

## **INFORMATION ON THE CHURCH MANAGEMENT SYSTEM**

### **1. Introduction**

Welcome to the help file.

This system will run on any Windows platform. It was developed for the small Churches in South Africa and is protected by copyright. No portion of this system may be sold, copied, dismantled or disposed of in any other way without the prior written permission of the developer.

Our aim was to keep the system as simple and affordable as possible to ensure user friendliness.

Annually an updated version will be made available to the users of the system. Annually clients will receive an email to this effect.

Should the functionality in the system not meet your demands, please feel free to contact us and we would bring it in line with your needs. We also develop any other system. Please contact Marius for more details.

### **2. Help and the help file**

To understand a system you need the knowledge on the workings, intentions and functionality of the system. It is therefore vital that you work through this help file. It will also avoid unnecessary calls to the developer.

Maybe it is wise to print this help file out and to have a hard copy thereof for reference purposes. To print the help file out, click on the printer icon at the top of this window.

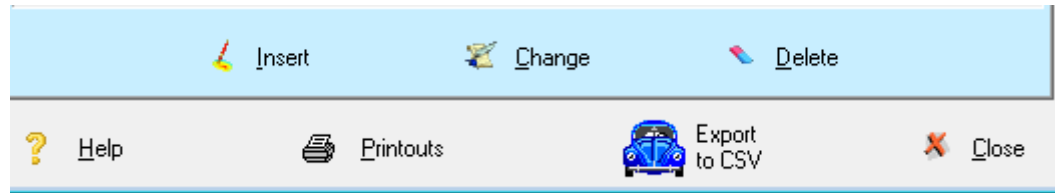
### **3. The basic workings of this system**

After the system has been launched via the desktop icon a full screen is loaded. This full screen is the working area of the system. You will notice that there are icons from left to right, at the top of the window, with explanations of their functionality.



Whenever you work in a window within this system and you close the window, you will always be returned to the main window (the working

area as displayed above) of the system.  
 In windows of this system three buttons namely Insert Change Delete Help & Close appear. By clicking on them it does exactly what it means.



Insert will add a new record; Change will edit the highlighted record; Delete will delete the highlighted record & Close will close the window you are working in. Export to CSV will write the contents (all the records) displayed within the window to an Excel CSV file, ready to edit or work with.

I have built into this system a password front end. It will depend on your user rights what you can use within the system.

Your Systems Administrator will allocate user rights to you. Depending on what these rights are, you will have access to the various functions of this system. The system will not allow you to access certain functions of this system if you do not have a user rights to do so.

#### 4. The top menu options

The menu options, in the main window and from left to right are:

<b>MAIN OPTION</b>	<b>SUB OPTIONS</b>
File -	Printer Setup Exit
Edit -	Cut Copy Paste
Parishioners -	Active Parishioners Inactive Parishioners
ToDo -	Loads directly
Events -	Baptism Confirmation Marriages Sermons
Contacts -	Loads directly
Correspondence -	Create Letters SA Postal Codes SA Telephone Codes
Financial -	Banking Transactions Cheques Expenses

	Income
	Money Banked
	Salary & Wages
	Inactive Staff
Maintenance -	Chart of Accounts
	Setup Basic Settings
	Setup Families
	Setup Wards
	Setup Users
	Backup to Flash Drive
	Restore from Flash Drive
Window -	Tile Cascade Arrange Icons
Reports -	Various
Accountant	Active Asset Register
	Inactive Asset Register
	Petty Cash
	Print General Ledger
	Print Trial Balance
Help -	About
	Read the Help file
	Purchase this System

## 5. EXPLANATION

The menu options, as they appear from left to right in the main window, will now be explained in the order they appear.

Before I start I would like to point out to you that the so called "sort headers" functionality has been enabled throughout this system. This means that you may click on the column header and the sort will change to that selection.

In the window below – if you click on First Name, a [+] sign will appear next to the field meaning that you have clicked on this field and data is currently being sorted according to first name. All the other headers work likewise.

If you click on Surname, the data will be sorted accordingly.

Tag	Inact	No	Title	Surname	First Name	Born	Wed Ann	Town
		1	Chi	Surname1	Name1	27-Oct		Somewhere
		2	Mr	Surname2	Nam2	07-Jun	06-Feb	Somewhere
		3	Mrs	Surname 3	Name3	13-Nov	06-Feb	Somewhere
		4	Chi	Surname4	Name4	26-Apr		Somewhere
		5	Ms	Surname5	Name5	05-Nov		Somewhere
		6	Mrs	Surname6	Name6	18-Jul	10-Apr	Somewhere
		7	Ms	Surname7	Name7	31-May	15-Dec	Somewhere
		8	Mr	Test1	Rest1	28-Dec	15-Apr	Somewhere
		9	Mr	Test2	Test2	06-Jan		Somewhere
		10	Mr	Test4	Test4	26-Feb	20-Dec	Somewhere
		11	Chi	Jack	Bee	29-Oct		Somewhere
		12	Chi	Suzy	Mate	23-Sep		Somewhere
		13	Mrs	Noname	Name	27-May	30-Jul	Somewhere

## MENU OPTIONS

**File** is the first menu option to the far left. The purpose of this option is to allow you to select a printer to print to and to exit this system.

**Edit** is a basic function within the Windows platform and contains Cut Copy & Paste as sub options. These could be useful in this system. This should not be new to Windows users.

Parishioners is the main option for the sub options Active Parishioners & Inactive Parishioners.

By loading Active Parishioners the data that will be displayed will relate to the Parishioners who are active on record while the Inactive ones will be those who left the parish or died etc... In the Inactive Parishioners window no updates are possible. It is merely a facility to view. An Inactive Parishioner may be brought back to the active side. More about this later on.

### Active Parishioners

Selecting this option will open up a window displaying the active parishioners on record.

As you click on a parishioner to the bottom of the window that parishioner's detail will be displayed.

To Tag a parishioner select the record (click on it to highlight it) and press the F6 key. A \* sign will appear in the Tag field next to the record.

Tag	Inact	Number	Title	S
*		1	Chi	A
		2	Mr	A

To Tag all parishioners click on the Tag All button to the right of the window.

To Untag All Tagged records (without the need to do it one by one) click on the Untag button to the right of the window. If you wish to Untag manually, highlight (select) that record and press the F6 key. The \* will disappear.

To make a parishioner Inactive, select the record (click on it to highlight it) and press the F8 key. A > sign will appear in the Inact field next to the record.

Tag	Inact	Number	Title	S
	>	1	Chi	A
		2	Mr	A

The record will then be written to the Inactive Parishioner window where you could re-activate the parishioner again.

### Insert a new Parishioner record

Click on the Insert Button at the bottom of the window. An update window will open up.

Record Number: \*\*\*\*349

Title:  Mrs Ms Child Prof Rev Dr

Date Baptised:

Where Baptised:

Date Confirmed:

Where Confirmed:

(For dates use the format 20091031 eg)

**PLEDGE UNDERTAKING**

Pledge Amount:

Method:  Debit Order  Envelope  Cash

Surname:

First Name:

Nick Name:

Second Name:

Third Name:

ID Number:

Gender:  Male  Female

Birth Day & Month:

Wed Anniv Day & Month:

Home Address 1:

Home Address 2:

Town:  P/Code:

Email Address:

Tel Number:

Cell Number:

PO Box:

Post Office:

Ward No:

Ward Description:

Family Name:

Family Number:

Memo:

Accept  ? Help  Cancel

Click on the title of the parishioner. Chi we use for children. Press the Tab key to move through the fields. The next one is Surname. Enter the surname and press Tab. Work through all the fields in the same way. Birth & Wedding data is provided with spin boxes. Click up arrow to enter values or simply enter the value yourself.

In the memo field you could enter any data relating to this record. The surname field is a required field. It could therefore not be empty.

Finally click on Accept in which case your record will be saved and the newly entered parishioner will appear in the list. If you click on Cancel, the entered data will not be saved.

### **Change an existing Parishioner record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### **Delete an existing Parishioner record**

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion.

### **Other Options in the Parishioner window**

To the right hand side of the parishioner window there are various button options. We will now look at their functionality.

