In order that the gospel may go to all nations, kindreds, tongues, and peoples, self-sacrifice must be maintained. Those in positions of trust are in all things to act as faithful stewards, conscientiously guarding the funds that have been created by the people. (The Publishing Ministry, p.31)

Treasurers are essential to any organization because they handle the assets and records of every financial transaction and participate in the decision-making process for allocating those assets. The Lord has entrusted precious nickels, dimes, and dollars to His church, and you are the chief stewards of those funds. Key factors in your performance include integrity, honesty, and efficiency. Your own credibility and reputation are linked directly to the reputation and credibility of the church. Invite the Holy Spirit to open your mind to the sacredness of the task to which you’ve been entrusted. (Trustees of the Lord’s Finances, p.2)

The treasurer is called to an important task...The treasurer can greatly encourage faithfulness in returning of tithe and deepen the spirit of liberality on the part of the church members. A word of counsel given in the spirit of the Master will help the brother or sister to render faithfully to God his own in tithes and offerings, even in a time of financial stringency. (Church Manual, p.60)

The gathering and handling of funds for the Lord’s work is a sacred responsibility. The proper channel through which these funds flow is first from the individual member to the local church. The church treasurer receives these funds. The funds intended for local church purposes are disbursed accordingly. Those intended for conference ... use ...the treasurer passes on to the conference. (Church Manual, p.169)

Conference ... funds, which include tithe, all regular mission funds, and all funds for special conference ... projects and institutions, are trust funds. At the close of each month, .... the church treasurer shall send to the conference .... treasurer the entire amount of conference ... funds received during that period of time. The church may not borrow, use, or withhold such conference ... funds for any purpose. (Church Manual, p.61)

When an offering is taken for worldwide missions or for any general or local enterprise, all money placed in the offering plate (unless otherwise indicated by the donor) shall be counted as part of that particular offering. It is of the utmost importance that all offerings and gifts contributed by individuals to the church for a specific fund or purpose be used for that purpose. Neither the church treasurer, nor the church board has the authority to divert any funds from the objective for which they were given. (Church Manual, p.62)

Receipts should be issued promptly for all money received, no matter how small the amount, and a strict account of all receipts and payments should be kept by the church treasurer. All general offerings not in the envelopes should be counted by the treasurer in the presence of another church officer, preferably a deacon, and a receipt given to such officer. (Church Manual, p.63)

The treasurer should always remember that relations with individual members are strictly confidential. The treasurer should be careful never to comment on the tithe returned by any member or of the income or anything concerning it, except to those who share the responsibility of the work. Great harm may be caused by failure to observe this rule. (Church Manual, p.64)
»Weekly Donations —

1) Do Open Batch Entry
2) Close the Open Batch
   Will post automatically if using Auto-Assist mode
3) Post the Closed Batch to the General Ledger if NOT using Auto-Assist mode
4) Download Adventist Giving report for month, if applicable, and enter as a batch.

When you have finished entering all the deposits for the month, close the donations. The remittance report for the month will come up on your screen. Print 2 copies, send 1 to the conference office with a check and file one. Send your remittance report and check to: 720 Museum Rd Reading, PA 19611.

NOTE: Remittances are due to the conference office by the 10th of each month. Your promptness in getting remittances in on time is very much appreciated. Check used for remittance should only be for remittances, not conference charges.

»Monthly General Ledger —

1) Post all checks written in the Payment Entry. Post the remittance check in the month it pertains to. All remittance checks are posted to account 80. Only conference remittance checks are posted to account 80.
2) Record Journal Vouchers in the GL General Entry.
3) Record Interest Earned and/or Bank Charges.
4) Do Combined Budget monthly transfer (if applicable) in the GL Transfers Entry.

After you have entered all the activity for the month, (including posting the conference remittance check), close the month in the General Ledger menu. A monthly closing report will come on your screen. It is not necessary to print this report, unless you choose to, as this report can be regenerated again.

»Print financial reports for the church board.

»Do a backup.

»Reconcile the bank accounts when statement arrives. It is NOT necessary to wait for the bank statement before closing the books for the month in the General Ledger. Often, bank statements don’t arrive until the middle of the next month, and if you wait to close the previous month, you will always be working behind.
DEDUCTIBLE CONTRIBUTIONS

The following is an excerpt from the IRS booklet “Your Federal Income Tax”, Publication 17 for use in preparing returns. Please note: “Contributions You Cannot Deduct”

“Contributions to Individuals”

You cannot deduct contributions to specific individuals, including the following.

- Contributions to individuals who are needy or worthy. This includes contributions to a qualified organization if you indicate that your contribution is for a specific person. But you can deduct a contribution that you give to a qualified organization that in turn helps needy or worthy individuals if you do not indicate that your contribution is for a specific person.
- Payments to a member of the clergy that can be spent as he or she wishes, such as for personal expenses.

RESTRICTED CHARITABLE CONTRIBUTIONS

If the restrictions on a gift cannot be satisfied and the gift needs to be used for another purpose. The two ways to change the use of the gift are (a) with the written consent of the donor, or (b) by commencement of an action in an appropriate court with notice to the attorney general. In the latter method, after a hearing the court can order an alternative use, but the new use must not be for other than education, religious, or other (i.e., charitable and benevolent) purposes.”
www.adventistgiving.org is a website run by the North American Division to enable people to make contributions to churches on line.

To enroll Adventist Giving for your church, go to www.adventistgiving.org and click on “Enroll Your Church”. You will then be asked to supply your name, email, church name, and treasurer’s name and email. Click on “Send Request” to get the process started for enrollment in Adventist Giving Online. You will get an email from Adventist Giving letting you know that a church treasurer’s account has been created for you. (Please note: if you do not get a response from Adventist Giving within 1-2 working days, please check your email spam folder. Adventist Giving has found some of their responses going to spam folders, especially with Yahoo and Hotmail accounts.) A link will be noted for you to click on to choose your password. Attached to that email will be an Enrollment Form that you are asked to complete and fax to Adventist Giving. You will receive another email from Adventist Giving Support telling you that a church treasurer’s account has been created for you and after you have activated the account with a password you are to log in to a noted link and follow the Getting Started Guide. Please note: you need signatures from the pastor, church treasurer, and conference treasurer to fully activate the account.

