Seventh-day Adventist Church (SPD) Limited

The New Online SPD
Tithes & Offerings Reporting System

Training Manual

Local Church Treasurers & Assistants

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*Note:

All amounts and details in screen shots are totally fictitious – even when actual church names are used. Amounts and details have been fabricated for instructional use only, and do not reflect true or actual local church financial situations in any way.

1. Introduction

At this stage, new local church treasury staff users will have received some training in their local church site. **The following is not to be seen as a replacement for one-on-one training.**

This **Procedure Summary** is meant to be a quick-to-use, detailed, step by step reminder-guide in how to use the T&O Online System screens for all of the above functions. The full Manual is available on disc or USB download from the Trainer.

NB: Assistant Local Church Treasurers may only be required to use some of the screens relating to the above. Their access level **will** enable them to use several screens - including Income & Banking – as directed by the Local Church Treasurer.

Please contact the Trainer, or Support, if you are uncertain, or encounter any problems. While there is nothing you can do that will 'break' the system, it is often much easier to follow the correct process initially than to search and correct later on!

All users will find that the '**Tab**' key is very helpful in finding their way through any of the T&O Online Entry screens. It reduces the chance of omitting any necessary fields of data, and presents each subsequent field for immediate entry of information.

Help support is also available by clicking on the **F1 key,** while in a particular screen. Many of the T&O Online Manual explanations are available there.

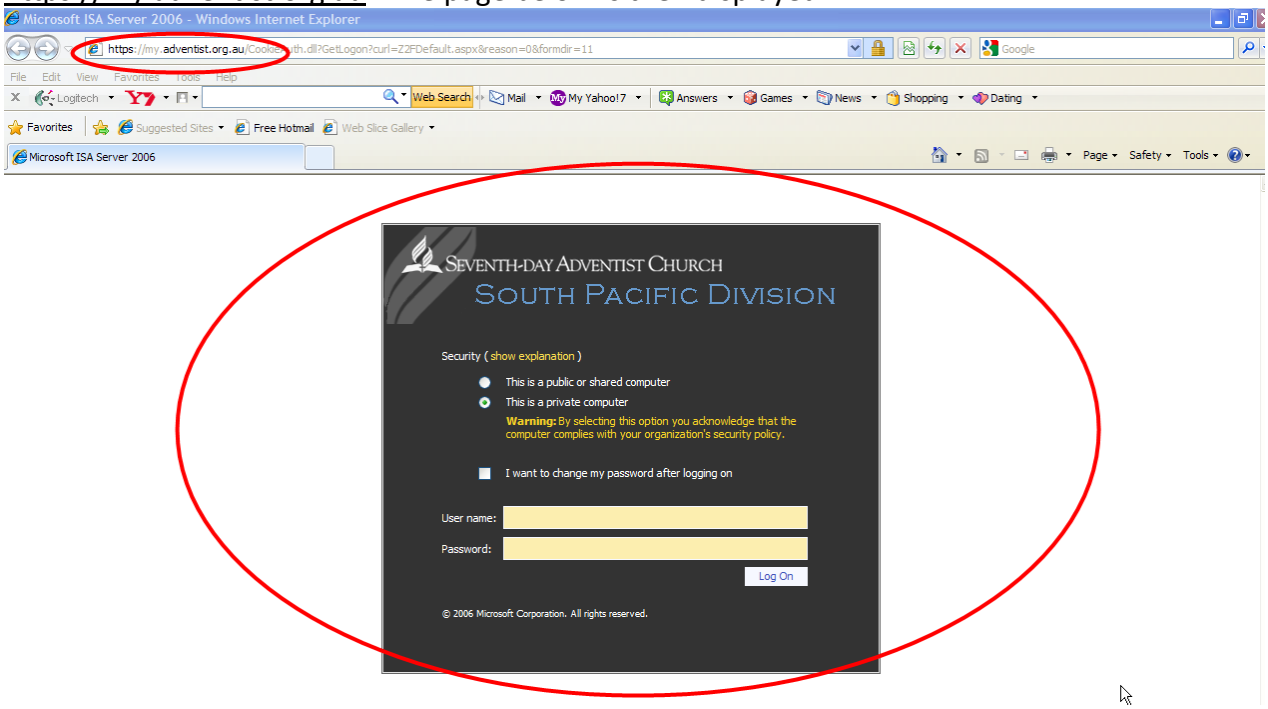
Improvements and changes in procedures will be communicated to all users through the Message Board on the Home Page of your site. Always check the Message Board so that you can keep up with any new developments and/or improvements.

Experienced users may well find many keyboarding shortcuts (eg. Using the 'Alt' key together with the underlined letter on the screen button), others will prefer to use their mouse to 'click' onto the screen buttons. All will work OK, and you will quickly find which method you prefer.

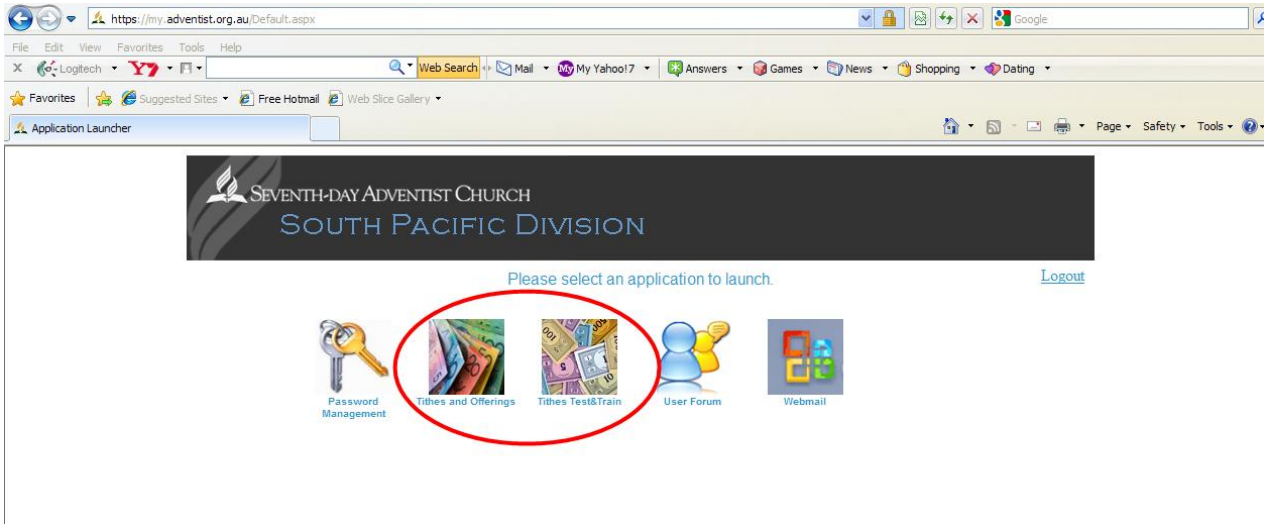
As a general rule, it is best to fill in all of the 'Detail' fields, as each field will be reproduced in a different report. As time goes by you will see which ones are more important to your situation, and you may then be able to restrict some particular details, and still meet your needs. In 'Income Entry', the details are reproduced onto the Receipt given to the 'Giver', so it is important the fields are completed correctly.

2. Log In Procedure

Open an Internet Explorer window and enter the following address into the address field – https://my.adventist.org.au . The page below is then displayed.

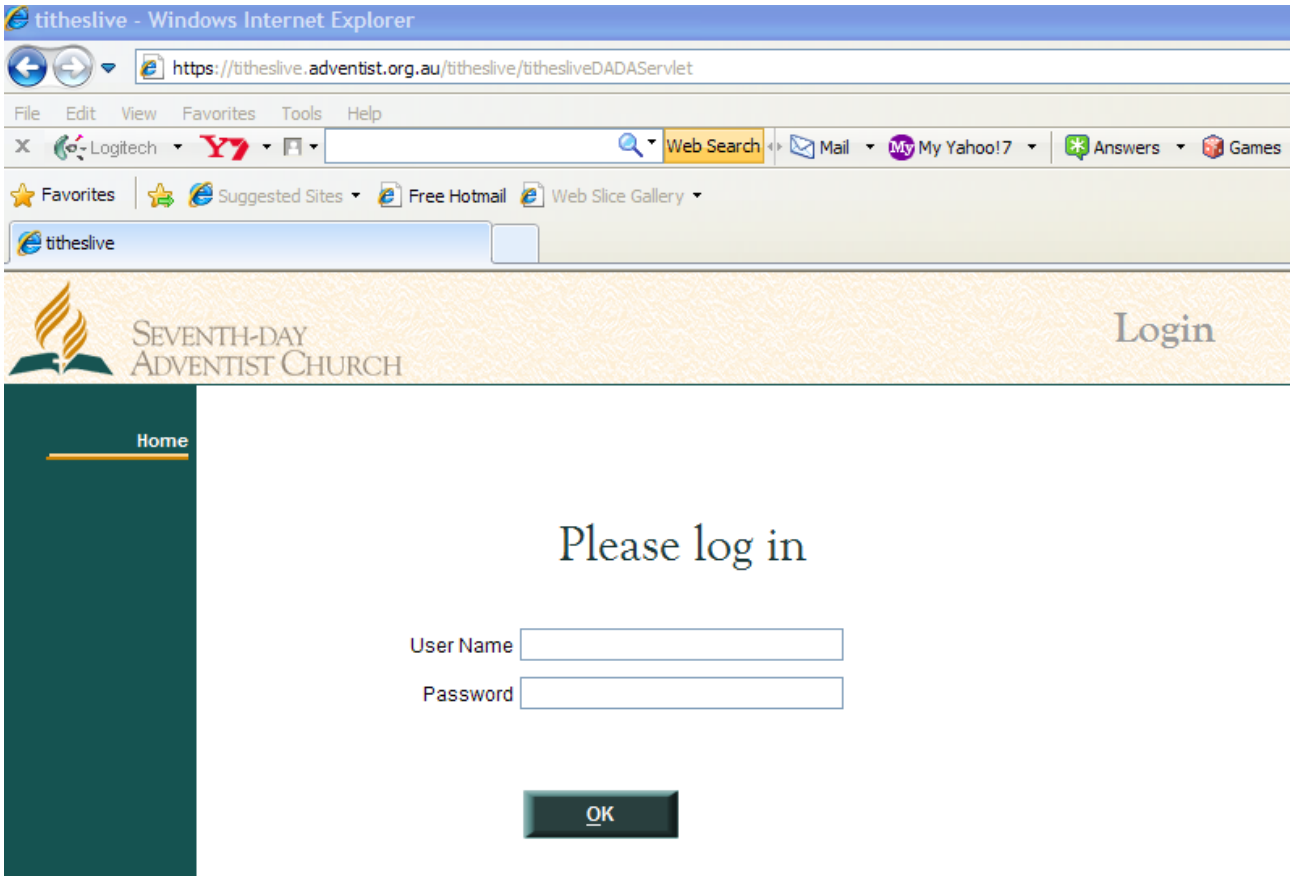


Enter your Username & Password as supplied from the South Pacific Division after submission of the TOORS User Authority Application Form, and click the 'Log On' button. This will display the page below. This is the SDA Church general site.



All of these coloured icons will not appear for all users. Both icons circled **will** appear for all users. To enter the 'Live' site - click on 'Tithes and Offerings'. To enter the 'Test and Train' site – click on 'Tithes Test & Train'.

The next Log In page will then appear to give access to a particular church site.