#### **Tel Numbers**

Click to obtain a telephone listing of parishioners

#### **Birth days – Anniversaries**

Click to load the birth days & anniversary menu

#### **Export to CSV**

Export all parishioner info to an Excel file

#### **Print all parishioners**

Print all parishioner info

#### **Print Selected Parishioner**

Print detail of the selected parishioner

#### **Print all birth dates**

Print parishioners in birth date order

#### **Pledges**

Load pledges of the selected parishioner

To have quick access to the parishioner memo, simply click on the button provided. To close the parishioner window click on the Close button.

### Inactive Parishioners

Load the inactive parishioner window to browse parishioners who is inactive in the system. No Insert, Change or Delete is allowed in this window. The only way to do it is to re-activate a parishioner and to do the changes on the Active side. To re-activate a parishioner, highlight (select) the record and press the F8 key. Close the Inactive Parishioner window and open the Active Parishioner window. You will observe the re-activated record.

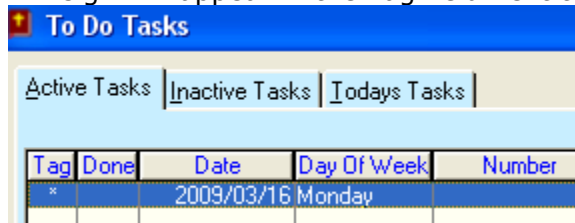
### To Do Tasks

This window allows you to enter things that should be done or remembered to be done!

Apart what was said about "sort headers", there are also Tabs at the top of this window, namely Active, Inactive & Today's Tasks. If you click on one of them, the sort order will change accordingly.

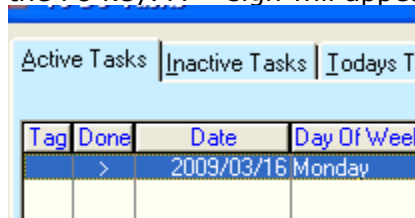
As you click on a task to the right of the window a description of that task will be displayed.

To Tag a Task, select the record (click on it to highlight it) and press the F6 key. A \* sign will appear in the Tag field next to the record.



To Untag a Task highlight that record and press the F6 key. The \* will disappear.

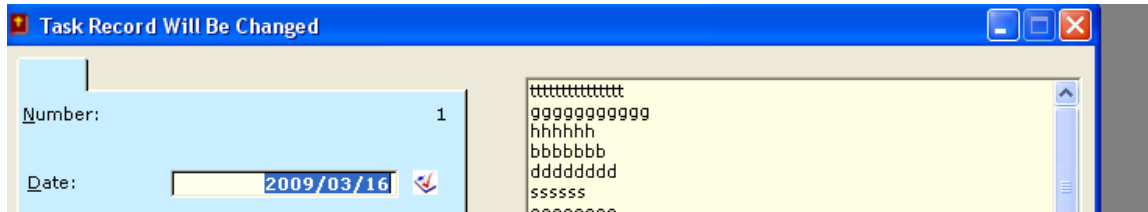
To make a Task Inactive, select the record (click on it to highlight it) and press the F8 key. A > sign will appear in the Done field next to the record.



The record will then be written to the Inactive Tasks window where you could re-activate the Task again.

### Insert a new Task record

Click on the Insert Button at the bottom of the window. An update window will open up.



To enter the date click on the small button to the right of the date field. The calendar will pop up. Click on the required date and the date will be inserted into the date field. If you wish you could also enter a date manually by entering 20091214 for 14<sup>th</sup> December 2009 or 20090301 for the 1<sup>st</sup> March 2009.

Press Tab to move to the memo field to the right of the date field. Enter the task to be done. Finally click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the active tasks window.

To tag a Task highlight that task and press the F6 key. A \* will appear next to the record. To untag a task select the task and press the f6 key. The \* will disappear.

To mark a task as done select that task and press the F8 key. A > will appear next to the record. To Re-activate a done task as active, click on the Inactive Tasks Tab at the top of the window, select that task and press the F8 key.

Two Printouts are available. Print All Tagged Tasks which will give you a print of all tasks you have tagged with the F6 key. Print All Undone Tasks which will print all tasks that have not yet been "F8".

A tab also allows you to view all tasks for today.

### **Change an existing Task record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### **Delete an existing Task record**

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion. Click on the Close button to close the window.

### **The events menu option**

This menu option has four sub options, Baptism; Confirmation; Marriage & Sermons.

### **Baptism**

The baptism functionality is there to keep track of baptisms performed by the parish.

Apart what was said about "sort headers", there are also Tabs at the top of this

window, namely By Date; By Surname; By Names & By Number. If you click on one of them, the sort order will change accordingly.

The screenshot shows a software window with a menu bar at the top containing four options: 'By Date', 'By Surname', 'By Names', and 'By Number'. Below the menu bar is a table with four columns: 'Tag', 'Date', 'Surname', and 'Names'. The first row has a red asterisk in the 'Tag' column, the date '2009/03/08', the surname 'Rogers', and the names 'John Peter'. The second row has an empty 'Tag' column, the date '2009/03/10', the surname 'Pallets', and the name 'Johnny'.

Tag	Date	Surname	Names
*	2009/03/08	Rogers	John Peter
	2009/03/10	Pallets	Johnny

To Tag a Baptism, select the record (click on it to highlight it) and press the F6 key. A \* sign will appear in the Tag field next to the record

### Insert a new Baptism record

Click on the Insert Button at the bottom of the window. An update window will open up:

The screenshot shows an 'Update' window with several input fields and a table. On the left, there are fields for 'Number' (value: 1), 'Date' (value: 2009/03/08), 'Surname' (value: Rogers), 'Names' (value: John Peter), and 'Memo'. On the right, there is a table titled 'God Parents' with three columns: 'Surname', 'Name', and 'Relationship'. The table contains two rows: 'Parent1' with 'John' and 'Uncle', and 'Parent2' with 'Mavis' and 'Aunt'.

Surname	Name	Relationship
Parent1	John	Uncle
Parent2	Mavis	Aunt

To enter the date click on the small button to the right of the date field. The calendar will pop up. Click on the required date and the date will be inserted into the date field. If you wish you could also enter a date manually by entering 20091214 for 14<sup>th</sup> December 2009 or 20090301 for the 1<sup>st</sup> March 2009.

Press Tab to move to the surname. Enter the surname and press the Tab key. Enter the names and enter a memo if you wish. To the right hand side is the update window for the god parents. Click on insert to add god parents. Finally click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the Baptism window.

To tag a Baptism highlight that Baptism and press the F6 key. A \* will appear next to the record. To untag a Baptism select the task and press the F6 key. The \* will disappear.

Tagged records are used in the print tagged records printout.

### Change an existing Baptism record

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### Delete an existing Baptism record

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion. Click on the Close button to close the window.

Four Baptism Print Options are available in this window.



Print all baptisms which will print out all baptisms performed in the parish.  
 Print Tagged Baptisms which will print out all Tagged records.  
 Print By Date Range which will print out by the date range you specify.  
 Print Tagged Certificates which will print out certificates of baptism for the tagged records.

### Confirmation

The confirmation functionality is there to keep track of confirmations performed by the parish.

Apart what was said about "sort headers", there are also Tabs at the top of this window, namely By Date; By Surname; By Names & By Number. If you click on one of them, the sort order will change accordingly.

Tag	Surname	Name	Date
*	Clinton	Hillary	2009/03/16
	Tylers	JohnnyBoy	2009/03/08

To Tag a Confirmation, select the record (click on it to highlight it) and press the F6 key. A \* sign will appear in the Tag field next to the record

### Insert a new Confirmation record

Click on the Insert Button at the bottom of the window. An update window will open up:

Number: 2  
 Date: 2009/03/16  
 Surname: Clinton  
 Memo:

To enter the date click on the small button to the right of the date field. The calendar will pop up. Click on the required date and the date will be inserted into the date field. If you wish you could also enter a date manually by entering 20091214 for 14<sup>th</sup> December 2009 or 20090301 for the 1<sup>st</sup> March 2009.

