

# Interface

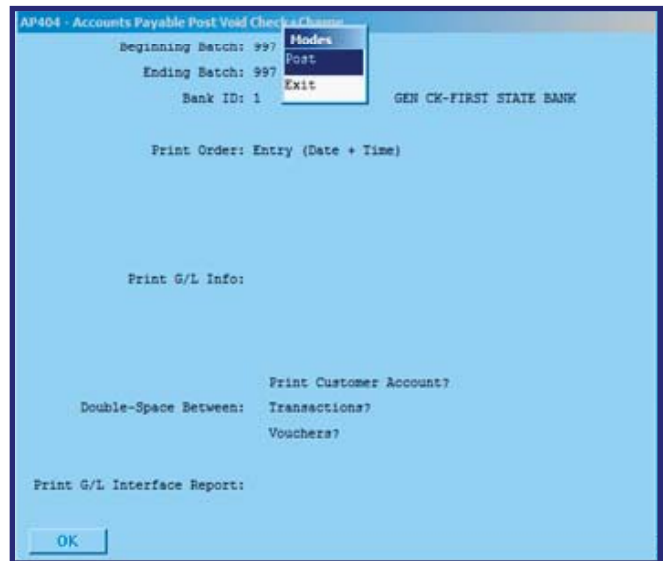
Making Ministry Manageable



## Void Check and Charge from History

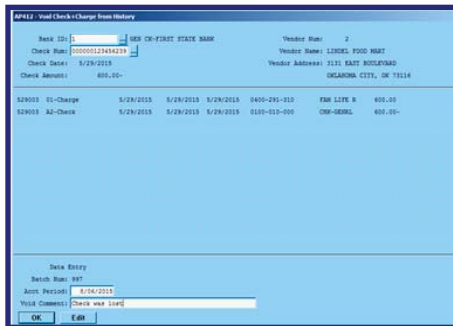
Did you know? RDS has an easy way to void accounts payable checks (written on Version 9.17.02 or later) that doesn't involve having to look up general ledger expense numbers. This is especially useful when voiding a check with charges that involve multiple expense accounts. The program is called "Void Check and Charge from History," and it is program AP412.

Post your batch as normal. You will be prompted to post batch 997-997.



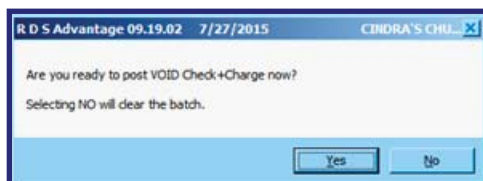
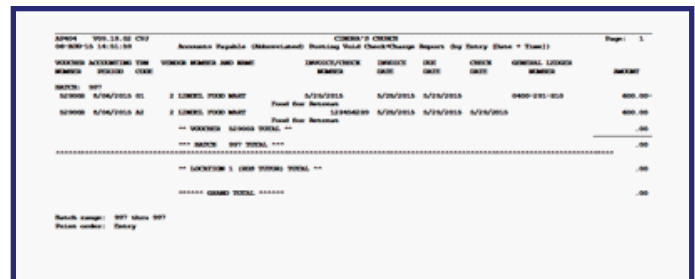
All you have to know is the bank ID and check number. Enter this information on the first screen. (See graphic below.) Enter the date of the accounting period in which you wish to record the voided item, usually the current accounting period. Click OK. The record will be added to the transaction file.

The program reverses both the charge and the check from history, and you can see in the posting detail report below. The reversed charge prints as an 01 transaction type entered as a negative, and the reversed check prints as an A2 transaction type entered as a positive amount. (A normal check record prints as an A2 with a minus sign.)



Post using normal posting procedures.

The system will ask if you are ready to post the voided check and charge. If you answer no to this question, your batch will be cleared.



## New Icons In RDS

Icons on the top toolbar of your RDS system are used to:

- Provide access to related applications
- Add, Change and Inquire about information in the database
- See on-line Help topics for the application you have open
- See photos of people
- Write letters or send e-mail
- Access the RDS website
- Instant access to “GoTo” other applications
- Manage Saved Reports
- Map directions and driving instructions to addresses

There are more than two hundred icons in RDS. Here is an example of the icons used in Member Records Maintenance:



The twelve icons seen above are common for all applications. Other icons are unique for each application in use. Place the cursor over an icon to see its purpose and alternate function key. Function keys may be used instead of clicking on an icon. This makes it possible to use the keyboard for functions instead of using the mouse.

