Introduction

These notes are based on the Jan 26/12 update.

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The Church Executive™ is able to record all of the weekly contributions (donations) from the entire congregation. All of this data is handled via several tables and modules in the program:

- church envelope assignments
- Sunday school envelope assignments
- weekly services
- weekly contributions
- contribution categories

An envelope is *assigned* to a family (or individual within a family). As such, two additional tables record information related to an envelope:

- family demographics
- person/individual details

For each envelope you can (optionally) identify the following:

- stewardship
- PAR (Pre-Authorized Remittance)

For each weekly donation you can (optionally) identify:

- method of payment (cash, cheque, etc.)
- sub-category

For each service you can (optionally) identify the following:

- liturgical positions
- Hymns/chorus' sung
- scripture readings
- attendance

[these last four items are not required for contributions but are certainly related to weekly services]

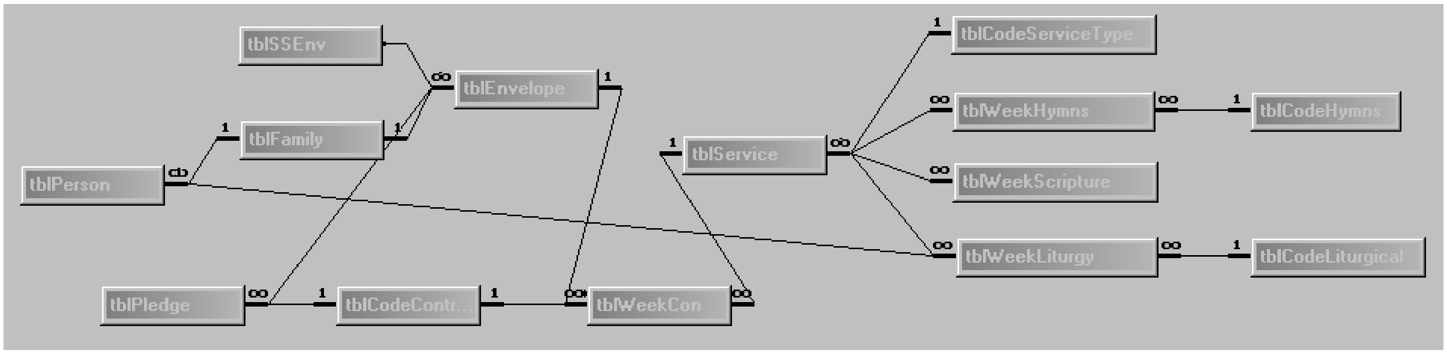


Figure 1
Contributions “flow diagram” showing relationships of tables

Terminology

Contributions any monies received by the church as donated by an individual (or family). May also be referred to as donations.

Envelope number a unique number assigned to an individual/family on an annual basis which is used by the church to record the contributions received by that individual/family.

An individual that gives a *one-time* donation **also** requires an "envelope" **and** a "family" entry. All monies must be assigned to an "envelope" and every envelope must be linked to a "family" for address purposes.

Category a fund which a contribution can be allocated to. Your church can define up to 18 special 'main' categories (plus a General fund) for tracking the contributions. Each 'main' category can have dozens of *sub*-categories.

Year a calendar year, from January to December.

Quarter a quarter of one calender year. The four quarters in a year are January–March, April–June, July–September, and October–December.

Statements are generated to each individual on a quarterly basis.

Service any number of individual services can be created during the week where either contributions are received and need to be recorded and balanced *or* you wish to identify an "order of service" such as hymns, liturgy positions and attendance.

Unit number a unit number is unique for each family. There cannot be two identical unit numbers assigned to two different families. The unit number is used by *The Church Executive*™ to maintain and organize the family demographic data and to provide the necessary links to the related tables (i.e. Individual/Person, Church envelopes, Ministry records, etc.).

Pre-requisites

Current year

All contribution records are assigned to envelopes and a specific weekly service which is based on the *current year*.

It is very important that the current year, as noted on the respective contribution-related screens, is correct before proceeding. To change the current year you use the Look-Up Tables module.

In the months of December and January you will likely be *switching* between two different contribution years (see page 8 on switching years). Remember that contributions are based on a calendar year. A typical church would perform the following functions near the end of one year and the beginning of the next year:

- assign envelopes (and numbers) (in late November/early December?) for the next year
- enter contributions received for this year (December)
- enter contributions received in the new year (January)
- print year-end income tax receipts/statements (in January) for the previous year

Contribution Categories

You may allocate any contributions to one of 19 'main' categories (including a General Fund), each of which can have additional sub-categories (optional). In order to identify the category which a contribution has been donated to, a contribution code must first be defined.

The contribution codes are defined via the Look-Up Tables module. Each calendar year has its own set of contributions codes. This allows you to have special projects from year to year to which monies can be pledged and donated to.

Church Envelopes

you will need to record the church envelope assignments (envelope numbers and the family/individual assigned to that number) so that quarterly statements and receipts can be generated.

A quarterly statement summarizes all of the weekly contributions received by an envelope number on a quarterly basis. The statement prints the address of the unit number assigned to the envelope number. Thus, up to six different tables are accessed when a quarterly statement is printed:

① weekly contributions (with envelope number, category and amount of donation)

② weekly services (with service date, time and description)

③ church envelopes assignment (with envelope number, unit number and individual's name)

④ family demographics (with unit number and mailing address)

⑤ contribution codes (with category and short description)

⑥ optionally, envelope stewardship (with envelope number, category and pledge details)

All six of these tables need to be available with the respective information for the proper data to be printed on a quarterly statement.

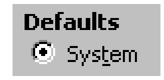
Receipting

Producing year-end receipts of envelope donations is an important part of the church. There are a couple of pre-requisites that need to be defined, via the Look-Up Tables module:

These items would typically be identified only once, but can be modified as the need arises.

① select **Look-Up Tables** from the Main Switchboard

② select **System** from the list of radio button (near the bottom of the right-hand column).



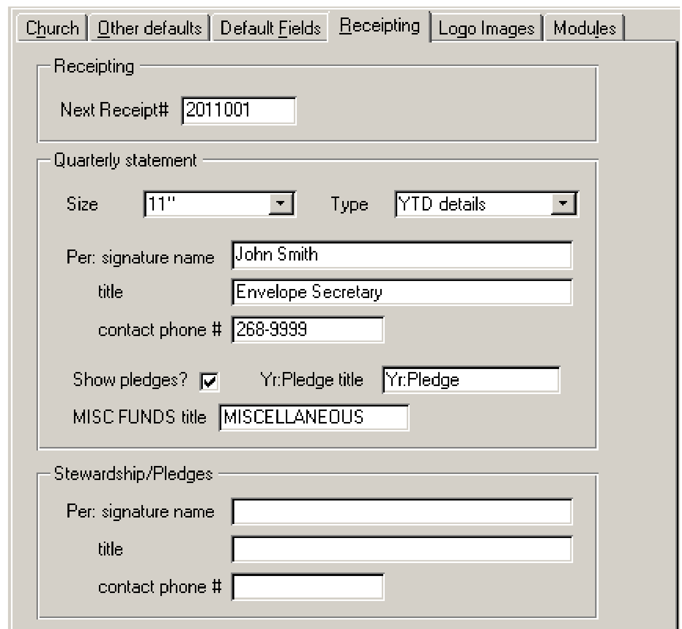
The right side of the screen displays a 6-tabbed control:

Tax number

On the **Church** tab, identify your Tax registration number.

Receipting tab

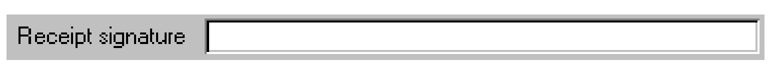
The **Receipting** tab has a number of default settings that apply to receipts. These include:



- next receipt number. Many churches will use the current year as a 'prefix' to the receipt number (such as 2011001 for 2011 receipts and start with 2012001 for 2012 receipts). Other churches run a sequential set of numbers that continue on from one year to the next. The choice is yours.
- size and type of quarterly statement to use *as a default* (this can be overridden when printing statements).
- name, title and contact phone number of "envelope secretary".
- if your church uses "Pledges" (stewardship), do you want this information to appear on the statement?

Logo Images tab

- if you have a scanned image of your signature and would like this printed on receipts, you can identify the full path and file name to the program.



Procedure

Adding contributions to *The Church Executive*™ program is relatively straightforward if the following steps are followed:

① enter the Families in your church and assign a unique unit number to each family. This is *best* performed in the Family Demographics module.

or...

As donations are received throughout the year (say, on a specific Sunday), you can create a new "envelope" and related "family" mailing information *directly* from the Weekly Contributions module, via a **New Envelope** button. See page 42.

or...

As *one-time* donations are received throughout the year (say, for a funeral service), you can create the one-time donation, a new "envelope" and related "family" mailing information in one convenient dialog box, through the Envelopes module, via a **One-time donate/receipt** button. See page 18.

Current Year

② ensure that the current year is correct. Changing the year is done via the Look-Up Tables module. See page 8.

Envelopes

③ enter the individuals in your church who have received envelopes. This includes assigning both a unit number and name to the envelope number. See page 11.

or...

Alternatively, you can assign an envelope from the Family module while adding a new family (on the **Envelope(s)** tab control, then **Assign Envelope** button).

Contribution Categories

④ develop a list of contribution categories (codes) for the current calendar year. This is performed via the Look-Up Tables module. See page 9.

Although it is best to have a set of contribution categories in place *before* the start of the year, you can add new categories as the year goes on, if a specific event dictates such.

In most cases, you will likely use the same set of contribution categories from one year to the next. However, if needs dictate, in a new year you can delete a category *for that year only* or add a new category. In fact, you could re-shuffle all of the categories from one year to the next ... but this is not necessarily recommended.

Services

⑤ develop a list of services where contributions will be received.

An **Add Services** button will create an *entire* set of weekly services for the current year in one operation. See page 39.

Weekly Contributions

⑥ record the weekly contributions. See page 40.

This step does not have to be done weekly, rather you can enter the contributions at any time (as long as it is before the quarterly statements or year-end receipts are printed). With that said, I suspect that nearly *every* church will enter their weekly contributions within a day or two after the service has been completed.

After recording the weekly contributions you may print a weekly summary report which lists all of the donations received for that week (sorted by envelope number). This report also includes a summary of the donations given to each contribution category. The report is then checked against the actual total donations received for that service to check for accuracy of data input.

⑦ at the end of each quarter, a quarterly statement can be printed for all envelopes which summarizes the contributions received during that quarter.

Statement

⑧ after the year has been finalized, tax receipts are *prepared* (see page 20) and *printed* for all envelopes (see page 33).

Tax Receipt

Current Year

Ensuring that the "current year" is correct is an important step in working with contributions. You can only view data that is within the current year (if you want to view other years, you will need to first switch to that year).

Each user that logs into *The Church Executive*™ can be working with a different year, although this will likely only happen near the end of the calendar year when another user may be preparing for the next contribution year or at the start of a new year when another user may be finalizing information from the previous year.

Switching Years

There are two methods available for switching to a different contribution year:

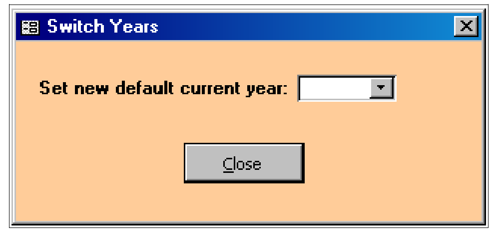
❶ a "temporary" switch of years that is only remembered while you are in the program. Once you leave the program, this "temporary" year is forgotten. The next time you log into the program, your default year will be restored.

With that said, this is the quickest method to switch to, and view data from, another year.

Press **Shift-F3** from anywhere in the program.

The Switch Years dialog box will appear.

Select the new year to switch to from the drop-down list.



❷ a "permanent" switch of years, making the new year the *default* year for all future sessions.

With that said, the new year is "permanent" until such time that you switch to another year. However, using this method ensures that the next time you log into the program, this new default year is still remembered.

A user changes their default year via the Look-Up Tables module.

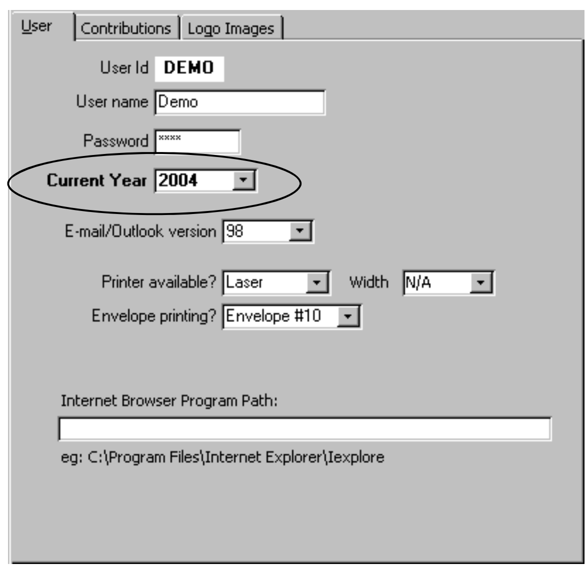
① from the Main Switchboard, select the Look-Up Tables module.

[Alternatively, you can click on the Look-Up Tables icon the Toolbar.]

② select the **User** defaults radio button.

③ Select the new year to make as the current default year from the **Current Year** drop-down list.

You will be prompted to confirm this switch of years.



Contribution Codes

Annual contributions are assigned, on a weekly basis, to various contribution categories (or sometimes called *funds*). *Codes* are used to maintain this list.

Each year can have a *different* set of codes (i.e. categories or funds) from any other year.

Code 0 (zero) is reserved for the "General Fund".

There is also a Codes button on the Weekly Contributions screen that will take you directly to the Contributions Codes module.

Contribution categories (codes) are maintained via the Look-Up Tables module.

① from the Main Switchboard, select the Look-Up Tables module.

[Alternatively, you can click on the Look-Up Tables icon the Toolbar.]

② click on the **Contribution Codes** button.

