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Photo courtesy J. Paul Moore

# RDS Advantage®

# Tutorial

# Financial Records

*Frtut91413  7/15/2015*

# FINANCIAL RECORDS

# FINANCIAL RECORDS "MAKING A DEPOSIT" EXERCISE

## 1. ENTRY

Using Financial Records Single Revenue Code Entry (FR401) we will enter the following deposit for the current month, first Sunday of the month, current year.

| Member | Revenue Type | Amount | Check # |
|---|---|---|---|
| 18 A0 - Joe & Barbara Bruno, Jr. | 100-009 Operating Fund | 6,000.00 | 1500 |
| 24 A0 - John & Lydie Logan | 100-009 Operating Fund | 500.00 | 98547 |
| 11 A1 - Tommy Adams | 100-009 Operating Fund | 100.00 | 244 |
| 16 04 - Paul Harrison | 100-009 Operating Fund | 10.00 | Cash |
| 21 A1 - John Heigle | 100-009 Operating Fund | 30.00 | Cash |
| 1 A1 - Loose Plate Offering | | 1,976.59 | Cash |
| **Total Deposit** | | **8,616.59** | |

Set up the batch information screen as follows:



As each entry is completed, the information moves over to the left-hand window, and the small right-hand window is made ready for the next entry:

## 2. EDIT

Choose Edit Report from the Entry menu. Accept the defaults on the screen to print the report for all batches:

**FR403E - New Contributions Edit Report ...**

Bank ID: [1] [...]

Deposit Number    Batch
Beginning: [72609] [...]    [1] [...]
Ending: [72609] [...]    [9999] [...]

Report Type:
(•) Detail report
( ) Summary report

Print Order:
(•) Entry
( ) Ind/Org
( ) Revenue Code

Ind/Org Order:

Revenue Code Summary:
(•) None
( ) Both
( ) Deposit
( ) Report

[ ] Double-Space Transactions

[ OK ]

You may choose to print this report, or simply look at it on the screen to make sure that everything is correct.

```
FR403E   V09.14.13                                      RDS TRAINING                                           Page:    1
26-JUL-09 15:32:56                      F/R One-Time (New) Entry Edit Detail Report By Entry
_____
Env# Ind#  Name                    Revenue Ref Number              Date Type     Amount           Total   Comment
_____
--------------------------------------------------------------------------------------------------------------------------
Bank Account:1           Deposit: 72609           Received Date:  7/26/2009     Deposit type:  Normal
Batch: 1          Transaction Date:  7/26/2009  Accounting Period:  7/26/2009   Week: 4 Desc: Offering 7-26-2009
--------------------------------------------------------------------------------------------------------------------------
      18 A0 Joe & Barbara Bruno, Jr.   0100-009 1500                7/26/09 P    6,000.00          6,000.00
      24 A0 John & Lydie Logan         0100-009 98547               7/26/09 I      500.00            500.00
      11 A1 Tommy Adams                0100-009 244                 7/26/09 I      100.00            100.00
      16 04 Paul Harrison              0100-009 CASH                7/26/09 I       10.00             10.00
      21 A1 John Heigle                0100-009 CASH                7/26/09 I       30.00             30.00
       1 A1 UNIDENTIFIED CASH          0100-009 CASH                7/26/09 U    1,976.59          1,976.59
Batch Tot: 1        DD:        .00  Cash:    2,016.59  Chk:    6,600.00  Total Deposit:       8,616.59 *Noncash:       .00
 Deposit: 72609     DD:        .00  Cash:    2,016.59  Chk:    6,600.00  Total Deposit:       8,616.59 *Noncash:       .00
**************************************************************************************************************************
****
```

## 3. POST
Once you are satisfied that everything is correct, you may post the entry. Fill out the posting contributions screen as indicated below:

**FR403P - Post New Contributions**

Post

Bank ID [1] [...]

Beginning Deposit Number: [72609] [...]
Ending Deposit Number: [72609] [...]

Report Type:
(•) Detail report
( ) Summary report

Print Order:
(•) Revenue Code
( ) Ind/Org
( ) Entry

Ind/Org Order:
(•) Alphabetic
( ) Numeric

Revenue Code Summary:
N

[ ] Double-Space Transactions
[✓] Print Total On Post Report
[✓] Print Deposit Slip          Print Comments: [Families 1 & 2 ▾]
[ ] Export Contributions
[ ] Include first-time givers only in export

G/L Interface Type:    G/L Batch Number: [74]
(•) Summary report
( ) Detail report

[ OK ]

Print the posting report and keep it for your records.

```
FR403P   V09.14.13                                    RDS TRAINING                                              Page:    1
26-JUL-09 15:38:31                    F/R One-Time (New) Entry Post Detail Report By Revenue Code
_____
Trn Date Acct Per Wk  Env/Ind  Name                   Revenue Ref Number           Date Type    Amount  Comment
_____
Bank Account:1            Deposit: 72609           Received Date:  7/26/2009     Deposit type:  Normal
-----------------------------------------------------------------
 7/26/09  7/26/09 4     11 A1 Tommy Adams              0100-009 244               7/26/09 I     100.00
 7/26/09  7/26/09 4     18 A0 Joe & Barbara Bruno, J   "    "   1500              7/26/09 P   6,000.00
 7/26/09  7/26/09 4     16 04 Paul Harrison            "    "   CASH             7/26/09 I      10.00
 7/26/09  7/26/09 4     21 A1 John Heigle              "    "   CASH             7/26/09 I      30.00
 7/26/09  7/26/09 4     24 A0 John & Lydie Logan       "    "   98547             7/26/09 I     500.00
 7/26/09  7/26/09 4      1 A1 UNIDENTIFIED CASH        "    "   CASH             7/26/09 U   1,976.59
                                            Total      8,616.59
Deposit: 72609    DD:         .00  Cash:     2,016.59  Chk:     6,600.00  Total Deposit:      8,616.59 *Noncash:       .00
*************************************************************************************************************************
```

Print the deposit slip to take to the bank with the deposit.

```
FR403D   V09.14.13                                    RDS TRAINING                                              Page:    1
26-JUL-09 15:44:06                                  F/R Deposit Slip
_____
RDS TRAINING                                              GEN CK-FIRST STATE BANK
6801 BROADWAY EXT                                         2456 Aspen Drive
OKLAHOMA CITY OK 73116                                    Oklahoma City OK 73112
(405) 840-5177                                            (404) 584-0235
_____
DEPOSIT NUMBER:  72609   DEPOSIT DATE:  7/26/2009          BANK ACCT: 0000000000000000000
_____
INDIVIDUAL/ORGANIZATION ID & NAME        REF NUM                 AMOUNT COMMENT
_____

     1 A1  UNIDENTIFIED CASH             CASH                   1,976.59
    16 04 Paul Harrison                  CASH                      10.00
    21 A1 John Heigle                    CASH                      30.00
                                                             ------------
CASH TOTAL:                                                    2,016.59
CHECKS:
    11 A1 Tommy Adams                    244                     100.00
    18 A0 Joe Bruno, Jr./Barbara Bruno   1500                  6,000.00
    24 A0 John/Lydie Logan               98547                   500.00
                                                             ------------
CHECK TOTAL:                                                   6,600.00          3 CHECKS
                                                             ============
```

Print the general ledger distribution report. Make sure that the debit to cash is the correct amount for the deposit. Keep this report for your records.

```
FR403P0  V09.14.13                                    RDS TRAINING                                              Page:    1
26-JUL-09 15:45:35                          General Ledger Distribution Report
_____
                                                                                    Debits          Credits
_____
**      Totals for 0100-010-000      CHECKING-GENERAL            **                8,616.59            0.00
**      Totals for 0100-310-000      GENERAL FUND-PLEDGED             **                0.00        6,000.00-
**      Totals for 0100-311-000      GENERAL FUND-UNPLEDGED           **                0.00          640.00-
**      Totals for 0100-312-000      GENERAL FUND-LOOSE PLATE         **                0.00        1,976.59-
                                                                               ------------     ------------
**      Totals for batch  074        **                                           8,616.59        8,616.59-
                                                                               ============     ============
**  Totals for all batches  **                                                    8,616.59        8,616.59-
Fund 0100 is due revenue from bank account 1 (cash fund 0100)
```

Print the General Ledger YTD Distribution Report.



```
GL143    V09.14.13                                    RDS TRAINING                                          Page:   1
26-JUL-09 15:55:12              General Ledger year-to-Date Distribution Report Period        7/01/2009 to  7/31/2009
_____
                    TRANSACTION   ACCOUNTING
REC SYS TRN  BAT       DATE        PERIOD    DESCRIPTION                  REF-1       REF-2         DEBITS       CREDITS
_____
** TOTAL FOR GENERAL LEDGER NUMBER 0100-010-000    ** CHECKING-GENERAL                           8,616.59           .00
** TOTAL FOR GENERAL LEDGER NUMBER 0100-310-000    ** GENERAL FUND-PLEDGED                             .00      6,000.00-
** TOTAL FOR GENERAL LEDGER NUMBER 0100-311-000    ** GENERAL FUND-UNPLEDGED                           .00        640.00-
** TOTAL FOR GENERAL LEDGER NUMBER 0100-312-000    ** GENERAL FUND-LOOSE PLATE                         .00      1,976.59-
                                                                                            ===============  ===============
*** GRAND TOTAL ***                                                                             8,616.59      8,616.59-
```

Congratulations! You have completed your first deposit of contributions from the Financial Records module.

## REVENUE CODES

Revenue codes are user-defined numbers that allow the system to apply revenue to a specific fund, a revenue account, in most cases. Occasionally, revenue codes are added for budget expense accounts that are reimbursed for individual expenses paid by the church or organization.

Revenue codes are used for the following reasons:
1. They are shorter than most general ledger account numbers.
2. More than one revenue code can point to the same general ledger account number.  This is useful when you receive both contributions and fees for the same function (i.e. a Youth Ski Trip for which participants pay fees but for which you may also receive donations of scholarships).
3. The revenue code can be identified as "Non-Cash" for miscellaneous gifts of items for which the contributor should receive contribution credit, but you do not want posted to the general ledger (i.e., purchases made by an individual and given to the church for which the purchaser does not want reimbursement, but wants acknowledgement of the contribution).
4. The revenue code can be identified as a "Benefits Received" revenue code.  This allows entry of fees, sales, etc. for which the payee does not get contribution credit, but you need to track the total paid by the individual (such as ski trip fees).
5. The revenue code can be set to receive pledges with default dates entered for the pledge term.  This has the added benefit of automatically allocating all contributions to up to three different general ledger accounts:  loose plate (Family 1A1), identified giving (individuals without pledges), or pledged giving (individuals with pledges).
6. The revenue code can be set to notify a specific person when contributions are received or to prompt for the person to notify when a contribution is received.

# REVENUE CODE MAINTENANCE – FR103



Move across the menu bar to the area entitled Maint.
1. Select Revenue Code Maintenance (FR103) from the Financial Records Maintenance column.
2. To add revenue codes, select Add mode. To change an existing revenue code, select Change mode.
3. Enter the revenue code number. If using a 7-digit revenue code number, we recommend using a portion of the General ledger account number — the fund number, followed by a dash and sub-account number so that it is loosely tied to the general ledger account number. If using a seven-digit number, enter a dash (-), or a decimal point (.) between the first four digits and the last three digits.
   NOTE: If you will be using pledges for one or more funds, you may want to create a numbering system that would allow the year to be the last two digits of the number, e.g., 100-007 for the General Fund for 2007. This will allow you to add a new revenue code for the next year and record new pledges to it and keep your revenue codes in a logical numerical order.
4. Enter an abbreviated form of the revenue name, e.g., 2007 Gen.
5. Enter a full name description, e.g., General Operating Fund-2007.
6. Enter the number of revenue accounts to be used for this revenue code. Unless this revenue code is a single or multi-pledge revenue code, use ONE revenue account. If the revenue code is a single or multi-pledge revenue code, you may choose to have the system separate the contributions into different general ledger account numbers for pledged or unpledged revenue (2 revenue accounts) or pledged, unpledged-identified or unidentified-loose plate (3 revenue accounts).
   For single pledge revenue codes, the number of revenue accounts will change over time. For instance:
   11/01/06 Pledges are taken and some revenue is given – 1 revenue account (prepaid revenue)
   01/01/07 Begin receiving income for the current year – 2 or 3 revenue accounts (pledged revenue, unpledged revenue, unidentified revenue)
   01/01/08 People are still trying to complete their pledges – 1 revenue account (prior year pledge revenue)
7. Enter, or lookup, the general ledger account number(s) to which this revenue is to be posted.
8. For Virtual Village users, indicate whether or not to upload the revenue code and if uploading, what accounting period to use to begin the data upload.
9. Enter the revenue code that was used for this same revenue last year. **In most cases it will be the same number**. If pledges are used and single pledges are taken each year to that revenue code, the revenue code would change with each new year, for instance 100-007 for 2007, 100-008 could be 2008, and so on. In this case, if the current year is 2009, then the prior year revenue code would be 100-008. If a pledge income account will run for more than one year, such as three years, but only one pledge per individual will go toward that pledge there is no need to add a new revenue code until that pledge time runs out. This defaults to the revenue code you are adding.
10. If this revenue code is used to record reimbursements or receipts for which the giver receives a benefit (i.e., ski trip, merchandise, etc.), check the box for Benefits Received. This will prevent this revenue code from printing on the contribution statement. The system will ask if you are sure this is what you intend, and will automatically enter that No Pledges are allowed to this revenue code and skip the other pledge fields.
11. If this revenue code is being used to record non-cash contributions, i.e., donations of stock, furniture, dinners, etc., that are not to be posted to General Ledger Year-to-Date, but the donor wants a credit for a tax deduction, check the Non-Cash Contribution box. NOTE: Checking the Non-Cash Contribution box will require that no (zero) revenue accounts can be entered (i.e., no entry in General Ledger will be made).

