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About Donations

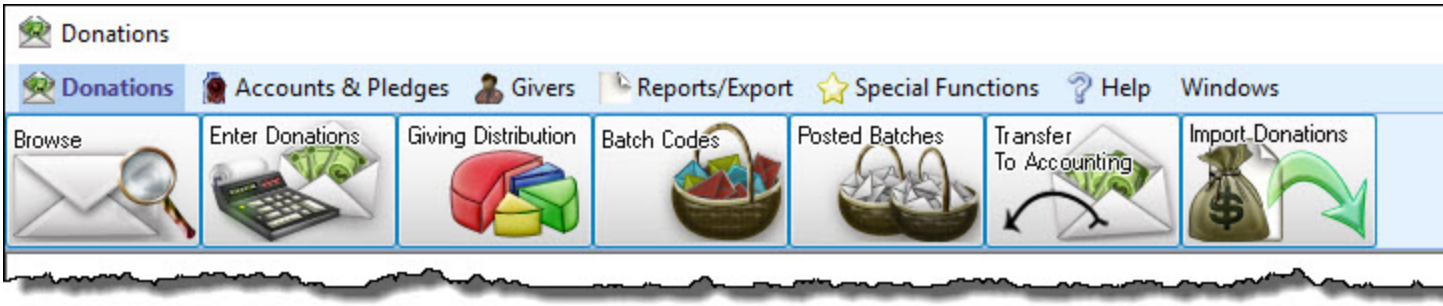
The Donations module of Church Windows provides an area of the software where you can keep track of money that is given to the church. Money given outright is recorded into the software as a donation, while money that is declared in a commitment to be given is recorded in the software as a pledge.

The software keeps track of pledges and donations by recording them under the name of each

giving individual, family, or group. This then prepares the software with the essential information to print statements for the individuals, families, and groups making their pledges and/or donations. At the same time, specific church staff members that have access to the reports in Donations will be able to print information that pertains to the funds and accounts that they set up in the software.

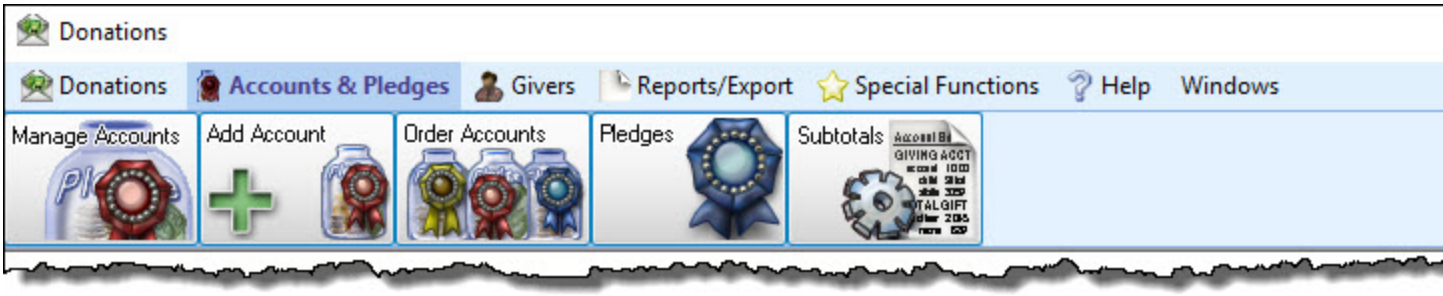
The options along the top bar allow you to access the different aspects of the Donations module. Remember that going into any option under any of these selections and hitting F1 will bring up more detailed information.

Clicking on **Donations** changes the options below it:



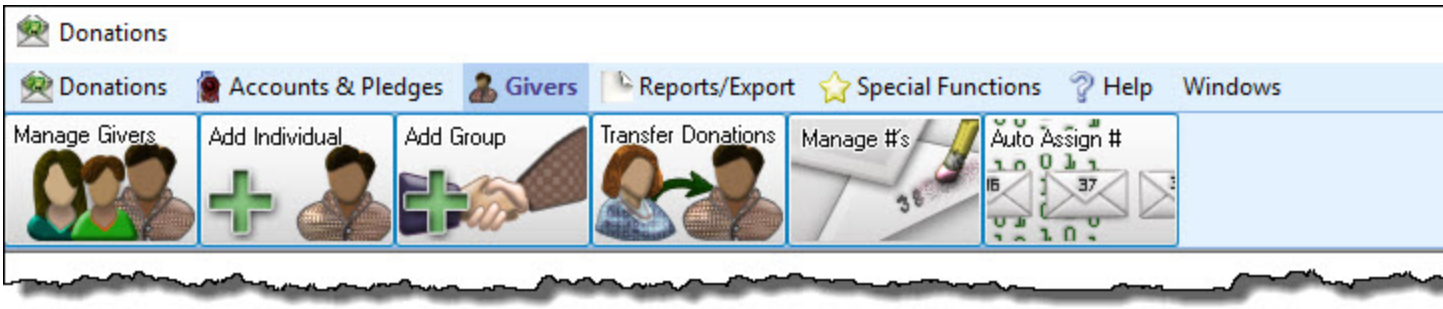
These allow you to browse and enter donations, specify how the giving is distributed, customize batch codes amd view batches, transfer batches to Accounting, and import donations from a third party sompany.

Clicking on Accounts and Pledges gives you these options:



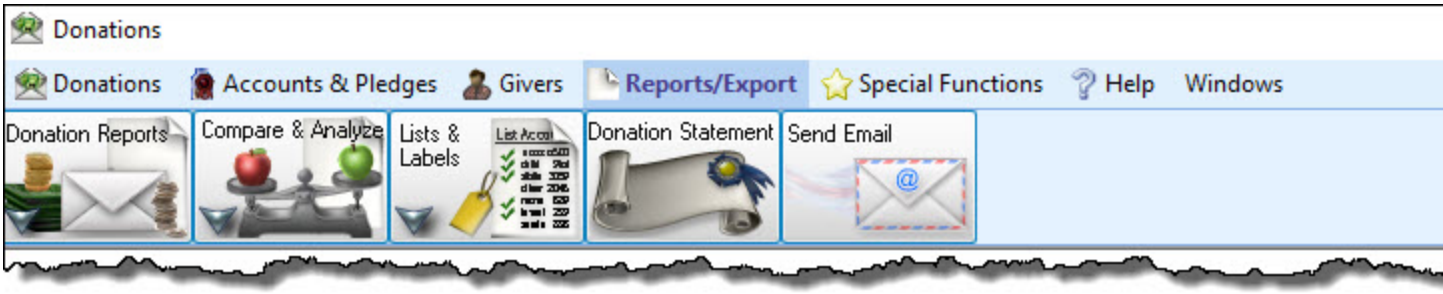
These give options regarding which accounts to assign and allow you to set up pledges and sub-totals.

Clicking on Givers gives you these options:



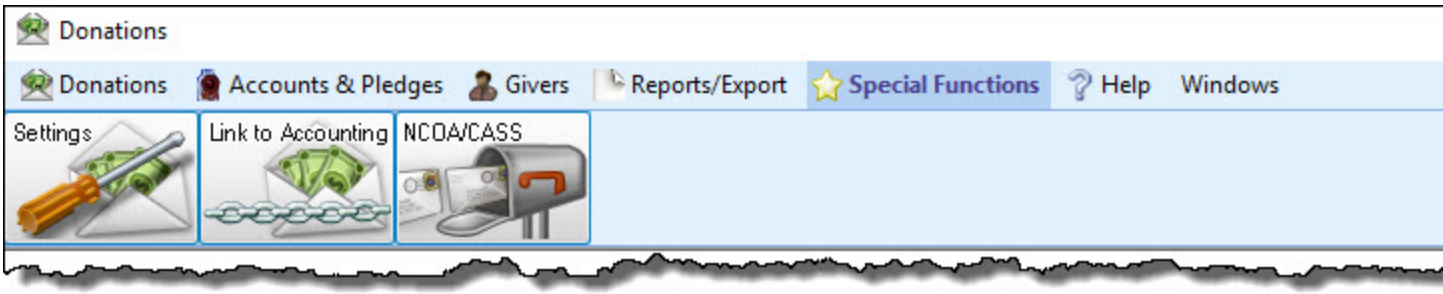
These options let you manage, add, and transfer individual and group information and numbers.

Clicking on Reports/Export gives you these options:



These options give you the ability to run reports, comparisons, print lists/labels, and view/send/print Sonation statements.

Clicking on Special Functions gives you these options:



Here you can change user settings to customize user login defaults, setup the link to accounting (see below) and setup and utilize the export settings.

The last 2 options, Help and Windows, are quick links to the help and also to customize how your windows look.

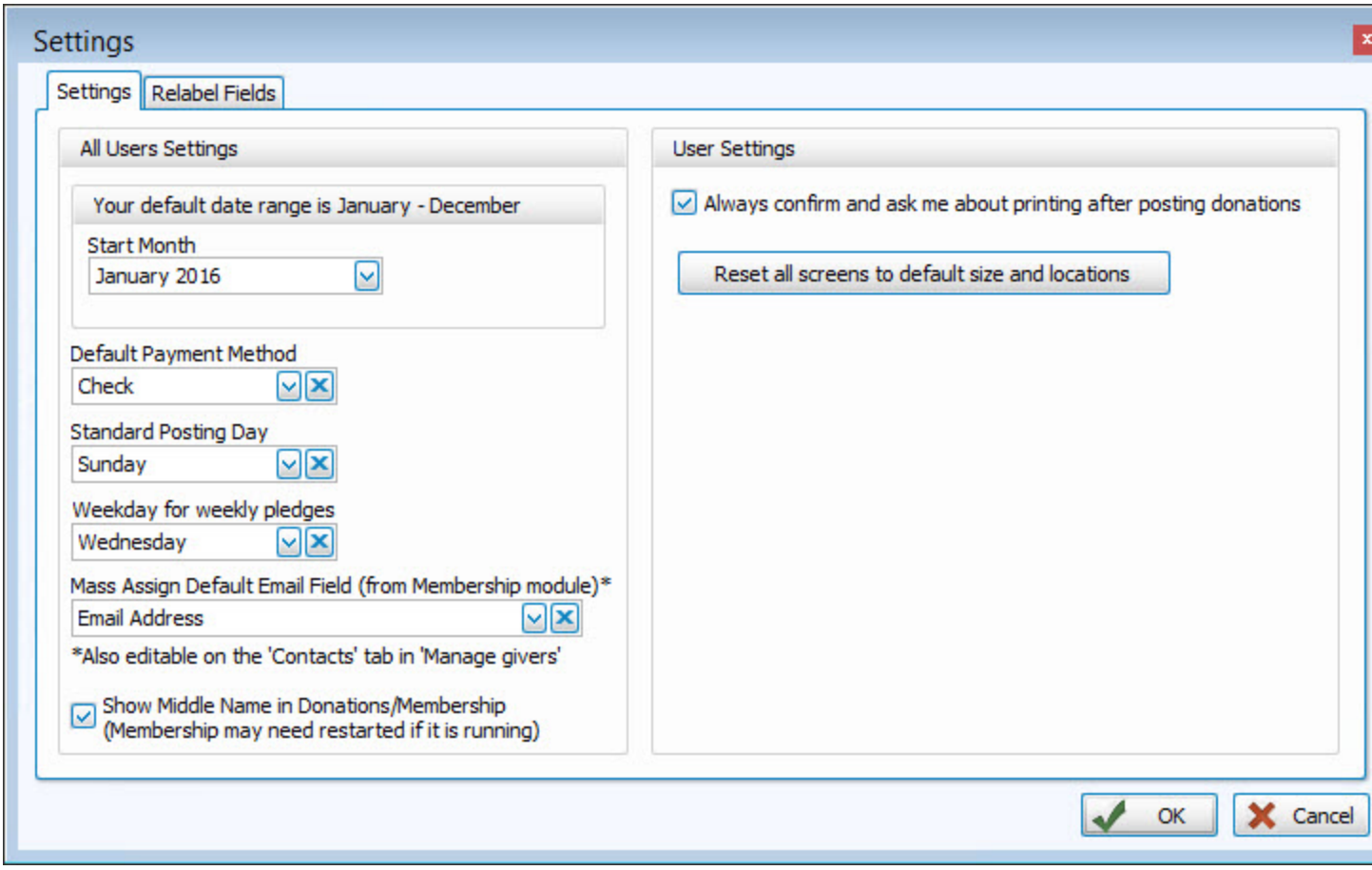
Finally, if the church has purchased the Accounting module, church staff members that have access to it can take the money kept track of in the funds and accounts in Donations to a whole new level using the Accounting Module. See **About Church Windows Accounting** for the complete information.

Default Settings (Donations)

Use the Settings screen to set the starting month on which your church begins accepting donations for the year. You can also set the day that your church most commonly collects donations from its givers, as well as the most common form of payment in which donations are made.

To access the Settings screen:

1. Click **Special Functions** from the menu options at the top of the screen.
2. Click the **Settings** button from the options that appear underneath.



Make your selections from any or all options described below. When finished click the **OK** button.

Start Month and Setting the Donations Year
The Start Month sets the beginning and end of the Donations Year. Click the drop-down arrow and select the starting month in which your church begins its Donations year and the default date range will adjust accordingly to show you when the year ends.

Default Payment Method
Click the dropdown arrow and choose the method of payment that you see as being most likely to be donated by a giver to your church. The payment method chosen here will appear automatically on the Enter Donations screen.

Standard Posting Day
Choose the day that your church is most likely to accept donations from the givers. By choosing a day here, you enable a message to warn you in the case where a donation is being posted on a day other than what is selected here on the Settings screen.

You can change this date at any time. Click the button to clear the field, or choose the dropdown arrow and choose a day of the week.

Weekday for Weekly Pledges
Select the day on which the pledging begins for the week.

Show Giver Middle Name
Place a check mark in this box if you want to show the middle name for the giver on screens and reports.

Mass Assign Email Field (From Membership Module)
The options in this dropdown box are based on the names of the e-mail fields already set up in the Membership Module. If you would like to use a specific e-mail to which you would like to have statements sent, choose the field from this box. Then choose between having this setting applied to all givers, or just the ones that have only givers with no e-mail selected.

Relabel Fields tab
Place a **Custom Label** next to the **Default Label** for any label in the list that you would like to change to something other than what shows as the default.

Reset All Screens to Default Size and Locations button
Click this button to change the size and location of the Donations screens to their original state.

You are here: Donations > Reports

Reports, Labels, and Statements

The Reports section provides a set of tools you can use to print donation statements, batch reports, giving and pledging details, mailing labels, and a deposit slip. All the information that shows on the reports depends on the information that has been entered into Church Windows Donations. Although some of the reports screen allow you to make changes to the information for the purpose of presentation, any changes made do not affect the information entered originally through the Enter Donations screen.

For further information, see the following articles:

Donation Reports
- **Donations Log Report (and Donations Batch Report)**
- **Deposit Slip**
- **Giving Summary**

Compare & Analyze
- **Giving Comparison**
- **Pledge/Giving Analysis**
- **Campaign Comparison**

Lists & Labels
- **List Account Balances**
- **List Giver #s**
- **Labels**

Donation Statements

All reports, labels, and statements can be found under the Reports/Export menu in Donations.

You are here: Donations > Reports, Labels, and Statements > Donations Log Report

Donations Log Report (and Donations Batch Report)

The Donations Log Report shows all batches and the donations that were entered inside the batch.

To run a Donations Log Report:

1. Click the **Reports/Export** menu at the top of the Donations screen.
2. Click the **Donation Reports** button that appears below.
3. Click the **Donation Log Report** button that appears in the adjacent menu.

Use the fields of the Filter tab to narrow down the giving information so that it shows you only the information that you seek. See the article titled **Filter Tab** for further information.

Choose any of the following tabs to apply additional settings:

Group & Sort Organizes the order in which the information on the report is presented. See the article titled **Sort (or Group & Sort) Tab** for further information.

Columns: Determines the order and the appearance of the report columns. See the article titled **Columns Tab** for further information.

Fonts Sets the style and size of the typeface used to display the contents of the report. See the article titled **Fonts Tab** for further information.

Click **Export** to save the report contents in a file, or click **Print** to proceed in printing out the report.

Deposit Slip

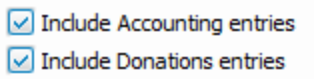
The Deposit Slip report pulls up information about the check and cash donations that have been on a specific day, which are to be deposited into a specific bank account (or other asset).

To run the Deposit Slip report:

1. Click the **Reports/Export** menu at the top of the Donations screen.
2. Click the **Donations Reports** button that appears below.
3. Click the **Deposit Slip** button that appears in the adjacent menu.

Note: If you use the Accounting software to transfer the donations that you post in Donations, make sure that you have transferred all the donations necessary to Accounting.

By default, the Deposit Slip Options screen is set to show you both Donations and Accounting entries.



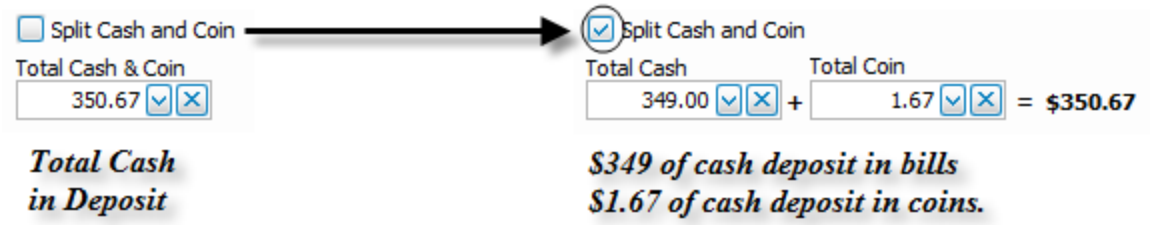
Include Accounting entries: Place a check mark in this box to display items that were entered in Accounting.

Include Donations entries: Place a check mark in this box to display items that were entered in Donations.

Choose the **Date** that the donations were given that you would like the Deposit Slip to show. If you have chosen to include Accounting entries, be sure to select the **Asset Account** that represents the account to which you will be depositing your donations. If you would like information that pertains to only a specific batch of donations on the selected date, choose the batch from the **Batch Code** box.

The Check Number and the Amount of the donations made by check for the Date and Asset Account selected will appear in the list on the right side of the screen. Any bank information stored under the selected Asset Account in Accounting will also appear. Place a check mark the Include Bank Information box to place the bank information onto the report.

The total of the donations made in cash will appear at the top of the screen in the **Total Cash & Coin** box. If you need to separate the amount of cash given in bills and the amount of cash given in coins, click the **Split Cash and Coin**. The one box separates into two boxes for you to enter the **Total Cash** and **Total Coin**. As you enter the total cash and total coin, the amounts will be compared against a total of both items.



Under the Cash & Coin options, a list of checks will show any donations made with a check. Choose between **Sort by Check #** and **Sort in Entry Order** to change the order in which the checks appear. Clicking the Sort by Check # option will place the items in the list in order according to the check number. If you click Sort in Entry Order, the list will reorder the items and place them according to when they were entered in Donations.

Click the **Add Check** button to add any check items that you will be making with this deposit and want to show on the Deposit Slip. To remove any items, click the desired item and click **Delete Check**.

Click the **Fonts** tab to make any changes to the style and/or size of the typeface printed on the report. See the article titled **Fonts Tab** for further information.

Click **Print** to proceed in printing out the Deposit Slip, or click **Export** to save the content to a file.

The cash and check items and amounts displayed on the Deposit Slip Options screen only affect the appearance of the report. No changes will be made to the donations as they were originally entered and stored in the software. Therefore, when you close the screen, any cash or check information you have added, changed, or removed will not be saved.

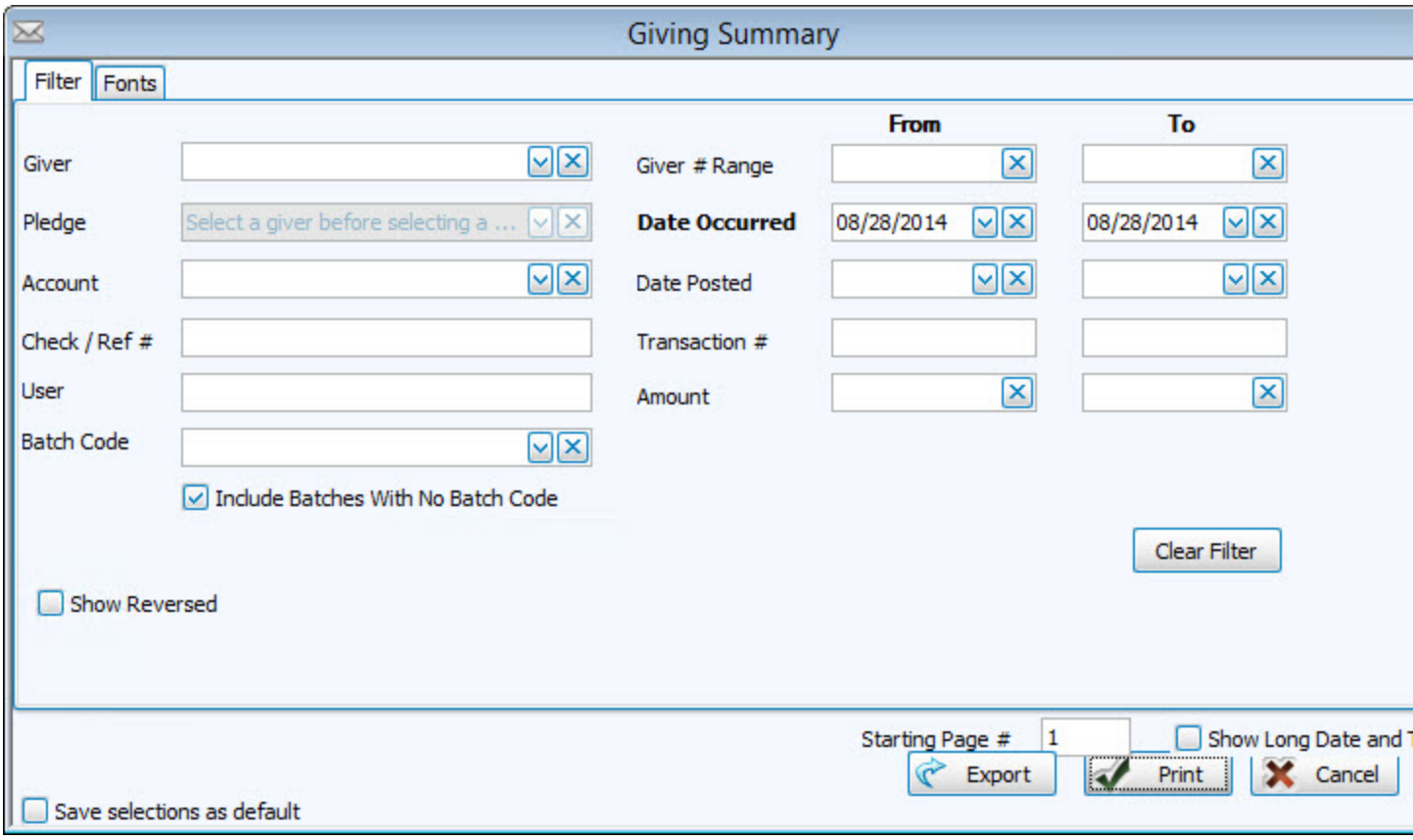
You are here: Donations > Reports, Labels, and Statements > Giving Summary

Giving Summary

The Giving Summary is a listing of the total donations by the date on which the donation took place, broken down by the amounts posted to each giving account. Donations entered with batch codes will appear distinctly according to the batch code for the date.

To run a Giving Summary:

1. Click the **Reports/Export** menu at the top of the Donations screen.
2. Click the **Donations Reports** button that appears below.
3. Click the **Giving Summary** button that appears in the adjacent menu.



Use the options on the Filter tab to specify the kind of information you want the Giving Summary to contain. For further information on the meaning of a field, see the article titled **Filter Tab**.

To change the typeface of the report contents, click the **Fonts** tab. See the article titled **Fonts Tab** for further information.

Click **Print** to proceed in printing out the report.

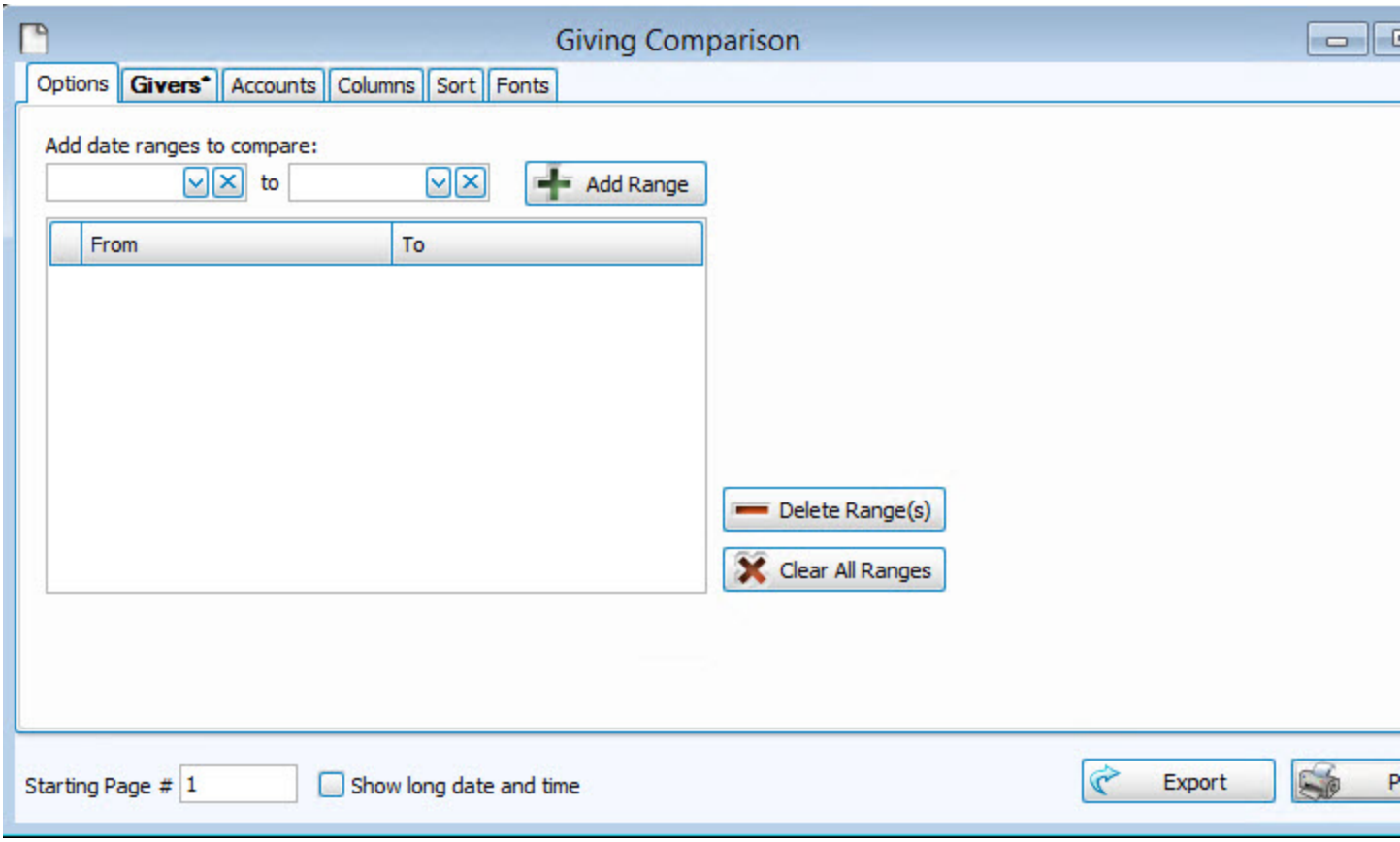
You are here: Donations > Reports, Labels, and Statements > Giving Comparison

Giving Comparison

The Giving Comparison report is a listing of the similarities or differences in giving between specified time periods.

To run a Giving Comparison:

1. Click the **Reports/Export** menu at the top of the Donations screen.
2. Click the **Compare & Analyze** button that appears below.
3. Click the **Giving Comparison** button that appears in the adjacent menu.



Enter a beginning date and an ending date that represents your desired time span. Then press **Add Range** and the time frame will be added to the list below. The time frames you accumulate in the list will be compared on the report that you run.

Choose any of the following tabs to apply additional settings:

Givers: Adjusts the kind of givers you want the report to show. See the article titled **Givers (or People) Tab** for further information.

Accounts: Specifies that the report only covers certain accounts. See the article titled **Accounts tab** for further information.

Columns: Determines the order and the appearance of the report columns. See the article titled **Columns Tab** for further information.

Sort: Organizes the order in which the information on the report is presented. See

the article titled **Sort (or Group & Sort) Tab** for further information.

Fonts: Sets the style and size of the typeface used to display the contents of the report. See the article titled **Fonts Tab** for further information.

Click **Export** to save the report contents in a file, or click **Print** to proceed in printing out the report.

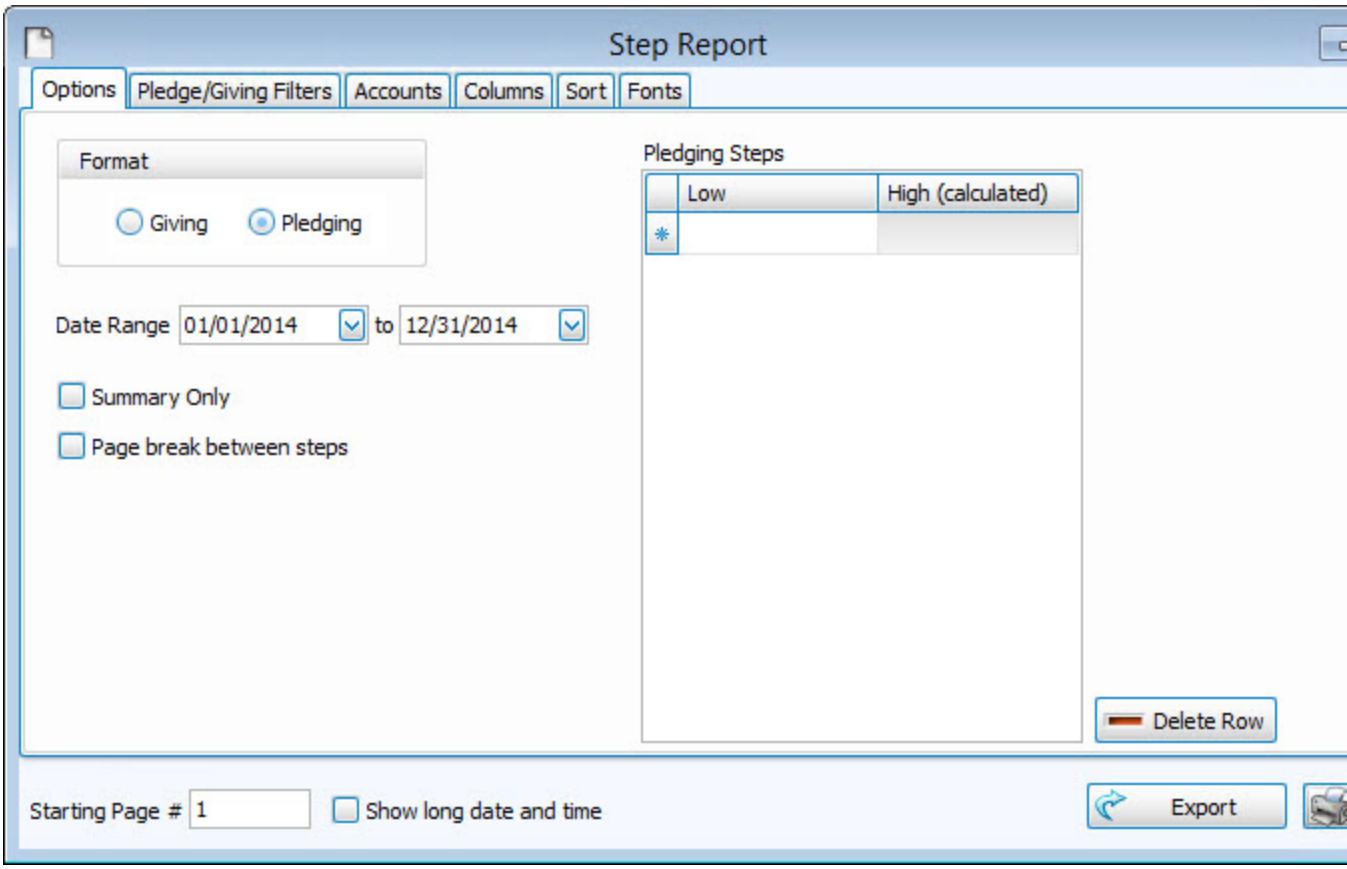
You are here: Donations > Reports, Labels, and Statements > Step Report

Step Report

The Step Report breaks down giving or pledge amounts into levels, or steps, and presents the number of people in the congregation who give or pledge within each step.

To run a Step Report:

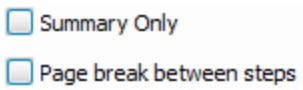
1. Go to **Reports/Export**.
2. Click the **Compare & Analyze** button and choose **Step Report** from the menu options that appear.



3. Choose the format of your report by clicking either **Giving** or **Pledge**.

4. Choose the **Date Range** for the report.

5. Choose any of the following options as they apply to your requirements of the report:

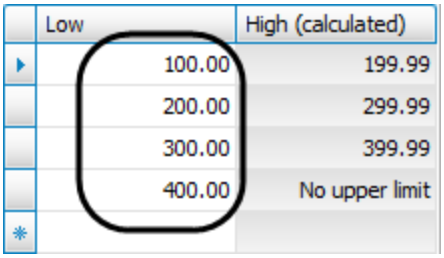


   - **Summary Only:** If you do not place a check mark in this box, each step of the report will also present all who gave or pledged an amount that falls within the step. Place a check mark in this box if you want only the total amounts for each step.

   - **Page break between steps:** Place a check mark in this box to start a new page of the report for each step. If you do not place a check mark in this box, the information will completely fill each page.

6. On the right side of the screen, enter the **Giving Steps** or **Pledging Steps**, depending on the kind of step report you plan to run.

   As you enter the beginning dollar amount for each step, the ending dollar amount for each preceding step will automatically adjust. And, the beginning amount for the last step that you enter will then include any dollar amount beyond it, and indicate on the screen that the step has **no upper limit**.



Low	High (calculated)
100.00	199.99
200.00	299.99
300.00	399.99
400.00	No upper limit

   Note: If you need to remove a row, click the line and hit the **Delete Row** button.

Choose any of the following tabs to apply additional settings:

Pledge/Giving Filters: Adjust the kind of pledging or giving that you want the report to show by clicking this tab.

- From the **Giving – Include** area of the screen, click the option that best describes the Giving information you wish to see on your report. If you choose **Givers with giving from**, enter a desired range of dollar amounts that you would like the report to show. Place a check mark in the **No Upper Limit** box if you do not want an upper limit to your giving information range.

- From the **Pledging – Include** area of the screen, click the option

that best describes the Pledging information you wish to see on your report. **If you choose Givers with pledging from**, enter the range of dollar amounts desired. If the range has no upper limit, place a check in the **No Upper Limit** box. If applicable place a check mark in **Have Met All Pledges** and/or **Have Not Met All Pledges**, according to what you want to apply.

- Place a check mark next to any or all items that represent the kind of pledges you want to see on the report by choosing them from the **With Pledge Type(s)** section.

Accounts: Specifies that the report only covers certain accounts. See the article titled **Accounts tab** for further information.

Columns: Determines the order and the appearance of the report columns. See the article titled **Columns Tab** for further information.

Sort: Organizes the order in which the information on the report is presented. See the article titled **Sort (or Group & Sort) Tab** for further information.

Fonts: Sets the style and size of the typeface used to display the contents of the report. See the article titled **Fonts Tab** for further information.

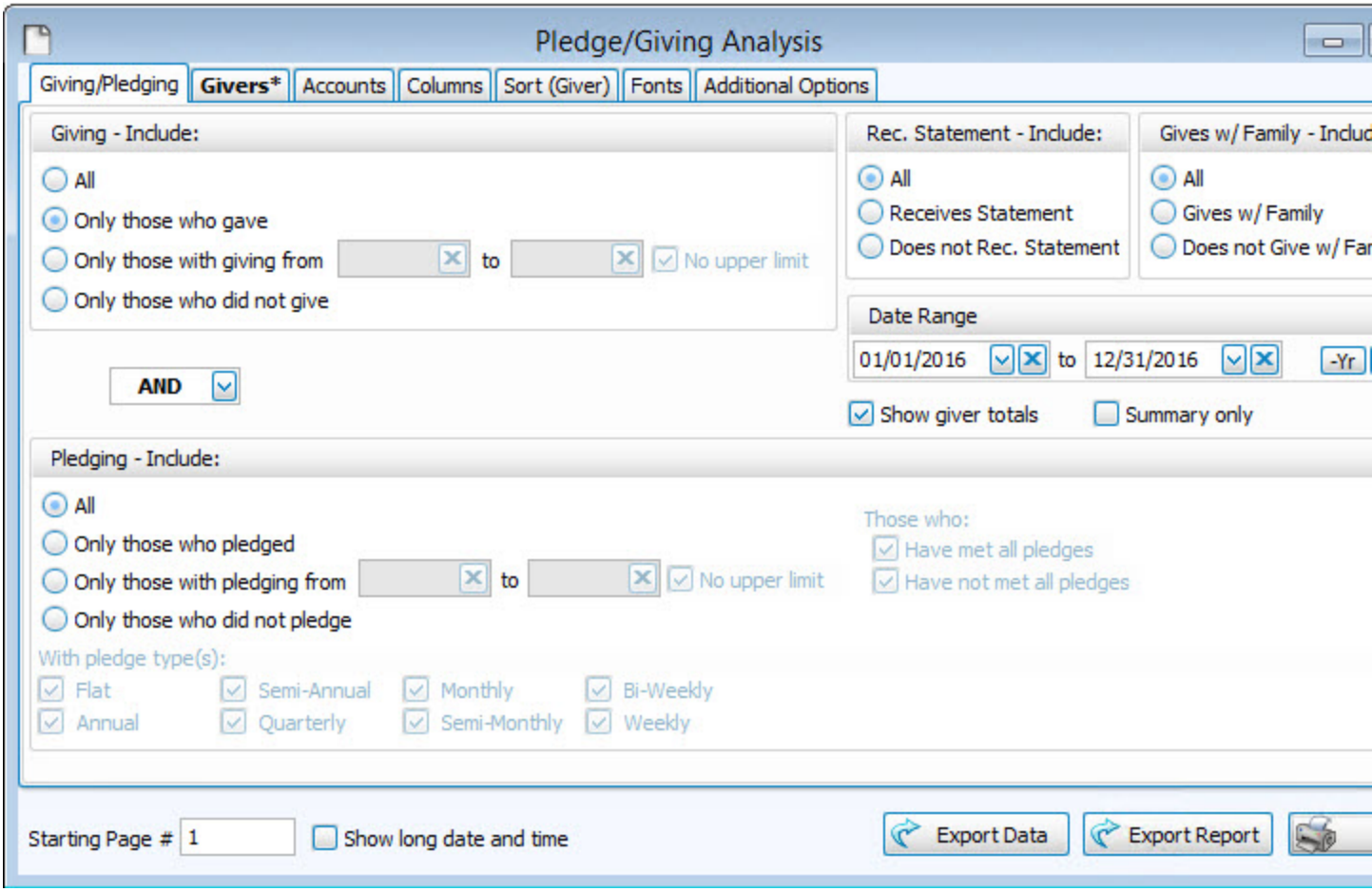
Click **Export** to save the report contents in a file, or click **Print** to proceed in printing out the report.

Pledge/Giving Analysis

For each Giver, the Pledge/Giving Analysis presents a comparison of money given to Giving Accounts against money pledged to each one.

To run a Pledge/Giving Analysis:

1. Click the **Reports/Export** menu at the top of the Donations screen.
2. Click the **Compare & Analyze** button that appears below.
3. Click the **Pledge/Giving Analysis** button that appears in the adjacent menu It will open to the Giving/Pledging tab:



The 2 main options on the left allow you to select which giving **and/or** pledging options to include.

From the **Giving – Include** area of the screen, click the option that best describes the Giving information you wish to see on your report. If you choose **Givers with giving from**, enter a desired range of dollar amounts that you would like the report to show. Or, you can choose between **Only those who pledged** and **Only those who did not pledge** by clicking the item. Place a check mark in the **No Upper Limit** box if you do not want an upper limit to your giving information range. Click the **All Givers** option have all kinds of givers regardless of their giving on the report.

Between the *Giving – Include* and *Pledging – Include* areas of the screen, use the **AND/OR** box to specify the criteria that must be fulfilled in order to generate your report. Choose OR to generate report contents for people who fill either the *Giving – Include***OR** the Pledging – Include options chosen. Choosing OR allows more people the opportunity to receive a label, because their information has the flexibility to fit a maximum of two characteristics. On the other hand, choose AND to make certain that the information fits all selections made in the *Giving – Include***AND** the *Pledging – Include*. Choosing AND allows less people the opportunity to receive a label, because their information must fit the description of all the selections made on the screen to receive a label.

From the **Pledging – Include** area of the screen, click the option that best describes the Pledging information you wish to see on your report. If you choose **Givers with pledging from**, enter the

range of dollar amounts desired. If the range has no upper limit, place a check in the **No Upper Limit** box. Or, you can choose between **Only those who pledged** and **Only those who did not pledge** by clicking the item. If applicable, place a check mark in **Have Met All Pledges** and/or **Have Not Met All Pledges**, according to what you want to apply. Click the **All Givers** option have all kinds of givers regardless of pledges on the report.

Place a check mark next to any or all items that represent the kind of pledges you want to see on the report by choosing them from the **With Pledge Type(s)** section.

At the top right gives options for Recieves Statement and Gives with Family. From the Date Range boxes below, specify the time period that you want the report to present. Place a check in **Show giver totals** box if you want to see a total for each giver. Click **Summary only** if you want to see only the summary, instead of an accompanying, individualized listing of totals by giver.

Choose any of the following tabs to apply additional settings:

Givers: Adjusts the kind of givers you want the report to show. See the article titled **Givers (or People) Tab** for further information.

Accounts: Specifies that the report only covers certain accounts. See the article titled **Accounts tab** for further information.

Columns: Determines the order and the appearance of the report columns. See the article titled **Columns Tab** for further information.

Sort(Giver): Organizes the order in which the information on the report is presented. See the article titled **Sort (or Group & Sort) Tab** for further information.

Fonts: Sets the style and size of the typeface used to display the contents of the report. See the article titled **Fonts Tab** for further information.

Additional Options: This allows you to choose whether or not you want he [V] or [D] indicators to show.

Click Export Data to export the data only to a .csv file, **Export Report**to save the report contents in a file, or click **Print** to proceed in printing out the report.

