

Jane's longer Instruction Sheet 2.5

Before you even turn on the computer: Staging

Get bags and any loose checks sent through mail from safe using Pastor's key.

Dump all bags and sort to plastic boxes: Loose Plate, Envelopes, Checks and Communion.

Pull out receipts (Non-Cash) and invoices. These will go in the Financial Secretary's box.

For Communion box, move to entry desk and sub-sort into Loose Plate pile, Checks, and Envelopes. Data Entry person can slit Communion Envelopes and write cash or check on Envelope. Watch for Special Designations and Split Checks.

Support person slits General Offering Envelopes and writes cash or check on Envelope. Watch designations – many are General Fund, but some are other designations. Keep 20 for 20 + 1 Envelopes together for easier entry.

If an envelope with a check matches the envelope, toss envelope and put check in Checks Bin. If envelope has designation, write it on check in memo field. Discard envelope.

If an envelope with cash is blank, toss envelope and put cash in Loose Plate.

Next look at Checks Bin. Look through all checks for split entries and special designations. Pull these out to be entered first in the Checks entries.

Turn on the computer:

Set NUM LOCK to on. From the Main computer screen logon to get to the Volunteers page. Password here is also CPFUMC. Double click on SK8 icon. Select Contributions Manager on far right. User and password not case specific – upper or lower both okay. User = counters. Password = CPFUMC. Click on OK to get to Edit Batch button (if you do not get the first text box allowing you) to enter counter names and dates.

Put in correct date. Put names of counters in and click on Save. Names have to be on one line.

** Change input screen defaults for Communion for the notes field

Top left File >System Preferences>Check box "include Note Field in Entry Tab Order">Save

Start by Entering Communion Offering

Check for note from Pastor on communion account designation. Save this note.

Pull out any non-communion envelopes such as envelopes for UMArmy or Parking Lot and move to General Offering Envelopes box. You have three piles by the keyboard for Communion: Loose Plate, Checks, and Envelopes.

1. Select Loose Plate Button. Cash calculator pops up. Each counter counts cash before entering count of denominations. COPY TOTAL.

Amount jumps to Amount Field. Select Account Field – usually type Ap to get Apportionments (2 for 20 plus 1) (unless otherwise designated) and Rw for Rwandan Widow. Enter. Write in Note Box: “Communion this week is for xxxx”. All Communion entries need this note field. To save time for following entries, Highlight “Communion” and select CTL C (DOS command to copy). Thereafter, in Note Field, select DOS paste command to paste (CTL V) the word Communion. If Communion is for hurricane relief, we have a new account *Rio Texas Conference Advance #2057* found by typing Ri on keyboard. Rwandan Widow now is Rw to jump to her account type. Enter to save text box dialog.

Use mouse to click on SAVE ENTRY button or hit the Enter key twice (Double Enter). (Faster)

The empty Communion bin will now become the “Set Aside” bin aka the data entry complete bin. Return Loose Plate cash to Set Aside bin, which moves to your right and collects the data completed pile.

2. For Checks, type first few letters of last name. 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.

Enter check number, amount, account (this is usually Ap or if split Ap and Rw) and CTL V “Communion” in Note Box. Double Enter to save.

Once entered, place checks in “Set Aside” bin to be later alphabetized by second Counter who runs a calculator tape of all checks for total. All checks need bank deposit stamp on back.

3. For Envelopes, often these are cash and caution: do not enter amount in check number field. This is the most common error Counters make. Name, double enter to get to Amount Field for a cash entry. Note: if you enter amount in check number field, notice radio dial jumped to Check! Erase amount in check number field then go up and change the type back to CASH before posting.

Additionally, many of the envelopes are split between Apportionments and the Rwandan Widow. Pressing enter after CTL V and enter just once, gives you an additional entry line for part two of a split transaction.

Should you make a mistake and the entry has dropped below to the entry log, you can highlight that entry. New command buttons will activate that allow you to DELETE (to start entirely over with that entry) or EDIT ENTRY (recommended – double click and change error above in entry screen then SAVE ENTRY).

Tip: As you save each entry, glance down at the entry log below to see it has arrived safely. You can click on gray labeled column: Transaction Field to move new entries to the top of Entry Log (descending order instead of ascending).

