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# churchwindows

MANAGEMENT SOFTWARE

## Training Workbook

# Accounting 203



# Accounting 203

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## Adjust Asset

Know those pesky transactions you have to handle?

- The bank charges the wrong amount on a check.
- The bank charges a fee for a check that is returned because of insufficient funds.
- The quarterly report shows the investments have gone up/down.
- An outstanding check needs to be voided.

For any of these situations, the **Adjust Asset** is just the transaction to use!

- Click **Transactions, Other, Adjust Asset**.

Adjust Asset Account

Asset to Adjust: 1. 10. 100 - Huntington Bank Checking

Balance

☒ Increase ☐ Decrease

Amount to Adjust: 0.00 Date Occurred: 05/29/2013

Comments:

Account	Amount
<<<< Click here to choose an account >>>>	

\$0.00

Post Cancel

The following fields need to be completed:

- The **asset account**. Click the down arrow and select the asset.
- Click to choose whether to **Increase** or **Decrease** the asset.
- Indicate the **Amount** of the adjustment.
- Use the date the bank recorded the amount as the **Date Occurred**.
- **Comment** on why the asset is being adjusted.
- Select the **Account(s)** to which the adjustment will be charged.
- Click **Post**.

Following are screenshots of three common adjustments:

## Deposit Correction

Our bank deposited a check for \$0.50 less than the check was written for. We will write that off.

We need to decrease the checking account and decrease the income account to which the donation was made.

The screenshot shows the 'Adjust Asset Account' window. The 'Asset to Adjust' is '1.10.100 - Huntington Bank Checking'. The 'Balance' section has 'Increase' selected. The 'Amount to Adjust' is '0.50' and the 'Date Occurred' is '11/17/2021'. The 'Transaction Comments' field is empty. Below is a table with two columns: 'Accounts' and 'Amount'. The table contains one row: '5.10.480 - Bank Fees' with an amount of '0.50'. At the bottom, the 'Total' is '\$0.50'. There are 'Post' and 'Cancel' buttons at the bottom right.

Accounts	Amount
5.10.480 - Bank Fees	0.50

Total: \$0.50

The screenshot shows the 'Adjust Asset Account' window. The 'Asset to Adjust' is '1.10.100 - Huntington Bank Checking'. The 'Balance' section has 'Decrease' selected. The 'Amount to Adjust' is '65.00' and the 'Date Occurred' is '11/17/2021'. The 'Transaction Comments' field is empty. Below is a table with two columns: 'Accounts' and 'Amount'. The table contains two rows: '5.10.480 - Bank Fees' with an amount of '15.00' and '4.20.100 - Building Fund Contributions' with an amount of '50.00'. At the bottom, the 'Total' is '\$65.00'. There are 'Post' and 'Cancel' buttons at the bottom right.

Accounts	Amount
5.10.480 - Bank Fees	15.00
4.20.100 - Building Fund Contributions	50.00

Total: \$65.00

**NSF Check** where the church has incurred a service charge.

We need to decrease the checking account, decrease the income account to which the donations were given and charge our bank fee expense account for the service fee.

## Stock Valuation

Here we can record an increase or decrease in value. We don't use Enter Income or Enter Bill because it is an unrealized gain or loss.

- We use the same account to record both gain in value and loss in value to give us the net in gain or loss.
- The account can be set up as an income account (as in this screen shot) or as an expense account.

The screenshot shows the 'Adjust Asset Account' window. The 'Asset to Adjust' is '1.30.100 - Lynch Schwab Investments'. The 'Balance' section has 'Increase' selected. The 'Amount to Adjust' is '875.22' and the 'Date Occurred' is '11/17/2021'. The 'Transaction Comments' field is empty. Below is a table with two columns: 'Accounts' and 'Amount'. The table contains one row: '4.25.315 - Gain/Loss on Investments' with an amount of '875.22'. At the bottom, the 'Total' is '\$0.00'. There are 'Post' and 'Cancel' buttons at the bottom right.

Accounts	Amount
4.25.315 - Gain/Loss on Investments	875.22

Total: \$0.00

# Payroll Journal Entry

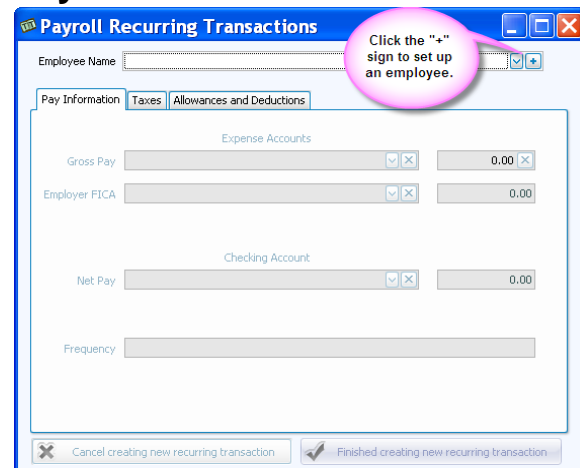
- Transactions
- Other
- Payroll Journal Entry

If you are not using the Church Windows Payroll module, someone is calculating the payroll manually and writing checks, or you are using a payroll service. You still must enter the payroll into Church Windows each pay date. The **Payroll Journal Entry** is a recurring transaction that, once set, can be used over and over. What a nice way to save time!

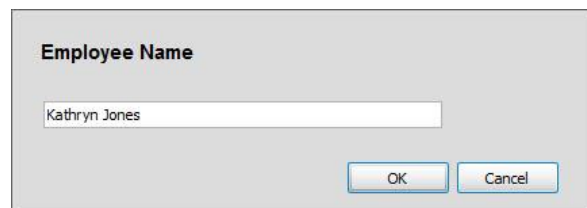
**Note:** It is important to understand that this transaction does not generate a check. If you are using it to manually calculate your payroll, you will have to write manual checks. You can enter the check number as a comment on the transaction, but it will not include the number on a check register. If you need to print paychecks, the church should consider purchasing the Church Windows Payroll module

## Setting up the Payroll Journal Entry

- Click the **plus “+”** sign to add a new employee.



- Enter the employee's name.



- Key in the information in the fields requested. The next screenshot show Kathryn's pay set up:

Notice that while you select the account to which the Church's portion of FICA will be charged, you cannot enter a dollar figure there. The system will automatically do that for you.

**Payroll Recurring Transactions**

Employee Name: Kathryn Jones

Pay Information | **Taxes** | Allowances and Deductions

Expense Accounts

Gross Pay: 5.10.201 - Musician Salaries 200.00

Employer FICA: 5.10.345 - Church Portion of FICA/Medicare 0.00

Checking Account

Net Pay: 1.10.100 - Huntington Bank Checking 200.00

Frequency: as needed, always at Easter and Christmas

Cancel creating new recurring transaction | Finished creating new recurring transaction

➤ Set up the **taxes and withholdings**:

**Payroll Recurring Transactions**

Employee Name: Kathryn Jones

Pay Information | **Taxes** | Allowances and Deductions

**Federal**

Social Security: 12.40 Medicare: 2.90 Federal: 10.00

Withholding Account: 2.10.100 - 941 Taxes Payable

**State**

State: 3

Withholding Account: 2.10.110 - State Taxes Payable

**Local**

Account	Amount	Comments
<<<< Click here to choose an account >>>>		

Cancel creating new recurring transaction | Finished creating new recurring transaction

- Set up **allowances and deductions**. In this case, Kathryn is a musician playing special services for us. She has no allowances and deductions.

This is the place we would record the pastor's housing allowance or a deduction for Pension.

Before clicking finished, click back to the **Pay Information** tab and check the **Net Pay** to see that it matches the pay information that was given to you by the payroll service.

If it does not match, something was entered incorrectly. Correct the information and check the pay again.

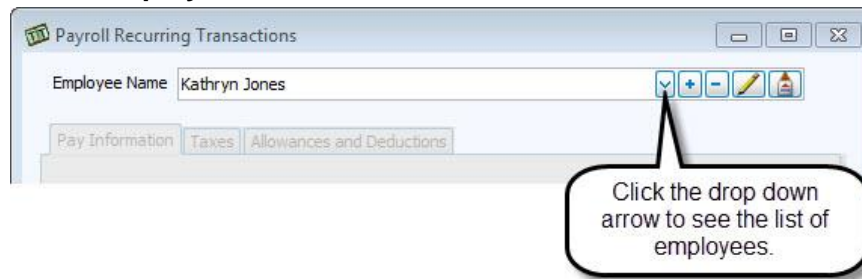
- Once you have verified the pay, click **Finished creating new recurring transaction**.

## Using the Payroll Journal Entry

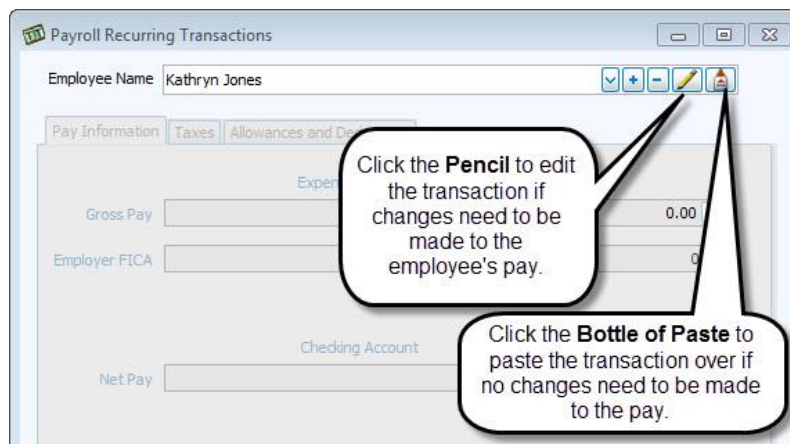
When ready to record the transaction for a pay, click on:

- **Transactions, Special, Payroll Journal Entry.**

- Select the **employee**.

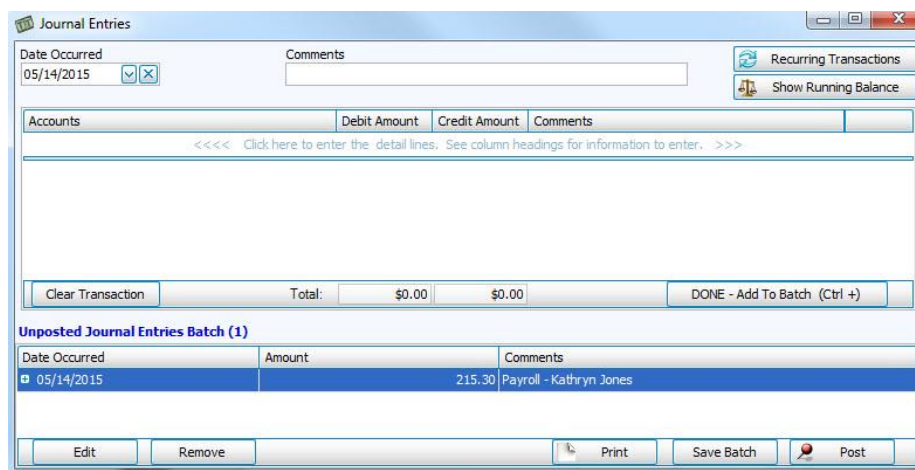


- If no changes need to be made to the employee's pay, click the **Bottle of Paste** to paste the transaction over.
- If changes need to be made to the pay, click the **Pencil** to edit the transaction. You might have to adjust the transactions for hourly employees.