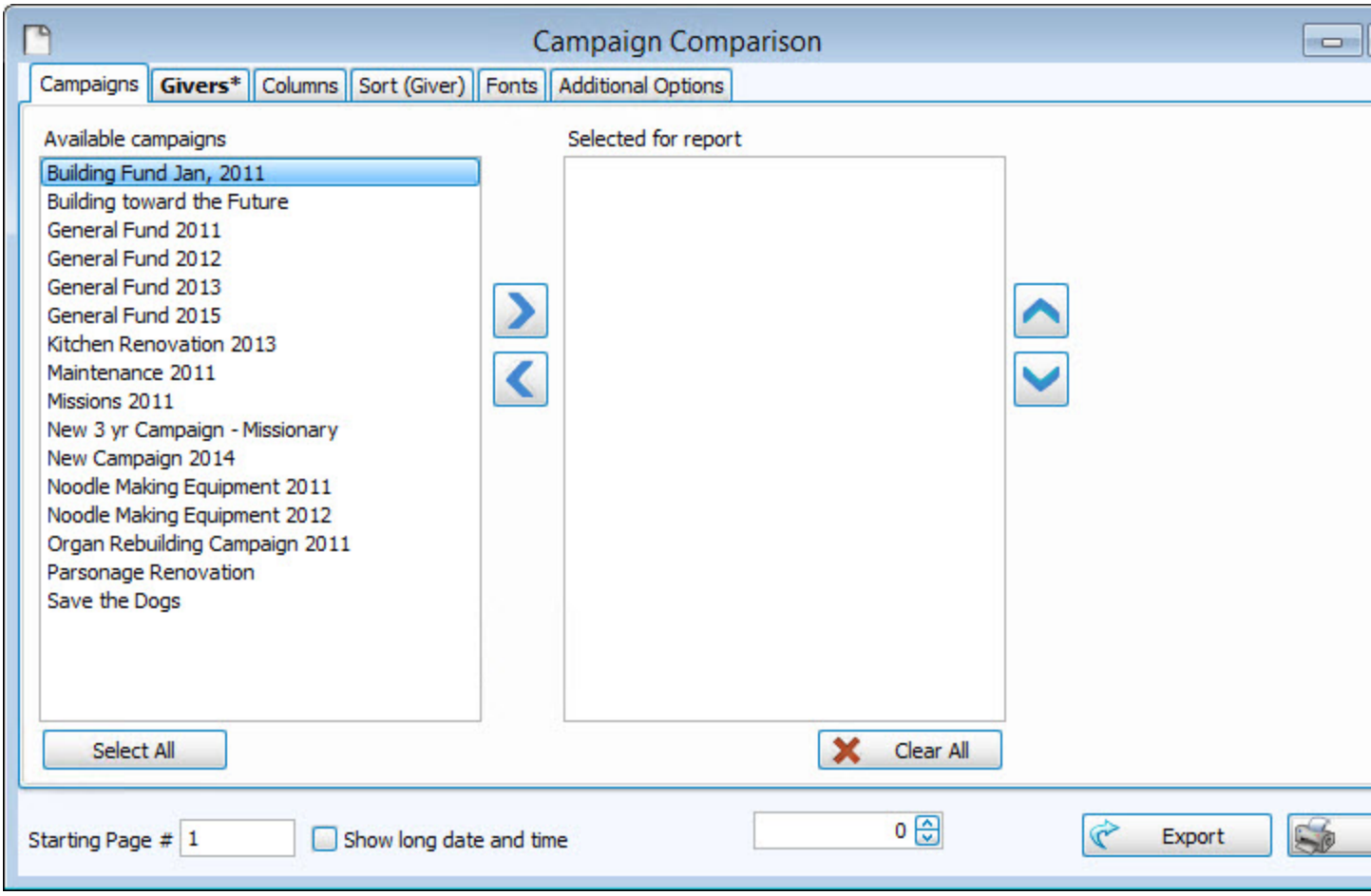
You are here: Donations > Reports, Labels, and Statements > Campaign Comparison

Campaign Comparison

The Campaign Comparison is a report that shows the similarities or differences between pledging campaigns and its participants.

To run a Campaign Comparison:

1. Click the **Reports/Export** menu at the top of the Donations screen.
2. Click the **Compare & Analyze** button that appears below.
3. Click the **Campaign Comparison** button that appears in the adjacent menu.



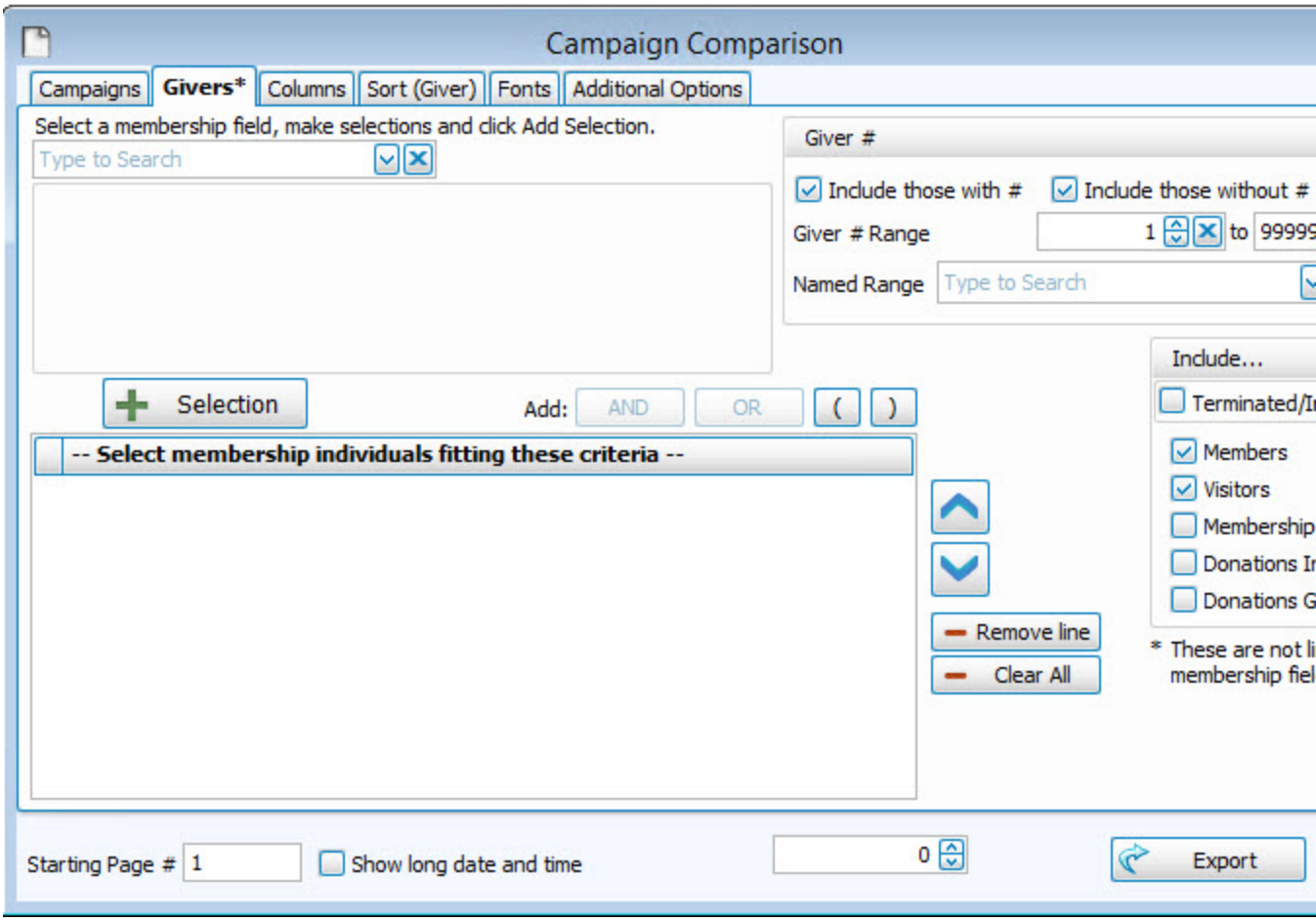
From the list of **Available campaigns** click the pledge campaign(s) that you want the report to show and click the **>** button. The campaigns that show in the **Selected for report** list will appear on the report.

For any items that you do not want the report to show, click the desired campaign name and click the **<** button.

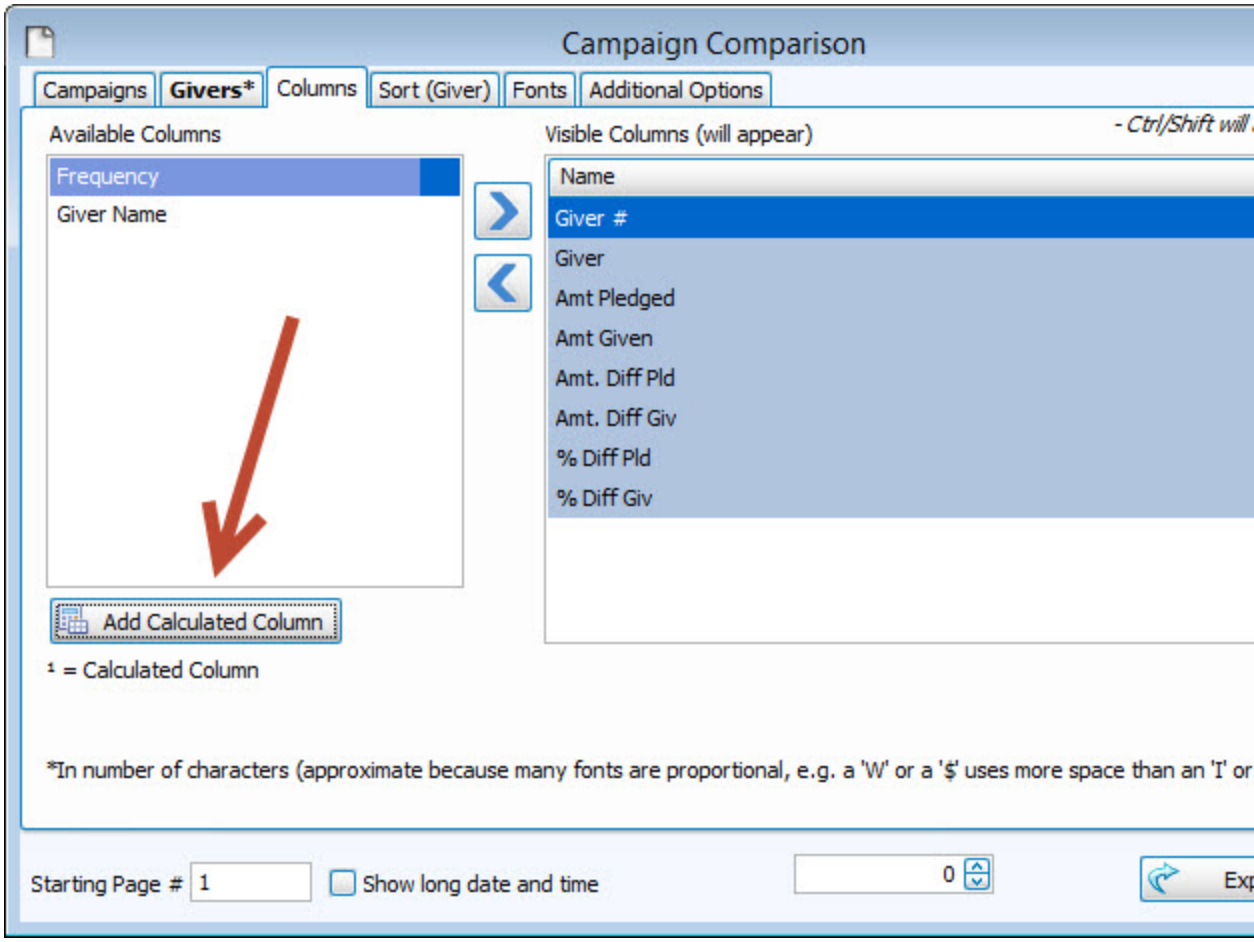
Choose any of the following tabs at the top to apply additional settings:

Givers:

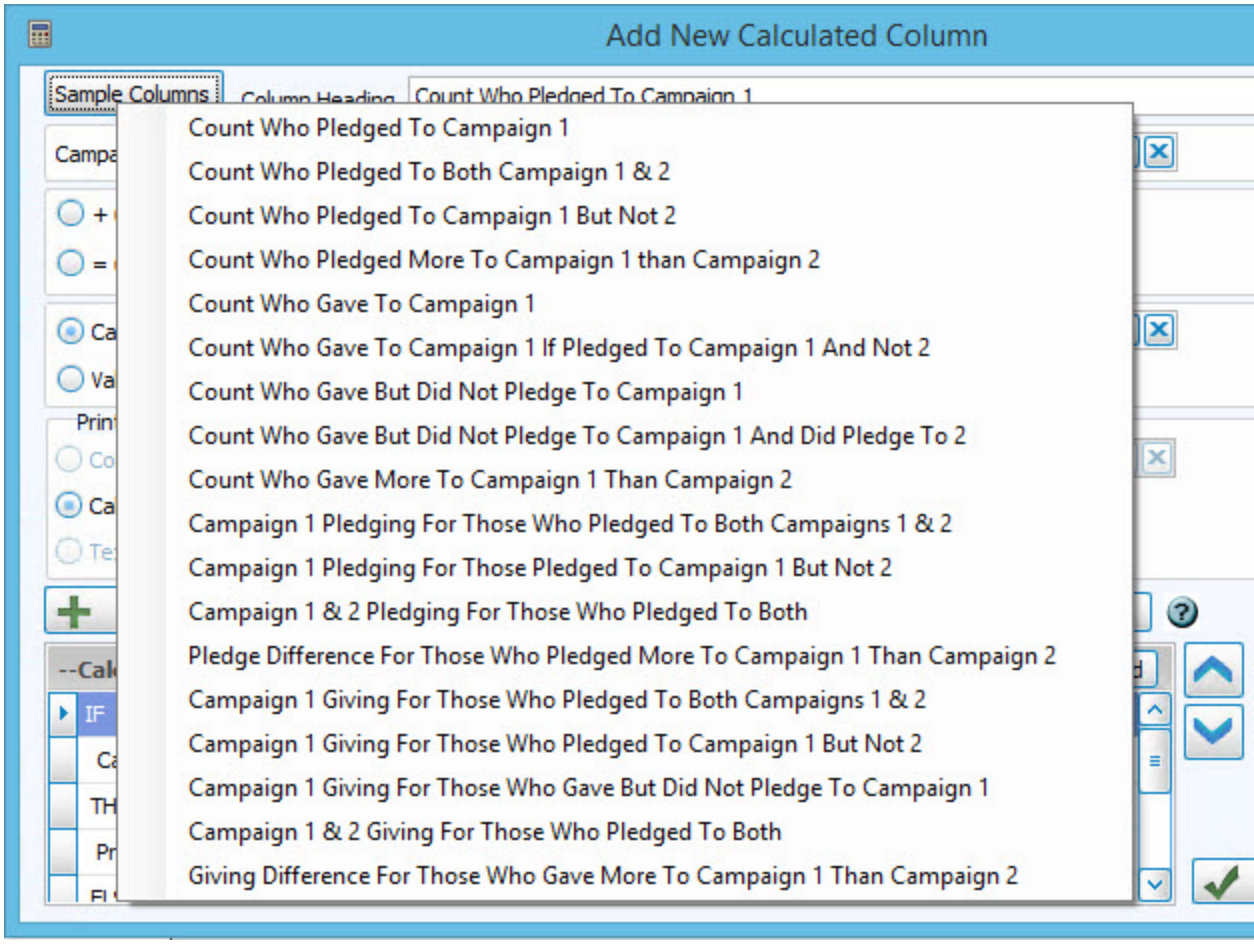
This tab allows you to select Membership fields and criteria in the standard Church Windows reporting style on the left. On the right are options to include specific giver number(s) or ranges, and below that you can choose member and/or visitor options:



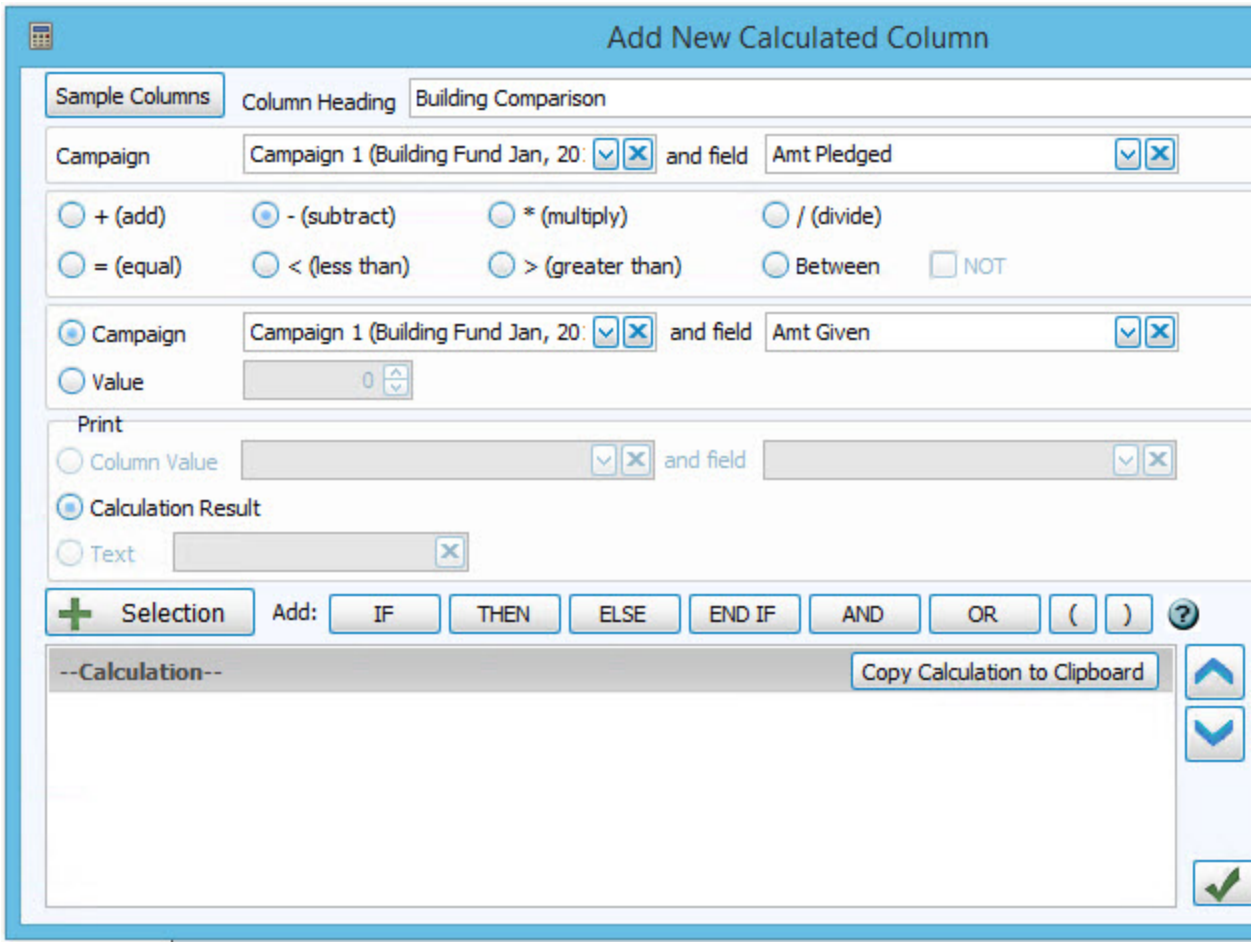
Colu-mns: Determines the order and the appearance of the report columns as well asthe ability to add a customized calculated column:



The Sample Columns button at the top left will give you common examples of calculations that might be desired:



Selecting any of these will automatically fill in the fields with the specific calculation details to save time. You could also manually select calculations. For example to subtract an amount given from amount pledged in a building campaign, as shown:



You can click on the green Plus to add the calculated selection below. You can add multiple calculated columns or just one, as needed.

Sort: Organizes the order in which the information on the report is presented. See the article titled **Sort (or Group & Sort) Tab** for further information.

Fonts: Sets the style and size of the typeface used to display the contents of the report. See the article titled **Fonts Tab** for further information.

There is also an **Additional Options** tab to allow you to show a [V] or [D] indicator next to those people, and give you an option to show those who did not give to that campaign.

Click **Export** to save the report contents in a file, or click **Print** to proceed in printing out the report.

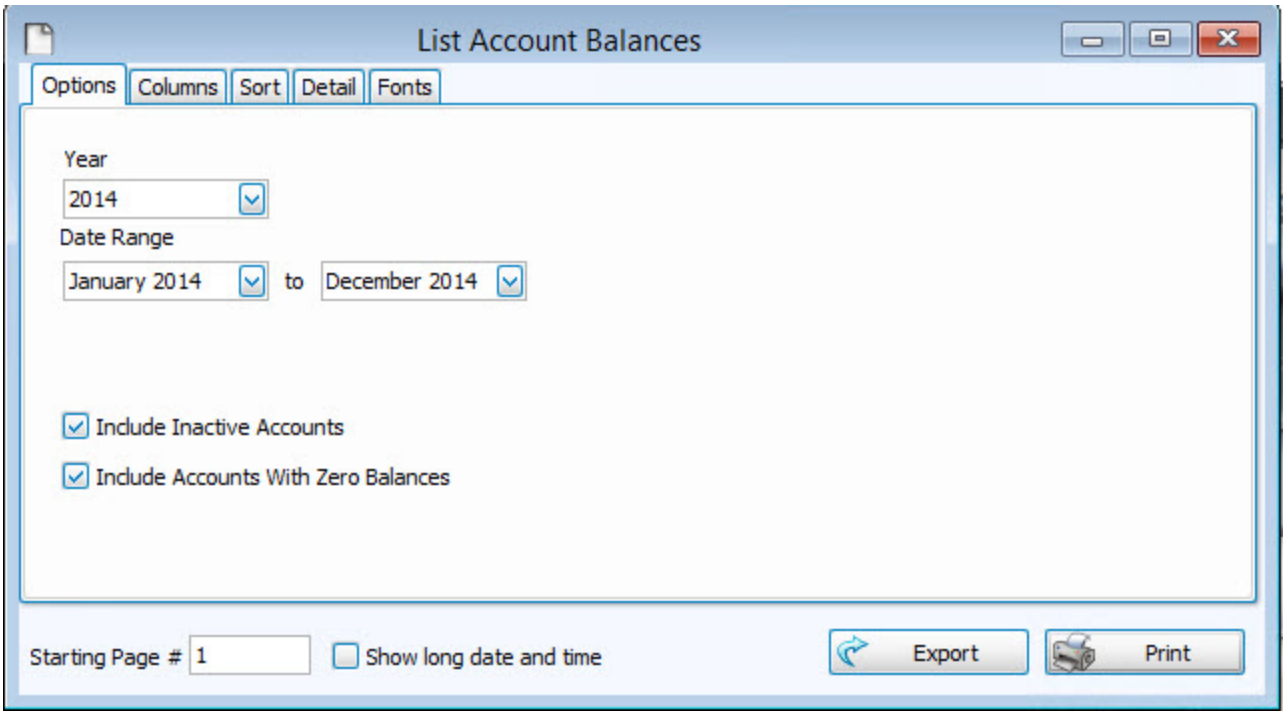
You are here: Donations > Reports, Labels, and Statements > List Account Balances

List Account Balances

Use the **List Account Balances** feature in Donations to generate a report that lists the balances for all the accounts.

To run the report:

1. Click the **Reports/Export** menu at the top of the Donations screen.
2. Click the **Lists & Labels** button that appears below.
3. Click the **List Account Balances** button that appears in the adjacent menu.



Choose the desired **Year** and **Date Range** from the boxes located on the screen.

Click to check the **Include Inactive Accounts** box if you would like the report to also show accounts that have been marked as Inactive on the Manage Accounts screen. See the article titled **Manage Giving Accounts** for further information.

Click to check the **Include Accounts with Zero Balances** box if you want the report to also show accounts that have a balance of $0.00.

Choose any of the following tabs to apply additional settings:

Columns: Determines the order and the appearance of the report columns. See the article titled **Columns Tab** for further information.

Sort: Organizes the order in which the information on the report is presented. See the article titled **Sort (or Group & Sort) Tab** for further information.

Detail: Includes certain accounts/subtotals in the report. Click the Detail tab and click to remove a check mark that has been placed next to an account/subtotal that you do not want. Otherwise, all accounts/subtotals will show on the report.

Fonts: Sets the style and size of the typeface used to display the contents of the report. See the article titled **Fonts Tab** for further information.

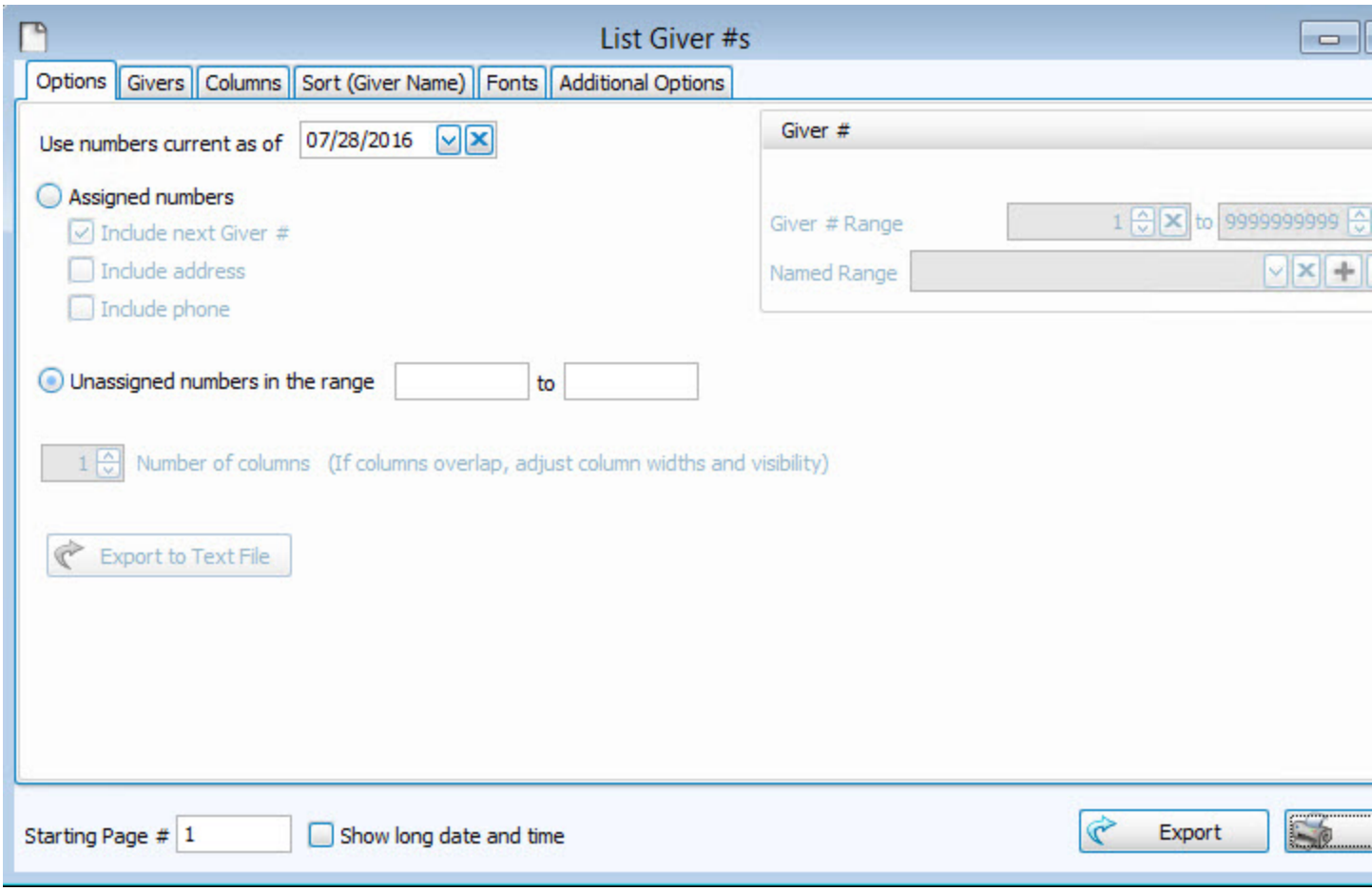
Click **Export** to save the report contents in a file, or click **Print** to proceed in printing out the report.

List Giver #s

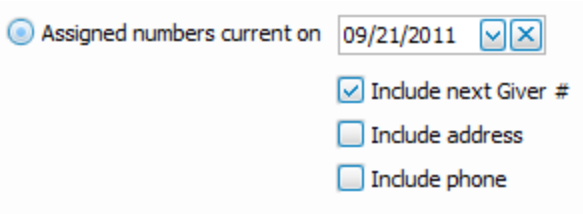
Use the **List Giver #s** feature to generate a report of giver numbers that are currently either assigned to a specific giver, or unassigned – making the number available for future use.

To run the report:

1. Click the **Reports/Export** menu at the top of the Donations screen.
2. Click the **Lists & Labels** button that appears below.
3. Click the **List Giver #'s** button that appears in the adjacent menu.



To view or export a list of the numbers currently assigned:



1. Click the **Assigned numbers current on**… option.

2. Enter the desired date in the box. Running the report will generate information that as of the date entered are considered currently assigned.

3. Enter the **Giver Number Range** to show only the selected span of numbers on the report. If want to use a saved a range of numbers under a reserved name, choose it from the **Named Range** box.

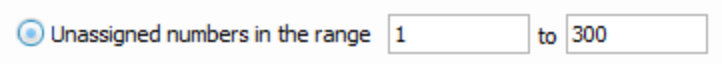
4. Place a check in the box next to any of the options below the date.

    - **Include Address** shows the address of the Giver on the report.

- **Include next Giver #** will prepare the report to show the Giver # assigned after the currently assigned number expires, if any has been assigned.
- **Include phone** shows the phone of the Giver on the report.

5. To save the list in a text file, click the **Export to Text File** button.

To view a list of unassigned numbers, click **Unassigned numbers in the range**… and enter the number range desired.



Choose any of the following tabs to apply additional settings:

Givers: This lets you customize Membership fields and options for people to show. For more information, see "Givers (or People) Tab" on page 44

Columns: Determines the order and the appearance of the report columns. See the article titled **Columns Tab** for further information.

Sort: Organizes the order in which the information on the report is presented. See the article titled **Sort (or Group & Sort) Tab** for further information.

Fonts: Sets the style and size of the typeface used to display the contents of the report. See the article titled **Fonts Tab** for further information.

Click **Export** to save the report contents in a file, or click **Print** to proceed in printing out the report.

You are here: Donations > Reports, Labels, and Statements > Setup SMTP Email (for e-mailing donations)

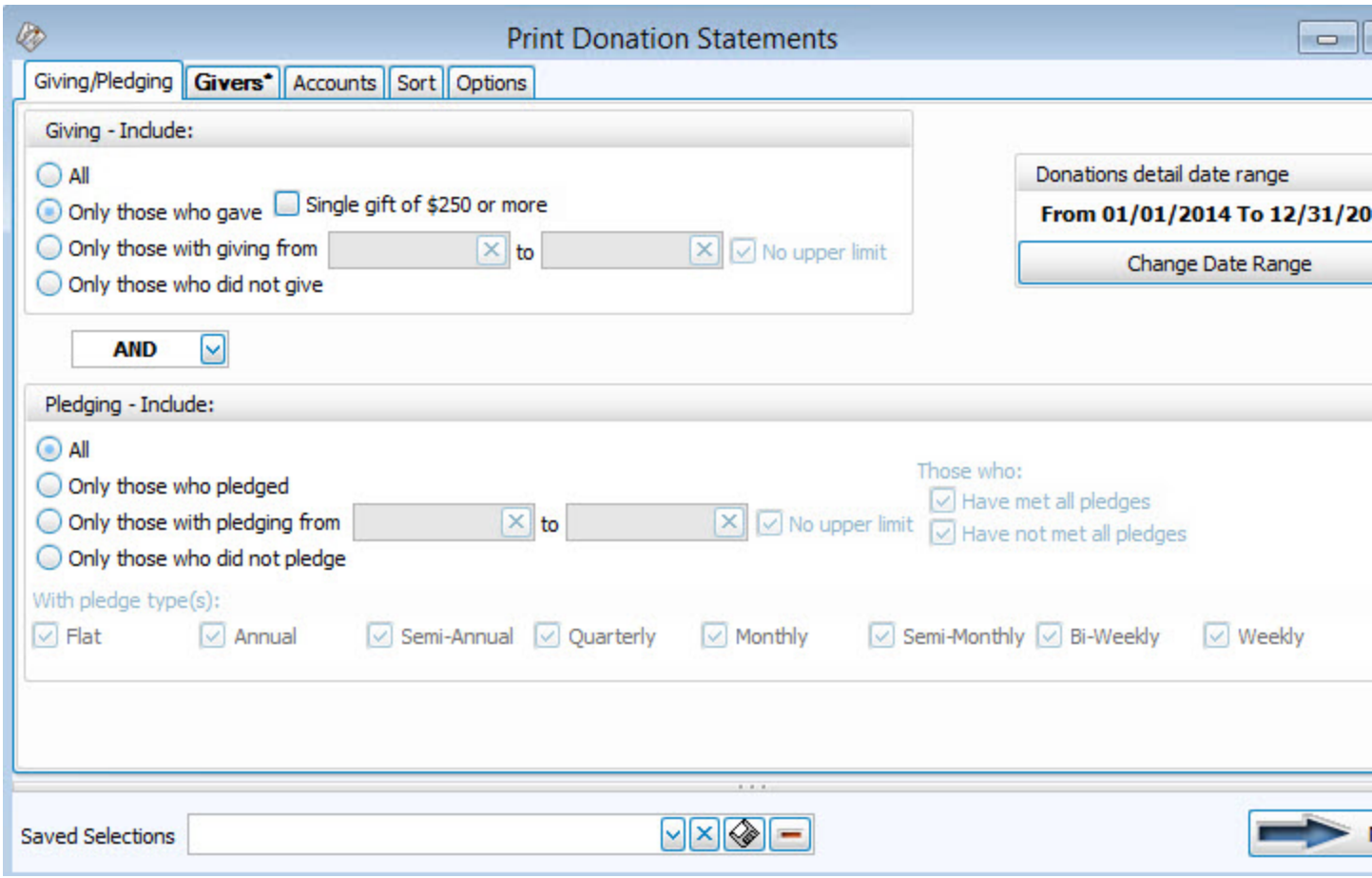
Donation Statements

Statements can be printed and/or sent by e-mail at any time of the year. When doing so, the giving and pledging information entered in the software is calculated and printed onto a statement for each selected person or group.

For Canada Users only: Donation Statements in Church Windows will be referred to as Donation Receipts. When printing Donation Receipts, be sure to verify the starting **Receipt #**. See the article titled **Printing Donation Receipts (Canada Users Only)** for further information.

To run a statement:

1. Click the **Reports/Export** menu option.
2. Click **Donation Statement**.
3. Select the beginning date and end date of the desired time frame. Click **Select Date Range** to continue. It will open up to the Giving/Pledging tab:



Click the **Giving/Pledging** tab if you want to narrow down the list of givers receiving a statement by the giving and pledging conditions that the tab provides. See the article titled **Giving/Pledging Tab** for further information.

Click the **Givers** tab to specify certain characteristics of the people for whom you want to print labels. The characteristics for you to choose are actual fields that store people's information in the Membership module. This tab is the exact same as the **People** tab in Membership reports. For more information about the **Givers** tab, (or People in the Membership reports), as well as the Accounts and Sort tabs, See "The window will open to the People tab. "

Select the givers for the statements you need by placing a check mark next to the desired names. You can also click **Unselect All** to remove all check marks, manually select certain ones, or click **Select All** to reselect all names in the list.

You can also use the **Select Giver** box to mark specific givers so that they can get a statement printed or sent to them by e-mail. On the selected giver you can have a check mark placed on the name in the list under the **Print** or **E-mail** column.

Have a statement printed out for e-mail addresses that are not on file by clicking the **Check Print if No Email address** box. This way if you choose, E-mail and the statement recipient does not have an e-mail on record, the software will know to print out a statement.

Once you have selected the names of the givers to whom you want to send a statement, you can send a label to the same selected givers by clicking the **Labels** button. This way, a mailing label can be printed for the same givers receiving a statement.

Choose any of the following tabs to apply additional settings as needed:

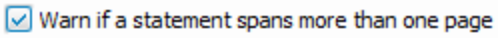
Accounts: Specifies that the report only covers certain accounts. See the article titled **Accounts tab** for further information.

Sort: Organizes the order in which the information on the report is presented. See the article titled **Sort (or Group & Sort) Tab** for further information.

Options: Additional options for the printed statements and the e-mail settings that store configuration information for the e-mails sent to the recipient.

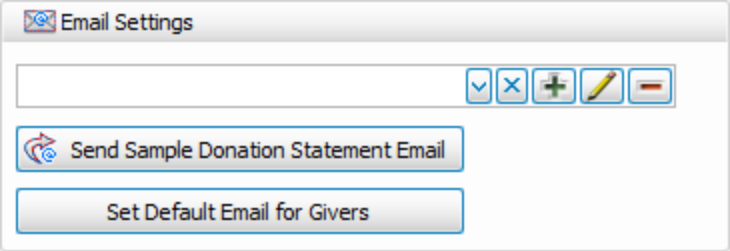
- When someone makes a commitment to give a certain amount of money, the software regards the money as being pledged. Some churches use a different word instead of “pledged”. This and other labels that appear on the statement can be changed to any words you wish your statement to show, by clicking the **Options** tab and placing a Custom Label next to the Default Label.

- The Options tab also contains a setting to warn you of statements that exceed a page.



Place a check in the box to turn on the notification, or remove the check mark to avoid being notified.

- Use the **Email Settings** if you will be sending statements by e-mail.



Note: This does not apply to users of this software in Canada.

  - Choose a name from the dropdown box. The name found in the dropdown box represents SMTP Email settings that have been already saved under a specific name, called the Display Name. The Display Name you choose from this list will then send your statements by e-mail according to the settings saved to it. When finished, you can click **Send Sample Donation Statement Email** to send a test e-mail to verify that the Display Name under the Email Settings has been correctly configured.

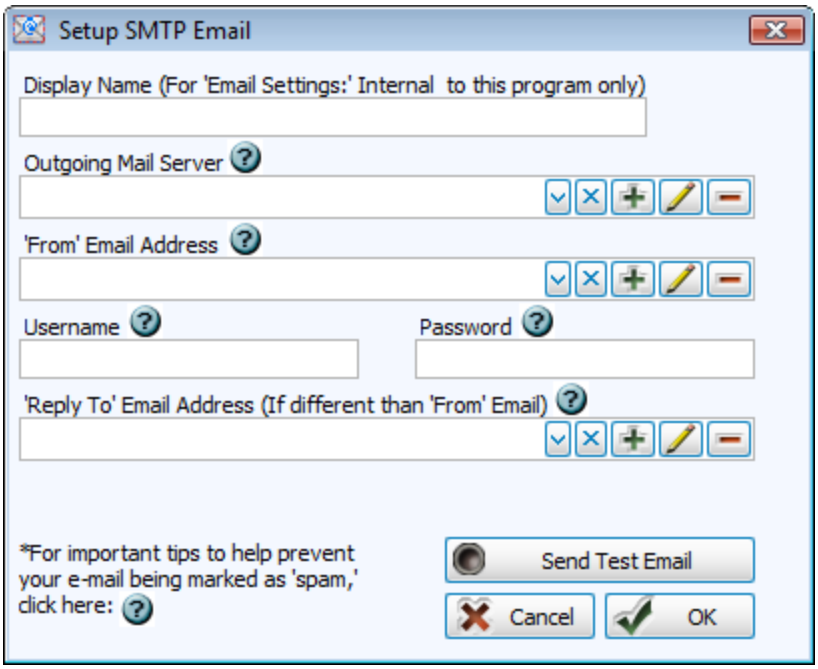
  - To set up a new Display Name and its e-mail settings, click the plus button. Enter the information on the **Setup SMTP Email** screen. For more information, see the article **Setup SMTP Email (for e-mailing statements)** for further information. If you need to change the email settings of any existing Display Name in the list, click the name once. Then, click the edit button. To remove any of the Display Names, select it from the list and click the delete button.

  - If you wish to change the Mass Assign E-mail Field (from Membership module) selection on the Settings screen, click **Set Default Email for Givers**. For more information, see the article **Default Settings (Donations)** for further information.

Click **Print/Email Statements** to proceed. If you have chosen to e-mail statements, an e-mail will be sent with an attachment of the statement in PDF file format.

Setup SMTP Email (for e-mailing statements)

The Setup SMTP Email screen stores the settings that make it possible for you to send e-mail statements through Church Windows Donations.



Note: This does not apply to users in Canada.

Enter the information, according to each of the following fields:

- **Display Name (For 'Email Settings:' Internal to this program only):** The name entered in the box is the name under which the settings you make on this screen will be saved. This then allows you to choose a Display Name from the E-mail Settings box on the Options tab when sending statements by e-mail.

- **Outgoing Mail Server (SMTP):** Select an existing one from the dropdown box. If you need to make changes to an existing item in the box, select it, and then click the button. Or, you can set one up by clicking the button. The button that you click will open the **SMTP Server** screen where you can enter the SMTP Host, Port, and SSL information, perform the connection test, and click **OK**.

  We recommend that you use the SMTP Host, Port, and SSL information provided by your Internet Service Provider (ISP). This information can be obtained by searching the Internet or contacting their customer support.

  For example, if you purchase your internet service from comcast, search the Internet for 'comcast smtp settings' or call their customer support.

  You may, alternatively, be able to use the SMTP server of your Webmail Host, however many

Webmail hosts have strict limits on the number of emails you can send per day. If your e-mail is @YourOrgName.com then you may be able to use SMTP settings provided by the host that you purchase your web space from or the settings for your in-house mail server.

To remove any existing items, select it from the dropdown box and click the button.

- **'From' Email Address:** Your (or your organization's) e-mail address. This is the address your e-mail will be sent from.

  Select an existing e-mail address from the dropdown box. If you need to make changes to an existing e-mail address in this box, select it and click the button. Or, you can set one up by clicking the button. The button that you click will open the Email Address screen. Type in the **Email Address** and **Name or Organization Name** in their respective fields, and click **OK**. If you wish to remove any existing e-mail addresses from this list, select it from the drop-down box and click the button.

- **Username:** Username for your Outgoing SMTP Mail Server if you used your Internet Service Provider (ISP) or Username for your 'From' Email account if you used your Email host for your SMTP. This is often the same as your email address.

- **Password:** The password for your outgoing SMTP Mail Server (the password you use to log into your 'From' E-mail if you used your Webmail Host's SMTP.)

- **'Reply To' Email Address (If different than 'From' Email):** (Optional). If a recipient replies to your emails by clicking 'reply' the e-mail will be sent to this address.

  Select an existing e-mail address from the dropdown box. If you need to make changes to an existing e-mail address in this box, select it, and then click the button. Or, you can set one up by clicking the button. The button that you click will open the Email Address screen. Type in the **Email Address** and **Name or Organization Name** in their respective fields, and click **OK**. If you wish to remove any existing e-mail addresses from this list, select it from the dropdown box and click the button.

Review the information to make sure that all the information you intend to save is correct. Then, click the **Send Test E-mail** button. Type an e-mail address that you know you can immediately access. Click **OK** and a message will be sent to the e-mail address you specify. Check to see if you received an e-mail message with the subject "TEST E-mail from (the **From' Email Address:** or **'Reply To' Email Address (If different than 'From' Email):** address you entered." After receiving the test e-mail, click the **OK** button on the Setup SMTP Email screen to complete the email setup.

You are here: Donations > Reports, Labels, and Statements > Donation Statements > Printing Donation Receipts

Printing Donation Receipts (Canada Users Only)

Open the Donations module and go to **Reports/Export** and click **Donation Statement**. Then click the **Donation Receipt** button.

- Enter the applicable Donations Date Range and click **Select Date Range**.
- Select the Giver using the features on the **Print** and **Filter Givers** tabs of the screen. See the articles titled **Donation Statements** and **Giving/Pledging Tab** for further information.Continue to use the other features and tabs you need for the receipts you want to print.
- Before printing, click the **Donations Reciept Info** tab and click the **Set Next Receipt #**. The number that appears there will be the *next receipt number* and will print on the first donation receipt in the next series of receipts that you print. This number can only be set once, and may NOT be edited without the help of a Church Windows Support Technician.
- Place a check mark in the **Official Receipt** box only when you are ready to print the official donation receipts. When you click the **Print Statements** button, and print the receipts on paper, the number in the **Set Next Receipt #** option will then increase. If you need to print the receipts for informational purposes only, do not place a check in the **Official Receipt** box. This will let you also make full use of the other functions of the Preview screen.
- When you print your receipts and close the Preview screen, a message will tell you the numbers of the Donation Receipts that printed. If there are any issues with printing the donation receipts, close the Donation Receipt screen and choose the **Replacement Receipt** menu option under the **Donation Statement** button. See the article titled **Replacement Donation Receipts (Canada Users Only)** for further information.