Press Tab to move to the surname. Enter the surname and press the Tab key.  
 Enter the names and enter a memo if you wish.  
 Finally click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the Confirmation window.

### Change an existing Confirmation record

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### Delete an existing Baptism record

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm

the deletion. Click on Yes to delete or on No to cancel the deletion.  
Click on the Close button to close the window.

Five Confirmation Print Options are available in this window.

Print all confirmations which will print out all confirmations performed in the parish.

Print Tagged Confirmations which will print out all Tagged records.

Print By Selected which will print out the selected confirmation

Print Confirmation Certificates which will print out tagged records

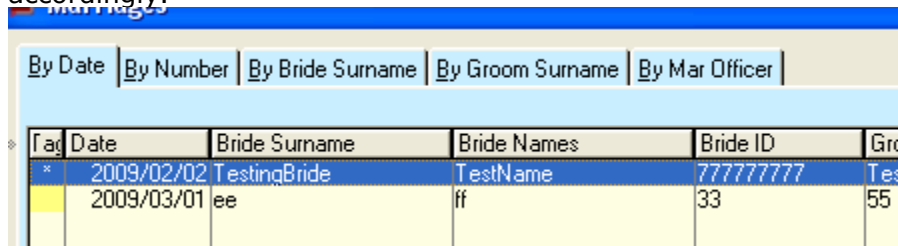
Print Confirmation by Date Range which will print by specified date range

Tagged records are used in the print tagged records printout.

## Marriages

The confirmation functionality is there to keep track of marriages performed by the parish.

Apart what was said about "sort headers", there are also Tabs at the top of this window, namely By Date; By Number; By Bride Surname; By Groom Surname & By Mar Officer. If you click on one of them, the sort order will change accordingly.

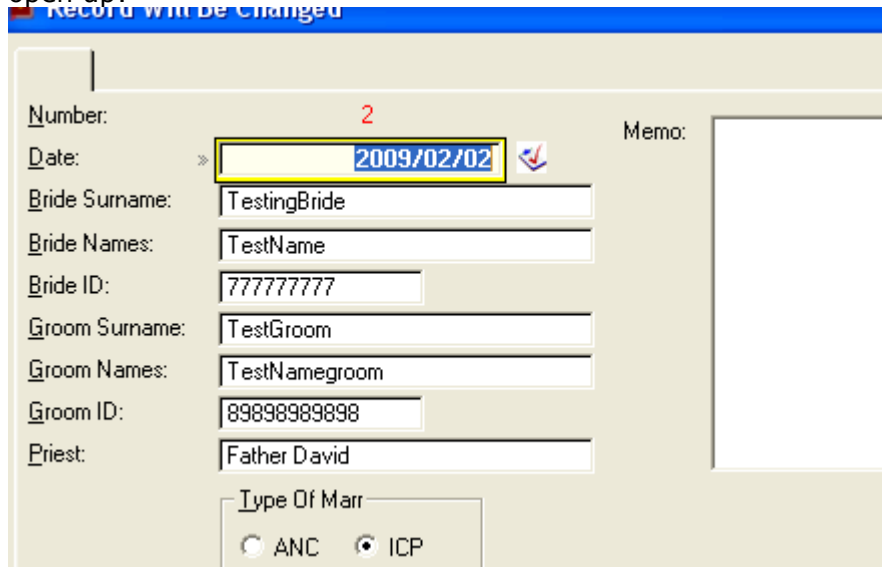


Tag	Date	Bride Surname	Bride Names	Bride ID	Groom Surname
*	2009/02/02	TestingBride	TestName	77777777	TestGroom
	2009/03/01	ee	ff	33	55

To Tag a marriage, select the record (click on it to highlight it) and press the F6 key. A \* sign will appear in the Tag field next to the record

## Insert a new Marriage record

Click on the Insert Button at the bottom of the window. An update window will open up:



Record will be Changed

Number: 2

Date: 2009/02/02

Bride Surname: TestingBride

Bride Names: TestName

Bride ID: 77777777

Groom Surname: TestGroom

Groom Names: TestNameegroom

Groom ID: 89898989898

Priest: Father David

Type Of Marr:  
 ANC  ICP

To enter the date click on the small button to the right of the date field. The calendar will pop up. Click on the required date and the date will be inserted into the date field. If you wish you could also enter a date manually by entering 20091214 for 14<sup>th</sup> December 2009 or 20090301 for the 1<sup>st</sup> March 2009.

Press Tab to move to the bride surname. Enter the surname and press the Tab key. Enter the names and press the Tab key. Continue until done. Finally click on Accept to save or on Cancel if you do not want to save this record.

ANC or ICP represents Anti Nuptial Contract or In Community of Property. You may enter data in the memo field if you wish to comment on something.

The newly created record will appear in the Marriages window.

### **Change an existing Marriage record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### **Delete an existing Marriage record**

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion. Click on the Close button to close the window.

Four Marriage Print Options are available in this window.

Print all marriages which will print out all marriages performed in the parish.

Print Tagged Marriages which will print out all Tagged records.

Print By Selected which will print out the selected marriage

Print Marriage Certificates which will print out tagged records

Print Marriages by Date Range which will print by specified date range

Tagged records are used in the print tagged records printout.

### **Sermons**

The sermon functionality was inserted to provide preachers with a facility to work out a sermon, make a print and take that to church. How successful it would be will be seen.

Apart what was said about "sort headers", there are also a Tab at the top of this window, namely By Date. Data is therefore by default sorted by date

By Date

Date	Attendance	Number
2008/07/27	158	1
2008/08/03	215	2

Theme for this sermon  
 God and His blessings - with the empl

First Reading  
 Psalm 22 - 14:22; Numbers 14 - 2:12

Second Reading  
 Revelation 25 - 3:12; Genesis 14 - 13

Gospel reading  
 Matthew 14 - 12:22; Joh 14 - 15:19

The Collect:  
 God our Father

Insert Change Delete

### Insert a new Sermon record

Click on the Insert Button at the bottom of the window. An update window will open up:

Date: 2008/07/27

Attendance: 158

Theme:  
 God and His blessings - with the emphasis on thanks giving

First Reading:  
 Psalm 22 - 14:22; Numbers 14 - 2:12

Second Reading:  
 Revelation 25 - 3:12; Genesis 14 - 13:22

Third Reading:  
 Matthew 14 - 12:22; Joh 14 - 15:19

The Collect:  
 God our Father  
 when your Son ascended into heaven

Sermon:  
 Here the entire sermon can be inserted and printed out for use by the Priest  
 Text may also be copied from other sources and pasted into this window.

To enter the date click on the small button to the right of the date field. The calendar will pop up. Click on the required date and the date will be inserted into the date field. If you wish you could also enter a date manually by entering

20091214 for 14<sup>th</sup> December 2009 or 20090301 for the 1<sup>st</sup> March 2009.

Press Tab to move to the attendance field. I suppose the attendance can only be entered after the sermon! Enter the theme and press the Tab key. Enter the first reading and press the Tab key. Continue until done. Finally click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the Sermon window. Remember that it is also possible to copy and paste in the memo fields!

### **Change an existing Sermon record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### **Delete an existing Sermon record**

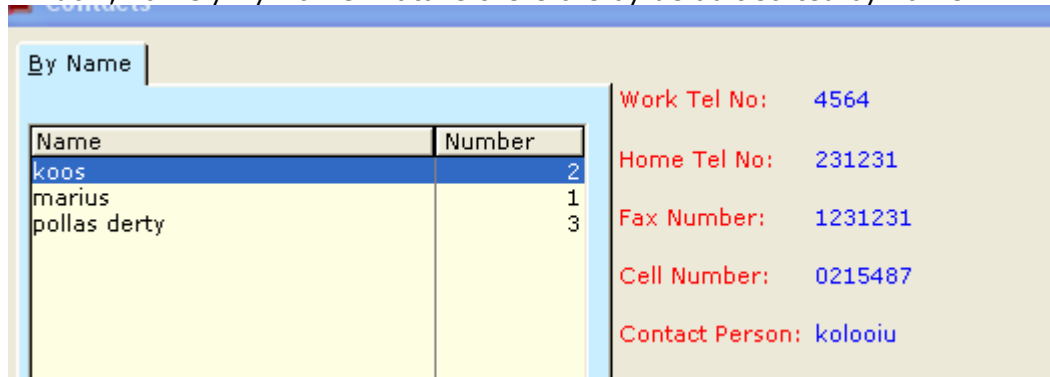
To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion. Click on the Close button to close the window.

