

MONEY COUNTER DETAILED INSTRUCTIONS

(Servant Keeper v8.0.11)

Preliminaries

Get both plates at the late service and put them in transport zipper bag in the right categories (Service, Communion). Unlock the office safe and find the bags from the early service and any other checks which came in during the week. Get out the four plastic sorting bins, the book of bank deposit slips and the check endorsement stamp.

Basic Outline of the CPFUMC Servant Keeper Counting Procedure

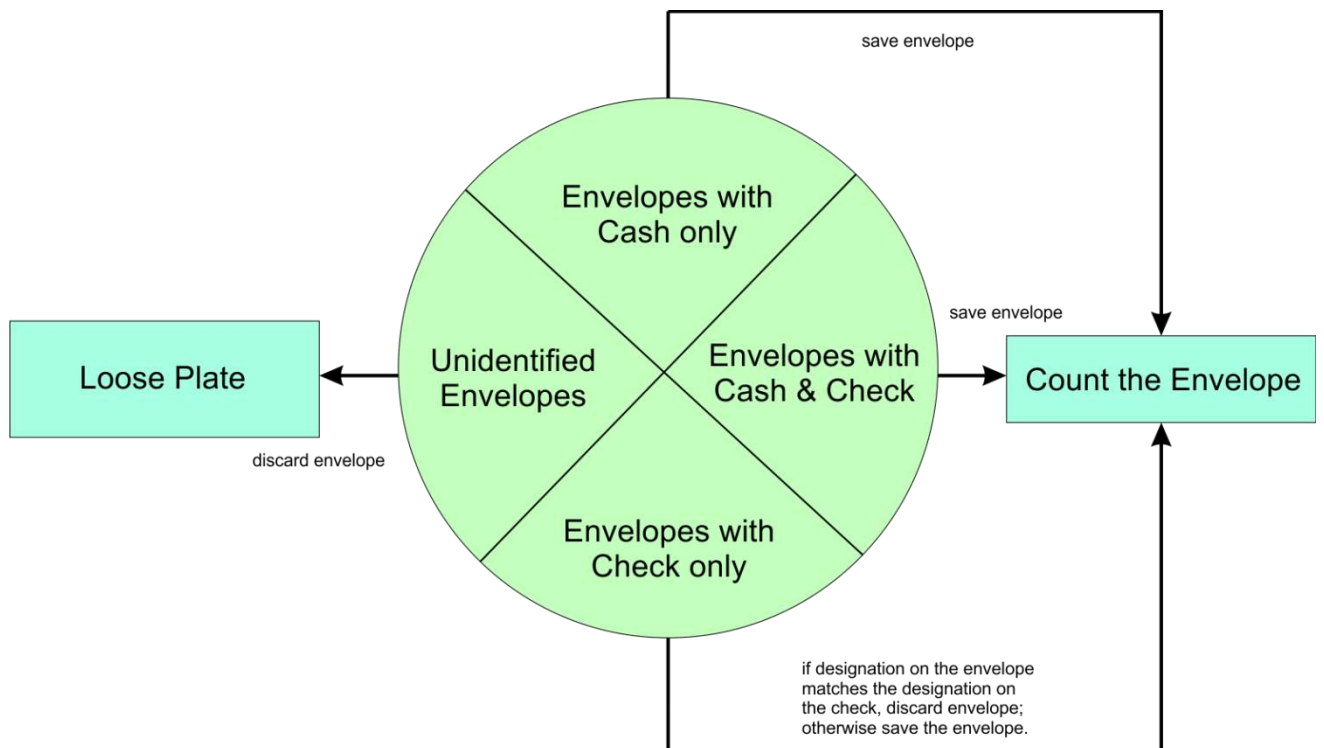
1. Sort out all the bags to the 4 named plastic bins. Check for any dimes hanging up in the bag corners or seams. Combine Communion bags into the Communion bin.
2. Browse the Envelopes bin and further separate out any envelopes with no name identifying the contributor. Put unidentified envelope cash in the Loose Plate bin. Envelopes with no identification may be discarded. Put any checks found inside envelopes in the Check bin. Envelopes containing checks only need not be saved if you write the designation in the check memo field.
3. [Login to Servant Keeper Contribution Manager \(counters/cpfumc\).](#)
4. [Click on the Edit Batch button and enter the names of those counting today. Check to make sure the date is correct.](#)
5. [Begin by counting the Communion offering bin.](#)
6. [You can perform the counting steps for each of the remaining categories (Loose Plate, Checks, Envelopes) in any order of your choosing.]
7. [Count the Loose Plate Offering bin using the Cash Calculator and enter it as a single cash transaction to the Unpledged account.](#)
8. [Open and count the remaining envelopes in the Envelopes bin entering each envelope as a transaction or split transaction.](#) Cash and checks in the same envelope must be entered as separate transactions.
9. [Count each check as a transaction or split transaction.](#)
10. All non-cash offerings (receipts, paid invoices) should be put in the Financial Secretary box.
11. Gather up **all** the cash (currency and coins), Communion, Loose Plate plus whatever was in the Envelopes. Count the cash and write down the total.
12. [Enter the currency and coins using the Bank Deposit Verification tool.](#)
13. Make sure it balances; if not, fix errors. See [Appendix A](#) for some guidance.
14. [Print hardcopy reports and save as PDF files the Proof List, Account Summary and two copies of the Bank Deposit report \(3 reports, 4 sheets of paper\).](#)
15. [Alphabetize and Xerox copy all the checks.](#)
16. [Make up the bank deposit slip and Xerox copy it.](#)
17. Gather up and alphabetize all the envelopes. Gather the Xerox copies of checks, hardcopy reports and any checks set aside and (with a note to the Validator) and put them in the safe.
18. [Put the cash, checks, Bank Deposit report and deposit slip in the bank bag and take it to the bank for deposit.](#)

A block diagram of this process is shown in [Appendix B](#).

Creating a Batch of Transactions in Servant Keeper

- Sort out all the bags to the named plastic bins. Make sure no coins or folded checks hang up in the bottom seam or corners of the bags. Separate the loose currency and coins from everything else and put them in the LOOSE PLATE bin. ["Everything else" should be ENVELOPES, COMMUNION and CHECKS. Any Non-Cash donation receipts or invoices go to the Financial Secretary's box.]