- Choosing to **PASTE** the transaction over opens the Journal Entry transaction screen.

The transaction is in the **Unposted Journal Entries Batch**.



- Click the **plus (+) sign** beside the Date Occurred to see the details of the pay. We see the employee's name in the Comments field.

**Unposted Journal Entries Batch (1)**

Date Occurred	Amount	Comments
05/14/2015	215.30	Payroll - Kathryn Jones

Account	Debit Amount	Credit Amount	Comments
5. 10. 201 - Musician Salaries	200.00		Gross Pay
5. 10. 345 - Church Portion of FICA/Medicare	15.30		FICA Expense
1. 10. 100 - Huntington Bank Checking		171.70	Net Pay
2. 10. 100 - 941 Taxes Payable		15.30	Employee's FICA
2. 10. 100 - 941 Taxes Payable		15.30	Employer's FICA
2. 10. 110 - State Taxes Payable		3.00	StateTax
2. 10. 100 - 941 Taxes Payable		10.00	Federal withholding

- If ready to post it, click **Post**. You can also click **Save Batch**, continue with other payroll journal entries and post them all at once. Be sure to make any needed changes before clicking Post.

## Edit the Transaction before Using

- Click the **Pencil** to edit the transaction.

Payroll Recurring Transactions

Employee Name: Kathryn Jones

Pay Information | Taxes | Allowances and D | Expenses

Gross Pay: 0.00

Employer FICA: 0.00

Click the **Pencil** to edit the transaction if changes need to be made to the employee's pay.

That opens the **Create a Journal Entry Recurring Transaction** screen where you can make changes to the pay.

Description: Kathryn Jones

Frequency: as needed, always at Easter and Chri

Comments: Payroll - Kathryn Jones

Accounts	Debit Amount	Credit Amount	Comments
1. 10. 100 - Huntington Bank Checking		171.70	Net Pay
2. 10. 100 - 941 Taxes Payable		15.30	Employee's FICA
2. 10. 100 - 941 Taxes Payable		15.30	Employer's FICA
2. 10. 110 - State Taxes Payable		3.00	StateTax
2. 10. 100 - 941 Taxes Payable		10.00	Federal withholding
<b>Total:</b>	<b>\$215.30</b>	<b>\$215.30</b>	

- Enter the changes and click **Save Transaction**.
- Now **paste** the transaction over.

If you paste the transaction over but, need to make temporary adjustments, click **Edit** to open the transaction and edit it there. You will need to know the amount of the church's share of FICA as the system does not calculate that once the transaction has been pasted over. It is wise therefore to make the changes before pasting the transaction over.

- After editing and pasting the transaction, you are ready to **Post** it.

## Voiding Checks

There are two reasons to void a check:

- To record the check number for check stock that was damaged, or
- A check was issued in error or a check was printed that needs to be reissued.

### Record a check number of a spoiled or damaged check

This function is used when a check is ruined or destroyed by the printer. We record this so that we can account for all check numbers in the system. The Check Register then provides a clear audit trail of check numbers.

From the Portal screen:

- **Transactions**
- **Other**
- **Enter Spoiled Check Numbers (Voided Checks)**

The **Void Check** screen opens. The system tells you THIS IS NOT TO BE USED TO VOID A CHECK THAT IS ASSOCIATED WITH A TRANSACTION.

Enter Spoiled Check Numbers (Voided Checks)

Date Occurred: 09/03/2019

Check or Ref #

Asset Account: Type to Search

Transaction Comments

Use this screen to record a check number of a physically spoiled check that was NOT issued (e.g. a check destroyed by a printer jam while printing checks). If the check has already been issued, use Browse Transactions\Reverse.

Post Cancel

- Enter in the appropriate information for the voided check and click **Post**.

### Void a check that was issued in error or needs to be reissued

Given below are 4 different scenarios for voiding a check. Use the instructions that fit the situation with the check you need to void. These instructions are for a check that was printed that should not have been or if a check needs to be reissued because it was written for the wrong amount, was lost in the mail, etc. If you need to void a check that is associated with a transaction, void it prior to beginning the bank reconciliation process.

#### a) Void a check written in the **CURRENT MONTH** that needs to be corrected and reprinted. You must know if both the bill and the payment are incorrect.

- Click **Transactions, Browse**.
- Click **Filter and Sort** to open the **Transactions Browser Options** screen to limit the transactions to just those of the Vendor.
- Reverse the **payment transaction** with that check number.
- Correct the **bill**: (skip this step if the bill is correct)
  - After finding the bill in Browse, click **Correct**. Correct the transaction and click **Save Correction**. The system will determine if the correction requires a reversal and entry of a new transaction. If so, the system will do so.
- Click **Transactions, Pay Bills** and reauthorize payment for that vendor.

#### b) Void a check from a **PRIOR PERIOD** (month or year) that needs to be reprinted in the current period.

**We do not go in and reverse the bill and payment that were made** because doing so would change already-published reports and affect the bank reconciliations that have already been done.

- Go to **Transactions, Other, Adjust Asset**.
- Click to select the **Asset account** from which the check was originally issued and choose to increase the asset.

This will put the money back in the checking account.

- Select the **Expense account** to which the original bill was charged. This transaction will reduce the balance in the expense account so we can re-enter the bill to it. This is a deposit posting so it will show on the bank reconciliation for the month.
- Click **Post**.

Adjust Asset Account

Asset to Adjust 1. 10. 100 - Huntington Bank Checking

Balance

☒ Increase ☐ Decrease

Amount to Adjust 230.00 Date Occurred 11/17/2021

Transaction Comments Check lost in mail

Accounts	Amount
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>	
5. 10. 920 - Rental Repairs	230.00
Total: \$230.00	

Post Cancel

Now, issue a new check:

- Click **Enter Bills**. Enter a bill using the original vendor and the original expense account.
- **Post and pay** the bill. **Print** the new check.
- **Clear the old check and the bank deposit**. You have 2 options:
  - Make a note to clear that deposit and the original check when you do your next bank reconciliation for that account.
  - Open a **bank reconciliation** for a date different than the one you would normally use for a bank reconciliation. On the second screen, enter in balances of \$1.00 each. Mark that deposit posting and the original, written-off check as cleared – be sure to leave everything else outstanding. Finalize that reconciliation.

**c) Void a check written in current month that will not be reprinted.** In this case both the bill and the payment are incorrect.

- Click **Transactions, Browse**.
- Reverse the **payment transaction** with that check number. Depending on your church's practices you may want to choose the original date or the current date for reversal.
- Reverse the **bill** that was originally entered. You will want this to match the date used for reversing the payment.

**d) Void a check from a prior month or year that will not be reprinted:**

We do NOT want to reverse the transaction because that would change previously reported amounts in Accounting.

- Determine the account the check was originally charged to or establish a new income account – "O/S (Outstanding) Checks written off".
- In the current month or year, go to **Transactions, Other, Adjust Asset** and **increase** the checking account for the dollar amount of the checks. The other side of the entry is to the original account or the new income account.
- Clear the old check and the bank deposit. You have 2 options:
  - Make a note to clear that deposit and the original check when you do your next bank reconciliation for that account.
  - Open a **bank reconciliation** for a date different than the one you would normally use for a bank reconciliation. On the second screen, enter in balances of \$1.00 each. Mark that deposit posting and the original, written-off check as cleared – be sure to leave everything else outstanding. Finalize that reconciliation.

## Prior System Checks

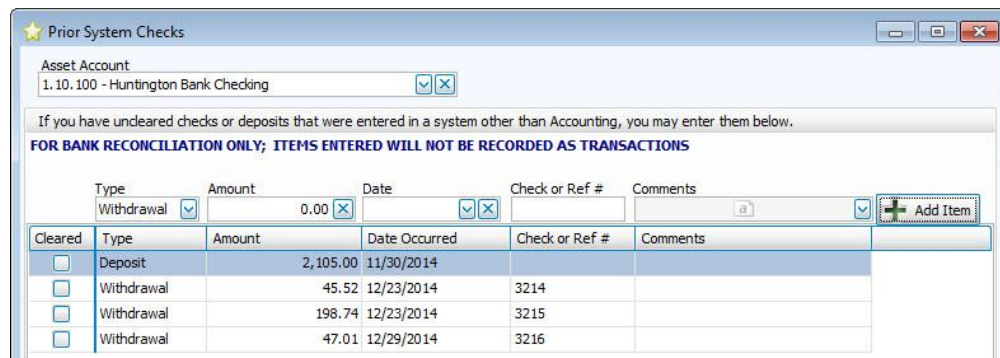
To get here:

- **Special Functions**
- **Prior System Checks**



If you are just starting to use the Accounting module, you may have deposits in transit or outstanding checks from your reconciliation on your prior system. To enter this information, click on **Special Functions** and choose **Prior System Checks**.

- Select the **asset** account and **input the un-cleared items** from the prior system.
- Click **Add Item** after entering the information for each deposit or withdrawal.



Cleared	Type	Amount	Date Occurred	Check or Ref #	Comments
<input type="checkbox"/>	Deposit	2,105.00	11/30/2014		
<input type="checkbox"/>	Withdrawal	45.52	12/23/2014	3214	
<input type="checkbox"/>	Withdrawal	198.74	12/23/2014	3215	
<input type="checkbox"/>	Withdrawal	47.01	12/29/2014	3216	

When you prepare your first reconciliation in Church Windows Accounting, these items will appear on the Deposit or Withdrawal screen to be marked as cleared in the month in which they appear on the bank statement. They will NOT affect the balances in the module because you accounted for them when you entered your beginning balances for the program. They are entered here solely for the purpose of clearing them during the bank reconciliation process.

## Bank Reconciliation Process

You will want to use the Bank Reconciliation function within the Accounting program so that you know that Church Windows and your bank agree. Even if you keep a “paper checkbook,” it is the Church Windows Accounting program that must agree with the bank.

We recommend that you go to our website – [www.churchwindows.com/blog](http://www.churchwindows.com/blog) - and watch the movie on the bank reconciliation. We also recommend printing out the following articles:

*First Bank Reconciliation*

*First Bank Reconciliation after Conversion from Financial to Accounting*

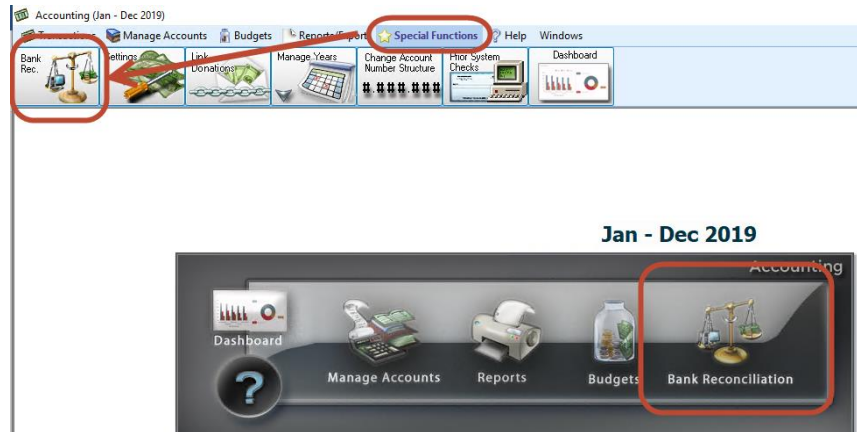
*When the Bank Reconciliation Does Not Reconcile*

To complete the bank reconciliation, **you will need the bank statement from the asset you are reconciling for the month you are reconciling.** For the purpose of this discussion, we will be working with the figures from the sample bank statement shown on the last page of the book.