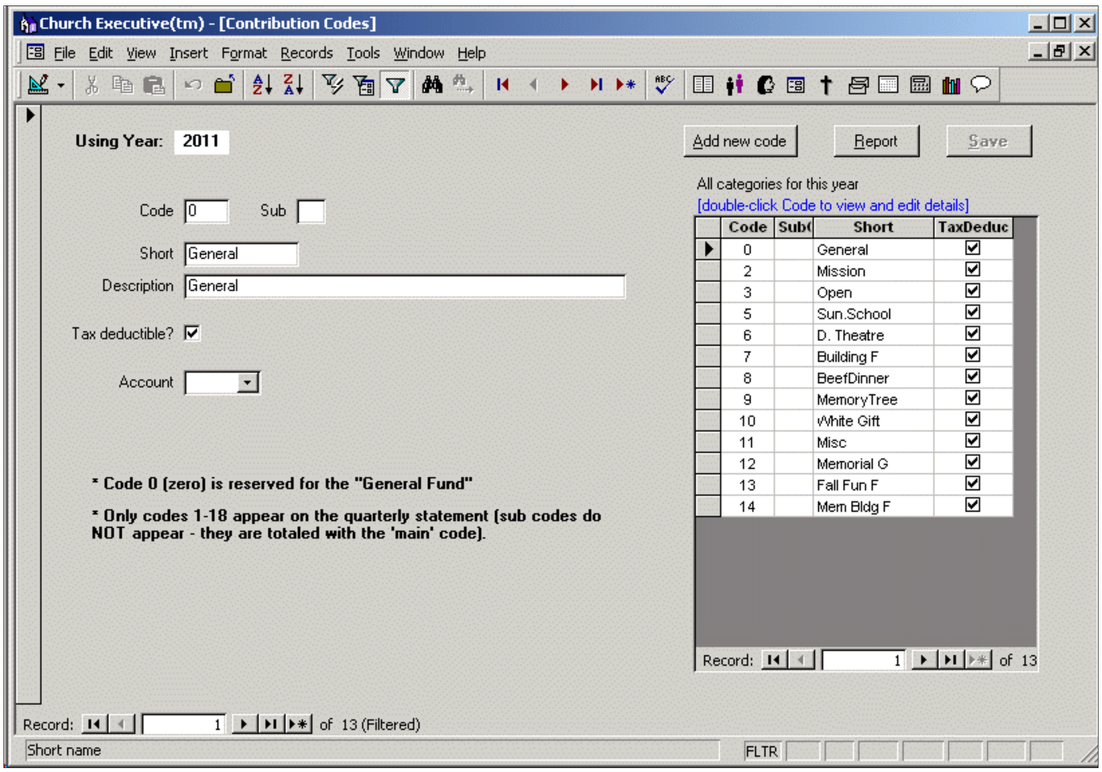


Figure 13
Contribution Codes

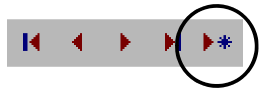
This screen only shows the *current contribution year*. To view another year, you must switch years (see page 8).

The list on the right side is the complete list of contribution category codes for the current year; the left side shows only one of these entries. Clicking on one of the items in the list on the right side will display the details of that entry on the left side of the screen.

Add new category

A new contribution category is *added* by clicking on the **Add new code** button (near the upper right corner) or clicking the New Record button (either in the lower left corner or along the Toolbar at the top of the screen).

via Toolbar:

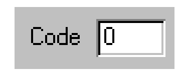


via Record selector:

This will present you with a *blank* entry form.

Code

This is the 'main' contribution category code *number*.

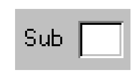


Code **0** (zero) is *reserved* for the General Fund.

Only codes **1–18** are allowed.

Sub

A sub-code, if desired.

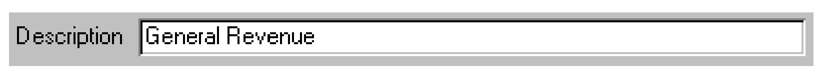


Short

A short form heading for this contribution category. This is the name that appears on weekly contribution input forms and prints on quarterly and stewardship statements.

Description

Full-length description of this contribution category.



Tax deductible?

Are donations assigned to this contribution category tax deductible?

Account

Account number that monies assigned to this contribution category are posted to ... if you are using the accounting features of the program.

If you are not using the accounting module of *The Church Executive*™ then leave this field blank.

Church Envelopes

All donations are assigned to specific envelopes (i.e. an envelope *number*).

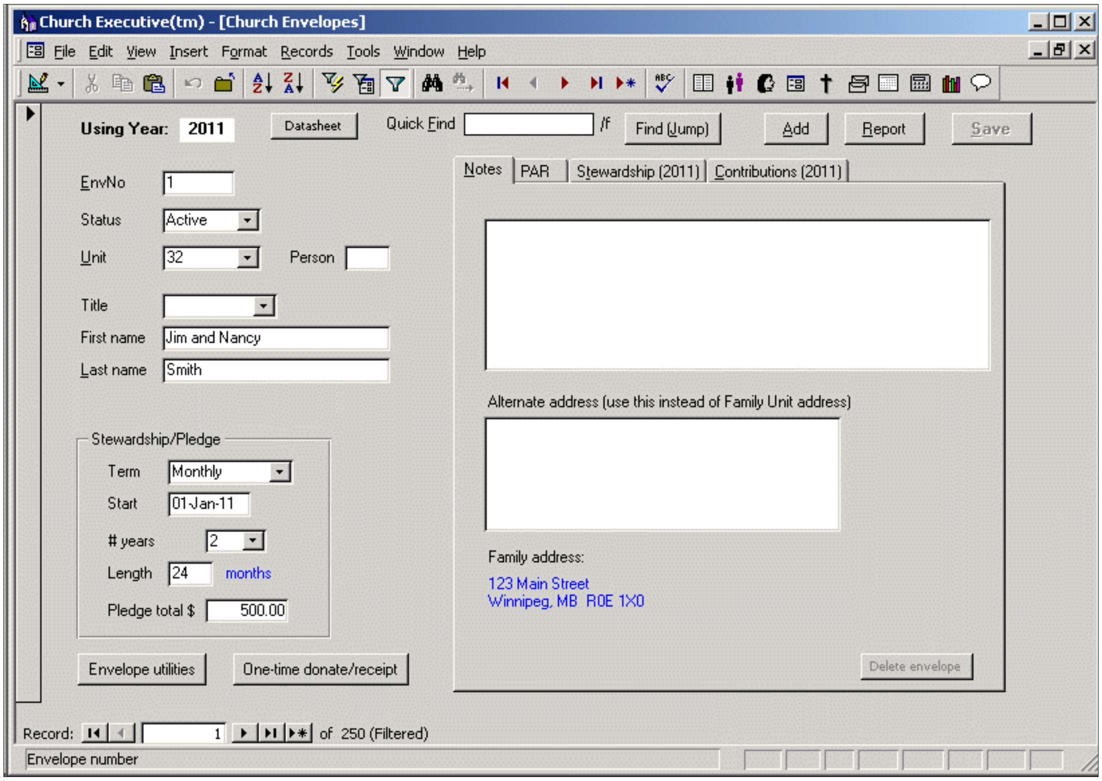


Figure 23
Church Envelopes

An envelope is linked to either a family or an individual within the family. This allows multiple people in the same family to either share or 'own' their own envelope.

Most envelopes will be receiving donations on a fairly regular basis — weekly or monthly. In some cases, a donor will only donate once or twice a year.

One-time donors *must* be assigned an "envelope", which is also linked to a "family" for receipting purposes (so a family entry is first required).

Obviously, the *first* time your system is setup, you will need to record and identify all church envelopes. An envelope can be assigned at anytime throughout the year, either to a new regular donor or to a one-time donor.

Year-end procedures allow you to move forward the current list of envelopes to the next contribution year and then modify this new list completely independent of any other year.

Envelope numbers

Typically, *regular* donors will receive a box of contribution envelopes on a yearly basis. These will be assigned numbers, starting with 1 (one).

One-time donors will be assigned an envelope *number* (a requirement as noted above) within a range of numbers that may be 'away' from the regular donors. For example, you may say that envelope numbers starting with number 700 (and over) are for one-time or non-regular donors. [the range of numbers that *you* choose is completely up to *you*]

Family Unit numbers

Regular donors in your church will already have a Family unit number. However, one-time donors and non-regular donors will *not* be in your system — but they *must* be, in order to receive a receipt.

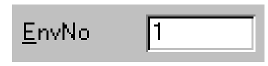
As with an envelope number, you will want to maintain a range of Family unit numbers strictly for these one-time/non-regular donors. By default, this range begins at 7,000 but *you* can define a new range if you wish.

Knowing what the Family unit number is, is only required at the time the new donor is *entered* into the system and linked to the envelope number. From then on, you will be using the envelope number to assign any new monies that may happen to come along.

Envelope Fields

Env No

The envelope number assigned to this envelope.



Status

The status of this envelope.

This status is *not* the same as the Family status or Person status.

Only three choices are available (this is one of the rare drop-down fields within the program that cannot be modified):

- Active
- Visitor
- Delete

The Delete status is *only* used when you want to delete this envelope. In order for an envelope to be deleted (along with all of its donations for the current year !), the envelope status must first read Delete.

Unit

The Family unit number that this envelope belongs to.

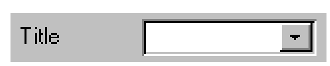
This field is required because the address of this envelope (i.e. family) is required for printing purposes on a quarterly or stewardship statement.

Person

Optional. The specific individual person number within this family unit.

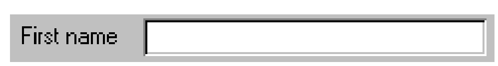
Title

The Title field is the *mailing* title for this envelope, used on mailing labels, envelopes, and quarterly or stewardship statements.



First name

The first name of this donor.



Last name

The family name of this donor.

Stewardship/Pledge

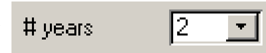
These fields are only visible if this feature of the program has been invoked by you, as defined via the Look-Up Tables | System defaults.

Term

What is the Term of this pledge by this envelope.

Start — What is the starting *date* of this pledge.

\# years — How many years has this envelope pledged for? The drop-down list provides values of 1, 2, 3, 4 or 5, but you can enter any number of full years.



Length — The length of this pledge. This should be consistent with the *term* of the pledge. That is, the length will be something like this (if you are only recording one-year lengths):

Term	Length
Weekly	1–52
Monthly	1–12
Quarterly	1–4
Semi-annual	1–2
Annual	1

Pledge total $ — What is the total pledge for the complete length?

Notes

A Tab control on the right half of the Church Envelopes screen is used to list any miscellaneous notes about this envelope.

Figure 36
Tab control on Church Envelopes screen

PAR

A Tab control on the right half of the Church Envelopes screen is used to identify any automatic, regularly-scheduled (eg. monthly) deposits of donations from identified church envelopes.

The title of this tab control may vary from that illustrated, depending upon a System default that *you* have identified. In this example, PAR is short for Pre-Authorized Remittance.

Entries in this portion of the envelopes is used to generate a batch of weekly contributions (see page 43.

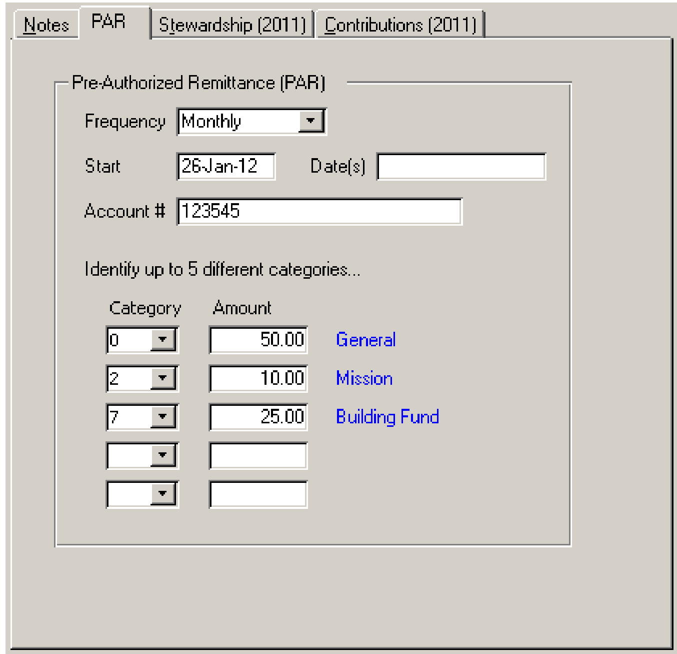


Figure 37
Church Envelopes: PAR tab control

Frequency

The frequency of withdrawals from the member's account and deposits to your church service.

Start

The start date of money removal from this member's account.

Date(s)

Account #

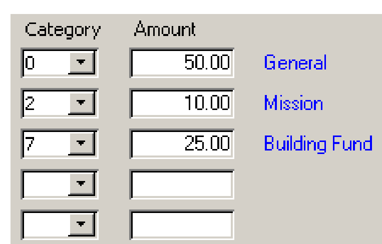
The member's bank account number from which monies will be withdrawn.

You may decide *not* to record the account number in the database, for security reasons.

Categories

The total PAR commitment of an individual can be divided up into five (maximum) different categories. Most people will likely only use one category (i.e. General donations).

The categories are based on your existing set of contribution codes.



Stewardship

A Tab control on the right half of the Church Envelopes screen is used to list any Stewardship/Pledge amounts assigned to any of the various Contribution codes.

The **Amt-Term** is that based on the individual's ***Term***.

For example, if a donor pledges a total of $600 over the course of the year (**Annual**), to be split on a monthly basis of $50 per month, the Amt-Term would be $**50** (not $600).

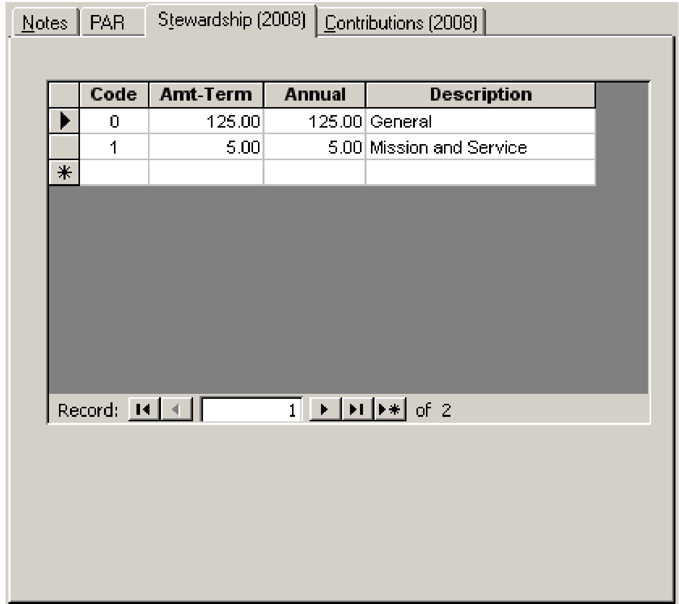


Figure 43
Church Envelopes: Stewardship tab control

An individual *may* pledge a regular amount of money to more than one contribution category. For each pledge, add the entry in a new row.