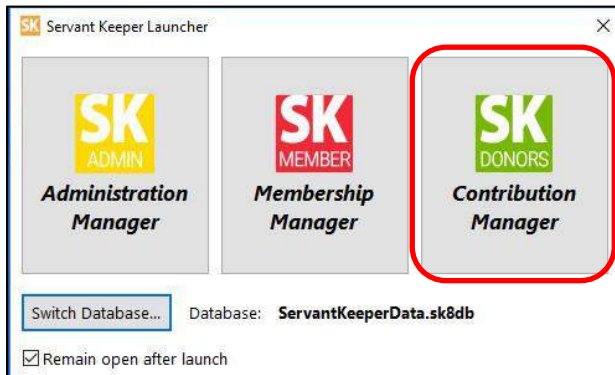
[Browse the ENVELOPES bin and further separate out any envelopes with no name identifying the contributor.](#)



- If cash, put the contents of the unidentified envelopes in the LOOSE PLATE bin. If the unidentified envelope has a check in it, put it in the CHECKS bin and write any special designation on the envelope and in the memo field of the check.
- Start the Servant Keeper (SK) Launcher by double-clicking on its icon:



You will see the SK Launcher which provides access to all the SK modules:



Click on the green SK Donors **Contribution Manager** to log-in.

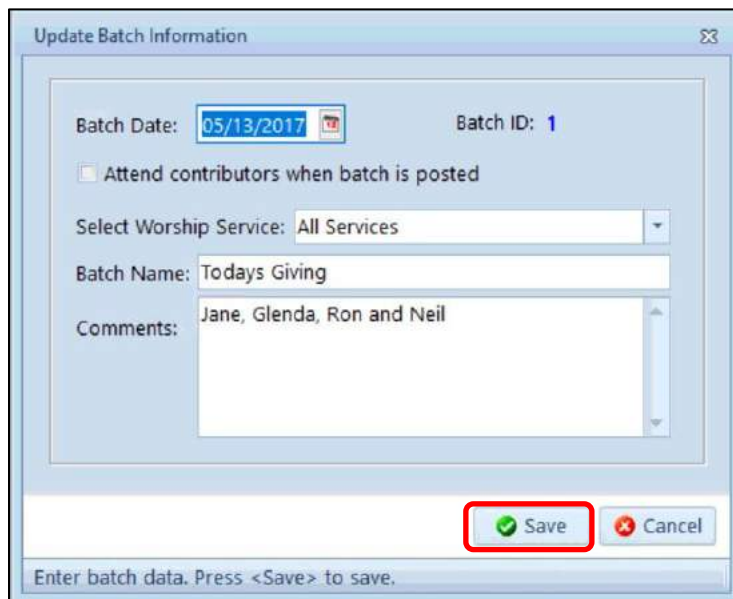
4. Log-in as **counters**, the password is **cpfumc**. Click OK.



Either uppercase or lower case is OK. Neither the **User ID** nor the **Password** is case-sensitive.

5. Type the names of the counters into the **Update Batch Information** screen when it pops up. If it does not pop up, click on the **Edit Batch** button on the top tool bar to make it appear.





Update Batch Information

Batch Date: 05/13/2017 Batch ID: 1

Attend contributors when batch is posted

Select Worship Service: All Services

Batch Name: Todays Giving

Comments: Jane, Glenda, Ron and Neil

Enter batch data. Press <Save> to save.

After you have filled it out, make sure to check that the date is correct, i.e., today (Sunday). Then click **Save**. This is the equivalent of signing your work.

Count the Communion Offering

- Under File → System Preferences check the box that says “Include Note Field in entry Screen tab order.” This will automatically pop up the **Note** field as you enter data for the Communion offering. Pull out any **non**-communion envelopes and put them in the ENVELOPES plastic bin.

Count the remaining cash, checks and envelopes (which may contain cash or checks, or both) and assign the **Account Name** field based on the Pastor’s weekly note highlighted in the bulletin found on the Counter’s desk. Before saving, use the **Note** field to indicate “Communion.” Type Designation in Note Box: “Communion this week is for xxx”. Thereafter, type “Communion” and copy word via (Ctrl-C) then each subsequent Note Field, paste (Ctrl-V) to fill note Box. Press Enter to advance.

- Once the Communion offering is counted, turn off the automatic **Note** field you selected in File → System Preferences.

The screenshot shows the 'Contribution Entry' window with the following details:

- Batch Date: 05/13/2017
- Batch #: 1
- Batch Name: Todays Giving
- Buttons: Save Entry, Clear Entry, Add Split, Delete Split, Loose Plate Offering
- Radio buttons: Cash (selected), Check, Credit/Debit, Online Giving, Direct Deposit, Other/ Non-Cash
- Name/Env #: Loose Plate
- Check #: [Empty]
- Memorize this transaction:
- Table with columns: Amount, Account Name, Tax Deduct, Note
- Table Row 1: \$168.41, Apportionments, [Dropdown]
- Table Row 2: \$168.41, [Empty], [Empty], Loose Plate from Communion designated this week 5/14/17 for Apportionments per Pastor's note.
- Total: \$168.41
- Buttons: OK, Cancel
- Footer: Entry Log, Account-Level Summary

Count the Loose Plate Offering

8. Click on the Loose Plate Offering button to start counting the LOOSE PLATE bin.



9. This will pop up the **Currency Calculator** to help you count the coins and currency by number and denomination. Pressing **Enter** will advance to the next field as you work your way through coin and currency denominations. Before entering the number of bills or coins by denominations, each counter should independently count all the cash in that category to ensure agreement.



| Coins | | Bills | |
|--------------------|--------|-----------------|----------|
| Pennies | 11 | Ones | 10 |
| Nickels | 3 | Twos | 0 |
| Dimes | 2 | Fives | 3 |
| Quarters | 9 | Tens | 2 |
| Half Dollars | 0 | Twenties | 5 |
| Dollars | 0 | Fifties | 0 |
| Two Dollars | 0 | Hundreds | 0 |
| Coin Total | \$2.71 | Bill Total | \$145.00 |
| Cash Total: | | \$147.71 | |

Buttons: Copy Total, Close, Clear

10. Click on **Copy Total** and the Cash calculator will pop the cash total into the Amount field.



If you click on **Close** or **Clear**, you will close or clear this window and you will have to enter the cash breakdown again, so please click on **Copy Total** when you are done. That will populate the Amount field in the contribution entry area:

Batch Date: 05/13/2017 Batch #: 1 Batch Name: Todays Giving

Save Entry Clear Entry Add Split Delete Split Loose Plate Offering

Cash Check Credit/Debit Online Giving Direct Deposit Other/ Non-Cash

Name/Env #: Loose Plate Check #:

Memorize this transaction

| Amount | Account Name | Tax Deduct | Note |
|--------|--------------|-------------------------------------|------|
| 147.71 | 2017 Pledge | <input checked="" type="checkbox"/> | |

\$147.71

Total: \$147.71 Use memorized transactions

- Click on the pull-down list under Account Name and select “Unpledged” (hit “U” until you get there) as the Account Name for the Loose Plate Offering. Add “Loose Plate” to the Note field.

