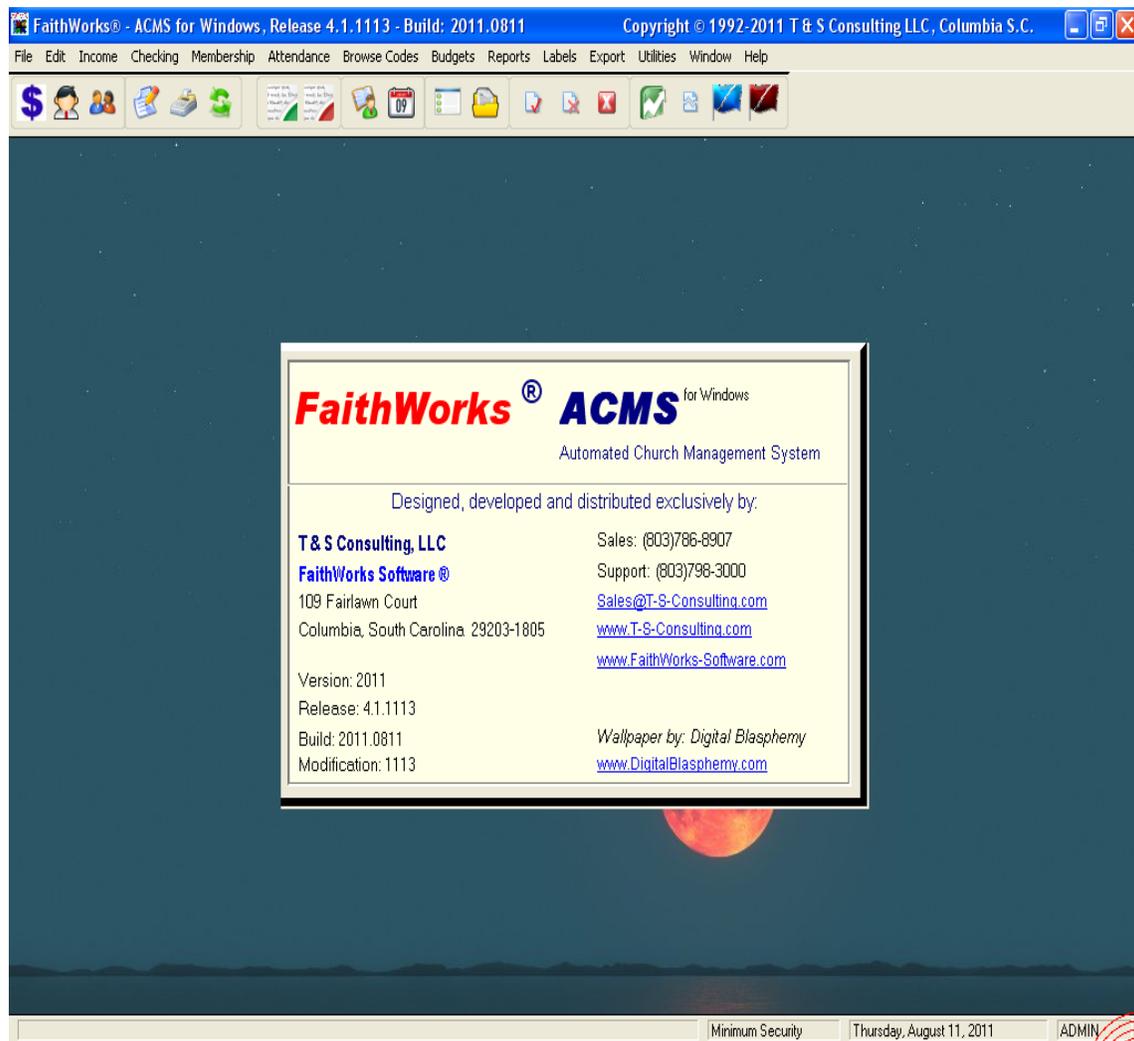


FaithWorks® Automated Church Management System

# ACMS for Windows

Version 5

Developed by T&S Documentation Team



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# Introduction

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## 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.

<u>Formatting convention</u>	<u>Type of Information</u>
Triangular Bullet(➤)	Step-by-step procedures. You can follow these instructions to complete a specific task.
<b>Special Bold</b>	Items you must select, such as menu options, command buttons, or items in a list.
<i>Emphasis</i>	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

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

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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.
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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.
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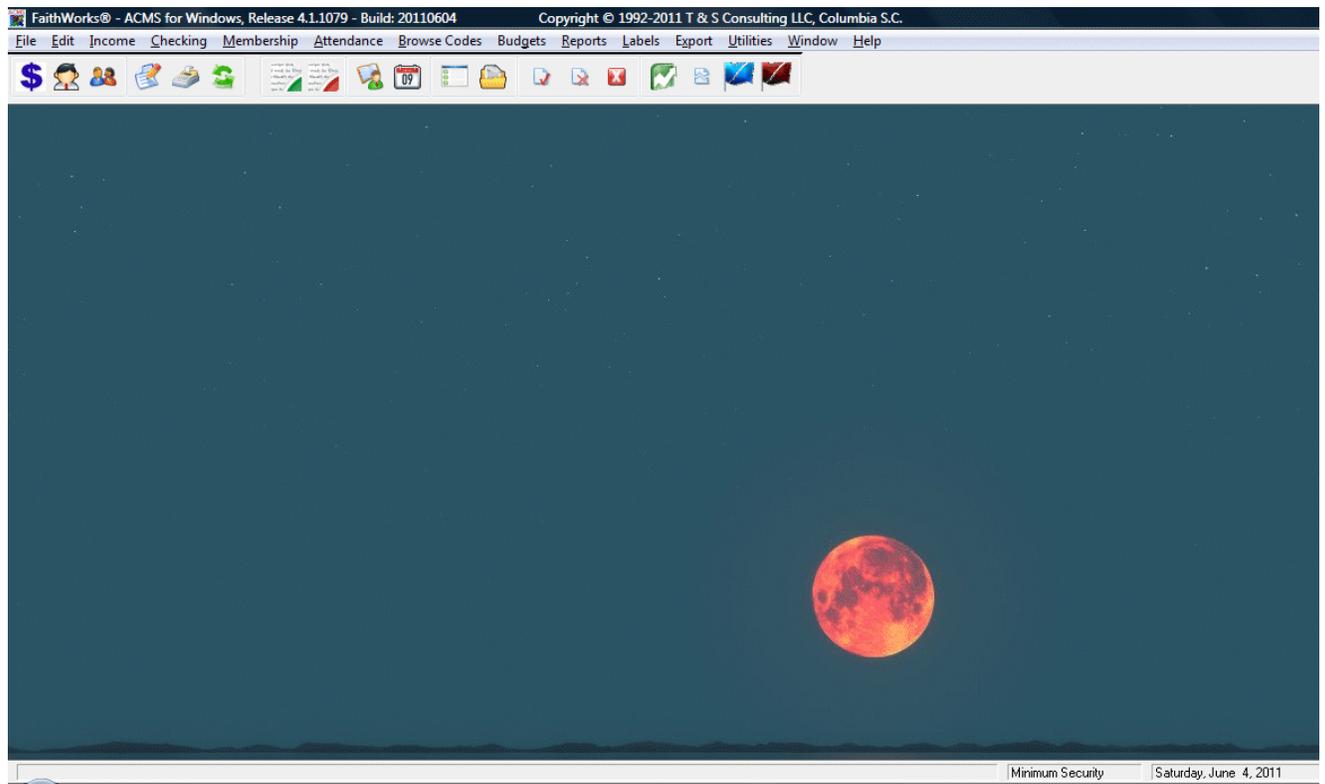
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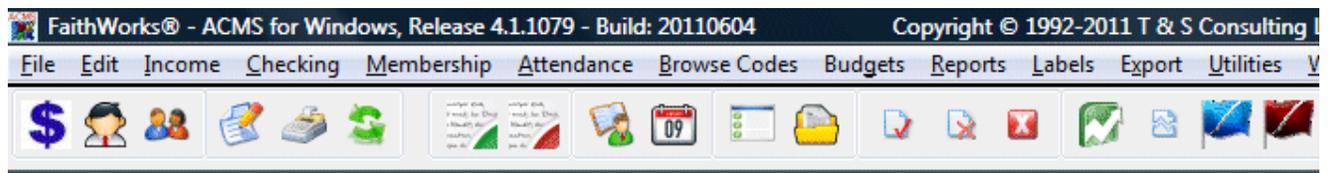
## CHAPTER 2

# Getting Started

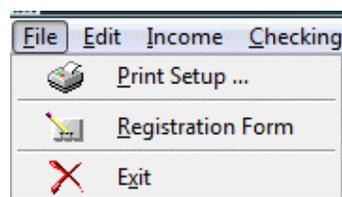
➤ *ACMS for Windows - Automated Church Management System*



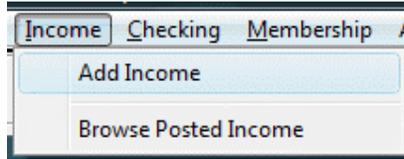
## ACMS Main Menu



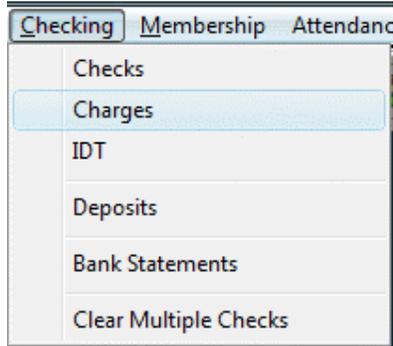
- File



- Income



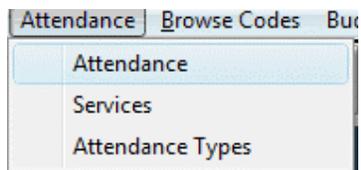
- Checking



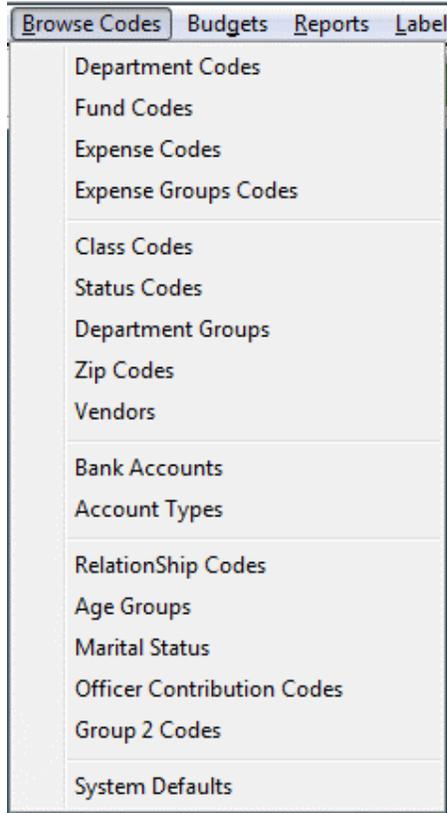
- Membership



- Attendance



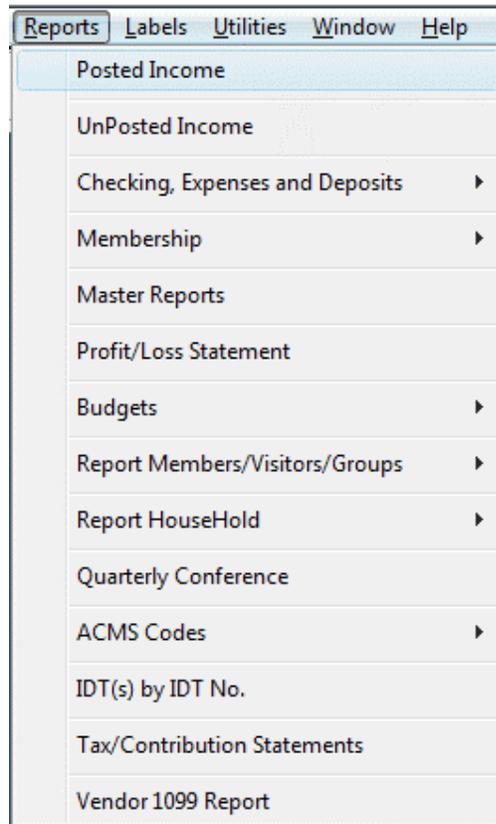
- Browse Codes



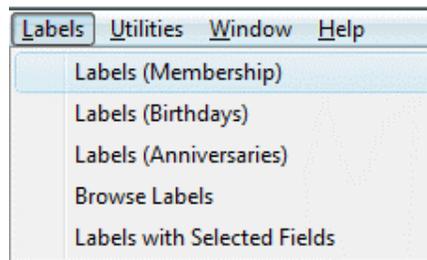
- Budgets



- Reports



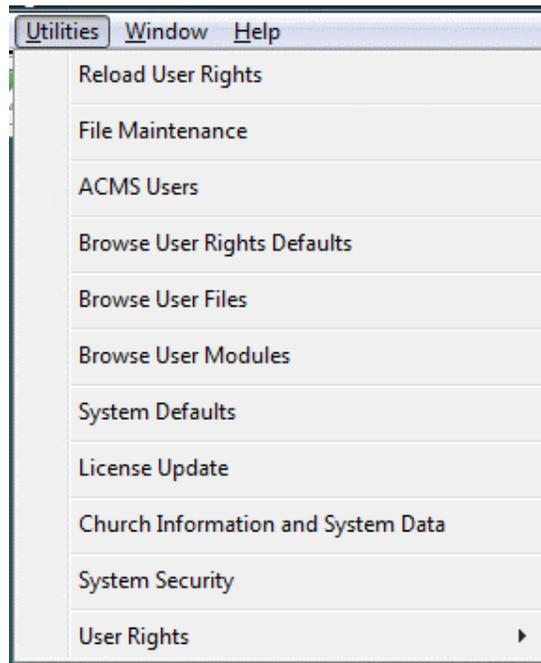
- Labels



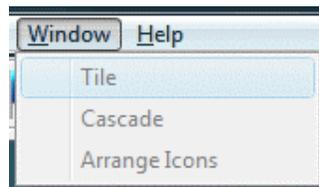
- Exports



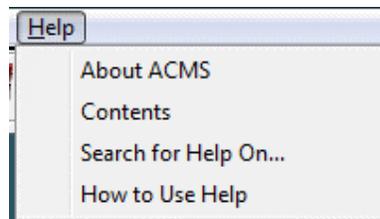
- Utilities



- 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**

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## 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  T & S Consulting
- Click the ACMS for Windows icon  ACMS for Windows
- The *ACMS for Windows Login* window will open

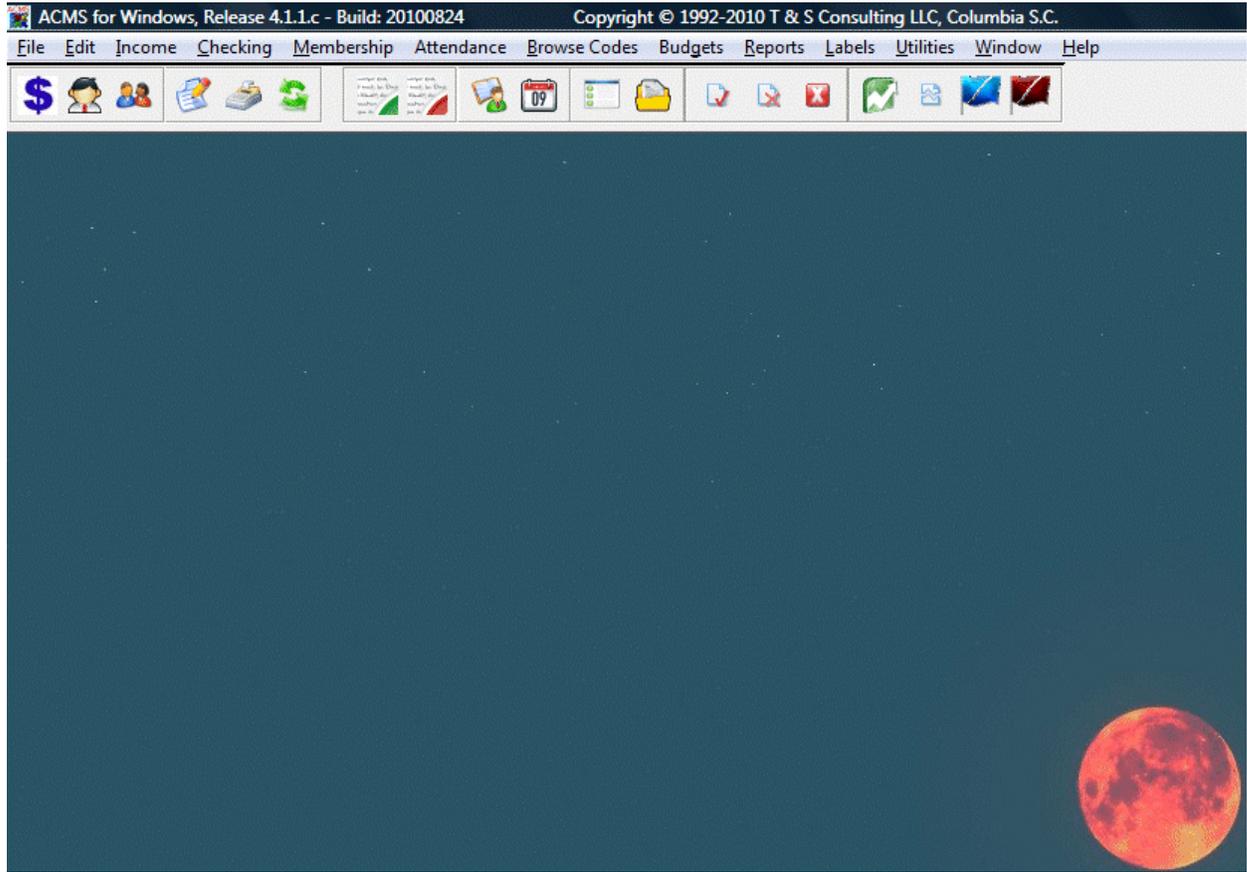
---

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

---



- Click OK





## Church Information

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

System Data Will Be Changed

Detail

**ACMS License Information**

License Number: SC20090621-001      Anniversary: 12/31/2010      Seed: 0       Payroll     Assets     Graphs

ACMS Version: 2007.11.10.3.f      Updated: 06/21/2009      Updated By:

**Church Information**

Church: First Church Of America, USA      Church Phone: (803)555-1212      Church Fax: (803)555-1213

Address 1: 109 Fairlawn Court      Address 2: Suite 31

City, State, Zip: Columbia SC 29203-1805

Church Email: Pastor@FirstChurchUSA.org      Church Website: www.FirstChurchUSA.org

**Bishop, Elder Information**

Bishop: Reverend John E. Rightfellow      Episcopal District: 7th

Elder: Reverend Bettie Keeper      Elder District: Columbia

Elder Address: 12 Summer Drive      Elder Title: Senior Elder

City, State, Zip: Columbia SC 29203-1234      Elder Phone: (803)555-1211      Elder Cell: (803)555-2121

**Pastor Information**

Pastor: Reverend Better Doright      Title: Pastor

Address: 321 Heaven Highway      Pastor Phone: (803)555-4545      Pastor Cell: (803)555-6988

City, State, Zip: Columbia SC 29203-8777      Pastor Email: BetterDoright@FirstChurchUSA.org

**Current Transactions Month**

January     April     July     October

February     May     August     November

March     June     September     December

**Fiscal Year Month End**

January     April     July     October

February     May     August     November

March     June     September     December

OK Cancel Help

---

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)*

---

Current Transactions Month

<input type="radio"/> January	<input type="radio"/> April	<input type="radio"/> July	<input checked="" type="radio"/> October
<input type="radio"/> February	<input type="radio"/> May	<input type="radio"/> August	<input type="radio"/> November
<input type="radio"/> March	<input type="radio"/> June	<input type="radio"/> September	<input type="radio"/> December

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

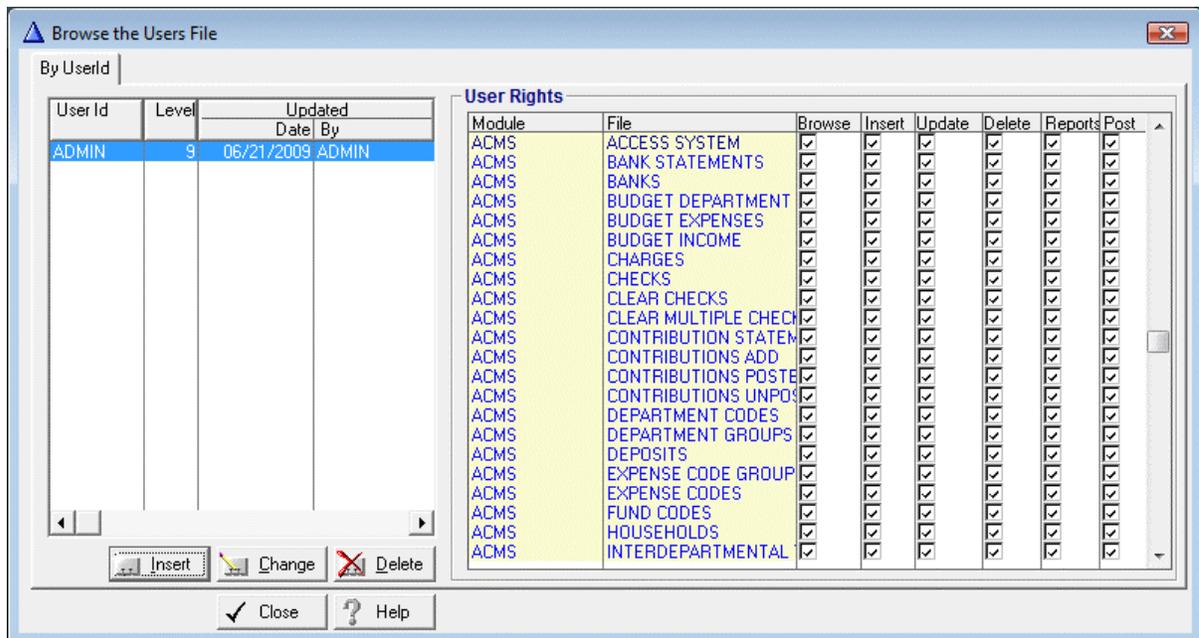
Fiscal Year Month End

January     April     July     October  
 February     May     August     November  
 March     June     September     December

# 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

**Record Will Be Added**

ACMS User Profile

User Id:  Password:  Security Level:  Range 1 - 9 (1 = lowest, 9 = highest)

Added:  Added By:  Updated:  Updated By:

**User Rights**

Name Of Module	Name Of File	User Rights to Records						Updated	
		Browse	Insert	Update	Delete	Reports	Post	Date	By
ACMS	ACCESS SYSTEM	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	BANK STATEMENTS	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	BANKS	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	BUDGET DEPARTMENT	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	BUDGET EXPENSES	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	BUDGET INCOME	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	CHARGES	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	CHECKS	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	CLEAR CHECKS	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	CLEAR MULTIPLE CHECKS	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	CONTRIBUTION STATEMENTS	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	CONTRIBUTIONS ADD	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	CONTRIBUTIONS POSTED	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					
ACMS	CONTRIBUTIONS UNPOSTED	<input checked="" type="checkbox"/>	10/03/2010	ADMIN					

- 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

-  - 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:

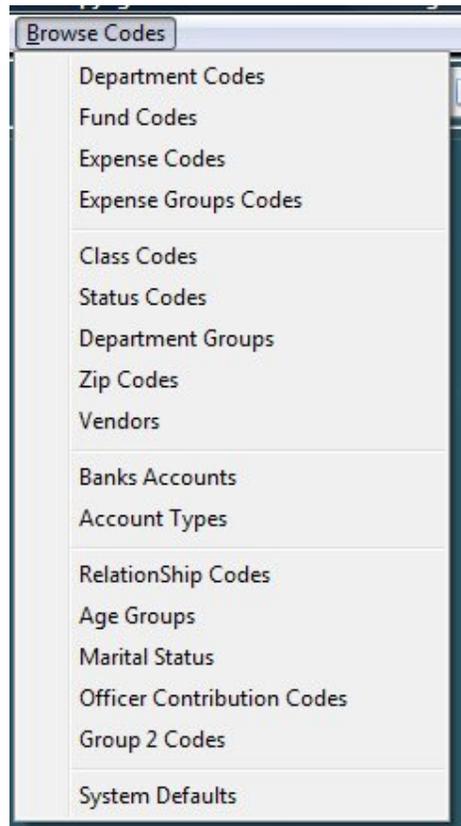
- Income
- Checking (Expenditures, Bank Reconciliation & Deposits)
- Membership
- Browse Codes (Reference Data)
- Budgets
- Attendance
- Reports
- Utilities
- User Rights

---

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

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

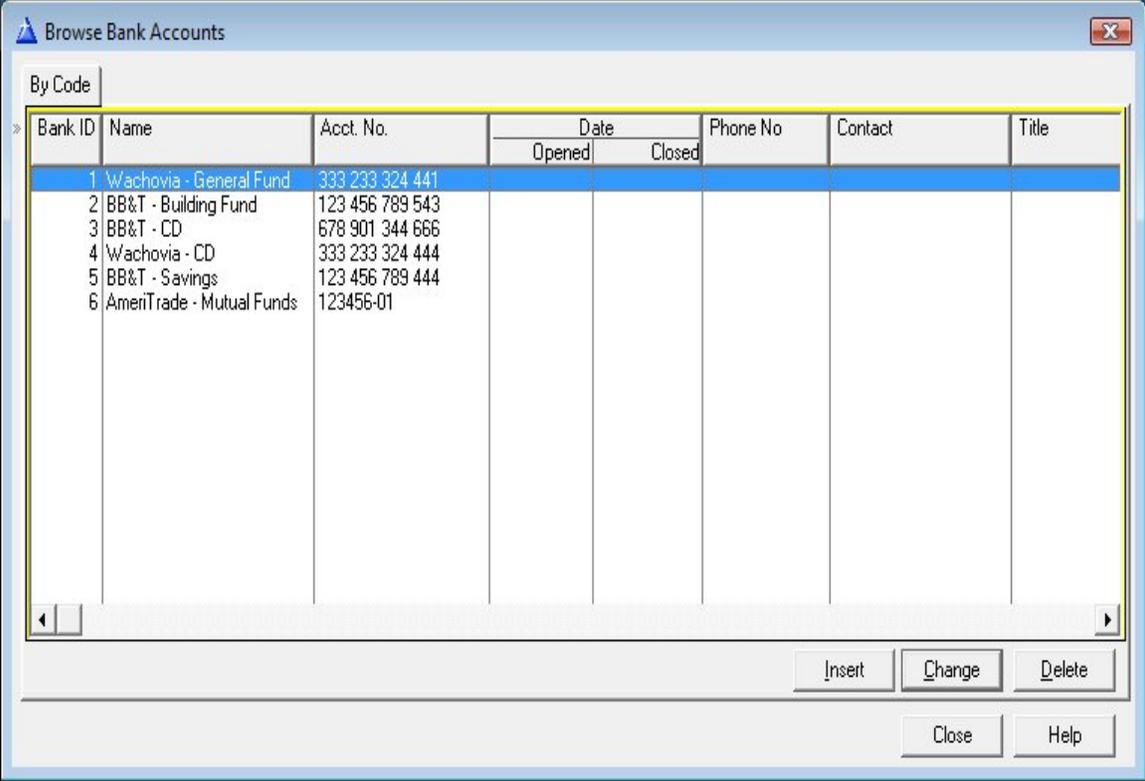
Class Codes	Congregation Class (Deacon, Ward or Tribe for Baptist) (Steward for A.M.E.)	1 – Deacon 1 2 – Deacon 2 3 – Deacon 3
Marital Status	Congregation Marital Codes	S – Single D - Divorced M – Married W – Widow X – Separated

### In This Chapter

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## Bank Accounts

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



The screenshot shows a window titled "Browse Bank Accounts" with a "By Code" tab selected. The window contains a table with the following data:

Bank ID	Name	Acct. No.	Date		Phone No	Contact	Title
			Opened	Closed			
1	Wachovia - General Fund	333 233 324 441					
2	BB&T - Building Fund	123 456 789 543					
3	BB&T - CD	678 901 344 666					
4	Wachovia - CD	333 233 324 444					
5	BB&T - Savings	123 456 789 444					
6	AmeriTrade - Mutual Funds	123456-01					

At the bottom of the window, there are five buttons: "Insert", "Change", "Delete", "Close", and "Help".

### 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

The screenshot shows a dialog box titled "Adding a Bank Account Record". The dialog has a tabbed interface with "Bank Account" selected. The "Departments assigned to this Bank Account" tab is active. The form contains the following fields and values:

- Code: 2
- Account No.: 123456789
- Account Type: 1 (Checking)
- Name: BB&T - Building Fund (highlighted in yellow)
- Date Opened: (empty)
- Date Closed: (empty)
- Contact: (empty)
- Title: (empty)
- Phone No.: (000)000-0000
- Fax No.: (000)000-0000
- Address 1: (empty)
- Address 2: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- Added: 06/21/2009 ADMIN
- Updated: 06/21/2009 ADMIN

At the bottom of the dialog are three buttons: OK, Cancel, and Help.

#### 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

Browse Department Codes

Department Codes | Department Names

Department		Bank		Department Group	Officer 1
Code	Name	Code	Name		
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	

Print

Insert Change Delete

Close Help

### 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

**Changing a Department Code**

Detail | Tithes/Income

**Department Information**

Dept. Code: 100 Dept. Name: Church Operations  
 Dept. Group: 100 Group Name: Church Administration

**Bank Information**

Bank: 1 Name: Wachovia - General Fund Opened:   
 Acct. No.: 333 233 324 441 Phone No:   
 Officer 1: Officer 1 Title:   
 Officer 2: Officer 2 Title:   
 Officer 3: Officer 3 Title:   
 Officer 4: Officer 4 Title:

Added: 06/21/2009 ADMIN Updated: 06/21/2009 ADMIN

OK Cancel Help

#### 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

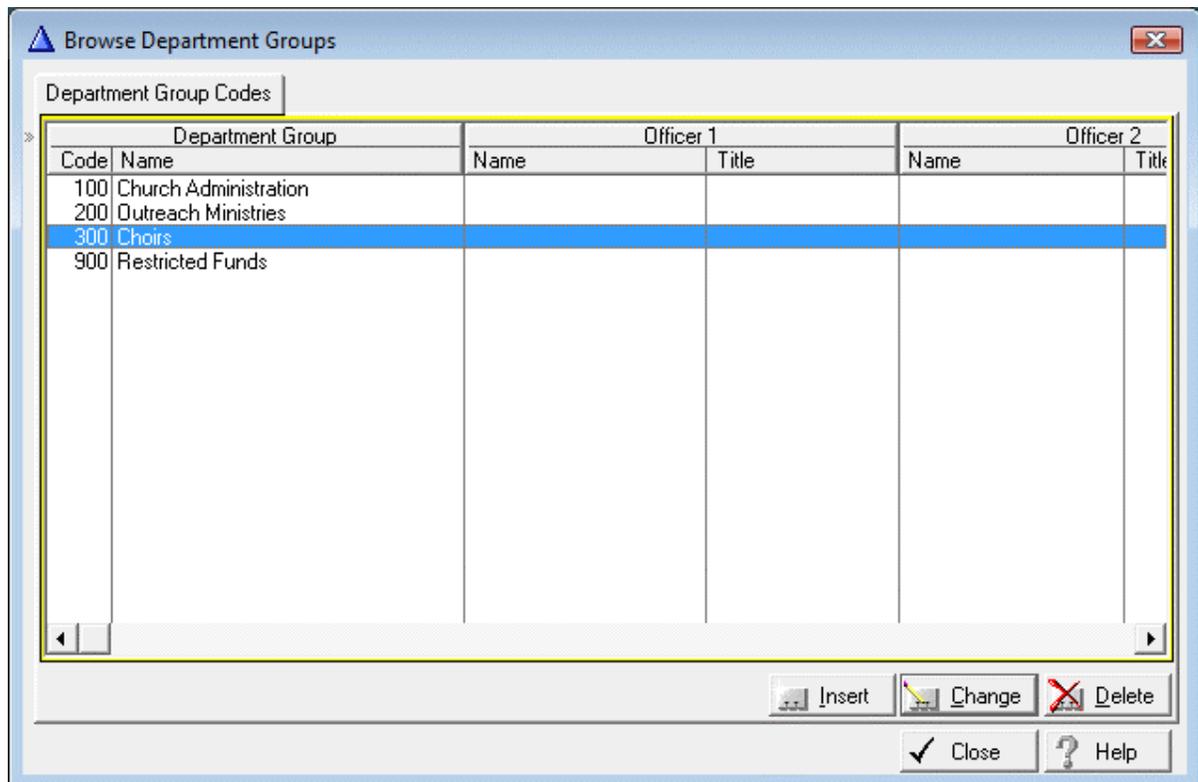
#### Window Actions

- 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

Browse Fund Codes

Code	Title	Not a Donation
100	Tithes	<input type="checkbox"/>
101	Offerings	<input type="checkbox"/>
110	Love Offering	<input type="checkbox"/>
150	Building Fund Donations	<input type="checkbox"/>
200	Sunday School Offerings	<input type="checkbox"/>
300	Missions Offerings	<input type="checkbox"/>
400	Women's Day	<input type="checkbox"/>
410	Men's Day	<input type="checkbox"/>
500	Youth Activities	<input type="checkbox"/>
600	Church Anniversary	<input type="checkbox"/>
800	Tape Sales	<input type="checkbox"/>
900	Scholarship	<input type="checkbox"/>
2000	Memorials	<input type="checkbox"/>
8000	Interest	<input type="checkbox"/>
8001	Returned Check	<input type="checkbox"/>
8002	Returned Check Fee	<input type="checkbox"/>
9000	IDT-InterDepartmental Transfer	<input type="checkbox"/>

Insert Change Delete

Print Close Help

### 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

Changing a Fund Code

Fund Code Detail

Code: 100

Title: Tithes

This Fund is NOT a Donation

Added: 06/21/200 Added By: ADMIN

Updated: 06/21/200 Updated By: ADMIN

OK Cancel Help

#### Tabs

---

- Fund Code Detail - General information

#### Window Option

---

- [This Fund is NOT a Donation](#)  - 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

