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# churchwindows

MANAGEMENT SOFTWARE

## Training Workbook

# Accounting 202





# Accounting 202

Published 10/2023  
Current for Version 25

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## Other Transactions

### Transfers

To get here:  
→ **Transactions**  
→ **Transfers**



This function is used to send money from one account to another account of a “like nature” – i.e., from an asset to an asset, liability to liability, fund balance to fund balance, income to income, or expense to expense.

On the transaction screen,



**FROM ACCOUNT** = the account from which the money is to be taken.

**TO ACCOUNT** = the account to which the money is to go.


Here’s the blank transaction screen for transfers.

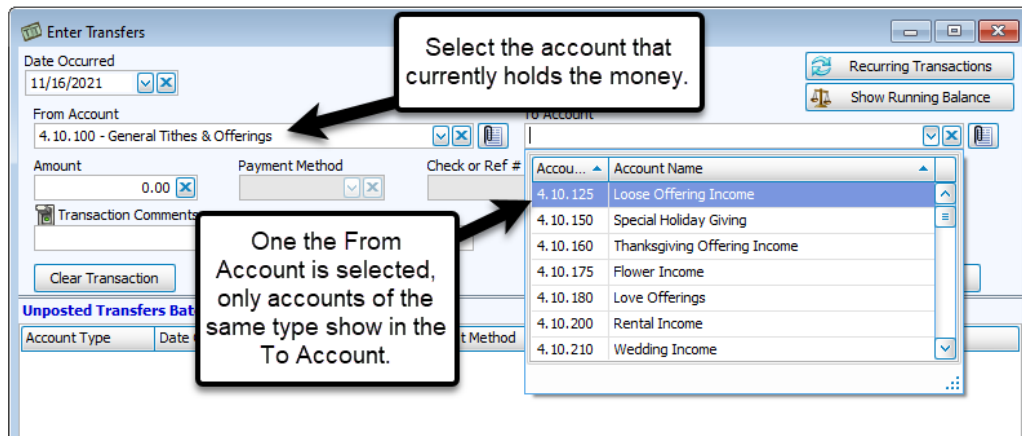
A screenshot of a software window titled "Enter Transfers". The window contains several input fields: "Date Occurred" (11/16/2021), "From Account" (Type to Search), "To Account" (Type to Search), "Amount" (0.00), "Payment Method", "Check or Ref #", and "Transaction Comments". There are also buttons for "Recurring Transactions", "Show Running Balance", "Clear Transaction", and "DONE - Add To Batch (Ctrl +)". At the bottom, there is a table titled "Unposted Transfers Batch (0)" with columns: Account Type, Date Occurred, Amount, Payment Method, Check or Ref #, Deposit Slip, and Transaction Comments. The table is currently empty. At the very bottom, there are buttons for "Edit", "Remove", "Print", "Save Batch", and "Post".

To complete the transfer, fill in the following fields:

- **Date Occurred** - This is the date the transaction will affect the accounts and reports.
- **From Account** - When you click the down arrow in the From Account box, all accounts, including Accounts Payable vendors/payees and Accounts

Receivable clients are available. Select the account where the money currently is.

- **To Account** - Once you have selected the **From Account**, then in the **To Account** box, only accounts of a like nature are available to select, as shown in this screenshot. Select the account to which the money is being moved.
- **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.

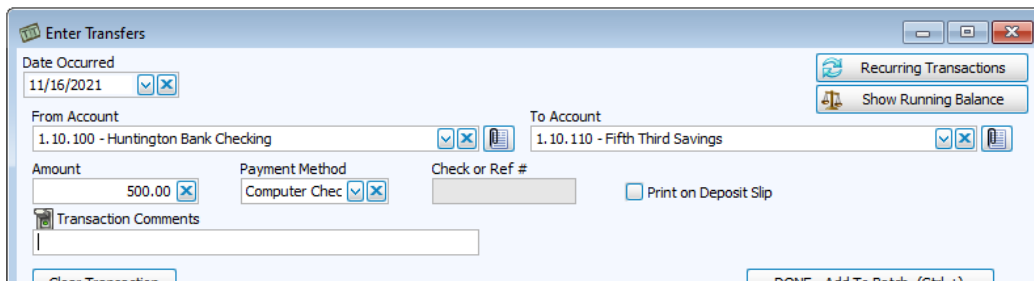


Select the account that currently holds the money.

One the From Account is selected, only accounts of the same type show in the To Account.

- **Amount** - Enter the dollar amount to be transferred.
- **Payment Method**
  - If the transfer is to occur between assets, then the payment method must be selected: manual check, computer check, cash or EFT.
  - **Check or Ref #** - If the payment method is manual, enter a check or reference number.
  - If the transfer is to occur between fund balance accounts, liability accounts, income accounts or expense accounts, no payment method is needed because this is a transfer on the books.
- **Print on Deposit Slip** - If the transfer needs to show on the deposit slip, click to place a check mark in **Print on Deposit Slip**.
- **Comments** - Comments are optional, but they can be helpful when reviewing the transaction later.
- When the transaction has been entered, click **Done – Add to Batch**.
- To see the effect the transaction is going to have on the accounts selected, click the **Show Running Balance** button in the upper right corner.

Here's an example of an **asset to asset** transfer. Notice that we can enter a payment type because something is going to happen at the bank.



Enter Transfers

Date Occurred: 11/16/2021

From Account: 1.10.100 - Huntington Bank Checking

To Account: 1.10.110 - Fifth Third Savings

Amount: 500.00

Payment Method: Computer Chec

Check or Ref #

Print on Deposit Slip: ☒

Transaction Comments

Clear Transaction

DONE - Add To Batch (Ctrl +)

## A word of caution about Transfers:

Sometimes people think, “I need to move money from the savings account to the checking account.” A transfer will move the money from one asset to another. At times, that is all that is needed. But a transfer from one asset to another does *not* mean that money has been moved from one “fund” to another one.

Moving the money from one expense account or from one income account to another would automatically affect the fund, because income and expense accounts are linked to the fund. So if you moved an expense from a line item in the General Fund to a expense item in the Worship fund, those corresponding fund balances would show the change.

But when a transfer is done to move money from one asset to another, funds are not automatically affected. Even if a fund has been linked to the asset, a second transfer between the funds would need to occur.

Here’s an example of a **fund to fund** transfer. Notice we cannot enter a payment type because none is needed.

Enter Transfers

Date Occurred: 11/16/2021

From Account: 3. 10. 100 - General Operating Fund Balance

To Account: 3. 25. 100 - Education Building Fund Balance

Amount: 500.00

Payment Method: [dropdown]

Check or Ref #: [text box]

Print on Deposit Slip: ☐

Transaction Comments: [text box]

Clear Transaction

DONE - Add To Batch (Ctrl +)

Once we add the second transfer to the batch, we click **Show Running Balance**,

Account	Current Bal.	Trans. Effect	Adjusted Bal.
Fifth Third Savings	\$29,380.65	\$500.00	\$29,880.65
Huntington Bank Checking	\$39,068.86	(\$500.00)	\$38,568.86
Building Fund Balance	\$151,621.01	(\$500.00)	\$151,121.01
Education Building Fund Balance	\$25,936.55	\$500.00	\$26,436.55

Add Transactions To Batch To Calculate Running Balances

- When you have determined that the transaction has been posted correctly, click **Post**. You can print the transaction if you wish.

## Journal Entry

From the Portal screen:

- **Transactions**
- **Other**
- **Journal Entry Transaction**



The **Journal Entry** transaction is designed to move money between **UNLIKE** accounts – for example, from an income account to an expense account.

A Journal Entry is always at least one **DEBIT** and one **CREDIT** and you must know what account to debit and what account 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

### Example of Journal Entry

This church received a gift of \$1000 for noodle-making equipment to purchase a noodle making machine. The money was sent temporarily into an income account for Other Miscellaneous Income.

41st Church of Anytown - Columbus OH						
General Ledger as of April 2015						
Thursday, April 30, 2015						Page 1 of 1
Account #	Account Name		Balances:			
Date Occurred	Trans #	Type	Primary Bal. Acct.	Check #	Amount	Beg/Run/End
4.10.400	Other Miscellaneous Income					350.00
04/30/2015	212	INCM	Huntington Bank Checking	98745	1,000.00	1,350.00
					1,000.00	\$1,350.00

Now the church has decided to purchase the machine and the Treasurer wants to *move the income into the expense account* that will be used. The effect will be *to wash out the expense of the machine*. To move money from an income account to an expense account, use a Journal Entry transaction.

We will **reduce the balance in the Income account** – a **debit** – and **decrease the balance in the expense account** (so that our expense is washed out) – a **credit**.

Here's the blank Journal Entry screen:

You may select the accounts in whatever order you prefer.

- **Date Occurred** – This is the date you want the Treasurer's Report and Balance Sheet to show the movement of the money.
- **Comments** - Comments is an optional, free field in which you can enter notations about this transaction. In version 18 or newer, this is labeled Transaction Comments. Transaction comments will show for all the accounts used in the transaction.
- **Accounts** - Click in the line under the word **Accounts** and select **income account** into which the money was deposited; then key that amount into the **Debit Account column**. This will decrease the balance in the income account. **Comments** here are also optional.
- Click the **plus (+) sign** to set up the second line of the transaction.
- Go back to the **Accounts** box and click to select the **expense account** we will use to pay for the noodle machine and enter the dollar amount in the **Credit Amount column**. This will decrease the balance in the expense account.
- Again, **Comments** here are optional. In version 18 or newer, this is labeled Line Item Comments. Comments entered as line item comments will only appear with the account they are entered to.

The screenshot for this transaction is shown on the next page.

**Journal Entries**

Date Occurred: 11/16/2021

Transaction Comments:

Recurring Transactions: ☐

Show Running Balance: ☐

Accounts	Debit Amount	Credit Amount	Line Item Comments
4.10.400 - Other Miscellaneous Income	1000		
5.20.100 - Building Fund Expenses		1,000.00	

Clear Transaction      Total: \$0.00      \$1,000.00      DONE - Add To Batch (Ctrl +)

- After checking to make certain that the amount in the Credit Amount column equals the amount in the Debit Amount column and that you have distributed the money as you intended to, click **Done – Add to Batch**.

Notice that you see the total amount of the money in the **Unposted Batches** screen.

**Unposted Journal Entries Batch (1)**

Date Occurred	Amount	Transaction Comments
09/21/2016	1,000.00	

Edit      Remove      Print      Save Batch      Post

To see the full transaction click the **plus (+) sign** by the transaction.

**Unposted Journal Entries Batch (1)**

Date Occurred	Amount	Transaction Comments
09/21/2016	1,000.00	

Account	Debit Amount	Credit Amount	Line Item Comments
4.10.400 - Other Miscellaneous Income	1,000.00		
5.20.100 - Building Fund Expenses		1,000.00	

Edit      Remove      Print      Save Batch      Post

This is a good time to click **Show Running Balance** to see if we are doing the Journal Entry correctly. This will show the effect of the transaction on the selected accounts before we post it.

**Journal Entries - Running Balances**

Account	Current Bal.	Trans. Effect	Adjusted Bal.
Other Miscellaneous Income	\$2,374.00	(\$1,000.00)	\$1,374.00
Building Fund Expenses	\$0.00	(\$1,000.00)	(\$1,000.00)

Add Transactions To Batch To Calculate Running Balances

- You may continue entering other journal entries, click **Save Batch** to leave the transaction and come back to it later, or click **Post** to post the transaction.

We will post the transaction.



**Note:** Many people use a Journal Entry as a correcting entry to correct a transaction done incorrectly. In **Accounting**, you can click **Transactions, Browse**, find the transaction and click to **Correct** it. Remember changing dates will change previously published reports. Sometimes a Journal Entry in the current month is best.

## Recurring Transactions

Church Windows provides **Recurring Transactions** – transactions that are set up and saved to be reused as needed.

- Setting up a recurring transaction means that you do not have to re-enter the transaction when you need to use it: you go to the transaction type (Post Income, Enter Bills, etc.), click **Recurring**, select the one(s) you need to use, **paste** it to the transaction screen, **adjust** the date and the dollar amount if you need to, click **Done - Add To Batch** and **Post!** Saves time and keystrokes!
- Recurring transactions may be set up for the following transaction types: **Enter Income, Enter Bills, Transfers, and Journal Entry.**
- You may enter all the recurring transactions at one time before you begin posting transactions or you may enter them as you need them and save them at that time.
- Recurring transactions do not pop up automatically to be used. You must open the Recurring transaction screen and select the one(s) you want to use.

## Setting Up a Recurring Transaction

Utility bills are paid every month - a perfect example of when to use a recurring transaction.

- From the Portal screen, click the large **Enter Bills** icon.
- On the **Enter Bills** screen, click **Recurring Transactions.**

Recurring Bill Transactions

Create New

Edit Selected

Delete Selected

Paste

Click to Select Rows (hold Ctrl for multiple select)

	Description	Frequency	Last Post	Amount	Comments	Category
<div><div></div><div></div></div>	Telephone	monthly	02/15/2016	125.00	Telephone Bill	Uncategorized
<div><div></div><div></div></div>	Internet	Monthly	02/15/2016	61.98	Internet fee	Uncategorized
<div><div></div><div></div></div>	Church Gas	Monthly	02/15/2016	1,410.00	Gas bill	Uncategorized
<div><div></div><div></div></div>	Electric	Monthly	02/15/2016	80.00	Electric bill	Uncategorized
<div><div></div><div></div></div>	Water Bill	Quarterly	07/20/2015	1.00	quarterly water bill	Uncategorized

The **Recurring Bill Transaction** screen opens. We see that we already have some recurring transactions set up.

- Click **Create New**. The **Create a Bill Recurring Transaction** screen opens.

The following fields need to be completed:

- **Description:** This is a free field into which is typed a brief description of the transaction. It does not appear on the transaction when it is posted.
- **Frequency:** This is a free field where you enter how often the transaction occurs.
- **Select Vendor/Payee:** Select the name/number of the account for the transaction.
- **Comments:** This is a free field into which you can enter your choice of comments – this box applies to the entire transaction.
- **Expense/Income Accounts:** Select the expense account to which the bill is to be charged.
- **Amount:** Key in the **amount** of the bill.
- **Comments:** This is a free field into which you may enter comments of your choice. These comments pertain to only this line of the transaction.
- Continue adding lines to the transaction by clicking the **plus (+) sign** or click **Save Transaction** if you have completed the transaction.

### Recurring Transaction Categories

You can organize your recurring transactions by separating them into different categories. Assigning a category to a recurring transactions separates it from other recurring transactions. If two or more recurring transactions have the same category assigned to them, they can be grouped together and added as a group of transactions, if desired.

If no category is assigned to a recurring transaction, it will be listed under the category of **Uncategorized**.

None of our recurring transactions have been assigned to a category. Let's do that.

- At the bottom of the **Recurring Transactions** screen, click **Edit Categories**.
- Enter in a Description for the first category. We key in **Utilities**.
- Click the **+ Add** button.
- Continue adding the categories as desired. You can see that we are adding one more: **Worship**.
- When finished adding categories, click **OK**.
- For each transaction, click in the **Category** column and assign the transaction to the correct category, as we see here:

The screenshot shows the 'Recurring Bill Transactions' window. It has a table with columns: Description, Frequency, Last Post, Amount, Comments, and Category. The table contains five rows of transactions. The 'Worship Bulletins' row is selected, and a dropdown menu is open for the 'Category' column, showing options: Uncategorized, Utilities, and Worship.

Description	Frequency	Last Post	Amount	Comments	Category
Internet	Monthly	06/19/2015	61.98	Internet fee	Utilities
Church Gas	Monthly	06/19/2015	1,410.00	Gas bill	Utilities
Electric	Monthly	06/19/2015	80.00	Electric bill	Utilities
Worship Bulletins	Every so often		34.22	Bulletins and special giving envelopes	Worship
Telephone	Monthly		125.00	Monthly phone Bill	

## Using a Recurring Transaction

After you have entered recurring transactions on a transaction screen, you may call them up and paste them over to the transaction screen whenever you need to use them.