Batch Date: 05/13/2017 Batch #: 1 Batch Name: Todays Giving

Save Entry Clear Entry Add Split Delete Split Loose Plate Offering

Cash Check Credit/Debit Online Giving Direct Deposit Other/ Non-Cash

Name/Env #: Loose Plate Check #:

Memorize this transaction

| Amount | Account Name | Tax Deduct | Note |
|----------|--------------|-------------------------------------|------|
| \$147.71 | 2017 Pledge | <input checked="" type="checkbox"/> | |

\$147.71

Total: \$147.71 Use memorized transactions

Entry Log Find Save As Email List Select Fields Reset

- Click on the green Save Entry button **or** hit Enter a couple of times and the Loose Plate transaction will be saved and will pop down into **Entry Log** below as a single line item transaction. The Entry Log may be sorted in ascending or descending order by clicking on the column header title of any column. To have the most recent transaction always at the top, click on the Entry # column heading

Entry Log Account-Level Summary

Find Edit Delete Print Save As Email List Select Fields Reset Fields

| Entry # | Individual/Organizati | Env # | Account C | Account Name | Amount | Pay Typ | Cl |
|---------|-----------------------|-------|-----------|--------------|----------|---------|----|
| 27 | Loose Plate | | | Unpledged | \$147.71 | Cash | |

Count the Envelopes

13. Open each remaining envelope one at a time. Write “Cash” or “Check” (or both) on the envelope depending on its contents. If an envelope contains cash AND a check, then write the check maker’s name on the outside of the envelope and count it with the rest of the envelopes below. Write the total contribution on the envelope if it is missing. Enter the offering into the **Contribution Entry** area. If the envelope contains *both* cash and a check, separate the cash from the check. You will enter TWO transactions, one transaction for the cash **and a second, separate transaction for the check:**

Search for the name of the contributor on the envelope you just opened or on a check inside. Begin by typing the first 3 letters of the **Last Name** into the name field, just to the right of the Name/Env # pulldown and press Enter. A text box of names appears. The first name is the default. If it matches the name you seek, just press Enter to move up to Name field. If not, use down arrow to highlight correct name, then press enter to move name up.

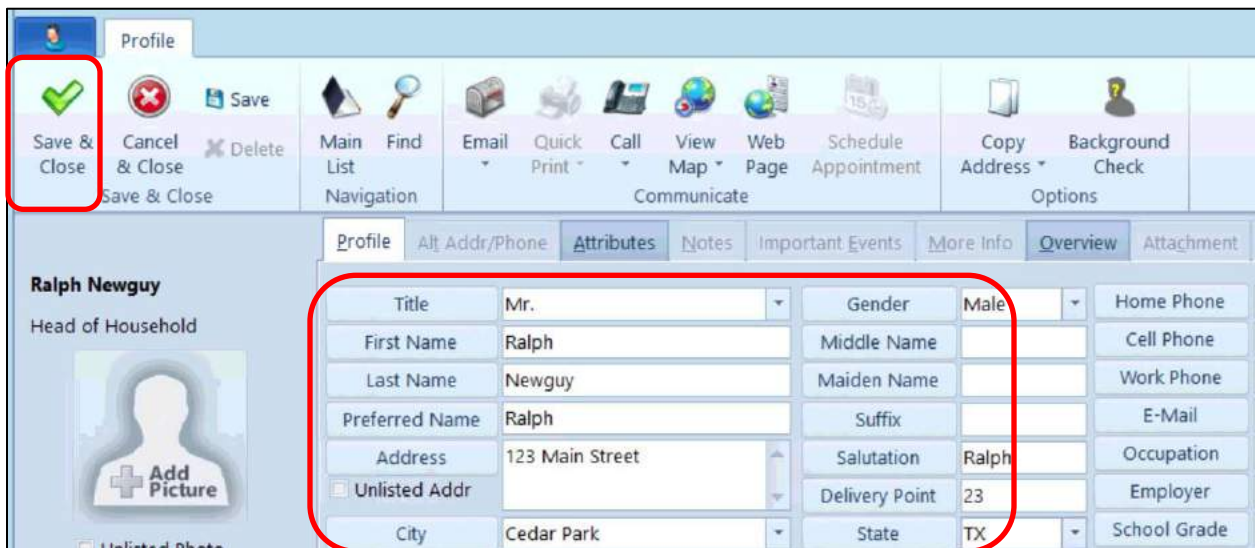
- a. If there is no name match, then the contributor is a first-time contributor; stay in the dialog box and add them to the database as a visitor:

The screenshot displays two windows from the SK software. The left window, titled 'Contribution Entry', shows a form for entering a contribution. It includes fields for 'Batch Date: 05/13/2017', 'Batch #: 1', and 'Name/Env #: Ralph Newguy'. Below these are buttons for 'Save Entry', 'Clear Entry', and 'Add Split'. A table with columns 'Amount', 'Account Name', and 'Tax' is visible, with a total of '\$0.00'. The right window, titled 'Find Individual Record(s)', shows a search interface. The 'Search On Field' is set to 'Name/Env #/Email' and the 'Search For Item' is 'Ralph Newguy'. The 'Add Visitor' button is highlighted with a red circle. Below the search results, a message states 'Ralph Newguy was not found.' and provides instructions on how to add a new visitor.

- i. Click on the **Add Visitor** button and then the **Create a new . . . Family** button.



- ii. Type in the visitor's name and address to the database. If the visitor's address is not available (because he made a cash contribution and did not write an address on the envelope), leave the address blank.