From the Portal screen:

- **Bank Reconciliation icon**, or
- **Special Functions**
- **Bank Reconciliation**

The **Bank Reconciliation** screen opens.



- Click the down arrow and select the **asset account** to be reconciled.

You may elect to begin a new bank reconciliation, or you can click to select a saved of finalized bank reconciliation from a given month.

- Elect to work on either a **new** or **saved bank reconciliation**.
  - If you are just beginning to work on the bank reconciliation for this month, click **Begin a new Bank Reconciliation**. Choose the **date** for the bank reconciliation: this date should match the date on the bank statement.

- If you are continuing to work on a bank reconciliation that you started previously, click **Select a Saved Bank Reconciliation**. The bank reconciliation will show in the field with the drop down arrow.
- If you have finalized the bank reconciliation for a prior month and would like to retrieve it, you will be able to select that month in the **Select a Saved Bank Reconciliation** box.

We are starting a new bank rec.

➤ Click **Next**.

The **Statement** tab opens.

➤ Fill in the boxes with the information from the bank statement.

**Note:**

- Total Deposits will be deposits into the account, including any interest earned.
- Total Withdrawals will be the total amount of all checks/withdrawals, including any fees charged.
- The screen will not let you advance unless the math on the screen is correct.

➤ **Comments**

Comments are optional. Perhaps you want to comment that you had a deposit correction or that you are going to write off a check.

At the bottom of the screen, the system has begun to indicate the **Difference to Reconcile**. At this point, because you have not cleared any deposits or checks, there will be a difference to reconcile. That's fine, ignore it.

➤ Click **Next**.

The **Charges and Interest** screen opens.

- Enter on this screen the charges and interest shown on the bank statement. Comments are optional for each line item.
- If you would like a printout of your charges or interest postings during the bank reconciliation, click **Print Grid** in either area.

Bank Reconciliation - Huntington Bank Checking (1.10.100) Statement Ending Date: 10/31/2021

Statement | **Charges & Interest** | Deposits | Withdrawals

**Fees, charges and other bank debits not previously recorded** Print Grid

Expense Accounts	Amount	*Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>		
5.10.480 - Bank Fees	32.79	
Total:		\$32.79

**Interest and other bank credits not previously recorded** Print Grid

Income Accounts	Amount	Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>		
4.10.275 - Interest - Checking & Saving	42.77	
Total:		\$42.77

Back Post Next

Finalize Print Adjusted Bank Balance: -66,481.66 Asset Balance per Accounting: 19,883.26 Difference To Reconcile: 86,364.92 Save

- When all entries have been entered, click **Post** and **Next**.

The **Deposits** screen opens.

Bank Reconciliation - Huntington Bank Checking (1.10.100) Statement Ending Date: 10/31/2021

Statement | Charges & Interest | **Deposits** | Withdrawals

Drag a column header here to group by that column Check All Uncheck All ☒ Show Cleared Print Grid

Cleared	Chk or Ref #	Amount	Date Occurred	Batch Code	Pay Method	Type	Comments	Trans #
<input checked="" type="checkbox"/>		2,320.00	01/06/2019			DONA		77
<input checked="" type="checkbox"/>		2,805.00	01/13/2019			DONA		78
<input type="checkbox"/>		3,105.00	01/20/2019			DONA		79
<input type="checkbox"/>		2,940.00	01/27/2019			DONA		80
<input type="checkbox"/>								79
<input type="checkbox"/>								80
<input type="checkbox"/>								81
<input type="checkbox"/>								82
<input type="checkbox"/>								83
<input type="checkbox"/>								84
<input type="checkbox"/>								85
<input type="checkbox"/>		2,931.79	02/25/2020			DONA		86
<input type="checkbox"/>		1,247.26	03/01/2020			DONA		87
<input type="checkbox"/>		2,493.48	03/08/2020			DONA		88
<input type="checkbox"/>		1,249.55	03/15/2020			DONA		89
Cleared:		\$5,125.00						

Back Get Help Reconciling Next

Finalize Print Adjusted Bank Balance: -71,606.66 Asset Balance per Accounting: 19,883.26 Difference To Reconcile: 91,489.92 Save

- Click to enter a check mark in the **Cleared** box for all **deposits** that cleared the bank. Leave the **Cleared** box empty for those deposits that did not clear. You will see the deposit for the interest you posted and it has already been marked as cleared.

## Two Situations

- 1) If you have made more than one deposit on a single day, you will see separate lines for them. To view the grand total for the day rather than the line items that made up the deposit, try this:
    - Click on the heading **Date Occurred** and, holding the left mouse down, drag the heading to the top of the grid. Viola!
    - After confirming the deposit total, click the **plus (+) sign** so you can clear the deposit.
  - 2) If you took two deposits to the bank on the same day, but they were entered into Church Windows on different dates, the bank will show them as ONE deposit, while Church Windows will show them as two. If the total of the two equal what the bank statement shows, clear both in Church Windows.
- After clearing the appropriate deposits, click **Next**.

Clear	Chk or Ref #	Amount	Batch Code	Pay Method
+	Date Occurred: 01/06/2019	Total Amount: \$2,320.00		
+	Date Occurred: 01/13/2019	Total Amount: \$2,805.00		
+	Date Occurred: 01/20/2019	Total Amount: \$3,105.00		
+	Date Occurred: 01/27/2019	Total Amount: \$2,940.00		
+	Date Occurred: 01/05/2020	Total Amount: \$3,376.84		
+	Date Occurred: 01/12/2020	Total Amount: \$2,157.55		
+	Date Occurred: 01/19/2020	Total Amount: \$295.00		
+	Date Occurred: 01/26/2020	Total Amount: \$882.50		
+	Date Occurred: 02/02/2020	Total Amount: \$1,497.33		
+	Date Occurred: 02/09/2020	Total Amount: \$1,649.14		
+	Date Occurred: 02/16/2020	Total Amount: \$1,348.34		

The **Withdrawals** screen opens.

Cleared	Chk or Ref #	Amount	Date Occurred	Payee	Pay Method	Type	Line Item Comments	Trans #
<input type="checkbox"/>	12345	1,410.00	12/27/2018	Columbia Gas	Manual Ch...	PYMT		101
<input type="checkbox"/>	12346	434.61	12/27/2018	Christian Bible Supplies	Manual Ch...	PYMT		102
<input type="checkbox"/>	12348	80.00	12/28/2018	American Electric Pow...	Manual Ch...	PYMT		104
<input type="checkbox"/>		13,669.20	12/31/2018	Internal Revenue Ser...	EFT	PYMT		106
<input type="checkbox"/>		1,624.00	12/31/2018	State of Ohio	EFT	PYMT		107
<input type="checkbox"/>	12349	1,881.69	01/15/2019		Computer ...	PYRL	Higgins, Larry	7
<input type="checkbox"/>	12350	555.60	01/15/2019		Computer ...	PYRL	Hilliard, Jimmy I	8
<input type="checkbox"/>	12351	1,438.62	01/15/2019		Computer ...	PYRL	Jones, Steve	9
<input type="checkbox"/>	12352	197.77	01/15/2019		Computer ...	PYRL	Killing, George	10
<input type="checkbox"/>	12353	638.48	01/15/2019		Computer ...	PYRL	Thomas, John	11
<input type="checkbox"/>	12354	867.50	01/15/2019		Computer ...	PYRL	Trane, Roger	12
<input type="checkbox"/>	12355	1,245.20	01/15/2019		Computer ...	PYRL	Williams, Jerry	13
<input type="checkbox"/>	12356	613.23	01/15/2019		Computer ...	PYRL	Worth, Sue	14
<input type="checkbox"/>	12357	516.00	01/15/2019		Computer ...	PYRL	Young, Lisa	15
<input type="checkbox"/>	12358	1,410.00	01/28/2019	Columbia Gas	Manual Ch...	PYMT		16

Cleared: \$0.00

Back Get Help Reconciling

Finalize Print Adjusted Bank Balance -71,606.66 Asset Balance per Accounting 19,883.26 Difference To Reconcile 91,489.92 Save

- Clear the checks shown on the bank statement.

- Check for other transactions that should be cleared.
  - Our EFT payments show; they cleared so we check those.
  - We see the bank fees we entered already cleared for us.

Try these two things:

- Click on the **Chk or Ref** column heading to sort the checks by check number.
  - Click on any column heading and hold the left mouse down & drag the heading to position it next to a different column. You can reposition all the columns by moving them this way.
- To double-check yourself, after clearing the checks, click to remove the check mark in the **Show Cleared** box. The un-cleared checks remain. Did you clear the correct ones?

Cleared	Chk or Ref #	Amount	Date Occurred	Payee	Pay Method	Type	Line Item Comments	Trans #
<input type="checkbox"/>		3,129.89	01/15/2020		EFT	PYRL	Combined Payroll EFT Tran...	Payroll EFT
<input type="checkbox"/>		3,129.89	03/15/2020		EFT	PYRL	Combined Payroll EFT Tran...	Payroll EFT
<input type="checkbox"/>		3,129.89	04/15/2020		EFT	PYRL	Combined Payroll EFT Tran...	Payroll EFT
<input type="checkbox"/>		3,129.89	06/15/2020		EFT	PYRL	Combined Payroll EFT Tran...	Payroll EFT

- When you have cleared all the checks for this month, look at the **Difference to Reconcile** box:

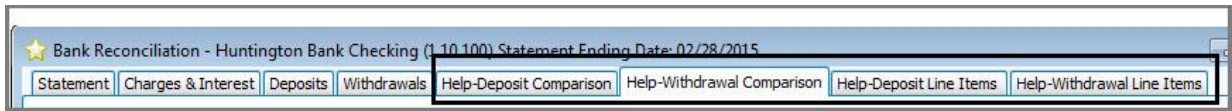
We have balloons and a zero difference to reconcile. We reconciled!

### If you do not reconcile

Church Windows' bank reconciliation process is designed to assist you.

- Click **Get Help Reconciling**.

We now have four new tabs to look at.



## Help-Deposit Comparison Tab

This screen looks at deposits that have been recorded in the software and compares them to the amount of debits shown on the bank statement.

This may provide enough information for you to remember the situation causing the difference and you will be able to research the transactions to see what has happened.

If the deposits were off, the system offers us assistance in verifying deposits by clicking on **Go to Help-Deposit Line Items**.