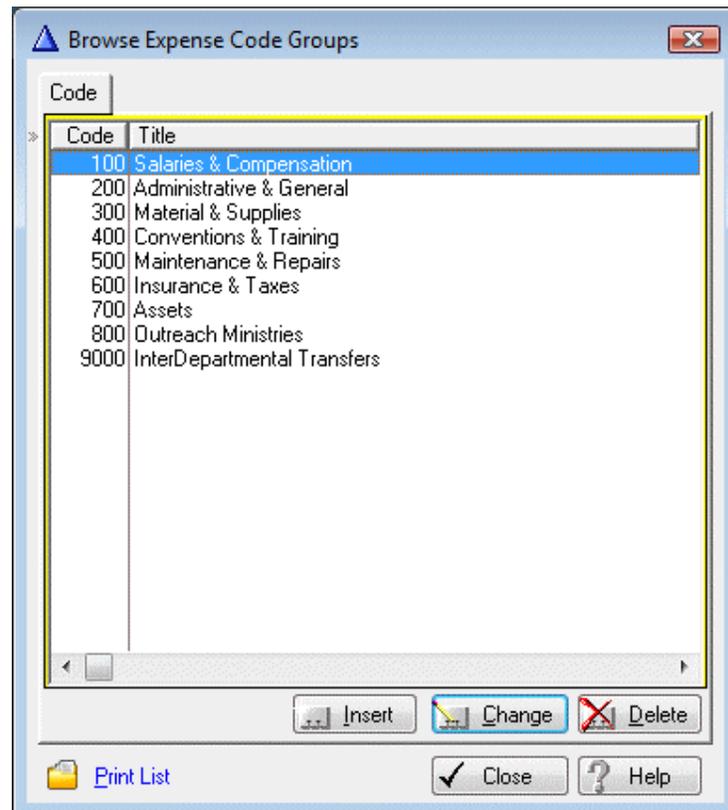
#### Window Actions

---

- 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 Group Detail

Expense Group Detail

Code: 100 Title: Salaries & Compensation

Added: 06/21/2009 ADMIN Updated: 06/21/2009 ADMIN

Expense Codes

Group	Code	Title
100	101	Pastor's Salary
100	102	Pastor's Housing
100	103	Pastor's Medical Insurance
100	104	Pastor's Retirement
100	105	Pastor's Travel
100	130	Custodian
100	140	Secretary
100	141	Church Clerk
100	145	Organist
100	146	Pianist
100	150	Federal Taxes
100	151	State Taxes

Insert Change Delete

OK Cancel Help

---

**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

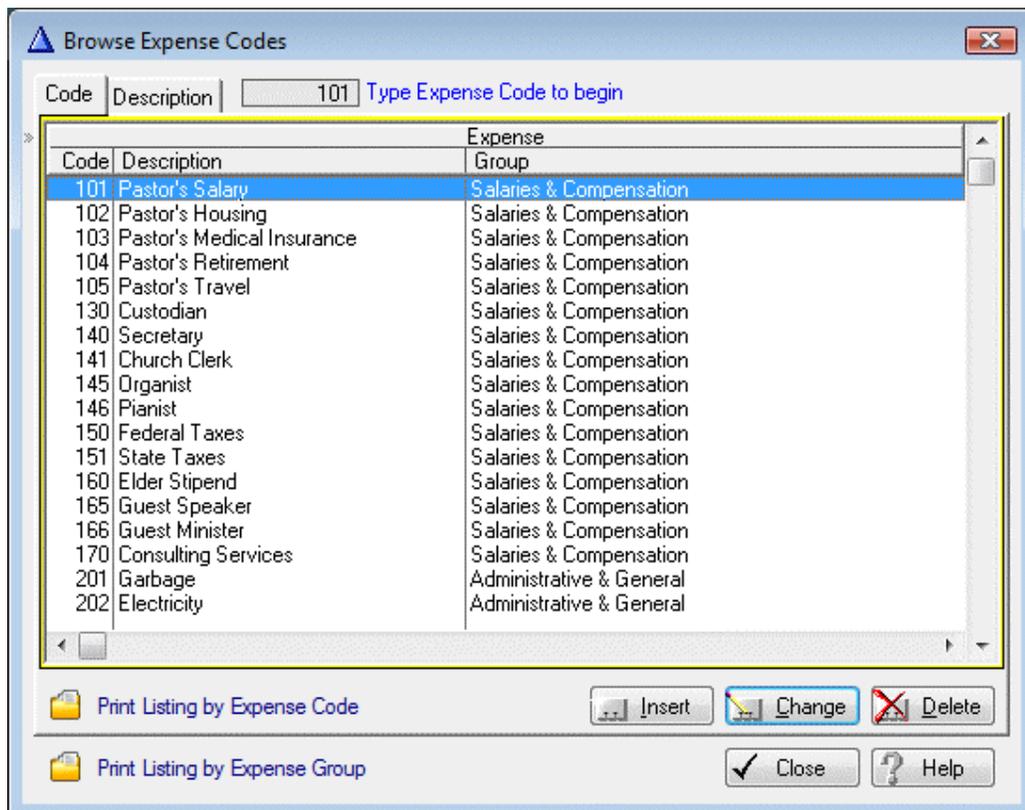
**Window Actions**


---

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

## Expense Codes

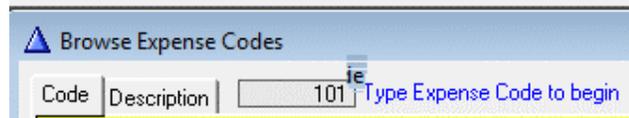
- Click Browse Codes on the ACMS menu
- Click Expense Codes



### 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

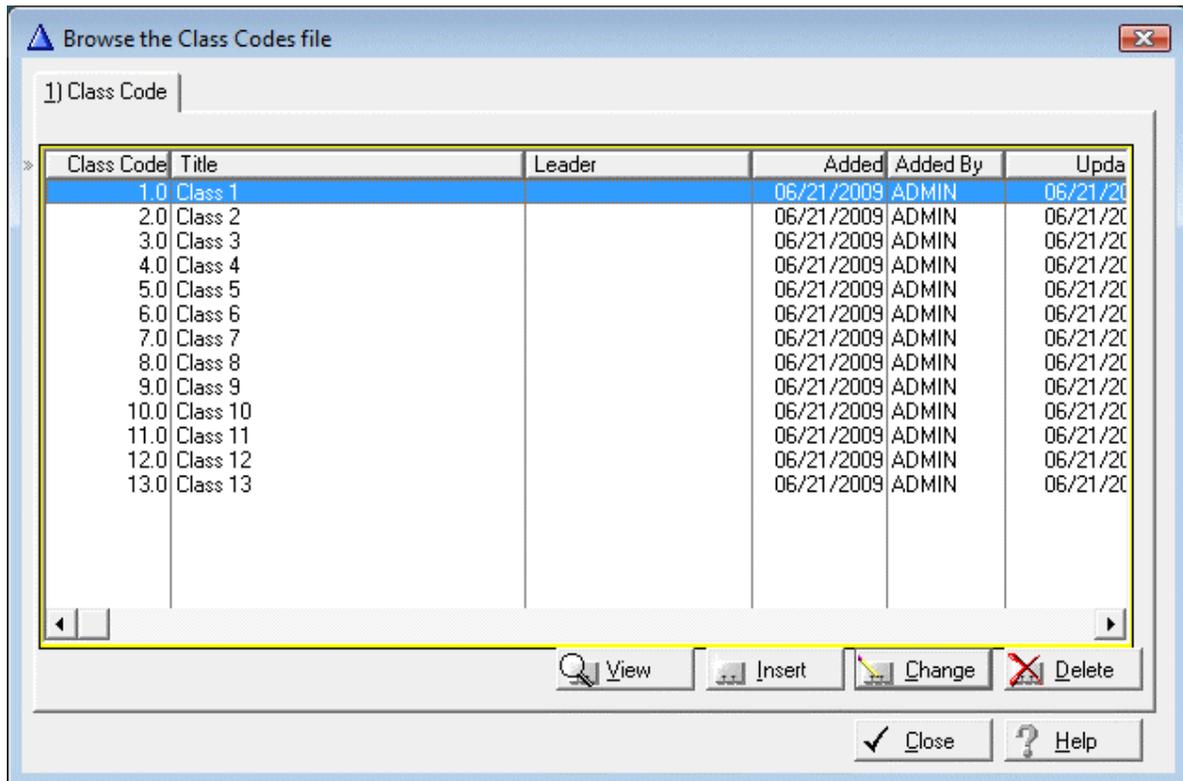
- Exp Code - 1-4 digit code
- Title - Description of the Expense Code
- Group Code - 1-4 digit code

#### 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

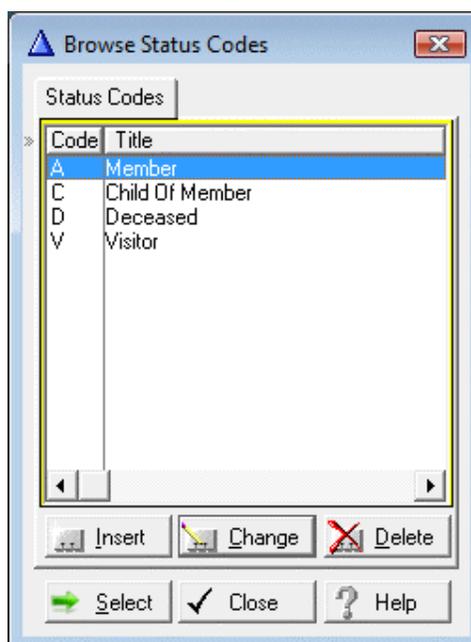
## Status

---

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**



---

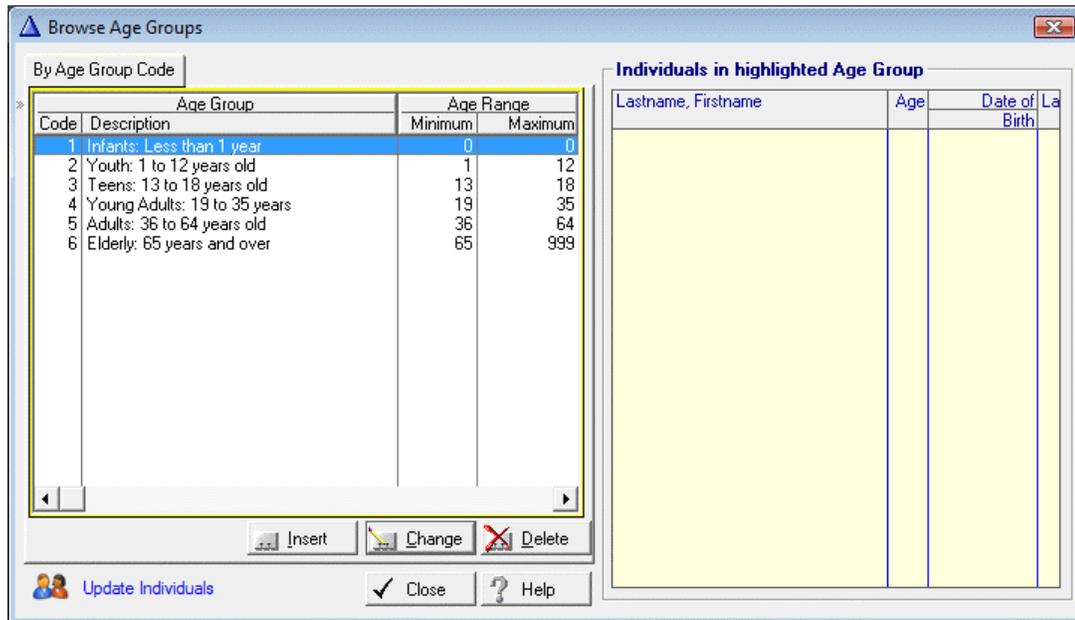
### Window Actions

- **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

---

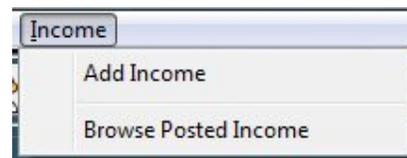
## Income/Contributions

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)  
<http://www.T-S-Consulting.com/HelpOnline/ACMS - Adding Contributions.html>"

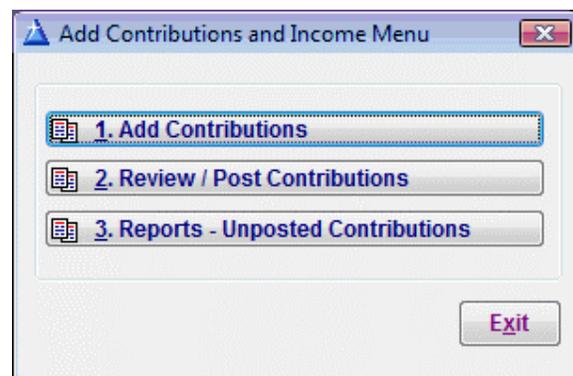
Income should include:

- 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

Add Current Income

**Member/Visitor/Group Information**

**Id No.:**

To add contributions for a person or group, click on the lookup button above or type their Id. No.

Name:

Address:

City, State, Zip:

Class:

Received	Fund		Amount	Department		Bank
	Code	Title		Code	Title	

**Total Contribution:**

To add contributions for another person or group, click on the lookup button above or type their Id. No. in the Member, Visitor, Group Information section above.

### 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

Adding Contributions/Income - Select a Member/Visitor/Couple/Group/Business

Last, First, FullName | Id, No. |

Type Individual's Last Name to begin search!

Id No.	Last, Firstname	Class	Address Information			
			Address	City	State	Zip Code
7	InterDepartmental Transfer	0.0				
5	Public Offering	1.0				
6	Stone, Deacon Soloman & Ella	0.0				
2	Williams, Johnny & Louise	0.0	32 North Irby Street	Columbia	SC	29203
1	Doe Jr., John E	2.0	123 South Congaree St.	Columbia	SC	29203
4	Henry, Mary W	0.0	41 Main Street	Columbia	SC	29203
3	Willingham III, Happy D	0.0	22 Hart Avenue	Columbia	SC	29203

#### 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

Add Current Income

**Member/Visitor/Group Information**

Id No. :  ...

To add contributions for a person or group, click on the lookup button above or type their Id. No.

Name:

Address:

City, State, Zip:

Class:

Received	Fund		Amount	Department		Bank
	Code	Title		Code	Title	

**Total Contribution:**

To add contributions for another person or group, click on the lookup button above or type their Id. No. in the Member, Visitor, Group Information section above.

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

**Adding a Current Income Record**

Detail

**Member/Visitor Information**

Id. No.

**Income Detail**

Date Received:  Amount:

Dept Code:  ...

Fund Code:  ...

Bank Code:  ...

Account No.:

Added:  Added By:

Updated:  Updated By:

**Step 2 - Enter the Fund Information**

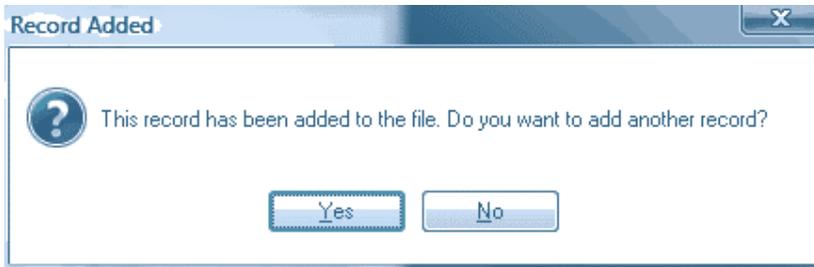
---

- 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

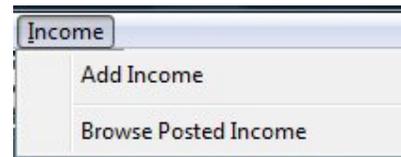
Review / Post Income and Contributions .....	53
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## Review / Post Income and Contributions

### 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

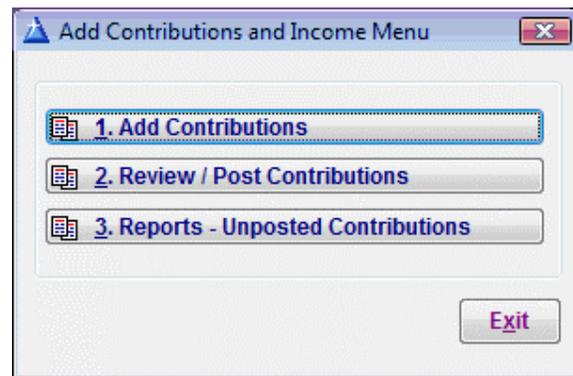


- Click **Add Income**
- Click **Add Contributions** on the Add Contributions and Income Menu

---

#### Step 3 - Review Contributions

---



- Click Review / Post Contributions

**Browse UnPosted Contributions/Income**

Name | Dept. Code | Fund Code | Id. No. |

Type Individual's Last Name for quick lookup.

SysID	Member/Visitor		Date Received	Amount	Fund		Department		Bank	
	ID	Full Name			Code	Title	Code	Title	ID	Name
1	2	Williams, Johnny & Louise	10/03/2010	25.00	100	Tithes	100	Church Operations	1	Wach
4	2	Williams, Johnny & Louise	10/03/2010	40.00	300	Missions Offerings	300	Missions	1	Wach
3	2	Williams, Johnny & Louise	10/03/2010	60.00	200	Sunday School Offeri	200	Sunday School	1	Wach
2	2	Williams, Johnny & Louise	10/03/2010	150.00	150	Building Fund Donati	150	Building Fund	2	BB&T

Date Of Deposit   
    
    
    
    

Total 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

Processing Records

**Post Income to Permanent File**

0% Completed

**Date of Deposit**

Date of Deposit: 10/03/2010

This is the date the funds were or will be deposited. If this is not correct, Cancel!

✓ Post Now    ✗ Cancel

- 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

Adding Contributions/Income - Select a Member/Visitor/Couple/Group/Business

Last, First, FullName | Id. No. |

Type Individual's Last Name to begin search!

Id No.	Last, Firstname	Class	Address Information			
			Address	City	State	Zip Code
5	Public Offering	0.0				
6	Stone, Deacon Soloman & Ella	0.0				
2	Williams, Johnny & Louise	0.0	32 North Irby Street	Columbia	SC	29203
1	Doe Jr., John E	0.0	123 South Congaree St.	Columbia	SC	29203
4	Henry, Mary W	0.0	41 Main Street			
3	Willingham III, Happy D	0.0	22 Hart Avenue	Columbia	SC	29203

Insert Change Delete

Select Close Help

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

Add new record

Are you adding an individual?

Yes No

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

## Adding an Individual to Membership

**Adding a Member/Visitor Record**

Detail

**System Information**

Id No. : 1  Church/Group/Business

**Detail Information**

First Name: John Initial: E Last Name: Doe  Active

Title: [Mr. Mrs. Dr.] Suffix: Jr. [Sr. Jr. III.]

Address 1: 123 South Congaree St. Address 2: Apartment 12

City, State: Columbia SC Zip: 29203

**Grouping**

Status Code: A Member

HouseHold:  Head of Household

Class: 0.0

**Gender**

Male  Female

**Envelope No.**

0

OK Cancel Help

---

**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

**Adding a Member/Visitor Record**

Detail

**System Information**

Id No. : 2 Name: Williams, Johnny & Louise  Church/Group/Business

**Detail Information**

Active

Address 1: 32 North Irby Street Address 2:

City, State: Columbia SC Zip: 29203

**Grouping**

Status Code: V  Visitor

Class: 0.0

Envelope No. 0

OK Cancel Help

#### 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

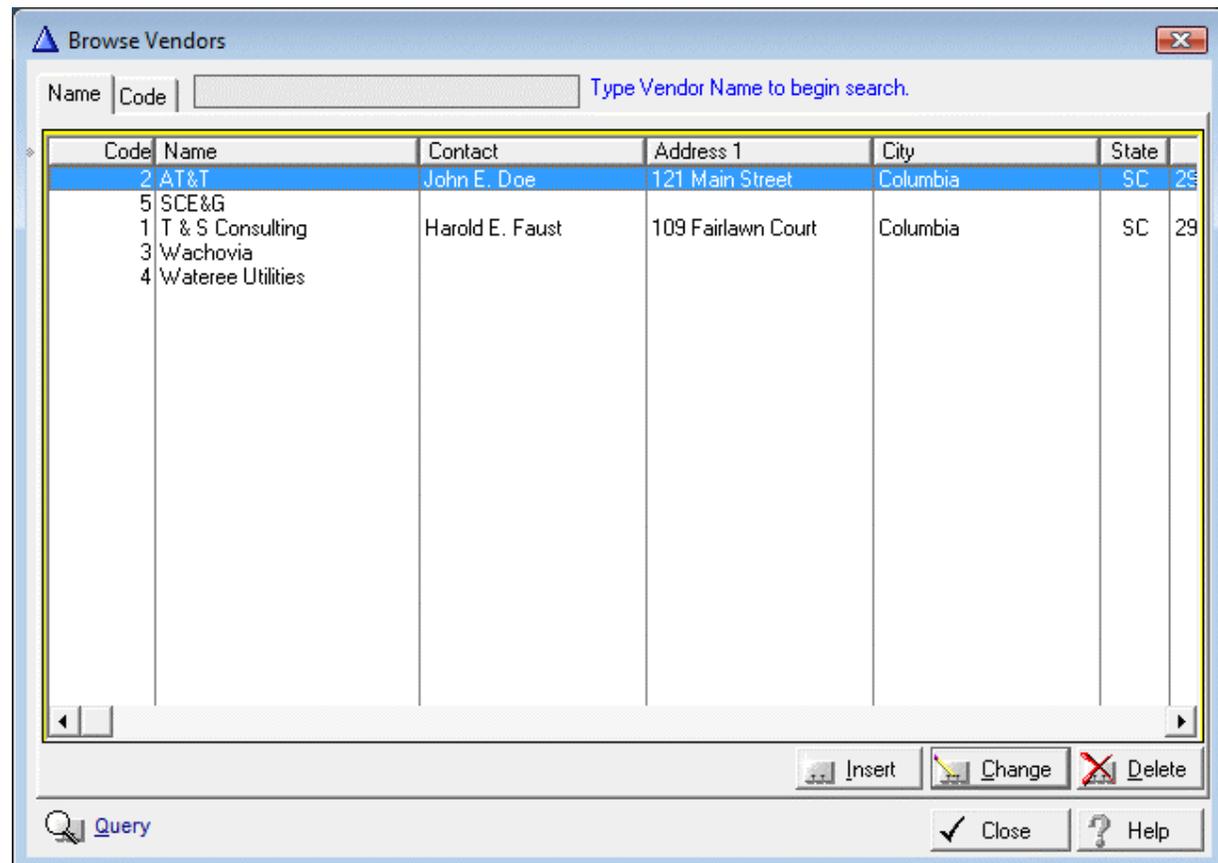
## In This Chapter

Vendors .....	61
Checks .....	63
Charges .....	70
IDT(s) - InterDepartmental Transfers.....	72
Deposits .....	76

## 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

**Adding a Vendor Record**

Vendor Detail

Vendor ID: 6 » **Active:**  Last Payment:

Name: **John D. Baptist** SSN / Fed. Id.:

**Vendor Contact / Address**

Contact:

Address 1: 12 DoRight Avenue Phone: (803)798-3000

Address 2:  Fax: (803)786-8907

City, State: Columbia SC

Zip: 29203 Zip 4: 1234

**Vendor Account Information**

Dept No: 100 Church Operations

Expense Code: 101 Pastor's Salary

Regular Payment: 987.55

Added: 10/03/2010 Added By: ADMIN

Updated: 10/03/2010 Updated By: ADMIN

OK Cancel Help

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

## Checks

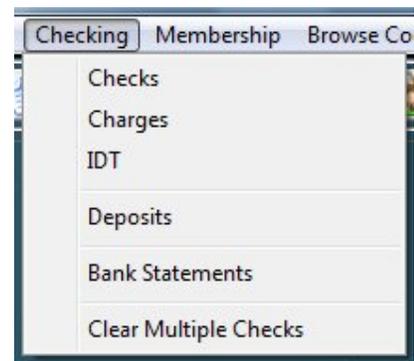
Checks should be added to ACMS as they are written. This process will minimize the errors associated with missing checks, outstanding checks and ACMS ending balances during the Bank Reconciliation process.

---

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

Check No. | Expense Code, Date | **Type Check Number, press Tab key!**

Check		Date	Paid To	Amount	Cleared MM/YY	Expense		Department		Bank	
IDT	Number					Code	Title	Code	Title	Code	Bank

Insert Change Delete

Query Print Check(s) Close Help

#### 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

The screenshot shows a software window titled "Update the Checks File" with a "Check Detail" tab. The window contains the following information:

- Payee:** First Church Of America, USA, 109 Fairlawn Court, Columbia, SC 29203-1805
- Chk No:** 5 001
- Date:** 07/04/2009
- Amount:** 523.11
- Paid To:** AT&T
- Dept Code:** 100 (Church Operations)
- Expense Code:** 204 (Telephone)
- Bank Account:** 1 (Wachovia - General Fund) 333
- Date Cleared:** (empty)
- Memo:** (empty)
- Added:** 07/04/2009 by ADMIN
- Updated:** 07/04/2009 by ADMIN

Buttons at the bottom include OK, Cancel, and Help.

#### 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

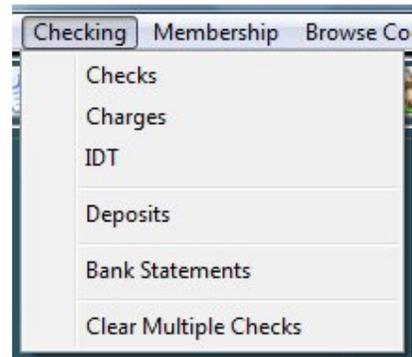
#### Window Actions

---

- 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

**Browse Checks**

Check No. | Expense Code, Date |  **Type Check Number, press Tab key!**

Check IDT	Check Number	Date	Paid To	Amount	Cleared MM/YY	Expense		Department		Bank	
						Code	Title	Code	Title	Code	Bank
<input type="checkbox"/>	4 999	05/31/2009	SCE&G	356.55	<input checked="" type="checkbox"/> 06/09	202	Electricity	100	Church Operations	1	Wach
<input type="checkbox"/>	5 000	05/31/2009	Wateree Utilities	58.00	<input checked="" type="checkbox"/> 06/09	205	Water	100	Church Operations	1	Wach
<input type="checkbox"/>	5 001	06/01/2009	AT&T	523.11	<input checked="" type="checkbox"/> 06/09	204	Telephone	100	Church Operations	1	Wach
<input checked="" type="checkbox"/>	1 5 002	06/01/2009	First Church Of America	500.00	<input checked="" type="checkbox"/> 06/09	9000	IDT-Interdepartmental T	100	Church Operations	1	Wach
<input type="checkbox"/>	5 003	06/01/2009	T & S Consulting	355.00	<input checked="" type="checkbox"/> 06/09	170	Consulting Services	100	Church Operations	1	Wach
<input type="checkbox"/>	5 004	06/10/2009	Wateree Utilities	58.00	<input checked="" type="checkbox"/> 06/09	205	Water	100	Church Operations	1	Wach
<input type="checkbox"/>	5 005	06/29/2009	AT&T	312.11	<input type="checkbox"/>	204	Telephone	100	Church Operations	1	Wach
<input type="checkbox"/>	5 006	06/29/2009	SCE&G	459.44	<input checked="" type="checkbox"/> 06/09	202	Electricity	100	Church Operations	1	Wach

- 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

Progress...

Check(s) to be printed

First Check No.: 5 003

Last Check No.: 5 006

Bank Information

Bank Name: Wachovia - General Fund

Bank Acct. No.: 333 233 324 441 Bank ID: 1

Type of Checks: 1 (1 = Standard, 0 = TrueType)

NOTE: To change Type of Checks, on the ACMS Main Menu, click on Utilities. Next click System Defaults. In the Checking System Defaults section, change the Type of Checks code to another selection.

Preview Cancel

- 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\*\*\*\*\*  
T & S Consulting  
109 Fairlawn Court  
Columbia, SC 29203  
Consulting Services

06/01/2009  
T & S Consulting \*\*\*\*\*355.00  
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:

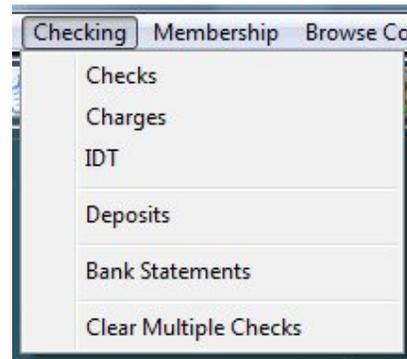
- Click the printer icon  to print the check(s)

## Charges

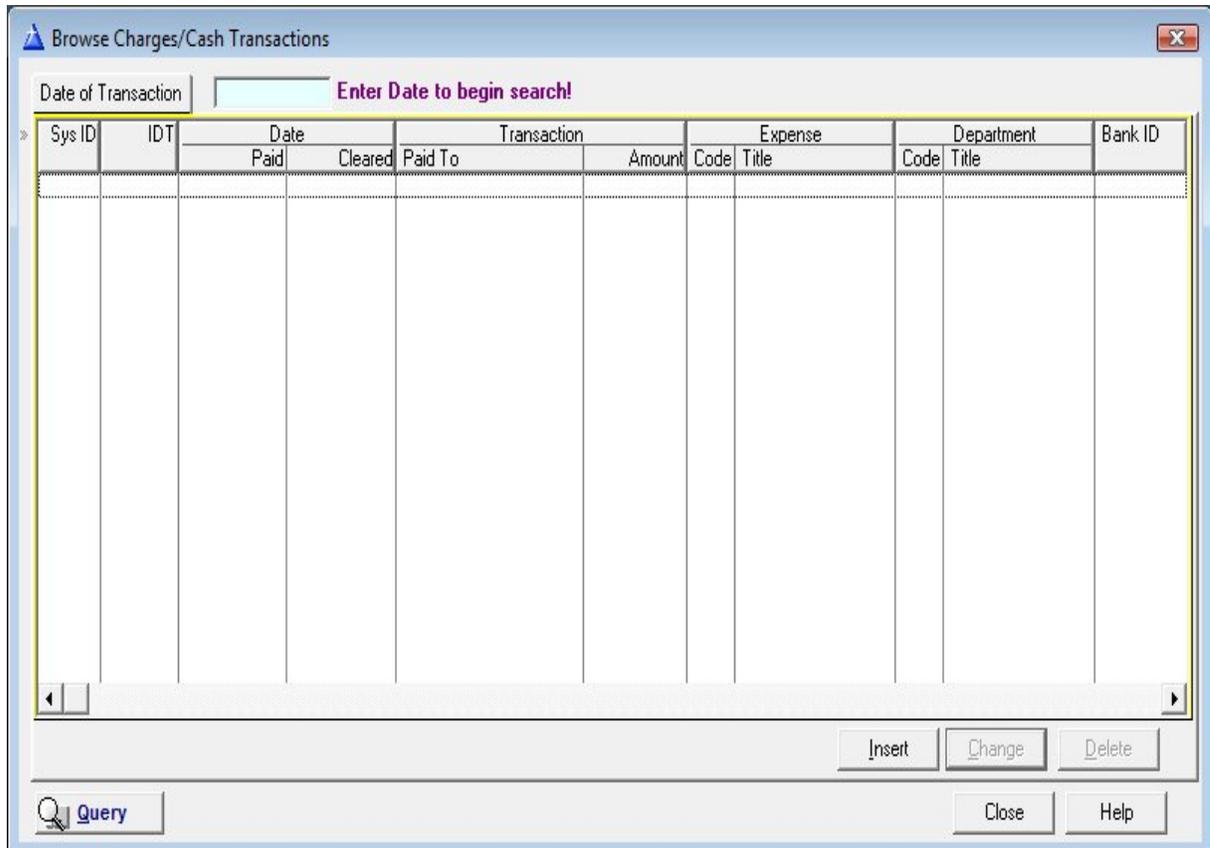
NOTE: Charges will include the following:

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**

Update a Charge/Cash Transaction

Transaction Detail

Chrg Sys ID: 1

Date: » 07/04/2009 IDT No:

Paid To: Wachovia

Amount: 15.75

Dept No: 100 Church Operations

Expense: 206 Bank Service Charges

Bank: 1 Wachovia - General Fund

Date Cleared:

Added: 07/04/2009 ADMIN

Updated: 07/04/2009 ADMIN

OK Cancel Help

#### 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:

---

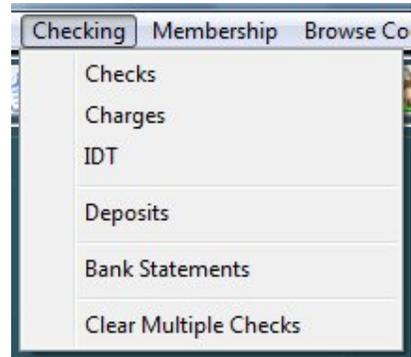
- One Ministry to another Ministry - i.e. Church Administration to Missions
- One Bank Account to another Bank Account - General Fund to Building Fund

#### IDT(s) will automatically post to the following modules

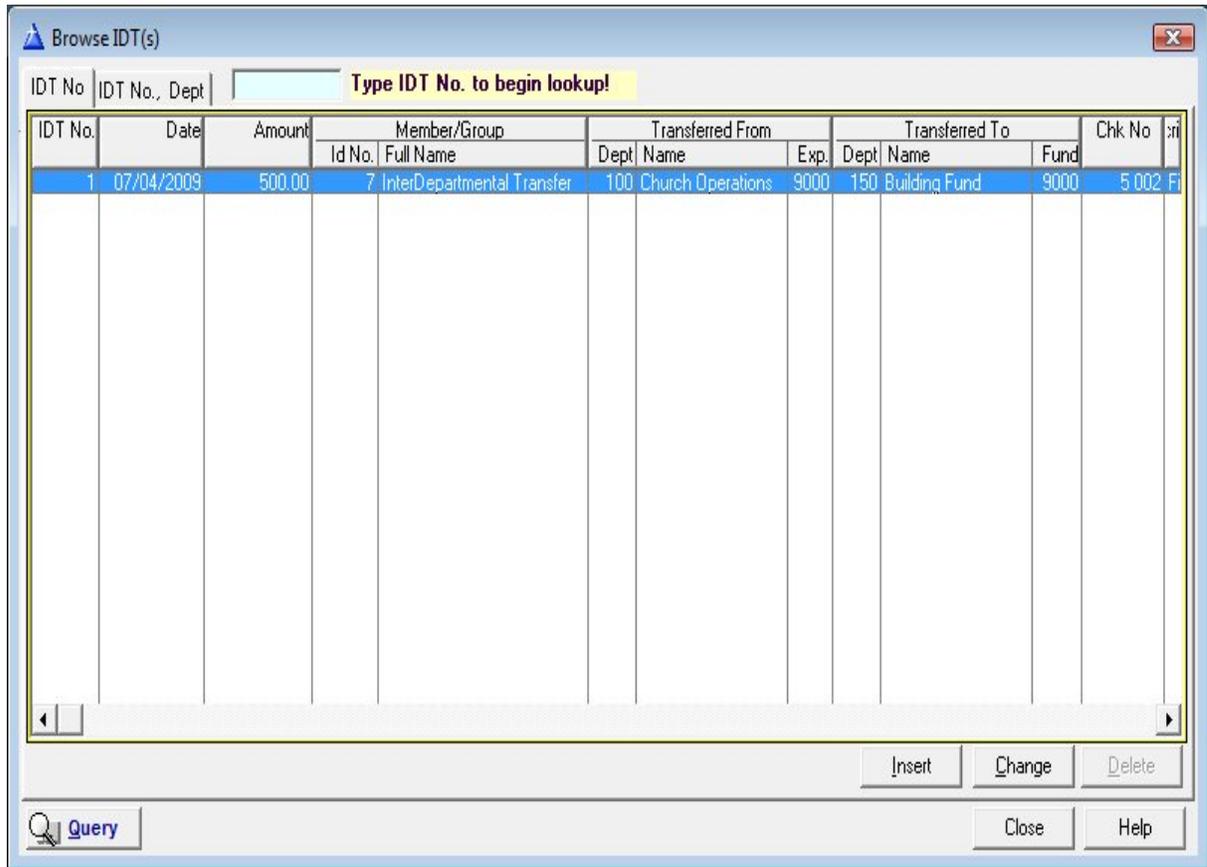
---

- 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

**Adding an IDT**

InterDepartmental Transfer Detail

**Transaction**

IDT No.: 1

Member/Visitor Id.: 7 InterDepartmental Transfer

Description/PayTo: First Church Of America, USA

Date: 7/04/2009 Amount: 500.00 **Check Written:**  Check No: 5 002

**Transferred From:**

Department: 100 Church Operations

Expense Code: 9000 CT-nterdepartmental Transfer

Bank Out: 1 Wachovia - General Fund

**Transferred To:**

Department: 150 Building Fund

Fund Code: 9000 CT-nterDepartmental Transfer

Bank In: 2 BB&T - Building Fund

Posted:

Deposited: 07/04/2009

Added: 07/04/2009

Added By: ADMIN

Updated: 7/04/2009

Update By: ADMIN

OK Cancel Help

#### 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

**Browse Deposits**

Sorted By : Date Deposited, Date Received, Bank Code

SysID	Date		Deposit		Date Cleared	Bank			Departme
	Received	Date	Amount			Bank ID	Name	Acct. No.	
6	04/15/2009	04/15/2009	215.00	<input type="checkbox"/>		1	Wachovia - General Fund	333 233 324 441	Wachovi
7	04/15/2009	04/15/2009	50.00	<input type="checkbox"/>		2	BB&T - Building Fund	123 456 789 543	BB&T - B
5	05/31/2009	05/31/2009	175.00	<input checked="" type="checkbox"/>	06/30/2009	1	Wachovia - General Fund	333 233 324 441	Church D
4	06/01/2009	06/01/2009	500.00	<input checked="" type="checkbox"/>	06/30/2009	2	BB&T - Building Fund	123 456 789 543	Building F
2	06/21/2009	06/21/2009	170.00	<input checked="" type="checkbox"/>	06/30/2009	1	Wachovia - General Fund	333 233 324 441	Wachovi
3	06/21/2009	06/21/2009	100.00	<input checked="" type="checkbox"/>	06/30/2009	2	BB&T - Building Fund	123 456 789 543	BB&T - B
1	07/04/2009	07/04/2009	0.00	<input type="checkbox"/>		2	BB&T - Building Fund	123 456 789 543	Building F

Report A Report B

Insert Change Delete

Query Close Help

**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.

**Changing a Deposit Record**

Detail

**Deposit Information**

Date Rec'd: 05/31/2009 Date of Deposit: 05/31/2009  
 Amount: 175.00 Date Cleared: 06/30/2009  
 Deposit For: Church Operations

**Bank Information**

Bank ID: 1 Wachova - Genera Fund  
 Acct. No.: 333 233 324 441 Phone No.: (000)000-0000

**Deposit Transactions**

System No.	IDT No.	Received	Amount	Member Visitor ID	Received from	Department		Fund	
						Code	Title	Code	Title
8	2	05/31/2009	0.00	7	InterDepartmental Transfe	100	Church Operations	9000	IDT-InterDepartmental
13		05/31/2009	150.00	1	John E. Doe, Jr.	100	Church Operations	100	Tithes
14		05/31/2009	25.00	1	John E. Doe, Jr.	200	Sunday School	200	Sunday School Offeri

Added: Updated: 07/05/2009 ADMIN

**Total Transactions:** 175.00

OK Cancel Help

*NOTE: Remember to clear your deposits monthly when you receive your bank statements.*

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
<b>Wachovia - General Fund</b>	<b>333 233 324 441</b>			
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
<b>Total:</b>		<b>560.00</b>		
<b>BB&amp;T - Building Fund</b>	<b>123 456 789 543</b>			
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
<b>Total:</b>		<b>650.00</b>		
<b>Grand Total</b>		<b>1,210.00</b>		

## 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
<b>Bank: 1 Wachovia - General Fund</b>	333 233 324 441			
<b>Date of Deposit: 04/15/2009</b>				
<b>Date Received: 04/15/2009</b>	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	
<b>Deposit Date Total (detail transactions)</b>	<b>215.00</b>		<b>215.00</b>	<b>Deposit (cross-check)</b>
<b>Date of Deposit: 05/31/2009</b>				
<b>Date Received: 05/31/2009</b>	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	
<b>Deposit Date Total (detail transactions)</b>	<b>175.00</b>		<b>175.00</b>	<b>Deposit (cross-check)</b>



## CHAPTER 6

# Bank Reconciliation

## BANK RECONCILIATION 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

**Clear Multiple Checks**

Check No. | **Lookup Check Number:**  Type check number, press tab key.