One Sermon Printout is available in this window.  
Print selected sermon  
The sermon that it highlighted (selected) will print out.

### **Contacts**

The contacts functionality was inserted to provide a way to keep track of people often contacted and to keep track of their particulars. It is also possible to email them.

Apart what was said about "sort headers", there are also a Tab at the top of this window, namely By Name. Data is therefore by default sorted by name.



The screenshot shows a window titled "Contacts" with a tab labeled "By Name". On the left, there is a table with two columns: "Name" and "Number". The table contains three rows: "koos" with number 2, "marius" with number 1, and "pollas derty" with number 3. On the right side of the window, there are several fields with red text labels and values: "Work Tel No: 4564", "Home Tel No: 231231", "Fax Number: 1231231", "Cell Number: 0215487", and "Contact Person: kolooiu".

Name	Number
koos	2
marius	1
pollas derty	3

Work Tel No: 4564  
Home Tel No: 231231  
Fax Number: 1231231  
Cell Number: 0215487  
Contact Person: kolooiu

### **Insert a new Contact record**

Click on the Insert Button at the bottom of the window. An update window will open up:

Number:	2
Name:	koos
Tel Number:	4564
Home Tel Number:	231231
Fax Number:	1231231
Cell Number:	0215487
Contact Person:	koloou
Email Address:	sas@maliies.co.za
PO Box:	45645
Post Office:	kolokjhygtfr
Postal Code:	5558
Memo:	jikomlnjbhvg

Start to enter a contact name. Press the tab key and enter the code & telephone number. Work through all the fields until done. Finally click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the Contacts window. Remember that it is also possible to copy and paste in the memo fields!

### **Change an existing Contacts record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### **Delete an existing Contacts record**

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion. Click on the Close button to close the window.

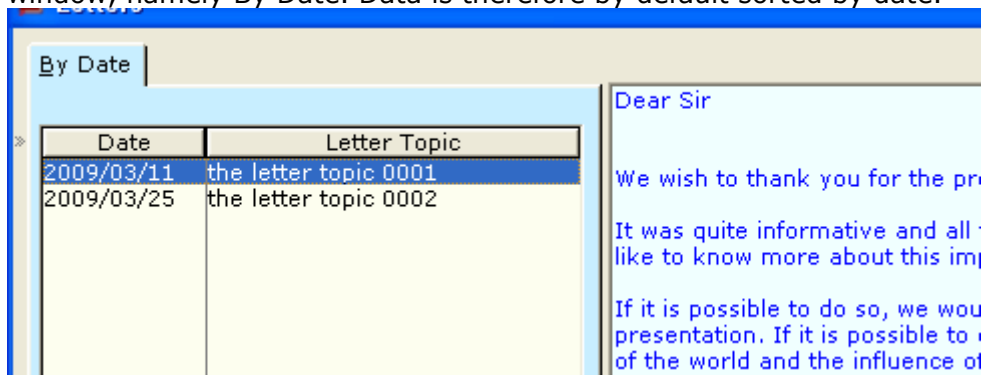
One Sermon Printout is available in this window.  
Print all contacts

Send email to selected contact  
The contact that it highlighted (selected) will be inserted for email purposes.

### **Letters**

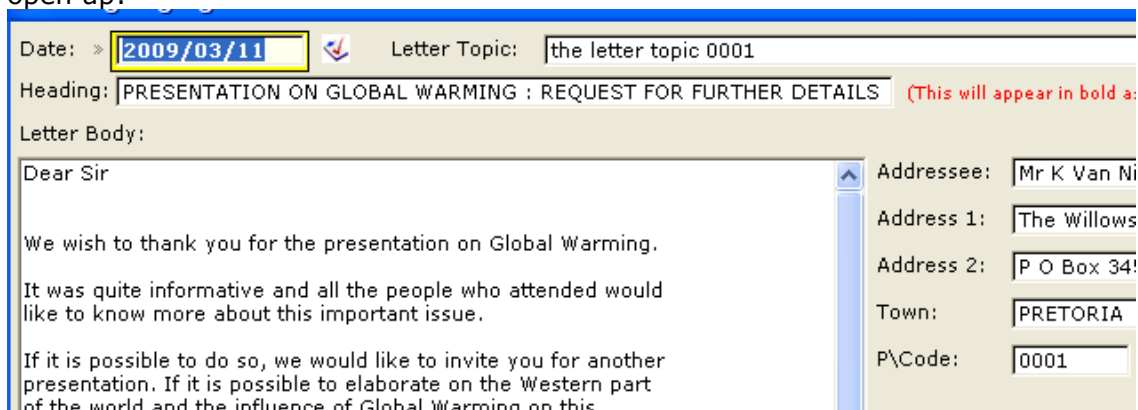
The letters functionality was inserted to provide a mini word processor. It is also possible to email letters.

Apart what was said about "sort headers", there are also a Tab at the top of this window, namely By Date. Data is therefore by default sorted by date.



### Insert a new Letter record

Click on the Insert Button at the bottom of the window. An update window will open up:



To enter the date click on the small button to the right of the date field. The calendar will pop up. Click on the required date and the date will be inserted into the date field. If you wish you could also enter a date manually by entering 20091214 for 14<sup>th</sup> December 2009 or 20090301 for the 1<sup>st</sup> March 2009.

Start to enter the letter topic. Press Tab and enter the letter heading. Continue with all the fields until done.

Finally click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the Letters window. Remember that it is also possible to copy and paste in the memo fields!

### Change an existing Letters record

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### Delete an existing Letters record

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm

the deletion. Click on Yes to delete or on No to cancel the deletion.  
Click on the Close button to close the window.

One Letter Printout is available in this window.  
Print Selected Letter

Email this letter  
The Letter that it highlighted (selected) will be inserted for email purposes.

### **SA Postal Codes**

This facility was inserted to allow the user to have access to the SA postal codes.  
The instructions are very clear in the window and should not give any problems.

To search for the postal code of a town, enter the town name in the field  
provided and press the Tab key.

To search for a town where you have the postal code, first click on the by code  
Tab and then enter the code in the field provided.

Postal codes form A to M were captured into the system. With release 2 we  
should have A to Z in!

### **SA Telephone Codes**

This facility was inserted to allow the user to have access to the SA telephone  
codes.  
The instructions are very clear in the window and should not give any problems.

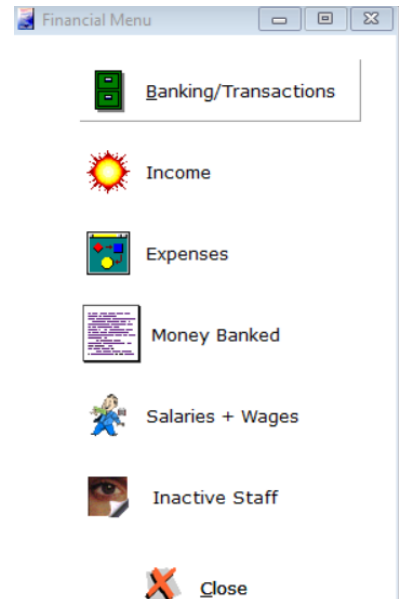
To search for the telephone code of a town, enter the town name in the field  
provided and press the Tab key.

To search for a town where you have the telephone code, first click on the by  
code Tab and then enter the code in the field provided.

Postal codes form A to M were captured into the system. With release 2 we  
should have A to Z in!

### **Financial Menu**

The options on the Financial Menu will be discussed next.





## Banking/Transactions

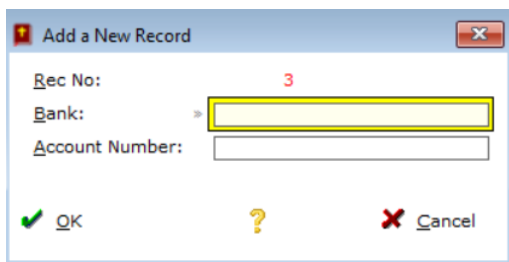
The banking/transactions functionality was inserted to provide a facility to keep track of your bank account/s.