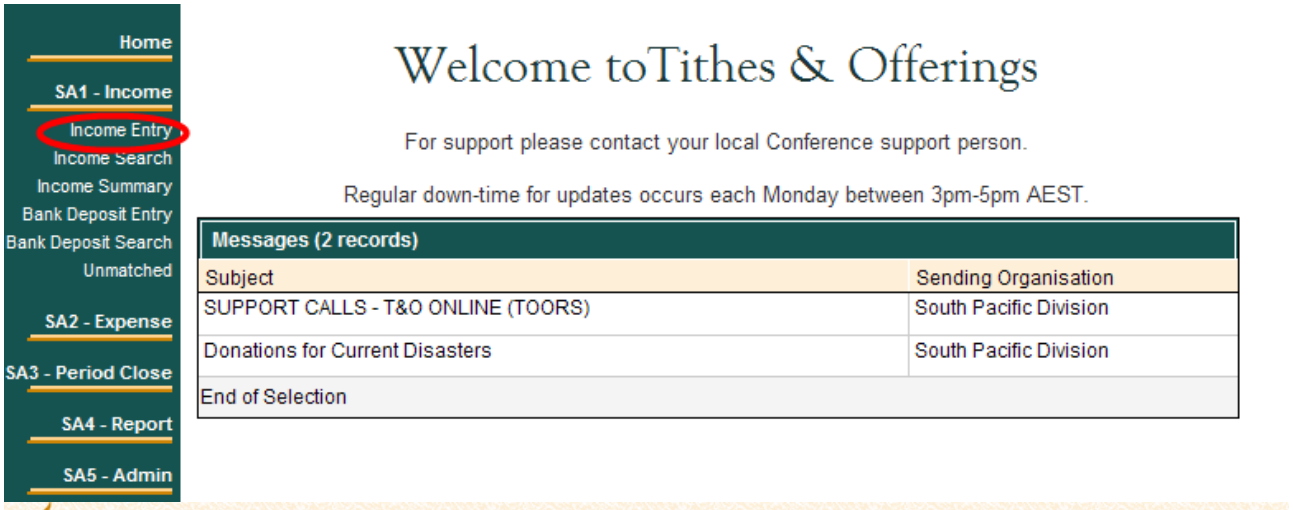


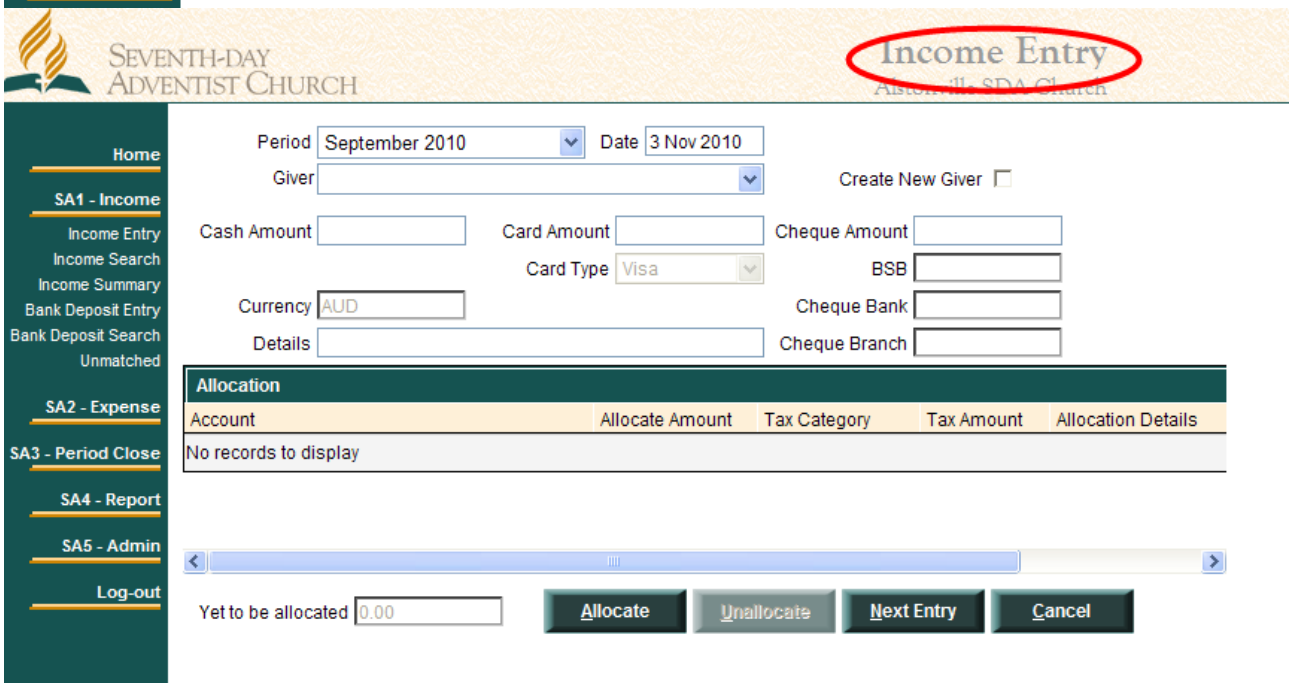
Enter the same Username & Password, and the Home page of your particular church will appear. Administrators will need to select a particular organisation from a dropdown list.

3. Income Entry

You will have all of your Tithes & Offerings envelopes, and the Sabbath Offerings details ready for entry – including Sabbath School Mission Offering & Church Offering etc.

3.1.1 In the Menu List (left hand side of Home screen) select '**Income**' then '**Income Entry'.**





3.1.2 Check that the Month and Date for the entry are correct – change if necessary.

3.1.3 Choose the 'Giver' from the list provided by clicking the down arrow first, then clicking the name required in the list. Alternatively you can start typing the surname required straight away and it will appear in the Giver field.

3.1.4 If the Giver is ***not*** in the list, you will need to click '**Create New Giver**' to the right. This will offer Surname and Given Name fields for the new giver information. The new giver will then be available in the list next time it is required.

3.1.5 Enter the total amount of cash in the '**Cash Amount**' field.

3.1.6 Cheque information should be entered in the '**Cheque Amount**' field.

3.1.7 You may never use the '*Card Amount*' field, as it is **not a validation field.** It is only a recording field.

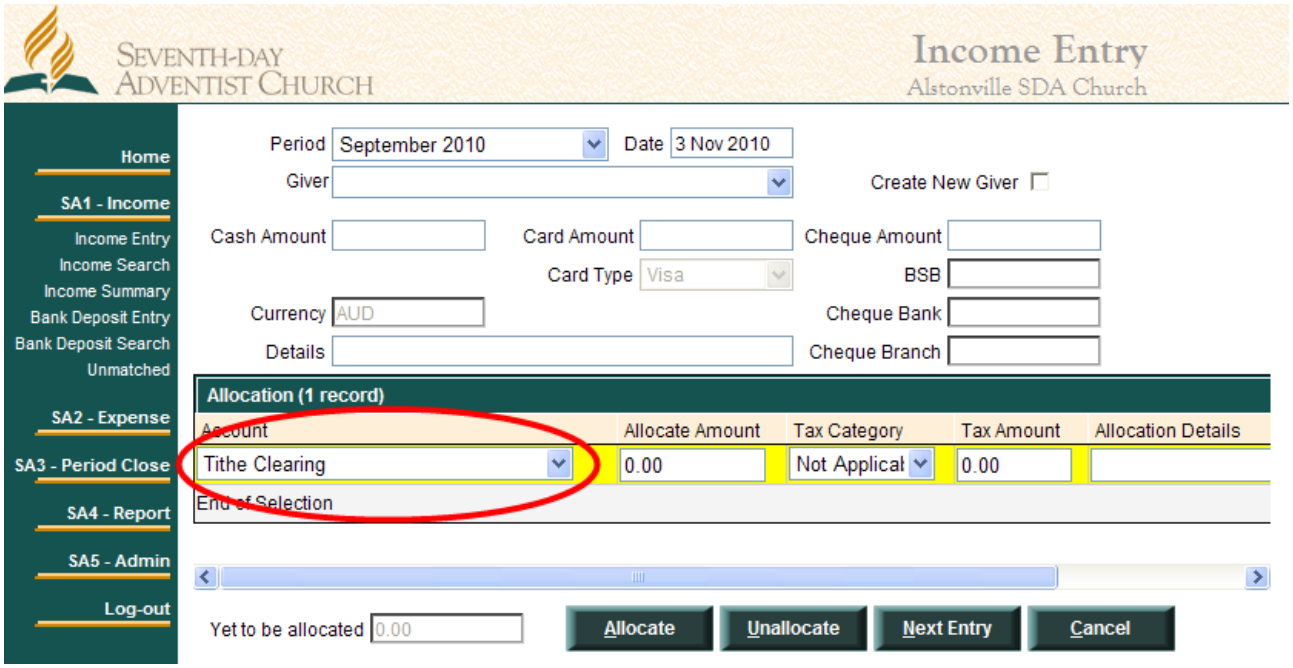
All credit card details still need to be submitted to the Conference Office for validation **before** a receipt can be issued. The Conference will credit your CMF Bank account, or issue a Conference cheque for the credit card amounts once they are validated. A list of names for individual amounts would be supplied by the Conference. If there is more than one giver involved, you will need to do a separate Income Entry for each individual, so that individual receipts can be issued.

The *'Card Amount'* field may be used for these Income Entries, but essentially they are now either *'Cash*' or *'Cheque'* amounts without any Credit Card validation encumbrances.

3.1.8 In '**Details**' enter a brief description of what the income is for (eg. 'Tithe/Budget').

3.1.9 Left Click the '**Allocate**' button at the bottom to provide a line in the grid in which you then will select the **Income Account** you wish to send the money to. (Eg. If the amount is for Tithe, you can either start typing T-i-t-h-e …, then 'Tab' past it to the next field as it comes into the Account field, or left click on the drop down arrow in the Account field and choose the relevant account from the list by clicking onto the account name required.)

Note: This Account List will contain only Income Accounts - all local income accounts and all Conference Offering accounts.

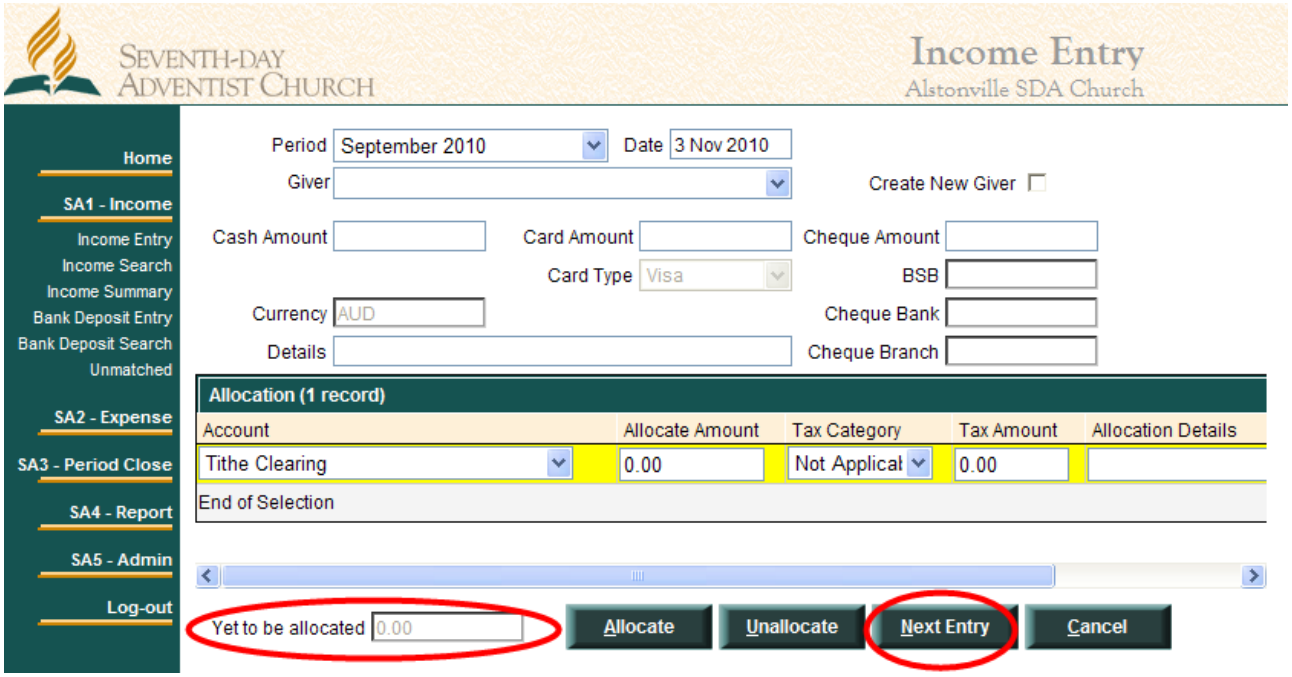


3.1.10 Enter the amount relevant to the account you have chosen first, ensure that the GST default is accurate, add any specific '**Allocation Details**' at the end of the line, and then, if the amount is to be split into more than one account, proceed to '**Allocate**' until the total amount has been allocated.

3.1.11 If you click '**Allocate**' unintentionally, or over-allocate, you may left click on the line, it will border in yellow, then click on the '**Unallocate**' button to remove the line.

3.1.12 If you wish to delete all data in the fields on the screen and begin your entry again, left click on '**Cancel**'.

3.1.13 When the '**Yet To Be Allocated**' field in the bottom left hand corner of the screen is '**0.00**', you need to left click on '**Next Entry**' to save/enter the data.



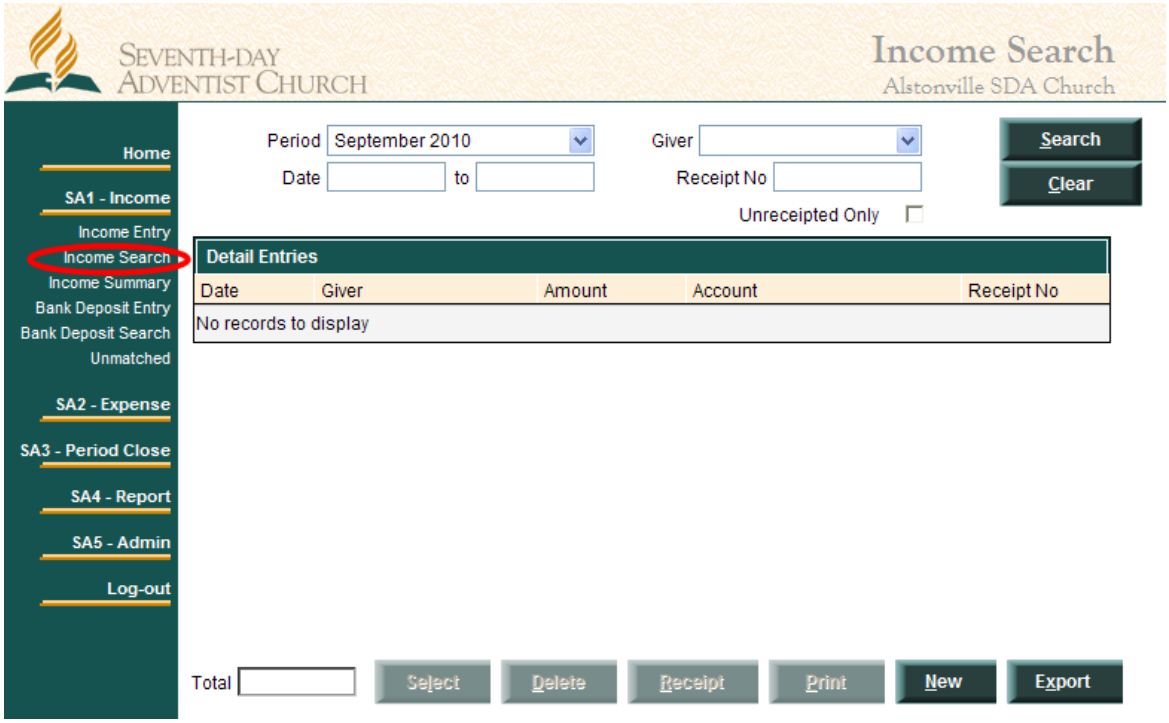
3.1.14 If the 'Income Entry' screen is incomplete when you click 'Next Entry', you will see a pop-up Prompt to advise of any incorrectly formatted or missing data.

3.1.15 If the 'Income Entry' screen is complete, the data will be entered and you will be returned to a new 'Income Entry' screen.

3.1.16 Once you have entered all envelopes and offering details for the week and completed the 'batch', you will need to check the total, and issue Receipt Numbers to each one of the entries by proceeding to the '**Income Search**' screen. See next Heading … '**Receipting**'.