Check Number	Date Cleared	Date	Paid To	Check	Amount	Expense Code	Dept Code	Bank Code	IDT No.	Memo
<input type="checkbox"/> 5 005	/ /	5/08/2009	AT&T		365.10	5204	100	1		
<input type="checkbox"/> 5 006	/ /	6/09/2009	SCE&G		455.44	5202	100	1		
<input type="checkbox"/> 5 007	/ /	7/11/2009	Wateree Utilities		65.00	5205	100	1		
<input checked="" type="checkbox"/> 5 008	/ /	8/12/2009	SCE&G		375.55	5202	100	1		
<input type="checkbox"/> 5 009	/ /	9/13/2009	SCE&G		88.00	5202	620	1		
<input type="checkbox"/> 5 010	/ /	10/13/2009	Wateree Utilities		48.00	5205	300	1		
<input type="checkbox"/> 5 011	/ /	11/14/2009	T & S Consulting		65.00	5802	230	1		

Clear Marked Checks

Date Cleared: **07/31/2011**

1. Enter the last date of the bank statement in the Date Cleared field.  
 2. MARK - Highlight the check to be cleared, press SPACE BAR.  
 3. CLEAR - Click the Clear Marked Checks button to clear all marked checks.

Mark Record  View All

Apply Filter  Exit

- 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

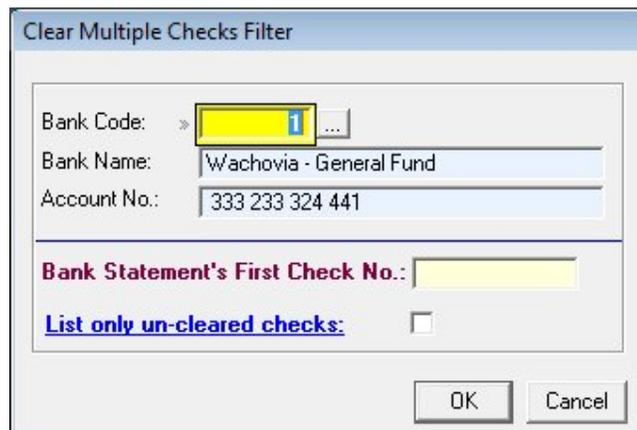
## In This Chapter

Clear Checks .....	83
Clear Charges .....	86
Clear Deposits .....	87
Bank Statement .....	89
Print Bank Statement.....	92

## 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



The screenshot shows a dialog box titled "Clear Multiple Checks Filter". It contains the following fields and options:

- Bank Code:** A dropdown menu with a yellow highlight and a blue "i" icon.
- Bank Name:** A text field containing "Wachovia - General Fund".
- Account No.:** A text field containing "333 233 324 441".
- Bank Statement's First Check No.:** A text field with a yellow highlight.
- List only un-cleared checks:** A checkbox that is currently unchecked.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

- 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

**Clear Multiple Checks** X

Check No. **Lookup Check Number:**  Type check number, press tab key. **Wachovia - General Fund**

Check Number	Date Cleared	Date	Check Paid To	Amount	Expense Code	Dept Code	Bank Code	IDT No.	Memo
✓ 5 001	/ /	7/04/2009	AT&T	523.11	204	100	1		
5 002	/ /	7/04/2009	First Church Of America, USA	500.00	9000	100	1	1	

**Clear Marked Checks** 1. Enter the last date of the bank statement in the Date Cleared field.  
2. MARK - Highlight the check to be cleared, press SPACE BAR.  
3. CLEAR - Click the Clear Marked Checks button to clear all marked checks.

**Date Cleared:**  ✓ **Mark Record**  **View All**

**Apply Filter** X **Exit**

### Required Fields

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

### Window Actions

- 1. Enter the last date of the bank statement in the Date Cleared field.
  2. MARK - Highlight the check to be cleared, press SPACE BAR.
  3. CLEAR - Click the Clear Marked Checks button to clear all marked checks.

- 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

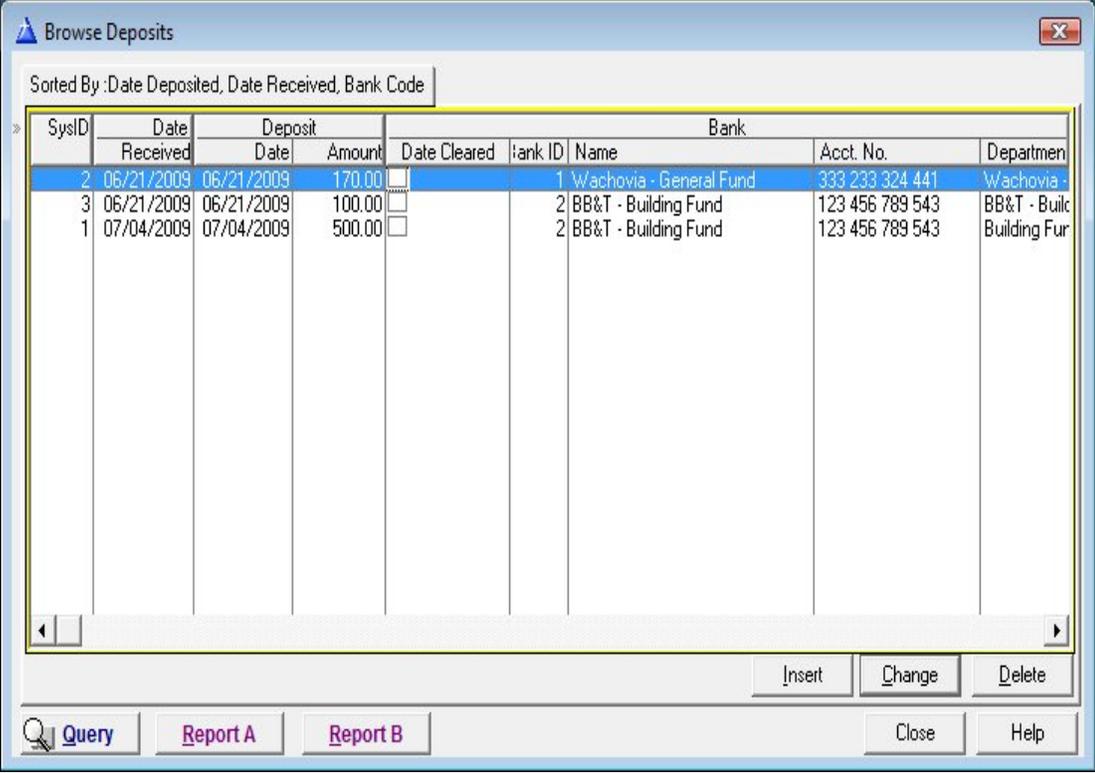
- Click Checking on the main menu
- Click Charges
- The Browse Charges/Cash Transactions screen will appear

Sys ID	IDT	Date			Transaction	Amount	Expense		Department		Bank ID
		Paid	Cleared	Paid To			Code	Title	Code	Title	

- 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**



The screenshot shows a window titled "Browse Deposits" with a close button in the top right corner. Below the title bar, it says "Sorted By : Date Deposited, Date Received, Bank Code". The main area contains a table with the following columns: SysID, Date Received, Date, Amount, Date Cleared, Bank ID, Name, Acct. No., and Department. There are three rows of data, with the first row highlighted in blue. Below the table are buttons for "Insert", "Change", and "Delete". At the bottom of the window are buttons for "Query", "Report A", "Report B", "Close", and "Help".

SysID	Date Received	Date	Amount	Date Cleared	Bank ID	Name	Acct. No.	Department
2	06/21/2009	06/21/2009	170.00	<input type="checkbox"/>	1	Wachovia - General Fund	333 233 324 441	Wachovia -
3	06/21/2009	06/21/2009	100.00	<input type="checkbox"/>	2	BB&T - Building Fund	123 456 789 543	BB&T - Buil
1	07/04/2009	07/04/2009	500.00	<input type="checkbox"/>	2	BB&T - Building Fund	123 456 789 543	Building Fur

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

**Changing a Deposit Record**

Detail | Added:  Updated:

**Deposit Information**

Date:  Date of Deposit:   
 Amount:  Date Cleared:   
 Deposit For:

**Bank Information**

Bank:    
 Acct. No.:  Phone No.:

**NOTE: Remember to clear your deposits monthly when you receive your bank statements.**

**Deposit Transactions**

System No.	IDT No.	Received	Amount	Member Visitor ID	Received from	Department		Fund	
						Code	Title	Code	Title
2		06/21/2009	65.00	1	John E. Doe, Jr.	100	Church Operations	100	Tithes
4		06/21/2009	20.00	1	John E. Doe, Jr.	200	Sunday School	200	Sunday School Offer
5		06/21/2009	15.00	1	John E. Doe, Jr.	300	Missions	300	Missions Offerings
6		06/21/2009	15.00	5	Public Offering	200	Sunday School	200	Sunday School Offer
7		06/21/2009	55.00	5	Public Offering	300	Missions	300	Missions Offerings

**Total Transactions:**

OK Cancel Help

- 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

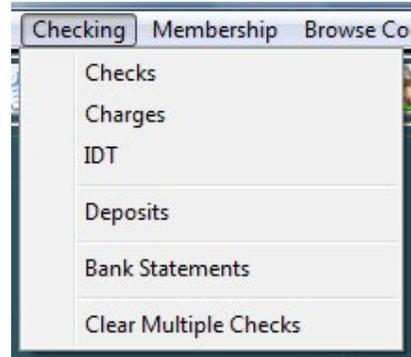
**NOTE:** The Total Transactions and Deposit amount should always equal

#### Window Actions

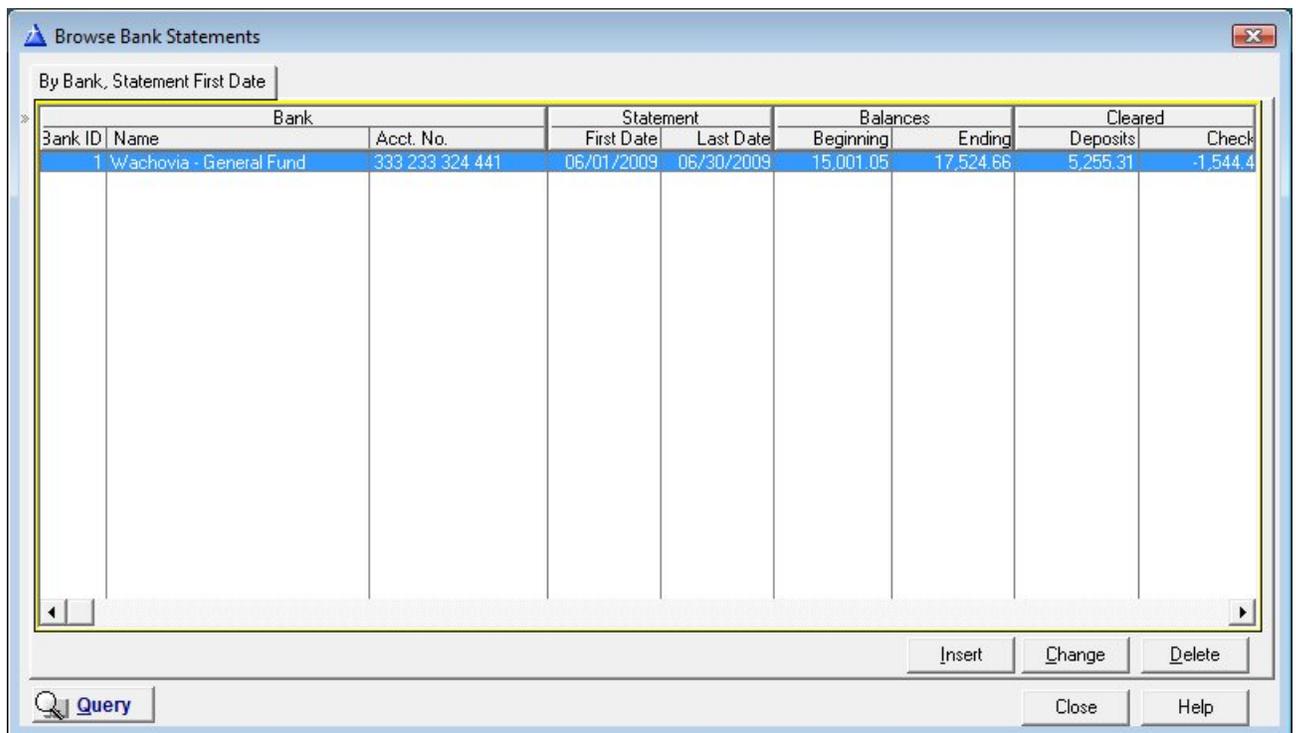
- **OK** - save changes and exit
- **Cancel** - abort adding or changes and exit
- **Help** - open ACMS help for this window

## 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 Bank Stmt Record* window will open

**Adding a Bank Stmt Record**

Detail

**Bank Information**

Bank Code, Name: >  ...

Account No.:

Statement First Date:

Statement Last Date:  Earliest Transaction Date:

**Account Balances**

Beginning:  Ending:

**Total Cleared**

Deposits:  Checks:  Charges:

**Total Outstanding**

Deposits:  Checks:  Charges:

Added:   Updated:

**Earliest Transaction Date**

Please enter a starting date for ACMS account transactions: Checks, Deposits and Charges. The system will use this date when searching for cleared and uncleared ACMS transactions. The default is Statement First Date - 365 days.

**Print Statement**

#### 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

**Changing a Bank Stmt Record**

Detail

**Bank Information**

Bank Code: 1 ... **Wachovia - General Fund**

Account No.: 333 233 324 441

Statement First Date: 06/01/2009

Statement Last Date: 06/30/2009      Earliest Transaction Date: 06/01/2009

**Account Balances**

Beginning: 15,001.05      Ending: 18,845.20

**Total Cleared**

Deposits: 6,170.00      Checks: -2,310.10      Charges: -15.75

**Total Outstanding**

Deposits: 0.00      Checks: -312.11      Charges: 0.00

Added: 07/04/2009      ADMIN      Updated: 7/05/2009      ADMIN

**Print Statement**      OK      Cancel      Help

**Earliest Transaction Date**

Please enter a starting date for ACMS account transactions: Checks, Deposits and Charges. The system will use this date when searching for cleared and uncleared ACMS transactions. The default is Statement First Date - 365 days.

- Click Print Statement

**Bank Statement Reconciliation**  
Statement Period: 06/01/2009 through 06/30/2009

---

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

---

**Cleared Transactions**

**Deposits**

Date	Amount	IDT	Date	Amount	IDT
05/31/2009	6,000.00	<input type="checkbox"/>	06/21/2009	170.00	<input type="checkbox"/>
<b>Total:</b>				<b>6,170.00</b>	

---

**Charges**

Date	Amount	IDT	Date	Amount	IDT
06/30/2009	-15.75	<input type="checkbox"/>			
<b>Total:</b>				<b>-15.75</b>	

---

**Checks**

Chk. No.	Date	Amount	IDT	Chk. No.	Date	Amount	IDT
4 999	05/31/2009	-356.55	<input type="checkbox"/>	5 000	05/31/2009	-58.00	<input type="checkbox"/>
5 001	06/01/2009	-523.11	<input type="checkbox"/>	5 002	06/01/2009	-500.00	<input checked="" type="checkbox"/>
5 003	06/01/2009	-355.00	<input type="checkbox"/>	5 004	06/10/2009	-58.00	<input type="checkbox"/>
5 006	06/29/2009	-459.44	<input type="checkbox"/>				
<b>Total:</b>						<b>-2,310.10</b>	

---

**Outstanding Transactions**

**Checks**

Chk. No.	Date	Amount	IDT	Chk. No.	Date	Amount	IDT
5 005	06/29/2009	-312.11	<input type="checkbox"/>				

**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
- Charges

**Bank Statement Reconciliation**  
Statement Period: 06/01/2009 through 06/30/2009

---

<b>Bank:</b>	Wachovia - General Fund	<b>Address:</b>	
<b>Acct. No.:</b>	333	<b>City, State, Zip:</b>	

---

	<u>Per Statement</u>	<u>Per ACMS</u>	<u>Variance</u>
<b>Beginning Balance</b>	<b>15,001.05</b>		
Cleared Deposits	6,170.00	6,170.00	0.00
Cleared Charges	-15.75	-15.75	0.00
Cleared Checks	-2,310.10	-2,310.10	0.00
<b>Ending Balance</b>	<b>18,845.20</b>	<b>18,845.20</b>	<b>0.00</b>
Outstanding Deposits		0.00	
Outstanding Charges		0.00	
Outstanding Checks		-312.11	
<b>ACMS Ending Balance</b>		<b>18,533.09</b>	

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

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

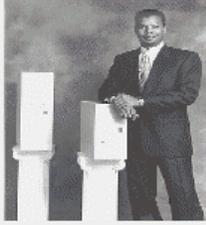
**Browse Members/Visitors (Individuals Only)**

Last, First, FullName | Id. No. | Household |

Type a Last Name to begin search.

Id No.	Last, First Name	Active	Gender	Age	Age Group		Status	
					Code	Description	Code	Title
1	Doe Jr., John E	<input checked="" type="checkbox"/>	M	35	4	Young Adults: 19 to 35 ye	A	Member
4	Henry, Mary W	<input type="checkbox"/>	F				D	Deceased
3	Willingham III, Happy D	<input checked="" type="checkbox"/>	M				A	Member

[Photograph on File](#)



Class:

Home Phone:

Work Phone:

Cell Phone:

Date of Birth:

Household:

NOTE: Individuals will be displayed in grey if the deceased indicator 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

Add/Update Membership .....	97
Query Membership .....	106
Assigning Individuals to Officers Contributions Report....	110

## CHAPTER 8

## Add/Update Membership

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

The screenshot shows a Windows-style dialog box titled "Update Members/Visitors File" with a close button (X) in the top right corner. The dialog has several tabs: "Personal Info., Grouping" (selected), "Phone No., Dates, Gender", "Age Groups, Relationship", and "Ministries/Organizations". The name "John E. Doe, Jr." is displayed in a box at the top right.

The "Personal Info., Grouping" tab contains the following sections:

- System Information:** Id No.: 1, Name: John E. Doe, Jr.
- Personal Information:** First Name: John, Initial: E, Last Name: Doe, Title: (empty), Suffix: Jr., Address 1: 123 South Congaree St., Address 2: Apartment 12, City, State: Columbia SC, Zip: 29203 0000.
- Grouping:** Status Code: A, Member (selected), Active (checked), Deceased (unchecked), Household: (empty), Head of Household (unchecked), Class: 2.0, Class 2 (selected), Church/Group/Business (unchecked). Added: 06/21/2009 ADMIN, Updated: 10/03/2010 ADMIN.

On the right side of the dialog, there is a photo of a man in a suit standing next to a podium. Below the photo is a "Select Member Photo" button with a photo icon. Underneath that is a text box containing the file path "C:\AcmsWin-Tutorial\KenStone.bmp". At the bottom right of the dialog are three buttons: "OK", "Cancel", and "Help".

## Window Tabs

This image shows a close-up of the window tabs from the dialog box. The tabs are: "Personal Info., Grouping" (selected), "Phone No., Dates, Gender", "Age Groups, Relationship", and "Ministries/Organizations".

- 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**

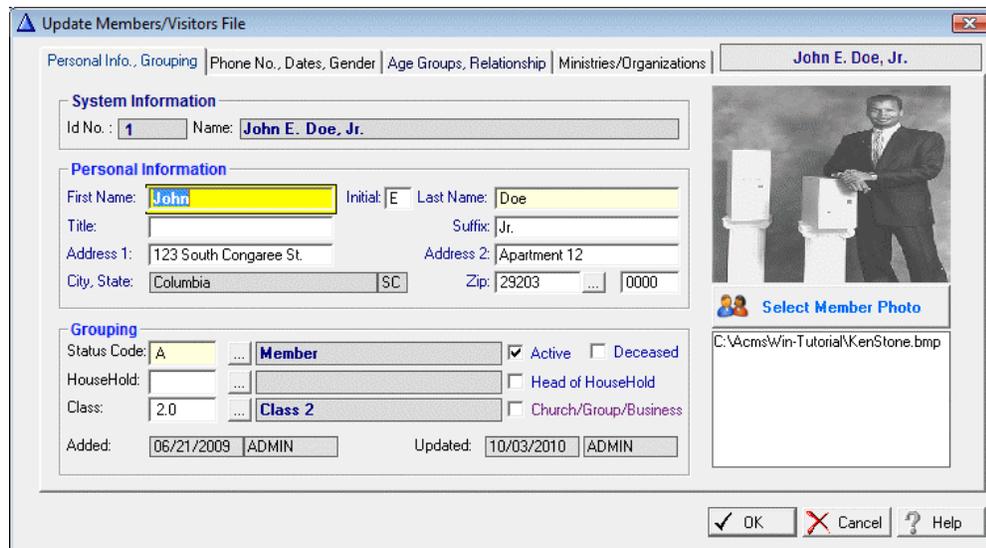
- Insert - add a new record
- Change - update the highlighted record
- Delete - remove the highlighted record
- Help - open ACMS help for this window
- Close - exit Browse window

**In This Chapter**

Personal Info., Grouping - Member/Visitor Detail Information 98  
 Phone Numbers, Dates, Gender ..... 99  
 Age Groups, Relationships..... 101  
 Minitries, Organizations..... 103

**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

Personal Info., Grouping	Phone No., Dates, Gender	Age Groups, Relationship	Ministries/Organizations	John E. Doe, Jr.
--------------------------	--------------------------	--------------------------	--------------------------	------------------

<p><b>Phone Numbers, etc.</b></p> <p>Home Phone: <input type="text" value="(803)798-3000"/> Cell Phone: <input type="text" value="(803)798-3001"/></p> <p>Work Phone: <input type="text" value="(803)783-8907"/> Extension: <input type="text" value="122"/></p> <p>Employer: <input type="text" value="T &amp; S Consulting, LLC"/></p> <p>Comments: <input type="text" value="Transferred From First Baptist"/></p>		<p><b>Marital Status</b></p> <p>Code: <input type="text" value="M"/> <input type="button" value="..."/> <input type="text" value="Married"/></p> <p>Envelope No. <input type="text" value="0"/></p>	
<p><b>Important Dates</b></p> <p>Date of Birth: <input type="text" value="01/25/1975"/> Date Joined: <input type="text" value="05/15/1985"/></p> <p>Date Married: <input type="text" value="06/21/1998"/> Baptized: <input type="text" value="06/22/1985"/></p> <p>Date of Death: <input type="text"/> Age: <input type="text" value="34"/></p>		<p><b>Gender</b></p> <p><input checked="" type="radio"/> Male</p> <p><input type="radio"/> Female</p>	

**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 Baptized - 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

Personal Info., Grouping | Phone No., Dates, Gender | **Age Groups, Relationship** | Ministries/Organizations | **John E. Doe, Jr.**

**Individual's Age Group**

Age Group:  ... Young Adults: 19 to 35 years

**Individual's Relationship to Head-of-HouseHold**

Relationship:  ... Head of Household

Head-of-HouseHold:

**Other Group Assignments**

Officer Contribution Report:  ... Stewards

Group 2:  ...

#### 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

**Browse Age Groups**

By Age Group Code

Age Group	
Code	Description
1	Infants: Less than 1 year
2	Youth: 1 to 12 years old
3	Teens: 13 to 18 years old
4	Young Adults: 19 to 35 years
5	Adults: 36 to 64 years old
6	Elderly: 65 years and over

**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.

Personal Info., Grouping | Phone No., Dates, Gender | Age Groups, Relationship | **Ministries/Organizations** | John E. Doe, Jr.

**Ministries / Organizations**

Ministry/Organization		Membership Period		Meeting Information		
Name	Position	Start Date	End Date	Date of Meeting	Time Start	Time Stop
Deacons	Chairman	01/01/2008	/ /	1st Monday of each Month	07:00p	08:00p

Insert Change Delete

OK Cancel Help

- 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

Code	Ministry/Organization	Meetings		
		Date	Begin	End
1	Deacons	1st Monday of each Month	07:00pm	08:00pm
2	Senior Choir	3rd Monday of each Month	07:00pm	08:00pm
3	Trustees	2nd Tuesday of each Month	07:00pm	08:00pm
4	Youth Ministry	1st Saturday of each Month	10:00am	11:00am
5	Missions	1st Saturday of each Month	10:00am	11:00am

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

**Adding a Members Record**

Ministry Member Detail

**Member Data**

Ministry: 4 ... Youth Ministry  Active

Id No. : 1

First Name: John

Initial: E

Last Name: Doe

Suffix: Jr. Home Phone: (803)798-3000

**Officer Data**

Officer  Sort Order: 1

Title: President

**Membership Period**

Start Date: 1/01/2009 End Date:  

Gender  Male  Female

Added: 07/18/2009 ADMIN Updated: 07/18/2009 ADMIN

OK Cancel Help

#### Officer Data

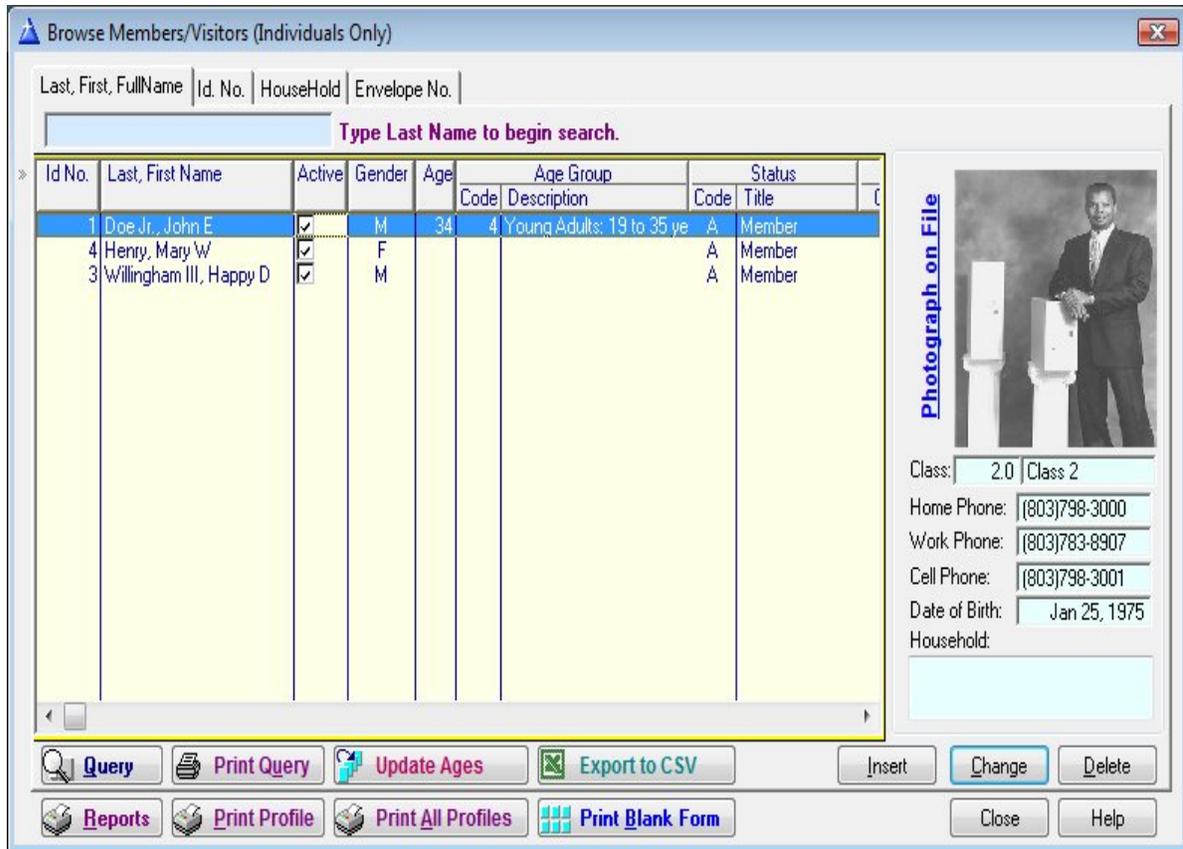
- Officer - check this box if the Member is an officer in the Ministry/Organization
- Sort Order - Example: 1 = President; 2 = Vice President; 3 = Treasurer; 4 = Secretary; 99 = Default
- Title - President, Vice President, Treasurer, Secretary

#### Membership Period

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

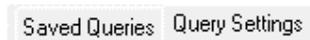
## Query Membership

- 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*

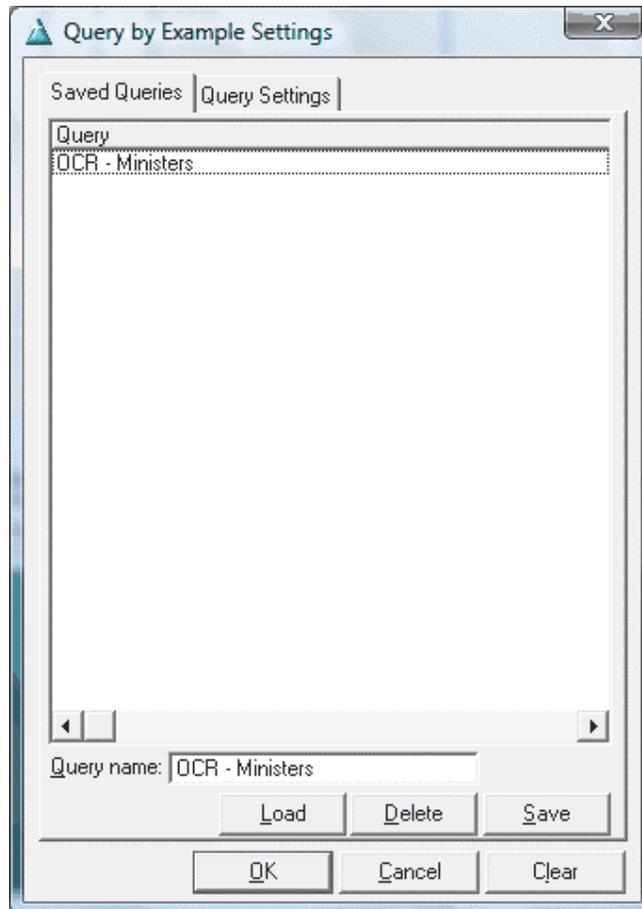
Field Name	Input Type	Checked
Active [0-No, 1-Yes]:	Text box	<input checked="" type="checkbox"/>
Firstname:	Text box	<input type="checkbox"/>
Lastname:	Text box	<input type="checkbox"/>
Status Code:	Text box	<input type="checkbox"/>
Class:	Text box	<input type="checkbox"/>
Gender:	Text box	<input type="checkbox"/>
Age Group:	Text box	<input type="checkbox"/>
HouseHold Relationship:	Text box	<input type="checkbox"/>
Group 1:	Text box	<input type="checkbox"/>
ZipCode:	Text box	<input type="checkbox"/>
Head-of-HouseHold [0-No, 1-Yes]:	Text box	<input type="checkbox"/>
Date of Birth:	Text box	<input type="checkbox"/>
Date Joined:	Text box	<input type="checkbox"/>
Date Baptized:	Text box	<input type="checkbox"/>
Date Married:	Text box	<input type="checkbox"/>
Date of Death:	Text box	<input type="checkbox"/>
Age:	Text box	<input type="checkbox"/>