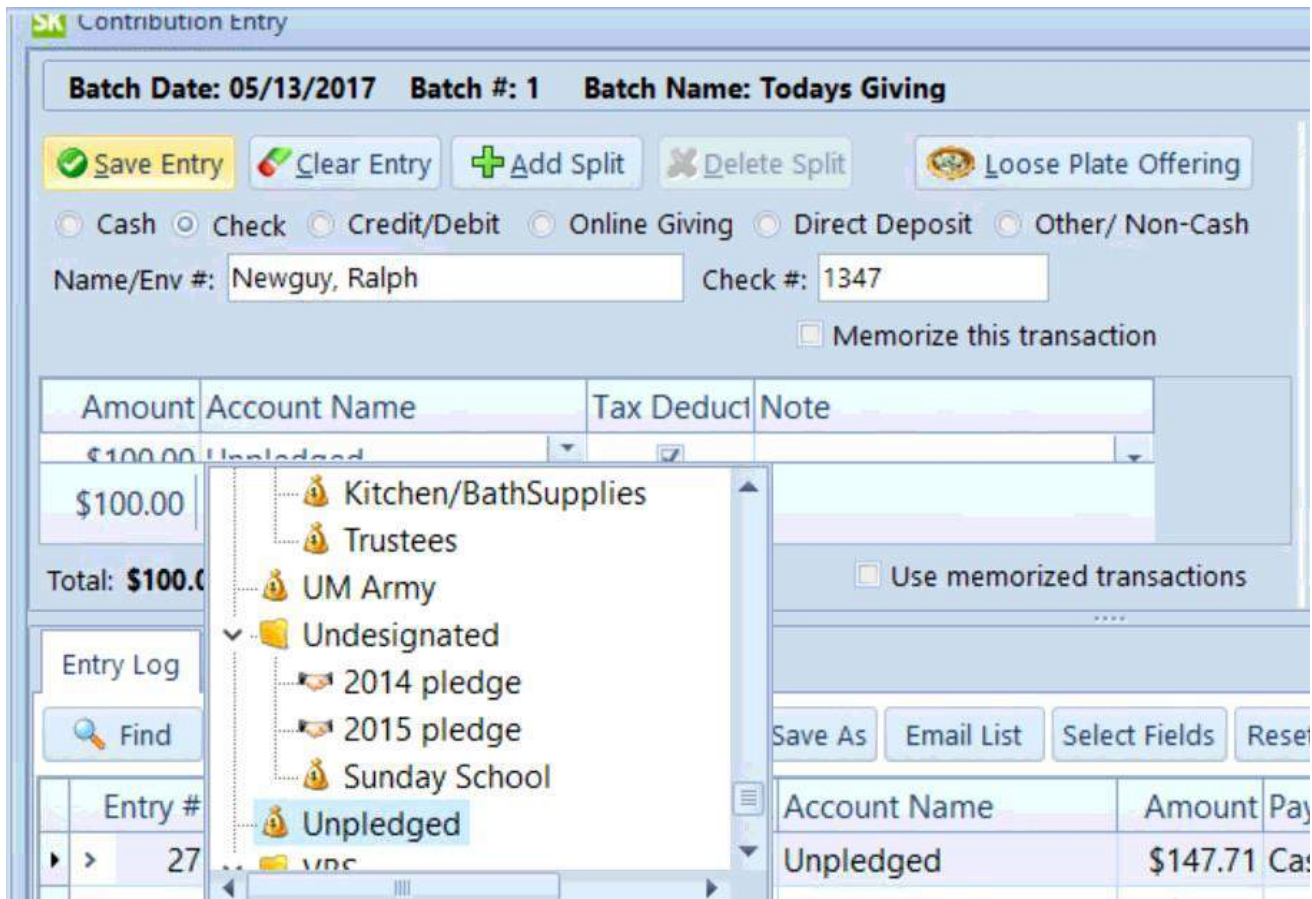


- iii. Click the green Save & Close button to save the visitor's name and address into the database. Do not check any other boxes. Our Membership Secretary will categorize new entries.

- b. If the envelope contains a check only, enter the check number in the box and the contribution type will automatically be set to **Check**. Unless designated for a special cause, all new visitor contributions are categorized as Unpledged.
- c. If the envelope contains cash only, click the radio button for **Cash**. Make sure that the visitor's name is in the name field. We handle **Other/Non-cash, Credit/Debit**

cards, Online Giving and Direct Deposits separately, so none of these radio buttons should be selected.

- d. If the envelope contains a receipt or paid invoice, put it in the Financial Secretary's box.
- e. If the check and/or cash in the envelope is for a single account, enter the amount of the check and the account to which the contribution is applied in the **Amount** and **Account Name** columns of the **Contribution Entry** window.



- f. If the envelope contains a check or cash which is **split** among multiple accounts, enter the amount and the account for the first part of the split. Hit enter. A new line appears for the next part of the split. Hit Enter twice to end the splits. You can also use the **Add Split button** to start a new line in a split transaction.

SK Contribution Entry

Batch Date: 05/13/2017 Batch #: 1 Batch Name: Todays Giving

Cash
 Check
 Credit/Debit
 Online Giving
 Direct Deposit
 Other/ Non-Cash

Name/Env #: Check #:

Memorize this transaction

| Amount | Account Name | Tax Deduct | Note |
|---------|-------------------------|-------------------------------------|------|
| \$25.00 | Music | <input checked="" type="checkbox"/> | |
| \$25.00 | Children's Ministry-VBS | <input checked="" type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| \$50.00 | | | |

Total: **\$50.00** Use memorized transactions

- g. When you are done entering the information for the envelope, click on the green **Save Entry** button or hit Enter several times to save the transaction. The transaction will then pop down and appear as a single line item in the **Entry Log** below, even if the transaction was split.

Entry Log Account-Level Summary

| Entry # | Individual/Organizatic | Env # | Account C | Account Name | Amount | Pay Typ | Check # |
|---------|------------------------|-------|-----------|-------------------|---------|---------|---------|
| > 29 | Blount, Jodi | 325 | | Split Transaction | \$50.00 | Check | 2842 |

Important: If the envelope contained both cash and a check, make sure that you have entered two separate transactions: one for the cash and a second one for the check.

Continue opening and entering envelope contributions (repeat steps 12 a-g) until all the envelopes are completed.

Count the Checks

14. After you have finished opening and entering all the envelopes, start entering the checks. Sort through all the checks looking to make sure they are complete and signed. Look for any split checks and any special accounts. Enter these checks first:

- a. Enter the check number first. Servant Keeper will automatically select the **Check** radio button for the contribution type. This is a time-saver.
- b. Search for the last name of the contributor on the check. Begin typing the first 3 letters of the last name into the name field, just to the right of the **Name/Env** pull-down. If you cannot find the name already in the database, then the contributor is a first-time contributor (visitor). You get to add them to our database.

Note: the **Account Name** should be selected from the pull-down list of accounts on the **Account Name** line. There is a default **Account Name** (2017 Pledged) in the **Account Name** field. Use this default, unless the check memo field has something else written in. Refer to [Appendix C](#) for some assistance with **Account Names**.

- c. Continue entering check contributions (repeat steps 14 a-c) until all the checks are completed.

Problem checks

If you have any checks which are ***unsigned, not made out to the church,*** have an ***uncertain memo field*** so you can't tell what it is for, ***or any other oddity,*** please set these checks aside and put a sticky note on each one explaining what the problem is. Our Financial Secretary will handle these separately and they will be counted in the following week's bank deposit.

If the check has a problem, but you notice it after you have entered the name, the check number and the amount, use the **Clear Entry** button to clear the entry. If the problem check has already been completely entered, you can delete it from the Entry Log and set it aside with a note to the Validator about the nature of the problem.