If the ending receipt number does not match the number on the on-screen message, please contact our Technical Support department at 800-533-5227 or via email at support@churchwindows.com for help in re-setting your receipt numbers.

You are here: Donations > Reports, Labels, and Statements > Donation Statements > Replacement Donation Receipts

Replacement Donation Receipts (Canada Users Only)

If you need to print another donation receipt for a contributor for tax purposes, then you do need to know what the original receipt number was and you'll need to know the contributor's envelope number as well.

To create the donation receipt, open the Donations module and go to **Reports/Export** and click **Donation Statement**. Then click the **Replacement Receipt** button.

- Enter the applicable Donations Date Range and click **Select Date Range**.

- Select the Giver using the features on the **Print** and **Filter Givers** tabs of the screen. See the articles titled **Donation Statements** and **Giving/Pledging Tab** for further information.

- Click the **Options** tab and click the **Set Next Receipt #**. The number that appears there will be the *next receipt number* and will print on the first donation receipt in the next series of receipts that you print.

- Enter the original receipt number into the field titled **Replace Rcpt #:**.

- Click **Print Statements**. The new receipt will compile on the **Preview** screen. There will be a message on the receipt that states "*the next receipt number* cancels and replaces receipt # the number in the *Replace Rcpt #* field."

- Verify that the receipt numbers are correct. Close the Preview screen if you need to make corrections, and click **Print Statements** again to view them. When you are ready, click the Print button to send this receipt to the printer. The system will tell you the Donation Receipt #s that were printed. Check the receipt when it comes out of the printer and confirm that this is the correct new receipt number.

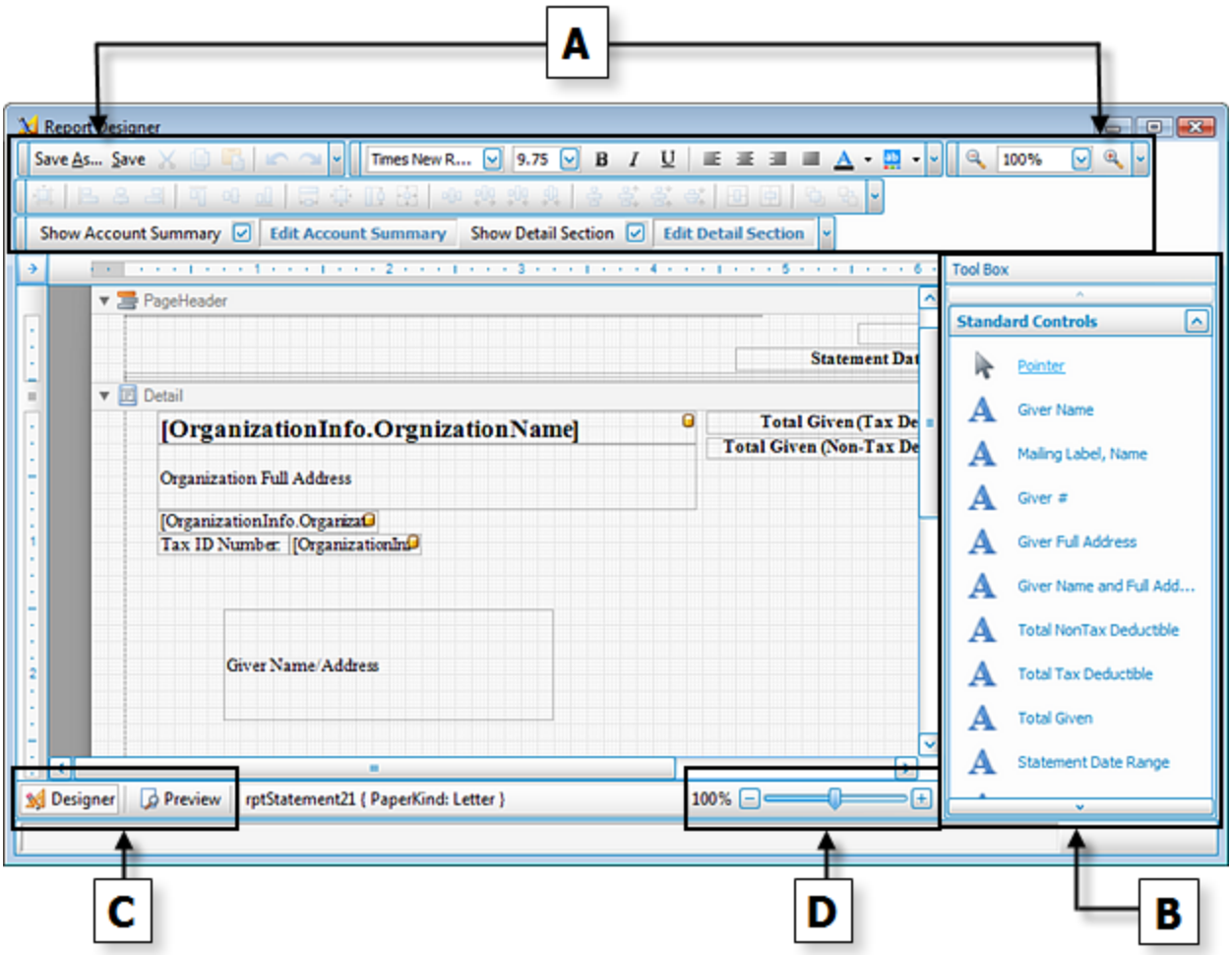
- Click **OK** to make the message disappear.

If the receipt numbers print out incorrectly, contact Church Windows Technical Support at 800-533-5227 or via e-mail at support@churchwindows.com.

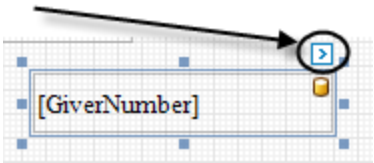
You are here: Donations > Reports, Labels, and Statements > Donation Statements > Donation Statement Designer

Donation Statement Designer

Use the Statement Designer to design a custom layout for your statements. When finished, click the **Save As** button to give it a Statement Layout name, so that you can select it the next time you wish to print your statements with a specific layout.



The primary objective of the Statement Designer is to take a desired item from the **Standard Controls** toolbar **(B)** and place it on the form. To do this, first click the desired item name. Then, trace the area of the form where you would like to place the selected item. The form will then show the item you selected. You can then click-and-drag it to the place you want it to be. You can also click the arrow in the upper right corner of the item to make additional selections specific to the item.

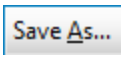


AFormatting, Zoom, and Layout Toolbars

The toolbars at the top of the screen allow you to save the layout under a specific name and adjust the font size, font style, text alignment, as well as zooming further in and further out. Below is a

complete list of the items from left to right, starting with the top toolbar and ending with the bottom toolbar. Both toolbars are separated into their own groups.

Top Toolbar



Gives you the option to save the layout under a different name, especially if you have created a layout already and do not want it to be saved under the name that represents the already created layout.

Updates the layout on which you are currently working.

After you have selected any object or text, click this button to make a copy of the item to the clipboard while removing the item from the layout.

After you have selected any object or text, click this button to make a copy of the item to the clipboard. When you click the button it will appear as if nothing has happened. This is because the function of copying the item to the clipboard is not visible to the eye when inside this layout.

Note: To be reassured that the item was copied to the clipboard successfully, you will have to use the Paste button.

Click this Paste button to place any item or text in the form that has been copied to the clipboard via the **Cut** or **Copy** button.

Click this button to undo the last operation performed.

Click this button to redo the last operation. For example, if you pressed the **Undo** button and changed your mind immediately afterwards, you can press the **Redo** button to cancel that operation.

When you are selecting any item that has editable text for which you can choose different fonts, click the dropdown arrow and make a choice from this box. Fonts that you can use to change the style in which the text appears for your item selected can be chosen from this box.

When you are selecting any item that has editable text for which you can choose a different font size, click the dropdown arrow and make a choice from this box. Font sizes that you can use to change the size in which the text appears for your item selected can be chosen from this box.

Click this button to show in **bold** typeface any item that presents editable text.

Click this button to show in *italicized* typeface any item that presents editable text.

	Click this button to show in underlined typeface any item that presents editable text.
	Click this button to align editable text of any object to the left margin.
	Click this button to align editable text of any object to the center margin.
	Click this button to align editable text of any object to the right margin.
	Click this button to align editable text so that it reaches both left and right margins with the spacing needed on each line to do so. In other words, if you would like to have text be equally aligned towards the left as you would like to have it aligned towards the right margin, press this button.
	Click this button to set the foreground color of the selected item.
	Click this button to set the background color of the selected item.
100%	This feature allows you to zoom further in and further out from the normal appearance of the layout. For instance, zooming in consists of making the objects bigger so that you can get a closer look at individual objects or text on the form without making size changes to any items. In the same respect, zooming out makes the items smaller in the same respect. Either use the dropdown box to choose a percentage, or click the (-) or (+) buttons on either side to zoom further out or further in.

Bottom Toolbars

After having clicked on a control from the **Standard Controls (B)**and having placed the control on the form, you can use any of the following buttons to apply formatting to the control. Eight of the twenty-five controls on this list can be used with at least one control. These controls have been marked in the list below with an (*) asterisk.

To use any of the rest of the seventeen controls on the bottom toolbar, you must first select at least two controls that have been already added to the form.

To Grid (*)	Align the positions of the selected controls to the grid.
Lefts	Left align the selected controls.
Centers	Align the centers of the selected controls vertically.
Rights	Right align the selected controls.

Tops	Align the tops of the selected controls.
Middles	Align the centers of the selected controls horizontally.
Bottoms	Align the bottoms of the selected controls.
Width	Make the selected controls have the same width.
Size to Grid (*)	Size the selected controls to the grid.
Height	Make the selected controls have the same height.
Both	Make the selected controls the same size.
Make Equal	Make the spacing between the selected controls equal.
Increase	Increase the spacing between the selected controls.
Decrease	Decrease the spacing between the selected controls.
Remove	Remove the spacing between the selected controls.
Make Equal	Make the spacing between the selected controls equal.
Increase	Increase the spacing between the selected controls.
Decrease	Decrease the spacing between the selected controls.
Remove	Remove the spacing between the selected controls.
Horizontally (*)	Horizontally center the selected controls within a band.
Vertically (*)	Vertically center the selected controls within a band.

Bring To Front (*)	Bring the selected controls to the front.
Send To Back (*)	Move the selected controls to the back.
Show Account Summary	**Show Account Summary**: Place a check mark in this box to show the account summary area of the statement.
Edit Account Summary	**Edit Account Summary**: To change the Account Summary appearance and/or columns. Click this button.
Show Detail Section	**Show Detail Section**: Place a check mark in this box to show the detail section of the statement.
Edit Detail Section	**Edit Detail Section**: Click this button to make changes to what shows up in the detail section of the statement.

BStandard Controls Tool Box

The following is an alphabetical list of all the fields you can add to your form.

Pointer	Clicking this lets you move the existing items on the form. Unless you manually select another Standard Controls item, this item will be already selected for you to move things around.
Giver Name	The Giver Name as shown in the Givers section of the Donations module.
Mailing Label, Name	The Mailing Label of the giver followed by a comma and the Name, as shown in the Givers section of the Donations module.
Giver #	The Giver Number as shown in the Givers section of the Donations module.
Giver Full Address	A combination of the address location, including the city, state (or province), and zip code (postal code), as shown in the Givers section of the Donations module.
Giver Name and Full Address	A combination of the Giver Name, and the address location, including the city, state (or province), and zip code (postal code), as shown in the Givers section of the Donations module.

Total NonTax Deductible	The calculated total amount set to appear on the statement as non-tax deductible.
Total Tax Deductible	The calculated total amount set to appear on the statement as tax deductible.
Total Given	The total amount of money given.
Statement Date Range	The date range selected prior to entering the Statement Designer screen, and essentially, the date range of the statements being run.
Statement Print Date	The date on which the statement is printed.
Required Tax Agency Statement	The Tax Agency Statement required on all official statements by your national government (only applies to U.S.A. and Canada).
Global Memo	Shows the text you place in the Global Statement Memo field of the Donation Statement screen.
Statement Memo	Shows the text you place in the Personalized Statement Memo field of the Donation Statement screen.
Organization Name	The Organization Name stored in the Org. Info currently selected on the Donation Statement screen.
Organization Name/Address	The Organization Name stored in the Org. Info currently selected on the Donation Statement screen, combined with Address 1, and Address 2 fields.
Organization Full Address	The Address fields, City, State, and Zip Code of the Organization Name stored in the Org. Info selected on the Donation Statement screen.
Organization Address 1	The Address 1 field of the Organization Name stored in the Org. Info selected on the Donation Statement screen.
Organization Address 2	The Address 2 field of the Organization Name stored in the Org. Info selected on the Donation Statement screen.
Organization City	The City field of the Organization Name stored in the Org. Info selected on the Donation Statement screen.

Organization State	The State field of the Organization Name stored in the Org. Info selected on the Donation Statement screen.
Organization Zip	The Zip field of the Organization Name stored in the Org. Info selected on the Donation Statement screen.
Organization TaxID	The TaxID field of the Organization Name stored in the Org. Info selected on the Donation Statement screen.
Organization Phone 1	The Phone 1 field of the Organization Name stored in the Org. Info selected on the Donation Statement screen.
Organization Phone 2	The Phone 2 field of the Organization Name stored in the Org. Info selected on the Donation Statement screen.
Organization Fax	The Fax field of the Organization Name stored in the Org. Info selected on the Donation Statement screen.
Organization Email	The Email field of the Organization Name stored in the Org. Info selected on the Donation Statement screen.
Organization Web Address	The Web Address field of the Organization Name stored in the Org. Info selected on the Donation Statement screen.
Receipt #	**Canada Users Only**: The Next Receipt # set to print on the statement, according to the Donation Receipt Info. stored on the Options tab of the Donations Statement screen.
Canada Tax Agency	**Canada Users Only**: The Canadian Tax Agency name stored on the Options tab of the Donation Statement Screen.
Canada Tax Website	**Canada Users Only**: The Canada Tax Website stored on the Options tab of the Donation Statement Screen.
Authorized Signature Line	**Canada Users Only**:The signature line required for the official donation receipt to be validated when signed.
Logo or Image	Use this to select a picture file stored on your computer to show up in the place where you set this item on the form.
Label	Use this to type in text that you want your statements to show, and place it in the desired location on the form.

Horizontal Line	A straight line moving from left to right.
Vertical Line	A straight line moving from up to down.
Border	A box that you can expand as wide as necessary to group together form items.
Shape	An item that once placed on the form you can select a shape for it to show.

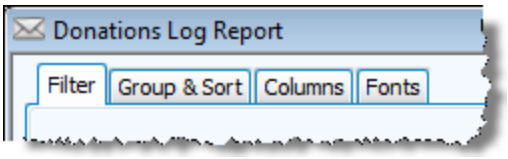
C **Designer/Preview**: Click **Designer** to make adjustments to the items on the statement layout, or **Preview** to view how the statement layout items would look if printed out.

D Use this to zoom in and out, making the view of the statement layout and its objects bigger or smaller.

You are here: Donations > Reports, Labels, and Statements > Accounts Tab

Additional Report Options

All reports in Donations provide a set of options that you can use to adjust the report contents and format. These options are located in the same screen from which you are running the report.



The purpose of the image above is to indicate a visual example of tabs where you can find additional report options. Though the above image only points out only these three tabs, each report has its own set of tabs. Such tabs are also found in the Donations Browser Options screen.

Choose one of the following options to see more information about the desired tab.

- **Filter Tab**
- **Giving/Pledging Tab**
- **Accounts tab**
- **Givers (or People) Tab**

Filter Tab

The Donation Browser Options, Donation Log Report, and the Giving Summary provide you with a tab of settings that you can use to narrow down the information so that the report or screen shows you only the information that you seek.

- **Giver:** The name of the giver, possible number, and type of giver (individual or group)
- **Pledge:** The name of the pledge account and the date range for which the pledge is in effect.
- **Account:** The giving account and accompanying id.
- **Check/Ref #:** The specific check or reference number.
- **User:** The username, as listed in System Administration.
- **Batch Code:** The name of the batch and a description that identifies the code.
- **Include Batches with No BatchCode**: Place a check in this box if you want the report to include batches where a batch code was not recorded with the batch when originally entered in the software.
- **Giver # Range:** Enter the starting and ending Giver numbers that you want the report to show.
- **Date Occurred:** The date on which the actual donation took place.
- **Date Posted:** The date on which the donation was entered into the system.
- **Transaction #:** The number given by the software when the donation is entered.
- **Amount #:** The dollar amount recorded with the donation.
- **Show Reversed:** Place a check to display reversed donations on the report. Otherwise, reversed donations will not show on the report.

Giving/Pledging Tab

Every time you print labels or donation statements, you can further adjust the Giver information that will print. Use the Giving/Pledging tab to further specify the pledge and/or giving requirements that Givers must meet in order to have a statement or label printed for them. The specifications that you

make will only affect the statements and labels that you print, and will not affect the information originally stored on the Manage Givers screen. The Giving/Pledging tab is found on the Print Statements screen and the Print Labels screen in Donations.

The Labels screen will show you a Donations Date Range box where you can click the button to **Change Date Range**, according to your needs.

From the **Giving – Include** area of the screen, click the option that best describes the Giving information you wish to see on your report. If you choose **Givers with giving from**, enter a desired range of dollar amounts that you would like the report to show. Or, you can choose between **Only those who pledged** and **Only those who did not pledge** by clicking the item. Place a check mark in the **No Upper Limit** box if you do not want an upper limit to your giving information range. Click the **All Givers** option have all kinds of givers regardless of their giving on the report.

Between the *Giving – Include* and *Pledging – Include* areas of the screen, use the **AND/OR** box to specify the criteria that must be fulfilled in order to generate your report. Choose OR to generate report contents for people who fill either the *Giving – Include***OR** the Pledging – Include options chosen. Choosing OR allows more people the opportunity to receive a label, because their information has the flexibility to fit a maximum of two characteristics. On the other hand, choose AND to make certain that the information fits all selections made in the *Giving – Include***AND** the *Pledging – Include*. Choosing AND allows less people the opportunity to receive a label, because their information must fit the description of all the selections made on the screen to receive a label.

From the **Pledging – Include** area of the screen, click the option that best describes the Pledging information you wish to see on your report. If you choose **Givers with pledging from**, enter the range of dollar amounts desired. If the range has no upper limit, place a check in the **No Upper Limit** box. Or, you can choose between **Only those who pledged** and **Only those who did not pledge** by clicking the item. If applicable, place a check mark in **Have Met All Pledges** and/or **Have Not Met All Pledges**, according to what you want to apply. Click the **All Givers** option have all kinds of givers regardless of pledges on the report.

Place a check mark next to any or all items that represent the kind of pledges you want to see on the report by choosing them from the **With Pledge Type(s)** section.

Accounts tab

The Pledge/Giving Analysis, the Giving Comparison, the Print Labels, and the Print Statements screens provide you with a tab called Accounts. Use the Accounts tab if you want the items you are printing to contain information that pertains only to certain giving accounts where money had been given.

Click to select an account from the Available Accounts list on the left side of the Accounts tab. Click the right-arrow button and it will appear in the Selected Accounts list.

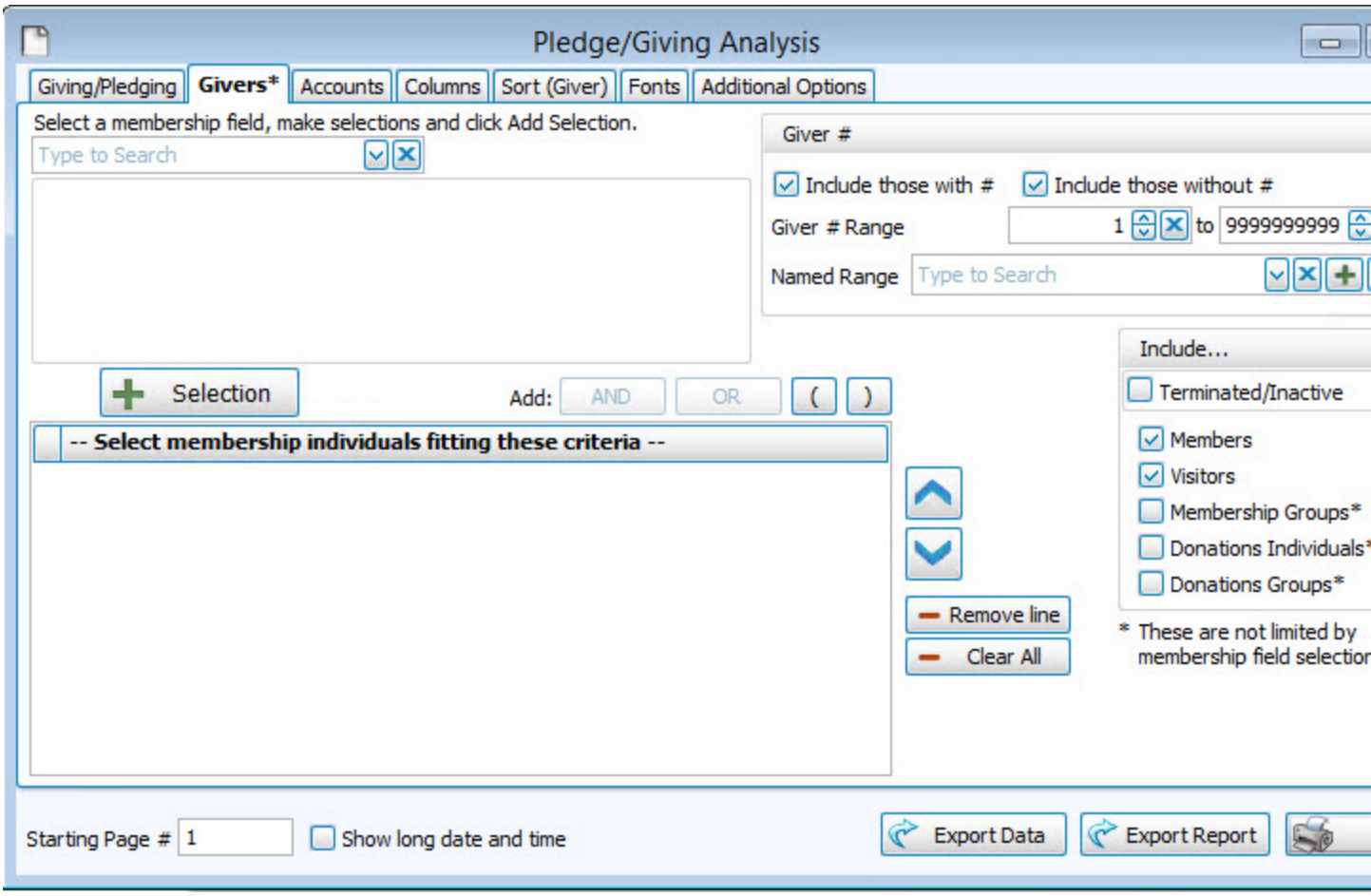
To remove any account from the Selected Accounts list, click it and then press the left-arrow button.

If no changes are made to the Accounts tab, the Selected Accounts list will read "All accounts will be selected ".

Givers (or People) Tab

The Pledge/Giving Analysis and the Giving Comparison report screens provide you with a panel of adjustments that you can use to determine the kind of Givers to include on your reports.

Note: When you go to print Labels the Givers tab is referred to as the **People** tab, but consists of the same screen layout:



If you would like to include all givers, regardless of whether the Giver has a giving number stored on record, make sure that a check mark is placed in both **Select Givers with #** and **Select Givers without #** boxes. Otherwise, place a check mark in only one of the two boxes.

Use the **Giver # Range** boxes to choose the range of giver numbers for the labels or statements you want to print. If you have saved a Giver # Range in the past and would like to reuse it, select it from the **Named Range** box. You can also add a new Named Range by clicking the + sign. Or, if you no longer need a Named Range that currently exists in the list, select it and click the - sign.

To apply any changes you have made so far, click the **Add to "Givers to Include"**button. Otherwise, all givers will be included and the Givers to Include box will show the text "All givers will be included" listed in the box.

Once you have placed names in the Givers to Include box, you can select any unwanted names and click **Remove Selected Giver**. Or, to clear all names, click **Clear All**.

Choosing Givers based on Membership Record

Use the following to choose givers based on certain information that is currently being kept track of in

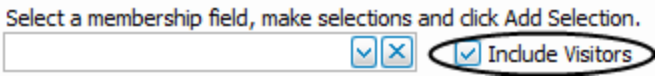
the Membership record fields.

- If you wish to **Include Terminated/Inactive** Givers in the report, click the box to place a check mark. With a check mark in the box, the report will show both of the following:

    - Givers that have been marked as **Inactive/Terminated** on the Manage Givers screen of the Donations module.

    - Givers that have been marked with a **Reason for Termination** on the Individual Record in the Membership module.

- If you wish to **Include Visitors**, click the box to place a check mark in the box.



  Doing so will prepare the report to show Givers that are kept track of in the Visitors and Members areas of the Membership module. Without a check in this box only Givers kept track of in Members will show on the report.

- **Select a membership field** from the dropdown box asking you to do so (next to the Include Visitors checkbox). The available options you can make for that field will appear below your selection. From what appears, either select an operator and enter a value (or values), or check the items to include.

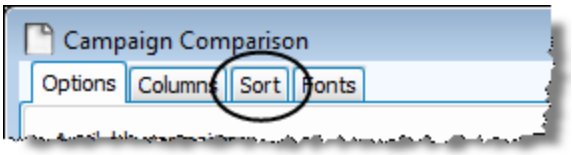
- When finished with your selections, click the **+ Selection** button. If you wish to proceed, choose between clicking **AND** or **OR**. You can also use the **(** and **)** buttons to enclose a portion of criteria in parenthesis.

- To remove a line, click to select it. Then, click the **Remove Line** button. Or click the button to **Clear All** of the lines. You can also move lines up and down by clicking the desired line, and then clicking the up or down arrow.

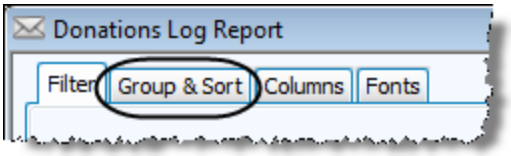
Place a check next to the boxes if you wish to include **Membership Groups**, **Donations Individuals**, and/or **Donations Groups** in your report. The boxes you check will include the items on the report regardless of what has been setup in the Membership criteria.

Sort (or Group & Sort) Tab

Most of the report options screens contain a tab called **Sort**, which allows you to organize the information of the report in an order by a specified field or column on the report.



If you are running the Donations Log Report or are using the Donation Browser Options screen, the tab is alternatively labeled **Group & Sort**.



Whether you are viewing the Group & Sort tab, or the Sort tab, use the following options to change the order of the contents of your report.

- **Sort Field:** Choose the name of the field by which to sort the contents of the report. The field chosen in *Sort Field 1* will sort the entire list of donations by that field. Then, choose a field from *Sort Field 2*, if you want sort the donations within the order chosen in the *Sort Field 2*. To sort donations in a certain order within the order chosen in *Sort Field 2*, choose a field from *Sort Field 3*.

- **Ascending & Descending:** Choose the order in which you want the contents to be sorted.

The following tabs appear only on the **Group & Sort** tab.

- **Group by Field:** Place a check mark in this box to group the contents of the field by the item selected in sort field.

- **Show Separator Line on Report:** Place a check mark in this box to show a short horizontal line above each grouping of information.

- **Totals Only:** Click this box to show only a total to represent the donations grouped by the selected sort field.

Click the **Reset Sort** button to change the selections back to their original state.

Columns Tab

The Columns tab has two lists on it. The Available Columns list shows all the columns that you can use for the report you are running. The Visible Columns list shows only the columns that will display on the report that you run. If you want a column to show on the report, click to select it. Then press the right-arrow button.

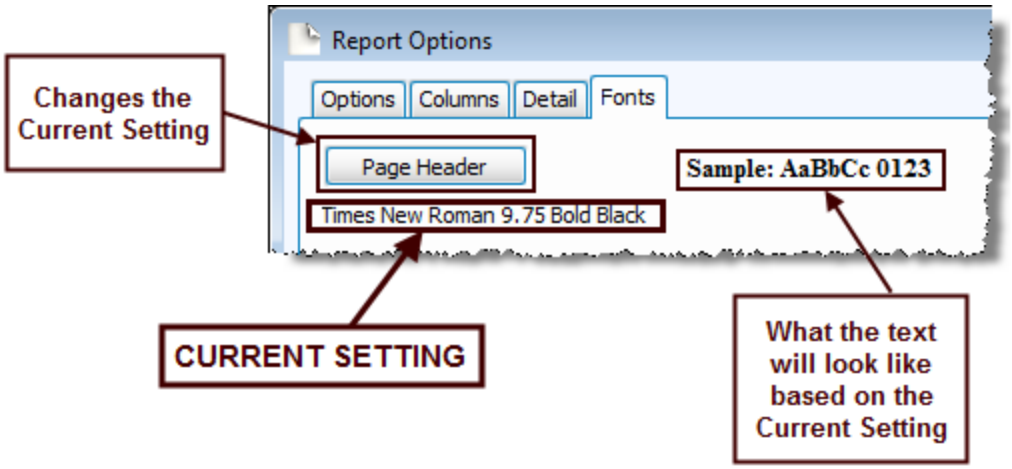
The column will then appear in the Visible Columns list, making it set to appear on the report. If you need to hide a column from the report, click the column name and press the left-arrow button.

The Columns tab also lets you change the order of the columns that appear on the report. To do so, click to select any desired column that has been already placed on the Visible Columns list. Then use the up and down arrows.

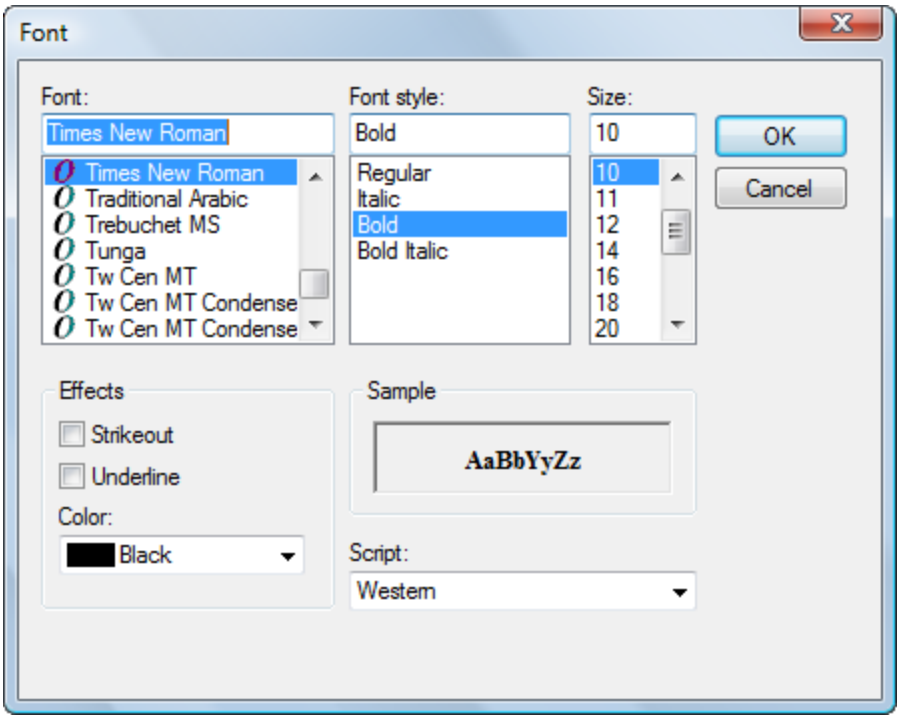
Each column is set to print at a certain column width automatically. You can also change the width of the columns that show on the report. Click on any column placed in the Visible Columns list and click the Adjust Column Width button. Raise or lower the number according to your preference and press Close.

Fonts Tab

All screens from which you can run a report in Church Windows Donations contain a **Fonts** tab that allows you to change the font style and the font size of the report contents.



Choose the setting for the item you wish to change, and another screen will appear for you to change the font.



Change to the desired font settings and click **OK**.

You are here: Donations > Print Account Links

Transfer Donations to Accounting

Once you have posted a batch of donations, you can transfer the information to the Church Windows Accounting module. To be able to do so, you must have a Chart of Accounts set up in the Accounting module. Then, you must link the Giving Accounts in Donations to the Chart of Accounts in the Accounting module.

Use the following information to:

- **Link Donations to Accounting:** Each giving account in Donations is linked to a Debit Account, a Credit Account, and if needed, a Prepaid Credit Account. See the article titled **Link Donations to Accounting** for further information.

- **Transfer Donations:** Once a batch is posted in Donations, you can then transfer the donations in the batch to the Accounting module. See the article titled **Transfer Donations Tab** for further information.

- **View and Print Posted Transfers:** Use this to view Batches in Donations that have been already successfully transferred to the Accounting module. See the article titled **View and Print Posted Transfers** for further information.

If you continue to transfer donations to Accounting and need to add or remove giving accounts, you must use the Transfer Donations to Accounting screen to make adjustments so that you successfully transfer the giving to Accounting.

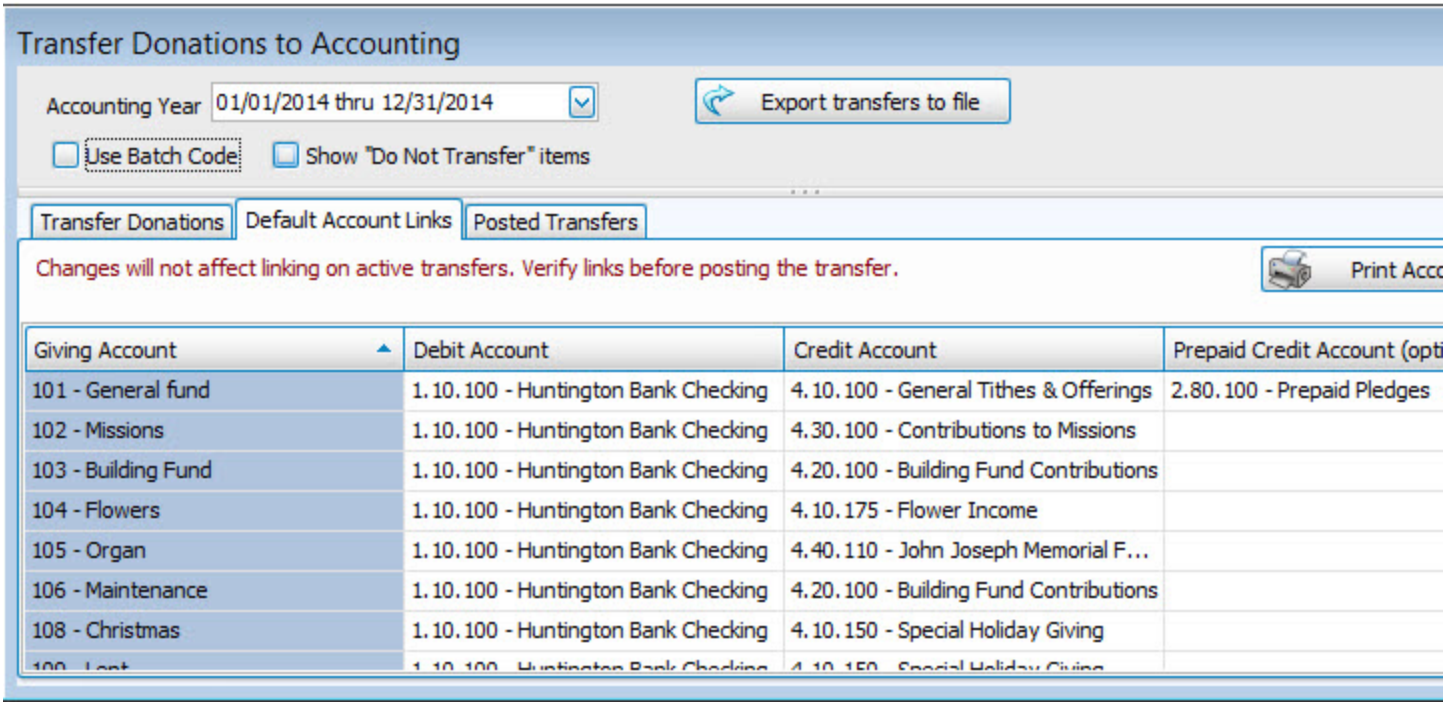
Link Donations to Accounting

If you are using the Accounting module along with Donations, use the Default Account Links tab in the Transfer Donations to Accounting Screen to set up, correct, or remove the links between giving accounts in Donations to the accounts stored in the Chart of Accounts of the Accounting module.

To link accounts:

1. Go to the **Special Functions** menu in the Donations module.

2. Click the **Link to Accounting** button.



When the screen appears, the Default Accounting Links tab will be already selected for you. Use the following columns to make the necessary adjustments.

Note: If you would like to link accounts in a different accounting year, select the desired year from the Accounting Year box at the top of the screen.

- **Giving Account**: Contains the account name and number as they are listed in Donations.
- **Debit Account**: For each Giving Account, click this box to select the desired Debit Account in Accounting.
- **Credit Account**: For each Giving Account, click this box to select the desired Credit Account in Accounting.
- **Prepaid Credit Account**: As an additional option for any giving account you desire to link, you can also link to a Liability Account in Accounting that will serve as a prepaid credit account when a transfer is made from Donations to Accounting.

A successful transfer from Donations to Accounting consists of two parts. First, you must post and transfer a batch using a screen in Donations. Then, you must use the Transfer Donations feature in the Accounting module to successfully complete the transfer to Accounting.

Print Account Links

To print or export a report that shows the current settings of the links, click the **Print Account Links** button. When the Account Links Report Options screen appears, make your selections from the following tabs:

- Use the **Columns** tab to customize the appearance of the columns on the report. See the article titled **Columns Tab** for further information.
- Use the **Sort** tab to organize the order of the report contents. See the article titled **Sort (or Group & Sort) Tab** for further information.
- Use the **Fonts** tab to make any changes to the typeface of the report contents. See the article titled **Fonts Tab** for further information.

When you are finished making your selections, click the **Print** button to proceed in printing the Account Links onto paper. Click the **Export** button to save the Account Links list to a file that can be saved to your computer, or sent by e-mail.

Transfer Donations Tab

When a batch of donations is posted, you can then transfer the batch from Donations to Accounting. To access the Transfer Donations tab that contains the options necessary to transfer the batch, you can click the **Post & Transfer** button on the Enter Donations screen. Otherwise, click the **Transfer to Accounting** button from the series of buttons found below the **Donations** menu.

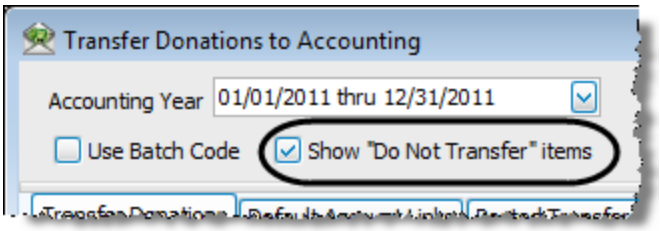
Locate the batch that you want to transfer to Accounting. You can rearrange the order of the items being displayed by clicking any of the columns.

- **Date Occurred:** The date on which the batch was posted.
- **Batch Code:** Displays the batch code used at the time the batch was posted, if used.
- **Total Amount:** The amount of all the donations entered into the batch.

If you wish to print the information about the batch you wish to transfer, click the line that describes the batch and select the **Print Selected Transfer** button at the bottom of the screen. See the article titled **Transfer Report Options** for further information.

Click the **Post** button to transfer the batch to the Accounting module.

If you wish to currently refrain from transferring the batch to Accounting, you can click to check the **Do Not Transfer** box on the line that represents your batch. The line that contains the information about the batch will disappear only from view.



Place a check mark in the **Show "Do Not Transfer" Items** box to bring any such items back into view at any given time. Once this box is checked, any items that have not yet been transferred will reappear unless they have been already transferred.

View and Print Posted Transfers

After a batch has been posted to Accounting, you can view it using the Posted Transfers tab in the Transfer to Accounting screen.

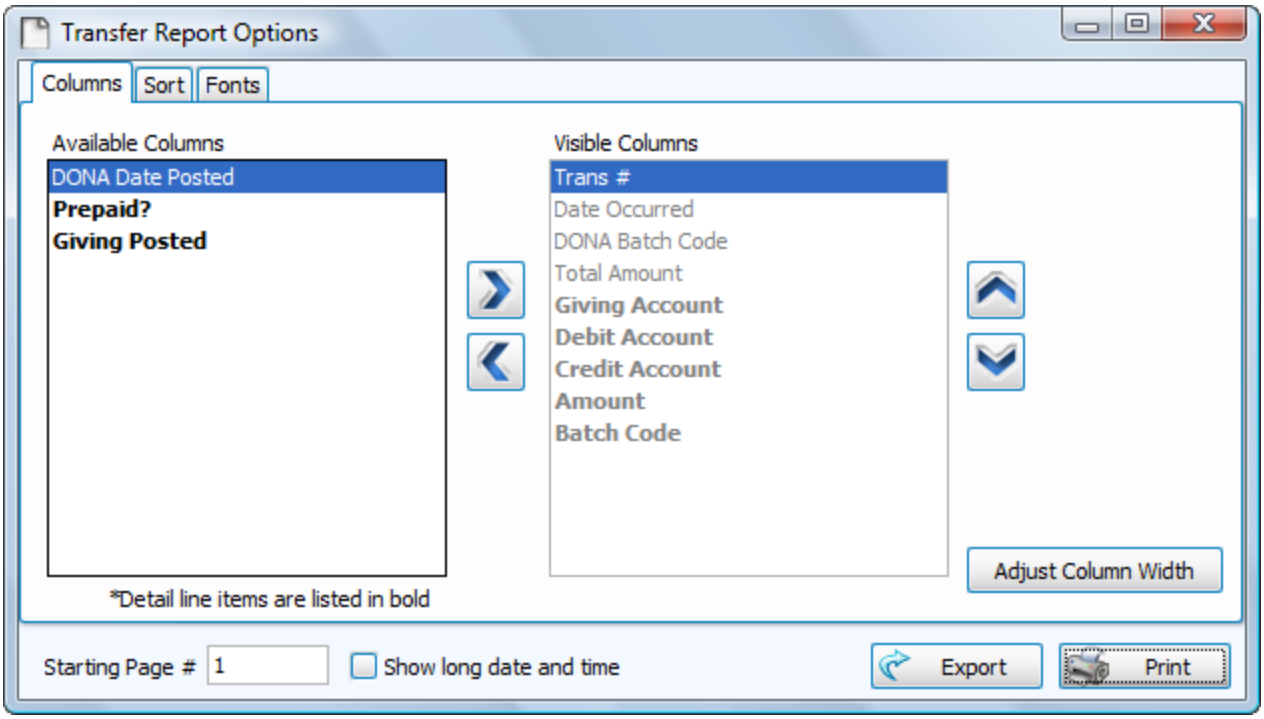
To view or print posted transfers, click the **Transfer to Accounting** button under the Donations menu. Then click the **Posted Transfers** tab to view the list of batches already posted to Accounting.

If you wish to print a batch in the list, click it once to select it. Then click the **Print Selected Transfer (s)** button and the Transfer Report Options screen will appear. Use the tabs and options available to format the information as needed. See the article titled **Transfer Report Options** for further information.

You are here: Donations > Transfer Donations to Accounting > Transfer Report Options

Transfer Report Options

Use the Transfer Report Options screen to print a report about batches in Donations either before, or after they have been transferred to Accounting.



Use any of the following tabs to format the information on the report:

Columns: Determines the order and the appearance of the report columns. See the article titled **Columns Tab** for further information.

Sort: Organizes the order in which the information on the report is presented. See the article titled **Sort (or Group & Sort) Tab** for further information.