Once your church is set up for online giving the treasurer needs to log into https://treasurers.adventistgiving.org at the end of each month to retrieve the monthly report of giving. The money is deposited into the church bank account the first few days of each month for the previous month. The treasurer needs to enter this information into the LUCIS program as a separate batch with a payment source of ADVGIVING. To be reminded each month to enter the online giving, set the Adventist Giving Control in the Donations Control Editor. To set this control, you must first turn off “Auto Assist Mode” if you are using it, then click on the Donations Tab at the main menu. Click on DN “Advanced Options”, click on “DN Donation Controls Editor”. Then click on the “Miscellaneous” tab. In the lower right portion of the screen you will see Adventist Giving Control. Click on the box to the left of “Organization is Enrolled”. A black check mark will now be in the box. Click on “Save” at the top of the screen. You will now be reminded to enter the Adventist Giving Online each month.
Create Remitted Offering Code

First, determine if new offering is a North American Division (NAD) offerings or a Pennsylvania Conference offering. The NAD offerings should all fall within the 81.1XXX number range and the Pennsylvania Conference offerings should fall within the 82.1XXX number range. There are a few predetermined numbers. If new offering code is not among the predetermined numbers, you can select a number that falls within the appropriate number range. You can create the offering while you are working in an open batch entry or at any other time through the Offering Editor in the Donations menu.

To create a new remitted offering:
When the cursor is in the offering code/name field, click on the ? at the right of that field. The offering query screen will appear. Click on offering code to sort numerically by the account numbers that are in use. Determine what account number you want to create. Click on “Add” in the lower portion of your screen.

Type in 80 for the “Post to G/L Account #”.

Click on “Next”.

Type in the new offering code you wish to create.

Click on “Next”.

Type in the name and abbreviation for the offering.

Click on “Next”.

You will be asked if this offering is a tax deductible donation. Answer appropriately.

Click on “Next”.

Click on “Pennsylvania Conference” to include this offering in the remittance report for the conference.

Click on “Create”.

You will get a message that the offering has successfully been created. You may now use this new offering code.

You may find it helpful to print an offering chart of accounts to have available the offering numbers being used.
Create Local Offering Code

You will need to create the income account in the General Ledger Account Organizer as well as in the Offering Editor in the Donations Menu. (Local funds are always 100 or greater)

In the General Ledger menu, select Account Organizer.

Open the parent account so you can see existing account numbers.

Select a number for the offering you want to create – remember .1XXX through .3XXX are income account numbers.

Highlight the parent number in the Account Organizer.

Click on “Add” in the lower left portion of your screen.

Type in the new income account number.

Fill in the account name and abbreviation.

Fill in the annual budget amount if you wish to use this feature.

Click on “Save” in the lower portion of your screen.

You have now created the income account in the General Ledger menu. You must also create it in the Donations menu.

In the Donations menu –

Go to Offering Editor.

Type in the new account number – you will get the message that the offering code does not exist, do you want to add a new offering? Answer “Yes”.

Type in the account name and abbreviation. These should be the same names you created in the General Ledger.

Click on the small white box to the left of Tax Deductible in the upper right portion of your screen if this is a tax deductible offering.

In the G/L Posting Account Link – FOR A LOCAL OFFERING, type in the new account number (the same number in the upper left of your screen).

Fill in the offering goal if you wish to use this feature.

Click on the Identification Tab (Tab 2 at top of screen).

In the Offering Destination, click on your local church name. The code for your local church will appear in the Destination ID field.

Fill in the TRS code in the Remittance Identifier box. If you are unclear what TRS code to use, you can use 1000 for GC/NAD offerings, 5000 for CUC, and 7000 for Pennsylvania Conference codes.

Click on “Save” in the lower portion of your screen.
SPECIAL DONATION ISSUES

Posting a batch - When you close an open batch while in Auto Assist Mode, the batch will post automatically. You do not need to print the detailed batch reports or deposit lists as these can be reproduced at a later time if needed. **Write the batch number and Sabbath date on the bundle of tithe envelopes and staple or band them together with the deposit slip.**

Look in previous year – When you need to look up something in a previous donation year:

1) **If you are using Auto Assist** – click on the Donation at the top of the main menu and you will see the Donation Files listed at the top of your Donations Menu options.

2) **If you are not using Auto Assist** - When you are in the Donations Menu, and you are in the screen you want to look up, click on the word “File” in the upper left of your screen. You can now select which Donation fileset you want to look in. Click on the year you want. NOTE: Be sure the next time you use the Donations menu that you click back on the current year you are working in. You will get a prompt to switch the fileset if you try to enter in a fileset that does not have a compatible date.

Change the date on a closed batch –

If you have entered a deposit and you realize that you have entered an incorrect date for the deposit, in the Donations Menu
Go to Close Open Batch
Click on “Utilities” in the upper left of your screen
Click on “Change Closed Batch Date”
You have the option to Change Entry Dates and/or Change Deposit Date. It is highly recommended that the entry dates and the deposit date be the Sabbath date of the offering.
Fill in the batch number you wish to change. You can click on the ? to look up in the query the batch numbers and the dates already recorded.
Type in the correct date for this deposit.
Click on “Change Date” – You will get a prompt to verify that you want to change all the dates of the selected batch. You will get a prompt that all the dates have been changed.

Editing an Open Batch –

If you are entering a batch and need to change an entry that you have made (or just review what you have entered already for that batch), you can do this by clicking on the ? just to the right of the note “Last Set Saved” in the upper portion of your screen. The Donations Query will now come up on your screen.

Double click on the entry you wish to edit.
You will now see the Open Batch Entry screen on your computer.
Edit as necessary.
Click on Save – in the lower portion of your screen.
That entry set has now been edited.

When you are entering information in the Open Batch Entry screen if you use the equal key ( = ) key the value from the last field will be entered again. For example, if a donor has given $100.00 and you have entered that amount in the Receipt Amount fields, when you go to the bottom of the screen and enter the account number (for example 80.0 for Tithe) and this donation was all Tithe, you can press the ( = ) key in the amount field and the $100.00 will be repeated.

You can also use the ( = ) key to repeat the donor name. If a donor has multiple envelopes in the same deposit, instead of retyping the donor name each time, press the( = ) key and the information from the previous fileset entry will repeat.
**Income Goal**

You can enter income goals for the income accounts that will show in reports so you can track giving to expectations during the year. To enter the income goals –

1. In the Donations Menu
2. Go to Offering Editor
3. Type in the offering code you wish to enter a goal for
4. In the lower portion of the screen there is a section Offering Goals – type in the annual goal for that offering
5. Click on Save in the lower portion of the screen
6. To get a report of the goals versus actual – in the Donations menu go to Reports. Click on Offering Lists. Click on Show offering goal and Show Balance. Create the report. You will see all income accounts with the goal amount, received, and still needed amounts.

If you also enter that goal amount as a budget for income in the General Ledger menu under Account Organizer (in the Details button for the specific account) you can print the Function Detail Report for that parent account and see how the income level compares to the goal/budgeted amount.

**Donation Purpose Codes**

In the Donations menu, Offering Editor, Identification Tab you will see a section labeled “Offering Purpose”. This is a future enhancement of the program where you can specify a purpose of an offering. The purpose code will stay with your offering (it will be noted on the second page of your remittance report to the conference) to ensure that the donor’s intent for this offering is known. You may fill in the purpose codes now to begin using this feature of the program.