The new icons are larger and easier to see and identify their use. Plus signs, toggle signs and arrows are used to consistently identify the purpose of an icon.

Become familiar with these icons as they can make your use of the system easier, more convenient and faster.

## Payroll Employee Maintenance Window

Version 9.19.02 will soon be released, containing more nice features, many that have been requested by users.

Below is the new Payroll Employee Maintenance window.

In addition to the new icons, this application now has nine tabs across the top of the data entry window. These give immediate access to the related maintenance features used in Payroll.

Instead of exiting this application, then going to another application, you can access each one with a click of the mouse.

The RDS development goal is to emphasize functionality, so you can accomplish the most with the fewest keystrokes, and to make data entry windows intuitive.

Every application in the system has detailed on-line, context-sensitive Help, with more than 1,700 topics. In ‘Utilities,’ ‘User/Workstation,’ you can choose to use the Help system on your local drive, or serviced from the Internet.

Access Help for the application you have open by clicking on the Help icon on the top toolbar or clicking the F1 function key.

## The Supreme Court and Modern Christian Humanism

In terms of Christian Humanism the Supreme Court of the United States is not supreme.

“Christian humanism emphasizes Jesus as the incarnate fusing of humanity with the divine - humanity in the image of God - especially as manifested in the sublime, creative achievements of Western civilization” - Wikipedia

As secularism and humanism appeal to the present generation, growing resistance to the claims of Christian theology render humanity rudderless. Integrity, sexual morality, individual responsibility, humility, and the importance of freedom fade. Man sees himself superior to the truths of creative order. The results are seen in the role of families, social behavior, economics, government, business and even in religious institutions. Personal relationships become the result of each individual's beliefs.

In this environment, the minds of nine Supreme Court justices have become the arbiter of all. Like a sailboat in a hurricane the winds of politics and public opinion drive the ship of state this way and that. Without the discipline of ultimate value and concern, the Court has become the judge, not only of political correctness, but human conduct. Their pronouncements carry the weight of government control.

In 1792 Thomas Jefferson said that government cannot control where the will of the people is absent.

A Supreme Court un-tethered to the wisdom and experience of mankind over millennia will continue to rip the sails and rudder from the U.S. ship of state. History will show that the Supreme Court is not supreme.

Dick Webber  
July 4, 2015

## Microsoft Windows 10

We are asked if RDS Advantage and RDS Connect are compatible with the new Microsoft Windows 10.

We are dependent upon our programming language company, Synergex, to provide their version to be compatible, and they report their present version, 10.3.1B is available this week. This is their version that fully supports Windows 10. Their present version 10.3.1A works, but they have found one or two problems – best to wait for Synergex 10.3.1B.

If buying a new computer, you will be OK with the present version of RDS. Josh Todd on the RDS support team can help you install Synergex 10.3.1B when you want to use Windows10.

However, if not buying a new computer, and you are thinking about the option of installing Windows 10 at this time, you might want to wait. Here is what one expert writes:

*“Many users are excited about the release of Microsoft's new operating system, Windows 10. Although Microsoft is offering this free upgrade to Windows 7 and Windows 8 users, we strongly urge you to wait. Our Help Desk has already received calls from Windows 10 users who are experiencing issues associated with the upgrade.*

*New software, like Windows 10, may contain compatibility issues. Waiting to upgrade allows Microsoft, and their partners, time to collect feedback and release updates as needed. You can avoid the initial issues likely associated with Windows 10 if you wait 6-9 months to upgrade.”*



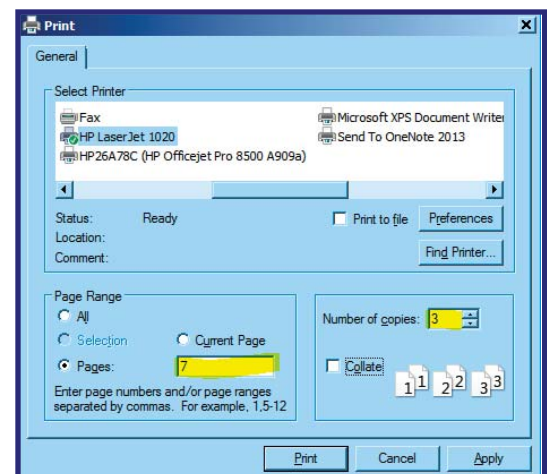
## Printing Single Pages of a Multi-Page Document

Select your report parameters and then select your printer. Double click on your printer and the printer dialog box is displayed. Click print and your report will be displayed.