Only the Code and Amount are required. The Description column is based on the Code that you have supplied.

Annual Contributions A Tab control on the right half of the Church Envelopes screen will display the current year's complete contributions for the currently selected envelope.

With one exception, information ***cannot*** be added or changed on this screen. It is to be used only as a reference tool.

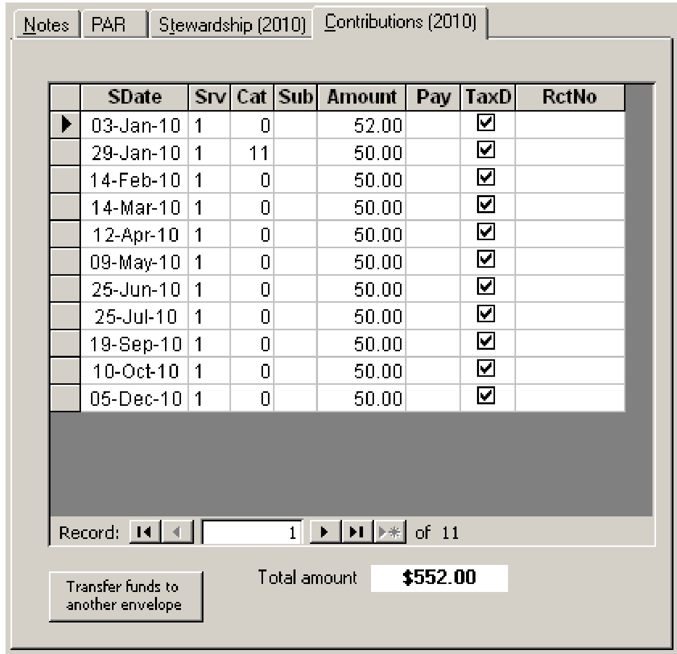


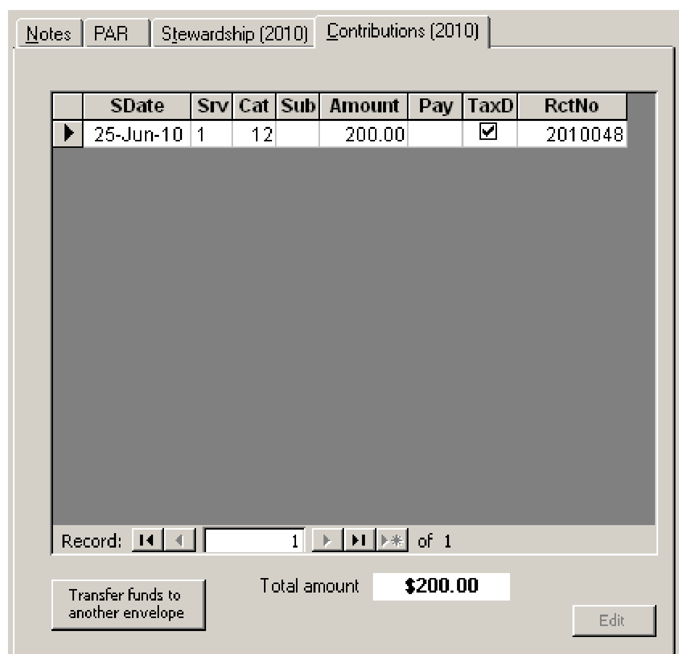
Figure 44
Church Envelopes: Annual Contributions tab control

Edit

Under 'normal' circumstances, once a donation has been receipted, it cannot be modified.

If a donation has been receipted, either as a one-time donation or via the year-end Prepare receipts routine, an Edit button will be displayed in the lower right corner of the Contributions tab when the cursor is placed on the specific donation row.

This should be used only in "extreme" circumstances where an error is spotted after the receipts have been prepared and printed.



Datasheet

The **Datasheet** button on the Church Envelopes screen allows you to view all of the church envelopes in a spreadsheet-type format, with several envelopes in view at the same, rather than seeing just one envelope at a time.

This view is useful for checking the consistency of data input.

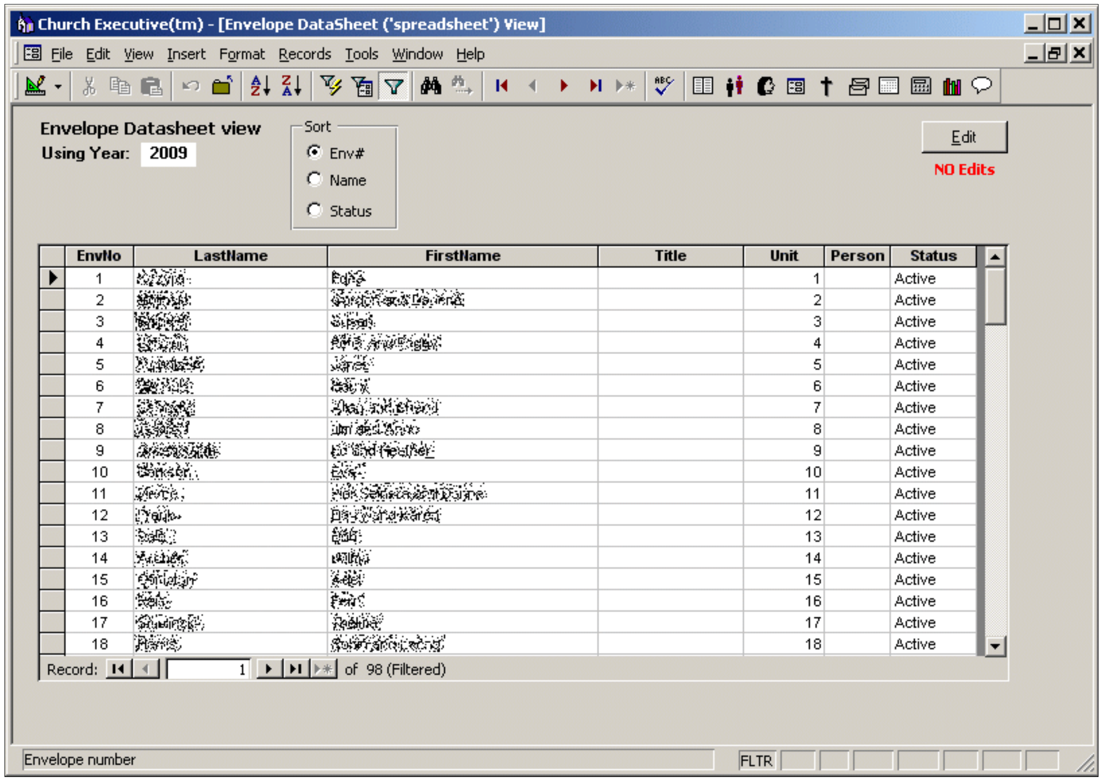


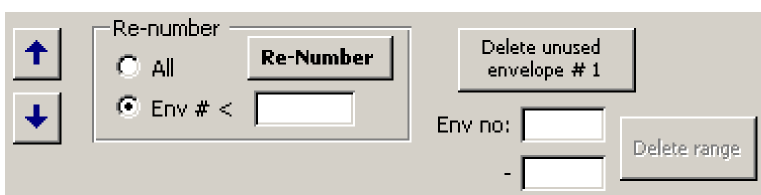
Figure 47
Church Envelopes: Datasheet view

Changes *can* be made on this screen, *if* the **Edit** button is first selected.

Re-assign envelopes

If no contributions have yet been recorded for the current year, then a 'Shuffle envelopes' utility is available:

Clicking the **Shuffle envelopes at start of year...** button will display the following options:



You may find it just as easy to manually delete and re-assign the few envelopes that may require shuffling.

One-time donation/receipt

If your church generates receipts for 'one-time' donations throughout the year (such as for memorial donations after a funeral), you can use the **One-time donation/receipt** button found at the bottom of the Envelopes screen.

[Some churches prefer to enter these one-time donations on a specific data, similar to weekly contributions, but hold off on the receipting until the end of the year.]

This feature provides, in one convenient dialog box, the ability to add all four "pieces" required to generate a receipt: family unit, envelope number, weekly service and donation.

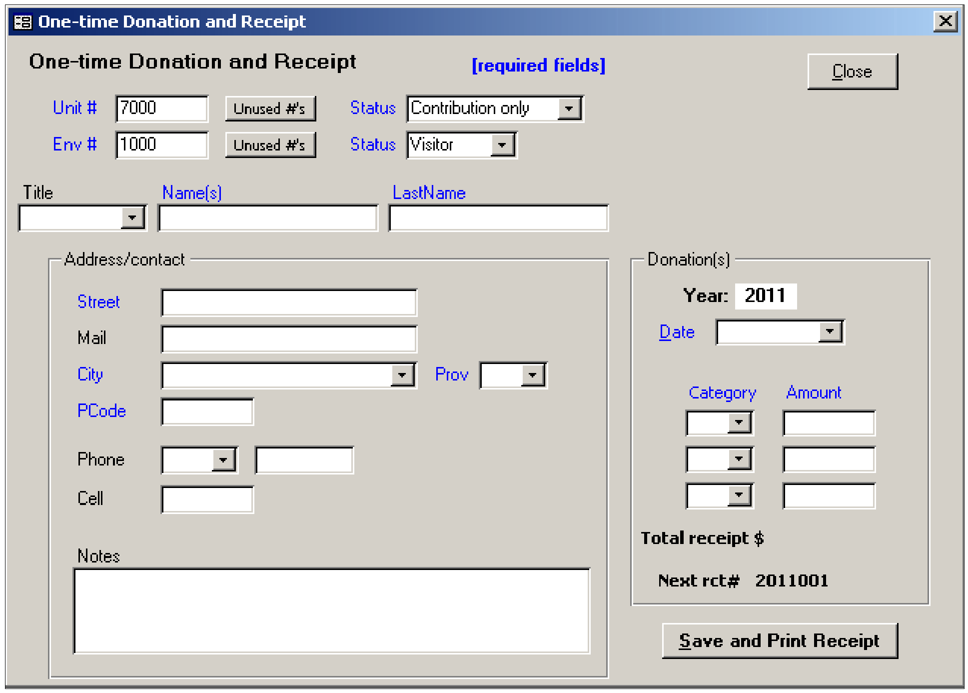


Figure 51
One-time donation and Receipt dialog box

Procedure

① open the **Envelopes** module.

② click the **One-time donation/receipt** button (near the bottom of the screen).

Ensure that the **Next rct#** (shown at the bottom right of the dialog box) is correct. If this is the first time you are doing a one-time receipt in the new year, the Next rct# may still reflect the numbering scheme used in the previous year.

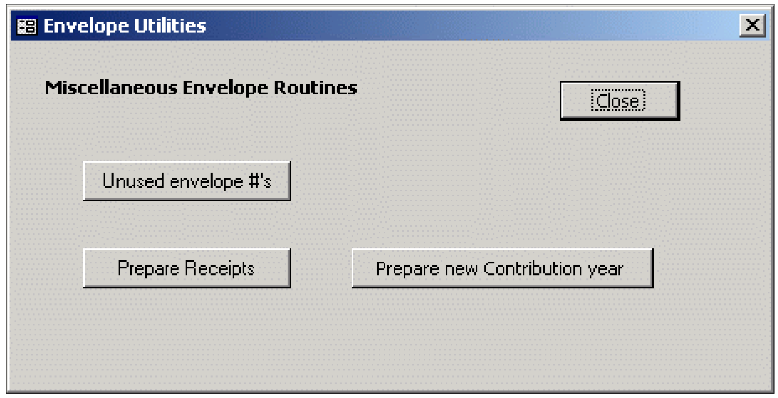
If the Next rct# does need to be change, it must first be changed via Look-up Tables | System | Receipting.

③ enter all of the necessary data. All fields in blue are required.

④ click the Save and Print Receipt button (lower right corner). The new family, envelope, donation, and service (if the latter is a new date) will all be saved. A receipt will be displayed in a preview mode from which it can then be printed.

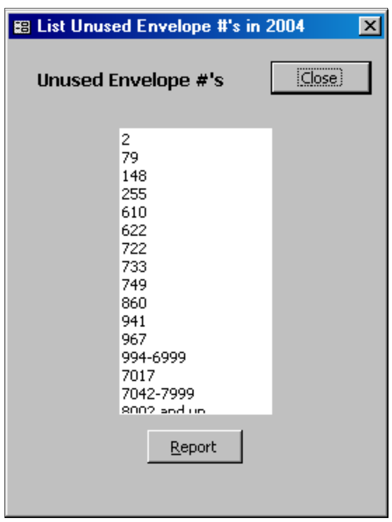
Envelope Utilities

Three different "maintenance" routines are available via the **Envelope utilities** button (lower left of screen). These are detailed here.



Unused Envelope #'s

This button will pop-up a list of envelope numbers that are *not* currently assigned to anyone. A report can be printed from this screen.



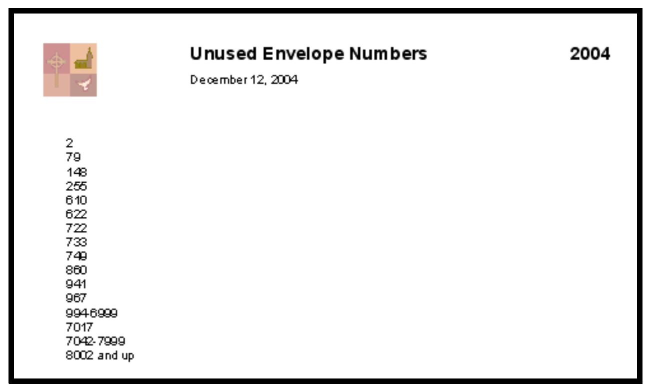


Figure 56
Unused Envelope Numbers report

Prepare Receipts

The **Prepare Receipts** button is used *once a year* to prepare year-end tax receipts. This procedure generates a unique receipt *number* to each envelope holder for all of the donations given in the current year.