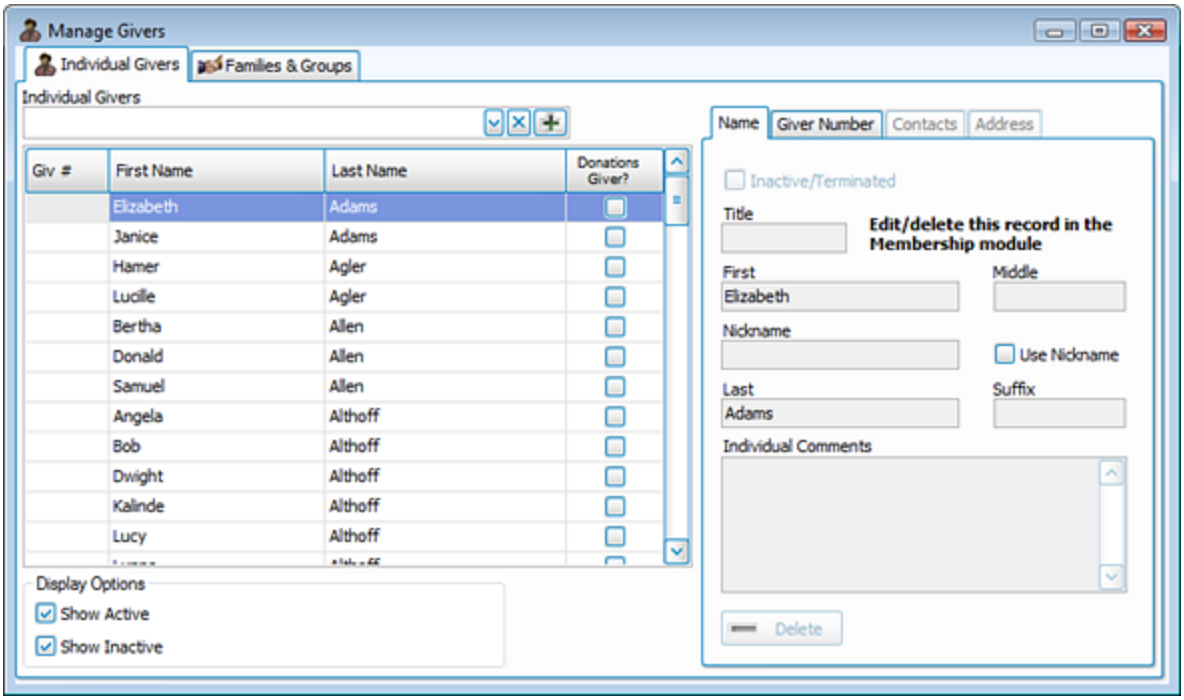
Fonts: Sets the style and size of the typeface used to display the contents of the report. See the article titled **Fonts Tab** for further information.

Click the **Print** button to print out the information onto paper, or **Export** to save the information to a file.

You are here: Donations > Manage Givers

Manage Givers

The Manage Givers screen keeps track of all information that is associated with the donations and pledges that the giver makes. The screen is divided into two tabs that you can use to locate the name that contains the information you want to view or change.



The Manage Givers screen can be to perform the following tasks for givers and their information:

- **Add an Individual Giver or a Group of Givers**: If a giver is not found in the Manage Givers list, you can add the Giver by clicking the  sign. See the article titled **Add Givers** for further information.

- **View, Change, or Remove Giver Information**: Such information involves the contact and address information. You can also change the status of Terminated or Inactive for the Giver, the assigned Giver Number or whether the Giver belongs to a family or group of givers. See the article titled **View, Change, or Remove Giver Information** for further information.

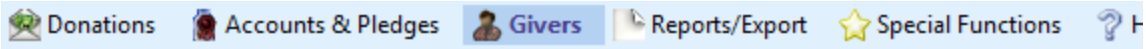
Use the **Individual Givers** tab to look up the desired by first and last name. If you are looking for a family, or for a group of givers, use the **Families & Groups** to look up the givers.

Note: The Manage Givers screen combines all information that has been entered into the Membership module and Donations module of Church Windows. If a member or visitor in the

Membership module has a Giver Number, he or she will appear on the Manage Givers screen. Just as well, any giver entered through the Donations module will also appear in the list.

To access the Manage Givers screen:

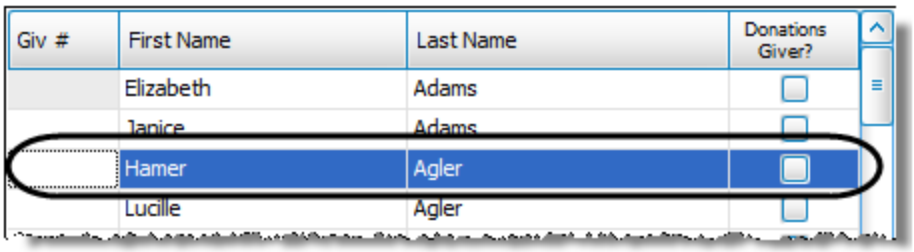
1. Click **Givers** from the menu options at the top of the screen.



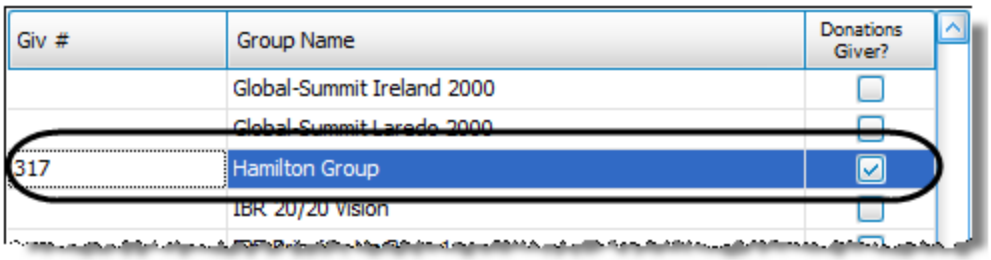
2. Click the **Manage Givers** button.

3. Click the tab that best describes the type of giver that you are looking for.

4. Click the desired name of the **Individual Giver**, **Family**, or **Group** from the list in the larger left portion of the screen.



View of the Individual Givers tab contents.



View of the Families & Groups tab contents.

Some of the following columns will appear on both tabs. While others will appear on either

the **Individual Givers** tab or the **Families & Groups** tab.

- **Giv #:** Also known as the Giver Number, which is assigned to the individual giver, family, or group.
- **First Name**: The first name of the individual giver.
- **Last Name**: The last name of the individual giver.
- **Donations Giver?**: A check mark will show in this box for any individual giver, family, or group that was entered into the software via the Donations module.
- **Group Name:** The name of the group or family of givers.

5. To the right of where you clicked, a group of tabs contain the information kept track of for the Giver.

Use these tabs to enter or change the Giver information they make available to you. If any additional instruction is necessary to make changes, they will be displayed on the screen.

- **Receives Statement:** If there is no check mark in this box, the software will not review the pledging/giving information and will not print a statement for the selected giver. If you have determined that the selected giver is supposed to receive a statement, make sure that you place a check in this box. Further determination on whether or not the giver receives a statement will depend on the selections made on the Donation Statement screen. For further information on the Donation Statement screen, see the article titled **Donation Statements**.
- **Inactive/Terminated:** If the giver was entered into the software using the Donations module, you can then use this box to differentiate between a giver with an active or an inactive status.

You are here: Donations > Manage Givers > Add an Individual Giver

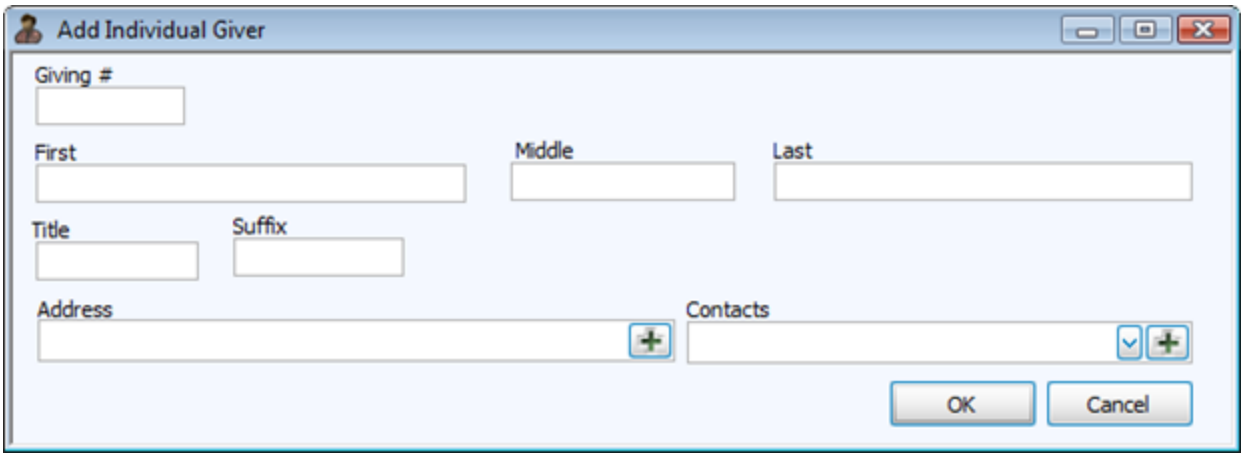
Add Givers

The software provides you with two categories of givers, under which you can specify whether the giver will be making donations to your church as an individual, or as a group. The following instructions are separated into the two categories:

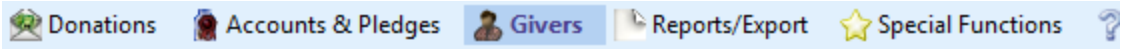
- Add an Individual Giver
- Add a Group of Givers

Add an Individual Giver

Add new contact information and Giving # for an individual who will be making pledges and/or donations to your church.



Above is an image of the **Add Individual Giver** screen, from where you can add the individual giver information. If you have not already accessed this screen, click the **Givers** option from the menu at the top of the screen.

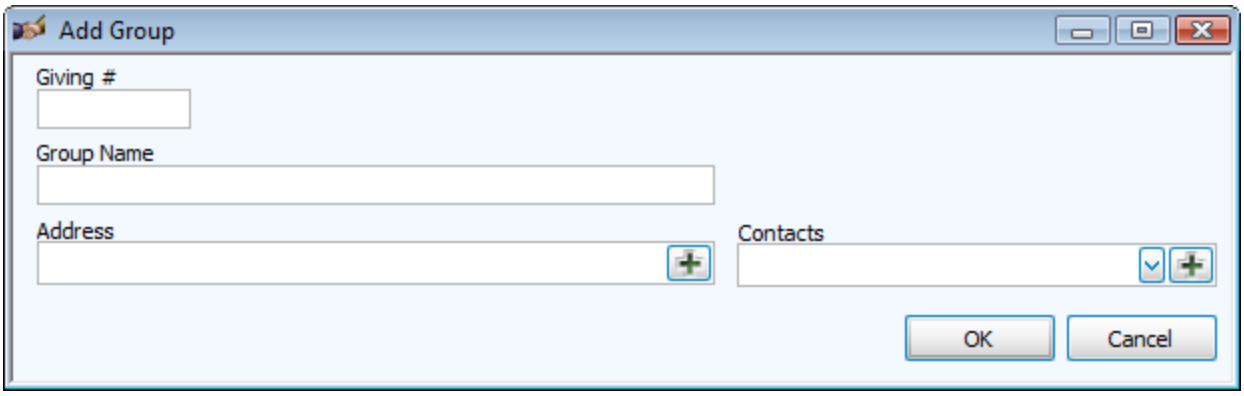


Then click the **Add Individual** button and the **Add Individual Giver** screen will appear.

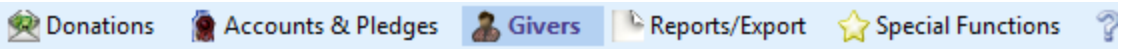
Enter the information that pertains to the individuals in the fields provided. When finished, click **OK**.

Add a Group of Givers

Add new contact information and Giving # for whoever will be making pledges and/or donations to your church as a group of givers.



Above is an image of the **Add Group** screen, from where you can add the individual giver information. If you have not already accessed this screen, click the **Givers** option from the menu at the top of the screen.



Then click the **Add Group** button and the **Add Group** screen will appear.

Enter the information that pertains to the group in the fields provided. When finished, click **OK**.

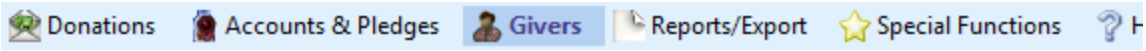
You are here: Donations > Manage Givers > View or Change Giver Information

View, Change, or Remove Giver Information

Use the Manage Givers screen to view, change, or even remove the giving information for any individual giver or group of givers. The following instructions will show you what changes you can make.

To access the Manage Givers screen:

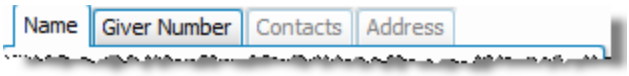
1. Click **Givers** from the menu options at the top of the screen.



2. Click the **Manage Givers** button.

3. Click the tab that best describes the type of giver that you are looking for.

Located on the right side of the Manage Givers screen are the following four tabs.

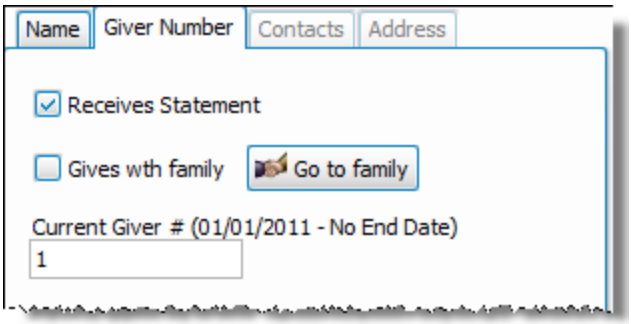


Note: The information on the Giver Number tab can be changed from within the Donations module at any time. The information on the rest of the tabs can be changed only if a giver is originally entered via the Donations module. Otherwise, the information must be changed in the Membership module.

Above is an image that shows the indicator that will warn you when information can only be changed from the Membership module.

1. Click the **Giver Number** tab.

2. Change any of the following items, according to what you need to change:



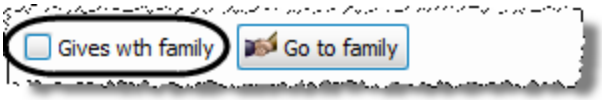
- **Receives Statement**: Place a check mark in this box if you would like the selected giver to receive a statement.

- **Gives with Family**: Place a check mark in this box to indicate that the giver is giving with his or her family.

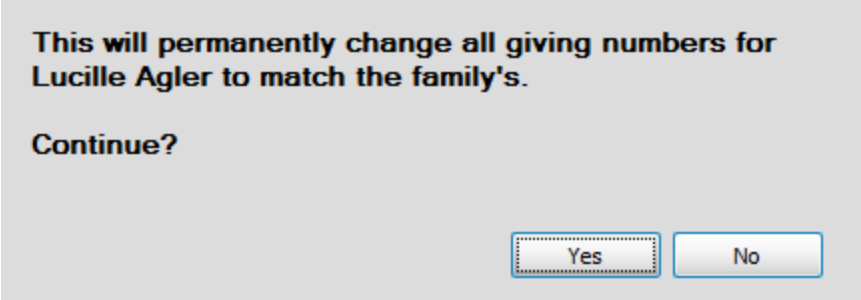
- **Current Giver #**: Any number entered in this box will establish that the selected giver will have this number until a further change is made.

- **Go to family**: Click the button to go to the listing for the family of the currently selected giver.

3. Depending on how the information for the giver has been recorded into the software, you might have the option to set up the giver as one who gives with a family.



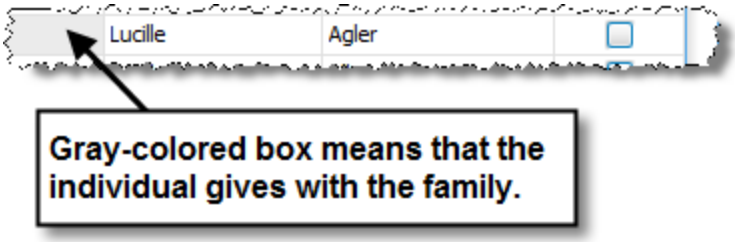
- If you choose to place a check mark in the **Gives with Family** box, you might get the following message. Click **Yes** if you agree with doing so, or **No** to cancel:



- Once the **Go to family** button appears, you have successfully added the individual to the family to which the individual belongs.

  Note: As an example, this can be a wife that gives with her husband (or vice-versa), whose giving information will be recorded as one giving under one name and not under two.

- The list on the left side of the screen will show a gray box if you have chosen to assign the giver as one who gives with his or her family.



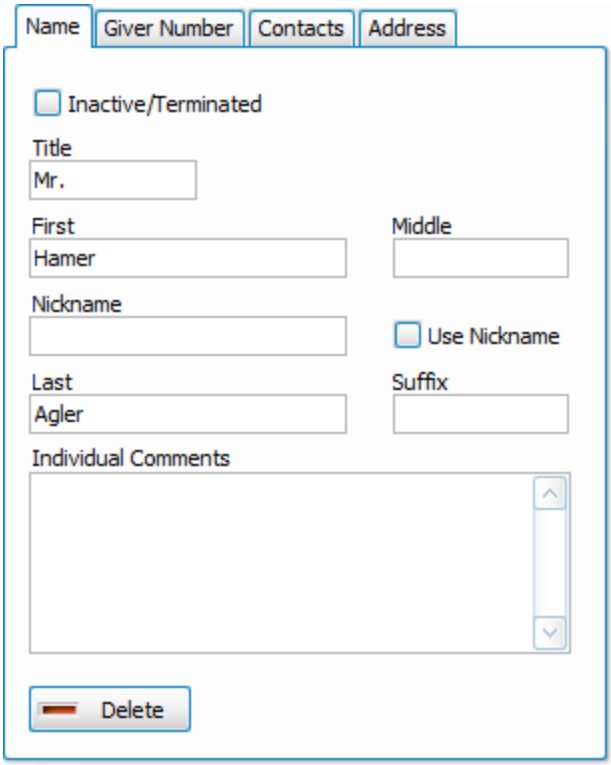
4. If there are many numbers that first need to be somehow organized in order for you to accomplish your task, click the **Manage Giver Numbers** button.

See **Manage Giver Numbers** for further information.

5. Click the **Name** tab.

   Note: The rest of these instructions apply only if the following message does not appear. If the message does not appear, it means that the information was entered in the Donations module and therefore, will allow you to make any desired changes.

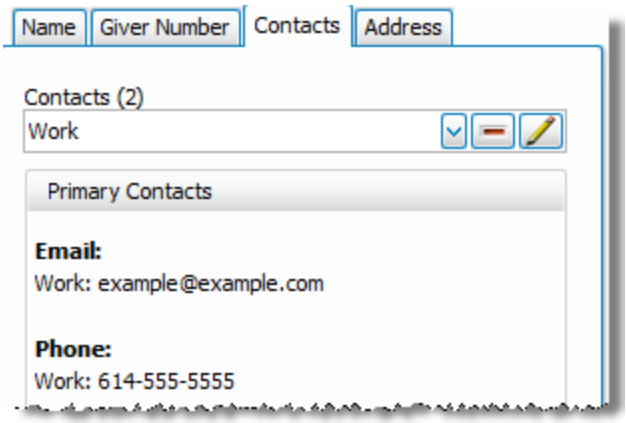
6. The tab information shown in the image above will appear only when an individual giver is selected. When a **group** or **family** is selected, there is space available for you to change the **Group Name** as you wish.



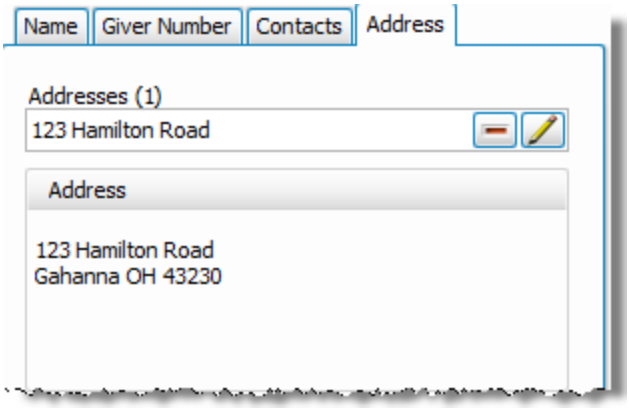
You can make changes to any of the following information.

- If you place a ☑ check mark in the **Use Nickname** box, whatever name is placed in the **Nickname** box will print on the statement.
- If you place a ☑ check mark in the **Inactive/Terminated** box, the giver will not appear on any reports or statements.
- You can place any additional information about the giver in the **Individual Comments** box.
- To remove the giver from Donations, click the **Delete** button.

7. Click the **Contents** tab to make any changes to the phone number and/or email information used to contact the giver.



8. Click the **Address** tab to make any changes to the mailing address information.



Note: The Address tab will be labeled "Addresses" for Groups & Families and contain the same information.

You are here: Donations > Manage Givers > Manage Giver Numbers

Manage Giver Numbers

If your church assigns numbers to people that make donations to the church, you can use the software to keep track of the number, alongside the giver's contact information. Use the Manage Giver Numbers screen to add, change, or remove the Giver Number. With this screen, you can also reassign numbers from year to year, and keep a history of numbers assigned to givers.

Note: If you do not keep track of Giver Numbers, you can still enter, keep track of, and print statements and reports for donations. And although this screen is focused on providing you with a way to assign Giver numbers, you can also use this screen to establish if a giver is giving with a family, if a different name is to print on a statement, and other features discussed within the articles below.

- **Assign a Giving Number:** If your church is accustomed to assigning a number to anyone who makes donations to the church, you can use the Manage Givers screen to add a number to the record of a giver. See **Past, Current, & Future Giving Numbers** for further information.

- **View or Change Giving Number Settings:** Use the Manage Giving Numbers screen to view and/or change the settings to giving numbers that have been assigned to givers. You can also view the numbers that were used to go in effect for each giver in the past, at the current time, and on a future date. You can also set a giving number to apply to either a giver, or the family to which the giver belongs. See **View or Change Giving Number Settings** for further information.

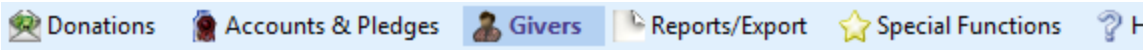
- **Change or Remove the Giver Number:** If you have determined to remove the giver number from the record of the giver, see **Change or Remove the Giver Number** for further information.

You are here: Donations > Manage Givers > Manage Giver Numbers > Assign a New Giver Number

Assign a New Giver Number

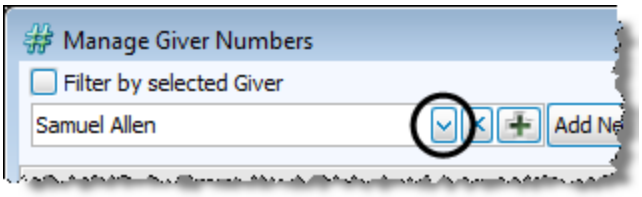
Use the following instructions to assign a giver number to any person, group, or family.

1. Click **Givers** from the menu options at the top of the screen.



2. Click the **Manage #** button.

3. In the top left box of the Manage Giver Numbers screen, click the dropdown arrow and choose the name of the person, family, or group towards for which you wish to add a Giver number.



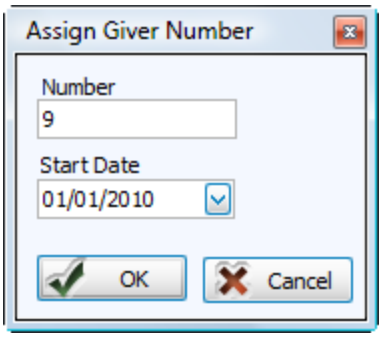
Note: If you have determined that you must first add a new giver before proceeding, click the sign. See the article titled **Add Givers** for further information.

4. Make sure as to whether the giver will be giving with the family, or if the giver will be giving money separately. Then proceed to the steps of either (a) **Giving Separately**, or (b) **Giving with Family**.

   a. **Giving Separately**

      i. If you need to add a new Giver number, click the **Add New #** button.

      ii. Enter the information in the following fields:



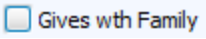
- **Number:** Decide on the number that you need to give the Giver selected in Step 3 and enter it in this box.
- **Start Date:** Enter the date on which you would like the Number to go into effect.

Note: Some churches assign numbers to givers each year, while other

churches assign a number to a giver for an indefinite amount of time. Whenever you are ready to make changes to the number, enter the new number in the **Number** box and the date that the number is to take effect in the **Start Date** box. When real time has surpassed the date set here, the changes will take effect automatically.

iii. Click the **OK** button.

b. **Giving with Family**



If the giver will be donating to the church with the family, place a ☑ check mark in the **Gives with Family box**.

5. The giver whose adjustments you just made will be highlighted in the list in the larger portion of the Manage Giver Numbers screen.

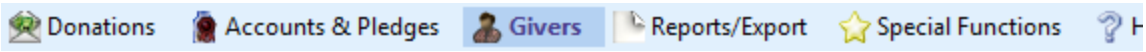
6. If the giver is to receive a statement, place a check mark in the **Receives Statement** box.

You are here: Donations > Manage Givers > Manage Giver Numbers > View or Change Giving Number Settings

View or Change Giving Number Settings

To access the Manage Giver Numbers screen:

1. Click **Givers** from the menu options at the top of the screen.



2. Click the **Manage #** button.

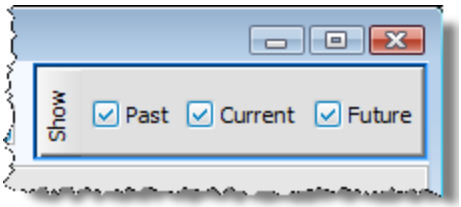
If you need to make changes to the **Number** and/or to the **Start Date** for any person, family, or group, you can click either, the **Number** field, or the **Start Date** field for the desired person, family, or group, and make the changes to the selected field. On this screen, you can also make any of the following changes:

- **Past, Current, & Future Giving Numbers:** You can choose which of the three kinds of giving numbers the Manage Giver Numbers is to show. See **Past, Current, & Future Giving Numbers** for instructions on where to enter this information in the software.

- **Changing Between Giving as a Family and Giving Separately**: You can change between settings of having one give with a family, or of having one give by him or herself. See **Changing Between Giving as a Family and Giving Separately** for instructions on where to enter this information in the software.

Past, Current, & Future Giving Numbers

In the upper right corner of the Manage Giver Numbers screen, you can specify what giving numbers the screen should display.



Place a ☑ check mark next to any or all of the desired boxes.

Past: When checked, the Manage Giver Numbers screen will show you giver numbers that have been assigned in previous years and have expired.

Current: When checked, the Manage Giver Numbers screen will show you giver numbers that have been assigned in the current year and have not yet expired.

Future: When checked, the Manage Giver Numbers screen will show you giver numbers that have been assigned to start on a date later than today.

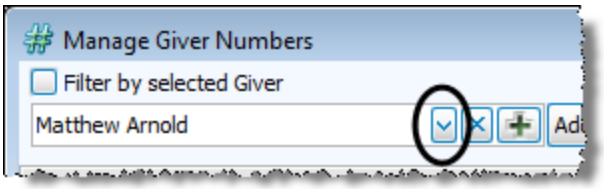
Changing Between Giving as a Family and Giving Separately

These instructions focus on the following two ways that you can assign givers:

- Set any person, group, or family with a giving number
- Set to show a person giving with his or her family, therefore using the giving number of the family.

Make your changes using the Manage Giver Numbers screen and the following instructions.

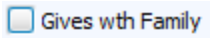
1. Click the dropdown button and choose the desired giver name.



2. Then proceed to the steps of either (a) **Giving Separately**, or (b) **Giving with Family**.

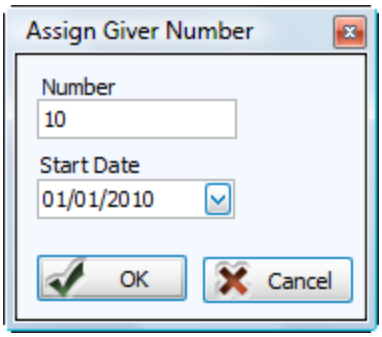
   a. **Giving Separately**

      i. Make sure that the check mark from the **Gives with Family** box has been removed.



      ii. Click the **Add New #** button to add a giver number.

      iii. Enter the information in the following fields:



- **Number:** Decide on the number that you need to give the Giver and enter it in this box.

- **Start Date:** Enter the date on which you would like the Number to go into effect.

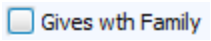
  Note: Some churches assign numbers to givers each year, while other churches assign a number to a giver for an indefinite amount of time. Whenever you are ready to make changes to the number, enter the new

number in the **Number** box and the date that the number is to take effect in the **Start Date** box. When real time has surpassed the date set here, the changes will take effect automatically.

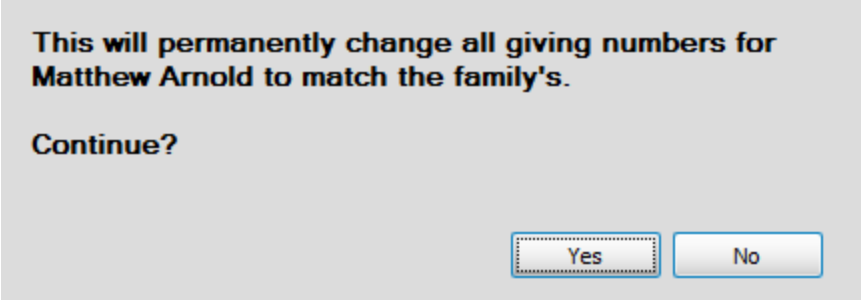
iv. Click the **OK** button and the item will be highlighted in the list below.

b. **Giving with Family**

i. Place a ☑ check mark in the **Gives with Family box**.



Note: If a giver already had a giving number assigned to him or her, you will get the following message. If you press **Yes**, the giver will no longer have the giving number previously assigned:



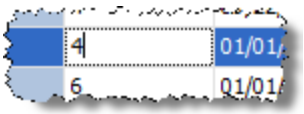
ii. Press **Yes** to make the change, or **No** to refrain from making any changes. Otherwise, if you do not get the message at all, your change will be made successfully.

You are here: Donations > Manage Givers > Manage Giver Numbers > Change or Remove the Giver Number

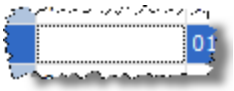
Change or Remove the Giver Number

Use the Manage Giver Numbers screen to change or remove the number already assigned to the Giver name. Follow these steps to change or remove the number.

1. Find the giver whose number you want to remove and click the field that contains the number.



2. When the cursor appears in the field, hit the **Backspace** and/or the **Delete** key on the keyboard.



3. You can enter a new number in its place, or leave it blank. Then press the **Enter** key on the keyboard and your changes will be saved.

4. If no other information on the same line is important to you, you can press the minus button at the end of the line and remove the entire line.

You are here: Donations > Manage Givers > Auto Assign Giver Numbers

Auto Assign Giver Numbers

The Auto Assign #s features provide you with two conditions upon which you can set up Giver numbers to automatically be assigned to a Giver kept track of in the software. Use the **Assign New Numbers** feature to set a new number to be assigned to a Giver effective a specific date. Use the **Reassign Current Numbers** feature to assign a number to a Giver with an existing Giver number assigned.

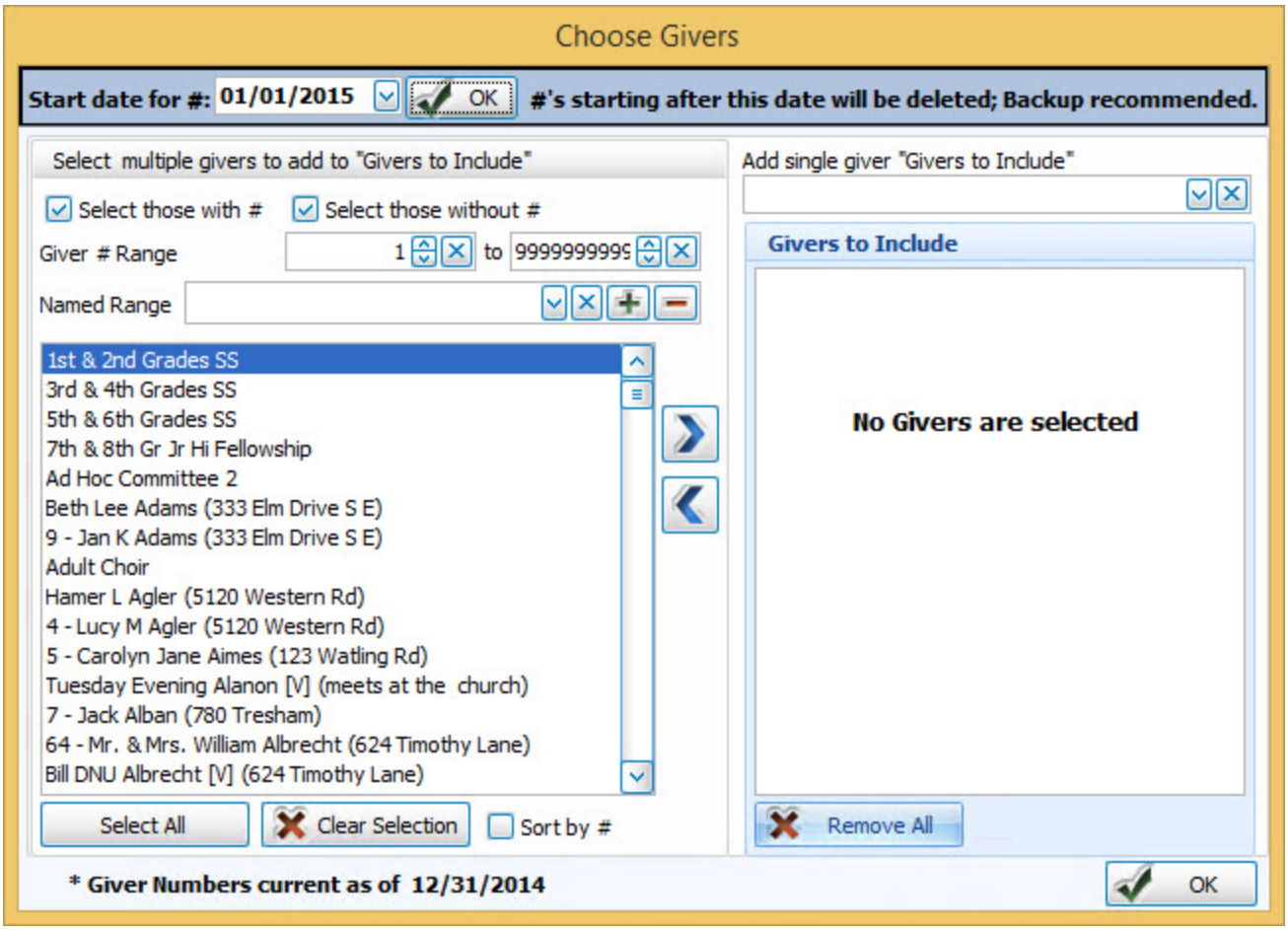
Note: In case any Giver numbers chosen in these steps have been set to change at a date that is later than the one you will be specifying, it is recommended that you make a backup of your data before you begin.

1. Click the **Givers** menu option.

2. Click the **Auto Assign #** button.

3. Enter in the **Start date for #** box the date that you want the number change to take effect. Click the **OK** button to proceed.

4. Using the options on the Choose Givers screen, select the **Givers** whose numbers you wish to change. Click **OK** when finished. For further information on how to use the Choose Givers screen, see **Using the Choose Givers Screen**.



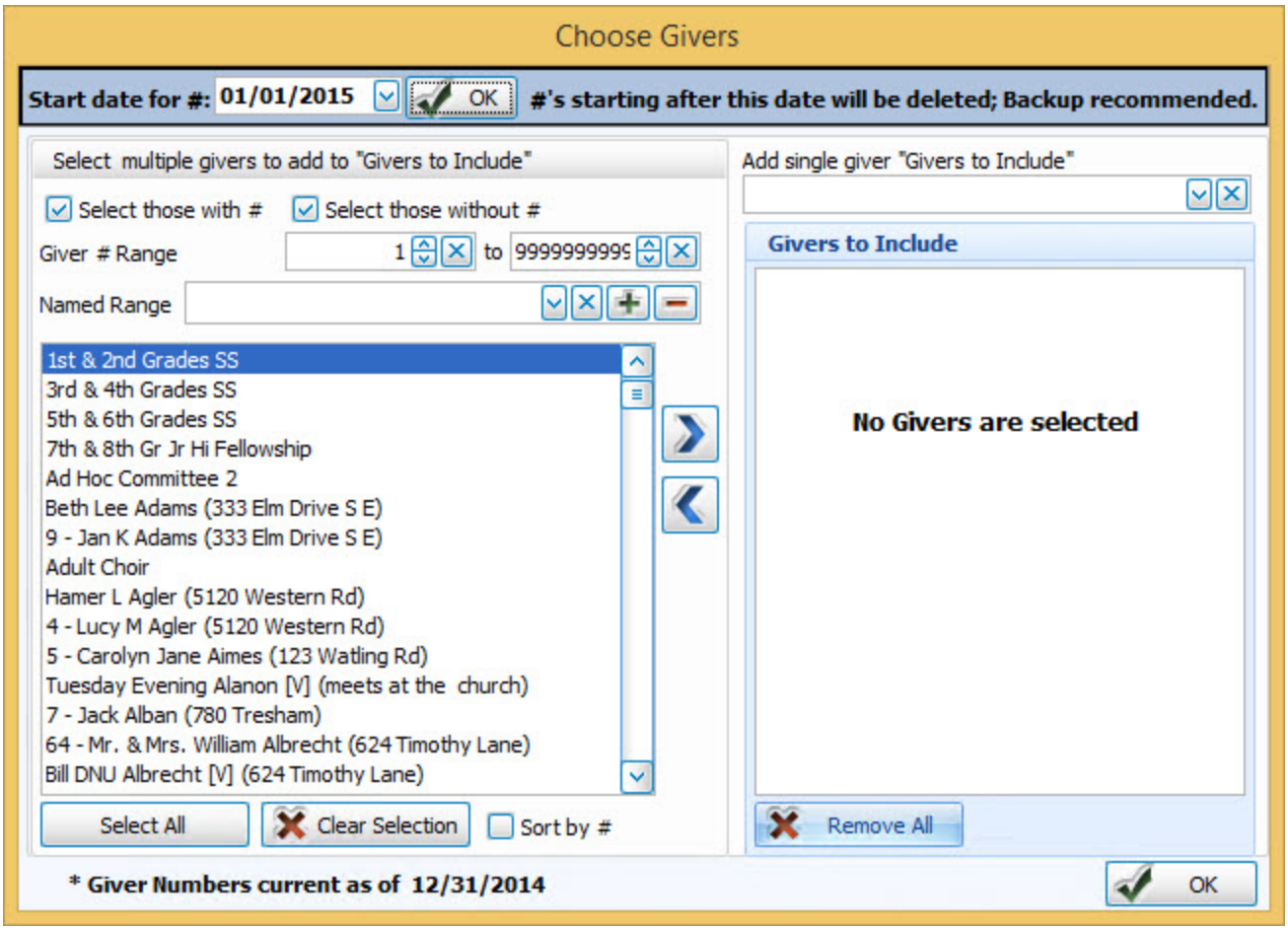
Make your final adjustments on the Auto Assign #'s screen by applying new numbers to the Givers you selected. If you chose **Reassign Current Numbers** in Step 3, this screen will be called Auto Reassign #s. For further informaiton on how to apply the new numbers on the Auto Assign #s screen, see **Using the Auto Assign #s Screen**.

You are here: Donations > Manage Givers > Auto Assign Giver Numbers > Using the Choose Givers

Using the Choose Givers Screen

The following features are found on the Choose Givers screen used to select the givers to set up automatic assignment of the Giver numbers. While you are either assigning new numbers, or reassigning current numbers, the Choose Givers screen will appear so that you can specify the givers to affect.

If you are using the *Assign New Numbers* feature, the top of the screen will show you a date box. Choose the date on which the new number will take effect and press the **OK** button shown in the picture.



Once you have done so, the rest of the features below will be available for you to select. When finished, click the final **OK** button located at the bottom of the Choose Givers screen. This will take you to the Auto Assign (sometimes called the Auto Re-assign screen), where you can make your final adjustments. For more information about the Auto Assign #s screen, see **Using the Auto Assign #s Screen**.

Add Single Giver "Givers to Include"

In the upper right corner of the screen, use this box to individually choose the Givers that you want to select. Click the dropdown arrow, click the name, and the name will appear in the **Givers to Include** list.

Sorting the Givers List by Number or by Name

Place a check mark in the **Sort by #** box to organize the list in order by the Giver #. If a check mark is not in this box, the list will show the names in alphabetical order by name.

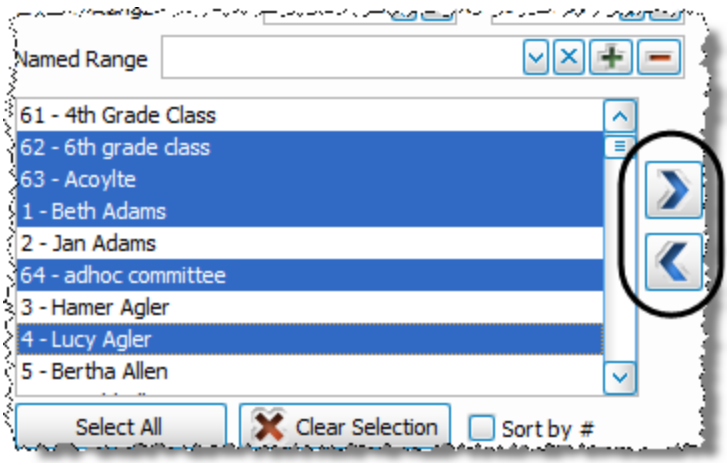
Selecting the Givers Based on their Existing Numbers
If you would like to include all givers, regardless of whether the Giver has a giving number stored on record, place a check mark in both **Select Givers with #** and **Select Givers without #** boxes. Otherwise, place a check mark in only one of the two boxes.

Use the **Giver # Range** boxes to choose the range of giver numbers for the labels or statements you want to print. If you have saved a Giver # Range in the past and would like to reuse it, select it from the **Named Range** box. You can also add a new Named Range by clicking the **+** sign. Or, if you no longer need a Named Range that currently exists in the list, select it and click the **-** sign.

Further Selection of Givers by Specific Giver Names
Based on whatever selections you made on this screen until now, the left side of the Choose Givers screen will list the remaining Givers that are available for selection. Click the desired name(s) once and the item in the list will appear highlighted.

Note: If you would like to make multiple selections, make your first selection and then hold the CTRL key. Click each desired name until you have reached the bottom of the list, verifying that each selected item has appeared highlighted.

You can also make multiple selections by holding the SHIFT key, which selects groupings of items in the list at a time, or click the **Select All** button to select all in the list. If you want to clear all selections in the list, click the **Clear Selection** button.



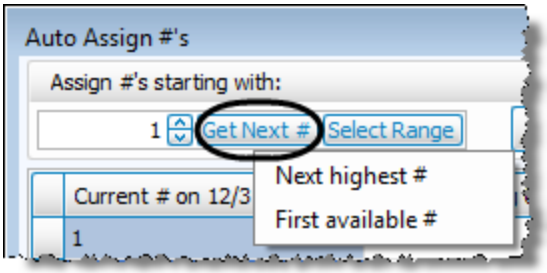
Use the **>** button to move the selection to the Givers to Include list. Click any item then in the Givers to Include list **<** to exclude from selection for automatic assignment.

You are here: Donations > Manage Givers > Auto Assign Giver Numbers > Using the Auto Assign #s Screen

Using the Auto Assign #s Screen

If you chose to reassign current giver numbers, this screen will be called the *Auto Reassign #s* screen. Otherwise, once you have chosen the Givers on the Choose Givers screen and have pressed the OK button, the *Auto Assign #s* screen appears. Use the Auto Assign #s screen to assign new numbers automatically, based on your choices made on the Choose Givers screen. When you finish using this screen, click the **Save and Close** button to retain the adjustments you make.

Click the **Get Next #** button and choose one of the two options:



- **Next highest #**: Displays the next highest number in the entire range of numbers.
- **Next available #**: Displays the next number available. When there is no gap in the range of numbers used, the next available # will be the same as the next highest #. Otherwise, whatever number is available within the range of numbers will show when this button is clicked.