- Open the appropriate transaction screen and click **Recurring Transaction**.

Here is the **Enter Bills** screen.

The screenshot shows the 'Enter Bills' window. It has fields for Date Occurred (11/16/2021), Invoice #, and Due Date. There is a 'Select Vendor/Payee' field with a search box. Below these is a table with columns: Expense/Income Accounts, Amount, CR Memo, and Line Item Comments. The table is currently empty. At the bottom, there is a 'Total' field showing \$0.00 and a 'DONE - Add To Batch (Ctrl +)' button. Below the table is a section for 'Unposted Bills Batch (0)' 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.

➤ Click **Recurring Transactions**.

➤ Click to highlight the transaction you wish to use and click **Paste**.



The transaction is carried over, added to the batch and ready to **Post**!

**Unposted Bills Batch (1)**

Vendor/Payee	Date Occurred	Amount	Invoice #	Due Date	Transaction Comments
Ameritech	09/06/2016	61.98			Internet fee

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

- The transaction can also be edited. See *Edit a Recurring Transaction* in this workbook.
- We can also continue adding other transactions, or click **Save Batch** and come back to post the transaction(s) later.

➤ Click **Post**.

### Select a Category of Transactions

If you have assigned the recurring transactions to categories, you can select a category of transactions to paste over.

- On the **Recurring Transaction** screen for the appropriate transaction type at the bottom of the screen, click the drop down arrow in the **Select rows by category** box and choose the category of transactions you want to paste over.
- Click **OK**.

Select rows by category:

- ☒ (Select All)
- ☐ Uncategorized
- ☐ Utilities
- ☐ Payroll

It immediately highlights all the transactions in that category.

Recurring Bill Transactions

Click to Select Rows (hold Ctrl for multiple select)

Description	Frequency	Last Post	Amount	Comments	Category
Internet	Monthly	06/19/2015	61.98	Internet fee	Utilities
Church Gas	Monthly	06/19/2015	1,410.00	Gas bill	Utilities
Electric	Monthly	06/19/2015	80.00	Electric bill	Utilities
Worship Bulletins	Every so often		34.22	Bulletins and special giving envelopes	Worship
Telephone	Monthly		125.00	Monthly phone bill	Utilities

Select rows by category:

It shows that the category of *Utilities* was selected and, at the top, all the utility bills are

Click **Paste**.

- Click **Paste**. Only the transactions that are in the category selected are pasted over.

**Unposted Bills Batch (4)**

Vendor/Payee	Date Occurred	Amount	Invoice #	Due Date	Comments
Ameritech	07/16/2015	61.98			Internet fee
Columbia Gas	07/16/2015	1,410.00			Gas bill
American Electric Power	07/16/2015	80.00			Electric bill
Ameritech	07/16/2015	125.00			Monthly phone Bill

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

- Click **Post** to post the pasted transaction(s).

### Last Post

When you open the Recurring Transaction screen after using a recurring transaction, you will see the date this transaction was last posted in the **Last Post** field. It is updated every time you use the transaction.

**Recurring Bill Transactions**

Click to Select Rows (hold Ctrl for multiple select)

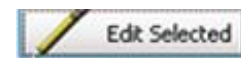
	Description	Frequency	Last Post	Amount	Comments	Category
<input checked="" type="checkbox"/>	Internet	Monthly	07/16/2015	61.98	Internet fee	Utilities
<input checked="" type="checkbox"/>	Church Gas	Monthly	07/16/2015	1,410.00	Gas bill	Utilities
<input checked="" type="checkbox"/>	Electric	Monthly	07/16/2015	80.00	Electric bill	Utilities
<input checked="" type="checkbox"/>	Worship Bulletins	Every so often		34.22	Bulletins and special giving envelopes	Worship
<input checked="" type="checkbox"/>	Telephone	Monthly	07/16/2015	125.00	Monthly phone Bill	Utilities

### Edit a Recurring Transaction

#### Edit a Transaction before Pasting It Over

When you edit a transaction before pasting it over to use, the system saves the changes to the transaction.

- On the appropriate transaction screen, click **Recurring Transactions**.
- Click to **highlight the transaction that needs changed**.
- Click **Edit Selected**.



**Recurring Bill Transactions**

Click to Select Rows (hold Ctrl for multiple select)

	Description	Frequency	Last Post	Amount	Comments	Category
<input checked="" type="checkbox"/>	Internet	Monthly	07/16/2015	61.98	Internet fee	Utilities
<input checked="" type="checkbox"/>	Church Gas	Monthly	07/16/2015	1,410.00	Gas bill	Utilities
<input checked="" type="checkbox"/>	Electric	Monthly	07/16/2015	80.00	Electric bill	Utilities
<input checked="" type="checkbox"/>	Worship Bulletins	Every so often		34.22	Bulletins and special giving envelopes	Worship
<input checked="" type="checkbox"/>	Telephone	Monthly	07/16/2015	125.00	Monthly phone Bill	Utilities
<input checked="" type="checkbox"/>	Coffee Shop Expenses	Every so often		45.22	supplies for Coffee Shop	Uncategorized

The screen opens the transaction so that changes may be made.

- Make the necessary changes and click **Save Transaction**. It will now reflect the changes made.

Create a Bill Recurring Transaction

Description: Coffee Shop Expenses      Frequency: every so often

Select Vendor/Payee: Kroger      Transaction Comments: supplies for Coffee Shop

Expense/Income Accounts	Amount	*Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>		
5.10.700 - Coffee Shop Expenses	38.99	

Total: \$45.22      Save Transaction      Cancel

### Edit a Transaction after Pasting It Over

When you paste a transaction over to the screen and then edit it, the edited items are only used for that one transaction. When you view the transaction later on the Recurring Transaction screen, the transaction appears as it was originally created.

The recurring transaction now shows in the **Unposted Bills Batch**. However, the amount this month is not the same as it was when the transaction was set up.

Unposted Bills Batch (1)

Vendor/Payee	Date Occurred	Amount	Invoice #	Due Date	Transaction Comments
Ameritech	09/06/2016	61.98			Internet fee

Edit      Remove      Print      Save Batch      Post      Post & Pay These Bills

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

- Click to highlight the transaction and click **Edit** or you can double-click on the transaction.
- The transaction is moved to the top of the screen where changes can be made.

Enter Bills

Date Occurred: 09/06/2016      Invoice #:      Due Date:      Recurring Transactions      Show Running Balance

Select Vendor/Payee: Ameritech      Transaction Comments:

Expense/Income Accounts	Amount	CR Memo	*Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>			
5.10.355 - Internet Service	61.98		monthly church internet fee

Clear Transaction      Total: \$61.98      DONE - Add To Batch (Ctrl +)

**Unposted Bills Batch (1)**

Vendor/Payee	Date Occurred	Amount	Invoice #	Due Date	Transaction Comments
Ameritech	09/06/2016	55.36			Internet fee

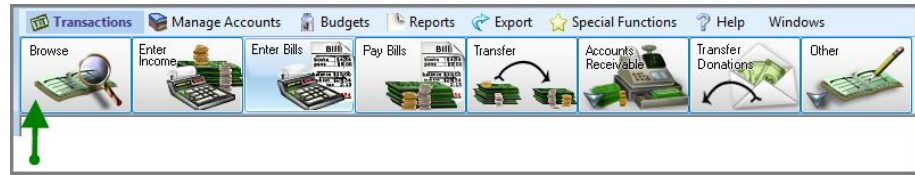
\* Use the INS column in Pay Bills to insert comments onto check stubs.

- After making the desired changes, click **Done – Add to Batch** and the transaction is showing in the batch with the corrections, in this case the new amount and comments.
- After posting the transaction, click to open the **Recurring Transaction** screen and you will see, as we do here, the **Last Post** column showing the date on which the transaction was last used. But also notice that the dollar amount and comments were not changed. That is because the transaction was edited after it was pasted over.
- You cannot add files to the saved transaction or when setting up a recurring transaction, but once you select and paste to the **Enter Bills** screen, you can then add files if needed.

Telephone	monthly	02/15/2016	125.00	Telephone Bill	Uncategorized
Internet	Monthly	09/06/2016	61.98	Internet fee	Uncategorized
Church Gas	Monthly	02/15/2016	1,410.00	Gas bill	Uncategorized

## Making Corrections / Browsing Transactions

To get here:  
→ **Transactions**  
→ **Browse**



Accounting (Jan - Dec 2019) - [Browse Transactions - 01/01/2019 thru 12/31/2019]

Transactions Manage Accounts Budgets Reports Export Special Functions Help Windows

Press 'F1' For Help

Correct Reverse Export Print Transaction Journal

Change Year, Filter & Sort

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

View	Trans. #	Ty...	Account #	Account Name	Date Occurred	Debit Amt.	Credit Amt.	Pymt. Method	Check or Ref. #	Reconcile
View	77	DONA	4.10.175	Flower Income	01/06/2019		40.00			N
View	77	DONA	4.10.100	General Tithes & Offerings	01/06/2019		532.00			N
View	77	DONA	2.30.020	Crop Walk	01/06/2019		10.00			N
View	77	DONA	2.30.050	Disaster Relief Recovery	01/06/2019		50.00			N
View	77	DONA	4.40.110	John Joseph Memorial Fund Income	01/06/2019		33.00			N
View	77	DONA	1.10.100	Huntington Bank Checking	01/06/2019	2,320.00				N
View	77	DONA	4.10.400	Other Miscellaneous Income	01/06/2019		5.00			N
View	77	DONA	4.20.100	Building Fund Contributions	01/06/2019		650.00			N
View	77	DONA	4.30.100	Contributions to Missions	01/06/2019		1,000.00			N
View	78	DONA	4.10.175	Flower Income	01/13/2019		425.00			N
View	78	DONA	4.10.100	General Tithes & Offerings	01/13/2019		1,160.00			N
View	78	DONA	4.40.110	John Joseph Memorial Fund Income	01/13/2019		600.00			N
View	78	DONA	1.10.100	Huntington Bank Checking	01/13/2019	2,805.00				N
View	78	DONA	4.20.100	Building Fund Contributions	01/13/2019		400.00			N
View	78	DONA	4.30.100	Contributions to Missions	01/13/2019		220.00			N
View	7	PYRL	2.10.120	City/County Taxes Payable	01/15/2019		9.86	Computer Check	12349	N
View	7	PYRL	2.10.130	Pension Payable	01/15/2019		39.45	Computer Check	12349	N
						\$84,379.31	\$84,379.31			

Clear Filter Restore Default Layout Restore Saved Layout Expand All Collapse All Search In Grid Refresh Transactions

☐ Include Reversed Transactions

- The **Browse Transactions** screen displays a list of all the transactions entered into the financial records of Church Windows. These transactions are entered either from within the Accounting module, or are transferred into Accounting from Donations or from Payroll.
- The purpose of the Browse Transactions screen is to give you the opportunity to confirm, correct, or completely reverse transactions.
- The Browse Transactions screen also allows you to narrow down the amount of transactions you want to see, group them together, and change the way that they are listed to a particular order, as you scroll down the list from top to bottom.

Because Church Windows must maintain an ironclad audit trail, it creates a transaction for each entry that is put into the system. Each transaction is assigned a **number** and a **type**.

### View

The **View** button allows you to see the entire transaction. Depending on how you selected to sort or view your Browse screen, all lines of a

Browse Transactions - 01/01/2016 thru 12/31/2016

Correct Reverse Export Print Transaction Journal

Change Year, Filter & Sort

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

View	Trans. #	T...	Account #	Account Name	Date Occurred	Debit Amt.	Credit Amt.
View	28	BILL		Ameritech	01/15/2016		
View	32	PYMT		Ameritech	01/15/2016	135.00	
View	35	BILL		Ameritech	02/15/2016		
View	36	BILL		Ameritech	02/15/2016		

transaction may not show one right after the other. To see the entire transaction, click the **View** button.

In the Browse screen, we have filtered to just see the vendor account Ameritech, so we are only seeing the lines of the transactions for Ameritech. If we click **View**, then we see the entire transaction.

The **View** screen only shows you the entire transaction. You cannot make changes on the **View** screen. If you need to make changes, you would highlight the bill, then click **Correct**. For more information regarding the **Correct** button, see the topic **Making Corrections** in this book.

View Bill Transaction

Date Occurred: 02/15/2016

Invoice #: [Field]

Due Date: [Field]

Bill has not been marked as paid.

Select Vendor/Payee: Ameritech

Transaction Comments: Internet fee

Expense/Income Accounts	Amount	CR Memo	*Line Item Comments
5.10.355 - Internet Service	61.98	<input type="checkbox"/>	Monthly church internet fee

Total: \$61.98

Close

### Transaction Numbers

Each time a new financial year is opened, the transactions will begin with # 1.

- Those just beginning to use Church Windows will find that their first transaction is # 1.
- Those who convert to Accounting from a prior version of Church Windows in the middle of this year will see that the transaction numbers will continue in sequence for this year. Next year's transactions will begin with # 1.

### Transaction Types

The types are coded this way:

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

Play with **Browse Transactions** – learn to use it.

## Change Year, Filter & Sort

As the number of transactions in the system increase, click **Change Year, Filter and Sort** and use the **Filter tab** to browse the transaction file efficiently.

Change Year, Filter & Sort

There are 6 tabs offering ways to filter and sort the information to view. Use any combination of information here to limit the transaction screen to just the transaction(s) you wish to see!

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 Only Reversed

Transaction Types:

- ☒ INCM (Income)
- ☒ BILL (Expense)
- ☒ PYMT (Payment)
- ☒ TNFR (Transfer)
- ☒ ARIN (AR Invoice)
- ☒ JRNL (Journal Entry)
- ☒ DONA (Donation)
- ☒ PYRL (Transferred Payroll)
- ☒ ARCL (Collection)

Select All Clear All

Clear Filter

☒ Show Subtotals ☐ Suppress Repeating Transaction Data

☐ Show other details in transaction

☐ Save selections as default ☐ Always open to this screen

OK Cancel

### Filter tab

#### A) Financial Year

View transactions from this year or any previous year.

- Click the down arrow to see the years and click to select the desired year.
- Click **OK**.

Transaction Browser Options

Filter Custom Account Groups Group & Sort (Date Occurred) Columns Fonts Vendors / Payees

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

Date Occurred

Start Date	End Date	Closed	Beg Bal Finalized
01/01/2016	12/31/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2015	12/31/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2014	12/31/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2013	12/31/2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2012	12/31/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2011	12/31/2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2010	12/31/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2009	12/31/2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2008	12/31/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>

☒ Show Reconciled

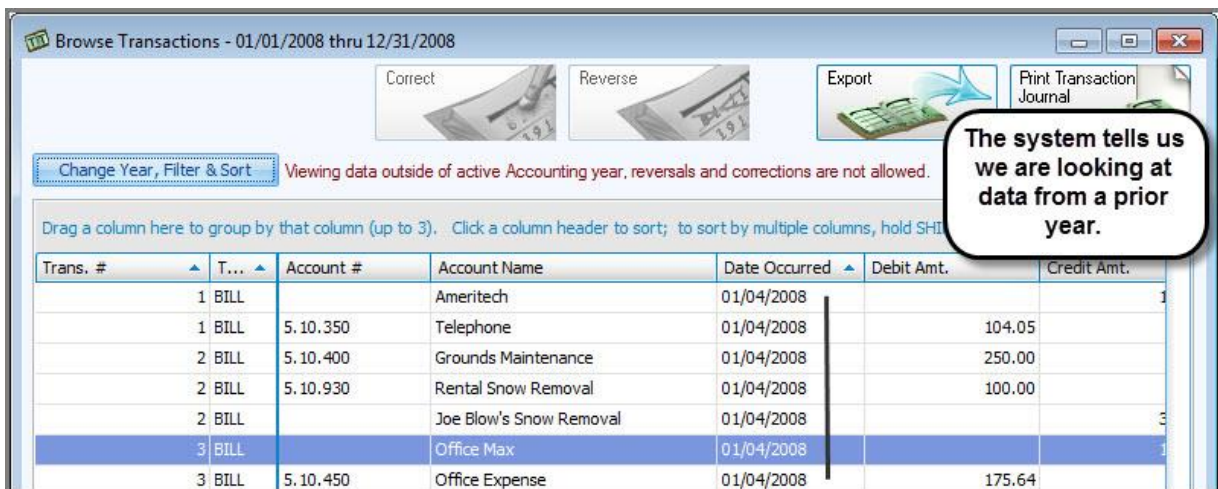
☒ Show Paid

☐ Show Reversed

**Note:** The **Closed** column indicates whether a year has been hard-closed.

- When it has **not** been hard closed, the year can be opened and changes made to it. We do not recommend that you go back into prior years and make such changes as they would change the ending balances.
- When it has been hard closed, the information can be viewed, reports printed on the information but no changes can be made to the data.

