# *PowerChurch Plus*

# *Reference Manual*

# *Version 15*

PowerChurch Software
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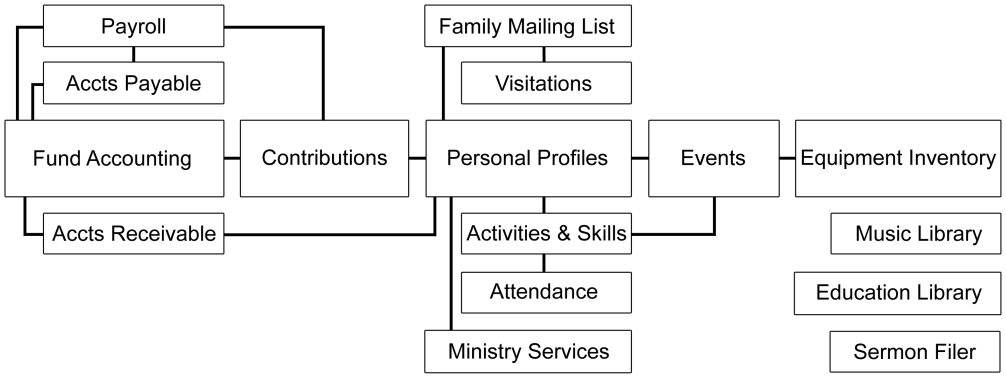
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# Getting Started

If you are new to PowerChurch Plus, read this chapter to get up and running as quickly as possible!

## Overview of PowerChurch Plus

As noted earlier, PowerChurch Plus consists of a number of modules divided into five main systems. The following diagram summarizes the relationships between the different modules of PowerChurch Plus.




The boxes represent the individual modules of the program and the lines show which parts of the system share data. For instance, the Family Mailing List shares addresses and other data with Visitations. This section introduces the individual modules of PowerChurch Plus.

## Membership

Use the Membership system to record information about the people in your congregation.

***The Membership system includes:***

- **Family Mailing List**. Here you will track household data shared by everyone in a family unit. Each record in the Family Mailing List represents a physical household.

Information such as street address, home phone, and mailing preferences are stored here.

- **Personal Profiles**. Personal Profiles are the individual people that make up a family unit. This is where you will track things like birthdays, anniversaries, mobile phone numbers, member status, and email addresses.
- **Activities & Skills**. This module is very versatile! You can track small groups and activities, such as Youth Group, Choir, and Sunday School classes, as well as skills, like volunteers, musicians, or carpenters. You can use this to identify members with particular abilities to boost involvement. You can also track current and prior office holders, committee members, and their time in office.
- **Attendance**. The Attendance module allows you to track individual attendance status as well as a count of those who were present. When tracking individual attendance, reports and other selections allow you to follow up with first time visitors or those who have been absent over a selected period of time.
- **Visitations**. Use this module to record information about visits and outreach to families within your church, such as first time visitor follow-ups or hospital visits.
- **Ministry Services**. Here you will track baptisms, weddings, funerals, and any other kind of ministerial service provided. You can also generate statistics on the number and type of services provided.
- **Check In**. The PowerChurch Check In system is an optional add-on product that integrates with PowerChurch Plus or PowerChurch Online to offer check in/check out, attendance entry, and child security functionality. Visit www.powerchurch.com/checkin for pricing and information.

# *Accounting*

The modules in this system help keep your organization's finances in order.

***The Accounting system includes:***

- **Fund Accounting**. This is the centerpiece of the Accounting system. It is a double-entry, cash-basis accounting system designed for churches and non-profits. The other Accounting modules below feed information into Fund Accounting for convenience and accuracy.
- **Accounts Payable**. Use this module to record invoices, print checks, store vendor histories, generate 1099 tax forms, and perform other related functions.
- **Accounts Receivable**. Here you can track non-contribution income by generating invoices, processing payments, and issuing customer account statements. This is most frequently used for tracking day care tuitions and room rentals.

- **Payroll**. The Payroll module allows you to print checks, track time off earned and used, process tax and other deductions, and generate 941 and W2 tax filings. There are a number of unique, church-specific features such as Clergy Salary, Housing Allowance, and Contribution deductions.

## Contributions

This module helps process donations received as well as tracking pledges. Use it to provide contributions income reporting to the church Treasurer as well as generating Contribution Statements and Tax Receipts for your donors. The Contributions module can create transactions in Fund Accounting to avoid having to duplicate data entry and ensure accurate bookkeeping.

## Events

PowerChurch Plus has a robust Events Calendar, which allows you schedule special one-time events, such as lectures, dinners, and room rentals, as well as regularly scheduled recurring services. You can set up predefined tasks, such as room setup and tear down, and schedule those tasks, assigning them to individuals in the Personal Profiles module. Rooms and equipment (from the Equipment Inventory module) can also be scheduled with events. Separate calendars can be generated for people in related groups or activities (from the Activities & Skills module).

## Record Keeping

PowerChurch Plus also includes these additional record keeping modules for cataloging other useful information:

- **Equipment Inventory**. Here you can track information about your organization's physical assets, such as musical instruments, office equipment, and other electronics. You can record serial numbers, costs, location of the item, and related information about each item. Things like projectors, folding tables, and chairs can be reserved with scheduled events in the Events Calendar.
- **Music Library**. This module allows you to organize your church's music collection. You can record titles, composers, media, reference numbers, and other details about each item.
- **Education Library**. Use this module to keep track of all the titles in the church library. It can print a card catalog, borrower reports, and other information.

- **Sermon Filer**. The Sermon Filer maintains a list of sermons and related information. Among other details, you can record title, scriptural references, and the location each sermon was delivered.

## PowerChurch Online Features

PowerChurch Online is an installation of PowerChurch Plus that is accessed remotely from across the internet.

For the most part, the functionality in PowerChurch Online will be identical to that of a local installation of PowerChurch Plus. In some instances, PowerChurch Online users will have slightly different options or functionality than local PowerChurch Plus users. We have made every effort to document those differences in this manual.

---

# Minimum System Requirements

***To install PowerChurch Plus, you need the following hardware and software minimums:***

- Microsoft Windows Vista/7/8/8.1/10/11
- 150MB of free hard drive space
- Minimum display resolution is 1366x768

  ***Note:*** *PowerChurch Plus is DPI (dots per inch) aware. This means if you have set the Display Settings on your computer to increase the size of text and other onscreen objects, the required minimum display size in PowerChurch will increase accordingly.*

## PowerChurch Online System Requirements

While PowerChurch Plus is only available to install on Windows devices, PowerChurch Online supports both Mac and Windows users. To connect to the PowerChurch Online servers, you will need a broadband data connection as well as an installation of the PowerChurch Online/IDS Client software.

***The installed client software is compatible with the following:***

- **Windows** - XP/Vista/7/8/8.1/10
- **Mac** - OSX 10.10 or later

There is also a mobile optimized web app for PowerChurch Online users. This gives you easy access to Membership information from any device with a web browser. Simply visit the following web address (and bookmark it for future use!)

**m.mypowerchurch.com**

# Installing PowerChurch Plus

The following explains how to install PowerChurch Plus on a stand-alone computer. To install on a shared network for multiple user access, please refer to the next topic.

***To install PowerChurch Plus:***

1. **If you are installing from physical media, insert the CD into the CD/DVD drive.** The CD should automatically start. If, after a brief pause, a menu does not appear on the screen, you can run the **launch.exe** program found on the CD. From the menu that appears, select Install Software.
2. **If you received a download link via email, click the link to download the installer.** If your web browse prompts to Run or Save the installer, choose Save. When the download is complete, double click the downloaded **pc14install.exe** file to install PowerChurch Plus.
3. **Follow the onscreen prompts in the installer.** It is important to note that PowerChurch Plus installs, by default, to its own folder on the C drive *(C:\PowerChurch\PCPLUS14\)*, not in the usual Program Files directory. This is because the software may not function properly if installed into Program Files or other protected Windows directories. Keeping this in mind, the installer does allow you to specify a different drive or folder where the software should be installed.

***Note:*** *If you are installing a new version of PowerChurch Plus and will be upgrading data from a prior version, be sure not to install this version into the same folder as your prior version. Instructions for upgrading from a prior version can be found in the Starting For the First Time 7 topic.*

# Network Installation

PowerChurch Plus is network-ready and should work with almost any type of setup, be it a peer-to-peer Windows Workgroup, Homegroup, or a dedicated file server on a Windows domain.

***Note:*** *In the documentation below, the term "server" refers to the computer where PowerChurch Plus is physically installed. This can be any accessible device on the*

*network. It is not required you have a dedicated file server. In this topic, the word "server" can be read as "host computer."*

***To install PowerChurch Plus on a network:***

1. **Install the CD or download link as described in the previous topic on the server.**
2. **Run PowerChurch Plus Version 14 at least once before setting up any workstations.** This will create the data files and, if necessary, will convert data files from a prior version of PowerChurch Plus. Refer to Starting for the First Time 7 in the following section.
3. **Share the PowerChurch directory for network access.** Set the sharing properties for the parent directory (default is C:\PowerChurch\) with full control, allowing network users to read and write to files on the server. The remaining steps will be repeated on each computer/workstation where users will need access to the shared PowerChurch Plus data.
4. **Map a network drive from each workstation to the shared PowerChurch directory on the server.** This step is not required, but it does make the setup, maintenance, and support of the software a little simpler. To map a network drive, refer to your Windows version's support documentation.
5. **In File Explorer, browse into the shared PowerChurch folder on the server and go to \PCPLUS14\Install\.**
6. **Locate and run Netsetup14.exe.** This step adds shortcuts to PowerChurch Plus on the Start menu, Desktop, and installs the system files required to run PowerChurch Plus from this workstation.

PowerChurch Plus, when running in a network environment, will create a local copy of the program file, **pcplus14.exe**. This allows PowerChurch Plus to run while using a minimum amount of network bandwidth. As Maintenance Release updates are installed on the server, the local copy of the program will be updated automatically. For more information, refer to Maintenance Release Updates 487.

# *Installing PowerChurch Online*

PowerChurch Online users simply download and install the appropriate PowerChurch Online/IDS Client software from our website at mypowerchurch.com. Once the file has finished downloading, run it to install the client software. The installation process will vary slightly from one operating system to the next. Detailed instructions for each operating system are listed on that site.

Once the client software is installed, double click the Desktop icon run it. If prompted for a server address, enter the following:

**online.mypowerchurch.com**

When prompted, enter the user name and password that was provided in the initial setup email.

# Starting For the First Time

The first time you start PowerChurch Plus, you will see a Welcome screen that takes you through the process of registering and configuring your copy of the software. For details, refer to the following two sections.

***Note:*** *Installations of PowerChurch Online are automatically registered and configured when the account is set up. The Welcome screen does not appear for PowerChurch Online users.*

## Configure as a New User

From the initial Welcome screen, click Next. The next prompt asks if you have an existing version of PowerChurch Plus you wish to upgrade. As a new user of PowerChurch Plus, choose No, then click Next.

***You will then be prompted for the following:***

- **Registration Number**. You can find this number on the back of the CD sleeve, invoice, or in the email that was sent with the download link.
- **The name, address, and phone number of your church or organization**. The information as you enter it here will be how it is shown at the top of Contribution Statements/Tax Receipts and other places, such as tax forms and filings.

After entering this information, click Next. If necessary, click Back to go to the previous step, otherwise, click Finish. The program will now create the new data files. When the setup is complete, click Exit and restart the program.

***Note:*** *If you need to reinstall Version 14 on a new computer, you can optionally restore an All Data Files backup made in PowerChurch Plus on the old computer rather than manually typing in this information. Click the* ***Restore a Backup*** *button and follow the onscreen prompts.*

# Converting Data From a Previous Version

The automated upgrade process can convert data from PowerChurch Plus Versions 4.3 and higher. If you are using an earlier version, please contact Technical Support for assistance.

1. **From the Welcome screen, click Next.**
2. **Choose Yes when prompted if you have a prior version of PowerChurch Plus you wish to upgrade from.**
   - **Click the Convert From a Backup button and browse to an All Data Files backup made in the prior version or...**
   - **Click Next to search your local computer and network for installations of prior versions.** Click the Stop Search button if you would like to cancel this process and manually select the directory of the older version installation. Once the search is complete, PowerChurch Plus will display a list of existing installations, along with the version number and date of latest changes in the database.
3. **If you canceled the search in the prior step, you can find the location of your existing installation by starting your previous version and going to Help > About PowerChurch Plus.** Click on the System Information tab and take note of the Program Directory.
4. **Once the location of your prior version of PowerChurch Plus has been specified, click Next.** If needed, click Back to go to the previous step; otherwise, click Finish.
5. **You may be prompted for information regarding your existing Fund Accounting and Payroll data.** If you have existing Accounting data that is a number of years old and has not been updated recently, the conversion process will ask if you wish to keep this data or start fresh in the new version.
6. **Your data will then be copied over and converted into the appropriate data file format for Version 14.**
7. **When the conversion is complete, click Exit and restart the program.**

# Notes About Converted Data

There are certain issues you may need to be aware of when converting from prior versions of PowerChurch Plus. Whether or not these issues will affect you depends on the version of PowerChurch Plus you are converting from and what areas of the software you use.

- **Accounts Receivable - Custom Reports**. (converting from Versions 11.55 and prior) Due to major structural changes in the database in Version 12, custom reports created in the Accounts Receivable module in Versions 11.55 and prior will not be converted.
- **Payroll**. (converting from Versions 10.4 and prior) Version 11 featured a new and greatly improved Payroll module. Due to major changes in the data structure, users will need to complete the Payroll Conversion Assistant 315, which prompts for information regarding your existing Payroll data.
- **Payroll - Custom Reports**. (converting from Versions 10.4 and prior) Due to major changes in Version 11, custom reports created in the Payroll module in prior versions will not be converted.
- **Custom Check Layouts**. (converting from Versions 9 and prior) To take advantage of some new fields added on the check layouts in Version 10, custom check layouts will not be converted. Refer to Setting the Default Check Format 442 for more information.
- **Fund Accounting - Chart of Accounts**. (converting from Versions 8.5 and prior) Due to changes to the Chart of Accounts in Version 9, it is possible that accounts used in multiple Accounting Funds could be renamed. For more information, refer to the Missing Accounts After Converting document that is included on the installation CD or in the Knowledge Base on our website.
- **Fund Accounting - Custom Reports**. (converting from Versions 8.5 and prior) Due to major structural changes in the database in Version 9, custom reports created in the Fund Accounting module in Versions 8.5 and prior will not be converted.

# *Online Registration*

PowerChurch Plus has an online registration process that allows you to save postage and register your software quickly online. The form will open automatically when you start the program for the first time. To complete the registration at a later time, simply click Register Later. If you do not wish to register the software or if this computer is not connected to the internet, you can print the registration form and mail it to the following address:

PowerChurch Software
601 Alliance Ct
Asheville, NC 28806

It is important to register the software, as you may not have access to the full range of support options available. This also ensures that the information that PowerChurch Software has on file for your church or organization is complete and accurate.

***Note:*** *If you would like to recall the registration prompt at a later time, go to* ***Help > About PowerChurch Plus****. Click the Register link on the Registration Information tab to launch the registration process again.*

# Getting Help and Other Information

If you have questions about PowerChurch Plus, there are a number of places to turn. Aside from this printed or PDF manual, your best resource is the online Help system. To enter the Help system, choose one of the options from the Help menu. You can also see context-sensitive help by pressing the F1 key. Doing so will open the Help documentation for the specific screen in PowerChurch that you are currently using.

The contents of the Help system exactly match the printed manual (as of the time of printing) and the PDF manual, which is linked under Help > PowerChurch Manual (PDF). The Help system and PDF manual are updated over time with new features and changes made in Maintenance Release updates.

# Toll-Free Telephone Support

If this manual does not answer your questions, you can contact PowerChurch Software directly. Toll-free phone support is provided to anyone in registered organizations with a valid license of PowerChurch Plus purchased directly from PowerChurch Software or authorized resellers. In order to be eligible for support, someone in the organization must either complete the online registration process or mail in the registration form.

The toll-free number for Technical Support is (800) 486-1800. This number may be accessed from the United States, Canada, Puerto Rico and the US Virgin Islands. Outside of those areas, please call our direct line +1 (828) 665-1818. Our technical support services are available Monday through Friday, 9AM to 6PM Eastern.

***So that our staff can better serve you, please ensure that you have the following information before you call:***

- Your Registration Number, found under ***Help > About PowerChurch Plus***.
- It is best that you have access to your computer while speaking with a technician.
- Whether this is a local or network installation of PowerChurch Plus.
- The complete text of any error messages or prompts that appear onscreen.

***Note:*** *PowerChurch Software provides Technical Support to customers so they can make appropriate use of PowerChurch Software products. Our highly trained technicians*

*will make every reasonable effort to resolve your support requests. However, please note that Technical Support is not a training service to teach you basic computer operations or accounting concepts. If you need help in these areas, please consult online or local resources.*

## Initial Support Services

When you initially purchase PowerChurch Plus or an upgrade to the latest version, a free support period is provided to help you with program installation or any questions you may have about the operation of the software. This period of free support is not normally activated until your first call or email for support.

***Note:*** *The PowerChurch Online service includes unlimited Technical Support service. The free support period mentioned above only applies to local PowerChurch Plus users.*

## Ongoing Support Services

After your initial free support period expires, PowerChurch Software offers optional paid support plans. For details regarding the initial and ongoing support services, please contact our office.

***Note:*** *PowerChurch Software reserves the right to modify the software support policy at any time by providing written notice to registered users of PowerChurch Plus.*

# Website

There is a Support area on our website that offers Knowledge Base articles, newsletters, and videos. To access the Support page from inside PowerChurch Plus, go to ***Help > PowerChurch Support*** or visit www.powerchurch.com/support in a web browser.

## Online Users Forum

A support forum/message board is available on our website where you can share ideas, tips, tricks, and seek assistance from other PowerChurch Plus users. To access the Forum from PowerChurch Plus, go to ***Help > PowerChurch Online Forum*** or visit www.powerchurch.com/forum.

You can read through tens of thousands of messages on the forum without registering a site account, but to post a question of your own or reply to another user's message, you must be registered and logged in. To register, just click the Register link at the top of the site and fill out the requested information.

***Note:*** *Your registration information will never be divulged to outside parties.*

## Suggestions

PowerChurch Software values customer feedback very highly! We are always interested in hearing your suggestions and how they would benefit your organization. Please feel free to email our Program Development staff directly at wishlist@powerchurch.com. We use your feedback and suggestions to determine which features will be included in future updates.

## Training Options

We have made every effort to make this manual easy to read and understand, to help you get the most out of the software. However, should you desire further training, there are a variety of training options available.

Visit www.powerchurch.com/training to view available online training videos, a schedule of upcoming in-person training seminars, and a directory of authorized third-party teaching consultants across the US and Canada.

## Navigating the System

Your main tool for getting around in PowerChurch Plus is the gray menu bar across the top of the program window. The menu bar has several standard Windows menus such as File, Edit, Window, and Help.

The menu bar also contains menus for the five main systems in PowerChurch Plus, along with a Utilities menu. They are **Membership**, **Accounting**, **Contributions**, **Events**, **Record Keeping**, and **Utilities**.

Like any standard Windows program, you navigate through menus and sub-menus with the mouse or keyboard. For example, to enter the Fund Accounting module using your mouse, you can click Accounting then Fund Accounting, or via the keyboard by pressing the ALT, A, and then F keys.

When you press the ALT key, you will see each visible menu option has one underlined letter. The underlined letters are the shortcut keys to access each of those menu options.

# Quick Menus

Near the bottom of each menu in PowerChurch, you will find a Quick Menu option. This places a small window with buttons for each of that module's most commonly used menu items. This is usually an abbreviated list, allowing you to quickly access the menu items you use most frequently without having to navigate through multiple levels of menus and sub-menus.

***To display the Family Mailing List Quick Menu:***

1. **Go to Membership > Family Mailing List and select Quick Menu.** The Quick Menu appears on your PowerChurch Plus desktop. As with all other forms in PowerChurch, you can click and drag in the Title Bar of the window to move it to a different location.
2. **When you are finished, click the X in the top right corner of the Quick Menu to remove it from your desktop.**

These instructions can be used to display the Quick Menu from any of the different menus in PowerChurch.

# Automatically Display Quick Menus on Startup

PowerChurch Plus allows you to define a list of Quick Menus to be opened automatically at program startup. To do this, go to ***File > Preferences > User Setup Options***. Click the Quick Menus tab and place a check mark next to each of the Quick Menus that you would like to open automatically at program startup. Please refer to User Setup Options 18 for more information about the other options on this screen.

You can click and drag the Title Bar on each of the Quick Menu windows to move them around on the screen. PowerChurch will remember their positions next time they are opened.

# Display Hidden Quick Menus

Some program features must close any open windows. This includes any Quick Menus that are open at the time. To re-open Quick Menus after completing a process that closed them, go to ***Window > Show Quick Menus***.

# The Quick Tasks Menu

The Quick Tasks menu opens by default, docked along the left side of the PowerChurch Plus window. It consists of collapsible groups of shortcut links to commonly used menu items and reports. Some default options are created in the Quick Tasks menu for you automatically. The Quick Tasks menu and its contents can be customized by each user account in PowerChurch.

To customize the Quick Tasks menu, click the Setup button located at the bottom of the Quick Tasks menu. This opens the Quick Tasks tab on the User Setup Options 20 screen. Check or uncheck the Auto-Start option at the bottom left of the Quick Tasks menu to change whether or not the Quick Tasks window should open automatically when PowerChurch is first run.

***Note:*** *You can also open this screen by going to* ***File > Preferences > User Setup Options****. Click the Quick Tasks tab.*

## Displaying the Quick Tasks Menu

If the Quick Tasks menu is not currently visible, simply go to ***Window > Quick Tasks***.

## Hiding the Quick Tasks Menu

To temporarily close the Quick Tasks window, simply click the X in the top right corner of that window.

***Note:*** *This will not permanently disable the Quick Tasks menu. Refer to the Quick Tasks* 20 *tab on the User Setup Options screen or uncheck the Auto-Start option so that it doesn't open automatically on startup.*

# PowerChurch Today

PowerChurch Today offers a customizable dashboard view of PowerChurch data that can be shown on program startup. Refer to User Setup Options 22 for customizing the information that is displayed in PowerChurch Today. You can open this window directly by going to ***Window > PowerChurch Today***.

There are buttons across the top of the PowerChurch Today screen to select which data to view. These are Membership, Contributions, Accounting, Events, Community, and Check In.

***The following buttons are also available:***

- **Print**. Print the information on the current view.
- **Options**. This opens the User Setup Options screen allowing you to customize the information that is shown in PowerChurch Today.
- **Refresh**. Click the Refresh button to update the information that is shown. PowerChurch Today only checks for new information periodically to keep the load times to a minimum.

# Setting Up PowerChurch Plus

The following topics cover the various setup options which can be used to configure the way that PowerChurch Plus functions. Whether this is a new or existing installation of PowerChurch Plus, these options can be used to configure PowerChurch Plus to best suit your organization's needs and each user's preferences.

## Setting Preferences

The Preferences menu is the gateway to PowerChurch Plus' default behaviors. Go to ***File > Preferences***.

***You will see the following options:***

- System Setup Options 16
- User Setup Options 18
- Family Mailing List Setup 49
- Personal Profiles Setup 66
- Activities & Skills Setup 89
- Check In Setup 122
- Background Checks 85
- Contributions Setup 128
- Accounting Setup 206
- Events Setup 375
- Custom Check Layout 442
- Mailing Label Setup 430
- Passwords & Permissions 492

# System Setup Options

The options that are set here are system-wide and apply to all users. The following topics describe each of the options that can be customized on the System Setup Options screen.

## Church Name and Location

PowerChurch Plus prompts for the church name, address, and phone when you run the program for the first time.

***You can change the following information, if necessary:***

- **Church Name, Address, and Phone Number**. This information appears on reports, Contribution Statements, and other areas.
- **Church Location**. This option affects terminology used on some dialogs (e.g. State vs. Province; ZIP vs. Postal Code). If you are not located in the US, select Canada (all other countries).
- **Display Church Name in the Title Bar**. Checking this option adds the name of the church/organization to the title bar where it normally shows PowerChurch Plus. This is a useful feature for accounting offices or administrators that maintain PowerChurch Plus databases for multiple organizations.
- **Encrypt Backups**. PowerChurch Online users will see the Encrypt Backups checkbox option here, because the Backup 17 tab isn't displayed.

## Startup

***Click the Startup tab and set the following options:***

- **Display Splash Screen on Startup**. Enabling this option this will show a small window at program startup that shows your Registration Number, Program Version, and some other information. The options below will only have an effect if you have this option enabled.
- **Display Cross Graphic on Intro Screen**. Uncheck this option to remove the cross logo from the splash screen.
- **Message on Intro Screen**. Enter short text you would like to display across the bottom of the splash screen.

Changes to the options on this tab will take effect the next time you start PowerChurch Plus.

## Dates/Phones

***Click the Dates/Phones tab and set the following options:***

- **Date Format**. Select the appropriate date format - MM/DD/YYYY for US, or DD/MM/YYYY for European.
- **Phone Format**. PowerChurch can automatically format phone numbers for you. Choose (XXX) XXX-XXXX, XXX.XXX.XXXX, or "As entered" to disable phone number formatting.
- **Update All Phones**. Click this button to update all phone numbers in the PowerChurch database with the selected phone number format.

## Email

This tab holds system-wide email account settings for PowerChurch Plus. There are also user-specific email settings on the User Setup Options 19 screen. For more information regarding each of the email settings, refer to Setting Up Email Connectivity 24.

## Picture

PowerChurch Plus will, by default, import pictures at an 800x600 resolution. If you wish to import smaller pictures, saving hard drive space and keeping backup sizes to a minimum, uncheck the option that reads Import/Scan higher quality pictures. Doing so will reduce imported image sizes to a resolution of 255x210.

## Backup

PowerChurch Plus features an external backup utility that can be added as a Scheduled Task in Windows. The settings on this tab relate to the automated backup routine.

- **Encrypt Backups**. For additional data security, backup zip files created by PowerChurch Plus are encrypted. This prevents someone from accessing the data files from outside of PowerChurch Plus. This option is enabled by default.
- **Save Backup To**. Click the Choose Folder button to browse to the location where you would like the backup files to be stored. It is important that this location remains available for the backup routine to be successful. For example, if the backups are to be stored on a mapped network drive, the host computer where the files are to be physically stored must be powered on and network accessible at the time the backup routine runs.

- **Send Email To**. The backup routine can send an email notification to the specified address when the backup is complete. Optionally, you can specify that emails are only sent when an error is encountered in the backup process.

  ***Note:*** *Email notifications are sent from the email account that is set up under the Email Tab* 17*. Email notifications will not be available if the system-wide email settings are not defined.*
- **View Log**. Click this button to open the log file. The log file tracks the results each time the backup routine runs.

For more information, please refer to Automated Backups 485.

***Note:*** *Unfortunately, this feature is not available for PowerChurch Online users. The PowerChurch Online servers are backed up and copied off-site frequently for disaster recovery purposes. It is highly recommended that PowerChurch Online users make backups for strategic purposes, to protect against user-related issues like accidental data deletion or data entry errors. Please refer to Backing Up and Restoring Data* 483 *for more information.*

# User Setup Options

Each user can configure their own, individual working environment, including program window background, email, file export, internet maps, etc.

***Note:*** *If password protection is not enabled, all users will be affected by changes made on this screen.*

## Background

***On the Background tab, set the following options:***

- **Display Background Graphic on Main Screen**. Check this option to display a background image on the PowerChurch Plus desktop. ***Note:*** *The background images are disabled in PowerChurch Online. Displaying the background image greatly increases the amount of data being transferred across the connection, which results in serious performance issues.*
- **Display Image**. PowerChurch Plus includes some built-in background images or you can import your own. To import your own background image, simply drag and drop an image file onto the picture, or choose My Picture from the drop-down list and click the Change Picture button. For more information on importing pictures, refer to Working With Pictures 38.

- **Fit Background Image to Screen**. Check this option to resize the background image to fill the PowerChurch Plus program window.
- **Background Color**. PowerChurch Plus also allows you to change the background color of the desktop. Click this button to choose a background color using the color picker window. If the "Icons" option is selected in the Display Image field, specifying a custom background color here will change that option to "None".
- **Reset to Blue**. Click this button to reset the background color to the default blue.

## Email

This tab holds email account settings specific to the user that is currently logged in to PowerChurch Plus.

The fields on this form are identical to the Email tab on the System Setup Options screen, with the addition of an Override option next to each field.

If system-wide email settings have been defined, they will show in this form, but the fields will be grayed out/disabled. To specify a different email setting to be used for the current user, check the Override option next to that field. This enables the field, allowing you to enter a user-specific setting that will override the system default.

For more information regarding any of the email settings, refer to Setting Up Email Connectivity 24.

## Exports

***On the Exports tab, set the following options:***

- **Mail Merge Format**. Select the type of file format to be used when creating a mail merge file. Available options are Comma Separated Values (CSV), Excel spreadsheet (XLS), dBase (DBF), or WordPerfect DOS (TXT). Refer to Creating a Mail Merge File 439 for more information about mail merges and a definition of each format.
- **Save Mail Merge Files in Folder**. Enter the location on your computer where you want to save the mail merge files you create.
- **Save Automated Messaging Service Files in Folder**. Enter the location on your computer where you want to save the automated messaging services files you create.

## Internet Maps

Any screen in PowerChurch Plus that displays a person or company's address also includes a Map button. When you click this button, the website of the mapping service you choose here will open in your web browser.

***PowerChurch Plus currently supports the following internet mapping services:***

- MapQuest (www.mapquest.com)
- Google Maps (maps.google.com)
- Bing Maps (www.bing.com/maps)

## Quick Menus

PowerChurch Plus will automatically open all of the Quick Menus you select here each time you access the software.

For more information, please refer to Quick Menus 13.

## Reports

***On the Reports tab, set the following options:***

- **Margins**. Set the top and bottom margins for reports printed by this user. This is a compatibility fix for some printers that have non-standard printable area. It can also be used if you would like to print reports on pre-printed letterhead.
- **ASCII Export Options**. For ASCII files, set the desired character spacing and the maximum number of lines per page.
- **HTML Export Options**. When saving reports as HTML files, PowerChurch Plus can create either a separate file for each page, or a single file for all the pages. If multiple files are created, hotlinks are inserted into the report for next page/previous page.
- **Reset to Default**. Click this button to return all the settings on this tab to their default values.

## Quick Tasks

The Quick Tasks menu allows you to have groups of shortcuts to your most commonly used PowerChurch Plus menu items and reports. For example, you could set up a Contributions group consisting of the Enter Contributions dialog, Modify Unposted Contributions, Post Contributions, and the Bank Deposit Slip (Unposted Contributions)

report. Another example of a Quick Tasks menu setup would be grouping by the days of the week. If Monday is the day that you perform Contributions and Attendance data entry, all related tasks and reports could be assigned to the Monday group. Accounts Payable tasks and reports on Tuesday, Payroll processing tasks and reports on Friday, etc.

To disable the Quick Tasks menu, uncheck the option box labeled Start Quick Tasks when PowerChurch Plus starts.

***To define a new group of items:***

1. **Click the Add New Task Group button.**
2. **Enter a description for the new group, such as *Accounting* or *Monday*.**
3. **Click OK.**
4. **Use the gray ⇕ blocks to the left of each group to reorder the list.**

***To edit the description of an existing group of items:***

1. **Select an existing task group from the list.**
2. **Click the Edit Description button.**
3. **Change the description in the window that opens.**
4. **Click OK.**

***To delete an existing group of items:***

1. **Select an existing Task Group from the list.**
2. **Click the Delete Task Group button.**

***To add a new item to an existing group:***

1. **Select an existing Task Group from the list. The tasks that are currently a part of the selected group are listed below.**
2. **Select the following items from the fields on the left:**
   - **Available Modules**. Select the module from the drop-down list. For example, to add an item from the Contributions menu, choose Contributions from the Available Modules list.
   - **Available Items**. Choose whether you are adding a menu item, such as Enter Contributions, or a report, such as Bank Deposit Slip (Unposted Contributions).
   - **Choose the menu item or report from the list that appears below.**

3. **Click the Add Item button.**

***To delete an item from an existing group:***

1. **Select the group in the Defined Task Groups list.**
2. **Select the item that you would like to delete from the Tasks for Above Group list.**
3. **Click the Delete Item button.**

## *Today*

PowerChurch Today offers you a dashboard view of important data. The information that is shown on the Today screen is controlled on a per-user basis.