**TRS Codes**

In the Donations menu, Offering Editor, located under Tab 2 is the remittance identifier. When your church collects a donation for a special destination, you code it, the Pennsylvania Conference codes it, the Columbia Union Conference codes it, the North American Division codes it, etc. and with so many different entities coding your offering, it is very easy to see how errors can happen and your church donation might not end up at its intended destination. The TRS codes have been developed to help eliminate the extra coding, and the code that is entered in the donation origin, continues throughout the chain, and ultimately to the desired destination. When your auditor visits, they will check your TRS codes to be sure they are up-to-date. If you create a new offering and you are unsure what the TRS code is, use 1000 for GC/NAD offerings, 5000 for CUC offerings and 7000 for Pennsylvania Conference offerings. This will help get your donation to the proper location.

**Deleting Unused Offering Codes**

To delete an unused offering code –

1. In the Donations menu
2. Click on Offering Editor
3. Type in the offering code you wish to delete
4. Click on “Offering” in the upper left portion of your screen
5. Click on “Delete Offering”

You cannot delete any offering that has activity in the current fiscal year, or if the account has a goal amount filled in. You can delete the goal amount, you can then delete the offering.
Changing Donor ID -
If you find that you want to renumber a donor ID you can renumber to a new account. You cannot combine two donor files into one file that already exists. To renumber an existing donor file to a new number:

1) In the Donations Menu
2) Click on Donor Editor
3) Type in the donor number that you wish to renumber
4) Click on “Donor” in the upper left of your screen
5) Click on “Change Donor ID”
6) Type in the new donor ID number
7) Click on “Save”

Deleting Unused Donor ID Number -
You may only delete a donor ID if it has not been used in the current calendar year.

1) In the Donations Menu
2) Click on Donor Editor
3) Type in the donor number that you wish to delete
4) Click on “Donor” in the upper left of your screen
5) Click on “Delete Donor”

Edit Donor Information

1) In the Donations Menu
2) Click on Donor Editor
3) Type in the donor number that you wish to edit
4) Edit as desired
5) Click on “Save”
Remittance Date 2/24/2012

Selection Criteria

Batch(es) From 7? Thru * 10 ?

* Thru shortcuts: press = to repeat "from" selection; ~ for end of file

Text Options

☒ Print Return Address

☐ Print Remit To Address

Michigan Conference
320 W. St. Joseph St.
Lansing, MI 48933

Treasurer

Include: ☒ Remit Code ☒ YTD Amounts

Closed Months

(Batch#) (Amount)
1 = Jan '06 0 (3)
2 = Feb '06 0 (8)
3 = Mar '06 0 (10)
4 = Apr '06 0
5 = May '06 0
6 = Jun '06 0
7 = Jul '06 0
8 = Aug '06 0
9 = Sep '06 0
10 = Oct '06 0
11 = Nov '06 0
12 = Dec '06 0

☒ = Closed

Create Report

Eit
Donor checks returned – Non Sufficient Funds

When you get a notice from the bank that a donor check that was deposited has been returned for non sufficient funds (NSF) call the donor and notify them. If they say they will replace the check, deposit the replacement check on a separate deposit slip and make no computer entry. If the check will not be replaced, then you will need to subtract that donation from your church records. Sometimes your bank will charge a fee for handling the NSF transaction. You will need to record that fee on your records.

IF YOU NEED TO SUBTRACT THE DONATION FROM YOUR CHURCH RECORDS-

First determine the date the donation was recorded and the accounts affected. You can do this through the Donation Query. Highlight the Amount column of the Donation Query and type in the amount of the check. Your screen will sort by all transactions for that amount. Scroll through until you find the one you need to subtract. Make note of the date and in the reference column you will see the account numbers that will be affected, in the amount column you will see the breakdown amounts for the donation.

Now, go to Open Batch Entry. Change the date to the date of the original offering. If it is in a previous month you will get a message that “The date you entered is for XXX, but the most current month open is XXX. Is the date you entered correct?” Review the information and answer.

Type in the donor name.

In the amount column, type in -XXX.XX in the check spot and fill in the check number that was returned.

On the bottom portion of the screen, type in the offerings affected with a -XXX.XX in the amount columns.

Close and post the batch. Your batch total will be -XXX.XX (the same amount as the NSF check).

This batch will now be included in your current month batches and thus, reduces your liability to the conference office as necessary.

TO RECORD THE BANK FEE FOR THE NSF TRANSACTION-

In the General Ledger tab select the GL Payments Entry Screen.

From the CP Check Payments field, use the drop down menu to select JV Misc Payments. You will get a message that the JV# does not match the Check # on the screen. Do you want to replace …? Answer Yes. (You want a Journal Voucher number tied to this entry, not a check number)

The Source Account is defaulted to your checking account. Make sure that is the account you want to make this entry to. If not, use the ? to select the account you want to use. (Some churches have all their deposits going directly into savings and would want to use the account number for the savings.)

Type in the name of the bank in the name field.

Edit the date as necessary.

Type in the amount of the charge in the Payment Amount field.

Fill in an appropriate memo (for example, NSF Charge – 3/31/08)

Type in the account you wish to debit for this charge. You may use the ? to select the account if you need. It should be an account within your church expense range – usually Bank Fees, or Misc. General Expense.

Click on the Post button at the bottom of the screen.

The charge has now been deducted from your records on the computer.

If the person who wrote the NSF check has paid the bank fee – you will want to receipt the payment of the fee to a Church Expense – non deductible account. You may need to make a new account for this income to Church Expense that is non deductible. Be sure to make the account in the General Ledger as well as the Donations menu.
To remove a donation due to NSF –

1. Do a batch with only the NSF.
2. Close the batch. It will be a negative batch.
3. Post the batch if you are not in Auto-Assist mode.

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**Donations Open Batch Entry**

(Demo Church -2006)

<table>
<thead>
<tr>
<th>Date</th>
<th>5/06/2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open batch is empty</td>
<td>(Edit/Delete)</td>
</tr>
</tbody>
</table>

**Donor**

- **ID**: 137
- **Name**: Banks, Gerald, Mr & Mrs
- **Addr1**: 4680 Clear Lake Road
- **Addr2**: Paris MN 12347

**Receipt Amount Reference**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>250.00-</td>
<td>CASH 3496</td>
</tr>
</tbody>
</table>

**Offering Distribution**

<table>
<thead>
<tr>
<th>Offering Code/Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 TITHE</td>
<td>80.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>250.00-</td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
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<td>7</td>
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<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Donor Giving History**

- 80.0000 TITHE

---

**Notes**

- Open batch is empty
- (Edit/Delete)
**Donation Reports**

**Pledge Reports** –
If you have entered donor pledge information in the donor editor you can get a report of the pledge information. The pledge feature of the program can be used to track building fund pledges, devotional book purchases, Pathfinder fees paid, social function fees paid, or anything else that you have an offering code for.

