



churchwindows

MANAGEMENT SOFTWARE

Training Workbook

Accounting 103

Accounting 103

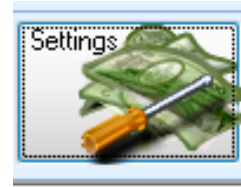
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A sample check is shown on the last page of the book.

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Settings

From the Portal screen:
→ **Special Functions**
→ **Settings**



This is where you would come to set the default checking account, pay type and screen size and locations. Setting the default checking account and the default pay type saves you time during the Pay Bill transaction.

A screenshot of the 'Settings' window. The window has two tabs: 'Settings' (selected) and 'License Additional Features'. The 'Settings' tab is divided into two main sections: 'Transaction Settings (All Users)' and 'User Settings'.

Under 'Transaction Settings (All Users)':
- 'Default Asset Account' is set to '1.10.100 - Huntington Bank Checking' with a dropdown arrow.
- 'Default Pay Method for Payments' is set to 'Computer Check' with a dropdown arrow.
- 'Default Pay Method for Collections' is set to 'Type to Search' with a dropdown arrow.
- 'Starting Invoice Number for Accounts Receivable' is set to '1001' in a text box.
- A checkbox 'Default Print on Deposit Slip for Collections' is checked.

Under 'User Settings':
- A checkbox 'Always confirm and ask me about printing after posting transactions' is checked.
- A checkbox 'Show dashboard when Accounting starts' is unchecked.
- A checkbox 'Show warning when a duplicate invoice number is entered in Enter Bills.' is checked.
- A button 'Reset all screens to default size and locations' is at the bottom.

At the bottom right of the window are 'OK' and 'Cancel' buttons.

- Click the down-arrow in each box to select the **Default Asset Account** and the **Default Pay Method for Payments**. Saves time and keystrokes; however, you may change to a different asset or pay type on any transaction.
- If you own the Accounts Receivable module, click the down-arrow to set the **Default Pay Method for Collections** on invoices.
- The first time you issue invoices from Church Windows, come here to set the **Starting Invoice Number for Accounts Receivable**. Thereafter, the correct number will carry forward.
- To have payments in Accounts Receivable automatically print on a Deposit Slip printed out of Church Windows, click to place a check mark in the box for **Default Print on Deposit Slip for Collections**.
- If you have re-sized and/or moved screens and would like to re-set them to their original size and location, click the bar **Reset all screens to default size and locations**.

- When posting transactions, the system will confirm your posting and ask if you would like to print what you are posting. If you would like to turn off this question and skip printing after posting, uncheck **Always confirm and ask me about printing after posting a transaction**.
- If you would like the Dashboard to open immediately when opening Donations, check **Show dashboard when Accounting starts**.
- When entering a bill you can input an invoice number. If you would like the system to warn you if you have entered a duplicate invoice number, check **Show warning when a duplicate invoice number is entered in Enter Bills**.
- If you have re-sized and/or moved screens and would like to re-set them to their original size and location, click the bar **Reset all screens to default size and locations**.
- Click **OK** when finished.

Basic Transactions



General Information

Transaction Types and Numbers

- Each time a transaction is posted in Church Windows, the system assigns it a number and an abbreviation for the type of transaction it was. Here are the transaction types:

Income	INCM
Expense	BILL
Payment	PYMT
Transfer	TNFR
Journal Entry	JRNL
Donations	DONA
Payroll	PYRL
AR Invoice	ARIN
AR Collection	ARCL

So, transaction number 1025 INCM is an INCOME transaction, 1026 TNFR is a TRANSFER, and so on.

- Transactions are numbered in sequence as they are entered into the system. Each year's transactions begin with transaction 1.
- Each time a transaction is entered a **Date Occurred** can be selected or left to default to the current date. The Date Occurred is the date on which accounts and reports will reflect the effect of the transaction.
- In addition, the system will automatically log in a **Date Posted** for the transaction as part of the audit trail. So a transaction might have a DATE POSTED of March 5, but a DATE OCCURRED of March 1.
- When passwords must be used to log into Church Windows, the system will also assign the User's name to each transaction done under that password. It is easy then to see who has done what in the system!

Dual Entry

Church Windows is a dual-entry accounting system. That means that for every transaction, there is a debit and a credit. Accountants can rest easy – CW creates debits and credits. Users who are not accountants do not have to worry either because in most transactions, CW knows automatically what to debit and what to credit.

Effects of Debits and Credits

ACCOUNT TYPE	DEBIT (DR)	CREDIT (CR)
Asset	increase	decrease
Liability	decrease	increase
Fund Balance	decrease	increase
Income	decrease	increase
Expense	increase	decrease

Income - Transfer Donations to Accounting

Income to the church comes from:

- **Donations Income** – given to the church as contributions by the people in the church.
- **Non-contributory Income** – income the church earns or raises: interest income, building rent, wedding fees, fund-raising events.

Let's look at entering income from **Donations**.

To get here:

- **Portal** screen
- **Transactions**
- **Transfer Donations**



Donations Income is meant to be posted by the system from the Donations module.

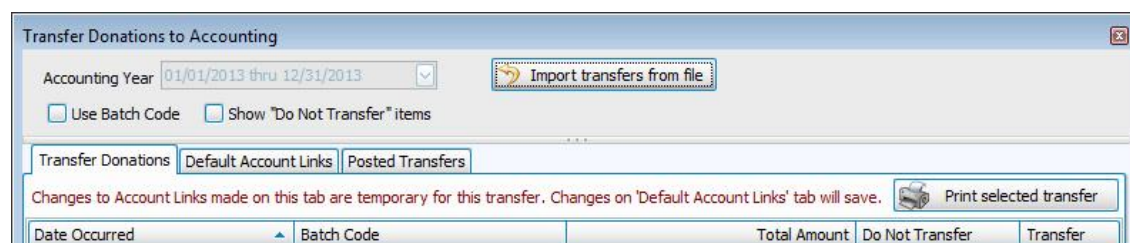
There are three reasons for doing so:

1. **Accuracy** – Because you set the system to send giving account money to specific financial accounts, you can be assured that money is going to the correct account.
2. **Integrity** – It will insure that the dollar amount that is being transferred to Accounting equals the dollar amount that was posted to Donations. If it doesn't match, the system notifies you and provides the opportunity for you to find the error and correct it before you transfer the money over.
3. **Speed** – It is much faster. You can do the transfer with just a few clicks of the mouse.

Before you can link Donations with Accounting, you must have Giving Accounts established in the Donations module and a Chart of Accounts established in Accounting.

Donations are transferred into Accounting from either the Donations module or the Accounting module. However, if you wish to have the person who enters the donations transfer them into Accounting, their password must be set to give them access to that function in the Accounting module.

Three tabs



Default Account Links

On the **Default Account Links** tab, you “map the flow” of money from Donations to Accounting. Because you do, you can rest assured that it will be posted correctly.

Transfer Donations to Accounting

Accounting Year: 01/01/2020 thru 12/31/2020

Use Batch Code ☐ Show "Do Not Transfer" items ☐ Import transfers from file

Transfer Donations | **Default Account Links** | Posted Transfers

Changes will not affect linking on active transfers. Verify links before posting the transfer.
Links will NOT save. They are only saved when the Accounting Year that contains today's date is selected.

Print Account Links

Giving Account	Debit Account	Credit Account	Prepaid Credit Account (optional)
101 - General fund		4.10.100 - General Tithes & Offeri...	2.80.100 - Prepaid Pledges
102 - Missions		4.30.100 - Contributions to Missions	
103 - Building Fund			
104 - Flowers		4.10.175 - Flower Income	
105 - Organ		4.40.110 - John Joseph Memorial F...	
106 - Maintenance			
108 - Christmas	1.10.110 - Fifth Third Savings	4.10.150 - Special Holiday Giving	
109 - Lent		4.10.150 - Special Holiday Giving	
110 - Easter		4.10.150 - Special Holiday Giving	
115 - Loose Offering		4.10.125 - Loose Offering Income	
125 - Save the Animals Drive			2.80.100 - Prepaid Pledges
160 - Justin Balmert Memorial Giving		4.40.160 - Justin Baites Memorial I...	
170 - Freewill Offering for Clergy		4.10.400 - Other Miscellaneous Inc...	

Each giving account in Donations must be linked to 1) a **Debit Account**, such as a checking account, an asset, and 2) to a **Credit Account** such as an income, expense or liability account. 3) It may also be linked to a **Prepaid Credit Account** which is usually a # 2 liability account.

A) Linked to an Income account and Asset:

Giving Account	Debit Account	Credit Account	Prepaid Credit Account (optional)
102 - Missions	1.10.100 - Huntington Bank Checking	4.30.100 - Contributions to Missions	
103 - Building Fund	1.10.100 - Huntington Bank Checking	4.20.100 - Building Fund Contributi...	
104 - Flowers	1.10.100 - Huntington Bank Checking	4.10.175 - Flower Income	
105 - Organ	1.10.100 - Huntington Bank Checking	4.40.110 - John Joseph Memorial F...	

B) Linked to a Liability account (as in pass-through accounts) and an Asset:

Giving Account	Debit Account	Credit Account
197 - Crop Walk	1.10.100 - Huntington Bank Checking	2.30.020 - Crop Walk
198 - Food Pantry	1.10.100 - Huntington Bank Checking	4.30.100 - Contributions to Missions

Money posted into a liability account is considered pass-through money to be paid out through the Pay Bills function. A General Ledger for the account shows the money coming in and being sent out, but the money does not show on a Treasurer's Report because it is not considered income or expense.

C) Linked to an Expense account (so that income offsets expenses) and an Asset.

895 - Youth Trips Payments	1.10.100 - Huntington Bank Checking	5.10.560 - Youth Trips Expense	←
995 - Facilities Rental	1.10.100 - Huntington Bank Checking	4.10.200 - Rental Income	
998 - Stock	1.10.100 - Huntington Bank Checking	4.10.310 - Lynch Schwab Investm...	
999 - Non-Cash Giving	1.10.100 - Huntington Bank Checking	4.10.100 - General Tithes & Offerings	

When income is posted into an expense account, it reduces the balance in the account. The Treasurer's Report will show the net effect of the bill minus the income.

D) Linked to an Income Account and to a Pre-paid Credit Account.

Giving Account	Debit Account	Credit Account	Prepaid Credit Account (optional)
101 - General fund	1.10.100 - Huntington Bank Checking	4.10.100 - General Tithes & Offerings	2.80.100 - Prepaid Pledges
102 - Missions	1.10.100 - Huntington Bank Checking	4.30.100 - Contributions to Missions	

When a church accepts pledges from its donors, people may pre-pay money in the current year which they want to count toward the pledge in the new year. Linking the giving account to both an income account and a prepaid credit account, which is a # 2 liability account, tells the system that monies received to this account prior to the start of the new pledge campaign should be deposited into the prepaid credit/liability account. The money can remain there until the new year when it can be journal entried out into the correct income account. Doing so means that while the money was received in the prior year, it is being counted as income in this new year.