** Before you leave to do the Regular Offering, turn off that note field:

File >System Preferences>uncheck the box near “Include Note Field in Entry Tab Order” >Save.

Now count the rest of the Offering, which replicates the three steps you have just completed for Communion: Loose Plate, Checks and Envelopes. There is no separate note field requirement, unless you use the mouse to put an occasional note in – who gave Altar Flowers and for which date; name and which book is the person paying for in an Education Account type entry.

Loose Plate (Regular Offering) = Unpledged

Select Loose Plate button. Cash Calculator pops up. Each counter counts cash before entering count of denominations to verify amounts. COPY TOTAL. Amount jumps to Amount Field.

Under Account Field, type “un” to get Unpledged. When highlighted, hit Double Enter (this is usually faster than using the mouse to move up to click SAVE ENTRY). Loose Plate for General Offering is always Unpledged.

Never “add an Account” in the Account Field. Set check aside for Validators to deal with.

General Offering Checks

The first few General Offering Checks have been culled to be entered first because they require special attention (See Special Designations and Split Checks below). They may be split checks or call out a special designation (such as Altar Flowers, AA, Parking Lot (aka Building Fund), etc.) Once entered, put in Set Aside bin. For all checks:

Type first few letters of last name. 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.

Enter Check number. When you type anything in the check number field (even a space!), the radio dial above leaves CASH and goes to CHECK automatically. Enter to get to Amount Field. Default Account is Pledged so after Amount is entered, Double or triple Enter moves the transaction down to the Entry Log.

Most checks will be “Pledged”, but the memo on the check may have personal synonyms to mean Pledged: Pledge, Gift, General Fund, Tithe, Offering, blank, Donation, Budget, Church, Regular and As Needed.

Guest

For checks with no name match, assume it is a guest or visitor. Stay in No match screen:

Add Visitor and Create New Family. Add name, address, phone if available and SAVE. Don’t check any boxes. Exit Membership Module. Name now appears to finish regular entry.

Type in amount. Account Field is “un” always Unpledged for guests and visitors. Double Enter.

Business Names

Unlike the phone book, business names are found by beginning to type the underlined word (normally last word first):

Action, Steps In = Steps in Action (AA group)

Bows, Buckles & = Buckles & Bows square dancing

Haven, A Child's = A Child's Haven - preschool

Men, United Methodist = United Methodist Men

Mexicana, Fiesta = Fiesta Mexicana – Ballet - Folklorica

Plate, Loose (if AA contribution is in cash, entry under Plate, Loose then account Building Use)

UMYF Group, Youth = United Methodist Youth Group

Special Designations and Split Checks

When there is a note in the memo field on the paper check unless a Pledged synonym, you need to select the appropriate Account Field by searching list via multiple hits of initial alpha letter of word.

Split Checks

Enter name and check number and first amount. Hit Enter once. Select Account Field. Hit Enter once. A second line appears. Type second amount of the split. Select Account Field, and Enter twice when complete to move the entry to the Log below.

Once all checks entered, return to Set Aside Bin. Once data entry is complete, all checks are put in alpha order and the non-data entry person runs a calculator tape to verify check totals.

Envelopes

For each envelope, write cash or check on face of the Envelope. Take out cash and pile up. Count cash then total amounts on Envelopes to be sure they match. If the cash you counted = the total you get from adding all Envelope amounts, move the cash to the Set Aside Bin. Data entry is from the empty Envelopes.

Two for Twenty Plus One Envelopes are always (Ap) Apportionment and (Rw) Rwandan Widow, when selected.

Once entered, empty envelopes also move to set Aside Bin.

Now that Communion, General Offering Loose Plate, Checks and Envelopes are counted, you are ready for the final two total counts: All Loose Plate and All Checks. Final Loose Plate numbers feed the Bank Deposit Report and all checks should now be in alpha order for ease of verification and Xeroxing. Please alphabetize the Envelopes as well to help Validators.

Verify Batch

Select Verify Batch button at very top left middle on the screen. Cash calculator pops up. Count all collected and recorded cash in the set aside bin. Enter new denominations. SAVE, even if the totals don't balance and go to **Trouble Shooting Notes** below to reconcile.