Here transactions from the 2008 accounting year are being viewed. Because it is outside the current accounting year, i.e., we did not actually open the 2008 year, we can view transactions but not make changes.



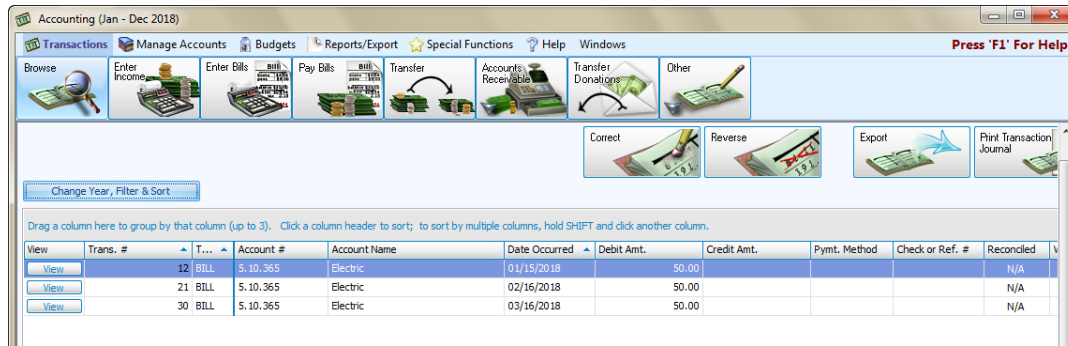
If we wish to make a change to a transaction in a prior year, we would open that year. To do so, click **Special Functions, Manage Years, Change to a Different Accounting Year**.

Be cautious in making changes to transactions in a prior year as you will be changing final balances and published reports. If you think you need to change a transaction in a prior year, call our Support line at 1.800.533.5227 before doing so to discuss the ramifications of the change and alternate choices.

## B) Account

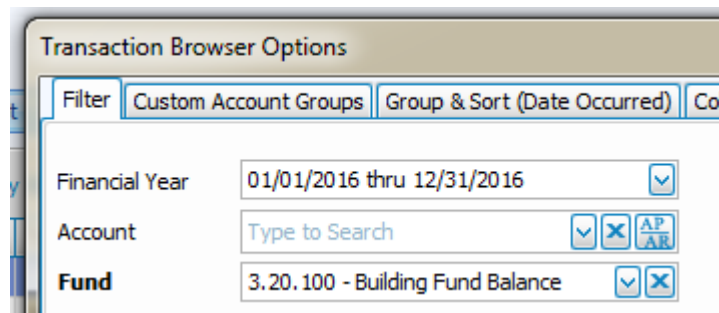
Select any **account** in the Chart of Accounts and see just the transactions affecting that account.

- Click on the drop down arrow and scroll to and click on a specific account or begin typing the name or account and the system will display the account name. Click on it to select it.
- Click **OK**. Only the transactions affecting that one account will be displayed. Here an expense account was selected.



### C) Fund

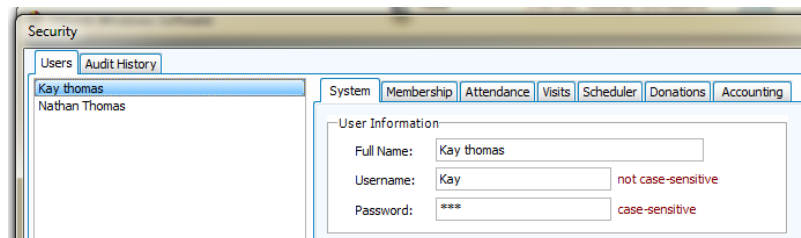
By selecting a specific fund in the **FUND** box, the system will display the transactions that affected any account linked to that fund.



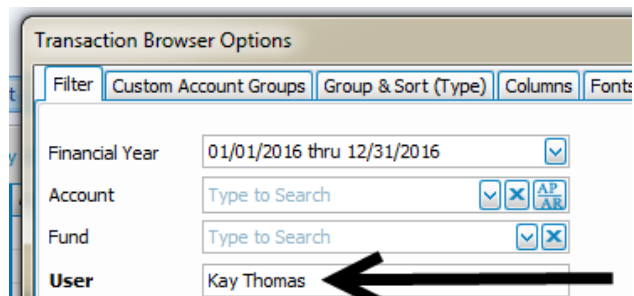
### D) User

Limit the screen to just those transactions entered by a specific person.

You must know how the user's **Full Name** is listed under the **Security** component of the program.



- On the **Transaction Browser Options** screen, key in the **user's full name** as entered in Security.
- Click **OK**.



And here are the transactions for this user.

View	Trans. #	Type	Account #	Account Name	Date Occurred	Debit Amt.	Credit Amt.	Pymt. Method	Check or Ref. #	Record
<a href="#">View</a>	201	PYMT		American Electric Power	09/06/2016	257.00		Computer Check	98101	N
<a href="#">View</a>	201	PYMT	1.10.100	Huntington Bank Checking	09/06/2016		257.00	Computer Check	98101	
<a href="#">View</a>	203	INCM	1.10.100	Huntington Bank Checking	09/06/2016	100.00		Check		
<a href="#">View</a>	203	INCM	4.10.200	Rental Income	09/06/2016		100.00	Check		N
<a href="#">View</a>	205	INCM	1.10.110	Fifth Third Savings	09/06/2016	250.00		Check	4865	
<a href="#">View</a>	205	INCM	4.10.400	Other Miscellaneous Income	09/06/2016		250.00	Check	4865	N
<a href="#">View</a>	199	BILL	5.10.365	Electric	09/06/2016	257.00				N
<a href="#">View</a>	199	BILL		American Electric Power	09/06/2016		257.00			N

And if you scroll to the right, you see the **User's name** listed on each transaction.

View	Trans. #	Type	/ Payee	Invoice #	Paid	Due Date	Transaction Comments	Line Item Comments	Date Posted	User	Deposit Slip
<a href="#">View</a>	201	PYMT	an Electric Power		N/A				09/06/2016 10:...	Kay thomas	<input type="checkbox"/>
<a href="#">View</a>	201	PYMT			N/A				09/06/2016 10:...	Kay thomas	<input type="checkbox"/>
<a href="#">View</a>	203	INCM			N/A		Church building rental		09/06/2016 10:...	Kay thomas	<input checked="" type="checkbox"/>
<a href="#">View</a>	203	INCM			N/A		Church building rental	Weight Watchers	09/06/2016 10:...	Kay thomas	<input checked="" type="checkbox"/>
<a href="#">View</a>	205	INCM			N/A				09/06/2016 10:...	Kay thomas	<input checked="" type="checkbox"/>
<a href="#">View</a>	205	INCM			N/A			Sold Shed used for landscaping s...	09/06/2016 10:...	Kay thomas	<input checked="" type="checkbox"/>
<a href="#">View</a>	199	BILL			<input checked="" type="checkbox"/>				09/06/2016 10:...	Kay thomas	<input type="checkbox"/>
<a href="#">View</a>	199	BILL	an Electric Power		<input checked="" type="checkbox"/>				09/06/2016 10:...	Kay thomas	<input type="checkbox"/>

**E) Check / Ref #** - Search for a specific check or reference number.

- On the **Filter and Sort** screen, key the check number you are looking for into the **Check/Ref #** box.
- Click **OK**.

Transaction Browser Options

Filter Custom Account Groups Group & Sort (Check or Ref. #) Columns

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

Account Type to Search

Fund Type to Search

User

Check / Ref # 98101

And the system finds the transaction!

View	Trans. #	Type	Account Name	Date Occurred	Check or Ref...	Debit A
<a href="#">View</a>	201	PYMT	American Electric Power	09/06/2016	98101	
<a href="#">View</a>	201	PYMT	Huntington Bank Checking	09/06/2016	98101	

**F) Date Occurred** – Select a single date or date range for which transactions were dated.

The **Date Occurred** is the date the transaction affected the Treasurer's Report.

Fonts Vendors / Payees

	From	To
Date Occurred	06/30/2016	06/30/2016
Date Posted		
Transaction #		

- Enter any date range, including a single day.
- Click **OK** to see the transactions.

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and

View	Trans. #	T...	Account #	Account Name	Date Occurred	Debit A
<a href="#">View</a>	176	PYRL	2.10.110	State Taxes Payable	06/30/2016	
<a href="#">View</a>	176	PYRL	2.10.120	City/County Taxes Payable	06/30/2016	
<a href="#">View</a>	176	PYRL	5.10.105	Sr Minister Salary	06/30/2016	
<a href="#">View</a>	176	PYRL	2.10.130	Pension Payable	06/30/2016	
<a href="#">View</a>	176	PYRL	1.10.100	Huntington Bank Checking	06/30/2016	
<a href="#">View</a>	176	PYRL	5.10.110	Sr Minister Housing Allowance	06/30/2016	
<a href="#">View</a>	176	PYRL	5.10.120	Sr Minister Auto Allowance	06/30/2016	
<a href="#">View</a>	176	PYRL	5.10.347	Med Insurance Emp/Church Share	06/30/2016	
<a href="#">View</a>	176	PYRL	5.10.347	Med Insurance Emp/Church Share	06/30/2016	
<a href="#">View</a>	177	PYRL	2.10.100	941 Taxes Payable	06/30/2016	
<a href="#">View</a>	177	PYRL	2.10.100	941 Taxes Payable	06/30/2016	
<a href="#">View</a>	177	PYRL	2.10.100	941 Taxes Payable	06/30/2016	

**G) Date Posted** – If you're not certain of the transaction's Date Occurred but remember when you **entered it into the system (Date Posted)**, use that date/date range.

Fonts Vendors / Payees

	From	To
Date Occurred		
Date Posted	09/06/2016	09/06/2016

- When you click **OK**, the system finds all the transactions that were entered into the computer on that date, regardless of what Date Occurred was used for each transaction.

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

View	Trans. #	T...	Account #	Account Name	Date Occurred	Date Posted	Debit Amt.
<a href="#">View</a>	197	BILL		Ameritech	09/06/2016	09/06/2016 10:...	
<a href="#">View</a>	197	BILL	5.10.355	Internet Service	09/06/2016	09/06/2016 10:...	5
<a href="#">View</a>	199	BILL		American Electric Power	09/06/2016	09/06/2016 10:...	
<a href="#">View</a>	199	BILL	5.10.365	Electric	09/06/2016	09/06/2016 10:...	25
<a href="#">View</a>	201	PYMT		American Electric Power	09/06/2016	09/06/2016 10:...	25
<a href="#">View</a>	201	PYMT	1.10.100	Huntington Bank Checking	09/06/2016	09/06/2016 10:...	
<a href="#">View</a>	203	INCM	1.10.100	Huntington Bank Checking	09/06/2016	09/06/2016 10:...	10
<a href="#">View</a>	203	INCM	4.10.200	Rental Income	09/06/2016	09/06/2016 10:...	
<a href="#">View</a>	205	INCM	1.10.110	Fifth Third Savings	09/06/2016	09/06/2016 10:...	25
<a href="#">View</a>	205	INCM	4.10.400	Other Miscellaneous Income	09/06/2016	09/06/2016 10:...	

**Date Occurred** – the date we selected, and the date if affected our reports.

**Date Posted** – the actual date it was entered into the computer – read from the computer date.

**H) Transaction #** - If you printed a transaction or found its number on a report, enter the number into the **Transaction #** boxes. You can enter a range – such as transaction # 125 through 156 – or a single number – such as transaction # 93 through 93.

**Vendors / Payees**

	<b>From</b>	<b>To</b>
Date Occurred	<input type="text"/> <a href="#">v</a> <a href="#">x</a>	<input type="text"/> <a href="#">v</a> <a href="#">x</a>
Date Posted	<input type="text"/> <a href="#">v</a> <a href="#">x</a>	<input type="text"/> <a href="#">v</a> <a href="#">x</a>
<b>Transaction #</b>	93	93

- Click **OK** and the system finds the transaction.

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

View	Trans. #	T...	Account #	Account Name	Date Occurred	Date Posted	Debit Amt.	Credit Amt.	Pymt. Method	Check or Ref. #
<a href="#">View</a>	93	PYRL	5.10.275	Financial Secretary Salary	01/31/2016	12/28/2015 12:...	788.00		Computer Check	7736
<a href="#">View</a>	93	PYRL	2.10.100	941 Taxes Payable	01/31/2016	12/28/2015 12:...		52.00	Computer Check	7736
<a href="#">View</a>	93	PYRL	2.10.100	941 Taxes Payable	01/31/2016	12/28/2015 12:...		58.37	Computer Check	7736
<a href="#">View</a>	93	PYRL	2.10.100	941 Taxes Payable	01/31/2016	12/28/2015 12:...		58.37	Computer Check	7736
<a href="#">View</a>	93	PYRL	2.10.110	State Taxes Payable	01/31/2016	12/28/2015 12:...		11.00	Computer Check	7736
<a href="#">View</a>	93	PYRL	2.10.120	City/County Taxes Payable	01/31/2016	12/28/2015 12:...		15.76	Computer Check	7736
<a href="#">View</a>	93	PYRL	2.10.130	Pension Payable	01/31/2016	12/28/2015 12:...		23.64	Computer Check	7736
<a href="#">View</a>	93	PYRL	1.10.100	Huntington Bank Checking	01/31/2016	12/28/2015 12:...		602.23	Computer Check	7736
<a href="#">View</a>	93	PYRL	5.10.345	Church Portion of FICA/Medicare	01/31/2016	12/28/2015 12:...	58.37		Computer Check	7736
<a href="#">View</a>	93	PYRL	5.10.347	Med Insurance Emp/Church Share	01/31/2016	12/28/2015 12:...		25.00	Computer Check	7736

- I) **Amount** – Look for a particular dollar amount or a range.

	From	To
Date Occurred	<input type="text"/> <input type="button" value="v"/> <input type="button" value="x"/>	<input type="text"/> <input type="button" value="v"/> <input type="button" value="x"/>
Date Posted	<input type="text"/> <input type="button" value="v"/> <input type="button" value="x"/>	<input type="text"/> <input type="button" value="v"/> <input type="button" value="x"/>
Transaction #	<input type="text"/>	<input type="text"/>
<b>Amount</b>	<input type="text" value="1,410.00"/> <input type="button" value="x"/>	<input type="text" value="1,410.00"/> <input type="button" value="x"/>

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

View	Trans. #	T...	Account #	Account Name	Date Occurred	Date Posted	Debit Amt.	Credit Amt.	Pymt. Method	Check or Re
<a href="#">View</a>	37	BILL		Columbia Gas	02/15/2016	11/05/2015 3:0...		1,410.00		
<a href="#">View</a>	190	PYMT		Columbia Gas	08/30/2016	08/30/2016 12:...	1,410.00		Computer Check	
<a href="#">View</a>	190	PYMT	1.10.100	Huntington Bank Checking	08/30/2016	08/30/2016 12:...		1,410.00	Computer Check	

In this case, these are our payments to our gas company.

