

Maybe you've noticed

RDS Advantage has great features!

(and more being added each month)



RDS Advantage is a premier church and not-for-profit management system.

To help spotlight important features, here's a brief reference of some of the things you can do to enable your ministries to become more effective.



Choose RDS Advantage[®] as on-site server-based, or RDS Connect[®] hosted system using Internet Cloud technology.

RDS Advantage



RDS Advantage[®] church management applications are installed on your on-site server, and accessed by workstations on your network.

Remote access can be used with Terminal Services, Remote Desktop or third party remote applications.

Download updates from the RDS website.

Toll-free support is provided with an annual agreement.

RDS Connect



RDS Connect[®] is hosted on a Tier III data center using Cloud technology.

SaaS—this is Software as a Secure Service.

All RDS Advantage[®] applications and accounting are included.

Data security, backup, updates, software and hardware administration are provided.

Use 32 and 64 bit Windows, Mac and Linux workstations .

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Activities

Activities manage all the ways individuals are involved with your organization. Classes, committees, boards, worship services, events, cell groups, spiritual gifts, time and talents, volunteers, etc. are tracked. Enroll unlimited numbers of individuals in an unlimited number of activities. Each activity can have an unlimited number of enrollees, and attendance can be tracked at any and/or all activities.

Archive Data

Store your entire database on-line for each year. Because the system is a multi-entity database, you can save each year's data for an unlimited number of years.

Attendance Tracking

Automate tracking member attendance in any activity. Communicate with individuals on the basis of attendance. Print attendance registry sheets on which to record class (and other activity) attendance (see Insta Check-In). Many attendance reports for follow up and communication.

Bank Reconciliation

Balancing the bank statement has never been faster!

The system offers the option to print a list of checks and deposits by date or number. Checks can be cleared by group or individually, and you can then print lists of outstanding or cleared checks or deposits. Checks and deposits may be uncleared.

Build Your Own Kiosks for Insta Check-In

If you would like someone to build kiosks for your use of Insta Check-In or Library Patron Lookup, you can download plans from the RDS Advantage website at: <http://www.rdsadvantage.com/newsletters/KioskPlans.pdf>.

Bulk Mail Discounts

Zip plus four plus 2 Postnet bar codes can be printed by the system on address labels, envelopes and postcards.

- | Export addresses from the database, process NCOALinks and CASS, and import certified addresses back in.
- | CASS certified reports showing bad addresses can be printed and corrected.
- | Print pre-sort labels for non-automated standard and first class mailings, including bar-coded tray labels.

Contact and Visitor Records

Maintain unlimited numbers of contacts with people and prospects. Provide support for outreach and recruitment using the Contact and Visitation features.

User-defined contact teams and types. Communicate based upon contact dates, types and teams.

This is a great way to keep up with contacts made for visitor, hospital, nursing home and home-bound visits.

Contributions and Pledges

- Keep contribution and pledge records for each individual and/or couple (husband, wife, couple, children), and for each revenue account.
- Pledges may be entered for any period of time or number of different pledges. Pledge frequency or amount may be changed easily.
- During entry of contributions, individuals may be selected by name, family number, or by optional envelope numbers, and may be automatically entered by a check reader or imager and sent electronically to your bank for deposit.
- Use electronic banking for contributions and payments using industry standard National Association of Check Clearing House protocols.
- Automatically create entries to the General Ledger to balance each fund when cash is deposited to a bank account in one fund and the revenue belongs to another fund.
- Revenue entries automatically post to the proper accounts according to "identified pledges", "identified unpledged", and "unidentified revenue."
- Due-to and Due-from entries may be kept for each fund/bank account combination. Entries are recorded by deposit and bank account number, allowing the system to generate the correct fund balancing entries automatically.
- Revenue codes enable the user to keep separate several years of pledges to the same fund as well as different types of revenue within one fund.
- Send contribution reports by e-mail. The system automatically prints address labels or envelopes and a printed copy for those without an e-mail address.
- Using an optional Check Imager, checks can be scanned during data entry that identify the contributor and the check number, store an image of both sides

Customer Support

The annual support includes unlimited toll-free phone calls and new features added to the system. New releases can be downloaded from the RDS Advantage website and installed. Support is personal, immediate and professional.

Equipment Available from RDS Advantage

Order check imagers, attendance scanners, biometric time clocks and other equipment directly from RDS, which maintains an inventory of equipment tested for use with the RDS Advantage system.

Events, Facilities, and Equipment Scheduler

Track events, facilities and equipment dates and times. Schedule the organization's calendar. Tasks and events (meetings, appointments, projects, etc.) can be tracked by hour, date, location, room, building, task, weekday, deadline, and include comments about food, equipment, and other miscellaneous information. Inquiry and print options provide information in many forms.

