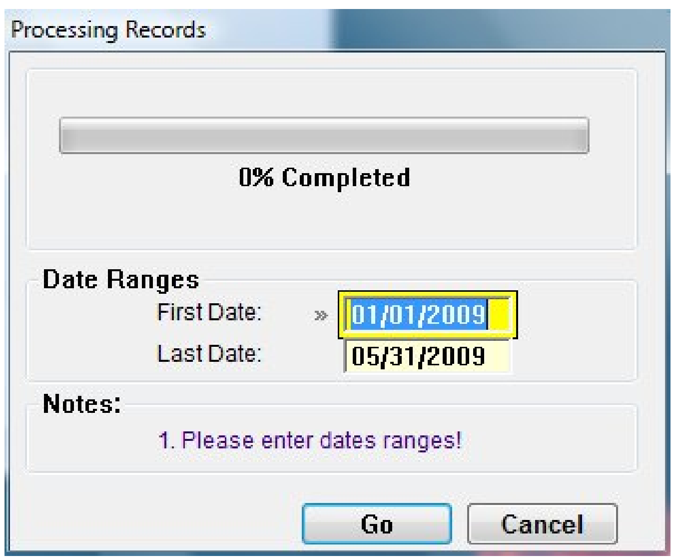


Officers Contributions
for the period 4/01/2009 - 6/30/2009

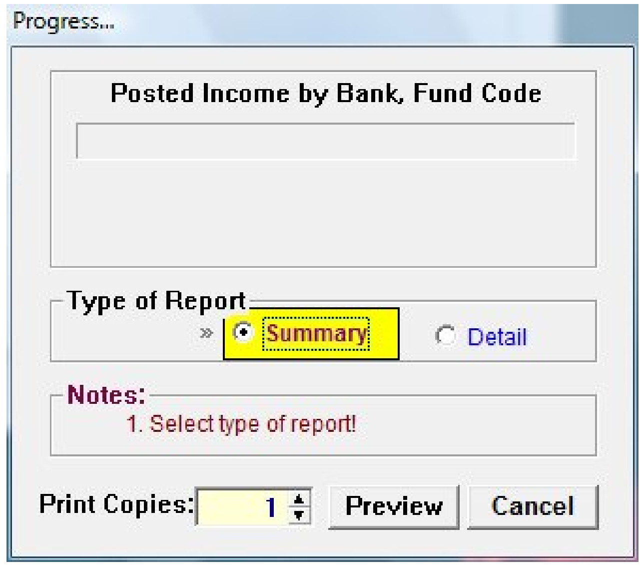
	Tithes	Offerings	Building Fund Donations	Sunday School Offerings	Missions Offerings							Total
Stewards												
Doe, Jr., John E	265.00	150.00	150.00	60.00	15.00							640.00
Public Offering				15.00	55.00							70.00
Total:	265.00	150.00	150.00	75.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	710.00

Income by Bank and Fund Code

- Click on Reports
- Click on Posted Income
- Click on D. Income by Bank and Fund Code

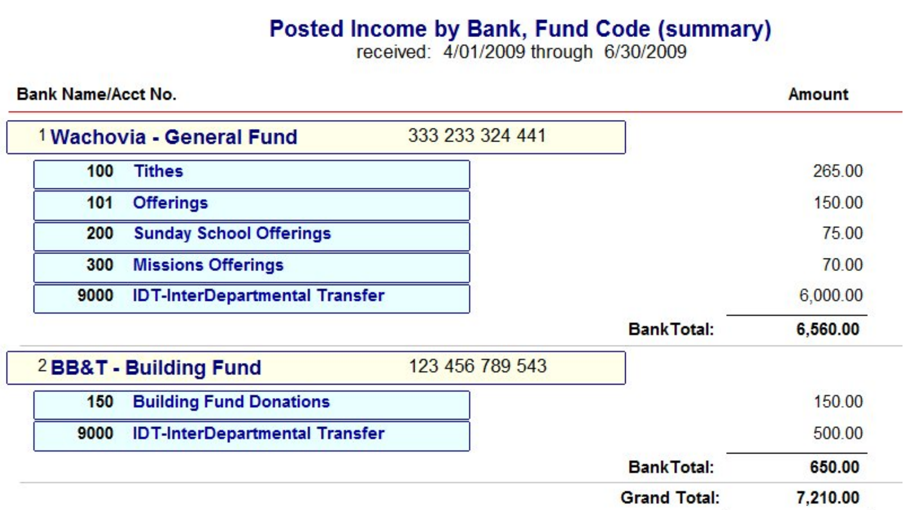


- Enter the **First Date**
- Enter the **Last Date**
- Click **Go** to start



Report Options

- **Summary** - preview summary report
- **Detail** - preview detail report
- **Print Copies** - number of copies to be printed
- **Preview** - show the report for review
- **Cancel** - abort report preview

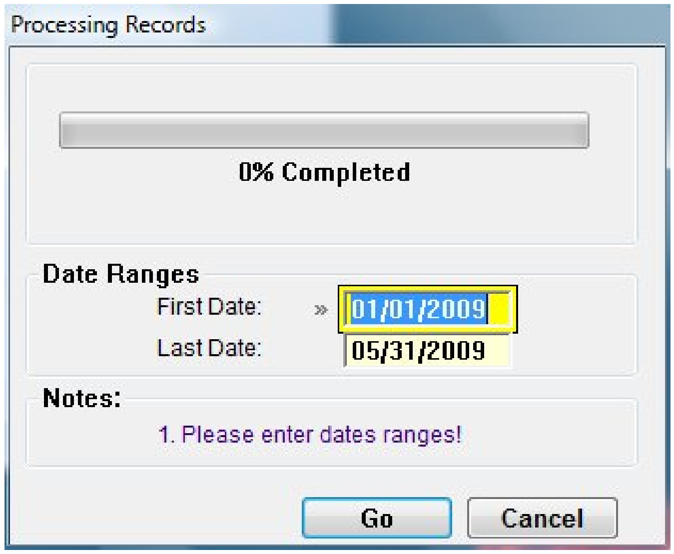


Posted Income by Bank, Fund Code (summary)
received: 4/01/2009 through 6/30/2009

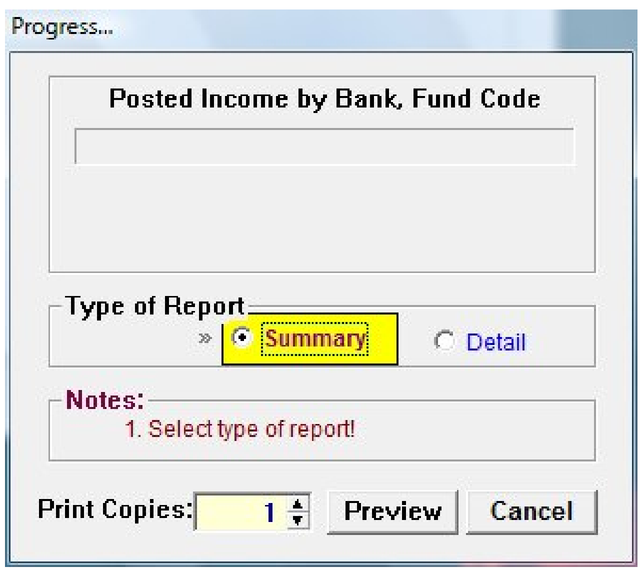
Bank Name/Acct No.			Amount
1 Wachovia - General Fund	333 233 324 441		
100	Tithes		265.00
101	Offerings		150.00
200	Sunday School Offerings		75.00
300	Missions Offerings		70.00
9000	IDT-InterDepartmental Transfer		6,000.00
		BankTotal:	6,560.00
2 BB&T - Building Fund	123 456 789 543		
150	Building Fund Donations		150.00
9000	IDT-InterDepartmental Transfer		500.00
		BankTotal:	650.00
		Grand Total:	7,210.00

Income by Bank, Dept and Fund Code

- Click on Reports
- Click on Posted Income
- Click on E. Income by Bank and Dept Code



- Enter the First Date
- Enter the Last Date
- Click Go to start



Report Options

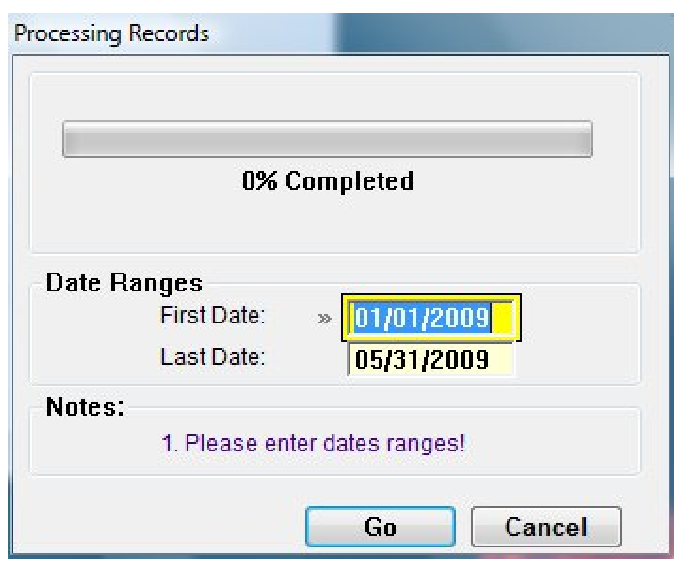
- Summary - preview summary report
- Detail - preview detail report
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

Posted Income by Bank, Dept, Fund Code (detail)
received: 4/01/2009 through 6/30/2009

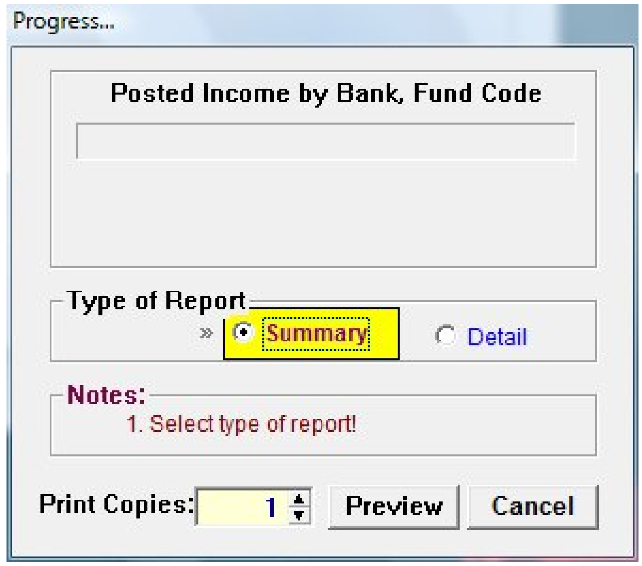
Bank Code	Date	Amount	Member/Visitor/Group Id. & Name	Fund
1 Wachovia - General Fund			333 233 324 441	
100 Church Operations				
	04/15/2009	50.00	1 Doe, Jr., John E	100 Tithes
	05/31/2009	150.00	1 Doe, Jr., John E	100 Tithes
	06/21/2009	65.00	1 Doe, Jr., John E	100 Tithes
	04/15/2009	150.00	1 Doe, Jr., John E	101 Offerings
	05/31/2009	6,000.00	7 InterDepartmental Transfer	9000 IDT-InterDepartmental Transfer
Dept Total:		6,415.00		
200 Sunday School				
	06/21/2009	15.00	5 Public Offering	200 Sunday School Offerings
	04/15/2009	15.00	1 Doe, Jr., John E	200 Sunday School Offerings
	05/31/2009	25.00	1 Doe, Jr., John E	200 Sunday School Offerings
	06/21/2009	20.00	1 Doe, Jr., John E	200 Sunday School Offerings

Income by Bank, Date, Fund Code

- Click on Reports
- Click on Posted Income
- Click on F. Income by Bank, Date, Fund Code



- Enter the **First Date**
- Enter the **Last Date**
- Click **Go** to start



Report Options

- Summary - preview summary report
- Detail - preview detail report
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

Posted Income by Bank, Fund Code (summary)

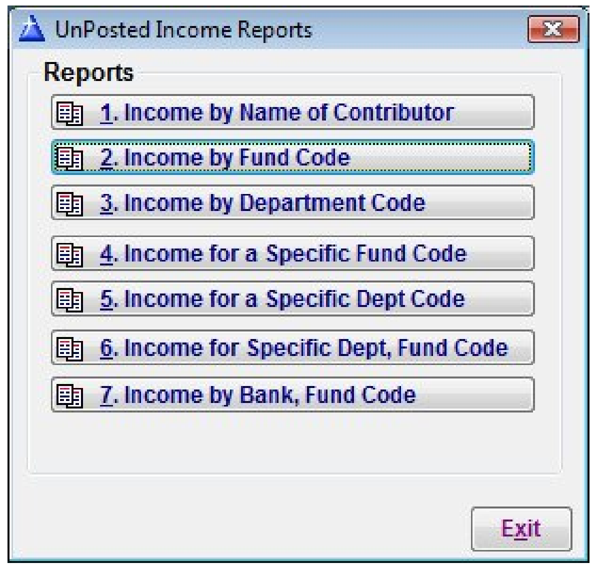
received: 4/01/2009 through 6/30/2009

Bank Name/Acct No.			Amount
1	Wachovia - General Fund	333 233 324 441	
Date Received: 04/15/2009			
100	Tithes		50.00
101	Offerings		150.00
200	Sunday School Offerings		15.00
		Date Total:	**215.00**
Date Received: 05/31/2009			
100	Tithes		150.00
200	Sunday School Offerings		25.00
9000	IDT-InterDepartmental Transfer		6,000.00
		Date Total:	**6,175.00**
Date Received: 06/21/2009			
100	Tithes		65.00
200	Sunday School Offerings		35.00
300	Missions Offerings		70.00
		Date Total:	**170.00**
		Bank Total:	**6,560.00**

CHAPTER 18

Unposted Income Reports

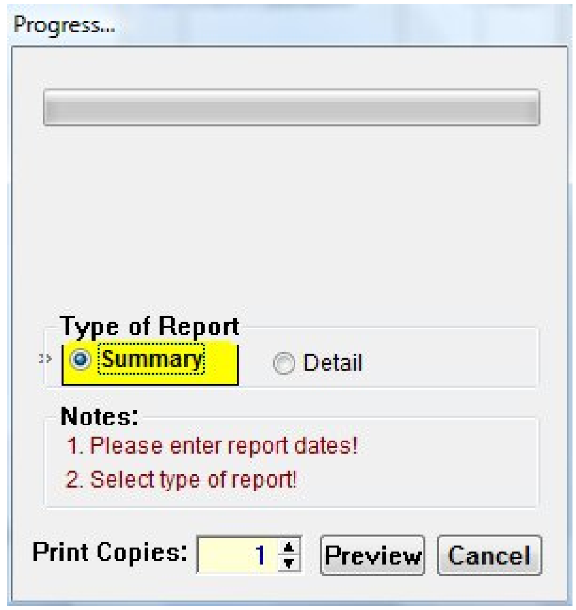
- Click Reports
- Click UnPosted Income



In This Chapter

Unposted Income by Name of Contributor

- Click on 1. Income by Name of Contributor



Report Options

- **Summary** - preview summary report
- **Detail** - preview detail report
- **Print Copies** - number of copies to be printed
- **Preview** - show the report for review
- **Cancel** - abort report preview