Money received to that giving account after the start of the pledge will go directly to the designated income account.

Transfer Tab

To transfer donations to the Accounting module,

- Click the **Transfer Donations** tab. This will be the default tab when the screen is opened.
- Donations dates and amounts show. These are batches not yet transferred to Accounting or are batches where a change has been made on a donor's giving record for the date.

Transfer Donations to Accounting

Accounting Year: 01/01/2015 thru 12/31/2015 Import transfers from file

☐ Use Batch Code ☐ Show "Do Not Transfer" items

Transfer Donations | Default Account Links | Posted Transfers

Changes to Account Links made on this tab are temporary for this transfer. Changes on 'Default Account Links' tab will save. Print selected transfer

Date Occurred	Batch Code	Total Amount	Do Not Transfer	Transfer
04/05/2015		\$5,860.45	<input type="checkbox"/>	Post

If there is more than one date, you have the option to post those dates, to leave them on the screen to post later, or to omit them from posting.

- Click the **Plus (+) sign** in front of the **Date Occurred** to see the batch in detail. We recommend that you check the batch before posting it over.

Transfer Donations to Accounting

Accounting Year: 01/01/2015 thru 12/31/2015

Import transfers from file

☐ Use Batch Code ☐ Show "Do Not Transfer" items

Transfer Donations | Default Account Links | Posted Transfers

Changes to Account Links made on this tab are temporary for this transfer. Changes on 'Default Account Links' tab will save.

Print selected transfer

Date Occurred	Batch Code	Total Amount	Do Not Transfer	Transfer
04/05/2015		\$5,860.45	<input type="checkbox"/>	Post

Giving Account	Amount	Date Posted	Prepaid?	Debited Account	Credited Account
101 - General fund	2,775.00	04/02/2015 3:47:30 PM	<input type="checkbox"/>	1. 10. 100 - Huntington...	4. 10. 100 - General Tithes & Offerings
102 - Missions	25.00	04/02/2015 3:47:30 PM	<input type="checkbox"/>	1. 10. 100 - Huntington...	4. 30. 100 - Contributions to Missions
103 - Building Fund	2,575.00	04/02/2015 3:47:30 PM	<input type="checkbox"/>	1. 10. 100 - Huntington...	4. 20. 100 - Building Fund Contributions
110 - Easter	335.00	04/02/2015 3:47:30 PM	<input type="checkbox"/>	1. 10. 100 - Huntington...	4. 10. 150 - Special Holiday Giving
115 - Loose Offering	150.45	04/02/2015 3:47:30 PM	<input type="checkbox"/>	1. 10. 100 - Huntington...	4. 10. 125 - Loose Offering Income

Here's a batch report printed before posting.

41st Church of Anytown - Columbus OH				
Donations To Accounting Transfer Report				
Thursday, April 02, 2015				Page 1 of 1
Trans. #	Date Occurred	DONA Batch Code	Total Amount	
Unposted	04/05/2015	<no batch code>	\$5,860.45	
Giving Account	Debit Account	Credit Account	Amount	
103 - Building Fund	1.10.100 - Huntington Bank Checking	4.20.100 - Building Fund Contributions	2,575.00	
110 - Easter	1.10.100 - Huntington Bank Checking	4.10.150 - Special Holiday Giving	335.00	
101 - General fund	1.10.100 - Huntington Bank Checking	4.10.100 - General Tithes & Offerings	2,775.00	
115 - Loose Offering	1.10.100 - Huntington Bank Checking	4.10.125 - Loose Offering Income	150.45	
102 - Missions	1.10.100 - Huntington Bank Checking	4.30.100 - Contributions to Missions	25.00	

If you print the batch report **after** posting, you will see the **Transaction #** that has been assigned to that batch. Some people prefer to do that so that the donations transaction is easy to find using that transaction number.

Note: On the **Transfer Donations to Accounting** screen, you can change a giving account and have it transfer its money to a different account in the Chart of Accounts. This might be done if monies typically going to Tithes and Offerings have been designated for one week to go to a special collection. By changing the account on the Transfer Donations to Accounting screen, rather than on the Default Accounts Links screen, the change is temporary and the default account will be reset for the next batch.

When ready to do the transfer,

- After reviewing the batch and if ready to transfer it into Accounting, click the **Minus (-) sign** to close up the batch.
- Click on the **Post** button for that batch.
- The **Confirm DONA Transaction** screen opens. Click **Post**.

Confirm DONA Transaction

Date Occurred: 11/07/2021 *Transaction Comments

Accounts	Debit Amount	Credit Amount	*Line Item Comments	Amount
1. 10. 100 - Huntington Bank Checking	123.00			123.00
4. 10. 100 - General Tithes & Offerings		123.00		123.00
Total:				\$246.00

*Only comments can be changed using this form.

Post Cancel

- Click **Post** to post the batch.
- The system confirms the transfer and provides the transaction number assigned to the transfer.
- Click **OK** and close out of the **Transfer Donations to Accounting** screen.

Donation transaction was posted to Accounting with transaction #: 222

Transfers can be printed from the 'Posted Transfers' tab

OK

Let's see what the donations look like in Accounting:

At the top of the screen:
→ **Transactions**
→ **Browse**

Browse Transactions - 01/01/2021 thru 12/31/2021

Change Year, Filter & Sort

Correct Reverse Export Print Transaction Journal

- Click the **Change Year, Filter & Sort** button.

- In the lower right corner, limit the transactions to **DONA (Donation)**.
- Limit the **Date Occurred** to the date of the contributions transferred.

The screenshot shows the 'Transaction Browser Options' dialog box. Two yellow callout boxes provide instructions: one points to the 'Date Occurred' date range (6/26/2016 to 06/26/2016) with the text 'Limit the Date Occurred.', and another points to the 'Transaction Types' section where 'DONA (Donation)' is selected with the text 'Limit the Transaction Types to DONA (Donation)'.

Transaction Browser Options

Filter: Custom Account Groups | Group & Sort (Date Occurred, Trans. #, Type) | Columns | Fonts | Vendors / Payees

Financial Year: 01/01/2016 thru 12/31/2016

Account: Type to Search

Fund: Type to Search

User:

Check / Ref #:

☒ Show Reconciled ☒ Show Unreconciled

☒ Show Paid ☒ Show Unpaid

☐ Show Reversed

☒ Show Subtotals ☐ Suppress Repeating Transaction Data

☐ Show other details in transaction

☐ Save selections as default ☐ Always open to this screen

Date Occurred From: 6/26/2016 To: 06/26/2016

Date Posted:

Transaction:

Amount:

Transaction Types

☐ INCM (Income) ☐ JRNL (Journal Entry)

☐ BILL (Expense) ☒ DONA (Donation)

☐ PYMT (Payment) ☐ PYRL (Transferred Payroll)

☐ TNFR (Transfer)

☐ ARIN (AR Invoice) ☐ ARCL (Collection)

- Click **OK**.

The screenshot shows the 'Browse Transactions' window for the period 01/01/2021 thru 12/31/2021. It includes buttons for 'Correct', 'Reverse', 'Export', and 'Print Transaction Journal'. Below the buttons is a table of transactions.

View	Trans. #	Ty...	Account #	Account Name	Date Occurred	Debit Amt.	Credit Amt.	Pymt. Method	Check or Ref. #	Reconcile
View	94	DONA	4.10.100	General Tithes & Offerings	11/07/2021		123.00			N/A
View	94	DONA	1.10.100	Huntington Bank Checking	11/07/2021	123.00				<input type="checkbox"/>

What if the batch is not linked completely?

Sometimes the person keying the donations into the computer needs to establish a new Giving Account for a gift. If you try to post a batch that isn't completely linked, the system will stop and ask you to fix the linkage.

In this screenshot, we clicked to Post a batch and suddenly get an "X" in a red circle in the **Transfer** column. The system opens the batch automatically and we see that one or more accounts in Donations have not been linked to the appropriate accounts in the Accounting Chart of Accounts.

Date Occurred	Batch Code	Total Amount	Do Not Transfer	Transfer
04/12/2015		\$2,390.00	<input type="checkbox"/>	<input checked="" type="checkbox"/> Post

Giving Account	Amount	Date Posted	Prepaid?	Debited Account	Credited Account
101 - General fund	1,275.00	04/02/2015 4:25:19 PM	<input type="checkbox"/>	1.10.100 - Huntington...	4.10.100 - General Tithes & Offerings
102 - Missions	115.00	04/02/2015 4:25:19 PM	<input type="checkbox"/>	1.10.100 - Huntington...	
103 - Building Fund	750.00	04/02/2015 4:25:19 PM	<input type="checkbox"/>	1.10.100 - Huntington...	4.20.100 - Building Fund Contributions
105 - Organ	250.00	04/02/2015 4:25:19 PM	<input type="checkbox"/>	1.10.100 - Huntington...	4.40.110 - John Joseph Memorial Fund Inc...

- If the account to which these donations should go already exists in the Accounting module and your password allows you to link accounts, click in the boxes to get the drop-down arrow and select the appropriate accounts.
- Once linked, click **Post**.

Note: This is a fix to just this one batch. If there are other batches to post where this account is used, they will also need linking. Complete the linkage on each batch and post each one.

- When finished, click on the **Default Account Links** tab and permanently set the linkage.

Do Not Transfer

If you mark a batch **Do Not Transfer**, it will immediately be removed from the Transfer Donations screen. It will not show again on the Transfer screen until you tell the system you want to post it.

Date Occurred	Batch Code	Total Amount	Do Not Transfer	Transfer
03/10/2013		\$943.25	<input checked="" type="checkbox"/>	<input type="button" value="Post"/>
05/22/2013		\$1,165.00	<input type="checkbox"/>	<input type="button" value="Post"/>

When would this happen?

One such time would be if you received notice that a donor's check had bounced at the bank. You would mark the check as NSF in the Donations module, but you would not transfer that to Accounting because you do not want to change the deposit for that date. You would take the check out of the system by doing a transaction in Accounting.