If you have a set range of numbers that you are used to assigning, you can click Select Range. There, you can select your desired range of numbers or set up a new range.

Once you have selected the starting number, select the lines that represent the giver names you to which you will be assigning the numbers. If you want all lines selected, click the **Select All** button at the bottom of the screen.

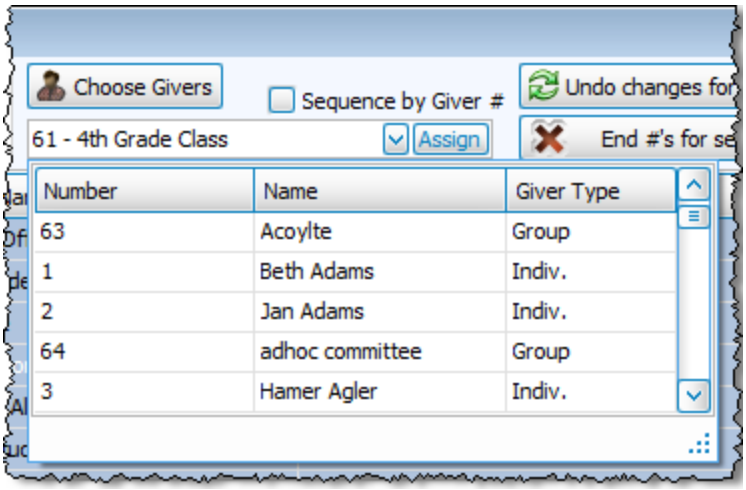
Otherwise, click the first item, hold down the CTRL key on the keyboard, and then click each desired line. Each item will remain selected as you click each subsequent line that you wish to include. You can also use the SHIFT key in the same manner to select multiple lines at a time.

Press the **Assign Selected** button to assign a distinct number to each of the selected items. If you are reassigning current numbers, this button will be called **Reassign Selected**.

If you wish to reverse the assignment you made to the selected items, click the **Undo Changes for Selected** button. You can also clear out the numbers for the selected by clicking the **End #s for Selected** button.

Assigning Numbers One at A Time

The dropdown box in the following image allows you to find one giver at a time by selecting the giver from the box.



If you want the list in the dropdown box to be sorted in order by the Giver #, click the **Sequence by Giver #** box. When the box is checked, the givers will be listed in order by the Number column.

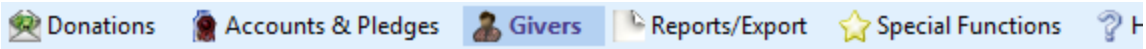
Next to the box is a button. Click **Assign** to assign a number to the selected Giver. If the button says **Do Not Assign** and you click it, the Giver will be removed from the list on the larger portion of the screen. If you then choose to assign a number to someone that does not appear in the list, you can search and select the Giver from this box and press **Assign** to apply the number.

You are here: Donations > Manage Givers > Transfer Donations between Givers

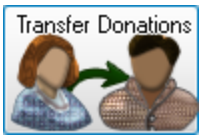
Transfer Donations between Givers

Use the Transfer Donations screen to transfer donations from one giver to another. The following instructions will show you how to complete the transfer.

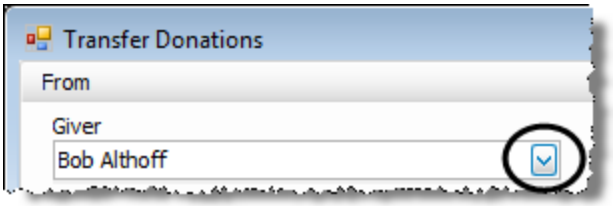
1. Click **Givers** from the menu options at the top of the screen.



2. Click the **Transfer Donations** button.



3. From the Giver box on the *left* side of the screen, click the dropdown arrow and choose the name *from which* the donations are to be transferred.



4. From the Giver box on the *right* side of the screen, click the dropdown arrow and choose the name *to which* donations are to be transferred.

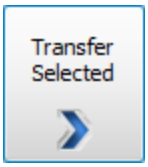
5. If you would like to narrow down both lists so that show only donations between certain dates, click the Change Date Range button and choose beginning and ending dates.

6. Place a check mark next to the donations that you want to transfer.

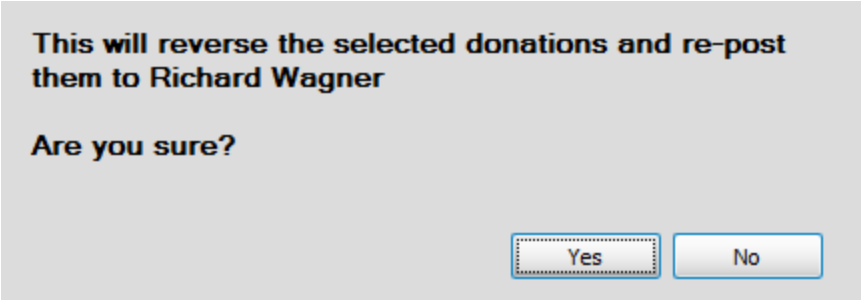
Sel.	Date	Amount
☑	07/25/2010	$35.00
☐	08/01/2010	$55.00
☑	08/08/2010	$75.00
☐	08/15/2010	$55.00

Note: Originally, all items in the list on the left will be automatically ☑ set with a check mark. If there is a donation that you do not want transferred to the other person or group, click the checkbox to remove the check mark.

7. Click the **Transfer Selected** button to proceed to transferring the selected donations.



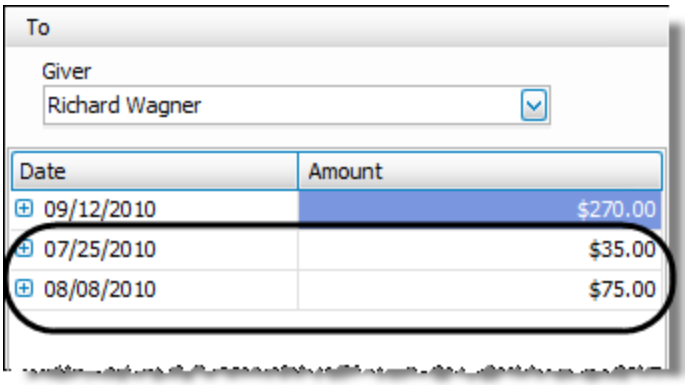
8. The following message appears to warn you that whatever was originally posted as a donation on for the selected person or group in the **From** list will be reversed and then posted onto the record of the person or group selected in the **To** list.



9. If you are sure that the selections are correct, press **Yes**. Otherwise, press **No** and you can review your settings and try again.

10. When you press **Yes**, the following message will display the new transaction numbers for the transferred giving.

11. The donation(s) selected in Step 6 will jump from the **To** list to the **From** list.



Repeat these steps for all donation transfers that you need to make, and close the screen when finished.

You are here: Donations > Working with Subtotals

Subtotals

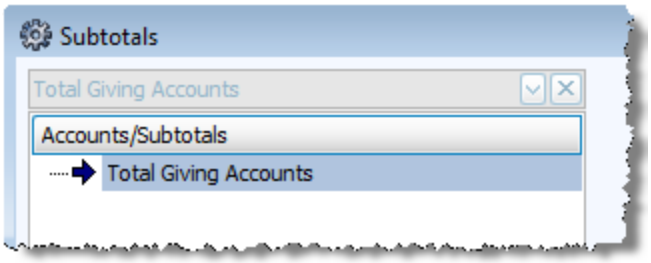
By setting subtotals, you can organize accounts so that they are grouped together to add up to a total specific to the grouped accounts. These subtotals and the accounts that add up to the subtotal dollar amounts appear on the List Account Balances report. See the article titled **List Account Balances** for instructions on where to enter this informaiton in the software.

While the List Account Balances report shows the subtotals, the Subtotals screen provides you with a panel of settings to format how the report is going to print its subtotals.

To access the Subtotals screen:

1. Click the **Accounts & Pledges** option from the menu at the top of the screen.

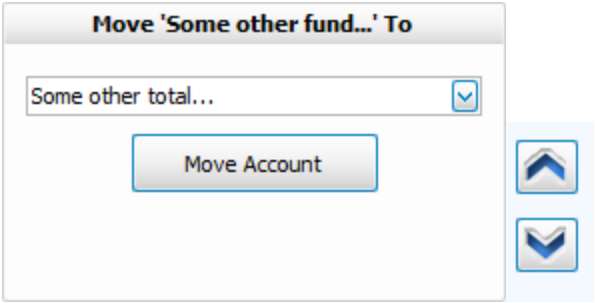
2. Click the **Subtotals** button from the options that appear.



The list of Accounts/Subtotals list always has in place a subtotal item that represents the total of all the subtotals you create that serves as a grand total. The subtotal item is originally called Total Giving Accounts, a name that you can change at any time.

Working with Subtotals

Click the **Show Accounts** button at the bottom of the Accounts/Subtotal list to display the accounts entered in your Chart of Accounts. When the accounts appear, you can click and drag them to existing subtotals, or put them into new subtotals you create. To add a new subtotal item, click the **Add New Subtotal** item. You can also click the account you want to move and select the desired destination subtotal item from the "**Move...To**" box in the bottom right corner of the screen and click the **Move Account** button.

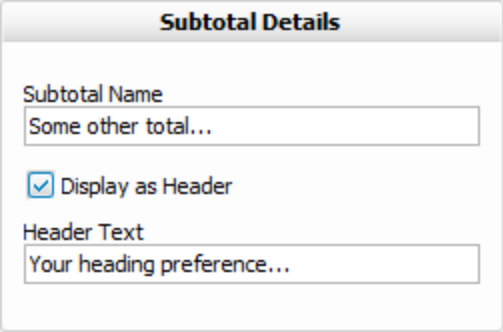


After choosing a subtotal, you can also use the "**Move...To**" or the up and down arrow buttons to box to move subtotals to different places. If the subtotal has nowhere to move, these options will be disabled.

If you wish to delete a Subtotal at any time, make sure that the accounts that it contains have been moved to another subtotal. Then click the desired subtotal and click the **Delete Subtotal** button.

Subtotal Names and Header Text

Use the **Subtotal Details** area in the upper right side of the Subtotals screen to give any subtotal selected in the Accounts/Subtotals list a name, and to optionally give it a heading name.



- **Subtotal Name:** Enter the desired name for your subtotal as you would like it to appear.
- **Display as Header:** If you would like text to be placed over the accounts that add up to the subtotal item, place a check mark in this box.
- **Header Text**: If you placed a check mark in Display as Header box, place the name you want the header to display in this box. This is the name that appears above the subtotal items.

To see how these items will appear on the report, go to the List Account Balances feature in Reports and run the report to see where these items are displaying. Come back to this screen to make any additional changes as you wish. See the article titled **List Account Balances** for instructions on where to enter this informaiton in the software.

You are here: Donations > View and Enter Pledges

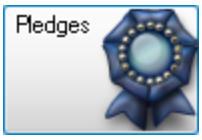
View and Enter Pledges

The View and Enter Pledges screen keeps track of the pledge information for potential and definite givers and the pledge campaigns, towards which they set a goal to donate an amount of money within set time frames. Use the View and Enter Pledges screen to work with all that involves pledge campaigns and its participants.

To access the View and Enter Pledges screen:

1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. From the menu options that appear underneath, click **Pledges** to enter the screen.



The View and Enter Pledges screen is broken up among two tabs:

Campaigns: Use this tab to look up your church's pledge campaigns to see the campaign information. Along with the campaign information, the list of the campaign participants will also be available for you to adjust as needed.

- **Add a New Campaign**: When a new campaign is to take place at your church, you can set it up with any necessary initial information before you add givers to the campaign. See **Add a New Campaign** for instructions on where to enter this information in the software.
- **Add Givers to the Campaign**: Once a campaign is set up, you can add names of anyone making a pledge towards the campaign. See **Add Givers to an Existing Campaign** for instructions on where to make such changes in the software.
- **Change or Remove the Campaign Information**: See **Change or Remove the Campaign Information** for instructions on making changes to campaigns that already exist, or even removing a desired campaign when you have determined necessary.

Pledges by Giver: Use this tab to look up pledge information for participants in your church's pledge campaigns. Once the information is pulled up on the screen, you will be able to add new pledges for the pledge participants and make changes to any of their existing pledge information.

- **Enter Pledges**: If an individual or group is making a pledge to give a certain amount of money to a purpose at your church, you must enter it into the software. See **Enter Pledges** for instructions on where to enter this information in the software.

- **Change and/or Remove Pledge Information**: See **Change and/or Remove Pledge Information** for instructions on where to make such changes in the software.

- **Pledge Information Fields**: See **Pledge Information Fields** for a description for each field found on the View and Enter Pledges screens.

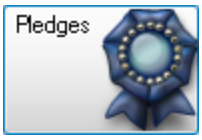
You are here: Donations > View and Enter Pledges > Enter Pledges

Enter Pledges

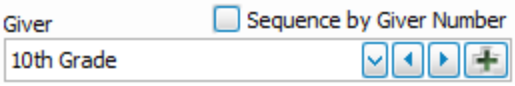
When an individual or group has pledged to donate money for purposes and campaigns at your church, use these instructions to add the pledging information on the *Pledges* tab of the **View and Enter Pledges** screen.

1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. From the menu options that appear underneath, click **Pledges** to enter the screen.



3. From the **Giver** box, look up the name of the desired individual or group.

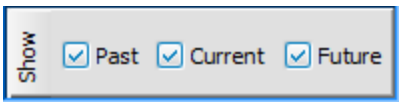


The name that appears in the box when first opening to the screen is the first record of all individuals and groups of people entered in the software. Start typing the name you are searching, or click the dropdown box. You can also use the **Previous** and **Next** buttons to pull up a record for an individual or group that follows in sequence. Placing a check mark in

the **Sequence by Giver Number** box, changes the sequence so that when you click the **Previous** and **Next** buttons, the names show up in order by Giver Number.

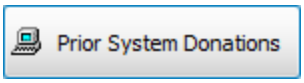
If you need to add a new individual or group of people, click the **Add** button. See the article titled **Add Givers** for further information.

4. The **Show** boxes give you the option to show or hide past, present, and/or future pledges listed on the record of the chosen individual or group.



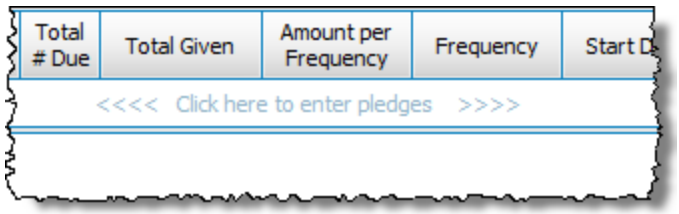
If you would like the View and Enter Pledges screen to show only certain pledge information, remove the check mark from the desired box. Otherwise, leave the box with a check mark inside it to include the contents that the box is meant to display.

5. Click the **Prior System Donations** box to see if the individual or group made a donation prior to when your church started using the Donations software.



See the article titled **Prior System Donations** for further information.

6. In the larger portion of the View and Enter Pledges screen is a list of any pledges made by the individual or group.



If you need to enter pledges, click the first available line that is labeled **<<<< Click here to enter pledges >>>>.** The line will then be ready for you to enter the pledge information for the individual or group. Enter the information for the following six items:

Account	The name of the giving account. Click the dropdown arrow and select an account. If you have determined that a new account must be created, click

the + sign and add the new account. See the article titled **Add a Giving Account** for further information.

Frequency	How often the individual or group foresees to give the church money.
Amount per Frequency	The dollar amount that the individual or group has declared to pledge at the frequency selected from the **Frequency** box.
Start Date	The beginning of the period in time that the individual or group is participating in the pledge to give towards the account selected in the **Account** box. **Note:** If you do not select a date from this box, the date on which the Pledge Campaign starts will appear by default.
End Date	The end of the period in time that the individual or group is participating in the pledge to give towards the account selected in the **Account** box. **Note:** If you do not select a date from this box, the date on which the Pledge Campaign starts will appear by default.
Use in Distrib?	Place a check mark in this box if you would like to have the pledge be applied toward the Giving Distribution used when entering Donations on the Enter Donations screen. See the article titled **Enter Donations** for further information.

7. Review the fields to verify that the information you have entered is correct. Then, notice that the rest of the fields will contain additional information about the pledge. This information is calculated after having finished Step 6.

   See the following for further information about the fields:

Total Pledged	When you made a choice from the **Frequency** and **Amount per Frequency** boxes in Step 6, the software took the dollar amount listed in the **Amountper Frequency** box and multiplied it by the number listed in the **Total # Due** box.
Total # Due	The total times that the amount per frequency would have to be for the individual or group to reach their goal.
Total Given	The dollar amount that the individual or group has declared

to pledge at the frequency selected from the **Frequency** box.

If there is more pledge information to be added for the individual or group, press the plus sign and repeat Steps 6 and 7 until you are finished.

If you would like to remove any lines from the pledge information you have added, press the minus sign.

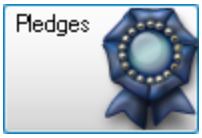
You are here: Donations > View and Enter Pledges > Change and/or Remove Pledge Information

Change and/or Remove Pledge Information

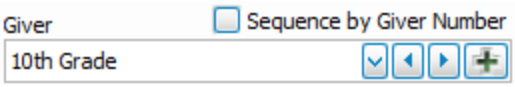
Use the following instructions to change or remove any information for any individual or group who already has pledge information entries. Use the *Pledges* tab of the **View and Enter Pledges** screen to carry out these instructions.

1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. From the menu options that appear underneath, click **Pledges** to enter the screen.

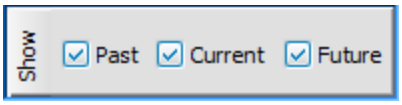


3. From the **Giver** box, look up the name of the desired individual or group.



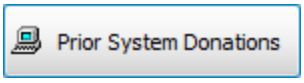
The name that appears in the box when first opening to the screen is the first record of all individuals and groups of people entered in the software. Start typing the name you are searching, or click the dropdown box. You can also use the **Previous** and **Next** buttons to pull up a record for an individual or group that follows in sequence. Placing a check mark in the **Sequence by Giver Number** box, changes the sequence so that when you click the **Previous** and **Next** buttons, the names show up in order by Giver Number.

4. The **Show** boxes give you the option to show or hide past, present, and/or future pledges listed on the record of the chosen individual or group.



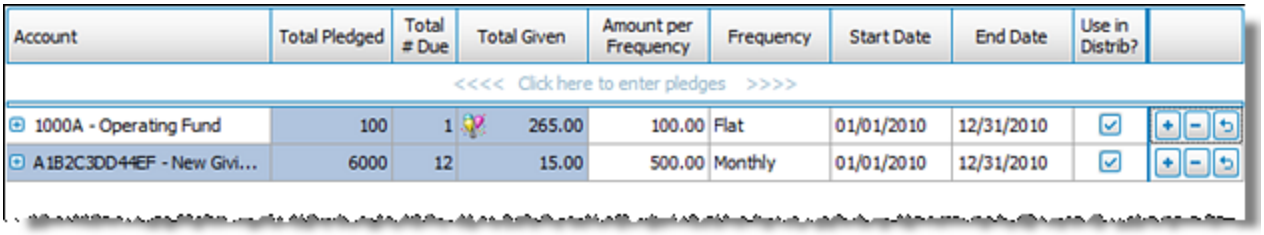
If you would like the View and Enter Pledges screen to show only certain pledge information, remove the ☑ check mark from the desired box. Otherwise, leave the box with a ☑ check mark inside it to include the contents that the box is meant to display.

5. Click the **Prior System Donations** box to see if the individual or group made a donation prior to when your church started using the Donations software.



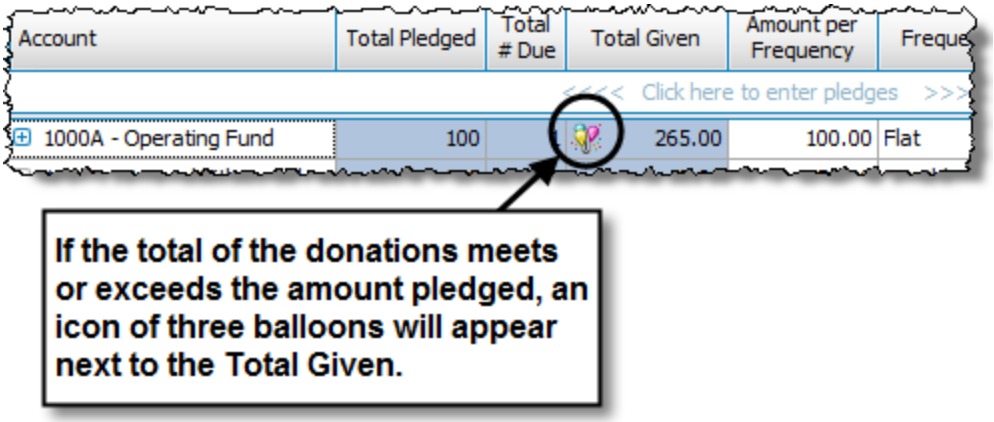
See the article titled **Prior System Donations** for further information.

6. In the larger portion of the View and Enter Pledges screen is a list of any pledges made by the individual or group.



Account	Total Pledged	Total # Due	Total Given	Amount per Frequency	Frequency	Start Date	End Date	Use in Distrib?
<<<< Click here to enter pledges >>>>								
1000A - Operating Fund	100	1	265.00	100.00	Flat	01/01/2010	12/31/2010	☑
A1B2C3DD44EF - New Givi...	6000	12	15.00	500.00	Monthly	01/01/2010	12/31/2010	☑

Note: When the total amount of money donated towards the pledge equals or exceeds the total amount pledged, an icon appears next to the **Total Given**.

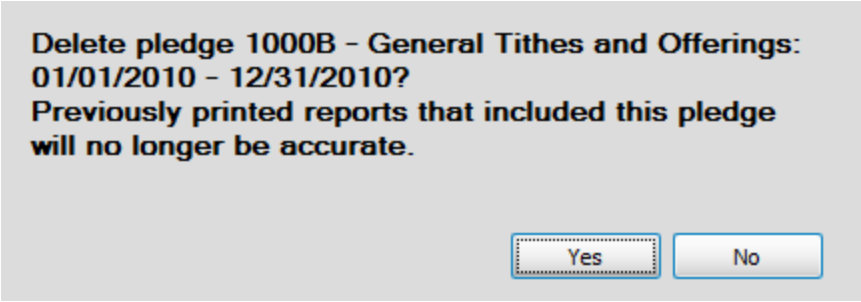


7. Choose one of the following options.

   - **To change existing information:**
     Click any of the boxes to change the information. When finished, press the **ENTER** key on the keyboard. If you would like to undo the change to the line, press the undo button.

   - **To add new information:**
     Click the first available line that is labeled **<<<< Click here to enter pledges >>>>.** The line will then be ready for you to enter the pledge information for the individual or group. See **Enter Pledges** for complete instructions on adding new pledge information.

   - **To remove existing information:**
     Click the minus sign of the line that you want to remove and a message like the following will appear:



     The entry you are about to delete is an influence on previously printed reports that contain any kind of pledge total(s) information. If the entry is deleted, new reports would have to be printed to maintain an accurate understanding between the people whose reports have been affected by this change. If you are sure that the line must be deleted, click the **Yes** button to proceed.

     See **Pledge Information Fields** for a description for each field found on the Pledges tab.

Pledge Information Fields

The larger portion of the **View and Enter Pledges** screen displays the pledge information for the individual or group selected in the **Giver** field. The following is a list of the fields that require you to add information.

Account	The name of the giving account.

Click the dropdown arrow and select an account. If you have determined that a new account must be created, click the + sign and add the new account. See the article titled **Add a Giving Account** for further information.

Frequency — How often the individual or group foresees to give the church money.

Amount per Frequency — The dollar amount that the individual or group has declared to pledge at the frequency selected from the **Frequency** box.

Start Date — The beginning of the period in time that the individual or group is participating in the pledge to give towards the account selected in the **Account** box.

Note: If you do not select a date from this box, the date on which the Pledge Campaign starts will appear by default.

End Date — The end of the period in time that the individual or group is participating in the pledge to give towards the account selected in the **Account** box.

Note: If you do not select a date from this box, the date on which the Pledge Campaign starts will appear by default.

Use in Distrib? — Place a check mark in this box if you would like to have the pledge be applied toward the Giving Distribution used when entering Donations on the Enter Donations screen. See the article titled **Enter Donations** for further information.

Review the fields to verify that the information you have entered is correct. Any frequency, quantity, or dollar amount that you entered will be calculated and immediately displayed in the following fields:

Total Pledged — When you make a choice from the **Frequency** and **Amount per Frequency** boxes, the software takes the dollar amount listed in the **Amountper Frequency** box and multiplies it by the number listed in the **Total # Due** box.

Total # Due — The total times that the amount per frequency would have to be for the individual or group to reach their goal.

Total Given — The dollar amount that the individual or group has declared to pledge at the frequency selected from the **Frequency** box.

If there is more pledge information to be added for the individual or group, press the plus sign to add a new line of information to the pledge record. Or, select a different individual or group from the **Giver** box.

If you would like to remove any lines from the pledge information you have added, press the minus sign.

Note: On each line of pledge information, there is also an undo button next to the plus and minus signs. The undo button will only reverse the last step and only when changing information.

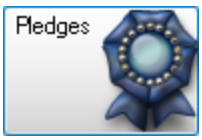
You are here: Donations > View and Enter Pledges > Add a New Campaign

Add a New Campaign

Use the *Campaigns* tab of the **View and Enter Pledges** screen to enter into the software a new pledge campaign. When your church decides that it will be accepting pledges that are aimed toward a purpose for which your church is raising money, you can add the information for the pledge campaign and any or all of its givers in this area of the software.

1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. From the menu options that appear underneath, click **Pledges** to enter the screen.

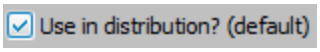


3. Click the **Campaigns** tab.

4. Click the plus button.

5. Enter the new Campaign name and click the **Ok** button.

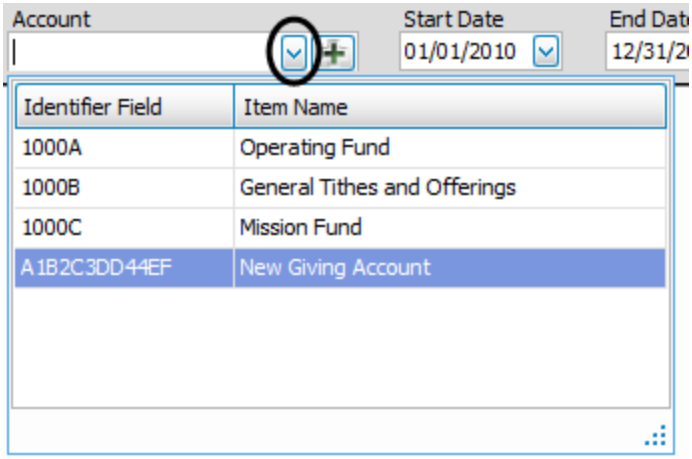
6. Automatically, a check mark will be placed for you in the **Use in distribution? (default)** box.



This means that the money that the givers are pledging toward this campaign will be calculated into the total donation amount. This takes place on the Enter Donation screen and can be adjusted manually.

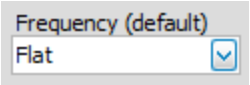
If you remove the check mark, the pledge amounts will not affect the way donations are distributed when they are entered on the Enter Donations screen. See the article titled **Giving Distribution** for further information.

7. From the **Account** box, click the dropdown arrow and choose the account for the campaign.



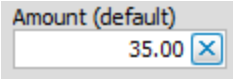
8. Click the dropdown arrow of the **Start Date** box and select the date on which the campaign begins. Then click the dropdown arrow of the **End Date** box and select the date on which the campaign ends.

9. If the majority of the people pledging towards this campaign sets out to make the pledge at a frequency, click the dropdown arrow of the **Frequency (default)** box and choose a setting.



Choosing a default from this box means that when you add a giver to this campaign (later in these instructions), the frequency for each giver will already be filled in with whatever was initially selected in this box. If you are not sure, leave this box as is and move on to the next step.

10. Enter an amount in the **Amount (default)** box if there is a standard amount that will apply towards all givers of this campaign.



Choosing a default from this box means that when you add a giver to this campaign (later in these instructions), the amount for each giver will already be filled in with whatever was initially selected in this box. If you are not sure, leave this box as is and move on to the next step.

11. Click the **Add Givers** button to begin adding potential and definite givers to the campaign.

12. Select the name of the giver by either typing the name in the **Giver** box, or using the dropdown button to find the name.

Note: If you need to add the name of the giver, click the

button and add the group or individual. See the article titled **Add Givers** for further information.

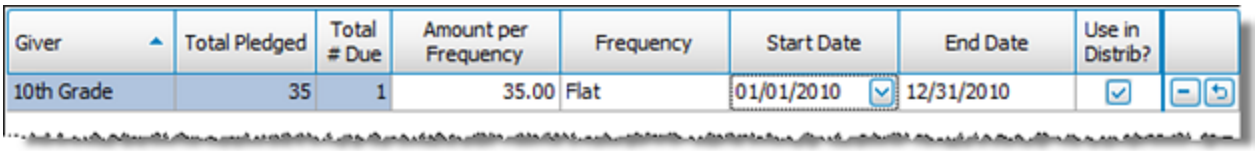
13. Enter the amount that the giver has pledged to give towards this campaign.

If you entered an amount in Step 10, it will automatically appear in this box. If the individual or group has pledged differently, you can change it to the amount specific to the individual or group.

14. Choose how often the individual or group has pledged to give.

If you entered a frequency in Step 9, it will automatically appear in this box. If the individual or group has pledged differently, you can change it to the frequency specific to the individual or group.

15. Click the **Add Giver to Campaign** button and the larger portion of the screen will fill with information that you have selected, along with calculations that involve the pledge campaign.



Giver	Total Pledged	Total # Due	Amount per Frequency	Frequency	Start Date	End Date	Use in Distrib?	
10th Grade	35	1	35.00	Flat	01/01/2010	12/31/2010	✓	

The **Amount per Frequency**, **Frequency**, **Start Date**, **End Date**, and **Use in Distrib?** Items can be changed. Changing them will then recalculate the **Total Pledged** and **Total # Due**. See **Pledge Information Fields** for a description for each field found on the Pledges tab.

Repeat Steps 12-15 to add each individual or group making a pledge to the campaign. The screen will automatically save each change as you go. And when you are finished, just close the View and Enter Pledges screen.

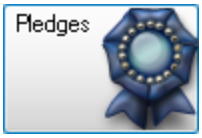
If you would like to remove any lines, press the minus sign. Also, if you make a change on the line and want to reverse that change, click the undo button.

Add Givers to an Existing Campaign

If you have already added a campaign and would like to add more individuals and/or groups who plan to donate money for the campaign, use the following instructions.

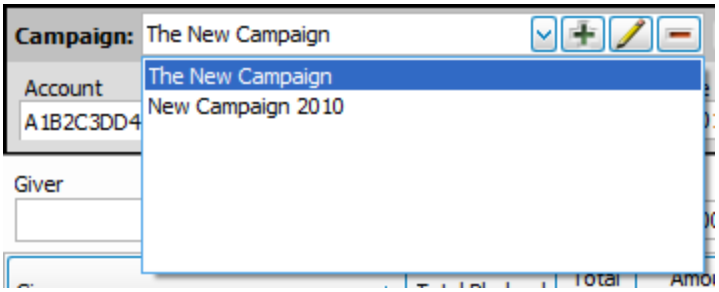
1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. From the menu options that appear underneath, click **Pledges** to enter the screen.



3. Click the **Campaigns** tab.

4. Click the dropdown arrow of the **Campaign** box and select the desired name. The larger portion of the screen will show you the pledging information of the individuals and groups participating in the pledge campaign.



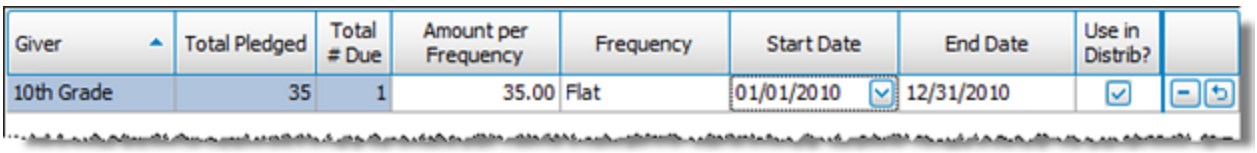
5. Select the name of the giver by either typing the name in the **Giver**box, or using the drop-down button to find the name.

Note: If the desired giver name does not appear in the dropdown box and you have determined that a new giver must be added, click the sign to do so, See the article titled **Add Givers** for further information.

6. Enter the amount that the giver has pledged to give towards this campaign.

7. Choose how often the individual or group has pledged to give.

8. Click the **Add Giver to Campaign** button and the larger portion of the screen will fill with information that you have selected, along with calculations that involve the pledge campaign.



Giver	Total Pledged	Total # Due	Amount per Frequency	Frequency	Start Date	End Date	Use in Distrib?	
10th Grade	35	1	35.00	Flat	01/01/2010	12/31/2010	✓	

The **Amount per Frequency**, **Frequency**, **Start Date**, **End Date**, and **Use in Distrib?** Items can be changed. Changing them will then recalculate the **Total Pledged** and **Total # Due**. See **Pledge Information Fields** for a description for each field found on the Pledges tab.

Repeat Steps 5-8 to add each individual or group making a pledge to the campaign. The screen will automatically save each change as you go. And when you are finished, just close the View and Enter Pledges screen.

If you would like to remove any lines, press the minus sign. Also, if you make a change on the line and want to reverse that change, click the undo button.

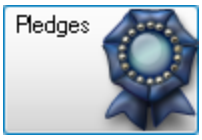
You are here: Donations > View and Enter Pledges > Change or Remove the Campaign Information

Change or Remove the Campaign Information

If you have already set up a campaign and need to adjust the list of pledging participants, or even change the campaign name, use the *Campaigns* tab of the **View and Enter Pledges** screen to make the change. Then, use the following instructions.

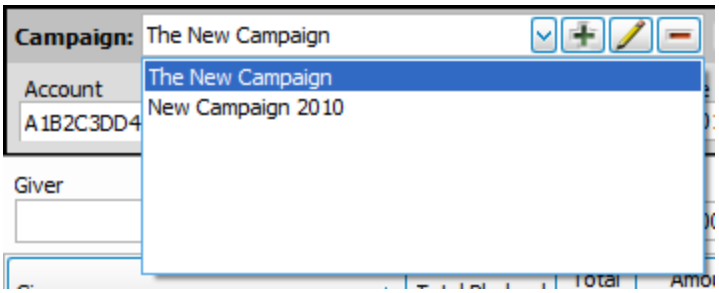
1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. From the menu options that appear underneath, click **Pledges** to enter the screen.



3. Click the **Campaigns** tab.

4. Click the dropdown arrow of the **Campaign** box and select the desired name.



In the larger portion of the screen, you have the option to change pledge information for any individual or group. You can only change the **Amount Per Frequency**, **Frequency**, **Start Date**, **End Date**, and **Use in Distrib?** fields**.** When you make the change, the other fields on the line will be affected according to the changes that you make. See **Pledge Information Fields** for a description for each field found on the Pledges tab.

Note: Reports and statements printed before you change any of the pledge information will become outdated once you change pledge information. Be aware that you might need to

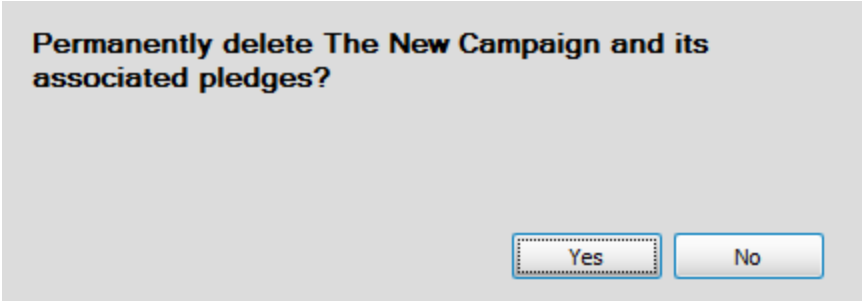
print statements and/or reports to reflect the changes after making them.

5. If you have determined that you either want to change the name of the campaign to something else, or delete the campaign altogether, see the following options:

Change the Campaign Name: Click the **Edit** button and type the name to which you need to change the campaign. When finished, press the **OK** button.

Note: Reports and statements printed before the name change will become outdated once you change the name of the campaign. Be aware that you might need to print statements and/or reports to reflect the change of the campaign name after you make the change.

Remove the Campaign: Click the **Delete** button. The following message will appear:



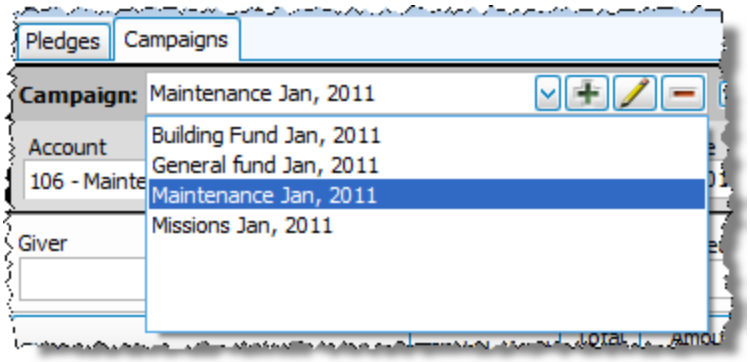
Click **Yes** to proceed with the deletion of the campaign. Otherwise, click **No** to have the software make no changes to the campaign.

You are here: Donations > View and Enter Pledges > How to Duplicate Campaign Information

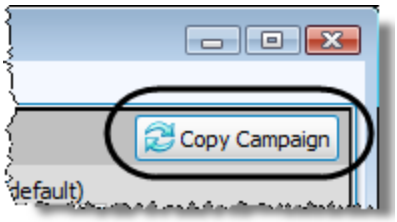
How to Duplicate Campaign Information

Sometimes when someone wants to set up a new campaign, they want to use the same characteristics of a campaign that already exists. If this is the case, use the Copy Campaign button on the Campaign tab of the View and Enter Pledges screen (click on **Accounts and Pledges**, then click on **Pledges**)to duplicate the information, and from there, you can change the information as you would like the new campaign to show it.

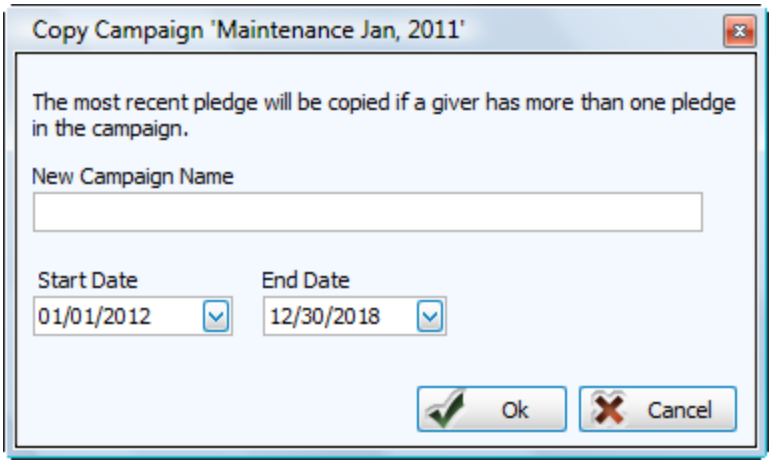
1. Select the campaign name from the Campaign box.



2. Click the **Copy Campaign** button.



3. Place the name of the new campaign, and the dates when it is set to begin and end.



Note: If a giver has more than one pledge on the campaign of which you chose to make a duplicate, the new campaign will contain only the most recent of the giver's multiple pledges.

You are here: Donations > View and Enter Pledges > Prior System Donations

Prior System Donations

If you are using Donations for the first time and have money that you would like to record as being donated towards a pledge that is currently running, enter the total donation amount and other information using the Prior System Donations screen as indicated in the following steps. The purpose of the Prior System Donations screen is to keep track of all the money donated to the pledge, which has so far been kept track of outside this software.

Before you make entries on the Prior System Donations screen, make sure that the following items have already been set up:

1. **The name of each giver**: On the Prior System Donations screen, you will be asked to select the name of a giver. Be sure to go to the **Manage Givers** screen and review the names of the givers whose donations you plan to add using the Prior System Donation screen and see if the name has been entered there. If the giver name is not listed on the Manage Givers screen, you will have to determine whether or not you will have to add the name to the software. See the article titled **Manage Givers** for further information.

2. **The pledge account:** The pledge towards which the giver made the donation can be set up in the software as a giving account that accepts entries of money pledged. Moreover, in order for the account to show on the Prior System Donations screen, the account on the **Giving Accounts** screen must be marked as a **Pledgeable Account**. See the article titled **Change and/or View Giving Account Information** for further information.

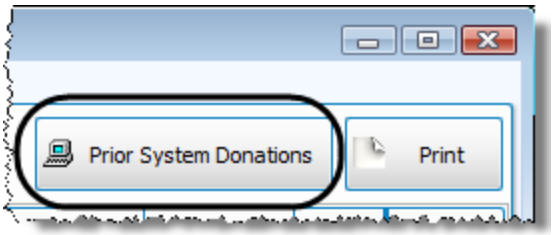
Once you have these two things in place, proceed with the following instructions.

To access the View and Enter Pledges screen:

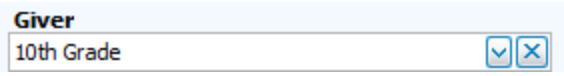
1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. Click the **Pledges** button from the menu options that appear underneath.

3. Click **Prior System Donations** in the top right area of the screen that appears.

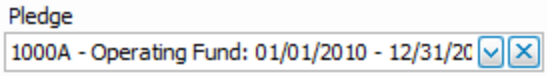


4. From the **Giver** box, click the dropdown arrow and choose the name of the individual or group who made the donation.



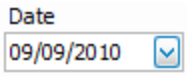
Note: If the name of the giver that you are looking for does not appear in this box, you must add the name and all contact information made available to you to the list of givers. See the article titled **Add Givers** for further information.

5. From the **Pledge** box, click the dropdown arrow and choose the name of the Pledge account towards which the giver made the donation.

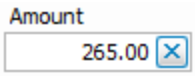


Note: If the name of the pledge account does not appear in this list, you must set up a giving account with the ability to keep track of pledges, as well as giving. See the article titled **Change and/or View Giving Account Information** for further information.

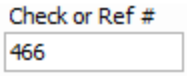
6. In the **Date** box, enter the date that the donation took place.



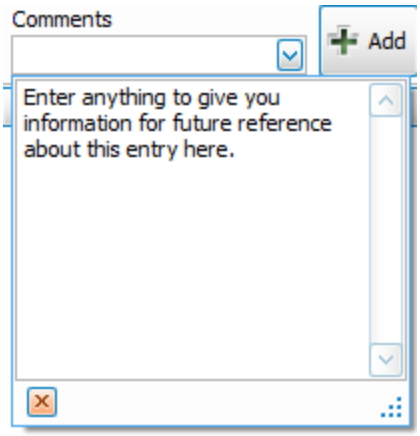
7. In the **Amount** box, enter the total of the money given so far for the pledge.



8. In the **Check or Ref #**, enter any check or reference number made available to you (if any).

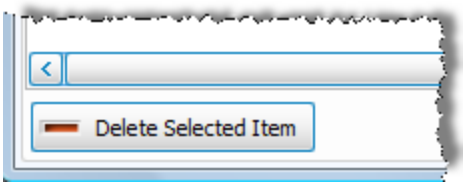


9. In the **Comments** box, enter any additional information you wish.



10. Click the **+ Add** button and the entry will appear in the list below the button.

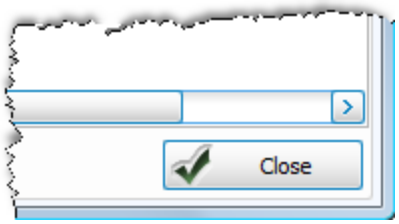
11. If you need to remove any lines, select the line and click the **Delete Selected Item** at the bottom of the screen.