Apart what was said about "sort headers", there are also a Tab at the top of this window, namely By Date. Data is therefore by default sorted by date. The "Youngest date on Top" displays the cheque that was last issued.

This window has two browse boxes, Banks and Account numbers and Transactions Selected Account. As you click in the left window on a bank account the corresponding transactions for the selected account will appear in the right window.

### Insert a new Bank:

Click on the Insert Button at the bottom of the window. An update window will open up:

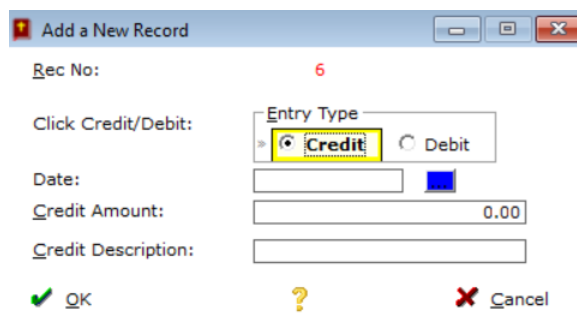


Enter the bank name and press Tab. Enter the Account number and finally click on Ok.

Finally click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the Banks And Account Number window.

To enter transactions for a bank account, first select the bank account in the left hand window. Then click on Insert on the Insert button below the Transactions window. The following window opens up:



Select either Credit for a deposit of money or Debit where you paid out money. The fields related to your selection will open up. Select the date YYYYMMDD or click on the blue button to select the date. Press Tab and enter the amount and description. Click on Ok to save your input.

### Change existing records

To change the detail of an existing record, first highlight (select) that record to be

changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

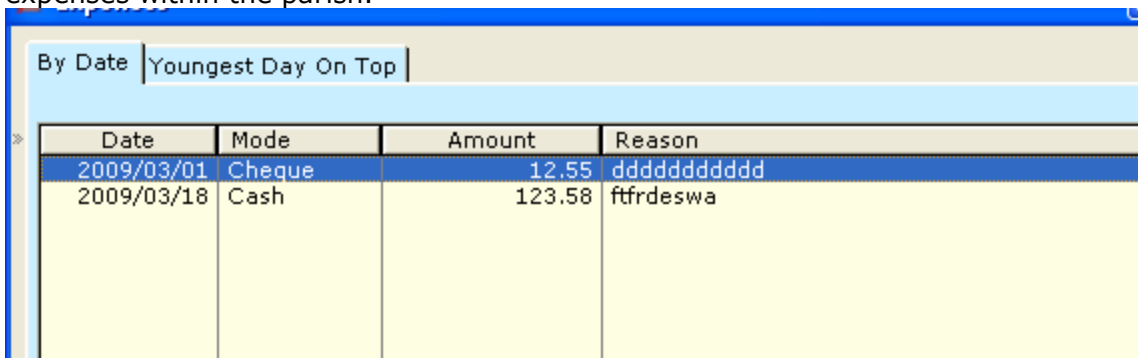
### Delete existing records

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion. Click on the Close button to close the window.

One Print Bank Transactions Printout is available in this window.

### Expenses

The expenses functionality was inserted to provide a facility to keep track of expenses within the parish.

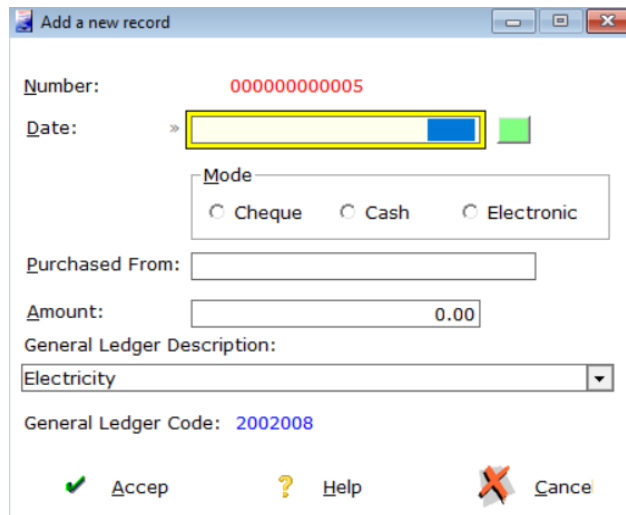


Date	Mode	Amount	Reason
2009/03/01	Cheque	12.55	dddddddddd
2009/03/18	Cash	123.58	ffrdeswa


Apart what was said about "sort headers", there are also a Tab at the top of this window, namely By Date. Data is therefore by default sorted by date. The "Youngest date on Top" displays the expense that was last captured.

### Insert a new Expense record

Click on the Insert Button at the bottom of the window. An update window will open up:



Number: 00000000005

Date:  

Mode:  Cheque  Cash  Electronic

Purchased From:

Amount:

General Ledger Description: Electricity

General Ledger Code: 2002008

Accept  Help  Cancel

To enter the date click on the small button to the right of the date field. The calendar will pop up. Click on the required date and the date will be inserted into the date field. If you wish you could also enter a date manually by entering

20091214 for 14<sup>th</sup> December 2009 or 20090301 for the 1<sup>st</sup> March 2009.

Start to click on either cheque; Cash or Electronic. Press Tab and enter the amount. Continue with all the fields until done.

Click the down arrow to select the General Ledger for this transaction. (The general Ledger Description is derived from the list of General Ledgers you have captured in the setup – (Maintenance -> Chart of Accounts).

Finally click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the Expenses window.

### **Change an existing Expense record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

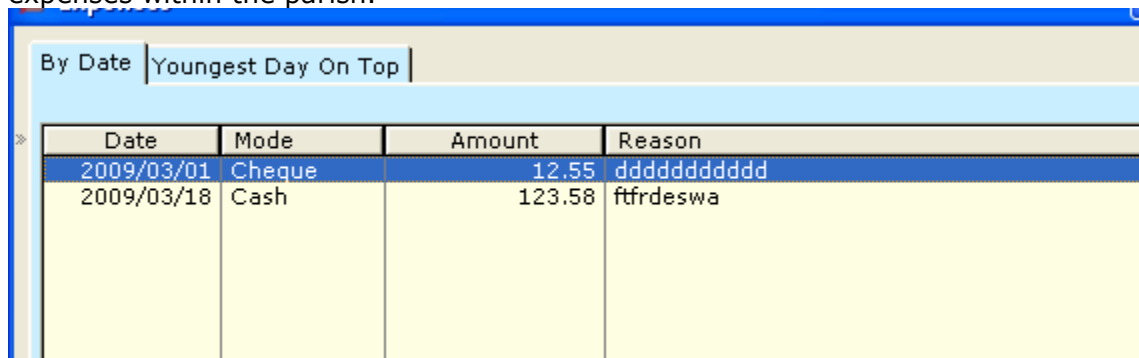
### **Delete an existing Expense record**

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion. Click on the Close button to close the window.

One Expense Printout is available in this window.  
Print Expenses by date range.

### **Income**

The income functionality was inserted to provide a facility to keep track of expenses within the parish.



Date	Mode	Amount	Reason
2009/03/01	Cheque	12.55	ddddddddddd
2009/03/18	Cash	123.58	ftfrdeswa

Apart what was said about "sort headers", there is also a Tab at the top of this window, namely By Date. Data is therefore by default sorted by date. The "Youngest date on Top" displays the expense that was last captured.

### **Insert a new Income record**

Click on the Insert Button at the bottom of the window. An update window will open up:

To enter the date click on the small button to the right of the date field. The calendar will pop up. Click on the required date and the date will be inserted into the date field. If you wish you could also enter a date manually by entering 20091214 for 14<sup>th</sup> December 2009 or 20090301 for the 1<sup>st</sup> March 2009.

Press the Tab key and enter the amount. Press the Tab key and enter the Income Description. Continue with all the fields until done.

Click the down arrow to select the General Ledger for this transaction. (The general Ledger Description is derived from the list of General Ledgers you have captured in the setup – (Maintenance -> Chart of Accounts).