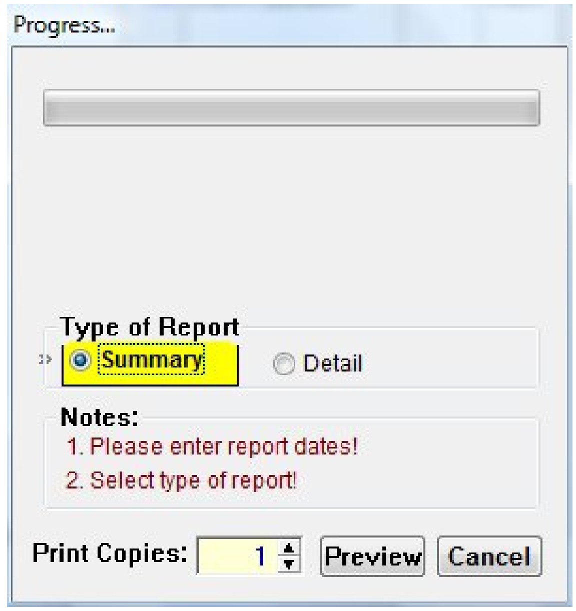
UnPosted Income by Name of Contributor

received 6/21/2009

Id. No. / Name	Date	Amount	Fund Code / Description		Department Code / Description
1 Doe, Jr., John					
	6/21/2009	65.00	100	Tithes	100 Church Operations
	6/21/2009	100.00	150	Building Fund Donations	150 Building Fund
	6/21/2009	20.00	200	Sunday School Offerings	200 Sunday School
	6/21/2009	15.00	300	Missions Offerings	300 Missions
	SubTotal:	**200.00**			
	Grand Total:	**200.00**			

Unposted Income by Fund

- Click on 2. Income by Fund



Report Options

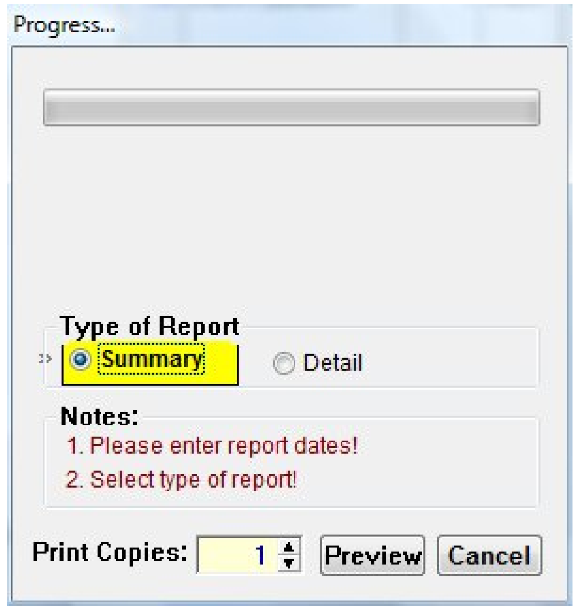
- Summary - preview summary report
- Detail - preview detail report
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

UnPosted Income by Fund Code
received 6/21/2009

Fund Code	Date	Amount	Member/Visitor/Group Id. & Name	Department
100 Tithes				
	06/21/2009	65.00	1 Doe, Jr., John E	100 Church Operations
SubTotal:		65.00		
150 Building Fund Donations				
	06/21/2009	100.00	1 Doe, Jr., John E	150 Building Fund
SubTotal:		100.00		
200 Sunday School Offerings				
	06/21/2009	20.00	1 Doe, Jr., John E	200 Sunday School
SubTotal:		20.00		
300 Missions Offerings				
	06/21/2009	15.00	1 Doe, Jr., John E	300 Missions
SubTotal:		15.00		
Grand Total:		200.0(		

Unposted Income by Dept

- Click on 3. Income by Dept



Report Options

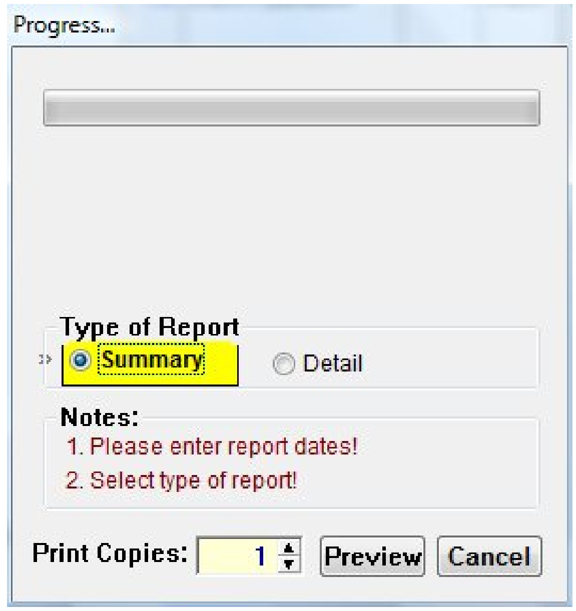
- Summary - preview summary report
- Detail - preview detail report
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

UnPosted Income by Department Code
received 6/21/2009

Dept Code	Date	Amount	Member/Visitor/Group Id. & Name	Fund Code / Description
100 Church Operations				
	06/21/2009	65.00	1 Doe, Jr., John E	100 Tithes
SubTotal:		**65.00**		
150 Building Fund				
	06/21/2009	100.00	1 Doe, Jr., John E	150 Building Fund Donations
SubTotal:		**100.00**		
200 Sunday School				
	06/21/2009	20.00	1 Doe, Jr., John E	200 Sunday School Offerings
SubTotal:		**20.00**		
300 Missions				
	06/21/2009	15.00	1 Doe, Jr., John E	300 Missions Offerings
SubTotal:		**15.00**		
Grand Total:		**200.00**		

Unposted Income for a Specific Fund Code

- Click on 4. Income for a Specific Fund Code



Report Options

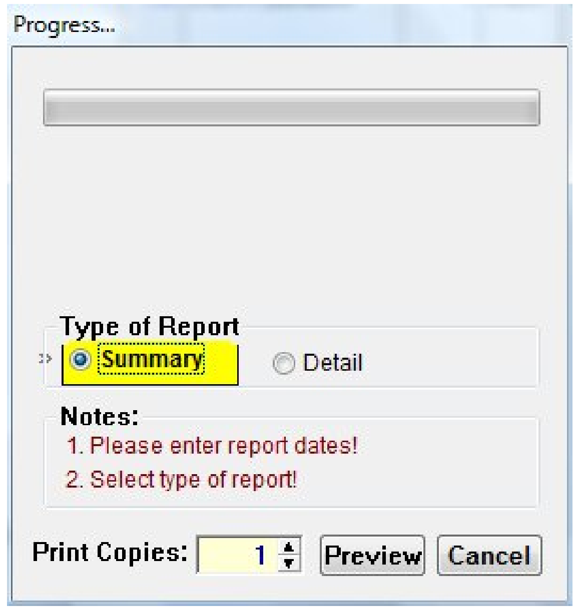
- Summary - preview summary report
- Detail - preview detail report
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

UnPosted Income by Fund Code
received 6/21/2009

Fund Code/Name		Amount
100 Tithes	SubTotal:	65.00
150 Building Fund Donations	SubTotal:	100.00
200 Sunday School Offerings	SubTotal:	20.00
300 Missions Offerings	SubTotal:	15.00
	Grand Total:	200.00

Unposted Income for a Specific Dept Code

- Click on 5. Income for a Specific Dept Code



Report Options

- **Summary** - preview summary report
- **Detail** - preview detail report
- **Print Copies** - number of copies to be printed
- **Preview** - show the report for review
- **Cancel** - abort report preview

UnPosted Income by Department Code

received 6/21/2009

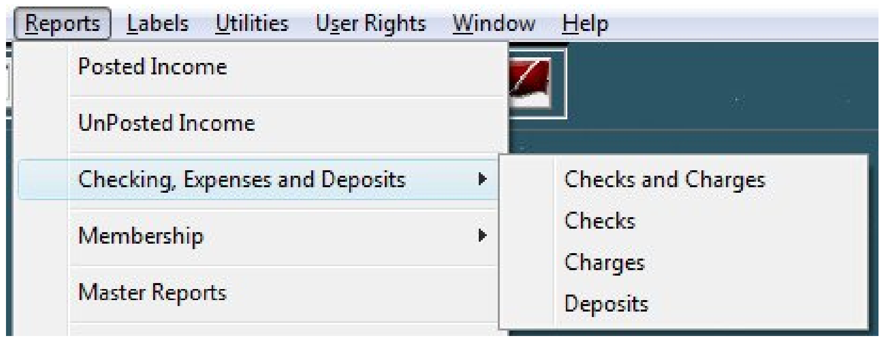
Dept Code	Date	Amount	Member/Visitor/Group Id. & Name	Fund Code / Description
100 Church Operations				
	06/21/2009	65.00	1 Doe, Jr., John E	100 Tithes
SubTotal:		**65.00**		
150 Building Fund				
	06/21/2009	100.00	1 Doe, Jr., John E	150 Building Fund Donations
SubTotal:		**100.00**		
200 Sunday School				
	06/21/2009	20.00	1 Doe, Jr., John E	200 Sunday School Offerings
SubTotal:		**20.00**		
300 Missions				
	06/21/2009	15.00	1 Doe, Jr., John E	300 Missions Offerings
SubTotal:		**15.00**		
Grand Total:		**200.00**		

CHAPTER 19

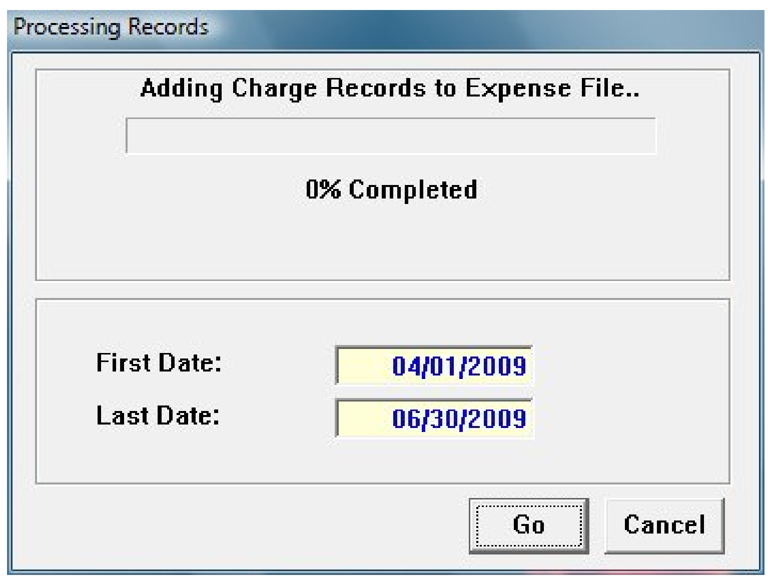
Checks and Charges Reports

The Checks and Charges reports combine the transactions generated by checks or charges.

- Click Reports
- Click Checking, Expenses and Deposits



- Click Checks and Charges

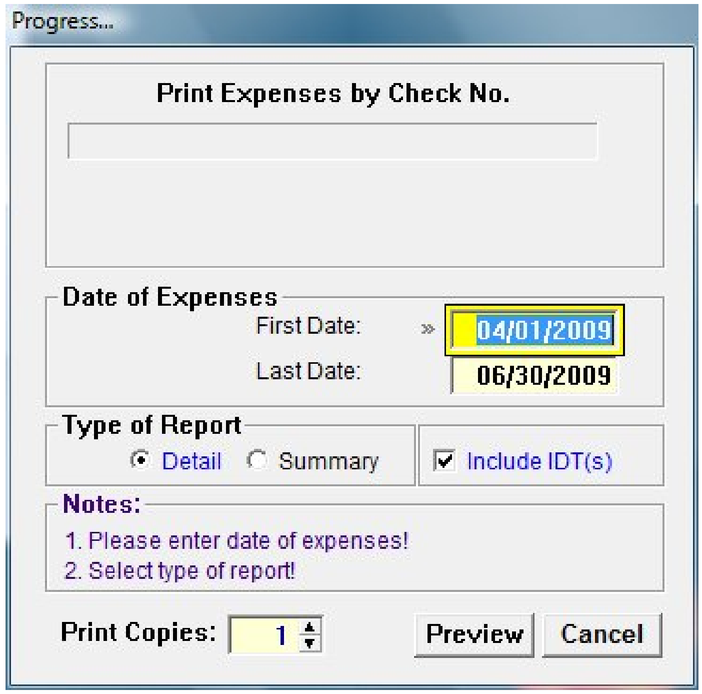


- Enter the First and Last dates for the reporting period

In This Chapter

Expenses within Specified Dates

- On the Expenses Reports Menu click 1, **Expenses within Specified Dates**



Report Options

- **Detail** - preview detail report
- **Summary** - preview summary report
- **Include IDT(s)** - check this option to include IDT transactions
- **Print Copies** - number of copies to be printed
- **Preview** - show the report for review
- **Cancel** - abort report preview

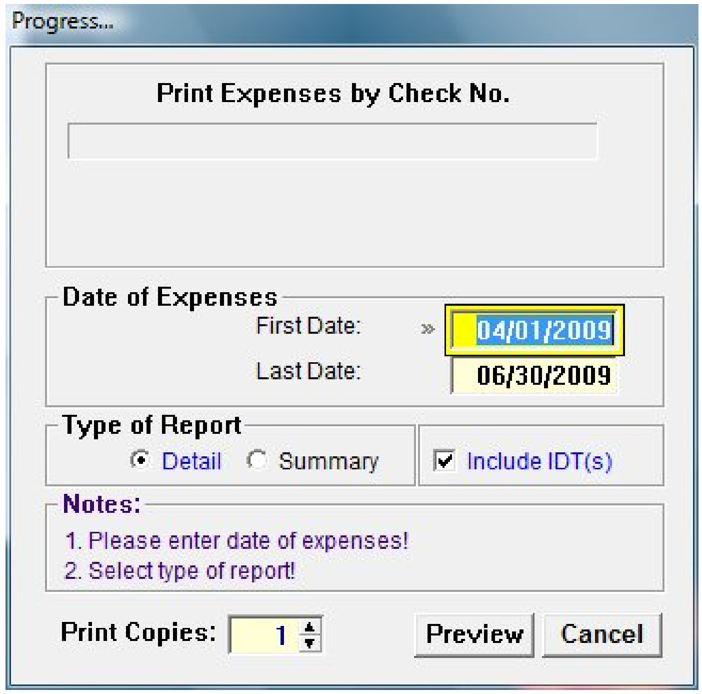
ExpenseByCheck

First Church Of America, USA
Expenses by Check Number for the period: 04/01/2009 through 06/30/2009