New receipting rules introduced by Revenue Canada in January 2005 require several additions and modifications to charity-based receipts.

Generating receipt numbers is a pre-requisite to printing year-end receipts. Receipts are printed via the Envelope | Report | Receipt report type (see page 33).

Before preparing receipts, have you...

- ❑ ensured that *all* donations for the year have been entered and balanced? If you have been entering donations on a weekly basis and each week has balanced then this should be the case.

  Even with this in mind, it is quite possible that a keying error has placed a donation in the wrong category or been assigned to a different envelope.

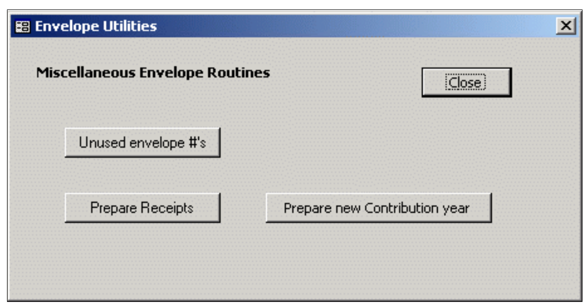
  All effort should be made to ensure that all donations have been assigned correctly to the appropriate envelope and category.

- ❑ made a backup of your data? We trust that you have been making backups on a regular basis (hopefully once a week after the weekly contributions have been recorded).

Procedure

① open the **Envelopes** module.

② click the **Envelope Utilities** button (lower left corner of screen).



③ click **Prepare Receipts** button.

The **Prepare Receipts** button displays this dialog box:

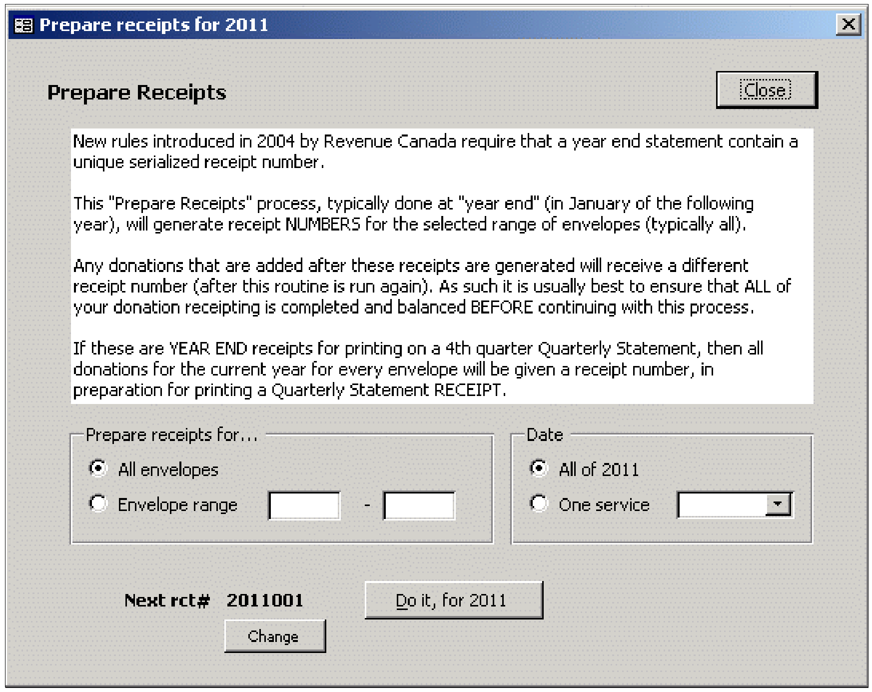


Figure 59
Prepare Receipts dialog box

Typically, you will generate receipt numbers for *all* envelopes that have not yet been receipted (i.e. one-time receipts generated throughout the year will be ignored during this process). The **Next rct#** is the higher of either the default setting provided in the Look-Up Tables (see page 5) *or* the highest number already recorded in the database.

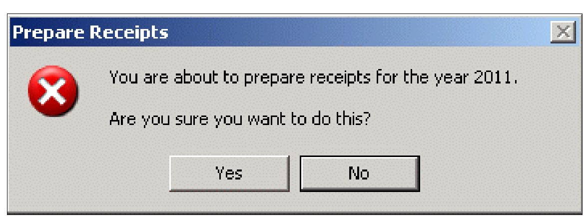
If needed, use the **Change** button found below the Next rct# to change this value.

The speed of generating receipt numbers is based on the number of envelopes and donations entered for the current year, and the speed of your computer. Most churches will find that it will take less than a minute (likely just a few seconds) for this routine to be completed.

④ Optionally, limit the number of envelopes that will be receipted by identifying either an envelope number range to receipt and/or select just one service to receipt.

In most cases, you will not need to identify either of these criteria options.

⑤ Click the **Do it, for xxxx** button to “prepare receipts”. A confirmation dialog bo will appear:



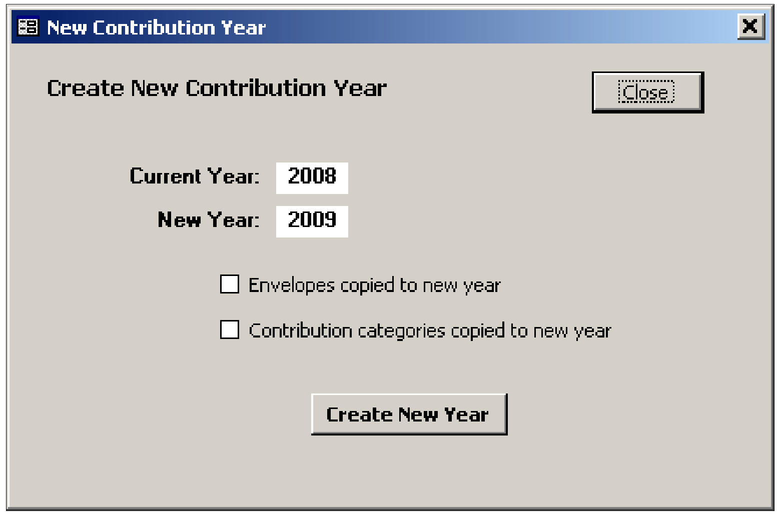
The speed of generating receipt numbers is based on the number of envelopes and donations entered for the current year, and the speed of your computer. Most churches will find that it will take less than a minute (likely just a few seconds) for this routine to be completed.

Prepare New Contribution Year

The **Prepare new Contribution year** button from the Church Envelopes screen is used to "roll over" envelopes into a *new* year. This routine will copy all of the envelopes from the current year into the new (next) year, copy the list of contribution codes from the current year to the new (next) year, and create a set of 52 weekly services for the new (next) year.

This allows you to get "started" in the new year as quickly as possible.

It is recommended that you make a backup of your data (**c:\ce\ce_be.mdb**) *before* preparing the new contribution year.



Example data from 2009 to 2010:

Before this routine...

2009 envelopes
2009 services
2009 contributions
2009 categories

After this routine...

2009 envelopes
2009 services
2009 contributions
2009 categories
and
2010 envelopes
2010 services
2010 contributions
2010 categories

Once the new contribution year has been created, you can switch between the current year and the new year, maintaining data in the respective year as the need arises. That is, you can continue to work with this year's contributions (adding weekly contributions, generating receipts, etc.) while at the same time start preparing a list of envelopes for the new year (that is, add any new envelopes to the new year, remove any envelopes *in the new year*).

As such, you will have two sets of data: this year, where new data is added but generally envelope data is *not deleted*, and the new year, where preparations can begin for assigning envelopes.

When should the "new year" be created?

The answer varies, depending on how your church maintains envelopes:

* some churches will prepare the new year as early as November so that they can print labels for the new envelope boxes for distribution during December services.

  If you do prepare the new year before the current year has been completed, you will need to "switch years" (see page 8) periodically to work (add/edit/delete) with next year's envelope data and then add contributions to the current year. Remember that each the envelope and contribution data for each year is kept separate from other years, thus the "switching years" routine.

* other churches may not prepare the new year until the middle of January, after the previous year's contributions have been balanced and receipts printed.

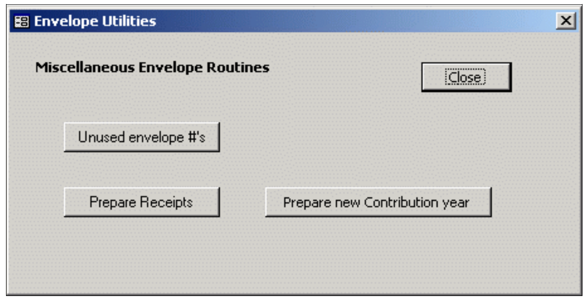
At anytime you can "switch years" back (or forward) to any contribution year that exists. As the years go by, more and more years will be available for viewing.

Prepare new Year Procedure

This process will only take 1 or 2 minutes.

① open the Church Envelopes module.

② click on the **Envelope utilities** button. The following dialog box will appear.



③ click the **Prepare new Contribution year** button. The following dialog box will appear.

The screen summarizes what will be done. and provides two buttons: **Create New Year** and a **Create Weekly Services**. The latter button is disabled until the new year has been created.

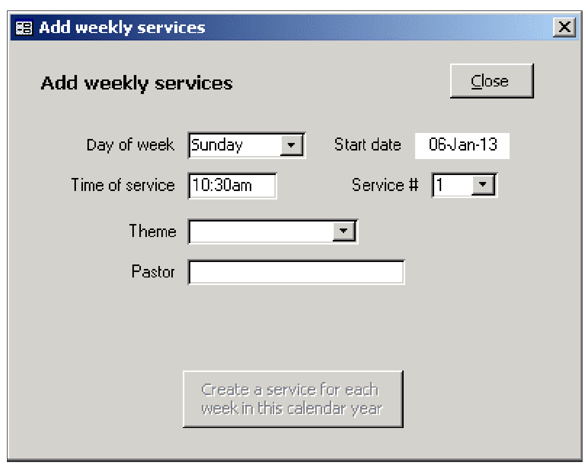
If any data exists for the new year then the two buttons are is not available. Instead, the following message will be displayed:

④ Click the **Create New Year** button. You will be prompted to confirm your selection:

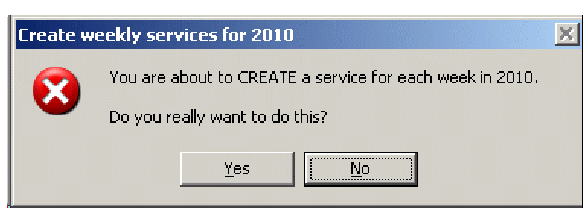
⑤ Click **Yes** to prepare the new year. When finished (it should be very quick), the following dialog box will appear:

⑥ Click **Ok** to display the New Contribution Year dialog box again. This will now enable the **Create Weekly Services** button giving you the opportunity to create a service for each week in the new year (something which you will want to do):

⑦ Click the **Create Weekly Services** button to display the following dialog box:



⑧ Enter the appropriate values and click the **Create a service for each week in this calendar year** button (this button will be enabled when you have tabbed through the first field). You will be prompted to confirm this.



⑨ Click **Yes** to create a service for each week in the new year. A dialog box will indicate the completion.

⑩ **Close** out of the various dialog boxes.

Report

Several types of reports and report criteria selections are available for Church Envelopes.

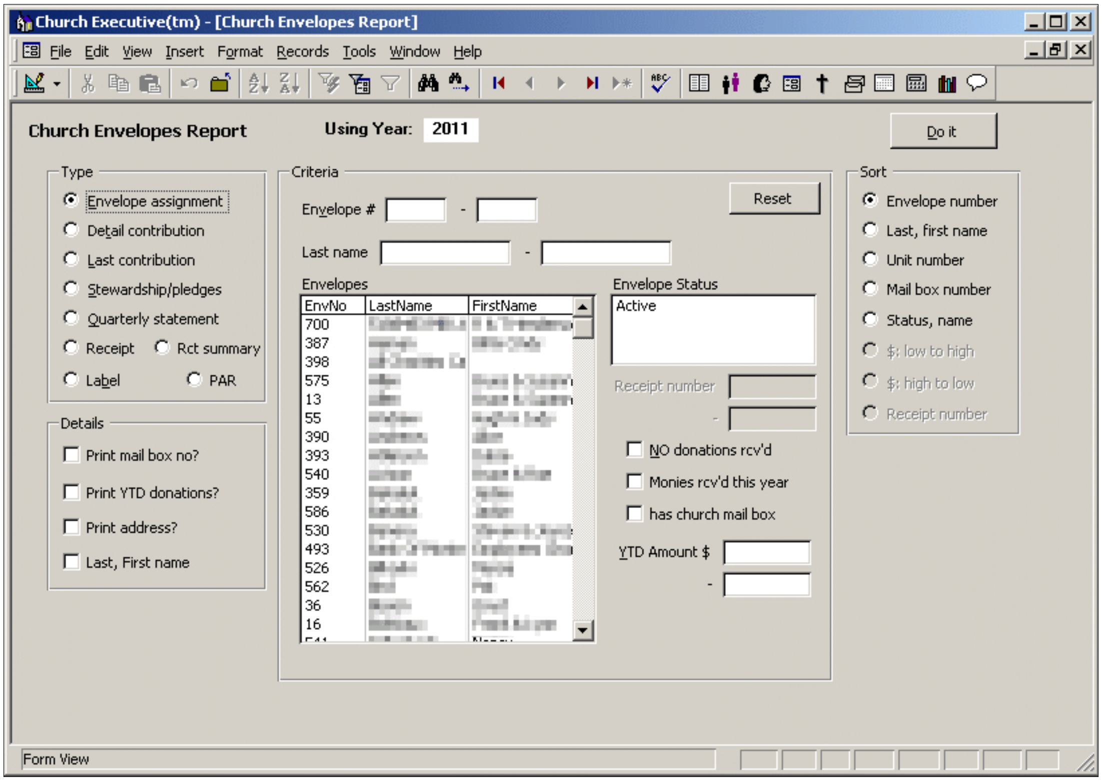


Figure 73
Church Envelopes: Reporting

This reporting screen, like all of the other report screens in the program, is divided into three basic sections:

- Type (of report desired)
- Criteria (selecting methods)
- Sort

Depending on the Type of report you choose, additional reporting options may become available (and some criteria options may be disabled).