12. Pledge status may be none, single or multi-pledge. The definitions for these follow:
    a. **No pledges** - No pledges are taken for this type of revenue.
    b. **Single pledges** - The pledge may run from one month to nine years, but an individual or couple (A0) may have only one pledge for the revenue code. This is the most used type of pledge.
    c. **Multiple pledges** - The pledge start and stop date usually spans only one year or less. An individual or couple may have several pledges recorded to the revenue code, but the pledge dates may not overlap, e.g., the Brown family pledged two different times to a Missionary Fund during the period of one year. Their first pledge ran from 1/01/06 through 4/30/06. The next pledge began 5/01/06 and ended 9/30/06. Donations only apply to the pledge that is in effect at the date of the donation.
13. Checking the box to Display Pledge Balance during data entry is helpful to verify you have selected the correct individual. This may be turned off (for instance if you have a substitute entering data and you do not wish them to know the individuals' pledge amount).
14. For Single Pledge Revenue Codes, it is recommended to check the box for "Check Pledge Dates." This will warn you if you have not changed the default revenue code in FR199 (Control Maintenance) for the new year, or if you enter last year's revenue code on an individual.
15. For pledged revenue codes (single pledge or multi-pledge), enter the pledge dates associated with the revenue code. For a multi-pledge revenue code, these may need to be updated for the current pledges.
16. Check the box for Notification Revenue Code if it is one in which recipients will be notified of a gift.
17. If using Notification enter the appropriate information for the family or individual to be notified. If they are in Member Records, you may use the look up window to select from Member Records.
18. When the information is completed, click on OK to save the Revenue Code.

**EXERCISE:**

Use the Revenue Code Report (below) to help you see how to do the following.

```
                                        INFORMATION TO USE

FR307    V09.14.13                         RDS TRAINING                              Page:    1
26-JUL-09 16:20:11                      Revenue Code Report
_____
Revenue  Type    Abbrevi-                            Benefits Non- -Recipient- Previous Pledge    Last
  Code           ation     Description   G/L Account & Abbrev  Rec'd? Cash Notify Info Rev Code Type   Modified

0100-001    2001 Opera 2001 Operating Offerings 0100-315-000  GEN-PRIOR  No  No  No         0100-000 Single  6/25/04
0100-002    2002 Oper  2002 Operating Offerings 0100-315-000  GEN-PRIOR  No  No  No         0100-001 Single  7/06/04
0100-003    2003 Oper  2003 Operating Offerings 0100-315-000  GEN-PRIOR  No  No  No         0100-002 Single 10/20/04
0100-004    2004 Opera 2004 Operating Offerings 0100-315-000  GEN-PRIOR  No  No  No         0100-003 Single  1/31/07
0100-005    2005 Oper  2005 Operaintg Offerings 0100-315-000  GEN-PRIOR  No  No  No         0100-004 Single  1/31/07
0100-006    2006 Oper  2006 Operating Offerings 0100-315-000  GEN-PRIOR  No  No  No         0100-005 Single 12/03/07
0100-007    2007 Oper  2007 Operating Offerings 0100-315-000  GEN-PRIOR  No  No  No         0100-006 Single  4/22/09
0100-008    2008 Oper  2008 Operating Offerings 0100-312-000  GEN-LOOSE  No  No  No         0100-007 Single  4/22/09
                                              0100-310-000  GEN-PLED I
                                              0100-311-000  GEN-UNPLED
0100-009    2009 Oper  2009 Operating Offerings 0100-312-000  GEN-LOOSE  No  No  No         0100-008 Single  4/22/09
                                              0100-310-000  GEN-PLED I
                                              0100-311-000  GEN-UNPLED
0100-040            Stock Cont Stock Contributions                No  Yes No         0100-040          5/18/04
0210-000    Building    Building Fund       0210-311-000  BLD-UNPLD  No  No  No      0210-000 Single 12/27/01
                                              0210-310-000  BLD-PLD IN
                                              0210-311-000  BLD-UNPLD
0210-006    Enlarge     Enlarge the House Campaign 0210-311-000 BLD-UNPLD No No  No  0210-000 Single  1/31/07
                                              0210-310-000  BLD-PLD IN
                                              0210-311-000  BLD-UNPLD
0400-320    Flowers     Flowers             0400-291-320  DES-FLOWER No  No  No      0400-320          12/27/01
0400-330    Food Pantr Food Pantry          0400-291-330  DES-FD PAN No  No  No      0400-330          11/06/01
0400-510    DES-Memorl Memorial Fund        0400-291-510  DES-MEMRL  No  No  Yes AtEntry0400-510       4/09/07
0400-920    MARRIAGE   Marriage Conference Wkshop 0400-291-910 DES-WRKSHP Yes No No  0400-920           7/02/04
1400-810    Tape Sales Tape Sales           0400-291-810  DES-TAPES  Yes No  No      1400-810           4/09/07
Number of revenue codes: 17Number of revenue codes: 15
```

1. Change the 2008 Operating Offerings revenue code from 3 revenue accounts to 1 revenue accounts (prior year pledges).

2. Add revenue codes for the following:
   - 2010 Operating Offerings
     -Single-Pledge Revenue Code. It will use one revenue account (prepaid pledges 400-291-010) until the first of the next year; then it will use three revenue accounts.
   - Selma Grady Memorial for Music, Bells and Choirs (General Ledger Account: 400-291-520 Music, etc)
     -No benefits received
     -Notify Steve Grady (Individual 19 A1)
   - Literature/SS Reimbursements (General Ledger Account: 120-610-000 Literature/SS Supplies)
     -Benefits received income

3. Extra (credit) work - Add revenue codes for the following:
   - Family Life Retreat Scholarships (General Ledger Account: 400-291-310 Family Life Retreat)
     -No benefit received
   - Family Life Retreat (General Ledger Account: 400-291-310 Family Life Retreat)
     -Benefits received income
   - Choir Robe Fund (General Ledger Account: 400-291-250 Choir Robe Fund)
     -No benefits received
   - Workshops (General Ledger Account: 400-291-910 Workshops)
     -Benefits received
   - Bus fund (General Ledger Account: 400-291-030 Bus Fund)
     -No benefits received

# TYPES OF RECEIPTS

| | |
|---|---|
| Tracked Contributions | Budget Income or Designated Income tracked for an individual's giving record. Entered by Family Number, Envelope Number, Family Name, or Check. |
| Untracked Contributions | Income from individuals who are known, but you do not want them in your Member Records (i.e., in-laws that visit and give). Enter by Reserved Family 1 A1-for Unidentified and Loose Plate; Reserved Family 2 A1-for Identified Untracked |
| Tracked Income | Income received for which the giver does not receive contribution credit, but you need to keep track of how much they have paid. This is particularly helpful when tracking trips, seminars, or any event where the participant makes several payments, or the payments cross year ends. Mark the revenue code as a benefits received revenue code so that the payer does not receive contribution credit. Enter by Family Number, Envelope Number, Family Name, or Check. |
| Untracked Income | Income received for purposes not in the designated giving area. No individual credit given. Enter by Reserved Family 2 A1-for Identified Untracked. **This type of entry may be better made directly to General Ledger than through the FR system, i.e., Interest Income.** |

## ENTERING A DEPOSIT

## DATA ENTRY WINDOW 1 – DEPOSIT DEFAULTS

After revenue codes are established, data entry can begin. You can enter your contributions by selecting Entry from your menu bar. There are two different entry screens for NEW Entries. Unless most of your checks are split to at least five different revenue codes, use the Single Revenue Code Entry, FR401.

Window 1 sets up the defaults for the batches within the deposit. The whole deposit can be entered as one batch, but if there are many transactions (checks/revenue codes), it can be difficult to find a mistake (like looking for a needle in a haystack). If it is a large deposit, consider entering about 50 items in a batch. You can have as many batches in a deposit as you need. When you post, all batches for the same deposit number will be consolidated into one entry in General Ledger and Bank Reconciliation.

**Exercise:**
We will add the following deposit. At your church you may use check reader, a check imager, or manual entry for entering deposits. If you are using a check imager you must change FR199 by choosing Direct Debit or Remote Deposit Capture for the deposit type. *(See page 38 for more information on setting up Financial Records Controls.)*

First State Bank
128 Exchange Avenue
Oklahoma City, OK

Date: Current Month, Previous Sunday, Current Year

| | |
|---|---|
| Coins | 251.59 |
| Currency | 1,765.00 |
| Checks | 12,150.00 |
| Total | 14,166.59 |

Enter the deposit using the following instructions:

```
FR401 - New Contributions Single Revenue Code Entry (Window 1)

Add          Bank ID: 1       [..]          Use Comment?:
                                             ⊙ 1 Comment
      Received Date:   9/13/2009             ○ 2 Comments
 Deposit Slip Number: 91309 [..]             ○ No Comments
                                             ○ Auto Duplicate  [            ]
  Entry Batch Number:   1  [..]                                [            ]
  Batch Description: Offering 9-13-2009      □ Default the last entered comment?

      Deposit Type: Normal              Accounting Period:   9/13/2009
 Payment Frequency: None                 Transaction Date:   9/13/2009
                                           Reference Date:   9/13/2009
                                             Week Number: 2

                                          Revenue Code: 0100-009 [..] 2009 Oper
   Reference Number: Cash
                                            Modified:  9/13/2009  15:59:16  CVJ
                                                 UID:

  [  OK  ]
```

1. Select Entry-Single Rev Code from the Entry column.
2. Select Add mode.
3. Enter the bank desired or use the lookup button to display the banks in Bank Maintenance (BR101).
4. Enter the date for the day on which the majority of the money was received. If you get a message about the date being more that one month in the future or the past, CHECK THE DATE CLOSELY. It is critical that this date be correct. The date may be corrected prior to posting, but not after posting.
5. The Deposit Slip Number will default to the received date. If you have several physical deposit slips for the same date (different services, charge cards, direct deposit, etc.), overtype the deposit slip number with the month, day, and a sequence number (i.e., 90901, 90902, etc.). You may want to adopt a convention such as: Service 1 is MMDD01, Service 2 is MMDD02, Charge Cards are MMDD07, Direct Deposit is MMDD09.
6. The entry batch number is a user-defined number to identify the contributions that were entered as one group and totaled together. One method for numbering the batch is to separate them into groups for entry, with perhaps fifty entries in each batch. On the first batch to enter use 1, the second, 2 and so on.
7. If you are entering contributions that are going to be automatically drafted from someone's bank account, check the box for Direct Debit.
8. The reference number may be used to enter a default such as "cash" or "envelope." It may be left blank on this screen. You may overtype the default on the transaction window with the contributor's check number. This makes it easier for the contributor to understand and easier for you to correct any errors. NOTE: Only entries with "Cash" as the reference number will print in the "Cash" section of the deposit slip. All other entries will print in the "Check" section of the deposit slip.
9. The comment field allows entry of, "1 Comment, 2 Comments, No Comments, or Auto Duplicate." The comment field is generally used to identify:
   a. those being memorialized or honored,
   b. individuals who gave but who you do not want in the member records data base and thus whose contribution is being entered to family 2 A1,
   c. special designations that do not have their own revenue code,
   d. reasons for corrections, etc.
10. Check the box to Default the last entered comment if you do not want to automatically duplicate one comment, but generally want to default to the last entered comment.
11. The accounting period and reference dates default to the received date. **We recommend that you use the default.** This date should be within the correct accounting period. Using specific dates allows you to print contributions through a specific date, to print reports for specific dates, etc.
12. The Revenue Code should be the most frequently occurring revenue for the batch that you are entering, i.e., General Fund Revenue. This is entered by the default revenue code established in Financial Records control – FR199.
13. Make any corrections, and click on OK to complete the input.

# FR401T-NEW TRANSACTION – INDIVIDUAL CONTRIBUTIONS

When OK is clicked on Window 1, the FR401T-New Transaction screen is displayed for individual entry.



1. Entry for an individual contribution may be done using the envelope number, family/organization number, family/organization name, or scanned with a check reader or check imager.
    a. To see only organizations in lookups, check the Org box.
    b. If **envelope numbers** which are different from the family/organization numbers will be used for entry, they will need to be added through the Maintenance menu, option Envelope Cross-Ref Maintenance (FR106). If an envelope number is entered which has not been entered in Envelope Cross-Ref Maintenance (FR106), the system will tell you that. Enter the correct individual/organization in the Transaction Entry window and it will also be saved in FR106.
    c. If the **family/organization number** is to be used, enter the number.
    d. If you do not use envelope numbers or have the deposit coded with the family/organization number, enter by **family/organization name**. If you need to lookup an individual, use the lookup button at the end of the family/organization name field so that you get an alphabetic lookup. Select the individual wanted by double clicking on the name. Press ENTER again to accept the entry.
    e. If you have a check reader and the checks from the deposit, you may **scan** in the individual/organization. NOTE: The check number will also be entered into the reference number field. To turn scanning on or off, click on the "Toggle Manual or Scan" icon at the top of the window, or press shift+F2. If when scanning the system says that you need to add it to the cross reference, click OK on the message and the system will put you in the family/organization number field to add the individual (you may select from the name field).
2. Enter the dollar amount given. If several types of revenue are included in one check, enter the amount for one of them. Whether the system assumes entry is in whole dollars or dollars and cents is controlled in Financial Records Control, FR199. We recommend entering in whole dollars.
3. Enter the revenue code to which the contributor has given or press ENTER to accept the default (the one displayed.) Remember that a Lookup screen is available for the revenue codes.
4. If no reference number or comment for this contributor is necessary, press PAGE DOWN and the cursor will move to the individual number or name field for the next entry. If you choose to enter a reference number, move to that field, make the entry, and press ENTER to move to the next entry field. NOTE: Only entries with "Cash" as the reference number will print in the "Cash" section of the deposit slip. All other entries will print in the "Check" section of the deposit slip.
5. When your entry is completed for an individual's revenue code contribution, press ENTER to save the entry.
6. If the contributor gave to another revenue code, press F3 or the Repeat Ind/Org icon. The system will default the reference number from the first entry for that individual/organization and prompt you for the amount and revenue code. There will not be a default for the revenue code, because the system assumes it will be different from the previous entry which it assumes was to the default revenue code. Follow the same procedure for the remaining entries.

As you complete each individual's entry, it is displayed in the background screen.

If you notice that the amount, revenue code, reference number or comment are incorrect, select the **Modify Entry** icon displayed at the top of your screen or press F2.

