Making Ministry Manageable

April 2014

RDS Interface

Credit/Debit Card System Integrates On-Line Receipts With Your Accounting

Give your members the convenience of making contributions the same way they make other payments.

Recent government reports show that only 5% of non-cash payments in the U.S. are by checks.

More than 80% of payments are by credit/debit card and electronic methods.

Offer members the same convenient way to contribute to the church.

As fewer people use checks and more use credit and debit cards, being able to offer the option of credit/debit card contributions and payments is important for churches and organizations of all sizes.

How it Functions:

Each organization places a link on its website for credit/debit card contributions. This link goes to an Internet window where contributors can designate their gifts and payments. (See example above.) This window can be customized by each church to determine the areas for which contributions and payments may be made.

Contributors can enter their profile information so it is not necessary to be entered each time a payment is made.

When contribution information is complete clicking on the 'Continue' button takes the contributor to the encrypted (PCI Compliant) page of the credit card processor for credit card entry, which complies with the Payment Card Industry Data Security Standard (PCI DSS).

Three kinds of gifts can be made:

- Contributions to church-designated funds
- Payments on fees, tuition, and purchases
- Authorizing recurring gifts to church-designated funds using ACH bank transfers (ACH transactions can be made with the RDS system—or through the processor company)

The dollar amount of the contribution data is sent to your organization using SSL encryption for automated data entry into your RDS accounting system. This data integrates with your contribution and/or receivables module for automatic edit and posting into the General Ledger.

Go to http://www.electronicdonations.com/partners/rds/signup.html

Make payments to RDS with your mobile device

Vanco Services is the recommended processor for the Lutheran, United Methodist and United Church of Christ denominations, among others.

If you are already using Vanco Services, notify Vanco you use RDS in order to integrate with RDS accounting.

Version Updates
9.18.02 Now Ready

Some of the 86 enhancements included in this version:

- Increased check numbers from 6 to 15 characters (for organizations that began check numbers with the Mayflower and continue to add new numbers).
- Increased possible amount of transactions in Payables to nine digits (9,999,999.99).
- Added more report sizes for 134 to 144 character width reports
- For un-calibrated printers, in printer maintenance added a button for "RDS Default" that will fill out settings with numbers that work well with all the report sizes.
- Added zip code selection range when printing Intelligent Barcodes.
- Removed printing check boxes from forms 1099 and 1096.
- Added e-mail addresses on Customer Maintenance so statements can be e-mailed without linking customer to Member Records. Also added sending e-mail in groups.
- Modified Vanco Services download to first try match on new Customer E-mail address when A/R entry is downloaded.
- Added an "Auto Add" button that places all RDS data in one root directory for that organization.
- "Supporting Schedule" is now called "Supporting Statement". Auxiliary Statement-up to 99 auxiliary statements can be generated for each supporting statement.
- Added separate state and local table for employee taxes.

RDS Connect® Cloud-Hosted System Keeps Growing

Since its introduction in December, 2010, the response of churches to the Cloud-Hosted RDS system has already required more than a doubling of the capacity for new users.

Hosting on a Tier III Data Center gives RDS Connect its unsurpassed speed, security and guaranteed up-time. RDS may be the only, or one of few, Internet connected church systems with Tier III hosting and 256 bit SSL encryption.

Cloud-hosted RDS Connect® serves Windows and Mac users. It is powered by Microsoft Windows Server® 2008 R2. Microsoft's next-generation hypervisor runs virtual machines running independent operating systems.

To provide maximum security **RDS Connect has just moved from 6 Data Centers to 27 fiber-optic connected Data Centers** to maintain system and data redundancy, rated for 99.9 percent site availability. RDS Data transmitted between local computers and the Cloud is 256 bit SSL encrypted. The Tier III Data Center plus 256 bit encryption qualifies RDS Connect as SaSS (Software as a Secure Service).

Benefits of Cloud-Computing:

- Your server is provided
- Daily secure backups
- Work from any location with Internet access
- Updates installed for you
- System management included
- Reduced or eliminated IT needs
- Access your RDS system with mobile devices such as tablets

Spend more time in ministry and less time managing computers

Pay RDS Fees Electronically

For your convenience, fees paid to RDS Advantage can be paid electronically as ACH payments.

On the RDS website, click on "Payments" on the features bar. A window is displayed to enter the item you are paying and the amount. You are finished.

Auto Add

One of the neat capabilities of RDS is its ability to maintain the entire database of records for each year. This data is compacted so it does not require a lot of storage space.

A new feature of Version 9.18.02 is "Auto Add." In the Organization Data Location Maintenance program, CS100, when you click on this button the system prompts for your Root Folder for all data. Click 'Create' and all folders under this root automatically adds any RDS data not already in Organizations (including Archived files).

Automated Features of RDS You May Have Missed:

Pick List For E-mail Messages

- When in the Member Records application, MR101, click on the "Email Select" icon on the top toolbar to select individuals from a list.

- Click on the header for the name field to see in alphabetic order, or click on the family number field to see in numeric order.

- Click on each name to send your e-mail message. When all are selected click on the "Write Email" icon on the top toolbar. The system will open your e-mail program and place the first name in the "To" field and all others selected in the BCC (blind carbon copy) fields. Write your message and send.

If any are set up for text messaging, those will be sent as a text message.

Write Letters To Individuals And Families

- When in the Member Records application, MR101, click on the "Write Letter" icon on the top toolbar to select individuals from a list.

- You will be placed in your Word document with the address, date, salutation, signature and name of your organization and address filled in.

- You can change font and font size, or modify any content.
- Write your letter and you are ready to print.