**Bank Reconciliation - Huntington Bank Checking (1.10.100) Statement Ending Date: 02/28/2015**

Statement | Charges & Interest | Deposits | Withdrawals | **Help-Deposit Comparison** | Help-Withdrawal Comparison | Help-Deposit Line Items | Help-Withdrawal Line Items

Total recent deposits for Huntington Bank Checking (1.10.100)

Total Deposits per Bank Statement: 9,215.44

Difference in Deposits in Transit: 0.00

(=) 9,215.44 Total Deposits Recorded in Accounting: 9,215.44

Difference: 0.00

The Deposit side of your Bank Reconciliation appears to be correct!

Back Next

Finalize Print Adjusted Bank Balance: 112,724.21 Asset Balance per Accounting: 112,215.21 Difference To Reconcile: 509.00 Save

## Help-Deposit Line Items Tab

**Bank Reconciliation - Huntington Bank Checking (1.10.100) Statement Ending Date: 02/28/2015**

Statement | Charges & Interest | Deposits | Withdrawals | Help-Deposit Comparison | Help-Withdrawal Comparison | **Help-Deposit Line Items** | Help-Withdrawal Line Items

Enter All Deposits, Interest and other Bank Credits as they appear on your Statement.

**LINE ITEMS WILL NOT BE SAVED IF THE SESSION IS CLOSED NOR RECORDED AS TRANSACTIONS**

Amount: 0.00 Date: [dropdown] Add new Statement Line Item Suggest match

Delete selected Line Item Remove match

Cleared	Amount	Date Occurred	Comments	Trans #
<input checked="" type="checkbox"/>	120.00	01/31/2015		57
<input checked="" type="checkbox"/>	1,227.33	02/01/2015		5
<input checked="" type="checkbox"/>	2,756.04	02/08/2015		6
<input checked="" type="checkbox"/>	2,268.08	02/15/2015		69

Select a Transaction and its corresponding Line Item and Click "Match Selected"

Match Selected

Return To "Help-Deposit Comparison"

Finalize Print Adjusted Bank Balance: 112,724.21 Asset Balance per Accounting: 112,215.21 Difference To Reconcile: 509.00 Save

- On this screen, you would enter each deposit shown on the bank statement and the system will compare each to entries recorded in Church Windows. It will match items that show in each. Discrepancies can then be researched and corrected.

**Note:** If contributions are entered as a Sunday date but deposited at the bank on a Monday date, the system will not automatically see them as a match. Note the date difference and mark them cleared.

But in this example, we are told our deposits match. The 'problem' must be with our withdrawals. Click on the **Help-Withdrawal Comparison** tab.

## Help-Withdrawal Comparison Tab

- Clicking this tab, we see that our withdrawals do not match.

The amount of the difference might trigger in our mind that there was a check for that amount. But if not, the system offers assistance.

Bank Reconciliation - Huntington Bank Checking (1.10.100) Statement Ending Date: 02/28/2015

Statement | Charges & Interest | Deposits | Withdrawals | **Help-Deposit Comparison** | **Help-Withdrawal Comparison** | Help-Deposit Line Items | Help-Withdrawal Line Items

Total Withdrawals for this statement, minus prior month outstanding checks, plus current month outstanding checks should equal the Credits/Withdrawals recorded in Accounting.

Total recent withdrawals for Huntington Bank Checking (1.10.100)

Total Withdrawals per Bank Statement	19,033.01
Difference in Outstanding Checks	2,505.60
(=)	21,538.61
Total Withdrawals Recorded in Accounting	22,047.61
Difference	-509.00

Because the Withdrawal Amount Recorded in Accounting is different from the Bank Withdrawals minus the uncleared Withdrawals in transit, this states that there may be transactions that are not recorded or are recorded incorrectly. We recommend that you enter the Withdrawals and other Items from your bank statement.

Go To "Help-Withdrawal Line Items"

Back

Finalize Print Adjusted Bank Balance 112,724.21 Asset Balance per Accounting 112,215.21 Difference To Reconcile 509.00 Save

## Help-Withdrawal Line Items Tab

We click on the **Help-Withdrawal Line Items** tab.

Bank Reconciliation - Huntington Bank Checking (1.10.100) Statement Ending Date: 02/28/2015

Statement | Charges & Interest | Deposits | Withdrawals | Help-Deposit Comparison | **Help-Withdrawal Comparison** | **Help-Deposit Line Items** | **Help-Withdrawal Line Items**

Enter All Withdrawals, Fees and other Bank Debits as they appear on your Statement.

LINE ITEMS WILL NOT BE SAVED IF THE SESSION IS CLOSED NOR RECORDED AS TRANSACTIONS

Amount 0.00 Check or Ref # Add new Statement Line Item Suggest match Delete selected Line Item Remove match

Amount	Check or Ref #

Transactions below have not been matched Line Items without matching, balancing Transaction(s) are highlighted above in red

Cleared	Chk or Ref #	Amount	Date Occurred	Comments	Trans #
<input checked="" type="checkbox"/>	96877	2,008.96	01/30/2015	Killing, George	91
<input checked="" type="checkbox"/>	97454	197.77	01/31/2015	Williams, Jerry	107
<input checked="" type="checkbox"/>	97457	1,228.20	01/31/2015	Worthy, Sue	110
<input checked="" type="checkbox"/>	97458	602.23	01/31/2015	You have 1 line	111
<input checked="" type="checkbox"/>	97459	509.00	01/31/2015		112

Select a Transaction and its corresponding Line Item and Click "Match Selected"

Match Selected

Return To "Help-Withdrawal Comparison"

Finalize Print Adjusted Bank Balance 112,724.21 Asset Balance per Accounting 112,215.21 Difference To Reconcile 509.00 Save

➤ First, scroll through the items and compare them with the bank statement again. In this example we would see that check # 74739 written on 2/28/2013 for \$509.00 should not have been cleared.

We would go back to the **Withdrawals** tab and unclear that check. We would get our balloons.

- If it were not that simple, we would click to enter each amount and check number for each withdrawal shown on the bank statement and then would click **Add new Statement Line Item**.

If the system can match it to a withdrawal listed below, it will remove it from the bottom part of the screen and turn the item you entered blue. This tells you it is matched.

Discrepancies can then be researched and corrected.

When we finish, we would be left with check # 97473 which is not matched to a check because we cleared it in our bank rec. And it is for the exact amount we are off.

- In this case, we return to the **Withdrawals** tab and unclear the check. Balloons again!

<input checked="" type="checkbox"/>	97471	852.50	02/28/2015	Manual Ch...	PYRL	Trane, Roger	127
<input type="checkbox"/>	97472	602.23	02/28/2015	Manual Ch...	PYRL	Worth, Sue	129
<input type="checkbox"/>	97473	509.00	02/28/2015	Manual Ch...	PYRL	Young, Lisa	130
<input checked="" type="checkbox"/>		32.79	02/28/2015		JRNL	Fees, charges and other bank debits ...	210
<input checked="" type="checkbox"/>		3,108.89	02/15/2015	EFT	PYRL	Combined Payroll EFT Transactions fo...	Payroll EFT
<input checked="" type="checkbox"/>		3,108.89	02/28/2015	EFT	PYRL	Combined Payroll EFT Transactions fo...	Payroll EFT

Back
Next

Finalize
Print

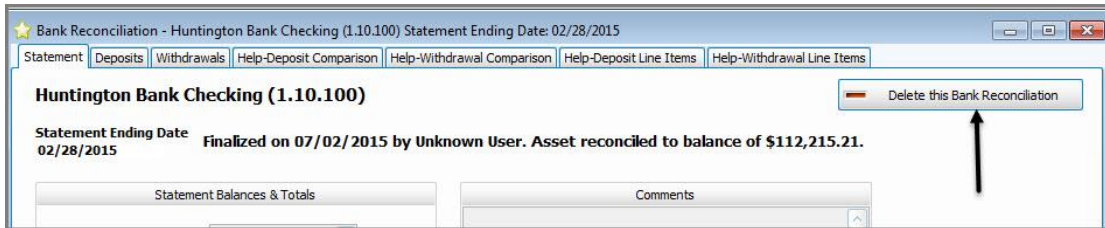
Adjusted Bank Balance: 112,215.21
 Asset Balance per Accounting: 112,215.21
 Difference To Reconcile: 0.00
 Save

- Click to **Finalize** the bank reconciliation. Click **Yes** to confirm the finalization; click **No** to stop the finalization.

**You cannot make changes to a finalized Bank Reconciliation. Do you want to finalize this Bank Reconciliation?**

- After finalizing the reconciliation, we recommend you **print** it. However you can always pull the reconciliation up again and print it later.
- If you click to delete the reconciliation, you will need to confirm that you wish to continue. Click **Yes** to continue with the deletion, click **No** to cancel it

You can even delete the reconciliation and start over:



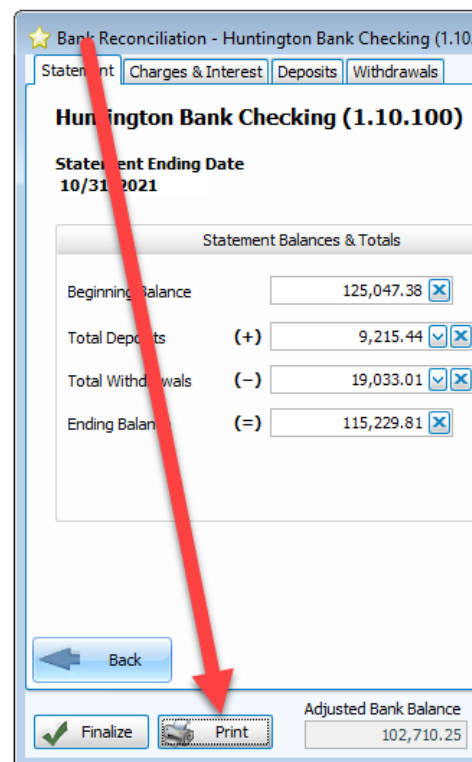
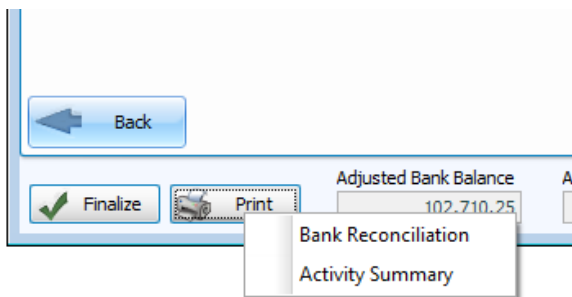
**Note:** If you delete the reconciliation, it will unclear all the cleared deposits and checks, but it will NOT reverse the postings for charges and interests. When you redo the reconciliation for that month, you will not have to re-enter those items.



After completing the bank reconciliation for a given month, remember: **nothing** should be done to the month that would change the balances in the asset account, as that may create problems with the finalized bank reconciliation and with future reconciliations.

### Bank Reconciliation Reports

At any time during the bank reconciliation, you can click Print, and select from two reports.



Statement Balances & Totals	
Beginning Balance	125,047.38
Total Deposits (+)	9,215.44
Total Withdrawals (-)	19,033.01
Ending Balance (=)	115,229.81

Here is an example of the **Bank Reconciliation** report.