To generate the pledge report:
1) In the Donations menu
2) Go to Reports
3) Go to Donor Lists
4) In the List Option, use the drop down menu to select Donor Pledges
5) Create Report – A report will generate with the pledge information. The first page of the report is a summary of all pledges recorded, the second page shows detail by donor.

**Offering by Donor** –
You can get a report that will show you who contributed to a particular offering code for a specified time period.
1) In the Donations menu
2) Go to Reports
3) Go to Entry Lists/Reports
4) In the List Type field, use the drop down menu to select Offering List- (Subtotal by Donor) - In the Selection area, fill in the offering code you want the report for
5) Create the report

**Offering Donations**
You can also get a listing of each donation to a specified offering code by using the Offering Query to select an offering and then click on “Entries” at the bottom of the screen to view the itemized listing of the donations. You can print a report by using the “Print Screen” option in the upper left of the screen.

**Common Donation Reports** –
The Donation Reports come from the Donations menu, Reports, Entry Lists/Reports. From there make your selection from the drop down menus and fill in the desired information in the Selection area

**Offering List – 2 year comparison**
- In the List Type – select Offering List
- In the Columns – select 2 yr Comparison

**Donor List of Offerings Given**
- In the List Type – select Donor List
- In the Columns – select Offering Comparison

You can also create this report and hide the donor info. You can sort by alpha or donor number. This may be helpful for the board to look at giving trends within the church. You will see a box to click on to Hide Donor just below the Columns field. In the Selection area, click on Donor ID instead of Donor Name.

**Closed Batch Entry List**
- In the List Type – select Batch List (Subtotal by Entry Set)
- In the Columns – select Standard
- In the Selection area fill in the batch number you wish to view

**Offering Comparison by Month**
- In the List Type – select Monthly List
- In the Columns – select Offering Comparison
Donor Pledge / Devotional Book Tracking

You can use the Donor Pledge function to keep track of who has ordered and who has paid for devotional books.

To enter the ordering information in the donor pledge fields:
1) In the Donations Tab
2) Go to the Donor Editor
3) Type in the Donor number or use the ? for lookup
4) Click on the Pledge (1 & 2) tab in the Donor Editor screen

Type in the offering code where the money will be receipted to – remember that devotional book purchases are NOT tax deductible to the donor so be sure you are using an account number that is coded non-deductible. Type in the total amount they have ordered. In the Pledge Note section, you may type in how many books, or which book title, which ever you want to appear on your report. Type in today’s date in the state date field. Click on the “Save” button at the bottom of the screen.

Repeat this for each person that has ordered their devotional book through the church order.

When the people pay for their books, use that same offering code that you entered in the pledge screen to receipt the money.

To get a report on the status of book payments, follow the instructions at the top of this page.
GL - New Function and Sub accounts – Local Funds

When you want to make a new function (separate group of accounts with its own parent account number) you need to make the parent account number first and then make the sub accounts.

First, determine which group of accounts your new function will fit into – in the General Ledger Tab – go to Account Organizer and see where this new function will fit in. The 200’s are designated Church Programs, 300’s School Accounts, etc. Choose a parent account number that is not in use that falls where it will be most appropriate.

The easiest way to make the new function is using the Offering Wizard that is part of the program. While you are using the Donations Open Batch Entry and want to use a new account for the first time – in the Offering Code/Name field click on the “?” to the right of the field. Click on “Add”. The DN Add Offering Wizard screen comes up. You will need to click on the “?” for the G/L Account number.

Click on the title of the account group that you want to add the new function – for example “Church Programs” (200-299) and then click on the “Add” button in the lower left of your screen. The GL Function Edit screen comes up. Type in the new Function Number – it will be 3 digits, and then type in the name for this function (it is suggested using all caps for the name of the function) and type in an abbreviation. Now click on the “Save” button in the upper right portion of the screen. You will now see the new function number listed in the Account Organizer screen. The Offering Wizard has made a .1 Income and a .4 Expense account for you in the General Ledger. You may edit those account names if you wish by highlighting the account number and then click on “Details” at the bottom of the screen. Click on “Save” once you have edited the account name. Double click on your new offering code. Your screen will go back to the DN Add Offering Wizard. Your new G/L Account number should be on that screen now. Click on “Next”. The next screen will show you that it is a local offering. If this is correct, click on “Next”. Your screen will now show the full name and abbreviation of the account number. If this is correct, click on “Next”. You will now need to indicate if this income account is a tax deductible offering or not. Click on the appropriate box and click on “Create”. You will get a message that the offering code was successfully created. You may now select the offering from the Offering Query and continue on with the Open Batch.

If you want to make additional income sub accounts for this new parent account you can do so at this time. Go to the Offering Query in the Donations Menu. Click on “Add”. The Offering Wizard appears on your screen. Continue as above. Remember .1XXX - .3XXX are income accounts and .4XXX - .7XXX are expense accounts. Do not make .8 or .9 accounts.

If you want to make additional expense sub accounts for this new parent account – in the General Ledger menu, go to Account Organizer. Highlight the parent account. Click on “Add”. Type in the new expense number. Remember .4XXX - .7XXX are expense accounts. Do not make .8 or .9 accounts. Click on “OK”. Edit the account name as desired. Click on “Save”. The new expense account has been created.

OR

You can also add new expense accounts while you are working in the G/L Payments Entry screen. In the Accounts or Memo field, click on the “?” to the right of this field. Click on “Add”. The Account Organizer screen comes up. Highlight the parent account. Click on “Add”. Type the new expense number. Remember .4XXX - .7XXX are expense accounts. Do not make .8 or .9 accounts. Click on “OK”. Edit the account name as desired. Click on “Save”. You will see the new account number in the Account Organizer. Close the Account Organizer. The Account Query screen shows the new account. Highlight the new account and “Select” to use the new number in your G/L Payments Entry screen.
Changing Offering / General Ledger Number

If you want to change an existing account number that is an income account you must change it in the Donations tab as well as in the General Ledger tab.

In the Donations tab -
   Go to Offering editor
   Type in the existing account number
   Click OK
   Click on Offering (it is an option towards the top of your screen)
   Click on Change Offering Number
   Type in new offering code (this cannot be an existing account number)
   Click on Save
   The screen goes to DN Offering Editor
   In the middle of the screen you will see G/L Posting Account
   Below that is Post to Account
   Change the number there to the new account number
   Click on Save

You will get a warning – A valid account number for this offering will be required before automatic posting can be processed. Do you want to use it for now anyway? Answer “Yes”

Now go to the General Ledger tab -
   Go to Account Organizer
   Select the old account number and highlight it
   At the top of the screen, select Edit
   Click on Change Number
   Type in the new account number
   Click on OK

You have now moved an account from one parent family to another.
Posting Bank Interest Earned

You can post the interest earned on bank accounts using the GL Receipts Entry screen.