Entering Other Income

From the Portal screen:

- **Transactions**
- **Enter Income**, or click the **Enter Income icon**



Enter Income

- Most income to the church will come into the Accounting module via the donations to the church. The **Enter Income** transaction is generally for posting other income the church receives - for non-contributory income such as building rent, wedding fees, and bank interest.
- However, if you are not using the **Donations** module of Church Windows, you can use Enter Income to enter account totals from a Sunday's collection; i.e., \$500 income came in for the Building Fund. Likewise, you can bring non-contributory income in through the Donations module if you prefer to do so.
- Income can be posted to an income account, a liability account or to an expense account.**

Here's a blank **Enter Income** screen:

Enter Income

Date Occurred: 11/15/2021 | Payment Method: Type to Search | Check or Ref #: | Transaction Comments: | Recurring Transactions: | Show Running Balance: |

Asset Account: 1.10.100 - Huntington Bank Checking

Income/Expense/Liability Accounts	Amount	Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>		

Clear Transaction | Total: \$0.00 | DONE - Add To Batch (Ctrl +)


Unposted Income Batch (1)

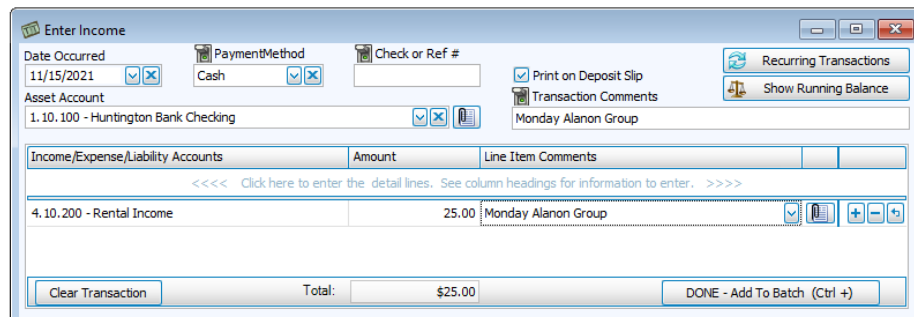
Asset	Date Occurred	Amount	Payment Method	Check or Ref #	Deposit Slip	Trans. Comments
1.10.100 - Huntington Bank Checking	10/19/2021	123.00			<input type="checkbox"/>	

Edit | Remove | Print | Save Batch | Post

To post the income, fill in the appropriate boxes.

- **Date Occurred:** The system defaults to the current date. You may change it to the date of your choice.

- **Payment Method:** Options include: Check, Cash, EFT (Electronic Fund Transfer), Debit Card, Credit Card.
- **Check or Reference number:** Enter the check or reference number for the income.
- **Print on Deposit Slip:** Church Windows will create a deposit slip for you if you check that the income is to be placed on a deposit slip. This box is only available if you select check or cash as your payment method.
- **Asset Account:** Select the account the money is to be deposited in at the bank.
- **Manage Files:** The manage files icon allows you to browse your computer and attach files to the transaction/account. You can do this in any of the transaction screens where you see this icon  at the end of the account line.



- **Transaction Comments:** This is optional information; they are **Transaction Comments** for the entire batch of income postings.
- **Income/Expense /Liability Accounts:** Click in the box underneath the words *Income/Expense Accounts* to get a drop-down list of accounts or begin typing the name or number of the desired account. The system will display accounts that match the wording/numbers and you can click on the appropriate account.
- **Amount of income:** Enter the dollar amount of the transaction. If it is an even amount, you do not have to enter the zeros for the cents.
- **Line Item Comments:** This is an optional field and would be used for **Line-Item Comments** specific to this line item.
- When finished entering the transaction, click **Done – Add to Batch** and the transaction will go into the **Unposted Income Batch**.

Unposted Income Batch (1)						
Asset	Date Occurred	Amount	Payment Method	Check or Ref #	Deposit Slip	Trans. Comments
1.10.100 - Huntington Bank Checking	08/23/2016	25.00	Cash		<input checked="" type="checkbox"/>	Monday Alanon ...

- If this is the only transaction you are posting, click **Post**. If you are not ready to post the transaction, click **Save Batch**.

If you save a batch and exit the module, when you click to open **Enter Income**, the transactions will show when the screen opens. More income transactions can be entered before they are posted or the batch may be posted at that time.

Enter Multi-lined Income Transaction

- To enter a multiple lined transaction, complete the first line as described above. The Men's Group held a car wash. We will post this as income:
- After selecting the asset, add the comment: **Men's Car Wash**.
- Select the income account: **4.10.400 – Other Miscellaneous Income - \$100.00**.
- Enter a line-item Comment if you wish to do so.
- To continue with a second line for this transaction, click the **Plus (+)** sign on the right.

Enter Income

Date Occurred: [] Payment Method: [Type to Search] Check or Ref #: []

Asset Account: 1.10.100 - Huntington Bank Checking

Income/Expense/Liability Accounts	Amount	Line Item Comments
4.10.400 - Other Miscellaneous Income	100.00	one half profits Men's Car Wash

Callout: To add a second line, click the plus sign or click Enter on your keyboard.

- Now enter the next line, as in this screen shot:

Enter Income

Date Occurred: [] Payment Method: [Type to Search] Check or Ref #: []

Asset Account: 1.10.100 - Huntington Bank Checking

Income/Expense/Liability Accounts	Amount	Line Item Comments
4.30.110 - Soup Kitchen Income	100.00	one half profits Men's Car Wash
4.10.400 - Other Miscellaneous Income	100.00	one half profits Men's Car Wash

Total: \$100.00

Buttons: Clear Transaction, DONE - Add To Batch (Ctrl +)

- Continue adding lines as needed, and when finished, click **DONE – Add to Batch**. You notice that in the batch, you see the grand total being posted in that transaction.

Unposted Income Batch (1)

Asset	Date Occurred	Amount	Payment Method	Check or Ref #	Deposit Slip	Trans. Comments
1.10.100 - Huntington Bank Checking	08/24/2016	200.00				Men's Car Wash

Callout: We see the total amount of the bill here.

Buttons: Edit, Remove, Print, Save Batch, Post

- Click the **Plus (+)** sign to the left of the transaction in the batch to see the details.

Unposted Income Batch (1)

Asset	Date Occurred	Amount	Payment Method	Check or Ref #	Deposit Slip	Trans. Comments
1.10.100 - Huntington Bank Checking	08/24/2016	200.00				Men's Car Wash

Account	Debit Amount	Credit Amount	Line Item Comments
1.10.100 - Huntington Bank Checking	200.00		
4.10.400 - Other Miscellaneous Income		100.00	one half profits Men's Car Wash
4.30.110 - Soup Kitchen Income		100.00	one half profits Men's Car Wash

Buttons: Edit, Remove, Print, Save Batch, Post

- You can continue adding transactions and then click **Post** or click **Save Batch**.

When you click **Post**, the system confirms the posting. Print the transaction(s) if you wish to do so. If you save a batch and exit the module, when you click to open **Enter Income**, the transactions will show when the screen opens. More income transactions can be entered before they are posted or the batch may be posted at that time.

Enter Income to an Expense Account

Income can also be posted to an expense account so that the income reduces the expense. The result is a net effect in the expense account.

Example: If we had posted expenses for repairs and maintenance totaling \$425.54, the expense account # 5xxx Repairs and Maintenance would reflect that in the balance. If we received a \$100 rebate for materials not needed for church repairs and we posted the income to the expense account, the balance in the # 5xxx Repairs and Maintenance account would go down by that \$100.

Account #	Account Name
4.50.100	Preschool Tuition
4.50.105	Preschool Grant Income
5.10.105	Sr Minister Salary
5.10.110	Sr Minister Housing Allowance
5.10.115	Sr Minister Continuing Ed
5.10.120	Sr Minister Auto Allowance
5.10.125	Sr Minister Pension

While the reduced balance shows on the **Treasurer's Report**, a **General Ledger** run for this account would show both the income and the expenses. The expense accounts are listed after the income accounts in the list of accounts on the Enter Income screen.

We are posting income to our Repairs and Maintenance Expense account. It will reduce the balance in that expense account, saying that we did not spend that money after all.

Income/Expense/Liability Accounts	Amount	Line Item Comments
5.10.410 - Repairs & Maintenance	100.00	refund from Alex's Plumbing

Total: \$100.00

A **General Ledger** run for the expense account after posting income to it shows the reduced balance in the expense account.

- Click **Reports/Export** on the menu bar.
- Click the **Transaction** button.
- Select **General Ledger**.

- In the **Single Account** box, limit the account to Repairs & Maintenance.
 - Click **Print**.
- And, indeed, the balance in that expense account has been reduced by that income.

41st Church of Anytown - Columbus OH						
General Ledger as of August 2016						
Wednesday, August 24, 2016						
Account #	Account Name		Page 1 of 1			
Date	Trans #	Type	Primary Bal. Acct.	Check #	Amount	Balances:
Occurred						Begin/Run/End
5.10.410	Repairs & Maintenance					0.00
08/24/2016	196	BILL	Alex's Plumbing		425.54	425.54
08/24/2016	198	INCM	Huntington Bank Checking		(100.00)	325.54
					325.54	\$325.54

Enter Income to a Liability

Here we are entering income to a liability account. The money is being set aside in this account to be held until the appropriate time when we can use a Journal Entry to move it to the correct account. Some of it will be wedding income; some of it is a security deposit and will be returned to the couple if there are no damages to the church.

The liabilities are listed in the drop-down arrow under accounts AFTER all the income and expenses.

Entering and Paying Expenses

Enter Bills

From the Portal screen:
 → **Transactions**
 → **Enter Bills**, or click the **Enter Bills icon**



Paying bills in Accounting is a two-step process: **ENTER the bills** and then **PAY them**.

- Bills may be entered today and paid today.

- Bills may also be entered today and held to be paid later.
- Bills are paid to a vendor/payee; these are listed on the Chart of Accounts as vendors under the **Accounts Payable** account or are entered on the Chart of Accounts with their own #2 liability account.

Let's look at the Chart of Accounts.

- Click to open Accounting if it isn't already open.
- At the top of the screen, click **Manage Accounts** and then **View**.
- Clicking the **Plus (+) sign** on the **Accounts Payable** number opens the sub-ledger of vendors.

The screenshot shows the 'Chart of Accounts' window. At the top, there's a search bar. Below it, a table lists accounts. The 'Accounts Payable' account (2:20.100) is selected, and its sub-ledger is displayed. The sub-ledger table has columns for 'Account Name' and 'Amount'. The following vendors are listed under 'Account Name': American Electric Power, Ameritech, Big City Utilities, Cap City Food Bank, Christian Bible Supplies, City Florist, and City of Columbus.


Vendors may be added during the setup of the Chart of Accounts or may be added later as they are needed.

When converting to Accounting from a prior version of Church Windows Financial, vendors listed as Payees under Post Expenses will automatically be converted to the vendor list under Accounts Payable. Vendors listed as individual liability accounts in the Chart of Accounts will not be converted to the Accounts Payable subsidiary ledger. We encourage you to change them to the Accounts Payable sub-ledger.