Buttons:

- 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

**Update Members/Visitors File**

Personal Info., Grouping | Phone No., Dates, Gender | **Age Groups, Relationship** | Ministries/Organizations | **John E. Doe, Jr.**

**System Information**  
 Id No.: 1 Name: John E. Doe, Jr.

**Personal Information**  
 First Name: John Initial: E Last Name: Doe  
 Title: Suffix: Jr.  
 Address 1: 123 South Congaree St. Address 2: Apartment 12  
 City, State: Columbia SC Zip: 29203 0000

**Grouping**  
 Status Code: A Member  Active  Deceased  
 Household:  Head of Household  
 Class: 2.0 Class 2  Church/Group/Business  
 Added: 06/21/2009 ADMIN Updated: 08/07/2010 ADMIN

Select Member Photo  
 C:\AcmsWin-Tutorial\KenStone.bmp

OK Cancel Help

Go to the Other Group Assignments section

Personal Info., Grouping | Phone No., Dates, Gender | **Age Groups, Relationship** | Ministries/Organizations | **John E. Doe, Jr.**

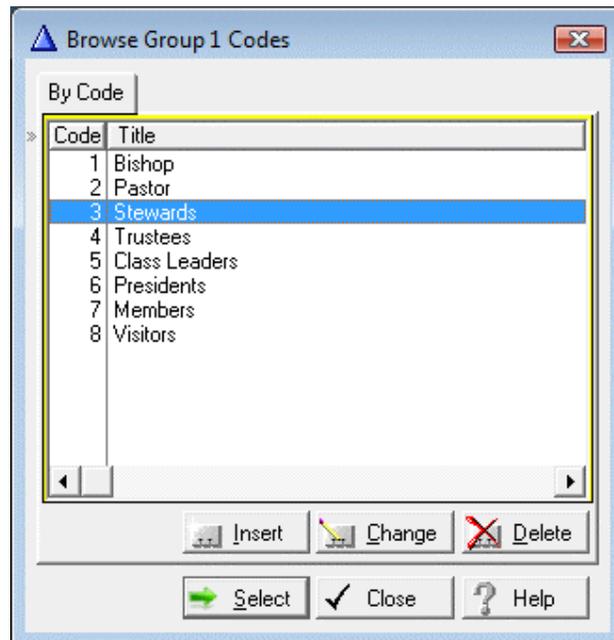
**Individual's Age Group**  
 Age Group: 4 Young Adults: 19 to 35 years

**Individual's Relationship to Head-of-HouseHold**  
 Relationship: 1 Head of Household  
 Head-of-HouseHold:

**Other Group Assignments**  
 Officer Contribution Report: 3 Stewards  
 Group 2: 0

OK Cancel Help

- Click on the Officer Contribution Report lookup 



- Select the category
- Click OK to save

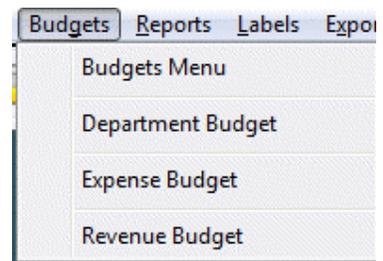


## CHAPTER 9

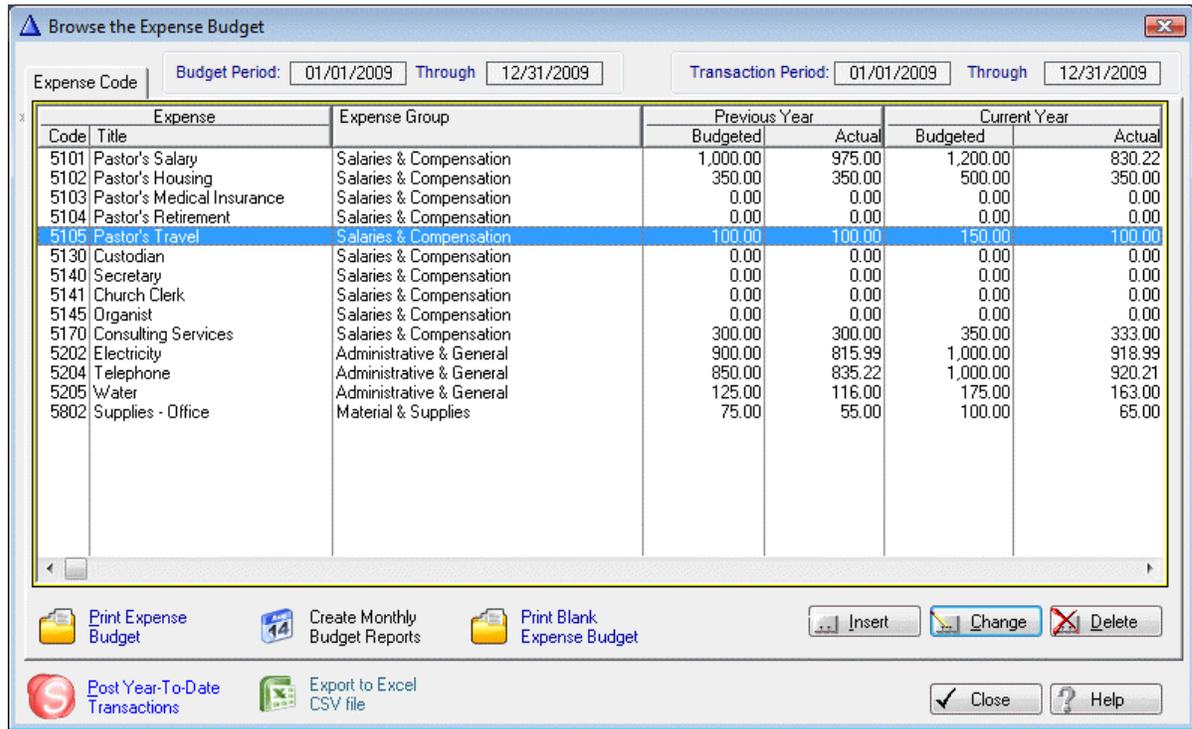
# Budgets

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

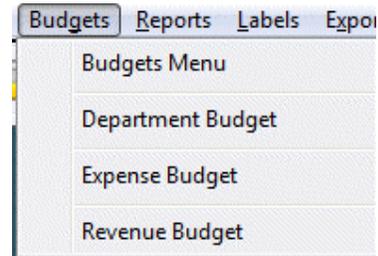
Budgets - Department Expense ..... 115  
 Budgets - Expense Detail ..... 125  
 Budgets - Revenue ..... 134

## CHAPTER 10

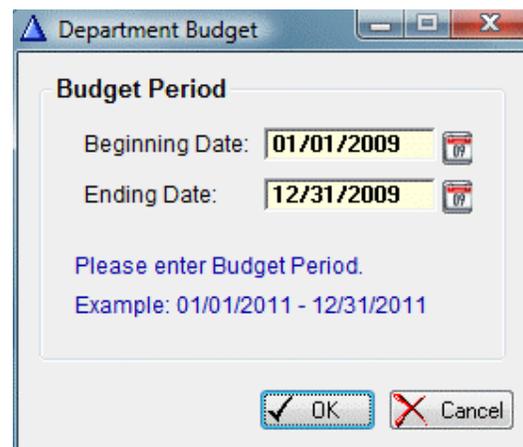
---

## 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

**Browse the Department Expense Budget**

Department Code:  Budget Period:  Through:

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**

---

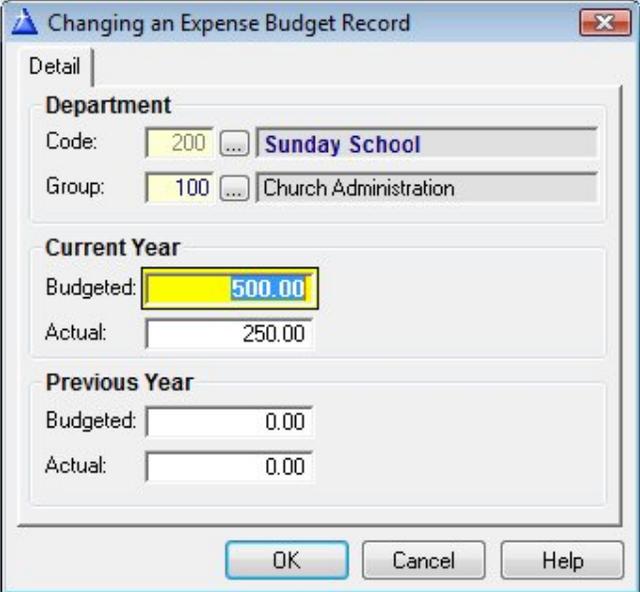
- Report A - print Department Expense Budget
  - Report B - print Department Group Expense Budget
  - Monthly Budget Report - print Department Expense Budget by Month
  - Post Year-To-Date - automaticall update actual department expenses
  - Export to Excel CSV File - export the displayed budget data 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



**Changing an Expense Budget Record**

Detail

**Department**

Code: 200 ... Sunday School

Group: 100 ... Church Administration

**Current Year**

Budgeted: 500.00

Actual: 250.00

**Previous Year**

Budgeted: 0.00

Actual: 0.00

OK Cancel Help

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

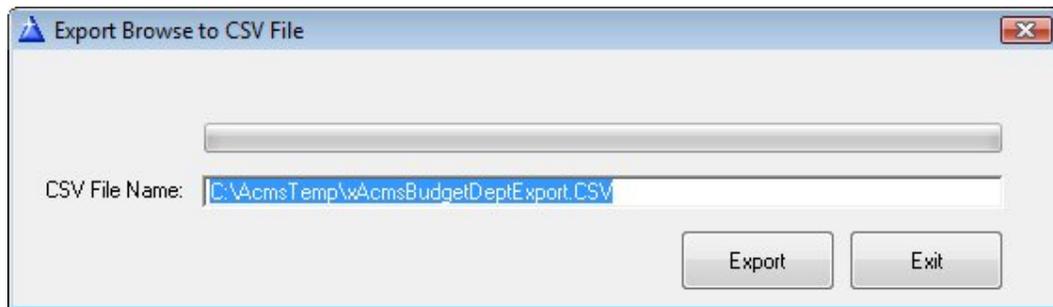
- 
- Click OK to save
- 

## Post Year-To-Date Expenses

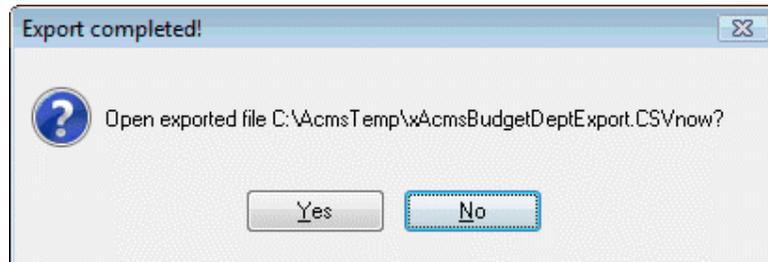
- Click the Post Year-To-Date button  on the *Browse the Department Expense Budget* window
  - All check and charge expenditures posted will be added to the **Actual** fields for the Current Year budget period and exact same period for the Previous Year budget
- 

## 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\AcmsBudgetDeptExport.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%
<b>Grand Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>131,650.00</b>	<b>124,065.00</b>	<b>7,585.00</b>	<b>6%</b>

## Report B - Department Group Expense Budget

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

**Progress...**

**Print Department Group Expense Budget**

---

**Budget Period**

First Date:

Last Date:

**Type of Report**

**Detail**  Summary  Include IDT(s)

Print Copies:

- 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
<b>100 Church Administration</b>						
100 Church Operations	0.00	0.00	100,000.00	96,000.00	6,000.00	5%
160 Building Fund	0.00	0.00	16,000.00	6,000.00	10,000.00	67%
200 Sunday School	0.00	0.00	600.00	250.00	250.00	50%
210 Children's Church	0.00	0.00	260.00	226.00	26.00	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	600.00	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	60.00	60.00	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	160.00	300.00	-160.00	0% Over
650 Youth Department	0.00	0.00	600.00	150.00	350.00	70%
700 Vacation Bible School	0.00	0.00	600.00	450.00	60.00	10%
<b>Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>120,100.00</b>	<b>104,865.00</b>	<b>15,235.00</b>	<b>13%</b>
<b>900 Restricted Funds</b>						
125 Savings	0.00	0.00	10,000.00	8,000.00	2,000.00	20%
190 Mutual Funds	0.00	0.00	1,600.00	600.00	1,000.00	67%
<b>Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>11,600.00</b>	<b>8,600.00</b>	<b>3,000.00</b>	<b>26%</b>
<b>Grand Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>131,800.00</b>	<b>113,365.00</b>	<b>18,235.00</b>	<b>14%</b>

## 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

Browse the Dept Budget Detail file

1) Expense Code | Budget Period: 01/01/2009 Through 12/31/2009

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

Print Months 1-6 Budget Report | Export | View | Insert | Change | Delete

Print Months 7-12 Budget Report | Close | Help

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

Report Preview

PrintBudgetDept1\_6Months

**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						Jan-Jun Total
		Jan	Feb	Mar	Apr	May	Jun	
<b>100 Church Operations</b>	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
<b>SubTotal:</b>	<b>5,000.00</b>	555.11	0.00	333.00	50.00	365.10	455.44	1,758.65
<b>230 Tape Ministry</b>	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

Page 1 of 2 | Zoom: Page Width

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

PrintBudgetDept7\_12Months

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

Dept Code / Description	2009 Budgeted	Actual Expenditures						Jul-Dec Total	Grand Total
		Jul	Aug	Sep	Oct	Nov	Dec		
<b>100 Church Operations</b>									
	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
<b>SubTotal:</b>	<b>5,000.00</b>	65.00	375.55	0.00	0.00	1,280.22	0.00	1,720.77	3,479.42
<b>230 Tape Ministry</b>									
	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
<b>SubTotal:</b>	<b>200.00</b>	0.00	0.00	0.00	0.00	65.00	0.00	65.00	65.00

Page 1 of 2      Zoom: Page Width

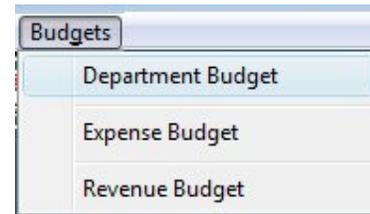


## CHAPTER 11

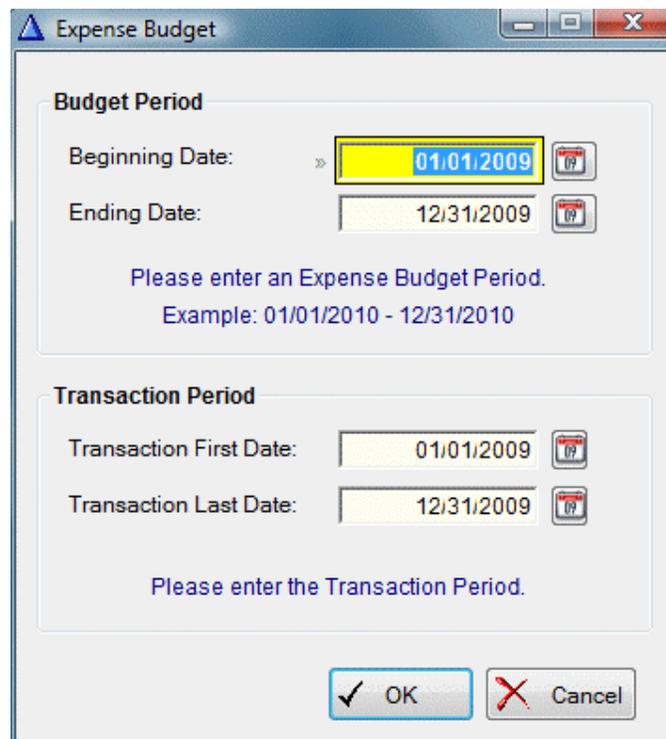
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## Budgets - Expense Detail

- Click Budgets on the Main Menu



- Click Expense Budget

A screenshot of the "Expense Budget" dialog box. The dialog has a title bar with a triangle icon and the text "Expense Budget". It contains two main sections: "Budget Period" and "Transaction Period".  
**Budget Period**  
Beginning Date: 01/01/2009 (with a calendar icon)  
Ending Date: 12/31/2009 (with a calendar icon)  
Below these fields is a message: "Please enter an Expense Budget Period. Example: 01/01/2010 - 12/31/2010".  
**Transaction Period**  
Transaction First Date: 01/01/2009 (with a calendar icon)  
Transaction Last Date: 12/31/2009 (with a calendar icon)  
Below these fields is a message: "Please enter the Transaction Period."  
At the bottom of the dialog are two buttons: "OK" (with a checkmark icon) and "Cancel" (with a red X icon).

- 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

**Browse the Expense Budget**

Expense Code: Budget Period: 01/01/2009 Through 12/31/2009 Transaction Period: 01/01/2009 Through 12/31/2009

Code	Title	Expense Group	Previous Year		Current Year	
			Budgeted	Actual	Budgeted	Actual
5101	Pastor's Salary	Salaries & Compensation	1,000.00	0.00	1,200.00	830.22
5102	Pastor's Housing	Salaries & Compensation	350.00	0.00	500.00	350.00
5103	Pastor's Medical Insurance	Salaries & Compensation	0.00	0.00	0.00	0.00
5104	Pastor's Retirement	Salaries & Compensation	0.00	0.00	0.00	0.00
5105	Pastor's Travel	Salaries & Compensation	100.00	0.00	150.00	100.00
5130	Custodian	Salaries & Compensation	0.00	0.00	0.00	0.00
5140	Secretary	Salaries & Compensation	0.00	0.00	0.00	0.00
5141	Church Clerk	Salaries & Compensation	0.00	0.00	0.00	0.00
5145	Organist	Salaries & Compensation	0.00	0.00	0.00	0.00
5170	Consulting Services	Salaries & Compensation	300.00	300.00	350.00	333.00
5202	Electricity	Administrative & General	900.00	815.99	1,000.00	918.99
5204	Telephone	Administrative & General	850.00	835.22	1,000.00	920.21
5205	Water	Administrative & General	125.00	116.00	175.00	163.00
5802	Supplies - Office	Material & Supplies	75.00	55.00	100.00	65.00

Print Expense Budget   
 Create Monthly Budget Reports   
 Print Blank Expense Budget   
 Insert   
 Change   
 Delete

Post Year-To-Date Transactions   
 Export to Excel CSV file   
 Close   
 Help

---

**Window Actions**


---

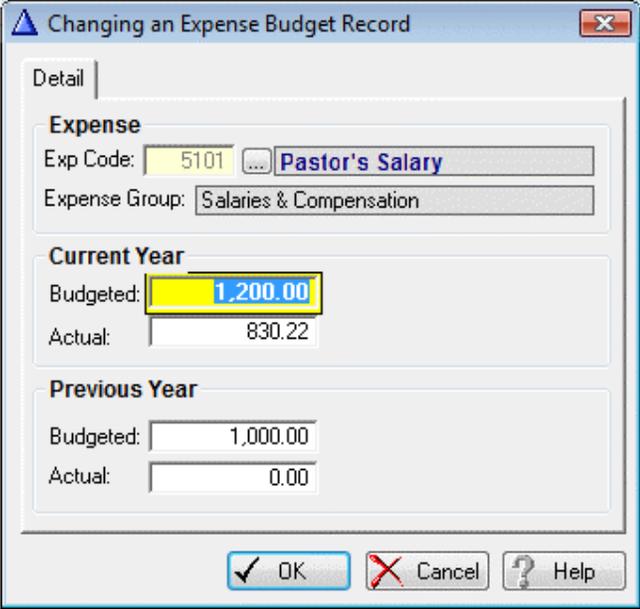
- **Print Expense Budget** - print Expense Detail/Summary Budget
  - **Create Monthly Budget Reports** - create and print Monthly Detail Expense Budget reports
  - **Print Blank Expense Budget** - print Blank Expense Budget report
  - **Post Year-To-Date** - automaticall update actual department expenses
  - **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



**Changing an Expense Budget Record**

Detail

**Expense**

Exp Code: 5101 ... **Pastor's Salary**

Expense Group: Salaries & Compensation

**Current Year**

Budgeted: 1,200.00

Actual: 830.22

**Previous Year**

Budgeted: 1,000.00

Actual: 0.00

OK Cancel Help

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

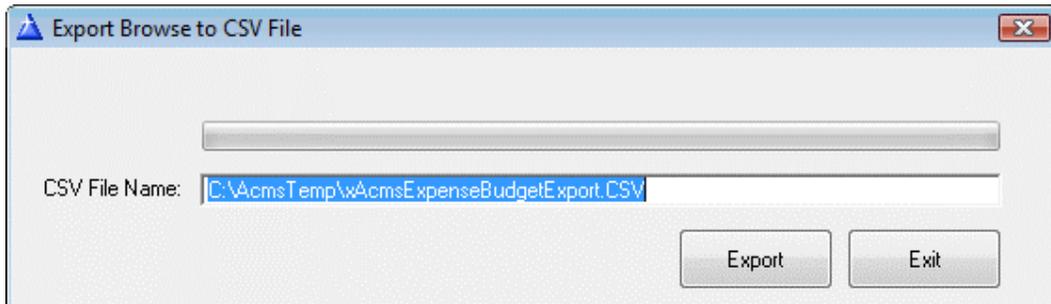


- Click the **Post Year-To-Date** button on the *Browse the Expense Budget* window
- All check and charge expenditures posted will be added to the **Actual** fields for the **Current Year** budget period and exact same period for the **Previous Year** budget

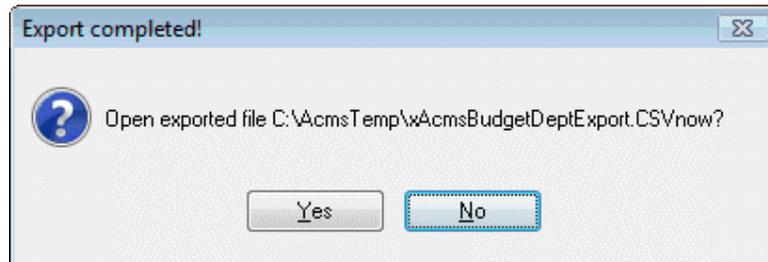
## Export to Excel



- Click the **Export to Excel CSV file** button on the *Browse the Expense Budget* window



- The default output file is C:\AcmsTemp\AcmsExpenseBudgetExport.CSV
- Click the Export button 
- When the Export is complete, the *Export Completed!* window will open



- Click Yes to open the exported file

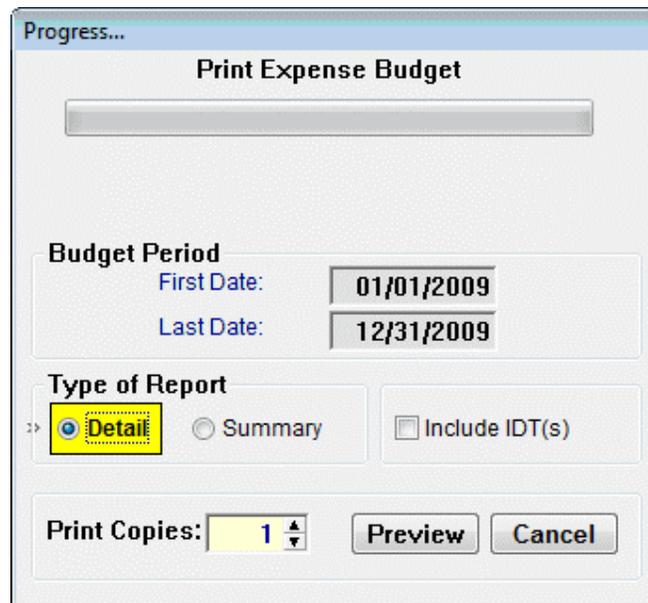
---

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.

Report Preview

File View Zoom

Page: 1 Across: 1 Down: 1 Zoom: Page Width

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

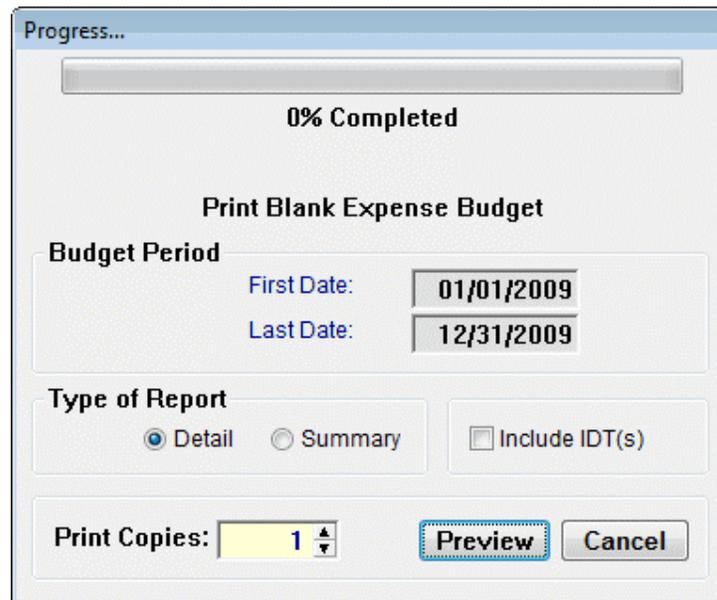
Expense	2008 Budgetec	2008 Actual	2009 Budgetec	2009 Actual		Balance Amount	Percent
<b>5100 Salaries &amp; Compensation</b>							
5101 Pastor's Salary	1,000.00	1,000.00	1,200.00	830.22	69%	369.78	31%
5102 Pastor's Housing	350.00	350.00	500.00	350.00	70%	150.00	30%
5105 Pastor's Travel	100.00	100.00	150.00	100.00	67%	50.00	33%
5170 Consulting Services	300.00	300.00	350.00	333.00	95%	17.00	5%
<b>SubTotal:</b>	<b>1,750.00</b>	<b>1,750.00</b>	<b>2,200.00</b>	<b>1,613.22</b>	<b>73%</b>	<b>586.78</b>	<b>27%</b>
<b>5200 Administrative &amp; General</b>							
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%
<b>SubTotal:</b>	<b>1,875.00</b>	<b>1,767.21</b>	<b>2,175.00</b>	<b>2,002.20</b>	<b>92%</b>	<b>172.80</b>	<b>8%</b>
<b>5300 Material &amp; Supplies</b>							
5802 Supplies - Office	75.00	55.00	100.00	65.00	65%	35.00	35%
<b>SubTotal:</b>	<b>75.00</b>	<b>55.00</b>	<b>100.00</b>	<b>65.00</b>	<b>65%</b>	<b>35.00</b>	<b>35%</b>
<b>Grand Total:</b>	<b>3,700.00</b>	<b>3,572.21</b>	<b>4,475.00</b>	<b>3,680.42</b>	<b>82%</b>	<b>794.58</b>	<b>18%</b>

Page 1 of 1 Zoom: Page Width

## 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



Progress...

0% Completed

**Print Blank Expense Budget**

**Budget Period**

First Date: 01/01/2009  
Last Date: 12/31/2009

**Type of Report**

Detail  Summary  Include IDT(s)

Print Copies: 1

Preview Cancel

- 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
<b>5100 Salaries &amp; Compensation</b>				
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		
<b>Sub Total:</b>	<b>1,750.00</b>	<b>300.00</b>		

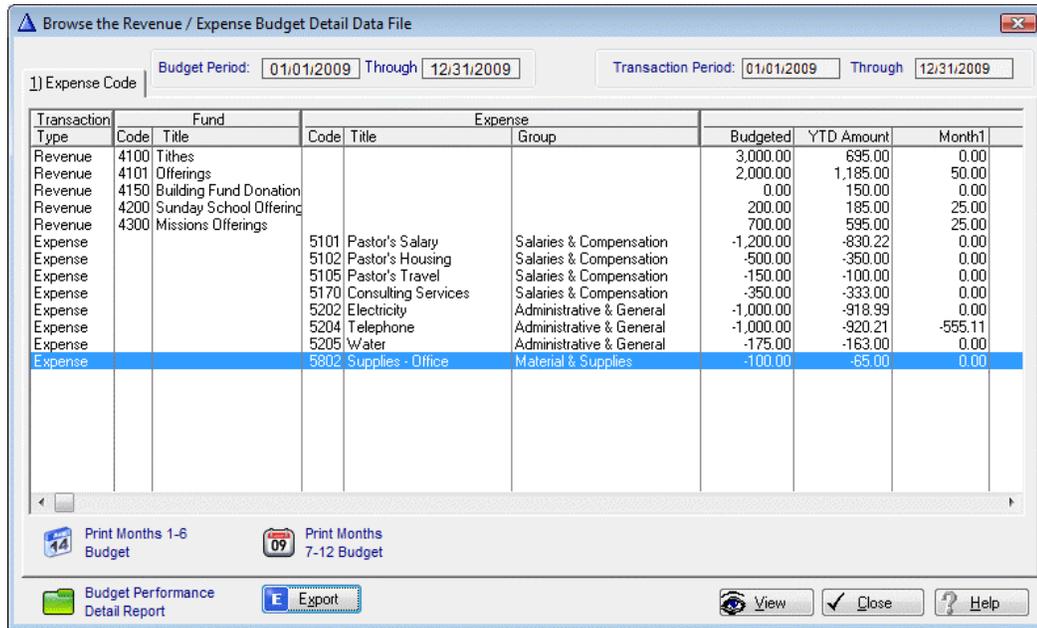
# Create Monthly Budget Reports

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



- 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:

PrintBudgetRevenueExpenses\_1\_Months

**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

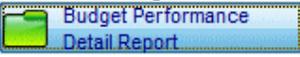
Fund / Expense Code / Description	2009 Budgetec	Actual Expenditures						Jan-Jun Total
		Jan	Feb	Mar	Apr	May	Jun	
<b>Income</b>								
<b>0001 - Income &amp; Contributions</b>								
4100 Tithes	3,000.00	0.00	0.00	0.00	50.00	150.00	65.00	265.00
4101 Offerings	2,000.00	50.00	150.00	150.00	150.00	0.00	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
<b>SubTotal:</b>	<b>5,900.00</b>	100.00	200.00	150.00	265.00	175.00	270.00	1,160.00
<b>Total Income:</b>	<b>5,900.00</b>	100.00	200.00	150.00	265.00	175.00	270.00	1,160.00
<b>Expenses</b>								
<b>5100 - Salaries &amp; Compensation</b>								
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
<b>SubTotal:</b>	<b>2,200.00</b>	0.00	0.00	333.00	0.00	0.00	0.00	333.00
<b>5200 - Administrative &amp; General</b>								

- 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

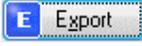
Fund / Expense Code / Description	2009 Budgeted	Actual Expenditures						Jul-Dec Total	Grand Total
		Jul	Aug	Sep	Oct	Nov	Dec		
<b>Income</b>									
<b>0001 - Income &amp; Contributions</b>									
4100 Tithes	3,000.00	0.00	0.00	0.00	0.00	175.00	255.00	430.00	695.00
4101 Offerings	2,000.00	375.00	250.00	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
<b>SubTotal:</b>	<b>5,900.00</b>	375.00	250.00	300.00	100.00	260.00	365.00	1,650.00	2,810.00
<b>Total Income:</b>	<b>5,900.00</b>	375.00	250.00	300.00	100.00	260.00	365.00	1,650.00	2,810.00
<b>Expenses</b>									
<b>5100 - Salaries &amp; Compensation</b>									
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
<b>SubTotal:</b>	<b>2,200.00</b>	0.00	0.00	0.00	0.00	1,280.22	0.00	1,280.22	1,613.22

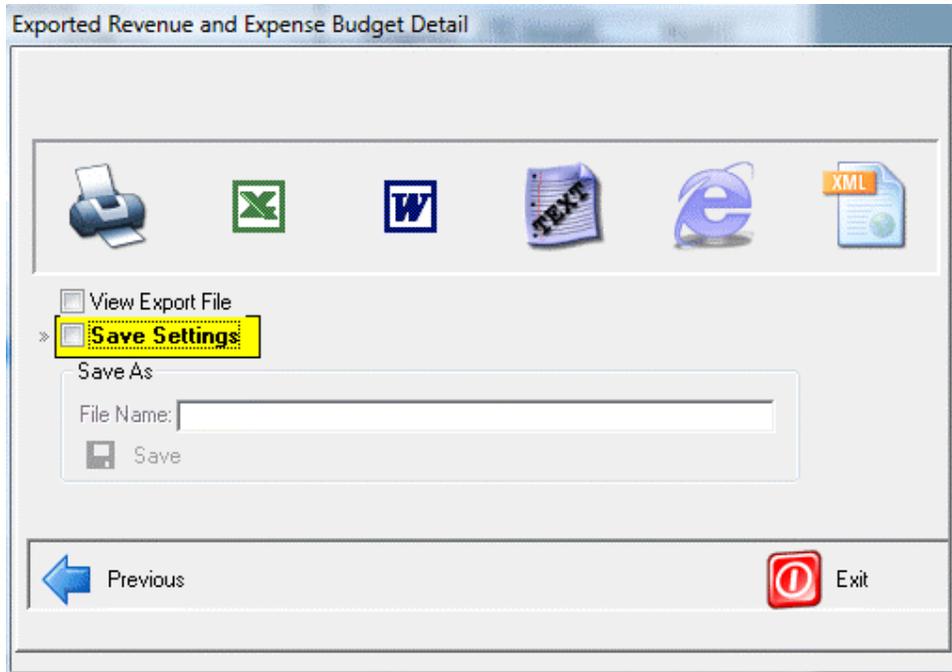
- Click the Budget Performance Detail Report button  on the *Browse the Revenue / Expense Budget Detail Data File* window
- The following report will be displayed:

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

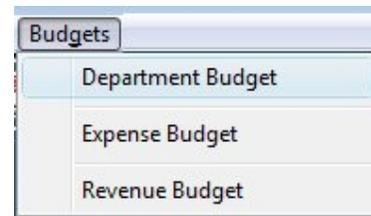
Fund / Expense Code / Description	2009 Budgeted	2009		Under / (Over) Budget	2008		Under / (Over) Budget
		Actual	Under / (Over) Budget		Budgeted	Actual	
<b>Income</b>							
<b>4000 - Income &amp; Contributions</b>							
4100 Tithes	3,000.00	695.00	2,305.00	23%	2,500.00	2,223.00	277.00 88%
4101 Offerings	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%
<b>SubTotal:</b>	<b>5,900.00</b>	2,810.00	3,090.00	47%	<b>3,675.00</b>	2,623.00	1,052.00 71%
<b>Total Income:</b>	<b>5,900.00</b>	2,810.00	3,090.00	47%	<b>3,675.00</b>	2,623.00	1,052.00 71%
<b>Expenses</b>							
<b>5100 - Salaries &amp; Compensation</b>							
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%
<b>SubTotal:</b>	<b>2,200.00</b>	1,613.22	586.78	73%	<b>1,750.00</b>	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:

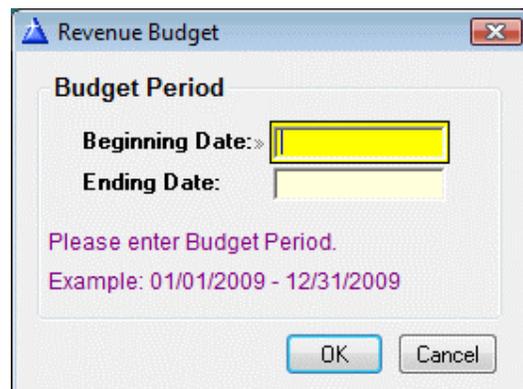


## Budgets - Revenue

- 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

**Browse the Revenue Budget**

Fund Code | Budget Period: 01/01/2009 Through 12/31/2009

Code	Title	Previous Year		Current Year	
		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

Report    Insert    Change    Delete

 Post Year-To-Date     Export to Excel CSV file    Close    Help

---

**Window Actions**

---

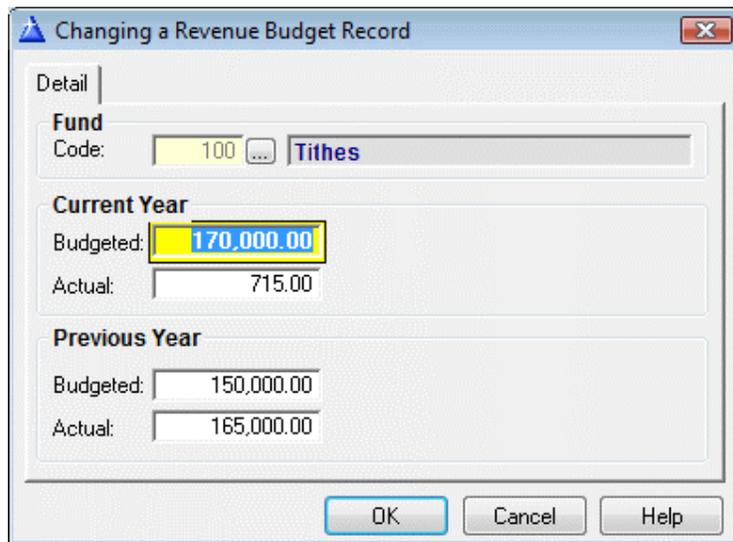
- Report - print Revenue Budget
  - Post Year-To-Date - automaticall update actual revenue
  - Export to Excel CSV File - export the displayed budget data to Excel CSV file
  - Insert - add a new budget record
  - Change - update the highlighted budget record
  - Delete - remove highlighted budget record
  - 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



**Changing a Revenue Budget Record**

Detail

**Fund**  
Code: 100 Tithes

**Current Year**  
Budgeted: 170,000.00  
Actual: 715.00

**Previous Year**  
Budgeted: 150,000.00  
Actual: 165,000.00

OK Cancel Help

---

### Current Year

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

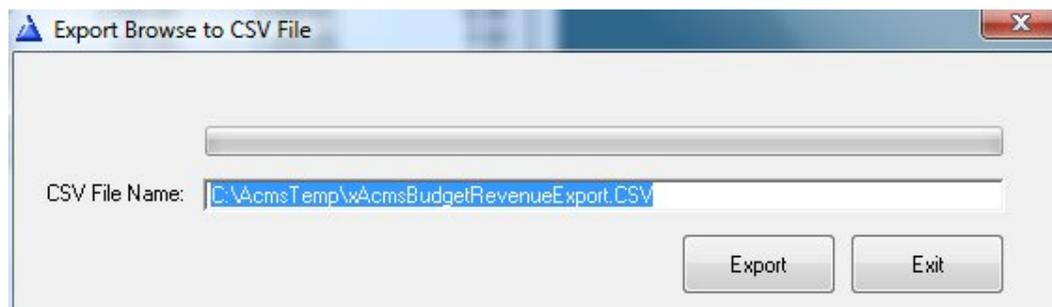
- 
- Click OK to save
- 

## Post Year-To-Date Expenses

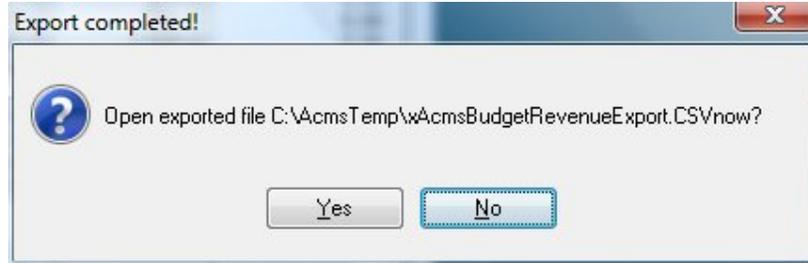
- Click the Post Year-To-Date button  **Post Year-To-Date** on the *Browse the Revenue Budget* window
- All contributions, donations and income posted will be added to the **Actual** fields for the **Current Year** budget period and exact same period for the **Previous Year** budget

## Export to Excel

- Click the Export to Excel CSV file button  **Export to Excel CSV file** on the *Browse the Revenue Budget* window



- The default output file is C:\AcmsTemp\AcmsBudgetRevenueExport.CSV
- Click the Export button 
- When the Export is complete, the *Export Completed!* window will open

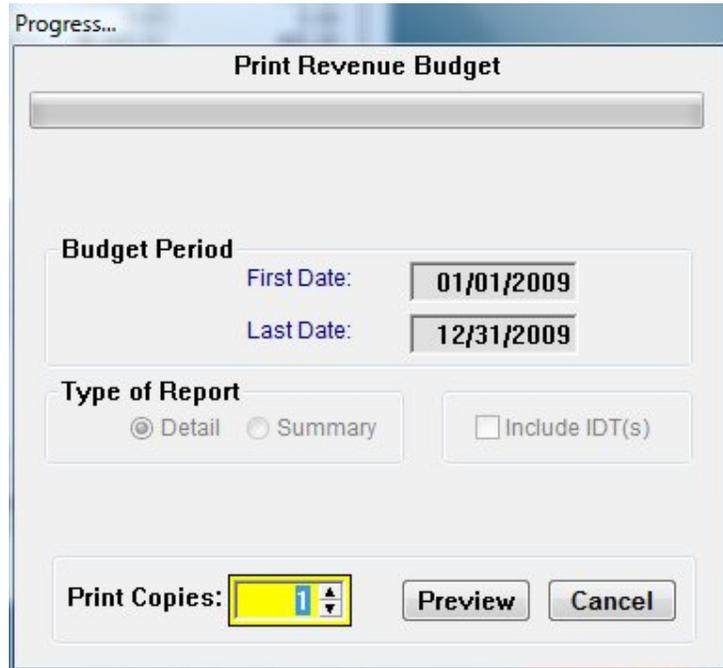


- Click Yes to open the exported file

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

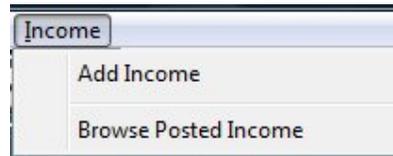
Code	Revenue	2008 Budgetec	2008 Actual	2009 Budgetec	2009 Actual	Variance
100	Tithes	150,000.00	165,000.00	170,000.00	715.00	169,285.00
101	Offerings	70,000.00	71,500.00	75,000.00	155.00	74,845.00
150	Building Fund Donations	250.00	252.00	35,000.00	400.00	34,600.00
200	Sunday School Offerings	2,000.00	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
<b>Grand Total:</b>		<b>232,450.00</b>	<b>248,050.00</b>	<b>294,300.00</b>	<b>1,555.00</b>	<b>292,745.00</b>



## CHAPTER 12

## Posted Income

- Click Income on the *ACMS main menu*



- Click Browse Posted Income

**Browse Income**

System No. | Member/Visitor Id. | Dept. No. | Idt No. | Date | 05/31/2008 | **Type Date to begin search.**

System IDT	Number	Date Received	Received From Id. No.	Full Name	Amount	Fund Code	Fund Title	Department Code	Department Title	Bank Bank ID
<input type="checkbox"/>	25	05/31/2008	4	Mary W. Henry	100.00	101	Offerings	100	Church Operations	1
<input type="checkbox"/>	26	05/31/2008	4	Mary W. Henry	252.00	150	Building Fund Donations	150	Building Fund	2
<input type="checkbox"/>	27	05/31/2008	4	Mary W. Henry	25.00	200	Sunday School Offerings	200	Sunday School	1
<input type="checkbox"/>	9	04/15/2009	1	John E. Doe, Jr.	15.00	200	Sunday School Offerings	200	Sunday School	1
<input type="checkbox"/>	10	04/15/2009	1	John E. Doe, Jr.	150.00	101	Offerings	100	Church Operations	1
<input type="checkbox"/>	11	04/15/2009	1	John E. Doe, Jr.	50.00	100	Tithes	100	Church Operations	1
<input type="checkbox"/>	12	04/15/2009	1	John E. Doe, Jr.	50.00	150	Building Fund Donations	150	Building Fund	2
<input checked="" type="checkbox"/>	8	05/31/2009	7	InterDepartmental Trans	6,000.00	9000	IDT-InterDepartmental Tr	100	Church Operations	1
<input type="checkbox"/>	13	05/31/2009	1	John E. Doe, Jr.	150.00	100	Tithes	100	Church Operations	1
<input type="checkbox"/>	14	05/31/2009	1	John E. Doe, Jr.	25.00	200	Sunday School Offerings	200	Sunday School	1
<input type="checkbox"/>	15	05/31/2009	1	John E. Doe, Jr.	150.00	100	Tithes	100	Church Operations	1
<input type="checkbox"/>	16	05/31/2009	1	John E. Doe, Jr.	50.00	150	Building Fund Donations	150	Building Fund	2
<input type="checkbox"/>	17	05/31/2009	1	John E. Doe, Jr.	15.00	200	Sunday School Offerings	200	Sunday School	1
<input type="checkbox"/>	18	05/31/2009	3	Reverend Happy D. Will	100.00	200	Sunday School Offerings	200	Sunday School	1
<input type="checkbox"/>	19	05/31/2009	3	Reverend Happy D. Will	5.00	101	Offerings	100	Church Operations	1
<input type="checkbox"/>	20	05/31/2009	3	Reverend Happy D. Will	100.00	100	Tithes	100	Church Operations	1
<input type="checkbox"/>	21	05/31/2009	3	Reverend Happy D. Will	100.00	150	Building Fund Donations	150	Building Fund	2
<input type="checkbox"/>	22	05/31/2009	4	Mary W. Henry	200.00	100	Tithes	100	Church Operations	1
<input type="checkbox"/>	23	05/31/2009	4	Mary W. Henry	100.00	150	Building Fund Donations	150	Building Fund	2
<input type="checkbox"/>	24	05/31/2009	4	Mary W. Henry	25.00	200	Sunday School Offerings	200	Sunday School	1
<input checked="" type="checkbox"/>	1	06/01/2009	7	InterDepartmental Trans	500.00	9000	IDT-InterDepartmental Tr	150	Building Fund	2

Export to Excel CSV file | Insert | Change | Delete

Query | Reports | Close | Help

#### 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 .....	143
Change Member ID on Contributions .....	148

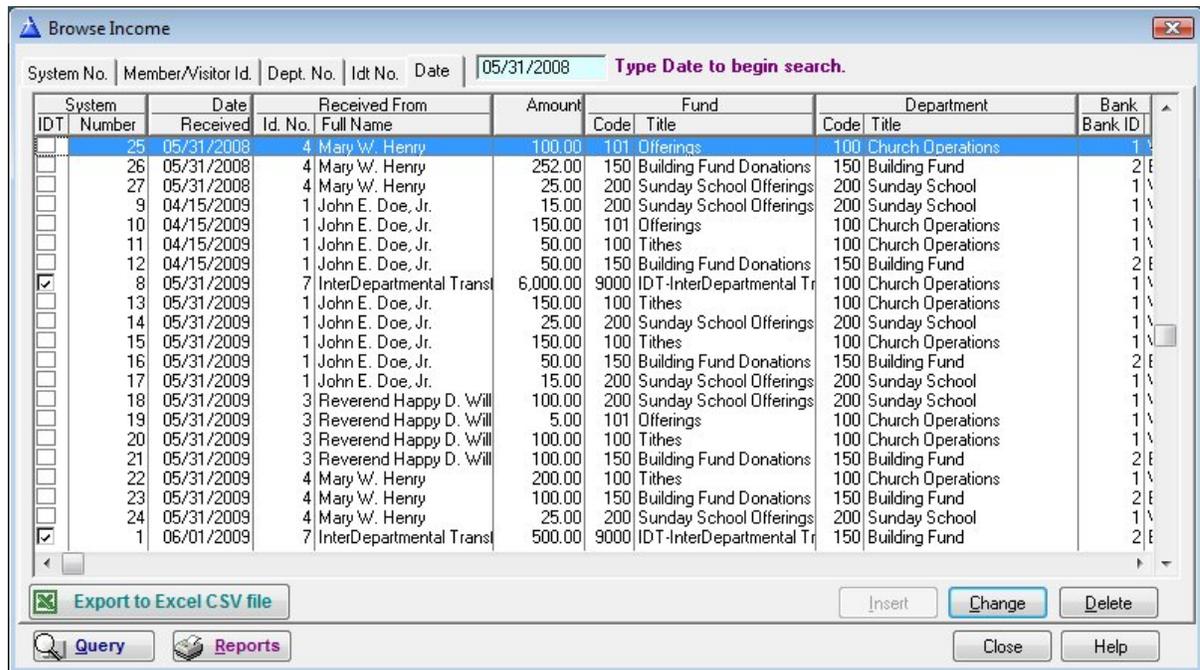
## Query Posted Income

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.

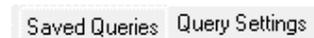
The end user may provide filter criteria for zero or more fields. Additional filter criteria result in a more refined search and a smaller result set (the filter conditions are conjunctive--ANDed together).

- Open the *Browse Income* window
- Click Query



- The *Query by Example Settings* window will open

### Tabs



➤ *Query Settings - available fields for the query*

The screenshot shows a dialog box titled "Query by Example Settings" with a close button (X) in the top right corner. It features two tabs: "Saved Queries" and "Query Settings". The "Query Settings" tab is selected, displaying a list of fields with checkboxes to the right of each field name. The fields are: "Member/Visitor Id. No.", "Date Received:", "Department Code:", "Fund Code:", "Bank Code:", "IDT No.:", and "Date Funds were Deposited:". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Clear".

- 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	browsefield	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'

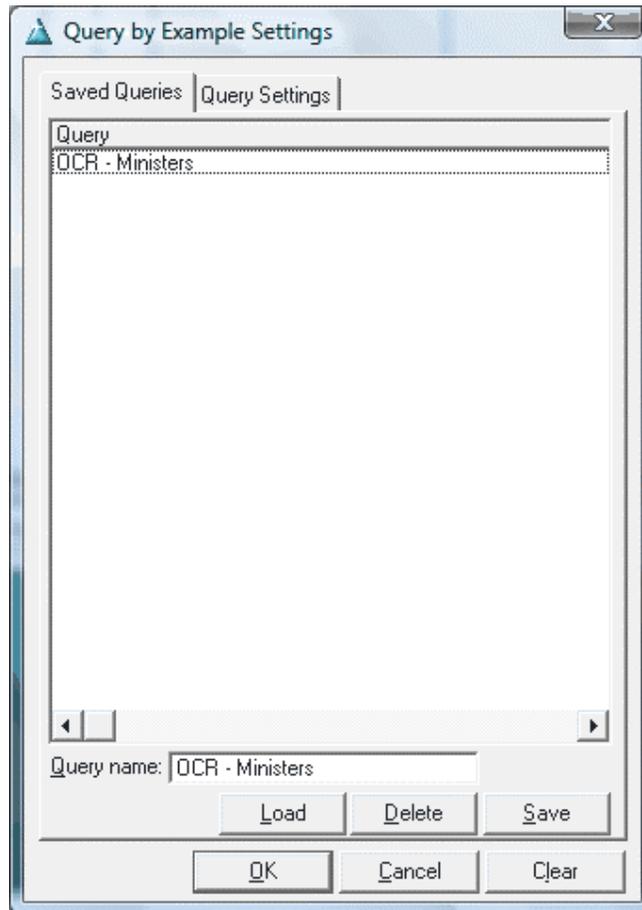
---

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*

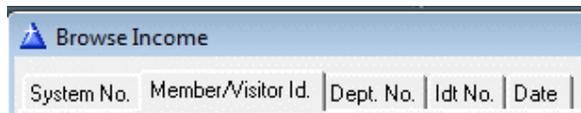
*John E. Doe, Jr. - Member/Visitor ID 233*

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

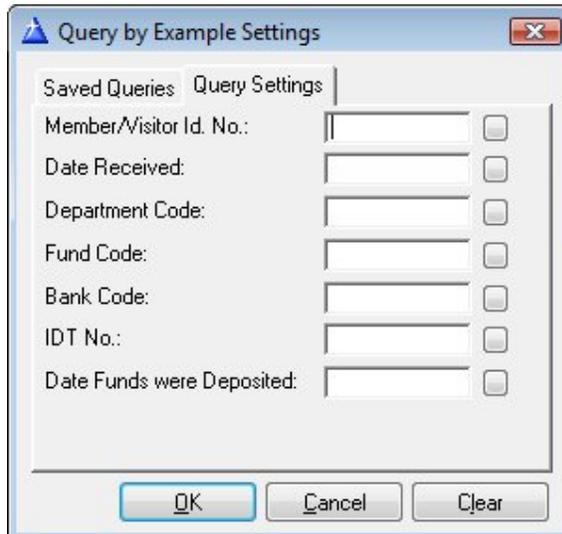
**NOTE:** The person changing the contributions' Member/Visitor ID must have a security level 9.

### ➤ 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

**Browse Income**

System No. Member/Visitor Id. Dept. No. | Idt No. | Date |

System IDT	Number	Date Received	Received From		Amount	Fund		Department		Bank	
			Id. No.	Full Name		Code	Title	Code	Title	Bank ID	Name
<input type="checkbox"/>	2	06/21/2009	1	John E. Doe, Jr.	65.00	100	Tithes	100	Church Operations	1	Wac
<input type="checkbox"/>	3	06/21/2009	1	John E. Doe, Jr.	100.00	150	Building Fund Donations	150	Building Fund	2	BB&
<input type="checkbox"/>	4	06/21/2009	1	John E. Doe, Jr.	20.00	200	Sunday School Offerings	200	Sunday School	1	Wac
<input type="checkbox"/>	5	06/21/2009	1	John E. Doe, Jr.	15.00	300	Missions Offerings	300	Missions	1	Wac
<input type="checkbox"/>	9	04/15/2009	1	John E. Doe, Jr.	15.00	200	Sunday School Offerings	200	Sunday School	1	Wac
<input type="checkbox"/>	10	04/15/2009	1	John E. Doe, Jr.	150.00	101	Offerings	100	Church Operations	1	Wac
<input type="checkbox"/>	11	04/15/2009	1	John E. Doe, Jr.	50.00	100	Tithes	100	Church Operations	1	Wac
<input type="checkbox"/>	12	04/15/2009	1	John E. Doe, Jr.	50.00	150	Building Fund Donations	150	Building Fund	2	BB&
<input type="checkbox"/>	13	05/31/2009	1	John E. Doe, Jr.	150.00	100	Tithes	100	Church Operations	1	Wac
<input type="checkbox"/>	14	05/31/2009	1	John E. Doe, Jr.	25.00	200	Sunday School Offerings	200	Sunday School	1	Wac
<input type="checkbox"/>	15	05/31/2009	1	John E. Doe, Jr.	150.00	100	Tithes	100	Church Operations	1	Wac
<input type="checkbox"/>	16	05/31/2009	1	John E. Doe, Jr.	50.00	150	Building Fund Donations	150	Building Fund	2	BB&
<input type="checkbox"/>	17	05/31/2009	1	John E. Doe, Jr.	15.00	200	Sunday School Offerings	200	Sunday School	1	Wac

- The *Query Results* will be displayed

➤ **Step 2**

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

**Income will be changed for (John E. Doe, Jr.)**

Income Detail

**Member/Visitor/Group Information**

Id. No.: 1 John E. Doe, Jr.

Status: Member 123 South Congaree St.

Class: 2.0 Courba SC 29203

**Income Information**

System No.: 9 IDT No.:

Date Received: 04/15/2009 Amount: 15.00

Dept Code: 200 Sunday School

Fund Code: 200 Sunday School Other ngs

Bank Code: 1 Wachovia - Genera Fund

Date Deposited: 04/15/2009  Posted

Added: Added By:

Updated: 07/18/2009 Updated By: ADMIN

OK Cancel Help

- 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

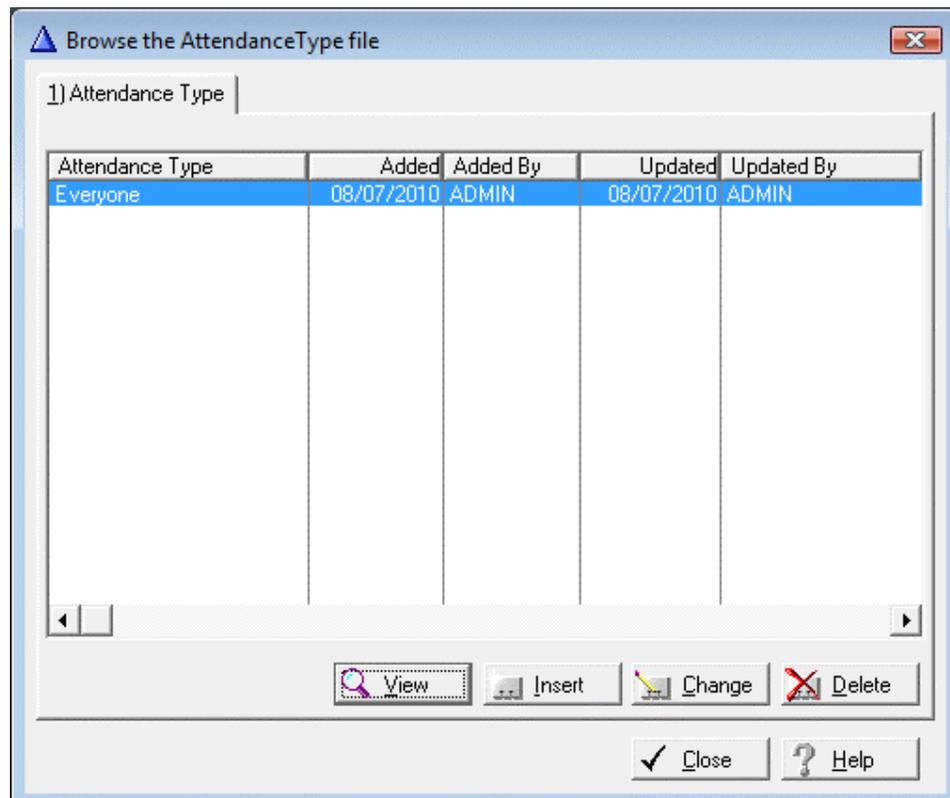
# Attendance

## 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.

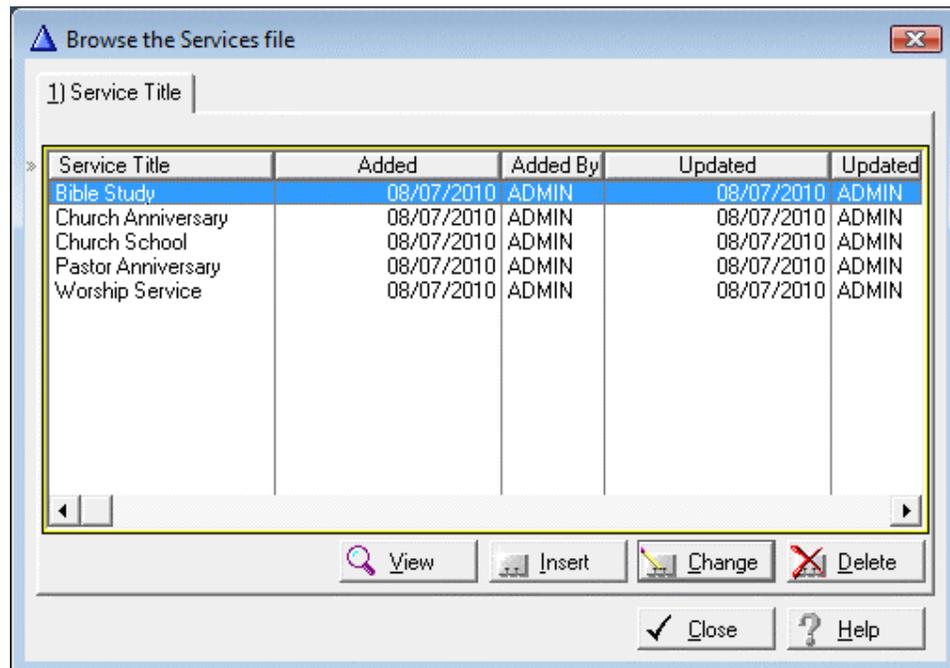
We recommend keeping it simple and just track the data by Everyone.



## 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

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

**Data Filter Center**

Column	Operator	Value/Expression	Connecting Operator

Case sensitive search for string

- Reset
- Save Query
- Save As
- Load Query
- Apply
- Filter Report

Export Reports View Insert Change Delete Close Help

Browsing the Attendance file

#### 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:

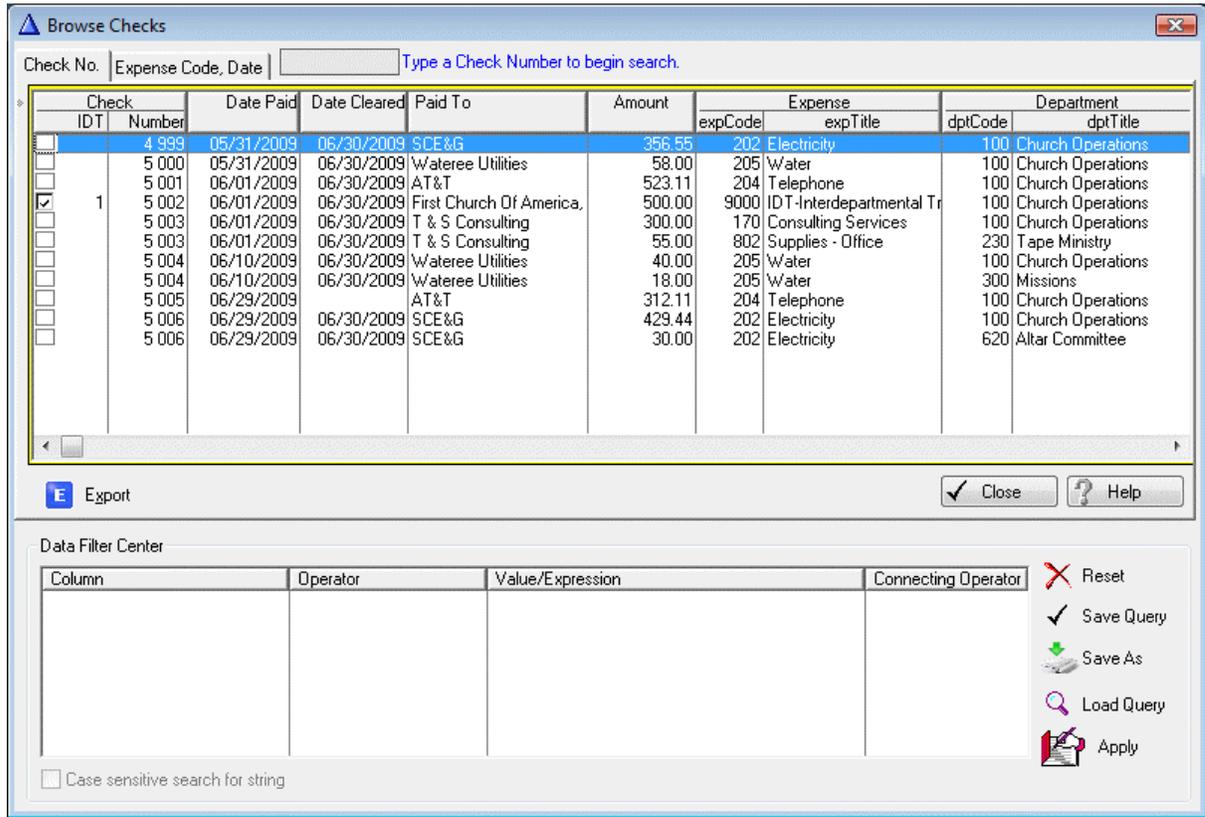
- Printer
- Microsoft Excel
- Microsoft Word
- Text File
- HTML File
- XML File

## 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

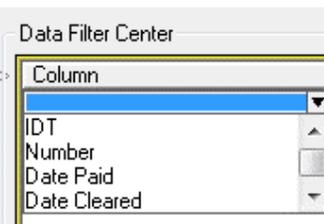
#### Filter Options

- 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:

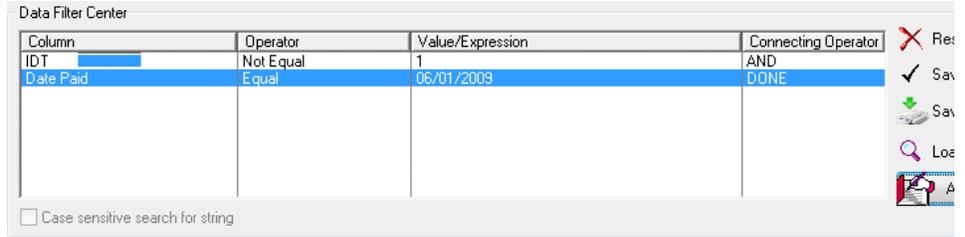
- Double click under the Column section of the Data Filter Center to activate the available fields list



- 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

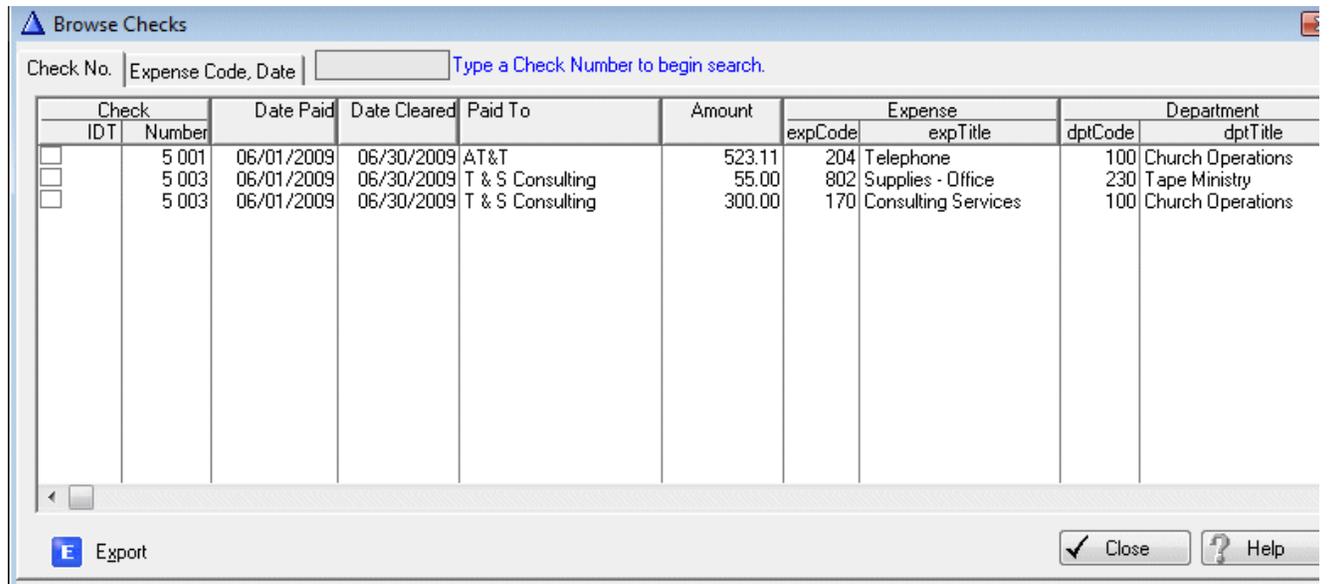
In this example, the filter is for all records with the following:

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

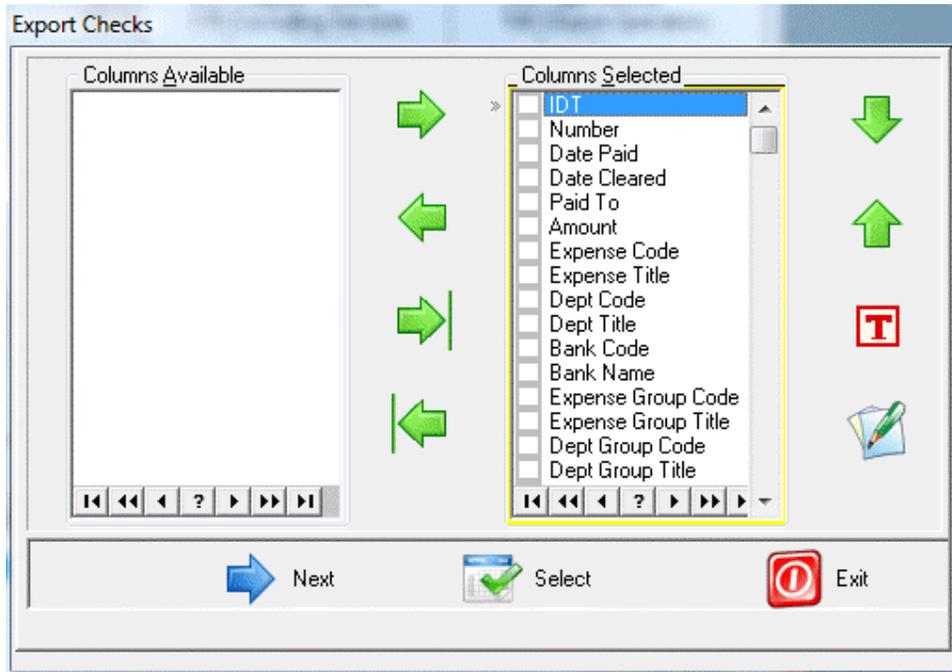


## Export Filtered Data

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

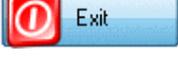
- Select the columns you want to export
- Click the **Next** button to display the **Export Menu's** option page to