Criteria

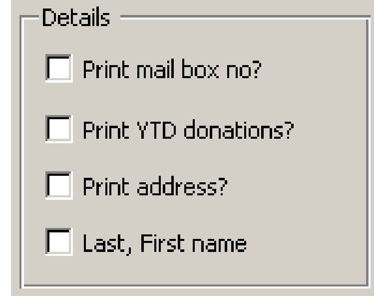
If you do not identify any selection criteria, then *all* church envelopes are selected.

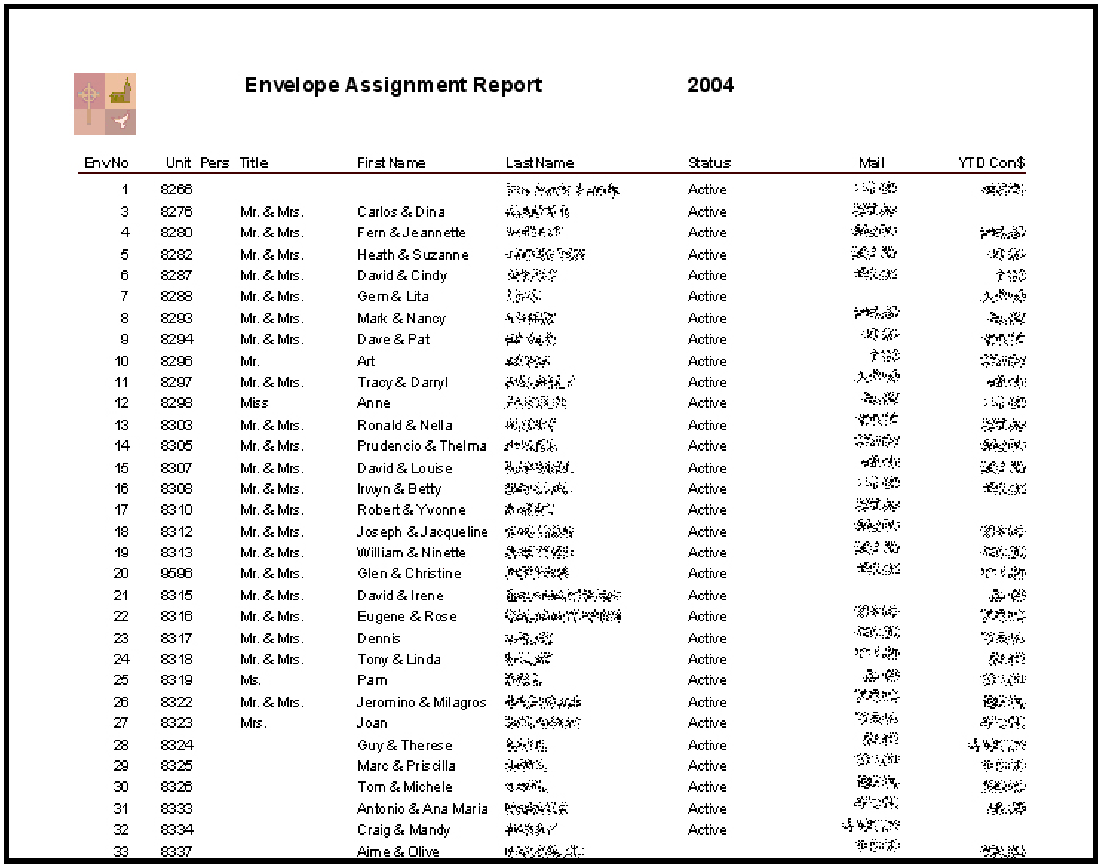
The *more* selection criteria you identify, the *fewer* church envelopes will be selected.

Envelope Assignment

This report prints the current list of envelopes that have been assigned.

Four additional print options are available for this report, as noted at the right.





Envelope Assignment Report **2004**

EnvNo	Unit	Pers	Title	First Name	LastName	Status	Mail	YTD Con$
1	8266				[illegible]	Active	[illegible]	[illegible]
3	8276		Mr. & Mrs.	Carlos & Dina	[illegible]	Active	[illegible]	
4	8280		Mr. & Mrs.	Fern & Jeannette	[illegible]	Active	[illegible]	[illegible]
5	8282		Mr. & Mrs.	Heath & Suzanne	[illegible]	Active	[illegible]	[illegible]
6	8287		Mr. & Mrs.	David & Cindy	[illegible]	Active	[illegible]	[illegible]
7	8288		Mr. & Mrs.	Gem & Lita	[illegible]	Active		[illegible]
8	8293		Mr. & Mrs.	Mark & Nancy	[illegible]	Active	[illegible]	[illegible]
9	8294		Mr. & Mrs.	Dave & Pat	[illegible]	Active	[illegible]	[illegible]
10	8296		Mr.	Art	[illegible]	Active	[illegible]	[illegible]
11	8297		Mr. & Mrs.	Tracy & Darryl	[illegible]	Active	[illegible]	[illegible]
12	8298		Miss	Anne	[illegible]	Active	[illegible]	[illegible]
13	8303		Mr. & Mrs.	Ronald & Nella	[illegible]	Active	[illegible]	[illegible]
14	8305		Mr. & Mrs.	Prudencio & Thelma	[illegible]	Active	[illegible]	[illegible]
15	8307		Mr. & Mrs.	David & Louise	[illegible]	Active	[illegible]	[illegible]
16	8308		Mr. & Mrs.	Irwyn & Betty	[illegible]	Active	[illegible]	[illegible]
17	8310		Mr. & Mrs.	Robert & Yvonne	[illegible]	Active	[illegible]	
18	8312		Mr. & Mrs.	Joseph & Jacqueline	[illegible]	Active	[illegible]	[illegible]
19	8313		Mr. & Mrs.	William & Ninette	[illegible]	Active	[illegible]	[illegible]
20	9596		Mr. & Mrs.	Glen & Christine	[illegible]	Active	[illegible]	[illegible]
21	8315		Mr. & Mrs.	David & Irene	[illegible]	Active		[illegible]
22	8316		Mr. & Mrs.	Eugene & Rose	[illegible]	Active	[illegible]	[illegible]
23	8317		Mr. & Mrs.	Dennis	[illegible]	Active	[illegible]	[illegible]
24	8318		Mr. & Mrs.	Tony & Linda	[illegible]	Active	[illegible]	[illegible]
25	8319		Ms.	Pam	[illegible]	Active	[illegible]	[illegible]
26	8322		Mr. & Mrs.	Jeromino & Milagros	[illegible]	Active	[illegible]	[illegible]
27	8323		Mrs.	Joan	[illegible]	Active	[illegible]	[illegible]
28	8324			Guy & Therese	[illegible]	Active	[illegible]	[illegible]
29	8325			Marc & Priscilla	[illegible]	Active	[illegible]	[illegible]
30	8326			Tom & Michele	[illegible]	Active	[illegible]	[illegible]
31	8333			Antonio & Ana Maria	[illegible]	Active	[illegible]	[illegible]
32	8334			Craig & Mandy	[illegible]	Active	[illegible]	
33	8337			Aime & Olive	[illegible]		[illegible]	[illegible]

Figure 75
Envelope Assignment report with Mail Box # and YTD contributions

Detail Contribution

This report prints every contribution, sorted by quarter and service, providing a detailed record of what has been entered into the system. This could be printed for a single envelope in the event of a discrepancy.

Envelope Detailed Contribution Report 2004

Envelope #: 71 John & Monique [illegible]

Qtr	Date	Serv	Code	Sub	Amount	Pay	Category description
1							
	04-Jan-04	2	0		35.00		
	05-Jan-04	2	0		10.00		
	18-Jan-04	2	0		40.00		
	25-Jan-04	2	0		35.00		
	01-Feb-04	2	0		40.00		
	08-Feb-04	2	0		40.00		
	22-Feb-04	2	0		80.00		
	25-Feb-04	2	0		15.00		
	29-Feb-04	2	0		80.00		
	21-Mar-04	2	0		50.00		
	28-Mar-04	2	0		50.00		
		Qtr 1 total			475.00		
2							
	03-Apr-04	2	0		5.00		
	04-Apr-04	2	0		50.00		
	08-Apr-04	2	0		25.00		
	09-Apr-04	2	0		10.00		
	11-Apr-04	2	0		50.00		
	25-Apr-04	2	0		60.00		
	09-May-04	2	0		60.00		
	30-May-04	2	0		100.00		
	13-Jun-04	2	0		100.00		
		Qtr 2 total			460.00		
3							
	15-Aug-04	2	0	2	250.00	CH	Individual Donation
	29-Aug-04	2	0		30.00	CH	
	26-Sep-04	2	0	2	150.00	CH	Individual Donation
		Qtr 3 total			430.00		
4							

Figure 76
Detailed Contribution report

Last Contribution

This report prints each envelope noting the date of the *last* contribution received along with the year-to-date total contributions.

This is useful to judge whether individuals should receive another set of envelopes in the coming year.

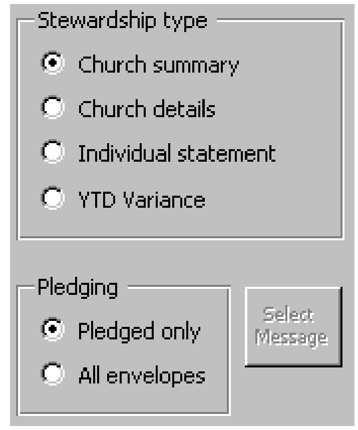
Envelope: Last Contribution Report 2004

EnvNo	Unit	Pers	Title	First Name	LastName	Status	Last Date	YTD Con$
1	8266				[illegible]	Active	28-Nov-04	[illegible]
4	8280		Mr. & Mrs.	Fern & Jeannette	[illegible]	Active	21-Nov-04	[illegible]
5	8282		Mr. & Mrs.	Heath & Suzanne	[illegible]	Active	07-Nov-04	[illegible]
6	8287		Mr. & Mrs.	David & Cindy	[illegible]	Active	04-Apr-04	[illegible]
7	8288		Mr. & Mrs.	Gern & Lita	[illegible]	Active	28-Nov-04	[illegible]
8	8293		Mr. & Mrs.	Mark & Nancy	[illegible]	Active	12-Sep-04	[illegible]
9	8294		Mr. & Mrs.	Dave & Pat	[illegible]	Active	28-Nov-04	[illegible]
10	8296		Mr.	Art	[illegible]	Active	21-Nov-04	[illegible]
11	8297		Mr. & Mrs.	Tracy & Darryl	[illegible]	Active	21-Nov-04	[illegible]
12	8298		Miss	Anne	[illegible]	Active	14-Nov-04	[illegible]
13	8303		Mr. & Mrs.	Ronald & Nella	[illegible]	Active	21-Nov-04	[illegible]
14	8305		Mr. & Mrs.	Prudencio & Thelma	[illegible]	Active	21-Nov-04	[illegible]
15	8307		Mr. & Mrs.	David & Louise	[illegible]	Active	21-Nov-04	[illegible]
16	8308		Mr. & Mrs.	Irwyn & Betty	[illegible]	Active	14-Nov-04	[illegible]
18	8312		Mr. & Mrs.	Joseph & Jacqueline	[illegible]	Active	28-Nov-04	[illegible]
19	8313		Mr. & Mrs.	William & Ninette	[illegible]	Active	28-Nov-04	[illegible]
20	9596		Mr. & Mrs.	Glen & Christine	[illegible]	Active	24-Oct-04	[illegible]
21	8315		Mr. & Mrs.	David & Irene	[illegible]	Active	09-May-04	[illegible]
22	8316		Mr. & Mrs.	Eugene & Rose	[illegible]	Active	28-Nov-04	[illegible]
23	8317		Mr. & Mrs.	Dennis	[illegible]	Active	28-Nov-04	[illegible]
24	8318		Mr. & Mrs.	Tony & Linda	[illegible]	Active	07-Mar-04	[illegible]
25	8319		Ms.	Pam	[illegible]	Active	28-Nov-04	[illegible]
26	8322		Mr. & Mrs.	Jeromino & Milagros	[illegible]	Active	28-Nov-04	[illegible]
27	8323		Mrs.	Joan	[illegible]	Active	03-Oct-04	[illegible]
28	8324			Guy & Therese	[illegible]	Active	28-Nov-04	[illegible]
29	8325			Marc & Priscilla	[illegible]	Active	14-Nov-04	[illegible]
30	8326			Tom & Michele	[illegible]	Active	28-Nov-04	[illegible]
31	8333			Antonio & Ana Maria	[illegible]	Active	19-Sep-04	[illegible]
33	8337			Aime & Olive	[illegible]		28-Nov-04	[illegible]
34	8338			Paul & Carol	[illegible]		21-Nov-04	[illegible]
35	8339			Henry	[illegible]		28-Nov-04	[illegible]
36	8344			Michael & Barb	[illegible]		11-Apr-04	[illegible]
37	8345			Dennis & Lorraine	[illegible]		11-Jul-04	[illegible]
38	8347			Raymond & Kelly	[illegible]		14-Nov-04	[illegible]
40	8350			Florent J. & Lorna	[illegible]		28-Nov-04	[illegible]

Figure 77
Last Contribution report

Stewardship/pledges

A couple of different reports are available for Stewardship/-Pledges.

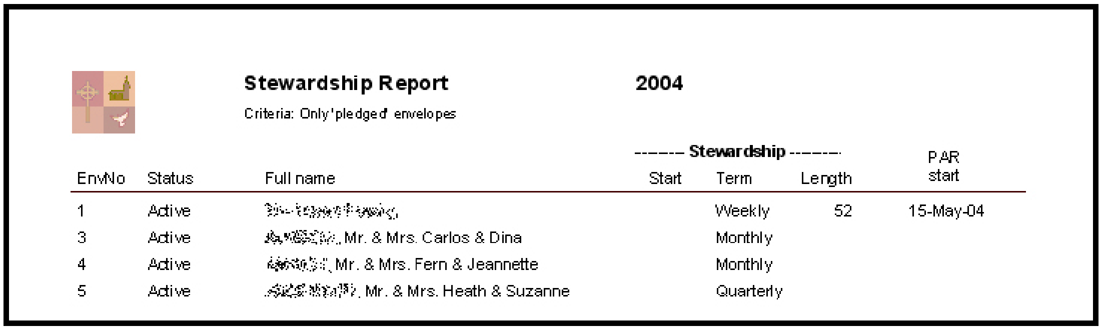


The **Church summary** report includes just the very basic of information.

The **Church details** report includes a breakdown of each pledge to each contribution category.