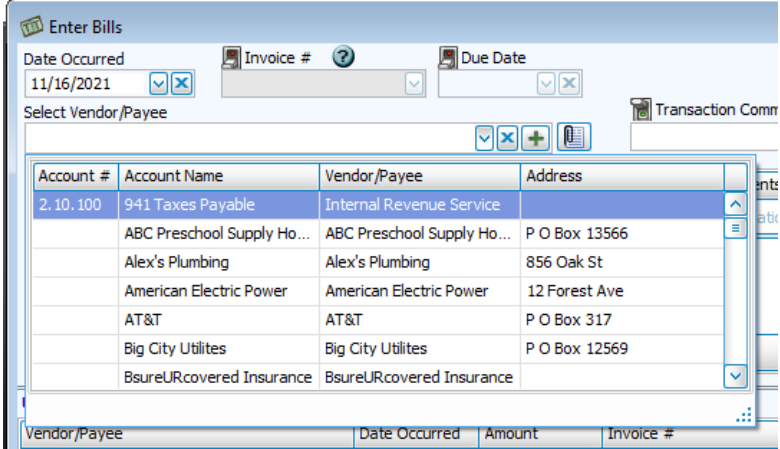
Entering a Single-Line Bill

The screenshot shows the 'Enter Bills' window. It has several input fields: 'Date Occurred' (set to 11/16/2021), 'Invoice #' (with a help icon), and 'Due Date'. There are buttons for 'Recurring Transactions' and 'Show Running Balance'. A 'Select Vendor/Payee' section includes a 'Type to Search' field. Below this is a table with columns: 'Expense/Income Accounts', 'Amount', 'CR Memo', and 'Line Item Comments'. A message says '<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>'. At the bottom, there's a 'Total' field showing '\$0.00' and a 'DONE - Add To Batch (Ctrl +)' button. Below the table is an 'Unposted Bills Batch (0)' section with columns: 'Vendor/Payee', 'Date Occurred', 'Amount', 'Invoice #', 'Due Date', and 'Transaction Comments'. At the very bottom, there are buttons for 'Edit', 'Remove', 'Print', 'Save Batch', 'Post', and 'Post & Pay These Bills'. A footnote at the bottom says '* Use the INS column in Pay Bills to insert comments onto check stubs.'

Fill in the fields as indicated:

- **Date Occurred:** This is the date the transaction will affect the Treasurer's Report.
- **Invoice Number:** This is an optional field. We recommend entering an invoice number if you have one.
- **Due Date:** This is an optional field if the bill is going to be immediately paid. If the bill is to be paid later and you enter a due date for it, then you will be able to run the **Transaction** report **Show Payments Due** _____ (blank would be filled in by the date due). The report would show what bills are due as of that date.
- **Select Vendor/Payee:** Begin typing the vendor or payee's name. As more of the name is typed in, the list is refined to include only those accounts that more closely match what has been typed. You can display the entire list by erasing what you have typed in the box or by clicking on the small arrow on the right side of the selection box, then scrolling to the account needed.
- **Manage Files:** The manage files icon allows you to browse your computer and attach files to the transaction/account. You can do this in any of the transaction screens where you see this icon  at the end of the account line.

Here is a screenshot showing a vendor being selected.



The screenshot shows the 'Enter Bills' window. At the top, there are fields for 'Date Occurred' (11/16/2021), 'Invoice #' (with a help icon), and 'Due Date'. Below these is a 'Select Vendor/Payee' dropdown menu. To the right of the dropdown is a 'Transaction Comm' field. Below the dropdown is a list of vendors with columns for 'Account #', 'Account Name', 'Vendor/Payee', and 'Address'. The list includes 'Internal Revenue Service', 'ABC Preschool Supply Ho...', 'Alex's Plumbing', 'American Electric Power', 'AT&T', 'Big City Utilites', and 'BsurreURcovered Insurance'. At the bottom of the window, there are tabs for 'Vendor/Payee', 'Date Occurred', 'Amount', and 'Invoice #'.

Account #	Account Name	Vendor/Payee	Address
2. 10. 100	941 Taxes Payable	Internal Revenue Service	
	ABC Preschool Supply Ho...	ABC Preschool Supply Ho...	P O Box 13566
	Alex's Plumbing	Alex's Plumbing	856 Oak St
	American Electric Power	American Electric Power	12 Forest Ave
	AT&T	AT&T	P O Box 317
	Big City Utilites	Big City Utilites	P O Box 12569
	BsurreURcovered Insurance	BsurreURcovered Insurance	

- **Transaction Comments:** This is an optional field. These are **transaction comments** that pertain to the entire transaction. These comments can print on the check stub.
- **Expense Account:** Select the Expense account to be charged. Begin typing the name of the expense account. As more of the name is typed in, the list is refined to include only those accounts that more closely match what has been typed. You can display the entire list by erasing what you have typed in the box or by clicking on the small arrow on the right side of the selection box, then scrolling to the account needed.
- **Amount:** Key in the amount to be charged to this account.
- **Cr. Memo:** This field would be used to show that we have a credit memo from the vendor.
- **Line Item Comments:** These **line-item comments** are especially useful when a multi-lined entry is entered. The comment field will then pertain to the specific expense account charged so you can have different comments for each line item of a bill. These comments can be printed on the check stub.

Here's the completed transaction:

- When finished with entering the bill for this vendor, click **Done – Add to Batch**.

You can see that a batch for the bills being entered has been opened and the batch heading shows that one bill has been entered.

- You may now:
 - **Edit** the transaction if something is wrong with it;
 - **Remove** the transaction from the batch if you do not want to use it;
 - **Print** the batch to see the transaction;
 - **Save the Batch** if you need to close out and come back later or if you are entering a lot of bills;
 - **Post** the batch. You can pay the bill now or later.
 - **Post and Pay These Bills** if you want to authorize the check right now.

Entering a Multi-Lined Bill

It is easy to charge an expense across multiple line items.

Begin as before:

- Select the **Date Occurred** if you do not wish to use the default of the current date.
- Enter an **Invoice number** if you have one.
- If you are not paying the bill today, enter a **Date Due** for when you need to authorize the payment.
- Select the **Vendor**.
- Enter the **Transaction comments** if you wish.

Enter information for the first expense account:

- **Expense / Income Accounts:** Choose the account to which the first part of the bill should be charged.
- **Amount:** Key in the amount for this line item.
- **Line Item Comments:** Key in the appropriate comments.
- To create a new line for this transaction so another expense account can be charged,
 - Press the **Enter** key on the keyboard, or
 - Use the **Tab** key on the keyboard, or
 - Click the **Plus (+) sign** at the right side of the entry.
- On the new entry line, repeat the process using the different information. You may have as many lines to the entry as you need.

The 'Enter Bills' window displays the following information:

- Date Occurred:** 11/16/2021
- Invoice #:** (empty)
- Due Date:** (empty)
- Select Vendor/Payee:** Christian Bible Supplies
- Transaction Comments:** books for library - bulletin
- Expense/Income Accounts Table:**

Expense/Income Accounts	Amount	CR Memo	*Line Item Comments
5.10.610 - Bulletins	32.47		fall special bulletins
5.10.540 - Library	50.00		books for library
- Total:** \$82.47
- Buttons:** Clear Transaction, DONE - Add To Batch (Ctrl +)

- When finished with all lines for that vendor, click **Done – Add to Batch**.

Unposted Bills Batch (2)

Vendor/Payee	Date Occurred	Amount	Invoice #	Due Date	Transaction Comments
City Florist	08/25/2016	53.29			Pastor's Birthday Bouquet
Christian Bible Supplies	08/25/2016	82.47			books for library - bulletin

Buttons: Edit, Remove, Print, Save Batch, Post, Post & Pay These Bills

* Use the INS column in Pay Bills to insert comments onto check stubs.

The transactions are now visible in the **Unposted Bills Batch** and the heading shows the number of transactions in the batch. Notice, in the batch section of the screen, we see only the **total amount** due each vendor. But if we click on the **Plus (+) sign** next to the bill, you can see the details for that total.

Unposted Bills Batch (2)

Vendor/Payee	Date Occurred	Amount	Invoice #	Due Date	Transaction Comments
Christian Bible Supplies	08/25/2016	82.47			books for library - bulletin

Account	Debit Amount	Credit Amount	Line Item Comments
5.10.610 - Bulletins	32.47		fall special bulletins
5.10.540 - Library	50.00		books for library

Buttons: Edit, Remove, Print, Save Batch, Post, Post & Pay These Bills

* Use the INS column in Pay Bills to insert comments onto check stubs.

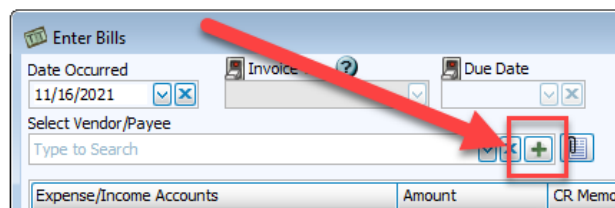
You can now:

- Continue adding more transactions.
- Click **Save Batch** to save the batch for posting later. The next time the **Enter Bills** screen is opened, any bills in the saved batch will be retrieved and you can continue to add bills to it or edit the bills in the batch.
- Click **Post** to post the batch without paying it right now.
- Click **Post & Pay These Bills** to authorize their payment now.

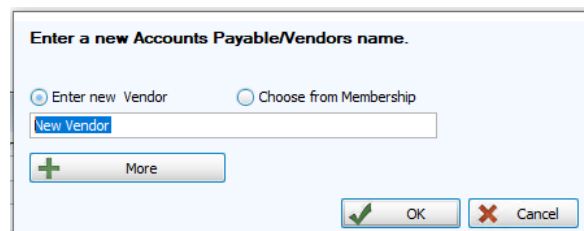
Adding Vendors on Enter Bills Screen

Sometimes you are in the middle of entering bills and you need to add a new vendor. You do not have to leave the **Enter Bills** screen to do so.

- Click the **Plus (+)** sign in the **Select Vendor/Payee** field.

The screenshot shows the 'Enter Bills' window. At the top, there are fields for 'Date Occurred' (11/16/2021), 'Invoice' (with a question mark icon), and 'Due Date'. Below these is the 'Select Vendor/Payee' section with a text input field labeled 'Type to Search'. To the right of this input field is a small box containing a plus sign (+) and a minus sign (-). A red arrow points from the top right towards this box. Below the 'Select Vendor/Payee' section is a table with columns 'Expense/Income Accounts', 'Amount', and 'CR Memo'.