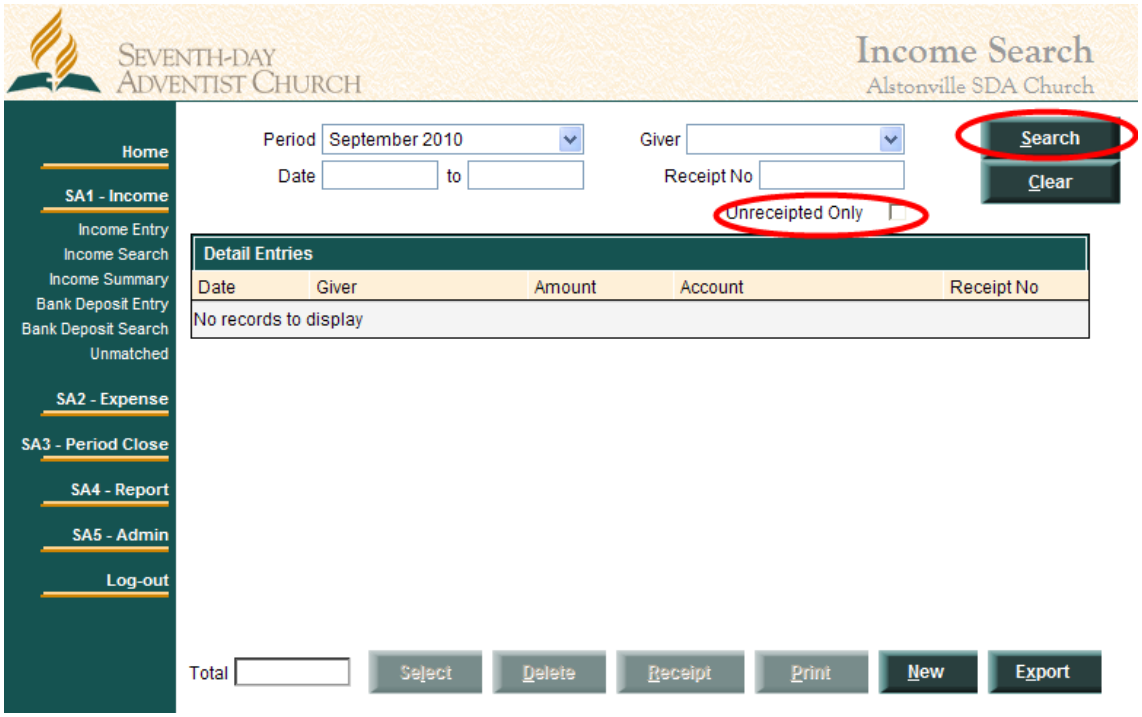
4. Receipting

4.1.1 In the 'Income' Menu select 'Income Search'.



4.1.2 In the 'Income Search' screen, enter the Period in which the income entries were done. Most times it will be the current period, and it will default to the current period.

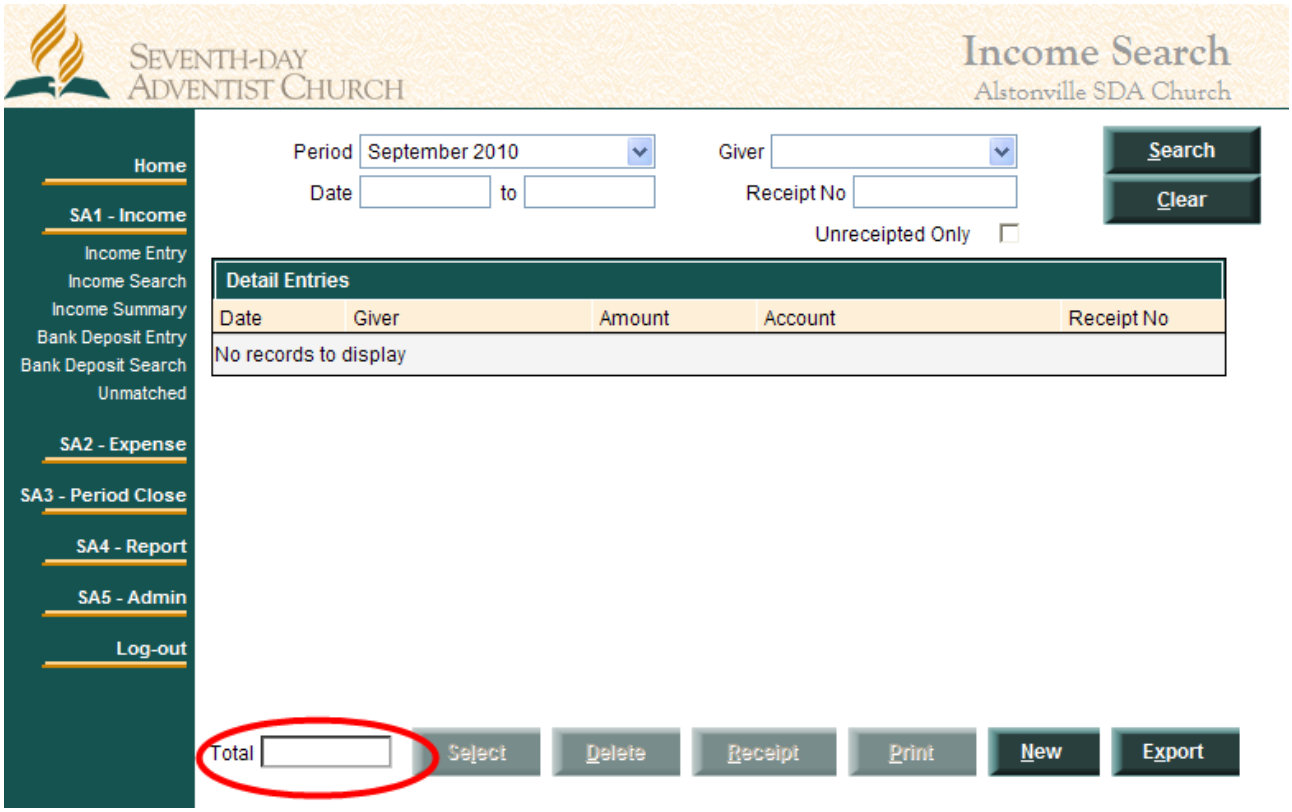
4.1.3 Then left click in the square '**Unreceipted Only**'. Left click **'Search'.**



4.1.4 This will produce a list of all Unreceipted Entries for the period. If you are up to date, the only entries here will be the ones you have just entered into Income Entry. However, ***all*** Income Entries must be receipted prior to you being able to enter any Bank Deposit details.

4.1.5 In the bottom left hand corner of the screen you will have an Income Search Total of your entries which you can now compare to the Cash & Cheque Total of the batch – the money you have ready for banking.

(In effect you should have your ***Cash & Cheques Total*** equal to the ***Income Search Total*** in the system, which will then equal the ***Bank Deposit*** made.)



4.1.6 <u>This is a time to check for any errors</u>, as you can return to the original 'Income Entry' and change any detail, including amounts, before initiating the allocation of receipt numbers.

(Any errors found after receipt numbers have been allocated, must be corrected with a 'Negative Income' Entry - reversing the original entry exactly. This is done by placing a minus sign '-' in front of the amounts – both in the Cash/Cheque Amount near the top of the screen, and in the Allocation grid. Then the correct Income Entry may be done. All of these entries must also be receipted.)

4.1.7 To return to the original 'Income Entry' from the 'Income Search' List, double left click on the entry line, or single left click then click '**Select**'. In each case the entry line will highlight in yellow, and you will return to the original entry screen

4.1.8 Make the necessary changes and left click on '**Save**'.

4.1.9 Return to the Income Search list following the steps again as outlined above.

4.1.10 When you are satisfied that all items are correct and the totals are equal, left click '**Receipt'** at the bottom of the screen**.** Receipt numbers in sequence will appear in the right hand column.

4.1.11 To print out Receipts now left click **'Print'** at the bottom of the screen. <u>This first gives you a screen print only.</u> If you wish to then produce hard-copy receipts to hand out to the givers or Church Members, as you would normally do, you need to left click on the Printer Icon in the top left hand corner of the screen. This sends the receipts to your printer.

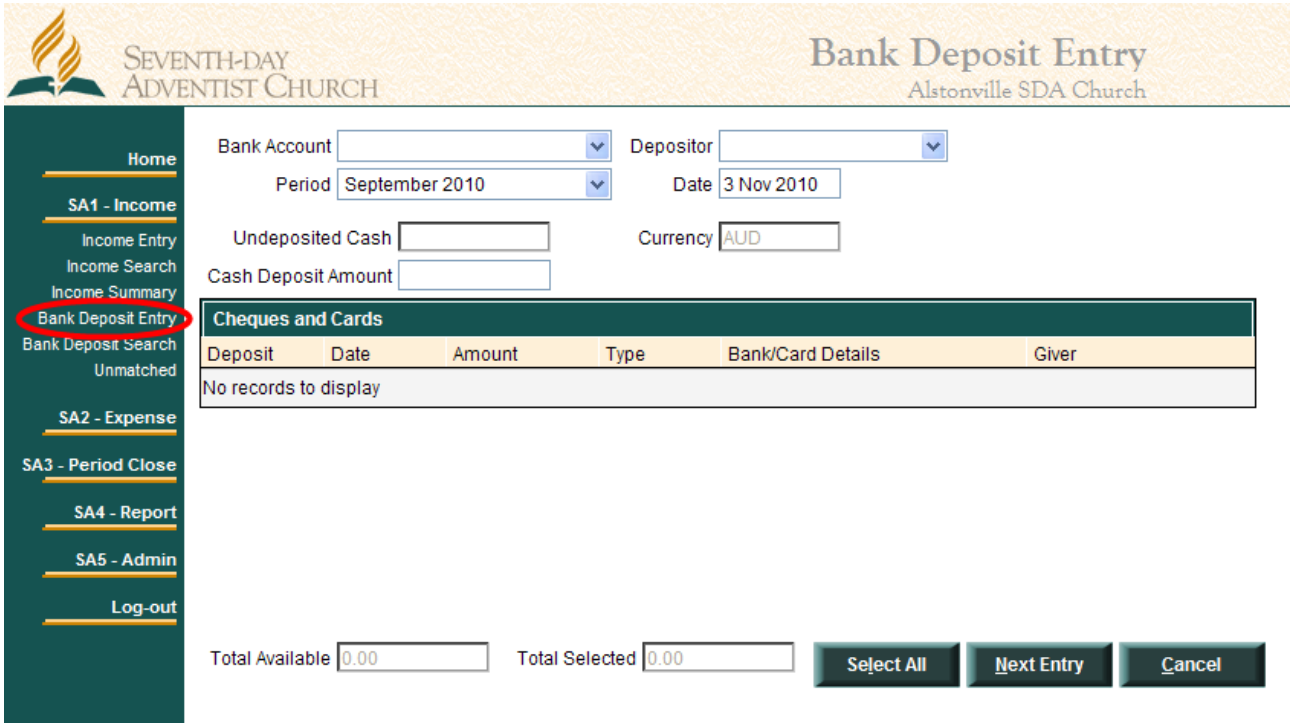
4.1.12 You will need to cut the receipts along the lines indicated with a trimmer or scissors. Be careful not to cut more than one sheet at a time as each receipt depth may vary - depending on the number of splits in the offering/income.

4.1.13 The '**Export**' button allows you to export the screen details to M/S Excel, if you wish to modify the format. (This is not usually necessary or required in this screen.)

5. Bank Deposit

Note: All Income must first be receipted (see above) before any banking details can be entered.

5.1.1 In the Menu List select '**Income',** then select '**Bank Deposit Entry'.**



5.1.2 In the '**Bank Deposit Entry**' screen, first select the bank account into which you wish to place the deposit.

5.1.3 Then select the '**Depositor'** – the person who actually walked to the bank with the deposit. (The drop-down arrow list of depositors is generated from the 'Giver' list in the Income Entry screen, so, as long as the depositor has been issued a receipt for tithes or offerings at some previous stage, their name will be in this list.)

5.1.4 Choose the **Month** and enter the **Date** the deposit was made.

5.1.5 From the total of '**Undeposited Cash**', type into the '**Cash Deposit Amount**' field the actual cash amount in the deposit.

5.1.6 In the "**Cheques and Cards**' grid, select the cheques in the deposit by left clicking on the '**No**' in the left hand column of the cheque detail line. It will then offer a '**Yes**'. Left click '**Yes**' only for those cheques that are to be included in this deposit.

5.1.7 In this way you build up your deposit until the '**Total Selected**' at the bottom centre of the screen will then equal your money to bank.

5.1.8 If the '**Total Available**' at the bottom left of the screen is the amount you wish to enter as the Bank Deposit Entry, you can left click '**Select All**' and all necessary entries on the screen will be done automatically.

5.1.9 Left click '**Next Entry**' to enter the data into the system. You will be presented with another Bank Deposit Entry screen in case you are splitting the available monies between two or more bank accounts. Each bank deposit must be done separately.