Verify the Batch

15. Verify the bank deposit by clicking on the Verify Batch button on the toolbar.



The Bank Deposit Verification screen below will pop up.

| Coins | | Bills | |
|---|--------|-----------------------|-------------------|
| Pennies | 11 | Ones | 10 |
| Nickels | 3 | Twos | 0 |
| Dimes | 2 | Fives | 10 |
| Quarters | 9 | Tens | 10 |
| Half Dollars | 0 | Twenties | 10 |
| Dollars | 0 | Fifties | 10 |
| Two Dollars | 0 | Hundreds | 10 |
| Coin Total | \$2.71 | Bill Total | \$1,860.00 |
| Cash Total: \$1,862.71 | | | |
| Contribution Entry Log Totals | | | |
| | | Cash: | \$1,862.71 |
| | | Checks: | \$2,299.05 |
| | | Total Deposit: | \$4,161.76 |
| NOTE: If your cash total does not match the cash total from Contribution Entry Log, recount your coins and bills and check your cash amounts in your Contribution Entry Log. Make corrections as necessary. | | | |
| Save | | Cancel | |
| | | Clear | |

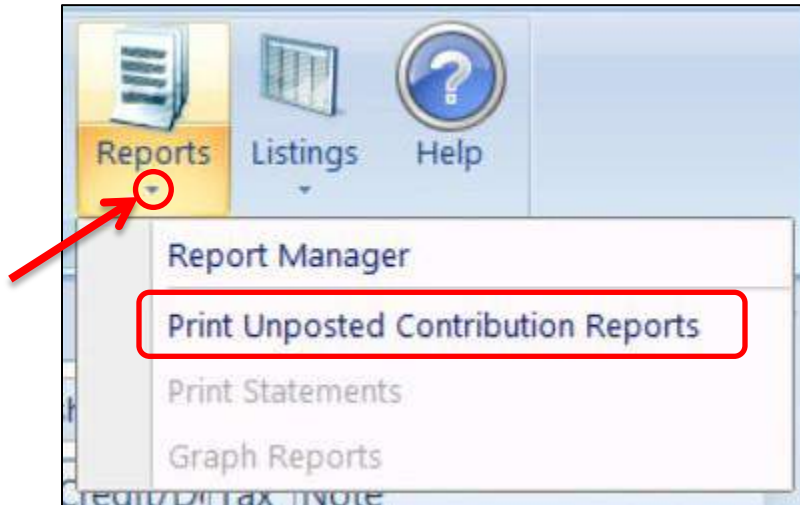
You should now have all currency and coins in the data entry complete pile. **Re-count all of the currency and coins** and enter the individual coin and currency numbers by denomination. If you have everything balancing, the Cash Total, Cash and Check numbers will be blue indicating a balance:

If you do not balance, click **Save** and see [Appendix A](#) for typical reasons why you have not balanced. Correct any individual transactions by using the edit button in the Entry Log until a balance is achieved. **You need to get this balanced before you can continue.**

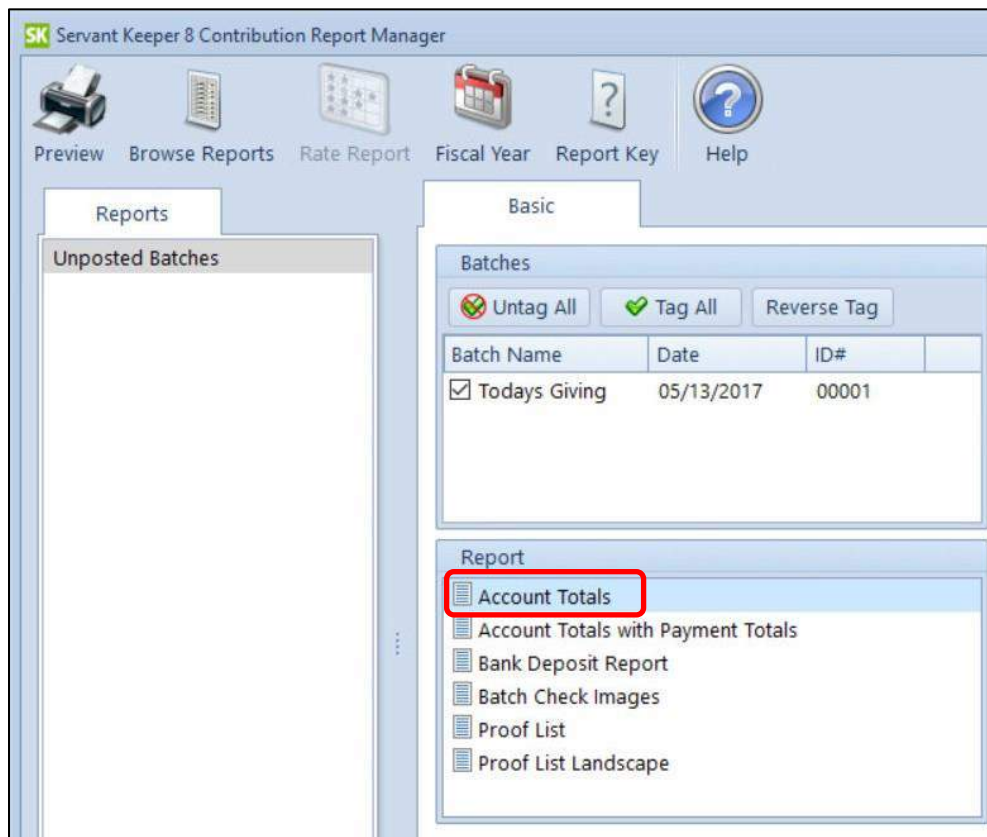
The person who does not do the data entry gathers all the checks and alphabetizes them. Then a calculator tape is run to verify the check totals.