The **Individual statement** includes a year-to-date listing of contributions and a comparison to the pledges made by the individual. For this report you can also select a message to printed on the statement.

The **YTD Variance** report lists selected envelopes and the year-to-date contributions compared to their pledged amount, calculated to the same time period.

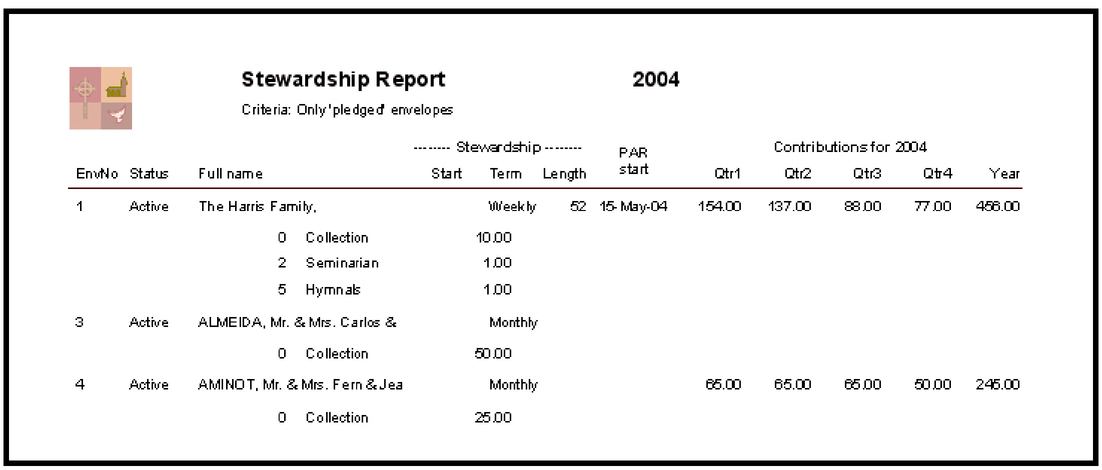


Stewardship Report 2004

Criteria: Only 'pledged' envelopes

EnvNo	Status	Full name	Stewardship Start	Stewardship Term	Stewardship Length	PAR start
1	Active	[illegible]		Weekly	52	15-May-04
3	Active	[illegible], Mr. & Mrs. Carlos & Dina		Monthly		
4	Active	[illegible], Mr. & Mrs. Fern & Jeannette		Monthly		
5	Active	[illegible], Mr. & Mrs. Heath & Suzanne		Quarterly		

Figure 79
Stewardship: Church Summary report



Stewardship Report 2004

Criteria: Only 'pledged' envelopes

EnvNo	Status	Full name	Stewardship Start	Stewardship Term	Stewardship Length	PAR start	Qtr1	Qtr2	Qtr3	Qtr4	Year
1	Active	The Harris Family,		Weekly	52	15-May-04	154.00	137.00	88.00	77.00	456.00
		0 Collection	10.00								
		2 Seminarian	1.00								
		5 Hymnals	1.00								
3	Active	ALMEIDA, Mr. & Mrs. Carlos &		Monthly							
		0 Collection	50.00								
4	Active	AMINOT, Mr. & Mrs. Fern & Jea		Monthly			65.00	65.00	65.00	50.00	245.00
		0 Collection	25.00								

(Qtr1–Year: Contributions for 2004)

Figure 80
Stewardship: Church Details report

St. Bernadette Parish
820 Cottonwood Road
Winnipeg, MB R2J 1G1
(204) 255-1951
Website: www.stbernadette.shawbiz.ca
E-mail: stbernpc@shawbiz.ca

2004

Envelope number: 1

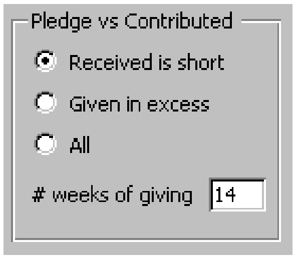
[illegible]

8266 -

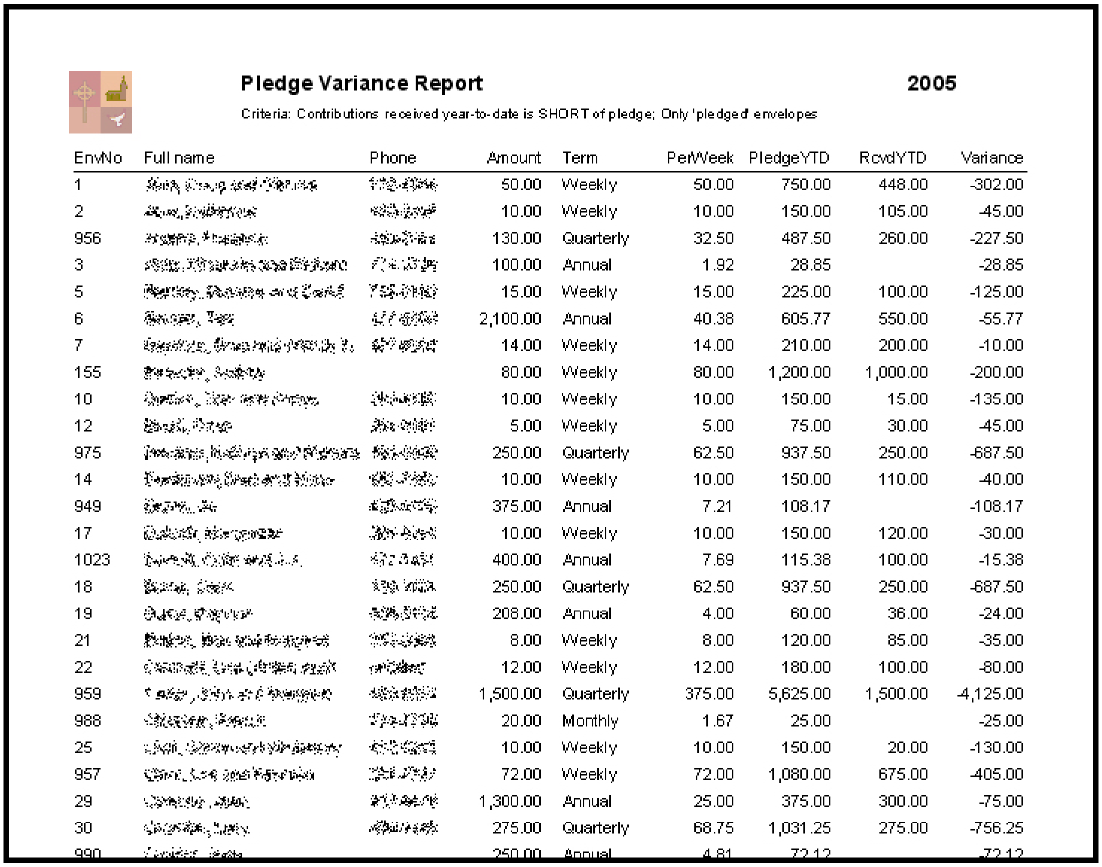
Term: Weekly
Length: 52 weeks.

Fund	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Yr:Total	Yr:Pledge
0. $	154.00	137.00	88.00	77.00	456.00	520.00
1.					0.00	
2.					0.00	52.00
3.					0.00	
4.					0.00	
5.					0.00	52.00
Total	154.00	137.00	88.00	77.00	456.00	

Figure 81
Stewardship: Individual Statement report



The **YTD Variance** report requires that you indicate the total number of weeks of giving that have actually been entered into the database via the Weekly Contributions module. This is required for calculation purposes.



Pledge Variance Report 2005

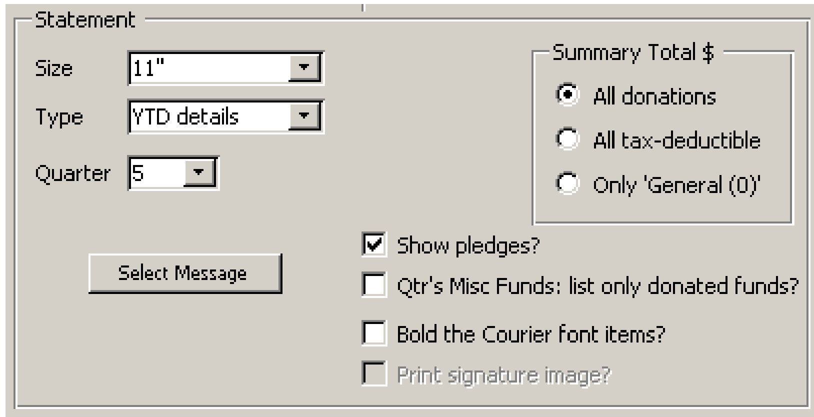
Criteria: Contributions received year-to-date is SHORT of pledge; Only 'pledged' envelopes

EnvNo	Full name	Phone	Amount	Term	PerWeek	PledgeYTD	RcvdYTD	Variance
1	[illegible]	[illegible]	50.00	Weekly	50.00	750.00	448.00	-302.00
2	[illegible]	[illegible]	10.00	Weekly	10.00	150.00	105.00	-45.00
956	[illegible]	[illegible]	130.00	Quarterly	32.50	487.50	260.00	-227.50
3	[illegible]	[illegible]	100.00	Annual	1.92	28.85		-28.85
5	[illegible]	[illegible]	15.00	Weekly	15.00	225.00	100.00	-125.00
6	[illegible]	[illegible]	2,100.00	Annual	40.38	605.77	550.00	-55.77
7	[illegible]	[illegible]	14.00	Weekly	14.00	210.00	200.00	-10.00
155	[illegible]		80.00	Weekly	80.00	1,200.00	1,000.00	-200.00
10	[illegible]	[illegible]	10.00	Weekly	10.00	150.00	15.00	-135.00
12	[illegible]	[illegible]	5.00	Weekly	5.00	75.00	30.00	-45.00
975	[illegible]	[illegible]	250.00	Quarterly	62.50	937.50	250.00	-687.50
14	[illegible]	[illegible]	10.00	Weekly	10.00	150.00	110.00	-40.00
949	[illegible]	[illegible]	375.00	Annual	7.21	108.17		-108.17
17	[illegible]	[illegible]	10.00	Weekly	10.00	150.00	120.00	-30.00
1023	[illegible]	[illegible]	400.00	Annual	7.69	115.38	100.00	-15.38
18	[illegible]	[illegible]	250.00	Quarterly	62.50	937.50	250.00	-687.50
19	[illegible]	[illegible]	208.00	Annual	4.00	60.00	36.00	-24.00
21	[illegible]	[illegible]	8.00	Weekly	8.00	120.00	85.00	-35.00
22	[illegible]	[illegible]	12.00	Weekly	12.00	180.00	100.00	-80.00
959	[illegible]	[illegible]	1,500.00	Quarterly	375.00	5,625.00	1,500.00	-4,125.00
988	[illegible]	[illegible]	20.00	Monthly	1.67	25.00		-25.00
25	[illegible]	[illegible]	10.00	Weekly	10.00	150.00	20.00	-130.00
957	[illegible]	[illegible]	72.00	Weekly	72.00	1,080.00	675.00	-405.00
29	[illegible]	[illegible]	1,300.00	Annual	25.00	375.00	300.00	-75.00
30	[illegible]	[illegible]	275.00	Quarterly	68.75	1,031.25	275.00	-756.25
990	[illegible]		250.00	Annual	4.81	72.12		-72.12

Figure 83
Stewardship: Stewardship Variance report

Quarterly Statement

Several options are available when printing Quarterly statements.



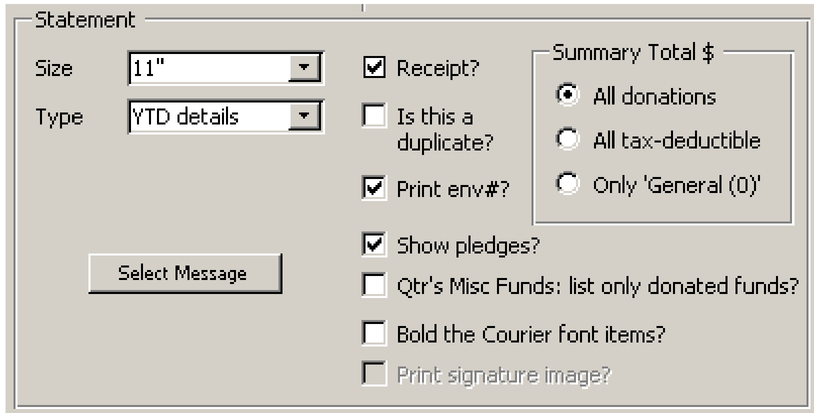
- Two different Sizes of statements
- Four different Types. Two of the types also allow you to include a user-defined message to pass along to the congregation.
- Select a specific Quarter to base the statements on.
- Include Pledge information, if applicable. This is only available if you have enabled the Stewardship/Pledge module.
- The middle section of the quarterly statement/receipt lists a summary of the Miscellaneous Funds (categories 1 through 18) received in the *current* quarter (thus, an individual would require each of the four quarter's statements to see all of the details for the entire year). An option is available to have *either* all of the major 18 codes listed, regardless of any funds that were donated by the individual, or print only those major/sub codes where monies were received.
- a couple of sections of the statement summarize the donations received using a "Courier" font (this font is used so as to align the numbers in the best possible format, rather than using a proportional font that may align larger numbers not so nicely). However, some laser printers will print this Courier font in a "light" appearance. If this is the case with your printer, you can force this information to be printed darker (i.e. bold).
- if you have scanned your signature, and identified this file name and path to *The Church Executive*™, you can have this signature printed on the receipt, saving you time (and wrist problems?). This option is not enabled if you have not identified the scanned image file (see page 5).

Select Message

Use this button to create (and select) a user-defined message to appear on the statement or receipt. You can create and save an unlimited number of messages that can be re-used (or modified) for future statements.

Receipt

Several options are available when printing Receipts.