The entries made during this add session will be displayed. You may need to press the PAGEUP or PAGEDOWN keys to see entries not in the current window. Select the record you need to change and make the changes. When you press OK, you will be back in add mode to continue adding.

If you need **to change the individual** entered, you will have to switch to delete

```
FR401 - New Contributions Single Revenue Code Entry (Select Individual/Organization)
Add         Individual/Organization
Entry Envelop Indiv Id Name              Revenue Code    Amount Ref Num
001           18 A0 Joe & Barbara Bruno, Jr. 0100-009    6,000.00 1600
002           18 A0 Joe & Barbara Bruno, Jr. 0210-009    1,000.00 1600
003            2 A1 IDENT UNTRACK CONT        0100-009      100.00 7645
004           24 A0 John & Lydie Logan        0100-009      500.00 98647
005           11 A1 Tommy Adams               0100-009      100.00 254
006           11 A1 Tommy Adams               0400-330       50.00 254
007           16 04 Paul Harrison             0100-009       10.00 Cash
008           10 A1 Johnny Adams              0100-009    3,000.00 190
009           10 A1 Johnny Adams              0400-520    1,000.00 190
010           12 A1 Vinny Walton              0400-920      400.00 32901
011           21 A1 John Heigle               0120-000       30.00 Cash
012            1 A1 UNIDENTIFIED CASH         0100-009    1,976.59 Cash

                      Batch Total Amount:    14,166.59
```

mode and delete that record and then switch back to add mode to add the correct individual and any other parts of the deposit. Once you have changed modes, you will have to select Change mode to be able to see all entries for the batch.

To **switch modes**, click on the Mode icon (Add, Change, Inquire, Etc.) or press the F9 key. Select the mode by highlighting and pressing ENTER or double clicking on the desired mode. In **change, inquire or delete modes**, the system prompts for the beginning person to display. Press ENTER to display everyone or enter an envelope or family number to start the display with that individual. When you are deleting an entry, once you click on OK, the system will ask if you are sure you want to delete that record. Look at it again, and if that is what you want to delete, enter "Y". Enter "N" to cancel the deletion.

The total amount of the batch will be displayed at the bottom of the window. Check your totals to make sure that they match with your calculated total for that batch. If not, continue to make additions, changes, or deletions until the total is correct.

**EXERCISE:**
The deposit detail is:

| Member | Revenue Type | Amount | Check # |
|---|---|---|---|
| 18 A0 - Joe & Barbara Bruno, Jr. | Operating Fund<br>Building Fund | 6,000.00<br>1,000.00 | 1600 |
| 2 A1 - George & Martha Adams<br>(John Adams' visiting parents) | Operating Fund | 100.00 | 7645 |
| 24 A0 - John & Lydie Logan | Operating Fund | 500.00 | 98647 |
| 11 A1 Tommy Adams | Operating Fund<br>Food Pantry | 100.00<br>50.00 | 254 |
| 16 04 - Paul Harrison | Operating Fund | 10.00 | Cash |
| 10 A1 - John Adams | Building Fund<br>Memorial for Selma Grady | 3,000.00<br>1,000.00 | 190 |
| 12 A1 - Vinny Walton | Marriage Conference | 400.00 | 32901 |
| 21 A1 - John Heigle | Reimburse Book | 30.00 | Cash |
| **Total Identified** | | **12,190.00** | |
| | | | |
| 1 A1 - Loose Plate Offering | | 1,976.59 | Cash |
| **Total Deposit** | | **14,166.59** | |

In the deposit exercise, Loose Plate would be assigned to Family 1 A1. Depending upon the circumstances, the book could be assigned to Family 2 A1 because the payee should not get contribution credit for the payment. However, because the Literature/SS Supplies revenue code is set up as a benefits received revenue code, you can enter it to the family. This is a great way to keep track of how much participants have paid toward a ski trip, etc.

## STILL CAN'T GET THE BATCH TOTAL CORRECT?

If you **cannot get the correct total for the batch,** EXIT and print an edit and look for the problem (See next page for how to print an edit.). Once you have identified what needs to be done, go back into the batch and make the additions, changes or deletions necessary to make the entries for the batch correct.

**TO RE-ACCESS THE BATCH**, select Entry-Single Rev Code, **CHANGE mode** (even if you only need to add entries). Press F7 or click on the lookup button for the bank account. This will display all unposted batches. Select the batch you wish to work on. When Window 1 is displayed for that batch, press ENTER on the OK button. When the Transaction entry window is displayed, press ENTER to display all the entries for that batch. Select the entry to be changed and make corrections. To add additional entries press the Mode button or F9 and switch to add mode. If an entry needs to be deleted, press the Mode button or F9 and switch to delete mode.

When the batch total is correct, exit with the ESC key twice.

### CORRECTING ACCOUNTING PERIOD FOR THE WHOLE BATCH
### OR CHANGING DEFAULTS FOR FURTHER ENTRIES

From the Transaction Entry window, click on the "Batch" icon displayed at the top of the window.

Changing the received date will also change accounting period and reference date on the batch window.

Changing the accounting period date will automatically change the date for all records entered for the batch.

The system to prompt:

Change reference date for ALL records in the batch?

Changing the revenue code will not affect previously entered contributions, but will change the default revenue code for subsequent entries.

**FR401 - New Contributions Single Revenue Code Entry (Window 1)**

Add | Bank ID: 1
(Change defaults only)

Received Date: 9/06/2009
Deposit Slip Number: 91309 [...]

Entry Batch Number: 1 [...]
Batch Description: Offering 9-13-2009

Deposit Type: Normal
Payment Frequency: None

Reference Number: Cash

OK

Use Comment?:
○ 1 Comment
○ 2 Comments
○ No Comments
○ Auto Duplicate [ ]
[ ]
☐ Default the last entered comment?

Accounting Period: 9/06/2009
Transaction Date: 9/13/2009
Reference Date: 9/06/2009
Week Number: 1

Revenue Code: 0100-009 [...] 2009 Oper

Modified: 9/13/2009 16:06:37 CVJ
UID:

**R D S Advantage 09.14.13   6/26/2009          RDS TRAINING-PLAY** ☒

Change reference date for ALL records in batch 1?

Yes     No

**R D S Advantage 09.14.10   9/29/2008          RDS Training** ☒

Change accounting period for ALL records in batch 1?

Yes     No

## EDIT THE DEPOSIT - FR403E

1. Select from the Entry menu, Edit Report. AN EDIT REPORT IS OPTIONAL, THOUGH RECOMMENDED. If you are satisfied with the batch total on the data entry window, you may skip the edit step. I often print an edit and look at it in the print preview just to be sure I am selecting what I intend to select. If I get more or less than I intended, I will print the edit and make any necessary changes to either my selection criteria, or if necessary, to my entries.
2. Enter the bank account that you used when entering the batch. A lookup of banks set up in bank maintenance is provided.
3. Enter the range of deposit numbers you want included in the edit. Press ENTER in the beginning and ending fields to get all the deposits entered for that bank.
4. Print the report in Detail and order by Entry so that the report will most nearly match what you entered from.
5. Printing Both the Deposit and Report Revenue Code summaries will help in balancing your entries.
6. The edit may be reprinted as many times and in whatever order you choose until you complete the posting of these deposits.
7. If you find corrections that need to be made, follow the steps Transaction Entry Window **TO RE-ACCESS THE BATCH**, above.

**FR403E - New Contributions Edit Report ...**

Bank ID: 1 [...]

Deposit Number   Batch
Beginning: 91309 [...]   1 [...]
Ending: 91309 [...]   9999 [...]

Report Type:
○ Detail report
○ Summary report

Ind/Org Order:

Revenue Code Summary:
○ None
○ Both
○ Deposit
○ Report

Print Order:
○ Entry
○ Ind/Org
○ Revenue Code

☐ Double-Space Transactions

OK

```
FR403E   V09.14.13                        RDS TRAINING-PLAY HERE!                              Page:   1
13-SEP-09 16:41:54                 F/R One-Time (New) Entry Edit Detail Report By Entry

Env# Ind# Name                   Revenue Ref Number           Date Type   Amount       Total  Comment

-----------------------------------------------------------------------------------------------------------
Bank Account:1          Deposit: 91309         Received Date:  9/06/2009   Deposit type: Normal
Batch: 1         Transaction Date:  9/13/2009 Accounting Period:  9/06/2009 Week: 1 Desc: Offering 9-13-2009
-----------------------------------------------------------------------------------------------------------
      18 A0 Joe & Barbara Bruno, Jr.   0100-009 1600           9/06/09 P    6,000.00
       .              .                0210-009 1600           9/06/09 I    1,000.00     7,000.00
       2 A1 IDENT UNTRACK CONT         0100-009 7645           9/06/09 U      100.00       100.00
                                                                                               Adams, George & Martha
      24 A0 John & Lydie Logan         0100-009 98647          9/06/09 I      500.00       500.00
      11 A1 Tommy Adams                0100-009 254            9/06/09 I      100.00
       .              .                0400-330 254            9/06/09 I       50.00       150.00
      16 04 Paul Harrison              0100-009 Cash           9/06/09 I       10.00        10.00
      10 A1 Johnny Adams               0100-009 190            9/06/09 I    3,000.00
       .              .                0400-520 190            9/06/09 I    1,000.00     4,000.00
      12 A1 Vinny Walton               0400-920 32901          9/06/09 I      400.00       400.00
      21 A1 John Heigle                0120-009 Cash           9/06/09 I       30.00        30.00
       1 A1 UNIDENTIFIED CASH          0100-009 Cash           9/06/09 U    1,976.59     1,976.59
Batch Tot: 1      DD:        .00  Cash:    2,016.59  Chk:   12,150.00  Total Deposit:    14,166.59 *Noncash:        .00

   Deposit: 91309    DD:        .00  Cash:    2,016.59  Chk:   12,150.00  Total Deposit:    14,166.59 *Noncash:        .00
***********************************************************************************************************
```

## Post the Deposit – FR403P

A POSTING REPORT AND COMPLETION OF THE POSTING PROCESS ARE NOT OPTIONS. YOU MUST COMPLETE THE POSTING PROCESS TO RECORD YOUR DEPOSIT TO THE CONTRIBUTOR'S RECORD (FRHIS FILE). We recommend that once you decide how you like to print the posting report, that you save your report selections (F3 – Add Report) so that you can retrieve them later (F2 – Select Report).

1. Select the exact bank account to which the batch was deposited. A lookup window is available for this.

2. Enter the beginning and ending deposit numbers exactly as they were entered on FR401. A lookup window is available.

3. If you print and save the edit report (in detail), you may print the posting report in summary. Since most users do not save the edit (because there could have been changes to the deposit after the edit is printed and it may not reflect what is being posted), **we recommend that you print the posting in detail**.

4. For Print Order, the posting report is usually printed by revenue code or by individual/organization so that it is easier to find individuals/organizations later if you need to lookup something on the posting report. Printing by revenue code order is the shorter report.

5. Individuals/organizations may print alphabetically or numerically. Select the order you prefer.

6. If you are printing the posting report by revenue code order, the totals are helpful and do not require a lot of extra lines of print. If you are printing the posting report by individual/organization, asking for totals will print a total for every individual/organization that gave to more than one revenue code, which makes a long report.

7. If you want the system to print a deposit slip, check that box. NOTE: Only entries with "Cash" as the reference number will print in the "Cash" section of the deposit slip. All other entries will print in the "Check" section of the deposit slip. When printing a deposit slip, you may print the comments for Families 1 & 2, All Families, or No Families. It is recommended to print the comments for Families 1 & 2.

8. If you want to merge the information to word processing, check the box. Leave the box blank to skip this process. **Most users do not need to merge** the information to word processing. However, if you are entering a deposit that you want to send personalized letters to the donors, you may merge. If choosing to merge, the system prompts for the type of merge to be performed (i.e., WordPerfect, Microsoft Word, Comma Separated Values, MDB etc.). The file created is named 'FR403.(file extension name),' and is located in the user's work file (for example, FR403.csv).

9. If you are merging to word processing you may limit the merge to first-time givers only. This will pick up anyone who previously didn't have any activity in financial records history other than a pledge.

10. Enter the batch number you want these entries to have in the General Ledger Year-to-Date file. For the **GL Batch Number, we recommend using the month and week** as the batch number, i.e., for a November 11, 2001 deposit, use 112 (11th month and 2nd week).
If you do not have the General Ledger system, the posting will not allow data entry in the G/L interface type and a batch number field.

11. Click on OK or press ENTER at the OK button to begin the posting process.


## Contribution Posting Process

1. Enter the printer option to which you want to print the reports. You will be prompted twice for printer selections.

2. At the end of the second printing, you will be asked, "Please look at the general ledger distribution report. Is this what you want to post?" Check the report and answer on the basis of whether it is what you expected to post. If the answer is "N," this aborts the posting and you must go back to the entry screen, FR401, and make changes or corrections, and begin the posting process over again. **Save both of these reports.**

3. When you answer "Y" to "Is this what you want to post?" question, the system posts the contributions to the contributor's records, the bank reconciliation system and the general ledger interface file. If you have the general ledger system, the system will then ask, "Are you ready to post to the General Ledger Year-to-Date file?" Answer "Y" and the system will display the General Ledger Post Interface to Year-to-Date File – GL143 window.
   a. If the deposit is for an accounting period different than the current period according to your computer's date, it will display a message to that effect. Check your FR403P posting report for the accounting period to enter. NOTE: If the accounting period is wrong, it can be changed before posting to GLYTD, but the contributor's records will also have the wrong accounting period date and may need to be reversed and re-entered in the Financial Records system.
   b. For the batch numbers, press ENTER in each field to post all F/R batches in the accounting period(s) selected, or enter specific batch numbers to post only those batches.
   c. Click on the OK button or press ENTER on the OK button and the system will prompt for a printer for another general ledger distribution report. At the end of the printing, you will be asked, "Please look at the general ledger distribution report. Is this what you want to post?" Check the report and answer on the basis of whether it is what you expected to post. If the answer is "N," this aborts the posting and you will have to post the interface file later when you determine why you did not like the first report. Answering "Y" will complete the posting process. **Save this report.**

## HOW TO CORRECT A POSTED DEPOSIT

1. Select from the Financial Records menu, Entry.
2. Select Entry-Single Rev Code.
3. In the ADD mode, set up the deposit as it was when the entry to be corrected was originally made.
4. In window 2 (transaction entry), enter the person to whom the entry was originally made.
5. Enter the amount to be removed as a negative amount. The minus sign may be entered before or after the amount.
6. Enter the revenue code to which the entry was posted.
7. Enter a comment, e.g., Correct posting error.
8. Enter the person to whom the correct posting will be entered.
9. Enter the amount positively.
10. Enter the correct revenue code.
11. The batch amount total should be zero.
12. If you are correcting the revenue code to which something was posted, but the individual is correct just enter the wrong revenue code first with a negative amount and enter the same person again with the right revenue code and the amount as a positive amount. Your total amount will still be zero.
13. Post the correction as you would post a normal deposit.