1) From the CR Cash Receipts field use the drop down menu to select JV Misc Receipts. You will get a message that the JV# does not match the displayed # on the screen. Do you want to replace...? Answer Yes. (You do want a Journal Voucher number tied to this entry)
2) Indicate bank account in the Cash/Bank Account field. You may use the ? to select the bank account.
3) In the Received field, type in the name of the bank.
4) Edit the date as necessary.
5) Fill in the amount of interest that was added to your bank account. (example – 102.3 Interest Earned, 904.2 Building Fund Interest, etc.)
6) Type appropriate message in the memo field.
7) In the account field, type in the account that is to be credited with the interest.
8) Type in the amount of interest.
9) Click on the Post button at the bottom of the screen.
10) The interest has now been added to your records on the computer.

Posting Bank Charges or Auto Pays

You can post the bank charges (NSF fees, charges for printing checks, etc.) and auto pays (debit card charges, ACH payments, etc.) using the GL Payments Entry Screen.

1) From the CP Check Payments field, use the drop down menu to select JV Misc Payments. You will get a message that the JV# does not match the Check # on the screen. Do you want to replace ...? Answer Yes. (You do want a Journal Voucher number tied to this entry, not a check number)
2) The Source Account is defaulted to your checking account. Make sure that is the account you want to make this entry to. If not, use the ? to select the account you want to use.
3) Type in the name of the bank in the name field.
4) Edit the date as necessary.
5) Type in the amount of the charge.
6) Fill in an appropriate memo for this charge.
7) Type in the account you wish to debit for this charge. You may use the ? to select the account if you wish.
8) Type in the amount of the charge.
9) Click on the Post button at the bottom of the screen.
10) The charge has now been deducted from your records on the computer.

If this is a regularly occurring entry, you may save the template by using the “Batch” feature at the bottom of the screen.
### G/L General Entry

**Date:** 5/23/2012

**Journal ID:** JV - Journal Vouchers

**Voucher:** 3

**Balance Adjustment Mode**

<table>
<thead>
<tr>
<th>Memo</th>
<th>Amount</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2012 Interest</td>
<td>+1.90</td>
<td>Db</td>
</tr>
<tr>
<td>3 COMMON : Checking Account</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>102.3 COMBGT : Interest</td>
<td>?</td>
<td>Cr</td>
</tr>
</tbody>
</table>

### Posting Interest Sample

1. GL General Entry
2. Fill out screen
3. Post

### G/L Payments Entry

**Bank Account:** COMMON : Checking Account

**EP - Electronic Payments**

<table>
<thead>
<tr>
<th>Name</th>
<th>Fifth Third Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addr1</td>
<td>Banking Info</td>
</tr>
<tr>
<td>Addr2</td>
<td></td>
</tr>
</tbody>
</table>

**Memo:** April Service Charge

<table>
<thead>
<tr>
<th>Accounts or Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>708.58 CH-EXP : Ch Misc General Exp.</td>
<td>6.00</td>
</tr>
</tbody>
</table>

### Posting Charges Sample

1. GL Payments
2. Top left - change from CP to EP (If you have not used the EP before, begin the number with 1)
3. Fill in screen as if you were entering a check paid
4. Post
Recurring Payment Entries

You set up recurring electronic payments through the GL Payments Screen.

**To set up the recurring batch** –
In the General Ledger, go to the Payment Entry screen. Use the drop down to select EP-Electronic Payment. Fill out the screen as you want it to appear every time you pull it up. This includes the payee, the amount that is deducted each month, the description of why the payment was made, and the account that gets charged for the payment. If you are using the electronic payment feature for the first time, change the voucher number to #1. Answer “yes” that this is the correct number you want to start with. After you save this, each time the number will advance automatically.

Before posting, go to the bottom left of your screen where you see the button “Batch”. Type in the name you want this template to be such as utilities, or phone, or Walmart, etc. Click on the “Save” button to the right. Close this screen and go back to the main menu.

**To use the recurring batch** – Click on GL Payment Entry button. Go down to the bottom of the screen and click on “Batch”. Use the drop down menu to select the template you wish to use. Click on the “Retrieve”. Edit as necessary, then post the entry.
To Retrieve a Previously Posted Expense.

1. GL Payments Entry.
2. Click on ? behind ID/Ref2. Select the correct vendor.
3. Click the Retrieve button.
4. The last payment made to this vendor will come up to the screen. The date will remain the current date and the check/voucher number will remain correct.
5. Change the Payment Amount and the Distribution Amount to reflect the correct payment amount.
6. The expense account number will automatically be entered so be sure you truly want to post this expense to the same expense account number.
To Void or Get A Reversed Copy of a Check/JV/Misc. Payment.

1. GL Payments Entry.
2. Top left to Entries.
3. Down to Get Reversed Copy.
4. Select from current year or previous year type of payment you want to reverse.
5. Select the check number or voucher number you want to reverse.
6. Select.
7. Payment screen will be filled out exactly like it was originally posted EXCEPT it will have [-] to indicate it is being reversed.
8. Post.
Budgets

If your church/school has an expense budget, you can input those figures into the LUCIS software and have these figures show on the monthly financial reports. Budgets can be entered either as account-by-account or as a function through the Account Budget Editor.

To enter account-by-account:

In the General Ledger tab, go to the Account Organizer. Bring up the account you want to input the budget for. Fill in the current year budget field with the budgeted amount for the whole year. Go to the Current Budget tab and you can weight the budget by month, if desired. If you don’t weight it, it is evenly distributed by 12 months. Save the data you have just entered. Now, when you print the financial reports, if you select a report that has a budget column, you will see the year-to-date budget figures.

To enter through the Account Budget Editor:

In the General Ledger menu, click on GL Account Budget Editor. Type in the function number you want to use for budgeting (708 is a common number for church expense). You will see all the sub accounts for the function number you selected. Remember, .1000 - .3999 indicates an income account and .4000 - .7999 indicates an expense account. If you select Next Year Budget you will see four columns. Enter the annual budgeted amount projected in the “Next Year Budget” column. The “Current Year Budget” column shows the annual budget amount for the current fiscal year. The “Current Year Balance” shows all income and expenses for the current fiscal year that have been entered into the General Ledger. The “Previous Year Balance” column shows total expenses for the previous fiscal year completed. You will want to enter income amounts as positive figures and expense amounts as negative figures. Once you have entered budget figures you can choose to print the screen (option in upper left of screen) and/or you can save the information you entered (click on “Save” in the lower left portion of the screen). This will save the information and it will be recorded in the ledger.