Chk. No	Paid To	Date	Amount	Expense Code	Department Code
	First Church Of America, USA	05/31/2009	6,000.00	9000 IDT-Interdepartmental Transfer	125 Savings
	Wachovia	06/30/2009	15.75	200 Bank Service Charges	100 Church Operations
4 999	SCE&G	05/31/2009	356.55	200 Electricity	100 Church Operations
5 000	Wateree Utilities	05/31/2009	58.00	200 Water	100 Church Operations
5 001	AT&T	06/01/2009	523.11	200 Telephone	100 Church Operations
5 002	First Church Of America, USA	06/01/2009	500.00	9000 IDT-Interdepartmental Transfer	100 Church Operations
5 003	T & S Consulting	06/01/2009	355.00	100 Consulting Services	100 Church Operations
5 004	Wateree Utilities	06/10/2009	58.00	200 Water	100 Church Operations
5 005	AT&T	06/29/2009	312.11	200 Telephone	100 Church Operations
5 006	SCE&G	06/29/2009	459.44	200 Electricity	100 Church Operations
		Grand Total	8,637.96		

Expenses by Expense Code

- On the Expenses Reports Menu click 2, Expenses by Expense Code



Report Options

- **Detail** - preview detail report
- **Summary** - preview summary report
- **Include IDT(s)** - check this option to include IDT transactions
- **Print Copies** - number of copies to be printed
- **Preview** - show the report for review
- **Cancel** - abort report preview

ExpenseByCode

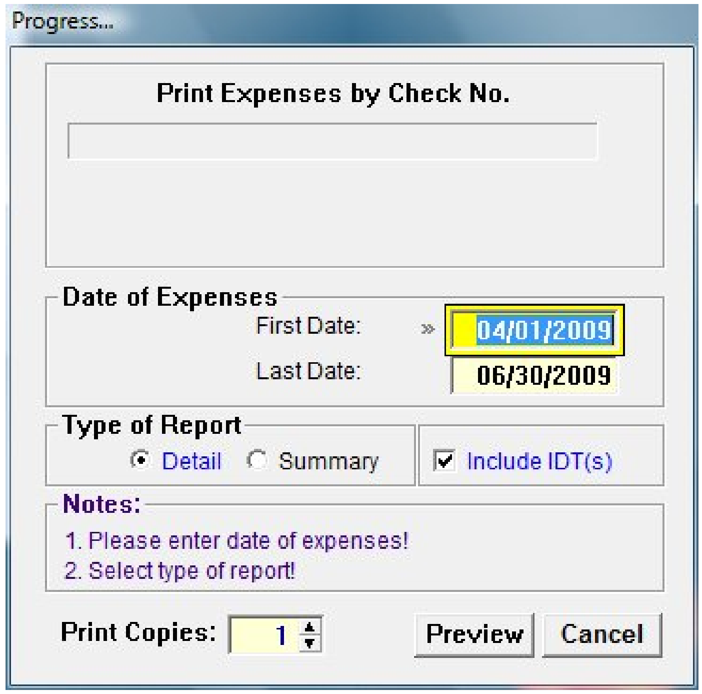
First Church Of America, USA

Expenses by Expense Code for the period: 04/01/2009 through 06/30/2009

Expense Code	Chk. No	Paid To	Date	Amount	Department Code / Description
170 Consulting Services					
	5 003	T & S Consulting	06/01/2009	355.00	100 Church Operations
			SubTotal:	**355.00**	
202 Electricity					
	4 999	SCE&G	05/31/2009	356.55	100 Church Operations
	5 006	SCE&G	06/29/2009	459.44	100 Church Operations
			SubTotal:	**815.99**	
204 Telephone					
	5 001	AT&T	06/01/2009	523.11	100 Church Operations
	5 005	AT&T	06/29/2009	312.11	100 Church Operations
			SubTotal:	**835.22**	
205 Water					
	5 000	Wateree Utilities	05/31/2009	58.00	100 Church Operations
	5 004	Wateree Utilities	06/10/2009	58.00	100 Church Operations
			SubTotal:	**116.00**	

Expenses by Dept Code

- On the Expenses Reports Menu click 3, Expenses by Department Code



Report Options

- **Detail** - preview detail report
- **Summary** - preview summary report
- **Include IDT(s)** - check this option to include IDT transactions
- **Print Copies** - number of copies to be printed
- **Preview** - show the report for review
- **Cancel** - abort report preview

ExpenseByCode

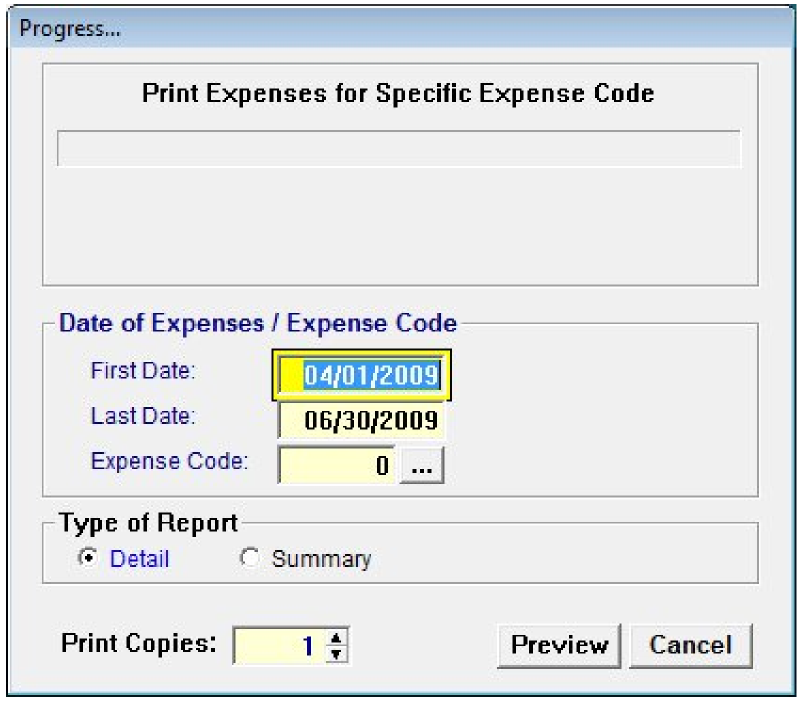
First Church Of America, USA

Expenses by Expense Code for the period: 04/01/2009 through 06/30/2009

Expense Code	Chk. No	Paid To	Date	Amount	Department Code / Description
170 Consulting Services					
	5 003	T & S Consulting	06/01/2009	355.00	100 Church Operations
			SubTotal:	**355.00**	
202 Electricity					
	4 999	SCE&G	05/31/2009	356.55	100 Church Operations
	5 006	SCE&G	06/29/2009	459.44	100 Church Operations
			SubTotal:	**815.99**	
204 Telephone					
	5 001	AT&T	06/01/2009	523.11	100 Church Operations
	5 005	AT&T	06/29/2009	312.11	100 Church Operations
			SubTotal:	**835.22**	
205 Water					
	5 000	Wateree Utilities	05/31/2009	58.00	100 Church Operations
	5 004	Wateree Utilities	06/10/2009	58.00	100 Church Operations
			SubTotal:	**116.00**	

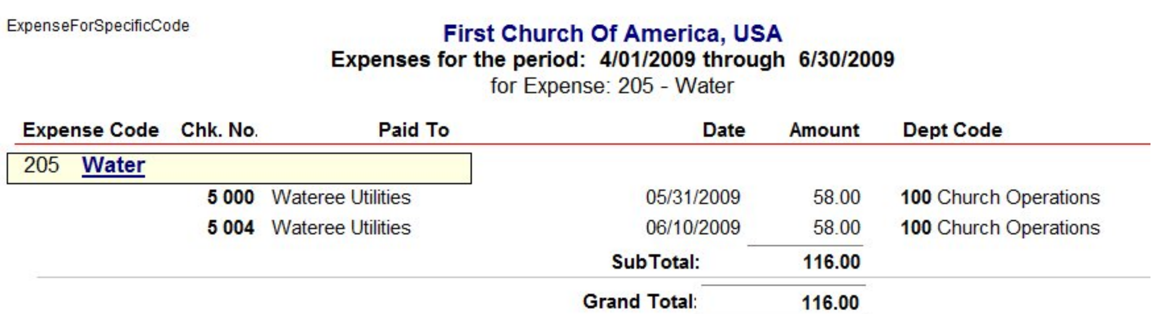
Expenses for a Specific Expense Code

- On the Expenses Reports Menu click 2, Expenses for a Specific Expense Code



Report Options

- Expense Code - enter or select an Expense Code
- Detail - preview detail report
- Summary - preview summary report
- Include IDT(s) - check this option to include IDT transactions
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview



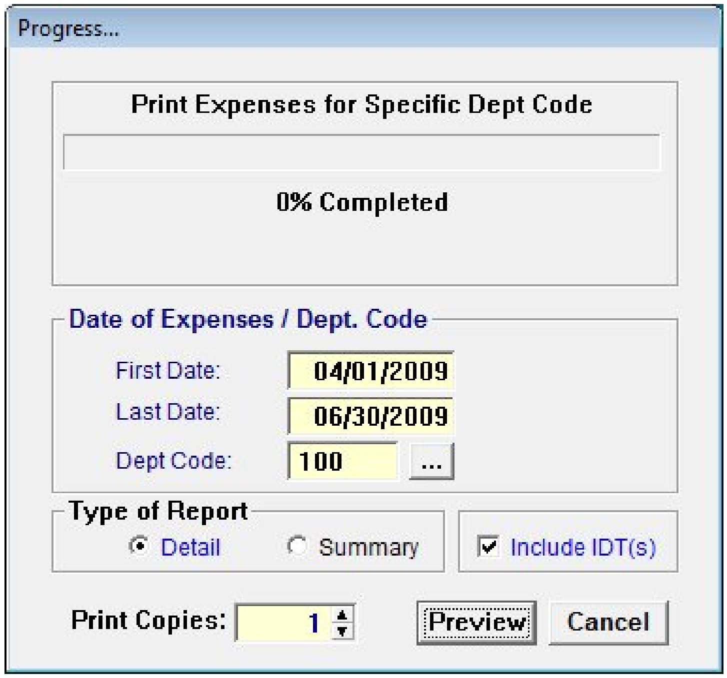
ExpenseForSpecificCode

First Church Of America, USA
Expenses for the period: 4/01/2009 through 6/30/2009
for Expense: 205 - Water

Expense Code	Chk. No.	Paid To	Date	Amount	Dept Code
205 Water					
	5 000	Wateree Utilities	05/31/2009	58.00	100 Church Operations
	5 004	Wateree Utilities	06/10/2009	58.00	100 Church Operations
			SubTotal:	116.00	
			Grand Total:	116.00	

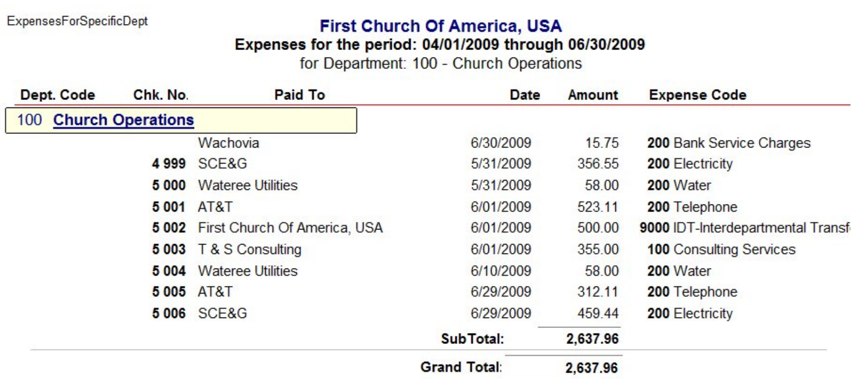
Expenses for a Specific Dept Code

- On the Expenses Reports Menu click 5, Expenses for a Specific Dept Code



Report Options

- Expense Code - enter or select an Expense Code
- Detail - preview detail report
- Summary - preview summary report
- Include IDT(s) - check this option to include IDT transactions
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview



ExpensesForSpecificDept

First Church Of America, USA
Expenses for the period: 04/01/2009 through 06/30/2009
for Department: 100 - Church Operations

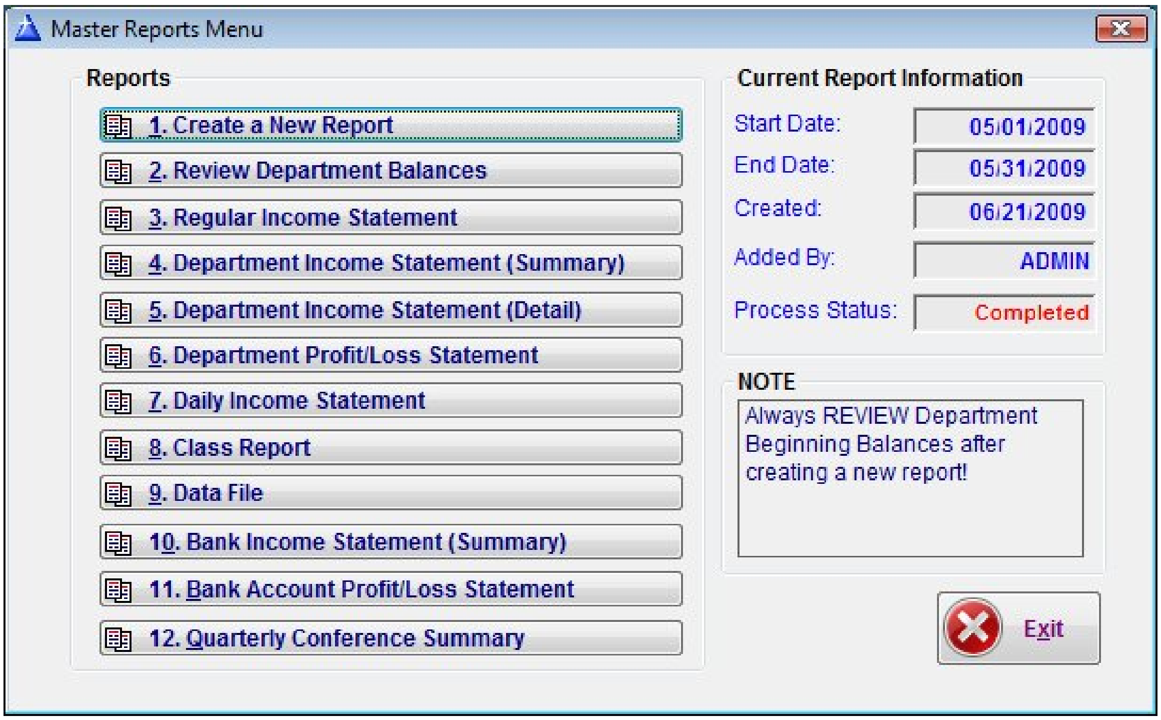
Dept. Code	Chk. No.	Paid To	Date	Amount	Expense Code
100 Church Operations					
		Wachovia	6/30/2009	15.75	200 Bank Service Charges
	4 999	SCE&G	5/31/2009	356.55	200 Electricity
	5 000	Wateree Utilities	5/31/2009	58.00	200 Water
	5 001	AT&T	6/01/2009	523.11	200 Telephone
	5 002	First Church Of America, USA	6/01/2009	500.00	9000 IDT-Interdepartmental Transf
	5 003	T & S Consulting	6/01/2009	355.00	100 Consulting Services
	5 004	Wateree Utilities	6/10/2009	58.00	200 Water
	5 005	AT&T	6/29/2009	312.11	200 Telephone
	5 006	SCE&G	6/29/2009	459.44	200 Electricity
			SubTotal:	2,637.96	
			Grand Total:	2,637.96	

CHAPTER 20

Master Reports

The **Master Reports** pull together all of the financial information into a series of reports designed to give different views of the church's finances.