## CORRECTING A POSTED DEPOSIT EXERCISE

You learn after posting Sunday's deposit that John and Lydie Logan, who gave check 98647 for $500, which was posted to the general fund, actually wanted $250 of that contribution to go to the building fund.

```
FR403E  V09.14.13                            RDS Training                                    Page:   1
13-SEP-09 14:34:12                  F/R New Entry Edit Detail Report By Entry
_____
Env# Ind#  Name              Revenue Code&Abbr   Ref Number & Date Type    Amount         Total  Comment
_____
-----------------------------------------------------------------------------------------------------
Bank Account:1        Deposit: 91309   Received Date: 09/06/2009
Batch: 1     Transaction date: 09/13/2009  Accting period: 09/06/2009  Week: 1 Desc: Offering 09-13-2009
-----------------------------------------------------------------------------------------------------
    18 A0 Joe & Barbara Bruno, Jr.  0100-009 1600        09/06/09 I    6,000.00
    "                "              0210-009 1600        09/06/09 I    1,000.00       7,000.00
     2 A1 IDENT UNTRACK CONT        0100-009 7645        09/06/08 U      100.00         100.00
                                                                                               Adams, George & Martha
    24 A0 John & Lydie Logan        0100-009 98647       09/06/09 I      500.00         500.00
    11 A1 Tommy Adams               0100-009 254         09/06/09 I      100.00
    "                "              0400-330 254         09/06/09 I       50.00         150.00
    16 04 Paul Harrison             0100-009 Cash        09/06/09 I       10.00          10.00
    10 A1 Johnny Adams              0100-009 190         09/06/09 I    3,000.00
    "                "              0400-520 190         09/06/09 I    1,000.00       4,000.00
    12 A1 Vinny Walton              0400-920 32901       09/06/09 I      400.00         400.00
    21 A1 John Heigle               0120-000 Cash        09/06/09 I       30.00          30.00  Reimb Book
     1 A1 UNIDENTIFIED CASH         0100-009 Cash        09/06/09 U    1,976.59       1,976.59
Batch Tot: 1        DD:      .00  Cash:   2,016.59  Chk:   12,150.00  Total Deposit:  14,166.59 *Noncash:      .00
 Deposit: 71209     DD:      .00  Cash:   2,016.59  Chk:   12,150.00  Total Deposit:  14,166.59 *Noncash:      .00
 Rev Code: 0100-009          .00          1,986.59          6,700.00                  8,686.59           .00
 Rev Code: 0210-006          .00               .00          4,000.00                  4,000.00           .00
 Rev Code: 0400-330          .00               .00             50.00                     50.00           .00
 Rev Code: 0400-520          .00               .00          1,000.00                  1,000.00           .00
 Rev Code: 0400-920          .00               .00            400.00                    400.00           .00
 Rev Code: 1120-610          .00             30.00               .00                     30.00           .00
 *****************************************************************************************************
```

Make an entry to correct this posting error.

Using the same received date and deposit number, set up a new entry in financial records.



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On the individual transaction screen enter family 24 A0.

**FR401 - New Contributions Single Revenue Code Entry (Window 1)**

| Add | | Bank ID: | 1 | [...] | | Use Comment?: |
|---|---|---|---|---|---|---|

**FR401 - New Contributions Single Revenue Code Entry (Select Individual/Org**

Add          Individual/Organization

| Entry | Envelop | Indiv Id | Name | Revenue Code | Amount | Ref Num |
|---|---|---|---|---|---|---|
| 013 | | 24 A0 | John & Lydie Logan | 0100-009 | 250.00- | 98647 |
| 014 | | 24 A0 | John & Lydie Logan | 0210-009 | 250.00 | 98647 |

Batch Total Amount:      14,166.59

**FR401T - New Transaction Entry (Add)      ...**

Scan

| Envelope | | [...] | ☐ Org [...] |
|---|---|---|---|

Fam/Org Num      [   ] [...]  Indiv [   ][...]

Name [                    ] [...]

Pmt Frequency

Amount:      [          ]

Revenue Code:   0100-009 [...]   Notify? NO

2009 Operating Offerings

Ref/Check Number:   [Cash          ]

Reference Date:    9/06/2009

Comment1:   [              ]

Modified:

UID:

Send to Virtual Village

Gifts + Payments

Post as usual.

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**PLEDGE MAINTENANCE – FR102**

If pledges are to be taken and tracked for particular revenue, they must be added to the system. This allows the pledge payments and balances for individuals to print on contribution statements and on management reports. Pledges may be added and tracked for as many funds as necessary.

1. Select the option, Pledge Maintenance, from the Maint menu. If you have not set the Revenue Code to receive pledges, this must be done under Revenue Code Maintenance. There are two categories of pledges: single pledge or multiple pledge. See the exercise on adding revenue codes for an explanation.



2. Pledges are entered through the menu column, Maint. Select Pledge Maintenance. Enter pledges by revenue code or by individual.
   a. Select from the menu bar, Pledge Maintenance.
   b. Select by Revenue Code.
   c. Select Add mode.
   d. Enter the Revenue Code for the Current Year's Operating Offerings.
   e. Enter by family number, family name or envelope number. Use your arrow keys to move to one of these three areas. Press ENTER when your entry is made.
   f. Enter the frequency by placing the cursor on your selection and pressing ENTER, or type the first character and press ENTER.
      Pledges may be entered for the following frequencies: weekly, monthly, semi-annually, annually and from 1 to 9 years. If you wish to enter the fact that a person has declined to make a pledge, select frequency "Zero" and enter 0.00 as the amount.
   g. Enter the amount the pledger will be giving each frequency.
   h. Once the frequency and amount are entered, the system will automatically calculate the total pledge based upon the pledge's start and stop date.
   i. Enter a comment, if needed. The comment may only be viewed in this program.
   j. Press ENTER to save the pledge entry.

3. Continue by entering the next individual who has pledged in the same manner. If you need to make changes in either the frequency, amount or beginning and ending date of an individual's pledge, use the icon to "Modify Entry." If the wrong individual was entered, you must delete the entry and add it in correctly.

4. After the pledge is entered, if contributions have been posted before the pledge is added, the system will give the following message. Click on OK to have the system enter the record in FR406P.



5. Press ESC or click on the "Exit" icon to exit pledge entry.

6. If you have told the system to apply posted revenue to the new pledge, will remind you to post the revenue status and will take you to the posting program.

7. Corrections to a particular pledge may be entered through the change mode and simply overwritten. For example, if a pledge was entered to an individual for the wrong amount or frequency, correction may be made through "Change." Arrow to the field to be corrected and overwrite the amount or frequency with the correction. If a pledge was entered to the wrong individual, the pledge may be deleted through the "Delete" mode and re-entered to the correct individual through the "Add" mode.

**EXERCISE:--Adding Pledges**
Using the members below, add pledges for the Current Year Operating Fund.

| Name | Family number/Ind ID | Frequency | Amount |
|------|---------------------|-----------|--------|
| Steve Grady | 19 A1 | Weekly | 225.00 |
| Cynthia A. Hite | 22 A1 | Monthly | 200.00 |
| Joe & Barbara Bruno, Jr. | 18 A0 | Annually | 6,000.00 |
| John & Lydie Logan | 24 A0 | Quarterly | 2,000.00 |

Using the members below, add pledges for the Enlarge the House Campaign (Rev Code 210-6).

| Name | Family number/Ind ID | Frequency | Amount |
|------|---------------------|-----------|--------|
| Bob & Kathy Lester | 15 A0 | Annual | 5,000.00 |
| Vinny Walton | 12 A1 | Weekly | 200.00 |

**POST REVENUE STATUS**

1. If revenue status changes need to be posted, you will receive the message "You need to post revenue status changes." Or the Revenue status option is accessed by the menu option, Entry, or within the Pledge Maintenance option.
2. Select Post Revenue Status.
3. Enter the beginning family or press ENTER for all.
4. Enter the ending family or press ENTER for all.
5. Enter the beginning and ending Revenue Code or press ENTER for all. Usually post by revenue.
6. Enter a general ledger batch number.
7. Enter the correct accounting period for the reclassification of contributions from pledged to unpledged or vise-versa.
8. Select the printer. The report printed will show the names of all entries. You do not need to print or save this report. Check the preview to be sure it includes those you want.



R D S Advantage 09.14.10   9/29/2008          RDS Training

You need to post revenue status changes

OK
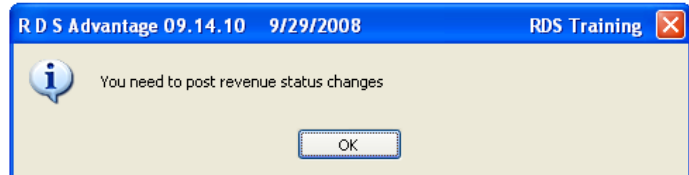
9. Select the printer option again. A general ledger distribution report will print. Save this report.

```
FR406P    V09.14.13                              RDS Training                                    Page:    1
13-SEP-09 12:19:59                      General Ledger Distribution Report
_____
                                          Tr Date   Acct Per  Ref 1    Ref 2        Debits        Credits
_____
0100-310-000   GENERAL FUND-PLEDGED
0100-009              24 A0 John & Lydie Logan      09/13/09  09/13/09 STATADJ  09132009                        500.00-
0100-009              24 A0 John & Lydie Logan      09/13/09  09/13/09 STATADJ  09132009                        500.00-
                                                                                 -------------  --------------
**      Totals for 0100-310-000      GENERAL FUND-PLEDGED            **              0.00       1,000.00-
0100-311-000   GENERAL FUND-UNPLEDGED
0100-009              24 A0 John & Lydie Logan      09/13/09  09/13/09 STATADJ  09132009       500.00
0100-009              24 A0 John & Lydie Logan      09/13/09  09/13/09 STATADJ  09132009       500.00
                                                                                 -------------  --------------
**      Totals for 0100-311-000      GENERAL FUND-UNPLEDGED          **           1,000.00          0.00
                                                                                 -------------  --------------
**      Totals for batch  112     **                                             1,000.00       1,000.00-
                                                                                 =============  ==============
**  Totals for all batches  **                                                   1,000.00       1,000.00-
FR406P    V09.14.13                              RDS Training                                    Page:    2
13-SEP-09 12:19:59                      General Ledger Distribution Report
_____
                                          Tr Date   Acct Per  Ref 1    Ref 2        Debits        Credits
_____
                              *  *  *   S U M M A R Y   *  *  *
**      Totals for 0100-310-000      GENERAL FUND-PLEDGED            **              0.00       1,000.00-
**      Totals for 0100-311-000      GENERAL FUND-UNPLEDGED          **           1,000.00          0.00
                                                                                 -------------  --------------
**      Totals for batch  112     **                                             1,000.00       1,000.00-


                                                                                 =============  ==============
**  Totals for all batches  **                                                   1,000.00       1,000.00-
```

10. Answer "Y" to "Is this what you want to post?"
11. Posting is completed to Financial Records and all "I's" and "P's" should be correct.
12. Post to General Ledger Year-to-Date file. **Save this report.**

# CHANGE CONTRIBUTION STATUS – FR406P

If contributions have been recorded BEFORE THE PLEDGE IS ENTERED, that contribution will show on the individual's record as an "I," meaning identified but unpledged. Once pledges have been entered, most people would expect to see these contributions applied to their pledge. Pledged contributions appear on the individual's record as "P."

## HOW TO ENTER CONTRIBUTIONS WHICH NEED THEIR STATUS CHANGED

1. This is done automatically if, when entering the pledge and the system determines that there are contributions already posted for that individual and revenue code, you enter "YES" to apply posted revenue to the new pledge.

2. If you answered "NO" and later find that you should have said, "YES," or if you find any contribution with the wrong status (i.e., "I"dentified when it should be "P"ledged or vice-versa), these can be added to revenue status entry individually or as a group.

3. To add individually:
   a. Under the Entry column select Revenue Status.
   b. Select Enter by Ind/Org
   c. Select Add mode.
   d. Enter the individual by family number or family name. Lookups are available.
   e. Enter the revenue code. A Lookup is available.
   f. Press ENTER or Click on the OK button.
   g. The entry is displayed in the background.
   h. Continue until all individuals and revenue codes are entered.

4. To add as a group:
   a. Under the Entry column, select Revenue Status.
   b. Select Entry by Range.
   c. Select Add mode.
   d. Enter the range of families to be checked for status inconsistencies.
   e. Enter the range of revenue codes to be checked for status inconsistencies.
   f. Press ENTER or Click on the OK button.

## WHEN TO POST THE REVENUE STATUS

1. After entering pledges to individuals who have already contributed to that revenue code.
2. When renumbering individuals or families without pledges to one that has a pledge or pledges.
3. The end of every month to catch any that you may have forgotten to post.
4. When you or a contributor calls and says that their donations are not applying to their pledge balance.

**Contribution Records** - These are designed to send reports to the individual/organizations for the contributions they have made in detail or in summary for a range of accounting periods. This may be run for a full year, for a month or for any valid range of accounting periods. Enter the first of the month from which you would like to start the report and the end of the month through which you would like to report.

```
Contributor:
Full page
Benefits Received
Short form

Non-Contributor:
Full page
Short form
```

Non-Contributor statements are also available.