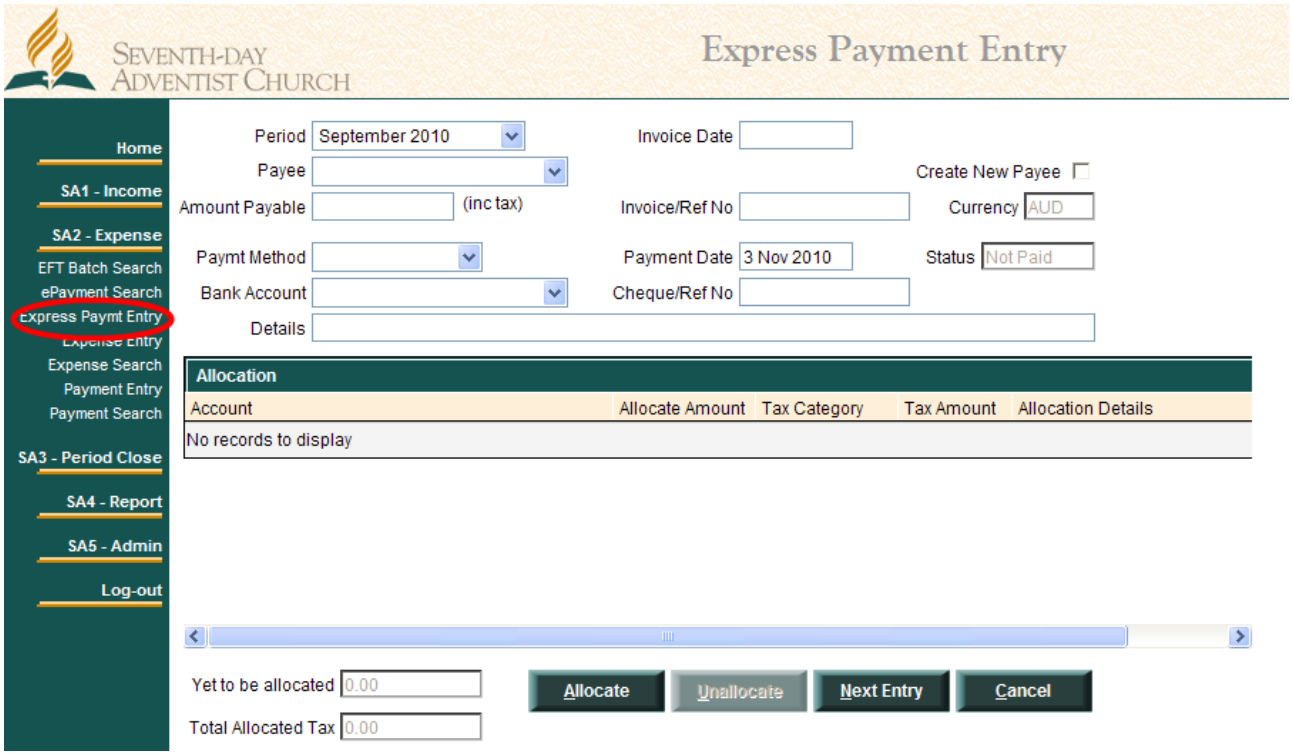
Note: You can only deposit up to the amount shown as 'Total Available' in the Bank Deposit Entry screen. If you have more to deposit than is available, you need to check Income Entries for income duplication. If you have less to deposit than is available, you need to check your Income Entries for possible income omission. (There may be other reasons for this discrepancy, so contact your Support if this check does not reveal an error.)

6. Expense & Payment Entry

Generally, in a cash based system such as this is, invoices (expenses) are only recorded once the cheque (payment) has been made. Conference charges, however, can be entered into 'Expense Entry' and then paid together with the current month's Tithes & Offerings.

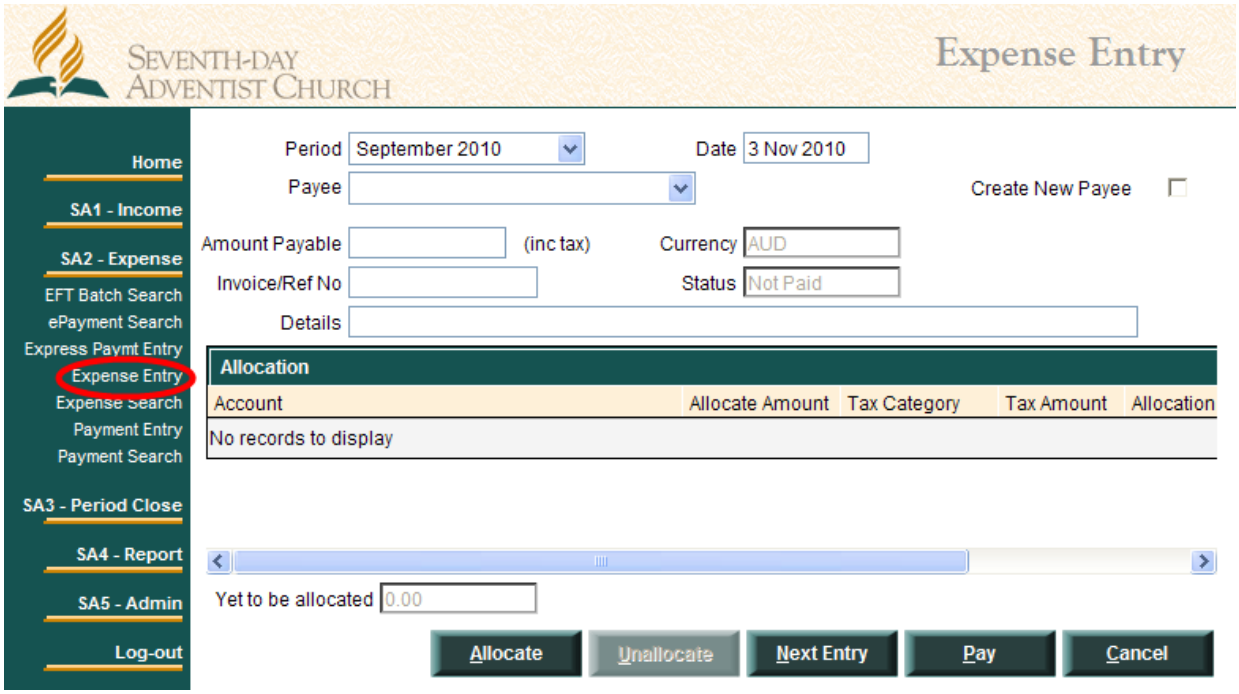
6.1.1 In 'Expense Menu' select 'Express Payment Entry' or 'Expense Entry'.

'Express Payment Entry' – It is recommended to record *all expense **cheque** payments* here. This screen records invoice details, payment details, and charges a Local Expense Account - on same screen, including reimbursements to members from shopping dockets etc. (Conference Charges & E-Payment items in another screen).

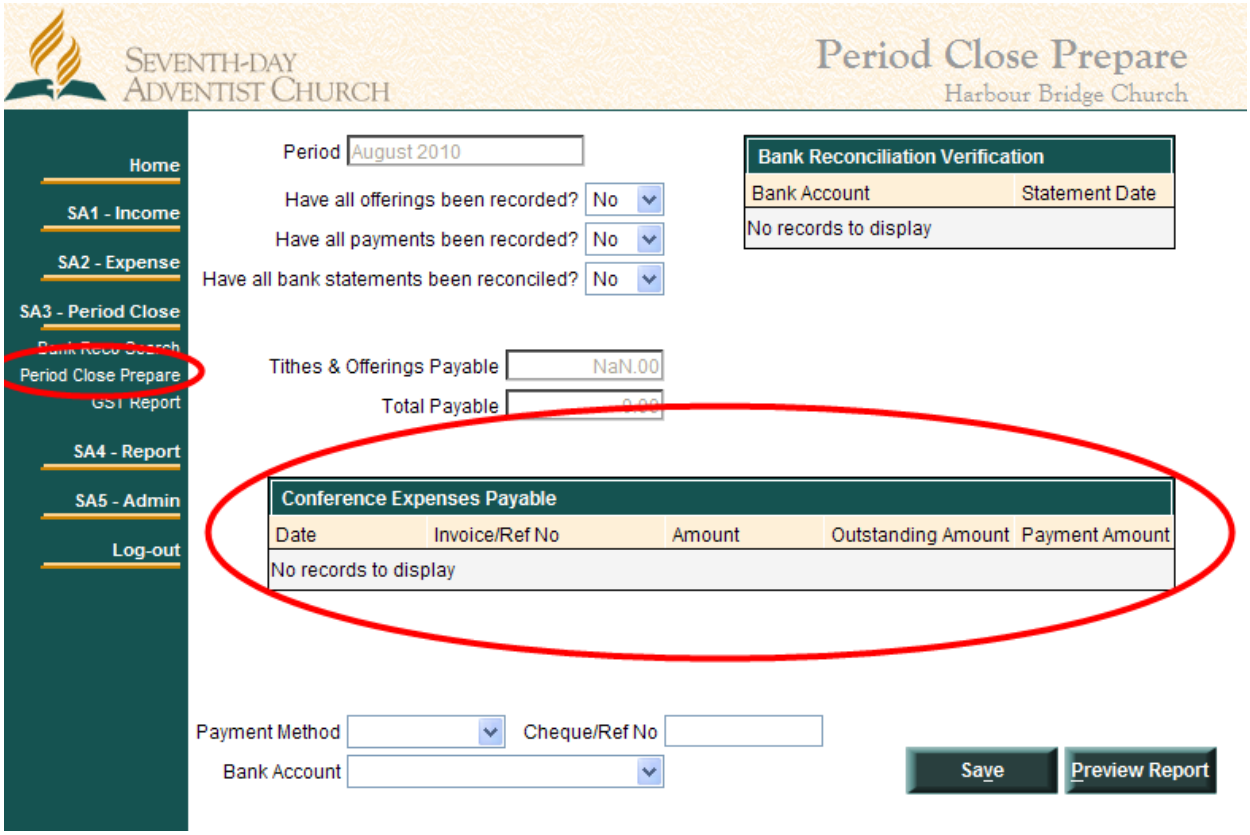


'Expense Entry' – Recommended for *Conference charges & E-Payments only*. This screen records invoice details, and charges a Local Expense Account - on same screen.

6.1.2 Enter details for the expense item, allocate to an account, and choose '**Next Entry**' to save and move to next item.



A list of the **Conference Charges** recorded here will then be presented to you in the 'Period Close Prepare' screen for payment if you wish. You may choose not to pay any or part of these charges. (If they are not paid they will be presented for payment again in the 'Period Close Prepare' screen the following month.) These payments will then be added to your Tithes & Offerings Total for one single transfer amount to the Conference from your CMF Bank Account at the end of the month.



7. E-Payments

Ensure that you have entered the **bank details for every Supplier** you wish to pay through E-Payments. Your supplier will generally be happy to provide these details and be paid via EFT.

You will need:

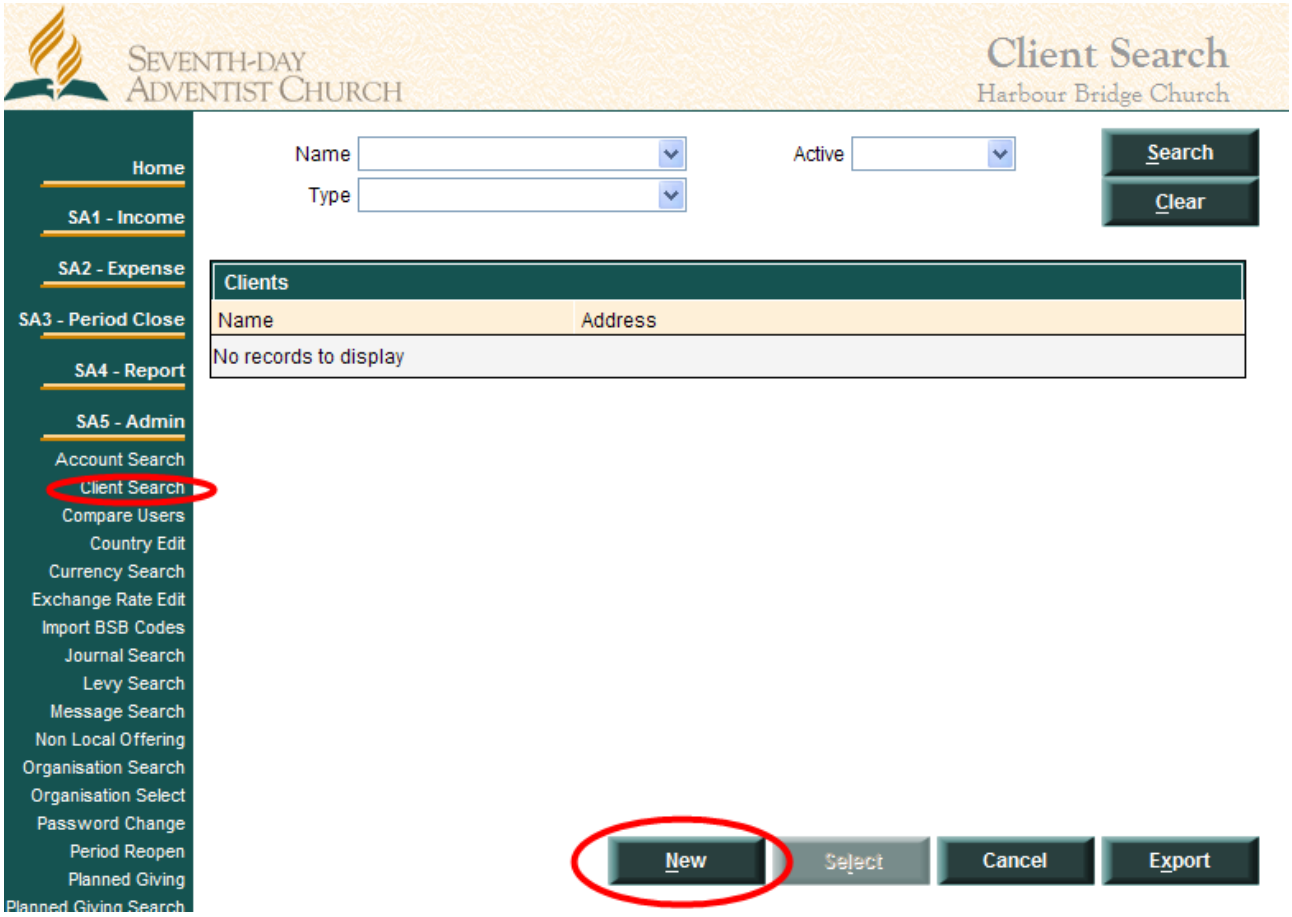
a) Valid BSB
b) Account Number
c) Account Name.