***On the Today tab, set the following options:***

- **Display Today Screen When PowerChurch Plus Starts**. Check this option if you would like PowerChurch Today to be displayed each time you start the program. Uncheck this option to disable it.
- **Choose the options that you would like to be shown from the available sections.** As each option is selected, customization fields appear below the grid.
  - **New Families**. This option will show families added to the Membership system within the specified number of days.
  - **Birthdays**. Define the number of days forward to include, as well as the Personal Status codes of people to include in the list.
  - **Anniversaries**. Since the Anniversaries field is user-defined, PowerChurch Today asks which date field is used to track the Anniversary date. Specify the number of days forward to include, as well as Personal Status codes of people to include in the list.
  - **Background Checks Needed**. Displays a list of people who require a background check in the next 30 days. For more information, refer to Performing Background Checks 85.
  - **Weekly Contributions**. This option displays a graph of posted contributions. It shows the total by week for the last 13 weeks entered.
  - **Contributions by Fund**. This option displays a pie graph of Contribution Funds for the last week posted.
  - **Default Checking Balance**. This option shows the balance of the default checking account in each Accounting Fund.

- **Current Accounts Payable Invoices**. Displays a list of Accounts Payable invoices that are due or will be due in the next week.
- **Events**. Include events within the next number of days you define. Information is pulled from the Events module.
- **Tasks**. Include scheduled tasks assigned to this user within the next number of days you specify. Information is pulled from the Events module.
- **PowerChurch Forum Posts**. If a user has an active internet connection, this option will display new posts on the online users forum www.powerchurch.com/forum.
- **PowerChurch Software Announcements**. If a user has an active internet connection, this option will display new announcements from the company, regarding maintenance releases, office schedule, promotional events, etc.
- **Administrative Check Out**. Displays a list of people that are still checked in to activities or events that have ended. The Administrative Check Out process allows a PowerChurch Plus user to manually check these people out.
- **Currently Checked In**. This option shows a live data view of which activities and events currently have people checked in. It displays a count of those currently checked in, as well as a total that attended.

***Note:*** *The PowerChurch Check In system is an optional add-on product for PowerChurch Plus or PowerChurch Online that offers check in/check out functionality with an emphasis on child security. For more information and pricing, visit www.powerchurch.com/checkin.*

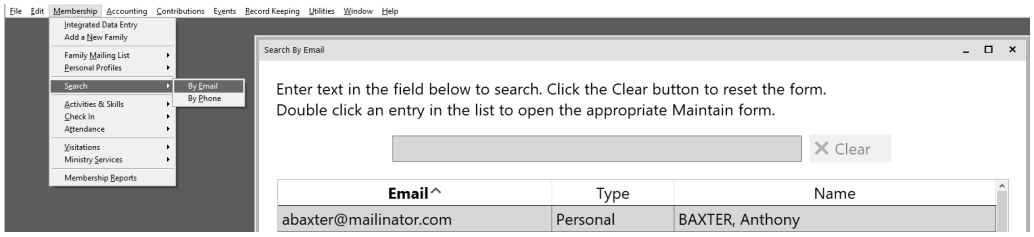
## General

***The General tab contains the following options:***

- **Use auto-complete fields where available**. Uncheck this option if poor network performance slows down PowerChurch Plus when auto-complete lists appear.
- **Reset Warning Messages**. Click this button to reset all of the "Don't show this message again" settings that have been saved for this user in PowerChurch Plus.

### Override System Display Size

PowerChurch Plus and PowerChurch Online are "DPI aware." When you change the Display Settings on your computer, to have text and other objects appear larger on screen, the size of onscreen elements in PowerChurch will be increased as well. You can specify an override to this behavior here, if necessary. For example, if you don't want to increase the display size of everything on your computer and only have the text and controls in PowerChurch increase, you can enable this option and specify the zoom %.




***Note:*** *As shown in the image above, some onscreen elements aren't able to be controlled by software and rely solely on your device's Display Settings. Things like the gray menu bar across the top of the screen, Title Bar text and control buttons, as well as some third-party controls will unfortunately not be affected by the Override System Display Size setting.*

# *Setting Up Email Connectivity*

***There are specific email settings that can be defined in the following areas of the program:***

- System Setup Options 17
- User Setup Options 19
- Events Setup Options 375

***The following is a description of each of the email setting fields in PowerChurch Plus:***

- **Use PowerChurch to Send Message When Clicking the ✉ Button Next to Email Address Fields**. Check this option if you don't have a local email client like Outlook or Thunderbird and would like to send emails directly from PowerChurch. This button will be found next to Email Address fields across the program in Family Mailing List, Personal Profiles, Payroll Employees, Accounts Payable Vendors, etc.
- **Email Address**. The email address to be used when sending email messages (e.g. info@xyz.net).
- **Send a Copy to This Address**. Check this option to automatically send a copy of emails that are sent to the email address listed above.
- **Display Name**. You can specify a name that will be shown instead of your email address (e.g. John Doe vs. jdoe@xyz.net).
- **Outgoing Mail Server (SMTP)**. The name of the outgoing mail server for your email provider (e.g. smtp.xyz.net or mail.xyz.net).

***Note:*** *If your email provider requires that email clients connect on a certain port number, you can add it to the end of the SMTP server address with a colon (e.g. smtp.xyz.net:563).*

- **Authorize**. If you enter "smtp.gmail.com" in the Outgoing Mail Server (SMTP) field, an Authorize link will appear on screen. Refer to Gmail/G Suite Setup and Authorization 25 for details about sending email via Gmail or a G Suite account in PowerChurch.
- **Outgoing Email Server Requires Authentication**. Check this box if your email provider requires that you log in with a user name and password prior to sending emails.
  - **User Name**. The user name for your email account (usually, this is either your full email address or everything to the left of the @ in your email address.)
  - **Password**. The password for your email account.
- **Security**. The following security options are available:
  - **None**. Do not use a secure connection.
  - **SSL**. Secure Socket Layer encryption.
  - **TLS**. Transmit Layer Security encryption.
  - **Validate Certificates**. When using SSL or TLS, if this option is checked, PowerChurch Plus will validate each security certificate along the way. This is more secure, but leaves more room for error in the sending process.
- **Use Advanced Sending Options**. You can limit the number of emails that can be sent within a specified period of time, if required by your email service provider.
- **Test**. PowerChurch Plus will attempt to connect to your SMTP server, informing you of success or failure. If Outgoing Email Server Requires Authentication is enabled above, it will also send the User Name and Password to verify that information is correct.

***Note:*** *If you are unsure about these settings, please contact your email provider, or search their online Help documentation. A frequently published document for most email providers instructs their customers how to set up these options in Microsoft Outlook. Review these documents to find each of the values specific to your email provider.*

## Gmail/G Suite Setup and Authorization

Gmail requires a separate authorization process to allow third party applications such as PowerChurch to send email on your behalf.

If you are already logged in to Gmail in a web browser on this computer, it is a good idea to log out before proceeding. This will ensure that you authorize the correct email account - the one you will be sending emails from in PowerChurch.

Enter "smtp.gmail.com" in the Outgoing Mail Server (SMTP) field and an Authorize link will appear to the right. Click that link and a browser window will open asking you to log in to your Gmail account. Once you have done so, follow the prompts to authorize PowerChurch to send email via your Gmail account. This stores an access token in the database for future use and should be a one-time process.

***Note:*** *When setting up access to a Gmail account in PowerChurch, you only need the Email Address, Display Name, and Outgoing Mail Server (SMTP). You don't need to enter the User Name, Password, and Security settings under "Outgoing email server requires authentication."*

# Options For Canadian Users

If your church is in Canada, you can customize PowerChurch Plus in a number of useful ways.

***Your options include:***

- **Canadian terminology**. To activate this option, choose the "Canada (all other countries)" option on the System Setup Options 16 dialog. The result is that the words Province, Postal Code, and Cheque appear in the software and in reports instead of the American terms State, ZIP Code, and Check.
- **Separate lines for Postal Codes**. When printing mailing labels, PowerChurch Plus can place the Postal Code on a separate line at the bottom of the label. On the Mailing Label Setup dialog, choose the option Print Postal Code Alone on Bottom Line of Address Label. Refer to Mailing Labels 430 for more details.
- **Canadian tax information**. PowerChurch Plus can generate Canadian Tax Receipts as well as standard Contribution Statements. The program will prompt you for additional information when generating Contribution Statements and optionally allows you to generate official numbered Tax Receipts instead.

# Setting Up Your Printer

There are no printer settings directly in PowerChurch Plus. On startup, it asks Windows for your default printer and settings. These will be used as the default when printing from PowerChurch. Anytime you are generating output, you will be given the opportunity to select a different printer.

# Printing in PowerChurch Online

When you install the PowerChurch Online/IDS Client software, your default printer is set up automatically. It is possible to change printing preferences and add more printers for use in PowerChurch Online. When connected via the PowerChurch Online/IDS Client software, go to ***Utilities > Configure Client Printers***. From there, you can add an additional printer or edit printing properties of an existing printer.

Since PowerChurch Plus is actually running on a remote server that doesn't have direct access to your printer, PowerChurch Online prints by generating a PDF of the printout, downloading it to your computer, and sending it to the printer. If you are experiencing unexpected printing behavior, the first troubleshooting step should be to print the document again and this time, choose "Preview PDF" instead of your named printer.

Doing so will generate the PDF, download it to your computer, and then open the PDF in your local PDF Reader software. There, you can review the Printing Properties in that software, where you will find various options like Page Layout: Center Horizontally and Vertically, Duplex (double-sided) Printing, and Page Scaling. These options can all negatively affect the way that documents are printed from PowerChurch Online.

# Options For Entering Initial Data

At this point, you are ready to start working with PowerChurch Plus. Refer to the appropriate chapters in this manual for getting started in each area. Once everything is set up, you can begin to enter data. If you are setting up a new system from scratch, you may have a large amount of information to enter. In that situation, the initial data entry would also be considered part of the setup process.

***You have the following options for initial data entry:***

- **Manual data entry**. You can transcribe it from existing written or printed records. Obviously, this method will take the most time and effort, but if your existing database/documentation is incomplete, inconsistent, or otherwise problematic, this can sometimes be the best option.
- **Import certain data from an existing file**. This option is preferable if your organization has existing files exported from other software or if information was previously maintained in spreadsheets. PowerChurch Plus allows you to import information into a variety of areas from a CSV (Comma Separated Values) file. Refer to "Import Data" in the index at the end of this manual for a reference to all of the various Import Data utilities available in the software.
  ***Note:*** *Due to the complexity of data structures in various areas of the PowerChurch*

*Plus database, the information that is able to be imported from a CSV is limited. This option would be used in conjunction with manual data entry.*

- **Data Conversion service**. PowerChurch Software offers a Data Conversion service, to convert Membership and Contributions information from your existing software or spreadsheets. Visit www.powerchurch.com/conversion for more information, pricing, or to submit your data for conversion.

# Working With Data

Much of your work in PowerChurch Plus involves entering and editing data. You work with names, addresses, financial transactions, and many other types of information. This chapter describes some of the common features you will encounter as you enter and edit information in PowerChurch Plus.

## The PowerChurch Plus Database

PowerChurch Plus is a relational database system. It organizes your data in a logical manner for easy access and modification. Although it is an advanced, professional-quality database, you don't need to be a computer engineer to get the most out of it. PowerChurch Plus does most of the technical work for you behind the scenes. This leaves you free to concentrate on day to day operations without getting involved with the underlying data structures, table relations, and data validation.

## The Navigation Buttons

The data entry forms in PowerChurch Plus vary according to function. Most of them, however, contain a button bar across the top like the following:




This is the button bar as it appears in Family Mailing List and Personal Profiles.

***The most common buttons include:***

- **Add**. Click this button to add a new record to the database.
- **Delete**. Click this button to remove the current record from the database.
- **Locate**. Click this button to choose a record from a list. Refer to Lookup Lists 30 for more information.

- **Next**. Click this button to display the next record in the database.
- **Previous**. Click this button to display the previous record in the database.
- **Close**. Click this button to close the data entry window.

If you are accessing PowerChurch Plus as the System Admin user, you can control which features are available to each user. If you don't grant permission for a user to access a particular feature, the corresponding button becomes grayed out/disabled. For example, it is a good idea to limit the users that are able to delete records. Users without Delete permissions in a particular area of the software would not be able to click the Delete button. For more information, refer to System Security Options 492.

Some forms have buttons with images, but no text. Some of the more common image buttons are *Add, Delete, Save, Filter, Find, Print, and Lookup*. These images should be self-explanatory in the context of the screen you are working in. However, if you would like to know the function of an image button, simply hover the mouse over it and a tooltip will show some helpful text. You can also press the F1 key to open the context-sensitive Help documentation about the screen that you are working in.

# Navigation Keys

In addition to the standard data entry keys and controls, PowerChurch Plus supports the following keyboard commands for navigating through fields on the screen:

- **Cursor keys**. Use the left and right arrow keys to move back and forth between buttons. Use the up and down arrow keys to move between fields, check boxes, and items in a drop-down list.
- **Tab**. Press Tab to move to the next button, field, or check box. Press Shift+Tab to move to the previous control. Unlike the cursor keys, pressing Tab does not cycle through the items in a drop-down list. Instead, it jumps to the next control.
- **Esc**. Press Esc to close the current data entry form. If you have made any changes on this window, you will see a "Do you want to save changes?" prompt.
- **Space bar**. When a check box or radio button control is selected, pressing the Space bar will toggle the checked/selected status of that item.

# Auto-Complete Fields

Most address forms in PowerChurch Plus feature auto-complete, where previously used City, State, and ZIP Code entries will appear in a drop-down list as you type. To select a previously used City, State, or ZIP entry, press the down arrow key to choose it from the

list that appears and hit the Enter key. To delete a choice from the auto-complete list, press the down arrow key to select the option and press the Delete (DEL) key.

## Lookup Lists

The Lookup button appears next to many fields throughout PowerChurch Plus. When you click the button or press the F2 key on the keyboard, you see the Lookup list, which contains a list of possible values for the current field.

For example, the Enter Contributions screen has a field called Envelope Number. You use this field to specify the envelope number of a particular contributor. You can enter the number directly if you know it, or you can press the F2 key or click the Lookup button to see a list of numbers along with the corresponding names. The name may help you find the envelope number you are looking for more easily. Double-click that record, or select it and click OK.

Lookup lists also allow what is called an incremental search. For example, if you want to find the envelope number for a person whose name begins with *C*, type that letter. PowerChurch Plus will highlight the first name that starts with *C*. As you type more letters, the cursor will jump down through the list and will often select the person you are looking for after only a few letters are typed.

## Picture and Profile Information

Lookup lists that show Family Mailing List or Personal Profile information also have an added feature, displaying information such as the name, age, address, and photo of the selected family or person. The information is shown in a block at the bottom of the window, just above the OK and Cancel buttons.

## Reordering Lookup Lists

You can sort the contents of the Lookup lists by any column, in ascending or descending order. Simply click a column heading to re-sort the list by the data in that column. Click the column heading a second time to re-sort into the opposite order. The column's heading will be shown in bold and will also display an up or down arrow icon, which indicates the current sort order.

## *Filter and Locate By Options*

Some Locate buttons offer additional lookup features. You will recognize these by the down arrow icon on the right side of the button. By clicking the left side of the button, the Lookup list will open normally. Clicking the right side of the button will drop down a list of additional options.

The following options can be found by clicking the right side of the Locate button found at the top of the Integrated Data Entry and Maintain Family Mailing List dialogs:

- **Filter by Last Name**. This allows you to specify a number of characters from the last name field. For example, filtering by A will return only last names that begin with the letter A. This makes it much easier to find the name that you are looking for, by excluding those that do not match the letter(s) you specify.
- **Locate by Email Address**. This option does not limit the results in the Locate list. Instead, it adds the email address to the Locate list and sorts the list accordingly. You will see the list of people with no email address assigned at the beginning of the list, then those with email addresses in alphabetical order.

The Locate Profile button on the Integrated Data Entry form and the Locate button at the top of the Maintain Personal Profiles screen include an additional option:

- **Locate by Envelope No**. As with the Locate By Email Address option, this simply adds the envelope number to the Locate list and sorts the list accordingly. The list is sorted by Envelope No. in ascending order, by default. The list of people with no envelope number assigned will be listed first, then those with envelope numbers assigned, in numerical order.

# *Navigation List*

Certain data entry screens include an expandable navigation list, which opens on the right side of the screen. This serves the same purpose as the Locate button found at the top of the screen, but streamlines the process while adding some useful functionality. Click the Navigation List button to expand or collapse the Navigation List. When you close the Navigation List, all of the search text and filters are cleared. PowerChurch stores the open or closed state of the Navigation List on each form for each user, so if the list is open when you exit a form, the next time you open that form the Navigation List will be displayed automatically.

***Across the top of the Navigation List, you will find the following controls:***

- **Text Search**. Enter text in the field to the left and click this button or press Enter to search. Matched text anywhere in the word will be included in the search results. For example, searching for *AB* will return both *Abbott, John* and *Foster, Abby*. When search results are being shown, the Text Search icon will turn red. Enter new search characters and press Enter again for a new search, or press the Escape (ESC) key on your keyboard to clear the search.
- **Refresh List**. Click the Refresh List button to re-query the database for updated information. Existing text search or filters will still be applied after the data is reloaded. This can be useful when multiple users in a networked installation of PowerChurch Plus or PowerChurch Online are doing work in the same area.
- **Filter List**. Click the Filter List button to make selections, limiting the list of records that are shown in the Navigation List. When a filter is applied, the Filter List icon will turn red. Click the Filter List button again to add or change the filter criteria.

***Note:*** *Certain areas of the software, such as Sermon Filer, don't have any appropriate fields to filter on, so the Filter List button will be grayed out/disabled.*

# *Date Range Selections*

Many of the reports in PowerChurch Plus require some type of date range selection. Instead of seeing separate Date From and To fields, with these reports you will find a drop-down list containing some preset date range options:

- **Today**. Today's date in both the From and To fields.
- **Yesterday**. Yesterday's date in both From and To fields.
- **Last Sunday**. The date of last Sunday in both the From and To fields.
- **This, Last, or Next Week**. Weekly selections from Sunday to Saturday.
- **This, Last, or Next Month**. The full date range of the selected month.
- **This or Last Quarter**. The full date range of the selected quarter.
- **This, Last, or Next Year**. The full date range of the selected year.
- **Year to Date**. From 01/01 of the current year to today's date.
- **Last Year to Date**. From 01/01 to today's date of the prior year.
- **Defined Range**. This shows the Date From and To fields, allowing you to enter your own dates.

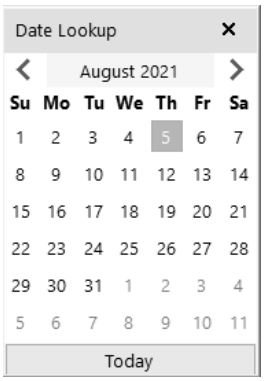
# Date Lookups

Date fields are used throughout PowerChurch Plus. A date field consists of three sections for the month, day, and year. The preferred format of the date, (MM/DD/YYYY or DD/MM/YYYY), is set on the System Setup Options 17 dialog.

***When the cursor is in a date field, you can use the following shortcut keys:***

| Press | To |
|---|---|
| + | Add one day to the date |
| - | Subtract one day from the date |
| T | Today's date |
| M | First day of the month |
| H | Last day of the month |
| Y | First day of the year |
| R | Last day of the year |
| S | Previous Sunday |
| W | Previous Wednesday |

Date fields have a Lookup button to the right of the field. Click this or press the F2 key to display the Date Lookup screen. Here you can choose a date from a calendar.




***Use the following controls to navigate the calendar and to select the desired date:***

- **Double click the appropriate date in the calendar.** Use the next and previous month icons at the top of the screen, or click the month name to view all month names in the current year. From that screen, click the year at the top of the screen to view ranges of years to choose from.
- **To select the current system date, click the Today button.**
- **Click the X at the top right of the Date Lookup screen to close it without making a selection.**

PowerChurch Plus will do basic date validation in various places in the program. For example, there should never be a reason that you would enter Contributions or Attendance for future dates. If you try to enter a future date in those areas of the software, a warning message will be displayed. If you enter something with a date that is not in the current year, PowerChurch will show a confirmation prompt to verify that you are purposefully entering historical information.

# Selecting Records

Much of the work that you do in PowerChurch Plus will involve selecting a set of records from the database to include in a report or other type of output. The following topics discuss some of the different methods of selecting records.

## The Selection Criteria Dialog

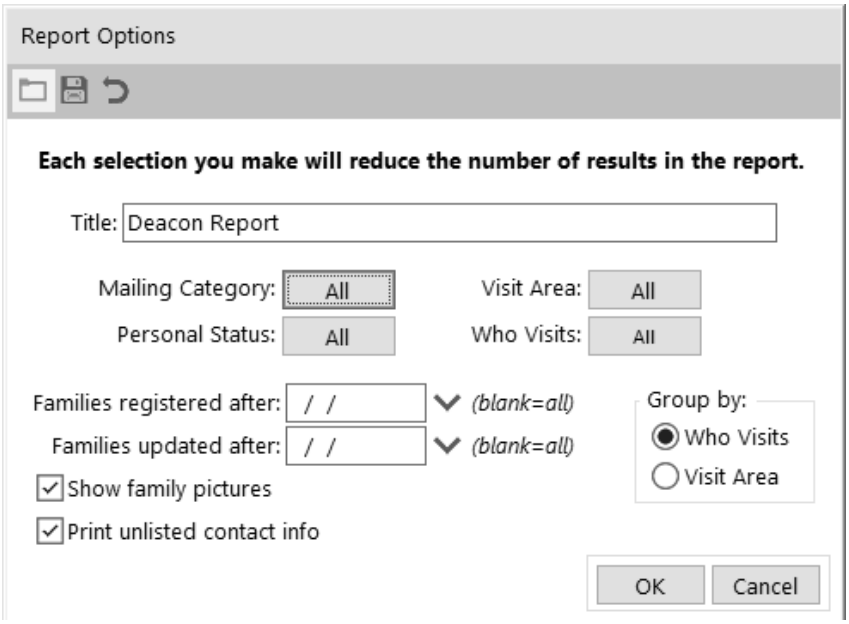
Many reports and other operations will present you with a Selection Criteria screen. This contains fields and controls appropriate to the area of the program that you are accessing. For example, running a Contributions report may present you with a Selection Criteria that features a range of dates, range of envelope numbers, range of Contribution Funds, etc.

You can think of each selection as a filter. You specify as many criteria as necessary and PowerChurch Plus filters out all the records that do not match your selections. The records that remain are the result of your selections and will be included in the report. If you do not make any changes on the Selection Criteria dialog, PowerChurch Plus selects all records by default.

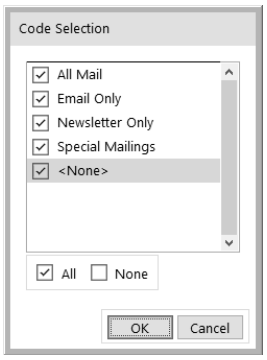
Each selection that you change will further narrow the results. When running reports and other selections, if you are missing people or records that you were expecting to be included, the first step in troubleshooting should be to re-run the report, making fewer changes on the Selection Criteria screen.

## Selecting Codes

PowerChurch uses the term "codes" to represent special fields that you can define and customize. For instance, you might set up a code field called *Keys* in the Personal Profiles module. You could use this code to record who has keys to which parts of the church building. You can define the possible values a code field can have, such as *Office Keys* or *Library Keys*.




In the previous image, you see buttons for four code fields: Mailing Category, Personal Status, Visit Area, and Who Visits. When you click one of those buttons, you see the Code Selection dialog. This screen contains a list of all the values you have defined for that code field. The image to the right shows possible values for the Mailing Category code field.




### *Selecting Records With No Code Values*

If you want to select the records that have no value assigned to the code field, Click ☐ None and place a check next to <None>.

## *Tagging Records*

Tagging a record means selecting it for further processing. PowerChurch Plus lets you tag Family Mailing List and Personal Profile records. The records you select in this fashion may not have any other obvious connections except for the fact that you tagged

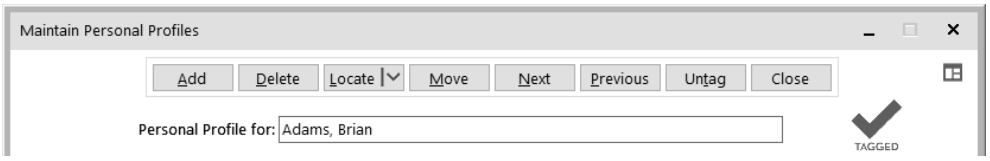
them. You can then perform a variety of tasks such as printing labels, reports, or creating mail merge files of those records that you selected.

Tagging is used in conjunction with the Selection Criteria dialog. When appropriate, the dialog contains three options:

- **All**. Ignore tagging when selecting records.
- **Tagged**. Select tagged records that meet the other criteria.
- **Not Tagged**. Select untagged records that meet the other criteria.

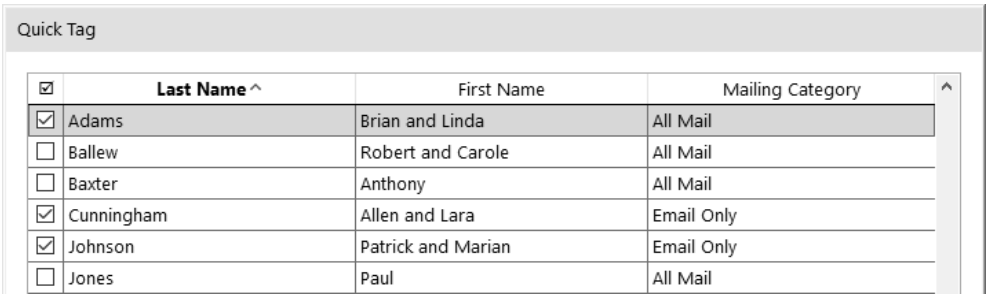
***There are two methods of tagging records:***

1. **Manual Tagging**
   - Before you manually tag a record, you must locate and display it using the navigation controls. Then click the Tag button.
   - You can tag records using the Integrated Data Entry, Maintain Family Mailing List, or Maintain Personal Profiles screens. For example, the Maintain Personal Profiles screen shows information for one person in your database:




   Note the check mark in the upper right corner. It indicates a tagged record. When a record is tagged, the Tag button at the top changes to Untag. Click this button to remove the check mark and untag the record.

2. **Quick Tagging**
   - Unlike manually tagging records, the Quick Tag dialogs bring up a list of all families or individuals, allowing you to quickly scroll through the list, tagging or untagging records as you go.
   - Quick Tag dialogs are located under the Family Mailing List and Personal Profile menus. For detailed information, refer to the Quick Tag topics in Family Mailing List 61 and Personal Profiles 81.




***To clear all tagged records in Family Mailing List or Personal Profiles:***

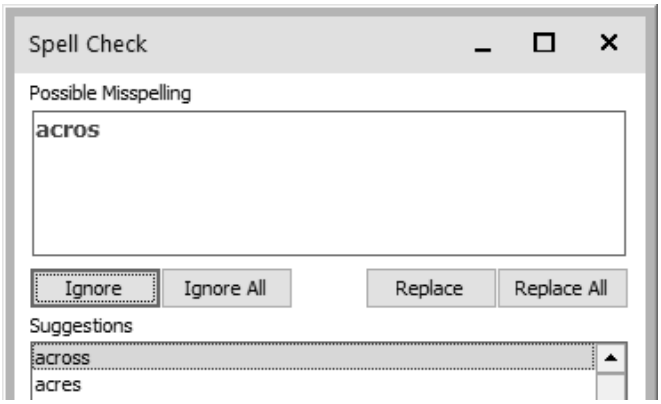
1. **From the Membership menu, choose Family Mailing List or Personal Profiles.**
2. **Choose Untag All Records.**

# *Using the Spell Checker*

Anywhere you find a large notes field in PowerChurch Plus, such as Family Mailing List or Personal Profiles, you will also see a Spell Check button. When you have finished entering notes, click the Spell Check button to start the Spell Checker. This should be a familiar tool, as found in many other programs. When a possible misspelled word is found, it is displayed in red text at the top of the screen. There are a list of suggested corrections at the bottom of the screen.

***The following is a list of controls on the Spell Checker:***

- **Possible Misspelling**. Each word that the Spell Checker does not recognize will be displayed in this area in red text.
- **Suggestions**. A list of words that phonetically resemble the current entry will be displayed here, if any are found.
- **Ignore**. Skip this word once.
- **Ignore All**. Skip any additional occurrences of this word through the rest of this entry.
- **Replace**. Replace this word with the selected suggestion.
- **Replace All**. Replace any additional occurrences of this word with the selected suggestion.
- **Quick Add**. Add the current misspelling to the dictionary.
- **Edit**. Opens the Dictionary Manager, which displays a list of words that the dictionary contains and allows you to Add, Edit, or Delete words. This allows you to customize the Spell Checker database to your specific needs, such as adding common words like the church/organization name.




# Working With Pictures

PowerChurch Plus lets you include pictures in the database. You can include a group picture of a family as well as individual pictures for each family member. The family picture appears on the Picture tab of the Integrated Data Entry and Maintain Family Mailing List screens. Individual pictures appear on the Maintain Personal Profiles screen. You can also import pictures of Room Layouts in the Events module, Equipment Inventory items, and a Signature image for use on Canadian Tax Receipts.

## Importing Pictures

***PowerChurch Plus has three methods for adding a picture:***

- **Drag and drop**. Simply drag and drop an image file onto the form. ***Note:*** *Drag and drop importing is not available in PowerChurch Online.*
- **Import from file**. Use this method to import a picture from an image file.
- **Scanning**. Use this method if you have a scanner or other TWAIN compatible device. PowerChurch Plus lets you scan a hard-copy photograph and bring the image into the database.

When importing pictures into Personal Profiles, you have the option of copying the family picture and cropping it down to show just the individual. For more details, refer to the Picture Tab 74 on the Maintain Personal Profiles screen.

***To import an image using drag and drop:***

1. **Navigate to a screen that displays a picture, such as the Picture tab on the Maintain Family Mailing List screen.**
2. **Outside of PowerChurch Plus, use File Explorer or This PC to browse to a directory that contains pictures.**
3. **Find the picture that you would like to import, then click and drag it onto the PowerChurch Plus screen.**

***To import an image:***

1. **Click the Change Picture button.**
2. **Click the Import button.** This opens a standard browse to file window.
3. **Using the controls on the Import Picture dialog, navigate to the directory that contains the image file you want to import.**
4. **If you want to narrow down the files that appear in the directory list, choose a file type from the Files of Type list.** Select the list item for the type of image file you want to import.
5. **To preview a file, check the Enable Preview box and select one of the image files.**
6. **To import a particular file, select its entry in the directory list and click Open.** Alternatively, double-click the file name. The image you selected appears on the Change Picture dialog.
7. **Click OK.** The image now shows on the Picture tab.

   ***Note:*** *Resizing this screen will increase or decrease the viewing size of the photo. Click the View Picture button to display the image at full size.*

***To scan a photograph and bring it into the database:***

1. **Make sure your scanner is connected and operating properly.**
2. **Place the photo in the scanner.**
3. **On the Picture tab, click the Change Picture button.**
4. **Click the Scan button.** The Select Source dialog has a list of devices that you can use to capture digital images. You should see an entry for your scanner.
5. **Click the device you want to use and click Select.** At this point, your scanning software starts to work. When finished, the image will appear in the Change Picture dialog.
6. **Click OK.** The image you selected appears on the Picture tab.

***To rotate a picture:***

1. **If the picture you have imported is not properly oriented, click the Rotate button in the Change Picture toolbar.**
2. **Each click will rotate the picture 90 degrees clockwise.** Repeat this process until the picture is oriented properly and click OK.

***To crop a picture:***

1. **Once you have imported the picture using one of the methods described above, click the Crop button in the Change Picture toolbar.**
2. **The cursor changes to cross-hairs.**
3. **Click and drag the mouse across the picture from one corner to the opposite corner (for example, top left to bottom right)**
4. **When you release the left mouse button, the picture will be cropped to the area that you selected with the crop tool.** If you would like to start over after cropping the image, simply click the Cancel button, then click the Change Picture button to try again.
5. **When finished, click OK.**

***To delete a picture:***

1. **Using the navigation controls on the current screen, select the record with the picture you want to delete.**
2. **Choose the Picture tab.**
3. **Click the Change Picture button.**
4. **Click the Delete button.** PowerChurch Plus displays a prompt asking if you want to delete the picture. It is important to remember that using this option will completely remove the picture from PowerChurch Plus.
5. **Click Yes to confirm deleting the picture.**

## *Picture Quality Settings*

PowerChurch Plus will, by default, import pictures at an 800x600 resolution. If you wish to import smaller pictures, saving hard drive space and keeping backup sizes to a minimum, you can specify that the program resize images to a smaller 255x210 size on import.

***Note:*** *This setting applies to all areas of the program that have photo integration (Family Mailing List, Personal Profiles, Events) and can be changed on the System Setup Options* 16 *screen.*

# Membership

The Membership system is one of the main features of PowerChurch Plus. It keeps track of the households and individuals that make up your congregation. Membership is a large umbrella system that contains a number of specialized modules.