*Specify the Sort Order for Exported Data* -



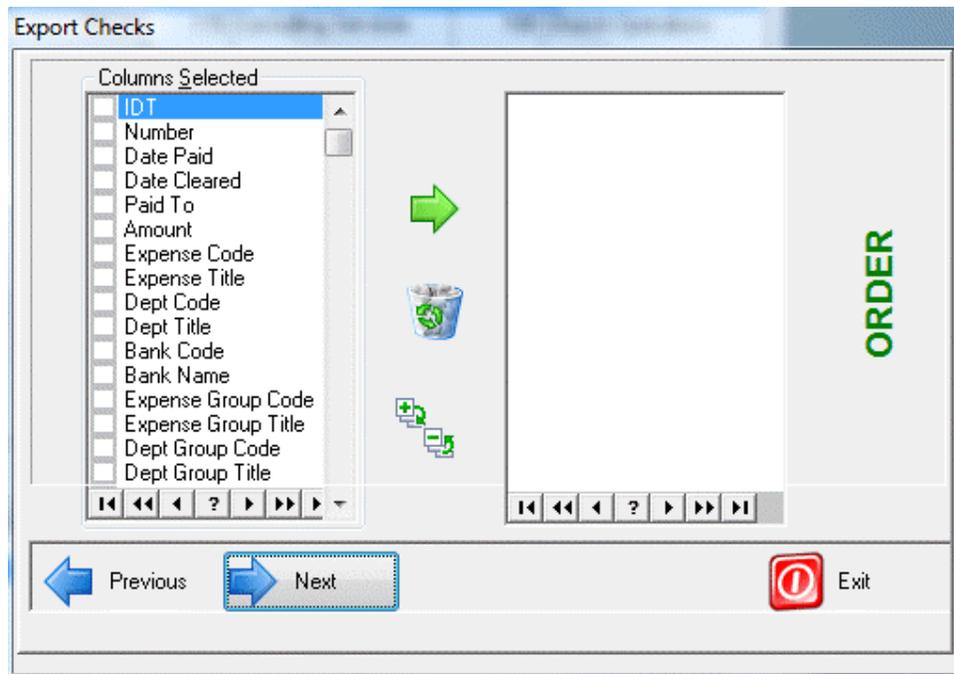
### Export Buttons

---

-  - 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

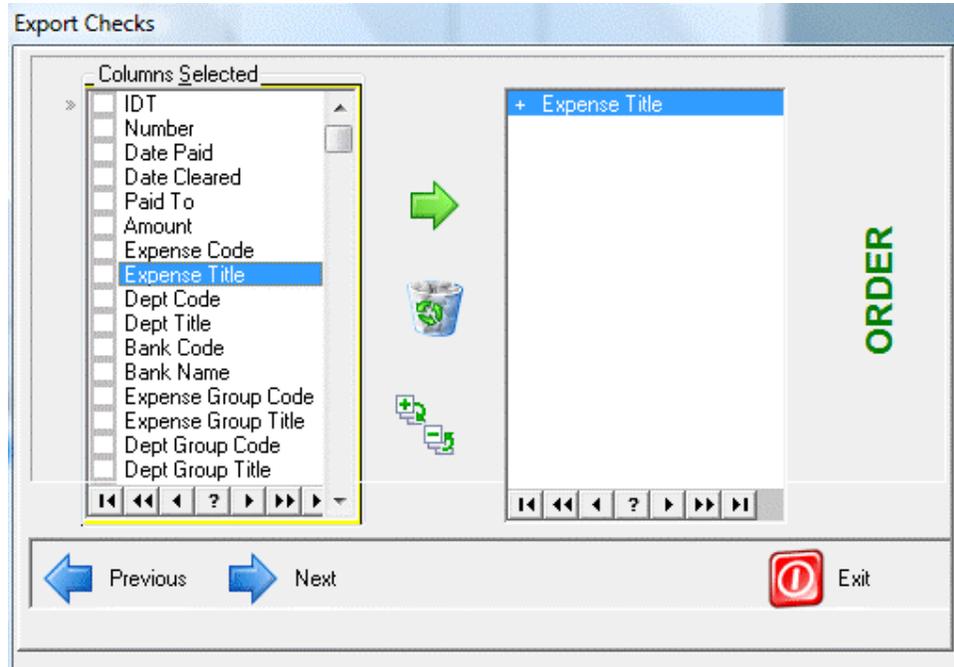
After the columns have been selected for exporting, you can also specify how you want to sort them in the export output.



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



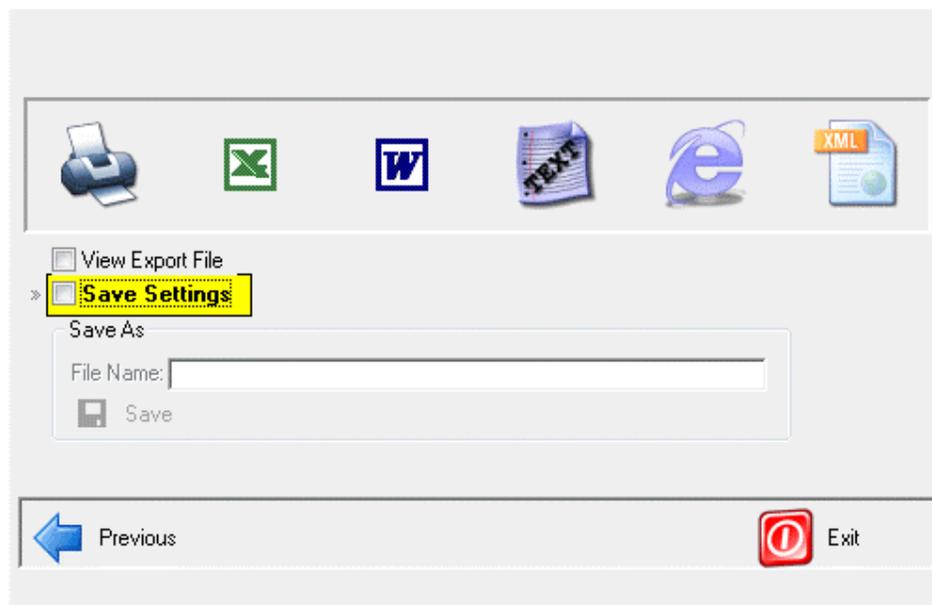
Add Column button -



-  - 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.



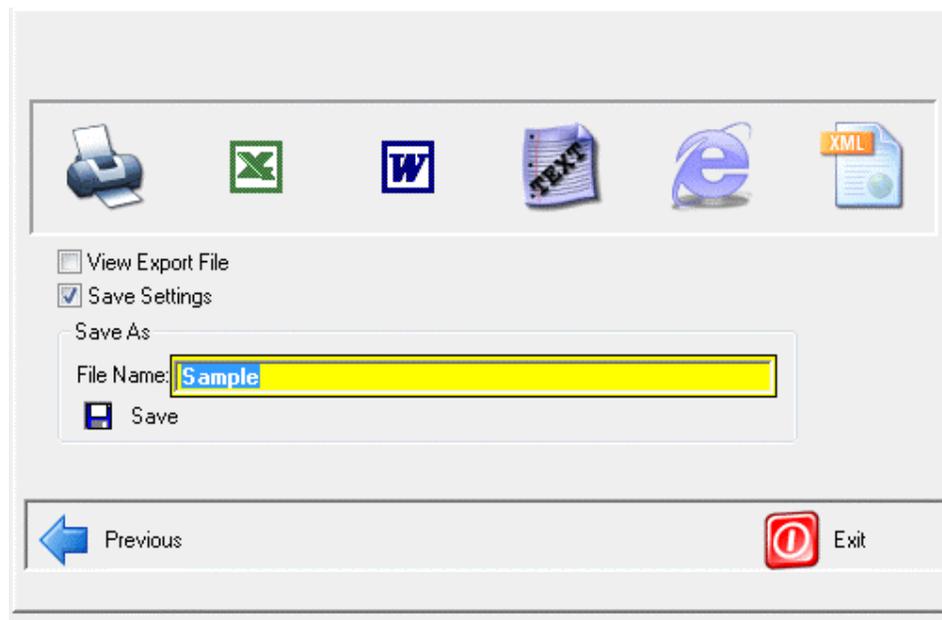
-  - Export data to printer
-  - Export data to Microsoft Excel file (*requires Microsoft Excel*)
-  - Export data to Microsoft Word file (*requires Microsoft Word*)
-  - Export data to Text file
-  - Export data to HTML file
-  - Export data to XML file

#### 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 - 



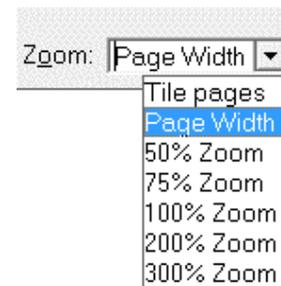
## CHAPTER 16

# Reports

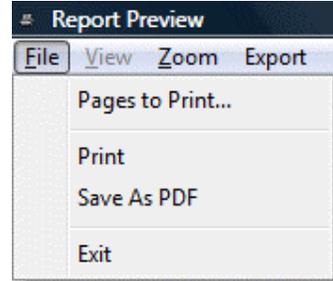
## Report Preview Options



- 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 separated by a comma

Click Reset to restore original Pages to Print values

Click OK to continue and return

Click Cancel to abort and return

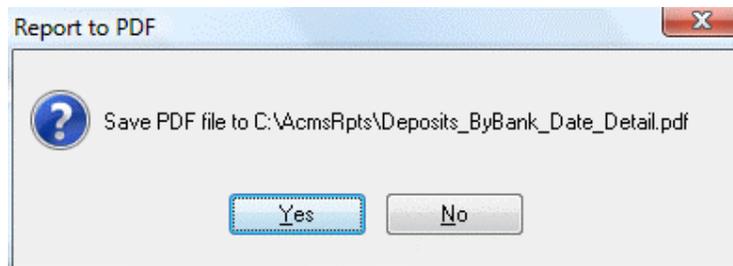
## Print

- Print - print all or selected pages

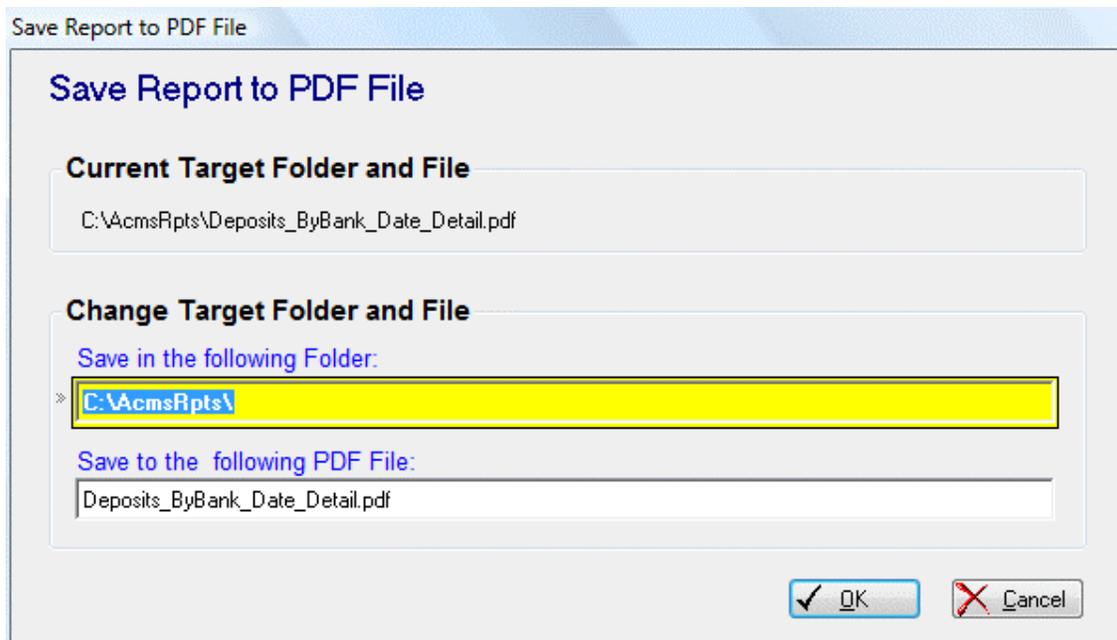
## Save As PDF

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



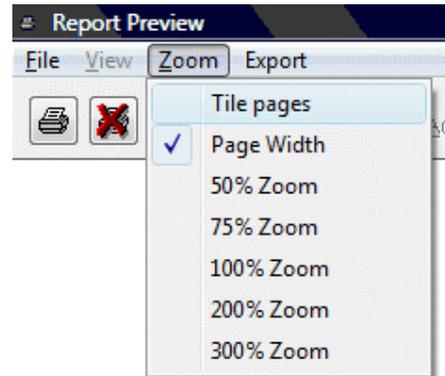
- Current Target Folder and File - report will be saved to this location and file
- Change Target Folder and File - change folder or PDF filename
- Click OK to save to PDF and return
- Click Cancel to abort saving to PDF and return

## Exit

- Exit report preview and return

---

## Report Zoom Menu Option



---

## Report Export Menu Option

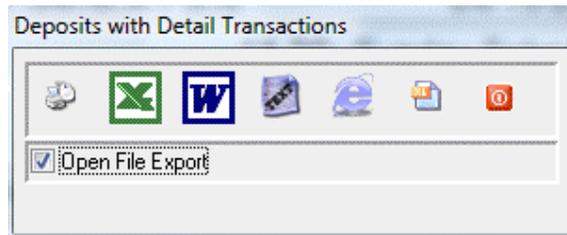
NOTE: The Report Export Data functionality has been added to numerous ACMS reports.

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

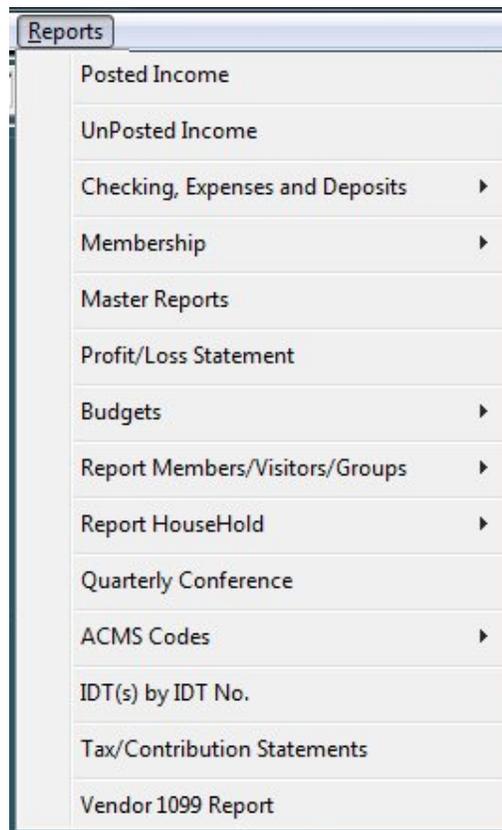


- The Report Export Data Options window will open
-  - Print setup
-  - Export to Excel file (*Requires Microsoft Excel*)
-  - Export to Word file (*Requires Microsoft Word*)
-  - Export to ASCII text file
-  - Export to HTML file
-  - Export to XML file
-  - Exit Export Options

---

## ACMS Reports Menu

- Click on Reports on the Main Menu



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Master Reports .....	223



## CHAPTER 17

## Posted Income Reports

- Click Reports
- Click Posted Income

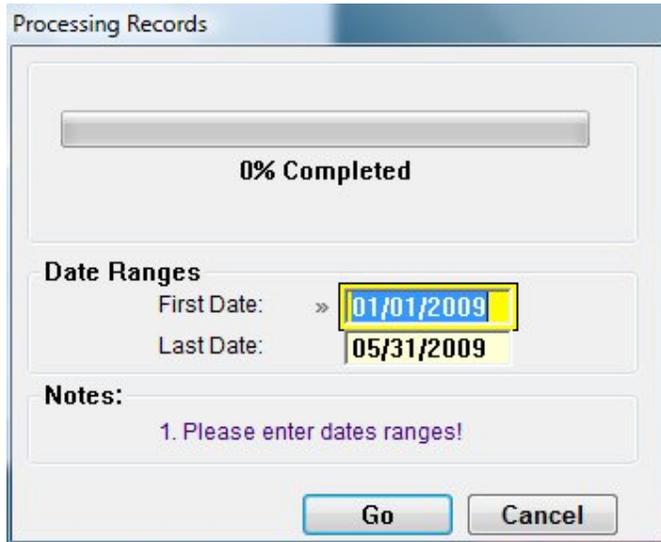


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Income by Bank, Dept and Fund Code .....	201
Income by Bank, Date, Fund Code .....	203

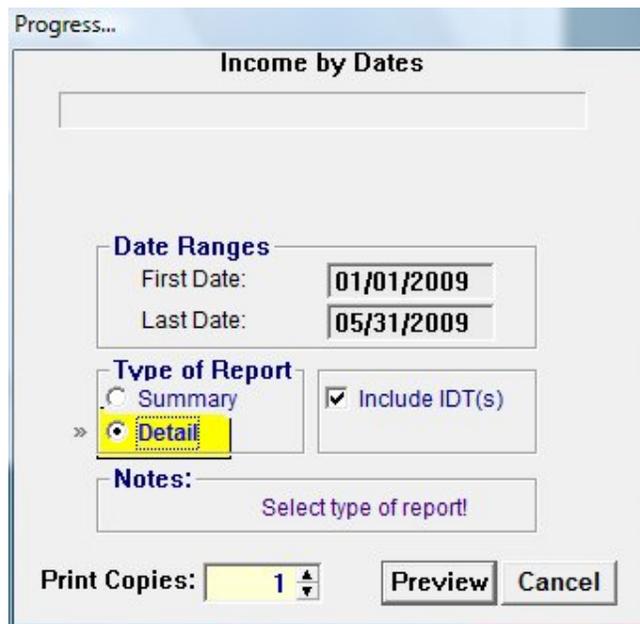
## Income within Specified Dates

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



The 'Processing Records' dialog box features a progress bar at the top showing '0% Completed'. Below the progress bar is a section titled 'Date Ranges' with two input fields: 'First Date:' containing '01/01/2009' and 'Last Date:' containing '05/31/2009'. A 'Notes:' section contains the text '1. Please enter dates ranges!'. At the bottom, there are 'Go' and 'Cancel' buttons.

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



The 'Progress...' dialog box is titled 'Income by Dates'. It has a progress bar at the top. The 'Date Ranges' section shows 'First Date:' as '01/01/2009' and 'Last Date:' as '05/31/2009'. The 'Type of Report' section has two radio buttons: 'Summary' (unselected) and 'Detail' (selected). There is also a checked checkbox for 'Include IDT(s)'. A 'Notes:' section contains the text 'Select type of report!'. At the bottom, there is a 'Print Copies:' field set to '1', and 'Preview' and 'Cancel' buttons.

## 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

Name/Record No.	Date	Amount	Department	Fund
<b>Received: 06/21/2009</b>				
<b>5 Public Offering</b>				
6	06/21/2009	15.00	200 Sunday School	200 Sunday School Offerings
7	06/21/2009	55.00	300 Missions	300 Missions Offerings
<b>SubTotal:</b>		<b>70.00</b>		
<b>1 Doe Jr., John E</b>				
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
<b>SubTotal:</b>		<b>200.00</b>		
<b>06/21/2009 Total:</b>		<b>270.00</b>		
<b>Grand Total:</b>		<b>270.00</b>		

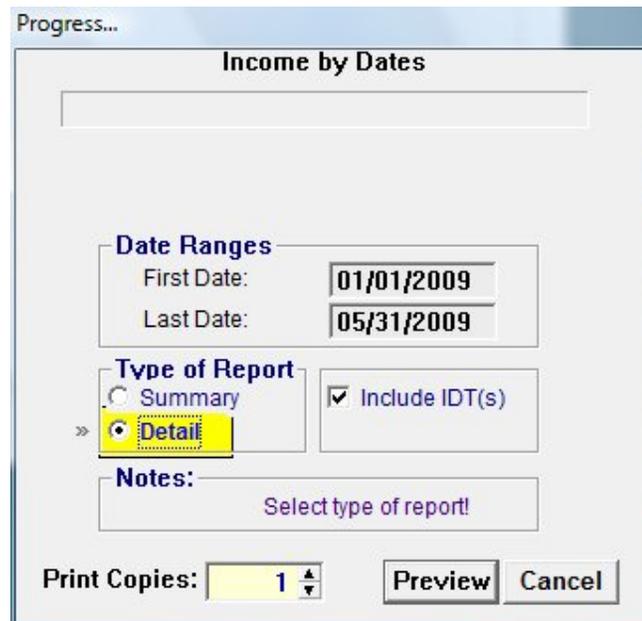
## Income by Fund Code

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



The 'Processing Records' dialog box features a progress bar at the top showing '0% Completed'. Below the progress bar is a section for 'Date Ranges' with two text input fields: 'First Date:' containing '01/01/2009' and 'Last Date:' containing '05/31/2009'. A 'Notes:' section contains the text '1. Please enter dates ranges!'. At the bottom, there are two buttons: 'Go' and 'Cancel'.

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



The 'Progress...' dialog box is titled 'Income by Dates'. It contains a section for 'Date Ranges' with 'First Date:' set to '01/01/2009' and 'Last Date:' set to '05/31/2009'. Below this is the 'Type of Report' section, which has two radio buttons: 'Summary' (unselected) and 'Detail' (selected). To the right of these radio buttons is a checked checkbox labeled 'Include IDT(s)'. A 'Notes:' section contains the text 'Select type of report!'. At the bottom, there is a 'Print Copies:' field with the value '1' and two buttons: 'Preview' and 'Cancel'.

## 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
<b>100 Tithes</b>				
2	06/21/2009	65.00	Doe, Jr., John E	100 Church Operations
<b>SubTotal:</b>		<b>65.00</b>		
<b>150 Building Fund Donations</b>				
3	06/21/2009	100.00	Doe, Jr., John E	150 Building Fund
<b>SubTotal:</b>		<b>100.00</b>		
<b>200 Sunday School Offerings</b>				
6	06/21/2009	15.00	Public Offering	200 Sunday School
4	06/21/2009	20.00	Doe, Jr., John E	200 Sunday School
<b>SubTotal:</b>		<b>35.00</b>		
<b>300 Missions Offerings</b>				
7	06/21/2009	55.00	Public Offering	300 Missions
5	06/21/2009	15.00	Doe, Jr., John E	300 Missions
<b>SubTotal:</b>		<b>70.00</b>		
<b>Grand Total:</b>		<b>270.00</b>		

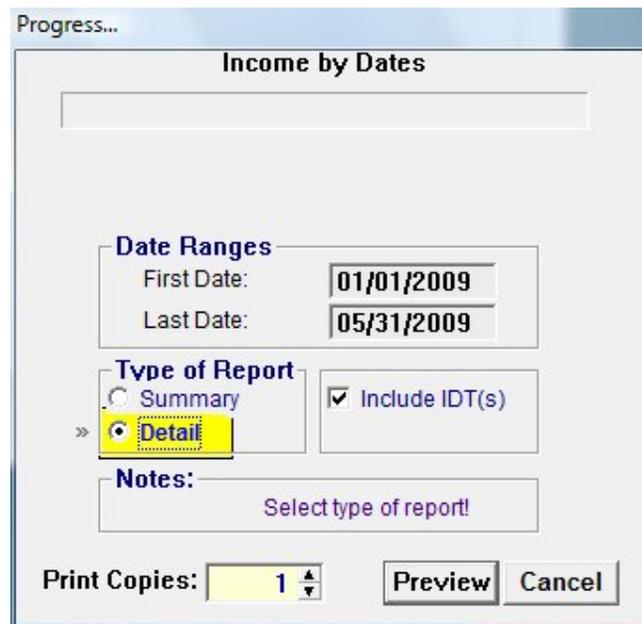
## Income by Department Code

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



The 'Processing Records' dialog box features a progress bar at the top showing '0% Completed'. Below the progress bar is a section for 'Date Ranges' with two text input fields: 'First Date:' containing '01/01/2009' and 'Last Date:' containing '05/31/2009'. A 'Notes:' section contains the text '1. Please enter dates ranges!'. At the bottom, there are two buttons: 'Go' and 'Cancel'.

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



The 'Progress...' dialog box is titled 'Income by Dates'. It has a progress bar at the top. The 'Date Ranges' section includes 'First Date:' with '01/01/2009' and 'Last Date:' with '05/31/2009'. The 'Type of Report' section has two radio buttons: 'Summary' and 'Detail', with 'Detail' selected. There is also a checked checkbox for 'Include IDT(s)'. A 'Notes:' section contains the text 'Select type of report!'. At the bottom, there is a 'Print Copies:' field with the value '1' and two buttons: 'Preview' and 'Cancel'.

## 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
<b>100 Church Operations</b>				
2	06/21/2009	65.00	Doe, Jr., John E	100 Tithes
<b>SubTotal:</b>		<b>65.00</b>		
<b>150 Building Fund</b>				
3	06/21/2009	100.00	Doe, Jr., John E	150 Building Fund Donations
<b>SubTotal:</b>		<b>100.00</b>		
<b>200 Sunday School</b>				
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
<b>SubTotal:</b>		<b>35.00</b>		
<b>300 Missions</b>				
7	06/21/2009	55.00	Public Offering	300 Missions Offerings
5	06/21/2009	15.00	Doe, Jr., John E	300 Missions Offerings
<b>SubTotal:</b>		<b>70.00</b>		
<b>Grand Total:</b>		<b>270.00</b>		

## Income for a Specific Fund Code

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

**Processing Records**

0% Completed

**Date Ranges**

First Date: » 01/01/2009

Last Date: 05/31/2009

**Notes:**

1. Please enter dates ranges!

Go Cancel

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

**Progress...**

**Income for Specific Fund Code**

**Date Range / Fund Code**

First Date: 01/01/2009

Last Date: 06/30/2009

Fund Code: 150 ...

**Type of Report**

Summary

» Detail

Include IDT(s)

**Notes:**

Select fund code, type of report!

Print Copies: 1

Preview Cancel

### 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
<b><u>150 Building Fund Donations</u></b>				
3	06/21/2009	100.00	Doe, Jr., John E	150 Building Fund
<b>Sub Total:</b>		<b>100.00</b>		
<b>Grand Total:</b>		<b>100.00</b>		

## Income for a Specific Department Code

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

Processing Records



**0% Completed**

**Date Ranges**

First Date: »

Last Date:

**Notes:**

1. Please enter dates ranges!

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

Report Options

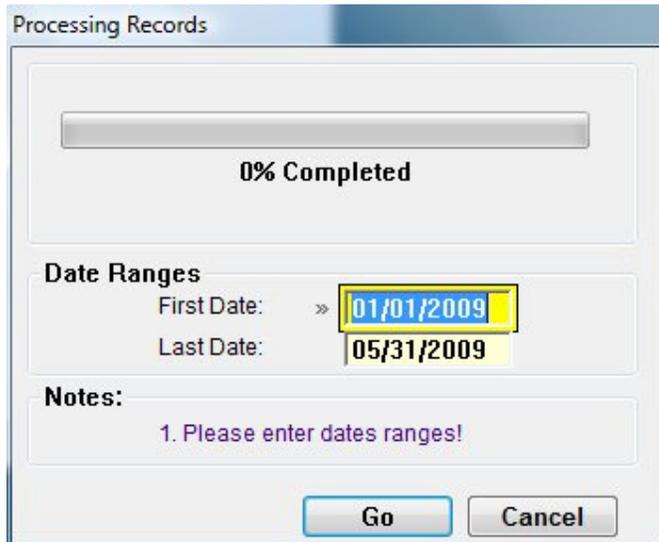
- Dept Code - Enter or lookup Dept Code
- Summary - preview summary report
- Detail - preview detail report
- Include IDT(s) - check this option to include IDT transactions
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

**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
<b>300</b> <b>Missions</b>				
7	6/21/2009	55.00	Public Offering	300 Missions Offerings
5	6/21/2009	15.00	Doe, Jr., John E	300 Missions Offerings
<b>SubTotal:</b>		<b>70.00</b>		
<b>Grand Total:</b>		<b>70.00</b>		

## Income for a Specific Dept, Fund Code

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



Processing Records

0% Completed

**Date Ranges**

First Date: » 01/01/2009

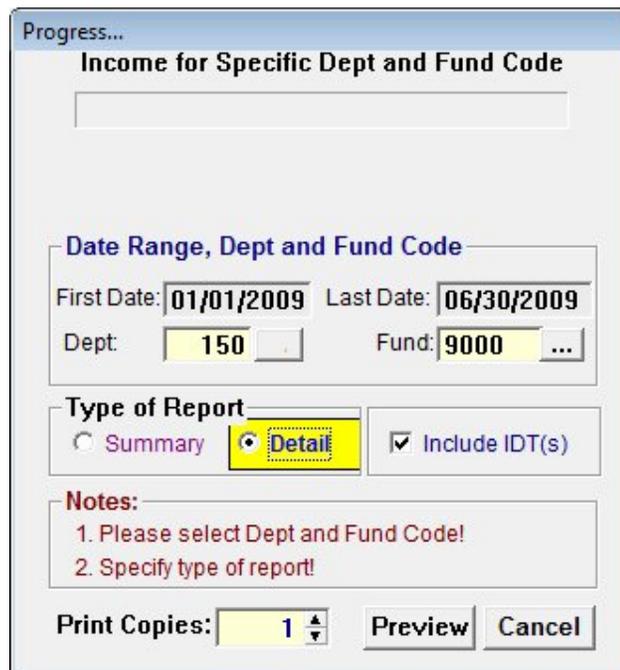
Last Date: 05/31/2009

**Notes:**

1. Please enter dates ranges!

Go Cancel

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



Progress...

**Income for Specific Dept and Fund Code**

**Date Range, Dept and Fund Code**

First Date: 01/01/2009 Last Date: 06/30/2009

Dept: 150 Fund: 9000 ...

**Type of Report**

Summary  Detail  Include IDT(s)

**Notes:**

1. Please select Dept and Fund Code!  
2. Specify type of report!

Print Copies: 1 Preview Cancel

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

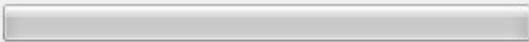
**Posted Income received 1/01/2009 through 6/30/2009 (detail  
for Dept: 150 - Building Fund and Fund: 9000 - IDT-InterDepartmental Transfer**

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
<b>Sub Total:</b>		<b>500.00</b>		
<b>Grand Total:</b>		<b>500.00</b>		

## Income by Member-Visitor Summary

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

Processing Records



**0% Completed**

**Date Ranges**

First Date: » 01/01/2009

Last Date: 05/31/2009

**Notes:**

1. Please enter dates ranges!

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

Progress...

**Print Member/Visitor Summary**

\_\_\_\_\_

**Date Ranges**

First Date: 01/01/2009  
Last Date: 06/30/2009

Include IDT(s)

**Type of Report**

Summary  Detail  
 Print Summary without Totals

**Notes:**

1. Please enter date ranges!  
2. Select type of report!

Print Copies: 1

Report Options

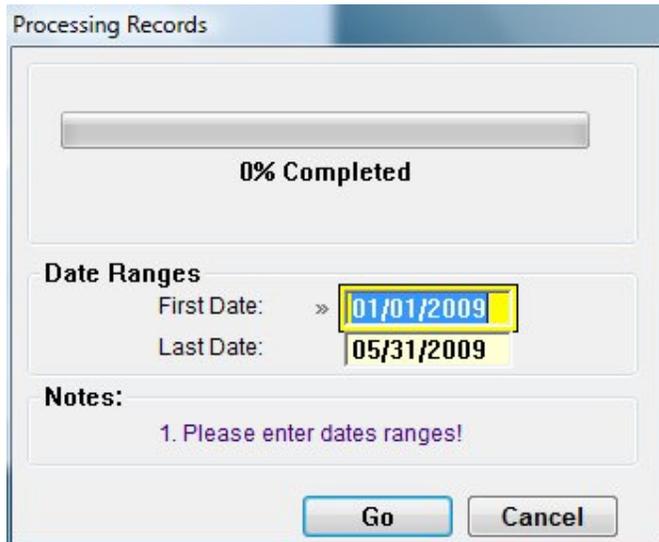
- Dept Code - Enter or lookup Dept Code
- Summary - preview summary report
- Detail - preview detail report
- Print Summary without Totals - preview summary report without totals
- Include IDT(s) - check this option to include IDT transactions
- Print Copies - number of copies to be printed
- Preview - 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	Title No.	Date	Amount	Department	Fund
<b>7 InterDepartmental Transfer</b>					
	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
	<b>SubTotal:</b>		<b>6,500.00</b>		
<b>5 Public Offering</b>					
	7	6/21/2009	55.00	300 Missions	300 Missions Offerings
	6	6/21/2009	15.00	200 Sunday School	200 Sunday School Offeri
	<b>SubTotal:</b>		<b>70.00</b>		
<b>1 Doe, Jr., John E</b>					
	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
	<b>SubTotal:</b>		<b>200.00</b>		
<b>Grand Total:</b>			<b>6,770.00</b>		

## Income by Class

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



Processing Records

0% Completed

**Date Ranges**

First Date: » 01/01/2009

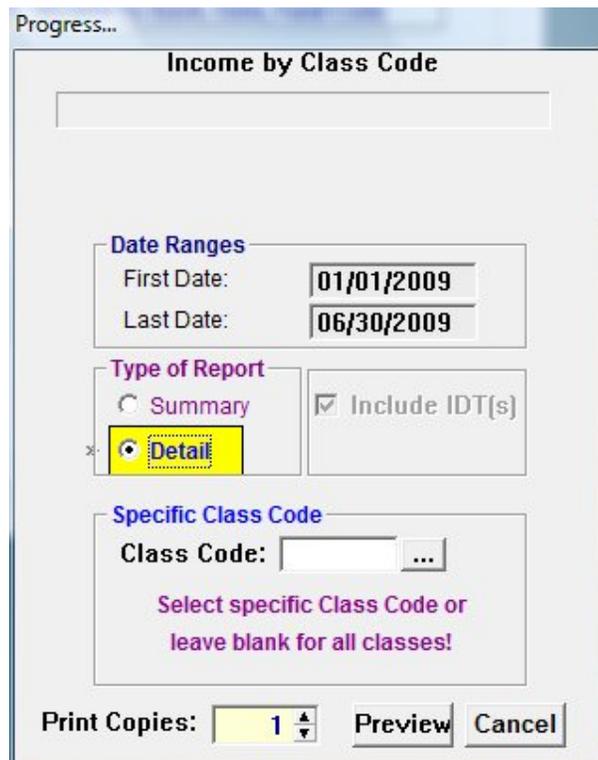
Last Date: 05/31/2009

**Notes:**

1. Please enter dates ranges!

Go Cancel

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



Progress...