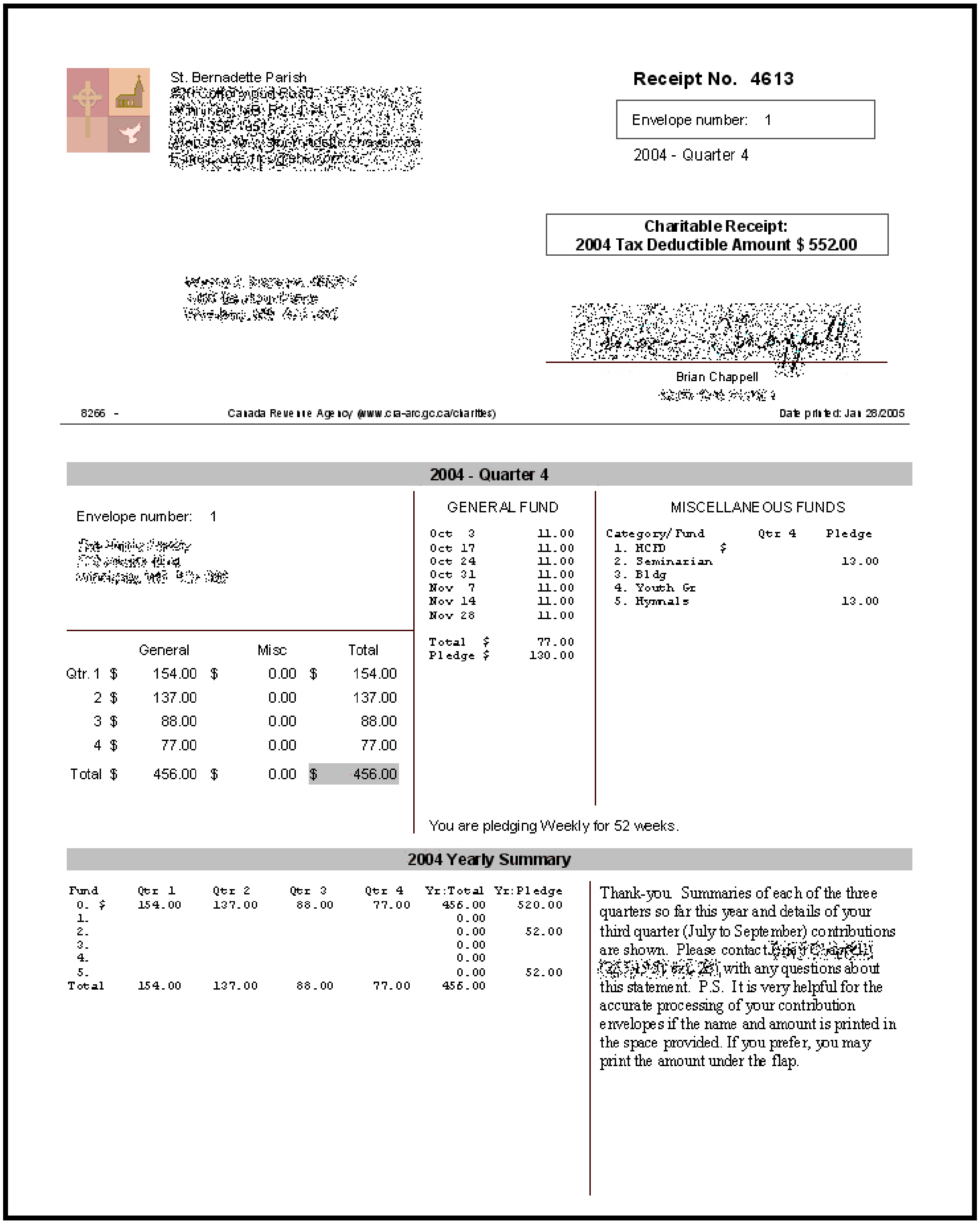


Tax Receipt

- The Receipt? checkbox is selected.
- Select the Is this a duplicate? (receipt) to have *** DUPLICATE *** printed at the top of the receipt.
- Include Pledge information, if applicable. This is only available if you have enabled the Stewardship/Pledge module.
- The middle section of the quarterly statement/receipt lists a summary of the Miscellaneous Funds (categories 1 through 18) received in the *current* quarter (thus, an individual would require each of the four quarter's statements to see all of the details for the entire year). An option is available to have *either* all of the major 18 codes listed, regardless of any funds that were donated by the individual, or print only those major/sub codes where monies were received.
- a couple of sections of the statement summarize the donations received using a "Courier" font (this font is used so as to align the numbers in the best possible format, rather than using a proportional font that may align larger numbers not so nicely). However, some laser printers will print this Courier font in a "light" appearance. If this is the case with your printer, you can force this information to be printed darker (i.e. bold).
- if you have scanned your signature, and identified this file name and path to *The Church Executive*™, you can have this signature printed on the receipt, saving you time (and wrist problems?). This option is not enabled if you have not identified the scanned image file (see page 5).

Select Message

Use this button to create (and select) a user-defined message to appear on the statement or receipt. You can create and save an unlimited number of messages that can be re-used (or modified) for future statements.



St. Bernadette Parish

Receipt No. 4613

Envelope number: 1

2004 - Quarter 4

Charitable Receipt:
2004 Tax Deductible Amount $ 552.00

Brian Chappell

8266 - Canada Revenue Agency (www.cra-arc.gc.ca/charities) Date printed: Jan 28/2005

2004 - Quarter 4

Envelope number: 1

	General		Misc		Total
Qtr. 1 $	154.00	$	0.00	$	154.00
2 $	137.00		0.00		137.00
3 $	88.00		0.00		88.00
4 $	77.00		0.00		77.00
Total $	456.00	$	0.00	$	456.00

GENERAL FUND

Oct 3	11.00
Oct 17	11.00
Oct 24	11.00
Oct 31	11.00
Nov 7	11.00
Nov 14	11.00
Nov 28	11.00
Total $	77.00
Pledge $	130.00

MISCELLANEOUS FUNDS

Category/ Fund	Qtr 4	Pledge
1. HCFD $		
2. Seminarian		13.00
3. Bldg		
4. Youth Gr		
5. Hymnals		13.00

You are pledging Weekly for 52 weeks.

2004 Yearly Summary

Fund	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Yr:Total	Yr:Pledge
0. $	154.00	137.00	88.00	77.00	456.00	520.00
1.					0.00	
2.					0.00	52.00
3.					0.00	
4.					0.00	
5.					0.00	52.00
Total	154.00	137.00	88.00	77.00	456.00	

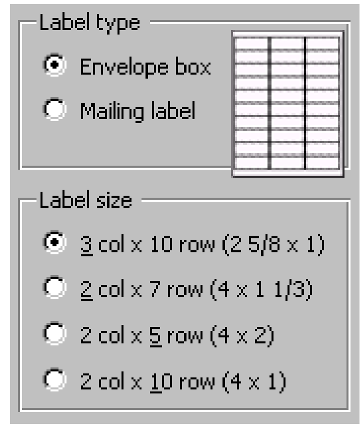
Thank-you. Summaries of each of the three quarters so far this year and details of your third quarter (July to September) contributions are shown. Please contact with any questions about this statement. P.S. It is very helpful for the accurate processing of your contribution envelopes if the name and amount is printed in the space provided. If you prefer, you may print the amount under the flap.

Figure 86

Receipt (with many of the possible options selected, including print Signature as scanned image, “Message” selected)

Labels

Two types of Church Envelope information can be includes on four different sizes of labels



An **Envelope box** label type prints the current contribution year, the envelope box number, and the name assigned to each envelope.

A **Mailing label** prints the standard mailing address information for each selected envelope.

2004 # 1 [illegible]	2004 # 3 [illegible] Mr. & Mrs. Carlos & Dina	2004 # 4 [illegible] Mr. & Mrs. Fern & Jeannette
2004 # 5 [illegible], Mr. & Mrs. Heath & Suzanne	2004 # 6 [illegible] Mr. & Mrs. David & Cindy	2004 # 7 [illegible], Mr. & Mrs. Gem & Lita
2004 # 8 [illegible] Mr. & Mrs. Mark & Nancy	2004 # 9 [illegible], Mr. & Mrs. Dave & Pat	2004 # 10 [illegible], Mr. Art

Figure 88
Church Envelope Labels: Envelope Box type

[illegible] (Env# 1) [illegible] Winnipeg, MB R2J 2B5	Mr. & Mrs. Carlos & Dina [illegible] (Env# 3) [illegible] Winnipeg, MB R2N 3N1	Mr. & Mrs. Fern & Jeannette [illegible] (Env# 4) 26 Penfold Cres. Winnipeg, MB R2J 1S4
Mr. & Mrs. Heath & Suzanne [illegible] (Env# 5) [illegible] Winnipeg, MB R2J 1N1	Mr. & Mrs. David & Cindy [illegible] (Env# 6) [illegible] Winnipeg, MB R2J 3Z5	Mr. & Mrs. Gem & Lita [illegible] (Env# 7) [illegible] Winnipeg, MB R2J 3X8
Mr. & Mrs. Mark & Nancy [illegible] (Env# 8) [illegible] Winnipeg, MB R2N 2V4	Mr. & Mrs. Dave & Pat [illegible] (Env# 9) [illegible] Winnipeg, MB R2J 2Z3	Mr. Art [illegible] (Env# 10) [illegible] Winnipeg, MB R2H 0R1

Figure 89
Church Envelope Labels: Mailing

Rct summary

The Rct summary is a useful report to print either before or after the receipts are printed. It summarizes the amounts of each receipt.

Receipt Summary Report **2010**

RctNo	EnvNo	Name	Address	RECEIPTED: Deductible	Non-Deductible	Total
2010049	1	[illegible]	[illegible]	[illegible]		[illegible]
2010050	3	[illegible]	[illegible]	[illegible]		[illegible]
2010051	4	[illegible]	[illegible]	[illegible]		[illegible]
2010052	5	[illegible]	[illegible]	[illegible]		[illegible]
2010053	6	[illegible]	[illegible]	[illegible]		[illegible]
2010054	8	[illegible]	[illegible]	[illegible]		[illegible]
2010055	10	[illegible]	[illegible]	[illegible]		[illegible]
2010056	11	[illegible]	[illegible]	[illegible]		[illegible]

Figure 90
Receipt summary report

Weekly Services

All donations are assigned to specific envelopes for a *specific service*. Thus, a service must exist.

You can define as many services as needed on any given date. Thus, each day of the week can have several different services. With that said, most churches will likely have only one service per week and add a couple of "special" services throughout the year, as needed.

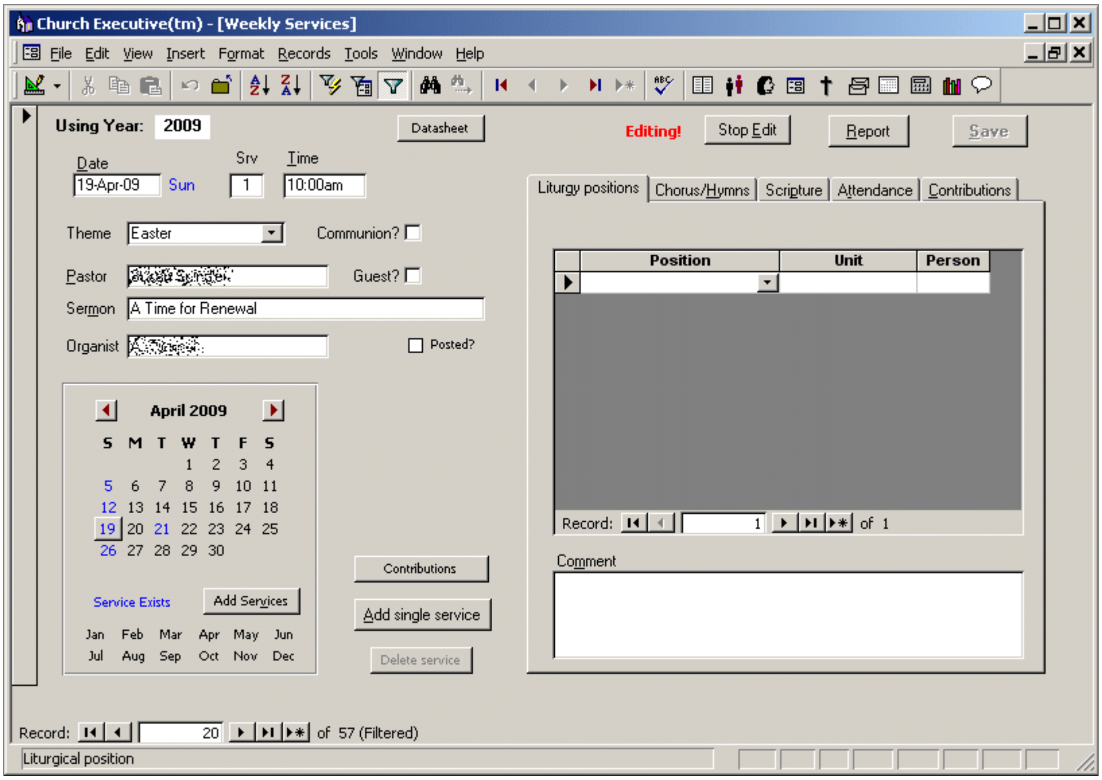


Figure 91
Weekly Services

A Tab control on the right half of the screen provides for additional information to be recorded for *each* service.

View an existing Service

A calendar at the lower left of the screen is used to *switch* to another service and to add a batch of new services for the year. **Double-click** on a blue date to view the details of that service.

To see the services in another month, either click the red arrows to the left of the current month's name or click once on the month abbreviation at the bottom of the calendar.

Add service

Any number of individual services can be created during the week where either contributions are received and need to be recorded and balanced *or* you wish to identify an "order of service" such as hymns, liturgy positions and attendance.

You can either a single service or multiple services

Single Service

You will add a single service if another service is required on a Sunday where one already exists (perhaps an evening service) or you need to record contributions received on another day of the week (such as a Christmas Eve service or a monthly deposit of donations received via a Pre-authorized remittance type of system).

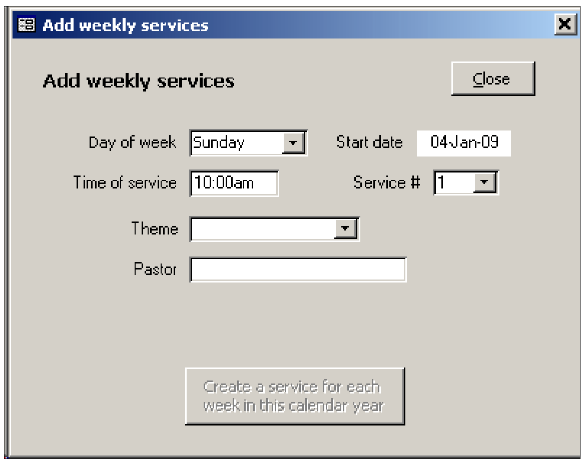
① click either the **Add single service** button or the Add record button (lower left corner of screen). This will "blank" the screen and place the cursor in the **Date** field.