## Membership Features

The Membership system contains the following six modules. You can access them all from the Membership menu.

- **Family Mailing List**. Stores household-level information, such as address and phone number.
- **Personal Profiles**. Stores personal information, such as birth date and email address.
- **Activities & Skills**. Matches individuals with church-related activities, projects, and offices.
- **Attendance**. Records attendance at services and other church functions.
- **Visitations**. Keeps track of family visits.
- **Ministry Services**. Records weddings, funerals, and other services provided.

All of these modules support the basic database functions for adding, editing, and deleting information. In addition, they all can produce reports and mail merge files. Some modules can produce additional kinds of output like mailing labels, graphs, and 3x5 cards.

The Membership modules are closely related. For example, consider a household with several members who attend your church. Each member has a separate record in Personal Profiles. Each of these individuals are tied to a single family/household in the Family Mailing List, which stores common data for the whole household such as street address and home phone.

## Membership Data Entry Options

While each of the different modules that make up the Membership system have their own data entry forms, several forms contain information shared from other areas of the program. This makes for a more efficient experience navigating through related information.

For example, the following information is available in the Maintain Personal Profiles screen:

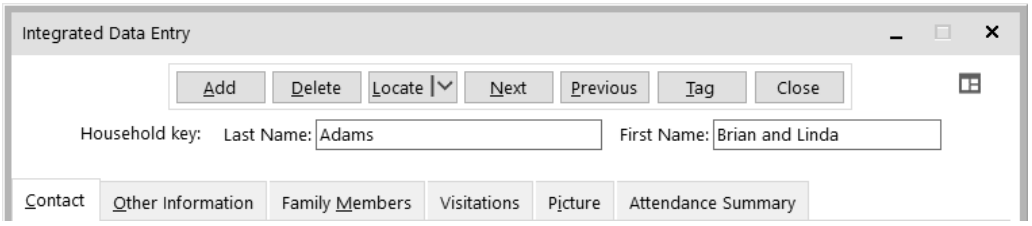
- **Profile Information**. General information, such as phone number, email address, and envelope number.
- **Activities**. A list of Activities & Skills that the person is involved in.
- **Attendance**. The current person's attendance history is available at a glance.
- **Contributions**. A full contributions history is viewable, if the user has proper security permissions to view it.
- **Ministry Services**. Service history, such as baptism, wedding, etc.

Most related information can be added, changed, or deleted directly in the Maintain Personal Profiles screen. Accessing each of these things would normally require navigating through several different menus and looking up the person each time a new screen is opened.

# *The Integrated Data Entry Screen*

The Integrated Data Entry screen can be found directly under the Membership menu.

This screen shows all related information for one household. A household consists of one or more people who live at the same address.




***The items on this screen include the following:***

- **Household Key**. The key identifies one individual as the primary contact or can be used to show names of both adults in a household. You can use the key, which consists of First Name and Last Name fields, to access a particular household record using the Locate button or Navigation List.
- **Contact tab**. This tab holds contact information for the household.

- **Other Information tab**. This tab contains additional household information such as notes and special codes.
- **Family Members tab**. This tab shows a list of individuals (Personal Profiles) in this household.
- **Visitations tab**. This tab displays Visitation records.
- **Picture tab**. This tab can store and display a picture of the family.
- **Attendance Summary tab**. This tab displays summary attendance and, optionally, contribution data for the family unit. Please refer to Attendance Summary 58 for more information.

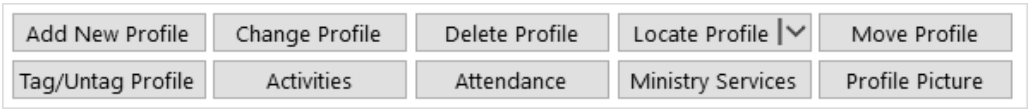
The items on this screen are identical to the corresponding items in the Family Mailing List. Refer to Family Mailing List 53 for a complete description of these items.

# *Family Members Tab*

***The Family Members grid shows the following fields:***

- **Number**. This is the Directory Sequence number on the Personal Profile record. This controls how family members are reported on the Church Directory and other family grouped reports. Refer to the Directory Sequence 71 field for more information.
- **Profile Name**. Shows the first name, last name, and suffix of the family member.
- **Personal Status**. The Personal Status Code that is assigned to the family member.
- **Envelope Number**. The envelope number, if applicable, that is assigned to the family member.
- **Tagged**. Displays whether or not the family member has been tagged for inclusion in reports or other selections. Refer to Tagging Records 35 for more information.

***The following buttons are located below the Family Members grid:***




- **Add New Profile**. Adds a new family member. This opens the Maintain Personal Profiles screen, but saves the step of having to specify which family you are adding a new person into.
- **Change Profile**. Opens the Maintain Personal Profiles screen, allowing you to make changes to the selected person in the family members list.

- **Delete Profile**. Permanently deletes the selected person. This allows you to delete a single person from the family, rather than using the Delete button at the top of the screen, which deletes the entire family.
- **Locate Profile**. Opens the Personal Profiles Locate list. Making a selection on the Locate Profile list will return you to the Integrated Data Entry screen on the family record of the selected person. There are also additional lookups accessible by clicking the ⌄ arrow on the right side of the button.
    - **Filter by Last Name**. This allows you to type any part of the last name to limit the results in the Locate list.
    - **Locate by Email Address**. The Locate list is made up of Email Address, Last Name, and First Name sorted by email address. Use this to search for the person with a specific email address.
    - **Locate by Envelope Number**. The Locate list opens with Envelope Number, Last Name, First Name, and Current Address sorted by envelope number. Those with no envelope number assigned will be at the beginning of the list with 0 envelope number.
- **Move Profile**. Use this to move a person into a different family. Refer to Moving Individuals Between Households 79 for more information.
- **Tag/Untag Profile**. Change the tagged status of the selected person. Refer to Tagging Records 35 for more information.
- **Activities**. View the activities for the selected person.
- **Attendance**. View attendance history for the selected person.
- **Ministry Services**. View service data for the selected person.
- **Profile Picture**. Displays the Personal Profile picture, if one has been imported.

# *Right-Click Features*

Clicking the right mouse button on the Integrated Data Entry and Maintain Family Mailing List screens will bring up a context menu with the following options:

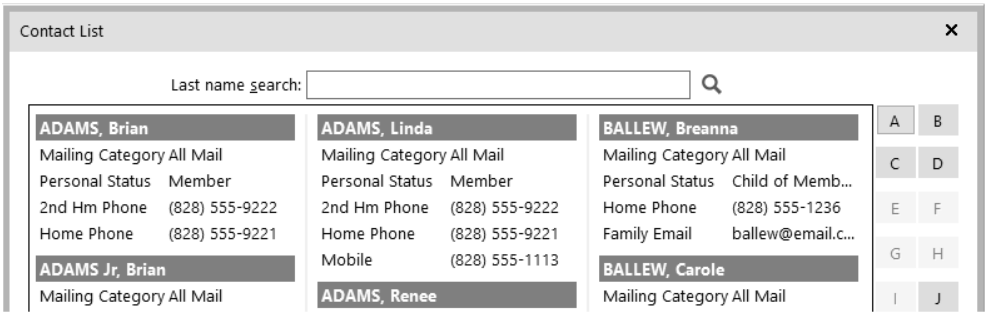
- **Print Contact Information**. Prints a formatted report of Family name, address, and other contact information.
- **Print All Information**. Prints a formatted report of all Family and Personal contact information.
- **Copy Address to Clipboard**. Copies the Mailing Name and formatted address text to the Windows clipboard. You can then right-click and Paste into any document outside of PowerChurch Plus.

# *Using the Contact List*

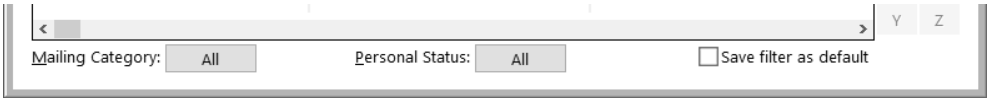
Pressing the F3 key from anywhere in the program will bring up the Contact List. This is a searchable quick-view of Personal Profiles. At a glance you can view name, Mailing Category, Personal Status code, email address, family phones, and profile phones.

***To view the Contact List:***

1. **Hit the F3 key on your keyboard**. You can also access the Contact List by going to ***Window > Contact List***.
   - A list of individuals from Personal Profiles appears. The list scrolls from left to right. The scroll bar across the bottom will allow you to manually advance through the list.
   - You can use the Last Name Search field to search for a name, while the buttons down the right side will allow you to jump to the beginning of the list for that particular letter of the alphabet.




2. **Limit the list by Mailing Category or Personal Status codes.**
   - Click the Mailing Category button to bring up the Code Selection dialog. This allows you to show only individuals from families of the specified Mailing Categories.
   - Click the Personal Status button to bring up the Code Selection dialog. This allows you to show only individuals with the specified Personal Status codes.
   - Check the Save Filter as Default option to have the Contact List save these settings and automatically apply them next time you view it.



3. **Double-click an individual to open the Maintain Personal Profiles dialog.**

# Searching by Phone/Email

You can search for a phone number or email address in PowerChurch from under ***Membership > Search***.

Choose By Email or By Phone to bring up the search form. PowerChurch displays a list of all phones or emails. Enter the phone number or email address you are searching for in the field provided. Partial text searches apply here. Phone numbers or emails from both Family Mailing List and Personal Profiles will be shown in the list. Double click an entry in the list to open the Maintain form for that particular record.

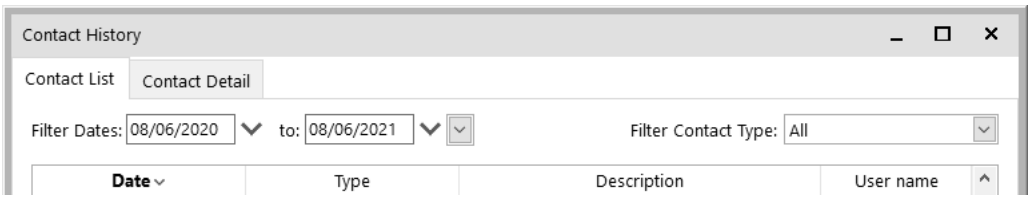
Click the ✖ Clear button to remove the current search term.

# Viewing Contact History

PowerChurch Plus includes a Contact History log, attached to each family and individual in the system. The Contact History log tracks mailing labels printed, automated messaging service or mail merge files created, emails sent, and Contribution Statements generated. The information tracked is related to what phone number or physical/email address was used in the communication.

This feature can be used to look up a specific contact and verify what contact information was used for someone who is not receiving communications. Contact log entries are only created automatically when generating Contribution Statements/Tax Receipts. When printing mailing labels, or creating automated messaging service and mail merge files, you will see optional fields for creating the contact log. Refer to those individual topics in Reports and Other Output 413 for details.

To view the Contact History log, go to ***Utilities > View Contact History***.



The form is split into two tabs: the Contact List, which shows the list of all logged contacts, and the Contact Details, which shows the list of families or individuals that were included in the selected contact.

The Contact List can be filtered by Date or Contact Type using the fields at the top of the list. When you double-click an entry in the Contact List, the Contact Details tab will show the Date, Type, and Description of the selected contact. The list of people who were included in the contact are shown below. As you select someone from the list, the details of their contact are shown in the text box at the bottom of the screen. This is where the physical address, phone number, or email address will be shown, depending on the type of contact.

Family and individual Contact History can also be viewed on the Integrated Data Entry, Maintain Family Mailing List 56, and the Maintain Personal Profiles screens.

# Family Mailing List

The Family Mailing List stores mailing and contact information for each household in the Membership database. You can store up to 99,999 families in PowerChurch Plus. Data related to each individual within the household is recorded in the Personal Profiles 66 module.

Since PowerChurch Plus is a relational database system, other Membership modules share the information in the Family Mailing List. For example, a particular household might have three family members. Each member has his or her own record in the Personal Profiles module. All three of these records are linked to a single entry in the Family Mailing List. One big advantage of this approach is that you never have to enter the same household information more than once.

## Setting Up the Family Mailing List

The following topics discuss the many ways that the Family Mailing List can be customized to your organization's needs and preferences.

### Family Mailing List Setup Options

Use the Family Mailing List Setup Options screen to change the default behavior of the Family Mailing List module. This can be found under ***File > Preferences > Family Mailing List Setup***. Alternatively, go to ***Membership > Family Mailing List > Setup > Family Mailing List Setup***.

The following topics describe the options listed on each tab.

## Codes

The Codes tab holds the titles of three customizable code fields in the Family Mailing List. Code fields are drop-down lists of values you have specified.

These titles appear next to the corresponding fields on the data entry screens and in reports. Simply click in the appropriate box and change the name to what you would like that particular code field's label to read. You can enter up to 12 characters. The Mailing Category, Who Visits, and Visit Area fields' titles are system fields and cannot be modified.

***Note:*** *Changing the field titles does not affect the data in the field. If you want to change the contents of the field itself, you must do so manually on the Maintain Custom Codes* 52 *screen. Click the* ⚙ *icon next to a code field to open the Maintain Custom Codes screen.*

## Phone Number Types

In the Family Mailing List, you can enter up to three phone numbers for each family. However, each family might have different types of phone numbers. Here you can define up to nine different types of phone numbers. Some have been predefined for you. It is important to note that the phone fields and types in Family Mailing List are intended to be used to track phone numbers that are shared by everyone in the household, like a land-line home phone. There are separate phone fields on the Personal Profile records that can be used to track individual phones, such as their mobile phones.

- ⊕ **Add Phone**. Click this button to add a new phone type. Enter a description of up to 12 characters and click OK to save.
- ✎ **Edit Phone**. Click this button to edit the selected phone type. Change the selected phone type and click OK to save.
- ⊖ **Delete Phone**. Click this button to delete the selected phone type. PowerChurch Plus will display a warning message if the type you are trying to delete is in use. In this case, you will need to remove the phone numbers before it can be deleted.

***Note:*** *The predefined type Home Phone is specifically used by PowerChurch Plus and cannot be changed or deleted.*

## Adding New Families

***The Add New Families tab allows you to modify the following items:***

- **Default Mailing Category**. Select a Mailing Category from the drop-down list. This will be used as the default value when adding new families. Refer to the next topic for more information about the Mailing Category field.
- **Default Family Title**. This option affects the Mailing Name field in the Family Mailing List. When adding a new household, PowerChurch Plus displays a suggested mailing name, which consists of the default family title entered here and the Household Key. Under this option you can leave the default family title as Mr & Mrs, delete it, or change it to something else.
- **Include "and Family" in Mailing Name**. This option also affects the Mailing Name field as described under the Default Family Title above. Check this box if you want PowerChurch Plus to add the words "and Family" to the end of the Mailing Name when adding a new household.
- **Auto Fill Last City, State and ZIP Code Added**. Check this box to automatically fill in the City, State, and ZIP fields for a new household record. PowerChurch Plus automatically uses the last City, State and ZIP you entered. This lets you add a series of new families without having to retype this information each time.
- **Default Phone Types When Adding a New Family**. Choose a phone type from the drop-down list next to the Phone 1, Phone 2 and Phone 3 fields. This will change the default phone types that will be used when adding new families. For information on how to add new phone types, refer to the previous topic.

## Membership

The Membership tab holds settings that are shared across all of the Membership modules. The fields here can also be found on the Personal Profiles Setup Options 68 screen.

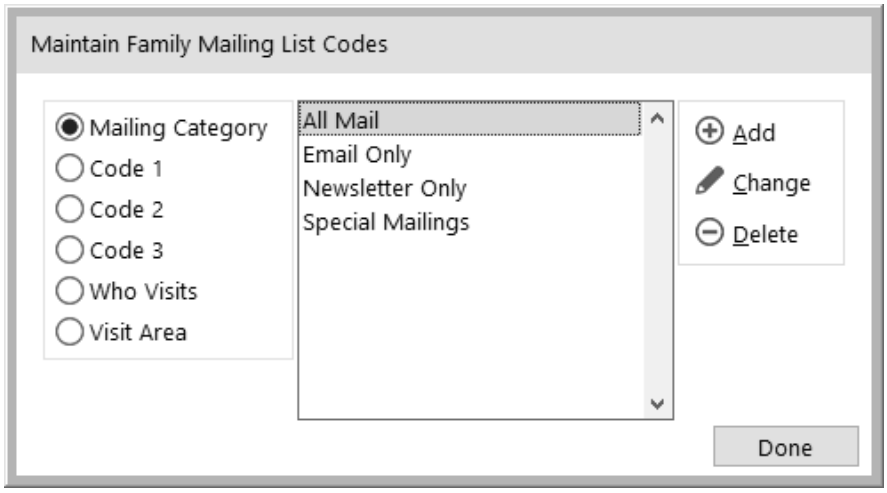
- **Default Email Privacy Settings**. When adding new families, PowerChurch will apply the settings here to both Family and Profile Email fields. Refer to Email Functionality 413 for more detailed information about using email in PowerChurch Plus.
  - **Include in Bulk Mailings**. If this option is unchecked, the email address will be excluded from bulk emails sent from PowerChurch Plus.
  - **Unlisted**. When this option is checked, the email address will not be listed on printed reports, such as the Church Directory.
  - **Email Contribution Statement**. Check this option to allow Contribution Statements and/or Tax Receipts to be sent to this email address.

- **Upper case last names on reports and other output**. Most reports that show family and individual names in the software will have the last name upper cased by default, e.g. *ADAMS, Brian & Linda*. Uncheck this option if you don't want names to be formatted this way.

## *Maintain Custom Codes*

Family Mailing List utilizes a series of customizable code fields to categorize and label the households in your Membership database. All contact information in PowerChurch Plus is stored in the Membership system. There are not separate areas to record Members or Visitors. The code fields are used to label them accordingly. When a visitor family converts to members, you simply change the code that is assigned to them.

The Maintain Custom Codes screen allows you access into all of the customizable Family Mailing List code fields and can be found under ***Membership > Family Mailing List > Setup > Maintain Custom Codes***.




***The Family Mailing List uses the following customizable code fields:***

- **Mailing Category**. This field is used to identify households that you send mail to. This can be used to track the household's mailing preferences, like *Email Only* and *Newsletter*. Another common method is to group families based on their membership status. Some examples include: *Member*, *Prospective Member*, and *Visitor*.
- **Special Codes 1-3**. Use these code fields to track information not accounted for in other areas of the software.

***Note:*** *The field titles that appear on this screen, as well as other areas in the program can be changed in the Family Mailing List Setup* 49 *screen on the Codes tab.*

- **Who Visits**. This code field is used to name the person or team that visits a particular household.
- **Visit Area**. This code field identifies the location of a household. The values for the code are the geographic regions around your church. You can use the code to stand for compass directions, neighborhoods, boroughs, or other items.

  ***Note:*** *The Who Visits and Visit Area codes can also be found under* ***Membership > Visitations > Setup > Maintain Custom Codes****. These are duplicate views of the same code fields.*

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to modify the list of codes. When deleting codes, PowerChurch Plus checks to see if the code is in use. If it finds that the code value is in use, you will be given the option of assigning those families a different code value.

# *Maintain Family Mailing List*

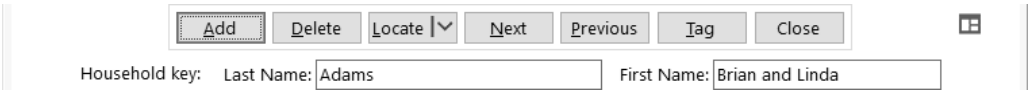
You are now ready to manage household information in the mailing list. PowerChurch Plus offers two data entry screens for working with the mailing list:

- ***Membership > Integrated Data Entry***
- ***Membership > Family Mailing List > Maintain Family Mailing List***

Use the Locate, Next, and Previous buttons across the top of these screens to navigate to another family/household record, or click the ⊞ Navigation List button to show a list of all families. Refer to the Navigation List 31 for more information.

This section explains how to add a new family using the Maintain Family Mailing List screen, describing the different items stored on each tab.

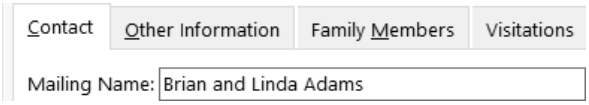
The Household Key Last Name and First Name fields serve as an overall family name. These are found at the top of the screen.



## Contact

***The Contact tab contains the following items:***

- **Mailing Name**. This field shows the household name as it will appear on mailing labels and other reports. PowerChurch Plus automatically displays a suggested mailing name, which consists of the Household Key name and the default mailing name options set on the Family Mailing List Setup 49 screen on the Adding New Families tab. You can edit the mailing name, if necessary.




- **Address**. These two fields can hold 45 characters each. Use both lines for households that require additional address data such as the name of a university or retirement home.
- **City/State/ZIP**. Enter the appropriate data in these fields. The City, State, and ZIP fields will show the last values you entered, if you enabled the Auto Re-Display feature on the Family Mailing List Setup 49 screen.
- **Map**. Click this button to open your selected internet mapping site in a web browser. You can choose the default mapping service on the User Setup Options 20 screen.
- **Country**. If the household is in another country, enter its name here.
- **Carrier Route**. If necessary, enter the US Postal Service carrier delivery route code in this field. This code can appear on mailing labels.
- **Address in Use**. This option tells you whether the address listed above is the household's primary address or an alternate address. The default when adding a new household is set to Primary. For more information, refer to Using Alternate Addresses 60.
- **Mailing Category**. Choose one of the items from this drop-down list. The list contains the code values you defined on the Maintain Custom Codes 52 screen. Select <Add New Code> to add a new Mailing Category value on the fly.
- **Edit Personal Statuses**. This button allows you to edit Personal Status codes of members of the current family/household record. This can be helpful when a family moves away or their status changes.
- **Phones 1-3**. You can enter up to three phone numbers for a household. When adding new households, the fields will be labeled with the default phone types selected under the Family Mailing List Setup 49 screen on the Phone Number Types tab. To change the phone type, click the down arrow next to the phone number field and choose a

new type from the list. Phone types are also defined under the Family Mailing List Setup screen.

- **Unlisted**. Each phone number field is accompanied by an Unlisted check box. Check the box if the selected phone number should not be displayed in Church Directories and other reports.

  ***Note:*** *If the family does not have a home phone, as is common in recent years, simply leave the family phone fields blank. You can record individual family members' mobile phones on their Personal Profile records.*

- **Salutation**. Enter the opening greeting for this household that you want to appear in mail merge documents. You do not need to enter Dear before the name. You can use a formal style (Mr. & Mrs. Jones, for instance) or be informal (Bill and Carol).
- **Family Email**. Enter a shared family email address. If no email address is shared between multiple people in this family, it is best not to enter an address here. Instead, you can enter individuals' email addresses directly on their Personal Profiles records.
- **Send Email**. Click the Send Email button to send an email to this address.
- **Include in Bulk Mailings**. Uncheck this option if the family does not wish to receive bulk emails at this address. Otherwise, the family email address will be used in bulk emails sent from Family Mailing List. If an individual family member doesn't have an email address assigned, the Family Email would be selected when emailing from Personal Profiles, Activities & Skills, Attendance, Contributions, etc.
- **Unlisted**. Check this option to keep the email address from printing on reports such as the Church Directory.
- **Email Contribution Statement**. Check this option if the family prefers to receive an email copy of their Contribution Statements, rather than a printed copy.

  ***Note:*** *The previous three fields' initial values are controlled by the Default Email Privacy fields on the Family Mailing List Setup* 51 *screen.*

- **Family Website**. Enter a web address for this family. This is often used for an online photo album or similar site. Individual family member websites or social media profiles can be linked in the website fields on the Personal Profile record.
- **Launch Website**. Click the Launch Website button to visit the family website in your web browser.
- **Include in Mailouts**. Check this box if you want to be able to generate mailing labels for this household or include it in a mail merge export. Unchecking this option would ensure that the family is not included in mailing labels or mail merge exports.
- **Include in Membership Module Reports**. Check this box if you want the family and its individuals to appear in reports generated by any of the modules within the Membership system. Clear the box to keep the family and its individuals from appearing in Membership system reports.

***Note:*** *This option does not refer to whether someone is a member or not. It is to control if a family and its individuals are to appear on reports generated from under the Membership menu. Refer to the next topic for more information.*

- **Publish Address in Church Directory**. Check this box to list the household address in the Church Directory report. Unchecking this option will not remove a family from the directory. It essentially just treats the address as unlisted.

## *Include in Membership Module Reports*

This option is intended to be used as an "archive" for inactive families. Use this option in lieu of permanently deleting them from the Membership database.

Any reports you run from any modules linked under the Membership menu (including Family Mailing List, Personal Profiles, Activities & Skills, Attendance, Ministry Services, and Visitations) will exclude this family and Personal Profiles that are members of this family.

***Note:*** *In addition to being excluded from Membership reports, these families and individuals are also excluded from bulk emails. Some reports in Activities & Skills as well as Attendance will still include these families, as to not alter Attendance statistics and class rosters.*

## *Viewing Contact History*

Click the Contact History button to view the communication history for this family and its members. This feature can be used to look up a specific contact and verify what contact information was used for someone who is not receiving communications. Contact log entries are only created automatically when generating Contribution Statements/Tax Receipts. When printing mailing labels, sending emails, or creating automated messaging service/mail merge files, you will see fields to optionally create the Contact Log entries. Refer to those individual topics in the Reports and Other Output chapter 413 for details.




The list shows the Date, Type, and Description of the contact, as well as detailing whether the family or individual was contacted. When selecting a contact from the list, the details of the physical address, phone number, or email address that was used in the contact are shown in the text box at the bottom of the form.

## Other Information

***The Other Information tab contains the following information:***

- **Special Codes 1, 2, and 3**. These drop-down lists let you include the household in various user-defined categories. The fields may have custom titles if you defined them on the Family Mailing List Setup 50 screen. Choose the appropriate item from each drop-down list. Select <Add New Code> to add a new code value on the fly.
- **Notes**. Enter any comments or additional information about the household in this field. Up to 30 characters are available.
- **Notes for Family**. This is an additional area for recording notes and comments about the household. You may enter an unlimited amount of text in this field. Use the Spell Check button as needed before saving changes.
- **Registered**. This field displays the date when the record for this household was created. By default, PowerChurch Plus automatically records the date when you add the family. You can edit the date if necessary. Some churches use this field to record the date a family first attended the church.
- **Updated**. This field shows the date when the family record was last modified. As with the previous field, PowerChurch Plus automatically records this date when you save changes. You can edit the date if necessary.
- **Visit Area**. Use the Visit Area field to group households by geographic location. Select <Add New Code> to add a new Visit Area on the fly.
- **Who Visits**. In this field, select the person or team who visits the household. Select <Add New Code> to add a new Who Visits value on the fly.

  ***Note:*** *Visit Area and Who Visits code field values can be customized on the Maintain Custom Codes screens in both Family Mailing List 52 and Visitations 115 modules.*

## Visitations

This tab displays Visitations records. Use the Add, Edit, and Delete buttons to work with this information. For more information, refer to Visitations 115.

## Picture

The Picture tab displays the family picture. Use the Change Picture button to import a new family picture. Click the View Picture button to open the picture at higher resolution. For more information, refer to Working With Pictures 38.

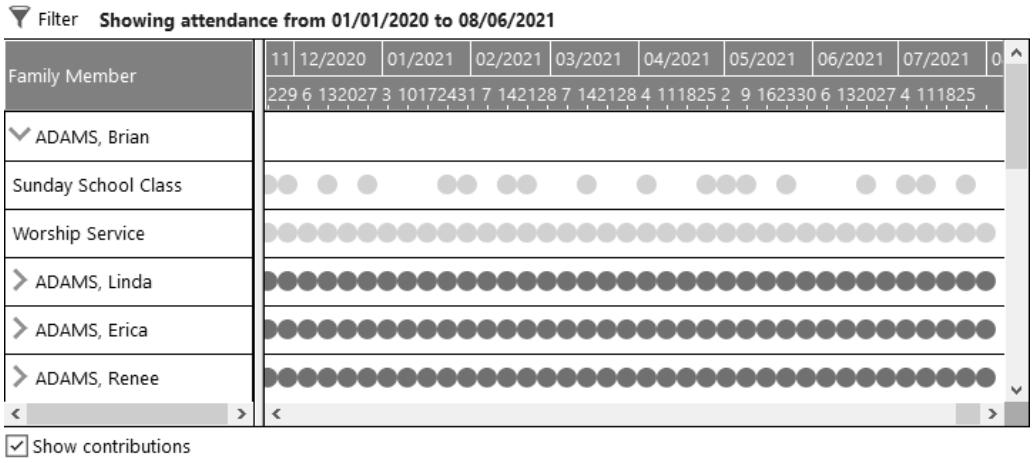
***Note:*** *Resizing this window will also resize the family picture, allowing you to zoom in for a larger view.*

## *Attendance Summary*

The Attendance Summary tab shows a time-line of Attendance history which allows you to see attendance trends at a glance for the whole family. Optionally, Contributions Summary information can be included, to show which dates contributions were given.

Click the Filter button to change the range of dates that are included in the Attendance Summary graph. By default, the graph includes all of last year and this year to date. For example, 01/01/2016 to 06/03/2017, where today's date is 06/03/2017.

Along the left side of the graph, each of the family members are listed. The Attendance Summary graph is grouped by family members' names. Click the arrow to the left of the family member to expand the list into the grouped activity types. For more information about Activity Types, please refer to Setting Up Activities & Skills 89.




Each time the person is present in an activity, a dot is shown on the graph. When grouped by the person's name, the dots are blue. When individual activities are shown, the dots are orange. The graph scrolls to the left and right to show additional dates.

Check the Show Contributions option at the bottom left of the graph to include Contribution Summary information. Dates that contributions were given are represented by green dots below the Attendance Summary portion of the graph.

***Note:*** *PowerChurch Plus users that do not have proper permissions to view Contributions data would not see the addition of Contributions data to this display. There is a special user permission that can be granted to someone who should not have access to actual Contributions data, but would like to be able to see the Contribution frequency*

*represented as dots in this grid. Refer to Assigning User Names, Passwords, and Privileges* 494 *for more information.*

# Adding a New Family

***To add a new family:***

1. **There are several ways to add new families into the Membership system:**
   - **Go to *Membership > Add a New Family*.**
   - **From Integrated Data Entry, click Add.**
   - **From Maintain Family Mailing List, click Add.**
   - **When entering contributions, click the Add Contributor button.**
   - **When entering attendance, click the Add Person button.**

   ***Note:*** *PowerChurch Plus includes an optional assistant to help you enter this information in a more streamlined interface. Select the Use Add Family Assistant check box at the bottom of the Integrated Data Entry or Maintain Family Mailing List screens to use the assistant when adding new families by clicking the Add button at the top of the screen. The other Add Family processes will automatically use the Add Family Assistant.*
2. **Click Add.** If you are using the assistant, PowerChurch Plus will display the first step. Otherwise, a new, blank family record will be created and you should continue with the procedure described below. Each family is identified by a Household Key name. It is possible that two or more families have the same Household Key name. When you enter a duplicate name, PowerChurch Plus displays a message to warn you that the name exists and asks if you wish to continue.
3. **Enter the Last and First Name.** This is the Household Key which identifies the family. It can be the primary contact person for the household (*John Smith*) or can be a combination of names (*John & Mary Smith*).
4. **Click OK.** You are now taken back to the Maintain Family Mailing List screen. Provide as much information as you can. Refer to Maintain Family Mailing List 53 for information about each field.
5. **Click Save when finished, or Cancel to exit without adding the new family.**

# Deleting a Household

When you delete a household from the Family Mailing List, PowerChurch Plus removes all related information. This data includes any records in Personal Profiles, Activities & Skills, Visitations, Attendance, and Ministry Services. However, PowerChurch Plus does not delete any related data in the Contributions system. Instead, it reassigns any

existing contributions to envelope number 99999. We recommend that you print a final Contribution Statement 174 and make a backup before deleting anyone. Refer to Creating a One-Time Backup 484 for more information.

***To delete a household:***

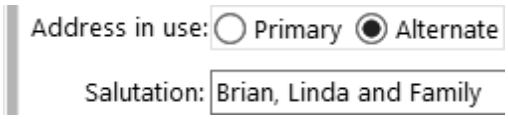
1. **Use the Locate button or Navigation List to select the household record on the Maintain Family Mailing List or Integrated Data Entry screen.**
2. **Click Delete from the top button bar.** PowerChurch Plus prompts you for permission to delete. It may also show a warning that includes the dates of most recent Contributions or Attendance activity, if the household appears to be recently active.
3. **Click Yes through the warnings to delete the household.**

# *Using Alternate Addresses*

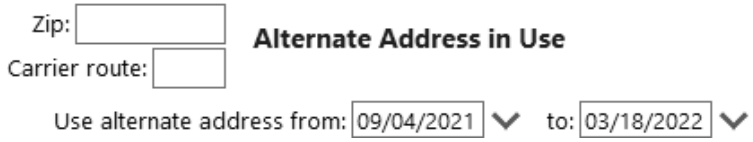
Some people live at two addresses. For instance, a family might stay at a vacation cottage during the summer. To accommodate this situation, PowerChurch Plus lets you enter two addresses for a household. A date range can be entered for the second address so that the system automatically knows when to use the alternate address and when to switch back to the primary address.