**Income by Class Code**

Date Ranges

First Date: 01/01/2009

Last Date: 06/30/2009

Type of Report

Summary

Detail

Include IDT[s]

Specific Class Code

Class Code: [ ] ...

Select specific Class Code or  
leave blank for all classes!

Print Copies: 1 [▲▼] Preview Cancel

**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)**

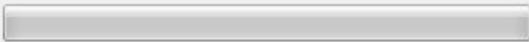
received 01/01/2009 through 06/30/2009

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

**Income for Specific Member**

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

**Processing Records**



**0% Completed**

**Date Ranges**

First Date: »

Last Date:

**Notes:**

1. Please enter dates ranges!

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

Progress...

**Print Income for Specific Member/Visitor**

---

**Date Ranges**  
First Date:  Last Date:

**Type of Report**  
 Summary  **Detail**  **Print Grand Total**

**Specific Member, Visitor or Group**  
Member, Visitor Id No. :  ...  
Member, Visitor Name:   
*Select specific Member, Visitor, Group or leave blank for everyone!*

Print Copies:

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
<b>1 John E. Doe, Jr.</b>				
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
<b>SubTotal:</b>		<b>200.00</b>		

**Income by Member Summary - 3 Months**

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

Processing Records

**0% Completed**

**Starting Date for 3 Months Report**

Month:  Example: 1, 2, 3, 4,5, etc

Year>>  Example: 2000, 2001, etc

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

Progress...

**Print Member/Visitor Summary (3 months)**

0% Completed

**Date Range**

First Date: 04/01/2009  
Last Date: 06/30/2009

**Scope of Report**

Individuals Only  Include IDT(s)  
 Include Groups

**Membership Status Group:**

Status Code:   
Status Title:

**Notes:**  
Leave status code blank to print all Status Groups.

Print Copies: 1

**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
<b>Total:</b>	<b>265.00</b>	<b>6,175.00</b>	<b>770.00</b>	<b>7,210.00</b>

## 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



Processing Records

0% Completed

**Date Ranges**

First Date: » 01/01/2009

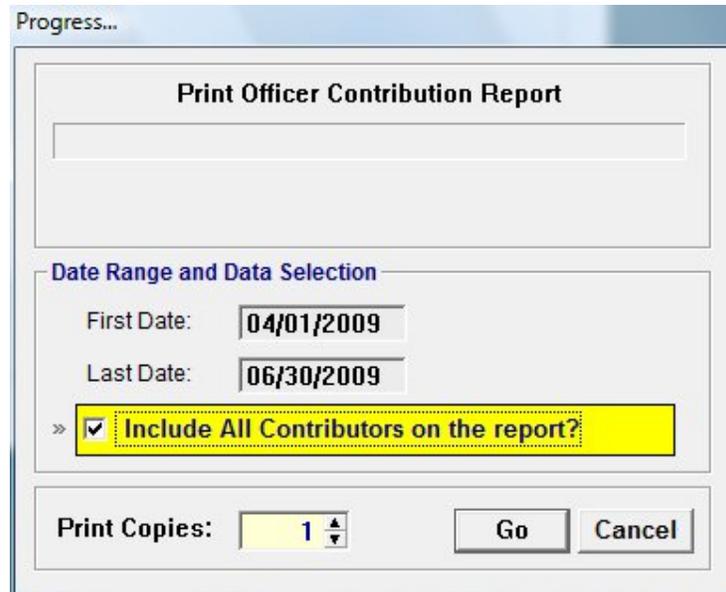
Last Date: 05/31/2009

**Notes:**

1. Please enter dates ranges!

Go Cancel

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



Progress...

**Print Officer Contribution Report**

**Date Range and Data Selection**

First Date: 04/01/2009

Last Date: 06/30/2009

»  Include All Contributors on the report?

Print Copies: 1

Go Cancel

**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

	Tithes	Offerings	Building Fund Donations	Sunday School Offerings	Missions Offerings								Total
<b>Stewards</b>													
Doe, Jr., John E	285.00	150.00	150.00	60.00	15.00								640.00
<b>Public Offering</b>													
				15.00	55.00								70.00
<b>Total:</b>	285.00	150.00	150.00	75.00	70.00	0.00	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

**Processing Records**



**0% Completed**

**Date Ranges**

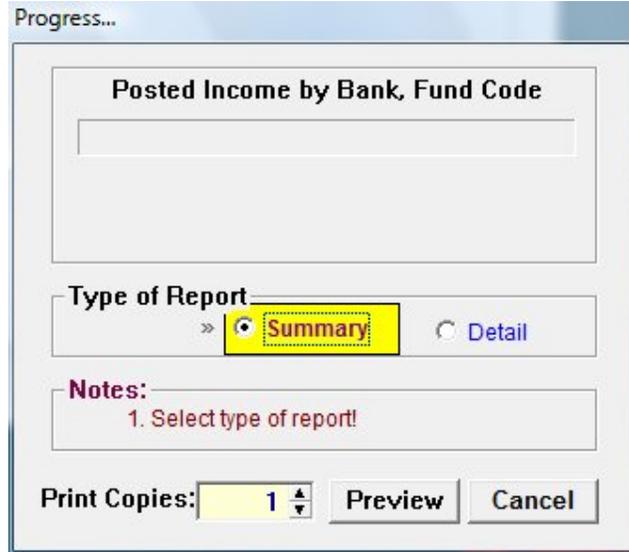
First Date: » 01/01/2009

Last Date: 05/31/2009

**Notes:**

1. Please enter dates ranges!

- 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

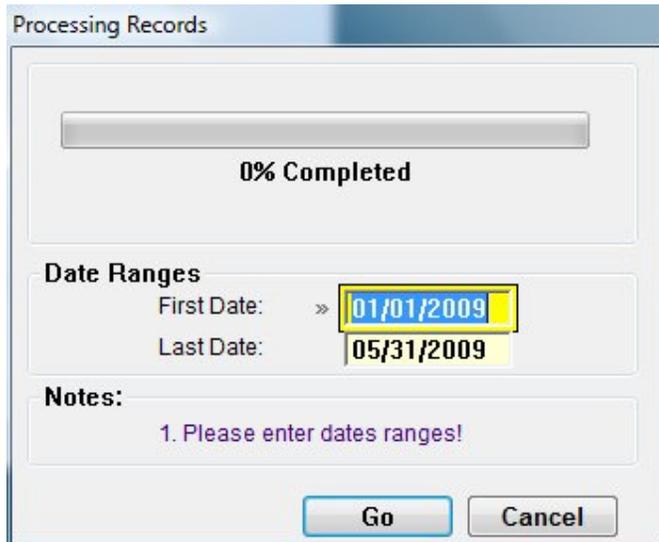
**Posted Income by Bank, Fund Code (summary)**

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

Bank Name/Acct No.	Amount
<b>1 Wachovia - General Fund</b> 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
<b>BankTotal:</b>	<b>6,560.00</b>
<b>2 BB&amp;T - Building Fund</b> 123 456 789 543	
150 Building Fund Donations	150.00
9000 IDT-InterDepartmental Transfer	500.00
<b>BankTotal:</b>	<b>650.00</b>
<b>Grand Total:</b>	<b>7,210.00</b>

## Income by Bank, Dept and Fund Code

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



Processing Records

0% Completed

**Date Ranges**

First Date: » 01/01/2009

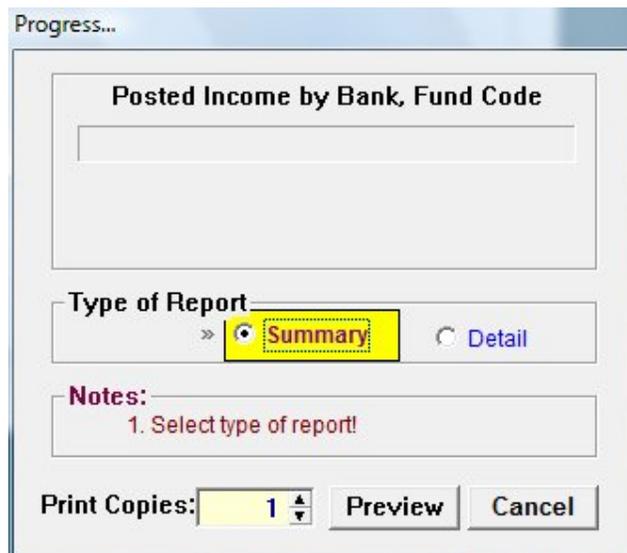
Last Date: 05/31/2009

**Notes:**

1. Please enter dates ranges!

Go Cancel

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



Progress...

Posted Income by Bank, Fund Code

**Type of Report**

»  Summary  Detail

**Notes:**

1. Select type of report!

Print Copies: 1 Preview Cancel

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
<b>1 Wachovia - General Fund</b> 333 233 324 441				
<b>100 Church Operations</b>				
	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
<b>Dept Total:</b>		<b>6,415.00</b>		
<b>200 Sunday School</b>				
	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

**Processing Records**

0% Completed

**Date Ranges**

First Date: » 01/01/2009

Last Date: 05/31/2009

**Notes:**

1. Please enter dates ranges!

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

Progress...

**Posted Income by Bank, Fund Code**

\_\_\_\_\_

**Type of Report**

»  **Summary**  Detail

**Notes:**

1. Select type of report!

Print Copies:

## 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)**

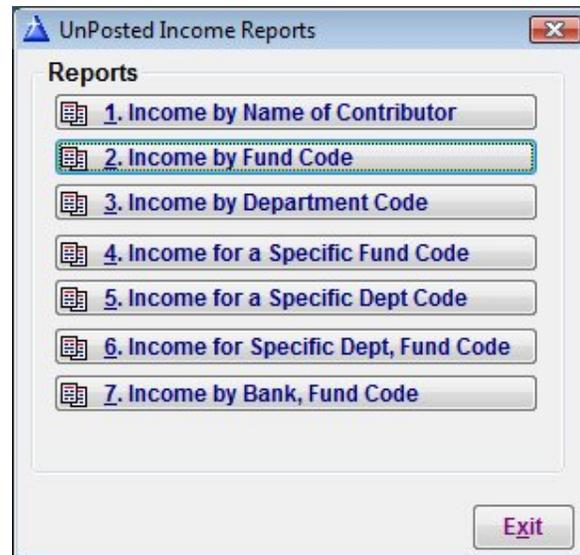
received: 4/01/2009 through 6/30/2009

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

## CHAPTER 18

## Unposted Income Reports

- Click Reports
- Click UnPosted Income

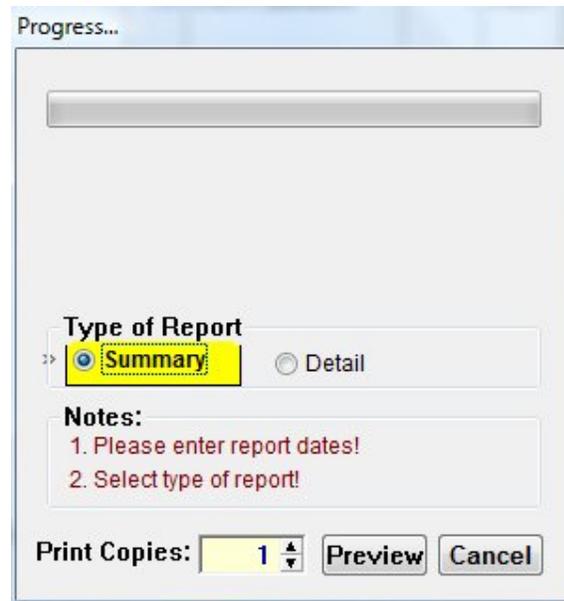


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Unposted Income for a Specific Fund Code .....	209
Unposted Income for a Specific Dept Code .....	210

## Unposted Income by Name of Contributor

- Click on 1. Income by Name of Contributor



### Report Options

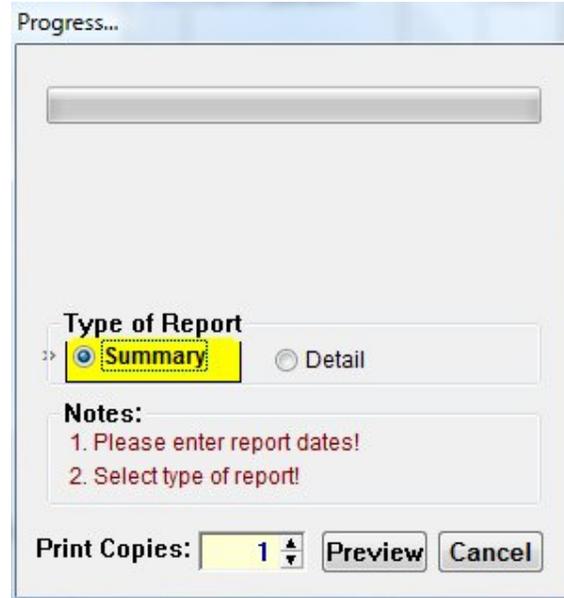
- Summary - preview summary report
- Detail - preview detail report
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

### UnPosted Income by Name of Contributor received 6/21/2009

Id. No. / Name	Date	Amount	Fund Code / Description	Department Code / Description
1	<u>Doe, Jr., John</u>			
	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
	<b>SubTotal:</b>	<b>200.00</b>		
	<b>Grand Total:</b>	<b>200.00</b>		

## Unposted Income by Fund

- Click on 2. Income by Fund



### Report Options

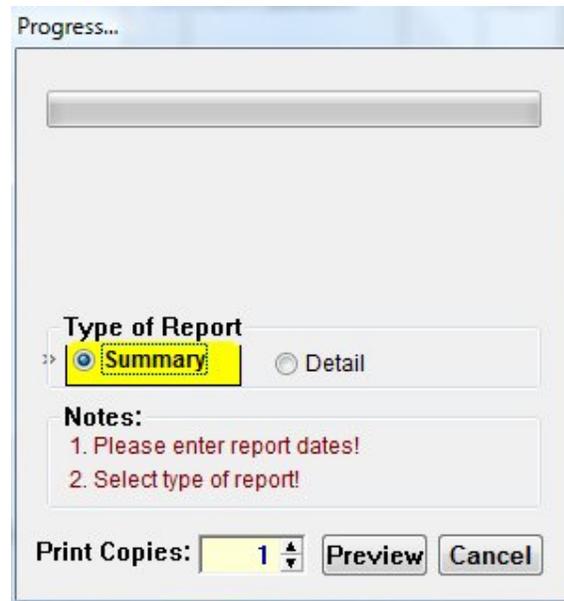
- Summary - preview summary report
- Detail - preview detail report
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

### UnPosted Income by Fund Code received 6/21/2009

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

## Unposted Income by Dept

- Click on 3. Income by Dept



### Report Options

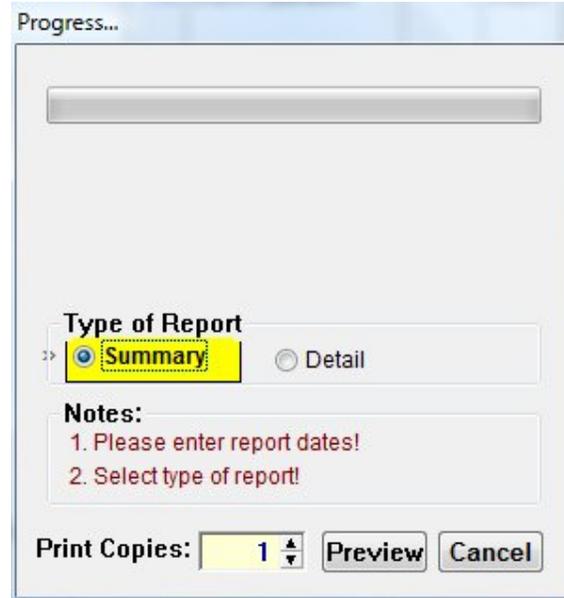
- Summary - preview summary report
- Detail - preview detail report
- Print Copies - number of copies to be printed
- Preview - show the report for review
- Cancel - abort report preview

### UnPosted Income by Department Code received 6/21/2009

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

## 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
	<b>Grand Total: 200.00</b>

## Unposted Income for a Specific Dept Code

- Click on 5. Income for a Specific Dept Code

Progress...

Type of Report

Summary  Detail

Notes:

1. Please enter report dates!

2. Select type of report!

Print Copies: 1 Preview Cancel

## 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
<b><u>100 Church Operations</u></b>				
	06/21/2009	65.00	1 Doe, Jr., John E	100 Tithes
	<b>SubTotal:</b>	<b>65.00</b>		
<b><u>150 Building Fund</u></b>				
	06/21/2009	100.00	1 Doe, Jr., John E	150 Building Fund Donations
	<b>SubTotal:</b>	<b>100.00</b>		
<b><u>200 Sunday School</u></b>				
	06/21/2009	20.00	1 Doe, Jr., John E	200 Sunday School Offerings
	<b>SubTotal:</b>	<b>20.00</b>		
<b><u>300 Missions</u></b>				
	06/21/2009	15.00	1 Doe, Jr., John E	300 Missions Offerings
	<b>SubTotal:</b>	<b>15.00</b>		
	<b>Grand Total:</b>	<b>200.00</b>		



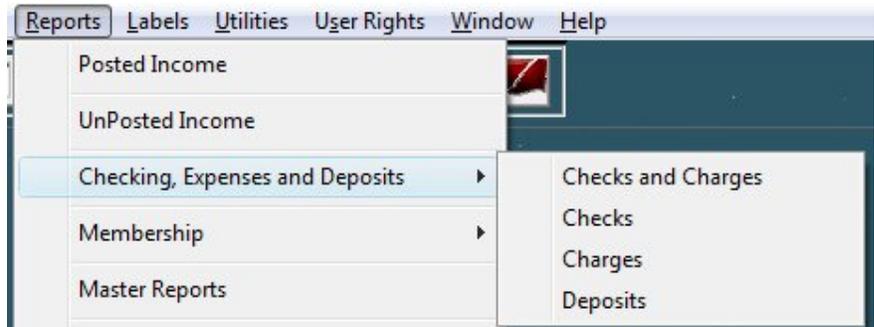
## CHAPTER 19

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## 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



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Expenses for a Specific Dept Code .....	221

## Expenses within Specified Dates

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

**Progress...**

**Print Expenses by Check No.**

**Date of Expenses**  
 First Date: 04/01/2009  
 Last Date: 06/30/2009

**Type of Report**  
 Detail  Summary  Include IDT(s)

**Notes:**  
 1. Please enter date of expenses!  
 2. Select type of report!

**Print Copies:** 1

### 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	900C 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	900C 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
	<b>Grand Total</b>		<b>8,637.96</b>		

## Expenses by Expense Code

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

Progress...

**Print Expenses by Check No.**

\_\_\_\_\_

**Date of Expenses**

First Date: » 04/01/2009

Last Date: 06/30/2009

**Type of Report**

Detail  Summary  Include IDT(s)

**Notes:**

1. Please enter date of expenses!  
2. Select type of report!

Print Copies: 1

### 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
<b>170 Consulting Services</b>					
	5 003	T & S Consulting	06/01/2009	355.00	100 Church Operations
<b>SubTotal:</b>				<b>355.00</b>	
<b>202 Electricity</b>					
	4 999	SCE&G	05/31/2009	356.55	100 Church Operations
	5 006	SCE&G	06/29/2009	459.44	100 Church Operations
<b>SubTotal:</b>				<b>815.99</b>	
<b>204 Telephone</b>					
	5 001	AT&T	06/01/2009	523.11	100 Church Operations
	5 005	AT&T	06/29/2009	312.11	100 Church Operations
<b>SubTotal:</b>				<b>835.22</b>	
<b>205 Water</b>					
	5 000	Wateree Utilities	05/31/2009	58.00	100 Church Operations
	5 004	Wateree Utilities	06/10/2009	58.00	100 Church Operations
<b>SubTotal:</b>				<b>116.00</b>	

## Expenses by Dept Code

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

Progress...

**Print Expenses by Check No.**

**Date of Expenses**

First Date: »

Last Date:

**Type of Report**

Detail  Summary  Include IDT(s)

**Notes:**

1. Please enter date of expenses!  
2. Select type of report!

Print Copies:

### 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
<b>170 Consulting Services</b>					
	5 003	T & S Consulting	06/01/2009	355.00	100 Church Operations
			<b>SubTotal:</b>	<b>355.00</b>	
<b>202 Electricity</b>					
	4 999	SCE&G	05/31/2009	356.55	100 Church Operations
	5 006	SCE&G	06/29/2009	459.44	100 Church Operations
			<b>SubTotal:</b>	<b>815.99</b>	
<b>204 Telephone</b>					
	5 001	AT&T	06/01/2009	523.11	100 Church Operations
	5 005	AT&T	06/29/2009	312.11	100 Church Operations
			<b>SubTotal:</b>	<b>835.22</b>	
<b>205 Water</b>					
	5 000	Wateree Utilities	05/31/2009	58.00	100 Church Operations
	5 004	Wateree Utilities	06/10/2009	58.00	100 Church Operations
			<b>SubTotal:</b>	<b>116.00</b>	

## Expenses for a Specific Expense Code

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

Progress...

**Print Expenses for Specific Expense Code**

**Date of Expenses / Expense Code**

First Date:

Last Date:

Expense Code:  ...

**Type of Report**

Detail  Summary

Print Copies:

### 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	<u>Water</u>				
	5 000	Wateree Utilities	05/31/2009	58.00	100 Church Operations
	5 004	Wateree Utilities	06/10/2009	58.00	100 Church Operations
		<b>SubTotal:</b>		<b>116.00</b>	
		<b>Grand Total:</b>		<b>116.00</b>	

## 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	<u>Church Operations</u>				
		Wachovia	6/30/2009	15.75	200 Bank Service Charges
4 999		SCE&G	5/31/2009	356.55	200 Electricity
5 000		Waterree 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		Waterree 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
<b>Sub Total:</b>				<b>2,637.96</b>	
<b>Grand Total:</b>				<b>2,637.96</b>	

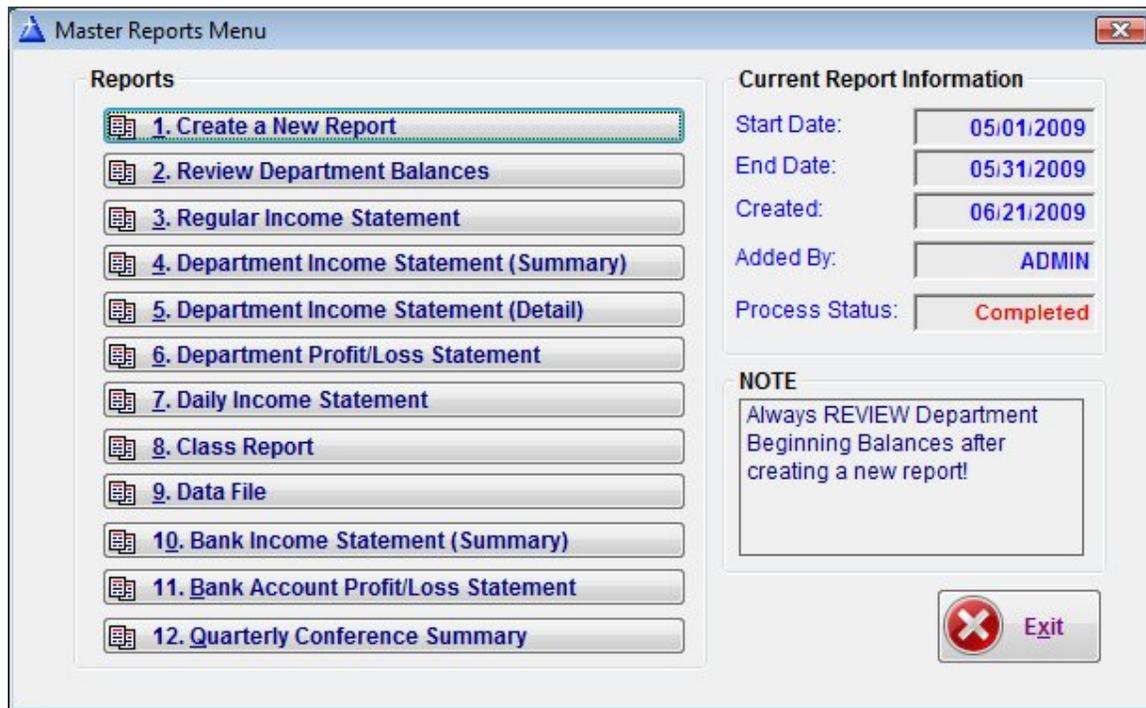


## CHAPTER 20

# 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

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## Master Reports - Create a New Report

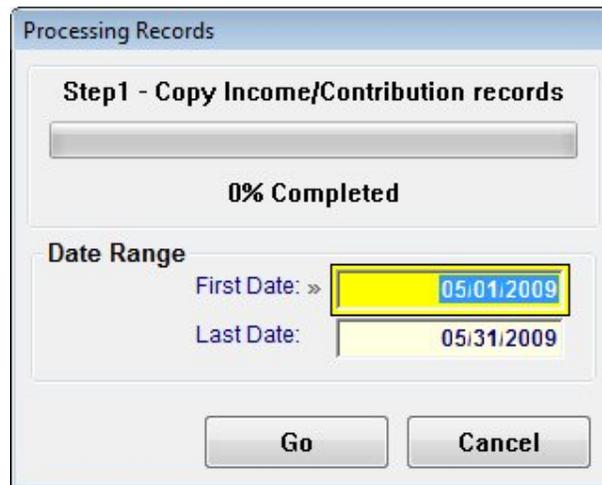
NOTE: If the report has already been created and the data used for the reporting period has changed you must create a new report to update the current report information.

---

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



- The *Processing Records* window will open

A screenshot of a dialog box titled "Processing Records". Inside the dialog, there is a section titled "Step1 - Copy Income/Contribution records" with a progress bar below it showing "0% Completed". Below the progress bar is a "Date Range" section with two input fields: "First Date: >>" containing "05/01/2009" and "Last Date:" containing "05/31/2009". At the bottom of the dialog are two buttons: "Go" and "Cancel".

- 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

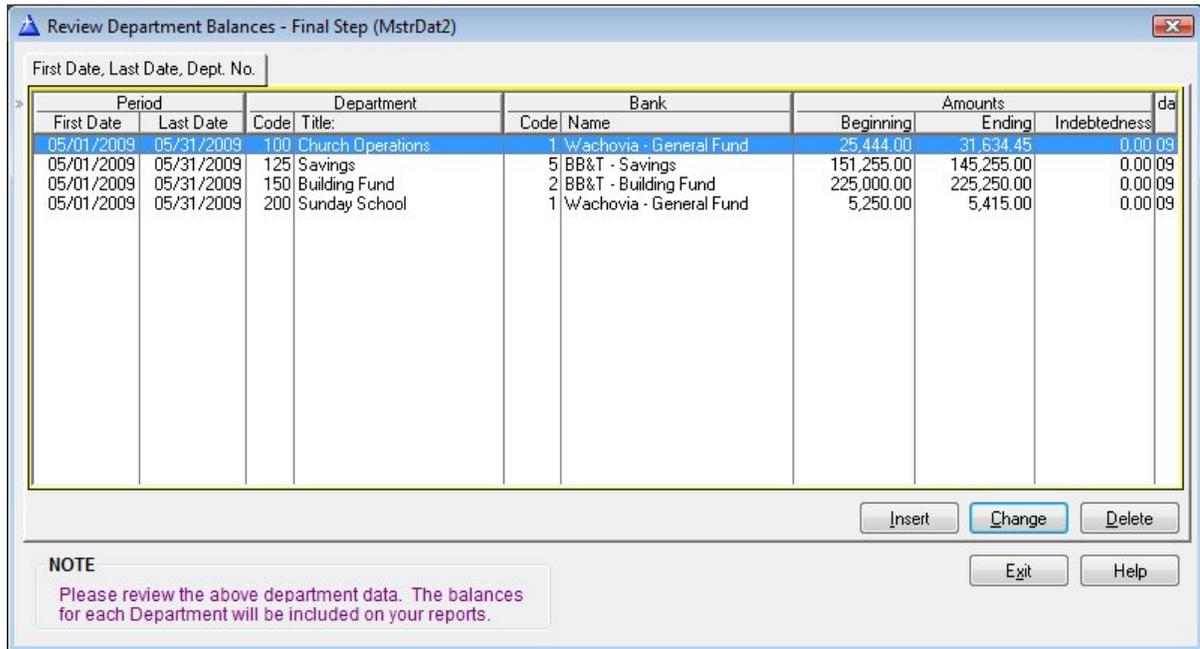
NOTE: Always review the *Department beginning balances*. If the beginning balance for a department is not correct, highlight the department and click **Change** to enter the correct beginning balance. If a department is not listed in the Browse Department Balances window, click **Insert** to add it to 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*

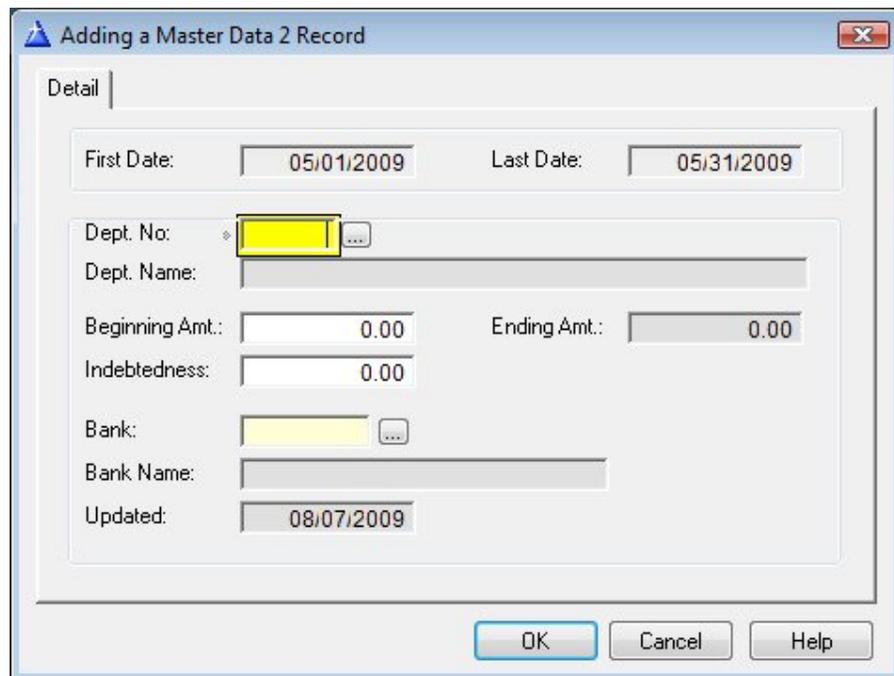


- The *Review Department Balances* window will open



## Add a New Department and Balance

- Click Insert



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

- Enter the Beginning Amount
- Click OK

First Date, Last Date, Dept. No.		Department		Bank		Amounts		
First Date	Last Date	Code	Title	Code	Name	Beginning	Ending	Indebtedness
05/01/2009	05/31/2009	100	Church Operations	1	Wachovia - General Fund	25,444.00	31,634.45	0.00
05/01/2009	05/31/2009	125	Savings	5	BB&T - Savings	151,255.00	145,255.00	0.00
05/01/2009	05/31/2009	150	Building Fund	2	BB&T - Building Fund	225,000.00	225,250.00	0.00
05/01/2009	05/31/2009	161	CD 2	1	Wachovia - General Fund	25,000.00	0.00	0.00
05/01/2009	05/31/2009	200	Sunday School	1	Wachovia - General Fund	5,250.00	5,415.00	0.00

**NOTE:** The CD 2 department record has been added.

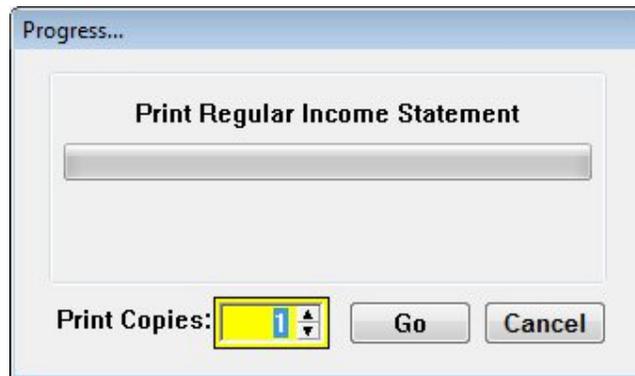
- Click **Exit** to close and update the ending balances

## 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

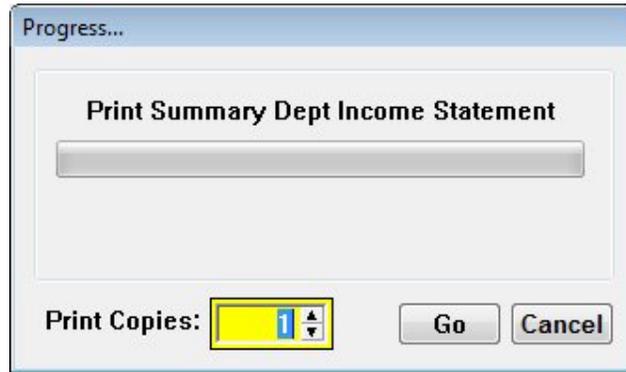
<b>Beginning Balance</b>		<b>431,949.00</b>
<b>Total Income</b>		
	Tithes	600.00
	Offerings	5.00
	Building Fund Donations	250.00
	Sunday School Offerings	185.00
	<b>Total Income</b>	<b>1,020.00</b>
<b>Total Expenditures</b>		
	Electricity	-356.55
	Water	-58.00
	<b>Total Expenditures</b>	<b>-414.55</b>
	<b>Profit (Loss):</b>	<b>605.45</b>
<b>Ending Balance</b>		<b>432,554.45</b>

## 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**

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

## Master Reports - Department Income Statement (Detail)

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



- The *Progress* window will open

The screenshot shows a dialog box titled "Progress...". Inside the dialog, there is a section titled "Printing Detail Dept Income Statement" with a progress bar below it. Below this is a section titled "Report Filter Options" containing a "Dept Code:" label and a dropdown menu. A "NOTE" section follows, with red text instructions: "Select a Dept No. to limit report to a specific Dept. Leave Dept Code blank to print all Departments." At the bottom, there is a "Print Copies:" label, a spinner box set to "1", and "Preview" and "Cancel" buttons.