② enter the new information for the desired service.

Multiple Services

This option will create a service for *every* week on a specified day of week (usually Sunday).

① click the **Add Services** button (found within the calendar) to display the following dialog box.



② Enter the appropriate values and click the **Create a service for each week in this calendar year** button (this button will be enabled when you have tabbed through the first field). You will be prompted to confirm this.

If a service, with the same service number, already exists on the specified date, it will be "skipped".

Weekly Contributions

All donations are assigned to specific envelopes via the Weekly Contributions module.

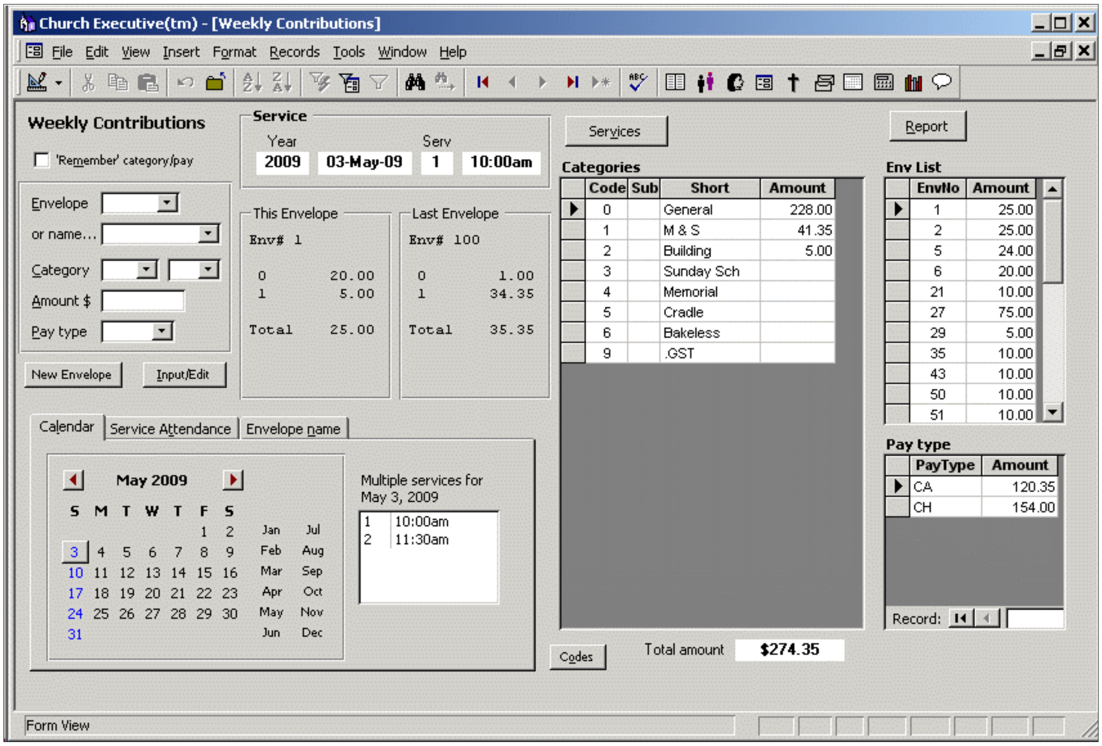


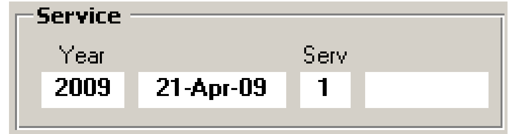
Figure 97
Weekly Contributions

The screen is divided into several sections:

- the current Service is identified near the top/middle
- data input occurs at the top left (or, alternatively, in a spreadsheet-type format via an Input/Edit button)
- details of the current envelope being entered and the last envelope completed are displayed in the middle of the screen
- a summary of total donations *by contribution category* and *by pay type* are shown on the right side
- a list of each envelope that has contributed in this current service is noted on the right side
- a Tab control in the lower left corner of the screen allows you to switch to another date/service (Calendar), enter the attendance for the current service, or have the owner's name of the envelope displayed as data input occurs.

Selecting a service

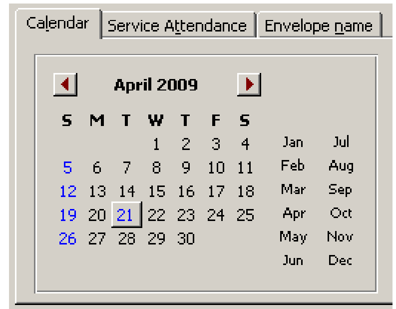
The *current* service that contributions will be assigned to is noted at the top middle of the screen.



Before entering any new contributions be very mindful of the current service.

Use the calendar at the lower left of the screen to *switch* to another service. **Double-click** on a blue date to view the details of that service.

To see the services in another month, either click the red arrows to the left of the current month's name or click once on the month abbreviation at the bottom of the calendar.



Only services in the current calendar year are shown on the calendar. Switch years if you wish to view another year (see page 8).

If a service does not yet exist on a date that you wish to record contributions, it must first be created in the Weekly Services module (see page 39).

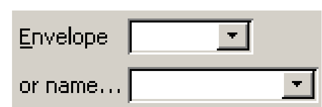
Entering Contributions

The Weekly Contributions is "ready" to have new contributions added to the current service at all times. Simply start entering the required information.

(For working with pre-authorized remittance type contributions see page 43)

Envelope

This is the envelope *number*. You can use the drop-down list to select an envelope from the listing.



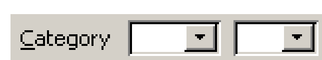
Alternatively you can enter (or select) the name of the envelope user. Internally, *The Church Executive*™ will store the envelope number.

If an envelope does not appear in the listing, it must be added to the Envelopes module (see page 11 or page 42 to add a new envelope "on the fly").

The **Envelope** number field will default to the last entry that was recorded during this session. This allows you to quickly add a second contribution (such as to a different category) for the same envelope.

Category

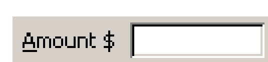
Enter the contribution category that this contribution is to be assigned to. Optionally, you can record a sub-category.



To create a new category see page 9.

Amount

Enter the amount of the contribution.



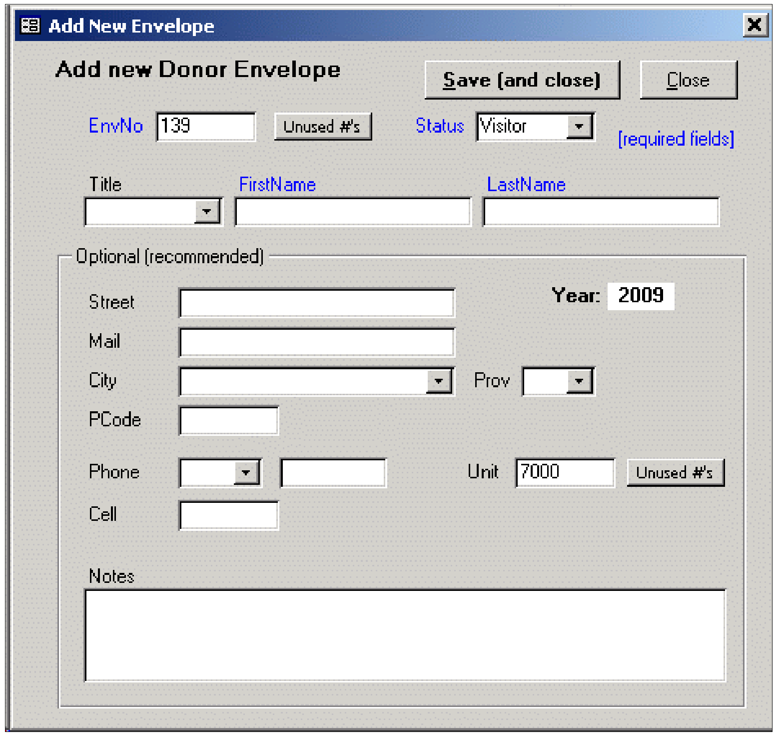
Pay type

Optionally, enter the type of payment received (eg. cash, cheque, etc.)

Add new envelope

Generally, new envelopes are added either via the Envelopes module or the Family module prior to working with contributions. However, a new envelope (and family entry) can be added "on the fly" while working within the contribution module.

1 click the **New Envelope** button, found just below the contribution entry fields. This will display the **Add New Envelope** dialog box:



This one screen is used to actually work with two different modules (tables) at the same time: envelopes and family, thus speeding up the initial entry of both. You may want to go back add additional information to either of these modules after the current week's contributions have been completed.

Note that the address is optional, but it is strongly recommended that it be recorded at this time. Remember that an address is required to generate a tax receipt.

2 enter the information for each field.

3 click the **Save (and close)** button to save the new envelope (and family).

Defaults

This **Add New envelope** dialog box presents four defaults, three of which you can change, if needed:

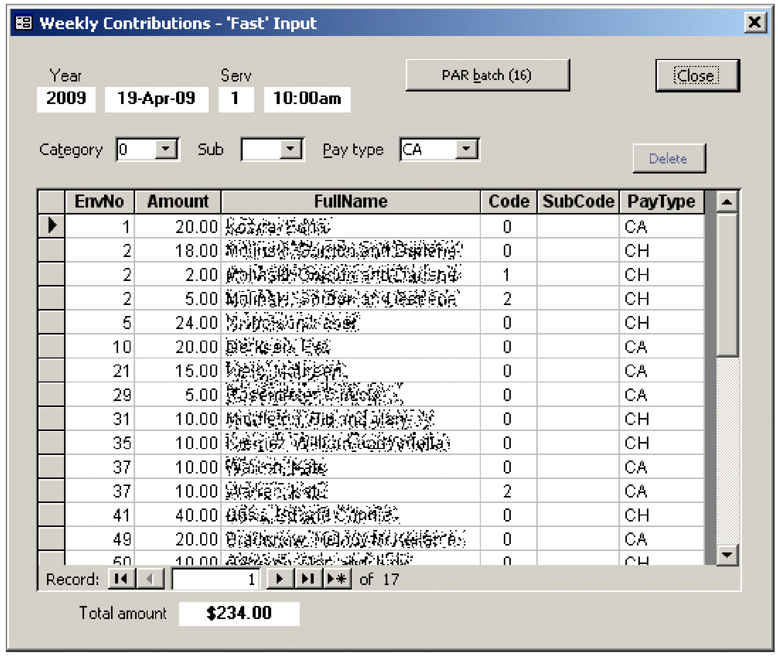
* next envelope number (**EnvNo**)
* envelope **Status**
* next family **Unit** number
* current year (cannot be changed on this dialog box)

If you are not quite sure about the envelope number and family unit number, use the **Unused #'s** button to the right of each of the respective fields to view a current listing of unused numbers in each of the categories.

Input/Edit

The **Input/Edit** button on the contributions screen serves three purposes:

* view the current week's contributions in "grid" or "spreadsheet" type view. This allows you to see all of the week's data at a glance.
* enter a batch of pre-authorized remittance-type contributions very quickly.
* allow the deletion of an entry.

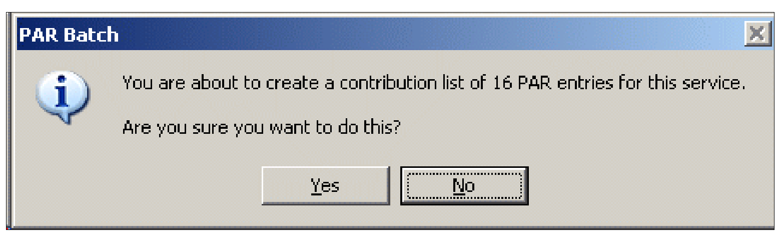


PAR batch(nn)

The **PAR batch (nn)** button will automatically create entries for all of the currently defined PAR contributions that have been previously recorded (and maintained) in the Church Envelopes module (see page 14).

This is a very quick way to work with a large batch of regularly received donations.

You will be prompted to confirm this process:



Weekly Contributions

Date: Nov 7, 2004 [Service: 2, Time: 9:00 am]

EnvNo	0. General	Other				Total	
1	0 11.00 CH					11.00	1
5	0 10.00 CH					10.00	5
9	0 10.00 CA					10.00	9
11	0 10.00 CA					10.00	11
14	0 10.00 CA					10.00	14
18	0 10.00 CA					10.00	18
22	0 10.00 CA					10.00	22
23	0 5.00 CA					5.00	23
28	0 100.00 CH	02 200.00 CH				300.00	28
30	0 10.00 CH					10.00	30
33	0 10.00 CA					10.00	33
34	0 30.00 CH					30.00	34
35	0 20.00 CA					20.00	35
40	0 20.00 CA					20.00	40
44	0 10.00 CA					10.00	44
45	0 10.00 CA					10.00	45
47	0 13.00 CH	0 13.00 CH				26.00	47
49	0 15.00 CA					15.00	49
55	0 2.00 CA					2.00	55
56	0 80.00 CH					80.00	56
60	0 40.00 CA					40.00	60
62	0 15.00 CH					15.00	62
63	0 30.00 CH					30.00	63
65	0 5.00 CA					5.00	65
67	0 12.00 CA					12.00	67
72	0 40.00 CH					40.00	72
73	0 20.00 CA					20.00	73

Figure 111
Weekly Contributions: Envelope summary report

Weekly Contributions Summary

Date: Nov 7, 2004 [Service: 2, Time: 9:00 am]

Code	Description	Total	Code
0	General Revenue	8,053.50	0
0 1	Offering Envelopes	621.00	0 1
0 2	Individual Donation	3,375.00	0 2
0 4	Loose collection	388.01	0 4
1 1	Holy Cross Food Depot	10.00	1 1
1 2	Food Basket	15.00	1 2
1 4	Development and Peace	35.00	1 4
1 6	St Raphael Centre	25.00	1 6
	Total Contributions	$12,522.51	

Paytype summary		
	Cash	3,765.51
	Cheque	8,757.00

Attendance:

AM 1:	SS:	Other 1:	Oth3:
AM 2:	Nurs:	Oth2:	Oth4:
	PM:		Oth5:

Total AM: 0

Figure 112
Weekly Contributions: Summary of week