***To enter a second address for a household:***

1. **Open the Maintain Family Mailing List or Integrated Data Entry screen.**
2. **Use the Locate button or Navigation List to select the household record.**
3. **On the Contact tab, change the Address in Use field to Alternate.** If an address appears, an alternate address was previously entered for that household.




4. **Enter the new address and alternate phone information if necessary.**
5. **Enter a date range for the alternate address to be used.** This date range tells PowerChurch Plus when to automatically start and stop using the alternate address. If you do not want PowerChurch Plus to automatically switch between the two addresses, do not enter a date range. You can manually switch between the Primary and Alternate addresses by toggling the Address in Use option.




6. **Click Save.**

# *Quick Tagging*

Tagging records allows you to select a group of families that may not have other information in common. In the following example, assume you need a mailing label for five particular families. Using the Print Mailing Labels menu option, you specify *Member-Active* as the Mailing Category to include, since all five families are active members. Unfortunately, this also gives you a mailing label for all other active member households, rather than just the five that you need. The solution is to open the Quick Tag dialog, place a check mark next to the five families, then print your labels using the Tagged option on the Selection Criteria screen.

***To use the Quick Tag feature:***

1. **From the Family Mailing List menu, choose Quick Tag Records.** Any records that are currently tagged will show a check mark to the left of the Last Name.
2. **Place a check mark next to the names of the families you would like to tag.** To untag a family, simply uncheck the box to the left of the last name. Use the ☑ All or ☐ None buttons as needed.
3. **Click OK when finished.**

Alternatively, you can tag or untag families individually on the Integrated Data Entry or Maintain Family Mailing List screens.

***To tag a family manually:***

1. **Use the Locate button or Navigation List to select a family.**
2. **Click the Tag button.** You will notice the tagged check mark image appears at the top right of the screen.
3. **Repeat the process until the necessary families have been tagged.**

***Note:*** *You can quickly untag all Family Mailing List records by clicking the menu option found under* ***Membership > Family Mailing List > Untag All Records****.*

# *Family Mailing List Reports*

The Family Mailing List module includes the following predefined reports, which can be found under ***Membership > Family Mailing List > Reports - Family Mailing List***.

- **All Families by Mailing Category**. Displays detailed information for all families, grouped by Mailing Category. Use this to verify the accuracy of the Mailing Category that is assigned to each family.
- **All Families, Alphabetical**. Displays detailed information for all families in alphabetical order.
- **Blank Family Information Form**. Generates a blank form used to record new membership information.
- **Church Directory**. Displays a church directory with information for each individual, grouped by family.
- **Current Alternate Addresses**. Displays a list of families whose alternate addresses are currently in use. This is defined by the date range that is assigned to the alternate address in the Family Mailing List record.
- **Deacon Report**. Displays a list of detailed family information with optional family picture, grouped by Who Visits or Visit Area. Distribute this report to Deacons or those assigned a list of families for visitation.
- **Defined Custom Codes**. Displays a list of custom defined codes for the Family Mailing List and number of times each is assigned.
- **Families Not Included in Mailouts**. Displays a list of families that are not to be included when printing mailing labels. This is defined by the "Include in Mailouts" checkbox on the Family Mailing List.
- **Families Not Included in Membership Reports**. Displays a list of families that will not show on any other report from the Membership module. This is defined by the "Include in Membership Module Reports" checkbox on the Family Mailing List.
- **Families With Alternate Addresses**. Displays a list of families that have alternate addresses.
- **Family Update Form**. Generates an update information form for selected families.
- **Mailing List Count**. Displays a count of families in each Mailing Category. Also includes the number of families that are not included in mailouts.
- **Membership Master Report**. Displays a detailed list of families and individuals. Also includes Activities and Skills information. You can choose to print one family per page. Print this for a hard copy to hand out to families to verify accuracy and completeness.
- **Phone Number List**. Displays a list of families and phone numbers.
- **Selected Families With Pictures**. Was previously the Pictorial Directory report. Displays a church directory which includes family pictures.

- **Selected Records**. Displays a detailed list of families that match the selection criteria you define.

***Note:*** *Family Mailing List reports can also be accessed in the combined Membership Reports screen, found at the bottom of the Membership menu.*

# *Importing New Family Mailing List Data*

You might have existing household data from another software that you would like transferred into PowerChurch Plus. This utility allows you to import data from a CSV (comma separated values) file into the Family Mailing List.

***Note:*** *The import function is specifically for Family Mailing List data. It does not import Personal Profiles, Attendance, or other Membership data.*

***The data file you prepare for import should be in the following format structure:***

| Field Name | Data Type | Width | Notes |
|---|---|---|---|
| LASTNAME | Character | 25 | Household Key Last Name |
| FIRSTNAME | Character | 20 | Household Key First Name |
| SALUT | Character | 25 | Salutation |
| NAMELINE | Character | 45 | First line of address label |
| ADDRESS | Character | 45 | |
| ADDRESS2 | Character | 45 | |
| CITY | Character | 30 | |
| STATE | Character | 2 | State or Province |
| ZIP | Character | 10 | ZIP or Postal Code |
| COUNTRY | Character | 30 | Leave blank unless foreign |
| CR_ROUTE | Character | 4 | Carrier route |
| DEL_PT | Character | 2 | Delivery point |
| HOMEPHONE | Character | 14 | |
| DATE_REG | Date | 8 or 10 | Date registered (01/01/17 or 01/01/2017) |
| CATEGORY | Character | 25 | Mailing Category |
| E_MAIL | Character | 60 | Family email address |

Keep the following in mind when preparing your data file for import into PowerChurch Plus: It is very important that PowerChurch Plus has exclusive access to the file you are importing from. This means that you should not have the CSV file open in Excel or other programs while trying to perform the import.

***To import Family Mailing List data:***

1. **From the Membership menu, choose Family Mailing List, Setup, then Import Families.** PowerChurch displays the Import Data introduction screen. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next to continue.**
3. **Specify the name of the file you are importing.** Click the Browse button. Using the controls in the Open dialog, locate the file you wish to import from, then click OK. If the first row of information in the file contains the field names, check this option on the screen. Click Next.
4. **Specify a default Mailing Category for the new records you are importing (optional).** This step will only appear if there aren't any values in the Category field in your import file. Select the appropriate code value from the drop-down list. All families you are importing will then be assigned this Mailing Category code. Click Next once you are finished.
5. **Double check the data being imported.** Scroll through this list to make sure your data appears correctly in each field. If you need to make any changes, cancel the import process and return to the application you used to arrange the file.
6. **Click Finish to complete the selection process and proceed with the import of data.**
7. **Click Done.**

# *Exporting Data*

PowerChurch Plus allows you to export data to use in other applications such as spreadsheets, word processing, or database management systems. When creating an export file, you have the option to choose which Family Mailing List fields to include. There are several standard file formats you can create that are compatible with a variety of software packages.

***Note:*** *To export related data from more than just the Family Mailing List module, you may consider using the Export to Access* 449 *utility instead.*

***To export Family Mailing List data:***

1. **From the Membership menu, choose Family Mailing List, Other Output, then Export Data.**
2. **Using the Selection Criteria dialog, select which records to include in your export.** Also select how the records should be sorted by using the Sort Options buttons.

3. **Click OK.**
4. **Read the Introduction and click Next to continue or Cancel to terminate the process.**
5. **Select which fields you want to export.** On the left side of the dialog, PowerChurch Plus displays a list of all the fields available in the Family Mailing List. To select a field and move it to the Fields to Export list, double-click the field name. Alternatively, you can highlight the field name, then click the › right arrow button. To export all fields available in the Family Mailing List, simply click the » double right arrow button. Use the ⇕ gray block to the left of the field name to reorder fields in the list. To remove an individual field, click the ‹ left arrow button or double-click the field name. Remove all fields in the list by clicking the « double left arrow button. Click Next when finished.
6. **Select the type of export file you want to create.** Click the radio button next to the desired file format. Click Next.
7. **Specify the name of the export file.** You can accept the default file name which will be located in your Documents folder, or click the Change button if you want to change the file name or its location. Use the Save As dialog to change the name in the File Name field. Change the folder or location under Save In. Click Save after making any changes.
8. **Click Next.** The Finish dialog displays the file format, file name and location, and the fields you selected in the previous steps. Click the Previous button to make any changes to your selections.
9. **Click Finish to complete the export process**.

# *Related Information*

***The following menu options are covered later in this manual:***

- Print Mailing Labels 430
- Rolodex and 3x5 Cards 440
- Custom Reports 451
- Send Email Message to a Group 414
- Create Mail Merge File 439
- Automated Messaging Files 446

# Personal Profiles

The Personal Profiles module is used to record data about the individual people in your congregation. Every individual in the Personal Profiles database belongs to one of the households in the Family Mailing List. A single record in the Family Mailing List will have links to Personal Profiles, one for each family member. A household of a single person will still have both a Family Mailing List and Personal Profile record.

# Setting Up Personal Profiles

The following topics discuss the many ways that the Personal Profiles module can be customized to your church's needs and preferences.

## Personal Profiles Setup Options

Use the Personal Profiles Setup Options screen to change the default behavior of the Personal Profiles module. The Personal Profiles Setup Options can be found under ***File > Preferences > Personal Profiles Setup***. Alternatively, this can be accessed from ***Membership > Personal Profiles > Setup > Personal Profiles Setup***.

### Dates

***Enter the following information on the Dates tab:***

- **Dates 1-12**. These fields store the names of the customizable date fields in Personal Profiles. The Birth Date field is reserved and cannot be changed. To the right of each date field label is a count of profiles that have that date field assigned in parentheses.
- **Age at Which a Person is to be Considered an Adult**. PowerChurch Plus will automatically toggle the Adult: Y/N field depending on a person's age.

  ***Note:*** *To exempt someone from the Adult: Y/N functionality, enter the year 9999 in their birth date (03/14/9999). Use this method to also handle dates where the year has not been specified. For a leap year 02/29 birth date, use the year 9996 instead.*
- **Anniversary Date Field**. Since the Anniversary field is user-defined, certain reports and other features need to know which field you use to track the Anniversary date.

### Codes

The Code 1-10 fields store the names of the customizable code fields in Personal Profiles. You can use these fields to store information that does not otherwise have a designated field in PowerChurch Plus. Examples include *Key Holder* for people who have

keys to the building, *Special Needs* to indicate disabilities, or *How Joined* to show how people joined the church. You may find it easier to start entering your Membership information prior to deciding what to store in each of the customizable fields in PowerChurch Plus. These fields can be updated at any time.

The values available in each of these fields can be customized on the Maintain Custom Codes 68 screen. Click the ⚙ icon next to a field to jump to the Maintain Custom Codes screen.

## Notes

The Note 1-5 fields store the names of the customizable note fields in Personal Profiles. For example, you might want the first note field to have the title *Occupation*. Enter that title in the Note 1 field.

## Phone Number Types

In Personal Profiles, you can enter up to five phone numbers for each person. This area allows you to define up to nine phone types. Some defaults have already been defined for you. Use the ⊕ Add Phone, ✎ Edit Phone, and ⊖ Delete Phone buttons to customize the list of phone types.

***Note:*** *The predefined type Work Phone is used by PowerChurch Plus and cannot be changed or deleted.*

## Adding New Profiles

***Enter the following information on the Adding New Profiles tab:***

- **Last Highest Envelope Number Assigned**. This control lets you start numbering contribution envelopes at a particular point. For example, if you are setting up PowerChurch Plus for the first time, you might want envelopes to begin at 100. You can type the number directly into the field, or use the ▲▼ arrow buttons. PowerChurch Plus will automatically increment this envelope number as you add new contributors and assign the next available number. For more information on assigning envelope numbers, refer to Maintain Personal Profiles 69.

  ***Note:*** *If you would like to restart the envelope numbers that are assigned to new contributors, change this field to 0 or whatever you would like the new numbers to increment up from. PowerChurch Plus will start at that number and find the lowest envelope number available, filling in any gaps in your numbering system. Refer to the Unused Envelope Numbers report in Contributions Reports* 171.

- **Default Personal Status**. The default Personal Status code is used to assign the default value when adding new Personal Profiles. Select an option from the drop-down list, or choose <None>.
- **Default Phone Types When Adding a New Profile**. Select a phone type from the drop-down list next to each phone field. This only controls the default types that are used. You can change the individual phone types for each person at any time.

### *Automated Messaging*

The settings on this tab control the defaults that will be assigned to new people when they are added in Personal Profiles. These will affect whether or not people are included in exports for automated messaging services like One Call Now. For more information, refer to Automated Messaging Files 446.

### *Membership*

The Membership tab holds settings that are shared across all of the Membership modules. The fields here can also be found on the Family Mailing List Setup Options 51 screen.

- **Default Email Privacy Settings**. When adding new families, PowerChurch will apply the settings here to both Family and Profile Email fields. Refer to Email Functionality 413 for more detailed information about using email in PowerChurch Plus.
  - **Include in Bulk Mailings**. If this option is unchecked, the email address will be excluded from bulk emails sent from PowerChurch Plus.
  - **Unlisted**. When this option is checked, the email address will not be listed on printed reports, such as the Church Directory.
  - **Email Contribution Statement**. Check this option to allow Contribution Statements and/or Tax Receipts to be sent to this email address.
- **Upper case last names on reports and other output**. Most reports that show family and individual names in the software will have the last name upper cased by default, e.g. *ADAMS, Brian & Linda*. Uncheck this option if you don't want names to be formatted this way.

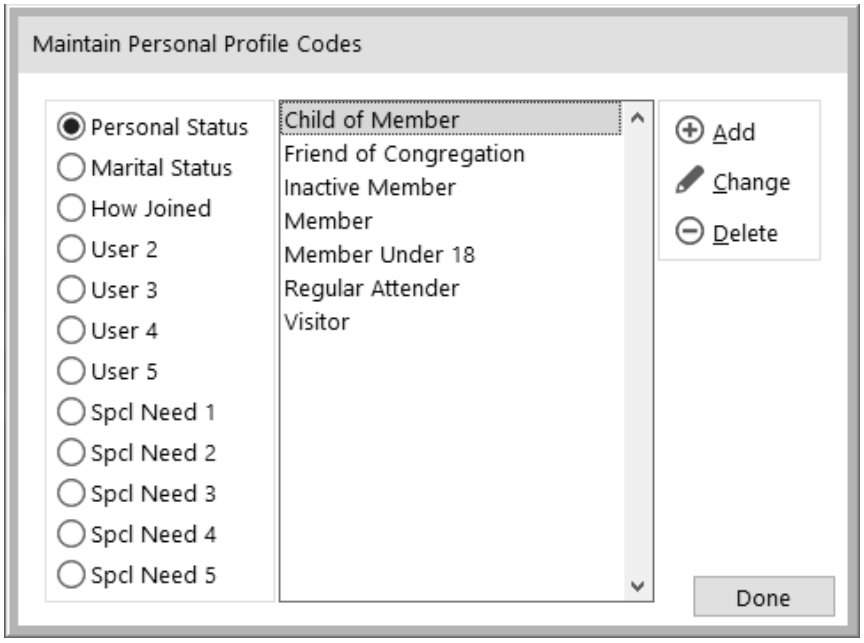
## *Maintain Custom Codes*

As with the Family Mailing List, you can create a system of codes to organize the information in Personal Profiles. Choose code values that accurately reflect the makeup and needs of your church. The Maintain Custom Codes screen can be found under ***Membership > Personal Profiles > Setup > Maintain Custom Codes***.

***The Personal Profiles system maintains three classes of codes:***

- **Personal Status**. Most churches use this code to represent a person's member status.
- **Marital Status**. Define the different types of Marital Status codes that are needed for your church.
- **User Code 1-10**. Customize these fields to track information not accounted for in other areas of the software.

  ***Note:*** *The field titles that appear on this screen can be changed in the Personal Profiles Setup Options. For more information, refer to the Codes tab* 66.




Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of codes. When deleting code values, PowerChurch Plus checks to see if the code is in use. If it finds that the code value is assigned to people, you will be given the opportunity to assign them another value.

# *Maintain Personal Profiles*

The Maintain Personal Profiles screen can be found under ***Membership > Personal Profiles > Maintain Personal Profiles***.

Use the Locate, Next, and Previous buttons across the top of the screen to navigate to another person, or click the Navigation List button to show a list of everyone. Refer to the Navigation List 31 for more information.

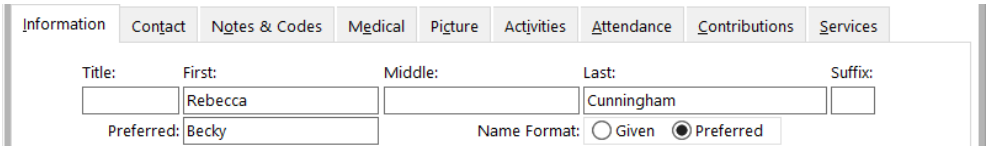



***The Maintain Personal Profiles screen contains the following tabs of information:***

# *Profile Information*

***The following information can be entered on the Profile Information tab:***

- **Title**. This field appears on mailing labels and in mail merge files. Enter any applicable title such as *Mr., Dr.,* or *Reverend*.
- **First**. Enter the first name of the person in this field.
- **Middle**. If applicable, enter the middle name or initial in this field.
- **Last**. By default, PowerChurch Plus copies the last name from the Household Key into this field. If necessary, you can change this field, as in the case of a child who has a different last name from the parents.
- **Suffix**. Enter any applicable suffix such as *Jr., Sr.,* or *III*.
- **Preferred**. Use this field to enter the name someone prefers to be called. For example, someone named *William* may prefer to be called *Bill*, or might go by a nickname such as *Rocky*.
- **Name Format**. This is used to indicate whether the Given name or Preferred name should be printed on reports. This option is enabled when you enter a name under the Preferred field. If you select Given, the First name field is used, and if Preferred is selected, then the Preferred name field is used.



- **Salutation**. Use this field for the personal greeting you want to appear in mail merge letters. When you enter a name into the First field, PowerChurch Plus automatically copies it here. You can change the salutation to something more formal, such as *Mr. Jones*.
- **Personal Status**. Choose one of the items, which usually represents member status, from this drop-down list. These are the values you defined for the Personal Status code on the Maintain Custom Codes 68 screen. Select <Add New Code> to add a new Personal Status code on the fly.
- **Marital Status**. Choose the person's marital status from the drop-down list. These are the values you defined for the Marital Status code on the Maintain Custom Codes screen. Select <Add New Code> to add a new Marital Status on the fly.
- **Directory Sequence Number**. PowerChurch Plus uses this value to control the sequence of names in the Church Directory and other reports. Enter 1 for the primary contact person in the household. Enter 2 for a spouse and 3, 4, and so on for children.

  ***Note:*** *Children should always start at directory sequence number 3, even if there is only one parent in the household.*
- **Envelope**. Enter the number of the person's contribution envelope in this field. You can type a number directly or click the Assign Envelope button to automatically assign the next available envelope number. If everyone in a household uses the same envelope, make sure you assign the same number in each member's profile.
- **Adult**. PowerChurch Plus will automatically update this field according to the threshold age setting in the Personal Profile Setup 66 options, based on the person's birth date.
- **Gender**. Enter the person's gender in this field.
- **Date fields**. There are twelve date fields that can be assigned to each profile. The fields may have custom titles if you defined them on the Personal Profiles Setup 66 screen. The first date field is reserved for Birth Date and cannot be changed.

  ***Note:*** *If you do not know the year of these dates, you can use 9999 (example: 03/14/9999). PowerChurch Plus will recognize this as a date without a year and the person will be excluded from age calculations and other year-related functions. For a leap year 02/29 date, enter the year 9996 instead.*
- **Background Check Controls**. If the current profile is an adult member of an Activity that is set to require background checks, the controls will appear here. Refer to Performing Background Checks 85 for more information.

## Contact

***The following Personal Profile information is shown on the Contact tab:***

- **Phones**. Enter up to five phone numbers for an individual. When adding new profiles, the fields will be labeled with the default phone types selected under the Personal Profiles Setup 67 screen where they are defined. To change the phone type, select the new phone type from the drop-down list to the right of the field.
- **Unlisted**. Check this check option if the person does not want their phone number printed on reports like the Church Directory.
- **Email**. Enter the email address here. Click the Send Email button to send an email to this address. Refer to Sending Individual Email Messages 413.

  ***Note:** If the person has multiple email addresses, you can enter them separated by semicolons or commas.*
- **Include in Bulk Mailings**. Check this option to include this email address in bulk mailings. When sending email messages to a group in PowerChurch Plus, this profile will not be included if this field is unchecked.
- **Email Contribution Statement**. If checked, Contribution Statements/Tax Receipts for this person can be sent via email to this address.
- **Alternate Email**. This email address is for office use only, as a reference. No bulk email processes in PowerChurch Plus will use this address. Click the Send Email button to send an email to this address.
- **Automated Messaging**. This field shows a summary of this person's preferences regarding contact via Automated Messaging Services such as One Call Now. Refer to the next topic for more information.
- **Website 1-2**. Each person can have two separate websites linked. Click the Launch Website button to visit the site in a web browser. These fields are often used to link to someone's personal website, blog, or social media profiles.

***The following Family Mailing List information is shown on the Contact tab:***

- **Address**. The Address block shows the family name and address. There is also an indicator for whether the Primary or Alternate address is in use.
- **Phones 1-3**. The three family phone numbers and their unlisted statuses are shown.
- **Email**. This is the shared family email address. The family email address is included in bulk mailings from the Family Mailing List. All other bulk mailings would use the Personal Profile email address. If the person doesn't have an email address, the family email would be used as a secondary address. Click the Send Email button to send an email to this address.
- **Website**. The family website is shown. Click the Launch Website button to launch the family website in your default web browser.
- **Edit Family**. Click this to open the Integrated Data Entry screen, allowing you to make changes to the shared family/household information.

- **Contact History**. Click this to open the Contact History for this family/individual. For more information about the Contact History log, refer to Viewing Contact History 56.

### *Automated Messaging Preferences*

The Automated Messaging field on the Maintain Personal Profiles screen displays the person's current settings. If the field is blank, nothing has been set for that person. If it shows *Allow Voice; Allow Text* this indicates that the person is set to be included in these exports, but the default phone fields will be used. The field will list a specific communication type and phone type to be used if that has been specified on the Personal Profile. For example: *Voice:Home Phone; Text:Mobile*. Lastly, if excluded completely from Automated Messaging exports, it will show *No contacts will be exported*.

Click the Edit button to open the Automated Messaging Service Options screen. Here you can record which types of automated messaging contacts, if any, the person would like to receive. If necessary, you can also customize which phone types to be used for each. Place a check mark next to each of the contact types (Voice, Text, Email) and if necessary specify the phone type that this person would like to have contacted.

Refer to Automated Messaging Files 446 for more information.

## *Notes & Codes*

***Click the Notes & Codes tab and enter the following items:***

- **Code fields**. There are ten customizable code fields which can represent a variety of information. For example, you could record how a person joined the church, or special dietary needs. As with the date fields, you can give these fields custom titles using the Personal Profiles Setup Options 66 screen. To customize the values in each of the fields, use the Maintain Custom Codes 68 screen. Select <Add New Code> to add a new code on the fly.
- **Note fields**. There are five customizable note fields to hold information that may not have designated fields in PowerChurch Plus. For example, you can use these for *Occupation*, *Where Baptized*, or *Prior Church*. The names of those fields can also be customized on the Personal Profiles Setup Options 67 screen. You can enter up to 30 characters in each of the five fields.
- **Notes**. Record an unlimited amount of text here. Use the Spell Check button as needed before saving changes.

## Medical

***Click the Medical tab and enter any necessary notes:***

There are three unlimited notes fields on the Medical tab. Enter pertinent information into each of the following fields:

- Allergies
- Conditions
- Medications

Use the Spell Check next to each field as needed before saving changes.

## Picture

This tab displays the person's photo. Click the Change Picture button to import a new picture. To view the image at higher resolution, click the View Picture button. The picture stored here should be a picture of the individual family member, not a group/family picture. If there is a picture on the family record, a thumbnail image is shown at the bottom left of the screen. Hover the mouse over the thumbnail image to view a larger image.

When importing pictures, you will see the Import Family Picture button in the Change Picture toolbar which allows you to copy the family picture, if one exists. You can then click the Crop button to crop the family photo down to show only the individual. Please refer to Working With Pictures 38 for more information.

## Activities

This tab shows the activities that this person is currently involved in.

***The buttons along the right side of the grid serve the following purposes:***

- **Add Activity**. Click this button to add the current person to a new activity.
- **Edit Activity**. This will open the Activity Details screen for the selected activity, where you can change things like the person's role and date joined.
- **Delete Activity**. Remove this person from the selected activity. Their Attendance history and Offices Served will remain in the database after you remove them from the activity.

- **Assign a Bar Code**. If you have pre-printed bar codes, such as wallet cards or key tags, you can assign the bar code to the current person by clicking this button. In the window that opens, scan the bar code, and click OK. This functionality is used by the PowerChurch Check In system, an optional add-on program. For more information about the Check In system, visit www.powerchurch.com/checkin.

## Attendance

PowerChurch Plus ties Attendance status to the Activities that the person is involved in. The Attendance tab displays either a graph or list of the selected person's Attendance history.

***The buttons along the top left of this tab serve the following purposes:***

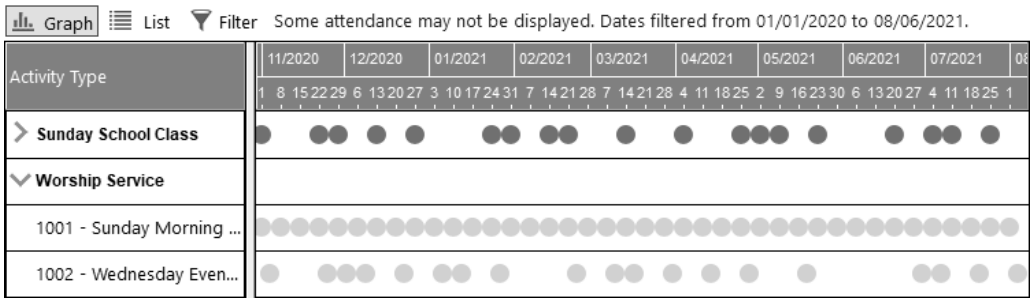
- **Graph**. Displays a graph view of the person's attendance history. Graph data is explained in more detail in the next topic.
- **List**. Clicking this button switches to the Detail List view.
- **Filter**. The Attendance data can be filtered by Activity, Date Range, and Activity Type. By default, the attendance dates are filtered to include all of last year plus this year to date. For example, 01/01/2020 to 08/01/2021 where today's date is 08/01/2021.

***When in Detail List view, the three buttons along the right side do the following:***

- **Add Attendance**. Click this to add a new attendance record for this person. Please refer to Entering Attendance Data 107 for other data entry options.
- **Edit Attendance**. Select the attendance entry you would like to change, then click this button. You will then see the Maintain Attendance Data form.
- **Delete Attendance**. Select the attendance entry you would like to delete, then click this button. You will receive a confirmation prompt, then the record will be deleted.

### Attendance Graph Data

The Attendance graph shows a time line of attendance history which allows you to see personal trends at a glance.




The different activities the person is involved in are grouped by Activity Type along the left side of the graph. This is a useful feature which shows seamless Attendance data throughout the different Worship Services the person has attended. In that example, you would have all of the different Worship Service activities assigned the "Worship Service" activity type. Click the › arrow to the left of the Activity Type to expand the list into individual activities. For more information about Activity Types, please refer to Setting Up Activities & Skills 89.

A dot is shown on the graph each time the person was present in an activity. When grouped by activity types, the dots are blue. When individual activities are shown, the dots are orange. The graph scrolls to the left and right to show additional dates.

## *Contributions*

The Contributions tab allows you to view graphs of contribution totals, as well as a detailed list of Posted Contributions. If the current Personal Profile has an envelope number assigned and donation history, it will be viewable on this tab. If the current user doesn't have access to view Contributions information, this tab will be grayed out/disabled.

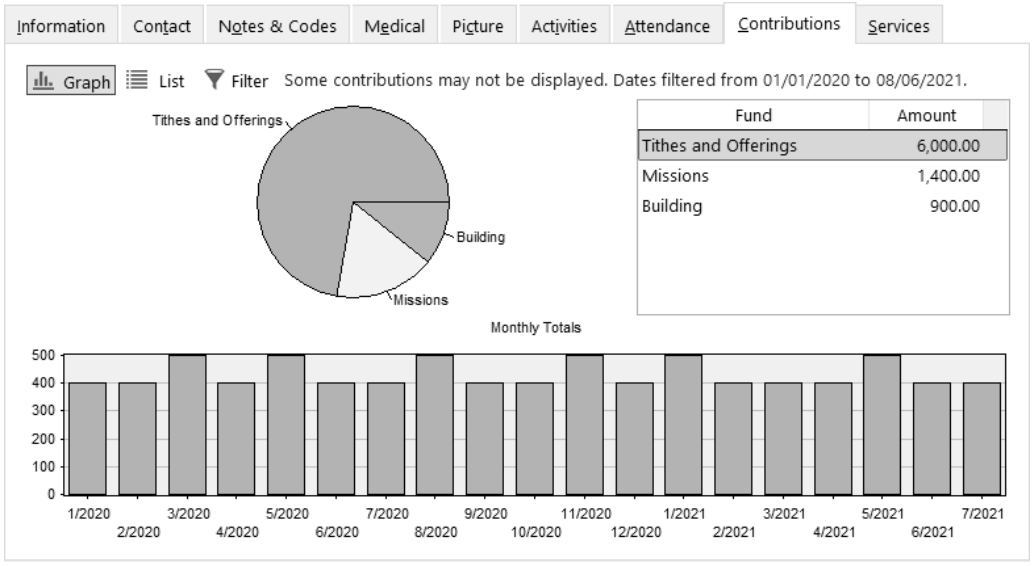
***The buttons along the top left of this tab serve the following purposes:***

- **Graph**. This button switches to the graph view. Contribution graphs are explained in more detail in the next topic.
- **List**. Clicking this button takes you to the list view of the giving history for this contributor.
- **Filter**. Limit results shown in this screen by Fund Number, Fund Type, or Date. By default, it is filtered to include all of last year plus this year to date. For example, 01/01/2020 to 08/01/2021, where today's date is 08/01/2021.

***When in the List View, the following buttons are found along the right side of the screen:***

- **View Detail**. Display more detailed information for the selected contribution record.
- **Reverse**. Used for removing and correcting problem contributions. Refer to Reversing a Posted Contribution 158.
- **Change Pledge**. Apply the contribution to a different pledge or remove the pledge designation. For more information, refer to Applying Contributions to a Pledge 167.
- **View Pledges**. Open the Maintain Pledges 164 screen for the current contributor.

## *Contribution Graph Data*




***The Contribution Graph view is made up of three distinct areas:***

- **Fund Totals Pie Chart**. The Contribution Fund totals displayed in pie chart form.
- **Fund Totals List**. Each of the Contribution Fund totals are listed in the box to the right.
- **Monthly Totals Bar Graph**. Contribution totals by month displayed in bar graph form. The labels along the bottom of the graph as well as the width of the bars adjust automatically depending on the number of months included in the filter. The previous topic discusses filtering this view for a different range of dates.

## Ministry Services

This tab displays the Ministry Services data for the current Personal Profile. Use the ⊕ Add Service, ✎ Edit Service, or ⊖ Delete Service buttons to modify the Ministry Services data. For more information, refer to the Ministry Services 119 chapter.

## Check In

For users with Check In Version 14, this tab displays some Check In related options.

- **Family Pager No**. If you have permanently assigned Pager Numbers, you can record them here. ***Note:*** *The Pager Number is assigned at the family/household level, not to each individual person. This field is included on the Maintain Personal Profiles screen for your convenience, but does not need to be assigned to each individual person in the family/household.*
- **Permanently Authorized Adult/Child**. When viewing an adult's Personal Profile record, you can specify a list of children outside this family/household in PowerChurch that can be checked in or out by this person. When looking at a child's Personal Profile record, you can specify a list of adults outside this family/household in PowerChurch that can Check In and Check Out this child.

The Permanently Authorized non-family member feature allows children who frequently attend service with people outside their immediate family/household to more easily go through the Check In/Check Out process. This allows you to avoid having to go through the Checked In/Checked Out by Non-family Member process each time.

# Adding a New Profile

Remember that all individual profile records must be associated with a household record in the Family Mailing List. In other words, if the new person does not have a household record, you must create it first. Refer to Adding a New Family 59 for more information.