- For facility rentals, users, fees, memo billing information, and automated mailings are provided.
- Check for scheduling conflicts.
- Print janitorial setup reports.
- Send e-mail automatically to set-up personnel with set-up instructions for each event.
- Schedule staff vacations and time off and export to the web calendar or to other calendar applications.
- Print combined vacation reports of staff vacations.
- Optionally install an included calendar on the organization's web site. Install multiple copies of the calendar for different ministry uses.
- Export events from the Scheduler directly into the web calendar. There is no duplicated data management needed.
- Provides an on-line scheduler request form for facilities, events, equipment and vacations. Requests are automatically sent by e-mail to the person responsible to authorize scheduling.

Export Data

Merge programs provide easy transfer of data from Member, Activity, Attendance, Payroll and Pledge/Contribution systems to third party software applications, exporting in different popular file formats.

General Ledger

The General Ledger has the capacity to support organizations of any size and with multiple accounting centers. Commercial accounting is also supported.

- Separate accounting systems can optionally be maintained for multiple entities (multiple companies, multiple churches, multiple activity centers, etc.), with each entity's records maintained in separate files.
- Heads of departments can print their budget and financial information without accessing other accounting data.

Insta Check-In®

- Insta Check-In automates the way you manage and track classes, meetings and events, print name tags, parent receipts, provide child-security and record attendance.
- Check in by families or individually.
- Family check-in makes it possible for every member of a family to check in all family members present for every activity in which they are involved that day, print name tags and record attendance - in just seconds. Check-in by family name, telephone number, proximity card, keychain barcoded tags or credit card sized member cards.
- Individual check-in (express check-in) can be done by name, phone number, barcoded tags and cards, proximity cards or membership cards.
- Record guests, and print a visitor log for follow-up. Automatically add visitor information to the database without manual entry.
- Track check-in and check-out for staff and volunteers.
- Track user-defined student/staff ratios during check-in.
- During guest registration and enrollment check for user-defined parameters based upon age and age ranges, gender, marital status and geographic locations.
- Print tags for the nursery for each infant, diaper bag, and parent receipt.
- Track health and special care issues for infants and children, and include keys for each on attendance lists and name tags. Print check-in and check-out reports that include photos and names of parents/guardians authorized to pick up children. Print class session notes and messages on check-out sheets.

- Customize each Activity for the way Insta Check-In functions.
- Use digital web cameras with a USB connection to the check-in computer to capture, store and print photos in real time.

Integrated Help

More than 1,000 help topics are included as context-sensitive hypertext help. Descriptions and explanations for every function, application and term are available at the touch of a key.

- Pop-up and go-to underlined subjects provide instant access to related topics.
- Tutorial "how'-to's" for all applications can be downloaded from the Client Login pages of the web site.

Internet and E-mail Applications

RDS Advantage integrates with Internet, E-mail and web based applications.

- Web calendars are included which can be installed on the client web site. The RDS Scheduler can export the calendar(s) of events to the web calendars automatically.
- E-mail and text messages can be sent to selected groups of people, or all people in the database. Labels, postcards or envelopes can be automatically addressed to those selected for an e-mail message that do not have an e-mail address. Your e-mail program is used.
- Send contribution and receivable reports to contributors and 'customers' by e-mail. The system automatically prints a paper copy and address label for all contributors who do not have an e-mail address.

Inventory and Maintenance Records

Provides a fast method for recording all furniture, fixtures, equipment, property, buildings, vehicles, HVAC, computer and any other kind of item for which a written record is desired.

- Track gift or memorial information about donors, values, gift in memory of, and more.
- Track insurance information, mortgage, payments, lender, and payment schedule.
- Maintain information about the date of last maintenance; by whom; maintenance done; condition of equipment; maintenance contracts and cost.

Library System

- Library system for books, periodicals, maps, films, etc. Use Dewey Decimal, Library of Congress, or user-designed classification system.
- Print barcoded cards and book spines to check in and out with a scanner. Print catalog cards.
- Library Patron Lookup allows search of library items with a touch screen or keyboard monitor.

Lookups & Search Windows

Many data entry fields include "lookup" capability (function key F4). In the lookup window displayed you can search (function Ctrl F) the information based upon any text string displayed. You can repeatedly search for the same value (function key F5).

In many areas you can search by any known text string. For example, if you have someone's phone number but you don't know their name, or if you have an e-mail address but don't know to whom it belongs, click to open a 'look-up window' to find a string of text. Type any known text and press Enter and the system will go to the first record. If not the record you want, use the F-5 'Find Next' function to searching again.

Sort data in Lookup columns with a click of the mouse.

Map to Person's Address

While connected to the Internet, to see a map to an address in the database and driving directions.

Selectively choose Google, Yahoo or Mapquest for your map preference.

Music Records

Music Records is a database of vital information about music records, whether sheet music, records, tapes, video, or disks.

Notebook Functions

The Notebook systems in Member Records, Payables, Receivables and Payroll provide the ability to enter password protected text notes about individuals and couples, vendors, customers and employees.