41st Church of Anytown - Columbus OH				
Bank Reconciliation - Statement Ending October 31, 2021				
Wednesday, November 17, 2021			Page 1 of 1	
Statement Ending Date:		10/31/2021		
Account		Huntington Bank Checking (1.10.100)		
Statement Ending Balance:		\$115,229.81		
Outstanding Checks and Withdrawals				
Trans #	Date Occ.	Check #	Amount	Vendor
96	01/15/2020		1,882.69	Higgins, Larry
102	01/15/2020		1,247.20	Williams, Jerry
132	03/15/2020		1,882.69	Higgins, Larry
138	03/15/2020		1,247.20	Williams, Jerry
149	04/15/2020		1,882.69	Higgins, Larry
155	04/15/2020		1,247.20	Williams, Jerry
184	06/15/2020		1,882.69	Higgins, Larry
190	06/15/2020		1,247.20	Williams, Jerry
Total:			\$12,519.56	
Adjusted Bank Balance:			\$102,710.25	
Balance per Accounting:			\$19,883.26	
Difference to Reconcile:			\$82,826.99	
This bank reconciliation has not been finalized.				

Here is an example of the first and last page of the **Activity Summary** report.

41st Church of Anytown - Columbus OH

ACTIVITY REPORT for BANK RECONCILIATION

Wednesday, November 17, 2021

Page 1 of 6

Statement Ending Date: 10/31/2021

Account: Huntington Bank Checking (1.10.100)

Cleared Deposits

Trans #	Date Occ.	Prior Months	Current Month
77	01/06/2019	2,320.00	
78	01/13/2019	2,805.00	
79	01/20/2019	3,105.00	
80	01/27/2019	2,940.00	
79	01/05/2020	3,376.84	
80	01/12/2020	2,157.55	
81	01/19/2020	295.00	
82	01/26/2020	882.50	
83	02/02/2020	1,497.33	
84	02/09/2020	1,649.14	
85	02/16/2020	1,348.34	
86	02/23/2020	2,931.79	
87	03/01/2020	1,247.26	
88	03/08/2020	2,493.48	
89	03/15/2020	1,249.55	
90	03/29/2020	2,364.02	
91	04/05/2020	1,364.94	
92	04/12/2020	1,149.34	
93	04/19/2020	1,540.37	
94	04/26/2020	3,284.37	
95	05/03/2020	1,384.48	
202	11/16/2020	100,000.00	
205	12/28/2020	3,564.70	
92	02/14/2021	980.00	
93	02/14/2021	(980.00)	
71	02/28/2021	3,210.98	
72	04/30/2021	1,234.56	
79	10/18/2021		234.00
78	10/19/2021		123.00
		\$149,396.54	\$357.00

Cleared Disbursements

Trans #	Date Occ.	Check #	Prior Months	Current Month
102	12/27/2018	12346	434.61	
101	12/27/2018	12345	1,410.00	
104	12/28/2018	12348	80.00	
106	12/31/2018		13,669.20	

41st Church of Anytown - Columbus OH  
ACTIVITY REPORT for BANK RECONCILIATION

Wednesday, November 17, 2021

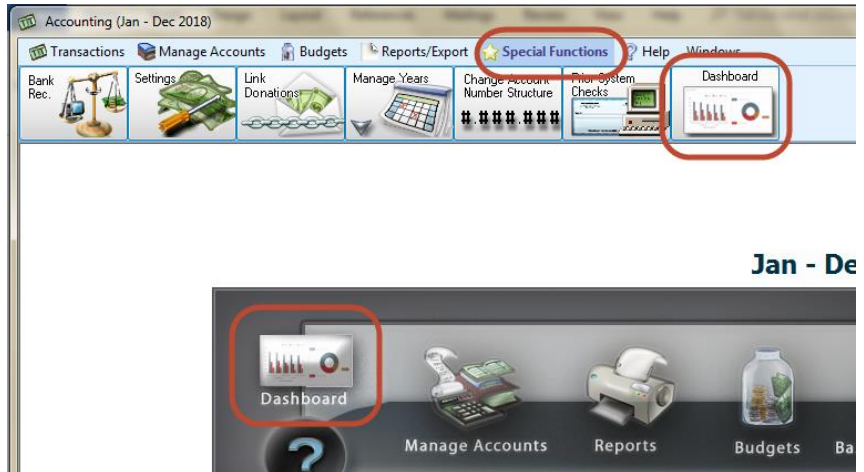
Page 6 of 6

81	10/17/2021	79017		12.00	
77	10/19/2021	456		123.00	
84	10/25/2021			123.00	
85	10/25/2021			321.98	
86	10/25/2021			123.00	
			<u>\$195,110.47</u>	<u>\$123,834.98</u>	
<b>Totals</b>					
Beginning Bank Balance			\$125,047.38		
Cleared Deposits			\$149,753.54		
Cleared Disbursements			\$318,945.45		
Ending Bank Balance			\$115,229.81		
<b>Outstanding Disbursements</b>					
<b>Trans #</b>	<b>Date Occ.</b>	<b>Check #</b>	<b>Prior Months</b>	<b>Current Month</b>	<b>Vendor</b>
96	01/15/2020		1,882.69		Higgins, Larry
102	01/15/2020		1,247.20		Williams, Jerry
132	03/15/2020		1,882.69		Higgins, Larry
138	03/15/2020		1,247.20		Williams, Jerry
149	04/15/2020		1,882.69		Higgins, Larry
155	04/15/2020		1,247.20		Williams, Jerry
184	06/15/2020		1,882.69		Higgins, Larry
190	06/15/2020		1,247.20		Williams, Jerry
			<u>\$12,519.56</u>	<u>\$0.00</u>	
<b>Totals</b>					
Beginning Book Balance			\$143,361.24		
Outstanding Deposits			\$0.00		
Outstanding Checks			\$12,519.56		
Ending Book Balance			\$19,883.26		
This bank reconciliation has not been finalized.					

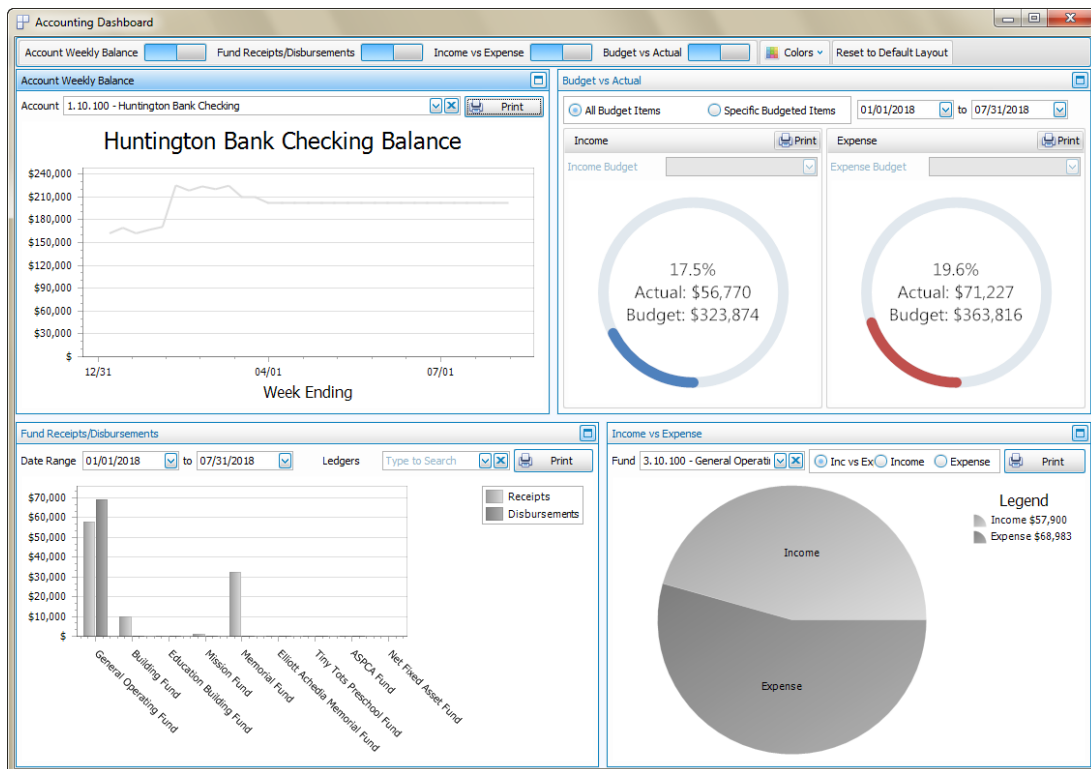
# Accounting Dashboard

Accounting can produce charts, graphs and more through the **Dashboard**. The **Dashboard** can be accessed in two ways.

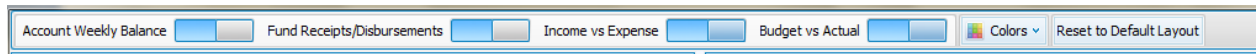
**Special Functions → Dashboard**  
-or-  
**Dashboard**



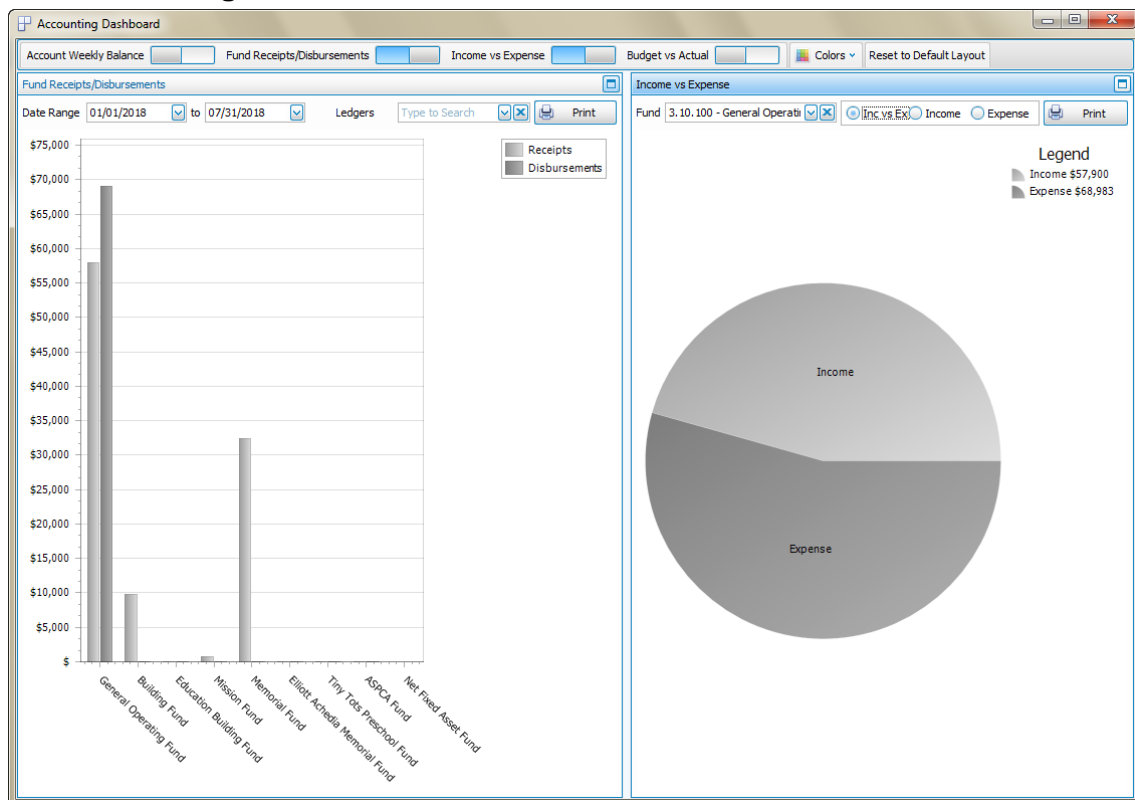
This opens the **Dashboard**. The Dashboard provides you with four different selections across the top – an **Account Weekly Balance**, **Budget vs. Actual**, **Fund Receipts/Disbursements** and **Income vs. Expense** graph.