***To add a new profile:***

1. **From the Membership menu, choose Personal Profiles then Maintain Personal Profiles.**
2. **Click the Add button.**
3. **On the Select Family dialog, click the household that you want to add the new profile to.** Instead of scrolling through this list, you can easily jump to the position you want by typing the first few letters of the household's last name. For

example, if the last name is *Johnston*, as you start typing *j o h n s*…, notice the cursor jumps down through the list to the first name that begins with those letters. Continue to type successive letters or use the arrow keys until you reach the desired name.

4. **Click OK.**

Enter information into each of the tabs, then click the Save button.

***Note:*** *You can also add new Personal Profiles from under the Family Members* 45 *tab on the Integrated Data Entry and Maintain Family Mailing List screens.*

# *Moving Individuals Between Households*

From time to time, a person in your church may move into the household of another member. For instance, a couple may get married and move in together. PowerChurch Plus features a Move button on the Maintain Personal Profiles screen to accommodate this situation.

***To move a person from one household to another:***

1. **On the Maintain Personal Profiles screen, use the Locate button or Navigation List to select the person you wish to move.**
2. **Click the Move button found along the top of the screen.**
3. **You are able to create a new family for this person or move them to an existing family.**
4. **If creating a new family, enter the following information if needed.** You can add more detailed information on the Integrated Data Entry 44 or Maintain Family Mailing List 53 screen when the process is complete.
   - **Family First Name and Last Name**. This will be the Household Key First Name and Last Name.
   - **Home Phone**
   - **Mailing Category**
   - **Address**
5. **If moving to an existing family, select the family/household you wish to move the person into.** Members of the selected family are shown in the grid at the bottom of the form.
6. **Click OK to finish the process or Cancel to exit without saving changes.**

Alternatively, you can access this form using the Move Profile button along the bottom of the Integrated Data Entry or Maintain Family Mailing List screens' Family Members 45 tab.

***Note:*** *In the event that you move the last Personal Profile out of a family, PowerChurch Plus will ask if you want to delete the empty Family Mailing List record.*

# Deleting a Profile

When you delete a Personal Profile, PowerChurch Plus removes all related information from the Attendance, Ministry Services, and Activities & Skills modules. PowerChurch Plus does not delete any related data in the Contributions module. Instead, after confirming your decision to delete, it reassigns any existing contributions to envelope number 99999.

***Note:*** *We recommend that you print a final Contribution Statement or Tax Receipt and create a backup before deleting anyone. For more information, refer to Contributions Reports* 171 *and Backing Up Files* 483.

***To delete a profile:***

1. **Use the Locate button or Navigation List on the Maintain Personal Profiles screen to select the person.**
2. **Click the Delete button at the top of the screen.** PowerChurch Plus prompts you for permission to delete. It will display an additional warning showing the most recent Attendance and/or Contribution date if it appears the person may still be active.
3. **Click Yes to the warnings to continue.**

You can also delete a person from the Family Members 45 tab on the Integrated Data Entry and Maintain Family Mailing List screens. The button is labeled Delete Profile and can be found along the bottom of the screen. Once you have highlighted the profile's name, click Delete Profile.

***Note:*** *In the event you delete the last Personal Profile from a family, PowerChurch Plus will ask if you want to delete the empty Family Mailing List record.*

# Merging Duplicate Profiles

It is not uncommon, especially in a multiple user environment, to find duplicate Personal Profiles in Membership. You can easily merge duplicate profiles in PowerChurch Plus without losing data.

***To merge duplicate profiles:***

1. **Go to *Membership > Personal Profiles > Setup > Merge Duplicate Profiles*.**
2. **In the Merge This Profile field, click the Lookup button and choose the person from the list.** This is meant to be the duplicate profile that you wish to remove from the system. Consider this the "secondary" profile.
3. **In the Into This Profile field, click the Lookup button and choose the person from the list.** This should be the profile that you wish to keep in the system. Consider this the "primary" profile.
4. **Click the Merge and New button if you need to merge another set of duplicates once this is complete, or Merge and Close if these are your only duplicates.** Click Cancel to close this form without making changes.
5. **If any conflicting information is found between the two profiles, the fields will be shown in a comparison grid.** Conflicting information from the secondary profile will be overwritten by the information on the primary profile.
6. **Review the changes that will be made.**
7. **If you wish to continue with the process, click Yes at the bottom of the screen.** To return to the previous step, click No.
8. **When the process is complete, you will either be returned to the Merge Duplicate Profile screen, or the form will close, depending on which button you clicked in Step 4.**

# *Quick Tagging*

Tagging records allows you to select a group of individuals that may not have other information in common. In the following example, assume you need a mailing label for five particular people. Using the Print Mailing Labels menu option, you designate *Member-Active* as the Personal Status Code, since all five individuals are active members.

Unfortunately, this gives you a mailing label for all of the active members, rather than just the five that you need. The solution is to open the Quick Tag screen, place a check mark next to the five members, then print your labels using the Tagged option on the Selection Criteria screen.

***To use the Quick Tag feature:***

1. **From the Personal Profiles menu, choose Quick Tag Records.** Any records that are currently tagged will show a check mark to the left of the last name.

2. **Place a check mark next to the names of the people you would like to temporarily group together.** To untag a record, simply uncheck the box to the left of the last name. Use the ☑ All or ☐ None buttons as needed.
3. **Click OK when finished.**

Alternatively, you can tag or untag individuals using the Maintain Personal Profiles screen by selecting the person, then clicking the Tag button at the top of the screen. There is also an Untag All Records option on the Personal Profiles menu.

# *Personal Profiles Reports*

The Personal Profiles module includes the following predefined reports which can be found under ***Membership > Personal Profiles > Reports - Personal Profiles***.

- **Active Profiles**. Displays a list of profiles that have attended or contributed during the date range specified.
- **Adults Needing Background Checks**. Displays a list of adults who require a background check to be completed.
- **Adults With Background Checks**. Displays a list of adults who have a completed background check in the selected date range.
- **All Individual Profiles**. Displays a detailed list of all individuals.
- **Allergy & Medical Information**. Displays the allergies, medications, and medical conditions of the selected profiles.
- **Average Age by Personal Status**. Lists the count and average age of people with each Personal Status code and then an overall count and average age of those included in the report.
- **Birth Dates in Age Groups**. Displays a list of individuals and birth dates, grouped by their ages.
- **Birthdays & Anniversaries**. Displays a list of birthdays and anniversaries for a specified date range.
- **Church Directory**. Displays a church directory with information for each individual, grouped by family.
- **Defined Custom Codes**. Displays a list of custom defined codes for Personal Profiles and number of times each is assigned.
- **Email Addresses Included in Bulk Mailings**. Displays a list of individuals whose email addresses are included in group emails. This is defined by the "Include in Bulk Mailings" checkbox on the Personal Profile.

- **Email Addresses Not Included in Bulk Mailings**. Displays a list of individuals whose email addresses are not included in group emails. This is defined by the "Include in Bulk Mailings" checkbox on the Personal Profile.
- **Email Directory**. Displays a list of individuals and their email addresses.
- **Envelope Numbers List**. Displays a list of all envelope numbers with name and address. Print this for a hard copy of names and numbers, or to transfer information to envelope printing companies.
- **Family Grouped Report**. Displays a detailed list of individuals grouped by family. Includes addresses and phone numbers.
- **Invalid Email Addresses**. Displays a list of individuals with invalid email addresses assigned.
- **Non-Active Profiles**. Displays a list of profiles that have not attended or contributed during the date range specified.
- **Profile Age Ranges**. Displays a count of profiles by age range.
- **Profile Pictorial Directory**. Displays a church directory which includes individuals' pictures. Use the Church Directory to print a directory with family pictures.
- **Profiles Count by Status Code**. This report shows a count of how many profiles are assigned to each Personal Status code and shows the total number profiles. This report includes profiles belonging to families which are set to not be included in Membership module reports. Counts on this report may not match other Membership module reports.

  ***Note:*** *This report includes profiles belonging to families which are set to not be included in Membership module reports. Refer to the Include in Membership Module Reports* 59 *field for more information.*
- **Profiles Without Email Addresses**. Displays a list of individuals that do not have an email address listed.
- **Selected Dates**. Displays a list of individuals that meet the selection criteria. Can be used to generate a birthday or anniversary list, or any other date field.
- **Selected Names, Addresses, Phones**. Displays a list of individuals that meet the selection criteria. If you define a date field, such as birthday, the date will be included on the report.
- **Selected Profiles - Full Details**. Displays a detailed list of all individuals that match the selection criteria.
- **Unused Envelope Numbers**. Displays a list of all available envelope numbers within a defined range of numbers. Use this when adding new members, or reassigning envelope numbers.

***Note:*** *Personal Profiles reports can also be accessed in the combined Membership Reports screen, found at the bottom of the Membership menu.*

# Exporting Data

PowerChurch Plus has a feature that allows you to export data to use in other applications such as spreadsheets, word processing, or database management systems. When creating an export file you have the option to choose which fields to include. There are several standard file formats you can create that are compatible with a variety of software packages.

***Note:*** *To export related data from more than just the Family Mailing List and Personal Profiles modules, you may consider using the Export to Access* 449 *utility.*

***To export Personal Profile data:***

1. **From the Membership menu, choose Personal Profiles, Other Output, then Export Data.**
2. **Using the Selection Criteria dialog, select which records to include in your export.** Also select how the records should be sorted by using the Sort Options buttons. Click OK.
3. **Read the Introduction and click Next to continue or Cancel to terminate the process.**
4. **Select which fields you want to export.** On the left side of the screen, PowerChurch Plus displays a list of all the fields available from the Personal Profiles. Note that it also includes the fields from Family Mailing List. Your selection criteria was based on the Personal Profile records, however you may want to include fields from the mailing list, such as the address. To select a field and move it to the Fields to Export list, double-click the field name. Alternatively, you can highlight the field name, then click the › right arrow button. To export all available fields, simply click the » double right arrow button. Use the ⇕ gray block to the left of the field name to reorder fields in the list. To remove an individual field, click the ‹ left arrow button or double click on the field. Remove all fields in the list by clicking the « double left arrow button. Click Next when finished.
5. **Select the type of export file you would like to create.** Click the radio button next to the desired file format. Click Next.
6. **Specify the name of the export file.** You can accept the default file name, which will be located in your Documents folder, or click the Change button if you want to change the file name or its location. Use the Save As dialog to change the name in the File Name field. Change the folder or location under Save In. Click Save.
7. **Click Next.** If you need to make any changes to what you selected, click the Previous button until you reach that particular section.
8. **Click Finish to complete the export process.**

# Updating Outlook Contacts

This feature allows you to export Personal Profiles information to the Contacts folder in Microsoft Outlook. It is important to note that this process does not work with Outlook Express, Windows Mail, or other Microsoft email products you may have installed.

***Note:*** *Update Outlook Contacts functionality is not available in PowerChurch Online.*

***To update the Outlook Contacts with profile data:***

1. **From the Membership menu, choose Personal Profiles, then Update Outlook Contacts.** Read the introduction and click Next.
2. **Select profiles by Personal Status codes that should be sent to Outlook.** If applicable, check the box that reads Delete PowerChurch Profiles from Outlook that do not match this selection.
3. **Click Finish.**

***Note:*** *Some anti-virus programs block third party access to Outlook data. If you receive a message saying that PowerChurch Plus was unable to communicate with Outlook, consult the documentation for your anti-virus software to disable script blocking protection.*

# Performing Background Checks

PowerChurch Plus allows you to track background checks for adults in specific activities and employees in Payroll. This allows you the peace of mind of knowing the history of those working with children or counting money. The functionality is specifically written to work with Protect My Ministry (www.protectmyministry.com), but you can record background check dates from other providers as well.

The following topics discuss the setup and usage of the background check functionality.

## Setting Preferences

The beginning of the Background Checks setup process takes place on the ***File > Preferences > Background Checks*** menu option.

Here you define the frequency of background checks required, in years. For example, if you need to have background checks updated every two years, specify *Background Checks Need To Be Reverified Every: 2 years*.

The fields on the Settings tab are specifically for those using Protect My Ministry (www.protectmyministry.com).

***The following fields are used system-wide:***

- **Organization ID**. The ID assigned by Protect My Ministry for your organization.
- **Organization Password**. The password for your Protect My Ministry account.

***The following fields are user-specific:***

- **User Name**. The PowerChurch Plus user name will be shown here.
- **User Email Address**. Enter the email address that you would like to associate with this account at Protect My Ministry.
- **Register User**. If you have not yet done so, click the Register User button to associate the email address listed above with Protect My Ministry. Each user's email address must be registered separately with Protect My Ministry before the Add, Delete, or View Background Checks buttons will be enabled.

## Allowing Users Access

Access to add, delete, or view background checks is granted on a per-user basis in PowerChurch Plus. This is done on the ***File > Preferences > Passwords & Permissions*** screen. Click the User Profiles button.

***Note:*** *You must be logged in as System Admin to change user permissions. For more information, refer to Users and Passwords* 492.

On the Membership tab, check the Background Check option to the right of the Personal Profiles row. For access to employee background checks in Payroll, click the Accounting tab and check the Background Checks option box. The user must have a minimum of Add/Change rights in Personal Profiles and/or Payroll to access the background checks.

## Defining Activities

Each activity defined in PowerChurch Plus allows you to designate a background check requirement. For example, in the case of Nursery Volunteers, you could add each of the volunteers as members of the *Nursery* activity, with a role of *Volunteer*. Using this example, you would specify that the Nursery activity requires background checks. You

could also set up activities for groups such as money counters, office staff, and other volunteers.

This is controlled on the Maintain Activities & Skills 90 screen, under the General tab. The option reads Adults in This Activity Require a Background Check.

## *Background Check Controls*

In Membership, the background check controls are shown on the Maintain Personal Profiles screen, on the Profile Information 70 tab. This will only be displayed if the current user of PowerChurch Plus has been given access to Background Checks in Personal Profiles and the current profile is a member of an activity that requires background checks.

In Payroll, the background check controls are shown on the Maintain List of Employees screen, under the Payroll Information 340 tab. This will only be displayed if the current user of PowerChurch Plus has been given access to background checks in Payroll.




Use the Add, Delete, or View buttons to interact with the Background Checks system. If you are using Protect My Ministry (www.protectmyministry.com) as your background check provider, PowerChurch Plus will launch your web browser, where the Protect My Ministry site will take over the request. If you are not using Protect My Ministry, the View button will not be available and you will simply be recording the date of the latest background check.

## *Adding to PowerChurch Today*

To help keep your background checks up to date, PowerChurch Plus allows you to display background checks needed in the next thirty days on the PowerChurch Today window. Refer to User Setup Options 22 for more information.

# *Membership Audit Log*

PowerChurch Plus maintains a record of changes made in the Membership module that do not appear in other Membership reports. The Membership Audit Log tracks when

Membership data is deleted, moved, or merged. This screen can be found under ***Membership > Personal Profiles > Setup > View Membership Audit Log***.

## Related Information

***The following menu options are covered later in this manual:***

- Print Mailing Labels 430
- Rolodex and 3x5 Cards 440
- Custom Reports 451
- Send Email Message to a Group 414
- Send Text Messages via SimpleTexting.com 420
- Create Mail Merge File 439
- Automated Messaging Files 446

# Activities & Skills

The Activities & Skills module serves three very important purposes in the life of a church.

***Using this module, you can:***

- **Find members involved in particular activities.** For example, you can print the names of all the people who attend Sunday School or all members of the choir.
- **Track church offices.** You can record the dates that an individual served in a church office such as *Secretary, Director of Religious Education,* or *Music Director*.
- **Find members with needed skills for a project.** For example, if you want to produce a website for your church, you can search your Membership for people with web development experience.

Activities & Skills are linked to Personal Profiles. To assign a particular activity or skill to a person, they must first have a Personal Profile record.

## Setting Up Activities & Skills

The following topics discuss the many ways that the Activities & Skills module can be customized to your church's needs and preferences.

## Activities & Attendance Setup Options

This screen can be found under ***File > Preferences > Activities & Attendance Setup***. It can also be accessed from ***Membership > Activities & Skills > Setup > Activities & Attendance Setup***.

- **Month of Class Promotions**. Specify the month in which class promotions occur. August is the default. For more information, refer to Class Promotion 101.
- **Available Attendance Statuses**. By default, PowerChurch supports the following Attendance statuses: Present, Absent, Excused, Not Applicable. Present and Absent are required. Check or uncheck the Excused and Not Applicable options. Unchecking one or both of those options will affect Attendance data entry, but not reports.

## Activity & Skill Numbers

In PowerChurch Plus, each activity/skill is assigned a unique number. These numbers can be one to four digits long, allowing you to track up to 9,999 different activities and skills.

## Maintain Custom Codes

Each activity can be assigned a Department and a Type. When activities are linked to individuals, Roles can be assigned to indicate their function in an activity. These attributes give you greater flexibility by providing additional search criteria when building lists of members with certain skills or who are involved in certain activities.

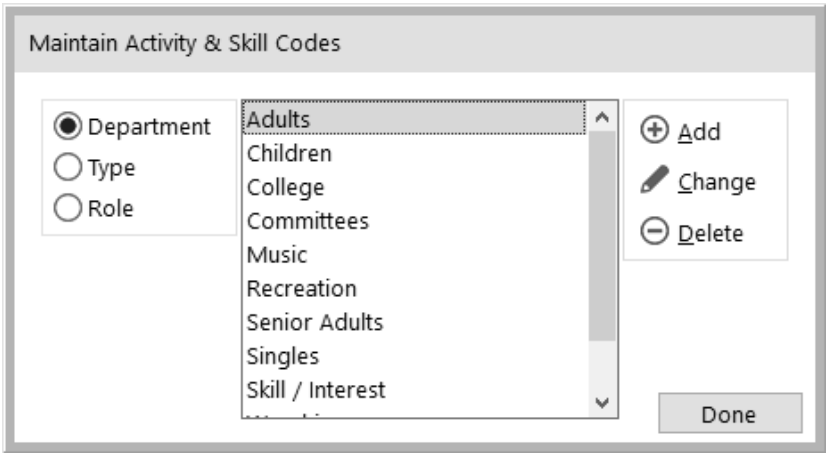
***For example, you could create a list of the following:***

- Everyone in the Children's Department.
- Everyone in the Children's Department who is also in a particular Sunday School class.
- Everyone in the Children's Department who is also in a particular Sunday School class and is a Teacher.

PowerChurch Plus includes some predefined Departments, Types, and Roles for your convenience. You can use these as is or add, change, and delete code values to suit the needs of your organization.

***Note:*** *Use of these code fields is not required. If your particular list of Activities & Skills do not require additional means of organization, by Department, Type, or member Roles, then you can maintain a much simpler setup without using them.*

You can set up the list of Departments, Types, and Roles using the Maintain Custom Codes screen, found under ***Membership > Activities & Skills > Setup > Maintain Custom Codes***.




Use the ⊕ Add, Change, and ⊖ Delete buttons to customize the list of code values. When deleting codes, PowerChurch Plus checks to see if the code is assigned to an activity or a person. If the code value is in use, you will be given the option of replacing the assigned value with a different one.

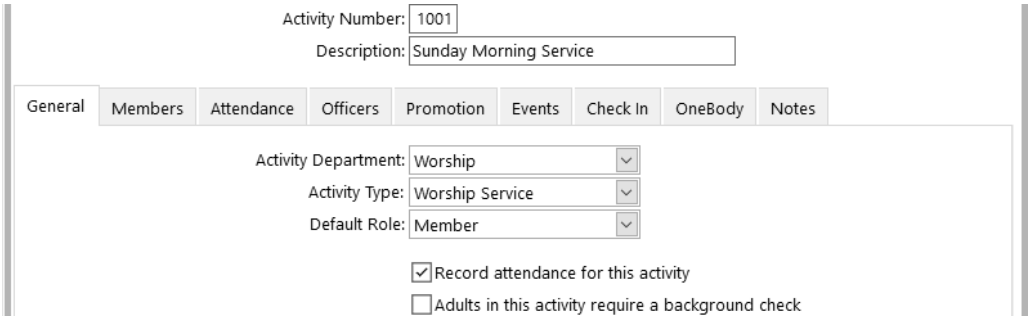
# *Maintain Activities & Skills*

The Maintain Activities & Skills screen is used to access information about each activity or skill. This screen can be found under ***Membership > Activities & Skills > Maintain Activities & Skills***.

Use the Locate, Next, and Previous buttons across the top of the screen to navigate to another activity, or click the Navigation List button to show a list of all activities. Refer to the Navigation List 31 for more information.

The following topics will explain the fields on each tab of this screen.

## General




***The General tab contains the following fields:***

- **Activity Department**. Select a department for this activity, if necessary. This field can be used to filter reports and other processes. Select <Add New Code> from the list to add a new department on the fly.
- **Activity Type**. Select the type of activity, if necessary. This field, like the Activity Department, is used in selections of reports and other processes. Select <Add New Code> from the list to add a new activity type on the fly.
- **Default Role**. When linking a member to this activity, the default role selected here will be assigned. You can override the assigned role as needed. Choose <None> if you don't plan to use Roles for this activity or choose <Add New Code> from the list to add a new role on the fly.
- **Record Attendance for This Activity**. Checking this option will make the activity available for use in the Attendance module.
- **Adults in This Activity Require a Background Check**. Checking this option will enable the background check information on the Maintain Personal Profile screen for each adult member of the activity. For more information, refer to Performing Background Checks 85.

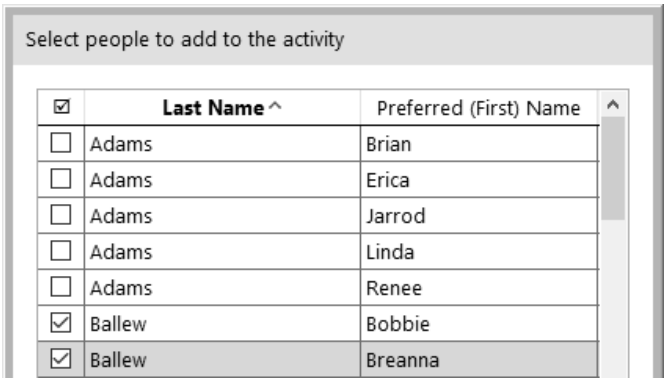
## Members

The Members tab shows a listing of the activity's members and their assigned roles. A count of members is also shown in blue text at the top left of this tab.

***The four buttons along the right side of the grid serve the following purposes:***

- **Add Person**. Clicking this button will open the following screen, which allows you to add selected people to this activity. Place check marks next to the people you wish

to add to the activity, then click OK. Use the ☑ All or ☐ None buttons as needed to assist in your selections.




- **Edit Person**. This opens the Activity Details screen.
- **Delete Person**. When you click this button, you will be prompted to confirm the decision to remove the person from the activity. After the person is removed from the activity, their Attendance history and Offices Served will remain in the database.
- **Edit the Person/Family**. Click the arrow on the right side of this button and choose whether you would like to Edit the Personal Profile or Family Mailing List record. Clicking one of these options will open the selected screen, allowing you to edit any necessary information.

***Note:*** *This tab can alternatively be accessed by going to* ***Membership > Attendance > Setup > Maintain List of Attenders****.*

## *Attendance*

The Attendance tab displays attendance counts in graph or detailed list form. The screen will default to the view you last used.

***The three buttons at the top left of the form serve the following purposes:***

- **Graph**. Click this button to view a graph of attendance counts for the selected dates.
- **List**. Switch to the grid view of attendance summary counts for the selected dates.

- **Filter**. Select the range of dates to be included in the Graph and List views. By default, it is filtered to include all of last year plus this year to date. For example, 01/01/2020 to 08/01/2021, where today is 08/01/2021.

At the top right of the Graph view, there are buttons to Print and Copy the graph to the clipboard. The latter can be used to paste the graph into a document or presentation.

## Officers

This tab lists officers who have served in this activity. This information is pulled from the Maintain Offices Served 104 form.

Select Current, Past, or All at the top left of the grid to filter which officers are included in the list. The buttons to the right allow you to Add Officer, Edit Officer, or Delete Officer. Deleting the officer does not delete the Personal Profile from the Membership database, it simply deletes the Offices Served record.

## Promotion

***The Promotion tab contains the following settings:***

- **Promote To**. Enter an activity number or use the Lookup button to choose one from a list. When Class Promotions are processed, members of the current activity will be promoted into the activity selected. For example, the *Junior High* Sunday School class should be promoted to the *Senior High* Sunday School class.
- **Length of Class**. This field holds the number of years members generally spend in this activity before promoting to the next class. For example, if this class holds 5th and 6th graders, the length of class would be two years.

For more information on this functionality, refer to Class Promotion 101.

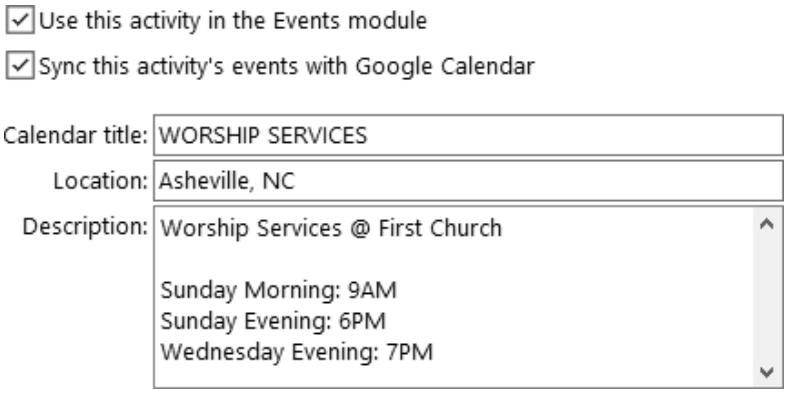
## Events

***On the Events tab, set the following options:***

- **Use This Activity in the Events Module**. Check this box to include this activity in filters and reports in the Events module.
- **Sync This Activity's Events with Google Calendar**. Check this option box to include this activity's events in the Google Calendar sync. Each activity is treated as a separate calendar.

- **Calendar Title**. The name of the Google Calendar that will be created from this activity. The default is the Activity Description.
- **Location**. Optionally, you can include City and State or regional information for this calendar.
- **Description**. Optionally, provide a full description of this calendar to be shown on the Google Calendar site.
- **Public**. Uncheck this option if you do not wish for this calendar to be publicly viewable.
- **Color**. Select a color code to use for this calendar.

For more information, visit www.google.com/calendar.




## *Check In*

The PowerChurch Check In system is an optional add-on product for PowerChurch Plus that offers check in/check out functionality with an emphasis on child security. For more information and pricing, visit www.powerchurch.com/checkin.

If you have both Check In Versions 11 and 14, you will see tabs across the top for Check In 11 Settings and Check In 14 Settings. After upgrading to Check In Version 14, you can click the Hide This Version button on the Check In 11 Settings tab.

***There are three options at the top of this screen:***

- **Not Used**. This activity will never be shown in the Check In system. For example, you might have an activity of *Deacons* defined, which is more of a small group than an actual event or activity. You would not want people to be able to check in to the *Deacons* activity.

- **Available as Part of an Event**. This activity will be available for check in only if it is connected to an event that is enabled in the Check In system. An example of this would be the *Youth Group* activity. Again, as in the first example, this is more of a small group than an event or activity. However, this group may be involved in events that you would want to enable the check in security features, such as an overnight youth lock-in.
- **Always Available**. This activity will always be shown in the Check In system, regardless of the current date and time. An example of this would be Nursery. Defining a Nursery activity will allow you to check a child in at any time, regardless of whether or not there are any scheduled events.

***Other options that are enabled when the activity is available for Check In:***

- **Require Check In to This Activity from a Manned Check In Station**. It may not be appropriate for people to be able to check themselves in to certain activities. If this option is enabled, the following two options will be disabled automatically.
  - **Allow Check In from Web Stations** *(Check In 11 only)*. This option allows the current activity to be checked in from computers running the Web Check In client.
  - **Allow Check In from Self-Serve Stations** *(Check In 11 only)*. This option allows the current activity to be checked in from computers running the Self Service Check In client.
- **Require Check Out from This Activity**. In high security situations, such as the nursery or other activities involving small children, the current activity would track check outs, as well as check ins.
  - **Allow Express Check Out**. This method of check out is done completely by bar code scanning. It speeds up the check out process, but does require that you have label printers at Check In and bar code readers at Check Out. For more information, please refer to the PowerChurch Check In user manual.
- **Record Attendance on Check In**. If the current activity is one that you use to track Attendance in PowerChurch Plus, this option will, upon checking someone in, automatically insert a Present record for them in the Attendance data.
- **Prompt for Notes on Check In**. In the nursery or other activities involving small children, the person dropping the child off can add a short note, such as *Johnny was running a fever last night, but seems OK this morning*.
- **Prompt for Number of Bags on Check In**. In the nursery or other activities involving small children, the person dropping the child off will be prompted for a number of bags, such as a diaper bag, they are leaving with the child. This allows you to keep them all connected, making sure the right bags leave with the right children.
  - **Print Bag Labels**. If you would like separate labels to be printed for each bag, check this option.

- **Require Bag Scan in Express Check Out**. If the Express Check Out option is enabled above, you can optionally require each bag label to be scanned as part of the check out process.

- **Print Name Badge**. At the time of check in, a name badge will print automatically, if this option is enabled. Only one name badge will print per person, no matter how many activities or events they are involved in.
  - **Print Class Name on Badge**. If printing name badges, include Class Name for security purposes. If the person is checked in to multiple activities or events, they will all be listed on a single name badge.
  - **Print Security Code on Badge**. If printing name badges, include the Security Code on the badge.

  ***Note:*** *Even if the activity does not require check out, having this option checked will cause a parent/claim ticket label to be printed.*
  - **Print Medical Information on Badge**. Enable this option to list Allergies, Medications, and/or Medical Conditions on the name badge. Medical information is taken from the Maintain Personal Profiles 74 screen.
- **Print Class Name on Parent/Claim Ticket Label** *(Check In 14 only)*. If you would like to have the child's activity/class name to be printed on the parent label, check this option.

## OneBody

***The OneBody tab contains the following options:***

- **Sync This Group with OneBody**. Enabling this option will include this activity and its members as a group on your OneBody site.
- **Create This Group as a Private Group**. Private groups are not viewable by non-group members on the OneBody site.
- **Create a Separate "Parents of" Group for This Activity**. For children's activities, enabling this option will create an additional group to track the parents of the children that are members of the activity. This allows you to easily communicate with the parents.

For more information on this functionality, visit the website at www.powerchurch.com/onebody.

## Notes

Notes appear in reports and on Activity & Skill lookups. Enter a note about this Activity. Use the ABC✔ Spell Check prior to saving changes if necessary.

# Defining Activities & Skills

Once you develop a numbering scheme, you can enter it in Activities & Skills. During this process, you enter the code for each activity along with its description, department, type of activity, and default role.

***To define Activities & Skills:***

1. **From the Membership menu, choose Activities & Skills, then Maintain Activities & Skills.**
2. **Click Add, then enter:**
   - **Activity Number**. A numeric code containing up to four digits that represents the skill or activity.
   - **Description**. A text description of the skill or activity.
3. **Enter necessary information into each tab.** Refer to the previous topic for details about each field.
4. **Click Save.**

Repeat these steps to enter additional Activities & Skills. Now that you have defined the Activities & Skills, you can associate them with people in your Membership database.

# Importing Activities & Skills

You can import Activities & Skills from a CSV (Comma Separated Values) file by going to ***Membership > Activities & Skills > Setup > Import Activities & Skills***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Activity Number | Number/4 | Required: Unique number for this activity 1-9999 |
| Description | Character/30 | Required: Activity name |
| Activity Type | Character/25 | Used to filter report selections |
| Activity Department | Character/25 | Used to filter report selections |
| Default Role | Character/25 | e.g. Member, Teacher, Participant |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Fields in your import file that are empty will still need to be present in the file

structure. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.

2. **Click Next.**
3. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**
4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this box is checked. If you are unsure, look at the contents of the file before choosing.
5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

***Note:*** *Activity Type, Department, and Default Role are custom code fields in Activities & Skills. The values included in the import file will either be linked to existing codes of the same name or new Types, Departments, and/or Roles will be created automatically.*

*It is recommended that after completing the import, you go to Maintain Activities & Skills to update any missing information, such as Attendance and Check In settings. For more information, please refer to Maintain Activities & Skills* 90.

# *Merging Activities*

If you need to combine two activities together, there is a utility called Merge Activities. This will change all references in the PowerChurch Plus database from one activity to another. Related information in Activities & Skills, Attendance, Check In, and Events will be affected by this process.

***To merge two activities together:***

1. **Go to *Membership > Activities & Skills > Setup > Merge Activities*.**
2. **In the From field, enter the activity number or click the Lookup button to select the activity from a list.** This activity will be moved into the activity selected in the next field.

3. **In the To field, enter the activity number or click the Lookup button to select the activity from a list.** This is the activity that will receive the one selected in the previous field.
4. **Click OK.**
5. **When the process is complete, it will ask if you would like to merge another.** Choose Yes to merge two more activities together or No to close the form.