12. If you need to add another pledge account for the same giver, repeat Steps 5-11.

13. If there is another giver for whom you would like to enter donations made outside this software, repeat Steps 4-12.

When you are finished using this screen, click the **Close** button in the bottom right corner of the screen.

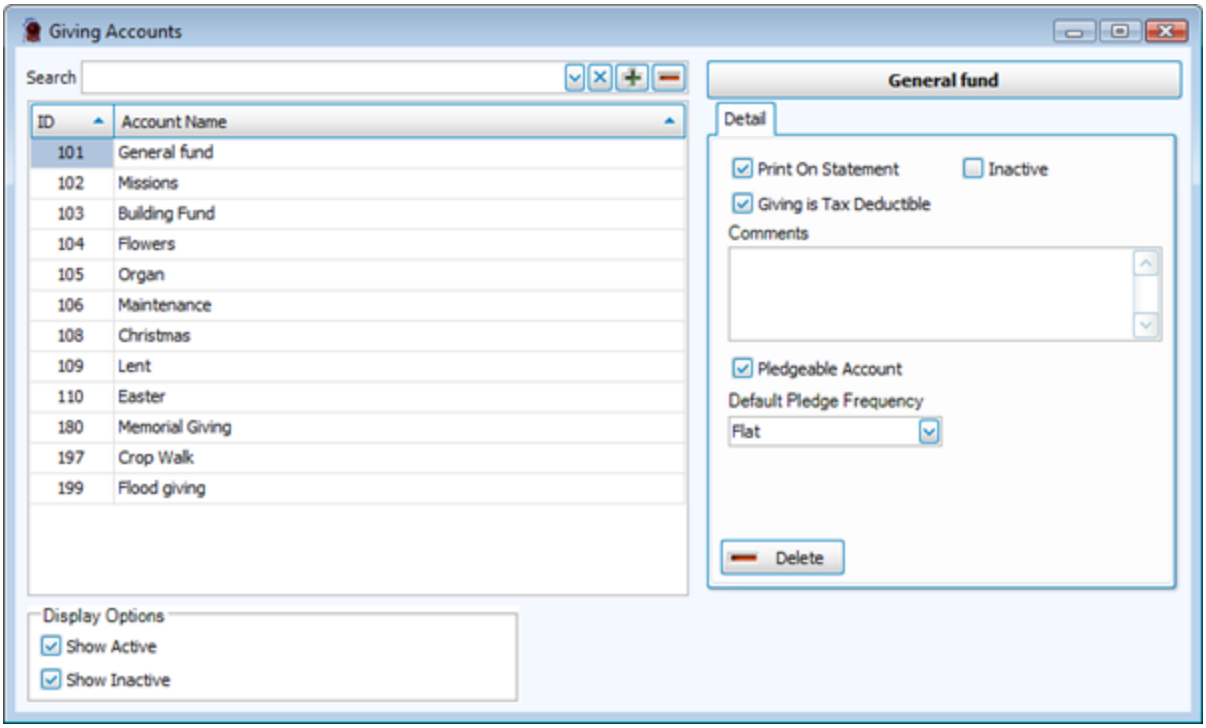


The View and Enter Pledges screen will remain open in the background for you to make any changes you wish, or to close it. See the article titled **View and Enter Pledges** for further information.

You are here: Donations > Add a Giving Account

Manage Giving Accounts

The Giving Accounts screen serves as the main control panel for all the pledge and non-pledge giving accounts. All accounts have a set of common characteristics. And yet, each one contains its own unique settings for the purpose that it serves.



To access the Giving Accounts screen:

1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. Click the **Manage Accounts** button from the options that appear underneath.

Use the Giving Accounts to perform any of the following tasks:

- Add a Giving Account
- Change and/or View Giving Account Information
- Permanently Delete a Giving Account

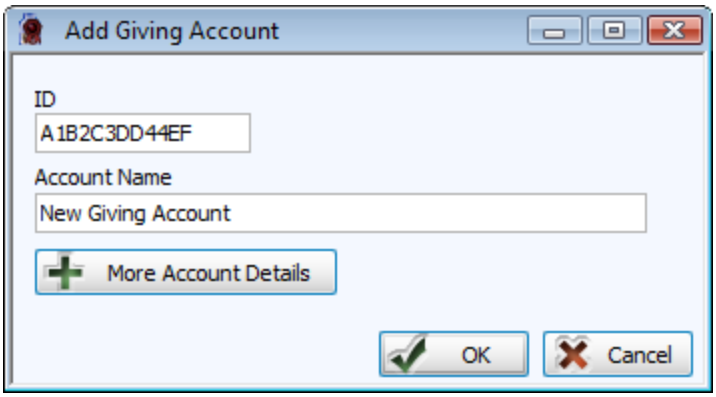
Add a Giving Account

Use the following instructions to add an account so that you can enter donations and pledges for the givers that make donations and/or pledges to your church.

1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. Click the **Add Account** button from the options that appear underneath.

3. Enter the following information:



- In the **ID** box, choose any kind of number and/or letter combination of your preference in the software. You might find it helpful if your church comes up with a numbering system for its accounts, so that it can organize them in a way of which it approves.

- In the **Account Name** box, enter the desired name for the new account.

4. Click the **More Account Details** button.

5. By default, the **Print on statement** and **Pledge Account** boxes will be checked for you. Make any desired changes to these or any other options in this area:

   Print on statement: If you want the account to appear on giving statements for each giver that will be making donations and/or pledges to it, make sure that a check mark is placed in this box. See the article titled **Donation Statements** for further information.

   Inactive: Place a check in this box to hide the account from the Enter Donations screen. You might find this useful if, for example, you set up the account at one point in time, but plan to use it at a later time. Or, you might find this useful if you have finished using the account and do not want further donations to be entered towards it.

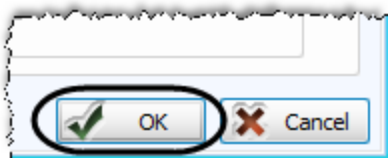
   Giving Is Tax Deductible: If you or your church have determined that the money that is being collected from donations is to appear as an amount that is tax deductible on the statement of the giver, check this box.

   Comments: (Optional) Place any additional information about this account. For example, if you place information about the account you can have it available for reference and understanding at a later time.

   Pledgeable Account: If you want to make this account keep track of pledges, as well as giving, make sure that a check mark is placed in this box. If you do not place a check in this box, the account will **not** appear on the **View and Enter Pledges** screen. See the article titled **View and Enter Pledges** for further information.

   Frequency: If your church has determined that anyone who makes a pledge to this account is required to make the pledge to make a donation at only one certain frequency, click the dropdown box and choose the desired frequency.

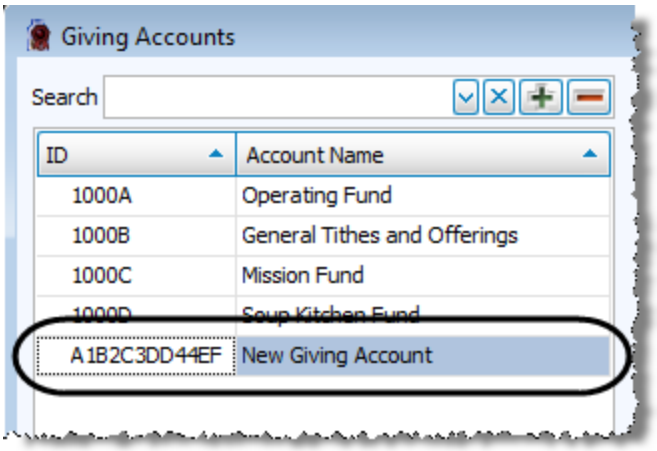
6. When you are finished, click the **OK** button and the Add Giving Account screen will disappear.



7. To verify that the account has been added, click **Accounts & Pledges**from the menu options at the top of the screen.

8. Click the **Manage Accounts** button from the options that appear underneath.

9. Find the giving account that you added in the list of Giving Accounts on the left side of the screen and click it once to select it.



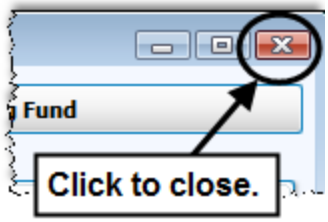
10. Take a look at the right side of the screen to verify that the settings you made are correct. If you need to make any changes, you can make them now.

If you wish to add additional Giving Accounts, click the **+** sign at the top of the list of Giving Accounts:

Then, in these instructions:

a. Follow Steps 3 through 6.
b. Skip Steps 7 and 8.
c. Follow Steps 9 and 10.

When you are finished, click the **X** in the upper right corner of the **Giving Accounts** screen.



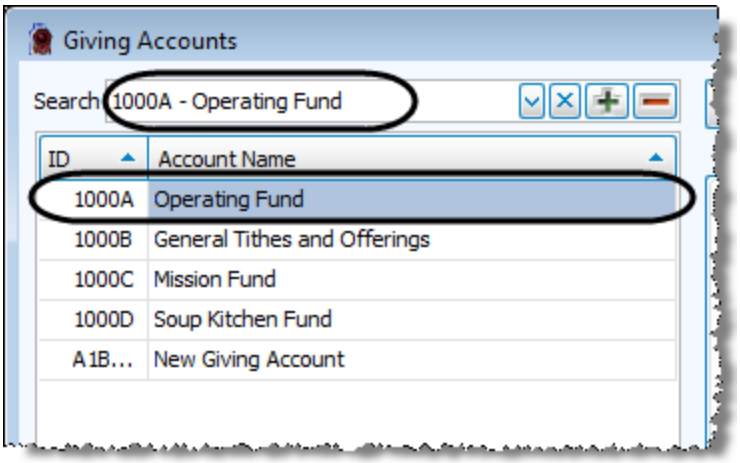
Change and/or View Giving Account Information

Use the following instructions to review the information of an account so that you can enter donations and pledges for the givers that make donations and/or pledges to your church.

1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. Click the **Manage Accounts** button from the options that appear underneath.

3. In the **Search** box, type the name or number of the account whose information you need to change and press the **ENTER** key on the keyboard.



The full number and name of the account will appear in the Search box and will be selected in the list below.

Note: If you find it easier to scroll to the account, you can browse the list and click it when you

find it.

4. With the desired account selected on the left side, look at the right side of the screen and make sure that it contains the same information as the selected account.

5. On the right side of the screen, make any or all of the following selections:

   - **Print on statement:** If you want the account to appear on giving statements for each giver that will be making donations and/or pledges to it, make sure that a check mark is placed in this box. If you do not place a check in this box, the account will **not** appear on any statement. See the article titled **Donation Statements** for further information.

   - **Inactive:** Place a check in this box to hide the account from the Enter Donations screen. You might find this useful if, for example, you set up the account at one point in time, but plan to use it at a later time. Or, you might find this useful if you have finished using the account and do not want further donations to be entered towards it.

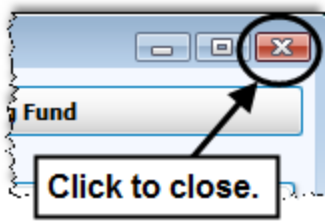
   - **Comments:** Place any additional information about this account. For example, if you place information about the account you can have it available for reference and understanding at a later time.

   - **Giving Is Tax Deductible:** If you or your church have determined that the money that is being collected from donations is to appear as an amount that is tax deductible on the statement of the giver, check this box.

   - **Pledgeable Account:**If you want to make this account keep track of pledges, as well as giving, make sure that a check mark is placed in this box. If you do not place a check in this box, the account will **not** appear on the **View and Enter Pledges** screen. See the article titled **View and Enter Pledges** for further information.

   - **Frequency:** If your church has determined that anyone who makes a pledge to this account is required to make the pledge to make a donation at only one certain frequency, click the dropdown box and choose the desired frequency.

If you have any further changes you would like to make to any accounts in the Giving Accounts screen, repeat these instructions. When you are finished, click the **X** in the upper right corner of the **Giving Accounts** screen.



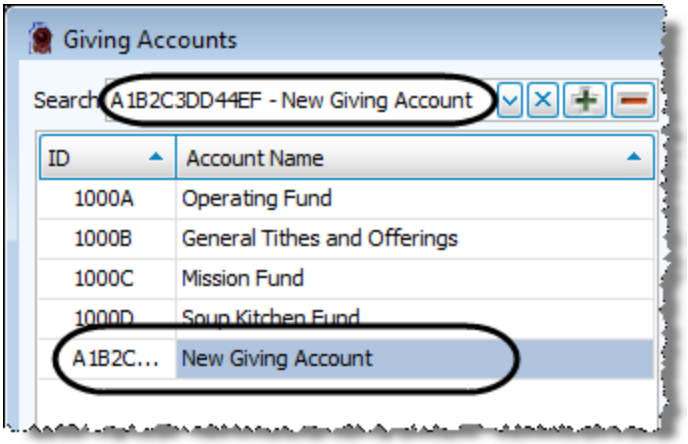
Permanently Delete a Giving Account

Use the following instructions to add an account so that you can enter donations and pledges for the givers that make donations and/or pledges to your church.

1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. Click the **Manage Accounts** button from the options that appear underneath.

3. In the **Search** box, type the name or number of the account whose information you need to change and press the **ENTER** key on the keyboard.



The full number and name of the account will appear in the Search box and will be selected in the list below.

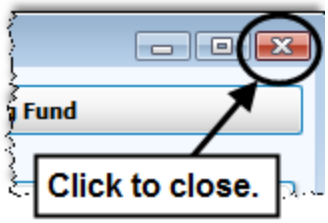
Note: If you find it easier to scroll to the account, you can browse the list and click it when you find it.

4. With the desired account selected on the left side, look at the right side of the screen and make sure that it contains the same information as the selected account.

   On the right side of the screen below the account name, a tab labeled **Detail** will display the current settings for the account.

5. Click the **Delete** button at the bottom of the Detail tab.

If you have any further changes you would like to make to any accounts in the Giving Accounts screen, repeat these instructions. When you are finished, click the **X** in the upper right corner of the **Giving Accounts** screen.



You are here: Donations > Add a New Batch Code

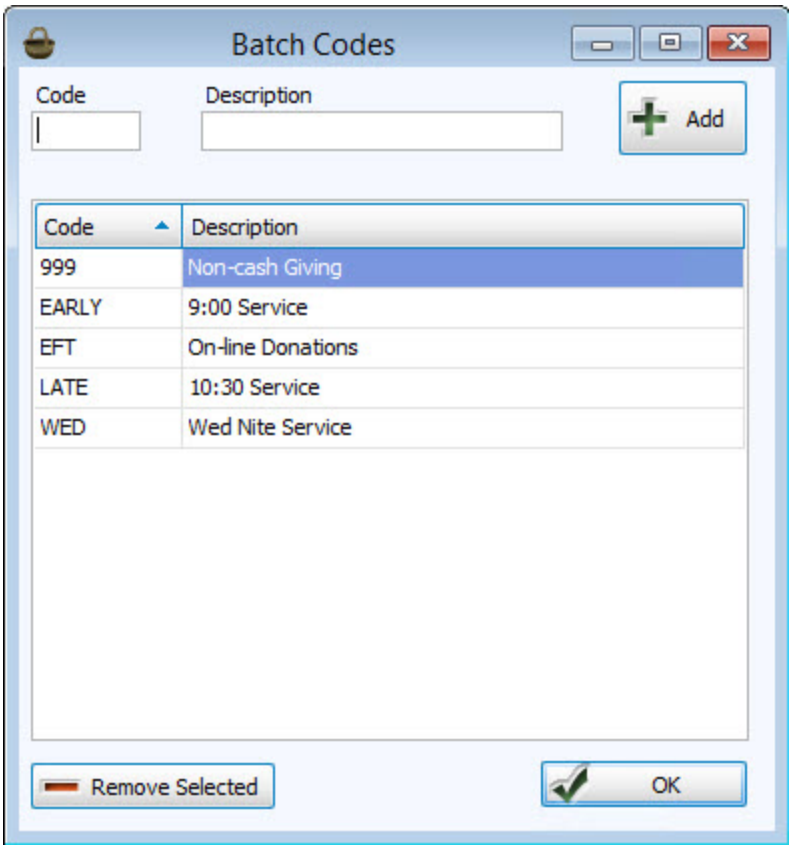
Batch Codes and Descriptions

A Batch code is a label that identifies the overall purpose of the batch. Each batch code contains a description that further explains the purpose for the batch code.

Use the Batch Codes screen to add, change, or remove the batch codes used in the software.

If you have not already accessed the Batch Codes screen:

1. Click **Donations** from the menu options at the top of the screen.
2. Click the **Batch Codes** button.



From this screen you can do one or more of the following:

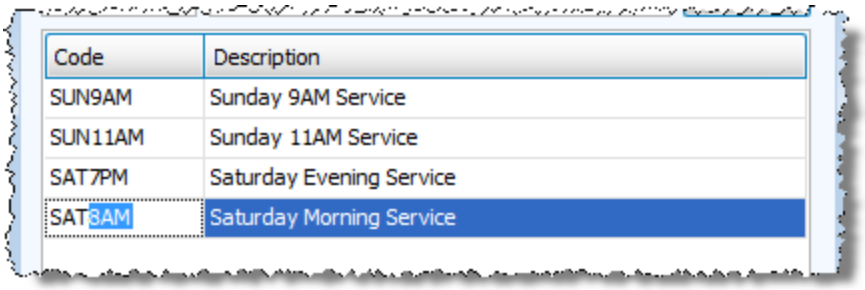
- Add a New Batch Code
- Change an Existing Batch Code
- Remove a Batch Code

Add a New Batch Code

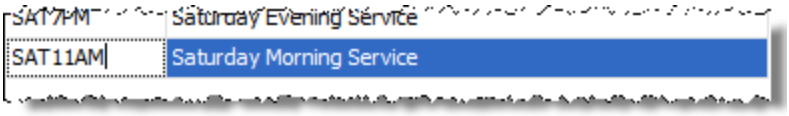
Make a choice of what to put for a code and description. Then, press **Add**. The new code will be added to the list of available batch codes. When you are finished, click the **OK** button at the bottom of the screen.

Change an Existing Batch Code

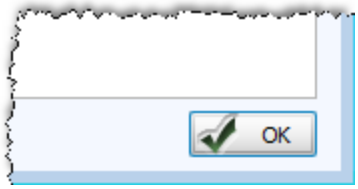
Click the area that you want to change. For instance, if you want to change a code of a certain item in the list, click inside the Code field.



Make the desired changes and press the **ENTER** key on the keyboard when finished. The changes will show on all past and future transactions.

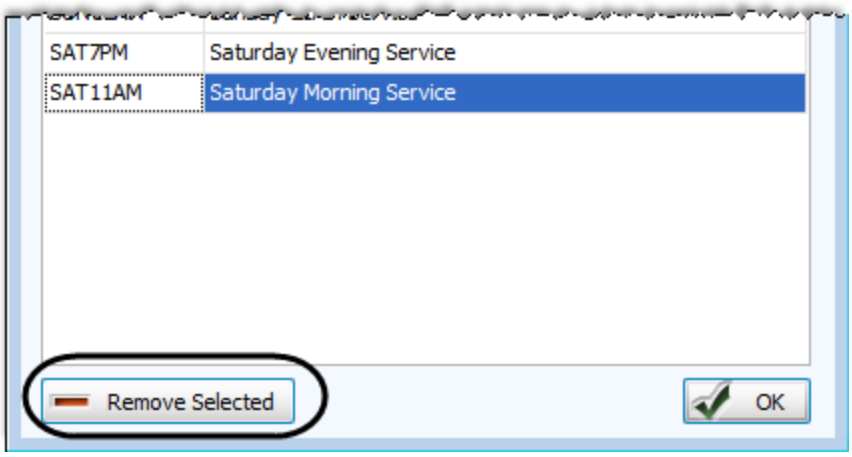


When you are finished, click the **OK** button at the bottom of the screen.

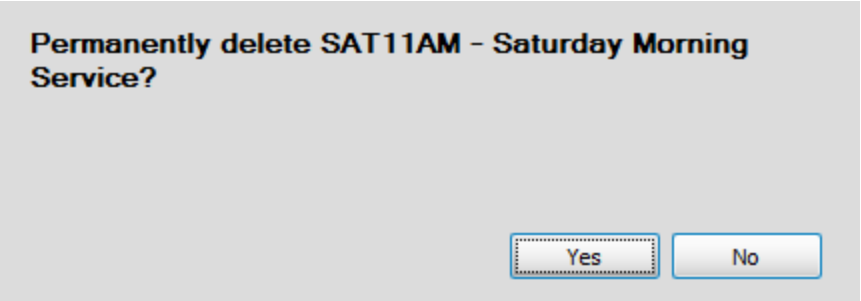


Remove a Batch Code

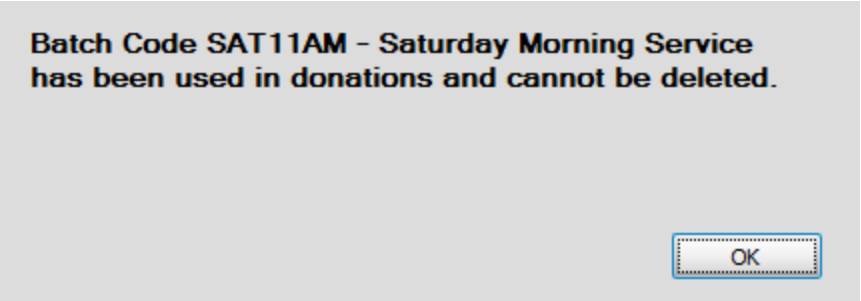
The software will let you remove a batch code only when the batch code has not been used in the software. To find out which case applies to you, click the item you wish to delete and click the **Remove Selected** button at the bottom of the screen.



If you get the following message and wish to delete the item from the list, click the **Yes** button and the batch code and description will disappear from the list.

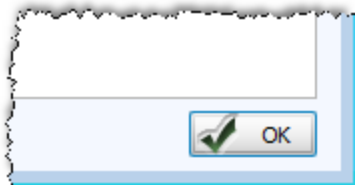


Otherwise, if you receive the following message, press **OK** and the batch code and description will not disappear.



This also means that you will not be able to delete the batch code and descriptions until next year. To find out when your next year begins, go to the **Settings** screen and check above the setting for the **Start Month** and the default date range that appears. If you would like to make adjustments to this setting, see the article titled **Default Settings (Donations)** for further information.

When you are finished, click the **OK** button at the bottom of the screen.



You are here: Donations > Reversals and Corrections

Reversals and Corrections

At some point you will find that a donation that has already been entered into the system contains information that is either incorrect, or invalid. Use the following four tasks to determine the action that is necessary for you to take in order to apply the necessary changes in the donation(s). Each contains a brief description of the task, information on where to find out how to perform the task, and

additional information about the task.

Reversing a Donation

All that is required of you is to choose the donation that you want to reverse. For instructions on how to perform a donation reversal, be sure to see the article titled **Reverse a Donation**.

Additional Information: When you reverse a donation, the transaction that contains the original information will be marked as reversed. Also, a new transaction will be created with the negative amount of what the original donation contained.

Reversing a Batch of Donations

All that is required of you is to choose the batch of donations that you want to reverse. For instructions on how to perform a donation reversal, be sure to see the article titled **Reverse Posted Batches**.

Additional Information: When you reverse a batch of donations, each transaction that the batch contains will be marked as reversed. Also, a new transaction will be created for each transaction that was marked as reversed. Each new transaction will contain a negative amount of what the original donation contained.

Correcting a Donation

All that is required of you is to choose the transaction, enter the correct information, and save the changes. For instructions on how to perform a donation reversal, be sure to see the article titled **Correct a Donation**.

Additional Information: When you correct a donation, the transaction that contains the original information will automatically be marked as reversed. In addition, one more transaction will automatically be created with the negative amount of what the original donation contained. Finally, the correction you made to the donation will be posted as a live transaction that will show on statements and reports.

Correcting a Batch of Donations

All that is required of you is to choose the batch, make the corrections, and save the changes. For instructions on how to perform a donation reversal, be sure to see the article titled **Correct Posted Batches**.

Additional Information: When you correct a donation, the transaction that contains the original information will be marked as reversed. In addition, one more transaction will be created with the negative amount of what the original donation contained. Finally, a new transaction will be created for each donation in the batch.

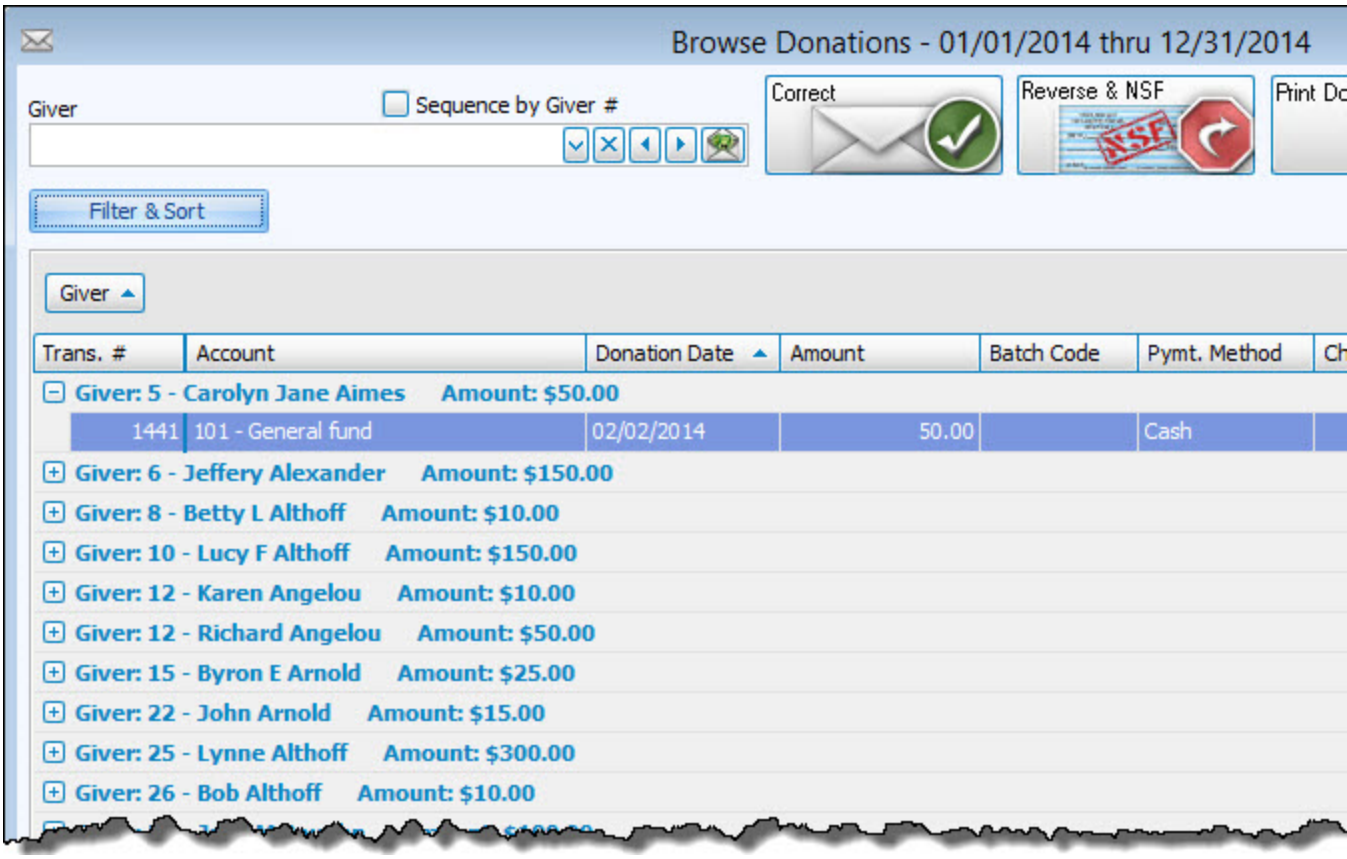
Reverse a Donation

Use the following instructions to reverse a single donation that has been entered into the software.

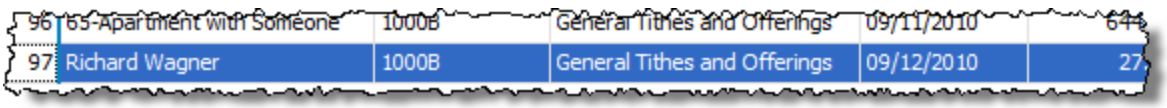
Note: If you need to reverse the entire batch of donations, be sure to follow the instructions in the article titled **Reverse Posted Batches** instead of the instructions below.

1. Click **Donations** from the menu options at the top of the screen.

2. Click the **Browse** button.

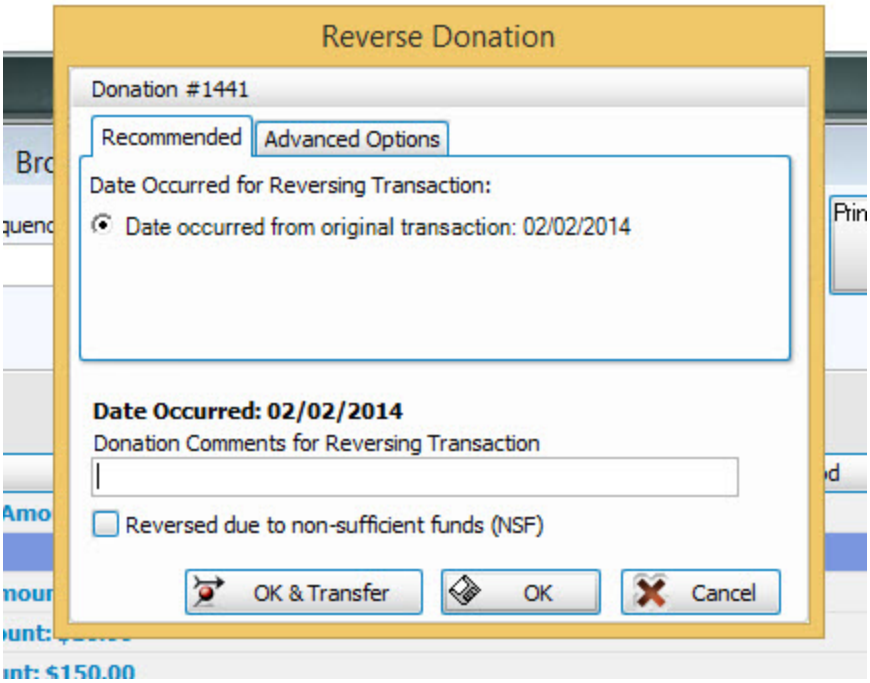


3. Click the line that identifies the donation that you want to reverse.



4. Click the **Reverse/NSF** button in the top right area of the screen.

5. The Reverse Donation screen appears and gives you the following options.



Recommended Tab: Date occurred from original transaction: Place a ⊙ bullet next to this option if you would like the reversal transaction to contain the same date as the donation originally posted. This is the recommended method as to not affect earlier or later balances and/or bank reconciliation amounts.

Advanced Options: Clicking on this tab will let you choose any other date for the reversal to take affect.

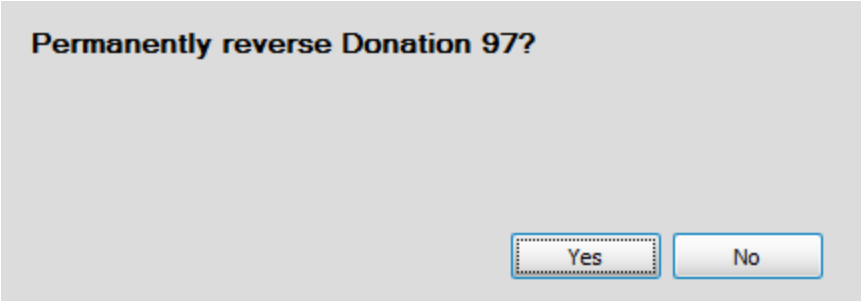
- **Today:** Place a ⊙ bullet next to this option if you would like a reversal transaction for the reversed donation to contain today's date.
- **Other date:** Place a ⊙ bullet next to this option if you would like a reversal transaction for the reversed donation to contain a different date. Then, click the ☑ drop-down arrow and select the desired date.

6. In the **Donation Comments** field, enter any additional information that you would like to attach to the donation to be reversed.

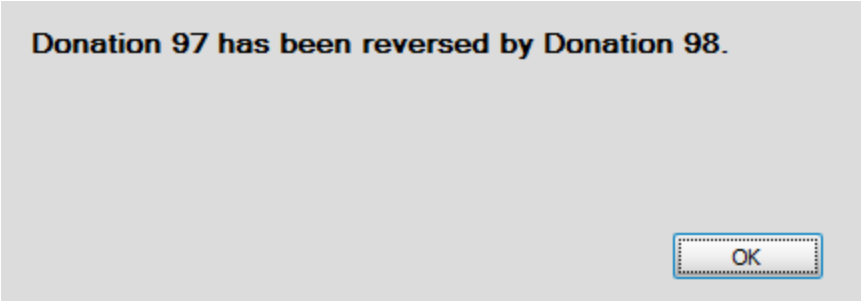
7. If you are reversing the donation due to NSF reasons, place a check mark in the **Reversed due to non-sufficient funds (NSF)** box.

☑ Reversed due to non-sufficient funds (NSF)

8. Click the **OK** button and a message will prompt you to verify the permanent reversal of the donation.



9. Click **Yes** and a message will show you a confirmation that the donation was reversed.



10. Click **OK** and the message will disappear.

Repeat Steps 3 -10 if you need to reverse additional donations. If afterward, you would like to view your transaction reversals, make sure that you take note of the transaction numbers. You can then look up the transactions by **Transaction #** on the Browse Donations screen.

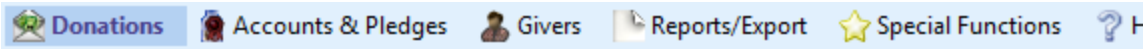
You are here: Donations > Reversals and Corrections > Reverse Posted Batches

Reverse Posted Batches

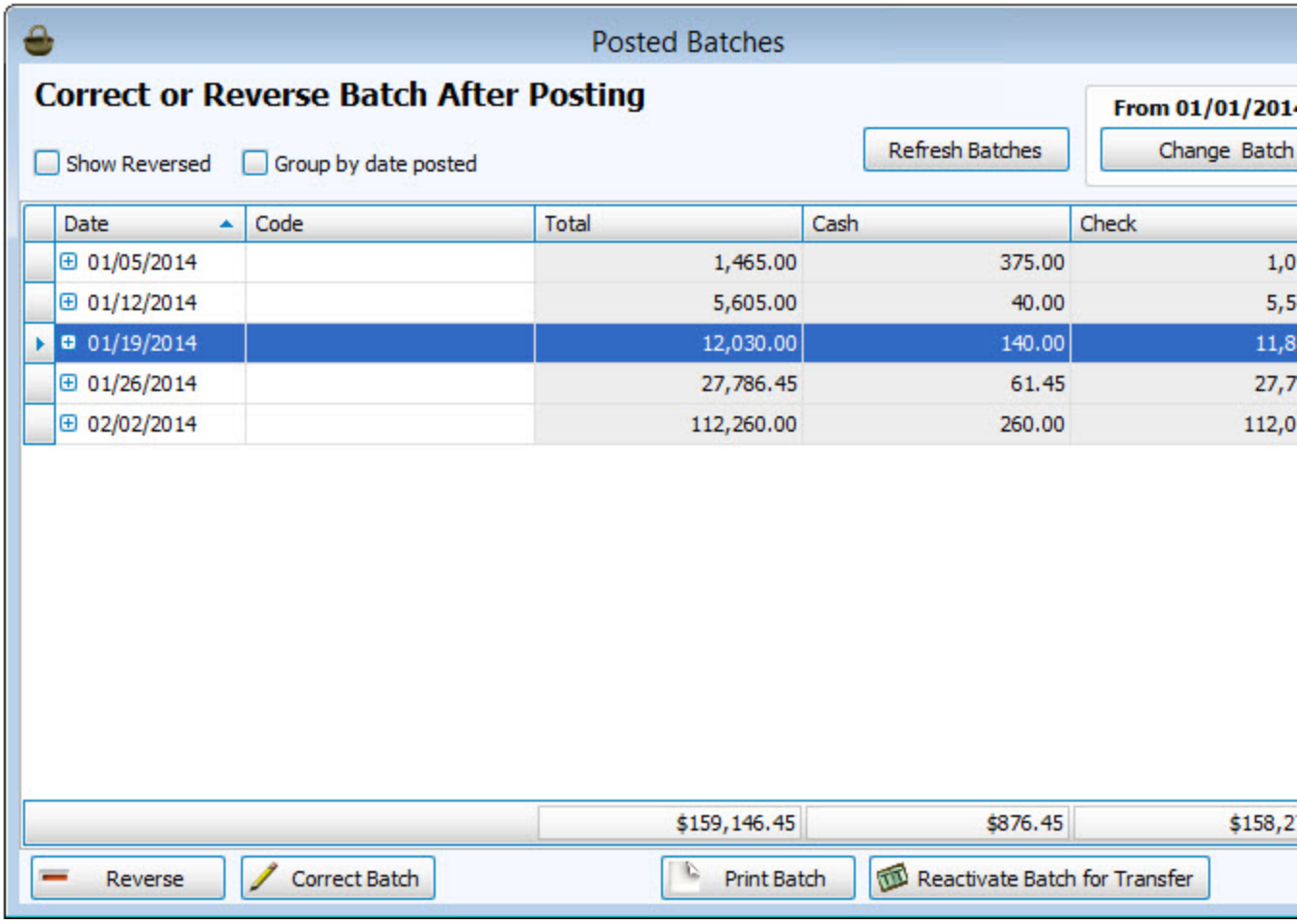
Use the following instructions to reverse an entire batch of donations. Reversing a posted donations batch will reverse every individual donation contained within the batch you select.

Note: If you need to reverse individual donations without reversing the entire batch, be sure to follow the instructions in the article titled **Reverse a Donation** instead of the instructions below.

1. Click **Donations** from the menu options at the top of the screen.



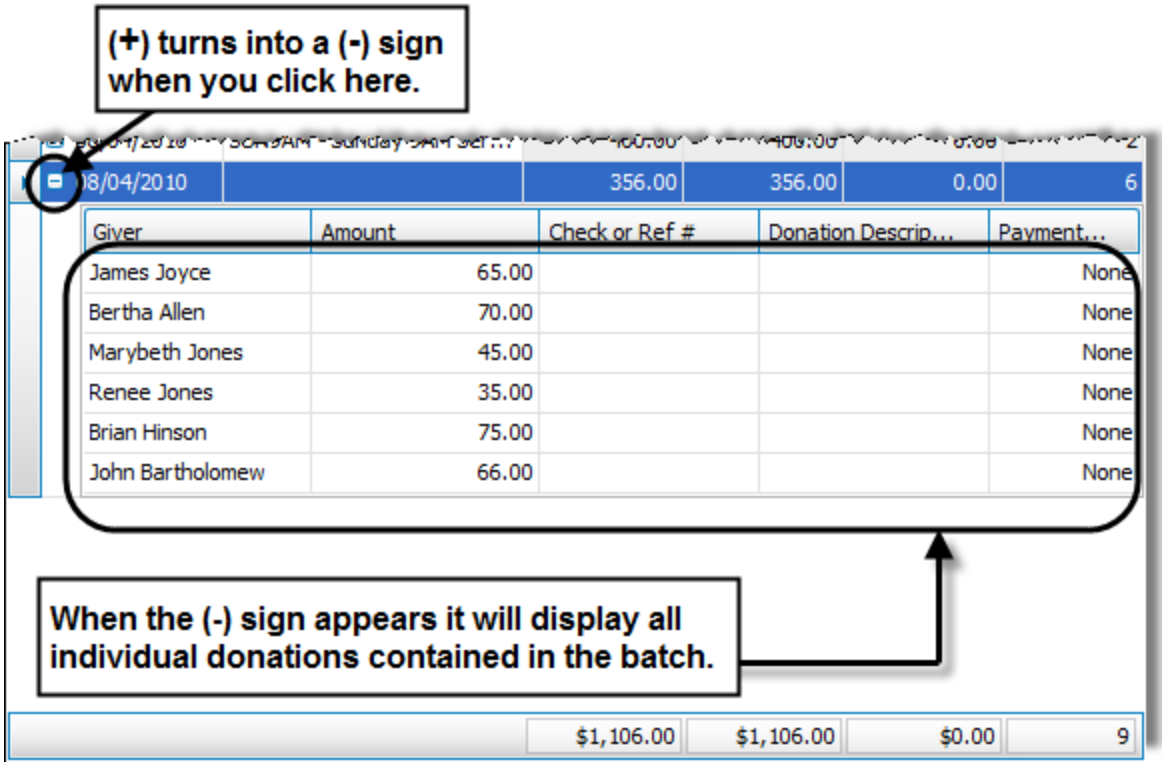
2. Click the **Posted Batches** button.



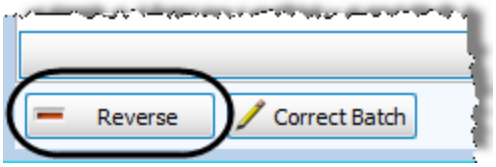
3. Select a date range.

4. Click the line that identifies the information about the batch that you want to reverse.

   - **Note:** You can click the **+** sign at the left to the date to see the contents of the batch.



4. Click the **Reverse** button in the bottom left corner of the screen.



5. The Reverse Donation screen appears and gives you the following options.

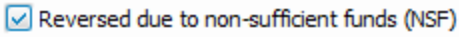
   - **Date occurred from original transaction:** Place a bullet next to this option if you would like a reversal transaction for each reversed donation in the batch to contain the same date as each donation originally posted.

   - **Today:** Place a bullet next to this option if you would like a reversal transaction for each reversed donation in the batch to contain today's date.

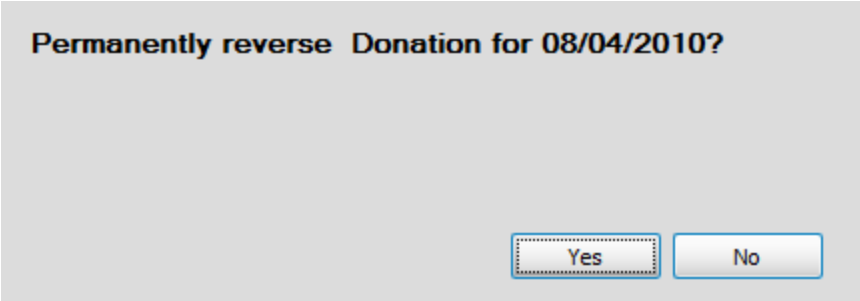
   - **Other date:** Place a bullet next to this option if you would like a reversal transaction for each reversed donation to contain a different date. Then, click the drop-down arrow and select the desired date.

6. In the **Donation Comments** field, enter any additional information that you would like to attach to the donation to be reversed.

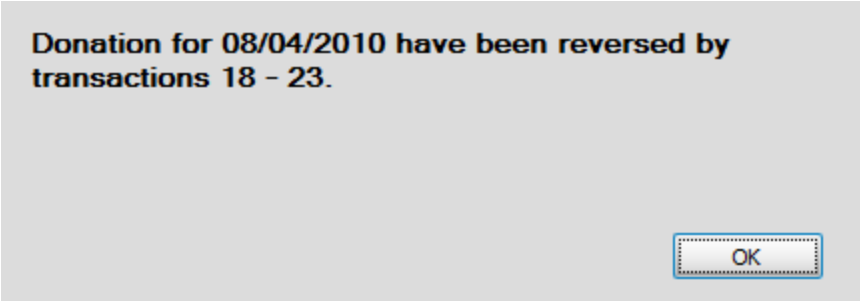
7. If you are reversing the whole batch due to NSF reasons, place a check mark in the **Reversed due to non-sufficient funds (NSF)** box.



8. Click the **OK** button to confirm without transferring to Accounting, or **OK & Transfer** to transfer to accounting after confirming the reversal. A message will prompt you to verify the permanent reversal of the selected batch.