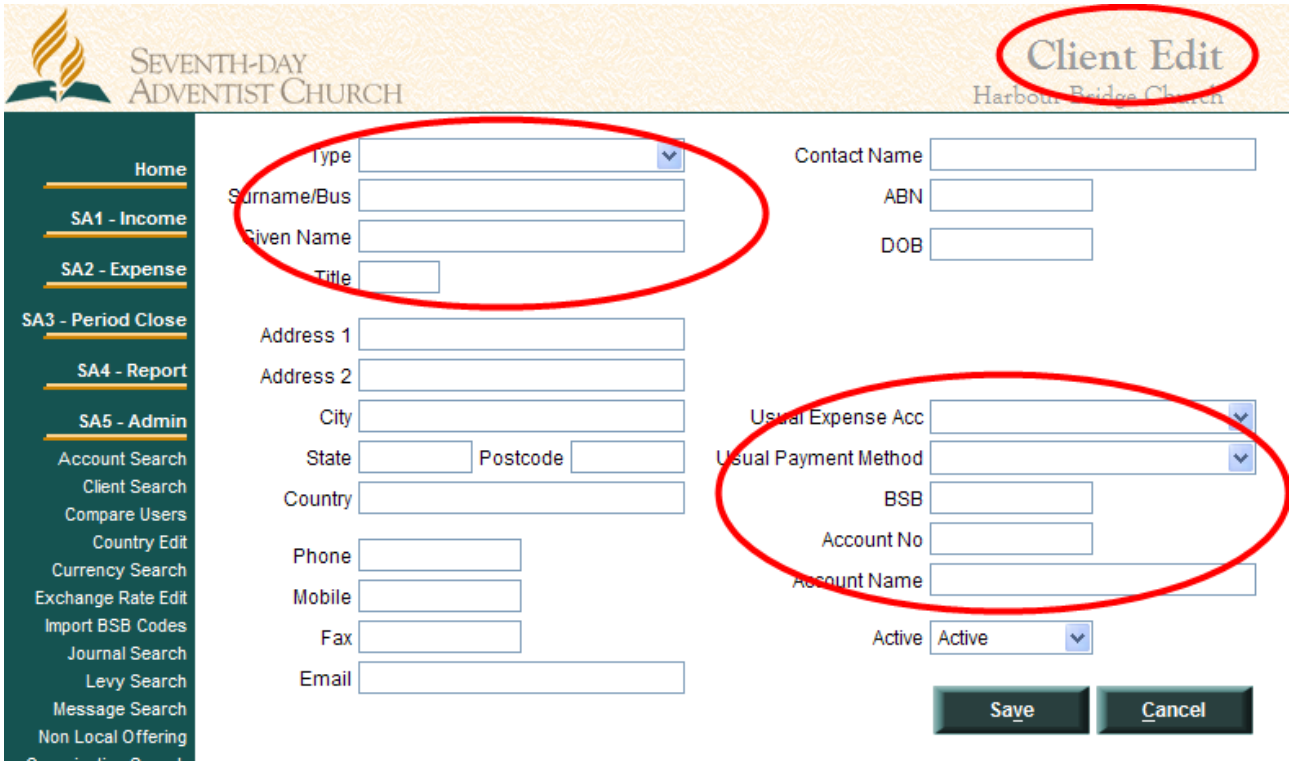
All of these details will need to be entered via the 'Client Search' 'Client Edit' screens prior to E-Payment processing.

Some churches wishing to work with the CMF Bank Account only, may need to setup automatic debit authority arrangements with Utility Accounts. Electricity, Gas & Water suppliers may hesitate to provide the necessary bank account details.

Note: Accounts to be paid using E-Payments must be entered through the *'Expense Entry'* screen. The *'Express Payment Entry'* screen will NOT work with E-Payments.

E-Payments will only operate for churches in Australia.


Seventh-day Adventist Church
Client Search
Harbour Bridge Church
Home
SA1 - Income
SA2 - Expense
SA3 - Period Close
SA4 - Report
SA5 - Admin
Account Search
Client Search
Compare Users
Country Edit
Currency Search
Exchange Rate Edit
Import BSB Codes
Journal Search
Levy Search
Message Search
Non Local Offering
Organisation Search
Organisation Select
Password Change
Period Reopen
Planned Giving
Planned Giving Search
Name
Type
Active
Search
Clear
Clients
Name
Address
No records to display
New
Select
Cancel
Export


Seventh-day Adventist Church
Client Edit
Home
SA1 - Income
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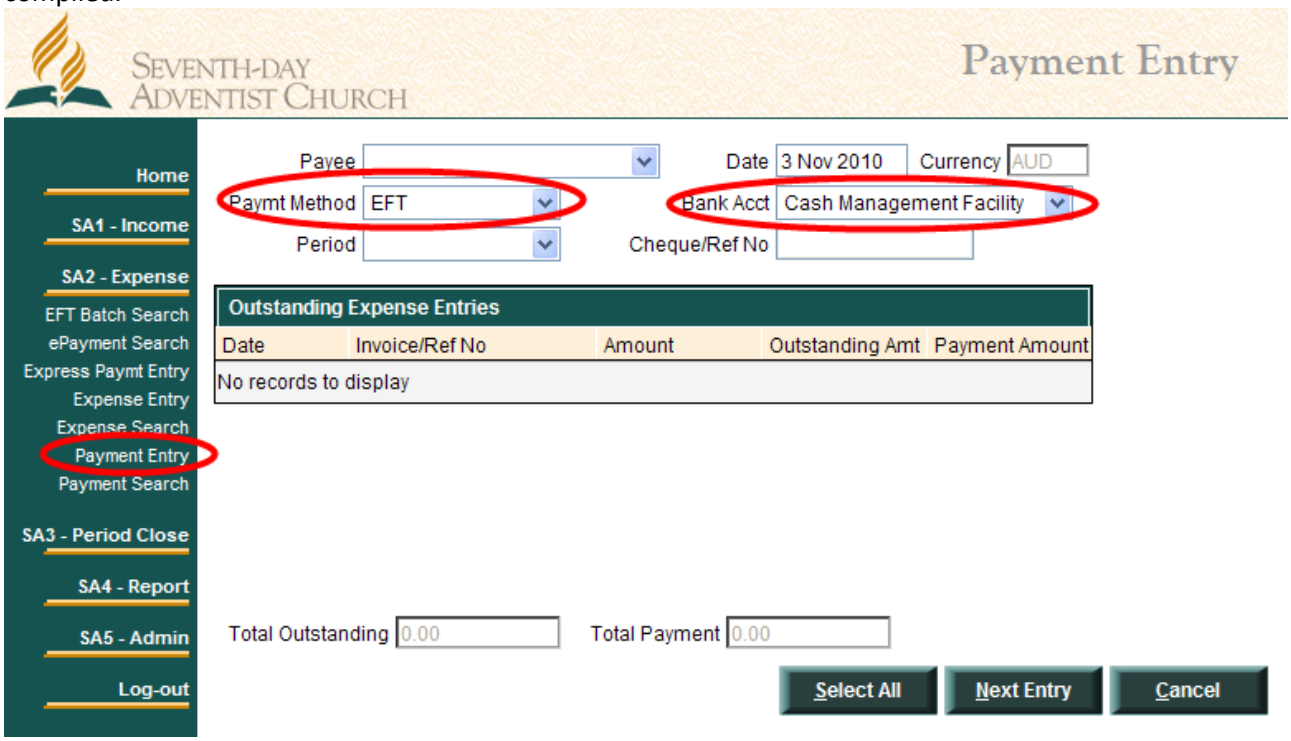
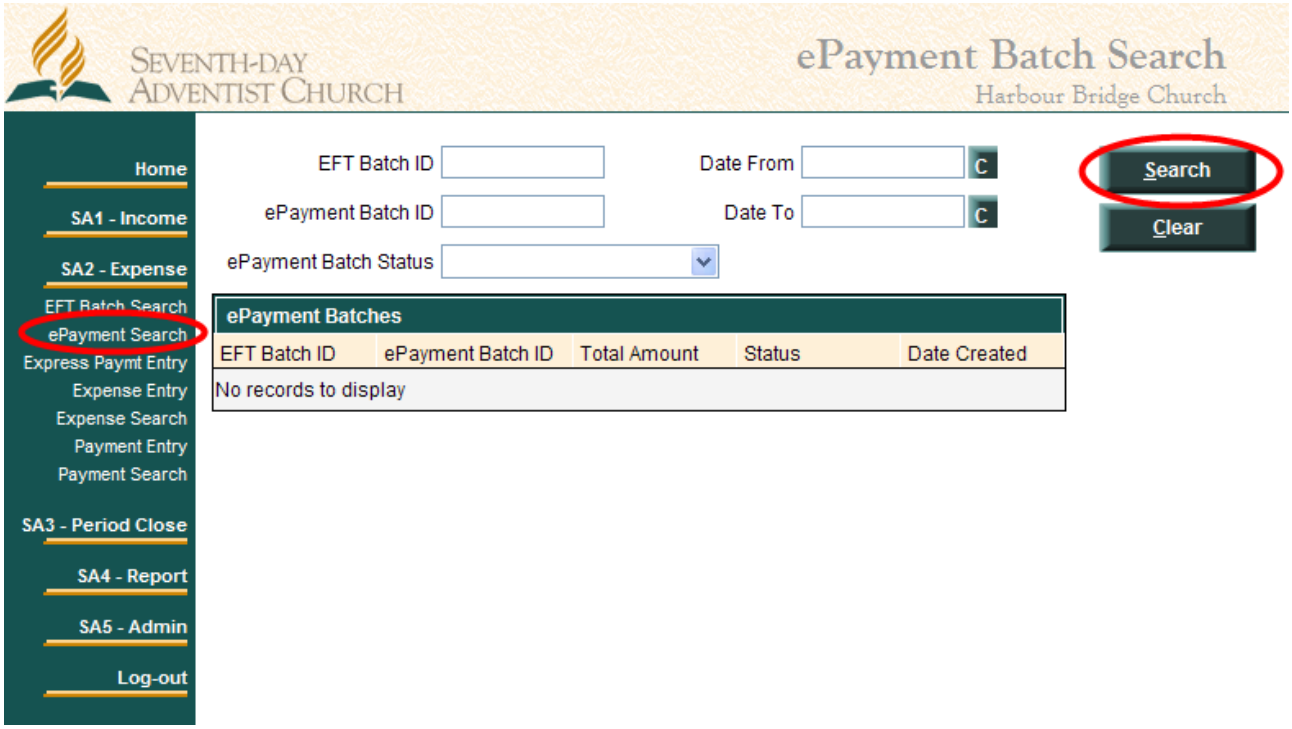
SA3 - Period Close
SA4 - Report
SA5 - Admin
Account Search
Client Search
Compare Users
Country Edit
Currency Search
Exchange Rate Edit
Import BSB Codes
Journal Search
Levy Search
Message Search
Non Local Offering
Type
Surname/Bus
Given Name
Title
Address 1
Address 2
City
State
Postcode
Country
Phone
Mobile
Fax
Email
Contact Name
ABN
DOB
Usual Expense Acc
Usual Payment Method
BSB
Account No
Account Name
Active
Active
Save
Cancel

8. Payment Entry for E-Payments

E-Payments entered into 'Expense Entry', can be processed for payment in the 'Payment Entry' screen anytime, although once a month in a batch would be normal practice. In the 'Payment Entry' screen you should choose the ***combination of 'EFT Payment Method', and 'CMF Bank Account'*** for the batch to be compiled.



Bring up the **'ePayment Search'** screen, and click on 'Search'. This will then bring up the batch to be processed.



Highlight the line and click 'Select' to display '**ePayment Detail**' screen. This screen requires 2 separate signatories to authorise a payment before clicking on '**Process EFT**'. Once the first person has authorised the transaction by ticking the square provided, the screen must be saved by clicking on '**Save**'.

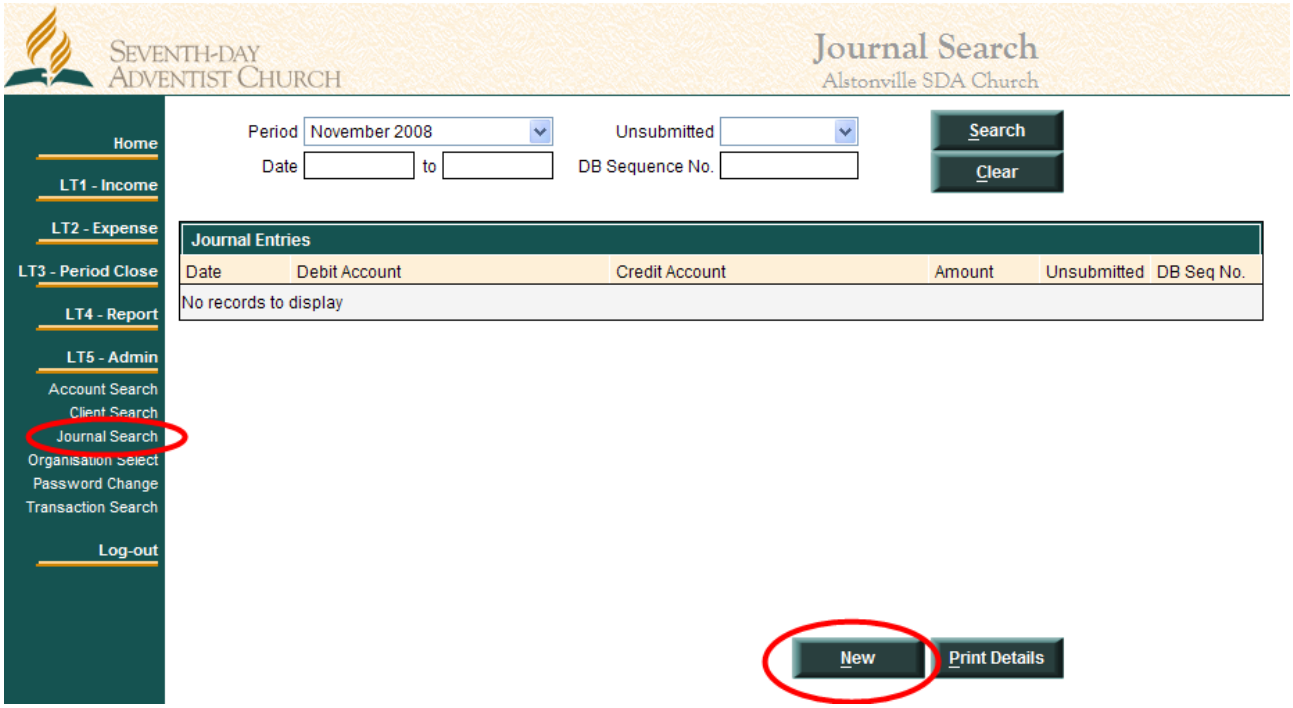
The second signatory is then free to log in and authorise in a similar way and then to click on **'Process EFT'**.