**Receipts** may be printed. This offers the same selections as the Contribution Records, but also allows you to suppress prior year and prior period amounts (i.e., it will only print activity for the period selected).

```
Detail

Summary:
To Date
Weekly
Pledge/Fees Due
```

**Account Status by individual/organization** - This report is designed to print out in detail, to date summary, or weekly summary the giving record of a particular individual/organization to a single revenue code or to a range of revenue codes.

```
Detail

Summary:
Ind/Org
To Date
Monthly
Weekly
```

**Account Status by rev code** - This report will print in detail, individual/organization summary, to date summary, or monthly summary. Information printed will include the individual/organization's name and each contribution to a particular revenue code when printed in detail with totals at the end of each individual/organization. The summary reports will total all giving to a particular fund for the individual/organization and print the totals in summary. To date summary will leave off the individual/organization name but print the total amount received for a particular revenue code.

```
Detail

Summary:
To-Date
Monthly
```

**Account Status by general ledger account** – This report will print in detail, to-date summary, or monthly summary. Information printed will include the individual/organization's name and each contribution sorted by general ledger account number. Summary reports will print one line per general ledger account (to-date) or one line per month per general ledger account (monthly).

```
Pledger Report:
Separated By Revenue Code
Consolidated Revenue Codes
Pledge cards

Contributor Report:
Separated By Revenue Code
Consolidated Revenue Codes
Self-mailer
```

**Pledger/Contributor** - This report is designed to give dollar amounts and percentages related to pledges or dollar amounts related to contributors. This report may be run in several different ways to produce reports in slightly different formats. **See options at left. After the report is sent to the printer, the system will prompt to print labels, postcards, envelopes or none.**

```
Ind/Org Detail:
Separated by Revenue Code
Consolidated Revenue Codes

Revenue Code Statistics:
Separated by Revenue Code
Consolidated Revenue Codes
```

**Non-Pledger/Contributor** – Prints individuals/organizations or statistics on non-pledgers or non-contributors, or both.  See options in the right-hand box.

```
By Ind/Org:
Contribution
Pledge

By Family:
Contribution
Pledge
```

**Analysis reports** - These reports are designed to give information regarding the number of contributors who fall within a selected giving range. Four different configurations are available (see box on the left). Individual reports can report giving based on age or length of membership.

**Past Due Pledges** – If pledges have been entered as weekly, monthly or quarterly frequencies, the past due report will show those that are past due.  Annual amounts are not past due until after the year end.

**Direct Debit** – Print either a report of contributors using direct debit for their contributions/payments, or print an edit report of the pre-notification file to see what the system proposes to send to the bank to verify the direct deposit information.

**Ind/Org Options** – Prints individuals based upon their setup in Individual Maintenance (FR101). For instance, you can print by commercial envelope group, financial drive group, or contribution frequency.

**Revenue code report** - This report will give a numerical or alphabetical listing of all the revenue codes.

**Envelope Cross Reference report** - This menu option offers reports, labels, envelopes, etc. It will print individuals with or without envelope numbers. See options at right.

**Miscellaneous Reports and Merge** – These options are discussed in the ReportRight! class and tutorial.

Report
Labels
Postcards
Envelopes
Nametags

Pledge Address Labels
Non-Pledger Cards

All reports are designed to allow the user some flexibility in the information to be contained on the reports. Each option will be displayed in a pop up window as the cursor is placed on a particular field. It is suggested that you try to print some of the reports, become familiar with the options available, and keep them (and a screen print of how it was selected) on file for reference.

Most reports have an export feature allowing you to select the format for the export. The most common use is to export so that the information is available in a spread sheet format. For this use, select "Comma Separated Value" as the export type. When opening the spread sheet, you may have to change you file type to open to include .csv.

# PRINTING CONTRIBUTION STATEMENTS - FR301F



Select Print from the menu bar.
1. Highlight Contribution record with your cursor and click on that entry.
2. Under Contributor, select Full page.
3. Make the type of selections your church or organization would like to print.
   a. The Output order is a selection to print each individual contribution report in the order you wish: Alphabetic, Numeric (family no.), Carrier route, Envelope (number), or Zip code. If you are going to hand out the reports, you may want alphabetic or envelope number. If you are using bulk mail, you may want carrier route or zip code order.
   b. The Frequency relates to the frequency set in Individual/Organization Maintenance (FR101) which defaults from Envelope & Contrib Rec Default Maintenance (FR198E). Until you fully understand the system, selecting "All" will produce the best results.
   c. To be able to e-mail the contribution records, enter the SMTP (Simple Mail Transfer Protocol) Option. This has to be set up in CS114 (SMTP Options).
   d. Enter the accounting period for which the statements will be printed. This should be entered as the first of the month and the ending period should be entered as the end of the month, e.g., 301xx beginning and 331xx as the end of the month. This can cover the entire year, or just one month or quarter.
   e. Enter the lowest numeric revenue code through the highest numeric revenue code or press ENTER twice for ALL.
   f. Enter the lowest numeric family/organization number through the highest numeric family/organization number or press ENTER twice for ALL. To print for just one family/organization, enter that family/organization's family/organization number as the beginning and ending family/organization number. Each individual in the family/organization that has a contribution and/or a pledge will print if they meet the other selection criteria.
   g. Press ENTER through both individual last name fields. This is only used when ordering the contribution records alphabetically and there are so many that your hardware cannot create a sort file large enough to sort the records. If this is the case, make one printing for A through MZ and second printing of N through ZZ.
   h. Press ENTER through the individual type and individual sub-type fields to select all. You may wish to select only certain types and sub-types here. Usually you will want to exclude "X" (deceased) and "Z" (duplicate).
   i. You may also specify the Financial Drive Group to include. If you choose a financial drive group, this will eliminate contribution records for individuals not in that drive group. Financial Drive Groups are entered on Individual/Organization Maintenance (FR101).
   j. Checking the box for Sum All Gifts will summarize, by revenue code, all gifts for the accounting periods entered. A warning message will appear which states that the summarized contribution statement may not comply with IRS regulations.
   k. You may elect to summarize gifts under a specified dollar amount. Leaving the field at zero will print all gifts, regardless of amount. For IRS purposes, you should only summarize gifts under $250.00.

l.  To omit printing contribution records for minimal contributions, you may enter an amount and it will not print a contribution record if the total amount of that record is less than the entered amount. For year-end contribution records, never enter more than $250.00 for this field (if an individual/organization only gave one check for $250.00, it will not be tax deductible unless he received the contribution record from you before filing his tax return).

m.  Do not check the box to use pre-printed forms unless you have one specially printed for this purpose.

n.  If your printer supports duplexing (printing on both sides of the paper) and you wish to duplex the contribution records, check the duplex box.

o.  Check the Print Phone box to include your (the church's) phone number in the heading/return address block. The phone number prints after the church's name and before the address. This field is not available if you are using pre-printed contribution records.

p.  If you are not using preprinted contribution records, select the type of heading.
    •   Single Window Envelope will center the return address at the top of the page.
    •   Dual Window Envelope will place the return at the top of the page and over the contributor's name and address so that it will appear in the top window of dual window envelopes.
    •   Compress and Center will center the return address at the top of the page, print only titles entered consecutively (i.e., no blank title fields above), and eliminate extra blank lines. Window envelopes cannot be used with this option, but more lines will print on a page, possibly reducing the number of pages for each contributor.

q.  If you are not using pre-printed statements, you may change the report titles from the default for this printing only. Titles and column headings are set in FR199, Financial Records Control Maintenance.

r.  Enter a description for the grand total of each contribution statement, or leave blank for no grand total description.

s.  Check the Print Transaction Comments to include the comments entered during data entry on the contribution statement.

t.  At this point, if you have pledges entered, you may check the appropriate "Terms" boxes. **If you wish to print the pledge on the contribution statement, you will have to check at least one box.** If you have not entered pledges, leave these pledge boxes unchecked.

u.  Enter the comments you would like to have printed on the bottom of the statements, or if you choose not to print a comment, ENTER through the fields. NOTE: For IRS purposes, you must include the information that the contributions are fully deductible as no benefits other than intangible religious benefits were received. For bulk mail, you will need to say thank you for your support.

v.  Check the Benefits Received box to include revenue codes that are set up as benefits received in Revenue Code Maintenance, FR103. NOTE: Do not check this box when printing statement that the contributors will use for tax purposes (i.e., year-end statements) as this may be confusing to the reader. The amounts given to benefits received revenue codes will print on the contribution record, but will not be included in the grand total. The revenue code description will also have "***Benefits Received ***" beside the name.

w.  Checking the IRS-req'd Giver Only box will print all the contribution records on which there is at least one gift of $250.00 or more during the year. These are the people who will not be able to deduct their contribution unless they receive this contribution record. If you request to skip contribution records whose total is less than a certain amount and you check the IRS-req'd Giver Only box, you will get the IRS required records, even though they might total less than the skip total. You will also get contribution records that are in excess of the skip total.

x.  Checking Current Pledgers Only will only include those with pledges in the entered accounting period.

4.  **Save these report selections** by pressing F3 or clicking on "Add Report" icon. Enter a description such as, "Monthly Contribution Records" and click on "OK." Next time you want to print statements, when you come into this program, press F2 or "Select Report" button and select "Monthly Contribution Records" and the screen will be completed for you. Change the accounting period dates and you are ready to print.

5.  Click on Print to send your contribution records to the printer.

6.  **When the contribution records have printed, the system will tell you how many it printed. At this point you may choose to print address labels, postcards, envelopes or none. If you select to print these, complete the data entry window to select which forms to use and whether or not to print the addressee and address in capitals.**

```
RDS TRAINING                          Contribution Record
(405) 840-5177                   Thank you for your support!
6801 N. BROADWAY
OKLAHOMA CITY, OK 73116




Mister William E. Adams           1/01/2009 thru  3/31/2009
911 Short Street                          11 01
Smallville, OK  12099                 Page:  1


==========================================================
 Reference Reference    Pledge    Contributions      Pledge
   Date    Number       Total    Period   To-Date    Balance
==========================================================
2009 Operating Offerings
     .50 Weekly      26.00
Summary of gifts under 250.00        6.50
                               ------------  ------------
        *** Total ***             6.50       6.50      19.50
                               ==========================
Tax Deductible Contributions        6.50       6.50
If you have questions about your giving statement, please contact Cindra in
the church office, 354-1111
All contributions are fully tax deductible since no benefits were received
other than intangible religious benefits.
```

```
RDS TRAINING                          Contribution Record
(405) 840-5177                   Thank you for your support!
6801 N. BROADWAY
OKLAHOMA CITY, OK 73116




Mister Victor W. Demachalcha, Sr.  1/01/2009 thru  3/31/2009
2312 First Street                         14 A3
Edmond, OK  73034                     Page:  1


==========================================================
 Reference Reference    Pledge    Contributions      Pledge
   Date    Number       Total    Period   To-Date    Balance
==========================================================
2009 Operating Offerings
    100.00 Monthly    1,200.00
Summary of gifts under 250.00       300.00
                               ------------  ------------
        *** Total ***           300.00     300.00     900.00
Flowers
Summary of gifts under 250.00        52.00
                               ------------  ------------
        *** Total ***            52.00      52.00
                               ==========================
Tax Deductible Contributions       352.00     352.00
If you have questions about your giving statement, please contact Cindra in
the church office, 354-1111
All contributions are fully tax deductible since no benefits were received
other than intangible religious benefits.
```

Even Children may receive their own contribution statement.

Other Adults (A3 to A9) within a family may receive separate contribution statements.

```
RDS TRAINING                          Contribution Record
(405) 840-5177                   Thank you for your support!
6801 N. BROADWAY
OKLAHOMA CITY, OK 73116




Mister & Mrs. John Q. Adams        1/01/2009 thru  3/31/2009
3036 Little Court                         10 A0
Oklahoma City, OK  73113              Page:  1


==========================================================
 Reference Reference    Pledge    Contributions      Pledge
   Date    Number       Total    Period   To-Date    Balance
==========================================================
2009 Operating Offerings
  10,000.00 Annually  10,000.00
   1/11/2009 11301                 1,000.00
   2/15/2009 21701                 1,000.00
   3/15/2009 31701                 1,000.00
                               ------------  ------------
        *** Total ***          3,000.00   3,000.00   7,000.00
Flowers
   1/13/2009 11301                   40.00
Summary of gifts under 250.00        12.00
                               ------------  ------------
        *** Total ***            52.00      52.00
                               ==========================
Tax Deductible Contributions     3,052.00   3,052.00
If you have questions about your giving statement, please contact Cindra in
the church office, 354-1111
All contributions are fully tax deductible since no benefits were received
other than intangible religious benefits.
```

```
RDS TRAINING                          Contribution Record
(405) 840-5177                   Thank you for your support!
6801 N. BROADWAY
OKLAHOMA CITY, OK 73116




Miss Susan R. Demachalcha          1/01/2009 thru  3/31/2009
2312 First Street                         14 01
Edmond, OK  73034                     Page:  1


==========================================================
 Reference Reference    Pledge    Contributions      Pledge
   Date    Number       Total    Period   To-Date    Balance
==========================================================
2009 Operating Offerings
Summary of gifts under 250.00       100.00
                               ------------  ------------
        *** Total ***           100.00     100.00
Flowers
Summary of gifts under 250.00        40.00
                               ------------  ------------
        *** Total ***            40.00      40.00
                               ==========================
Tax Deductible Contributions       140.00     140.00
If you have questions about your giving statement, please contact Cindra in
the church office, 354-1111
All contributions are fully tax deductible since no benefits were received
other than intangible religious benefits.
```

All amounts in excess of $250.00 (as specified in the report selection) print all the information, even if the gift was for several different purposes and any or all parts were less than $250.00.

```
RDS TRAINING                                    Contribution Record
(405) 840-5177                            Thank you for your support!
6801 N. BROADWAY
OKLAHOMA CITY, OK 73116




Mister & Mrs. Victor W. Demachalcha        1/01/2009 thru  3/31/2009
2312 First Street                                   14 A0
Edmond, OK  73034                               Page:  1


=====================================================================
  Reference Reference      Pledge       Contributions        Pledge
    Date     Number        Total      Period     To-Date     Balance
=====================================================================
2009 Operating Offerings
  10,000.00 Annually      10,000.00
  Amount prior to  1/01/2009                    10,000.00
                                     ------------  ------------
      *** Total ***                      .00      10,000.00
Flowers
Summary of gifts under 250.00            12.00
                                     ------------  ------------
        *** Total ***                    12.00        12.00

Food Pantry
Summary of gifts under 250.00           180.00
                                     ------------  ------------
        *** Total ***                   180.00       180.00
                                     ================================
Tax Deductible Contributions            192.00       192.00
All contributions are fully tax deductible since no benefits were received
other than intangible religious benefits.
May you feel God's presence, see the works of His hands in your life and in
the lives of others, and find joy and peace in all your circumstances.
```