# Mass Update Activities & Skills

The Mass Update Activities & Skills screen allows you to affect multiple people, whether adding them to an activity, moving them into a different activity, or simply deleting them from an activity. While the Maintain Activities & Skills screen deals with a specific person and activity, the Mass Update Activities & Skills screen affects multiple people at a time. This can be found under ***Membership > Activities & Skills > Mass Update Activities & Skills***.

The following topics discuss each of the four modes that the Mass Update screen offers.

## Add Activity Mode

The Mass Add Activity mode adds people to an activity. It can be used to add everyone to an activity or only selected people. When dealing with selected people, you have the option of removing existing members of the activity that no longer match the selection criteria you define.

***To mass add an Activity:***

1. **Select Add and click OK.**
2. **Enter the number of the activity to add.**
3. **Click the Add All Profiles or Add Selected Profiles button.** Use the Add All Profiles option to assign the code to everybody in the database. The Add Selected Profiles option lets you choose a group of individuals who have something in common, such as marital status, age, or years of membership.
4. **Click OK.** The results depend on whether you are working with all profiles or selected ones. In the former case, PowerChurch Plus makes the mass assignment and the procedure ends.
5. **If you are working with selected profiles, choose the profiles you want on the Selection Criteria screen and click OK.** You will be prompted to Remove existing members of this activity who do not meet selection criteria.

6. **If you are working with selected profiles, click Yes or No to remove existing members.** If you answer Yes, PowerChurch Plus examines the profile records for existing members of the activity. It removes any profiles that do not meet the selection criteria you specified in the last step. Answer No to preserve the members who do not meet the selection criteria.

## Move Activity Mode

The Mass Move Activity mode moves everyone from one activity into another. The original activity is left with no one in it. Use this option when closing an activity out, for example when combining two committees or Sunday School classes into one.

***To mass move an Activity:***

1. **Click Move on the Mass Update Activities & Skills screen.**
2. **Enter the Activity number From which you want to move people.** There will be no one left in this activity after the process is complete.
3. **Enter the Activity number To which you want to move people.** This activity will hold all of its existing members, as well as those moved from the selected activity.
4. **Enter the Promotion Year to assign to these people in the new activity.** This field will only be enabled if the Activity To has Class Promotion enabled. Refer to Class Promotion 101 for more information.
5. **Click OK.**

## Copy Activity Mode

The Mass Copy Activity mode allows you to duplicate the membership of one activity into another activity. For example, when adding a new activity for Women's Ministry, you can save time by copying all of the members of the Women's Group activity. The original activity is not changed in any way. At the end of the process, the people will be members of both activities.

***To mass copy an Activity:***

1. **Select Copy, then click OK.**
2. **Enter the Activity number whose member list you would like to duplicate.**
3. **Enter the Activity number that will receive the new member list.** This activity will have the same members as the activity selected earlier.

4. **Enter the Promotion Year to assign to these people in the new activity.** This field will only be enabled if the Activity To has Class Promotion enabled. Refer to Class Promotion 101 for more information.
5. **Click OK.**

## Delete Activity Mode

The Mass Delete Activity mode removes everyone from the selected activities. It does not delete the activities themselves, but there will be no remaining members in the selected activities when the process is complete.

***To mass delete Activities:***

1. **Choose Delete, then click OK.**
2. **Enter an activity number in the From field.** This value is the first in a range of activities to delete. For instance, if you are deleting all committee assignments, enter the first committee number here.
3. **Enter an activity number in the To field.** Enter the activity that defines the upper limit of the range you wish to delete. If deleting only one activity, enter the same number as in the From field.
4. **Click OK.**

# Class Promotion

PowerChurch Plus contains a useful and efficient method of moving people from one activity to another on a scheduled basis. This is most often used to graduate children from one Sunday School class to another, but there are many other uses as well.

The following topics describe the Class Promotion functionality.

## Setting Up Class Promotions

***There are three areas that need to be set up for the Class Promotion processing to function properly:***

1. **Activities & Skills Setup Options** 89
   - **Month of Class Promotions**. This is a system-wide setting that applies to all activities. The default month is August.
2. **Maintain Activities & Skills** 90. Click the Promotion 93 tab.

- **Promote To**. When people graduate out of the activity, they will be moved into this activity.
- **Length of Class**. This holds the number of years that people normally spend in the current activity. For example, if this is the 5th & 6th Graders Sunday School class, the length of class would be two years.

3. **Activity Details** 91
   - **Promotion Year**. This is a setting that applies to each person in each activity. The Length of Class mentioned above is added to the person's Joined Date to automatically assign their Promotion Year. If this person joined the class in the middle of the promotion cycle, the Promotion Year would need to be changed. In the above example, if a 6th grader joined the 5th & 6th Graders class, they will graduate from this class after one year instead of the default of two years.

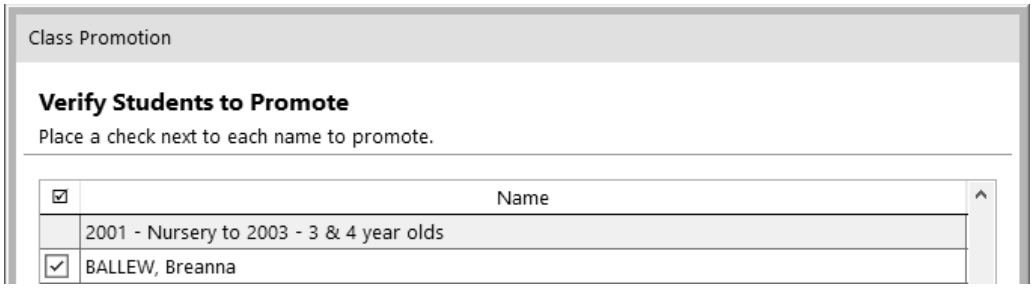
   ***Note:*** *You can access the Activity Details screen from either Maintain Activities & Skills* 90 *or Maintain Personal Profiles* 74.

## *Processing Class Promotions*

Before processing Class Promotions, you can verify who will be moved to which activities by running the Promotions Report. This report can be found under ***Membership > Activities & Skills > Reports - Activities & Skills***.

Simply enter the promotion year and, if applicable, a range of Activity Numbers, Departments, or Types. The report will list each person and the activity that they will be promoted into.

Once you have verified that each activity and individual has been properly set up for Class Promotion, you are ready to process promotions. Since there is not a way to undo this process, it is a good idea to create a Membership files backup prior to processing promotions. Refer to Backing Up and Restoring Data 483 for more information.




***To process Class Promotions:***

1. **Go to *Membership > Activities & Skills > Class Promotion*.**
2. **Enter the Promotion Year and click Next.**
3. **Place a check mark next to each of the class promotions that you wish to process.** Use the ☑ All or ☐ None buttons to aid in the selection process. Click Next to continue.
4. **Place a check mark next to each of the individuals listed under each class.** If there is anyone in the list that should not be promoted to the next class, simply uncheck the box by their name. Click Next to continue.
5. **Click Finish to process the promotions, or click Cancel to exit without processing.**

## *Using Mass Update*

If you choose not to use the Class Promotion process, you can accomplish similar, but less effective functionality using the Mass Update Activities & Skills utility.

The Class Promotion process allows you to promote only certain people out of the activity, as in the case of a Sunday School class for 5th and 6th graders. The functionality here would move everyone out of the activity, where some of the children are 5th graders and should remain in the class for another year before moving to the Junior High class.

***To promote Sunday School classes using Mass Update Activities & Skills:***

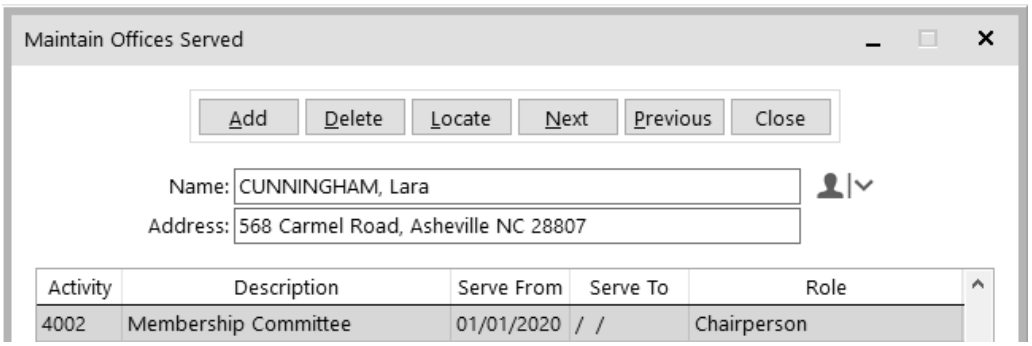
1. **Go to *Membership > Activities & Skills > Mass Update Activities & Skills*.**
2. **On this screen, choose Move, then click OK.**
3. **In the Mass Move screen, enter the current class in the From field, the class to move everyone into in the To field, and click OK.** For example, if the activity code for Grade 12 is 1012 and the code for Adults is 1013, enter those numbers in the From and To fields respectively. This action promotes all 12th graders to the Adult class.
4. **Repeat steps 1 through 4 for the remaining grades, moving from the highest to lowest activity.**

***Note:*** *It is important to process the activities in highest to lowest order. Move Grade 12 students into the Adults class, then Grade 12 is empty. Move Grade 11 into the Grade 12 class, then Grade 11 is empty, and so on. Doing this in the opposite order would move everyone together into a single class!*

# *Maintain Offices Served*

This feature of the Activities & Skills module helps you keep track of church office holders. It also stores office information independently of the other activity data. Use the Maintain Offices Served screen to record the dates for office holders.

It is important to note that this functionality is intended to track historical office holders as well as current officers. Because of this, it is not required that the person is currently a member of the activity in which you are adding. However, if the individual is currently in office, you will need to also use the Maintain Activities & Skills 90 or Maintain Personal Profiles 74 screens to add the person as a member of the activity.




***To track dates for office holders:***

1. **From the Membership menu, choose Activities & Skills, then Maintain Offices Served.**
2. **Select the office holder, using the Locate button, then choose one of these options:**
   - Click the Edit Profile/Family button to jump to the Personal Profile or Family Mailing List record.
   - Click Add to record a new office held; for instance, a newly elected Deacon.
   - Select an office in the list and click Change. You can also double-click one of the items in the list. Do this if you want to modify office information, such as recording the date when a person ends their service.
3. **Enter or modify the following items in the Office Details dialog.**
   - **Activity**. This field shows the activity number of the office. The text field shows the description, such as Finance Committee. You can change the number if necessary. Enter a number directly in the Activity field or click the Lookup button to select an activity from a list.

- **Serve From**. This field shows the date the person began serving in office. By default, PowerChurch Plus inserts the date from the system clock when you create this record. If necessary, enter a new date directly in the field or click the drop-down button to choose the date from a calendar.
- **Serve To**. Use this field to show the ending date of the person's term in office. The field is blank by default. Leave the field blank for a person currently serving in office with an unknown ending date.
- **Role**. Use this field to select the role the member plays in the selected activity (e.g. Treasurer.) Select <Add New Code> to add a new role on the fly.

4. **Click Save when finished or Cancel to exit without saving changes.**

# *Activities & Skills Reports*

The Activities & Skills module includes the following predefined reports which can be found under ***Membership > Activities & Skills > Reports - Activities & Skills***.

- **Activity & Skill Descriptions**. Displays a formatted list of all Activity/Skill numbers and descriptions. Numbers ending in "00" show as category titles.
- **Activity & Skill Descriptions by Department**. Displays a list of activities grouped by department.
- **Activity & Skill Descriptions by Type**. Displays a list of activities grouped by type.
- **Activity Name Tags**. Prints name tags for selected roles within a specified range of activities. "Sort By Activity" will print each activity separately. "Sort Alphabetically" will print only one name tag for each person, regardless of how many of the selected activities they are involved in.
- **Address and Phone Directories**. Displays an address and phone directory for each activity that matches the selection criteria.
- **Allergy & Medical Information by Activity**. Displays the allergies, medications, and medical conditions of profiles in selected activities.
- **Average Age by Activity**. Lists the count and average age of people in selected activities and then an overall count and average age of those included in the report.
- **Class Family Directory**. Displays a family directory that includes pictures for each activity that matches the selection criteria.
- **Class List with Birth Dates**. Displays an activity directory that includes each person's birthday.
- **Class Pictorial Directory**. Displays an activity directory that includes a picture of each person.
- **Current Officers List**. Displays a list of current officers, including the date that each started serving.

- **Defined Custom Codes**. Displays a list of custom codes defined for the Activities and Skills module and number of times each is assigned.
- **Master List of Activities & Skills**. Displays a detailed list of all activities that are assigned to each person.
- **Past Officers List**. Displays a list of past officers, including the dates that each served in office.
- **Profiles That Are Not Members of Selected Activities**. Displays a list of all individuals that are not members of a specified range of activities.
- **Promotion Report**. Use this report to show which students will be promoted to the next class.
- **Selected Activities & Skills**. Displays a detailed list of activities that are assigned to each person that match the selection criteria.

***Note:*** *Activities & Skills reports can also be accessed in the combined Membership Reports screen, found at the bottom of the Membership menu.*

## Related Information

***The following menu options are covered later in this manual:***

- Print Mailing Labels 430
- Custom Reports 451
- Send Email Message to a Group 414
- Send Text Messages via SimpleTexting.com 420
- Create Mail Merge File 439
- Automated Messaging Files 446

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# Attendance

PowerChurch Plus lets you track attendance for church functions such as Worship Services, Sunday School classes, and committee meetings. The Attendance module pulls data from both Personal Profiles and Activities & Skills. This section explains how to track attendance for activities and also shows you how to produce various kinds of output from the Attendance module. For example, you can produce absentee lists and mailing labels for everyone that attended a particular function. You can also generate graphs that show attendance data.

# Preparing To Work With Attendance

If you have set up the Membership modules discussed earlier in this chapter, you have most of the prerequisites for working with Attendance. The following list shows the preliminary requirements for tracking attendance.

- If necessary, create any Personal Profiles 66 for people who attend church activities.
- Optionally, define Activity Types, Departments, and Roles. Refer to Maintain Custom Codes 89 for more information.
- Define a list of Activities & Skills. Refer to Defining Activities & Skills 97 for more information.
- Associate individuals with Activities & Skills. Refer to the Members 91 tab on Maintain Activities & Skills for more information.

***Note:*** *It is possible to record present counts in addition to (or instead of) recording individual attendance status for people. If you only plan to record attendance counts, then it isn't necessary to add people as members of the activities.*

# Entering Attendance Data

Once you have matched up individuals and activities, you can start tracking attendance. The process involves assigning an attendance status code to each person who is expected to attend a particular activity.

***The following list shows the four possible statuses:***

- Absent
- Present
- Excused
- Not Applicable

The use of Excused and Not Applicable statuses are optional. You can enable or disable these options on the Activities & Attendance 89 Setup screen.

***PowerChurch Plus provides four options for entering attendance data:***

- **The Fast Data Entry screen**. This screen lets you quickly assign a single attendance code to every person in a particular activity.
- **Scanning bar codes**. Using the Fast Data Entry screen and a bar code reader, scan bar codes to record an individual's attendance.

- **The Maintain Attendance Data screen**. Use this screen if you want to manually enter attendance status one person at a time.
- **The PowerChurch Check In system**. Available as an optional add-on for PowerChurch Plus and PowerChurch Online; as members check in to activities, their attendance status can be recorded automatically for you. For more information, visit www.powerchurch.com/checkin.

## The Fast Data Entry Screen

PowerChurch Plus assigns an attendance status to every person who was scheduled to attend the activity on the specified date. You can then make changes to only those that don't match the selected status.

***To record attendance using the Fast Data Entry screen:***

1. **Choose Attendance from the Membership menu then Fast Data Entry.**
2. **Enter the following items on the Fast Data Entry dialog.**
   - **Activity**. Enter the number of the activity in this field. You can type the number or choose it from a list. To select the activity from a list, click the Lookup button or press F2.

   ***Note:*** *If the activity you are looking for does not appear in the list, it is likely not set to record attendance. Refer to the General* 91 *tab on the Maintain Activities & Skills screen.*

   - **Date**. Enter the date of the scheduled activity in this field or click the drop-down button to choose the date from a calendar.
   - **Default Attendance Status**. Click the button for the status you want to assign to all the individuals for this event. For example, if most people were present at a committee meeting, click Present.
3. **Click OK.** One of the following confirmation prompts will appear.
   - **Confirm entering data for the date and activity you entered**. Click Yes to continue or No to exit.
   - **Attendance data already exists for the date and activity you specified**. If there are current members of the activity that do not have attendance data, you will be given the option to record new attendance data for those people, or to simply edit the information you have already entered.

   At this stage, you can change individual status codes. For example, if only one person was absent from a meeting, you would initially mark everyone Present. You would then change the status for that one person to Absent.
4. **If necessary, change the attendance code for one or more individuals.** To change a person's status, double-click the name. Repeatedly double-clicking cycles

through the available codes. You can also press the space bar or Enter key on your keyboard. The current count of people marked as Present will be shown below the grid.

***Note:*** *As a convenience feature, you can see a person's information while working with this screen. The selected person's name, address, picture, and other information is shown in a small box at the bottom of the screen.*

5. **If you want to record attendance for a person not listed as a member of this activity, click Add Person.**
   - To add a person, select their name in the list. If you want to add the person as a permanent member of the activity, check the box labeled Permanently Add Selected People to This Activity. Clear the box to add the person for this date only.
   - If you want to add a person who does not appear in the list of profiles, click the ⊕ Add a New Family button. This lets you add a name, address, and other information about the new person. When you click Finish, the new family and profiles will be found in the Membership database.

   ***Note:*** *You can alternatively record Additional Present Count at the top right of the screen, to account for people who aren't in your Membership database. For example, if a new family of four attended service for the first time and you were not able to get their names or contact information, you could simply enter a 4 in the Additional Present Count field. Refer to the following topic for more detailed information.*
6. **Click Done when you are finished recording attendance for this activity.**
   Optionally, click the ⌄ drop-down button on the right side of the Done button and choose Enter More Attendance.

## *Entering Attendance Counts*

The Fast Data Entry screen allows you to enter both detailed attendance records for those that are members of an activity and an additional count of people who were present on that day.

The Additional Present Count field at the top of the Fast Data Entry screen is designed to allow a record of people in attendance that are not already in the PowerChurch Plus Membership database. At special events and holiday services, you might have many extra people in attendance that you do not know. Use this field to record a head count of those people.

If you record a Present status for ten individuals on the Fast Data Entry screen, you would not also enter 10 in the Additional Present Count field. If someone brought a friend to class who was a new visitor, you would record 1 in the Additional Present Count field.

If you have the person's name and contact information, you could instead click the Add Person button to add them into the PowerChurch Plus Membership database.

***Note:*** *When using the Additional Present Count field to record attendance counts, it is important to remember that attendance reports will treat this count as an addition to the number of people individually marked Present for that day.*

If your church or organization does not record detailed attendance in PowerChurch, this field can also be used to record a total number present instead of recording individual attendance status for each person.

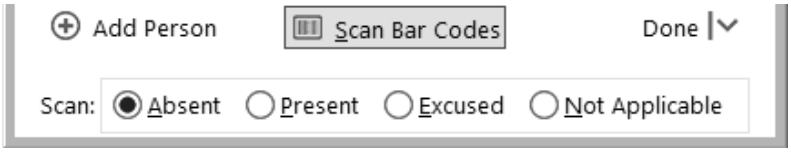
## *Entering Attendance by Bar Code*

Now that you are familiar with the Fast Data Entry screen, entering attendance by bar code is similar. This method allows data entry personnel to simply scan the bar code, eliminating the need to scroll up and down the screen using the keyboard.

You will first need to print an Attendance Register Form with bar codes. This report can be found under ***Membership > Attendance > Reports - Attendance***. Use this form to take attendance at your meeting or class. You will then scan the bar codes on this report to record the attendance in the Fast Data Entry screen at a later time.

***To enter attendance by bar code:***

1. **From the Membership menu, select Attendance, then Fast Data Entry.**
2. **Like traditional attendance entry, specify the activity number, the date, and the default attendance status.** Click OK.
3. **Click the Scan Bar Codes button at the bottom of the screen.** This button enables bar code scanning.




4. **Next, specify what you are scanning.** In this example, you will be scanning members of a class who were Absent. If you selected Present as the default setting in step 2, select the Absent option at the bottom of this screen.
5. **Using your bar code reader and the Attendance Register Form, scan the bar code of the first person that was Absent.** You will notice that the Fast Data Entry screen displays the individual that you scanned, now with the status of Absent.

6. **Continue scanning each person that was absent.**
7. **Once scanning is complete, click Done.**

### *Purchasing a Bar Code Reader*

Before you can begin entering attendance by bar code, you will need to purchase a bar code reader. PowerChurch Plus will function with any standard bar code reader, provided it does not encrypt data being scanned. Compatible bar code readers can be found on the PowerChurch Software website at www.powerchurch.com/products/hardware.

### *Bar Code Scanning Tips*

Occasionally you may have trouble getting your bar code scanner to recognize the bar codes you are scanning.

***The following tips may help improve performance:***

- Be sure that the tip of your bar code reader is clean and hold it at a slight angle while scanning.
- Print the Attendance Register Form on flat white paper.
- Photocopying the Attendance Register Form may blur the bar codes, making them unreadable.
- Whenever possible, print Attendance Register Forms using a laser printer. Ink based printers may smear bar codes, making them unreadable.

If problems persist, follow the troubleshooting guide provided by your bar code reader's manufacturer.

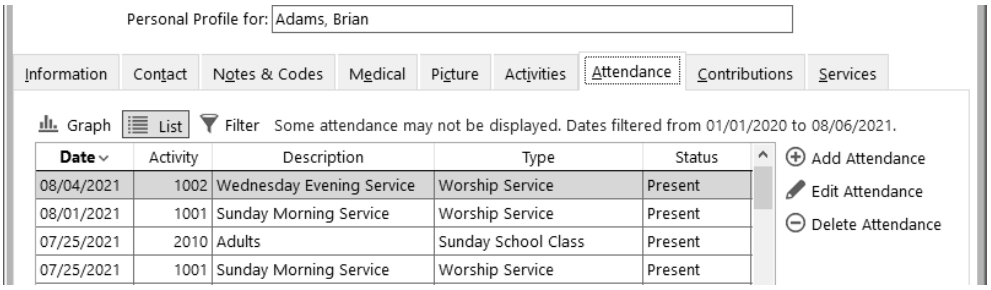
## *Maintain Attendance Data*

This method provides an alternative to the Fast Data Entry Screen. You can use it to record who was present without entering data for absentees. It is significantly more time-consuming than the Fast Data Entry screen, since you assign attendance status one person at a time. Smaller groups or churches with smaller congregations may prefer this method.

***Note:*** *Absentee reports and selections will not be available if no Absent statuses are recorded.*

***To record attendance for an individual:***

1. **Choose Attendance from the Membership menu then Maintain Attendance Data.** This opens the Attendance tab on the Maintain Personal Profiles screen. Alternatively, you could go to ***Membership > Personal Profiles > Maintain Personal Profiles***.




2. **If necessary, use the Locate button at the top of the screen or the Navigation List to select another person.**
3. **Use the Filter button to change which activities, dates, or types to include.** When the list is filtered, blue warning text will be displayed across the top of the screen.
4. **Choose one of the following options:**
   - **Add Attendance**. Click this to add a new attendance record for the selected person.
   - **Edit Attendance**. This will modify the currently selected attendance record.
   - **Delete Attendance**. Click this button to delete the currently selected attendance record.
5. **Enter or change the following items on the Maintain Attendance Data dialog:**
   - **Date**. This field shows the date the activity occurred. If you are adding new attendance data, PowerChurch Plus fills in the current system date by default. If necessary, enter a new date directly in the field or click the drop-down button to choose the date from a calendar.
   - **Activity**. This field contains the activity number. You can change this if necessary. Enter a new number directly into the field. Alternatively, press F2 or click the Lookup button to select an activity from a list.
   - **Status**. This field shows one of the four attendance statuses listed earlier. You can select a status, such as Present or Absent, from the drop-down list.
6. **Click OK.**

Repeat these steps to enter additional attendance data.

# Attendance Reports

The Attendance module includes the following predefined reports, which can be found under ***Membership > Attendance > Reports - Attendance***.

- **Absentee Report**. Displays a list of people who were absent throughout the range of dates specified. Use this to generate a list of people requiring a visitation due to recurring absences, for example.
- **Activity & Skill Descriptions**. Displays a formatted list of all Activity/Skill numbers and descriptions. Numbers ending in "00" show as category titles.
- **Activity Attendance Report**. Displays a detailed list of attendance for a range of activities and dates in row and column format.
- **Activity Name Tags**. Prints name tags for selected roles within a specified range of activities. "Sort By Activity" will print each activity separately. "Sort Alphabetically" will print only one name tag for each person, regardless of how many of the selected activities they are involved in.
- **Activity Statistics**. In summary mode, displays a count of people who were present, absent, and excused for each activity. In detail mode, lists the attendance history of each person for the specified range of activities and dates.
- **Activity Statistics by Personal Status**. Displays a count of people in each Personal Status code who were present, absent, and excused for each activity.
- **Attendance Register Form**. Prints a roster for each activity, allowing you to manually record attendance for entry in PowerChurch. There are different layouts of the report to choose from. Print this for use in taking attendance, or to use as a sign-in sheet.
- **Average Attendance**. Displays the number of times the activity occurred within a specified range of dates, as well as an average number of people who were present, absent, and excused.
- **Consecutive Absentee Report**. Displays a list of people who were consecutively absent a specified number of times. Also shows the last date they attended. Use this to generate a list of people requiring a visitation due to recurring absences, for example.
- **Detail Weekly Attendance by Activity Type**. Displays each person's weekly attendance status grouped by activity type.
- **Details of Personal Attendance**. Displays the detailed attendance history of each person for the specified activity and range of dates. Use this as an inquiry into the attendance history of an individual.

- **First Time Attenders Report**. Displays a list of people that attended the selected activity for the first time in the specified range of dates. Includes the name, visit area, who visits, and the date they first attended.
- **Summary of Personal Attendance**. Displays the number of times and a percentage that each person was present, absent, or excused from selected activities. Use this to generate a list of people who require a visitation due to absences, for example.
- **Visitor Report**. Prints a list of all family members that were present on a specified date and shows a list of all other dates that they or other family members were present. Use this report for tracking visitors or member prospects.

***Note:*** *Attendance reports can also be accessed in the combined Membership Reports screen, found at the bottom of the Membership menu.*

# Deleting Old Attendance Data

As you record attendance data, the file that holds it gets larger and larger. If the file gets large enough, it can slow down the processing of daily reports.

PowerChurch Plus has a mass deletion feature that helps you keep the size of the attendance file in check. You can use it to delete attendance data within any range of dates. Furthermore, you can use it to delete attendance data for a single activity, a range of activities, or all activities in the system.

***Note:*** *Before you use this feature, be sure to create a Membership Files backup. The backup gives you access to the data if you ever need it after you delete it. For information on creating backups, refer to Backing Up and Restoring Data* 483.

***To delete old attendance data:***

1. **From the Membership menu, choose Attendance, Setup, then Delete Old Data.**
2. **Specify a range of activity numbers using the Activity range fields.** By default, these fields contain the lowest and highest possible numbers. If you keep the default, PowerChurch Plus will delete attendance data for all activities. To delete a different range of data, enter new values in the From and To fields. You can type a number or click the Lookup button and choose an activity from a list.
3. **Specify a period of time using the Date range fields.** As in the previous step, you can leave the default values intact or enter new dates in the From and To fields. Use the drop-down button to select the date from a calendar.

4. **Check the Save Present Counts option if you would like to retain a count of those present for the deleted attendance dates.** Present counts would then still be available for reporting. Attendance counts require considerably less storage space than detailed attendance records.

   ***Note:*** *If this box is unchecked, attendance counts previously recorded in the Additional Present Counts field for the selected activities and date range would be deleted along with the detail attendance records*.

5. **Click OK to delete the old data or Cancel to exit without deleting.**

## Related Information

***The following menu options are covered later in this manual:***

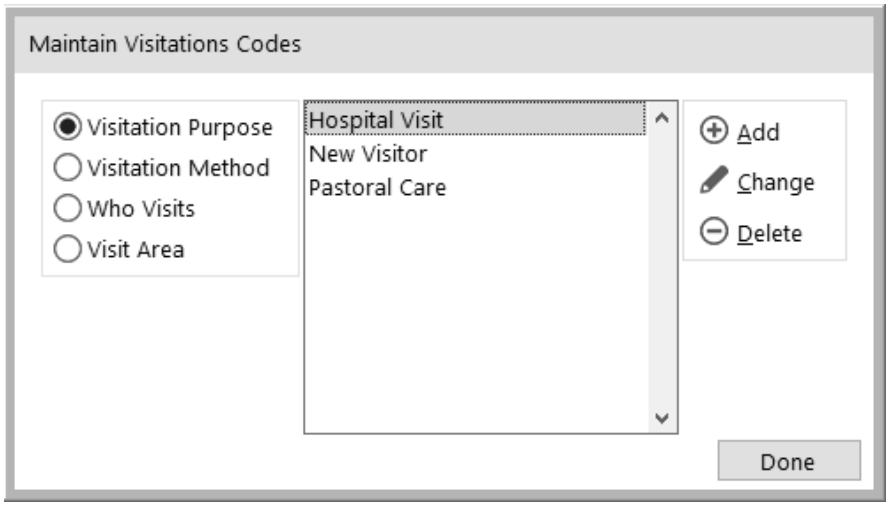
- Print Mailing Labels 430
- Create Mail Merge File 439
- Graphs 447
- Custom Reports 451
- Send Email Message to a Group 414
- Send Text Messages via SimpleTexting.com 420

# Visitations

The Visitations module of the Membership system records visits and other forms of outreach made by church representatives. Every visitation you enter is linked to a family in the Family Mailing List. The only prerequisite for working with Visitations is that the family exists in the Membership database. As with all the other Membership modules, Visitations can produce a variety of reports and other types of output.

## Maintain Custom Codes

Before recording Visitations, it is a good idea to review the values that have been defined in the customizable codes fields. The Maintain Custom Codes screen allows you to add, change, or delete visitation codes. It can be found under ***Membership > Visitations > Setup > Maintain Custom Codes***.




***The Visitations module has four customizable code fields:***

- **Visitation Purpose**. This is used to record the reason for the visit, such as *Hospital Visit, New Visitor*, or *Pastoral Care*.
- **Visitation Method**. This field is used to record the type of contact, such as *Email, In Person, Letter,* or *Phone Call*.
- **Who Visits**. This code is used to name the person or team that visits a particular household.
- **Visit Area**. This code identifies the location of a household. The values for the code can be the geographic regions around your church, such as compass directions, neighborhoods, boroughs, or other items.

  ***Note:*** *The Who Visits and Visit Area codes can also be found under* ***Family Mailing List > Setup > Maintain Custom Codes****. These are duplicate views of the same code fields.*

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of Visitation codes. Prior to deleting a code, PowerChurch Plus checks to see if the code is in use. If it finds the code value is currently assigned, you will be given the option to replace it with a different code value.

# *Maintain Visitations*

The Integrated Data Entry and Maintain Family Mailing List screens display Visitation data for each family. You can access this information by going to ***Membership > Visitations > Maintain Visitations***. Alternatively, you can go to ***Membership >***

***Integrated Data Entry*** or ***Membership > Family Mailing List > Maintain Family Mailing List***.

***The following information is displayed on the Visitations tab:***

- Date of Visit
- Who Visited
- Visitation Purpose
- Visitation Method
- Location
- Notes

You can use this screen to ⊕ Add, ✎ Edit, or ⊖ Delete Visitation information.

Click the 🖶 Print Report button to generate a report of this family's Visitations.

## Adding New Visitations

***To enter new Visitation data:***

1. **On the Integrated Data Entry screen, use the Locate button or Navigation List to select a family.**
2. **Click on the Visitations tab.**
3. **Click the ⊕ Add Visit button.**
4. **Complete the Visitation Detail form.** The Visitation Purpose, Method, and Who Visited fields are pulled from the defined custom code fields in Visitations. Select <Add New Code> from the list to add a new code value on the fly.
5. **Click OK.**

Repeat this process for each new visit that you would like to enter.

## Changing or Deleting Visitation Data

If you need to alter existing Visitation data, select the item in the list and click the ✎ Edit Visit button located at the bottom right of the screen. This opens the Visitation Detail form. Change any necessary information and click OK.

To delete an individual visit record, select the item in the list and then click the ⊖ Delete Visit button at the bottom right of the screen. PowerChurch Plus prompts you to confirm the deletion. Answer Yes to remove the entry or No to cancel. Refer to Deleting Old Visitation Data 118 if you need to mass delete Visitation data.