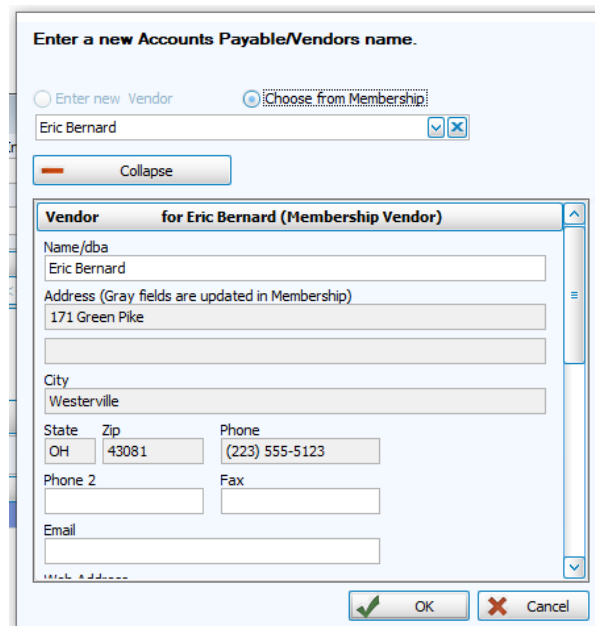
- Key in the **name** of the vendor, or select **Choose from Membership** and select the name from the drop-down list.
- Click the **More** button to open the entire vendor screen.

The screenshot shows a dialog box titled 'Enter a new Accounts Payable/Vendors name.'. It has two radio buttons: 'Enter new Vendor' (which is selected) and 'Choose from Membership'. Below the radio buttons is a text input field labeled 'New Vendor'. At the bottom right are 'OK' and 'Cancel' buttons.

Fill in the details.

- When finished, click **OK**.

The new vendor now shows and we can continue with the transaction. If you select **Choose from Membership**, the program will pull the information from the record. If you need to edit anything, it also indicate gray fields can be updated on the actual record in Membership.

The screenshot shows the same dialog box as before, but with the 'Choose from Membership' radio button selected. Below the radio buttons is a dropdown menu with 'Eric Bernard' selected. Below the dropdown is a 'Collapse' button. The main area shows the vendor details for 'Eric Bernard (Membership Vendor)'. The fields are: Name/dba (Eric Bernard), Address (171 Green Pike), City (Westerville), State (OH), Zip (43081), Phone ((223) 555-5123), Phone 2, Fax, and Email. The 'Address' field is highlighted in gray, indicating it is updated in Membership. At the bottom right are 'OK' and 'Cancel' buttons.

Posting Credit Memos

It is easy to use a credit memo from a vendor/payee!

Let's assume that you have a **\$750.00 bill** from a company and you also have a **\$50.00 credit memo** from supplies that were returned. You want to use the credit memo on this bill. It does not matter which item you enter first. We will **enter the regular bill**:

- Enter the bill for the \$750.00 to the expense account as you normally would but do **not** click Done – Add to Batch.
- Click the **Plus (+) sign** to the right of the comments for the line item.
- Now **select the expense line item to which you want to apply the credit memo, key in the amount of the credit memo** – we key in \$50.00 and **click to place a check mark in the Credit Memo box**; You can enter the invoice number for the credit memo in the **Comments** box for the line item.
- **If you click in the white space of the screen, you will then see that the amount box now shows the net amount due** – perfect! That is what will show on the check.

Expense/Income Accounts	Amount	CR Memo	Line Item Comments
	0.00	<input type="checkbox"/>	
5. 10. 495 - Miscellaneous Office Expenses	50.00	<input checked="" type="checkbox"/>	credit on returned items inv 129410
5. 10. 475 - Computer Maintenance	750.00	<input type="checkbox"/>	network installation
Total:			\$700.00

Unposted Bills Batch (2)

Vendor/Payee	Amount	Transaction Comments
Christian Bible Supplies		books for library - bulletin

- Click **Done - Add to Batch**. Click **Post** to post the transaction or **Save Batch** to save the batch for posting later.

Note: You can also enter the credit memo by itself, not necessarily when you have a bill to the vendor. It will take the vendor's account into the negative and then when a new bill is entered for the vendor, the net amount due (new bill minus the credit memo) will be available to send the vendor.

Note: If the credit memo is large enough, you may post several bills against it before it is used up.

Example:

We paid Mid-City Industrials \$740. Now we have a credit memo of \$250 from them. We post that credit memo to the same expense account that we used for the original bill - Repairs and Maintenance – and mark that it is a Credit Memo.

Enter Bills

Date Occurred: 11/16/2021 Invoice #: Due Date: Recurring Transactions: Show Running Balance:

Select Vendor/Payee: Mid-City Industrial Supplies Transaction Comments:

Expense/Income Accounts	Amount	CR Memo	Line Item Comments
5. 10.410 - Repairs & Maintenance	250.00	<input checked="" type="checkbox"/>	

Clear Transaction Total: (\$250.00) DONE - Add To Batch (Ctrl +)

Looking at a General Ledger report for the vendor, we see that the account has now gone into the negative: we have that money to spend from that credit memo. Here's a General Ledger showing the effects of our transactions.

41st Church of Anytown - Columbus OH						
General Ledger as of August 2016						
Thursday, August 25, 2016						Page 1 of 1
Account #	Account Name		Primary Bal. Acct.	Check #	Amount	Balances:
Date Occurred	Trans #	Type				Beg/Run/End
2.20.100	Accounts Payable					0.00
	Mid-City Industrial Supplies					0.00
03/26/2016	199	BILL	Repairs & Maintenance		745.21	745.21
03/26/2016	200	PYMT	Huntington Bank Checking	97514	(745.21)	0.00
04/14/2016	201	BILL	Repairs & Maintenance		740.00	740.00
04/14/2016	202	PYMT	Huntington Bank Checking	97529	(740.00)	0.00
04/20/2016	205	BILL	Repairs & Maintenance		(250.00)	(250.00)
					(250.00)	(250.00)

Later we have a new bill from the company but it is for just \$79.00. We enter and post it but we do not have to pay it because our credit memo with the company covers it. Our General Ledger says we still have more money to use on that credit memo.

41st Church of Anytown - Columbus OH						
General Ledger as of August 2016						
Thursday, August 25, 2016						Page 1 of 1
Account #	Account Name		Primary Bal. Acct.	Check #	Amount	Balances:
Date Occurred	Trans #	Type				Beg/Run/End
2.20.100	Accounts Payable					0.00
	Mid-City Industrial Supplies					0.00
03/26/2016	199	BILL	Repairs & Maintenance		745.21	745.21
03/26/2016	200	PYMT	Huntington Bank Checking	97514	(745.21)	0.00
04/14/2016	201	BILL	Repairs & Maintenance		740.00	740.00
04/14/2016	202	PYMT	Huntington Bank Checking	97529	(740.00)	0.00
04/20/2016	205	BILL	Repairs & Maintenance		(250.00)	(250.00)
05/16/2016	206	BILL	Repairs & Maintenance		79.00	(171.00)
					(171.00)	(171.00)

Time goes by and we are ready to use up the rest of the credit. We now have a bill from the company for \$189.42. Because we have a credit memo balance of \$171.00 that means our payment for this last bill is actually going to be \$18.42.

- We enter the bill for \$189.42 and add it to the batch and then click **Post**.

Unposted Bills Batch (1)

Vendor/Payee	Date Occurred	Amount	Invoice #	Due Date	Transaction Comments
Mid-City Industrial Supplies	06/13/2016	189.42			

Account	Debit Amount	Credit Amount	Line Item Comments
Mid-City Industrial Supplies		189.42	
5.10.410 - Repairs & Maintenance	189.42		paint and supplies for children's library & bathroom

* Use the INS column in Pay Bills to insert comments onto check stubs.

- Go to **Pay Bills, Quick Pay, View Outstanding Bills**.

All the items for our vendor – Mid-City Industrial Supplies - are there. Notice that the balance in the account is listed as \$18.42, exactly what we said we would owe.

Outstanding Bills

Select	Date Occ.	Date Due	Trans #	Vendor	Acct. Balance	Invoice #	Amount Due
<input type="checkbox"/>	11/15/2020		208	941 Taxes Payable (2.10.100)	\$0.00		(\$500.00)
<input type="checkbox"/>	12/31/2020		207	American Electric Power	\$0.00		\$123.00
<input type="checkbox"/>	10/31/2021		88	Alex's Plumbing	\$123.00		\$123.00
<input type="checkbox"/>	11/07/2021		87	Alex's Plumbing	\$123.00		\$123.00
<input type="checkbox"/>	11/16/2021		97	Mid-City Industrial Supplies	\$18.42		(\$250.00)
<input type="checkbox"/>	11/16/2021		98	Mid-City Industrial Supplies	\$18.42		\$79.00
<input type="checkbox"/>	11/16/2021		99	Mid-City Industrial Supplies	\$18.42		\$189.42

- Click to select all the items and click **Create Payments**.

Pay Bills

Select Vendor/Payee To Pay
 Type to Search [X] [] Add To Batch (Ctrl +)

Unposted Payments Batch (1)

Default Date Occurred: 11/16/2021
 Default Asset Account: 1.10.100
 Default Pay Method: Computer C

Date Occurred	Vendor	Asset	Amount to Pay	Payment Method	Check or Ref #	*Transaction Comments	INS
11/16/2021	Mid-City Industrial ...	1.10.100 - H...	18.42	Computer Check		Using last of credit memo	

Outstanding Bills: ☒ ☒ ☒

Make sure the amount to pay is correct.

We added a memo that we are using the last of the credit memo. This will print on the check.

- Leave all items selected. Check the **Amount to Pay** – it is the correct amount we owe. Enter the **Payment Method**. You might mention the credit memo in the **Comments** section.

- **Post the payment and print the check.**

Now, let's see what our General Ledger shows for our vendor. We see that all is well and our account is now at \$0.00.

41st Church of Anytown - Columbus OH						
General Ledger as of August 2016						
Thursday, August 25, 2016				Page 1 of 1		
Account #	Account Name	Primary Bal. Acct.	Check #	Amount	Balances:	Beg/Run/End
Date Occurred	Trans #	Type				
2.20.100	Accounts Payable					0.00
Mid-City Industrial Supplies						0.00
03/26/2016	199	BILL	Repairs & Maintenance	745.21		745.21
03/26/2016	200	PYMT	Huntington Bank Checking	97514	(745.21)	0.00
04/14/2016	201	BILL	Repairs & Maintenance	740.00		740.00
04/14/2016	202	PYMT	Huntington Bank Checking	97529	(740.00)	0.00
04/20/2016	205	BILL	Repairs & Maintenance	(250.00)		(250.00)
05/16/2016	206	BILL	Repairs & Maintenance	79.00		(171.00)
06/13/2016	207	BILL	Repairs & Maintenance	189.42		18.42
08/25/2016	208	PYMT	Huntington Bank Checking	(18.42)		0.00
				<u>0.00</u>		<u>0.00</u>

Show Running Balance

The **Show Running Balance** button is available on all transaction screens.

After one or more transactions have been added to the batch, this box will display the **effect** the transaction(s) will have on the selected accounts – you can verify the accuracy of a transaction BEFORE you click the **Post** button. If you have added several transactions, you can check them all at once.