- H) **Type** – Limit the transactions to those of a particular type:

- On the **Transaction Browser Options** screen, under **Transaction Types**, click **Clear All** to un-select the transactions types.

Transaction Types		
<input checked="" type="checkbox"/> INCM (Income)	<input checked="" type="checkbox"/> JRNL (Journal Entry)	<input type="button" value="Select All"/>
<input checked="" type="checkbox"/> BILL (Expense)	<input checked="" type="checkbox"/> CONT (Contribution)	<input type="button" value="Clear All"/>
<input checked="" type="checkbox"/> PYMT (Payment)	<input checked="" type="checkbox"/> PYRL (Transferred Payroll)	
<input checked="" type="checkbox"/> TNFR (Transfer)		
<input checked="" type="checkbox"/> ARIN (AR Invoice)	<input checked="" type="checkbox"/> ARCL (Collection)	

- Click to place a check mark in the transaction type or types you want to view.
- Click **OK**.

Transaction Types		
<input type="checkbox"/> INCM (Income)	<input type="checkbox"/> JRNL (Journal Entry)	<input type="button" value="Select All"/>
<input type="checkbox"/> BILL (Expense)	<input checked="" type="checkbox"/> DONA (Donation)	<input type="button" value="Clear All"/>
<input type="checkbox"/> PYMT (Payment)	<input type="checkbox"/> PYRL (Transferred Payroll)	
<input type="checkbox"/> TNFR (Transfer)		
<input type="checkbox"/> ARIN (AR Invoice)	<input type="checkbox"/> ARCL (Collection)	
		<input type="button" value="Clear Filter"/>

And the **Browse** screen will be limited to those.

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

View	Trans. #	T...	Account #	Account Name	Date Occurred	Date Posted	Debit Amt.	
<a href="#">View</a>	1	DONA	4.10.100	General Tithes & Offerings	01/03/2016	10/30/2015 3:2...		
<a href="#">View</a>	1	DONA	1.10.100	Huntington Bank Checking	01/03/2016	10/30/2015 3:2...	3,376.84	
<a href="#">View</a>	2	DONA	4.10.100	General Tithes & Offerings	01/10/2016	10/30/2015 4:4...		
<a href="#">View</a>	2	DONA	1.10.100	Huntington Bank Checking	01/10/2016	10/30/2015 4:4...	2,157.55	
<a href="#">View</a>	3	DONA	4.10.100	General Tithes & Offerings	01/17/2016	11/03/2015 2:2...		
<a href="#">View</a>	3	DONA	4.10.150	Special Holiday Giving	01/17/2016	11/03/2015 2:2...		
<a href="#">View</a>	3	DONA	1.10.100	Huntington Bank Checking	01/17/2016	11/03/2015 2:2...	795.00	
<a href="#">View</a>	4	DONA	4.10.100	General Tithes & Offerings	01/27/2016	11/03/2015 2:2...		
<a href="#">View</a>	4	DONA	1.10.100	Huntington Bank Checking	01/27/2016	11/03/2015 2:2...	882.50	
<a href="#">View</a>	5	DONA	4.10.100	General Tithes & Offerings	01/31/2016	11/03/2015 2:3...		
<a href="#">View</a>	5	DONA	1.10.100	Huntington Bank Checking	01/31/2016	11/03/2015 2:3...	1,497.33	

### K) Show Reconciled/Show Unreconciled –

- If you click in the radio button beside **Show Reconciled** and uncheck Show Unreconciled, only those transactions that have been cleared through the Bank Reconciliation procedure will appear on the **Browse Transactions** screen.
- Alternatively, if you click in the radio button beside **Show Unreconciled** and uncheck Show Reconciled, only those that have not been cleared on a bank reconciliation will show.

Transaction Browser Options

Filter Custom Account Groups Group & Sort Columns Fonts

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

Account: [dropdown]

Fund: [dropdown]

User: [text box]

Check / Ref #: [text box]

☒ Show Reconciled ☒ Show Unreconciled

One or both of the items must be checked for transactions to show.

### L) Show Paid/Unpaid –

- If you click in the radio button beside **Show Paid** and uncheck Show Unpaid, only those transactions that have been paid will show.
- If you click in the radio button beside **Show Unpaid** and uncheck Show Paid, only those transactions that have been entered but not paid will show.

One or both of the items must be checked for transactions to show.

Transaction Browser Options

Filter Custom Account Groups Group & Sort Columns Fonts

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

Account: [dropdown]

Fund: [dropdown]

User: [text box]

Check / Ref #: [text box]

☒ Show Reconciled ☒ Show Unreconciled

☒ Show Paid ☒ Show Unpaid

### M) Show Reversed/Show Only Reversed

- If you click to place a check mark in the **Show Reversed** box, reversed transactions will show on the Browse Transaction screen. To see only reversals, also check **Show Only Reversed**.

- When viewed on the computer, the reversed transactions would show in red and the **reversing transaction** will also be red. If the reversal was made as of the original date, both transactions will have the same Date Occurred.
- If the Browse screen is set to include the Reversed column, you can see the cross-reference to the two transactions there although the Date Recorded will show the actual date the reversal was done. Each transaction now shows either the transaction that reversed it or the transaction it reversed.

While we do not see the color red in this book because it was not printed on a color copier, you do see the audit trail of the reversal.

Correct Reverse Export Print Transaction Journal

Change Year, Filter & Sort

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

Trans. #	T...	Method	Check or Ref. #	Reconciled	Vendor / Payee	Reversed	Invoice #	Paid	Due Date
216	BILL			N/A	Michelle Russell	217		<input type="checkbox"/>	
217	BILL			N/A	Michelle Russell	216		<input type="checkbox"/>	

Looking at the Browse screen and showing reversed transactions, we see the original transaction - # 216 was reversed by # 217.

Looking at transaction # 217, we see that it reversed # 216.

## N) Clear Filter –

### From the Filter and Sort Screen

- Filters that have been entered, such as a date, or the selection of one or more transaction types, may be cleared by clicking the **Clear Filter** button on the **Filter and Sort** screen.

Vendors / Payees

From To

Date Occurred

Date Posted

Transaction #

Amount

Transaction Types

☐ INCM (Income) ☒ JRNL (Journal Entry)

☐ BILL (Expense) ☐ DONA (Donation)

☐ PYMT (Payment) ☐ PYRL (Transferred Payroll)

☐ TNFR (Transfer)

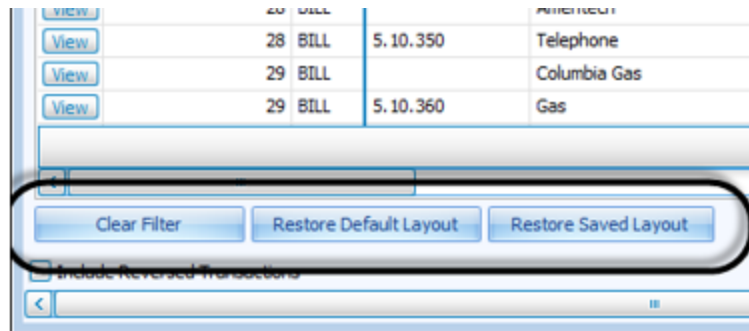
☐ ARIN (AR Invoice) ☐ ARCL (Collection)

ction Data

### From the Browse Transaction Screen

- Filters may also be cleared on the **Browse Transactions** screen by clicking **Clear Filter and Sort** at the bottom of the screen.
- If you change the columns to view information, you can click the **Restore Default Layout** button and the default settings will be reset.

- If you change your columns and layout, then click **Save selections as default**, this saves your changes. If you make more changes, but would like to revert back to your first save, you can click **Restore Saved Layout** to go back to your original save.



### Custom Account Groups Tab

The Custom Accounts Groups feature allows you to select specific accounts that you would like to see on reports and assign them to a name of your choice. When you run the report, you limit it to the name for that grouping and only those accounts are displayed. Custom accounts Groups can be set up here.

For more information on Custom Account Groups, see the **Accounting 201** training workbook and its topic *Custom Account Groups* or see the HELP programs **Accounting** manual, the book Managing the Chart of Accounts and the topic *Custom Account Groups*.

### Group & Sort Tab

Use the Group & Sort tab to sort and group the list of transactions by up to three columns (sort fields).

- Click the drop down arrow to scroll to and click to select the field name.
- Click to change the order of each sort field to either **Ascending** or **Descending** order.
- Place a check mark next to **Group by Field** (1, 2, or 3) if you will be grouping together by the chosen sort field. If you will be printing a Transaction Journal, you have the option to **Show separator line on report** for each sort field you have chosen to group. Click to place a check mark in the Show separator line on report box. Place a check mark in the box next to **Totals Only** to show only the totals of the sort field you have chosen to group.
- Click **Reset Sort** to return the selections to their original state

In this next screenshot we have chosen to sort first by the **Account Name** and then by the **Date Occurred**. Both are being sorted in **ascending** order.

Transaction Browser Options

Filter Custom Account Groups Group & Sort (Account Name, Date Occurred) Columns Fonts Vendors / Payees

Field 1  
Sort Field 1 Account Name [v] [x] [Ascending] [Descending] [Group by Field 1] [Show separator line on report] [Totals only]

Field 2  
Sort Field 2 Date Occurred [v] [x] [Ascending] [Descending] [Group by Field 2] [Show separator line on report] [Totals only]

Field 3  
Sort Field 3 <none> [v] [x] [Ascending] [Descending] [Group by Field 3] [Show separator line on report] [Totals only]

Reset Sort

☒ Show Subtotals ☐ Suppress Repeating Transaction Data  
Note: Transaction subtotals will not be shown on Report/Export with current combination of sort fields.  
☐ Show other details in transaction  
☐ Save selections as default ☐ Always open to this screen

OK Cancel

Here's the Browse Transactions screen for that: Transactions are sorted first by the Account Name and then by Date Occurred.

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

View	Trans. #	T...	Account #	Account Name	Date Occurred	Date Posted	Debit Amt
View	178	PYRL	2.10.120	City/County Taxes Payable	06/30/2016	12/28/2015 4:1...	
View	179	PYRL	2.10.120	City/County Taxes Payable	06/30/2016	12/28/2015 4:1...	
View	180	PYRL	2.10.120	City/County Taxes Payable	06/30/2016	12/28/2015 4:1...	
View	181	PYRL	2.10.120	City/County Taxes Payable	06/30/2016	12/28/2015 4:1...	
View	182	PYRL	2.10.120	City/County Taxes Payable	06/30/2016	12/28/2015 4:1...	
View	183	PYRL	2.10.120	City/County Taxes Payable	06/30/2016	12/28/2015 4:1...	
View	184	PYRL	2.10.120	City/County Taxes Payable	06/30/2016	12/28/2015 4:1...	
View	29	BILL		Columbia Gas	01/15/2016	11/05/2015 12:...	
View	34	PYMT		Columbia Gas	01/15/2016	11/05/2015 12:...	
View	37	BILL		Columbia Gas	02/15/2016	11/05/2015 3:0...	
View	190	PYMT		Columbia Gas	08/30/2016	08/30/2016 12:...	
View	21	DONA	4.30.100	Contributions to Missions	05/22/2016	11/03/2015 3:5...	
View	26	DONA	4.30.100	Contributions to Missions	06/26/2016	11/03/2015 4:1...	
View	78	PYRL	5.10.302	Custodian Salary	01/15/2016	12/28/2015 12:...	
View	80	PYRL	5.10.302	Custodian Salary	01/15/2016	12/28/2015 12:...	

We can also **Group & Sort** on the Browse Transactions screen itself by dragging the column headings to the top of the grid.

- Begin by clicking **Clear Filter and Sort** at the bottom of the screen.
- Click and drag the following column headings to the top of the grid on the Browse Transactions screen. See the next screenshot. We will sort by Type – Vendor/Payee – Date Occurred.

Here's what happens to the screen:

First by **Type**.

Type ▾

Vendor / Payee ▾

Date Occurred ▾

Trans. #	me	Debit Amt.	Credit Amt.
+ Type: ARCL	Debit Amount: \$2,410.00,	Credit Amount: \$2,410.00	
+ Type: ARIN	Debit Amount: \$2,410.00,	Credit Amount: \$2,410.00	
+ Type: BILL	Debit Amount: \$27,112.21,	Credit Amount: \$27,112.21	
+ Type: DONA	Debit Amount: \$32,809.98,	Credit Amount: \$32,809.98	
+ Type: JRNL	Debit Amount: \$1,100.71,	Credit Amount: \$1,100.71	
+ Type: PYMT	Debit Amount: \$27,112.21,	Credit Amount: \$27,112.21	
+ Type: PYRL	Debit Amount: \$126,319.28,	Credit Amount: \$126,319.28	

- Next click the **plus (+) sign** beside the type of transaction(s) to display the transactions within each group – let's choose **Bills**. We see the vendors. The system displays the total amount paid to each vendor

Type ▾

Vendor / Payee ▾

Date Occurred ▾

Trans. #	me	Debit Amt.	Credit Amt.	Pymt. Method	Check
<div> <div>Type: BILL</div> <div>Debit Amount: \$27,112.21, Credit Amount: \$27,112.21</div> </div>					
	+ Vendor / Payee:	Debit Amount: \$27,112.21, Credit Amount: \$0.00			
	+ Vendor / Payee: American Electric Power	Debit Amount: \$0.00, Credit Amount: \$480.00			
	+ Vendor / Payee: Ameritech	Debit Amount: \$0.00, Credit Amount: \$1,121.88			
	+ Vendor / Payee: Big City Utilites	Debit Amount: \$0.00, Credit Amount: \$10,113.40			
	+ Vendor / Payee: Bsurrecovered Insurance	Debit Amount: \$0.00, Credit Amount: \$3,614.80			
	+ Vendor / Payee: Christian Bible Supplies	Debit Amount: \$0.00, Credit Amount: \$347.47			
	+ Vendor / Payee: Clark's Organ Repair	Debit Amount: \$0.00, Credit Amount: \$785.14			
	+ Vendor / Payee: Columbia Gas	Debit Amount: \$0.00, Credit Amount: \$8,460.00			
	+ Vendor / Payee: Kroger	Debit Amount: \$0.00, Credit Amount: \$98.10			
	+ Vendor / Payee: Lowe's	Debit Amount: \$0.00, Credit Amount: \$45.03			
	+ Vendor / Payee: Michelle's Crafts	Debit Amount: \$0.00, Credit Amount: \$21.98			
	+ Vendor / Payee: Trinity Supplies	Debit Amount: \$0.00, Credit Amount: \$15.45			

- Next click the **plus (+) sign** beside the vendor(s) we want to see: in this example we choose American Electric Power. In the screenshot on the next page we see the Date Occurred for each bill.