# Visitations Reports

The Visitations module includes the following predefined reports, which can be found under ***Membership > Visitation > Reports - Visitations***.

- **All Visitations Data**. Displays a detailed list of each family including details of visitations.
- **Count by Method and Purpose**. Displays a count of visitations made in the specified date range for each Visitation Method and Purpose.
- **Defined Custom Codes**. Displays a list of defined custom codes in the Visitations module and number of times each is assigned.
- **Families Not Visited For a Range of Dates**. Displays a list of families that have "Who Visits" assigned, but have not received a visit during the specified range. Use this report to make sure that all families are contacted on a regular basis.
- **Selected Visitations Data**. Displays a detailed list of families that match the selection criteria, that includes details of visitations.

***Note:*** *Visitations reports can also be accessed in the combined Membership Reports screen, found at the bottom of the Membership menu.*

# Deleting Old Visitation Data

As with Attendance data, the file of Visitation information gets bigger and bigger over time. The Visitations module has a mass deletion feature that allows you to delete all visits that occurred prior to a particular date.

***Note:*** *Before you delete visitation data, be sure to create a Membership Files backup. The backup gives you access to the data if you ever need it after you delete it. For information on creating backups, refer to Backing Up and Restoring Data* 483.

***To delete old Visitation data:***

1. **From the Membership menu, choose Visitations, Setup, then Delete Old Data.**
2. **Enter a date on the Delete Visitations dialog.** This means PowerChurch Plus will delete all data for visits prior to this date.

3. **Click OK to confirm the deletion or Cancel to exit without deleting.**

## Related Information

***The following menu options are covered later in this manual:***

- Print Mailing Labels 430
- Rolodex and 3x5 Cards 440
- Custom Reports 451
- Create Mail Merge File 439

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# Ministry Services

This module of the Membership system records marriages, baptisms, funerals, and other ministerial services performed by your church.

***You can record the following service information for an individual:***

- The name of the minister or other representative who performed the service.
- The date, type, and location of the service.
- Any notes about the service.

Every service you record is linked to a record in Personal Profiles. In other words, you record service data for individuals, not households. As with the other Membership modules, you can use Ministry Services to create reports, mailing labels, and other types of output.

## Maintain Service Types

Before recording Ministry Services, it is a good idea to review the values that have been defined in the customizable Service Type code field. The Maintain Custom Codes screen allows you to add, change, or delete those Service Types. It can be found under ***Membership > Ministry Services > Maintain Service Types***.

Service Type is used to describe what type of service was performed. Some examples of this would be *Baptism, Wedding,* and *Funeral*.

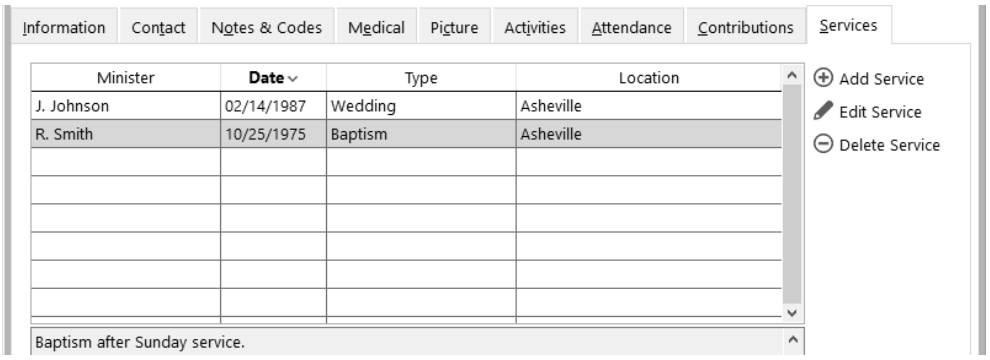
Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of Service Types. Prior to deleting a code value, PowerChurch Plus checks to see if the code is in use. If it finds the code value is assigned, you will be given the option to replace it with a different code value.

# *Entering Ministry Services Data*

You can enter Ministry Services data on the Maintain Personal Profiles screen on the Services tab.

***To enter new service data:***

1. **Choose Ministry Services from the Membership menu, then Maintain Service Records.** Alternatively, you can access this screen by going to ***Membership > Personal Profiles > Maintain Personal Profiles***.
2. **Using the Locate button or Navigation List, select the individual you want to record services for.**
3. **Click ⊕ Add Service to insert a new service record.**




4. **Enter the following items on the Maintain Service Details screen.**
   - **Minister**. Enter a name, initials, or other identification in this field. This information identifies the individual who performed the service.
   - **Date**. If necessary, enter a date in this field. By default, PowerChurch Plus inserts the current system date in this field.
   - **Service Type**. In this field, select from a customizable list of Service Types or choose <Add New Code> to add a new Service Type.
   - **Location**. In this field, enter the name of the place where the service occurred.
   - **Notes**. Enter any remarks about the service in this field.

5. **Click OK.**

Repeat these steps to enter additional service data.

# Changing or Deleting Service Data

If you need to alter existing service data, select the service record from the list and click the Edit Service button. On the window that opens, make any necessary changes and click OK.

To delete an individual service record, select the service record from the list and then click the Delete Service button. Refer to Deleting Old Service Data if you need to delete all services prior to a specific date.

# Ministry Services Reports

The Ministry Services module includes the following predefined reports, which can be found under ***Membership > Ministry Services > Reports - Ministry Services***.

- **All Ministry Services Data**. Displays all Ministry Services information for each individual.
- **Defined Custom Codes**. Displays a list of custom codes defined for the Ministry Services module and number of times each is assigned.
- **Selected Detailed Data**. Displays all Ministry Services information for selected individuals.
- **Selected Summary Data**. Displays a summary count of each type of service that has been performed in a specified range of dates.

***Note:*** *Ministry Services reports can also be accessed in the combined Membership Reports screen, found at the bottom of the Membership menu.*

# Deleting Old Service Data

As with other Membership modules, the file of service information can get too large. Like Visitations and Attendance, the Ministry Services module has a mass deletion feature that lets you clear out unneeded data.

***Note:*** *Before you delete service data, be sure to create a Membership Files backup. The backup gives you access to the data if you ever need it after you delete. For information on creating backups, refer to Backing Up and Restoring Data* 483.

***To delete old service data:***

1. **Choose Ministry Services from the Membership menu, then Delete Old Data.**
2. **Enter a date on the Delete Ministry Service dialog.** This means PowerChurch Plus will delete all data for services prior to this date.
3. **Click OK to confirm the deletion or Cancel to exit without deleting.**

## Related Information

***The following menu options are covered later in this manual:***

- Print Mailing Labels 430
- Custom Reports 451
- Create Mail Merge File 439

# Check In System

The PowerChurch Check In system is an optional add-on product for PowerChurch Plus and PowerChurch Online that offers child security and check in/check out functionality. The complete help documentation is installed with the Check In system. For more information and pricing, visit www.powerchurch.com/checkin.

## Setting Preferences

To open the Check In Setup options, go to ***File > Preferences > Check In Setup***.

If you have both Check In Versions 11 and 14, you will see tabs across the top for Version 11 Settings and Version 14 Settings. After upgrading to Check In Version 14, you can click the Hide This Version button on the Check In Version 11 Settings tab.

***The following changes can be made to the default behavior of the Check In system:***

- **Personal Status Codes That Can Check In**. Place check marks next to each of the Personal Status codes that you wish to include in the Check In system. If someone is

assigned a code other than one that is checked, their name will not show up in the Check In system. Use the ☑ All or ☐ None buttons to help with selections.

- **Default Family Mailing Category Code**. When adding new families, this is the default Mailing Category code that will be used. The Mailing Category can be changed at any time during the Add process.
- **Default Personal Status Code**. When adding new family members, this is the default Personal Status code that will be used. As with the Mailing Category code on the family, this can be changed at any time during the Add process.
- **Print Separate Parent Label For Each Child**. If children will be checked out from multiple locations, it may be necessary to print a separate parent label for each child that is checked in.
- **Do Not Allow Check In/Check Out by Children** *(Check In Version 14 only)*. Checking this option removes children from lookup lists and searches expecting an adult or guardian to be selected.
- **Print One Name Badge for All Activities** *(Check In Version 14 only)*. Uncheck this option if you would like to have separate name badges print for each activity that a child is checked in to.

Click OK to save your changes, or Cancel to exit without saving.

# Configuring Existing Data

***Check In settings can be found in the following areas of PowerChurch Plus:***

- **Users and Passwords**. Here you will define users that are able to access Check In stations, add or change family information, permanently add someone to an activity, and administer Check In setup screens.

  ***Note:*** *Password protection does not need to be enabled in PowerChurch Plus, but Check In users will still be required to have a password assigned. Refer to Users and Passwords* 492 *for information.*
- **Personal Profiles** *(Check In Version 14 only)*. The Maintain Personal Profiles 78 screen has a Check In tab which allows Check In related settings to be assigned.
- **Activities & Skills**. The Check In system allows you to change certain settings on a per-activity basis. These settings are found in the Maintain Activities & Skills 90 screen.
- **Events**. Church-wide events can be made available to the Check In system, or Activity-specific events can inherit the activity's Check In settings. Refer to Check In Settings 384 for more information.

# PowerChurch Today

PowerChurch Today [14] can be set to show specific information on program start up.

***The following options are available regarding the Check In system:***

- **Administrative Check Out**. This displays a list of people that are still checked in to activities or events that have ended. Refer to Administrative Check Out [125] for more information.
- **Currently Checked In**. This option shows a live data view of what activities and events currently have people checked in. Displays a count of those currently checked in, as well as a total that attended.

# Class Roster

The Class Roster can be found under ***Membership > Check In > Class Roster*** and is used to view Check In data from within PowerChurch Plus. There are two tabs at the top of the screen - Class List and Class Roster.

The Class List is the default view, which shows a list of activities and events for today's date. The current count of those checked in is displayed, as well as the total that have attended. To view an activity list for a different date, change the date at the top of the screen.

If you would like to view a detailed list of those who are or were in attendance for a specific activity, click the activity in the Class List to select it, then switch to the Class Roster tab. Alternatively, you can double click the name of the class to switch to the Class Roster automatically.

You will notice the name of the tab changes to Class Roster - Activity Name. This helps avoid confusion when switching back and forth between the Class List and Class Roster tabs. The Class Roster also shows the number of bags the person checked in with, if any, as well as notes and their current status. If the status is blank, instead of showing In or Out, it means this particular activity does not require check out.

Click the Refresh button at the bottom of the screen to refresh the information shown in the Class List or Class Roster. This will bring live Check In data into view, allowing you to watch the number in attendance and the check in status change as time progresses.

## *Check In Detail Report*

At the bottom left of the Class Roster, you will notice a button that reads Check In Details Report.

This report shows the full available check in detail for the selected person, including when and where they were checked in, who dropped them off, etc. If there are any notes or incidents attached to the person, they are included in the report as well.

# *Administrative Check Out*

From time to time, you may find that a person remained checked in after the activity or event had ended and everyone went home. In this case, you can use the Administrative Check Out function to check everyone out at once.

The Administrative Check Out screen can be found under ***Membership > Check In > Administrative Check Out***.

By default, only those that are checked in to activities or events that have already ended are shown. To include all who are currently checked in, regardless of the date and time, uncheck the option box that reads Include Only Activities That Have Ended.

Use the check boxes located to the left of the persons' name to select those that you wish to administratively check out. The ☑ All or ☐ None buttons can also be used to aid your selections. Once you have selected the appropriate list of people, click the Check Out button. You will be prompted for an explanatory note on the Administrative Check Out, which is required. This note will be visible on Check In Details reports for all those who are being checked out.

To exit without checking anyone out, click the Close button.

# *Check In Reports*

The Check In system includes the following predefined reports, which can be found under ***Membership > Check In > Reports - Check In***.

- **Check In Activity Details**. Generates a detailed log of all check in and check out activity for activities and events on a selected date. Includes details such as number of bags, station name, etc.

- **Check In Activity List**. Displays all available activities and events that will be available for check in on a specified date. Use this report to verify that everything is set up properly prior to the day of the event.
- **Check In Incident Report**. Generates a list of incidents recorded for selected activities on the selected date.
- **Check In Roster**. Displays the names of everyone who checked in to selected activities on a certain date. Includes the option to show only those currently checked in. Use this report to verify a head count in the event of a fire drill, for example.
- **Check In Signout Sheet**. Produces a sign out sheet for parents to sign out a child in lieu of the check out kiosks.

# Contributions

Financial contributions keep your church going. Fortunately, PowerChurch Plus has the tools you need to manage them. The Contributions module is one of the five main systems of PowerChurch Plus. It shares data with two other systems, Membership and Accounting.

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# Overview of Contributions

Use the Contributions module to enter, track, and post information about pledges and donations. You can also automatically post income from Contributions to the Fund Accounting module.

## Track Contributions From Individuals

You can record contributions by entering a name or envelope number. If you want the names of two or more family members to appear together on Contribution Statements or Tax Receipts, assign them the same envelope number. You assign these numbers on the Personal Profile record for each contributor. For more information, refer to Maintain Personal Profiles 69.

***Note:*** *PowerChurch uses the envelope number to tie contributions to an individual in Membership. It is a required field for donors. If you don't use physical numbered envelopes in your organization, you can have PowerChurch automatically assign the next available number for you.*

## Working With Multiple Funds

PowerChurch Plus lets you create multiple Contribution Funds, such as *Tithes*, *Building*, *Missions*, and *Benevolence*. The total given to each fund can be automatically posted to the Fund Accounting system. You can also have PowerChurch automatically transfer a percentage of money from one Contribution Fund to another when posting into Fund Accounting. For instance, you could decide that a certain percentage of contributions to the General Offerings Fund should go to the Brazilian Missionary Fund. PowerChurch Plus performs the transfer automatically during posting.

## Track Pledges for Any Period

Keep up to date on all your pledge campaigns. Contributors can pledge weekly, monthly, quarterly, yearly, or as a one time gift. At a glance you can see how each contributor is fulfilling their pledges. Pledge statements can be generated to inform contributors of the progress on their pledges. Contribution Statements can also optionally include a Pledge Summary section.

## Create Graphs and Other Output

Like the other modules of PowerChurch Plus, the Contributions module produces many kinds of output. You can create reports, contribution statements, graphs, mailing labels, and send bulk messages.

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# Preparing to Work With Contributions

If you have set up the Family Mailing List and Personal Profiles modules, you have done most of the groundwork for Contributions. The following list shows all the necessary steps.

- Prepare records for individual contributors in Personal Profiles. You assign an envelope number to an individual on his or her Personal Profiles record. For details on creating profiles, refer to the Personal Profiles 66 chapter.
- Set various parameters for the Contributions system on the Contributions Setup Options dialog.
- Set up Contribution Funds.
- Record pledges (optional).
- If you plan to use the Accounting functionality in PowerChurch, it is important that you run the Accounting Setup Assistant 196 prior to posting Contributions. This process will help connect your existing Contribution Funds to the new Chart of Accounts.

## Setting Up the Contribution Options

The Contributions Setup Options screen is used for defining the default parameters for the Contributions module and can be found under ***Contributions > Setup > Contribution Setup***. Alternatively, this option can be accessed by going to ***File > Preferences > Contributions Setup***.

If you are acting as the System Administrator, you have some security options that affect the Contributions system. You can restrict the information that appears to data entry operators, such as seeing the names of contributors or examining pledge information. For details, refer to Users and Passwords [492].

## General Tab

***Enter the following items on the General tab:***

- **Last Highest Envelope Number Assigned**. This control lets you start numbering contribution envelopes at a particular point. For example, if you are setting up PowerChurch Plus for the first time, you might want envelopes to begin with number 100. In this case, you would enter 99 in this field. PowerChurch Plus automatically increments the envelope number for each contributor.

  ***Note:*** *If you would like to restart the envelope numbers that are assigned to new contributors, change this field to 0 or whatever you would like the new numbers to increment up from. PowerChurch Plus will start at that number and find the lowest envelope number available, filling in any gaps in your numbering system. Refer to the Unused Envelope Numbers [171] report.*
- **Post Contributions To**. Select the default posting option to use. Refer to Posting Contributions [149] for more information.
- **Include Title in Contributor Names**. Select Yes if you would like title to be included when formatting contributor names (Mr. John & Mrs. Sandy Smith).
- **Inactive Envelope Number Range**. It is recommended that instead of deleting inactive contributors from the database, that you use the Reassign an Envelope Number [139] utility to move them into a higher range of envelope numbers. That number range can be defined here. People whose envelope numbers fall within this range will not appear in envelope number lookup lists and cannot be used in new pledges or contributions. Enter a zero in both the From and To fields to disable this functionality.

## Data Entry Tab

***Set the following parameters on the Contribution Data Entry tab:***

- **Default Contribution Type**. The default Contribution Type on the Enter Contributions screen is "Check". Select a different option here if necessary.
- **Record Contribution Check Numbers**. Select Yes if you want to record the check numbers of contributions given by check. The check number is entered as you are adding contributions. Refer to Recording Contributions [140]. Select No if this option is not needed.

- **Contribution Data Entry Envelope Number Lookup Method**. This controls how to lookup a contributor's envelope number while entering contributions. Select Incremental Search if you prefer to choose from an alphabetical list of contributors. This works like the incremental search technique described in Lookup Lists 30. Select the Find option if you prefer to search by entering a specific contributor's name.
- **Ask For Confirmation When a Contribution Entered is Greater Than**. Use this control to specify at which dollar amount a confirmation warning appears during data entry. This is to help prevent entering erroneous, large dollar amounts.
- **Include Memo field in Contributions data entry Tab order**. By default, the Memo field on the Enter Contributions screen is not included in fields you Tab through. Enabling this option will include the Memo field in the data entry order when using the Tab key to move from field to field.

## Pledges/Statements Tab

***Set the following options on the Pledges/Statements tab:***

- **Weekly Pledges Are Due on**. Choose the day of the week on which pledges are due. The default is Sunday. This is used in date-based pledge calculations.
- **Contribution Statement Title**. The contents of this field appear at the top of Contribution Statements. The default is Contributions Statement. You can enter a new title if necessary. ***Note:*** *It is not recommended that you enter a year or dates in the Contribution Statement Title field. The date range will be included automatically in the Fund Summary section of the statements.*
- **Pledge Term Shown on Statements**. Enter the term you prefer to be used on Contribution Statements and Pledge Statements, such as "Pledge" or "Faith Promise".
- **Print Contribution Statements on Letterhead**. Checking this option will cause the church's return address to not print at the top of Contribution Statements. Use this option if you are printing the statements on pre-printed letterhead.
  - **Letterhead Margins**. Set the distance between the top of your pre-printed letterhead page and where PowerChurch Plus should print the first line of its information.

## Receipt

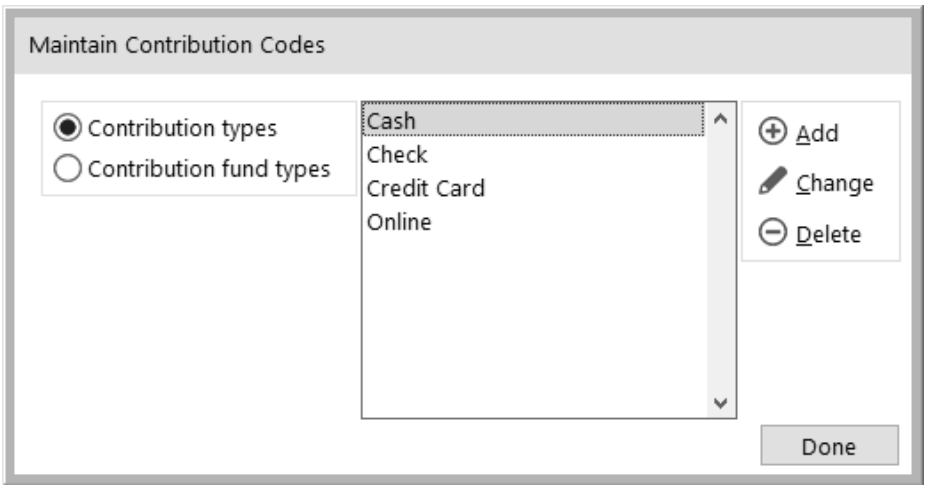
This tab is visible when the organization is in Canada and allows you to predefine the Tax Receipt options. The options on this tab are also presented when running Contribution Statements/Tax Receipts.

***Note:** If you are in Canada and this tab does not show, verify that you have correctly set the Country field in the Church Name and Location* 16 *settings.*

***Here you can set the following options:***

- **Charity Registration Number**. Every registered charity is issued a nine-digit business number by the CRA.
- **Charity Officer Name**. The name of the officer that will be signing receipts.
- **Signature Image**. If the officer is not able to hand-sign receipts, you can include a signature image on tax receipts. Click the Import button to import an image from a file or directly from a scanner. Refer to Working with Pictures 38 for more information. The scanned image size/cropping around the signature will affect how it is printed on receipts. After importing the signature image, click the Test Receipt button to generate a preview receipt. The more white space that is left around the signature, the smaller the image will appear on the printed page.
- **Starting Receipt Number**. If tax receipts have not been issued previously, this field is editable and has the number 1 assigned by default. CRA requirements state that the receipt numbers are unique and consecutive, so once receipts have been issued, this number cannot be modified.
- **Print Web Page Information**. It is currently required that the CRA website is printed on all tax receipts. Uncheck this option if the requirement changes or you wish to not print the website on receipts.
    - **Website URL**. The CRA website address to print on receipts, currently www.cra-arc.gc.ca/charities.

# Maintain Custom Codes




PowerChurch Plus has two customizable code fields in the Contributions module. You can define multiple Contribution Types, such as *Cash*, *Check*, *Credit Card*, and *Online*. You can also define a list of Contribution Fund Types, such as *Memorials*, *Non-Deductible*, and *Missions*.

The Maintain Custom Codes screen can be found under ***Contributions > Setup > Maintain Custom Codes***.

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of code values. When deleting a code, PowerChurch Plus checks to see if it is currently in use. If the code value is assigned, you will be given the option of replacing it with a different code value.

***Note:*** *Cash and Check are default Contribution Type values and cannot be changed or deleted.*

# Maintain List of Contribution Funds

This screen can be found under ***Contributions > Setup > Maintain List of Contribution Funds***. This is where you define each of the different projects, collections, or causes that people are able to contribute to. Each Contribution Fund is assigned a number and name. The number must be unique for each fund, because it controls the sort order of funds in lookup lists and reports. It does not necessarily correspond to

account numbers in Fund Accounting. The connection to Fund Accounting is set on the Accounting tab, described later in this topic.

The Fund Number field cannot be changed on this form when viewing existing funds. Instead, use the Reassign a Fund Number option. Click the Reassign Fund Number button to open the Reassign a Fund Number utility. From this screen, you can change the name of a fund, make it inactive, or change various other settings described in the following topics.

To make a Contribution Fund inactive, simply uncheck the Active box at the top right of the screen, then click the Save button. This will remove the current Contribution Fund from lookup lists and will prevent you from entering new contributions or pledges for this fund.

Use the Locate, Next, and Previous buttons across the top of the screen to navigate to another Contribution Fund, or click the Navigation List button to show a list of all funds. Refer to the Navigation List for more information.

## General Tab

***The General tab has the following controls:***

- **Contribution Fund Type**. This is an optional, customizable code field, used to group multiple funds together on reports and other selections. Some examples of fund types would be *Missions*, *Memorials*, and *Non-Deductible*. Select the Fund Type from the list, or choose <Add New Code> to add a new fund type.
- **Include Fund on Statements**. This allows you to exclude the current Contribution Fund from reporting on Contribution Statements or Tax Receipts if you are processing payments, reimbursements, or other non-deductible income through the Contributions module.
- **Allow Designations**. Contribution Designations allow you to take up collections for multiple purposes within a single fund. For more detailed information, please refer to Tracking Designated Contributions.
- **Notes**. Enter notes about this fund. For example, how it is meant to be used, or reminders for data entry users. The notes will appear at the bottom of fund lookup lists and on the Fund Descriptions report.

## Accounting Tab

PowerChurch Plus is able to create a Fund Accounting transaction automatically when you Post Contributions. The settings on this tab control how the accounting

transaction will be created. If you have not yet gone through the Accounting Setup Assistant 196, leave the Debit and Credit Account fields blank and PowerChurch will define them for you when completing the Accounting setup.

***This tab contains the following controls:***

- **Debit (Bank) Account**. Enter the account number of the bank account where the money will be deposited, or click the Lookup button or press F2 to choose the account from a list.
- **Credit (Income) Account**. Enter the account number of the contribution income account that best characterizes this type of income, or click the Lookup button or press F2 to choose the account from a list.

  ***Note:*** *It is also possible to use other types of accounts, such as liability or expense accounts, in this field. Its use depends on the accounting transaction that you would like created when contributions given to this fund are posted.*
- **Click the Add Account button to add a new Credit (Income) account**.
- **Automatic Transfers at Posting Time**. PowerChurch Plus can transfer money from one Contribution Fund to another at posting time. The Contribution Statements and Tax Receipts will not be affected. The transfer only appears in the Fund Accounting transaction that is created. Enter the percentage you would like to have automatically transferred when contributions are posted and the fund number where the money will come from. For example, if you are setting up a new Contribution Fund for Hurricane Relief which will share 10% of Tithes and Offerings, you would enter "The above fund is to receive **10**% of contributions given to fund **100**", where fund 100 is the Tithes and Offerings contribution fund.

## *Summary Tab*

The Summary tab contains a bar graph of monthly contribution history for this fund. There you can also view a list of daily totals for this fund.

***The buttons along the top left of this tab serve the following purposes:***

- **Graph**. This button switches to the Graph view.
- **List**. Clicking this button takes you to the List view.
- **Filter**. You can limit results shown in this screen by date. By default, it is filtered to include all of last year plus this year to date. For example, 01/01/2020 to 08/01/2021, where today's date is 08/01/2021.

When viewing the graph, click the Print button to print a hard copy of the graph, or click the Copy button to add the graph image to the Windows clipboard. This allows you to paste the graph into a document or presentation.

## Adding a New Fund

***To add a new Contribution Fund:***

1. **From the Contributions menu, choose Setup, then Maintain List of Contribution Funds.**
2. **Click Add.**
3. **Enter the items described in the previous topics.**
4. **Click Save.**

Repeat these steps to create additional funds.

# Importing Contribution Funds

You can import Contribution Funds from a CSV (Comma Separated Values) file by going to ***Contributions > Setup > Import Data > Import Contribution Funds***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Fund Number | Number/5 | Required: Unique number for this fund |
| Description | Character/30 | Required: Fund name |
| Fund Type | Character/25 | Used to filter report selections |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Fields in your import file that are empty will still need to be present in the file structure. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**
3. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**

4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this box is checked. If you are unsure, look at the contents of the file before choosing.
5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the gray text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

***Note:*** *Fund Type is a custom code field in Contributions. Fund Types included in the import file will either be linked to existing Fund Types of the same name or new Fund Types will be created automatically.*

It is recommended that after completing the import, you go to Maintain List of Contribution Funds to update any missing information on the funds, such as debit and credit accounts. For more information, please refer to Maintain List of Contribution Funds 132.

# *Reassigning a Fund Number*

The Reassign a Fund Number utility allows you to change a Contribution Fund number. It can also be used to combine multiple Contribution Funds together, if you have duplicate funds.

***To change a fund number:***

1. **From the Contributions menu, choose Reassign, then Reassign a Fund Number.**
2. **Enter the existing fund number in the Reassign Fund Number field, or click the Lookup button.**
3. **In the To field:**
   - If you simply want to assign a new number to an existing fund, enter a fund number that is not currently being used.
   - If you want to combine two Contribution Funds together, enter an existing fund number, or click the Lookup button.
4. **To confirm, type YES then click OK to finish the process.**

All data for the existing fund, including posted and unposted contributions and pledges, will be changed to reflect the new fund number.

# Tracking Designated Contributions

PowerChurch Plus allows you to define and track contributions given to a specific designation. This functionality helps narrow down the list of Contribution Funds that must be defined. The most common use for this feature would be to track separate memorial offerings within a single Memorial fund.

***There are two methods of connecting designations to specific Contribution Funds:***

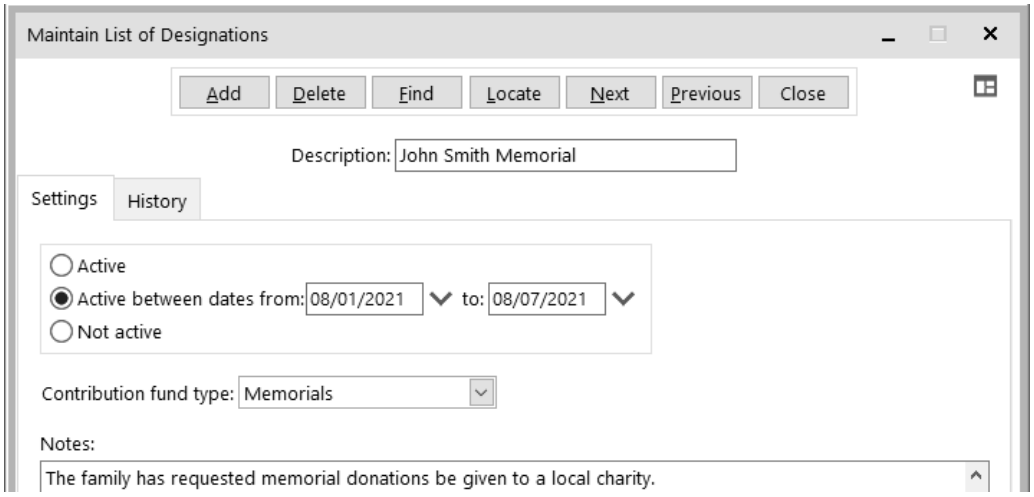
- **By Fund Type**. If you have multiple Contribution Funds set up to track giving for different missionaries or memorials, assigning a Fund Type, such as Memorials, to each of them allows you to group them together on reports and other functionality. Setting up a designation on a specific Fund Type will limit which funds the designation will apply to, making data entry more efficient.
- **By Fund**. If you do not have Fund Types in use, you can set up the designation to apply to all Fund Types. This means that all active designations will be available to use with all Contribution Funds that allow designations. While it is easier to set up with this method, it leaves more room for data entry errors, as someone should not be able to make a mission designation on a contribution to the Building Fund.

***The setup process is as follows:***

- **Define Fund Types, if necessary.** Refer to Maintain Custom Codes 132 in Contributions for more information.
- **Allow Designations and assign Fund Types to your Contribution Funds, if necessary.** Refer to Maintain List of Contribution Funds 132 for more information. Only those with the Allow Designations box checked will enable the Designation drop-down box on the Enter Contributions screen.

## Adding New Designations

The Maintain List of Designations screen can be found under ***Contributions > Setup > Maintain List of Designations***.




***To add a new Designation:***

1. **Click the Add button.**
2. **Enter a Description.** This is the name of the designation and will be shown on the Enter Contributions screen and reports.
3. **Select a status from the following three options:**
   - **Active**. This designation will be available until its status is changed.
   - **Active between dates**. This designation will only be available between the specified range of dates.
   - **Not active**. This designation will not be available.
4. **Select a Contribution Fund Type.** If the default value of <All> is used, this designation will be available to any Contribution Fund that is set to allow designations. Assigning a Fund Type will narrow the list of designations that appear in the drop-down list on the Enter Contributions screen, making the data entry process more efficient. For more information on Fund Types, refer to Maintain Custom Codes 132 in Contributions.
5. **Enter Notes about the designation, if necessary.**
6. **Click Save.**

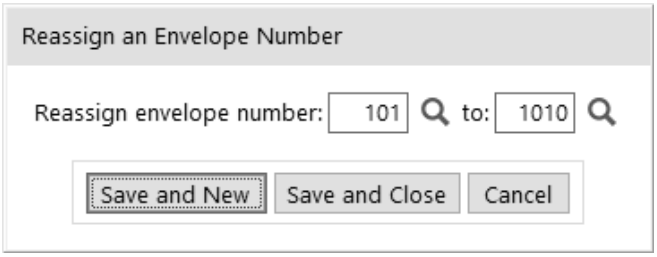
## *Viewing Designated Giving History*

The Maintain List of Designations screen allows you to view the list of posted contributions that have been applied to the current designation.

To view the history of the current designation, simply click the History tab. A scrolling list of all posted contributions is displayed. To reorder the list, click one of the column headers. Click the column header a second time to toggle between Ascending and Descending order. Click the Filter button to limit the contributions that are shown.

# *Reassigning an Envelope Number*

PowerChurch Plus lets you assign a new envelope number to an existing contributor and transfer their contributions history to the new number. For example, you may assign numbers in a higher number range to church visitors. When a visitor becomes a member, you may want to move them down into a lower number range. This can also be used to combine two contributors with different envelope numbers into one, such as when two existing church members get married.