Finally click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the Income window.

### **Change an existing Income record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### **Delete an existing Income record**

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion. Click on the Close button – to close the window.

One Income Printout is available in this window.  
Print Income by date range.

### **Banking of Money**

The bank functionality was inserted to provide a facility to keep track of banking within the parish.

By Date   Youngest Day On Top			
Date	Mode	Amount	Reason
2009/03/01	Cheque	12.55	ddddddddddd
2009/03/18	Cash	123.58	ftfrdeswa

Apart what was said about "sort headers", there is also a Tab at the top of this

window, namely By Date. Data is therefore by default sorted by date. The "Youngest date on Top" displays the expense that was last captured.

### **Insert a new Bank record**

Click on the Insert Button at the bottom of the window. An update window will open up:

To enter the date click on the small button to the right of the date field. The calendar will pop up. Click on the required date and the date will be inserted into the date field. If you wish you could also enter a date manually by entering 20091214 for 14<sup>th</sup> December 2009 or 20090301 for the 1<sup>st</sup> March 2009.

Press the Tab key and enter the amount. Press the Tab key and enter the Bank Description. Continue with all the fields until done.

Finally click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the Bank window.

### **Change an existing Banking record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### **Delete an existing Banking record**

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion. Click on the Close button to close the window.

One Banking Printout is available in this window.  
Print Banking by date range.

### **Salaries & Wages**

Selecting this option will open up a window displaying the active Employees on record.

Apart what was said about "sort headers", there are also Tabs at the top of this window, namely By Surname #, By Number. If you click on one of them, the sort order will change accordingly.

As you click on an employee to the bottom of the window that employee's wage

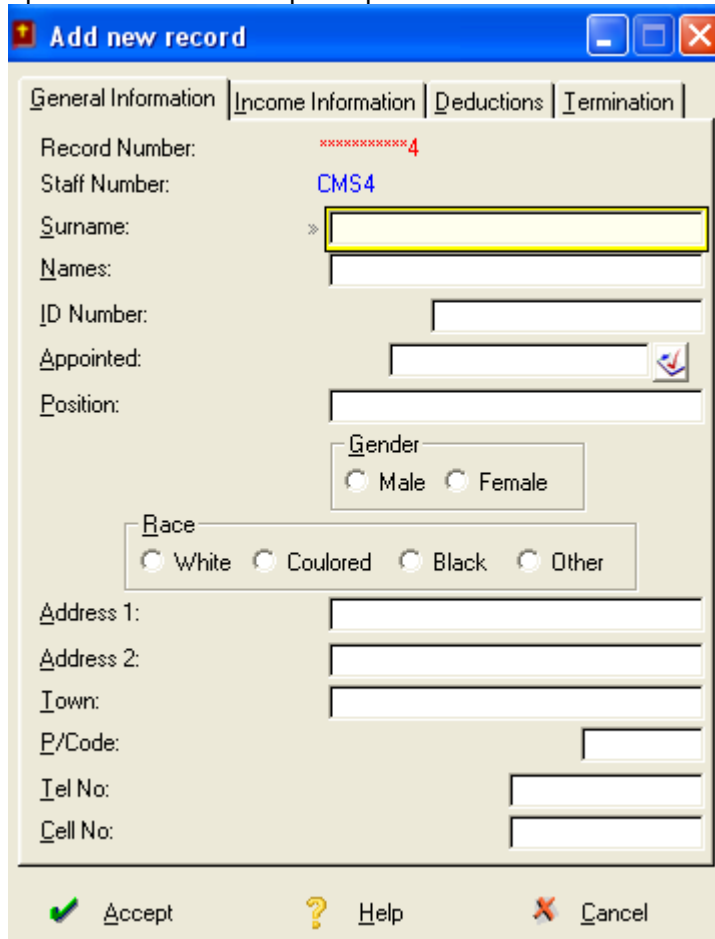
detail will be displayed.

To make an employee Inactive, select the record (click on it to highlight it) and press the F6 key. A \* sign will appear in the Ina field next to the record.

The record will then be written to the Inactive Staff window where you could re-activate the employee again.

### **Insert a new Employee record**

Click on the Insert Button at the bottom of the employee detail window. An update window will open up.



Enter the Surname and press the Tab key to move through the fields. The next one is Names. Enter the name and press Tab. Work through all the fields in the same way. Note that there are Tabs at the top of this window: Income Information; Deductions & Termination. Click on them to enter the required data.

Finally click on Accept in which case your record will be saved and the newly entered parishioner will appear in the list. If you click on Cancel, the entered data will not be saved.

### **Change an existing Employee record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on

Accept to save your changes. If you click on Cancel no changes will be saved!

### **Delete an existing Employee record**

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion.

### **Other Options in the Employee window**

To the right hand side of the parishioner window there are various button options. We will now look at their functionality.

#### **Print One Salary Slip**

The highlighted (Selected) salary slip (in the bottom window) will be printed out

#### **Print Salaries Specific Date**

All salaries for a date you enter will be printed

#### **Print All Salaries**

Print salaries within a date range

#### **Export Staff to CSV**

Export all employee info to an Excel file

### **Inactive Staff**

Load the inactive staff window to browse staff who is inactive in the system. No Insert, Change or Delete is allowed in this window. The only way to do it is to re-activate a staff member and to do the changes on the Active side. To re-activate a staff member, highlight (select) the record and press the F6 key. Close the Inactive Staff window and open the Active Staff window. You will observe the re-activated record.

### **Insert a new Salary record**

Click on the Insert Button at the bottom of the Salary detail window. An update window will open up.

**Change record**

Date: > 2009/01/01

Salary: 12500.00

Allowances: 2500.00

Other Income: 123.00

UIF: 151.23

Insurance: 10.00

Medical Aid: 10.00

Loans: 10.00

Tax: 10.00

Other Deduction: 10.00

Other Reason: kokjihuhgy

Gross:	15123.00
Deductions:	201.23
<b>Net:</b>	<b>14921.77</b>

Accept Cancel

Enter the Date (20091012 e.g.) or click on the icon next to the date field to pop up the calendar and select the date. Press the Tab key to move through the fields. So long the values of Salary; Allowances; Other Income; Insurance; Medical Aid; Loans; Tax & Other Deductions were filled in on the top Employee window, these values will be copied down to the salary window.

Even though a value is displayed, you may change the value if you need to.

Finally click on Accept in which case your record will be saved and the newly entered salary record will appear in the list. If you click on Cancel, the entered data will not be saved.

### **Change an existing Salary record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### **Delete an existing Salary record**

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion.

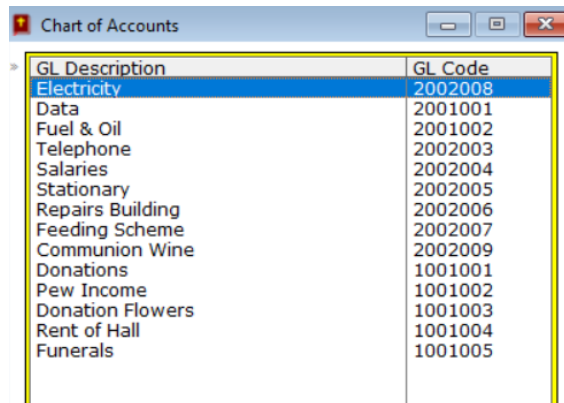
### **Maintenance**

### **Chart of Accounts**



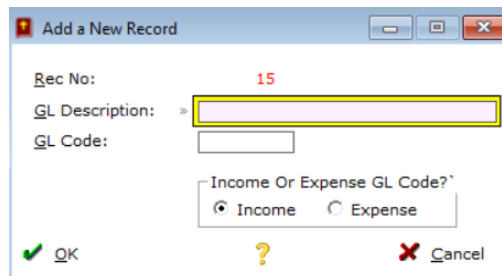
The Chart of Accounts is where you capture General Ledger Codes and descriptions. This is then used when you capture Income and Expenses. (The drop down in these windows.)