Run a calculator tape for checks.

When cash entry is error free, the validation cash amount turns blue and matches the entry cash amount. You need two blues to celebrate. If they balance, pat yourself on the back and proceed to printing reports and saving files.

Print Reports and also "Save As" Reports

Select Reports button at very top right-ish of screen. A drop down menu appears. Select "Unposted Reports". Several choices appear and you will only print and save three required reports. Print first. Then Save As to a pdf.

Save As -> PDF -> OK -> Change name of file and be sure the date is today's date! -> Save.

Use drop down menu under Reports to create three Unposted Contribution Reports (3). Report names need editing. You will have to add date on first report and type over previous file name for other two.

File name "UnpostedAccountTotals.pdf" appears. You add today's date:

"UnpostedAccountTotalsSeptember102017.pdf"

"X" out of Totals report and from the report choices select Bank Deposit. Be sure to Print TWO copies of this one. When you save the Bank Deposit Report, the old title "AccountTotals" is still there. You can backspace erase to replace or highlight to replace "AccountTotals" with "Bank Deposit" and the date stays the same. Should look like this:

"UnpostedBankDepositSeptember102017.pdf"

When you select the Landscape Proof List report, don't double click to create the report at first. Click once to highlight, then select Sort by LAST NAME which has appeared below to get an alphabetized Proof List that matches the order of the copies of the Xeroxed checks. Double click to get report.

"UnpostedProofListSeptember102017.pdf"

Exit Servant Keeper and Lock Volunteer

File ->Exit ->Yes ->Exit ->No Back up required>

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

Get out of the Volunteer Sign On screen, touch the lowest left icon for Windows on the screen. Select Volunteer at the top of the column which appears and select "LOCK". This keeps people out of the contribution area and still allows the remote administrator to generate reports.

Bank Deposit Slip

Put date on top. Checks are "by batch". Enter number of checks from Bank Deposit Report, currency totals, etc.

Stamp all checks to be deposited with church endorsement stamp pad.

Do NOT deposit problem checks. If you have trouble with a check or can't read it or it is not signed, make a clear note and set aside.

In the White Regions Bank bag include:

Deposit Slip and one Bank deposit report

All cash and coins

All checks (except problem checks)

Report Packet

On Top: Problem checks with notes explaining fault so Validator sees them first.

One hard copy each of reports Account Totals, Bank Deposit and Proof List.

Xerox copy of deposit slip and Xerox copies of all alphabetized checks

All empty envelopes, notes, etc. that help next person Validate and Post.

Any receipts or invoices for Non-Cash gifts go to Financial Secretary's box.

Trouble Shooting Notes

- 1.** Should you have an imbalance at the validation step, print the Proof List to help with trouble shooting. You can create the Proof List on screen and just view there if you want a quick check as well.

Any "check" entry without a check number may be the culprit in your imbalance. Look to the right hand columns in the review. Left of the name other numbers appear – ignore these.

Start with the envelope amounts. The Proof List is in Transaction Order.

Look for entry errors by starting with the discrepancy in your Validation Cash Calculator. If your Verify Batch is red and your two numbers are \$417 and \$411, look for a single entry that has a \$6 value. Sometimes it means correcting one error, sometimes two errors combine and you have to look a little harder.

Correct errors. Shred the trouble shooting report if you printed it.

Usually the trouble is the in the envelope entries. Often these are cash and *caution*: do not enter amount in check number field. This is the most common error Counters make. Name, double enter to get to Amount Field for a cash entry. Note: if you enter anything in check number field (even hit the space bar), notice the radio dial jumps to Check! Erase amount in check number field then go up and change the radio dial type back to CASH before posting to Entry Log.

- 2.** Your screen may lock up. Nothing works to move the screen forward or backward. If this happens (rarely) use your DOS commands again: Control Alt Delete keys held down at once brings a pop up text box with a list of things to do. Select Task Manager and End Task. Usually you are put back into an active screen and you can continue, but sometimes this takes you all the way out. Just select Entry or select Batch and highlight today's batch and double click to continue. Remember every entry is saved as you go, so you won't lose data by doing this.