ODBC

Open Database Connectivity is a standard application programming interface (API) which provides a common gateway to a variety of databases.

ODBC can be used to access RDS Advantage™ data files. This provides access for report writers, such as Crystal Report Writer, to generate customized reports, and to seamlessly integrate with third-party applications.

Payables

The Accounts Payable system uses a cash or accrual method of accounting. Track invoices by vendor, write checks, update bank reconciliation files, interfaces entries to General Ledger, and prints 1099's. For accrual basis users, it prints cash requirements, and the user can change or defer the payment due date.

- ACH electronic banking is included for electronic payments using RDS Advantage. Third party applications or services are not needed.
- Check signatures can be printed when printing checks.

Payroll System

The Payroll System is multi-company and multi-state. Direct deposit pay and NACH banking are included. Unlimited user-defined pay adjustments, recurring payroll batches, sick leave and vacation tracking, multiple pay rates per employee, and extensive reporting capabilities are some of the features. Use optional fingerprint time clocks.

- IRS "MMREF" AccuWage is supported.
- Sick Leave and Vacation time are calculated by prior year, earned for this year, accrued to date, amount used, and time remaining. Establish multiple user-defined leave and vacation policies.
- Recurring Payroll provides for establishing batches of payroll entries to process items without re-entry. Recurring items can be modified for changes in amounts and other details.
- Electronic Funds Transfer (EFT) direct deposit payroll uses ACH banking protocol. This application is built into the system as an integrated capability.
- Send direct deposit reports to employees by e-mail.
- Use biometric (fingerprint) time clocks integrated with payroll data entry.

Receivables

The Accounts Receivable system is used with the accrual method of accounting. When using the Member Records module, the Accounts Receivable system can access names and addresses from the Member Records system as 'customers.'

- Excellent system of accounting of schools, day-schools, mother-day-out, etc.
- Electronic Funds Transfer (EFT) receivables are supported using NACHA (National Automated Check Clearing House) banking protocol. This application is built into the system as an integrated capability.
- Receivable entries can be made using a check imager. This identifies the payor, the check number, stores an image of both sides of the check, prints the deposit endorsement on the back of the check, and deposit electronically using standard bank industry transfer to your bank.

Report Writer

- Included report writer generates customized reports.
- Reports can be exported in different file formats, including ASCII, CSV, TAB, MDB (Microsoft database), Microsoft Word®, and other user-defined file formats.

Response to Contributions, Donations and Pledges

The system builds a file during contribution entries that can be merged into a word processor. Responses in the form of personalized letters can be generated. The system can create responses to contributors each time revenues are posted.

For contributions given in honor or in memory of someone, the system can create during data entry a list of contributor names that can be automatically sent to the honoree.

Presentation/Speech/Sermon Files

Record detailed information about each presentation. Reports and inquiries can be made from this database.

Scanned Entries

Attendance can be entered by scanning bar codes. Enter contributions and clear checks in bank reconciliation with a check reader. Receivable and contribution checks can be scanned using a check imager, which enters contributors and check numbers in data entry programs and stores an image of each check. Scan Library items for check in and out. Insta Check-In scans cards and tags to identify people.

Telephone Messaging - Voice-over Internet Protocol (VOIP)

- The newest and best technology in "Phone Messaging" is VOIP (voice over Internet protocol). You can select people from the database for VOIP to call with your personal message.
- This very economical and speedy service has the ability to phone any number of people and deliver your message in minutes. For example, it takes approximately three minutes for 1,000 people to be called. The cost is about one-fifth the cost of mailing a postcard. The message can be any length - cost is based upon the total number of connected minutes of all the calls.
- There is no equipment to purchase — no minimum or maximum number of calls to make, and there are loads of user-defined criteria you can set for your calls. For example, you can have the system speak the name(s) of the person called as part of the recorded message, you can ask for a reply, and the system can use your telephone caller ID. You do NOT tie up your phone lines. You can see an instant online report of the results of the calls.

Web Calendar Hosting

When you install a web calendar, if it can import a .CSV or iCAL formatted file, the RDS Advantage scheduler can import the events directly into your web calendar or calendars.

RDS Connect



Complete Hosted-in-the-Cloud Church System

- Maximum security and up-time- SaSS (Software as a Secure Service) hosted on a Tier III data center.
- Use Windows, Apple/Mac or Linux
- Access from any Internet connection
- Automatic daily data backup
- System installation on the Cloud by RDS
- Reduced hardware (IT) management costs
- Remote Deposit Capture for contribution and receivable checks
- Unlimited toll-free customer phone support
- System upgrades automatically installed
- Constant Contact interfaced with RDS for bulk e-mail
- Includes the powerful RDS Advantage features (Accounting, Check-In, Library, Scheduler), more-more-more
- Backed by 27 years of successful service to churches and not-for-profit organizations

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