Here we see a transaction screen showing one bill having been entered and added to the batch.

- Click the **Show Running Balance** box.

The effect of the transaction(s) on the selected accounts now shows and we can check our work before posting the batch. Nice safeguard against errors!

Enter Bills - Running Balances			
Account	Current Bal.	Trans. Effect	Adjusted Bal.
- American Electric Power	\$0.00	\$187.22	\$187.22
Electric	\$400.00	\$187.22	\$587.22
Add Transactions To Batch To Calculate Running Balances			

- If a transaction has an error, click the **Edit** button in the lower left corner of the screen or double-click on the transaction to move it back to the top where you can make the corrections. When finished, click **Done - Add To Batch** and check the transaction again.
- Click **Post**. We will discuss **Post & Pay These Bills** in the next section of this workbook.

Pay Bills – Quick Pay

From the Portal screen:
 → **Transactions**
 → **Pay Bills**, or click on the **Pay Bills icon**

The **Pay Bills** screen opens. On this screen, we tell the system that we will be paying a given vendor using money from a given asset account. There are several ways to select the vendor you wish to pay.

Pay Bills Entered Today

When you click **Pay Bills Entered Today**. The screen brings up any bills posted today with the details of the first bill opened to view.

- Clicking on each posted bill displays the details of that bill.

Pay Bills

Select Vendor/Payee To Pay
 Type to Search [X] [X] [X] [X] Add To Batch (Ctrl +)

Quick Pay [Clock Icon] Show Running Balance

Unposted Payments Batch (2)

Default Date Occurred: 11/16/2021 [X] [X]
 Default Asset Account: 1.10.100 [X] [X]
 Default Pay Method: Computer C [X] [X]

Date Occurred	Vendor	Asset	Amount to Pay	Payment Method	Check or Ref #	*Transaction Comments	INS
11/16/2021	Mid-City Industrial ...	1.10.100 - H...	18.42	Computer Check			
11/16/2021	American Electric P...	1.10.100 -...	187.22	Computer Check			

Outstanding Bills	Pay Now	Invoice #	Amount	Due Date	Transaction Comments	Separate PYMT
<input type="checkbox"/>			123.00			<input type="checkbox"/>
<input checked="" type="checkbox"/>			187.22			<input type="checkbox"/>

Do Not Pay Selected Vendor [X] [X] [X] [X] Print Save Batch Post Post & Print Checks

* Comments will appear on the check stubs. Use INS to insert comments from Bills.

View Vendors with a Balance

When you click **View Vendors with a Balance** and the system will display a list of all vendors – vendors/payees from the Accounts Payable number and other liabilities – that have a balance.

Vendors with a Balance

Select	Vendor	Account Balance
<input type="checkbox"/>	941 Taxes Payable (2.10.100)	\$10,998.82
<input type="checkbox"/>	City Florist	\$328.09
<input type="checkbox"/>	City/County Taxes Payable (2.10.120)	\$1,992.03
<input type="checkbox"/>	Crop Walk (2.30.020)	\$255.00
<input type="checkbox"/>	CyberSurf Com, Inc	\$700.00
<input type="checkbox"/>	Disaster Relief Recovery (2.30.050)	\$50.00
<input type="checkbox"/>	Flexible Spending (2.10.150)	\$2,100.00
<input type="checkbox"/>	Mortgage Payable (2.90.100)	\$225,500.00
<input type="checkbox"/>	Odd Jobs	\$60.00
<input type="checkbox"/>	Pension Payable (2.10.130)	\$5,461.72
<input type="checkbox"/>	State Taxes Payable (2.10.110)	\$655.00
<input type="checkbox"/>	Wedding Deposits (2.70.100)	\$600.00

Select All Unselect All Create Payments Cancel

Pay Bills

Select Vendor/Payee To Pay
 Type to Search [X] [X] [X] [X] Add To Batch (Ctrl +)

Quick Pay [Clock Icon] Show Running Balance

Unposted Payments Batch (2)

Default Date Occurred: 11/16/2021 [X] [X]
 Default Asset Account: 1.10.100 [X] [X]
 Default Pay Method: Computer C [X] [X]

Date Occurred	Vendor	Asset	Amount to Pay	Payment Method	Check or Ref #	*Transaction Comments	INS
11/16/2021	Internal Revenue ...	1.10.100 - H...	0.00	Computer Check			
11/16/2021	CyberSurf Com, Inc	1.10.100 - H...	700.00	Computer Check			

Outstanding Bills	Pay Now	Invoice #	Amount	Due Date	Transaction Comments
<input checked="" type="checkbox"/>			700.00		

Do Not Pay Selected Vendor [X] [X] [X] [X] Print Save Batch Post Post & Print Checks

* Comments will appear on the check stubs. Use INS to insert comments from Bills.

Because this is a liability with a balance, but we did not enter a bill, we must tell the system how much we wish to pay. Click in the Amount to Pay box for the liability and enter the dollar amount to be paid. You may pay all of the balance or just a portion.

- To create a payment to any of those vendors, click to place a check mark in the **Select** box to the left of the vendor and then click **Create Payments**.
 - Those vendors where a bill was entered show the amount to pay.
 - Vendors that are listed as individual liabilities (# 2 accounts if you are using numbers in your system) or who receive money from the **Donations** or the **Payroll** module show a zero dollar amount to pay. The system has no way of knowing how much of that money you wish to pay out. Click in the **Amount to Pay** box for each liability and enter the amount to pay out of each.

View Outstanding Bills

When you click **View Outstanding Bills** from the **Quick Pay** button, you will see a list of all outstanding bills entered, regardless of when they were entered. In this case, liabilities such as the 941, which are not technically “bills,” will not show.

Select	Date Occ.	Date Due	Trans #	Vendor	Acct. Balance	Invoice #	Amount Due
<input type="checkbox"/>	02/15/2019		35	Ameritech	\$186.98		\$125.00
<input type="checkbox"/>	02/15/2019		36	Ameritech	\$186.98		\$61.98
<input type="checkbox"/>	02/15/2019		37	Columbia Gas	\$1,410.00		\$1,410.00
<input type="checkbox"/>	02/15/2019		38	American Electric Power	\$80.00		\$80.00
<input type="checkbox"/>	02/15/2019		39	BsurreURcovered Insurance	\$3,614.80		\$3,614.80


- To create a payment for any of these bills, click to place a check mark in **Select**.
- Once all vendors to be paid have been selected, click **Create Payments**.

The amount of money entered as the bill will come over as the amount to pay.

Select Vendor/Payee to Pay

When you **Select Vendor/Payee to Pay**. Doing this, you will select one vendor at a time. Several may be added to the screen before posting the payments.

- Click the drop-down arrow to find the vendor’s name or begin typing in the name. The vendor list includes both vendors with whom you have bills and # 2 liability accounts such as the one for your 941 taxes withholding.
- When you have clicked on the vendor’s name, click **Add to Batch**.

- You can also set a default asset account and have it automatically populate this field. That feature is found under **Special Functions, Settings**. If you converted to Accounting and had selected a default asset account in the prior program, that asset will carry forward as the default.
- If you wish to change the asset or the payment method selected for a given bill, click in the transaction line for the specific transaction and in the column for the **asset** and **payment type** and make the appropriate selection.
- **Manage Files:** The manage files icon allows you to browse your computer and attach files to the transaction/account. You can do this in any of the transaction screens where you see this icon  at the end of the account line.

Payment Method. The options are:

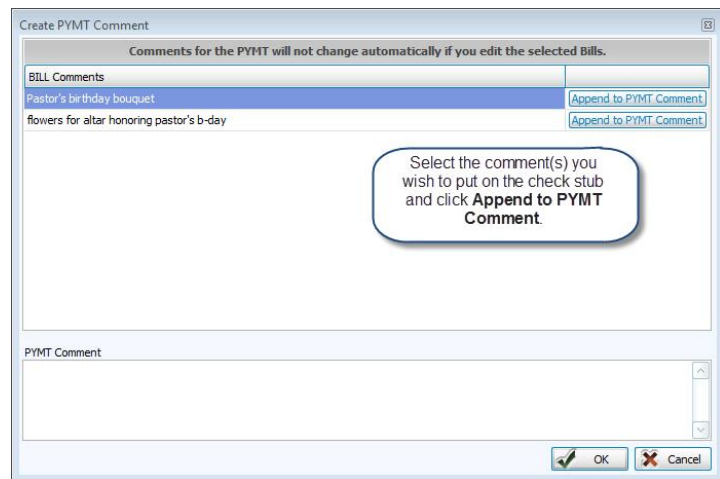
- **Manual Checks** – These must have a **Check or Reference #** entered in order for the item to appear on the bank reconciliation screen.
- **Computer checks** – These are numbered when the checks are printed.
- **Electronic payments (EFT), Debit Card, Credit Card and Cash** payments – These do not require a check or reference #. The method of payment will show on the bank reconciliation.

Transaction Comments

There is a **transaction comment** field on the line of the vendor and payment method. You may key specific comments in here if you wish. These comments will print on the check stub.

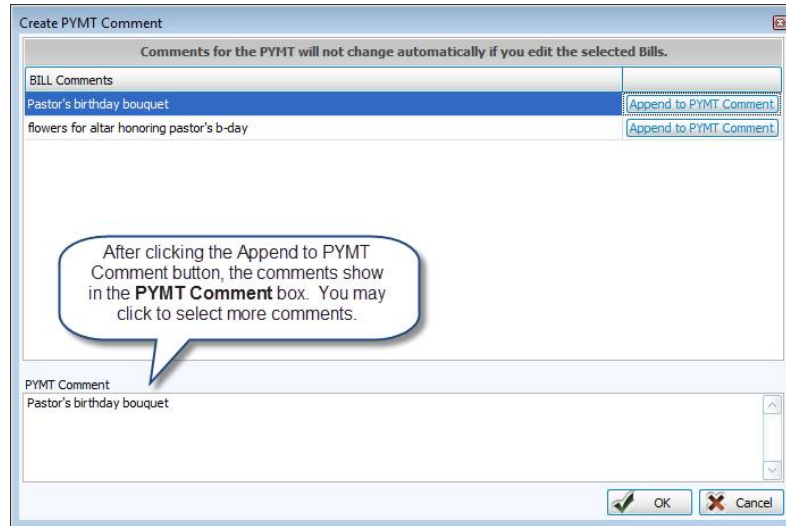
However, to avoid having to re-type comments so that they appear on the check stub,

- Click the **INS (Insert)** button to view the comments entered on the **Enter Bills** screen.
- To add the comments to the check stub, click to highlight the line and click the **Append to PYMT Comment** button.



After clicking the **Append to PYMT Comment** button, the comments are displayed in the **PYMT Comment** box.