When you ask for a report with a budget column, these figures will be shown on the report. When you also print a report from GLF Reports, click on Function Detail and use the drop down menu to select FD 2-4 NXBAA. Type in the function number you want to have the report for (example 708 to 708 for Church Expense). Click on Create Report and print if you wish. This report has four columns. The first column is “Next Year’s Budget” and shows the annual budget proposed for the next fiscal year. The second column is “Budget 1/01/12-12/31/12” and shows the current year budget for the
time period stated. The fourth column is “Actual 1/02/12 – 12/31/2012” and shows the actual income and expenses for the entire fiscal year stated.

To input income goals –

In the Donations Tab, go to the Offering Editor screen.
Type in the offering number you want to input the goal for.
In the lower portion of the screen there is a section “Offering Goals,” type in the annual goal for that offering.
Click on “Save” in the lower portion of the screen.
To get a report of the offering goals versus actual, in the Donations menu, go to Reports.
Click on Offering Lists. Click on Show offering goal and Show Balance.
Create the report. You will see all income accounts with the goal amount, received, and still needed amounts.

If you also enter that goal amount as a budget for income in the General Ledger menu under Account Organizer (in the Details button for the specific account) you can print the Function Detail Report for that parent account and see how the income level compares to the goal/budgeted amount.
### G/L Account Budget
(GENERAL FUND 7/01/1998 - 6/30/1999)

Enter income as positive & expense as negative

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 708</td>
<td>CH-EXP : BAL : Balance</td>
<td>3,803</td>
<td>3,803.27</td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td>2 708.1</td>
<td>CH-EXP : INC : Ch.Expense</td>
<td>.00</td>
<td>4,670.67</td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td>3 708.51</td>
<td>CH-EXP : EXP : Flowers</td>
<td>.00</td>
<td>131.50</td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td>4 708.52</td>
<td>CH-EXP : EXP : Ch.Office</td>
<td>.00</td>
<td>168.42</td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td>5 708.54</td>
<td>CH-EXP : EXP : Ch.Telepho</td>
<td>.00</td>
<td>161.75</td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td>6 708.56</td>
<td>CH-EXP : EXP : Ch.Utiliti</td>
<td>276.40</td>
<td>1,039.03</td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td>7 708.58</td>
<td>CH-EXP : EXP : Ch.Misc.Ge</td>
<td>.00</td>
<td>857.43</td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td>8 708.63</td>
<td>CH-EXP : EXP : Ch.Bldg/Gr</td>
<td>.00</td>
<td>672.93</td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td>708.65</td>
<td>CH-EXP : EXP : Ch.Custodi</td>
<td>44.50</td>
<td>233.88</td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td>10 708.9102</td>
<td>CH-EXP : XFR : COMBGT</td>
<td>4,036.42</td>
<td>2,397.54</td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td>11 708.9262</td>
<td>CH-EXP : XFR : PATHFD</td>
<td>.00</td>
<td>7,518.79</td>
<td></td>
<td>.00</td>
</tr>
<tr>
<td>12 Total</td>
<td></td>
<td>3,803</td>
<td>7,518.79</td>
<td>3,803.27</td>
<td>.00</td>
</tr>
</tbody>
</table>
You can also do a one-time transfer per instruction from the church board and/or church in business session: When you go to the Transfers Entry screen, do not select a template. Simply click on the “Open” button. Fill in the screen as is appropriate and then click on “Post”.

See the sample “Doing a One-Time Transfer of Local Funds Per Board Direction”
To Do a ONE TIME Transfer, per board direction.

1. GL Transfer.
2. Click on OPEN at the top right side of the screen.
3. Fill out the form with the data, description, and affected accounts.
4. Post.

REMEMBER – Using the GL Transfer only allows transfers between local funds, not checking, savings, LURF accounts.
Suggested Board Reports

1. **Ledger Report** for month (shows all deposits and checks written).

2. **Church: remittance report** (shows all deposits and how money was distributed between conference funds and local funds).

3. **Balance sheet for the month** – suggested if church/school has more than a checking account i.e. savings or LURF.

4. **Function Summary for the month** – this will show the financial activity for each function.

5. **Function Detail for month** – suggested account 708 (church expense).
Ledger Report –

This report shows all deposit totals and checks written for a specific period of time.

1. General Ledger
2. Reports
3. GL Ledger Report
4. Type in the checking account: From 3.0 thru 3.0
5. Enter for the month/period you want the report for
6. Create Report

<table>
<thead>
<tr>
<th>Trans#</th>
<th>Date</th>
<th>Ref1</th>
<th>Ref2</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>COMMON :</td>
<td></td>
<td></td>
<td>Checking Account</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6/07/2006</td>
<td>JV1</td>
<td></td>
<td>BALANCE FORWARDED</td>
<td></td>
<td>2,925.00</td>
<td>80,796.95</td>
</tr>
<tr>
<td>1</td>
<td>6/10/1999</td>
<td>CP7432</td>
<td></td>
<td>Deposit for Batch #10</td>
<td>63.90</td>
<td></td>
<td>83,721.95</td>
</tr>
<tr>
<td>7</td>
<td>6/10/1999</td>
<td>CP7432</td>
<td></td>
<td>Consumers Energy</td>
<td></td>
<td>212.50</td>
<td>83,401.05</td>
</tr>
<tr>
<td>9</td>
<td>6/10/1999</td>
<td>CP7433</td>
<td></td>
<td>granger container</td>
<td>44.50</td>
<td></td>
<td>83,613.55</td>
</tr>
<tr>
<td>11</td>
<td>6/10/1999</td>
<td>CP7434</td>
<td></td>
<td>Ferrelgas</td>
<td>14,169.17</td>
<td></td>
<td>69,231.88</td>
</tr>
<tr>
<td>31</td>
<td>6/10/1999</td>
<td>CP7435</td>
<td></td>
<td>Mi Conf</td>
<td></td>
<td></td>
<td>69,231.88</td>
</tr>
</tbody>
</table>

END OF MONTH I BALANCE
## G/L Financial Reports

### Base Year Ledger
- (from File menu)
- C:\LUCIS\MISC\GL-DATA 2006
- (GENERAL FUND 1/01/2006 - 12/31/2006)

### Prior Year Ledger
- (leave blank if not applicable)
- C:\LUCIS\MISC\GL-DATA 2005
- (GENERAL FUND 1/01/2005 - 12/31/2005)

For Fiscal Month [2] February
- Multi-Fund

### Financial Report Options

- Balance Sheet: BS 2-4 TD: Balance Sheet 2YR
- Financial Activity: FA 2-4 AA+: Income/Exp Activity 2YTD Actual +/-
- Function Summary: FS 2-4 MOA: Basic Function Summary MONTH Actual
- Function Detail: FD 2-4 AA+: Function Detail 2YTD Actual +/- (Pg)

### Create Report(s)

#### Balance Sheet

<table>
<thead>
<tr>
<th>GENERAL FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/28/2006</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### ASSETS
- Checking Account: 9,882.49
- Total ASSETS: 9,882.49