9. Bank Interest/Fee Entry

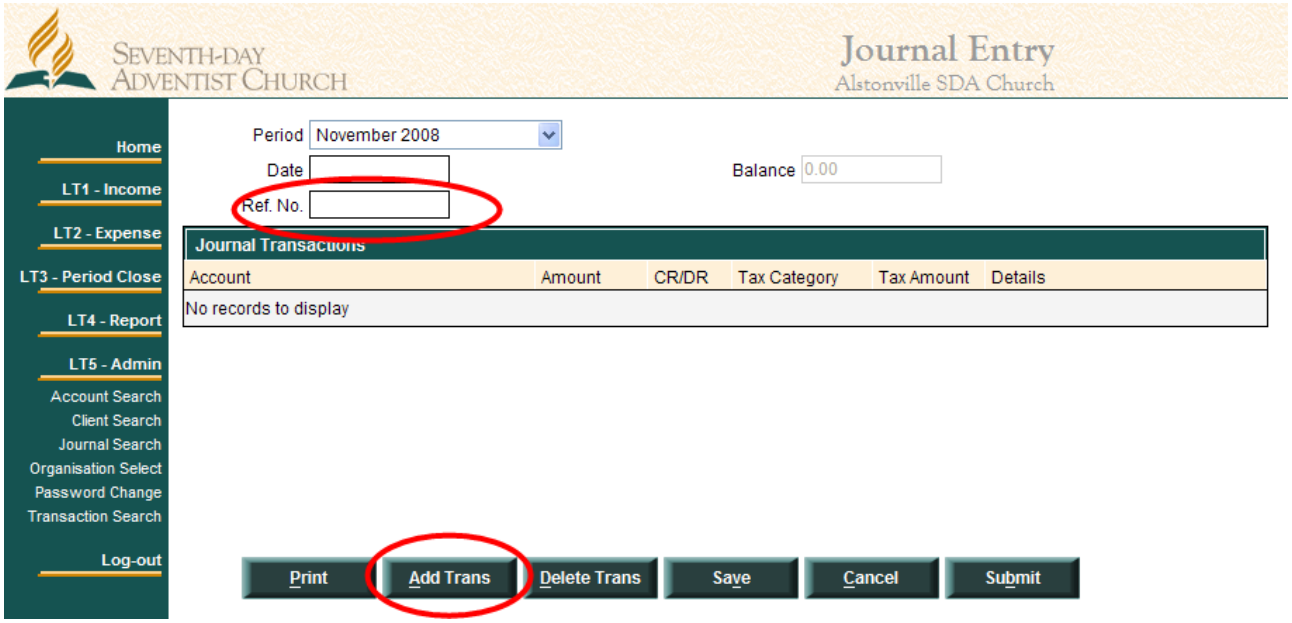
Bank Interest received or paid, & Bank Fees charged are recorded through a Journal Entry. If you have begun your Bank Reconciliation procedure, and then discover interest and or fees on the Bank Statement, '**Save**' the Bank Reconciliation as it is, and choose '**Interest Entry**' or '**Fee Entry**' at the bottom of the screen to go straight to the '**Journal Entry**' screen from the Bank Reconciliation.

Remember then to return to 'Bank Reconciliation Search' and find the Reconciliation already begun so that you can complete it. (See below – 'Bank Reconciliation').

You may also enter through 'Admin' – 'Journal Search' – 'New'



In '**Journal Entry**' the period will default to the current one. You need then to enter the date that is on the Bank Statement for the fee or interest entry.



In the '**Ref. No**' field enter your journal number, or if you do not number your journals, a brief note as to the nature of the journal is OK. (eg. 'Bank Fees Sept.)

Left click '**Add Trans'** and find the correct Bank Account in the account list. Enter the amount as a DR if it is a deposit of interest. Enter the amount as a CR if it is a charge of interest or fees.

Left click '**Add Trans'** again and find either your appropriate local income account for interest received, or your appropriate local expense account for interest or fees paid.

Both lines need to have Tax Categories of 'Not Applicable'.

When you have a 'Balance' of 0.00 in the top right hand corner of the screen, you may **'Submit'** the entry.

If you have come from 'Bank Reconciliation', you will now need to return to the Bank Reconciliation and complete it – as these entries will now be there to check with a 'Yes'.

10. GST Refund/Payment

GST Refunds or Payments will appear on your CMF Statement – as a debit/deposit for a refund, or as a credit/payment for payments.

GST Refunds and/or Payments should be entered by '**Journal Entry'**.

GST Refund entry is **DR** CMF Bank Account, **CR** Tax Paid Account.

GST Payment entry is **CR** CMF Bank Account, **DR** Tax Collected Account.

NB: It is important to refer back to your GST Report (Claim) relevant to the amount on your CMF Bank Statement. It may be a 'net' figure from GST Income components, and GST Expense components. In these cases, the journal will need to reflect both sides of the calculation.

EG: If the relevant GST Report has GST Income (Collected) of $200.00, and GST Expense (Paid) of $250.00, giving a net GST Refund due of $50.00, the CMF Bank Statement will have the $50.00 showing as a deposit for the **net** GST Refund.

In this case your journal will be:

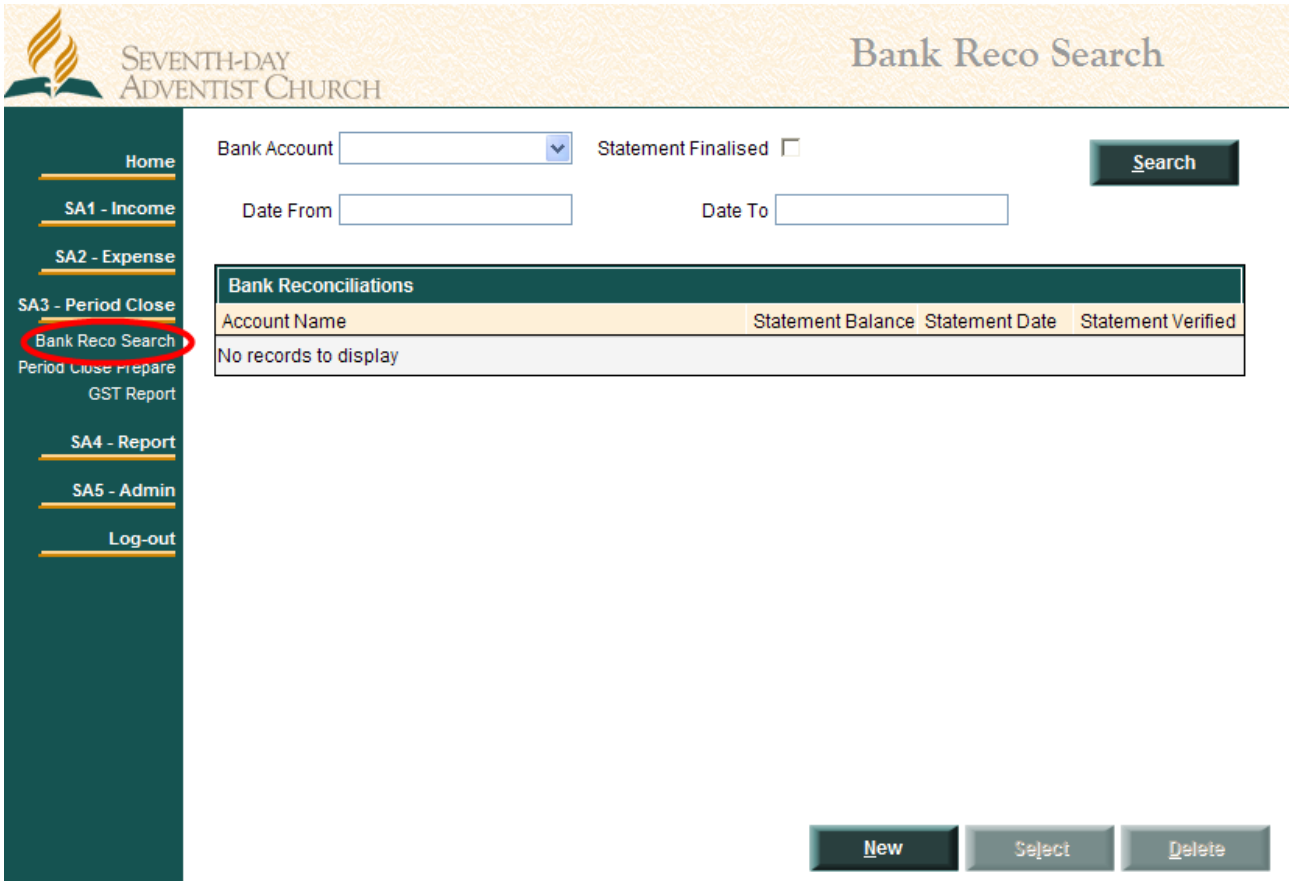
DR Cash Management Facility (CMF) $50.00 - Tax Category 'Not Applicable'
DR Tax Collected $200.00 - Tax Category 'Return/Refund'
CR Tax Paid $250.00 - Tax Category 'Return/Refund'

Remember: For 'Tax Paid' & 'Tax Collected' accounts, always alter the Tax Category on the allocation line to 'Refund/Return', or your GST Report will be distorted by the amount.

For further clarification on these entries, please contact the T&O Online Trainer, or the helpdesk.

11. Bank Reconciliation

In '**Period Close'** select '**Bank Reconciliation Search'.**



Select the Bank Account you wish to reconcile, then press '**Search**'.

Check the list of Bank Reconciliations to see if you have already started one for the month.

If so, double left click on the line, - if not press '**New**' at the bottom of the screen.

Enter Statement Date first (always the very last day of the month – eg. 31st)

Press 'Tab' key and the month's transaction list will come up on the screen.

Enter the Statement Balance at the end of the month from the hard copy Bank Statement sheet received from the bank, in the top right field on the screen. Press 'Tab' key.

All transactions on the screen now show a 'No' in the left column -

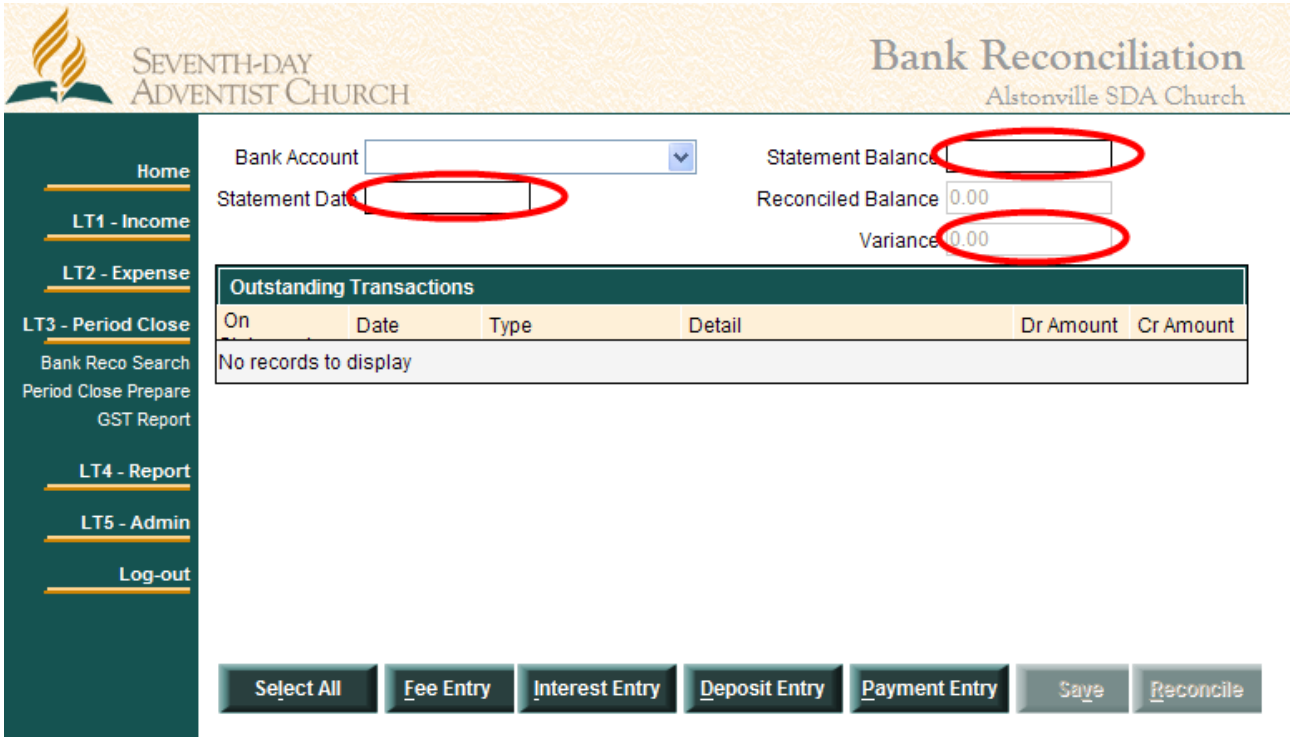
Best Procedure:

1. Check each screen transaction against your Bank Statement sheet, ticking on the hard copy Bank Statement sheet the transactions that are on the screen as well, and changing the 'No' for these to a 'Yes' on the screen.

2. All transactions on the hard copy bank statement sheet that are not ticked must then be entered into the system. NB: '**Save**' the Bank Reconciliation screen as it is before going to another screen for these entries.