- Click **Reports** on the *ACMS Main Menu*
- Click **Master Reports**



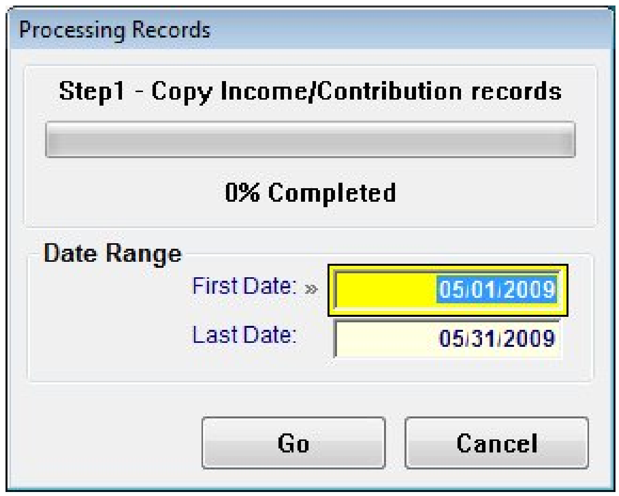
In This Chapter

Master Reports - Create a New Report

NOTE: If the report has already been created and the data used for the reporting period has changed you must create a new report to update the current report information.

- Click 1. Create a New Report on the *Master Reports Menu*

- The *Processing Records* window will open



- Enter the First Date of the report period
- Enter the Last Date of the report period

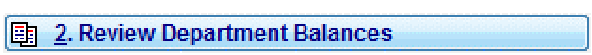
NOTE: Master Reports should be created for complete months. *For Example: the first day of month and the last day of a month.*

- Click Go

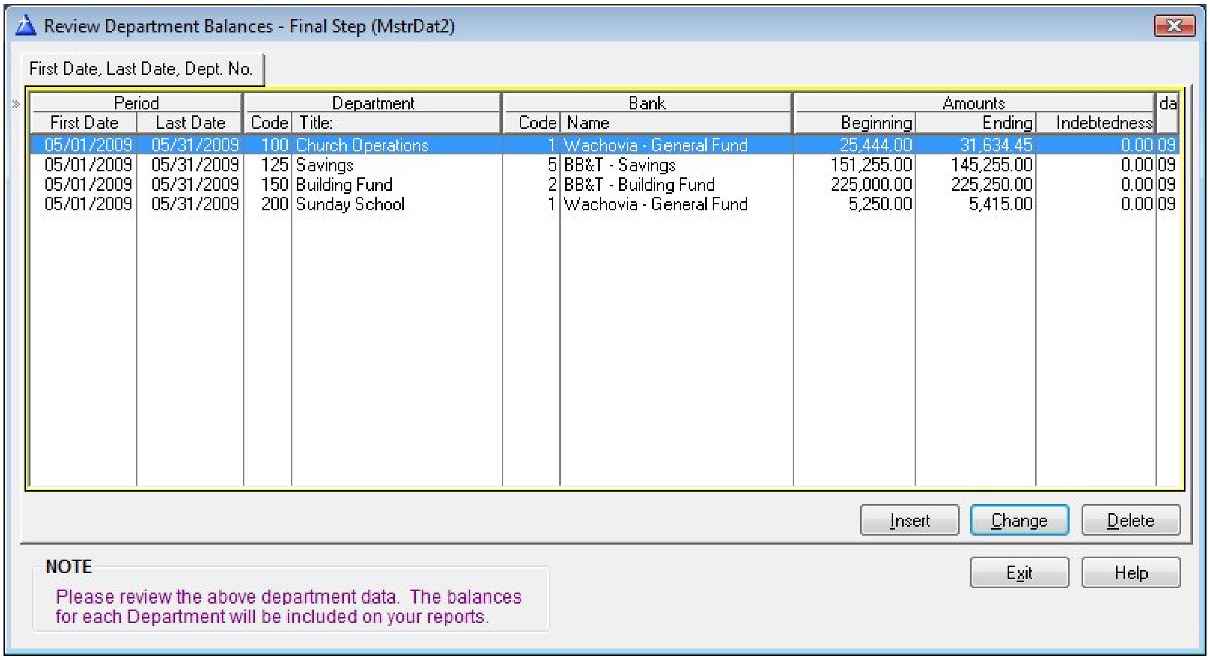
Master Reports - Review Department Balances

NOTE: Always review the *Department beginning balances*. If the beginning balance for a department is not correct, highlight the department and click Change to enter the correct beginning balance. If a department is not listed in the Browse Department Balances window, click Insert to add it to the report. When you have completed updating and adding department balances, click Exit to return to the *Master Reports Menu.*

- Click 2. Review Department Balances on the *Master Reports Menu*

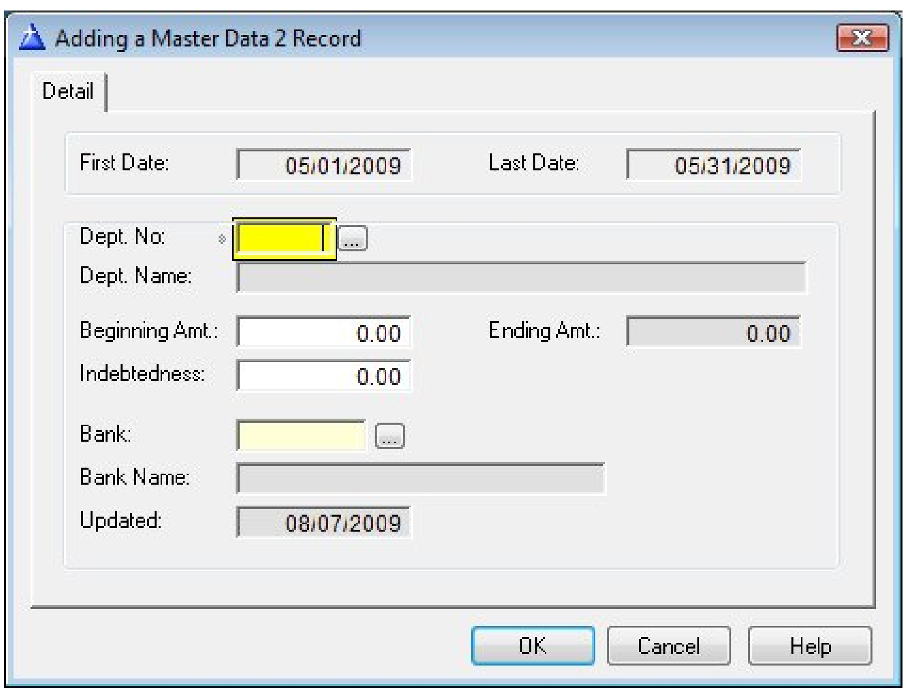


- The *Review Department Balances* window will open

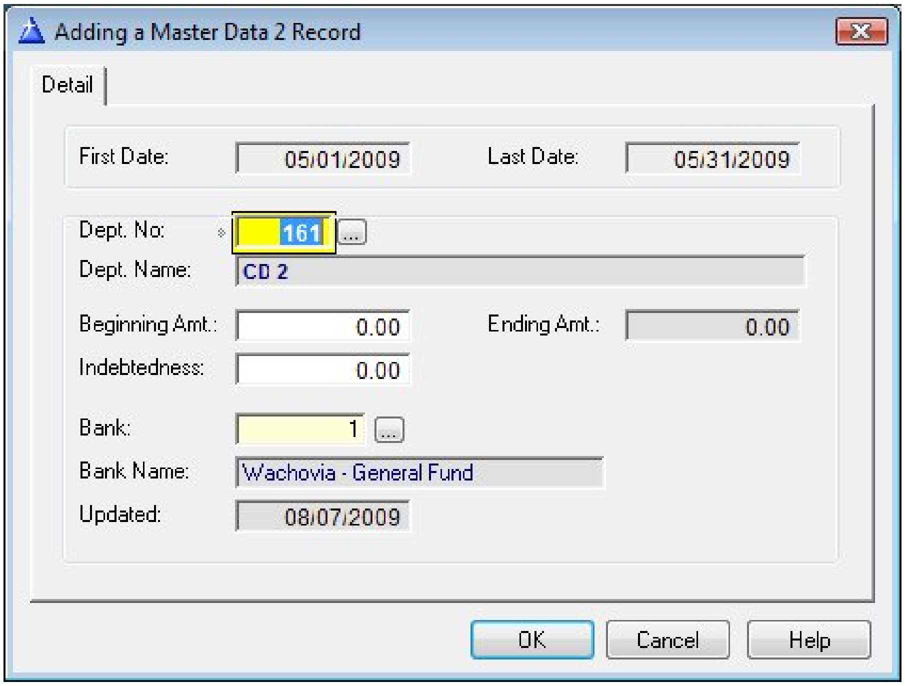


Add a New Department and Balance

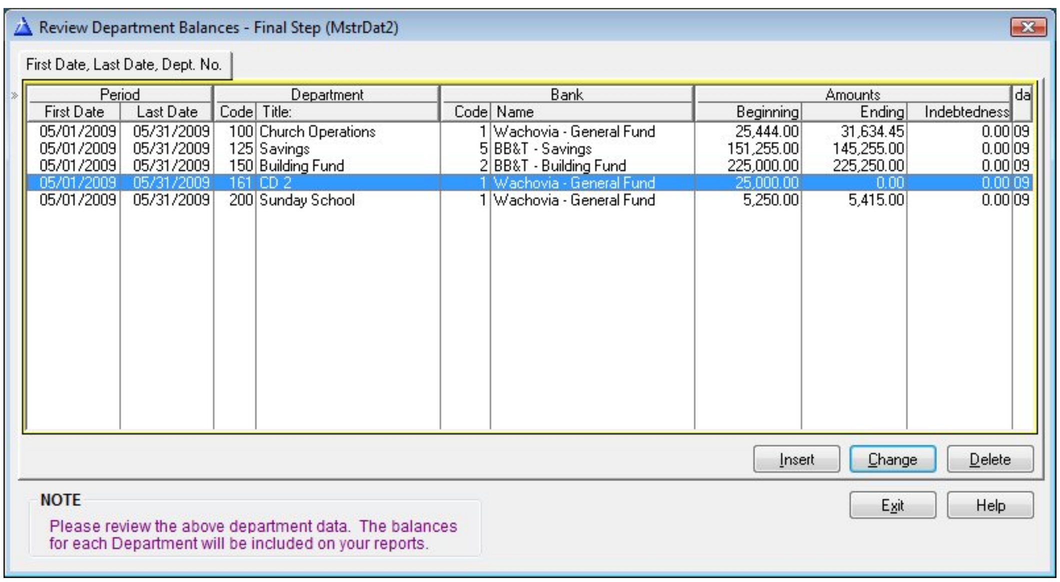
- Click **Insert**



- Click the *lookup button* next to Dept. No.



- Enter the Beginning Amount
- Click OK



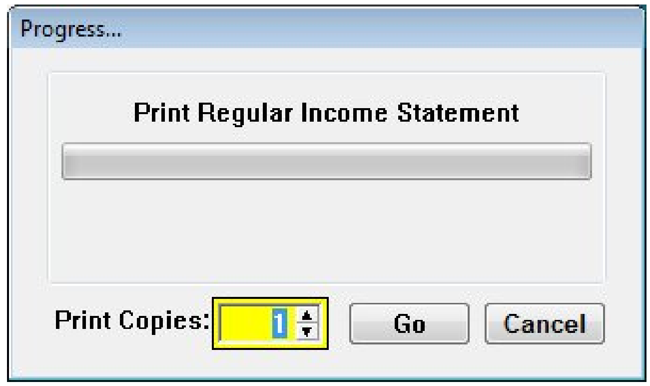
NOTE: The CD 2 department record has been added.

- Click Exit to close and update the ending balances

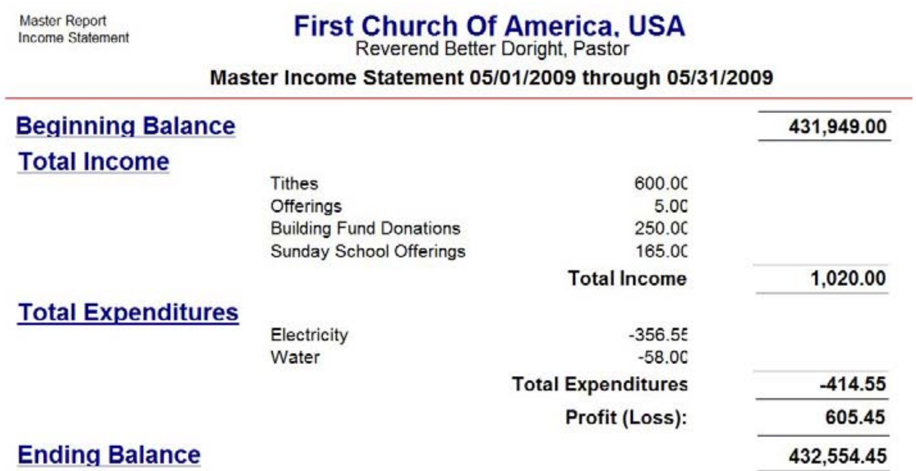
Master Reports - Regular Income Statement

- Click 3. Regular Income Statement on the *Master Reports Menu*

- The *Progress* window will open



- Click Go



Master Report
Income Statement

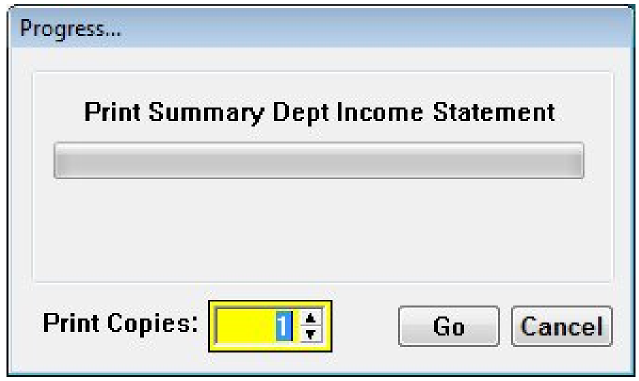
First Church Of America, USA
Reverend Better Doright, Pastor
Master Income Statement 05/01/2009 through 05/31/2009