Progress...

**Printing Detail Dept Income Statement**

Report Filter Options

Dept Code:

**NOTE**  
*Select a Dept No. to limit report to a specific Dept.  
Leave Dept Code blank to print all Departments.*

Print Copies:

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

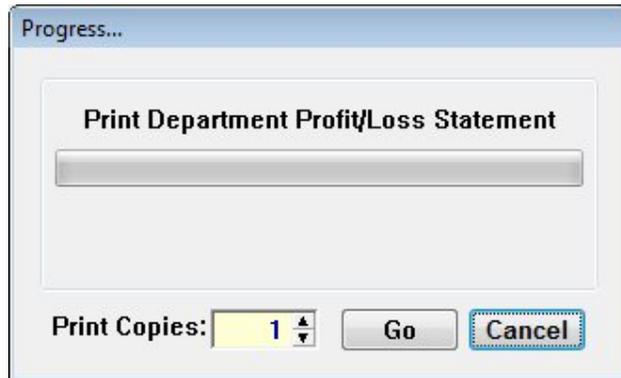
<u>Church Operations</u>	
<b>Church Operations (Income)</b>	
May 31, 2009	
Tithes	600.00
Offerings	5.00
IDT-InterDepartmental Transfer	6,000.00
<b>Total</b>	<b>6,605.00</b>
<b>Total Income</b>	<b>6,605.00</b>
<b>Church Operations (Expenses)</b>	
May 31, 2009	
Electricity	-356.55
Water	-58.00
<b>Total</b>	<b>-414.55</b>
<b>Total Expenses</b>	<b>-414.55</b>
<b>Brought forward from April 30, 2009</b>	<b>25,444.00</b>
<b>Total Income</b>	<b>6,605.00</b>
<b>Total Expenses</b>	<b>-414.55</b>
<b>Balance on hand for May 31, 2009</b>	<b>31,634.45</b>

## 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

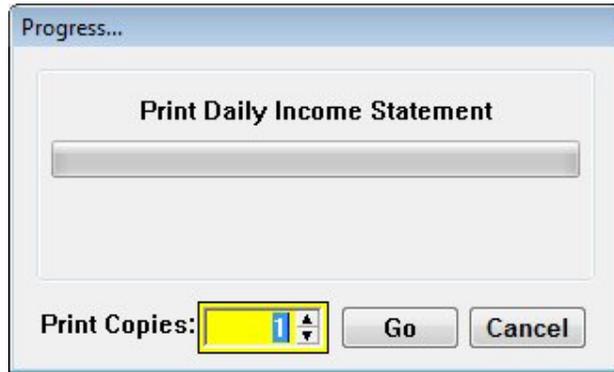
Church Operations		
<b><u>Beginning Balance</u></b>		<b>25,444.00</b>
<b><u>Total Income</u></b>		
	Tithes	600.00
	Offerings	5.00
	IDT-InterDepartmental Transfer	6,000.00
	<b>Total Income</b>	<b>6,605.00</b>
<b><u>Total Expenditures</u></b>		
	Electricity	-356.5€
	Water	-58.00
	<b>Total Expenditures</b>	<b>-414.55</b>
	<b>Profit (Loss):</b>	<b>6,190.45</b>
<b><u>Ending Balance</u></b>		<b>31,634.45</b>

## 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**

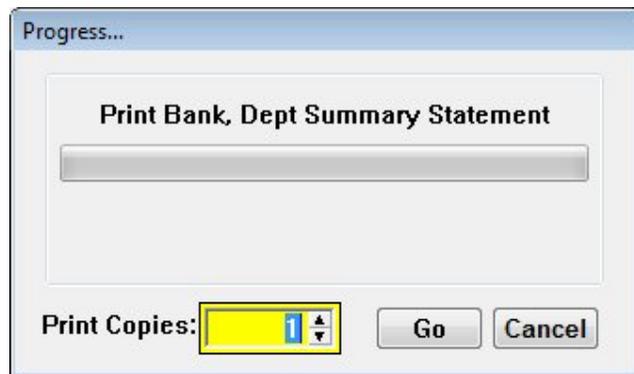
	Beginning Balance	Transferec Out	Transferec In	Expenses	Income	Ending Balance
<b>Balance @ Thursday, April 30, 2009</b>						<b>431,949.00</b>
<b>Sunday, May 31, 2009</b>	431,949.00	-6,000.00	6,000.00	-414.55	1,020.00	432,554.45
<b>Total:</b>		-6,000.00	6,000.00	-414.55	1,020.00	

## 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**

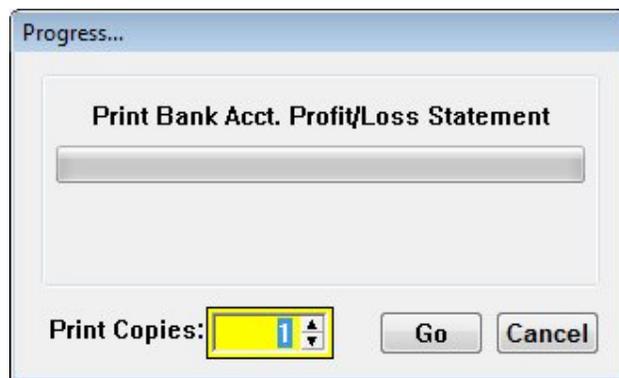
	Beginning Balance	Transferec Out	Transferec In	Expenses	Income	Ending Balance
<b>Wachovia - General Fund</b> Checking						
100 Church Operations	25,444.00	0.00	6,000.00	-414.55	605.00	31,634.45
161 CD 2	25,000.00	0.00	0.00	0.00	0.00	25,000.00
200 Sunday School	5,250.00	0.00	0.00	0.00	165.00	5,415.00
	<b>55,694.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>-414.55</b>	<b>770.00</b>	<b>62,049.45</b>
<b>BB&amp;T - Building Fund</b> Checking						
150 Building Fund	225,000.00	0.00	0.00	0.00	250.00	225,250.00
	<b>225,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>225,250.00</b>
<b>Wachovia - CD</b> Certificate Of Deposit						
161 CD 2	25,000.00	0.00	0.00	0.00	0.00	25,000.00
	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>
<b>BB&amp;T - Savings</b> Savings						
125 Savings	151,255.00	-6,000.00	0.00	0.00	0.00	145,255.00
	<b>151,255.00</b>	<b>-6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>145,255.00</b>
<b>Total:</b>	<b>456,949.00</b>	<b>-6,000.00</b>	<b>6,000.00</b>	<b>-414.55</b>	<b>1,020.00</b>	<b>457,554.45</b>

## 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 Dought, Pastor

#### Bank Account Profit (Loss) Statement 05/01/2009 through 05/31/2009

#### Wachovia - General Fund

<b><u>Beginning Balance</u></b>		<b>30,694.00</b>
<b><u>Total Income</u></b>		
	Tithes	600.00
	Offerings	5.00
	Sunday School Offerings	165.00
	IDT-InterDepartmental Transfer	6,000.00
	<b>Total Income</b>	<b>6,770.00</b>
<b><u>Total Expenditures</u></b>		
	Electricity	-356.5€
	Water	-58.00
	<b>Total Expenditures</b>	<b>-414.55</b>
	<b>Profit (Loss):</b>	<b>6,355.45</b>
<b><u>Ending Balance</u></b>		<b>37,049.45</b>

## Master Reports - Quarterly Conference Summary

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



- The *Progress* window will open

**Progress...**

Quarterly Conference Financial Summary

---

Report Date:  Quarter:  Start Date:  End Date:

Report Header 1:

Report Header 2:

Report Header 3:

Report Title:

To change the Elder's information: Click on Utilities on the Main Menu above, then click on System Data

Elder:  Elder Phone:

Elder Title:  Elder Cell:

Elder District:  Elder City:

Elder Address:  Elder State:  Elder Zip:

Print Copies:

- Click Go

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

**Columbia**  
 Reverend Bettie Keeper, Senior Elder  
 12 Summer Drive - 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	Transferred Out	Transferred 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
<b>Total:</b>	<b>0.00</b>	<b>431,949.00</b>	<b>1,020.00</b>	<b>432,969.00</b>	<b>-414.55</b>	<b>-6,000.00</b>	<b>6,000.00</b>	<b>432,554.45</b>

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

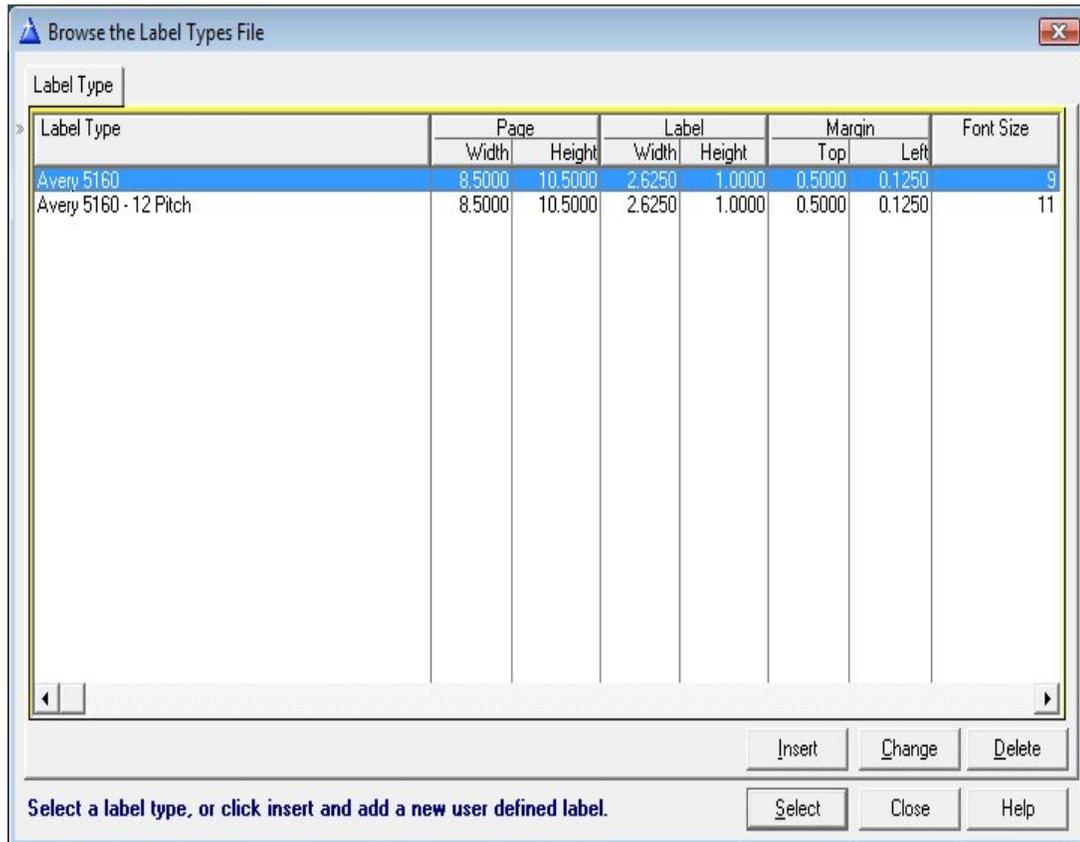


## In This Chapter

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Labels - Birthdays .....	242
Labels - Anniversaries .....	243
BrowseLabels .....	245
Labels with Selected Fields .....	248

## Labels - Membership

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



- Highlight and select a Label Type

### ➤ Label Options

#### Membership Filter

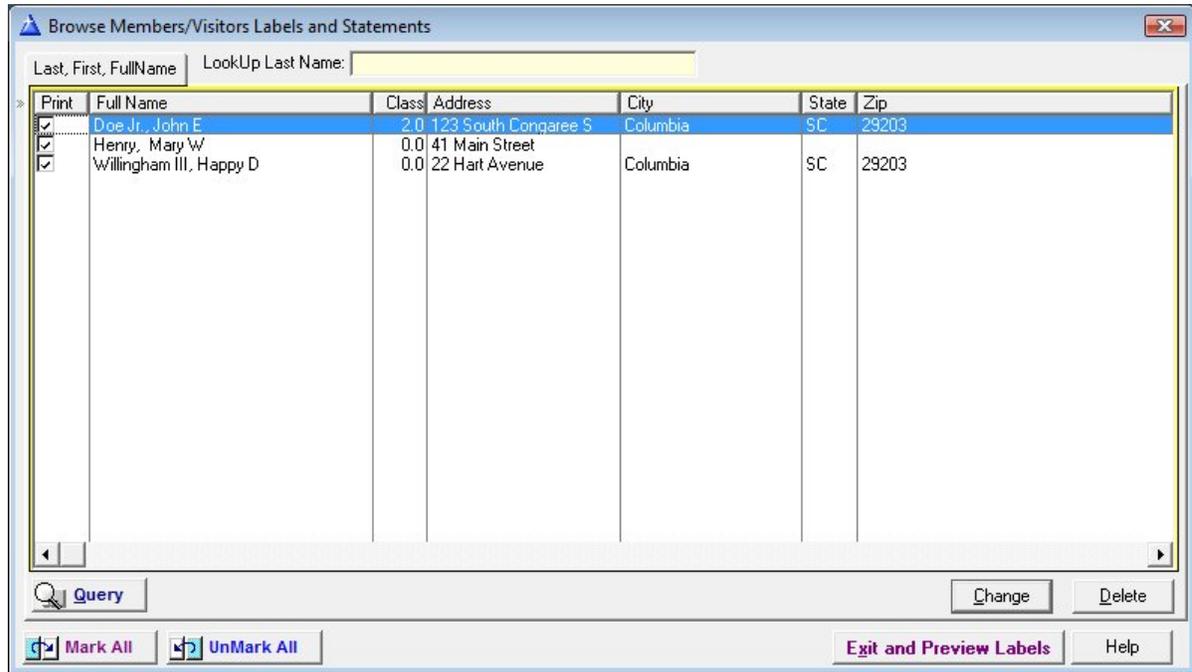
- Active - Active Membership only
- In-Active - In-Active Membership only
- All - Active and In-Active Membership

#### 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

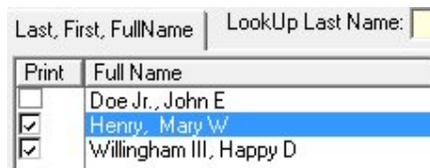


- Notice the second check mark  next to highlighted membership Doe Jr., John E



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

#### Exit and Preview Labels

---

-  **Exit and Preview Labels** - Close windows and preview labels



Mary W. Henry  
41 Main Street  
Apartment 22

Reverend Happy D. Willingham,  
22 Hart Avenue  
Columbia, SC 29203

## 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

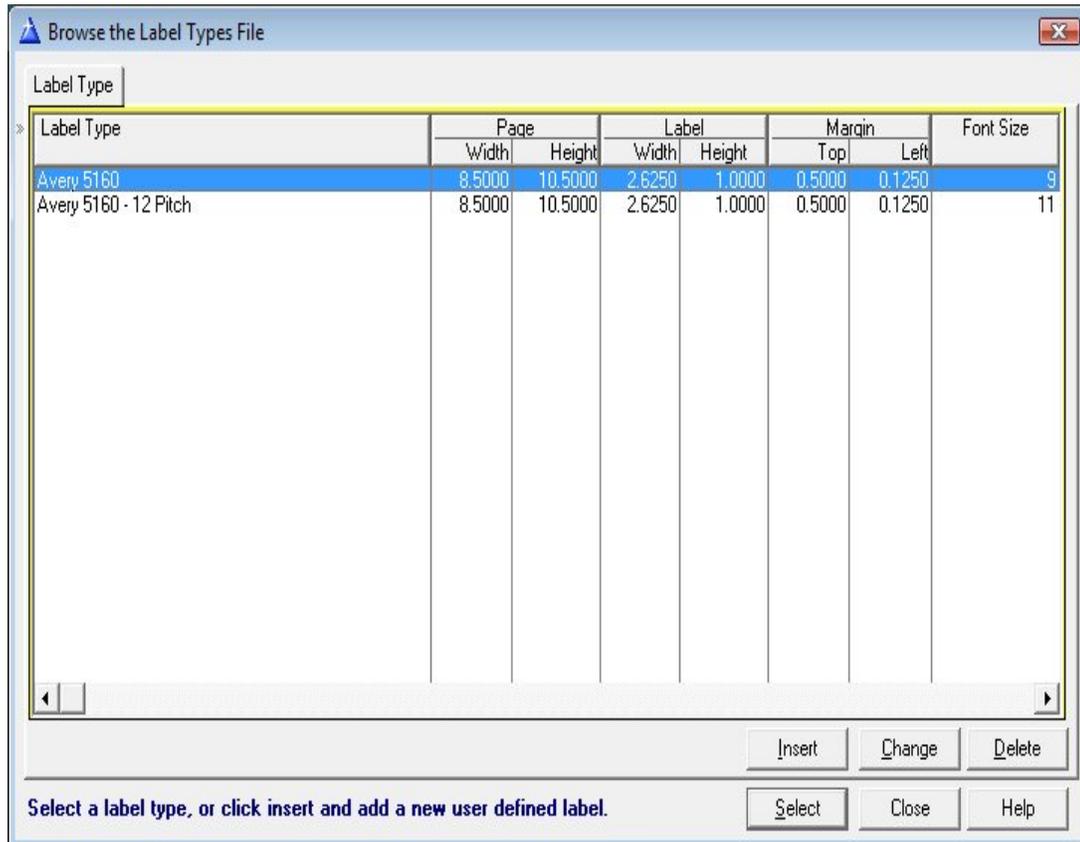
### Gender

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

-  **Labels** - print list on labels

## Labels - Anniversaries

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



- Highlight and select a Label Type

Progress...

Select Month: [Dropdown]

Print Anniversary Date on Labels

Member Status:  All,  Active,  Inactive

Gender:  All,  Male,  Female

Print Copies: 1 [Go] [Cancel]

➤ *Label Options*

Please select a month!

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

1 January

2 February

3 March

4 April

5 May

6 June

7 July

8 August

9 September

10 October

11 November

12 December

---

**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**

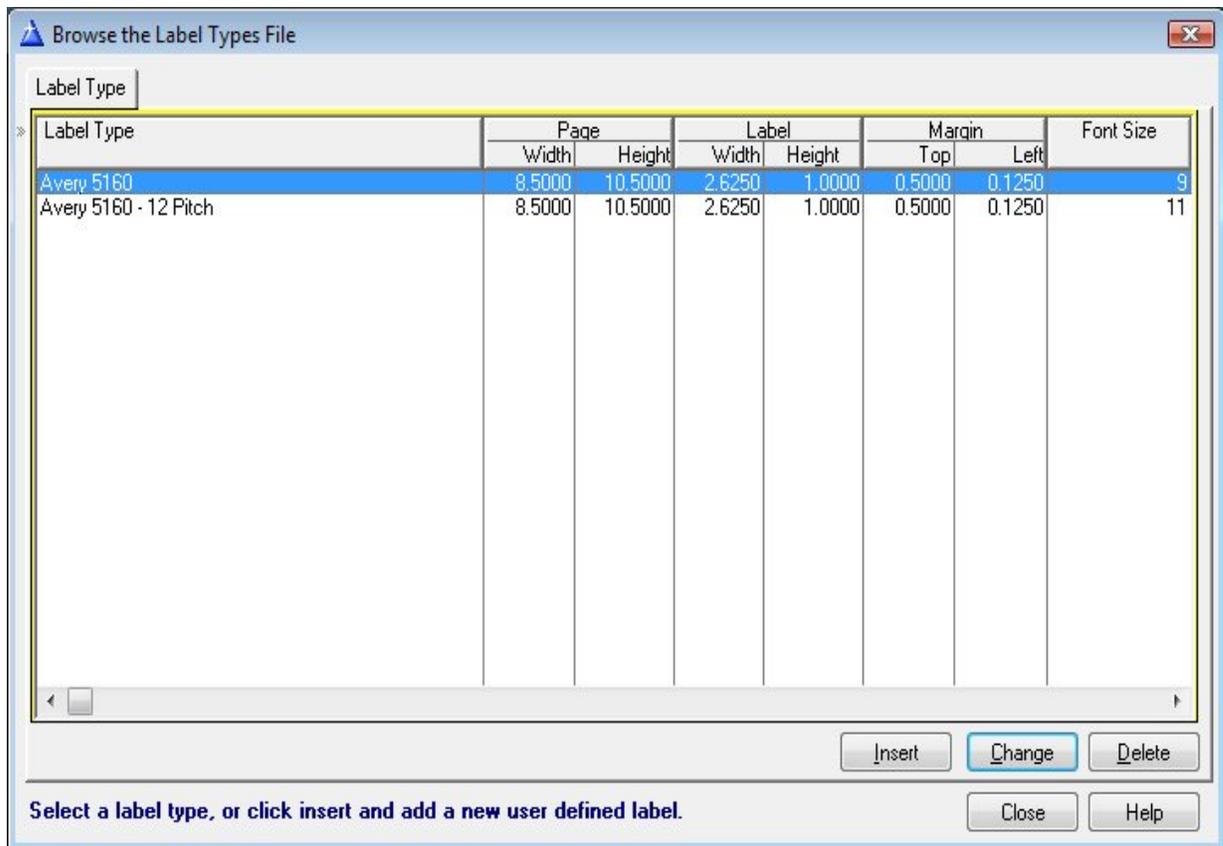
- Width
- Height

**Margin**

- Width
- Height

**Font Size**

- Click Labels on the Main Menu
- Click Browse Labels

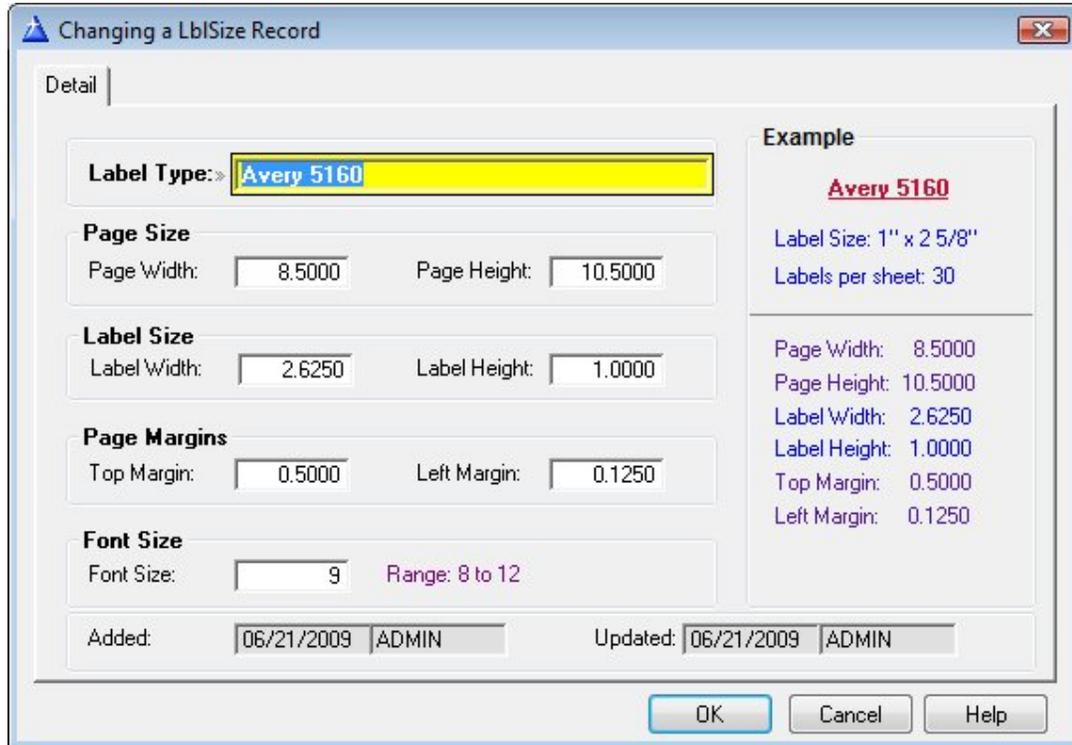


**Window Actions**

- 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



**Changing a LblSize Record**

Detail

**Label Type:** Avery 5160

**Page Size**  
 Page Width: 8.5000 Page Height: 10.5000

**Label Size**  
 Label Width: 2.6250 Label Height: 1.0000

**Page Margins**  
 Top Margin: 0.5000 Left Margin: 0.1250

**Font Size**  
 Font Size: 9 Range: 8 to 12

Added: 06/21/2009 ADMIN Updated: 06/21/2009 ADMIN

OK Cancel Help

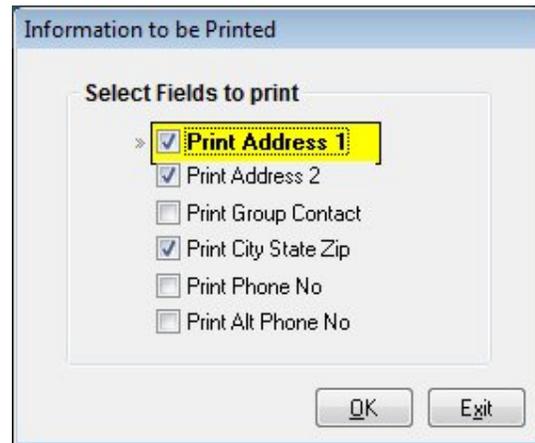
**Example**  
**Avery 5160**  
 Label Size: 1" x 2 5/8"  
 Labels per sheet: 30

Page Width: 8.5000  
 Page Height: 10.5000  
 Label Width: 2.6250  
 Label Height: 1.0000  
 Top Margin: 0.5000  
 Left Margin: 0.1250

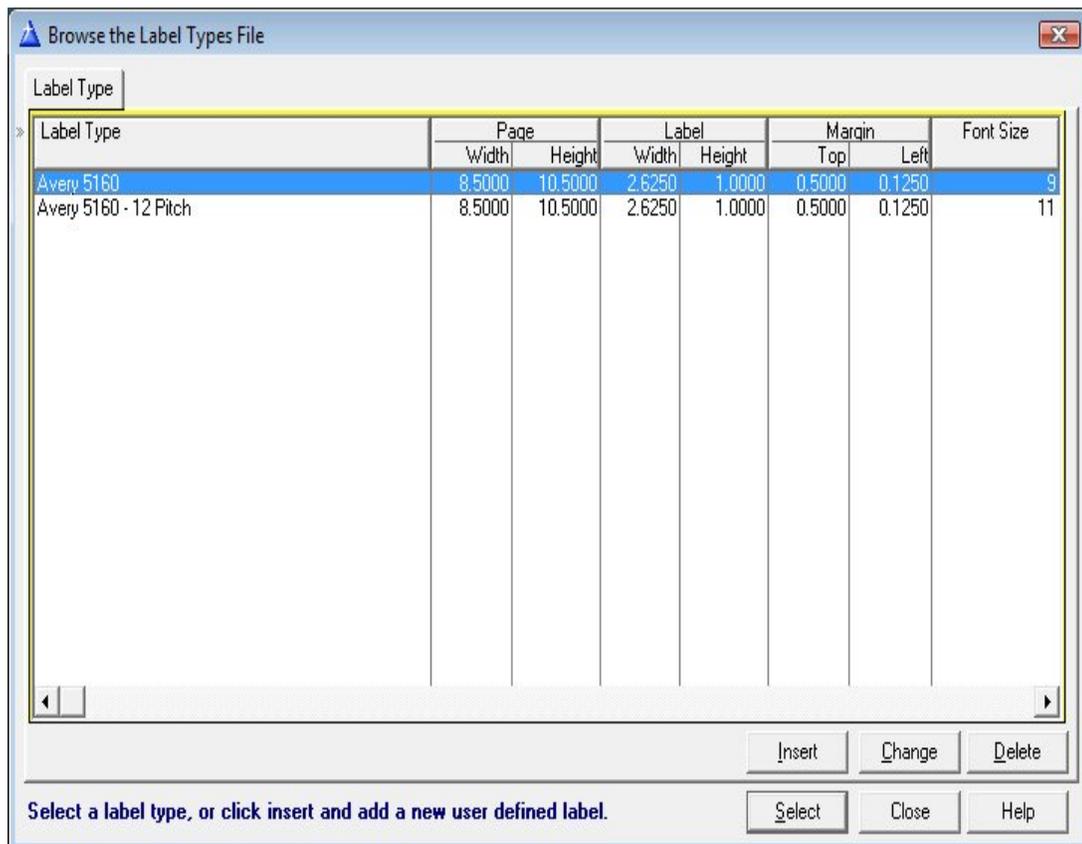
- Label Type - name of the custom label
- Page Size
- Page Width - measured in inches
  - Page Height - measured in inches
- Label Size
- Label Width - measured in inches
  - Label Height - measured in inches
- Page Margins
- Top Margin - measured in inches
  - Left Margin - measured in inches
- Font 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

**Processing Records**

0% Completed

**Membership Filter**

»  **Active**

In-active

All

**Members/Groups**

Individuals only

Groups, Businesses, etc.

All

**Select a Membership Status Code**

*NOTE: Select a specific Membership Status code to limit report to a single Status code group.*

**Process** **Cancel**

### ➤ 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

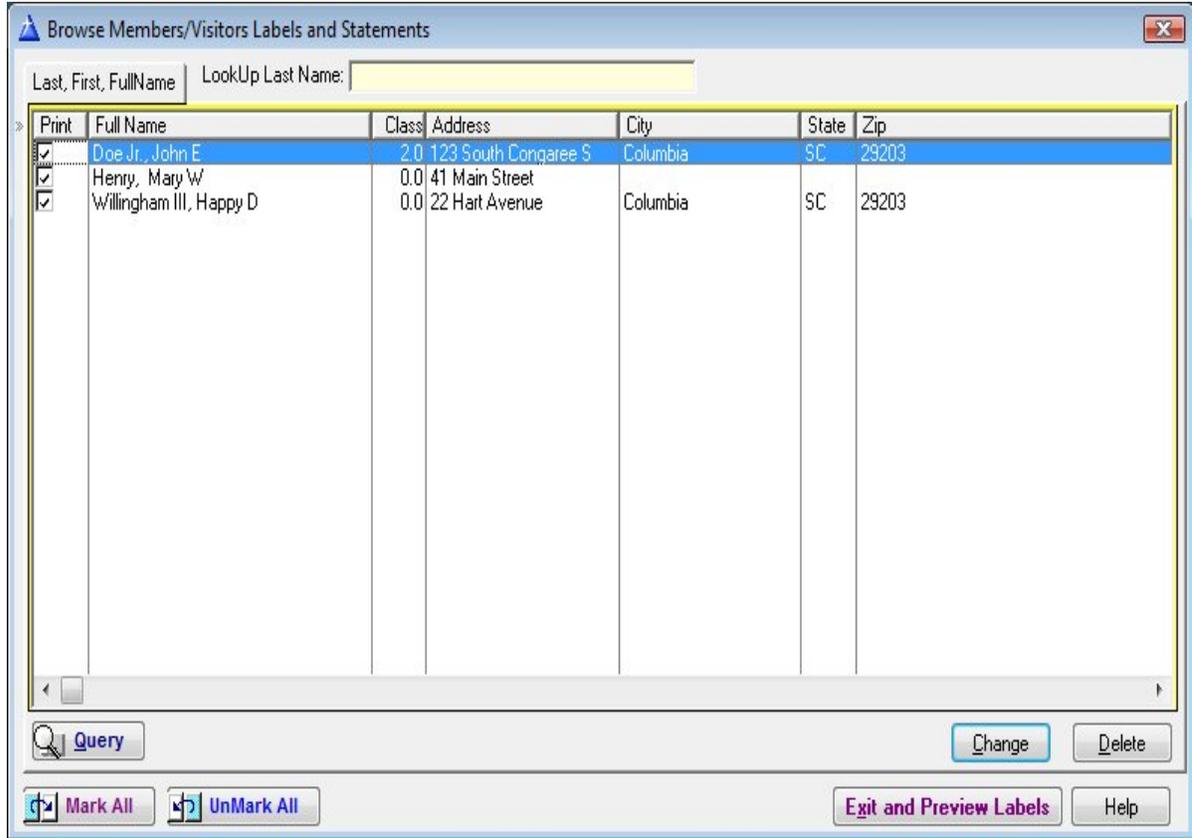
- Select a Membership Status Code to print a specific membership group or leave blank to print all

**Select a Membership Status Code**

**Code Title**

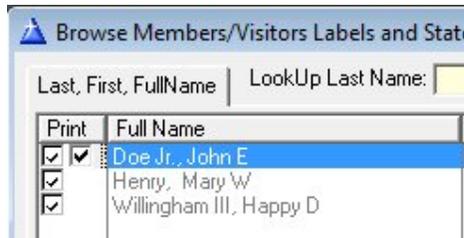
- A Member
- C Child Of Member
- D Deceased

- 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

Print	Full Name
<input type="checkbox"/>	Doe Jr., John E
<input checked="" type="checkbox"/>	Henry, Mary W
<input checked="" type="checkbox"/>	Willingham III, Happy D

- 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



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

Mary W. Henry  
41 Main Street  
Apartment 22



## CHAPTER 22

## Utilities

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## 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

**License Renewal**

**Update License**

Access Code:

Format: **1234A.5678B.ABCDE.FGHSU.9DTBC.D9999**

**System Values**

Master License:  Release:

Church:

Address 1:

Address 2:

City, State, Zip:

ACMS Seed:

Last Update:

**ACMS Addon Modules**

Payroll Management System  License Active

Asset Management System  License Active

**Registration**

- 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

Member Defaults, Check Defaults, ACMS Add-ons, Report Defaults | **Quarterly Conference Reports**

**Congregation Address Defaults**

Membership City: >

Membership State:  Membership Zip Code:

**Export Files to the Folder below:**

**Checking System Defaults**

Next Check No:

Type of Checks:  (1 = Standard (Quickbook Style), 0 = TrueType)

**ACMS Addons**

Payroll  Asset Management  Graphs

**Quarterly Conference Report Period Defaults**

Period:

First Date:

Last Date:

Added:

Updated:

### 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

Member Defaults, Check Defaults, ACMS Add-ons, Report Defaults		Quarterly Conference Reports
<b>Quarterly Conference Detail Report</b>		
Greeting:	» <b>We the members of the &lt;DEPARTMENT&gt; beg leave to make our report.</b>	
Heading:	To the Presiding Elder, Officers and Members of the <PERIOD> quarterly conference.	
Spiritually:	Come thou with us. We will do thee good. O give unto the Lord, for he is good; for his mercy endureth forever. Psalm 107:1	
Remarks:	Thank you to all for your continued support to this church and it's growing ministries.	
<b>Quarterly Conference Financial Summary Report</b>		
Report Header 1:	African Methodist Episcopal Church	
Report Header 2:	Seventh Episcopal District	
Report Header 3:	(State of South Carolina)	
Report Title:	Quarterly Conference Financial Summary Report	
QC Secretary:		Secretary Title: Quarterly Conference Secretary

#### 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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