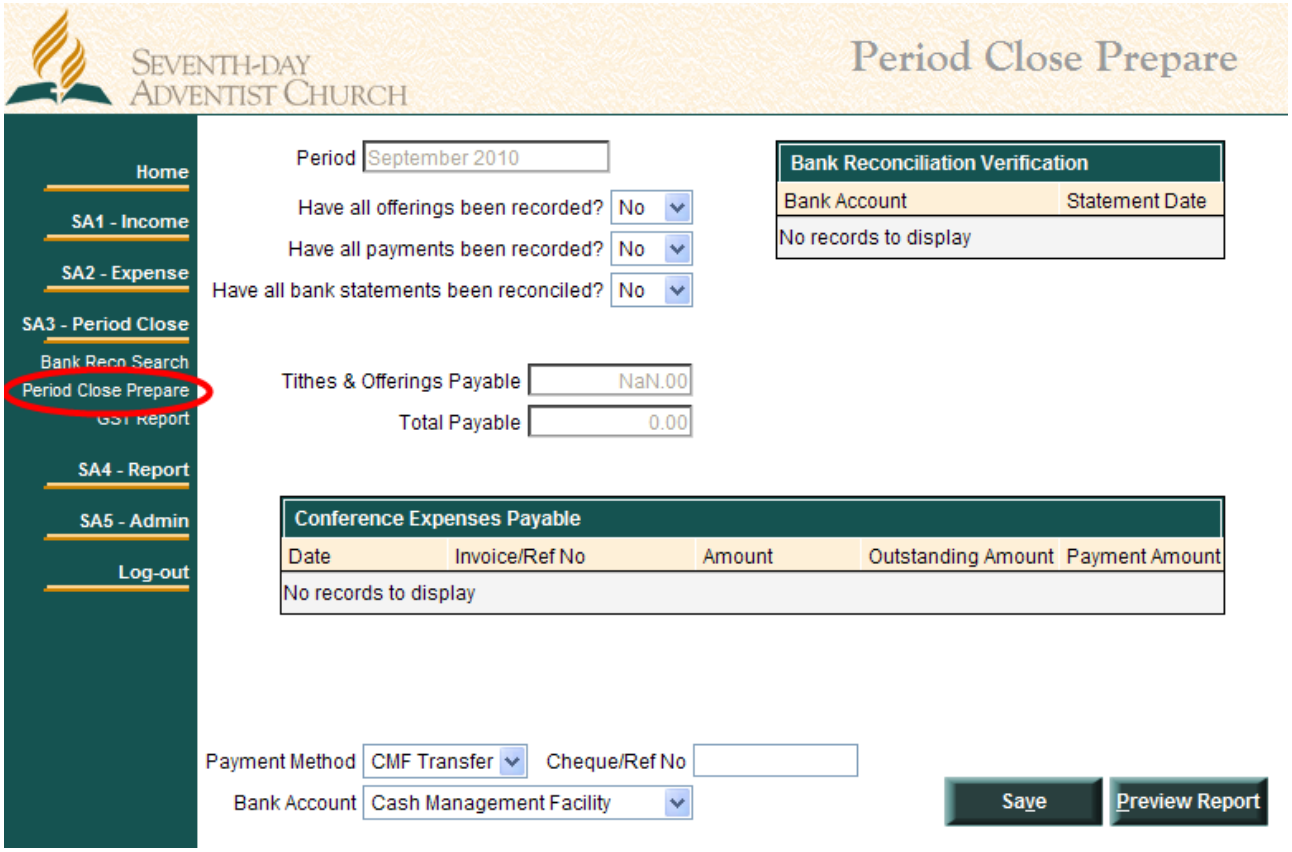
3. After completing these entries return and complete the Bank Reconciliation you have saved.

Once your details and balances are correct…**and you have a '00' Variance …**
Press **Reconcile**. (no more changes can be made)… or
Save if incomplete and the Variance is not '00' (changes can still be made.)



12. Period Close & Conference Funds Transfer

Once all of the Income & Expenses are entered, and Bank Reconciliations are completed, you should proceed to '**Period Close Prepare**'.



This screen prepares the Monthly Report, and, if you have a CMF account, automatically sends the monies to the Conference for the current month. If you do not have a CMF Bank Account, you will need to complete the information differently at the bottom of the 'Period Close Prepare' screen.

MONTHEND CHECKLIST
T&O ONLINE SYSTEM

At the end of each month, it is good to run a few checks on the data for the month BEFORE you bring up the 'Period Close Procedure' screen.

Income:

Have you recorded all 'Income' for the month?

Go To 'Income Search' screen and obtain a total of all income entries for the month.
Go to 'Bank Deposit Search' screen and obtain a total of all Bank Deposits for the month.
They should be the same.

NB: You may have actually banked the final week's receipts in the month after. This is perfectly in order and will happen frequently. This deposit will appear as an 'Outstanding Deposit' in your current month's Bank Reconciliation. So check this first if there is a discrepancy … as long as all receipted monies have been banked.

Expenses:

Have you recorded all expenses for the month?

Go to 'Expense Search' screen and check against your cheque book. Conference Charges would have been entered into the 'Expense Entry' screen, but not yet paid.

Bank Reconciliations:

Have you reconciled all of your Bank Accounts?

Remember to always date the reconciliations as the very last day of the month (eg. 31st). Do not use the last transaction date on the Bank Statement. If you do, the system excludes any other transactions after the date you enter and the end of the month.

Once you are sure all of these things have been completed, go to the 'Period Close Prepare' screen, and complete these questions and fields at the top.

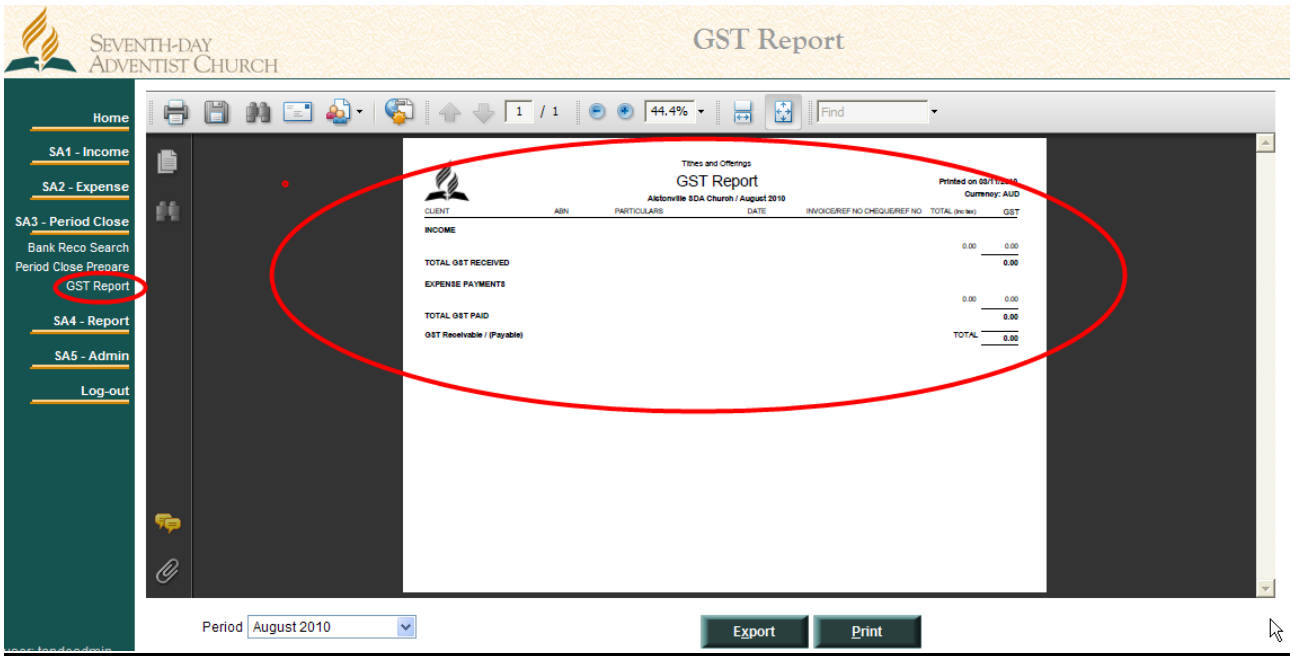
Then go to the Conference Expenses Payable table, and fill in the 'Payment Amount' for the invoices you wish to pay this month. This will be automatically added to the Tithes & Offerings Payable, and give you a new 'Total Payable' amount.

You should 'Save' this screen, then go to the 'GST Report' under 'Period Close', to check for any errors there. Be sure to bring up the GST Report for the current month. (It will default to the most recent month closed, which will be the previous month at this stage.)

After you are happy with this report, return to 'Period Close Prepare' and click onto 'Preview Report'. This will bring up your current month's submission to the Conference, listing all of the Payments you are making.

Once you are sure this report is as it should be, click on 'Close Period'. This is the last process for the month and will automatically file this report for your future reference under Reports – Monthly.

13. GST Report



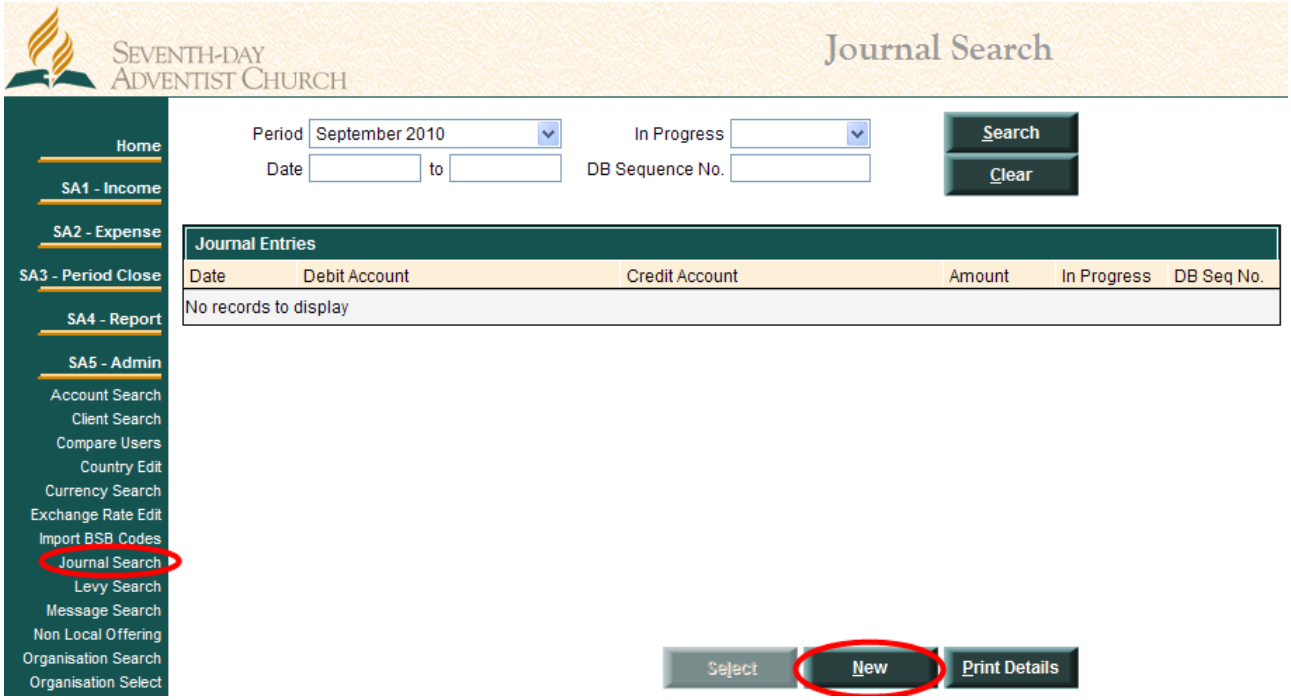
The GST Report is complied from all of your Income& Expense Entries, and entry into the GST Report is activated by choosing the Tax Category in your Entries as 'GST'.

This report is the only hard copy document needed by the Conference each month. You will need to print it out, attach all of the relevant invoices to it, and send it all into the Local Conference Office so that your GST claim can be validated and processed.

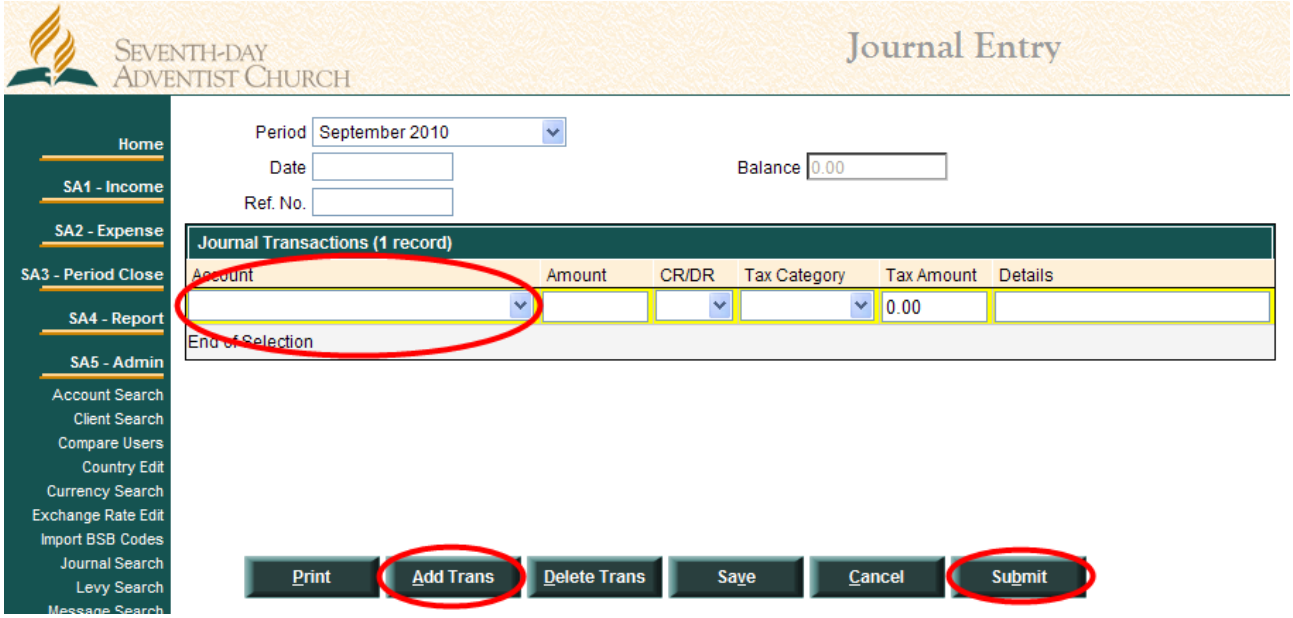
14. Budget/Funds Disbursement/Internal Transfers

This is the process of moving funds from one account to another account (or accounts). An example of this is to distribute the Budget Funds to various departments or accounts.