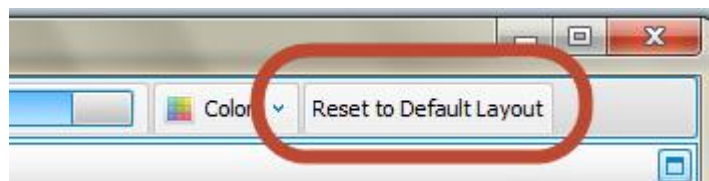
By turning off toggle switches along the top of the screen, you can display just the items you would like to see on the screen. By default, the **Dashboard** will display all the options. See below in the screen shot how each selection is on.



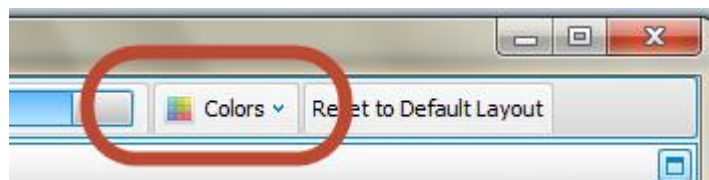
Here is an example of what the dashboard looks like with the **Account Weekly Balance** and **Budget vs. Actual** turned off.



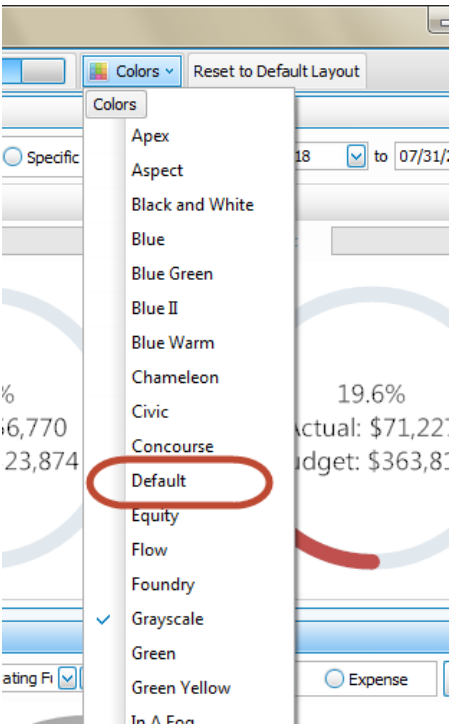
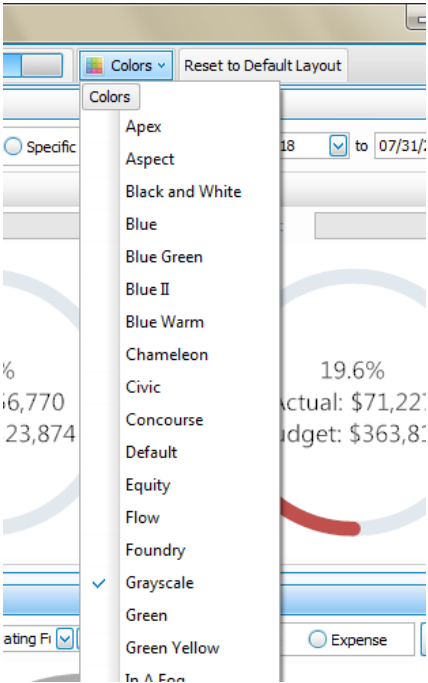
To revert to the default layout, click **Reset to Default Layout** in the upper right.



You can also change the color scheme of the charts and graphs. Click the **Colors** button along the top of the screen.



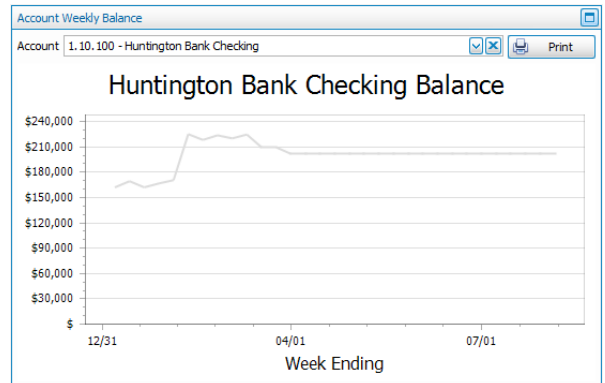
Select the color scheme you would like. The dashboard will change to reflect your selection.



To change back to the default colors, click **Colors** and select **Default** from the drop-down list.

## Account Weekly Balance Graph

This graph shows a line graph of the balance of a specific account from the beginning of the year through the current date.

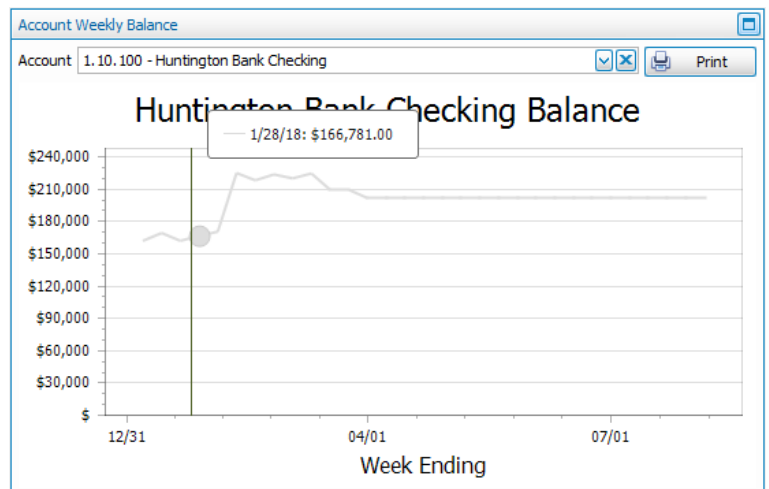


## Account Weekly Balance Graph Options

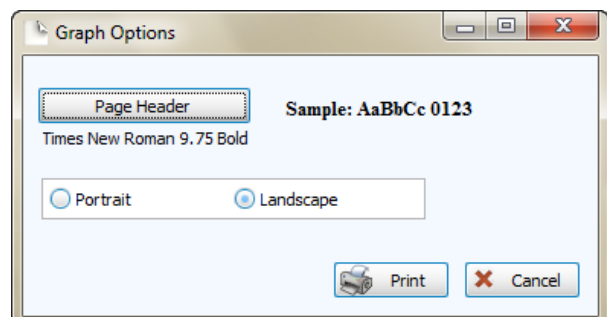
- **Account** – select the account you would like to see. You can either start typing the name or number of the account, and the system will narrow down to matches for what you type, or select the account from the drop-down list.



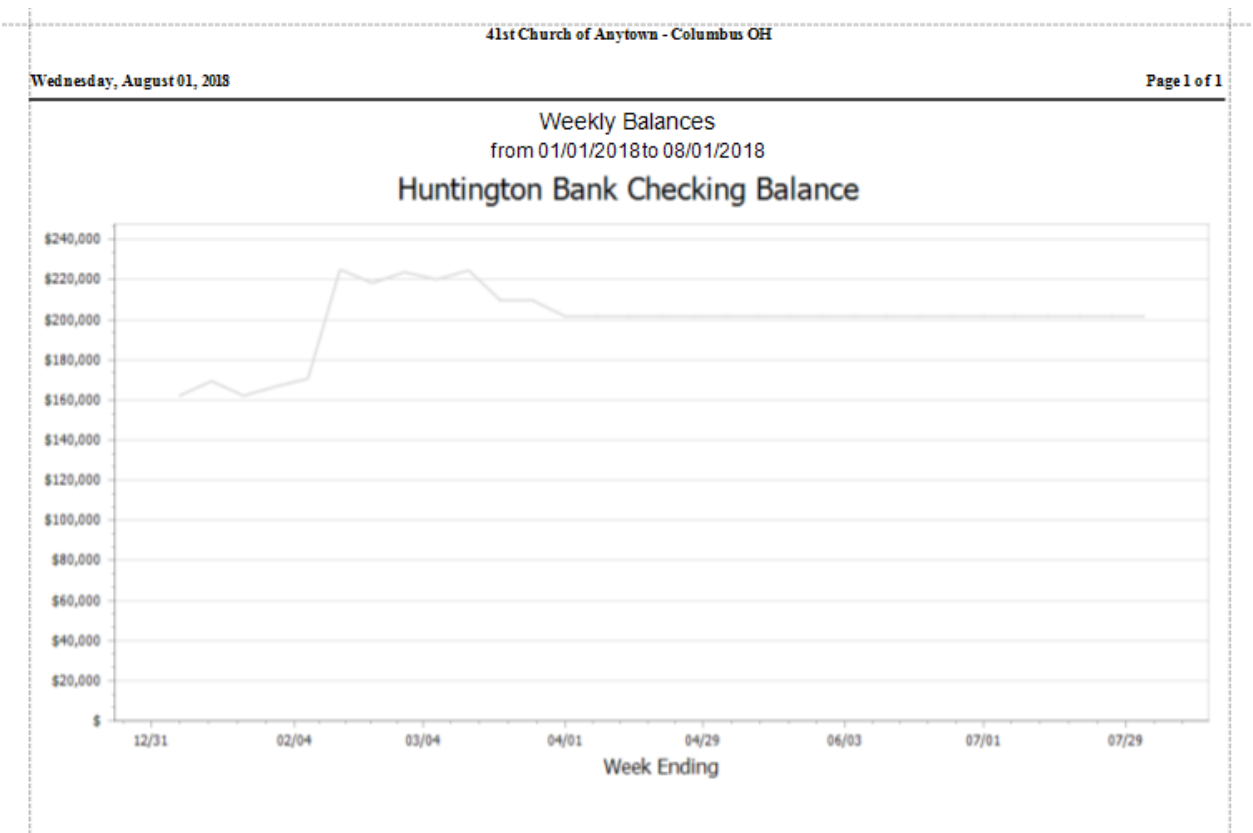
The information will display as a line graph. The dollar amounts show along the left, and the dates show along the bottom. Hovering on the line will give more specific information.



- **Print** – clicking **Print** brings up the **Graph Options** screen. You can edit your **Page Header** or the **Orientation** for your graph. Click **Print** to bring up a preview, or **Cancel** to close the **Graph Options** screen.