Click through the pages of your report, and perhaps you realize that you only need to print one page of this 14-page report. Is it necessary to escape out and set the report up again in order to bring up the printer dialog box (where you can select certain pages)?

The answer is NO! While in print preview mode, press Ctrl P on your keyboard (the Windows command to print), and that will once again bring up your printer dialog box where you can select certain pages, multiple copies, etc.

In the example at right we have elected to print 3 copies of page 7, without having to escape out of the original print preview of the document.



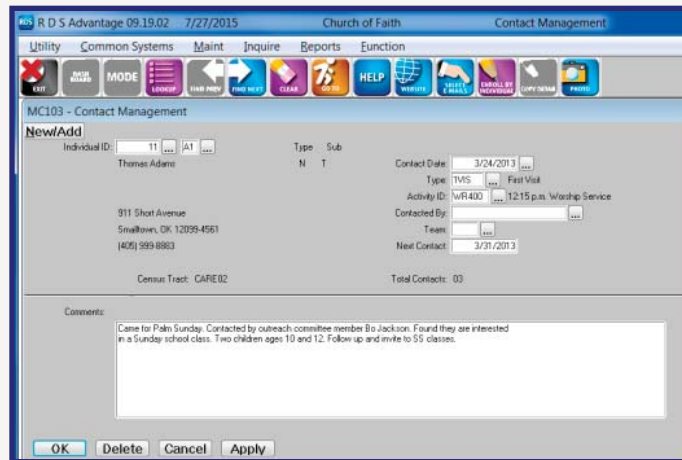


## Contact Management

RDS was founded in 1983 on a commitment to the Great Commission of Matthew 28:19-21. Our reason for being is to help churches and staff become better enabled to spread the Good News of Christ. That commitment is the foundation for all we do. Social media programs can be helpful, but the RDS emphasis is to provide features that encourage, simplify and facilitate person-to-person ministry.

One of those features is the Contact Management system. Critical for many areas of the church's ministry is the ability to keep track of those who need personal contacts by the church, a record of contacts made, schedule future contacts, and to communicate.

Pastoral calls, outreach and evangelism contacts, financial-related contacts, persons in need of special care, hospital, nursing home, homebound, guests and visitors, bereavement, all can be managed with this program.



- Each item of information is defined by your definition and description. Types of Contacts, Activities, Contact Teams, and Contact Person use your terminology.
- Free-form text can be entered to describe information about each contact.
- Track up to 99 contacts for each individual and for each family.
- Establish a date for the next contact to be made.
- Track contacts by 'Census Tract' to enable making contacts by area (click on the map icon to show directions).
- Use your cell phone or tablet to access the Contacts Management records remotely.
- The system keeps track of the number of contacts made for each individual/family, and displays the number.
- Print visitation cards, e-mail, reports, nametags, address labels and postcards.
- Use your terminology for each item of information.

*Surely this is the kind of person-to-person ministry that brings people to Christ.*

## RDS Training Classes

More than 300 new features and enhancements are added to RDS Advantage each year. You will find capabilities you didn't know you had, and learn neat shortcuts and time-savers.

You can enroll for just the classes that cover your work area:

- Monday.....Member Records and Contact Management
- Tuesday.....Activity Records and Insta Check-In
- Wednesday...Contributions and Bank Reconciliation
- Thursday.....General Ledger and Accounts Payable/Cash Disb.
- Friday.....Payroll and Accounts Receivable

**Enroll in classes for  
these dates:**

**Sep 21-25    Oct 12-16  
Nov 16-20    Dec 7-11**

Contact Gail Miller at (800) 337-6328 or (405) 840-5177 to enroll.