### LIABILITIES
- Conference Remittance: 438.94
- Total LIABILITIES: 438.94

### LOCAL FUNDS
- UNALLOCATED: 17,112.31
- PROGRAMS: 4,987.46
- SUPPORT: 5,288.33
- CAPITAL: 2,687.03
- Total LOCAL FUNDS: 25,486.13
- Total LIAB & NET ASSETS: 9,882.49

Should always be zero at the close of the month. This means you have paid/recorded your remittance check.
### G/L Financial Reports

#### UNALLOCATED

<table>
<thead>
<tr>
<th>Program</th>
<th>Income</th>
<th>Expenses</th>
<th>Transfers</th>
<th>Gain/Loss</th>
<th>End Bal 2/28/06</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL UNALLOCATED</strong></td>
<td><strong>16,340.31</strong></td>
<td><strong>772.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>17,112.31</strong></td>
</tr>
</tbody>
</table>

#### PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Income</th>
<th>Expenses</th>
<th>Transfers</th>
<th>Gain/Loss</th>
<th>End Bal 2/28/06</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL PROGRAMS</strong></td>
<td><strong>4,025.40</strong></td>
<td><strong>516.69</strong></td>
<td><strong>1,458.75</strong></td>
<td><strong>0.00</strong></td>
<td><strong>942.06</strong></td>
</tr>
</tbody>
</table>

#### SUPPORT

<table>
<thead>
<tr>
<th>Program</th>
<th>Income</th>
<th>Expenses</th>
<th>Transfers</th>
<th>Gain/Loss</th>
<th>End Bal 2/28/06</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL SUPPORT</strong></td>
<td><strong>4,876.57</strong></td>
<td><strong>20.00</strong></td>
<td><strong>429.76</strong></td>
<td><strong>0.00</strong></td>
<td><strong>5,288.33</strong></td>
</tr>
</tbody>
</table>

#### CAPITAL

<table>
<thead>
<tr>
<th>Program</th>
<th>Income</th>
<th>Expenses</th>
<th>Transfers</th>
<th>Gain/Loss</th>
<th>End Bal 2/28/06</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL CAPITAL</strong></td>
<td><strong>2,877.03</strong></td>
<td><strong>10.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>10.00</strong></td>
<td><strong>2,887.03</strong></td>
</tr>
</tbody>
</table>

#### Total Functions

<table>
<thead>
<tr>
<th>Program</th>
<th>Income</th>
<th>Expenses</th>
<th>Transfers</th>
<th>Gain/Loss</th>
<th>End Bal 2/28/06</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL FUNCTIONS</strong></td>
<td><strong>10,113.37</strong></td>
<td><strong>1,316.69</strong></td>
<td><strong>1,888.51</strong></td>
<td><strong>0.00</strong></td>
<td><strong>568.82</strong></td>
</tr>
</tbody>
</table>
### G/L Financial Reports

**Base Year Ledger** (from File menu)

C:\LUCIS\MISC\GL-DATA 2006  
(GENERAL FUND 1/01/2006 - 12/31/2006)

**Prior Year Ledger** (leave blank if not applicable)

:\LUCIS\MISC\GL-DATA 2005  
(GENERAL FUND 1/01/2005 - 12/31/2005)

For Fiscal Month: **February**  
Multi-Fund

---

### Financial Report Options

- **Balance Sheet**: BS 2-4 TD: Balance Sheet: 2YR
- **Financial Activity**: FA 2-4 AA+: Inc/Exp Activity: 2YTD Actual +/-
- **Function Summary**: FS 2-4 MOA: Basic Function Summary MONTH Actual
- **Function Detail**: FD 2-4 MAA+: Function Detail: Month/2YTD Actual +/- (Pg)

Create Report(s)

**Financial Detail by Function**

**GENERAL FUND**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>ACTUAL</th>
<th>ACTUAL</th>
<th>INC/-DEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/01/2006</td>
<td>13,512.62</td>
<td>11,672.51</td>
<td>.00</td>
</tr>
<tr>
<td>2/28/2006</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **BEGINNING BALANCE**: 13,512.62

- **CHURCH EXPENSE**

<table>
<thead>
<tr>
<th></th>
<th>BEGINNING BALANCE</th>
<th>INCOME</th>
<th>EXPENSES</th>
<th>TRANSFERS</th>
<th>ENDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ch:Expense</td>
<td></td>
<td>.00</td>
<td>20.00</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td>.00</td>
<td>20.00</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Total INCOME</td>
<td>20.00</td>
<td>20.00</td>
<td></td>
<td></td>
<td>20.00</td>
</tr>
</tbody>
</table>

|             |                   |        |          |           |                |
| EXPENSES    |                   | .00    | 166.89   | 166.89    |                |
| Ch:Office   |                   | .00    | 32.22    | 32.22     |                |
| Supplies    |                   |        |          |           |                |
| Ch:Telephone|                   | .00    | 527.06   | 527.06    |                |
| Ch:Utilities|                   | .00    | 1,444.70 | 1,444.70  |                |
| Ch:Misc     |                   | .00    | 99.00    | 99.00     |                |
| General Exp.|                   | .00    |          |           |                |
| Ch:Bldg     |                   | .00    | 429.76   | 429.76    |                |
| Grounds     |                   |        |          |           |                |
| Mnt.        |                   | .00    |          |           |                |
| Total EXPENSES| 429.76          | 2,269.87|          |           | 2,269.87       |

|             |                   |        |          |           |                |
| TRANSFERS   |                   | .00    | 409.76   | 409.76    | 2,249.87       |
| Total NET-INC/(-DEC) | 409.76 | 2,249.87| .00      | 2,249.87   |
| ENDING BALANCE| 13,922.38       | 13,922.38| .00      | 13,922.38  |
Close the Year

You must close the Donations for the year at December 31. You will close the General Ledger for the year at the end of your calendar/fiscal year.

To close the Donations for the year – this is always done at December 31.

Go to the Donations menu.
Select Monthly/Annual close.
Select Close/Reclose a year – your screen will change slightly when you select.
In the line that says “Next Year Donation File Set: you will see a file name for 2018. This default will be the name of your data file with the year 2018 listed. Click on “Run”.
You will be prompted – is the displayed file name correct? Answer “Yes”.
You will be asked if you want to perform a folder backup now. This will backup your data folder to the Backup Folder in the LUCIS program.
You will get a notice – Annual closing has finished. Do you want to print a pledge report? If you are using this feature of the program, answer “Yes”, otherwise answer “No”.
The donations for 2018 have been closed and the 2019 file is ready to use.

To close the General Ledger for the year – this is done at the end of your calendar or fiscal year.