Type ▾	Vendor / Payee ▾	Date Occurred ▾				
Trans. #	me	Debit Amt.	Credit Amt.	Pymt. Method	Ch	
[-] Type: BILL Debit Amount: \$27,112.21, Credit Amount: \$27,112.21						
[+] Vendor / Payee: Debit Amount: \$27,112.21, Credit Amount: \$0.00						
[-] Vendor / Payee: American Electric Power Debit Amount: \$0.00, Credit Amount: \$480.00						
[+] Date Occurred: 01/19/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						
[+] Date Occurred: 02/20/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						
[+] Date Occurred: 03/20/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						
[+] Date Occurred: 04/20/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						
[+] Date Occurred: 05/20/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						
[+] Date Occurred: 06/19/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						
[+] Vendor / Payee: Ameritech Debit Amount: \$0.00, Credit Amount: \$1,121.88						
[+] Vendor / Payee: Big City Utilities Debit Amount: \$0.00, Credit Amount: \$10,113.40						
[+] Vendor / Payee: Bsurrecovered Insurance Debit Amount: \$0.00, Credit Amount: \$3,614.80						
[+] Vendor / Payee: Christian Bible Supplies Debit Amount: \$0.00, Credit Amount: \$347.47						

Type ▾	Vendor / Payee ▾	Date Occurred ▾				
Trans. #	me	Debit Amt.	Credit Amt.	Pymt. Method	Check or Ref. #	Reconciled
[-] Type: BILL Debit Amount: \$27,112.21, Credit Amount: \$27,112.21						
[+] Vendor / Payee: Debit Amount: \$27,112.21, Credit Amount: \$0.00						
[-] Vendor / Payee: American Electric Power Debit Amount: \$0.00, Credit Amount: \$480.00						
[-] Date Occurred: 01/19/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						
	10	Electric Power	80.00			N/A
[-] Date Occurred: 02/20/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						
	17	Electric Power	80.00			N/A
[-] Date Occurred: 03/20/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						
	24	Electric Power	80.00			N/A
[+] Date Occurred: 04/20/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						
[+] Date Occurred: 05/20/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						
[+] Date Occurred: 06/19/2015 Debit Amount: \$0.00, Credit Amount: \$80.00						

➤ Now, click the **plus (+) sign** beside a transaction and see the details of it.

## Clear the Sort

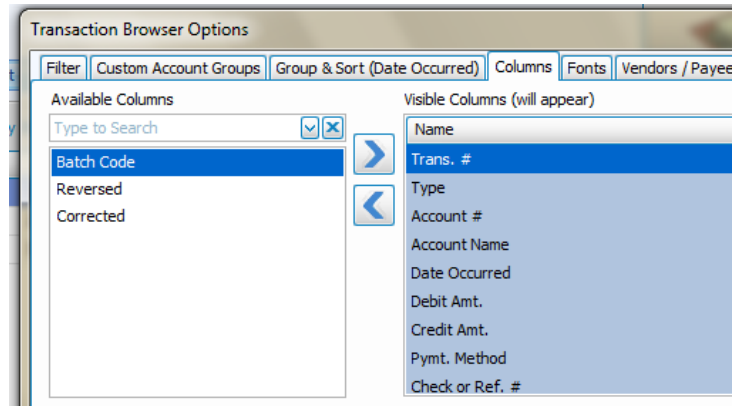
There are three ways to clear the sort:

- Click the **Reset Sort** button on the **Group & Sort** screen,
- Click **Restore Default Layout** on the Browse Transactions screen or,
- Close out of the **Transactions Browser Options** screen and come back in; the default will be restored.

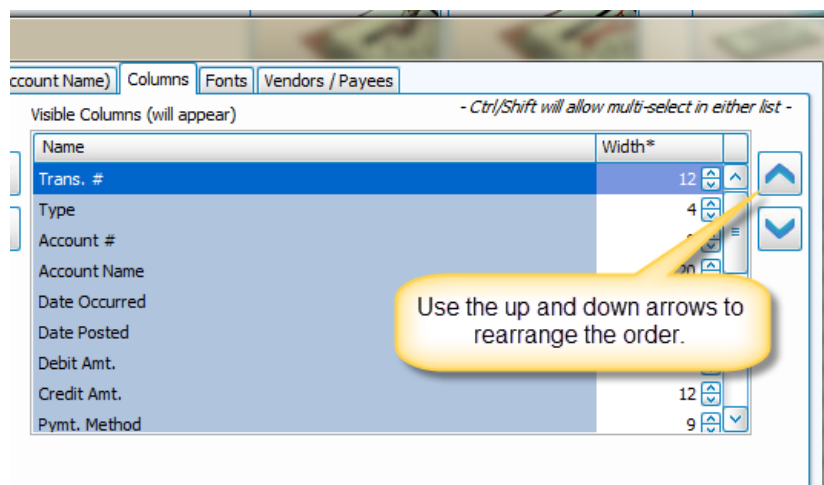
## Columns

The **Columns** tab on **Filter and Sort** allows you to show and arrange the columns on the **Browse Transactions** screen in whatever order you prefer.

- **To limit or change the columns seen on the Browse Transactions screen, use the left and right-facing arrows to move columns from the Visible Columns box to the Available Columns box or vice versa.**

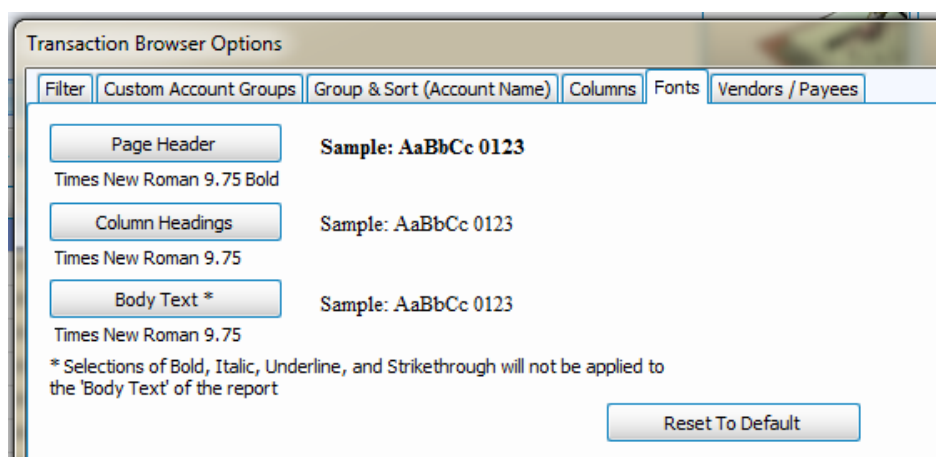


- **To change the order of the columns, click to highlight a column name and use the Up and Down arrows to move it to the desired location.**



## Fonts Tab

You can adjust the fonts for the Browse Transactions screen. The changes made will hold until the fonts are changed again.



## Vendors / Payees

Using this tab you can elect to see only those transactions affecting selected vendors/payees.

Transaction Browser Options

Filter Custom Account Groups Group & Sort (Account Name) Columns Fonts Vendors / Payees

Available Vendors / Payees

Type to Search

Include only listed Vendors / Payees

Clear All Selections Remove Selected

☐ Show Subtotals ☐ Suppress Repeating Transaction Data

☐ Show other details in transaction

☐ Save selections as default ☐ Always open to this screen

OK Cancel

- Click the drop down arrow In the **Available Vendors/Payees** box and select the vendor/payee for whom you wish to view transactions.
- Clicking on a vendor/payee will place the name in the **Include only listed Vendors / Payees** box.

You may select multiple vendors. Here the screen has been limited to the vendors/payees for our various utilities.

Transaction Browser Options

Filter Custom Account Groups Group & Sort (Account Name) Columns Fonts Vendors / Payees

Available Vendors / Payees

Columbia Gas

Include only listed Vendors / Payees

American Electric Power  
Big City Utilites  
Columbia Gas

- Click **OK** and see only those transactions!

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

View	Trans. #	T...	Account #	Account Name	Date Occurred	Date Posted	Debit Amt.	Credit Amt.	P
<a href="#">View</a>	38	BILL		American Electric Power	02/15/2016	11/05/2015 3:0...		80.00	
<a href="#">View</a>	191	PYMT		American Electric Power	08/30/2016	08/30/2016 12:...	80.00		C
<a href="#">View</a>	199	BILL		American Electric Power	09/06/2016	09/06/2016 10:...		257.00	
<a href="#">View</a>	201	PYMT		American Electric Power	09/06/2016	09/06/2016 10:...	257.00		C
<a href="#">View</a>	30	BILL		Big City Utilites	01/15/2016	11/05/2015 12:...		145.00	
<a href="#">View</a>	33	PYMT		Big City Utilites	01/15/2016	11/05/2015 12:...	145.00		C
<a href="#">View</a>	29	BILL		Columbia Gas	01/15/2016	11/05/2015 12:...		67.00	
<a href="#">View</a>	34	PYMT		Columbia Gas	01/15/2016	11/05/2015 12:...	67.00		C
<a href="#">View</a>	37	BILL		Columbia Gas	02/15/2016	11/05/2015 3:0...		1,410.00	
<a href="#">View</a>	190	PYMT		Columbia Gas	08/30/2016	08/30/2016 12:...	1,410.00		C

## Making Corrections

If you have posted something in error, you may elect to **Correct** the transaction or to **Reverse** the entry.

### Making a Correction That Does Not Require a Reversal

We have determined that the income posted in a transaction was posted with the wrong payment method.

- Find the transaction.
  - You can scroll until you find the transaction.
  - You can use **Filter and Sort**.
- Click to **highlight the transaction to be corrected.**

We select the transaction for our miscellaneous income. It says **None** in the Payment Method which means that we forgot to select a payment method when we entered the transaction.

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

View	Trans. #	Type	Account #	Account Name	Date Occurred	Debit Amt.	Credit Amt.	Payment Method	Check or Ref. #	Reconciled	Vendor
<a href="#">View</a>	109	INCM	4.10.400	Other Miscellaneous Income	11/16/2021		2,142.00	None		<input type="checkbox"/>	N/A
<a href="#">View</a>	109	INCM	1.10.100	Huntington Bank Checking	11/16/2021	2,142.00		None		<input type="checkbox"/>	
<a href="#">View</a>	108	PYMT		Ameritech	11/16/2021	125.89		Computer Check		<input type="checkbox"/>	Am...

- Clicking the **Correct** button displays the **Correct Income Transaction** screen on which we can make the corrections.
- We change the payment method to CHECK, enter a check number and click **Save Correction**.



Correct Income Transaction

Date Occurred: 11/16/2021

Payment Method: Check

Check or Ref #: 312545

Asset Account: 1.10.100 - Huntington Bank Checking

Print on Deposit Slip: ☐

Transaction Comments:

Income/Expense/Liability Accounts	Amount	Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>		
4.10.400 - Other Miscellaneous Income	2,142.00	

Total: \$2,142.00

Save Correction Cancel Correction

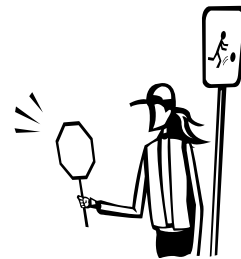
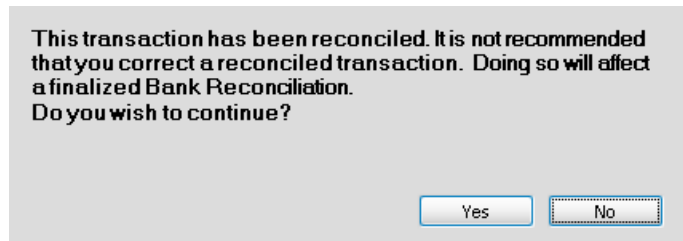
And our corrections are confirmed.

- Click **OK**.

- The Accounting system determines whether a correction requires a reversing transaction. In our first example, a reversal was not needed.
- If the system determines a reversal is needed, it automatically reverses the transaction and also creates a new transaction reflecting the original transaction with the corrections applied and displays a confirmation message.

### A Correction No-No

If you try to correct a transaction that has been reconciled, you will receive this message:

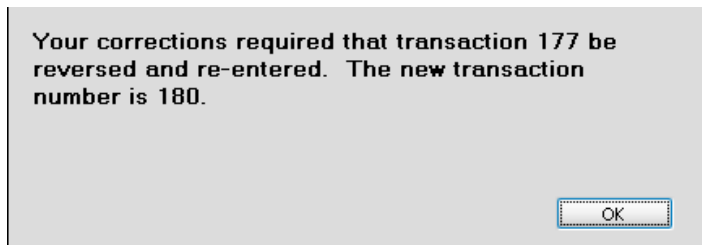


We recommend that you cancel out of this function and use a transaction in the current month to correct the transaction.

### Making a Correction That Requires a Reversal

Let's say that a transaction was posted for the wrong amount.

- Click to highlight a transaction and click **Correct**.
- Change the **Amount** to a different amount.
- Click **Save Correction**. The system has determined that that correction requires a reversal, so the following message appears and we click **OK**.
- To see the reversed transactions on the screen, click to place a check mark in the **Include Reversed Transactions** box.



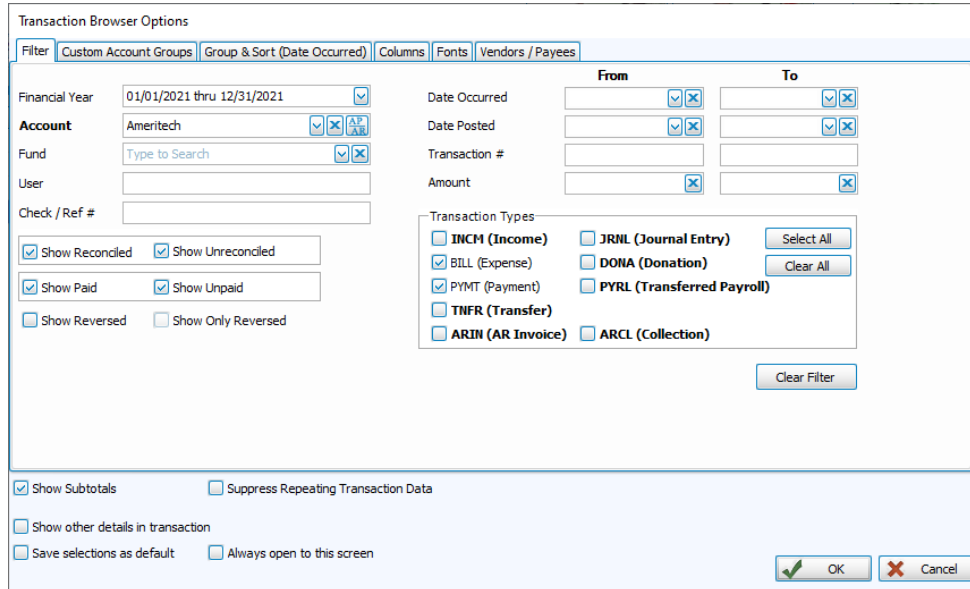
And on the screen you will see 3 transactions: two are red indicating a reversed transaction and its reversing transaction and one is in black which is the new transaction the system created.

### Reversing a Transaction by Choice

You may choose to reverse a transaction: click to highlight the transaction in the Transaction Browser.

We have entered a bill and a payment to our vendor Ameritech. But before we printed the check to send to the vendor, we received a credit memo for returned items. We do not want to send the payment in until that credit memo is entered into the system. We need to reverse the payment.

- On the **Browse Transaction** screen, click **Filter and Sort** and in the Account box, limit the screen to our vendor **Ameritech**. You can also click on the **Vendors/Payee** tab and select the vendor there. Click **OK**. You can also scroll until you find the transaction.