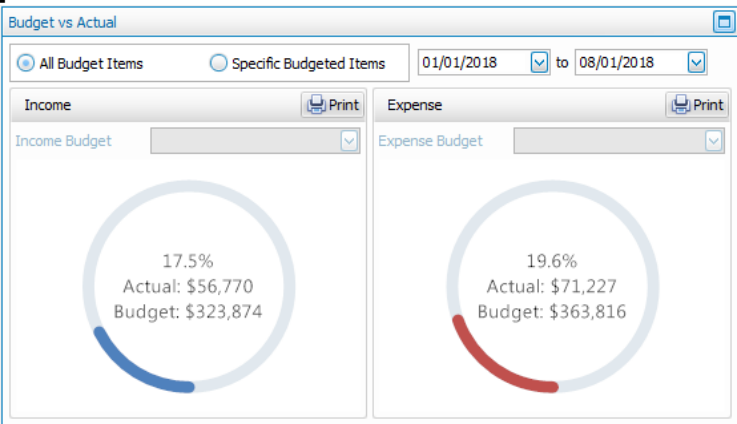


Here is an example of the **Account Weekly Balance** Graph report.



### Budget vs. Actual Graph

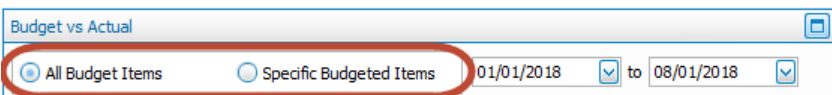
The **Budget vs. Actual** graph compares your income budgets to your expense budgets.



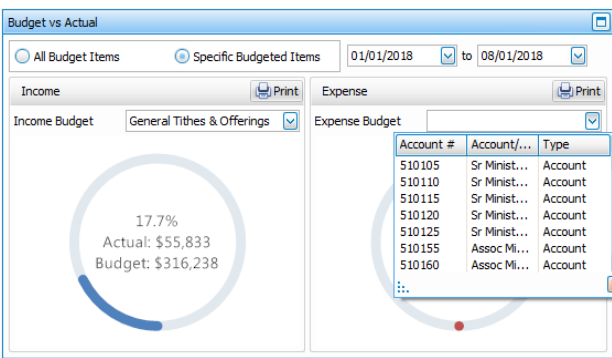
### Budget vs. Actual Graph Options

- **All/Specific Budget Items** –

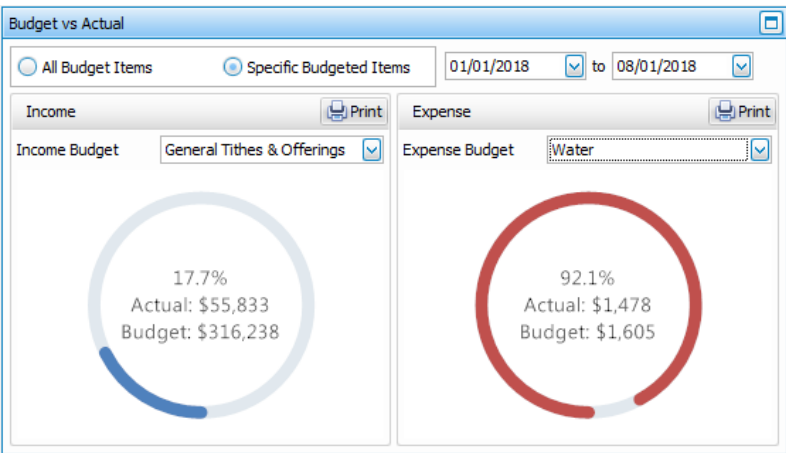
select all budget items or specific budgeted items.



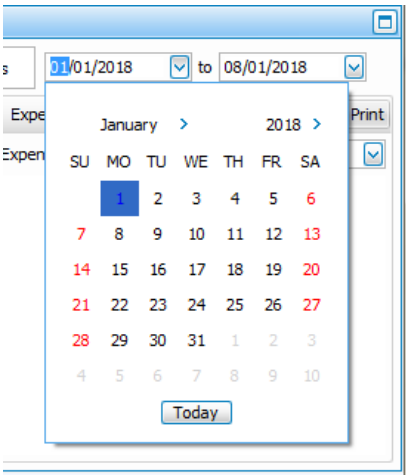
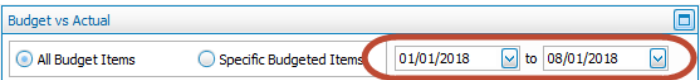
**Specific Budgeted Items** -selecting this opens the **Income Budget** and **Expense Budget** fields so you can select specific accounts.



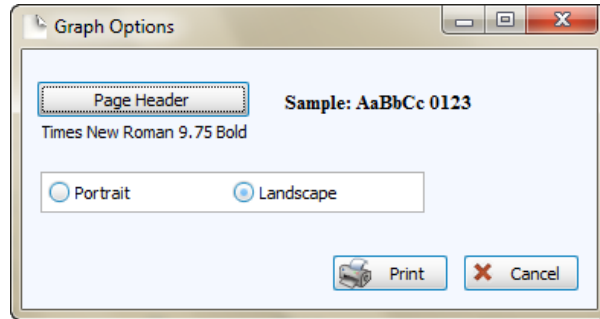
The graph information displays as a circle that fills with a percentage in the middle. The amount of the circle filled and the percentage represent the actual.



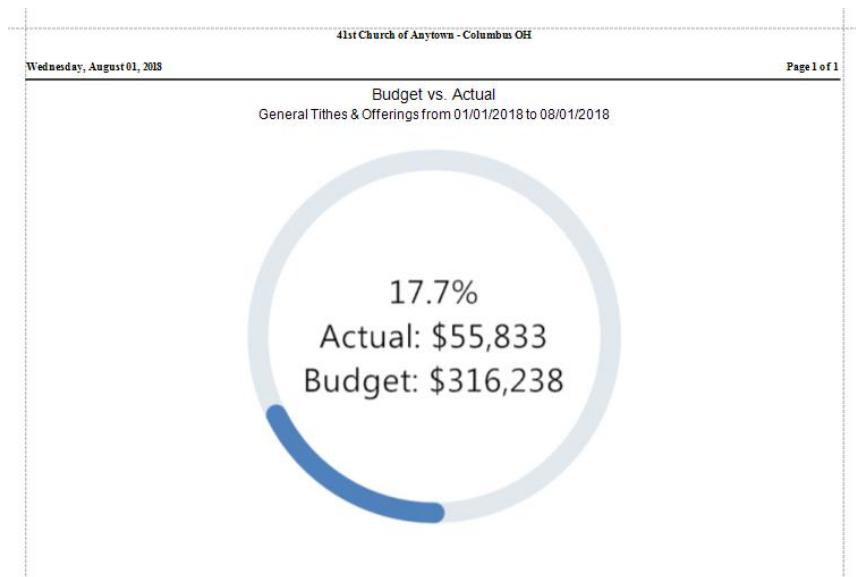
➤ **Date Range** – either type the dates directly in the field, or click the down arrow and click on the date in the calendar.



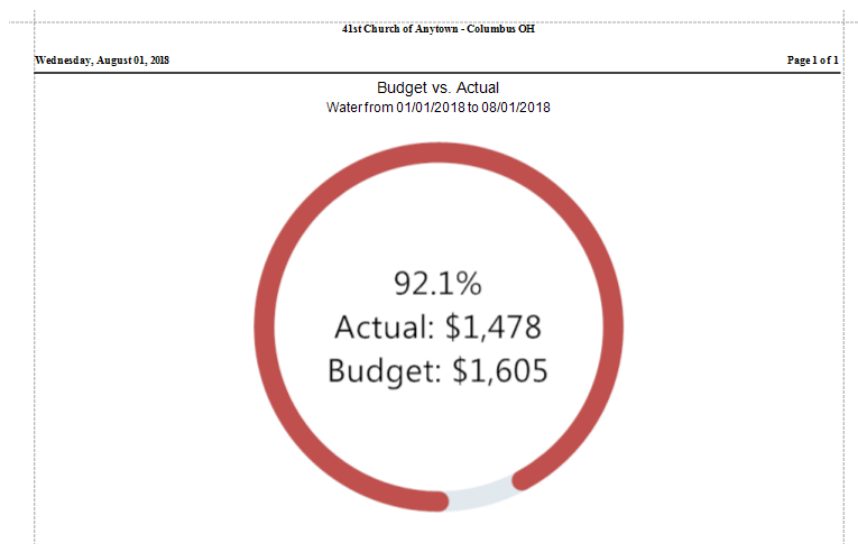
- **Print** – clicking **Print** brings up the **Graph Options** screen. You can edit your **Page Header** or the **Orientation** for your graph. Click **Print** to bring up a preview, or **Cancel** to close the **Graph Options** screen. You can print a report for the income or a report for expenses. They are separate reports.



Here is an example of the **Budget vs. Actual** report for income budget items.

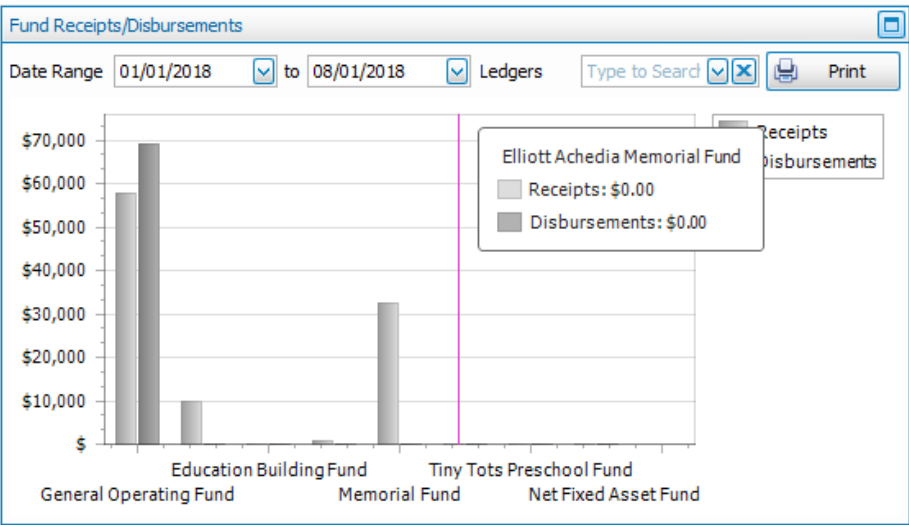


Here is an example of the **Budget vs. Actual** report for expense budget items.



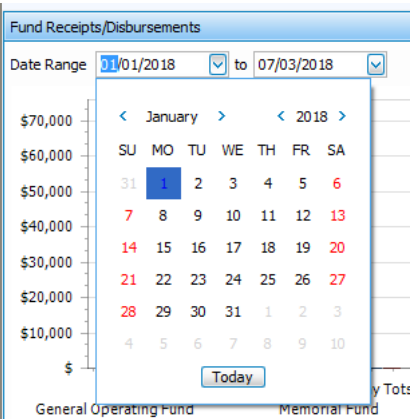
# Fund Receipts/Disbursements Graph

This is a bar graph that compares the receipts and disbursements for each fund for a selected date range.