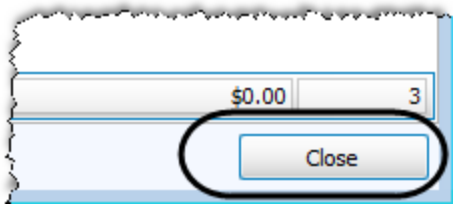
9. Click **Yes** and a message will show you the transaction numbers for each donation reversal in the batch.



Note: If afterward, you would like to view the transactions you reversed in the batch, make sure that you take note of the transaction numbers. You can then look up the transactions by **Transaction #** on the Browse Donations screen.

10. Click **OK** and the batch will disappear from the list of Posted Batches.

When you are finished, you can either choose another batch to reverse or correct, or exit the screen by clicking the **Close** button in the bottom right corner of the Posted Batches screen.



You are here: Donations > Reversals and Corrections > Correct a Donation

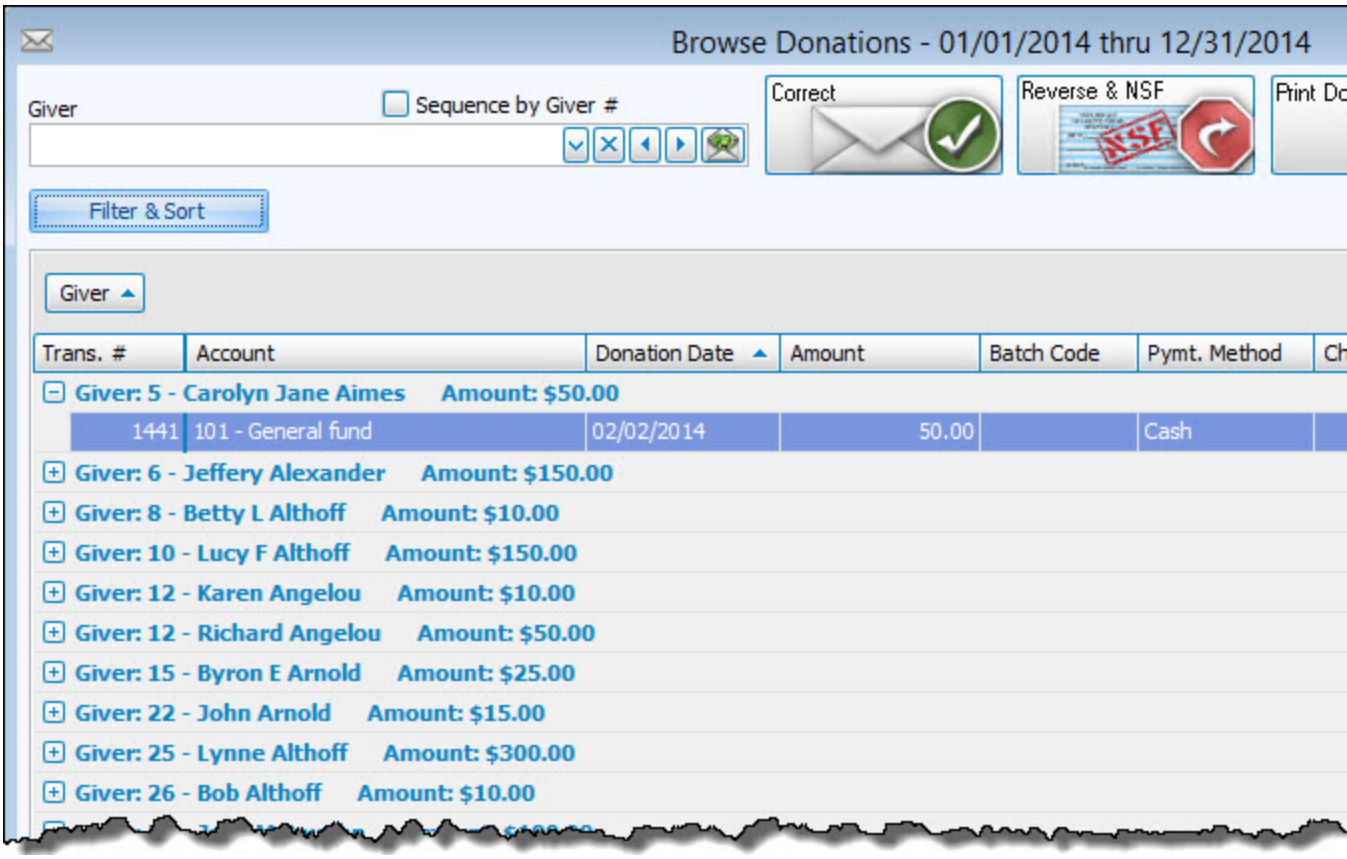
Correct a Donation

Use the following instructions to correct a single donation that has been entered into the software.

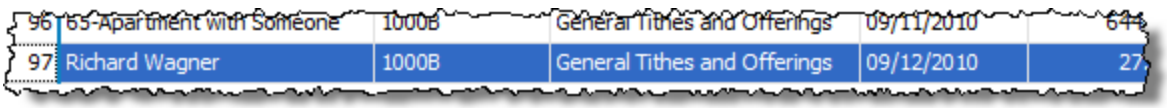
Note: If you need to correct the entire batch of donations, be sure to follow the instructions in the article titled **Correct Posted Batches** instead of the instructions below.

1. Click **Donations** from the menu options at the top of the screen.

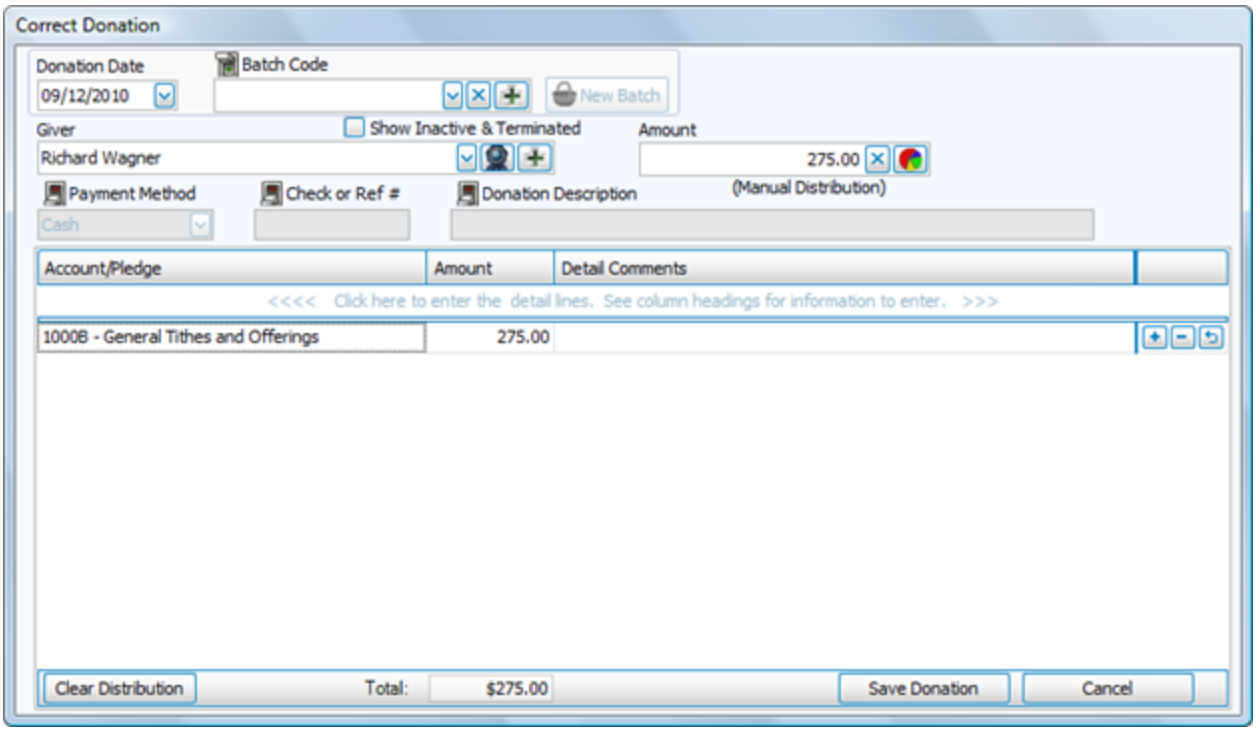
2. Click the **Browse** button, and your list of donations will appear:



3. Click the line that identifies the donation that you want to correct.

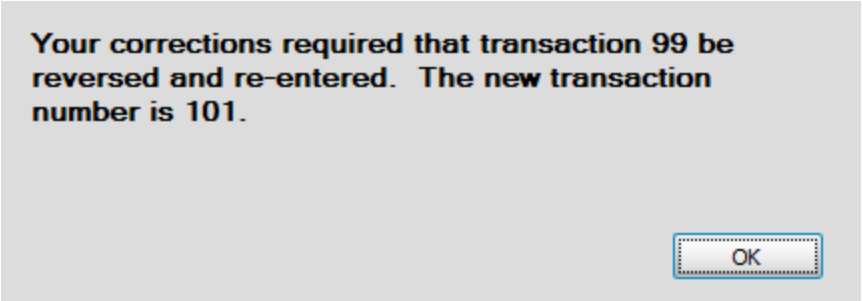


4. Click the **Correct** button in the top right area of the screen and the Correct Donation screen will appear.



5. Make your corrections on the Correct Donation screen.

6. Click the **Save Donation** button at the bottom of the screen and the following message will appear.



7. Click **OK** and the message will disappear.

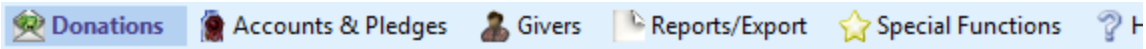
Repeat Steps 3 -7 if you need to correct additional donations. If afterward, you would like to view your transaction corrections, make sure that you take note of the transaction numbers. You can then look up the transactions by **Transaction #** on the Browse Donations screen.

Correct Posted Batches

Use the following instructions to correct entire batches of donations. Correcting a posted donations batch will give you the opportunity to change either the Batch Code or the batch posting date.

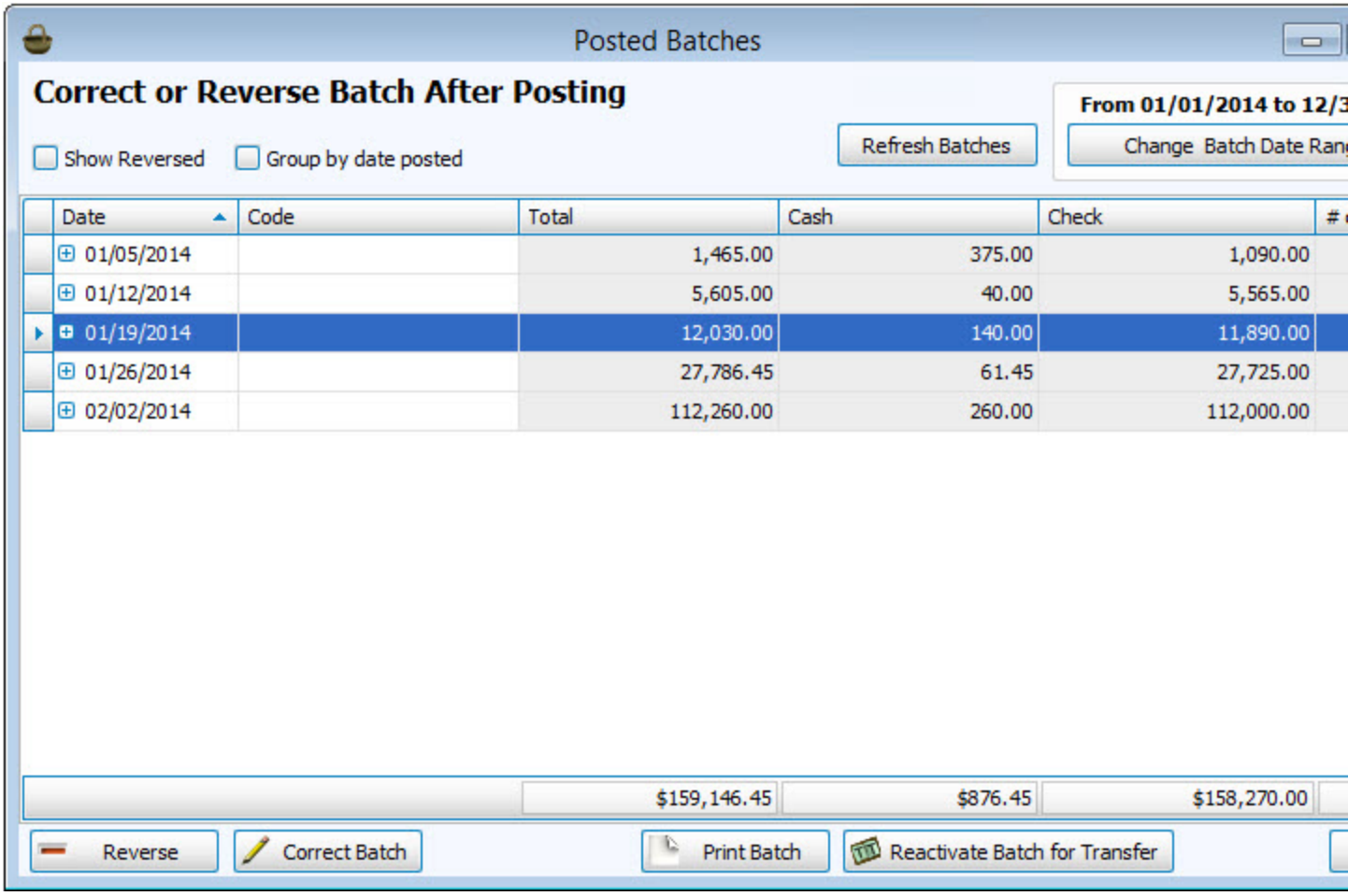
Note: If you need to correct individual donations in the batch, be sure to follow the instructions in the article titled **Correct a Donation** instead of the instructions below.

1. Click **Donations** from the menu options at the top of the screen.



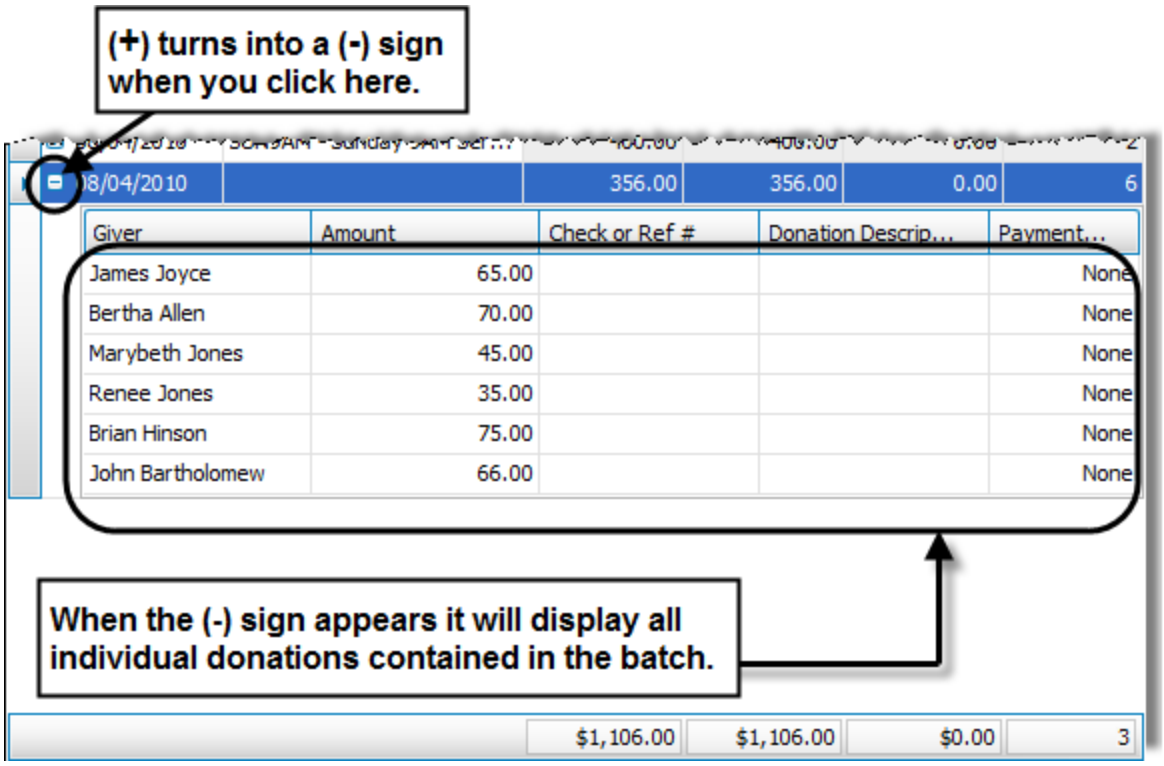
2. Click the **Posted Batches** button.

3. Enter the desired date range, and click on the "Select Date Range" button. The relevant batches will appear:

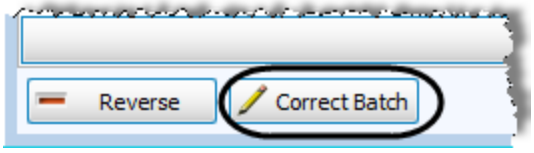


4. Click the line that identifies the information about the batch that you want to reverse.

   - **Note:** You can click the **+** sign at the left to the date to see the contents of the batch.



4. Click the **Correct Batch** button in the bottom left corner of the screen.

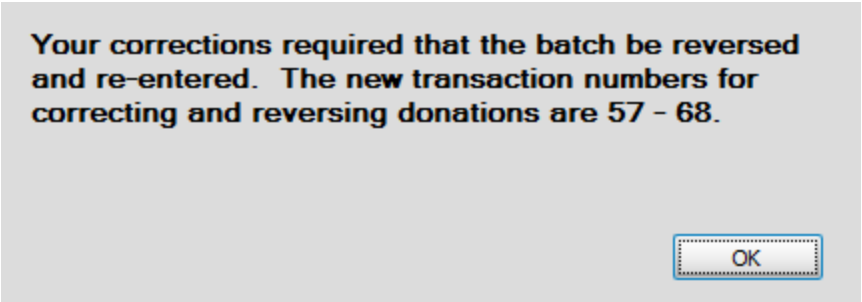


5. Choose from any of the following options.

   - Change the date in the **Batch Date Occurred** box if you would like the batch to be recorded with a different batch posting date.

   - If you would like to change the batch code, click the dropdown arrow of the **Batch Code** box and choose the desire batch code.

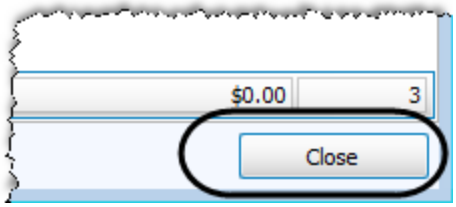
6. Click **OK** to confirm without transferring to the Accounting module, or **OK & Transfer** to also transfer to Accounting. A message will show you the transaction numbers for each donation correction in the batch.



Note: If afterward, you would like to view the transactions contained in the batch corrections were made, make sure that you take note of the transaction numbers. You can then look up the transactions by **Transaction #** on the Browse Donations screen.

7. Click the **OK** button.

When you are finished, you can either choose another batch to correct, or exit the screen by clicking the **Close** button in the bottom right corner of the Posted Batches screen.



You are here: Donations > Enter Donations

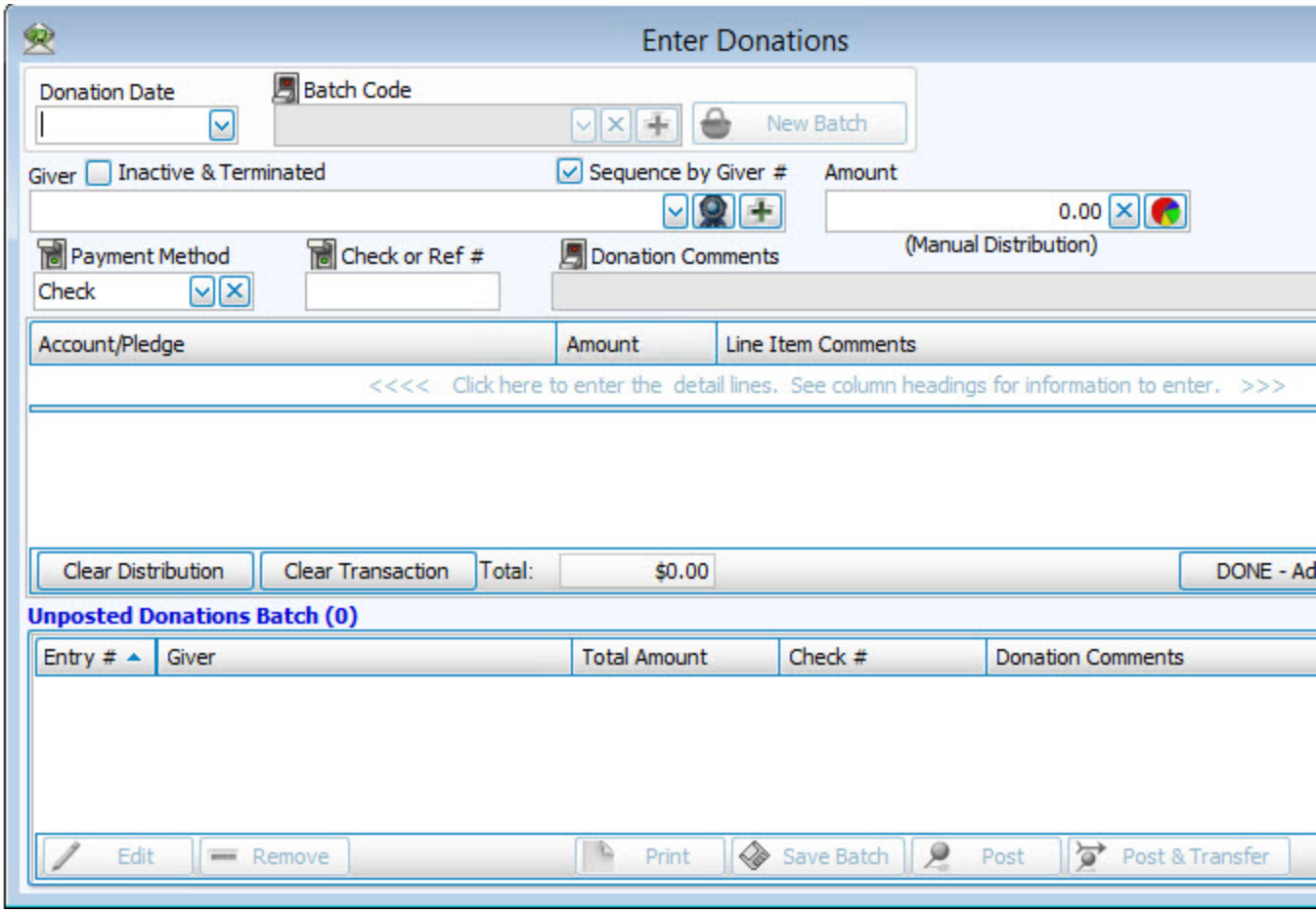
Enter Donations

Use the **Enter Donations** screen to enter the money that givers donate to your church and its purposes/campaigns into the software. Through the Enter Donations screen, gather the donations into a batch and post the batch. The software will then update the donation records for the givers with the information you entered.

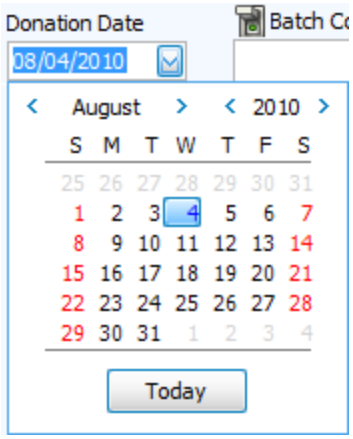
Note: The Enter Donations screen provides you with the ability to make a selection from a field and lock it in place. You might find this most useful if you use the **ENTER** and **TAB** keys to move from one field to the next. Since you lock the field in place, pressing the ENTER or TAB key will advance to the field after the field that has been locked. To enable this feature, you must make a desired selection from the field and click the  light switch to lock it in place. See the article titled **Locking Field Information (TAB and ENTER key users)** for further information.

1. Click **Donations** from the menu options at the top of the screen.

2. From the menu options that appear underneath, click **Enter Donations** to enter the screen.



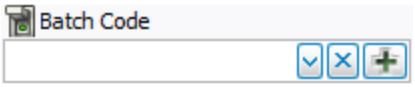
3. Click the dropdown arrow and select the **Donation Date** on which the donations were collected.



Note: If any donation was meant to be recorded as having been donated on a specific date,

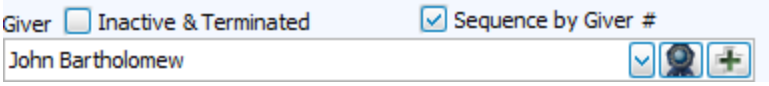
you can adjust the **Donation Date** to show that specific date.

4. If you have a Batch Code that you would like to apply to the donation(s), click the drop-down box and select it from the list.



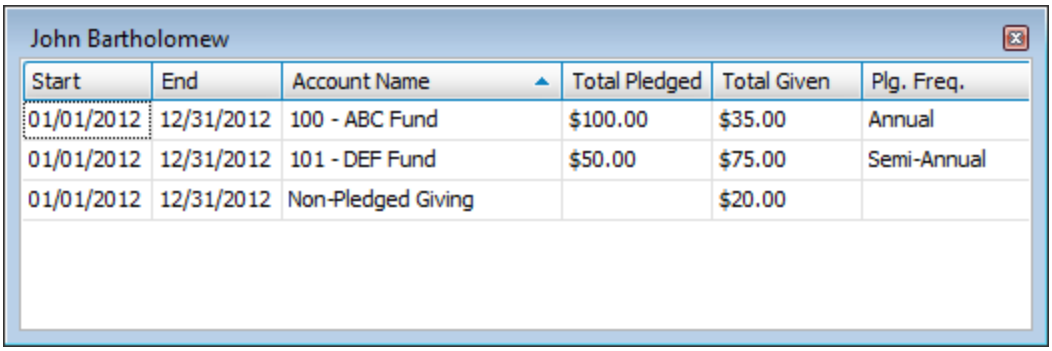
Note: If you do not see a Batch Code in the list, click the to add a new Batch Code. Adding a new Batch Code will then allow you to apply the Batch Code to the current batch. Also, this new Batch Code would be available for you to apply to any future batches that would need it. See the article titled **Batch Codes and Descriptions** for further information.

5. Click the dropdown arrow of the **Giver** box and choose the name of the person giving money.



Note: If you do not find the name of the Giver in the box, it is possible that the giver is either terminated or inactive, or never added as a giver. Be sure to verify that the giver is not listed under the **Inactive & Terminated** first, so that you do not add a duplicate entry for a giver that might already exist. First, place a mark in the **Show Inactive & Terminated** box and search for the name once again. Then, after you have determined that a record for the giver must be added, click the button to add the giver information. See the article titled **Add Givers** for further information.

6. If you wish to see a short log of what the Giver you selected in Step 5 has already donated, click the button and a window will appear. Close this window when finished.



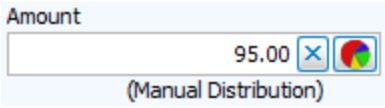
Start	End	Account Name	Total Pledged	Total Given	Plg. Freq.
01/01/2012	12/31/2012	100 - ABC Fund	$100.00	$35.00	Annual
01/01/2012	12/31/2012	101 - DEF Fund	$50.00	$75.00	Semi-Annual
01/01/2012	12/31/2012	Non-Pledged Giving		$20.00	

- **Start**: The Start date of the pledge listed under Account Name.
- **End**: The End date of the pledged listed under Account Name.
- **Account Name**: The name of the Pledge.
- **Total Pledged**: The total amount of money pledged for the duration of the pledge.

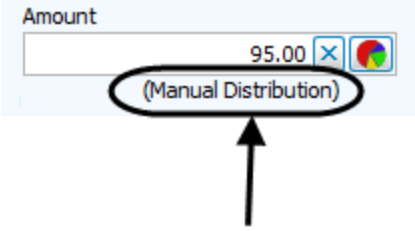
- **Total Given**: The total amount of money given towards the pledge, during this time frame.
- **Plg. Freq.**: The frequency at which a portion of the Total Pledged money.

Note on Plg. Freq.: In the image above, the Total Pledged for the DEF Fund is listed at $50.00. The Plg. Freq. shows Semi-Annual. This means that the Amount Per Frequency for this person to the DEF Fund is $25.00 every 6 months (Semi-Annual). See the article titled **Enter Pledges** for further information.

7. Enter the entire amount donated by the Giver.



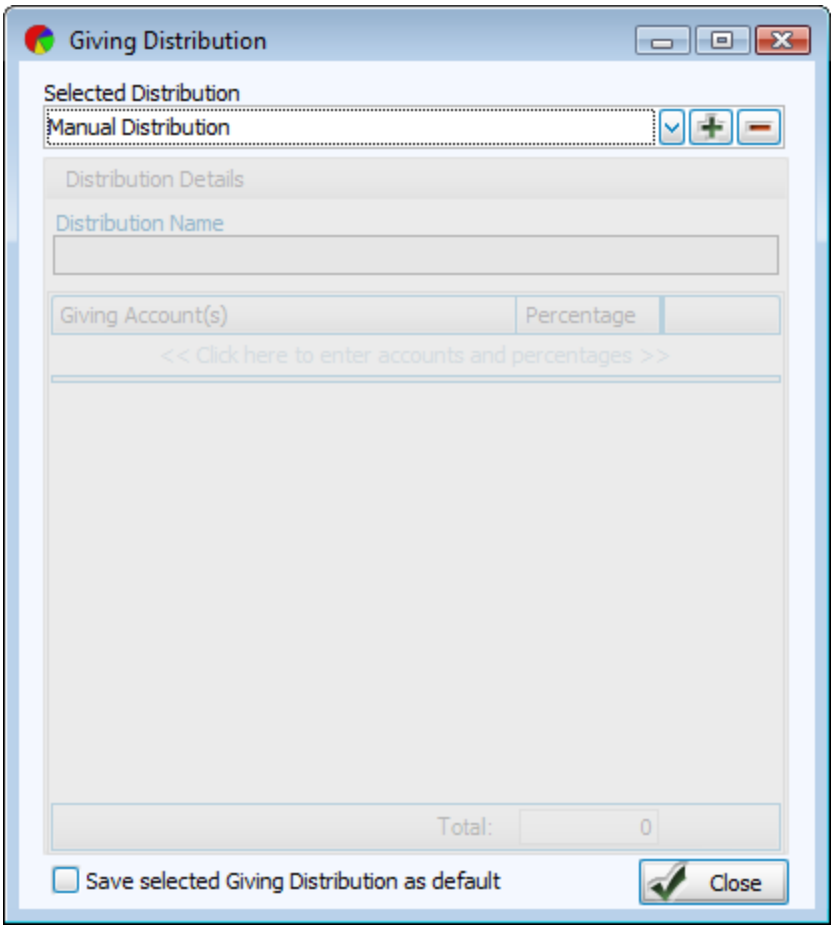
8. Take a look at the item in parenthesis below the amount you entered.



The item within the parenthesis, called Giving Distribution, represents how the money entered in the Amount box will be distributed among the funds towards which the Giver is donating. The item in parenthesis might be a name that someone at your church has entered into Donations. Otherwise, the item will either say “According To Pledge “, or “Manual Distribution.”

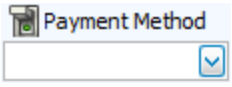
Note: The amount that goes in this box is the total of all that the Giver donates for all the purposes put together for the specified date. In other words, a Giver might have donated $45 for Tithes & Offerings and $50 a Missions Trip. In this box, you would enter $95. How that is separated is handled later in these directions. See the article titled **Giving Distribution** for further information.

9. If you need to change the way the money is being distributed, click the button.



For example, if your church has a way of making specific distributions by percentage of the total amount that the giver donates, you can apply them on this screen. See the article titled **Giving Distribution** for further information..

10. Click the dropdown arrow of the **Payment Method** box and choose one of the following payment methods:



11. Click the dropdown arrow of the **Account/Pledge** box and make the desired selection.

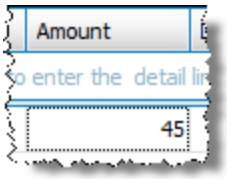
Once you make a selection, the dollar amount entered in the Amount box in **Step 7** will

appear in the Amount box next to your selection.

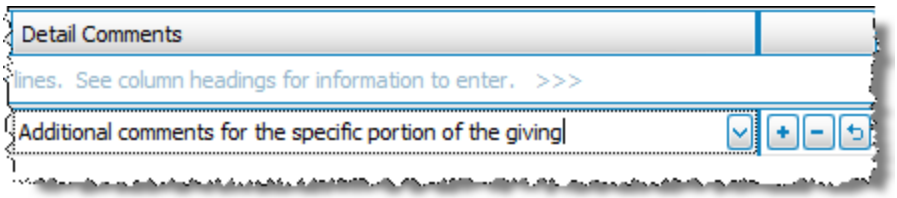
Note: If you need to add a new Giving account, click the button and enter the new Giving account information into the **Add Giving Account** screen. See the article titled **Add a Giving Account** for further information.

Additional Note: Also, if you would like to see certain accounts show up towards the top of the list that appears when clicking the dropdown arrow, click the button. You can reorder the way the accounts appear in the list from the **Giving Account Order** screen that appears. See the article titled **Display Giving Accounts in a Certain Order** for further information..

12. Enter the amount of money that the Giver is donating for the fund in the **Amount** box.



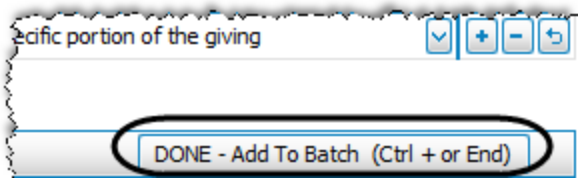
13. In the **Detail Comments** box, enter any optional additional information that further describes the specific portion of the donation.



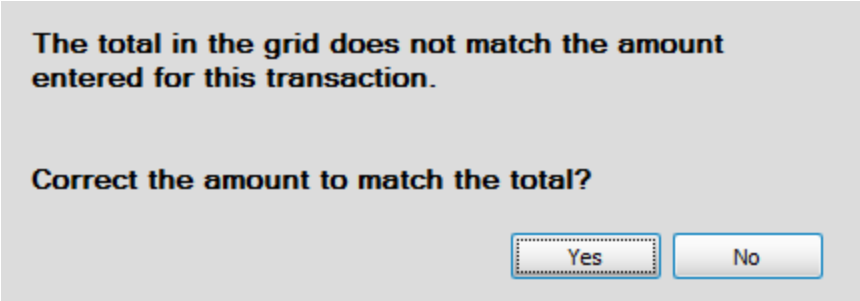
14. If you would like to add multiple entries that altogether make up the details of the one transaction that you are currently entering, press the plus sign and repeat Steps 10 through 13 until you are finished completing the details of the transaction. Otherwise, you may proceed to the next step.

    If you would like to remove any line from the details of the transaction press the minus sign. If by chance you press the minus sign in error, and would like to bring the line back to where it was, press the undo button.

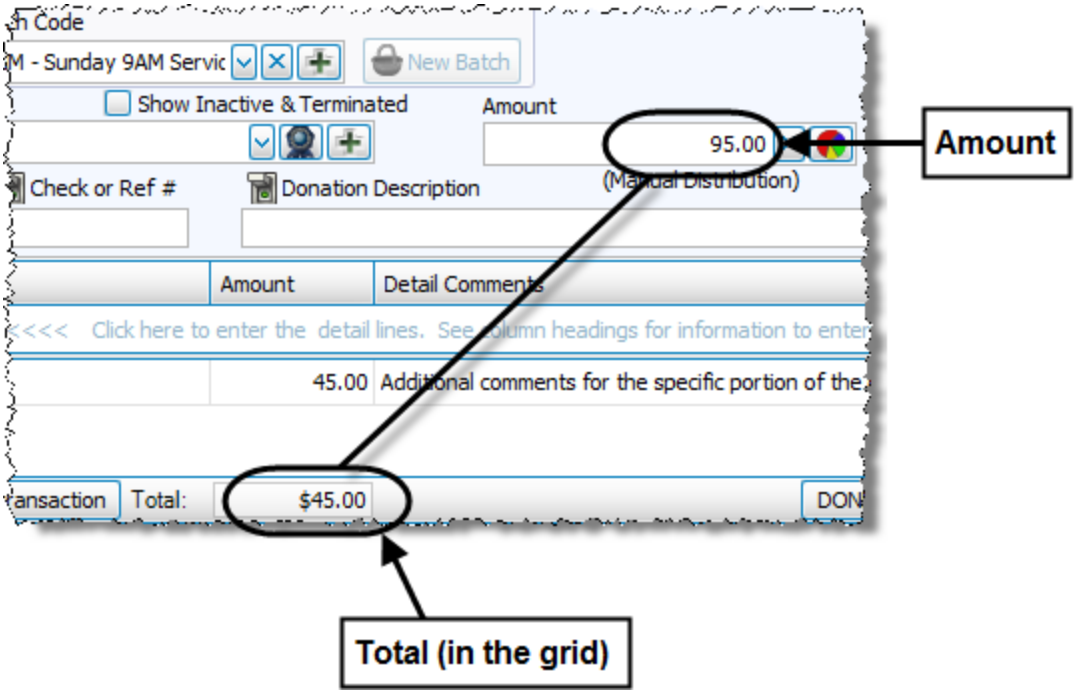
15. Click the **Done – Add To Batch (Ctrl + or End)** button (or hit either the **CTRL** and **+** keys, or the **End** key on the keyboard) when you have added all the donations for the specific giver.



16. If the amount you entered in the Amount box does not match the total amount of all giving portions combined, you will get the following message.



As depicted in the following image, the **Amount** does not match the **Total (in the grid)**.



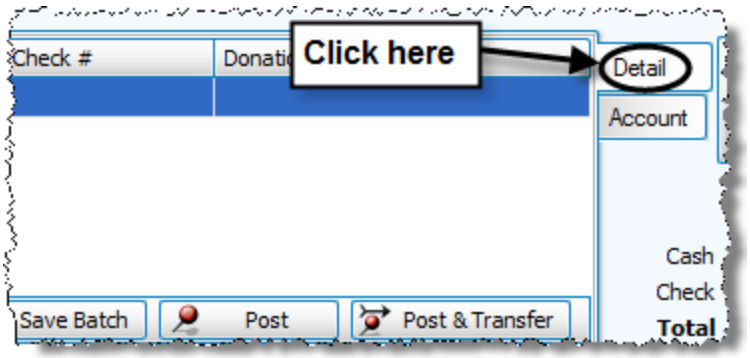
Note: Sometimes the Total is more than the Amount, or vice versa. It depends on the information from which you are entering the giving details. If you find that there is a discrepancy in the two dollar amounts, you must discuss it with whoever has given you the information so that you can enter the information correctly.

If you press **Yes** to the message, the Amount will be changed to the **Total (in the grid)**.

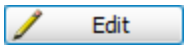
Otherwise, press **No** to manually correct any portion before adding it to the **Unposted Donations Batch**.

17. When the transaction is successfully added to **Unposted Donations Batch** it will appear in the list at the bottom of the screen.

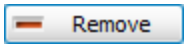
18. If you are more comfortable viewing the items in the Unposted Donations Batch grouped by the account/fund to which they are being donated, you can click the **Account** tab on the right side of the Unposted Donations Batch window.



Repeat these steps until you have finished creating the batch of donation transactions. When you are finished, you have the following options available to you:

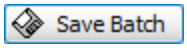


To make adjustments to any transactions in the Unposted Donations Batch area of the screen, first click on any one transaction that contains details that you would like to adjust. Then click **Edit** to make the changes. The transaction will move to the top half of the screen for you to adjust. When finished, click the **Done – Add To Batch (Ctrl + or End)** button (or hit either the **CTRL** and **+** keys, or the **End** key on the keyboard) to finish editing the transaction.



To remove any transactions form the Unposted Donations Batch area of the screen, first click on the transaction. Then, press **Remove**.

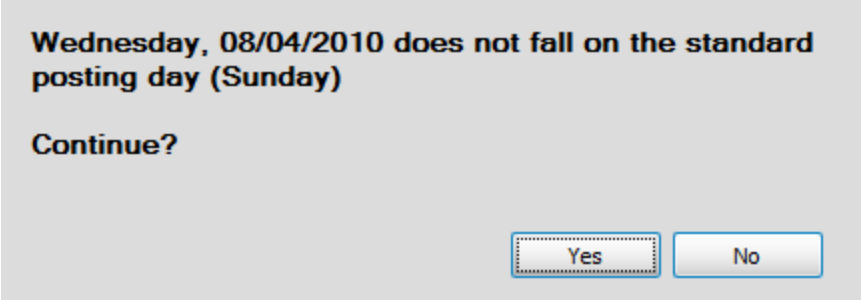
If you would like to print the batch before saving or posting the batch, press Print.



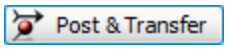
If you would like to save the batch so that you can come back to it at a later time, press **Save Batch**.

If you would like to post the batch, press **Post**. The donations that you have entered will be recorded as donations that have been entered.

Note:A message might appear on the screen to warn you that the day on which you are posting the batch does not fall on the standard posting day.



If you are determined to still post the batch, the software will let you do so. Click **Yes** to post the batch, or **No** to choose another posting date. If you would like to make adjustments to this setting, see the article titled **Default Settings (Donations)** for further information.



If you would like to transfer the batch information to the Accounting module after finishing the posting in the Donations module, click **Post & Transfer**.

Note: The Edit and Remove buttons are only available when the **Detail** tab is pressed. They will not show when the **Account** tab is pressed.

You are here: Donations > Enter Donations > Locking Field Information (TAB and ENTER key users)

Locking Field Information (TAB and ENTER key users)

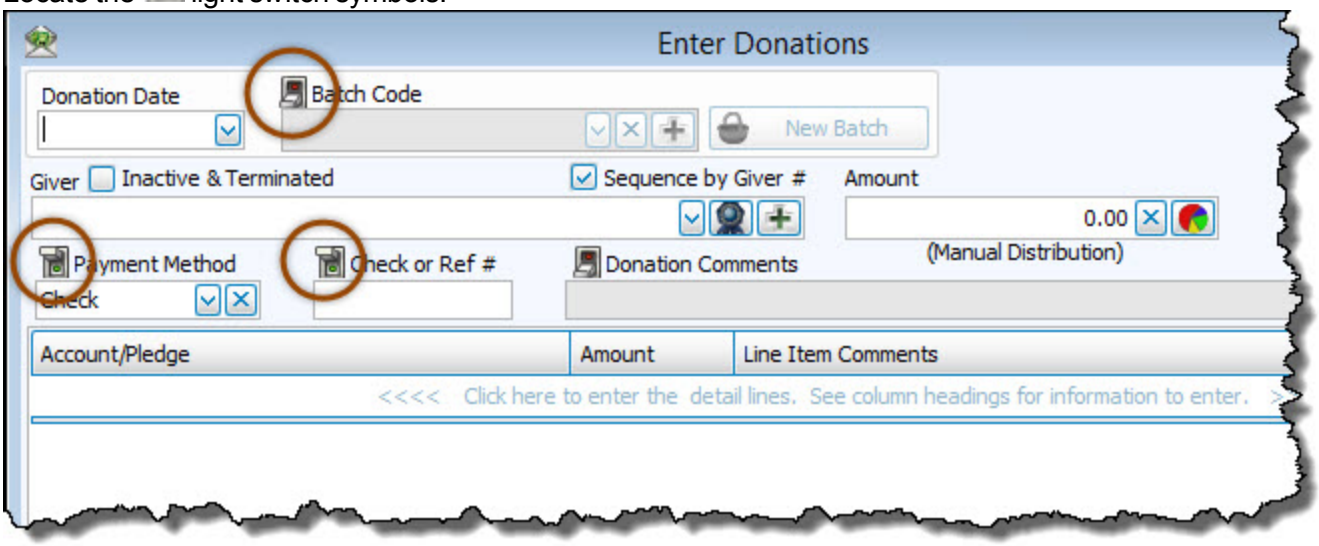
Some fields contain the same information for every donation that you enter into the batch. For example, all entries in each batch must have either the same Batch Code or no Batch Code at all. So instead of entering the same batch code every time that you enter a donation into the batch, you can lock the information of a field in place. Locking the information of a field in place gives you the ability to refrain from entering the same information into a field and move on to the next field.