Transaction Browser Options

Filter Custom Account Groups Group & Sort (Date Occurred) Columns Fonts Vendors / Payees

Financial Year: 01/01/2021 thru 12/31/2021

Account: Ameritech

Fund: Type to Search

User:

Check / Ref #:

☒ Show Reconciled ☒ Show Unreconciled  
☒ Show Paid ☒ Show Unpaid  
☐ Show Reversed ☐ Show Only Reversed

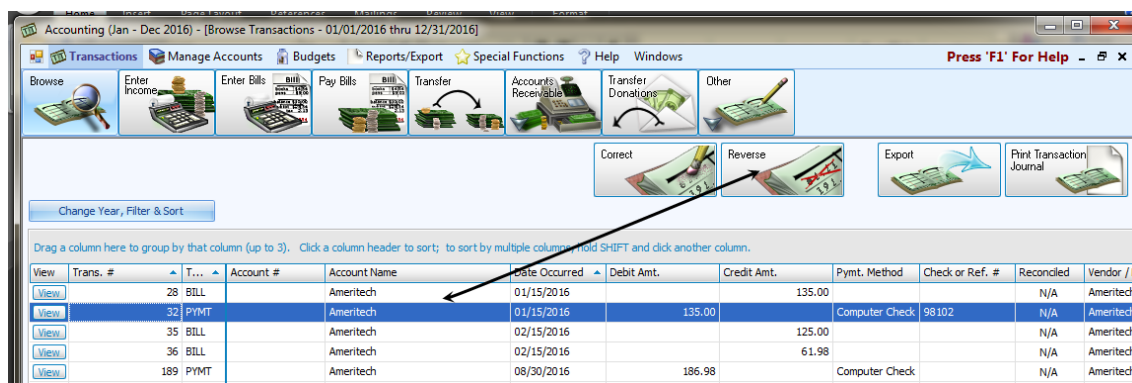
Date Occurred: From To  
 Date Posted: From To  
 Transaction #: From To  
 Amount: From To

Transaction Types

☐ INCM (Income) ☐ JRNJ (Journal Entry)   
☒ BILL (Expense) ☐ DONA (Donation)   
☒ PYMT (Payment) ☐ PYRL (Transferred Payroll)  
☐ TNFR (Transfer)  
☐ ARIN (AR Invoice) ☐ ARCL (Collection)

☒ Show Subtotals ☐ Suppress Repeating Transaction Data  
☐ Show other details in transaction  
☐ Save selections as default ☐ Always open to this screen

- Click to highlight the transaction to reverse. We highlight the PYMT transaction.
- Click the **Reverse** button.



Accounting (Jan - Dec 2016) - [Browse Transactions - 01/01/2016 thru 12/31/2016]

Transactions Manage Accounts Budgets Reports/Export Special Functions Help Windows

Press 'F1' For Help

Correct Reverse Export Print Transaction Journal

Change Year, Filter & Sort

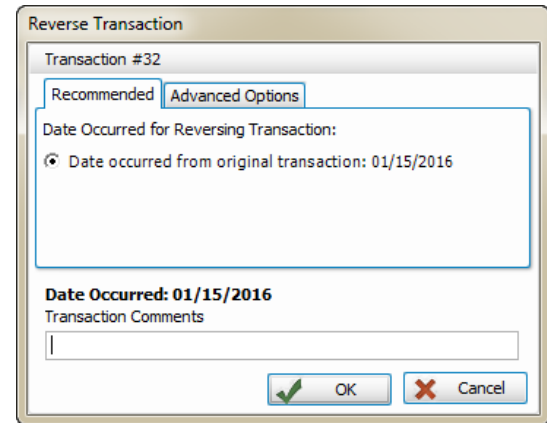
Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

View	Trans. #	T...	Account #	Account Name	Date Occurred	Debit Amt.	Credit Amt.	Pymt. Method	Check or Ref. #	Reconciled	Vendor /
<a href="#">View</a>	28	BILL		Ameritech	01/15/2016		135.00			N/A	Amerited
<a href="#">View</a>	32	PYMT		Ameritech	01/15/2016	135.00		Computer Check	98102	N/A	Amerited
<a href="#">View</a>	35	BILL		Ameritech	02/15/2016		125.00			N/A	Amerited
<a href="#">View</a>	36	BILL		Ameritech	02/15/2016		61.98			N/A	Amerited
<a href="#">View</a>	189	PYMT		Ameritech	08/30/2016	186.98		Computer Check		N/A	Amerited

The **Reverse Transaction** screen opens.

- The **Date Reversal Occurred** is set by default to the Date Occurred of the transaction being reversed, but on the Advanced Options screen you can set this date to a different date. We do **not** recommend that you change the date. The reversal's Date Occurred will determine which month will show the transaction in financial reports.

**You need to think carefully about the date that you use to reverse a transaction, especially if the transaction affects an asset account.**



- If the transaction affects an asset account, you do not want to reverse a transaction in a month for which the bank reconciliation has been completed and finalized. Doing so will change the bank reconciliation for that month and subsequent months.
- You may not want to reverse a transaction in a month for which reports have been published and approved. Reversing a transaction would alter the previously-published reports.
- If you wish to choose an Other Date, be sure that the date selected does not fall within the dates of a finalized bank reconciliation.
- If the Other Date chosen is in the future, the transaction will remain in effect until that future date which might affect reports and the bank reconciliation.

Instead, a transaction done in the current month to correct the issue would preserve the reports and finalized bank reconciliations. If you are unsure how to complete the transaction in the current month, call 1.800.533.5227 to speak to a technician or consult an accountant.

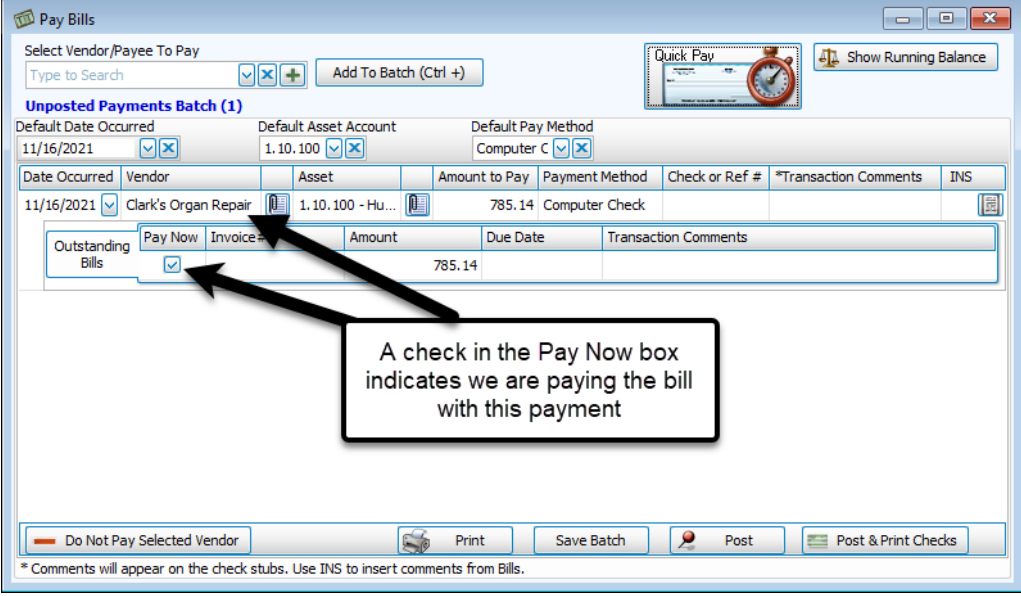
If you decide to reverse the transaction,

- **Comments** would be helpful later in remembering why a transaction was reversed.
- The system asks if you are sure you want to complete the reversal. Click **OK** to continue with the reversal; click **Cancel** to stop the reversal.
- The system provides the number of the transaction that did the reversal, and if you are using passwords, the person who did the reversal.
- The reversed transaction and the reversing transaction will now be in red.

In this example, we had not yet mailed the payment. If we had, we would not have reversed it.

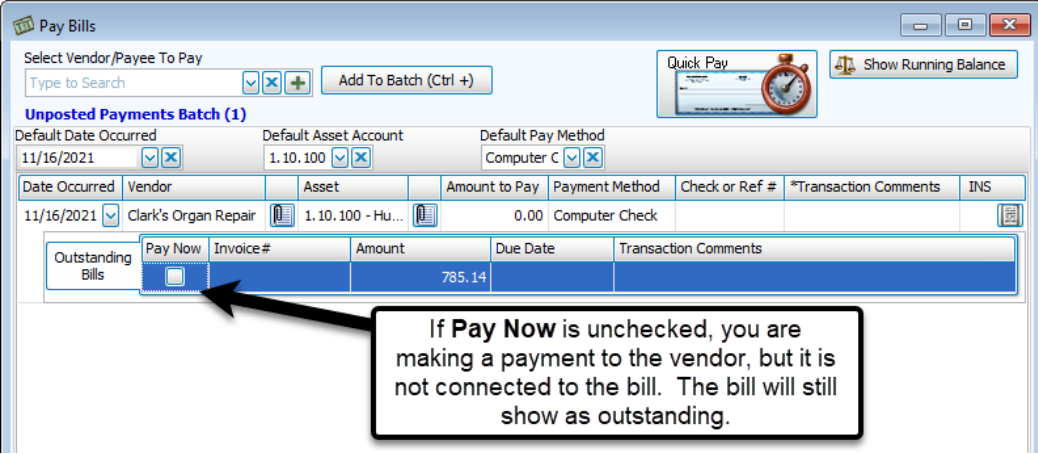
## Mark Bill as Paid (Outstanding Bills)

With each invoice brought forward to the Pay Bills screen to pay, there is a Pay Now box. A check mark in that box means that the payment you are making is for that invoice. A blank Pay Now box tells the system that you are paying money out to the vendor but it is not for that invoice.



The screenshot shows the 'Pay Bills' window. At the top, there's a 'Select Vendor/Payee To Pay' section with a search box and an 'Add To Batch (Ctrl +)' button. Below this is a 'Quick Pay' button and a 'Show Running Balance' button. The main section is titled 'Unposted Payments Batch (1)'. It contains a table with columns: Date Occurred, Vendor, Asset, Amount to Pay, Payment Method, Check or Ref #, \*Transaction Comments, and INS. The first row shows a payment for Clark's Organ Repair on 11/16/2021, with an amount of 785.14, using a Computer Check. Below this table is a summary table with columns: Outstanding Bills, Pay Now, Invoice#, Amount, Due Date, and Transaction Comments. The first row shows 'Outstanding Bills' with a checked 'Pay Now' box, an amount of 785.14, and a due date of 11/16/2021. A callout box points to the 'Pay Now' checkbox with the text: 'A check in the Pay Now box indicates we are paying the bill with this payment'. At the bottom, there are buttons for 'Do Not Pay Selected Vendor', 'Print', 'Save Batch', 'Post', and 'Post & Print Checks'. A note at the bottom states: '\* Comments will appear on the check stubs. Use INS to insert comments from Bills.'

If the **Pay Now** box is unchecked, the system will know that you are making a payment to the vendor but it will not know that it is for this bill. The bill will continue to show as needing to be paid.



The screenshot shows the 'Pay Bills' window. At the top, there's a 'Select Vendor/Payee To Pay' section with a search box and an 'Add To Batch (Ctrl +)' button. Below this is a 'Quick Pay' button and a 'Show Running Balance' button. The main section is titled 'Unposted Payments Batch (1)'. It contains a table with columns: Date Occurred, Vendor, Asset, Amount to Pay, Payment Method, Check or Ref #, \*Transaction Comments, and INS. The first row shows a payment for Clark's Organ Repair on 11/16/2021, with an amount of 0.00, using a Computer Check. Below this table is a summary table with columns: Outstanding Bills, Pay Now, Invoice#, Amount, Due Date, and Transaction Comments. The first row shows 'Outstanding Bills' with an unchecked 'Pay Now' box, an amount of 785.14, and a due date of 11/16/2021. A callout box points to the 'Pay Now' checkbox with the text: 'If Pay Now is unchecked, you are making a payment to the vendor, but it is not connected to the bill. The bill will still show as outstanding.' At the bottom, there are buttons for 'Do Not Pay Selected Vendor', 'Print', 'Save Batch', 'Post', and 'Post & Print Checks'. A note at the bottom states: '\* Comments will appear on the check stubs. Use INS to insert comments from Bills.'

If you open the **Pay Bills** screen, and click **Quick Pay, View Outstanding Bills** and you see a vendor listed with a Balance Due and (typically) a \$0.00 Account Balance, the bill has been paid but the invoice was not connected to a payment, so it is not Marked as Paid. Here we see that situation with the vendor Clark's Organ Repair.

Outstanding Bills						
Select	Date Occ.	Date Due	Vendor	Acct. Balance	Invoice #	Amount Due
<input type="checkbox"/>	08/31/2016		Alex's Plumbing	\$30.00		\$30.00
<input type="checkbox"/>	09/06/2016		Ameritech	\$55.36		\$55.36
<input type="checkbox"/>	09/13/2016		Clark's Organ Repair	\$0.00		\$785.14

Here we see there is an Amount Due, but the Account Balance is zero indicating that the bill has already been paid.

- To investigate, go to **Transactions, Browse**, and click on **Filter and Sort**.
- In the **Account** box, or on the **Vendor/Payee** tab, select the vendor and click **OK**. (If this vendor is paid regularly, use the Date Occurred to filter the transactions even further.)

Transaction Browser Options

Filter Custom Account Groups Group & Sort (Date Occurred) Columns Fonts Vendors / Payees

Financial Year: 01/01/2021 thru 12/31/2021

**Account:** Clark's Organ Repair

From: Date Occurred, Date Posted, Transaction #, Amount

To: Date Occurred, Date Posted, Transaction #, Amount

Transaction Types:

- ☒ INCM (Income)
- ☒ BILL (Expense)
- ☒ PYMT (Payment)
- ☒ TNFR (Transfer)
- ☒ ARIN (AR Invoice)
- ☒ JRNL (Journal Entry)
- ☒ DONA (Donation)
- ☒ PYRL (Transferred Payroll)
- ☒ ARCL (Collection)

Buttons: Select All, Clear All, Clear Filter

Options:

- ☒ Show Reconciled
- ☒ Show Unreconciled
- ☒ Show Paid
- ☒ Show Unpaid
- ☐ Show Reversed
- ☐ Show Only Reversed
- ☒ Show Subtotals
- ☐ Suppress Repeating Transaction Data
- ☐ Show other details in transaction
- ☐ Save selections as default
- ☐ Always open to this screen

Buttons: OK, Cancel

We see the transactions to that vendor.

Browse Transactions - 01/01/2016 thru 12/31/2016

Correct Reverse Export Print Transaction Journal

Change Year, Filter & Sort

Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.

View	Trans. #	T...	Account #	Account Name	Date Occurred	Debit Amt.	Credit Amt.
<a href="#">View</a>	206	BILL		Clark's Organ Repair	09/13/2016		
<a href="#">View</a>	207	PYMT		Clark's Organ Repair	09/13/2016		785.14

- Click to highlight the bill and click **Correct** at the top of the **Browse Transactions** screen.

The **Correct Bill Transaction** screen opens and we see that bill has not been marked as paid.

Correct Bill Transaction

Date Occurred: 11/16/2021 Invoice #: Due Date: Bill has not been marked as paid. Mark As Paid

Select Vendor/Payee: Clark's Organ Repair Transaction Comments:

Expense/Income Accounts	Amount	CR Memo	*Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>			
5.20.100 - Building Fund Expenses	785.14		

Total: \$785.14 Save Correction Cancel Correction

- Click the **Mark As Paid** button on the right side of the screen at the top.

A new screen opens asking us to confirm which payment took care of this bill.

- Click to highlight the correct payment and click **OK**.

Payment Transactions

Select the payment which paid this bill and click OK

Trans. #	Date Occ...	Asset	Amount to Pay	Payment Method	Check or Ref #	Comments
207	09/13/2016	1.10.100 - Huntington Bank Checking	785.14	Computer_Check		

All payment made to the vendor will show here

OK Cancel

We see that the system has corrected the transaction to mark it paid.