The window looks as follows:



GL Description	GL Code
Electricity	2002008
Data	2001001
Fuel & Oil	2001002
Telephone	2002003
Salaries	2002004
Stationary	2002005
Repairs Building	2002006
Feeding Scheme	2002007
Communion Wine	2002009
Donations	1001001
Pew Income	1001002
Donation Flowers	1001003
Rent of Hall	1001004
Funerals	1001005

Insert a new record by clicking on the Insert button:



Rec No: 15

GL Description:

GL Code:

Income Or Expense GL Code?\*

Income  Expense

OK ? Cancel

Enter the GL description and press Tab. Enter the GL code. It is suggested that you use the series 1000001 for income codes and 2000001 for expense codes. Click if this refers to an Income or to an Expenses.. Finally click on Ok to save your input.

To change or delete a code first select the record and then click on the Change or Delete buttons, depending on what you need to do.

### Setup Basic Settings

The Basic Settings is the "heart beat" of this system. If it is not properly setup, the system will NOT perform correctly!

The setup window contain all the settings when the system was installed. please verify that every single setting is correct.

**Setup**

Registration

Registered to: **ST ANDREW'S ANGLICAN CHURCH**

Address1: Street name

Address2:

P O Box: 325

Town: STRAND

P/Code: 7135

Tel No: 021 853 6208

Fax No: 021 853 6208

License:

SMTP Server: 196.30.31.203

Email Address: standrewschurch@telkomsa.net

Backup Path: C:\Angl\_CMS\Backup

CD Drive: D


External Drive: F

Data Path: C:\Angl\_CMS\

Image Path: C:\Programming\Anglican\FalseBay.bmp

UIF Reg No: 123456789

UIF Threshold pm: R120.33

 Change

If a setting is not correct, click on the Change icon to open the window where you change setup information:

**Edit Setup**

General

Number: 1

Parish Name: ST ANDREW'S ANGLICAN CHURCH

Address 1: > Street name

Address 2:

PO Box: 325

Town: STRAND

Post Code: 7135

Tel No: 021 853 6208

Fax No: 021 853 6208

License: ACS00001MR0808

SMTP Server: 196.30.31.203

Email Address: standrewschurch@telkomsa.net

Backup Path: C:\Angl\CMS\Backup

CD Drive:  A  B  C  D  E  F  G  H eg C:\Angl\_Cms\Backup




Xternal Drive:  A  B  C  D  E  F  G  H eg C:\Angl\_Cms\

Data Path: C:\Angl\CMS\

Parish Image Path: C:\Programming\Anglican\FalseBay.bmp

UIF Reg Number: 123456789

UIF Threshold pm: 120.33

 Accept  Help  Cancel

Two fields namely Parish Name & License are fields that you cannot edit. The other fields may be edited. Fields to explain are the following:

FIELD NAME	EXPLANATION
Backup Path	Where your backup will be stored. Leave the setting as is as this is already setup by the installation program. Change if necessary
Data Path	Where this system was installed. Leave it as is unless the system was installed in another path
Parish Image Path	Where the image, that is printed on certificates, are stored
UIF Registration Number	Used on the salary slips (Legal requirement on salary slips)
UIF Threshold	Maximum UIF that an employee can pay

Finally click on Accept to save or on Cancel if you do not want to save this record.

The newly created record detail will appear in the Setup window.

If you click on Close, a window will pop up to ask you whether you wish to restart the system. Click on Yes as the change will only take effect after the system has been restarted!

No Inserts or Deletes are available in the Setup window!

### **Families**

The family window is used to group families together and to print them out in the family groups. When a parishioner is inserted the family window will pop up to select the family, if any.

#### **Insert a new Family record**

Click on the Insert Button at the bottom of the window. An update window will open up:

Enter the family name and click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the Family window.

#### **Change an existing Family record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

#### **Delete an existing Family record**

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion. Click on the Close button to close the window.

### **Wards**

The ward window is used to define an area where a parishioner lives. When a parishioner is inserted the ward window will pop up to select the ward.

#### **Insert a new Ward record**

Click on the Insert Button at the bottom of the window. An update window will open up:

Enter the Ward description and click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the Ward window.

#### **Change an existing Ward record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on

Accept to save your changes. If you click on Cancel no changes will be saved!

### Delete an existing Ward record

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion.

Click on the Close button to close the window.

### Setup Users

The Setup Users window is used to define users and the access they have within the system.

We have a systems administrator/s which has/have their usernames & passwords and then we have user who have usernames and passwords.

As administrators are the only users who can add or change users and their access to the system, administrators have their own usernames and passwords.

The system is installed with an administrator username & password as well as a username and password and it must be changed immediately to something else to avoid misuse of it. The installation Administrator username is manager and the password is 123. The username is church and the password is 222

If this is not changed immediately there will be no control over the access of the system and we accept no responsibility for it!!

When you select Setup Users from the Maintenance main menu option, you are prompted for a username & password. Enter manager as username & 123 as password.

A User & User Rights window opens up. You will notice that the default user, church with the password 222 is listed. To the right of this window the user rights are displayed – in this case ALL user rights are allocated to this user.

Click on change and change the church and 222 to whatever you want it to be. Needless to say that you must remember what you change it to!

### Insert a new User record

Click on the Insert Button at the bottom of the window. An update window will open up:

The screenshot shows a window titled "Add a record" with the following elements:

- User Name:** A text input field with a yellow border.
- Password:** A text input field.
- THE RIGHTS A USER WILL HAVE**
  - All User Rights:**  Yes  No. A red note says: "If this user must have ALL USER RIGHTS in the system, click on Yes and all rights will be allocated."
  - PRINTOUT RIGHTS** (Section header)
  - Backup:**  Yes  No
  - Contacts:**  Yes  No
  - Pledges:**  Yes  No
  - Banking:**  Yes  No
  - Expenses:**  Yes  No
  - Sermons:**  Yes  No
  - Baptism:**  Yes  No
  - Income:**  Yes  No
  - Setup:**  Yes  No
  - Birth Days:**  Yes  No
  - Letters:**  Yes  No
  - Staff:**  Yes  No
  - Marriages:**  Yes  No
  - Tasks:**  Yes  No
  - Confirmations:**  Yes  No
  - Parishioners:**  Yes  No
  - User Rights:**  Yes  No
  - PrintParishioner:**  Yes  No
  - Print Contacts:**  Yes  No
  - Print Tasks:**  Yes  No
  - Print Financials:**  Yes  No
  - Print Baptisms:**  Yes  No
  - Print Employees:**  Yes  No
  - Print Confirmati:**  Yes  No
  - Print Salaries:**  Yes  No
  - Print Marriages:**  Yes  No
  - Print Pledges:**  Yes  No
  - Wards:**  Yes  No
  - Bank Transacti:**  Yes  No
  - ActiveAssetReg:**  Yes  No
  - InactiveAssetR:**  Yes  No
  - Petty Cash:**  Yes  No
  - Print Gen Ledge:**  Yes  No
  - PrintTrialBal:**  Yes  No
- Buttons:**  Accept,  Help,  Cancel

Enter the User Name & the password. If this user must have full access to the system, then click on All Rights. If this user must only have access to some of the functions in the system, then click on those you wish to allocate rights to.

Click on Accept to save or on Cancel if you do not want to save this record.

The newly created record will appear in the User window.

### **Change an existing User record**

To change the detail of an existing record, first highlight (select) that record to be changed and click on the Change button. The update window will pop up and it will contain the existing data. Change whatever you wish to change and click on Accept to save your changes. If you click on Cancel no changes will be saved!

### **Delete an existing User record**

To delete the detail of an existing record, first highlight (select) that record to be deleted and click on the Delete button. A typical window will pop up to confirm the deletion. Click on Yes to delete or on No to cancel the deletion. Click on the Close button to close the window.

### **Edit Managers**

This option will load the Administrator window where the Administrator's username & password is saved.

### **Backup**

Backup opens up a window where you select where to backup to. This will normally be the Hard Drive. Make your selection and click on Hard Drive and then click on Accept and the backup will be done. Follow the Help on the relative windows as you open them!

### **Reports**

There are numerous reports to print out. Their names appear on the reports menu under their groups. Select the one to print out and follow the instructions. You have three options to send the report to: Paper; PDF file or Text file. Select where to send the report to and click on OK.