Beginning Balance			431,949.00
Total Income			
	Tithes	600.00	
	Offerings	5.00	
	Building Fund Donations	250.00	
	Sunday School Offerings	165.00	
		Total Income	**1,020.00**
Total Expenditures			
	Electricity	-356.55	
	Water	-58.00	
		Total Expenditures	**-414.55**
		Profit (Loss):	**605.45**
Ending Balance			**432,554.45**

Master Reports - Department Income Statement (Summary)

- Click 4. Department Income Statement (Summary) on the *Master Reports Menu*

- The *Progress* window will open



- Click Go

Master Report
Dept Summary

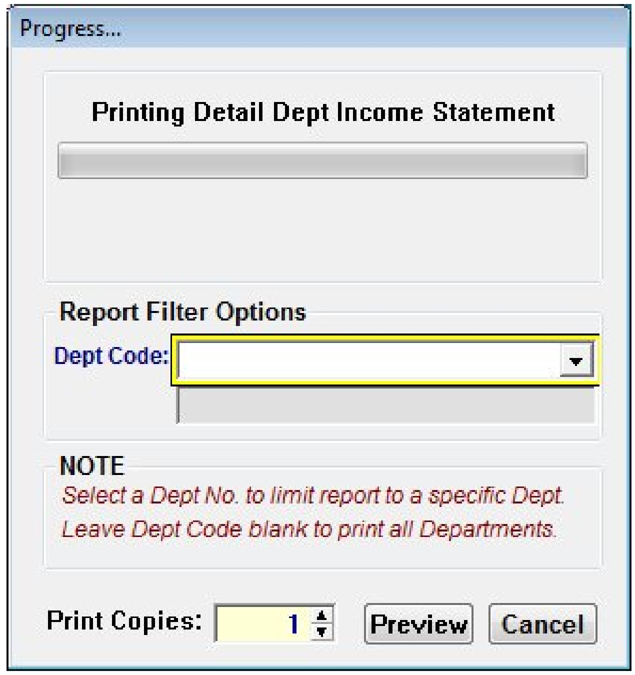
First Church Of America, USA
Reverend Better Doright, Pastor
Department Income Statement 05/01/2009 through 05/31/2009

		Beginning Balance	Transfered Out	Transfered In	Expenses	Income	Ending Balance
100	Church Operations	25,444.00	0.00	6,000.00	-414.55	605.00	31,634.45
125	Savings	151,255.00	-6,000.00	0.00	0.00	0.00	145,255.00
150	Building Fund	225,000.00	0.00	0.00	0.00	250.00	225,250.00
161	CD 2	25,000.00	0.00	0.00	0.00	0.00	25,000.00
200	Sunday School	5,250.00	0.00	0.00	0.00	165.00	5,415.00
	Total:	431,949.00	-6,000.00	6,000.00	-414.55	1,020.00	432,554.45

Master Reports - Department Income Statement (Detail)

- Click 5. Department Income Statement (Detail) on the *Master Reports Menu*

- The *Progress* window will open



Report Filter Options

- **Department Code** - select a Department Code OR leave blank to print all departments
- **Print Copies** - number of copies to be printed
- **Preview** - show the report for review
- **Cancel** - abort report preview

Master Report
Department Income
Statement (Detail)

First Church Of America, USA
Reverend Better Doright, Pastor

Department Income Statement (Detail) 05/01/2009 through 05/31/2009

Church Operations

Church Operations (Income)

May 31, 2009

Tithes	600.00
Offerings	5.00
IDT-InterDepartmental Transfer	6,000.00
Total	**6,605.00**
Total Income	**6,605.00**

Church Operations (Expenses)

May 31, 2009

Electricity	-356.55
Water	-58.00
Total	**-414.55**
Total Expenses	**-414.55**

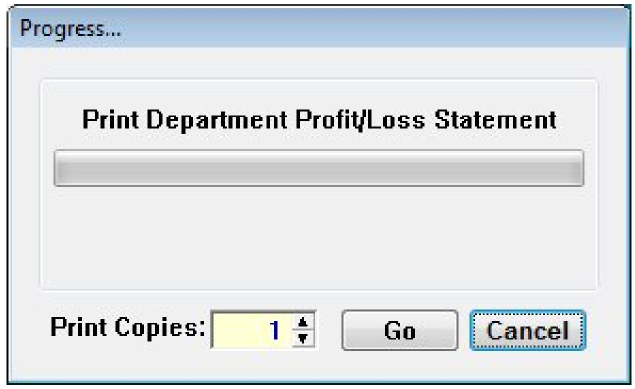
Brought forward from April 30, 2009	**25,444.00**
Total Income	**6,605.00**
Total Expenses	**-414.55**
Balance on hand for May 31, 2009	**31,634.45**

Master Reports - Department Profit/Loss Statement

- Click **6. Department Profit/Loss Statement** on the *Master Reports Menu*

6. Department Profit/Loss Statement

- The *Progress* window will open



- Click Go


Master Report
Department Profit (Loss)

First Church Of America, USA

Reverend Better Doright, Pastor

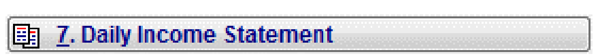
Department Profit (Loss) Statement 05/01/2009 through 05/31/2009

Church Operations

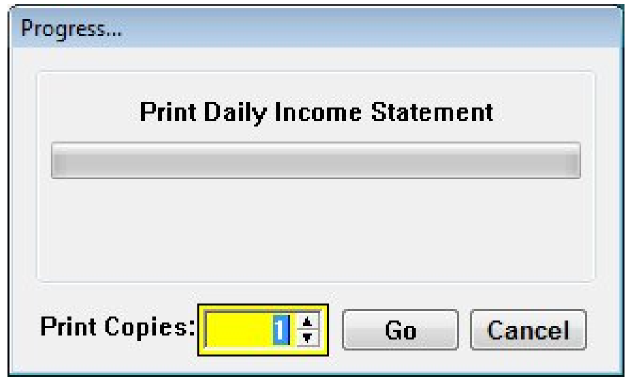
Beginning Balance			**25,444.00**
Total Income			
	Tithes	600.00	
	Offerings	5.00	
	IDT-InterDepartmental Transfer	6,000.00	
		Total Income	**6,605.00**
Total Expenditures			
	Electricity	-356.55	
	Water	-58.00	
		Total Expenditures	**-414.55**
		Profit (Loss):	**6,190.45**
Ending Balance			**31,634.45**

Master Reports - Daily Income Statement

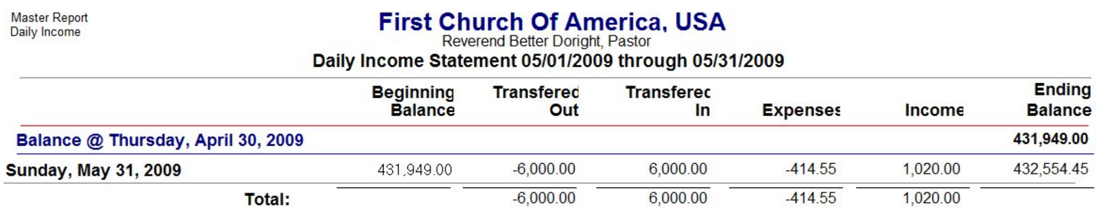
- Click 7. Daily Income Statement on the *Master Reports Menu*



- The *Progress* window will open



- Click Go


Master Report
Daily Income

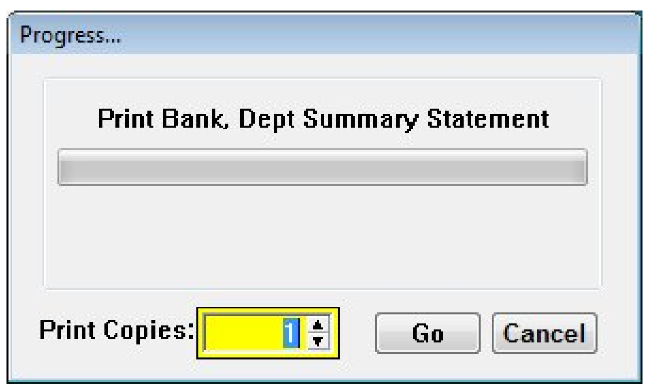
First Church Of America, USA
Reverend Better Doright, Pastor
Daily Income Statement 05/01/2009 through 05/31/2009

	Beginning Balance	Transfered Out	Transfered In	Expenses	Income	Ending Balance
Balance @ Thursday, April 30, 2009						431,949.00
Sunday, May 31, 2009	431,949.00	-6,000.00	6,000.00	-414.55	1,020.00	432,554.45
Total:		-6,000.00	6,000.00	-414.55	1,020.00	

Master Reports - Bank Income Statement (Summary)

- Click 10. Bank Income Statement (Summary) on the *Master Reports Menu*

- The *Progress* window will open



- Click Go

Master Report
Bank, Dept Income Statement

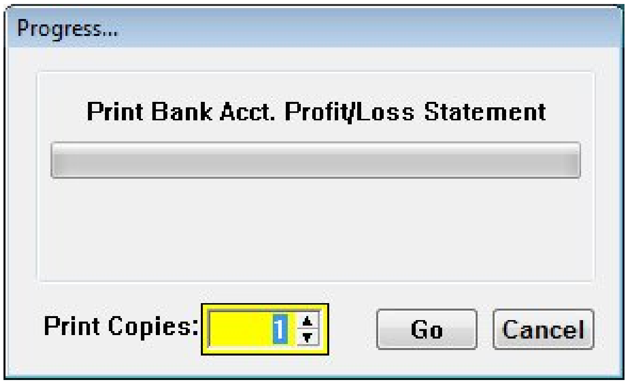
First Church Of America, USA
Reverend Better Doright, Pastor
Bank, Department Income Statement 05/01/2009 through 05/31/2009

	Beginning Balance	Transferec Out	Transferec In	Expenses	Income	Ending Balance
Wachovia - General Fund — Checking						
100 Church Operations	25,444.00	0.0(	6,000.00	-414.55	605.00	31,634.45
161 CD 2	25,000.00	0.0(	0.0(	0.0(	0.0(	25,000.00
200 Sunday School	5,250.00	0.0(	0.0(	0.0(	165.00	5,415.00
	55,694.00	**0.0(**	**6,000.00**	**-414.55**	**770.00**	**62,049.45**
BB&T - Building Fund — Checking						
150 Building Fund	225,000.00	0.0(	0.0(	0.0(	250.00	225,250.00
	225,000.00	**0.0(**	**0.0(**	**0.0(**	**250.00**	**225,250.00**
Wachovia - CD — Certificate Of Deposit						
161 CD 2	25,000.00	0.0(	0.0(	0.0(	0.0(	25,000.00
	25,000.00	**0.0(**	**0.0(**	**0.0(**	**0.0(**	**25,000.00**
BB&T - Savings — Savings						
125 Savings	151,255.00	-6,000.00	0.0(	0.0(	0.0(	145,255.00
	151,255.00	**-6,000.00**	**0.0(**	**0.0(**	**0.0(**	**145,255.00**
Total:	**456,949.00**	**-6,000.00**	**6,000.00**	**-414.55**	**1,020.00**	**457,554.45**

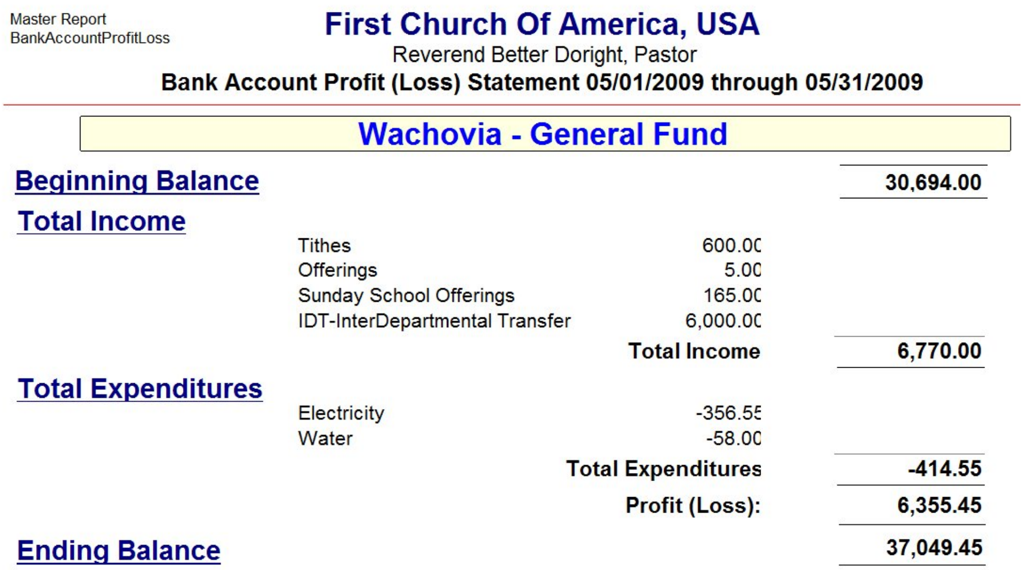
Master Reports - Bank Profit/Loss Statement

Click 11. Bank Account Profit/Loss Statement on the *Master Reports Menu*

- The *Progress* window will open



- Click Go



Master Report
BankAccountProfitLoss

First Church Of America, USA
Reverend Better Doright, Pastor
Bank Account Profit (Loss) Statement 05/01/2009 through 05/31/2009

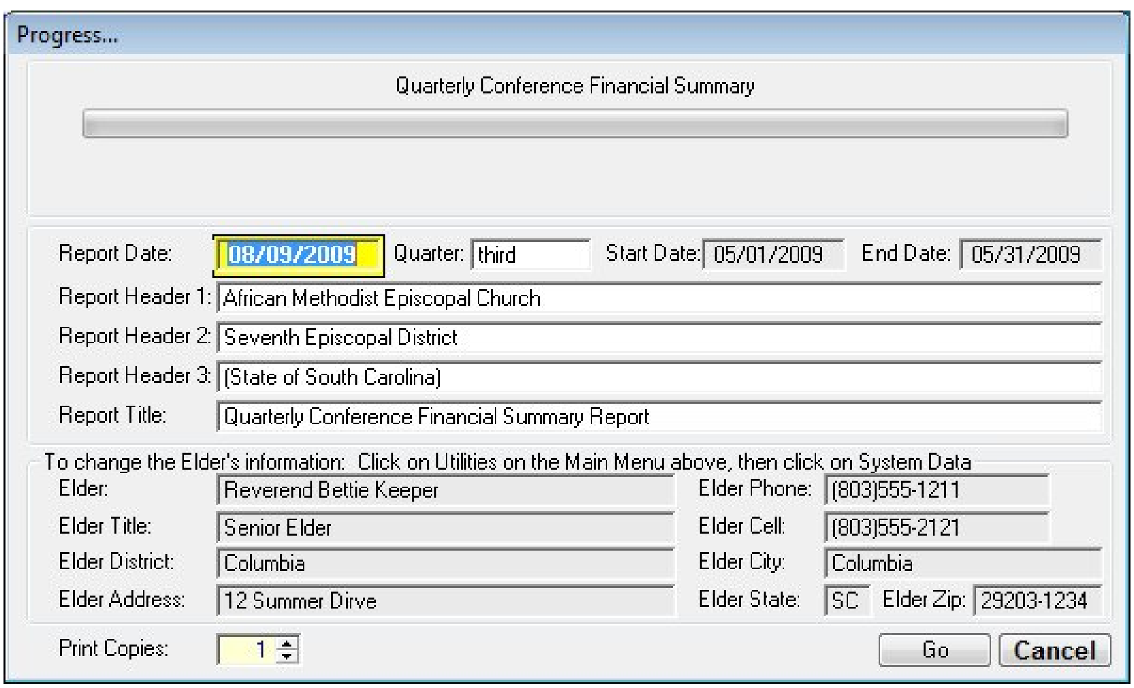
Wachovia - General Fund

Beginning Balance			**30,694.00**
Total Income			
	Tithes	600.00	
	Offerings	5.00	
	Sunday School Offerings	165.00	
	IDT-InterDepartmental Transfer	6,000.00	
		Total Income	**6,770.00**
Total Expenditures			
	Electricity	-356.55	
	Water	-58.00	
		Total Expenditures	**-414.55**
		Profit (Loss):	**6,355.45**
Ending Balance			**37,049.45**