Correct Bill Transaction

Date Occurred: 11/16/2021 Invoice #: Due Date: Bill's payment changed to Trans #111 from 11/16/2021. Change Payment Mark as Unpaid

Select Vendor/Payee: Clark's Organ Repair Transaction Comments:

Expense/Income Accounts	Amount	CR Memo	*Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>			
5.20.100 - Building Fund Expenses	785.14		

Total: \$785.14 Save Correction Cancel Correction

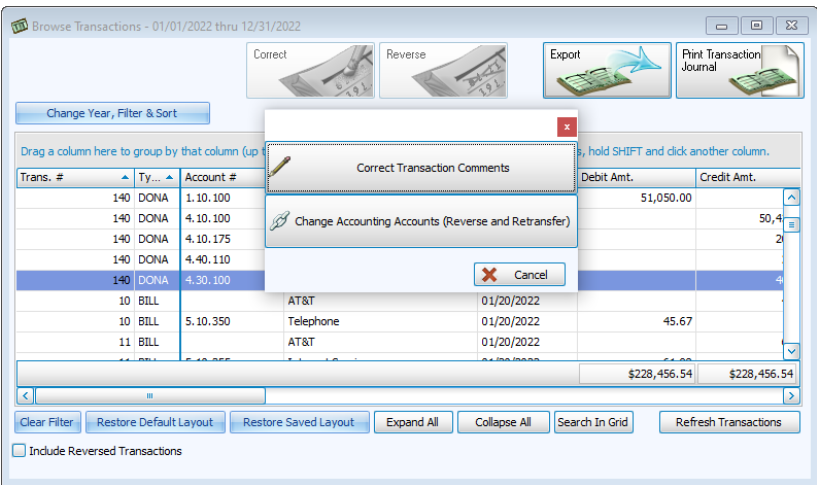
- We click **Save Correction** and the system confirms the correction.

Now when you return to **Pay Bills, View Outstanding Bills**, that outstanding bill to the vendor will be gone.

### Correcting a Donation Transaction

Sometimes you may need to correct a donation transferred into Accounting or simply add comments to the transaction. To do this in Accounting, find and highlight the DONA transaction in **Browse Transactions**. Click **Correct**.

You have two options



- Correct/Add comments to the transaction.
- Reverse and retransfer the donation, which allows you to change the transfer accounts for that donation.

If you select **Correct Transaction Comments**, the Correct DONA Comments screen appears. Make any needed changes and click **Save Correction**.

**Correct DONA Comments**

Date Occurred: 01/16/2022

\*Transaction Comments:

Accounts	Debit Amount	Credit Amount	*Line Item Comments	Amount
1.10.100 - Huntington Bank Checking	51,050.00			51,050.00
4.10.100 - General Tithes & Offerings		50,430.00		50,430.00
4.10.175 - Flower Income		200.00		200.00
4.40.110 - John Joseph Memorial Fund Income		20.00		20.00
4.30.100 - Contributions to Missions		400.00		400.00
Total:		\$51,050.00	\$51,050.00	\$102,100.00

\*Only comments can be changed using this form. Other changes must be made using the Donations module and the 'Transfer Donations' function.

Save Correction Cancel

If you select **Change Accounting Accounts (Reverse and Retransfer)**, a Reverse Transaction window appears.

- Enter any needed comments, and click **OK**.
- Click **Cancel** to cancel the reversal if needed.

- Click **Yes** to permanently reverse the transaction, or click **No** to cancel.

- Click **OK** on the reversal information message.






Now the transfer screen will appear. Find and open the date by clicking the **+plus** sign. Edit the accounts as needed and click **Post**.

Enter any needed comments on the **Confirm DONA Transaction** screen and click **Post**.

Confirm DONA Transaction

Date Occurred: 01/16/2022

\*Transaction Comments:

Accounts	Debit Amount	Credit Amount	*Line Item Comments	Amount	
1.10.100 - Huntington Bank Checking	51,050.00			51,050.00	
4.10.100 - General Tithes & Offerings		50,430.00		50,430.00	
4.10.175 - Flower Income		200.00		200.00	
4.40.110 - John Joseph Memorial Fund Income		20.00		20.00	
4.30.100 - Contributions to Missions		400.00		400.00	
Total:		\$51,050.00	\$51,050.00	\$102,100.00	

\*Only comments can be changed using this form.

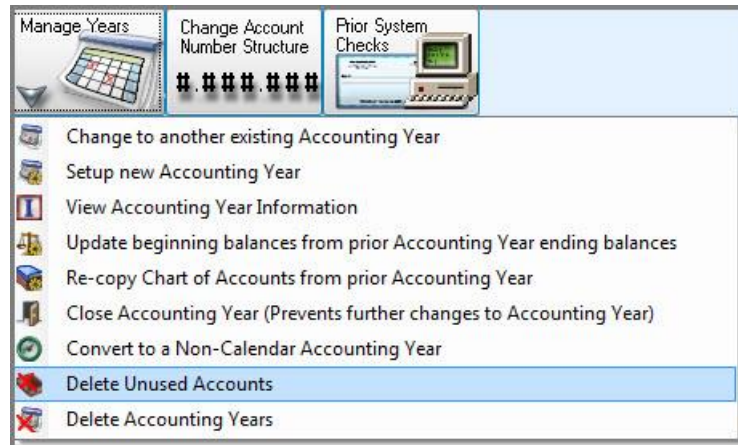
## Manage Years

From the Portal screen:

- **Special Functions**
- **Manage Years**

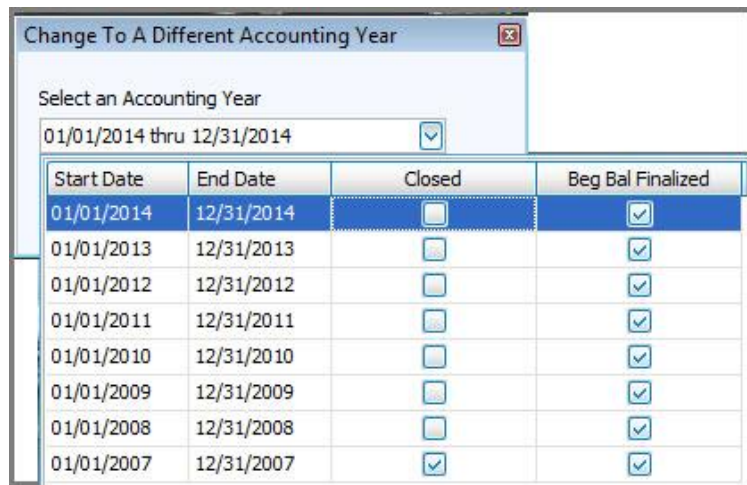


There are several options:



### Change to another existing Accounting Year

- If you wish to go back to a different accounting year, click **Change to another existing Accounting Year**.
- Click the down arrow in **Select an Accounting Year** to see the years in your system that you may view.



- When you return to a prior year, you will always be able to view the data and to print reports.
- If you **hard-closed** the year, you will not be able to make changes to the year.
- If you did not do a hard close to the year, changes may be made to the data.

- Be aware that if you make a change to a prior year, you may be affecting ending balances that were carried forward to the New Year.
- You will also be changing reports that have been distributed. Such changes to a prior year are **not recommended**.

If you think you need to make a change to a prior year, call the Computer Helper Support line – 1.800.533.5227 – to speak to a technician before making the change.

**Note:**

- You can view the **transactions** from a prior year on the current year's **Browse** screen. Unless you wish to change something in a prior year (and you should be very cautious doing this), you do not need to move back to the prior year to see the information.
- You can print **reports** for a prior year without changing the system to that year. On each report screen, you may select the year for any year in the database.

### **Setup New Accounting Year**

This function is used to open a new accounting year.

- To open the next fiscal year, leave the radio dot in **Create Next Accounting Year – X – X 20XX**, with the months and year of your next year showing in place of the Xs.
- If you wish to copy the Chart of Accounts from the current year to the New Year, leave the radio dot in **Copy Chart of Accounts from \_\_\_\_\_** (with the line representing the current year in the system). Unless you wish to start completely over with a new chart of accounts, you do want to bring the current one forward. You can then make changes to it if you wish.
- If you wish to enter a completely new Chart of Accounts, click to place the radio dot in **Create empty Chart of Accounts**.
- To copy forward the existing budget from the current year to the New Year, leave the check mark in **Copy Budgets**. Bringing the budgets forward means you only have to key in the changes for the line items whose budget changes. If you want to enter an entirely new budget, click to uncheck **Copy Budgets**.

If you choose to **Create an Empty Chart of Accounts**, the screen changes to this:

- If you want to use account **numbers** in your new Chart of Accounts, key in the structure you wish to use. If you do not wish to use account numbers, click to uncheck **Use Account Numbers**.
- Notice, if you wish to go back and enter in prior years, you can do so by clicking to place the radio dot in **Create Prior Accounting Year** (with the line representing the year prior to when you began using Church Windows). You may create as many prior years as you wish.
- Once you have set the options, click **OK** and the New Year will be opened and you will begin creating the new Chart of Accounts.

**Setup New Accounting Year**

☒ Create Next Accounting Year - January - December 2016  
☐ Create Prior Accounting Year - January - December 2006

☐ Copy Chart of Accounts from January - December 2015  
☒ Copy Budgets

☒ **Create empty Chart of Accounts:**  
 Choosing this option will require entry of new accounts into the new accounting year before continuing to use Accounting. Accurate comparison reports cannot be run until this new Chart of Accounts has been used at least two years.

☒ Use Account Numbers

Current Structure: ###.###

Enter '#' for number placeholders and '.' for separators.

###.###

Example: 1.23.456

OK Cancel

## View Accounting Year Information

- If you would like to see information on all the financial years in the program, click **View Financial Year Information**.

Start Date	End Date	Closed	Closed By	Beg Bal Finalized	Beg. Bal Finalized By
01/01/2015	12/31/2015	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Unknown User
01/01/2014	12/31/2014	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Unknown User
01/01/2013	12/31/2013	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Unknown User
01/01/2012	12/31/2012	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Unknown User
01/01/2011	12/31/2011	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Unknown User
01/01/2010	12/31/2010	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Unknown User
01/01/2009	12/31/2009	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Unknown User
01/01/2008	12/31/2008	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Unknown User
01/01/2007	12/31/2007	<input checked="" type="checkbox"/>	Unknown User	<input checked="" type="checkbox"/>	Unknown User

This is an informational screen only; changes cannot be made on it.

Each year will be listed, including its **start and end date**, **whether the year was given a hard close** (so that changes cannot be made), and **whether beginning balances were finalized and by whom**. If no passwords are used to open Church Windows, then "Unknown User" shows as the 'person' who finalized the balances. When passwords are used to enter Church Windows, the screen displays who hard closed the year and who finalized the beginning balances for the year.

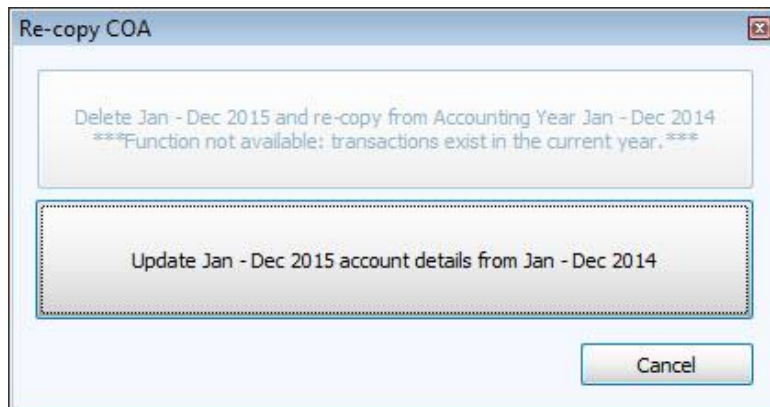
## Recopy Chart of Accounts from prior Accounting Year

If you have made significant changes to the Chart of Accounts in the current year after already opening the new year, you can select this option to recopy the revised Chart of

Accounts into the new year AS LONG AS NO TRANSACTIONS HAVE BEEN DONE IN THE NEW YEAR.

You can see in this screenshot that we cannot recopy the COA over because transactions have been done.

We can, however, bring over details that might have been added: such as bank names or vendor addresses.

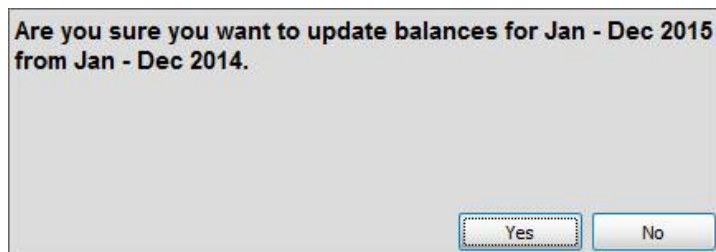


### Update Beginning Balances

You may open the New Year at any time in Church Windows which allows you to make desired changes in the Chart of Accounts in the New Year and to set budgets prior to the actual opening date of the year. You will be toggling between the current year and the New Year in order to continue paying bills and entering income for the current year at the same time you are setting up the new one.

**Note:** If you are going to create new accounts in the assets, liabilities or fund balances where they will bring forward a balance, we suggest that you create the accounts in the current year and copy the Chart of Accounts forward. If you have already brought the Chart of Accounts into the New Year, you may re-copy the current year Chart of Accounts into the New Year as long as there are no transactions in the New Year. If you have already begun using the new Chart of Accounts, please call 1.800.533.5227 to speak with a technician.

- Make a **backup** of the data.
- Click **Special Functions, Manage Years, Update beginning balances from prior Account Year ending balances**, so that the ending balances in the current year become the beginning balances in the New Year.
- Click **Yes** to bring the balances forward; click **No** to cancel the process.



### Close Accounting Year (Prevents further changes to Accounting Year)

The Accounting software allows you to switch between years so that you can post, correct or even reverse transactions. If you want to prevent any of these changes from

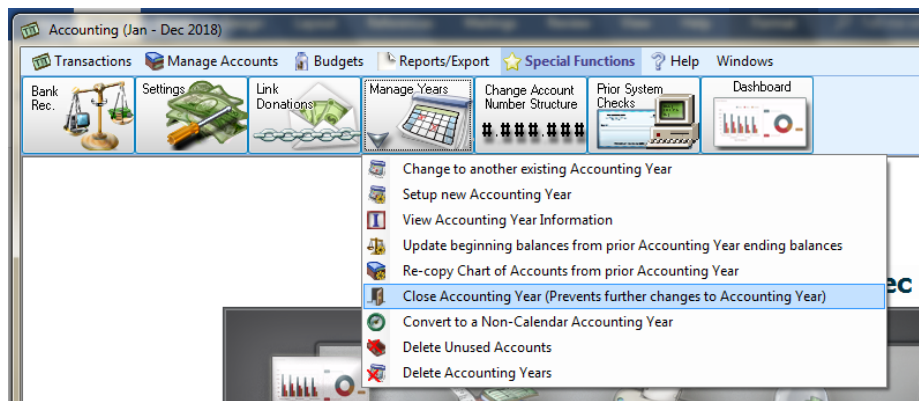
taking place in an accounting year that has been established in the software, you may “close the year”.

- Once you close an accounting year, you will always be able to switch back and forth between years to view and print transactions and reports.
- However, you will **not** be able to post, correct, or reverse transactions.
- You will not be able to change any accounts or any budget amounts for the year either. If you plan to have an audit done of that year, we recommend that you do not hard close the year until after the audit is done in case the auditor recommends additional entries.
- You will have to finalize the Beginning Balances for a given year before the software will allow you to complete the instructions for **Closing the Accounting Year**.

For more information on how to finalize Beginning Balances, see the topic *Set Beginning Balances* in the **Accounting 101** or the topic *Finalizing Beginning Balances* in the HELP program's **Accounting** manual.

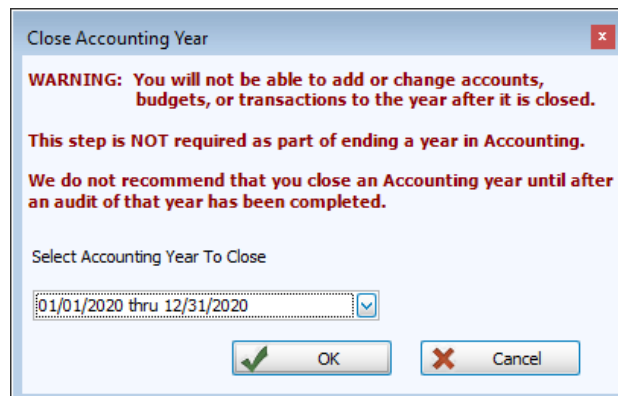
To close a year,

- Click **Special Functions, Manage Years**.
- Click to select **Close Accounting Year (Prevents further changes to Accounting year)**.