Printing Reports

A number of reports for Payroll, Payables and Bank Reconciliation have more data for IRS and user-requested information. To accommodate these reports, additional report sizes have been implemented with up to 156 characters per line. In the 'Un-calibrated' Printer Maintenance page, a button has been added for 'RDS Default' that will fill out your settings with numbers that work well with all report sizes.

RDS Training Opportunities

- If you have never attended a training class;
- If you have not attended a class in the last two years;
- If you have taken on different responsibilities;
- If you want to learn about new features and capabilities

THEN - sign up for a class at a convenient time for you.

Enroll in classes for these dates:

May 12-16	Jun 9-13	Jul 14-18
Aug 11-15	Sep 8-12	Oct 13-17
Nov 10-14	Dec 8-12	

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 Disbursements
Friday............Payroll and Accounts Receivable

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.

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

RDS has a "hopper"!

Did you know that RDS has its own "hopper?" Sometimes when we are working, we would like to quickly go to another program without getting out of the program we are working in. By learning a few screen numbers, or learning the RDS convention for numbering programs, you can quickly and easily "hop" to any other program in RDS with the use of the "Goto" icon on the icon bar, or toolbar. Being in tech support, I am surprised that more people aren't aware of, or don't use, this function because it can drastically improve productivity.

By clicking on the "goto" icon, as seen below, it's easy to "hop" to any other program in RDS. Every program in RDS has its own number. Simply type in the program number, and you are there!
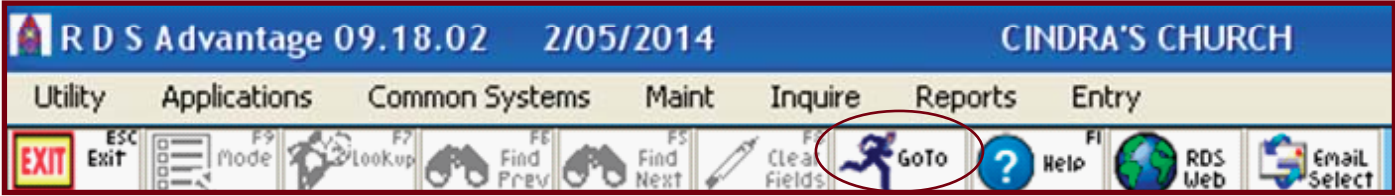
Here are some tips to get you started. The first 2 characters of any screen are the alpha characters that refer to whatever module you are working in. For example:

AC = Activities   GL = General Ledger
MR = Member Records   FR = Financial Records
PR = Payroll   AR = Accounts Receivable

Also, the numbers that follow indicate what type of program. For example:
100 = Maintenance
200 = Inquire
300 = Reports
400 = Data Entry

So if you are working in Activities and need to access Payroll Employee Maintenance, click on the GoTo Man and type in PR100. When you are finished in payroll employee maintenance, press Escape, and you are right back where you were originally. You can have multiple programs open and each time you exit, you return to the previous application.

WHAT'S IN YOUR INTERFACE?

Have you ever wondered why the posting process often asks if you want to post an entry two different times? Why not ask just once and be done with it? It's because the final posting to the General Ledger is independent from the original posting to the subsidiary ledger (Accounts Receivable, Accounts Payable, Financial Records or Payroll).

Once you say "Yes" to the first posting question ("Is this what you want to post?"), the postings to the subsidiary ledger and the Bank Reconciliation system are complete. The entry now sits in the "Interface File" awaiting posting to the General Ledger. If you now answer "Yes" to the second set of posting questions ("Are you ready to post G/L Interface file to G/L Y-T-D file?" followed by "Is this what you intend to post?"), you complete the General Ledger posting.

If this process is interrupted before the posting to the General Ledger is complete, the entry doesn't go away, but sets in a sort of "twilight zone" called the Interface File waiting for you to take action. Oftentimes, you know that the posting wasn't completed (whether accidentally or purposefully) but occasionally for some odd reason (office distraction, accidental keystroke, etc.), entries get lost in the Interface.

It's a good idea to check the Interface file at least once a month, preferably right before beginning the monthly Bank Reconciliation process. Go to the General Ledger system, Maintenance, Interface Edit Report and complete the screen choosing "All" systems and the accounting period of 0/00/0000 thru 12/31/9999. If there are no items on this report, the Interface file is clear. If items are listed, go to "Interface Entry Maintenance" (GL140) to change the entry, "Post Interface File to Y-T-D File" (GL143) to post the entry or "Clear Interface File" (GL144) to eliminate the entry. If you need assistance, be certain to call the RDS Support Staff.
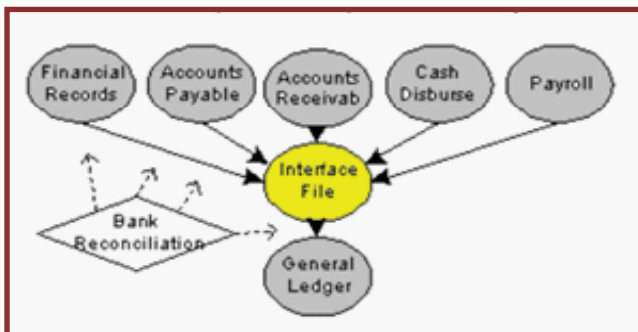
An "interface file" is used to temporarily store data posted from a journal, before posting to the general ledger. This makes it possible to post multiple batches of entries from one or many journals before the final posting from the interface file to the general ledger.

This makes it possible to make corrections in journal entries before posting to the general ledger.

This also makes it possible to post entries to journals, and not post to the general ledger, when making balance forward entries in journals.

Administrators can give security permission to those doing journal entry (Payables, Receivable, Contributions, etc.), to post to their journals, but withhold permission to post to the general ledger. The administrator can then view and edit entries, and post to the general ledger.