> This shows how prepaid pledges will appear on the contribution statement.
>
> NOTE: Since these payments were deductible in the prior year, they are not included in the total giving for this year.

```
RDS TRAINING                                    Contribution Record
(405) 840-5177                            Thank you for your support!
6801 N. BROADWAY
OKLAHOMA CITY, OK 73116




Ms. Sherry Ann F. Tilton                   1/01/2009 thru  3/31/2009
132 Z Street                                        13 A1
Smallville, OK  12099                           Page:  1

=====================================================================
  Reference Reference      Pledge       Contributions        Pledge
    Date     Number        Total      Period     To-Date     Balance
=====================================================================
2009 Operating Offerings
     50.00 Monthly          600.00
Summary of gifts under 250.00           150.00
                                     ------------  ------------
      *** Total ***                     150.00       150.00     450.00
Flowers
Summary of gifts under 250.00            12.00
                                     ------------  ------------
        *** Total ***                    12.00        12.00
                                     ================================
Tax Deductible Contributions            162.00       162.00
All contributions are fully tax deductible since no benefits were received
other than intangible religious benefits.
May you feel God's presence, see the works of His hands in your life and in
the lives of others, and find joy and peace in all your circumstances.
```

```
RDS TRAINING                                    Contribution Record
(405) 840-5177                            Thank you for your support!
6801 N. BROADWAY
OKLAHOMA CITY, OK 73116




Mister Finnis K. Walton                    1/01/2009 thru  3/31/2009
94 B Street                                         12 A1
Apt 19                                          Page:  1
Smallville, OK  12099

=====================================================================
  Reference Reference      Pledge       Contributions        Pledge
    Date     Number        Total      Period     To-Date     Balance
=====================================================================
2009 Operating Offerings
   7,000.00 Annually       7,000.00
  3/31/2009 33101                       375.00
Summary of gifts under 250.00         1,500.00
                                     ------------  ------------
      *** Total ***                   1,875.00     1,875.00   5,125.00
Flowers
  3/31/2009 33101                        12.00
                                     ------------  ------------
        *** Total ***                    12.00        12.00
                                     ================================
Tax Deductible Contributions          1,887.00     1,887.00
All contributions are fully tax deductible since no benefits were received
other than intangible religious benefits.
May you feel God's presence, see the works of His hands in your life and in
the lives of others, and find joy and peace in all your circumstances.
```

# ACCOUNT STATUS BY INDIVIDUAL/ORG IN DETAIL

**FR302A - Account Status Report By Individual/Organization (Detail)**

Order By:
- (●) Alphabetical
- ( ) Envelope Number
- ( ) Fam/Org Number

Revenue Code
Beginning `0000-000` [...]
Ending `9999-999` [...]

Fam/Org Number
`1` [...]
`9999999` [...]

Individual Name/Organization Long Name
[ ] [...]
`ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ` [...]

Envelope Number
Beginning `0` [...]
Ending `99999999` [...]

Acct Period
`3/01/2009`
`3/31/2009`

Individual Type: `AINOPSVXYZ` [...]
Individual Sub-Type: `CFMOPSTU` [...]
Financial Drive Group: `CT LC NC PC TI` [...]

[ ] Skip Individuals With No Activity

[ ] Print Prior Periods?
[✓] Print Revenue Code Totals?

[ Print ]   [ File ]   [ Export ]

---

```
FR302A   V09.14.13                                    RDS Training                                              Page:    1
15-SEP-09 13:17:45          Detail Account Status Report By Individual    From:  3/01/2009  To:  3/31/2009

TR Date  AcctPer WK Rev Code & Abbrev    Ref Num  Ref Date  Other-Rec  Pledge-Rec   Pledge-Tot  Pledge-Bal Comment         % Paid
_____
    11 01 Adams, Billy                    Env:          Address: 911 Short Street/Smallville OK 12099
---------------------------------------------------------------------------------------------------------------------------------
07/02/09  3/01/09 1 0100-009 2009 Opera Cash    3/03/09               0.50
07/02/09  3/08/09 2    "          "     Cash    3/08/09               0.50
07/02/09  3/15/09 3    "          "     Cash    3/15/09               0.50
07/02/09  3/22/09 4    "          "     Cash    3/22/09               0.50
07/02/09  3/29/09 5    "          "     Cash    3/29/09               0.50
        5 Items                                 Total:      2.50      26.00        23.50                                     9.62%
*********************************************************************************************************************************
    10 A1 Adams, Johnny                   Env: 1        Address: 3036 Little Court/Oklahoma City OK 73113
---------------------------------------------------------------------------------------------------------------------------------
*********************************************************************************************************************************
    10 A0 Adams, Johnny & Sarah           Env:          Address: 3036 Little Court/Oklahoma City OK 73113
---------------------------------------------------------------------------------------------------------------------------------
07/02/09  3/15/09 3 0100-009 2009 Opera 31701   3/15/09            1000.00
        1 Items                                 Total:            1000.00     10000.00      9000.00                        10.00%
01/26/09  3/29/09 5 0400-320 Flowers    33101   3/29/09   12.00
        1 Items                                 Total:     12.00
                                                           ------------------------------  ------------           -------
        2 Items            10 A0                 Total:     12.00  1000.00     10000.00      9000.00                       10.00%
*********************************************************************************************************************************
    11 A1 Adams, Tommy                     Env:          Address: 911 Short Street/Smallville OK 12099
---------------------------------------------------------------------------------------------------------------------------------
01/26/09  3/31/09 5 0400-320 Flowers    33101   3/29/09   12.00
        1 Items                                 Total:     12.00
                                                           ----------------------
        1 Items            11 A1                 Total:     12.00      0.00
*********************************************************************************************************************************
```

# ACCOUNT STATUS BY INDIVIDUAL/ORG TO DATE SUMMARY

## FR302B - Account Status By Individual/Organization (To Date Summary)

**Order By:**
- ◉ Alphabetical
- ○ Envelope Number
- ○ Fam/Org Number

☐ Combine Qualifying Individuals in a Family

**Include:**
- ☑ Other Adults
- ☐ Children

| | Revenue Code | Fam/Org Num | Individual Name/Organization Long Name |
|---|---|---|---|
| Beginning: | 0000-000 ... | 1 ... | |
| Ending: | 9999-999 ... | 9999999 ... | ZZZZZZZZZZZZZZZZZZZZZZZZZZZZ ... |

**Total Receipts**

| | Envelope Num | Acct Period | Revenue Code $ | Ind'l/Org'n $ | |
|---|---|---|---|---|---|
| Beginning: | 0 ... | 3/01/2009 | 0.00 | 0.00 | You can use BOTH Total |
| Ending: | 99999999 ... | 3/31/2009 | 9999999.00 | 9999999.00 | Receipts ranges only if combining individuals. |

Individual Type: AINOPSVXYZ ...
Individual Sub-Type: CFMOPSTU ...
Financial Drive Group: CT LC NC PC TI ...

**Print:**
- ☐ Prior Periods
- ☐ Address
- ☐ Phone

**Print Totals By:**
- ◉ Both
- ○ Ind/Org
- ○ Revenue Code

**Name Format:**
- ◉ Preferred Name
- ○ Formal Name

[ Print ]  [ File ]  [ Export ]

---

```
FR302B   V09.14.13                                    RDS TRAINING                                        Page:    1
15-SEP-09 16:15:59          Summary Account Status Report To Date By Individual (From  3/01/2009 To  3/31/2009)
```

| Envelope | Individal Number & Name | #Items | Revenue Code&Abbre | Other Rec | Pledge Rec | Total Pledge | Pledge Bal | %Paid |
|---|---|---|---|---|---|---|---|---|
| | 10 A0 Adams, Johnny & Sarah | 1 | 0100-009 2009 Oper | | 1000.00 | 10000.00 | 9000.00 | 10.00% |
| | | 1 | 0400-320 Flowers | 12.00 | | | | |
| | | 2 | Total: | 12.00 | 1000.00 | 10000.00 | 9000.00 | 10.00% |
| | 11 A1 Adams, Tommy | 1 | 0400-320 Flowers | 12.00 | | | | |
| | | 1 | Total: | 12.00 | | | | |
| | 18 A0 Bruno, Jr., Joe & Barba | 1 | 0100-009 2009 Oper | | 6000.00 | 6000.00 | | 100.00% |
| | | 1 | 0400-320 Flowers | 12.00 | | | | |
| | | 1 | 0400-920 MARRIAGE | 15.00 | | | | |
| | | 3 | Total: | 27.00 | 6000.00 | 6000.00 | | 100.00% |
| | 46 A1 Caldwell, Melissa | 1 | 0100-009 2009 Oper | | 10.00 | 3000.00 | 2990.00 | 0.33% |
| | | 1 | 0400-320 Flowers | 12.00 | | | | |
| | | 2 | Total: | 12.00 | 10.00 | 3000.00 | 2990.00 | 0.33% |
| 30 | 50 A1 Carlton, Sam | 1 | 0400-320 Flowers | 12.00 | | | | |
| | | 1 | Total: | 12.00 | | | | |
| | 14 A3 Demachalcha, Sr., Big V | 1 | 0100-009 2009 Oper | | 100.00 | 1200.00 | 1100.00 | 8.33% |
| | | 2 | 0400-320 Flowers | 52.00 | | | | |
| | | 3 | Total: | 52.00 | 100.00 | 1200.00 | 1100.00 | 8.33% |
| 125 | 14 A0 Demachalcha, Vic & Lean | 0 | 0100-009 2009 Oper | | | 10000.00 | 10000.00 | 0.00% |
| | | 1 | 0400-320 Flowers | 12.00 | | | | |
| | | 1 | 0400-330 Food Pantr | 60.00 | | | | |
| | | 2 | Total: | 72.00 | | 10000.00 | 10000.00 | 0.00% |

# ACCOUNT STATUS BY REVENUE CODE IN DETAIL

**FR303A - Account Status By Revenue Code (Detail)**

Order Individuals By:
- ● Alphabetical
- ○ Envelope Number
- ○ Fam/Org Number

Fam/Org Number | Individual Name/Organization Long Name | Envelope Number
Beginning: `10` `...` | `_____` `...` | `0` `...`
Ending: `9999999` `...` | `ZZZZZZZZZZZZZZZZZZZZZZZZZZZZ` `...` | `99999999` `...`

Revenue Code | Accounting Period
Beginning: `0000-000` `...` | `3/01/2009`
Ending: `9999-999` `...` | `3/31/2009`

Individual Type: `AINOPSVXYZ` `...`
Individual Sub-Type: `CFMOPSTU` `...`
Financial Drive Group: `CT LC NC PC TI` `...`

- ☑ Include Pledgers who are Non-Contributors
- ☐ Print Prior Periods
- ☐ Print Individual/Organization Totals
- ☐ Page Break on the Revenue Code

[Print] [File] [Export]

```
FR303A   V09.14.13                                    RDS TRAINING                                          Page:   1
15-SEP-09 16:29:48           Detail Account Status Report By Revenue Code (From:  3/01/2009  To:  3/31/2009)

TR Date  AcctPer WK Individual Id & Name       Reference Number & Date                          Comment
                                                         Total Pledge   Other-Rec   Pledge-Rec  Pledge Balance     %Paid
_____
Revenue Code: 0100-009 2009 Operating Offerings
-------------------------------------------------------------
 4/22/09  3/29/09 5     11 04 Adams, Adam         cash      3/29/09        11.00
 7/02/09  3/01/09 1     11 01 Adams, Billy        Cash      3/01/09                    0.50
 7/02/09  3/08/09 2     "          "              Cash      3/08/09                    0.50
 7/02/09  3/15/09 3     "          "              Cash      3/15/09                    0.50
 7/02/09  3/22/09 4     "          "              Cash      3/22/09                    0.50
 7/02/09  3/29/09 5     "          "              Cash        26.00                    0.50        23.50          9.62%

 7/02/09  3/15/09 3     10 A0 Adams, Johnny & Sarah 31701   10,000.00               1,000.00     9,000.00        10.00%

 4/22/09  3/08/09 2     18 A0 Bruno, Jr., Joe & Barbara 030809  6,000.00            6,000.00                    100.00%

 4/22/09  3/29/09 5     46 01 Caldwell, Chuck      cash      3/29/09        46.00

 4/22/09  3/08/09 2     46 A1 Caldwell, Melissa    030809     3,000.00                  10.00     2,990.00        0.33%

 7/02/09  3/22/09 4     14 A3 Demachalcha, Sr., Big Vic 32401  1,200.00              100.00      1,100.00         8.33%

 7/02/09  3/29/09 5     14 01 Demachalcha, Sussi   33101      3/29/09       100.00

                        14 A0 Demachalcha, Vic & Leanne     10,000.00                           10,000.00        0.00%

                        44 A1 Forbes, Genie                  5,400.00                            5,400.00        0.00%

                        39 A1 George, Melissa                2,400.00                            2,400.00        0.00%

                        31 A1 George, Phyllis                8,000.00                            8,000.00        0.00%
```

**ACCOUNT STATUS BY REVENUE CODE SUMMARY TO DATE**



```
FR303C   V09.14.13                                                 RDS TRAINING                                            Page:   1
15-SEP-09 16:50:22       Summary Account Status Report By Revenue Code (To Date)   From:  3/01/2009  To:  3/31/2009
Rev Code & Description                          Total Rec    Other Rec    Pledge Rec    Tot Pledge    Pledge Bal   %Paid

0100-009 2009 Operating Offerings               12,344.50     1,549.00     10,795.50     146,378.00    135,582.50   7.38%
                                               ------------  ------------  ------------  ------------  ------------  -------
Total revenue codes:      1        Total report:   12,344.50     1,549.00     10,795.50     146,378.00    135,582.50   7.38%
```

**ACCOUNT STATUS BY REVENUE CODE (WEEKLY SUMMARY)**



```
FR303W   V09.14.13                                                 RDS TRAINING                                            Page:   1
15-SEP-09 16:52:26       Weekly Summary Account Status By Revenue Code (From:  3/01/2009  To:  3/31/2009)
Rev Code & Abbrev   Month    Week 1      Week 2      Week 3      Week 4      Week 5    Month Total     To Date    Total Pledge   %Paid

0100-009 2009 Oper  Mar09    125.50    8,795.50    1,175.50      225.50    2,022.50    12,344.50
    "                        125.50    8,795.50    1,175.50      225.50    2,022.50    12,344.50     12,344.50     146,378.00   15.81%
0210-006 Enlarge    Mar09     25.00        0.00        0.00    1,010.00        0.00     1,035.00
    "                         25.00        0.00        0.00    1,010.00        0.00     1,035.00      1,035.00     127,500.00    0.73%
0400-320 Flowers    Mar09     10.00       25.00        0.00       40.00      500.00       575.00
    "                         10.00       25.00        0.00       40.00      500.00       575.00        575.00
                          ----------  ----------  ----------  ----------  ----------  ------------  ------------  ------------
Rev Codes:      3            160.50    8820.50    1,175.50    1,275.50    2,522.50    13,954.50     13,344.50     273,878.00
```

# RENUMBER INDIVIDUAL FR DATA-FR105

Before individuals/organizations can be deleted or in some cases renumbered in Member Records, all contributions assigned to that individual/organization must be renumbered either to another member in the same family or to Reserved Families 3 A1 for Deceased or 4 A1 for Transferred.