The **Close Accounting Year** screen will open:

- We click the down arrow to see other years that can be closed.
- Select the year to close. We will close one of our earlier years.



Close Accounting Year

Select Accounting Year To Close

01/01/2014 thru 12/31/2014

Start Date	End Date
01/01/2014	12/31/2014
01/01/2013	12/31/2013
01/01/2012	12/31/2012
01/01/2011	12/31/2011
01/01/2010	12/31/2010
01/01/2009	12/31/2009
01/01/2008	12/31/2008

- Click **OK**. The software will display the following message:
- Read the message and check that you have read and understand the consequences of closing a year.

You will not be able to add or change accounts, budgets, or transactions to this year after it is closed. Are you sure you wish to close Accounting Year 01/01/2012 thru 12/31/2012?

☐ I have read and understand

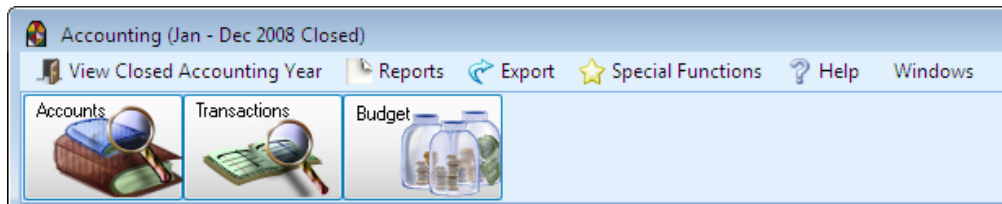
Yes No

- Click **Yes** to confirm the closing, **No** to cancel the closing. If you click **Yes**, you will be taken immediately to the main screen of the Accounting software.

If you change to an Accounting Year that has been closed, you will be brought to a main screen that looks like this.



- You may click to view any information under the menu items or tabs shown.
- You may not make changes to the year's transactions.



To return to the current year,

- Click **Special Functions, Manage Years, Change to another existing Accounting Year.**
- Choose the current year and click **OK.**

### Convert to Non-Calendar Accounting Year

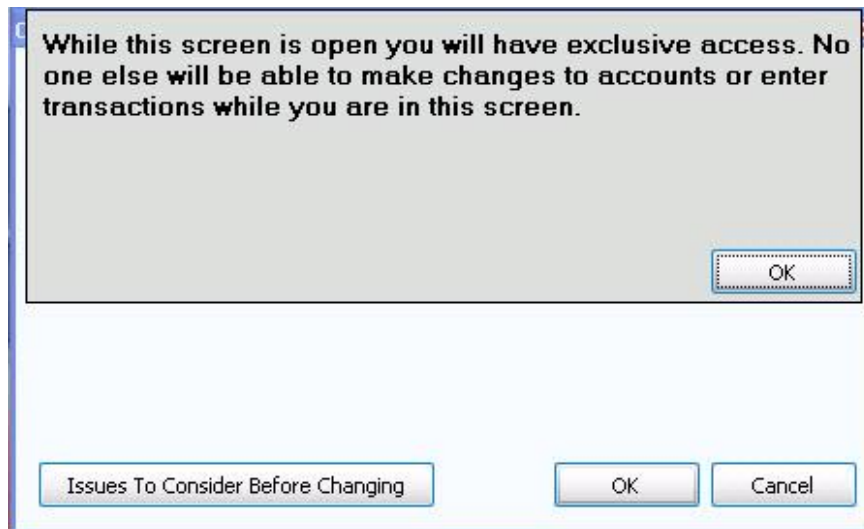
You can change from a fiscal year that is calendar based to a fiscal year that is non-calendar based – i.e., from a January to December year to a July to June year.

Before proceeding further, please click **Issues to Consider Before Changing** which will outline important considerations you should take before converting.



If you decide to continue,

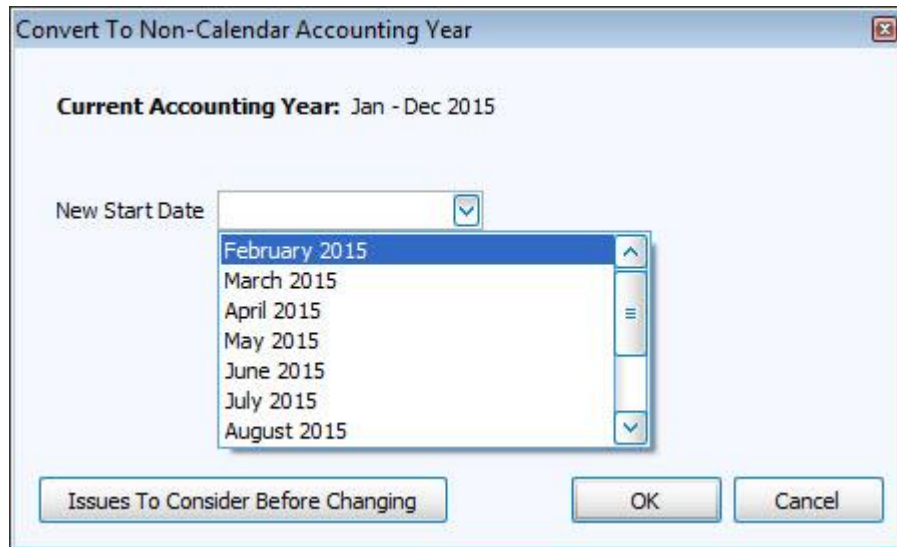
- Click **Special Functions, Manage Years, Convert to Non-Calendar Accounting Year.**
- You will get a message telling you to **make a backup of your data** before proceeding. Do so.



- Come back in and click **OK** again to the message about making a backup.

Please note that you must have exclusive access to the Accounting module to complete this process.

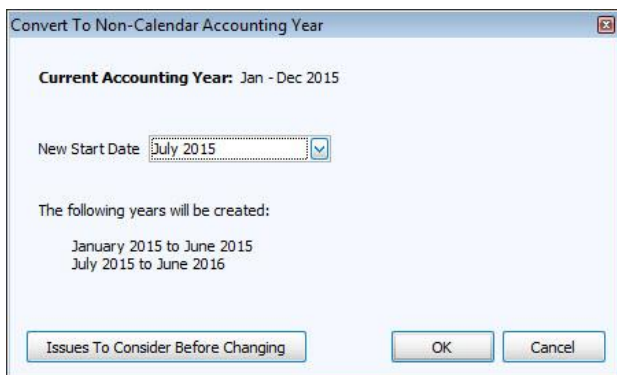
- To continue with the conversion, click **OK**. The screen then changes.
- Click the down arrow in the **New Start Date** box and select the month for your new fiscal year.



- The screen displays the years that will now be created.

Note that we will have a short 6 month year in our data. And then our new year will run July 2015 through June 2016.

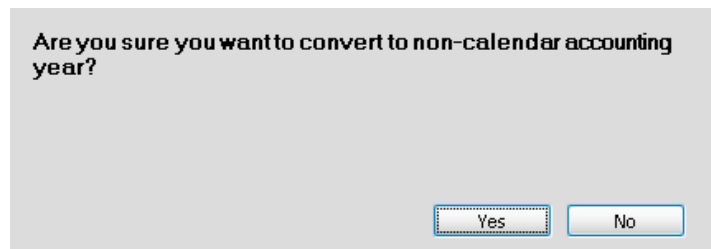
- To open the new non-calendar year, click **OK**.



Because this is a major decision, the system will ask to you confirm again that you wish to make the switch.

- Click **Yes** to confirm the switch to a non-calendar year, click **No** to cancel the changeover.
- Click **OK** and the **Portal** reflects the new Accounting year.

The Chart of Accounts has carried forward and you are ready to work in the New Year.



## Change from Non-Calendar Year to a Calendar Year

To change from a non-calendar year to a calendar year, you might open a New Year that will be a short year.

To convert to a calendar year,

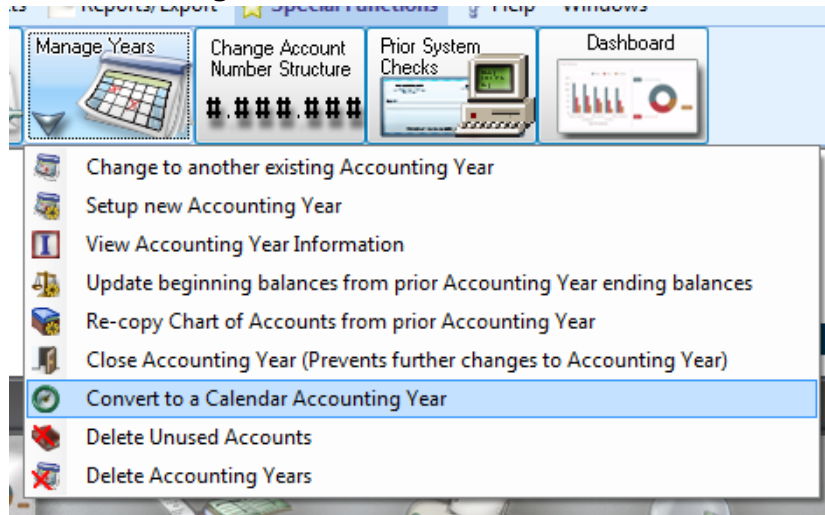
- Begin by making a backup of the data.

Then, come back into Accounting and proceed.

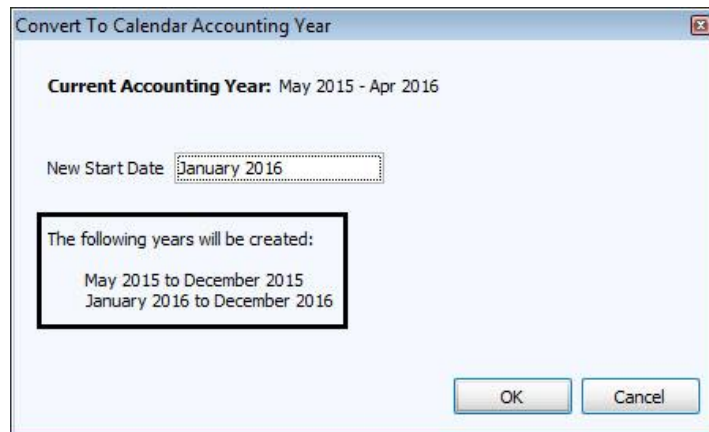
- Click **Special Functions, Manage Years.**

- Click to select **Convert to Calendar Year.**

- The system suggests that you make a backup of the data before proceeding. When you come back in to this screen, you can answer **Ok** to making a backup because you did it.

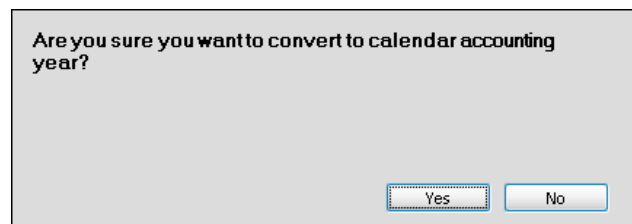


- The **Convert to Calendar Accounting Year** screen opens and lists the current year. It also lists the accounting years that will exist in the system. One of those years is a short year, in this case, 8 months long.



- To proceed with the conversion to a calendar year, click **OK**.
- Confirm the conversion a second time.

And the New Year is created.

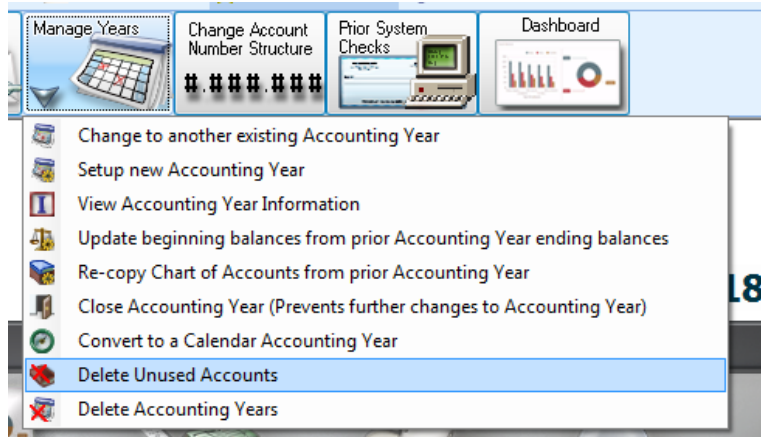


## Delete Unused Accounts

This option brings up a window with a list of all accounts **in the current year** that do not have any activity.

**Note:** We recommend that a backup of the data be made before deleting any accounts.

To delete accounts in a prior year as well, go to each of those years and delete the accounts.



At the top is an explanation of the criteria for deleting these accounts and below the accounts that can be deleted.

A screenshot of a window titled 'Unused Accounts'. At the top, there is explanatory text: 'Choose from accounts below to delete. For accounts to be eligible for deletion, they must not have had beginning balances nor had transactions or prior system checks posted in the last 2 years.' Below this, it says: 'Ledger accounts or Fund Balance accounts that have subaccounts, income, or expense accounts connected to them may not be deleted. In order to delete Ledger accounts or Fund Balance accounts, first delete or move their associated subaccounts, income, or expense accounts.' and 'If cleaning up more than one year, work from most current year backwards.' There is a instruction: 'Drag a column (Last Used or Type) header here to group by that column'. Below this is a table with columns: 'Account Name', 'Account #', 'Last Used', 'Type', and 'Delete?'. The table lists several accounts, all with '<No Transactions>' in the 'Last Used' column. At the bottom of the window are buttons: 'Uncheck All', 'Check All', 'Delete Selected Accounts', and 'Cancel/Close'.

- To list the accounts in alpha order, click on the column title **Account Name**. To list the accounts in numeric order, click the column title **Account #**.
- Click to place a check mark in the box beside each account that you wish to delete and then click the **Delete Selected Accounts** box.

Deleting an account in a year that it has no activity will **not** delete that account in any prior year and if an account had activity within a the last two years, it will not be available to delete.

Note: Unused accounts are accounts with no activity. A budget is not activity. And account with a budget but no activity would be in the list to be deleted.

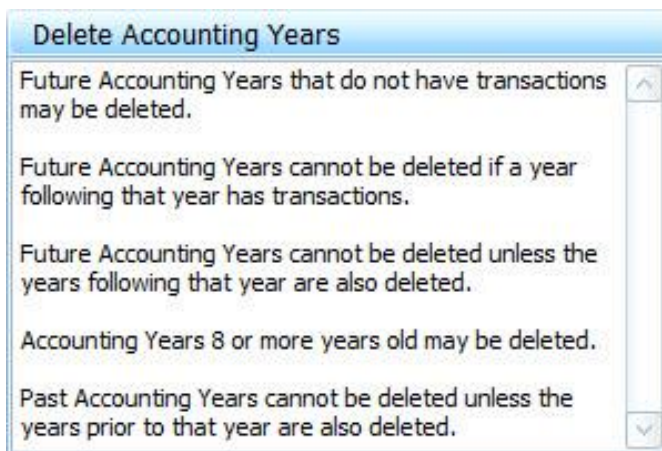
### Delete Accounting Years

This option allows you to delete certain old or new accounting years as long as they meet certain criteria.

If no existing accounting years meet the criteria, it will tell you that there are no years available to be deleted.

**Note:** We recommend that a backup of the data be made before deleting any accounting years.

To read the criteria, click the blue question mark on the screen:



- To delete a year, click the down arrow and select a year to place it in the **Years that will be deleted** box. Click the **Delete Years** button. You will delete one year at a time.
- The system will ask you to confirm that you want to delete the year. Click **Yes** to continue, click **No** if you made a mistake and do not wish to delete that year.