In **Admin** select **Journal search**
Click **New**



Click **Add Trans**

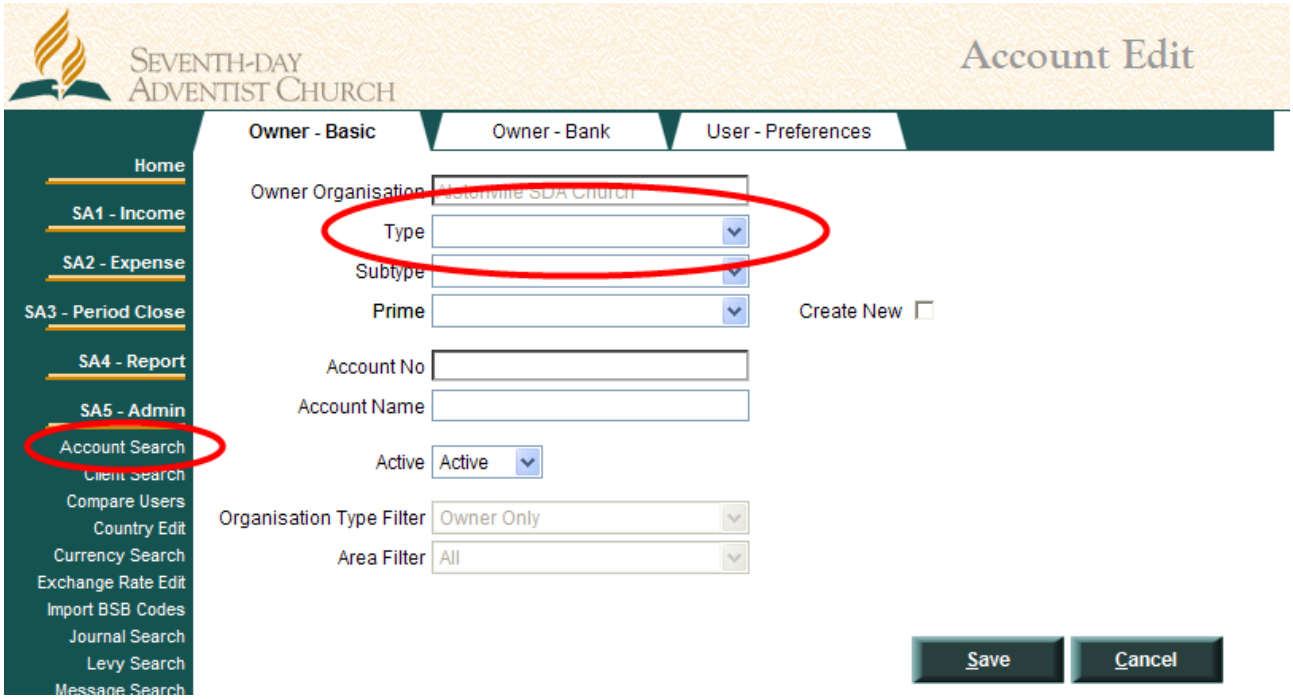


Select the account and enter amount to be disbursed, select **DR**
(eg: '_Local Budget Fund Disbursements') this takes the total amount for distribution from this fund.

Click **Add Trans** then select accounts to receive disbursement, the amount then select **CR**
(eg: Church Expense Fund Income, Sabbath School Fund Income, Personal Ministries Fund Income, Pathfinders Fund Income, Youth Fund Income). This is where you add the amounts to your various funds. (For more than one fund, press 'Add Trans' for each one.)
Press **Submit** if all is correct… or
Press **Save** if wanting to come back to edit

15. Adding a New Account

In **Admin** select **'Account Search'**
Select your church as the organization
Click '**New**'



Notes:
There are five types of account:
Asset (1) account – Bank account, Debtors account (Accounts Receivable)
Liability (2) account – Trust Account, Creditors account (Accounts Payable)
Equity (3) account – the Control account for the Funds
Income (4) account – the account used to record income to the Funds
Expense (5) account – the account used to record expenses from the Funds

Overview

- First create the Equity Fund Account; choosing from the Prime list a generic name closest to your requirements.
- Second create an Income Account and link it to the Equity Fund Account
- Last create an Expense Account and link it to the Equity Fund Account
- You may create as many Income and Expense accounts as necessary to meet the needs of your separation of income & expenses to the same Equity Fund.

Creating Equity (Control) Fund Account eg: Church Operating FUND

Select 'Account Search' – 'New' – Owner Basic File tab …

Then Select

- **'Type'**: Equity **… (**Tab)
- **'Subtype'**: select as appropriate … (Tab)
- '**Prime'**: select one closest in name to your account. This prime name does not appear on any reports but is used to link your accounts together – (**eg: 'Church Operating') …** (Tab)
- '**Account Name'**: alter this to terminology you wish to see on your reports.
  eg: Church Operating FUND
- Click 'User Preferences' File tab
- Select Tax Category 'Not Applicable'
- Click 'Save'

Creating Income account to link to Equity Fund eg: Church Expense Fund Income

Select 'Account Search' – 'New' – Owner Basic File tab …

Then Select

- **'Type'**: Income
- **'Subtype'**: select as appropriate … (Tab)
- '**Prime**': select any account closest in name to your account **eg: 'Church Operating'**
- '**Account Name'**: enter name you wish to see on your reports.
  eg: 'Church Operating Income'
- Click 'User Preferences' tab
- '**Fund**': select name you gave Equity Fund (above) **eg: Church Operating FUND**
- Select appropriate tax category (default only)
- Click 'Save'
- Complete the **'e-Giving'** tab details as required if you wish the Income Account to be available for E-Giving in the E-Giving website for your church.
- Click 'Save' again.

Creating Expense account to link to Equity Fund eg: Electricity Expense

Select 'Account Search' – New – Owner Basic File tab …

Then Select

- **'Type'**: Expense
- **'Subtype'**: select as appropriate
- **'Prime'**: select account closest in name to your account **eg: 'Electricity'**
- **'Account Name'**: enter name you wish to see on your reports. **eg: Electricity Expense**
  (Note: you may wish to have multiple expense funds for one equity such as separating insurance, rates, electricity, stationary, misc, mowing, etc. You can do this by creating a different prime & account name.)
- Click 'User Preferences' tab
- **'Fund':** select name you gave Equity Fund **eg: Church Operating FUND**
- Select appropriate tax category, which will generally be 'GST' for all expenses. There will almost always be a GST component in all expenses.

16. E-Giving

On the SDA Church E-Giving website, any giver/member can give by an EFT transfer to any account previously setup as available for E-Giving. Conference accounts such as 'Tithe', 'ADRA', etc. are available, and if the local church treasurer has completed the 'e-Giving' tab as explained above, these offering accounts will also be available after you select your local church in the E-Giving site.

17. Set-up for Loan Accounts

Most times the loan monies will be credited to one of your bank accounts.

Create a new account for the 'Loan Liability', and a new 'Interest Expense' account, if necessary, remembering to 'group' it appropriately.

Go to **Admin – Journal Search – New.**

Enter correct 'Period', 'Date' etc. at the top.
'Add Trans'
Select correct Bank Account - **DR** amount.
'Add Trans'
Select the newly created Loan Liability account – **CR** amount**.**

18. Loan Repayment Entry

This will usually appear on your Bank Statement as an authorised regular payment.

Go to **Admin – Journal Search – New**.

Enter correct 'Period', 'Date' etc. at the top.

'**Add Trans'**
Select the Loan Liability account – DR with the 'principal' part of the repayment.

'**Add Trans'**
Select the 'Interest Expense' account – DR with the 'interest' part of the repayment.

'**Add Trans'**
Select the correct bank account – CR with the total repayment amount.

19. Petty Cash Procedure

This is the recommended way to handle any Petty Cash Float you maintain.

1 **TO SETUP:** Write out a cheque to 'Cash' for the amount of the float, from one of your current bank accounts.
2 Cash the cheque at the bank, and hold the cash in a safe place.
3 Open up a 'Petty Cash' Bank account in the system.
4 Journal the transfer of funds from the bank of withdrawal to the new Petty Cash Bank account.

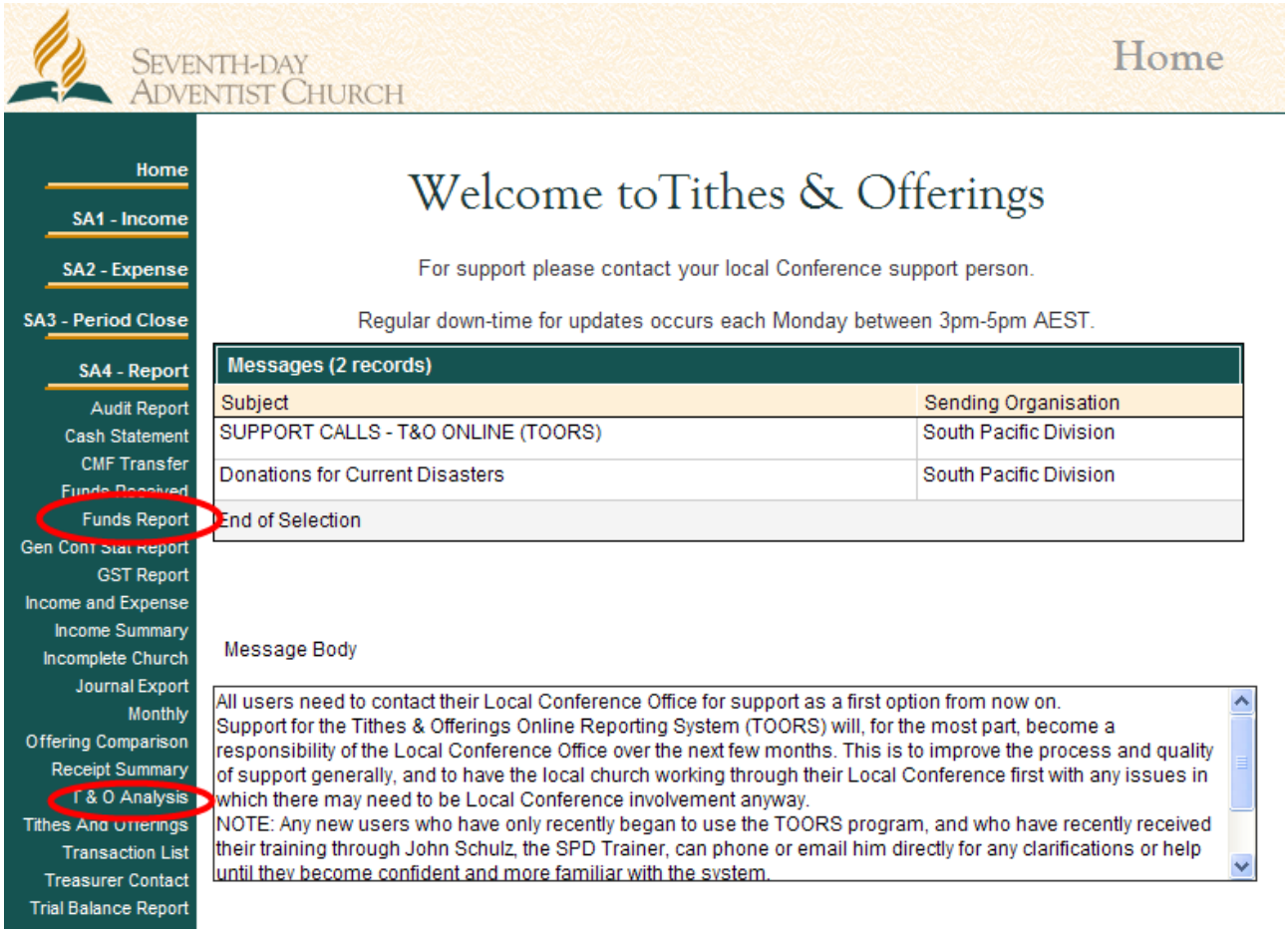
5 **TO OPERATE:** Issue all cash on dockets or receipts only, supplied by those who request a refund.
6 Regularly (once a month), reimburse your Petty Cash float by writing a cheque for the total of used funds, to 'Cash' at the bank.
7 Replace this cash into your Petty Cash 'safe place'.
8 Enter this cheque 'payment' into your system via the 'Express Payment Entry' screen. Allocate the amount/s spent to the relevant expense accounts.

Only a journal is required to record the initial Petty Cash Float.
Only the single entry into 'Express Payment Entry' is required to record the reimbursement of the Petty Cash Float.

20. Printout Reports

There are several reports available to the Local Church Treasurer that have been automatically compiled as the monthly operations have been recorded and the month end period close procedures have been completed. Exploration in the 'Reports' area of the menu will show all of these reports and how to assemble them.

The two most important reports for Business Meeting reporting are

1. The 'Funds Report'. This will give an up to date picture of the local church financial situation, listing all departments, the operations within each department for the period selected, and the balances in each at the end of the period.

2. The 'T&O Offerings Report'. This will give an analysis and total of all funds sent to the Conference in Tithes & Offerings for the period chosen. The 'Monthly Report' will give a similar analysis, but only for the month chosen.