**FR105 - Renumber Individual/Organization F/R Data**

| Renumber | | | | Envelope | Pledge | History | Revenue Status | New Entry | Recur Entry | Direct Debit | Scanned Check |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Ind/Org | ID | Name | | | | | | | | |
| Old | 19 ... | A0 ... | Mr. & Mrs. Steven L. Grady | | | | | | | | |
| New | 19 ... | A1 ... | Mr. Steven L. Grady | | X | X | | | X | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Transfer any pledges from | 19 A0 | to individual | 19 A1 | ? | N/A | ▾ |
| Apply revenue in | 19 A1 | to any pledge from | 19 A0 | ? | N/A | ▾ |
| Apply revenue from | 19 A0 | to any pledge in | 19 A1 | ? | N/A | ▾ |
| Transfer unposted contributions from | 19 A0 | to individual | 19 A1 | ? | | ▾ |
| Transfer bank info (scanned check and/or direct debit) from | 19 A0 | to individual | 19 A1 | ? | | ▾ |

Transfer date: 9/15/2009

OK

1. Select from the Financial Records menu, Maintenance.
2. Select F/R Data Renumber.
3. Select Renumber.
4. Enter the number of the family/organization and the Individual ID in the old family/organization number. This should be the individual who is to be deleted or renumbered.
5. Enter the New family/organization number as the same family/organization number if renumbering to another member of the family/organization.
   - When a spouse dies and they had joint contributions (A0), renumber from the A0 to the surviving spouse (A1 or A2).
   - If a single individual dies, leave the contributions as they are until after the year end contribution report has been printed. After year end, renumber these contributions to family 4 A1.
   - If the family/organization transferred out of the church, leave the contributions as they are until after the year end contribution report has been printed. After year end, renumber any contributions from that family/organization to family 3 A1.
6. This will take all contributions off the individual/organization and place the contribution to the other family member or to families 3 A1 or 4 A1.

# SPECIAL RENUMBER PROGRAM-FRA05

Occasionally there are two families/organizations entered to Member Records who are really the same family/organization and both families/organizations have contributions posted to them. You may renumber the family/organization that needs to be deleted by clicking on the Go To icon, or pressing F6, and entering FRA05. This program will allow renumbering to a completely different family/organization number. After the transfer has been made then the family/organization to be removed may be deleted through Member Records.

**FRA05 - Renumber F/R Data to ANY Family/Organization**

Renumber

| | Ind/Org | ID | Name | Envelope | Pledge | History | Revenue Status | New Entry | Recur Entry | Direct Debit | Scanned Check |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Old | 10 | A0 | Mr. & Mrs. John Q. Adams | | X | X | | | | | |
| New | 11 | A0 | Mr. & Mrs. Thomas A. Adams | | | X | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Transfer any pledges from | 10 A0 | to individual | 11 A0 | ? | | | Yes ▾ |
| Apply revenue in | 11 A0 | to any pledge from | 10 A0 | ? | | | Yes ▾ |
| Apply revenue from | 10 A0 | to any pledge in | 11 A0 | ? | | | Yes ▾ |
| Transfer unposted contributions from | 10 A0 | to individual | 11 A0 | ? | | | Yes ▾ |
| Transfer bank info (scanned check and/or direct debit) from | 10 A0 | to individual | 11 A0 | ? | | | Yes ▾ |

Transfer date: 9/15/2009

OK

FR199 - Financial Records Control Maintenance

| Defaults | Revenue Codes | Envelopes | Receipts | General |

☐ Ind/Org/Env Number Total (FR401/FR402)
☐ Batch Transaction Amount Total (FR401/FR402)
☐ Ind/Org Transaction Amount Total (FR402 Only)

Enter by: Fam/Org ▾

☑ Enter as whole dollars
☑ Use Current Pledge Revenue Code as Default?

Default for NEW Individuals Added in M/R:
  Allow ▾  A0 Contributions

Default Deposit type:  Normal ▾

[ OK ]  [ Cancel ]

1. Select the option, Control Maintenance, FR199-Financial Records Control Maintenance.
2. Select the "Default" tab.
3. Click on the desired boxes to use control totals. Usually, only the box for Batch Transaction Amount Total (FR401/FR402) is marked.
4. Select the method of entry that you will use most frequently (fam/org number, envelope number from cross reference list, or name).
5. Click on Enter as Whole Dollars to enter $100.00 as 100 (i.e., without any cents or decimals). Leave blank to enter $100.00 as 100. Or 10000 (i.e., assumes cents).
6. Click the box if you want the default to be the current pledged revenue code.

7. You can determine whether to require contributions from a new family added through the Member Records system to be entered to the couple record (A0), or to simply allow contributions to be entered to the A0. Generally, it is best to set this to REQUIRE contributions to the A0 for a married couple. For exceptions, individual couple's records may be changed in FR101 (Individual Maintenance) so that the A0 record will either allow or prohibit contributions to the A0 record, and allow contributions to the A1 or A2 record.

FR199 - Financial Records Control Maintenance

| Defaults | Revenue Codes | Envelopes | Receipts | General |

# of Default Revenue Codes: 1

#1 [0100-008] [...] 2008 Oper
#2 [      ] [...]
#3 [      ] [...]
#4 [      ] [...]
#5 [      ] [...]
#6 [      ] [...]
#7 [      ] [...]
#8 [      ] [...]
#9 [      ] [...]

[ OK ]  [ Cancel ]

8. Select the "Revenue Codes" tab.
9. Enter the default Revenue Code. The default revenue code is the one that will be used most frequently. If you choose to use the Multiple Revenue Code Entry (FR402), you may enter up to 9 default Revenue Codes to be displayed.

## FR199 - Financial Records Control Maintenance

Defaults | Revenue Codes | **Envelopes** | Receipts | General

— COMMERCIAL ENVELOPES —

Description #1: [ ]
#2: [ ]
#3: [ ]
#4: [ ]
#5: [ ]

Assign Defaults: [1 group ▼]
Customer ID: [12345]

— CROSS-REFERENCE ENVELOPS —

Current List: [92] [...]
Minimum Envelop #: [ 0]

[ OK ]   [ Cancel ]

10. Select the "Envelopes" tab.
11. If using a commercial envelope company,
    a. Enter descriptions for each of the commercial envelope groups desired.
    b. Enter how many groups you want the defaults to set up.
    c. Enter your customer ID for the envelope company that you use.
12. If you are using envelopes with pre-printed numbers that are not the member numbers, you will need to establish an Envelope Cross Reference list to associate an envelope number with a member number.
    a. Enter the envelope list number that you will be using in data entry. You may have up to 99 lists in case the envelope numbers change each year.
    b. Enter the minimum envelope number to be used.

## FR199 - Financial Records Control Maintenance

Defaults | Revenue Codes | Envelopes | **Receipts** | General

Name Format: [Formal ▼]

Titles: [ Contribution Record ]
[ ]
[ ]

Contributions Header
Line 1: [ Contri ][ butions ]
Line 2: [ Period ][ To-Date ]

         Pledge Header     Pledge Balance Header
Line 1: [ Pledge ]         [ Pledge ]
Line 2: [ Total ]          [ Balance ]

[ OK ]   [ Cancel ]

13. Select the "Receipts" tab.
14. Specify if you want the contributor's name on their contribution record to be their preferred name or formal name.
15. If you are not using pre-printed contribution statements, you may change the title and column headers printed on the statements.

**FR199 - Financial Records Control Maintenance**

Defaults | Revenue Codes | Envelopes | Receipts | General

Revenue Code Length: 7 ▾
☑ Post to G/L and B/R
☐ Allow posting to G/L in detail
☐ Print Narrow Deposit Slip 3-3/8" x 8-1/4"
☐ When renumbering F/R data, create revenue
   status ONLY for active pledges (FR105)

RECIPIENT NOTIFICATION
Format:   Address   Salutation
Title:    ☑ <      ☐ <
First:    ☑ <      ☐ <
Preferred: ☐ <     ☑ <
Initial:  ☑ <      ☐ <
Last:     ☑ <      ☐ <

[ OK ]  [ Cancel ]  [ Apply ]

16. Select the "General" tab. The length of your Revenue Code has been determined by the number of designated funds to which individuals contribute. If many designated funds are used, the length should be

17. If you are using a Remote Deposit Capture scanner, select the entry type. Select ANSI Draft X9.37 or ANSI Standard X9.100. (If you have a MagTek Check Imager you will need to select the option in the Utility menu under RDS Email/Internet/Communications options.) If you are not using a check reader or imager, leave the format type as None.

18. If you have elected to not post the deposits entered in the Financial Records system to General Ledger, uncheck the box to post to General Ledger and Bank Reconciliation. In this case, you are responsible for entering the deposits to General Ledger. If the deposits are entered as Cash Transactions, they will post to Bank Reconciliation. IT IS HIGHLY RECOMMENDED THAT YOU ALLOW THE SYSTEM TO POST THE DEPOSITS ENTERED IN FINANCIAL RECORDS TO GENERAL LEDGER AND BANK RECONCILIATION.

19. We DO NOT recommend posting financial records to general ledger in detail, as that will show the contributor's names and amounts in general ledger. DO NOT CHECK THIS BOX.

20. If you have revenue codes that are set as "Notification Revenue Code," the Recipient Notification fields determine how the donor's name information is sent to the person receiving the notification.

21. If you have revenue codes that allow pledges, the system has the ability to apply payments received before the pledge was entered, or to reclassify payments received as pledged to be unpledged (in the case the pledge needed to be deleted). If you want the system to only do this for active pledges (i.e., do not reclassify for old pledges), check the box. It is RECOMMENDED that you CHECK THE BOX.

22. Click on OK to save your selections.

**EXERCISE:**
Change the Default Revenue Code to the current year's revenue code.
Change to Enter by Whole Dollars
Check the box to Create Revenue Status records ONLY for Active Pledges
Enter "Thank You for Your Support" in the second title line for the contribution record.
Click on the OK button or press ENTER with the cursor on the OK button to save your changes.

Contributor records (statements) are designed for distribution to each individual contributor. There may be reasons to group contributors based on the frequency (how often) you wish to send the contribution record. You establish the default frequencies by individual type in Default Individual Maintenance.

Select Individual/Family Maintenance from the Financial Records Maintenance Menu, and from the sub-menu, select Default Individual Maintenance. Review how your screen is set. Make changes as needed. **These changes should be done when you first receive the software.**

This program determines the contribution record frequency and commercial envelope type for each individual as they are added to Member Records. If you have already entered members before you change this default program, after you complete the Contribution Record Frequency and the Envelope windows, click on the "Change Individual Defaults" button or press F2 to change all current members to these values.

As you work with the system and your members, you will find that there will be exceptions to these defaults for a variety of reasons. These exceptions made be made on the Individual Maintenance, FR101. **If you have entered these exceptions in FR101 and then use the "Change Individual Defaults" button, you will overwrite the entries in FR101 with the defaults.**

Each individual type that is established in control code maintenance is listed.

The "A1/A2" column controls the A1, A2, and A0 (couple) records. The "Others" column controls the A3 through A9 and children records.

Contribution Frequency Defaults:
1. Choose to send statements on a monthly, quarterly, semi-annual, annual, or non basis by highlighting the correct response under the A1/A2 and Others columns.
2. Press ENTER at the OK button, or click on the OK button to accept our entry.

Envelope List Defaults:
1. If you use envelopes and have them printed commercially, select the Envelope Screen icon at the top of the screen (or press F3).
2. Set each individual type the way you would like to have them printed.
3. If changes are made, be sure to click on OK when completed.

NOTE: Use the "Change Individual Defaults" button (F2) with caution. If you have made changes to selected individuals, these will be overwritten with the defaults.

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# ADDING ENVELOPE NUMBERS-FR106

**FR106 - Envelope Cross-Reference Maintenance**

```
List: 92                                                           Add
Envelope  Ind/Org Num  Name                Address          Individual Type/Sub

Envelope              Fam/Org Num
```

```
Fam/Org Num: [    24] [..] [A0]  Name: [JOHN & LYDIE LOGAN      ] [..]  Envelope: [   357] [..]
     [  OK  ]
```

1. Click on the Select List icon and choose the list that you want to change or add.
2. Enter the contributor by Family Number or Name.
3. Add the envelope number for that person.
4. Click on OK to save the entry.