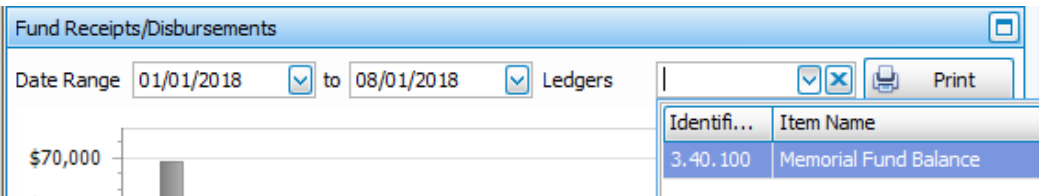


## Fund Receipts/Disbursements Options

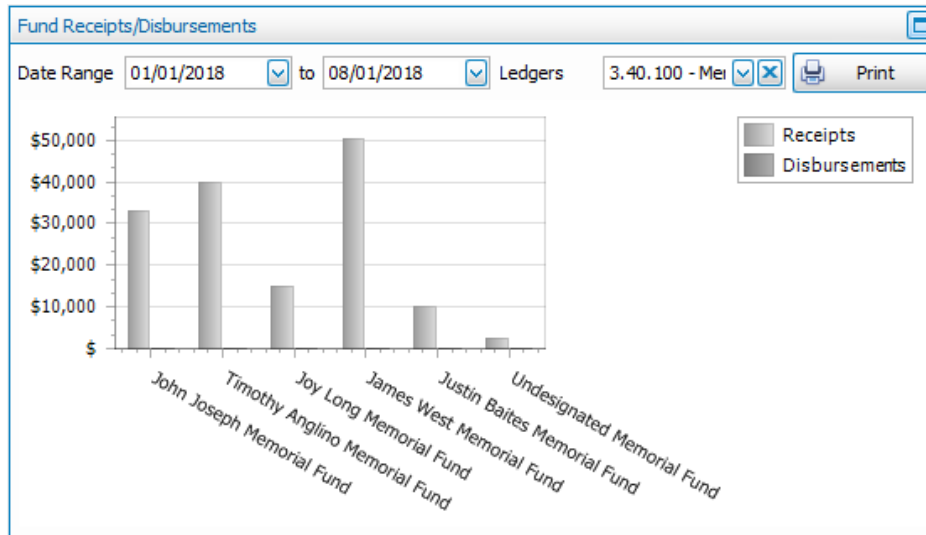
- **Date Range** – either type the dates directly in the field, or click the down arrow and click on the date in the calendar.



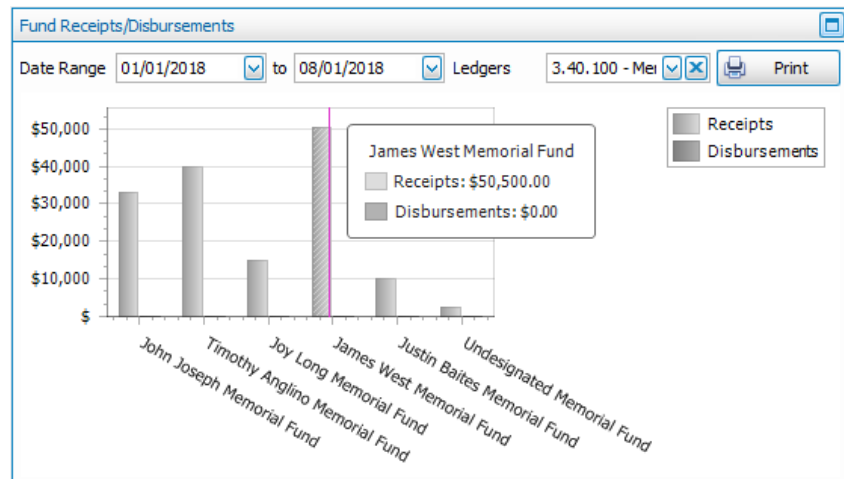
- **Ledgers** – if you have funds with subaccounts, then under the Ledger field select any from the drop down list to select a Ledger or parent fund.



Here is an example of how the graph appears when just looking at the Memorial Fund subfunds.

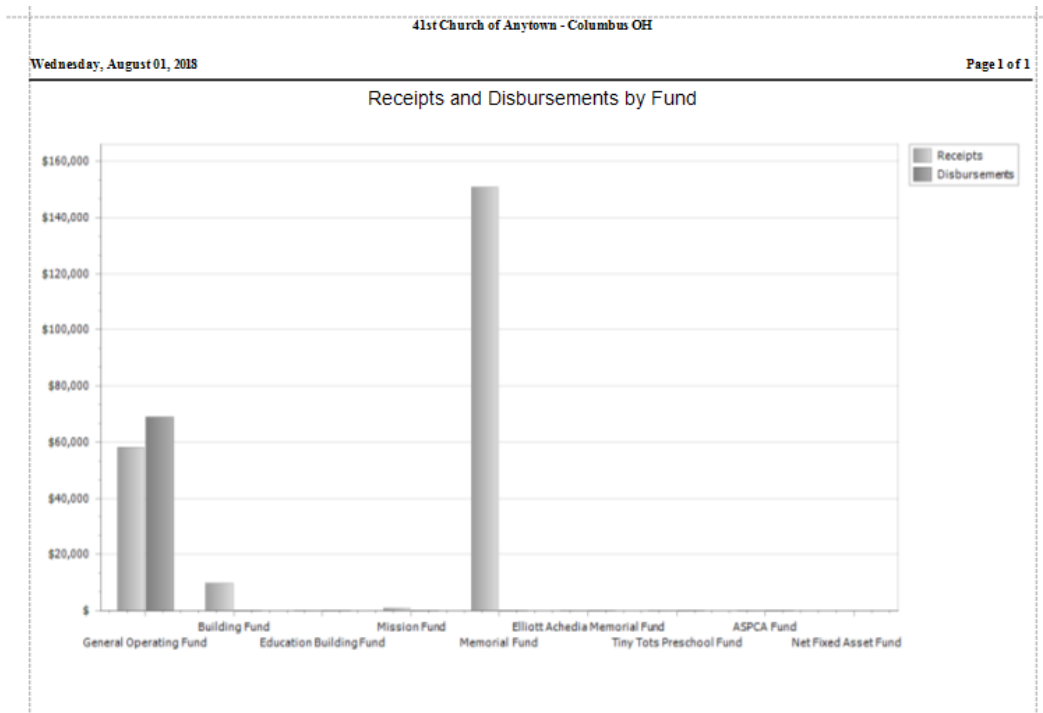


The report will display as a bar graph with a bar representing income and another representing expense for each fund. To the right a legend indicates what each color means. Hovering on a bar in the image will provide more specific details.



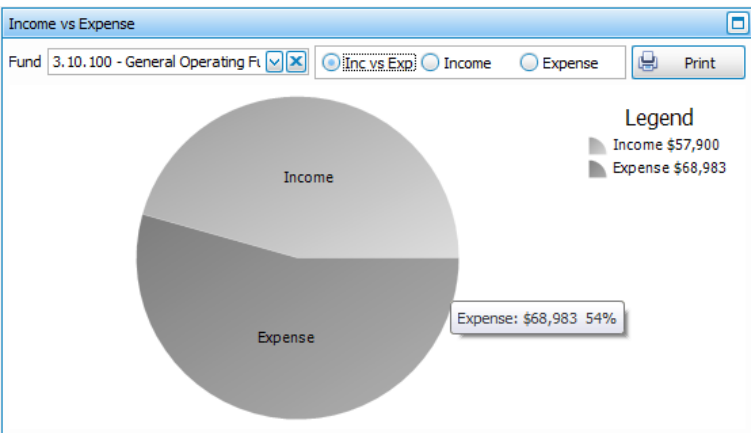
- **Print** – clicking **Print** brings up the **Graph Options** screen. You can edit your **Page Header** or the **Orientation** for your graph. Click **Print** to bring up a preview, or **Cancel** to close the **Graph Options** screen.

Here is an example of the **Funds/Receipts Disbursements** Graph report.



## Income vs. Expense Graph

This graph looks at a selected fund and then displays the income vs. expenses or just income or just expenses for that fund.



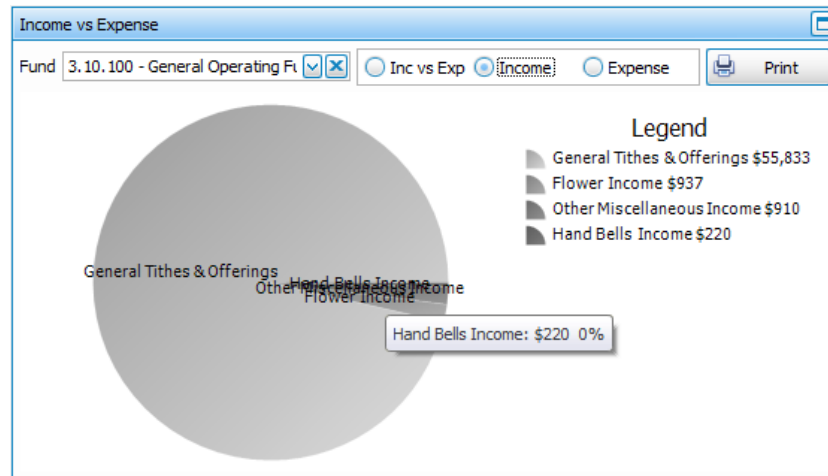
## Income vs. Expense Graph Options

- **Fund** – from the drop-down list, select the fund you would like to see

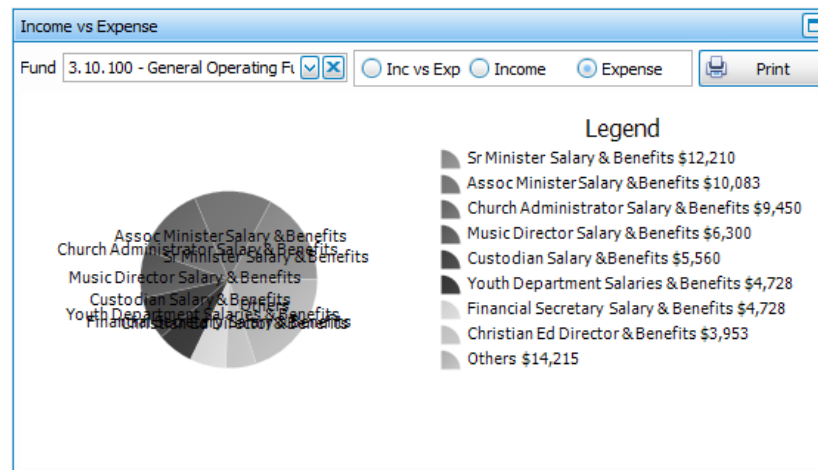


- **Inc vs. Exp/Income/Expense** – selecting Inc vs. Exp will display all income and expense accounts for the selected fund. Selecting Income will display all income accounts for the selected fund.

Selecting Expense will display all the expense accounts for the selected fund.



The graph displays the information as a pie chart. To the right a legend indicates what each color represents and provides more specific details.



- **Print** – clicking **Print** brings up the **Graph Options** screen. You can edit your **Page Header** or the **Orientation** for your graph. Click **Print** to bring up a preview, or **Cancel** to close the **Graph Options** screen.

Graph Options

Page Header

Sample: AaBbCc 0123

Times New Roman 9.75 Bold

☐ Portrait ☒ Landscape

Print Cancel

Here is an example of the **Income vs. Expense** graph report.