Print Reports

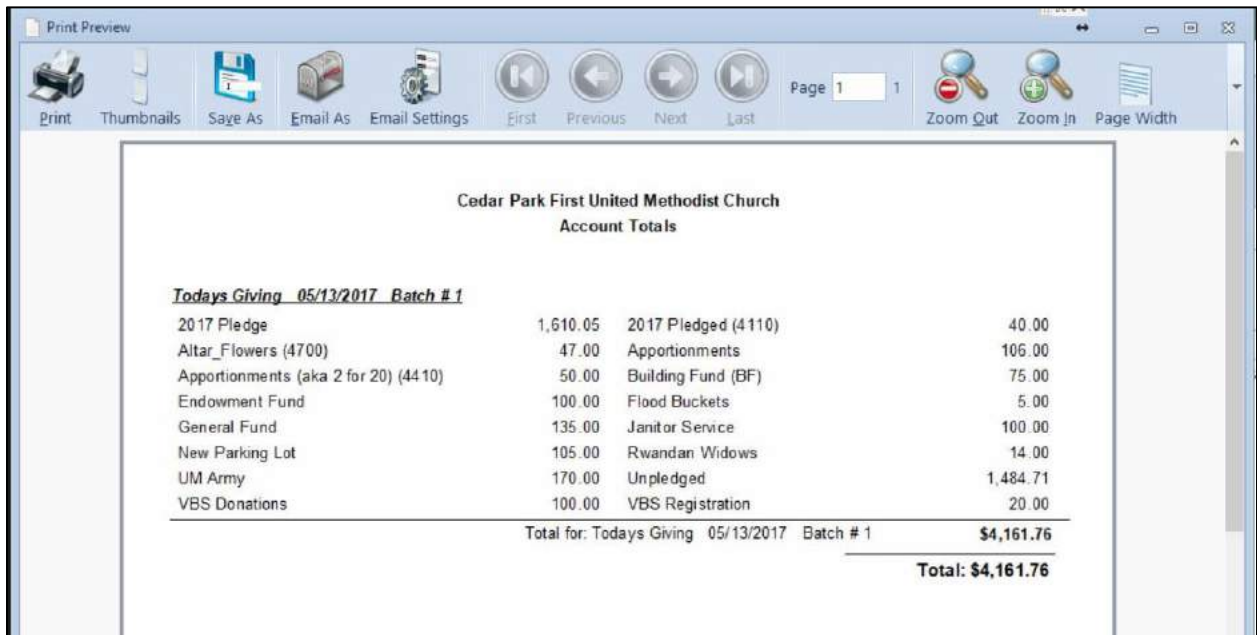
16. Click on the down arrow symbol at the bottom of the **Reports** button on the toolbar. You should see **Print Unposted Contribution Reports**. Click on that.



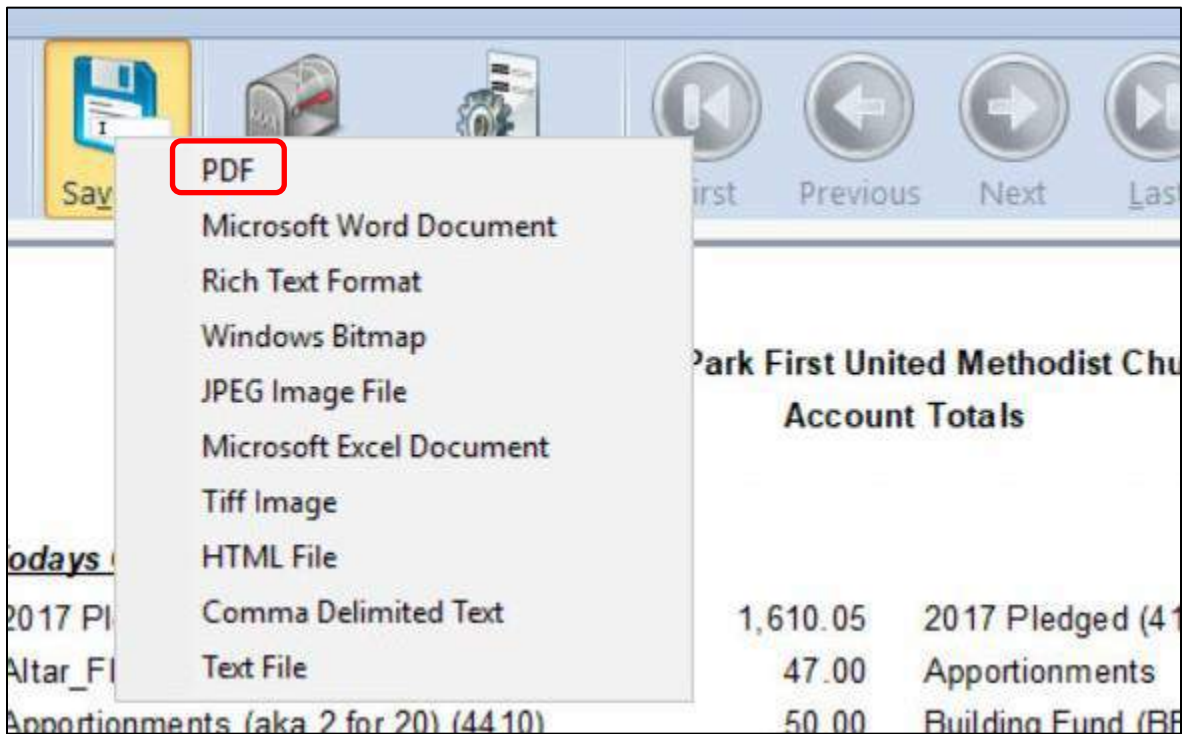
Double-click on the **Account Totals** report

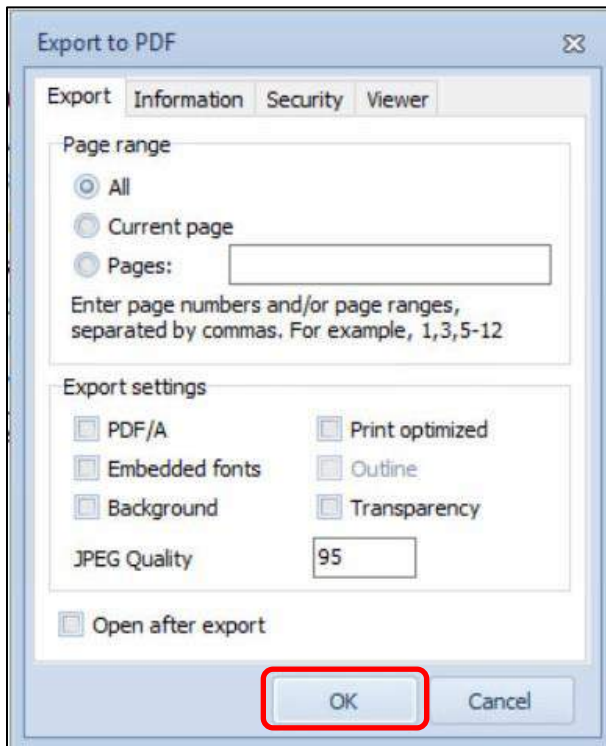


This will generate the **Account Totals** report in **Print Preview**:

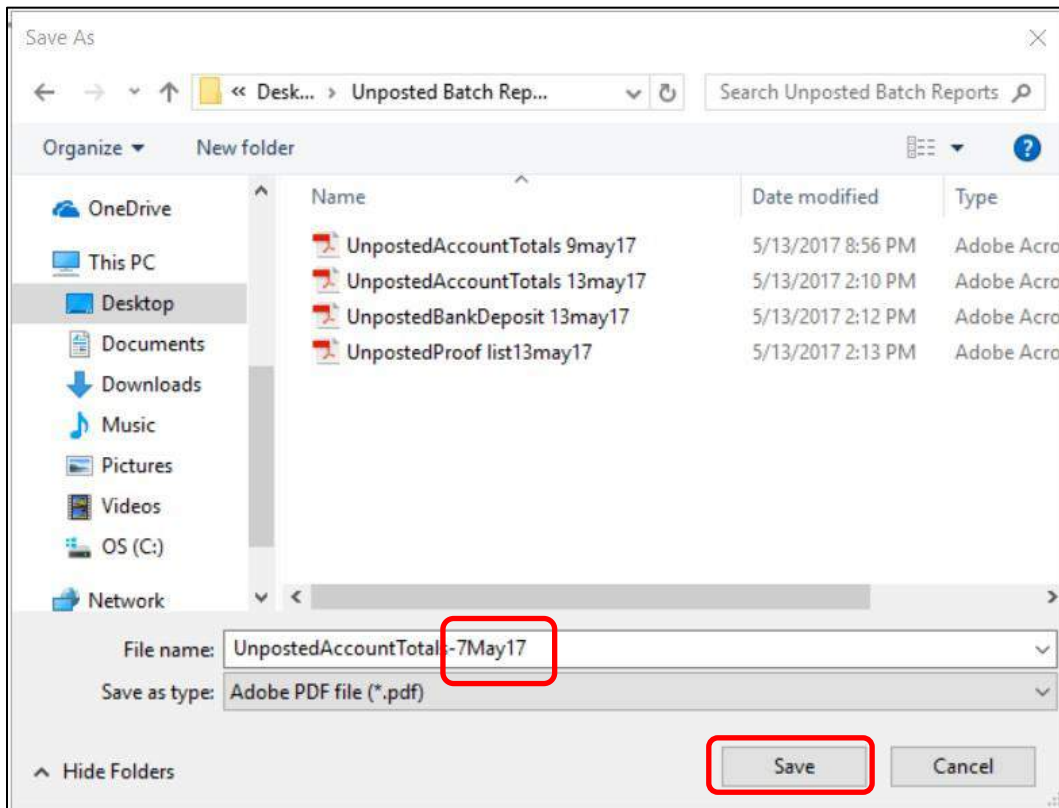


Print hardcopy of this report using the Print button at the top LHS of the screen. Also **Save As** this report as a PDF file on the Desktop.





Insert the date into the PDF file name so that it may be distinguished from any other similar reports saved in the **Unposted Batch Reports** folder on the Desktop. Click **Save**.



Repeat printing hardcopy and saving PDFs of the following two additional reports:

- **Bank Deposit Report** (*print 2 hard copies, one for Validation and one for the bank bag.*)
- **Proof List Report** – Before you print the Proof List Report, choose sort by Last Name and also choose **Proof List Landscape**. Double click on the report image to generate it.

Exiting Servant Keeper Contribution Manager

You can now exit Contribution Manager. File → Exit → Yes, Exit → NO Backup required. Your unposted batch work is automatically saved, so you don't have to back it up. It's not a problem if you do back it up, but it is not necessary. The person who validates and posts the batch will also be backing up the database.

Move the desktop copies of the three pdf reports to the Unposted Batch Folder.

Finally, click on the Window icon, highlight the Volunteer user and select Lock so the next person using the computer will not see your files. DO NOT TURN OFF THE COMPUTER. It needs to stay ON for operating system updates and remote access by the Administrator.

Make up the Report Packet and Bank Deposit Bag

1. Fill out the **Bank Deposit Slip**. Checks are “by batch”, so enter the total amount only. The NUMBER of checks is totaled at the bottom of the **Bank Deposit Report** you just printed, so you can just copy that number from the **Bank Deposit Report**. Do not mix **problem checks** with the rest of the checks or they might get deposited by mistake. Make sure to include the **date** on the **Bank Deposit Slip**.
2. Stamp all the checks with the church endorsement stamp.
3. Alphabetize the checks by the contributor's last name. This will aid the person performing the Batch validation work when you copy the checks.
4. Make Xerox copies of all alphabetized checks **and** the **Bank Deposit Slip**.

Report Packet

The Report Packet includes:

1. 3 reports printed in hardcopy and saved in (or dragged and dropped into) the desktop folder named Unposted Batch Reports in PDF format **with the batch date as part of the PDF file name:**
 - Account Totals Report
 - Bank Deposit Report
 - Proof List Report
2. Xerox copy of deposit slip
3. Xerox copies of all the alphabetized checks
4. All empty alphabetized envelopes, notes, etc. that will help the next person to verify the contributions went into the correct Accounts
5. Any **problem checks** (with explanatory notes) that you set aside for further action (if applicable)

Lock this report packet in the office safe.

Bank Deposit Bag

In a white Regions Bank deposit bag put:

1. The completed **Bank Deposit Slip**
2. The **Bank Deposit Report** – shows the bank the list of checks included and the breakdown of currency and coins.
3. All the Cash (currency and coins)
4. All of the stamped Checks (except the **problem checks**)

Take the white bag to Regions bank and put it in the night deposit slot in the drive-through lane. You can shortcut through new neighborhood to avoid Bell Blvd.

God bless you for being a Counter!

Appendix A Troubleshooting the Bank Deposit Verification

If the initial **Bank Deposit Verification** window looks something like this,

The screenshot shows a 'Bank Deposit Verification' window with two columns: 'Coins' and 'Bills'. The 'Coins' column lists various coin types and their counts, with a 'Coin Total' of \$2.71. The 'Bills' column lists bill denominations and their counts, with a 'Bill Total' of \$1,850.00. Below these columns, the 'Cash Total' is displayed as \$1,852.71 in red. A 'Contribution Entry Log Totals' section shows 'Cash' as \$1,862.71, 'Checks' as \$2,299.05, and a 'Total Deposit' of \$4,161.76. A note at the bottom explains that if the cash total does not match the cash total from the Contribution Entry Log, the user should recount their coins and bills and check their cash amounts in their Contribution Entry Log. At the bottom of the window, there are three buttons: 'Save' (highlighted with a red box), 'Cancel', and 'Clear'.

| Coins | | Bills | |
|--------------------|---------------|-------------------|-------------------|
| Pennies | 11 | Ones | 10 |
| Nickels | 3 | Twos | 0 |
| Dimes | 2 | Fives | 10 |
| Quarters | 9 | Tens | 9 |
| Half Dollars | 0 | Twenties | 10 |
| Dollars | 0 | Fifties | 10 |
| Two Dollars | 0 | Hundreds | 10 |
| Coin Total | \$2.71 | Bill Total | \$1,850.00 |
| Cash Total: | | \$1,852.71 | |

| Contribution Entry Log Totals | |
|-------------------------------|-------------------|
| Cash: | \$1,862.71 |
| Checks: | \$2,299.05 |
| Total Deposit: | \$4,161.76 |

NOTE: If your cash total does not match the cash total from Contribution Entry Log, recount your coins and bills and check your cash amounts in your Contribution Entry Log. Make corrections as necessary.