Master Reports - Quarterly Conference Summary

- Click 12. Quarterly Conference Summary on the *Master Reports Menu*

- The *Progress* window will open



- Click Go

African Methodist Episcopal Church
Seventh Episcopal District
(State of South Carolina)

Columbia
Reverend Bettie Keeper, Senior Elder
12 Summer Dirve - Columbia, SC 29203-1234
Home: (803)555-1211 Cell: (803)555-2121

QUARTERLY CONFERENCE FINANCIAL SUMMARY REPORT

Report Period: 05/01/2009 - 05/31/2009

Date: **08/09/2009** Church: **First Church Of America, USA** Pastor: **Reverend Better Doright** Quarter: **third**

Boards Clubs Organizations	Total Indebtedness	Amount Brought Forward	Income For This Quarter	Total Revenue	Total Disbursements	Transfered Out	Transfered In	Balance For This Quarter
Church Operations	0.00	25,444.00	605.00	26,049.00	-414.55	0.00	6,000.00	31,634.45
Savings	0.00	151,255.00	0.00	151,255.00	0.00	-6,000.00	0.00	145,255.00
Building Fund	0.00	225,000.00	250.00	225,250.00	0.00	0.00	0.00	225,250.00
CD 2	0.00	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00
Sunday School	0.00	5,250.00	165.00	5,415.00	0.00	0.00	0.00	5,415.00
Total:	0.00	431,949.00	1,020.00	432,969.00	-414.55	-6,000.00	6,000.00	432,554.45

Signature: ______________________
Reverend Better Doright, Pastor

Signature: ______________________
Quarterly Conference Secretary

Signature: ______________________
Reverend Bettie Keeper, Senior Elder

Date: ______________________

CHAPTER 21

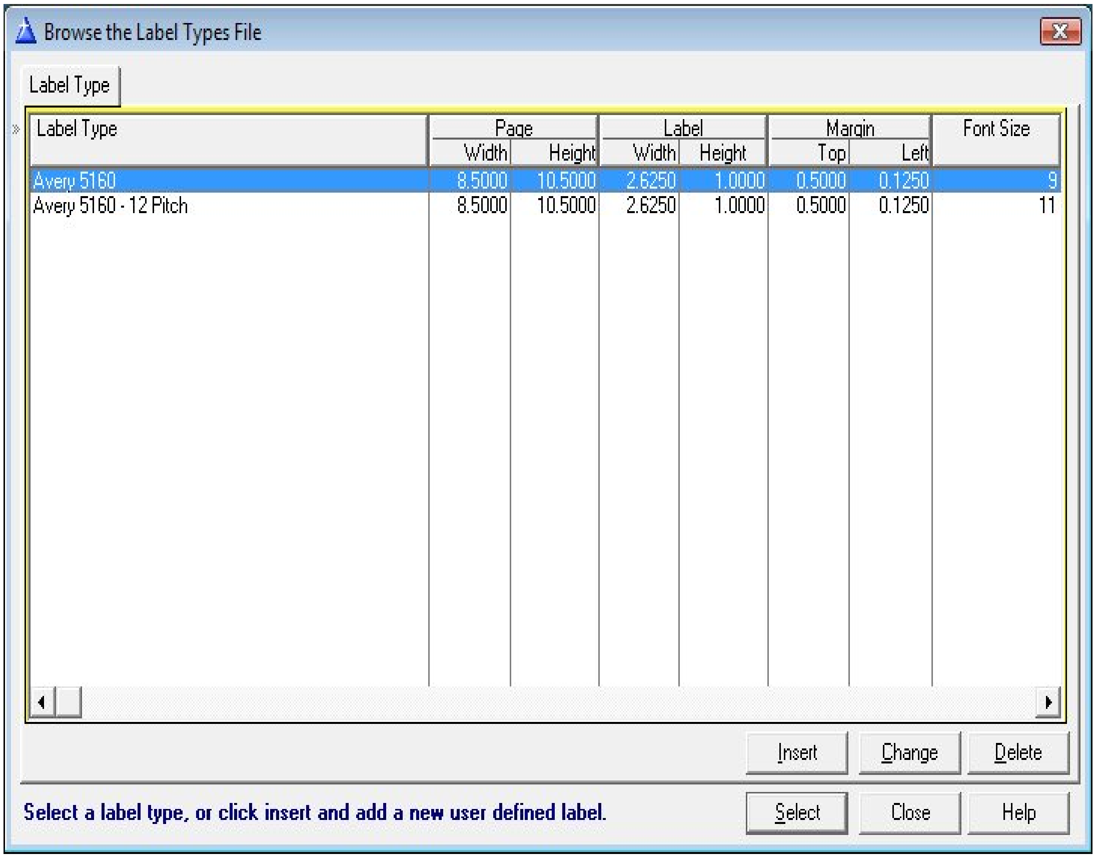
Labels

- Click on **Labels** on the Main Menu

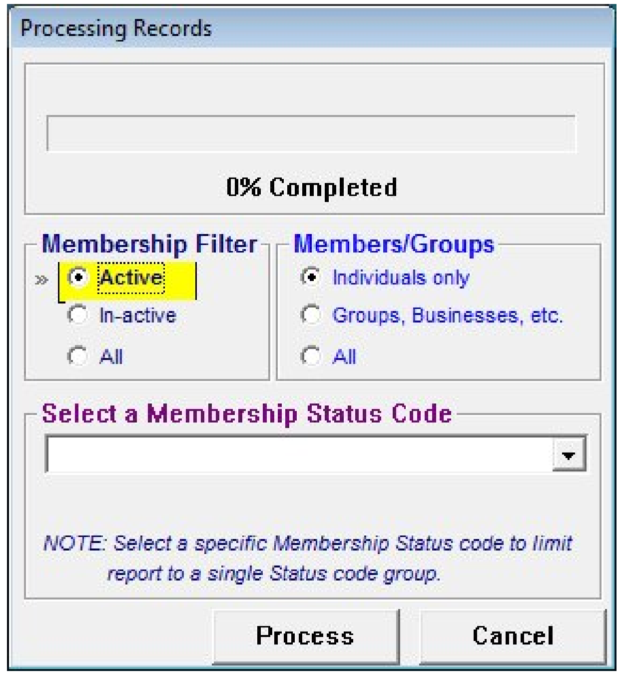
In This Chapter

Labels - Membership

- Click **Labels** on the Main Menu
- Click **Labels (Membership)**



- Highlight and select a Label Type



➢ *Label Options*

Membership Filter

- Active - Active Membership only
- In-Active - In-Active Membership only
- All - Active and In-Active Membership

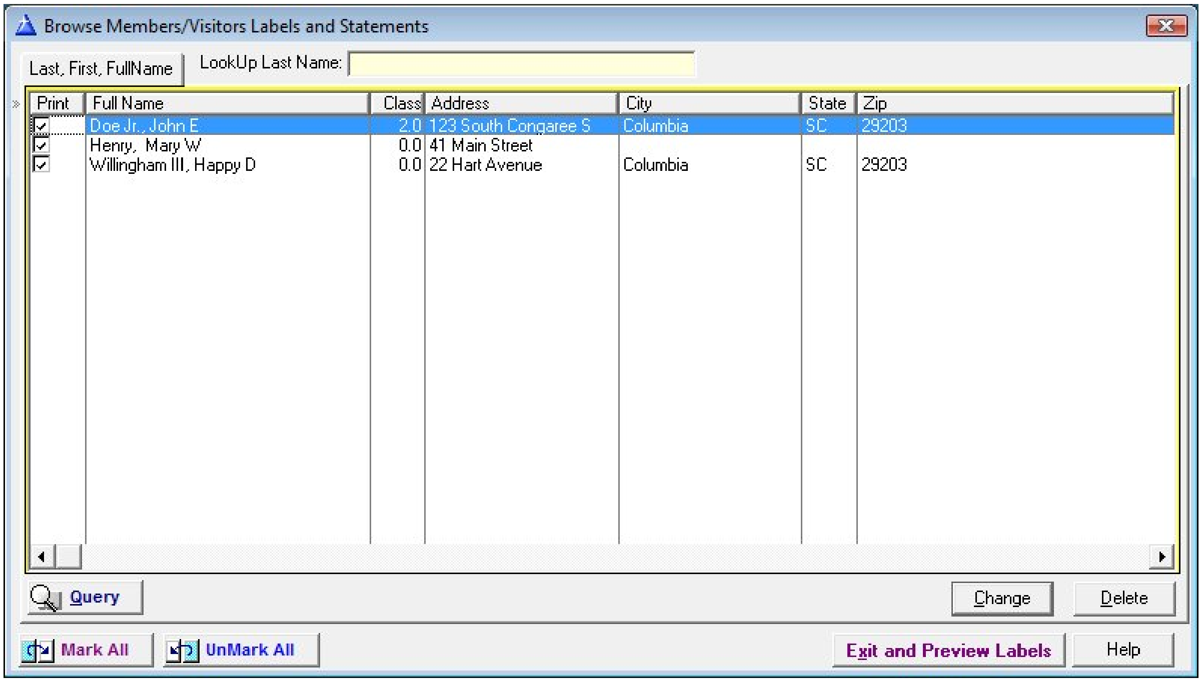
Members/Groups

- Individuals Only
- Groups, Businesses, Couples, non-Individuals
- All - Everybody and group

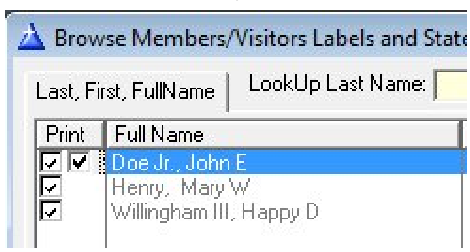
Select a Membership Status Code

- 

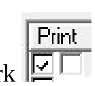
- Click **Process** to continue
- A list of the Membership data extracted will display in the *Browse Members/Visitors Labels and Statements* window

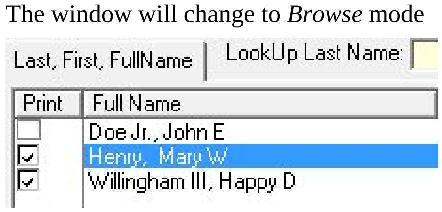


Change Window Option

- HIghlight a membership record
- Click **Change** to check or un-check the membership record
- The window will change to *Edit* mode
- 

- Notice the second check mark 

next to highlighted membership **Doe Jr., John E**
- Uncheck the second check mark 

to remove the membership record from the label to be printed
- Click on any name that is not highlighted to reset the window
- The window will change to *Browse* mode
- 

- Notice the membership **Doe Jr., John E** is now unchecked

Delete Window Option

- HIghlight a membership record
- Click **Delete** to remove the membership record

Other Window Option

- 

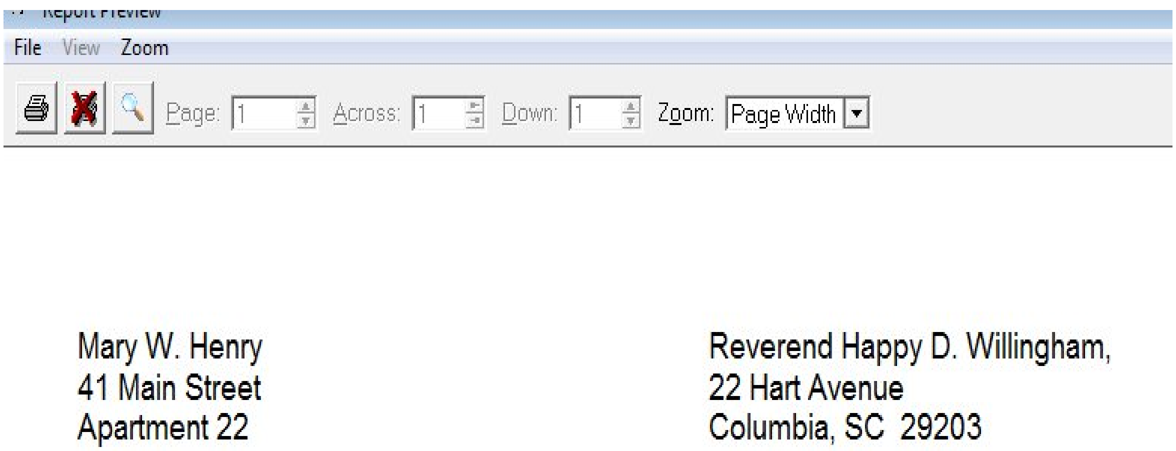
- Mark all membership records
- 

- Un-mark all membership records

Exit and Preview Labels

- 

- Close windows and preview labels



Labels - Birthdays

- Click **Labels** on the Main Menu
- Click **Labels (Birthdays)**

Please select a month!