Note: You might find this helpful if you are accustomed to hitting the **TAB** and **ENTER** keys, when you enter donations into the batch. By locking a field in place, you can hit the **TAB** or **ENTER** keys and completely skip over the field to move on to the next.

The following directions will show you how to lock a field in place:

1. Make the desired selection from the desired field.

2. Locate the light switch symbols.



3. Click the light switch symbol located above the field. The background of the field will turn gray in color while the field displays the information you entered. The light switch symbol will now show as being in the **OFF** position and the information in the field will remain temporarily locked in place.

If you need to have a field remain unlocked, so that you can change the information it contains, click the **OFF** switch again, so that it changes to the **ON** position. The background of the field will turn white and you will be free to make a desired selection.

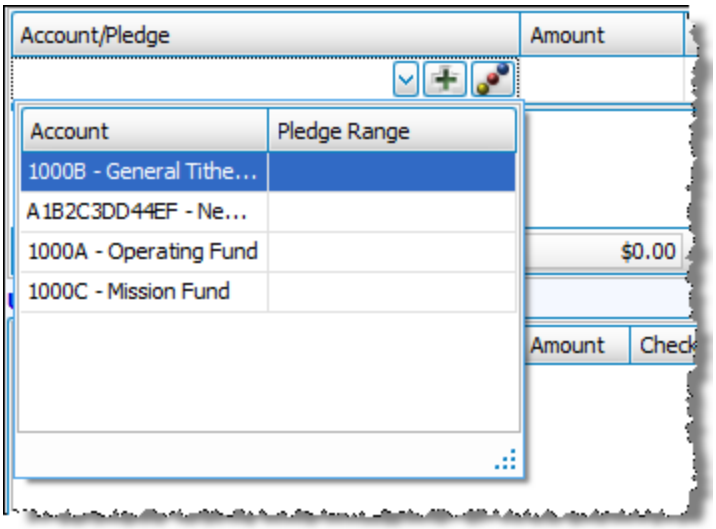
Skipping At Least One Field at One Time

In addition, you can lock more than one field at one time. And unlike the Batch Code field, they do not demand that the whole batch is to contain the same selection from the field. For example, if the same batch contains donations given in cash and in checks, you can alternately lock and unlock the **Payment Method**fields and **Check or Ref #** fields. While the Batch Code will remain the same at all times, you can lock the **Cash** payment method in place and lock the blank **Check or Ref #** field (assuming that your cash transactions do not have one). This way, you can enter all your cash donations at once. When finished, you can lock the **Check** payment method in place and unlock the **Check or Ref #** field (so that you can enter the number for each check). Above all, these are just examples intended to give you an idea of how more than one field can be locked at one time.

You are here: Donations > Enter Donations > Display Giving Accounts in a Certain Order

Display Giving Accounts in a Certain Order

When entering donations, you have the option of making certain giving accounts appear towards the top of the **Account/Pledge** box. The Giving Account Order screen sets the order of appearance in which the accounts appear when the **Accounts/Pledge** dropdown is expanded.

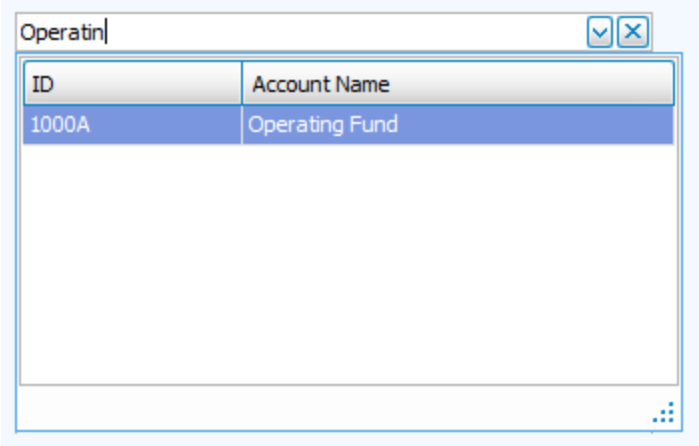


To access the Giving Account Order screen:

1. Click **Accounts & Pledges** from the menu options at the top of the screen.

2. Click the **Order Accounts** button from the options that appear underneath.

The **Giving Account Order** screen appears with the list of accounts in the current order. If you need to locate an account without scrolling to it in the list, enter the name or number in the search box at the top of the screen until the name appears.



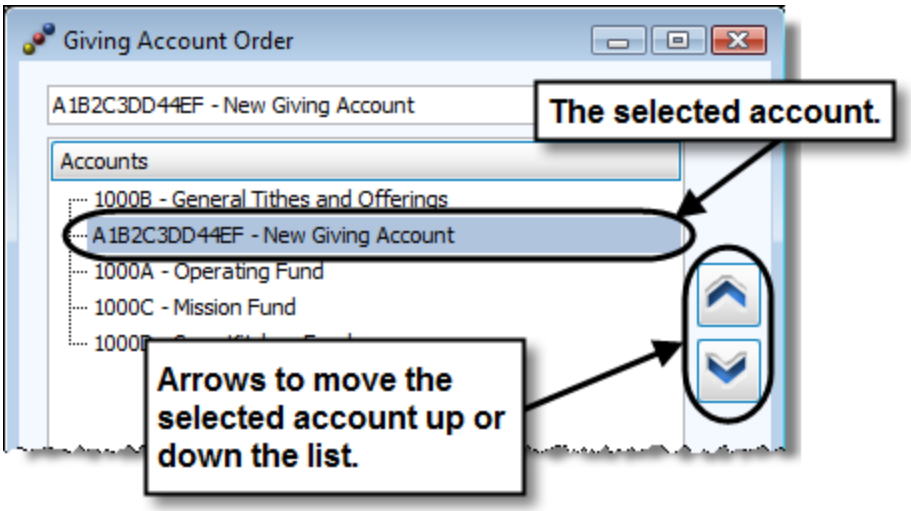
Note: You might see more accounts in this list than you would when entering donations. This means that some of the accounts have been marked as “Inactive”, which hides them from the person entering donations. See the article titled **Manage Giving Accounts** for further information..

There are several ways that you can organize the accounts in the list.

Sort by Name
If you want the accounts to be in order by account name, click the **Sort by Name** button.

Sort by Number
If you want the accounts to be in order by account number, click the **Sort by Number** button.

Select the Account and Use the Up and Down Arrows
You can click the desired account once in order to select it. Then use the up and down arrows along the right side of the list of giving accounts to move the account in the desired direction.



Sort by Name or Sort by Number
There is also a way to have the software automatically sort the order of accounts by name or by number. At the bottom of the screen in the left corner there are two buttons:

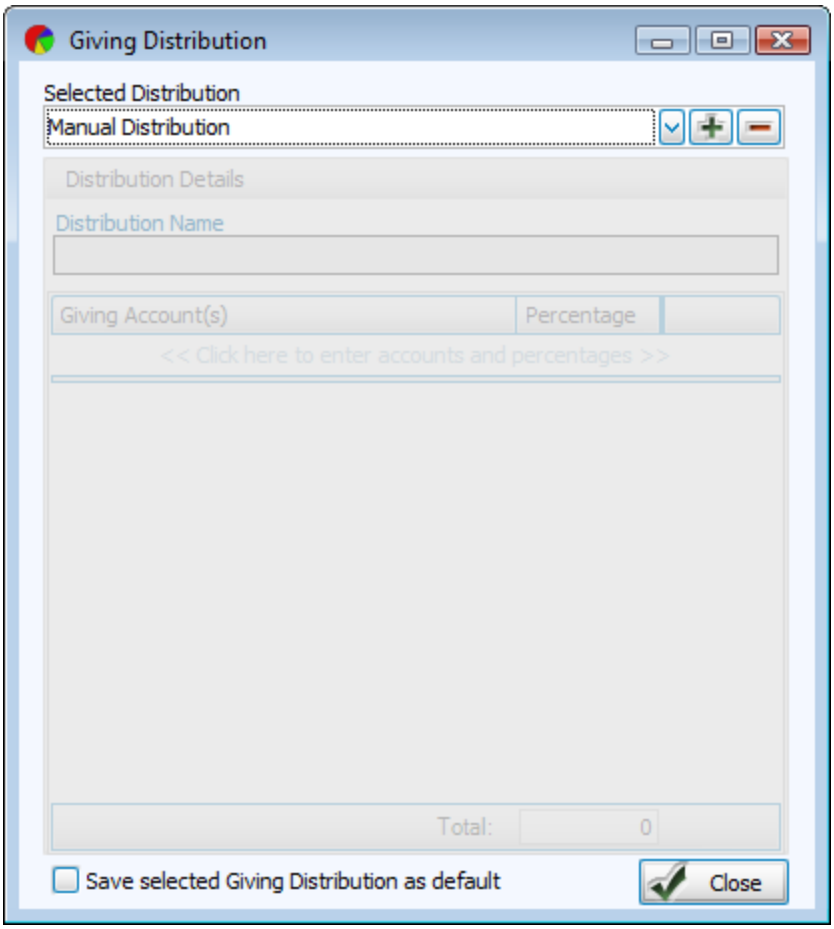
Click **Sort by Name** to organize the list in alphabetical order by the account name. Or, click **Sort by Number** to sort the list in an order by the account number.

When you are finished, click the **OK** button at the bottom of the screen.

You are here: Donations > Enter Donations > Setting up a Custom Giving Distribution

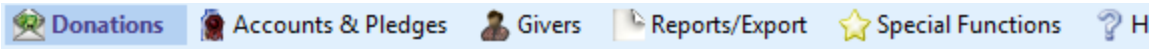
Giving Distribution

The software gives you the option to have donations automatically distributed among accounts by pledge or by other means that you are in control to set in the software. You also have the option of distributing the amount of money given manually across the accounts for which the money is being given.



If you have not already accessed the Giving Distribution screen, use the following instructions to pull up the screen:

1. Click **Donations** from the menu options at the top of the screen.



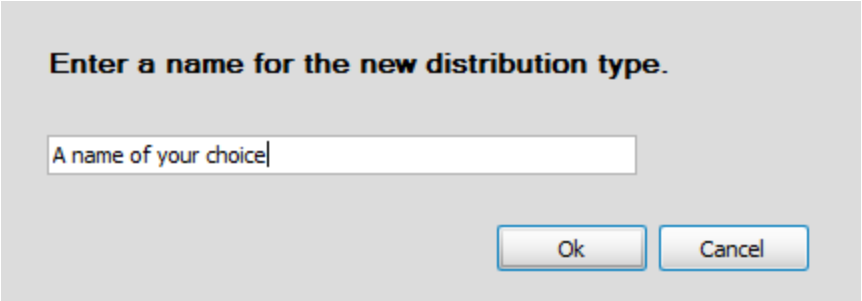
2. Click the **Giving Distribution** button.

From this screen you can do one or more of the following:

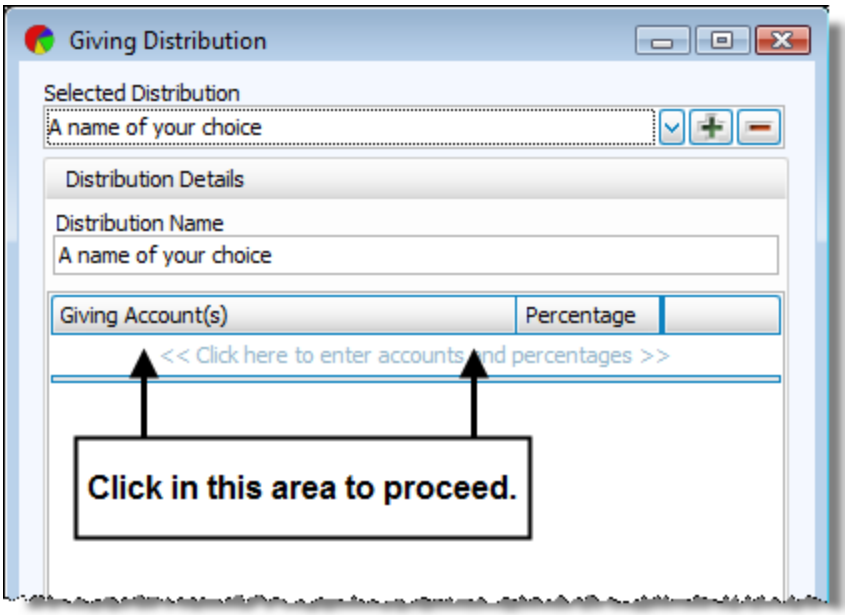
- Setting up a Custom Giving Distribution
- Changing the Giving Distribution Settings
- Removing Giving Distribution Settings

Setting up a Custom Giving Distribution

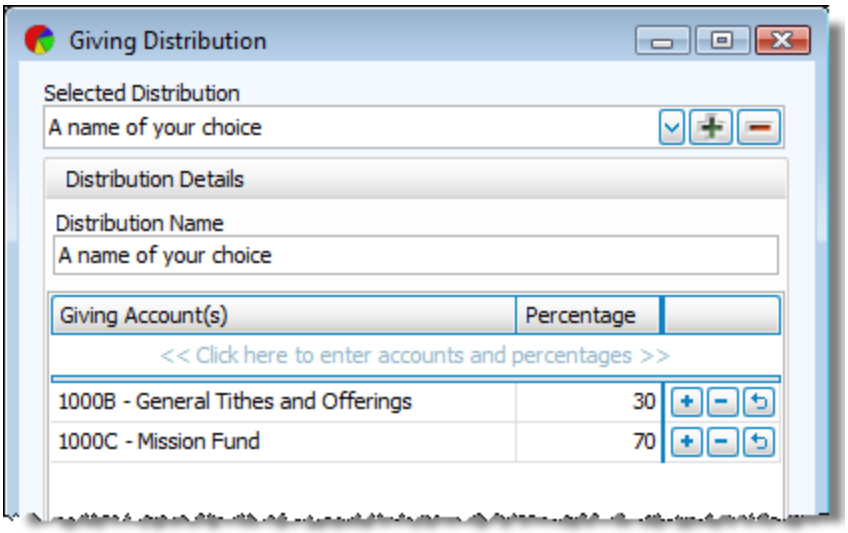
1. In the Giving Distribution screen, click the  and enter a name that you would like to use to represent your custom distribution.



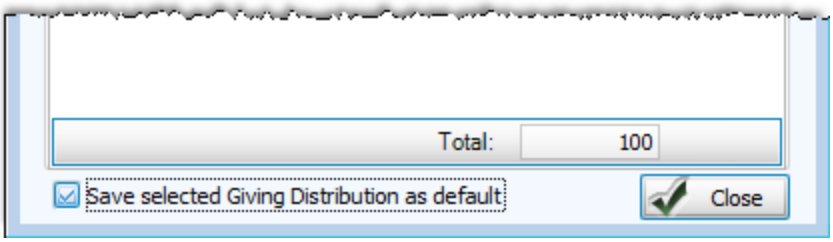
2. Press **OK** and the Giving Distribution screen will make space available for you to enter the accounts and the percentage portions.



3. Enter the desired accounts and the percentage portions.



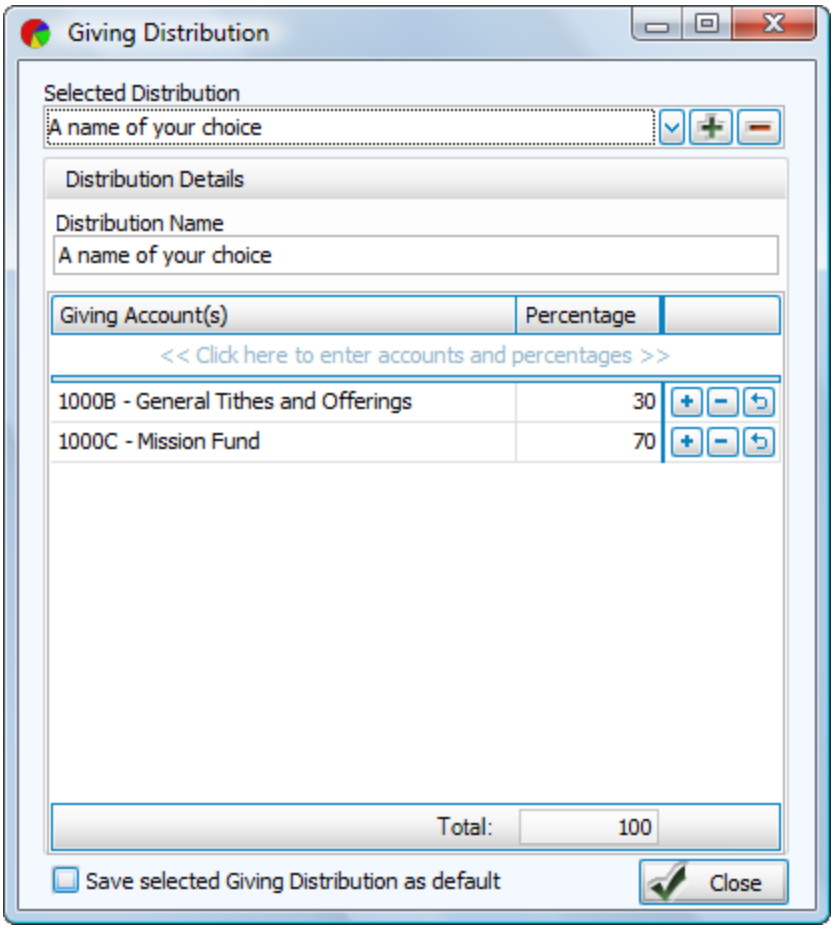
4. If you want these custom settings to be the ones that you primarily use to distribute the donations amount when entering donations, place a ☑ check mark in the **Save selected Giving Distribution as default** box.



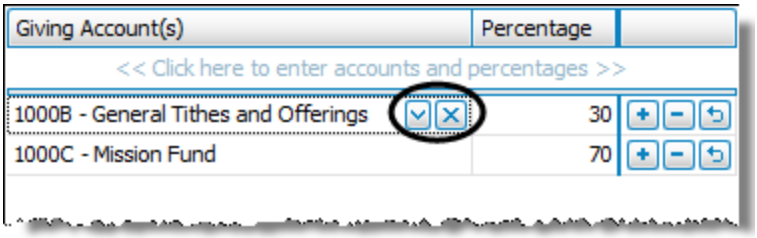
You can also add new lines to the distribution by clicking the **<<Click here to enter accounts and percentages >>** line, or pressing any available ⊞ plus sign. You can also remove as many lines as you wish by clicking the ⊟ minus button at the end of the line you wish to remove. When finished, click **Close** to exit the Giving Distribution screen.

Changing the Giving Distribution Settings

1. From the **Selected Distribution** box, click the ☑ dropdown arrow and choose the name whose settings you want to change.



2. If you need to change the giving account, click the account and a dropdown arrow with an X will appear on the line you clicked.



Click the dropdown arrow to select a different account.

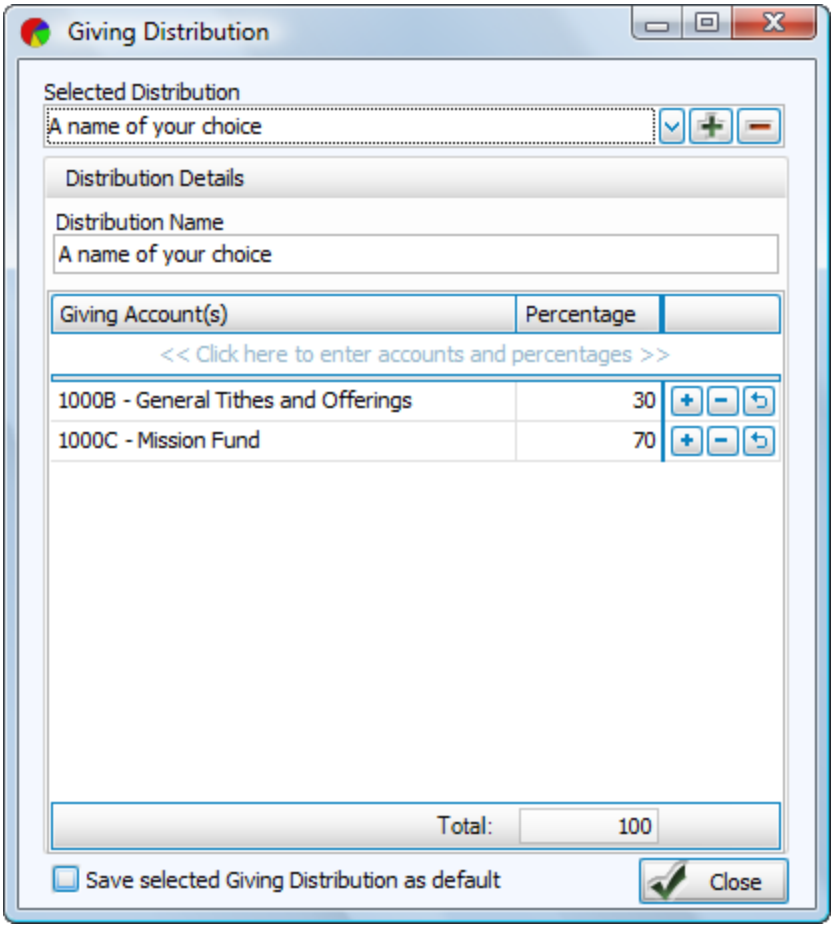
3. If you need to change the percentage, click the number in the Percentage box and replace it with the desired number.

You can also add new lines to the distribution by clicking the **<<Click here to enter accounts and percentages >>** line, or pressing any available plus sign. You can also remove as many lines as you wish by clicking the minus button at the end of the line you wish to remove. When finished, click **Close** to exit the Giving Distribution screen.

Note: If you want these custom settings to be the ones that you primarily use to distribute the donations amount when entering donations, place a ☑ check mark in the **Save selected Giving Distribution as default** box.

Removing Giving Distribution Settings

1. From the **Selected Distribution** box, click the ☑ dropdown arrow and choose the name and settings that you want to remove.



2. Press the ➖ red minus button and the name and its settings automatically disappear.

You are here: Donations > Enter Donations > Unmatched Items from Import Tab

Importing Donations

Any donations that were made electronically can be imported into the software from a data file. Determine the type of electronic service you are using, and select it from the **Import Donations** button found under the **Donations** menu:

- Vanco
- Authorize.NET
- Ardent
- Clover Donations
- EFT Plus
- EGiving
- Text File

If you use a service other than the items listed above and want to import a data file to Church Windows Donations, please contact our Technical Support department at (800) 533-5227 or via email at support@churchwindows.com.

When the screen appears, click the **Select Import File** button. Use the window that appears to navigate to a disk location where your import file is stored. Click to select it, and click **Open** to proceed.

Note: If the file is still attached to your e-mail, this means that you must first download it and store it to a location on the hard drive, or on some kind of media connected to the computer where you are accessing the Import Donations feature.

The Imported Donations screen will then populates the list with the contents of the import file. Each entry will show a Donation Date, a Giver, an Account, and an Amount. The Giver and Account names will only show if the items have been linked beforehand. Otherwise, you will be prompted to link them on the Unmatched Items from Import tab.

Click the **Create Donations** button and the Imported Batches screen will show you the batch dates detected in the import file. Click to select each batch and click the **Post Batch** button to finalize a posting of the imported batch of donations. You can also click the **Print Batch** button before posting, or click the button to **Delete** the batch, according to what is needed. Close the window when finished.

Unmatched Items from Import

If the import file contains items that are not linked to **Givers** or **Giving Accounts** currently stored in Donations, the **Unmatched Items from Import** tab will immediately reveal them each in its own list. In the Givers list, click each empty box located next to the ID and choose the corresponding Giver from the dropdown box that appears. Then, click the **Save Giver Matches** button. Link together any unmatched ID by clicking the empty box next found next to it in the Accounts list. Then, click **Save Account Matches**.

Note: The Authorize.NET file import feature will only provide you with a **Save Giver Matches** button. However, you must still select the Account from the dropdown box to the right of the Givers list.

Setup Givers tab

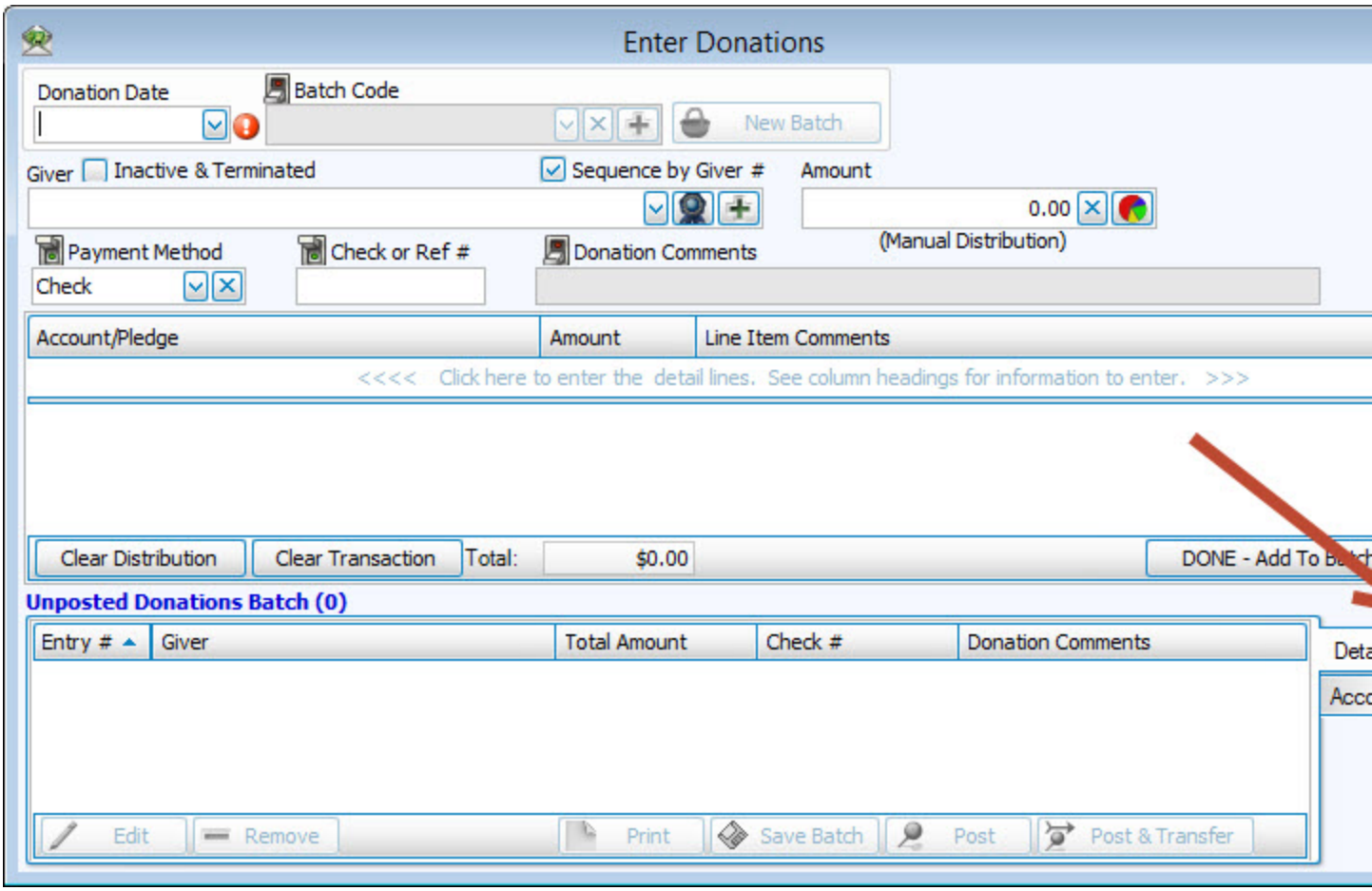
If you have Givers that opt to use electronic transfer for the donations they make, you can use the **Setup Givers** tab at any given time to link the unmatched information with the **Giver** name in Donations. Choose the **Giver** from either the dropdown box, or the list below it. Then, click the empty box beside the Giver name and choose the corresponding name. To have the list display givers that are linked and/or unlinked, click to place a check mark beside the **Show Linked** and/or **Show Unlinked** box.

Setup Giving Accounts tab

With the exception of Authorize.NET files, use the **Setup Givers** tab at any given time to link the unmatched information with **Giving Accounts** in Donations. Choose the **Giving Account** from either the dropdown box, or the list below it. Then, click the empty box beside the Giving Account and choose the corresponding name. To have the list display giving accounts that are linked and/or unlinked, click to place a check mark beside the **Show Linked** and/or **Show Unlinked** box.

Unposted Batches (Imported Batches)

A batch of donations being entered can always be saved to be worked on at a later time. Such batches in Church Windows Donations are referred to as unposted batches, which you can find by clicking the **Unposted Batches** button on the Enter Donations screen.



See the article titled **Enter Donations** for further information.

When importing donations from an electronic file, this is screen is referred to as Imported Batches. See the article titled **Importing Donations** for further information.

The screen is separated into the following columns:

- **Date:** The date for which the donations in the batch was made.
- **Code:** The batch code used for the specific batch.
- **Total:** The dollar amount of all the donations entries in the batch.
- **Cash:** The portion of the Total that represents donation entries in the batch made in cash.
- **Check:** The portion of the Total that represents donation entries in the batch made in check.
- **# of Entries:** The number of donation entries in the batch.

If you need to print the unposted batch, click to select the desired batch and click **Print Batch**.

To make changes to the entries in the batch, select the desired batch and click **Edit Batch**. The batch with all its entries in the batch will reappear at the bottom portion of the Enter Donations screen, labeled **Unposted Donations Batch**. From there you can choose any of the entries and edit the information as needed.

Select any desired batch you wish to delete and click the **Delete Batch** button.

If you decide that the batch information is correct and would like to post it, click to select the desired batch and click the **Post Batch** button.

Click the **Close** button when you are finished using the screen.

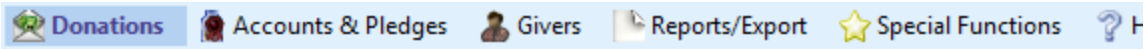
You are here: Donations > Browse Donations

Browse Donations

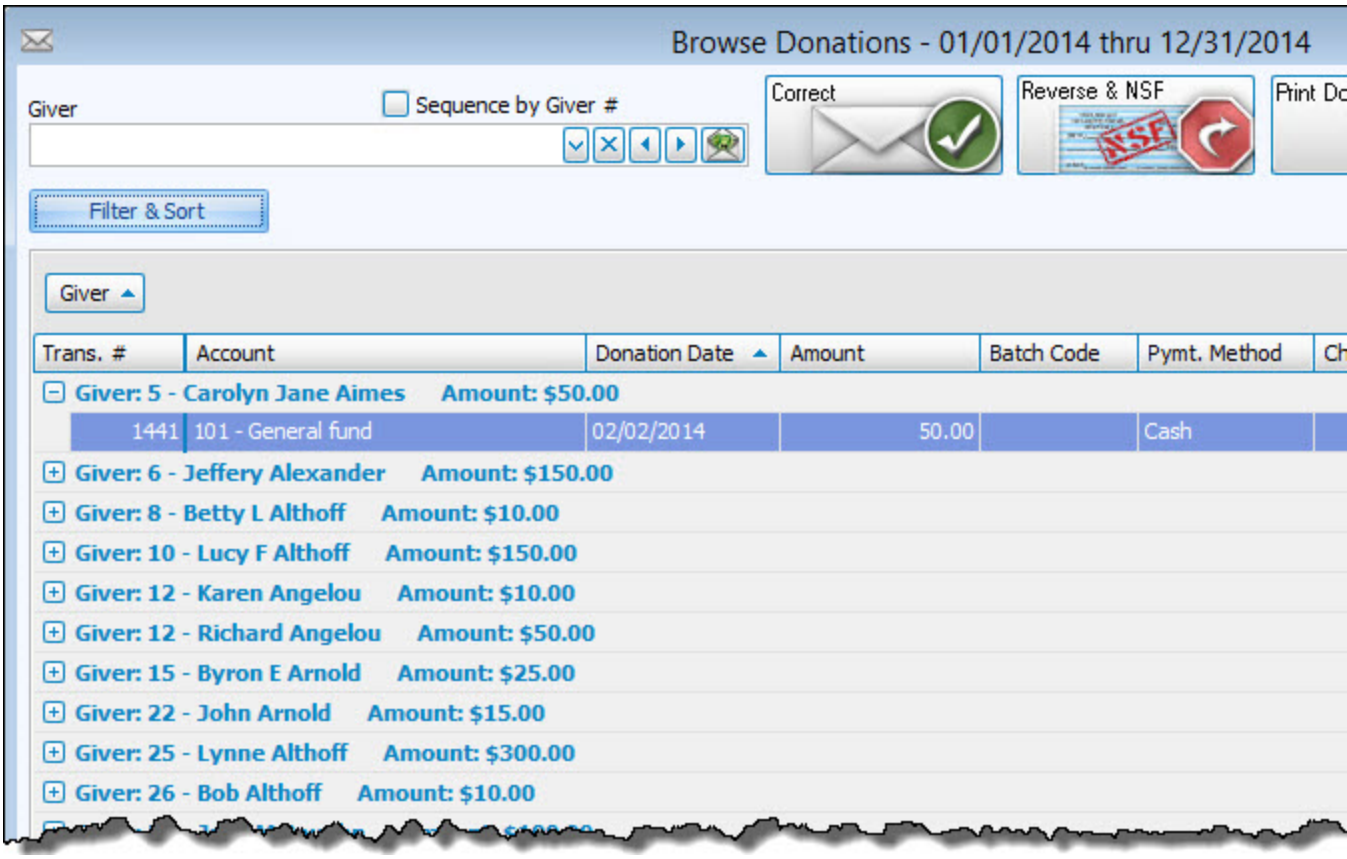
All the donations ever recorded in Donations are shown on the Browse Donations screen. Use the screen to look up, confirm, correct, or completely reverse donations. With the Filter and Sort feature in the Browse Donations screen you can narrow down the donations you want to see, group them together, and change the way that they are listed to any particular order.

To access the Browse Donations screen:

1. Click **Donations** from the menu options at the top of the screen.



2. Click the **Browse** button beneath it and the Browse Donations screen will appear.



When you first open the screen, the list will display the donations in order by transaction number. If you would like to see the list organized in a different order, you can make several choices to have the software rearrange how the list appears.

You can also search for donations, which you can then print, reverse, and/or correct. The following articles discuss searching, printing, correcting, and reversing transactions in further detail.

Donation Browser Options: Find donations by narrowing down the characteristics that the donation(s) you search possesses. Doing so changes the donations that appear on the Browse Donations screen, because of options you make to narrow down the list of donations. See the article titled **Donation Browser Options** for further information.

Sorting the List by One or More Columns: Organize the list of donation in a certain order that is determined by the column you choose. See the article titled **Sorting the List by One or More Columns** for further information.

Grouping by Columns: Organize the list into groups of donations, according to the column(s) that you choose. See the article titled **Grouping By Columns** for further information.

Showing/Hiding Reversed Donations: You can reveal or hide donations that are in the list, but have been reversed. See the article titled **Showing/Hiding Reversed Donations** for further information.

Scrolling the List of Donations: Navigating towards the top and towards the bottom of the list. See the article titled **Scrolling the List of Donations** for further information.

Adding a Donation for a Selected Giver: Use the Giver box at the top of the Browse Donations screen to select a giver and add a donation under the selected giver name. Then, click the button shown below.

Clicking the button opens the screen for you to enter the donations. For more information on how to enter a donation, see the article titled **Enter Donations** for further information.

Sorting the List by One or More Columns

a. **Sorting By One Column:** Click on the column by which you would like to sort the list and an upward arrow will appear. This will automatically order your list by that column in ascending order. However, click once more and you will see that the column has reordered the list in descending order, with the arrow pointing downwards.

   If you need to start over or would like to sort the list differently, click the **Clear Filter and Sort** button and the list will appear as it did when you entered the Browse Donations screen.

b. **Sorting By Multiple Columns:** Click once on the column by which you would like to sort first. Then press and hold the SHIFT key until you select all the columns you need and the order that each one should appear. You must hold down the SHIFT key until you are finished choosing the columns, because otherwise you will lose the order that you want to apply to the list. Here is an example:

Suppose that you wanted to sort by the transaction number (**Trans #**), then by the name of the person, family or group making the donation (**Giver**) and then by the name of the account towards which the giver made the donation (**Account Name**)

1. Click the **Trans. #** column once.

2. Press and hold the **SHIFT** key on the keyboard.

3. While holding the Shift key, click once on **Giver** and once on **Account Name**

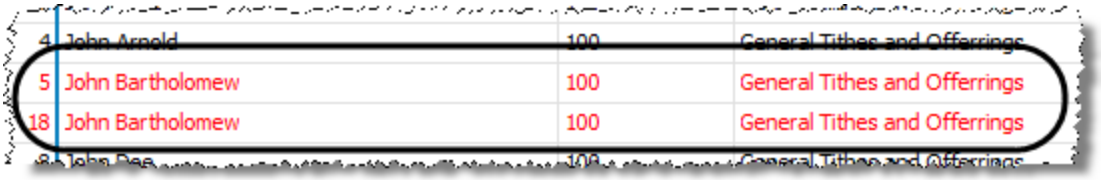
All three columns will contain an arrow pointing upwards. Again with the **SHIFT** key pressed, click on any of the columns already chosen to change the order from ascending to descending.

You will now see an arrow pointing downwards on any of the columns you clicked on to put in descending order. Dates are often listed from latest date to oldest. When finished, let go of the **SHIFT** key and look through the list you customized. If you need to start over or would like to sort the columns in a different way, click the **Clear filter and Sort** button. The Browse Donations screen will then appear as it did when you first entered.

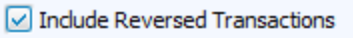
Grouping By Columns

The Browse Donations screen allows you to also group together your list of donations by the column or columns chosen. Click on the column heading and while holding down the mouse button, drag the column over the text that reads **Drag a Column here to group by that column…** and release the mouse button. You have the option to repeat this action for as many as 3 columns. If you need to start over or try another grouping, simply click **Restore Default Layout** and the list will appear as it did when you entered the Browse Donations screen.

Showing/Hiding Reversed Donations



By default, your screen will not show you any donations that have been reversed. If you need to see these donations, place a check mark in the box labeled **Include Reversed Transactions** and your reversed donations will appear in the list in red. Otherwise remove the check from the box and you will be returned to a list of donations that have never been reversed.



Scrolling the List of Donations

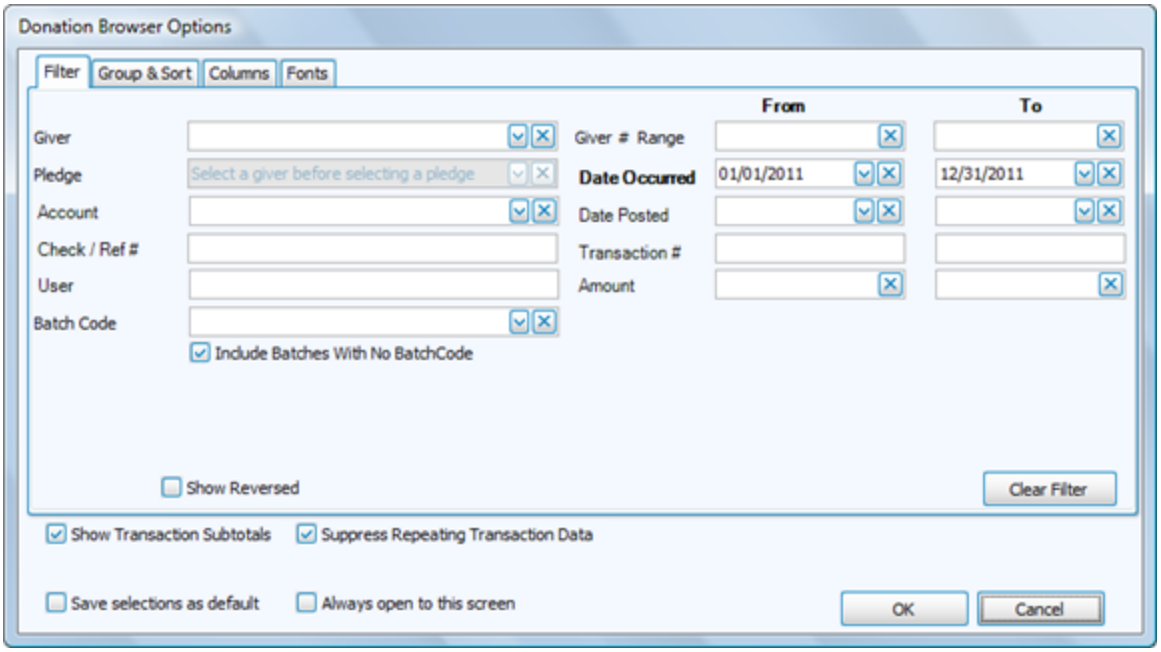
When a computer screen needs to show you a list of donations, it will never be able to show all the items at one time. So you use the vertical scrollbar to the right of the list and move up and down

through the list of donations. Once you find the row containing the information you need, you can use the horizontal scrollbar at the bottom of the list to move from left to right to find additional information about the donations. All the while, the transaction number and the type of transaction will stay in place to allow you to better locate the specific line without losing track of which line it is.

You are here: Donations > Browse Donations > Donation Browser Options

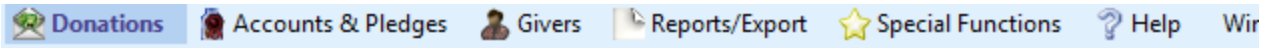
Donation Browser Options

The Donation Browser Options screen is designed to help you find the donations that you are looking for in order to view and/or correct them.



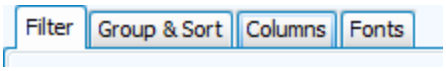
To access the Donation Browser Options screen:

1. Click **Donations** from the menu options at the top of the screen.



2. Click the **Browse** button from the menu options underneath.

3. Click the **Filter and Sort** button in the top left corner of the **Browse Donations** screen that appears.



When looking for donation(s), enter the information that best describes the donation(s) you seek by entering them in the Filter tab fields of the Donation Browser Options screen. See the article titled **Filter Tab** for further information.

When finished, click the **OK** button to display the list of donations determined by the information you entered on the Donation Browser Options screen.

If you wish to adjust the way that this list of donations will display, you can click on any of these tabs to apply your adjustments:

Group & Sort Organizes the order in which the information on the Browse Donations screen is presented. See the article titled **Sort (or Group & Sort) Tab** for further information.

Columns: Determines the order and the appearance of the columns on the Browse Donations screen. See the article titled **Columns Tab** for further information.

Fonts If you plan to print a report of the adjustments made on the Browse Donations screen, click the Fonts tab to change the style and size of the typeface used on the report. See the article titled **Fonts Tab** for further information.

The Donation Browser Options also contains checkboxes at the bottom of the screen that you can use to make the following adjustments:

Show Transaction Subtotals
If you plan to print donations from the Browse Donations screen, place a ☑ check mark in this box to show a subtotal for each set of donations in the report.

Suppress Repeating Transaction Data
If you plan to print donations from the Browse Donations screen, place a ☑ check mark in this box to show to make redundant information appear only once per instance.

Save Selections As Default
If you find yourself making a certain set of selections every time and would like to have the Donation Browser Options screen fill in the information for you next time, place a ☑ check mark in this box.

Always Open to this Screen
Place a

☑ check mark in this box, if when you open the Browse Donations screen, you want the Donation Browser Options screen to automatically hover over it.

If you would like to re-adjust the information that displays on the Browse Donations screen, click the **Filter and Sort** button, make your changes, and click **OK**. The contents on the Browse Donations screen will re-adjust according to the changes you make.