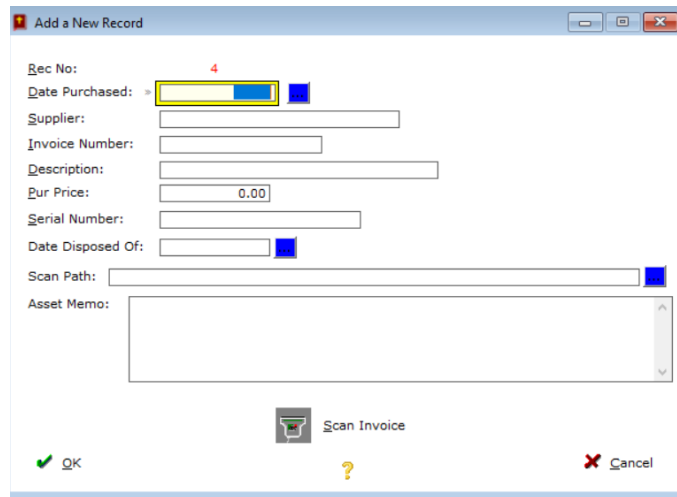
### **Accountant**

### **Active Asset register**

The church could keep track of all assets in this facility. The following window opens:

Tag	Date Purchased	Supplier	Invoice Number	Description	Purchase Price	Serial Number
2023/05/20	Game	12356871aa	Canon Printer	2500.00	ASD65499872	

To Insert a new asset record click on the Insert button. The following window opens:



Enter the date purchased (YYYYMMDD) or click on the blue button to select the date. Press Tab and enter the supplier where this item was purchased. – Press Tab. Enter the invoice number and Tab. Enter a short description of the item (e.g. Printer0 Tab).

Then enter the purchase price and Tab. Next the Serial Number , if any.

When you do an edit and the item was disposed of you can enter the date in the Date Disposed of field.

If you have an electronic version (Pdf) of the invoice click on the blue button next to the Scan Path field to search for and select the Pdf file.

Lastly there is also a memo field to describe the item in more detail.

If you need to scan the invoice in then click on the scan button. See in this document the section how to setup your scanner!  
Finally click on Ok to save your input.

Click on Print Asset Register to print all assets out.

To make an asset as disposed of select the asset record and press the F6 key.

### **Inactive Asset register**

All Inactive Asset Records are displayed in this window. No Inserts, Edits or Deletes are allowed in this window. If you want to make an Inactive record active again select the record and press the F6 key. The record will then be visible in the Active side again.

Click Close to close this window.

### **Petty Cash**

The Petty Cash window allows you to keep track of Petty Cash transactions – Top Ups or Expenses.

Date	Top Up Amount	Expense Amount	Expense Description
2023/05/18		345.00	KFC
2023/05/19	2000.00		Top Up
2023/05/20		234.00	Coffee Milk Sugar
2023/05/20		2234.00	Bollies
2023/05/23	123.00		Top Up

Click Insert to add a new record. The following window displays:

Rec No: 6

Select Transaction Type:  Top Up  Invoice

Date:  (Date format = YYYYMMDD)

Top Up Amount:

Expense Amount:

Expense Description:

Scan Path:

Buttons: OK, Scan Invoice to Pdf, Cancel

Select the type of transaction – a Top Up or Invoice (Expense). Enter the date (YYYYMMDD) or click the blue button to select the date. Enter the amount and Tab. Enter the Description and Tab.

If you have an electronic version (Pdf) of the invoice click on the blue button next to the Scan Path field to search for and select the Pdf file.

If you need to scan the invoice then click on the Scan Invoice to Pdf button. See in this document the section how to setup your scanner!

If you need to Edit or Delete a record simply select the record first and then click on the relative button to perform your request.

Click on Print Petty Cash to print Petty Cash records by date range.

Click on Close to close this window.

### Print General Ledger

We know that the General Ledger is a document that must be provided to your accountant who will do the drafting of your financials (Normally for your financial year).

Click on this option to get the date range window:



Enter a date from and a date to. Format = YYYYMMDD  
 You can also click on the blue button to select a date.

Start Date: >

End Date:

Enter the Strat Date (YYYYMMDD) or click on the blue button to select the date. Tab and enter the End Date for the report. Click on Ok to proceed to print the General Ledger. It will look something like this:

Page: 1 Across: 1 Down: 1 Zoom: 100% Zoom

CHURCH NAME TO APPEAR HERE  
 GENERAL LEDGER FOR THE DATE RANGE 2023/01/01 TO 2023/12/31

Date	Rec From	Income Amount	Paid To	Expense Amount
<b>1001001 Donations</b>				
2023/03/10	P van Zyl	1,000.00		
2023/05/04	Rotary Club	600.00		
<b>Totals:</b>		<b>1,600.00</b>		
<b>1001002 Pew Income</b>				
2023/05/16	fred	333.00		
<b>Totals:</b>		<b>333.00</b>		
<b>1001004 Rent of Hall</b>				
2023/05/18	Marius	200.00		
<b>Totals:</b>		<b>200.00</b>		
<b>1001005 Funerals</b>				
2023/01/08	M Roos	550.00		
2023/05/03	A Boxer	3,500.00		
<b>Totals:</b>		<b>4,050.00</b>		
<b>2001002 Fuel &amp; Oil</b>				
2023/04/05			ABC Garage	1,234.56
2023/05/06			BP	700.00
<b>Totals:</b>				<b>1,934.56</b>
<b>2002008 Electricity</b>				
2023/01/05			Electricity Topup	55.60
2023/05/12			Electricity	233.00
<b>Totals:</b>				<b>288.60</b>

To print the report click on the printer icon -top left



**Print Trial Balance**

Click this option to display the date range window:

Date Range For Trial Balance

Start Date: >

End Date:

Opening Bank Balance:

Closing Bank Balance:

Enter the Strat Date (YYYYMMDD) or click on the blue button to select the date. Next enter your opening balance on your bank statement and Tab. Tab and enter the End Date for the report. Enter the closing balance on your bank statement. Click on Ok to proceed to the Trial Balance summary of income and expenses window:

GLC ode	Description	Debit	Credit
1001001	Donations		1600.00
1001002	Pew Income		333.00
1001004	Rent of Hall		200.00
1001005	Funerals		4050.00
2001002	Fuel & Oil	1934.56	
2002008	Electricity	288.60	
		2,223.16	6,183.00

2,223.16      6,183.00

Print Trial Balance      Export to CSV      Close

The contents of this window may be exported to Excel by clicking of the Export to CSV button.

Click on Print trial Balance to present the trial balance preview: If your trial balance is not balancing a message will be displayed:



Click on Ok and the trial balance preview will display:

**CHURCH NAME TO APPEAR HERE**  
**TRIAL BALANCE FOR THE PERIOD 2023/01/01 TO 2023/12/31**

		Debit	Credit
<b>1001001</b>	Donations		1600.00
<b>1001002</b>	Pew Income		333.00
<b>1001004</b>	Rent of Hall		200.00
<b>1001005</b>	Funerals		4050.00
<b>2001002</b>	Fuel & Oil	1934.56	
<b>2002008</b>	Electricity	288.60	
		<b>Totals:</b>	
		<b>2223.16</b>	<b>6183.00</b>
<b>SUMMARY</b>			
	Opening Bank Balance:	2,000.00	
	Plus Income:	6183.00	•
	Minus Expenses:	2223.16	
	Closing Bank Balance:	4,000.00	
	Movement:	3,959.84	

Date: 28/05/2023      Time: 12:33      Page 1

To print the report click on the printer icon -top left



## **Help**

### **About**

The About window displays the developer-; copy right- & License particulars.

### **Read The Help File**

Click to read the Help file. We suggest you print the help file out to have it handy when you work on this system! All your questions will be answered in the Help file!

### **Purchase this system**

Click to open the order form to purchase this system.

### **Finally**

I trust that you will enjoy this system and that it will contribute to your parish. If you have any questions or if you want to add functionality to this system, please contact us. For contact details see the copy right window.

Windows is a product of the Microsoft Corporation

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