- Leave the **Month** blank to print all birthdays
- Select a specific month to print membership with birthdays during the selected month

Members' Status

- **Active** - Active Membership only
- **In-Active** - In-Active Membership only
- **All** - Active and In-Active Membership

Gender

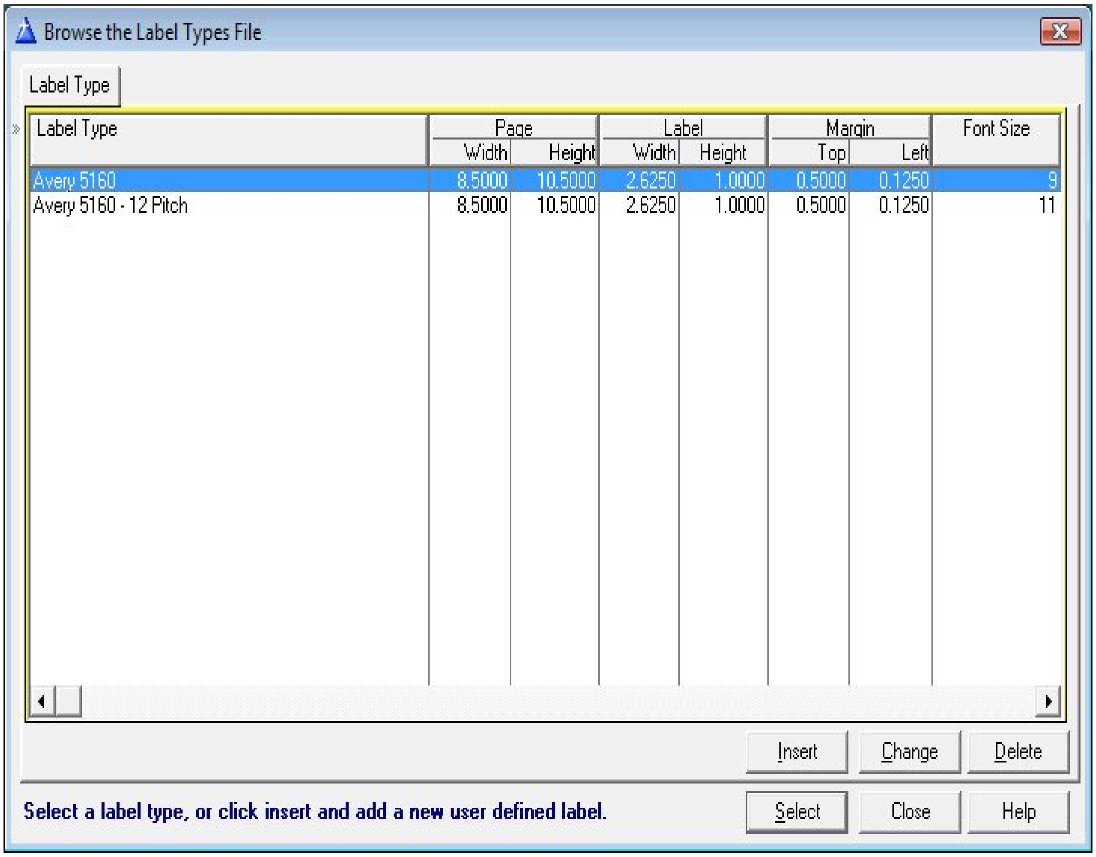
- **All** - male and female membership
- **Male** - male only membership
- **Female** - female only membership

- 

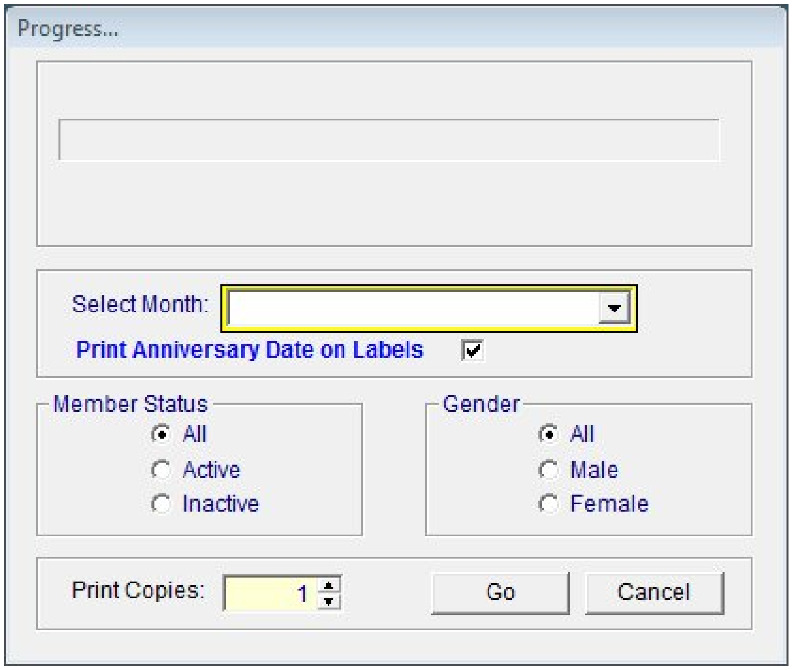
 - print list on labels

Labels - Anniversaries

- Click **Labels** on the Main Menu
- Click **Labels (Anniversaries)**



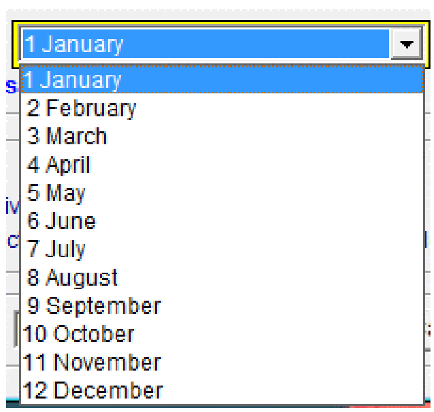
- Highlight and select a Label Type



➢ *Label Options*

Please select a month!

- Select a specific month to print membership with anniversaries during the selected month



-

Members' Status

- Active - Active Membership only
- In-Active - In-Active Membership only
- All - Active and In-Active Membership

Gender

- All - male and female membership
- Male - male only membership
- Female - female only membership

Print Anniversary Date on Labels

- Check this option to print the anniversary dates on the labels

- Click Go to continue
- A list of the Membership with anniversaries for the selected month will display

John E. Doe, Jr. 123 South Congaree St. Apartment 12 Columbia, SC 29203 Anniversary: 1/10	Mary W. Henry 41 Main Street Apartment 22 Anniversary: 1/31

BrowseLabels

ACMS has a module for custom labels. Listed below are 2 sample Avery Labels.

Labels are defined as follows:

Page

- Width
- Height

Label

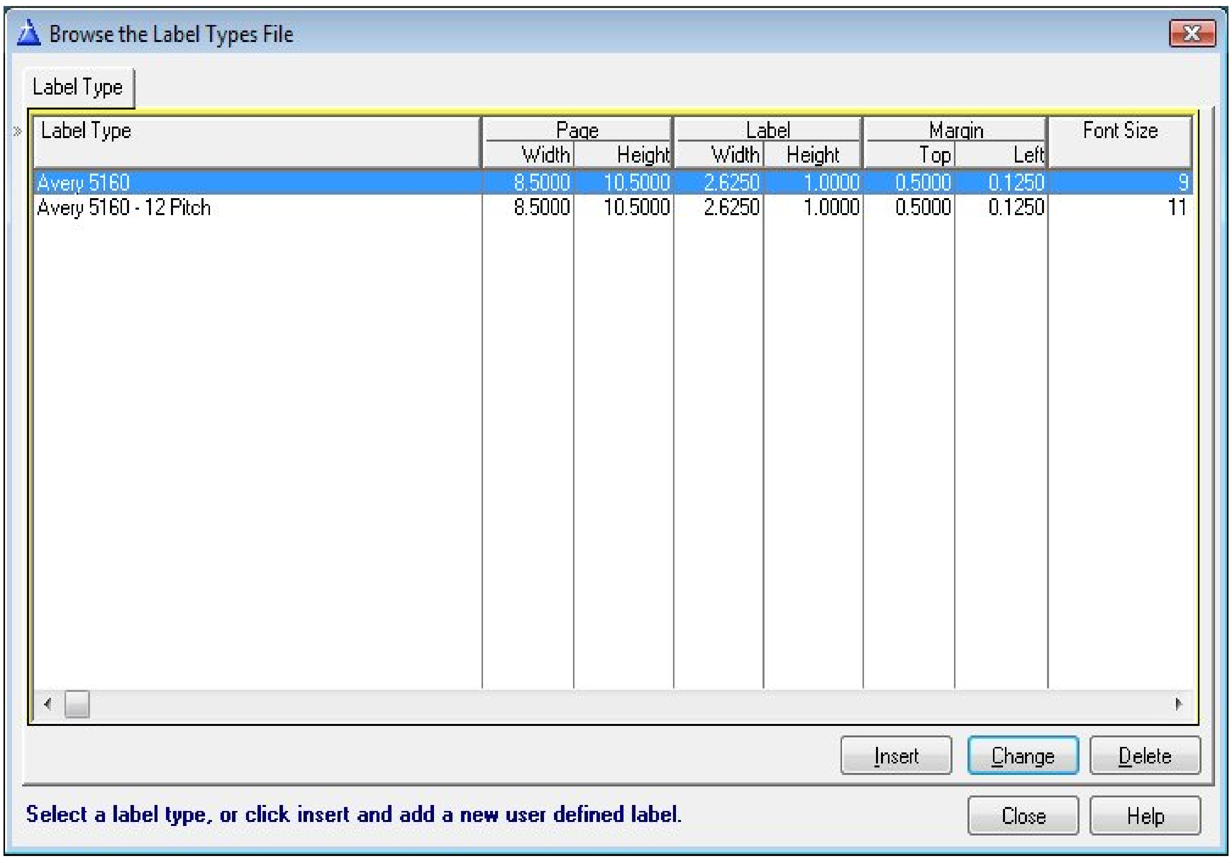
- Width
- Height

Margin

- Width
- Height

Font Size

- Click **Labels** on the Main Menu
- Click **Browse Labels**

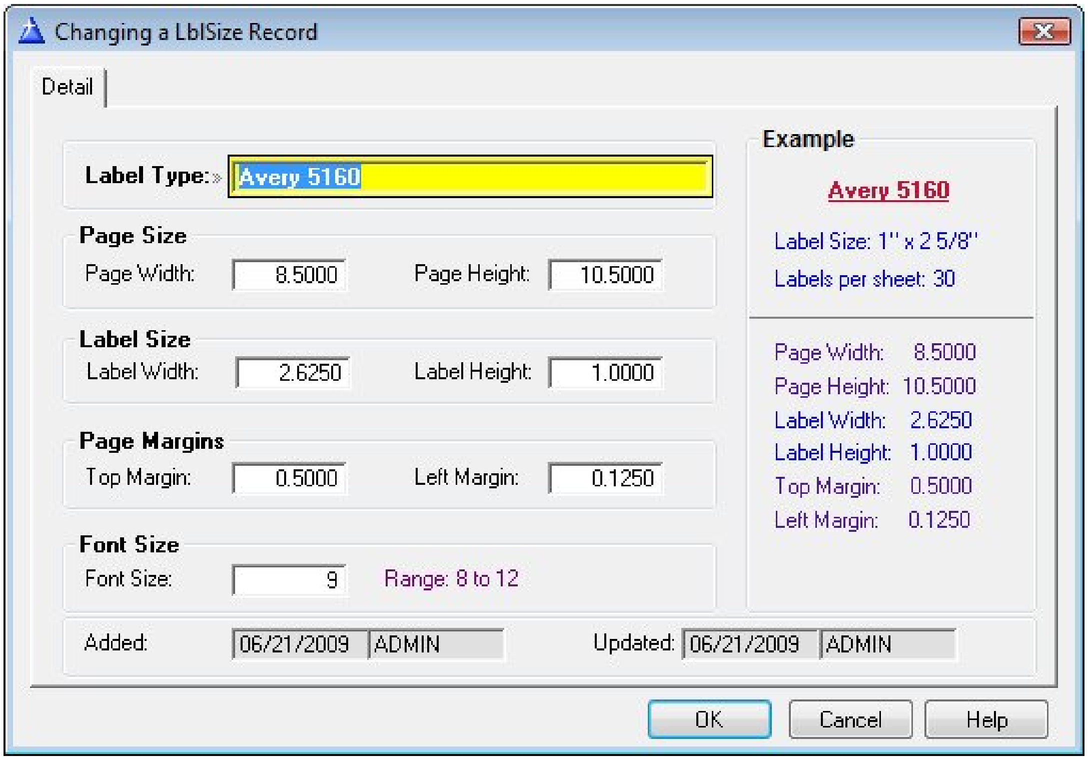


Window Actions

- **Insert** - add a new record
- **Change** - update the highlighted record
- **Delete** - remove the highlighted record
- **Help** - open ACMS help for this window
- **Close** - exit Browse window

Add/Update Label

- On the *Browse the Label Types* window, click Insert or Change



- Label Type - name of the custom label

Page Size

- Page Width - measured in inches
- Page Height - measured in inches

Label Size

- Label Width - measured in inches
- Label Height - measured in inches

Page Margins

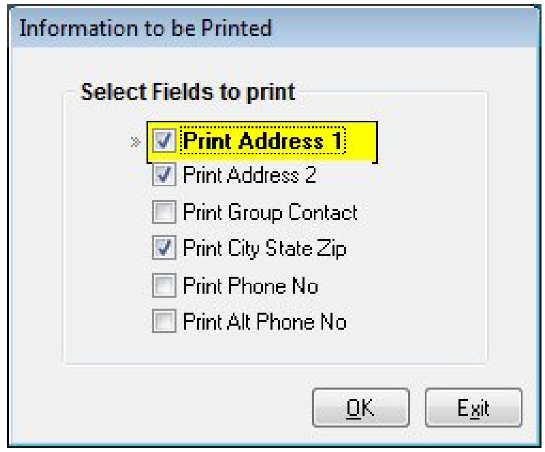
- Top Margin - measured in inches
- Left Margin - measured in inches

Font Size

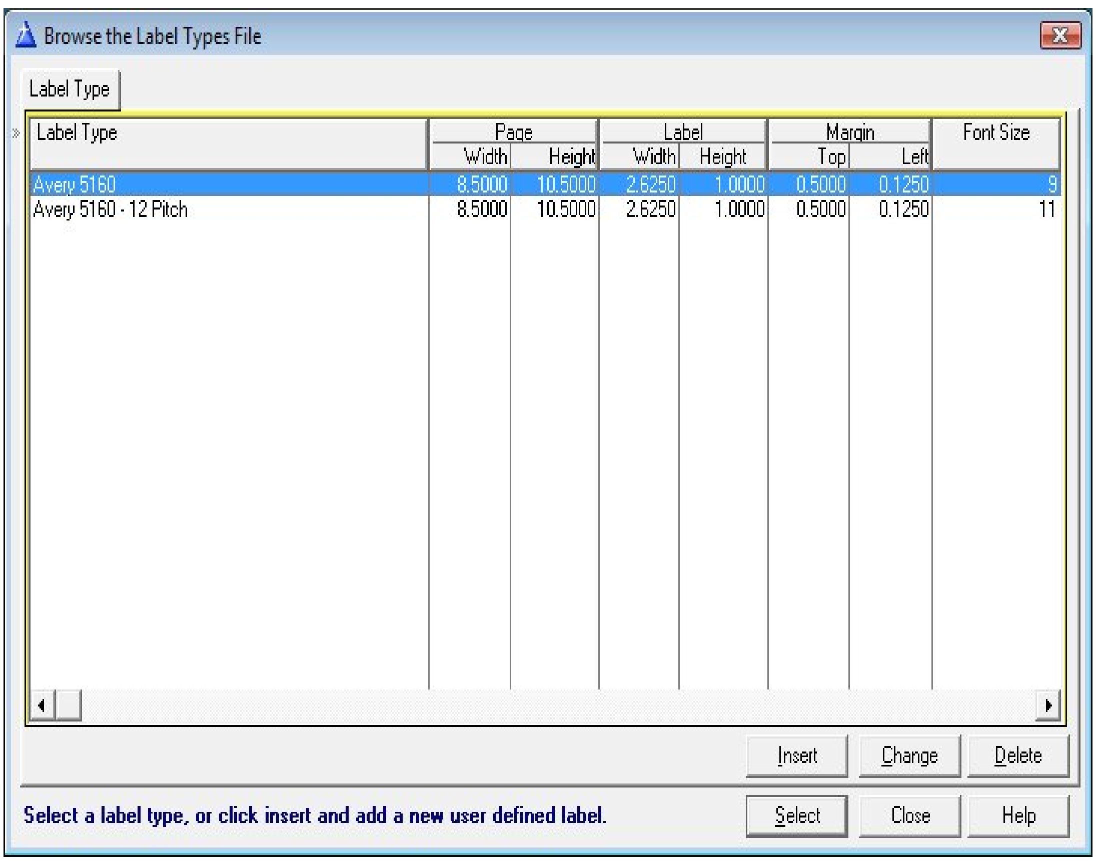
- Font Size - range 8 - 12

Labels with Selected Fields

- Click **Labels** on the Main Menu
- Click **Labels with Selected Fields**



- Select Label Type



- Highlight and select a Label Type

➢ *Label Options*

Membership Filter

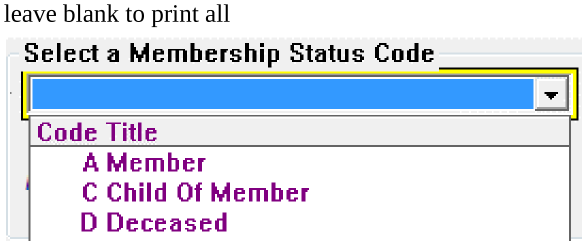
- Active - Active Membership only
- In-Active - In-Active Membership only
- All - Active and In-Active Membership