- Click **OK**.

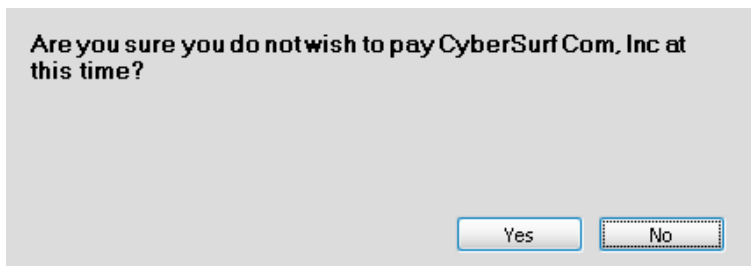


Remove a Selected Vendor/Payee from the Pay Bills Screen

If you have brought over a vendor onto the Pay Bills screen and do not wish to pay them, you may choose to not pay them. Removing them from this screen does **not** cancel the bill; it says you are not going to pay it right now. You will be able to pay the bill later.

You must remove the vendor from the Pay Bills screen **before** you click to **Post** the batch.

- If you want to remove a payment entry from the batch, click the vendor name in the list of bills to be paid and click the **Do Not Pay Selected Vendor** button at the bottom of the screen.
- Click **Yes** on the confirming message to continue with the deletion; click **No** if you wish to cancel the deletion.



When finished with all transactions, you may

- Click **Save Batch** if you would like to leave the batch open and come back later to post it or add more transactions before posting.
- Click **Post** if you are finished paying bills today but want to print the computer checks later. If you want to print the checks right away, click **Post & Print Checks**. We will click **Post**.

Post & Pay These Bills

You have seen that typically paying a bill is a two-step process: Enter the bills on the Enter Bills screen and then open the Pay Bills screen and post the payment. Is there a way to speed up this process? Yes, on the **Enter Bills** screen is the **Post & Pay These Bills** button.

Here's a screenshot from **Enter Bills** showing a bill that has been entered and added to the batch.

Vendor/Payee	Date Occurred	Amount	Invoice #	Due Date	Transaction Comments
Columbia Gas	08/25/2016	225.42			

Buttons: Edit, Remove, Print, Save Batch, Post, **Post & Pay These Bills**

* Use the INS column in Pay Bills to insert comments onto check stubs.

- After adding the bill(s) to the **Batch**, click **Post & Pay These Bills**.
- You will be given the opportunity to print the transaction(s) you entered.

The **Pay Bills** screen automatically opens and all bills entered are shown, ready for you to make the payment.

Pay Bills

Select Vendor/Payee To Pay: Type to Search [X] [X] [X] Add To Batch (Ctrl +)

Quick Pay [Clock Icon] Show Running Balance [Scales Icon]

Unposted Payments Batch (1)

Default Date Occurred: 11/16/2021 Default Asset Account: 1.10.100 Default Pay Method: Computer C

Date Occurred	Vendor	Asset	Amount to Pay	Payment Method	Check or Ref #	*Transaction Comments	INS
11/16/2021	Columbia Gas	1.10.100 - H...	225.42	Computer Check			

Outstanding Bills: Pay Now [X] Invoice# Amount Due Date Transaction Comments

225.42

Buttons: Do Not Pay Selected Vendor, Print, Save Batch, Post, Post & Print Checks

* Comments will appear on the check stubs. Use INS to insert comments from Bills.

- If you have not set a default **Asset** and **Payment Method**, click to select those. If you have a default asset and payment method set up, those are already selected.

Remember:

- Computer checks are assigned numbers in the **Check Printing** screen.
 - Manual checks, EFT, Debit cards and Credit cards and Cash do not need a number entered into the Check or Ref # box.
- Enter **Comments** if you prefer, or click the **Insert** button and add the comments that were entered on the Enter Bills screen.
- Click **Post**.

Paying a Single Vendor But Printing Two Checks

Sometimes you need to enter a bill to a vendor for two different line items. It is the same vendor but you want two different checks. The bills are due at the same time so entering them at the same time is appropriate. But, you need two different checks. On the Pay Bills screen, you can tell Church Windows to print two separate checks when you pay the bills.

- Enter the bills as independent invoices and tell the system to print two checks. Post the bills.

Unposted Bills Batch (2)

Vendor/Payee	Date Occurred	Amount	Invoice #	Due Date	Transaction Comments
<input checked="" type="checkbox"/> Ameritech	08/25/2016	125.89			
<input checked="" type="checkbox"/> Ameritech	08/25/2016	140.32			

* Use the INS column in Pay Bills to insert comments onto check stubs.

- On the **Pay Bills** screen, click **Quick Pay, View Outstanding Bills**.
- On the **Outstanding Bills** screen, as you select the vendors to be paid at this time, **select both invoices to the vendor**.

Outstanding Bills

Select	Date Occ.	Date Due	Vendor	Acct. Balance	Invoice #	Amount Due
<input type="checkbox"/>	02/15/2016		BsureURcovered Insurance	\$3,614.80		\$3,614.80
<input type="checkbox"/>	08/25/2016		American Electric Power	\$267.22		\$187.22
<input type="checkbox"/>	08/25/2016		City Florist	\$53.29		\$53.29
<input type="checkbox"/>	08/25/2016		941 Taxes Payable (2.10.100)	\$38,361.40		\$123.12
<input type="checkbox"/>	08/25/2016		Columbia Gas	\$225.42		\$225.42
<input checked="" type="checkbox"/>	08/25/2016		Ameritech	\$266.21		\$125.89
<input checked="" type="checkbox"/>	08/25/2016		Ameritech	\$266.21		\$140.32

As you select the vendors to be paid at this time, select both invoices for the vendor.

- Donations coming in to send elsewhere; for example, contributions for pass through emergency aid programs, special collections.
- Loan/Mortgage or Line of Credit balances; for example, the amount of money still owed on a loan or mortgage.

From the **Portal** screen:
→ **Pay Bills**

Paying the 941 Tax Deposit

If you are using the Church Windows Payroll program, it brings the money for the 941 deposit (which is deducted from a person's pay and also includes the church's share of Social Security/Medicare) directly into the Accounting # 2 liability account for FICA (or Federal Withholding) when the payroll is transferred to accounting. This is not a bill to the church; you are sending the money into the Internal Revenue Service for the employees and the church. These payments are typically made on a monthly basis unless the church qualifies to make a payment just once a quarter.

If you do not use the Church Windows Payroll program, you are calculating the pay in Accounting. Part of that transaction would be to set aside the amount each person owes for their 941 plus the church's share of Social Security and Medicare for each employee.

- You must know how much you need to pay the IRS. Using the Church Windows Payroll program, you would print a **Pay Period Deductions** report from the **Payroll** module for the period in question, whether it's a single pay period, the month or the quarter, so that you are sure of the amount that is to be paid.
- You can also see what was withheld for **State** and/or **Local** taxes if you need to make periodic payments for those.

First Church										
Payperiod Deductions Report For 03/01/2015 to 03/31/2015										
Page 1										
Empl./Cont	Gross Pay	Soc Sec	Medicare	Fed. Tax	State Tax	Local Tax	Gross Less Tax	Deduction Description	Deduction Amount	Net Pay
Higgins, Larry	\$6,105.00	\$0.00	\$0.00	\$0.00	\$72.00	\$29.58	\$6,003.42	403(b)pension Dental Ins Health Ins	\$118.35 \$60.00 \$183.00	\$5,642.07
Hilliard, Jimmy I	\$1,976.00	\$116.00	\$27.13	\$162.00	\$24.00	\$49.40	\$1,597.47	Health Ins	\$105.00	\$1,492.47
Jones, Steve	\$5,041.50	\$0.00	\$0.00	\$0.00	\$0.00	\$80.64	\$4,960.86	403(b)pension Health Care Spending Health Ins	\$255.00 \$225.00 \$165.00	\$4,315.86
Killing, George	\$789.25	\$48.93	\$11.44	\$9.00	\$5.00	\$15.79	\$699.09			\$699.09
Thomas, John	\$2,364.00	\$142.86	\$33.42	\$171.00	\$36.00	\$47.28	\$1,933.44	Health Ins	\$60.00	\$1,873.44
Trane, Roger	\$3,150.00	\$186.00	\$43.50	\$93.00	\$57.00	\$63.00	\$2,707.50	Health Ins	\$150.00	\$2,557.50
Williams, Jerry	\$4,725.00	\$282.15	\$66.00	\$183.00	\$99.00	\$94.50	\$4,000.35	403(b)pension Health Ins	\$141.75 \$174.00	\$3,684.60
Worth, Sue	\$2,364.00	\$141.93	\$33.18	\$156.00	\$33.00	\$47.28	\$1,952.61	403(b)pension Health Ins	\$70.92 \$75.00	\$1,806.69
Young, Lisa	\$1,976.70	\$111.60	\$26.10	\$102.00	\$21.00	\$39.00	\$1,677.00	Health Ins	\$150.00	\$1,527.00
Totals	\$28,491.45	\$1,029.47	\$240.77	\$876.00	\$347.00	\$466.47	\$25,531.74		\$1,933.02	\$23,598.72
941 Deposit: \$3,416.48		\$2,058.94	\$481.54	\$876.00						
941 Deposit:				\$0.00						

- Then, in Accounting, click **Pay Bills, Quick Pay, View Vendors with a Balance.**

Pay Bills

Select Vendor/Payee To Pay
Type to Search [X] [X] [X] Add To Batch (Ctrl +)

Unposted Payments Batch (0)

Default Date Occurred: 11/16/2021 [X] [X]
Default Asset Account: 1. 10. 100 [X] [X]
Default Pay Method: Computer C [X] [X]

Date Occurred Vendor Asset Amount to Pay Payment Method

Quick Pay [X] [X] [X]
Pay Bills Entered Today
View Vendors with a Balance
View Outstanding Bills

The **View Vendors with a Balance** screen opens. Here you see the total amount sitting in each liability or vendor.

Select	Vendor	Account Balance
<input type="checkbox"/>	941 Taxes Payable (2. 10. 100)	\$10,998.82
<input type="checkbox"/>	City Florist	\$328.09
<input type="checkbox"/>	City/County Taxes Payable (2. 10. 120)	\$1,992.03
<input type="checkbox"/>	Crop Walk (2. 30. 020)	\$255.00
<input type="checkbox"/>	CyberSurf Com, Inc	\$700.00
<input type="checkbox"/>	Disaster Relief Recovery (2. 30. 050)	\$50.00
<input type="checkbox"/>	Flexible Spending (2. 10. 150)	\$2,100.00
<input type="checkbox"/>	Mortgage Payable (2. 90. 100)	\$225,500.00
<input type="checkbox"/>	Odd Jobs	\$60.00
<input type="checkbox"/>	Pension Payable (2. 10. 130)	\$5,461.72
<input type="checkbox"/>	State Taxes Payable (2. 10. 110)	\$655.00
<input type="checkbox"/>	Wedding Deposits (2. 70. 100)	\$600.00

Select All Unselect All Create Payments Cancel

- Click to place a check mark in the **Select** box beside the liability account(s) you are paying and click **Create Payments**.