**If you are adding a new list go directly to FR199-Control Maintenance and change the Default list to the correct one.**

# RECURRING DATA ENTRY-FR411

If you have contributors who choose to have their contributions made through Direct Debit to your account, or have elected to have you enter their giving on their credit card on a regular basis, the recurring entry file will help to set these entries up so that much of the data entry will be eliminated for the month.

Data entry for the recurring file is exactly the same as FR401 or FR402 except that the minimum entry batch number is 1000. Recurring entries are transferred to New entries based on bank, deposit number, and batch number. For each deposit that needs to be transferred at different times of the month, you will need to enter them with different deposit and/or batch number.

If this is a Direct Debit batch, be sure that you have checked the Direct Deposit box on Window 1 of FR411 or FR412. Also, be sure that you have entered the contributors in FR102 (Contributor Maintenance) and sent the Pre-Notification File.

When the batch is to be transferred, select Update Recurring Entries from the Entry menu.

1. Enter the bank account to which the deposit was made.
2. Enter the deposit number or use the lookup button to select.
3. Enter the batch number range you want to transfer.
4. Enter the new received date.
5. Enter the new deposit number if you want a deposit number different from the deposit date.
6. Enter a new reference number if you wish to change all records to that new number. Press ENTER to leave the reference number unchanged.
7. Press ENTER to accept the new accounting period as the defaulted received date. Enter a different accounting period if needed.
8. Press ENTER to accept the new reference date as the defaulted received date. Enter a different reference date if needed.
9. Press ENTER in the old revenue code field to leave the revenue codes unchanged. Only enter to move the recurring entries if you have a new revenue code to which theses batches will be posted, i.e., A single pledge revenue code that changes each year.
10. Check to Transfer These Batches NOW if you are ready to do so.
11. Press OK to perform the update/transfer.

Entries are transferred to FR401 or FR402 where they can be edited for changes, if necessary, and then posted.

Follow the same posting procedure as in New data entry.

Detailed information is available in the Help file. To access this information select the Recurring Single Rev Code Entry in the Add, Change or Inquiry mode and click on the Help icon.

# MERGING DATA TO MICROSOFT WORD

The MergeRight! Program allows transfer of data from RDS to Microsoft Word for creating form letters, labels, and catalog forms.  The system creates a data source called C:\fr399.msw.  (or the path name could be your default folder).



The system reads the information entered on the first field for the beginning Rev Code and Ending Rev Code as line 1. You may enter a range of revenue codes by entering the lowest revenue code number at the Beg Rev Code field and the highest revenue code at the End Rev Code field. Up to 12 separate revenue codes may be entered to merge. Each line is identified as line 1, line 2, line 3 and up to line 12. You need to be aware of this when selecting merge fields in Word.

After all selections have been made you will need to click on the Merge button and a second window will be displayed.

Select Comma Separated Value. The system will process and give you the number of records processed. Click on OK. It will display the path and name of the document FR399.csv.



Use the following instructions for creating the merge letter or other merge form in Microsoft Word. There are two sets of instructions-1) for versions of Word less than 2000 and 2) for Word 2000.

**Exercise-Create a Merge Letter and Merge**

1. In **Microsoft Word**, select either a New Document and begin typing or one that you have already created. This becomes your **Active Window**.
2. When ready to enter data fields from the data source, select **Tools.**
3. Select **Mail Merge**. (Not Merge Documents)
4. Select **Step #1-Create. (See Figure 1.)**
5. Select **Form Letters** or whatever option you want to create.
6. Choose the **Active Window.**
7. Select **Step #2-Get Data**.
8. **Open Data Source**.
9. **Change the files of type to All Files**. (Your data source **be** not in Word document format.) **is**
10. Look for your file in the default directory (usually My Documents). If merging directly into Microsoft Word from the FR399 merge, your activity records merge will create a document name of **frdoc.msw. If you send the merge from the** *ReportRight!* **Build Interface program, the document will** **be** **the name that you gave it.**
11. Open the data source when **you** have located the correct file.
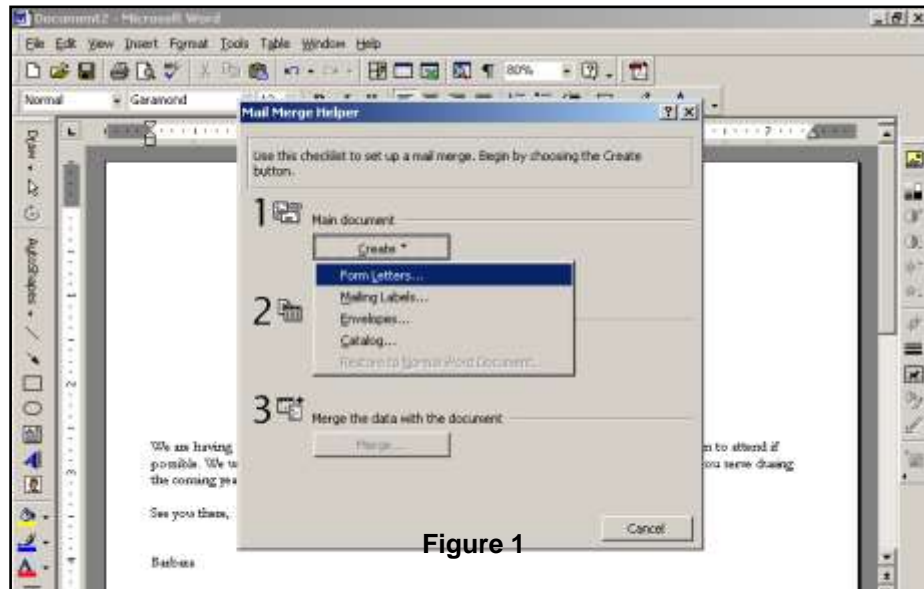12. If you have not inserted merge fields into your document, select **Edit the Main Document. (See Figure 2)**
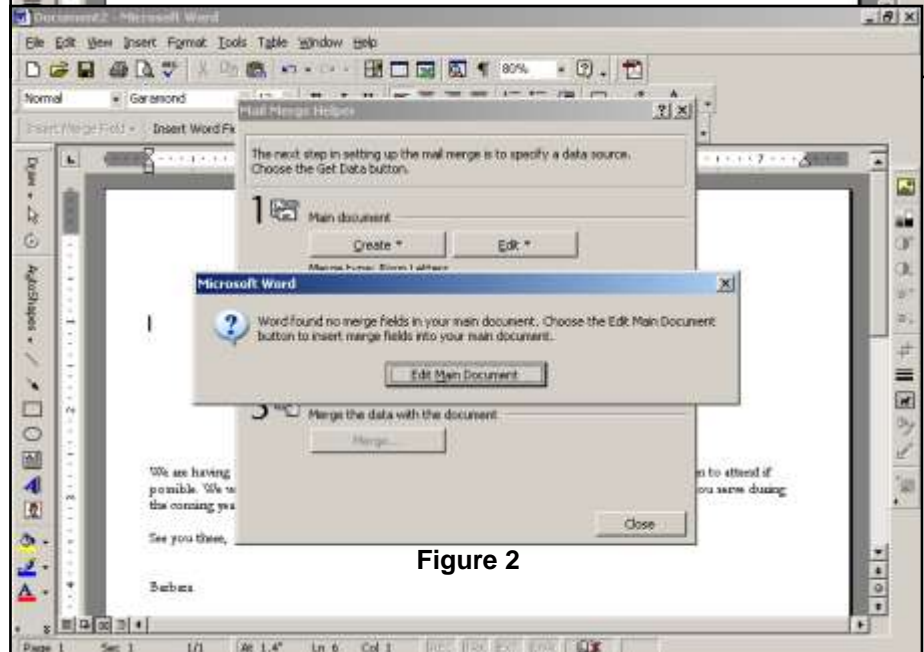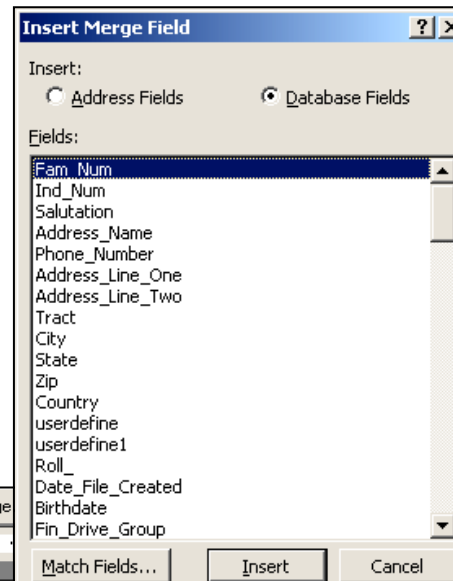
**Figure 1**

**Figure 2**

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13. Place the cursor where you want the first field of merged data. Click on **Insert Merge Field**. Choose the fields of information you want to insert, i.e., Address Name and press <ENTER> to anchor the data field. You will need to type the spaces, commas, returns, etc. needed between fields. **(See Figure 3)**
14. When the active document is completed and all merge fields have been placed in it, **(See Figure 4)**, click on the **Tools** menu, and choose **Mail Merge.**
15. Select **Step #3-Merge** and merge to **New Document** and then click on **Merge** and the data will be merged into your Active Window.
16. You may see each letter and edit if necessary.
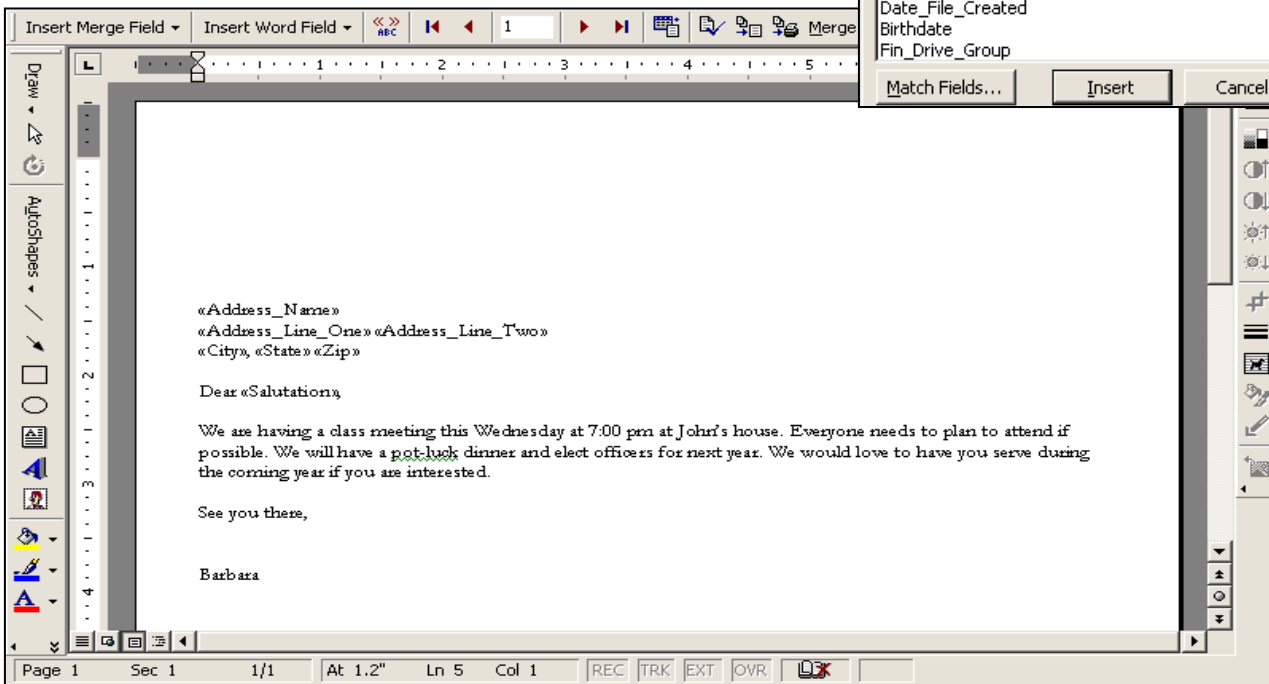17. Select **File** and then **Print**.

**Figure 4**



Each word processor has its own method of producing merge documents. For most, the basic process is to write the letter or message as a word processing document, inserting the merge codes used by the word processor. Then a secondary or data source document is generated that includes the data (information) from the RDS data files. The final step is to merge the two, using the word processor's method of merging. The RDS software creates the data file for your word processor and places it in your default folder. The welcome screen will show you the path to this folder. The document name will be **frdoc.msw**. RDS does not support third party word processors but can help you with creating and locating your merge file, if you have any problems.

**Exercise-Create a Merge Letter and Merge – Instructions for Word 2000**

1. In **Microsoft Word** select either a New Document to create your new letter or choose an existing document that you have already created.  Position your cursor where you would like to start inserting merge fields.
2. Click on the **Tools** menu.
3. Select **Letters and Mailings.**
4. Click the Mail Merge Wizard or choose to use the Merge Tool bar if you are very familiar with the merge process.
5. Using the Mail Merge Wizard, click **Letters. (The active document becomes the main document.)**
6. At the bottom of the window, click **Next: Starting document.**
7. Click on **Use Current Document.**  (This will be the document in your active window.)
8. Click on **Next: Select Recipients**.
9. Click on **Use existing list**.
10. Click on **Browse.**
11. Select in the **Look in** Field the file name where your data source can be found, i.e., C:\Home\Wrk.
12. At the bottom of the window in the **Files of Type** field select **All Files**.
13. The file name will be displayed in the selection window, i.e., frdoc.msw.
14. Click on the file name.  Your recipient list will be displayed.
15. Click on the column on which you want to sort.
16. Click OK.
17. Click on **More items** to view the entire list of RDS merge fields**.**
18. Choose Formal Address Name and click on insert. Click on Close.
19. Move your cursor in the document to the next line to insert data.
20. Click on Other Items and choose, Address Line One, insert, and close.
21. Move to the next line and click on Other Items again.
22. Continue choosing your fields to insert in the same manner as described on the previous lines of 18-21.
23. After all merge fields have been selected, choose Preview Letters.  You may edit the letters at this point if necessary.
24. After all letters are corrected, choose Print.

Tip: If you prefer to use the Address Block option, this will insert the City, State and Zip. It will not insert the Address Line for the Street or P.O. Box line.

*Word 2000 Mail Merge.doc*