Members/Groups' Status

- Individuals only - Include individuals only
- Groups, Businesses, etc. - Include non-individuals only
- All - Include individuals and non-individuals

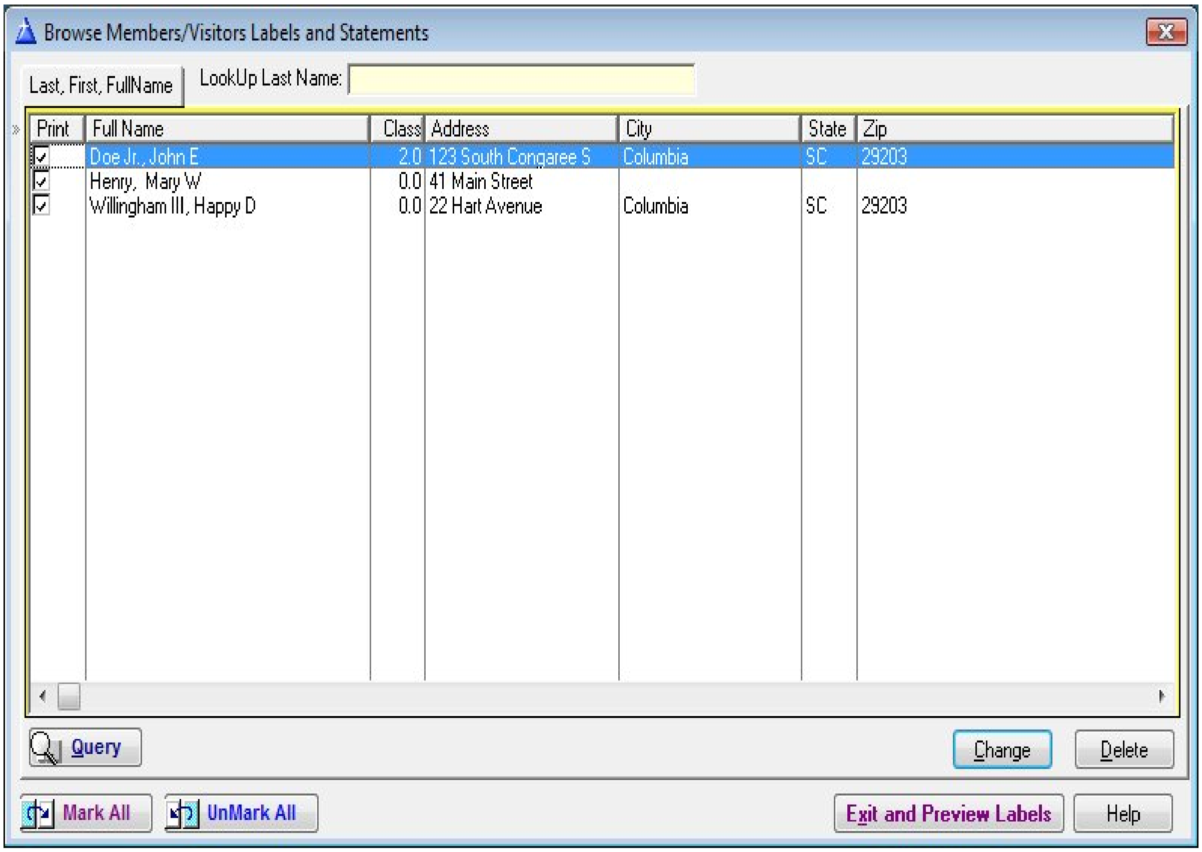
Select a Membership Status Code

- Select a Membership Status Code to print a specific membership group or leave blank to print all

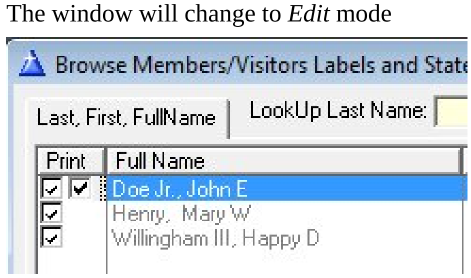


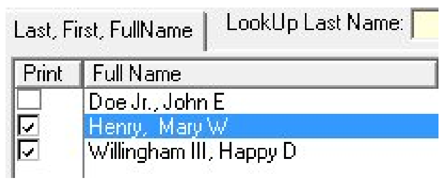
-

- Click **Process** to continue
- A list of the Membership data extracted will display in the *Browse Members/Visitors Labels and Statements* window



Change Window Option

- HIghlight a membership record
- Click **Change** to check or un-check the membership record
- The window will change to *Edit* mode
- 

- Notice the second check mark next to highlighted membership **Doe Jr., John E**
- Uncheck the second check mark to remove the membership record from the label to be printed
- Click on any name that is not highlighted to reset the window
- The window will change to *Browse* mode
- 

- Notice the membership **Doe Jr., John E** is now unchecked

Delete Window Option

- HIghlight a membership record
- Click **Delete** to remove the membership record

Other Window Option

- **Mark All** - Mark all membership records
- **UnMark All** - Un-mark all membership records

Exit and Preview Labels

Exit and Preview Labels - Close windows and preview labels

John E. Doe, Jr.
123 South Congaree St.
Apartment 12
Columbia, SC 29203

Mary W. Henry
41 Main Street
Apartment 22

-

CHAPTER 22

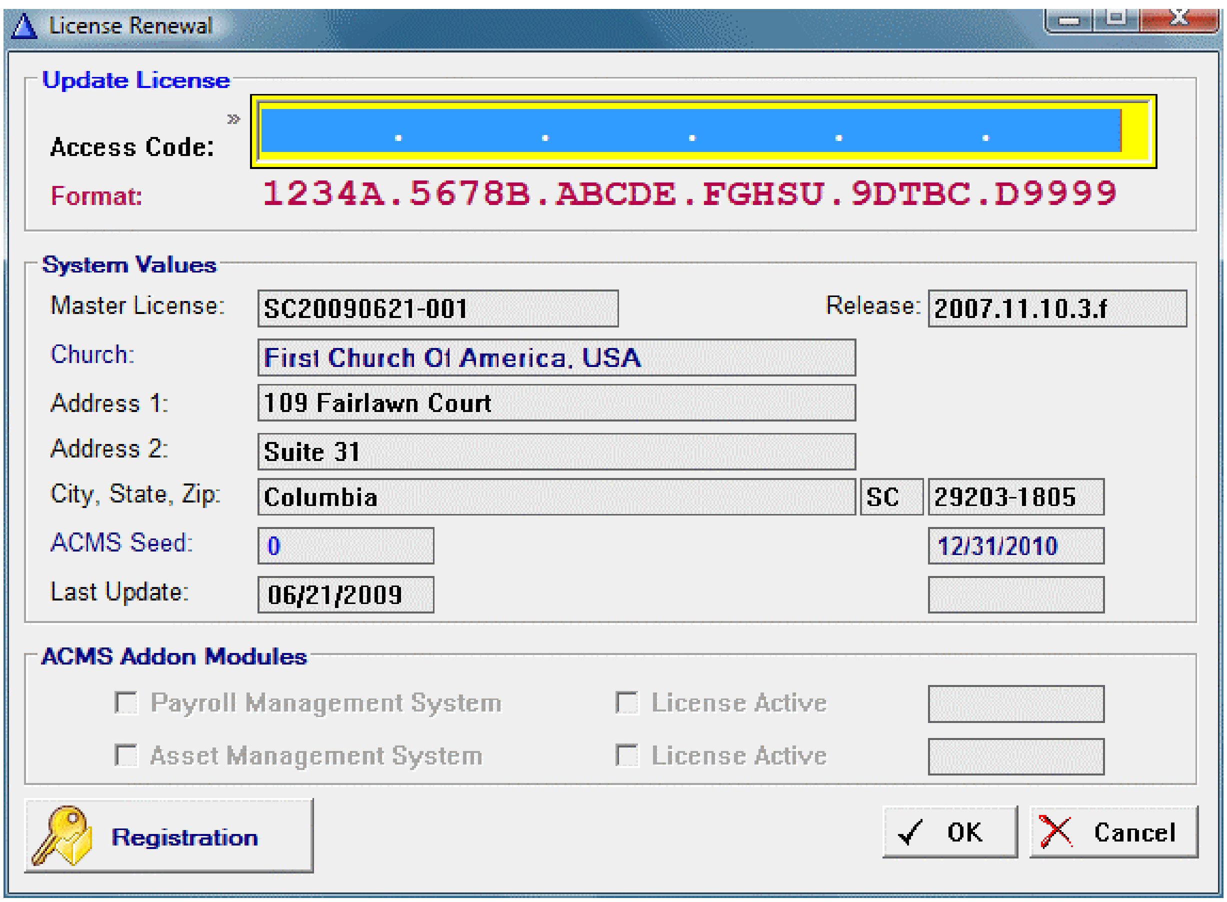
Utilities

In This Chapter

License Update

The License Update module is used if your ACMS for Windows license has expired. An Access Code can be mailed to the customer or a technician is able to assist with reactivation via a telephone support call.

- Click **Utilities** on the ACMS menu
- Click **License Update**

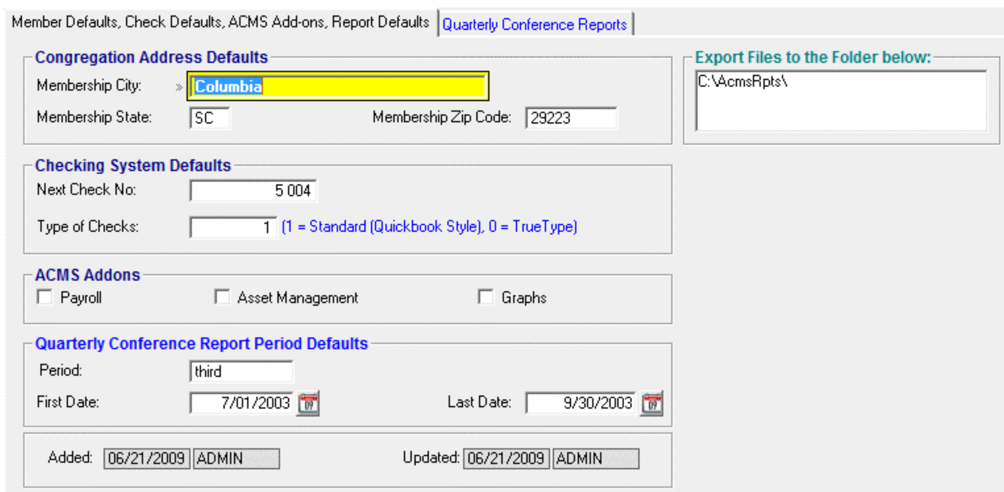


- **Access Code -** enter update ACMS License Access code supplied the Technician or listed on the document received from T & Consulting
- **Registration -** print ACMS Registration Form
- **OK -** save changes and exit
- **Cancel -** exit without saving changes

System Defaults

System Defaults

Member and Check Defaults



Congregation Address Defaults

- Membership City - default for membership
- Membership State - default for membership
- Membership Zip Code - default for membership

Exported Files to the Folder Below

- Exported files are stored in this folder

Checking System Defaults

- Next Check No. - next check number
- Type of Checks - this should ALWAYS be set to 1

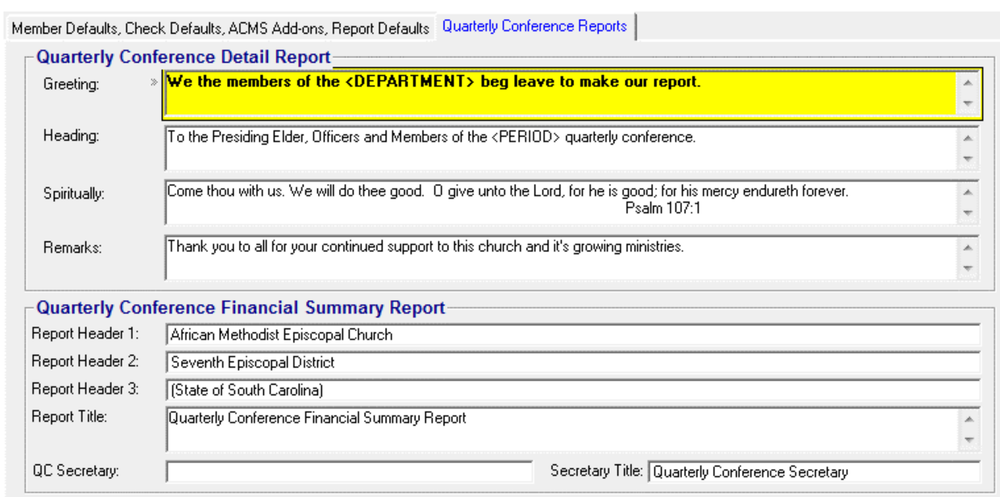
ACMS Addons

- Payroll
- Asset Management
- Graphs

Quarterly Conference Report Period Defaults

- Period
- First Date
- Last Date

Quarterly Conference Reports



Quarterly Conference Detail Report

- Greeting
- Heading
- Spiritually
- Remarks

Quarterly Conference Financial Summary Report

- Report Header 1
- Report Header 2
- Report Header 3
- Report Title
- QC Secretary - Quarterly Conference Secretary
- Secretary Title - Official Conference Title

Glossary of Terms

A

ACMS for Windows

ACMS for Windows is the total solution software suite of the Automated Church Management System designed, developed and distributed by T & S Consulting, LLC.

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