Note: Remember, when you select to pay out of a # 2 liability account, you may not be paying out all that is in the account. For example, with the 941 account in the screenshot above, we see more money than the Pay Period Deductions report tells us we owe, because we have already processed a pay for the next pay period. We pay the amount that is given on the Pay Period Deductions Report.

- Enter in the **Amount to Pay**.

Because the liability is a 'holding tank' for money to be sent on, when the money comes in as a transaction OTHER than a bill, the system does not assume that you want to pay all the money out. When you select the liability to pay, it brings over a \$0.00 amount and you enter the amount you want to send out. That could be some or all of the money in the account.

- Continue by choosing the **Asset Account** and the **Payment Method** and clicking **Post**. Typically we now make those payments online with the IRS so the payment method would be EFT.

Paying Money From a Pass-Through Liability

Liabilities can be used to collect money for special offerings that need to be sent on to another agency. Bringing money into a liability from the Donations module and then sending it out of that liability means that it will not show up on the Treasurer's Report as income or as an expense. It is considered 'pass-through money, not income to the church.

In this example we have collected money for Crop Walk and on the Vendor/Payee tab for that liability have indicated that the money is to go to our conference office which will send it out for us.

When we want to send this money out, we DO NOT enter a bill – this is not to be shown as an expense to the church. Instead,

- Click to open the **Pay Bills** screen.
- Click **Quick Pay, View Vendors with a Balance**.
- On the **Vendors with a Balance** screen, click to **place a check mark** in the **Select** box by the name of the liability. You see the amount of money in the liability and may pay out all or part of it.

Note: You may select as many vendors as you wish.

Select	Vendor	Account Balance
<input type="checkbox"/>	941 Taxes Payable (2.10.100)	\$7,582.34
<input type="checkbox"/>	City Florist	\$328.09
<input type="checkbox"/>	City/County Taxes Payable (2.10.120)	\$1,992.03
<input checked="" type="checkbox"/>	Crop Walk (2.30.020)	\$255.00
<input type="checkbox"/>	CyberSurf Com, Inc	\$700.00
<input type="checkbox"/>	Disaster Relief Recovery (2.30.050)	\$50.00
<input type="checkbox"/>	Flexible Spending (2.10.150)	\$0.00
<input type="checkbox"/>	Mortgage Payable (2.90.100)	\$0.00
<input type="checkbox"/>	Odd Jobs	\$60.00
<input type="checkbox"/>	Pension Payable (2.10.130)	\$3,461.72
<input type="checkbox"/>	State Taxes Payable (2.10.110)	\$655.00
<input type="checkbox"/>	Wedding Deposits (2.70.100)	\$600.00

- Click **Create Payments**.

Pay Bills

Select Vendor/Payee To Pay
 Type to Search [v] [x] [+] **Add To Batch (Ctrl +)**

Unposted Payments Batch (1)

Default Date Occurred: 11/16/2021 [v] [x]
 Default Asset Account: 1.10.100 [v] [x]
 Default Pay Method: Computer C [v] [x]

Date Occurred	Vendor	Asset	Amount to Pay	Payment Method	Check or Ref #	*Transaction Comments	INS
11/16/2021 [v]	Crop Walk	[i] 1.10.100 - H... [i]	0.00	Computer Check			[i]

Because there was no bill to pay, the system shows a zero amount. Click in the Amount to Pay field and enter in the dollar amount you wish to pay.

Do Not Pay Selected Vendor [x] **Print** **Save Batch** **Post** **Post & Print Checks**

* Comments will appear on the check stubs. Use INS to insert comments from Bills.

- Make certain the correct **Asset** is showing.
- Enter the correct **Amount to Pay**.
- Select the **Payment Method**. The options are:
 - **Manual Checks** – These must have a **Check or Reference #** entered in order for the item to appear on the bank reconciliation screen.
 - **Computer checks** – These are numbered when the checks are printed.
 - **Electronic payments (EFT), Debit Card, Credit card** payments and **Cash** – These require no check or reference #. The method of payment will show on the bank reconciliation.
- Enter in **Comments** that you wish to have on the check stub.
- Click **Post** or, if ready to print the check, click **Post & Print Checks**. For this exercise, click **Post**. Print the transaction if you prefer.
-

Select Vendor/Payee To Pay

Type to Search

Add To Batch (Ctrl +)

Quick Pay

Show Running Balance

Unposted Payments Batch (1)

Default Date Occurred

11/16/2021

Default Asset Account

1. 10. 100

Default Pay Method

Computer C

Date Occurred	Vendor	Asset	Amount to Pay	Payment Method	Check or Ref #	*Transaction Comments	INS
11/16/2021	Crop Walk	1. 10. 100 - H...	255.00 <div> <div></div> </div>	Computer Check			

Do Not Pay Selected Vendor

Print

Save Batch

Post

Post & Print Checks

* Comments will appear on the check stubs. Use INS to insert comments from Bills.

A VERY IMPORTANT NOTE:

It is important in Accounting that you pay only ONE VENDOR out of a liability account because of the audit trail.

- In our Chart of Accounts, we have a liability called Disaster Relief. Because our money is always sent to the same relief organization, the name of the agency can be entered into the Vendor/Payee tab for that liability.

The screenshot shows the 'Chart of Accounts' window. On the left, a list of accounts is displayed with '2.30.050 Disaster Relief Recovery' highlighted. On the right, the 'Vendor/Payee' tab for this account is open, showing fields for Name/dba (The Red Cross), Address (4515 E. Broad Street), City (Columbus), State (OH), Zip (43213), Phone, Phone 2, Fax, and Email. Blue arrows point to the 'Disaster Relief Recovery' account in the list and the 'Name/dba' field in the vendor tab.

- We also have a liability for Soup Kitchen and there are several soup kitchens within our community that we support. We do not enter a specific vendor on the vendor/payee tab for that # 2 liability account.

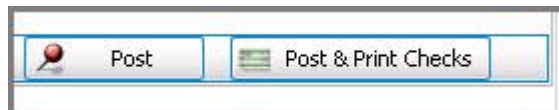
Instead, in our # 2 Accounts Payable vendors sub ledger we set up individual vendors for the various soup kitchens we support. Then we transfer the money out of the Soup Kitchen liability into the appropriate vendor account and send out the donation.

Print Checks

From the **Portal** screen:

- **Reports**
- **Print Checks**, or click the **Print Checks icon**

Alternately, after you set up the payments for the bills on the **Pay Bills** screen, you can click **Post & Print Checks**. The system will post the payments and automatically open the Print Checks screen.



The **Print Checks** screen will provide a check for any payment entered on the **Pay Bills** screen where the **Method of Payment** was **Computer Check**.

Print	Payee	Address	Amount	Memo	Check #
<input checked="" type="checkbox"/>	Ameritech		\$186.98		
<input checked="" type="checkbox"/>	Columbia Gas		\$1,410.00		
<input checked="" type="checkbox"/>	American Electric Power		\$80.00		
<input checked="" type="checkbox"/>	BsurreURcovered Insurance		\$3,614.80		

- Select the **Check Layout** to be used. The standard stub-check-stub layout will be selected by default in the **Check Layout** box. Clicking the **Check Designer** button allows you to create a layout to suit your needs. The use of the Check Designer is described in the Help system's **Accounting** manual and will not be discussed here.
- Select the **Asset** account from the drop-down list in the **Assets with Checks to Print** box. If only one asset has been used, it will show in the box automatically. If more than one asset was used on the Pay Bills screen, select the first one for which you need to print checks.

If there is a check you do not wish to pay, click to un-check the box in the **Print** column for that vendor. We are not printing a check for two vendors today so we click to un-check the Print box for that check.

Print	Payee	Address	Amount	Memo	Check #
<input type="checkbox"/>	Ameritech		\$186.98		
<input checked="" type="checkbox"/>	Columbia Gas		\$1,410.00		
<input checked="" type="checkbox"/>	American Electric Power		\$80.00		
<input checked="" type="checkbox"/>	BsurreURcovered Insurance		\$3,614.80		

- Enter the **Starting Check Number** and press the **tab** key on the keyboard. Check numbers for each check will show in the **Check Number** column. To have the system find the next check number, click **Get Next Check Number**. The system will look at check numbers for the selected asset in the past two years. It will use the next number in sequence.
- If you would like to include a memo on the check, key it into the **Memo** column.

- Clicking the **Print button** opens a preview screen of the checks to be printed.
 - You will note that the two stubs contain different information. The top stub is to be mailed with the check; the bottom stub is for church records.
 - When first printing checks, consider printing the first check on plain paper and holding it up to one of your actual checks to be sure the alignment is correct.
 - If you need to make changes to the layout or to re-align the fields on the checks, click **Check Designer**. You can click on and drag a field – or a block of items to the desired position.
 - Click **Save As** and use a title to indicate that this is the layout you want.

See the Help system's **Accounting** manual for more information on changing the layout for checks.

- Click the **printer icon** to print the checks. It brings up a Print Dialog box that, among other things, allows you to select which available printer to use and to access the Printer Setup for that printer.
- After printing the checks, look at them to ensure that they printed properly.
- Clicking the 'X' in the upper right corner of the Print Preview screen closes the Print Preview and brings up a screen asking if the checks printed correctly.

 - If you answer **Yes**, the check numbers are recorded in the payment transaction and the check printing process is completed.
 - If you answer **No**, the system will ask if any of the checks were successfully printed. Click to place a check mark in the **Printed Correctly?** box and click **OK**. If none printed correctly, click **OK**. You can now reprint the check(s) that failed to print correctly.

Note: If a check is ruined by the printer so that it cannot be used, go to **Transactions, Other, Enter Spoiled Check Numbers** and record the check as unusable. This provides an audit trail for that check.

If there are checks to print on other assets, we can now select those and repeat the process to print those checks.

Payee: American Electric Power

Account
Number:

Check No: 123

Invoices:

Check Date: 04/06/2016

Inv #: <none> \$57.21

Comments: Electric for March

04/06/2016 \$57.21
**** Fifty-seven dollars and 21/100

American Electric Power
12 Forest Ave
Hilliard, OH 43215

Payee: American Electric Power

Account
Number:

Check No: 123

Transaction #: 190

Check Date: 04/06/2016

Paid To: American Electric Power

Paid From: Huntington Bank Checking

1.10.100

Invoices:

Inv #: <none> 5.10.365

Electric

Total Inv #<none>: \$57.21

\$57.21

Comments: Electric for March