Go to the General Ledger menu.
Select Monthly/annual close.
Select Close/Reclose a year – your screen will change slightly when you select.
Next year’s ledger file name is now filled in – it should be the same pattern as the file name for 2017-2018 or 2018 only with the year 2018-2019 or 2019 listed.
Click on “Run”.
You will be prompted – is the displayed file name correct? Answer “Yes”.
You will be prompted – Do you want to perform a folder backup now? This will backup your data folder to the Backup Folder in the LUCIS program.
The Annual Closing report will display on the screen. Print a copy of this and file in the June 2019 or December 2018 folder for audit reference. At this point all sub accounts have been closed to 0-0 for the new year. The net difference of the sub income less sub expenses has been added or subtracted from the balance account for that function.
You will get a prompt – Annual closing has finished creating new file set. Click “Ok”.
The general ledger for 2017-2018 or 2018 has been closed.

At the end of each fiscal year be sure to make an archival backup of your data. This archival backup should be filed with the year-end information.
Printing Donor Statements for Year-End

Go to Donations Menu.
Select DN Reports.
Click on DN Donor Statements.
Be sure the date in the upper right of your screen is 2018. 2018 will also be displayed in the lower left corner of the screen. If your screen displays 2019, you need to select the 2018 file before printing the statements. Click on “File” in the upper left of your screen. Click on the Donations 2018 file. Now verify that your screen is showing 2018 in the upper right and lower left.

In the “Treasurer” field you will see your name and phone number as they appear on the monthly Remittance Report. You may edit this line if you wish to show only your printed name for the donor statements. Just click on your name and then type what you want to appear on the donor statements.

In the “Section Criteria” fields you will want all batches for the year and all donors. This will come up as a default – so don’t change anything here.
Click on “Create Report” and then print the donor statements.

Don’t forget to switch back to the 2019 Donation file year after you have printed the donor statements. To switch back, click “File” in the upper left of the screen. Click on the 2019 Donations file. Verify that your screen is showing 2019 in the upper right and lower left.

First Donation Batch in New Year
AUTO ASSIST MODE

This applies in January if you are on a calendar year December 31.

After you have entered the first batch of donations in the new calendar year, close the batch like you normally do. Then click on “Post the Batch” (just as you always do.) At this point you will get a warning – “Posting date of 01/01/19 is outside calendar year 01/03/2018.

Enter “Yes” to post anyway or “No” to select another ledger. Then you will get the prompt “Posting date is within 01/01/19 – 12/31/2019. Do you want to post Batch 1 to this ledger? Answer “Yes”.

You will then be prompted – “Do you want to automatically update DN Controls?” Answer “Yes”.
Posting will complete for this deposit and you are all set for the fiscal year of posting donations.

If you are not in Auto Assist Mode when you enter your first batch of the New Year, you will need to:

Go to the Donations Menu
Click on Advanced Options
Click on DN Controls Editor
Click on Tab 2 – Batch Control
In the box showing the ledger to be posted to, click on the ? at the end of the box. Select the 2019 GL ledger.
Save the screen.
Making Corrections

1. I got a deposit correction notice from the bank – what do I do? How do I find the difference?

The first thing you want to do is compare your copy of the deposit slip to the bank correction slip. Do you see a check listed for a different amount on your copy? Was the correction an addition error? Have you verified your cash totals? Compare the tithe envelopes to the Donations Entry List (you can look at and/or print this through the Donations Report menu). Depending on the outcome of your research, you may need to do a Donations Batch or a General Entry adjustment.

2. I mistakenly posted a contribution to the wrong ledger account number. For example – a member donated to tithe and you mistakenly posted it to combined budget.

You will need to make the correction in the Donations Menu. Do a separate batch for the correction. The batch total will be -0-. Enter in the donor name and a -0- in the amount field. Put in the wrong account number with an amount of -xx.xx. The next line will be the correct account number with an amount of xx.xx. The total of the entry set is -0-. Close and post the batch. It will have a separate batch number and will be included in the range of batches for the month when you close the month for donations.

3. I realized that I posted a contribution to the wrong donor number. How do I fix this?

You will need to make the correction in the Donations Menu. Do a separate batch for this correction. Enter in the wrong donor number and an amount of -xx.xx. Then put in the account number(s) with amount(s) of -xx.xx. Save that entry. Put in the correct donor number with an amount of xx.xx. Put in the account number(s) with amounts(s) of xx.xx. Close and post the batch. It will have a separate batch number and will be included in the range of batches for the month when you close the month for donations.

4. I mistakenly typed in the wrong name/date/memo/check # in the Payments screen of the General Ledger. Can I fix this?

Yes, but you cannot be in Auto Assist mode. You can correct information in the GL Entries Editor of the General Ledger menu. You CANNOT change the amount or account number once an item is posted, but you can change other information. When you open up the Entries Editor, the fields you can change will be highlighted in white on the right side of your screen. To find the entry to correct, click on the ? to the right of the Sequence field in the upper left of the screen. Select the line you wish to edit and double click with your mouse on that line. The information will go into the Entries Editor screen. Edit as necessary and then click on the Update button. Remember, that for each check there are 2 lines – one for the debit and one for the credit. You may need to change both lines. Be sure to turn Auto Assist mode back on.
To transfer funds from one Asset Account to another Asset Account

1. GL General Entry.
2. Description of why you are making this entry.
3. Debit the asset account that is GETTING the money.
4. Credit the asset account this is GIVING the money.

To transfer an expense from an incorrectly posted account into the correct expense account

1. GL General Entry.
2. Description of why you are making this entry.
3. Debit the expense account that was incorrectly posted to.
4. Credit the expense account it should have been posted to.
To move a posted donation from one donor to another donor.

Example: Taking $50 away from Susie Smith receipt and giving it to Billy Brown receipt

1. DN Donor Entry
2. Close Open Batch – batch would be $-0-
3. Post Closed Batch
To move a posted donation from one offering to another offering.

Example: Taking $50 FROM tithe and posting it TO MAP

1. DN Donor Entry
2. Close Open Batch – batch would be $0-
3. Post Closed Batch

Donations Open Batch Entry

Donor Giving History

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>81.1200</td>
<td>World Budget</td>
</tr>
<tr>
<td>81.1500</td>
<td>S.Sch:Reg.</td>
</tr>
<tr>
<td>82.1300</td>
<td>MAP</td>
</tr>
<tr>
<td>82.5400</td>
<td>Rel.Liberty</td>
</tr>
<tr>
<td>102.1000</td>
<td>Comb.Budget</td>
</tr>
<tr>
<td>201.1000</td>
<td>S.Sch.Exp.</td>
</tr>
<tr>
<td>210.1000</td>
<td>Income</td>
</tr>
</tbody>
</table>
To move a posted donation from one donor to another donor.

Example: Taking $50 away from Susie Smith receipt and giving it to Billy Brown receipt

1. DN Donor Entry
2. Close Open Batch – batch would be $-0-
3. Post Closed Batch