Buttons: **Save** (highlighted), Cancel, Clear

then your cash total (in **red**) is not balancing with the total deposit. **Save** this window. You will come back to it again.

In this case the balance is \$10 off. The Contribution Entry Log is showing \$10 more cash than your actual cash count.

Some possible causes are

- Checks entered as cash
- Cash entered as a check

Brute Force

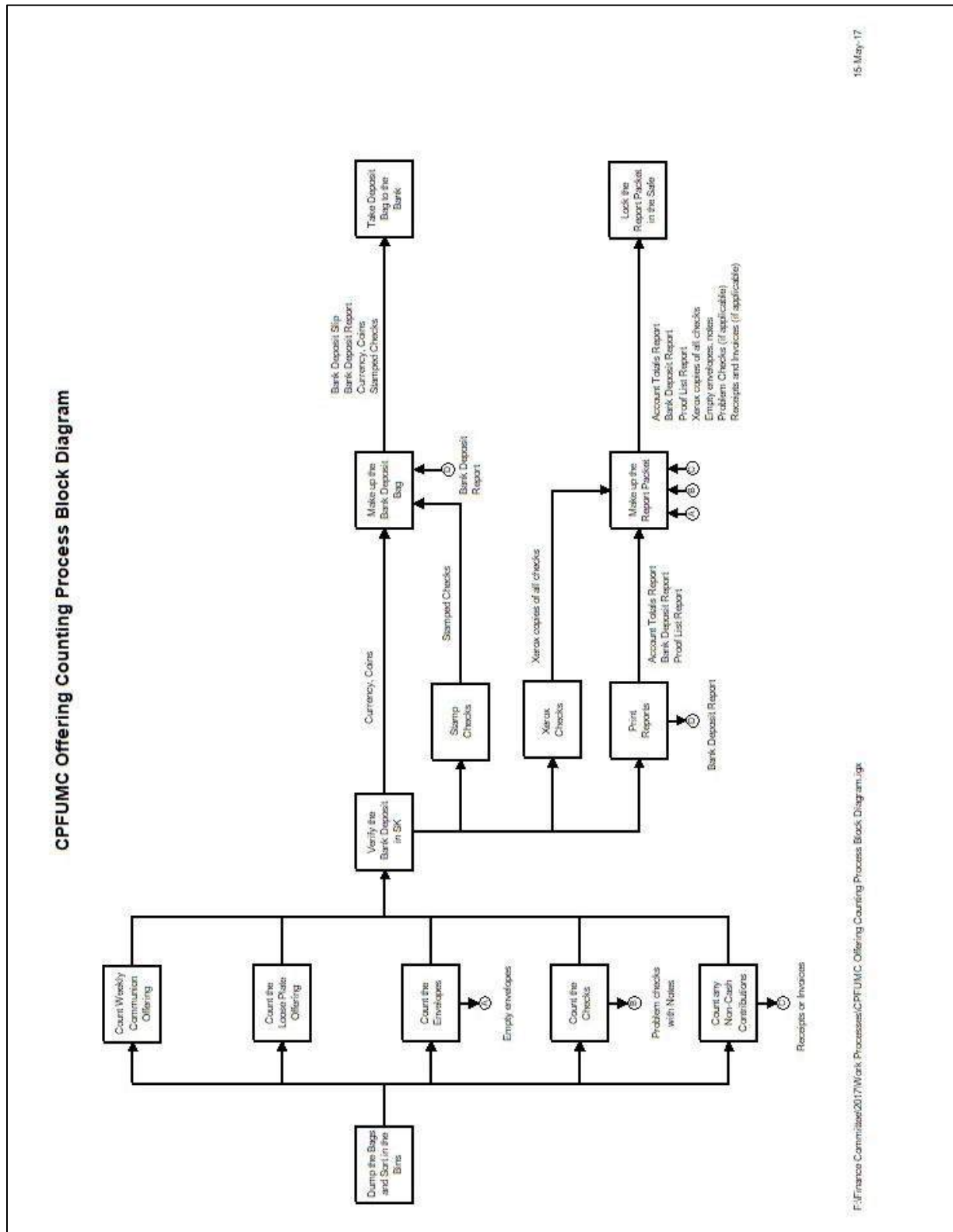
The surest way to discover the source of an imbalance is to print the **Proof List** report and go through each transaction, including split transactions, line-by-line. If the error is in a cash imbalance, then you can simply check all of the Cash transactions line-by-line or look for a check transaction without a check number. Print a Proof List report in transaction order; look for the amount that matches your discrepancy. Usually the error is in the first 15 entries. If off by \$18, look for a \$2 entry mis-entered as \$20.

If your **Proof List** report has a check transaction without a check number, that may indicate cash entered as a check transaction or a check with a missing check number.

Check your coins and cash count again with the coins and cash you have piled up after opening the envelopes plus the loose plate offerings. If that is correct, then the cash count from the Contribution Log being \$10 too high means that you probably entered a check as cash.

The first place to look is at the transactions from the envelopes because they typically have a messy mix of cash and checks, maybe even within the same envelope. Look for a single transaction that matches the size of the imbalance or multiple transactions that add up to the imbalance. Correct that transaction and check the Bank Deposit Verification tool again. Keep correcting until everything is blue indicating a balance.

Appendix B CPFUMC Offering Counting Process Block Diagram



Appendix C Equivalent Accounts

When contributors make a gift, they use various different terms on an envelope or in the memo field of their check to describe where they intend their gift to go. In some cases the terms used all mean the same thing, so rather than having a proliferation of different account names all meaning the same thing, the Counters are asked to exercise some judgement when assigning an **Account** to a transaction. Here are some **Account Name** preferences that the Finance Committee has agreed to:

| Use This Account Name in SK | for any of these designations made by contributors |
|------------------------------------|--|
| 2017 Pledge | Pledge, General Fund, Tithe, Offering, <blank>, Donation, Budget, Regular, Gift, Church, As Needed |
| Apportionment | Apportionment, 2 for 20, Pastor's Retirement, General Conference, <any circled name on the old 2 for 20 envelopes> |
| Parking Lot | Parking Lot, Building Fund |
| Building Use | AA, Buckles & Bows, Fiesta Mexicana |
| | |
| | |