***To reassign an envelope number:***

1. **From the Contributions menu, choose Reassign, then Reassign an Envelope Number.**
2. **Enter the existing number that you want to change.**
3. **Enter the contributor's new number in the To field.**
4. **Click Save and New to reassign another envelope number or Save and Close to complete the process and close this screen.**

PowerChurch Plus changes the number in that contributor's Personal Profile record and transfers the contributions from the old number to the new one. It will also reassign any pledge records to the new number.

The system will not allow you to assign an envelope number that is already assigned to a person in another household. However, you can assign an existing number to a person within the same household. This technique is useful if a couple gets married and they want to combine their contributions into one envelope.

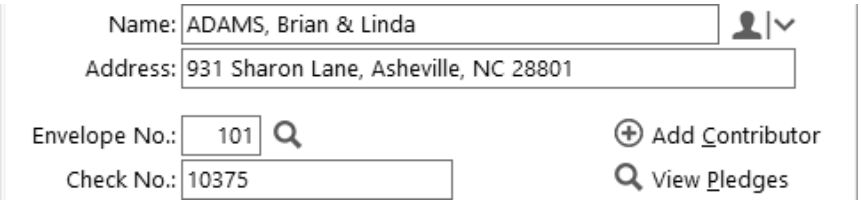
# Recording Contributions

Now that you have done all the preliminary work, you are ready to record and maintain contribution data. The process of recording contributions involves several tasks and you will complete these steps for each set of contributions. A set of contributions may consist of a particular Sunday's collection or a specific deposit date.

## Using the Enter Contributions Screen

***To enter a new contribution:***

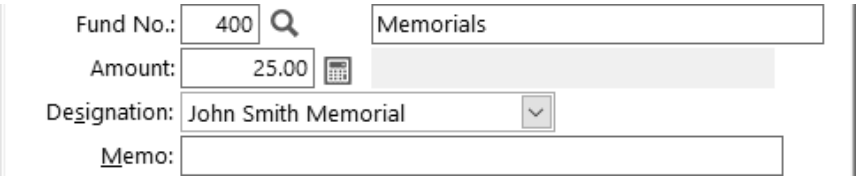
1. **From the Contributions menu, choose Enter Contributions.**
2. **Enter the following items in the Enter Contributions dialog.**
   - **Contribution Date**. You might use the date the contributions were collected, or the date of deposit. By default, this field shows the current date from the computer's system clock.
   - **Contribution Type**. Choose the Contribution Type from the list. These options are pulled from the Maintain Custom Codes 132 screen. "Check" is selected by default, but you can change this option on the Contributions Setup 129 screen.
3. **Click OK.**
4. **Enter information about the contribution.**




   - **Envelope Number**. In this field, enter the envelope number of the person making the contribution. Alternatively, click the Lookup button (or press F2) to lookup a contributor's number. You can search for the contributor either from a list of names (using the incremental search technique) or by entering the person's individual name. This is determined by a setting on the Contributions Setup Options 129 screen. Click the Edit Profile/Family button to jump to the Personal Profile or Family Mailing List record of the current contributor.
   - **Check Number**. Optionally enter a check number. Depending on the option set on the Contributions Setup screen, this field may or may not be visible. Refer to Setting Up the Contribution Options 126.

- **View Pledges**. Click this button to see a list of pledges for this person. Choose which pledge this contribution is applied to by selecting the appropriate pledge from the list. You can also unapply the contribution from the selected pledge by clicking the Unapply From Pledge button.

***Note:*** *Unless you choose a specific pledge from the View Pledges list, PowerChurch Plus will automatically determine if the contribution should be applied to a pledge. If this contribution is applied to a pledge, text describing which pledge will appear below the fund name.*



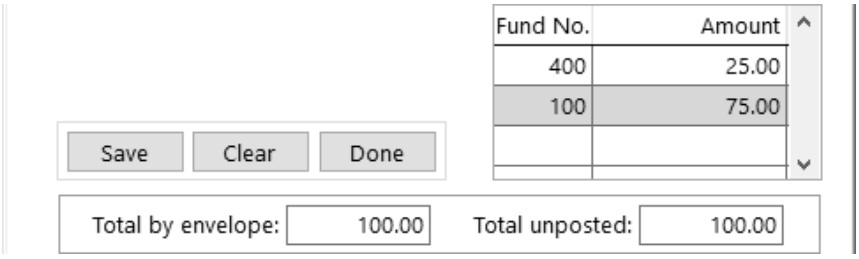

- **Fund Number**. Enter the number, click the Lookup button, or press F2 to select the Contribution Fund the contributor is giving to.
- **Amount**. Enter the amount of the contribution given to the fund chosen above.
- **Calculator**. Click the Calculator button to open a calculator if necessary.
- **Designation**. Select a designation from the drop-down list. Refer to Tracking Designated Contributions 137 for more information.
- **Memo**. Enter a note for this contribution. ***Note:*** *Very few reports include this Memo field. For something important, such as a specified purpose for the donation, it is recommended that you set up and use Designations instead.*

5. **Click Save.** Alternatively, click Clear to start over and enter new information. When you click Clear, all the fields on the screen clear except for the contribution date and type.
6. **To continue entering contributions for this person, repeat steps 4 and 5, keeping the envelope number the same.** You can enter contributions for a new fund or more contributions to the current fund. If you are entering two or more checks for this person, set the New Check option.

   ***Note:*** *The New Check option only appears if you have specified not to track Contribution Check Numbers in the Contributions Setup Options screen.*
7. **To add contributions for other contributors, repeat steps 4 through 6.**
8. **Click Done when you are finished entering contributions.**

## *Keeping Track as You Enter*

The Enter Contributions screen has three read-only fields that help you keep track of contribution data. One shows total contributions for the current envelope number and another shows total unposted contributions. As you are entering contributions, you will notice a third area listing each contribution amount entered for the current envelope number. You can use this to help keep your place if you are called away from the computer while entering contributions.




## *Add a New Contributor on the Fly*

If you would like to add a new person as a contributor, click the ⊕ Add Contributor button. You will see a series of screens prompting you for information about the contributor. This information includes the person's name, address, envelope number, and other details. After you fill in each set of details, click Next to progress to the next step. Click Finish when you are done entering information. The person will be added to the Family Mailing List and Personal Profiles modules. You can add more information in the Membership module as needed.

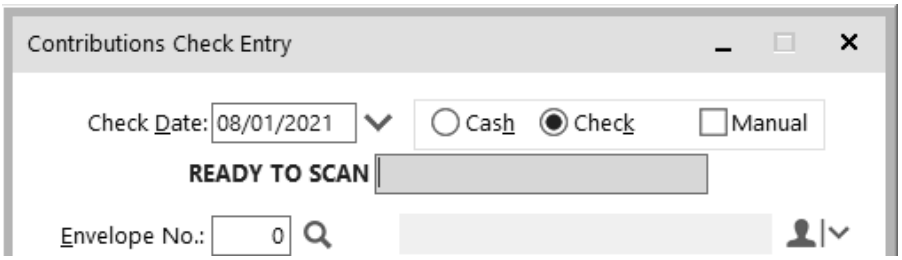
# *Using a Check Reader*

The process of entering contributions using a check reader is very straightforward and easy to understand. You will still be recording the same information as in the Enter Contributions screen. However, the check reader helps expedite the data entry process and reduce mistakes.

Before you begin, you will first need to purchase a check reader. PowerChurch Plus should work with any standard MICR (Magnetic Ink Character Recognition) check reader, provided the reader does not encrypt the data being scanned. Options for purchasing check readers can be found online at www.powerchurch.com/hardware.

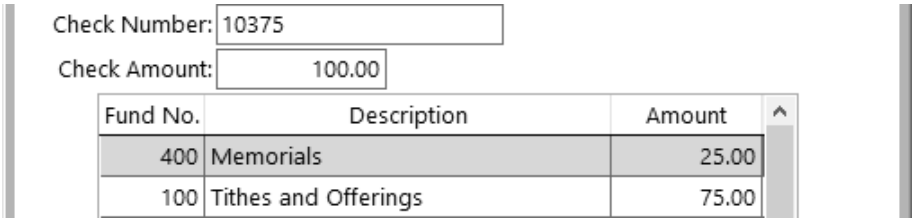
***To enter contributions using a check reader:***

1. **From the Contributions menu, select Check Reader.** A Programming Check Reader message will briefly appear, as PowerChurch Plus searches your system for connected check reader hardware.
2. **Enter the date of this contribution.** Click OK to continue. You will notice that this screen is different than the Enter Contributions screen. The screen indicates Ready to Scan.




3. **Insert the check into the check reader.** The check reader scans the numbers printed in magnetic ink on the bottom of each check. This number is unique to each contributor as it includes their routing number and account number.
4. **If this is the first time the contributor's check has been scanned, enter their envelope number and click OK.** Type in the envelope number, or click the Lookup button or press F2 to lookup the contributor by name.

   ***Note:*** *If you have previously entered contributions for this envelope number, PowerChurch Plus will automatically fill in the check amount and fund distribution. Since many people give the same amount week after week, this is done to speed up the data entry process. If this contribution is for a different amount than was previously given, the amount can be easily changed in the next step.*




5. **Enter the full Check Amount.** Unlike the Enter Contributions form, here you will enter the full check amount and indicate specific fund designations all on one screen.
6. **Enter the first Fund to receive this contribution.** To lookup a fund number, press F2 on your keyboard. Press the P key on your keyboard to lookup a pledge.
7. **Enter the Amount this fund is to receive.**

8. **Enter a Memo, if applicable.** Use this field to record a note on this fund distribution.
9. **Select a Designation, if applicable.** Refer to Tracking Designated Contributions 137 for more information.
10. **If there are more funds to be entered, simply repeat steps 6 and 7.**
11. **When the Fund totals match the Check Amount, PowerChurch Plus will ask if you want to save the transaction.** Click Yes to save and move on to the next check, or choose No if you need to make changes.
12. **Repeat the previous steps to continue entering checks as needed.** When you are finished, click Done.

## *Bank Issued/Bill Pay Checks*

You may have contributors who set up a one-time or recurring check from their banks' bill pay service. This can cause problems with the Check Reader entry screen in PowerChurch.

This screen relies on the account number and routing number as a unique string of numbers and links it to a particular contributor. If you scan a second check from that particular bank's bill pay service, PowerChurch will bring up the first contributor's information on the screen.

To work around this issue, PowerChurch has the ability to flag that particular account number and routing number as a Bank Issued/Bill Pay account. A notification appears at the top of the screen when you read a check from this account and no contributor information is loaded (or saved) for you automatically.

***There are three situations where you may need to interact with a Bank Issued/Bill Pay account:***

1. **New account - no one is linked**. When you scan a check and PowerChurch asks for you to select a contributor, check the option labeled "Bank Issued/Bill Pay Account (Will not be linked to an envelope)" before submitting the form and that account will be immediately flagged.
2. **Existing account - an envelope is linked**. When working in the Check Reader screen, you will notice a checkbox labeled "Bank Issued/Bill Pay Account (Will not be linked to an envelope)" to the right of the Check Number/Check Amount fields. Check this option before saving the entry and PowerChurch will remove the link to this contributor and flag it as a Bank Issued/Bill Pay account.
3. **Account was accidentally flagged**. When you scan a check that is flagged as a Bank Issued/Bill Pay account, the notification is shown in blue text across the top of the screen. To the right of that, is the ↩ Remove Bank Issued/Bill Pay Flag button.

Click that button if the account was accidentally flagged and you now want to be able to link a contributor.

## Check Scanning Tips

Occasionally, you may have trouble getting your check reader to register the checks you are scanning.

***Below are some tips that can help improve performance:***

- Be sure the check is not damaged, especially the bottom edge where routing and account numbers are printed.
- Do not hold onto checks as they pass through the scanner.
- Be sure the check reader is free of debris.
- Do not place the check reader too close to your computer's monitor. This may cause interference, resulting in bad reads.
- The check itself may have a printing defect that is undetectable to the eye. Try another check to see if the scanner can read it.
- Some store-bought computer check stock leave the routing and account numbers to be printed by the customer's printer. Since most desktop printers do not use magnetic ink, these checks will not be able to be scanned by a MICR check reader.

If problems persist, refer to troubleshooting information provided by your check reader's manufacturer.

## PowerChurch Online Users

Older check readers running on newer Windows computers will likely not be compatible with PowerChurch Online. Newer generations of check readers are "keyboard emulating" and do not require any drivers or additional software to operate correctly. This is the suggested hardware for everyone, but especially PowerChurch Online users.

## Entering Contributions Without Using the Check Reader

You can use the Enter Contributions screen to enter cash-based or check contributions, without using the check reader. Refer to Using the Enter Contributions Screen 140. You can also use the Check Reader screen to manually enter contributions.

***To manually enter cash and check contributions (without a check reader):***

1. **From the Contributions menu, select Check Reader.**
2. **Enter the date of this contribution.** Click OK.
3. **At the top of the screen, select the Contribution Type and then check the Manual option.**
4. **Enter the Envelope Number, Amount, and Fund distributions.** Remember to enter the full amount of the contribution and then indicate the fund distributions.
5. **To switch back to scanning mode, select Check and disable the Manual option.**

# *Working With Repeating Contributions*

If your contributors sign up for an automatic bank draft, or have some other method of scheduled giving, you can set up and process repeating contributions. This feature will save you valuable data entry time.

***To record a Repeating Contribution:***

1. **From the Contributions menu, choose Repeating Contributions, then Maintain Repeating Contributions.**
2. **Click the Add button.**
3. **Enter the Envelope number, Contribution Type, Fund number, and Amount of the repeating gift.**
4. **Enter a note, if applicable, in the Memo field.** This note will be added each time the Contribution is released.
5. **In the Pattern field, choose the appropriate frequency of occurrences, such as Weekly, Monthly, or Yearly.**
6. **In the Next Release field, choose the date of the next occurrence of this contribution.** Leave this field blank if the contribution is to be received on the last day of the month.
7. **If applicable, check the Last Day of the Month box.** This is to be used instead of the Next Release field, to allow for the fluctuation of 28-31 day months.
8. **Click Save.**

To view or edit the contributor's contact information, click the  Edit Profile/Family button to jump to the Personal Profile or Family Mailing List record in Membership.

***Note:*** *Repeating Contributions do not automatically occur in the system. They must be released, which is covered in the next section. PowerChurch Plus will use the date in the Next Release field when scheduling the next occurrence of this contribution. The date will be automatically updated each time Repeating Contributions are released, according to the Pattern you defined earlier.*

## Releasing Repeating Contributions

***To release Repeating Contributions:***

1. **From the Contributions menu, choose Repeating Contributions, then Release Repeating Contributions.**
2. **Enter the range of contribution dates you would like to release.**
3. **Choose which Patterns and Contribution Types you would like to release.**
4. **Click Next.** PowerChurch Plus will display a list of repeating contributions that match your selections on the previous screen.
5. **Choose which contribution records you would like to release.** As you make selections, you will see the Total amount to be released shown below the Amount column in the grid. Use the ☑ All or ☐ None buttons as needed.
6. **Click Next.**
7. **When prompted, you can choose to release the contributions as the date listed in their respective Next Release fields, or to override and process them all as a single date you define.**
8. **Click Finish**. When the process is complete, click the Close button.

The contributions will be saved in Unposted status.

# Printing the Unposted Contributions Report

In the previous sections, you learned how to record contributions. You will most likely be entering a series of contributions at once, such as all the contributions for a particular Sunday. When you are done, you post all the contribution data to finalize the entries. Before posting, it is important to make sure that the contribution data you entered is correct. The Unposted Contributions report helps you locate any errors.

***To print the Unposted Contributions report:***

1. **From the Contributions menu, choose Reports - Contributions.**
2. **Choose Unposted Contributions in the list of reports.**

3. **Click Send to Printer.** As an alternative to printing the report, you can view it onscreen by clicking Screen Preview.
4. **Click Run.**
5. **Make your selections on the Report Options dialog.**
6. **Click OK.**

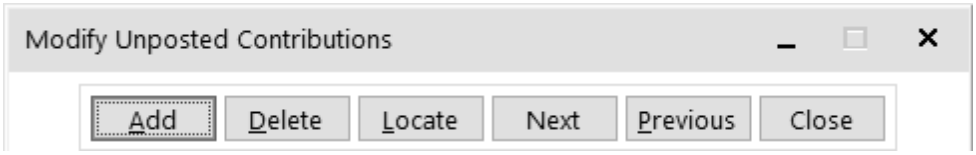
This report has a line for each unposted contribution record. Examine this report to uncover any errors before posting. If you locate any problems, you can fix them using the Modify Unposted Contributions screen, which is explained in the following topic.

# *Modifying Unposted Contributions*

PowerChurch Plus lets you change contribution data before posting it. For example, if you entered an incorrect Amount or selected the wrong Envelope Number, you can fix it prior to posting.

***To change an unposted contribution:***

1. **From the Contributions menu, choose Modify Unposted Contributions.** It is almost identical to the screen you use to enter new contributions. The main difference is the inclusion of the navigation buttons at the top of the screen.




2. **Use the Locate, Next or Previous buttons to select an unposted contribution.**
3. **Change the data on the Modify Unposted Contributions screen as necessary.**
4. **Click Save.**

Repeat these steps to modify other unposted contributions as needed.

To view or edit the contributor's contact information, click the Edit Profile/Family button to jump to the Personal Profile or Family Mailing List record in Membership.

# Printing Bank Deposit Slips

The Contributions module has another report you may want to print before posting. It is a Bank Deposit Slip listing check and cash amounts. This report would accompany or replace the pre-printed deposit slips you get from the bank.

***To print a bank deposit slip for unposted contributions:***

1. **From the Contributions menu, choose Reports - Contributions.**
2. **Choose Bank Deposit Slip, Unposted Contrib.**
3. **Click Run.**
4. **On the Report Options screen, select which dates you would like to include on the deposit slip.** You may also choose to print the report on a pre-printed bank deposit slip form. These forms are available from Dynamic Systems at (800) 782-2946 or online at www.dswebtoprint.com/powerchurch.
5. **Click OK.**

# Posting Contributions

During the posting process, PowerChurch Plus moves all records from unposted to posted status. PowerChurch can also summarize contribution income and create a journal entry in Fund Accounting. This process keeps you from having to enter the Accounting transaction manually.

The following topics describe the four options that you see during posting. Each one of these posting options has a different series of prompts. For example, if you are using the option which only updates the Contributions module, you will not be prompted with questions that pertain to Accounting. To make things clearer, each posting option will be described separately below.

## Update Fund Accounting

PowerChurch Plus summarizes the total amount of contributions in each fund and creates transactions in the Fund Accounting module. The summary data goes into Fund Accounting as an unposted transaction. Choose this option if you are using the PowerChurch Plus Accounting system on the same computer or network.

***Note:*** *If you do not have the option of posting to Update Fund Accounting, it is generally a sign that either Accounting information has not yet been set up or Contribution Funds have not been properly set up. Refer to Setting Up Contribution Funds* 132.

***To post contribution data and update Fund Accounting:***

1. **From the Contributions menu, choose Post Contributions.**
2. **Select Update Fund Accounting from the Posting Option drop-down list.**
3. **Click Continue.**
4. **Choose which types of contributions to post.** Uncheck the boxes next to any entry to exclude them from the posting.
5. **Click Continue.**
6. **Choose which dates to post (this prompt may not appear).** PowerChurch examines the unposted contributions and if more than one date is found, you will be prompted to select which dates to post. By default, all dates are checked to be posted. Uncheck the option next to any date that you do not want posted at this time.
7. **Select the transaction date (this prompt may not appear).** If you selected more than one contribution date to be posted, then this prompt will appear. PowerChurch Plus needs to know if you want to create a separate transaction for each date, or summarize all dates into one. Select one of the following options:
   - **Create a Separate Transaction for Each Date.**
   - **Create One Transaction for All Dates.** Enter the transaction date to be used. The default is the current system date.
8. **Click Continue.** PowerChurch Plus begins the posting process.
9. **Click OK when the process is complete.**

The contributions have now been posted. An unposted transaction has been created in Fund Accounting.

## *Update Fund Accounting via File*

PowerChurch Plus creates an export file containing the Accounting transaction(s). You can take this file to a different computer and import the transactions into Fund Accounting. Choose this option if you run the PowerChurch Plus Accounting system on a different, non-networked computer. Refer to Importing Accounting Transactions 249.

***To post contribution data and update Fund Accounting Via File:***

1. **From the Contributions menu, choose Post Contributions.**
2. **Select Update Fund Accounting Via File from the Posting Option drop-down list.**
3. **Click Continue.**

4. **Choose which types of contributions to post.** Uncheck the options next to any entry to exclude them from the posting.
5. **Click Continue.**
6. **Choose which dates to post (this prompt may not appear).** PowerChurch examines the unposted contribution file and if more than one date is found, you will be prompted to select which dates to post. By default, all dates are checked to be posted. Uncheck the option next to any date that you do not want posted at this time.
7. **Select the transaction date (this prompt may not appear).** If you selected more than one contribution date to be posted, then this prompt will appear. PowerChurch Plus needs to know if you want to create a separate transaction for each date, or summarize all dates into one. Select one of the following options:
   - **Create a Separate Transaction for Each Date.**
   - **Create One Transaction for All Dates.** Enter the transaction date to be used. The default is the current system date.
8. **Specify the name of the export file.** You can accept the default file name which will be located in your Documents folder, or click the Browse button to change the location or file name.
9. **Click Continue.** PowerChurch Plus begins the posting process.
10. **Click OK on the dialog that reports the process is complete.**

The contributions have now been posted and a journal entry has been created in the specified file. Transfer this file to the remote computer and import the transaction into Fund Accounting. Refer to Importing Accounting Transactions 249 for more information.

## *Print an Accounting Report*

Choose this option if you use another accounting software or keep a paper ledger. This option will produce a summary report for the bookkeeper.

***To post contribution data and Print an Accounting Report:***

1. **From the Contributions menu, choose Post Contributions.**
2. **Select Print an Accounting Report from the Posting Option drop-down list.**
3. **Click Continue.**
4. **Choose which types of contributions to post.** Uncheck the options next to any entry to exclude them from the posting.
5. **Choose which dates to post (this prompt may not appear).** PowerChurch examines the unposted contribution file and if more than one date is found, you will be prompted to select which dates to post. By default, all dates are checked to be

posted. Uncheck the option next to any date that you do not want posted at this time.

6. **Click Continue.** PowerChurch Plus begins the posting process.
7. **On the Print dialog box, select the printer in which to print your report, then click OK.** PowerChurch Plus will print a summary report that shows the total posted to each fund, and the debit and credit accounts, if available.
8. **Click OK on the dialog that reports the process is complete.**

The contributions have now been posted.

## Only Update the Contributions Module

Choose this option if you do not need to send a summary to Fund Accounting.

***To post contribution data and Only Update the Contributions Module:***

1. **From the Contributions menu, choose Post Contributions.**
2. **Select Only Update the Contributions Module from the Posting Option drop-down list.**
3. **Click Continue.**
4. **Choose which types of contributions to post.** Uncheck the options next to any entry to exclude them from the posting.
5. **Choose which dates to post (this prompt may not appear).** PowerChurch examines the unposted contribution file and if more than one date is found, you will be prompted to select which dates to post. By default, all dates are checked to be posted. Uncheck the option next to any date that you do not want posted at this time.
6. **Click Continue.** PowerChurch Plus begins the posting process.
7. **Click OK on the dialog that reports the process is complete.**

The contributions have now been posted.

## Warning Messages

There are two warning messages that may appear during the posting of contributions. PowerChurch Plus checks for two common problems that may cause erroneous data being posted. The warning messages inform you of such occurrences so that you can make modifications, if necessary.

***The two possible messages are described as follows:***

**Some of the contributions you are posting have a year that does not match the current system year. Or, they are dated greater than the current system date.**

PowerChurch is checking for invalid dates. It compares each contribution date to the current system date. If the contribution date is a different year, or greater than the system date, you receive this warning message. This may be helpful if a typo occurs (e.g. you type the year as 2120 instead of 2021). Of course, there may be cases where a date with a different year is valid. For example, you are entering contributions on January 2nd for donations that came in on December 31st.

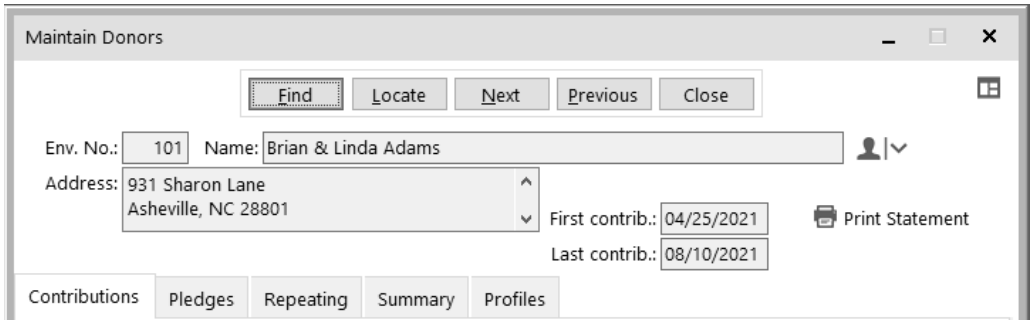
**You have selected to post to Fund Accounting. However, some of the Contribution Funds are missing account numbers. If you continue, the amounts for these funds will not be transferred to the Fund Accounting module.**

When you set up the Contribution Funds under the Maintain List of Contribution Funds screen, you designate debit and credit account numbers which are used for transferring journal entries to the Fund Accounting module. When you choose to post to Fund Accounting, PowerChurch Plus checks to see that these account numbers are assigned for the Contribution Funds being posted. If account numbers are missing, you will receive this warning message. Click Cancel. Go to the Maintain List of Contribution Funds screen and enter the appropriate accounts. If you continue the posting process without making corrections, then amounts for these funds will not be transferred to the Fund Accounting module.

# *Maintaining Donors*

The Maintain Donors screen can be found under the Contributions menu.

This screen shows all related information for one envelope number. It combines functionality found on several other screens. Think of this like the Integrated Data Entry screen in Membership, Maintain List of Employees in Payroll, and many other centralized maintenance forms in PowerChurch.




***The items on this screen include the following:***

- **Envelope Number, combined envelope Name, and Address.**
- **Edit Profile/Family button**. Click this to jump to the Personal Profile or Family Mailing List record.
- **First and Last Contrib. dates**. These fields display the dates of the earliest and most recent contribution records found for this envelope. ***Note:*** *Both posted and unposted contributions are considered in these calculations.*
- **Print Statement button**. Click this to generate a Contribution Statement for the current envelope number using default report options.

The following topics explain the information and functionality of the different tabs on this form.

# *Contributions*

The Contributions tab is similar to the View Posted Contributions 156 screen, but also includes unposted contributions. Those are designated with an asterisk in the far left column.

Click the Filter button to limit the range of Contribution Funds or dates that are included in the screen. These filter settings also apply to the data shown in the Summary tab.

To make a change the pledge application of a particular contribution, select that contribution from the list and click Change Pledge. On the window that opens, you can specify that the contribution should not be applied to a pledge or can choose which pledge it should be applied to.

Select a contribution and click the Detail button to view detailed information about the contribution, such as when it was entered and posted and by which user.

Refer to Reversing a Posted Contribution 158 for details about the Reverse/Correct button.

## Pledges

The Pledges tab is similar to the Maintain Pledges 164 screen. Here you can Add, Change, and Delete pledges.

Click the Detail button to view pledge detail, including the list of contributions that have been applied.

The Search for Contributions button will open a utility that searches through this donor's giving history, looking for things that can be applied to a pledge. If some are found, it offers to apply the contributions to the pledge for you.

## Repeating

The Repeating tab shows a list of repeating contributions for this donor. Click the Add, Change, or Delete buttons to maintain the list of repeating contributions.

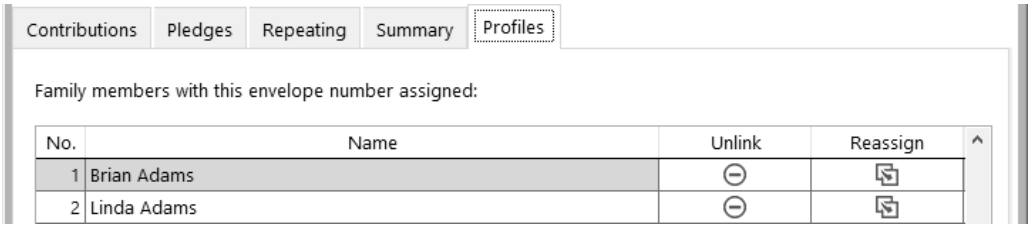
## Summary

The Summary tab displays a Fund Totals pie chart and Monthly Totals bar graph.

Click the Filter button to limit the range of Contribution Funds or dates that are included in the screen. These filter settings also apply to the data shown on the Contributions tab.

## Profiles

On the Profiles tab, you can view the list of family members that have this envelope number assigned.




Click the ⊖ Unlink button next to a person's name to remove the envelope number. This button will be disabled if only one person has the envelope assigned. To remove the envelope in that case, you can do so on the Maintain Personal Profiles 69 screen. Click the Edit Profile/Family button to go there directly.

Click the Reassign button next to a person's name to change their envelope number. If more than one person in the family has the envelope number assigned, the existing contribution and pledge history will not move to the new envelope. Instead, it will remain in the old envelope with the other family members.

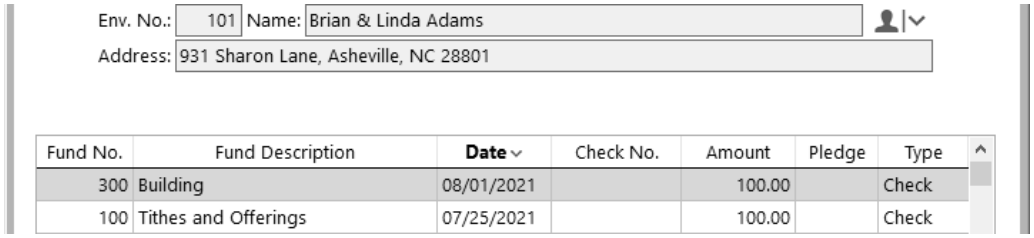
Click Link Another Family Member to choose from a list of family members that don't currently have an envelope number assigned.

# *Viewing Posted Contributions*

PowerChurch Plus has another screen in the Contributions module that allows you to view each contributor's giving history. You can view all the contributions or select a subset, such as, all the contributions given between two dates.

Unlike other maintenance screens, the View Posted Contributions screen is read-only. In other words, no changes can be made to the data shown on the screen. There is one exception however, you can modify the contribution's application to a pledge. You will find this screen under ***Contributions > View Posted Contributions***.

***Note:*** *It is also possible to view posted Contributions data on the Maintain Personal Profiles 69 screen. This topic only addresses the controls found under the Contributions menu.*




The top of the screen shows the contributor's name and address. Click the Edit Profile/Family button to jump to the Personal Profile or Family Mailing List record. A table below lists each donation given by the contributor. Scrolling to the right will display the Memo, or note, if applicable.

# Selecting a Group of Contributions to View

By using the Filter button at the top of the screen, you can choose to view only a portion of the contributions. For instance, you might want to see only the contributions given to the General Offerings Fund this year.

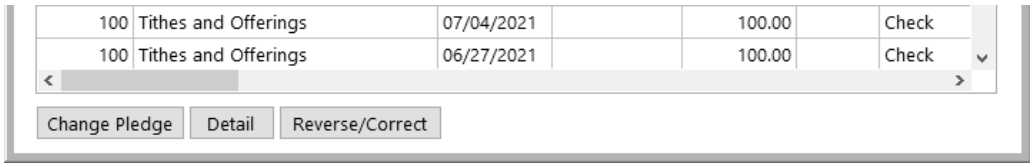
***To filter the list of contributions:***

1. **Click the Filter button to display the Set Filter dialog.**
2. **Select which Contribution Funds to include.** To select a specific range of funds, uncheck the Include All Contribution Funds option. Enter a range of Contribution Fund numbers in the From and To fields.
3. **Select which Fund Types to include.** You can also select only certain types of funds. For more information on Contribution Fund Types, refer to Maintain Custom Codes 132 in Contributions.
4. **Select which dates to include.** To select a specific range of dates, uncheck the Include All Contribution Dates option. Enter a date range in the From and To fields.
5. **Click OK.**

# Modifying the Contribution's Application to a Pledge

If a particular contribution is applied to a pledge, you will see the word pledge listed under the Pledge column. This normally occurs when you are either adding contributions under the Enter Contributions screen or when you use the Search for Contributions utility on the Maintain Pledges screen. Refer to Understanding Pledges 163 for more information.

The Change Pledge button on the View Posted Contributions screen can be used to apply the contribution to a different pledge or to remove the application. It is important to note that the fund number of the contribution must match the fund number of the pledge.




***To modify a contribution's pledge:***

1. **Click the contribution you want to work with.**
2. **Click Change Pledge.**
3. **Make your modifications on the Apply to Pledge dialog.**
   - If you do not want to apply to a pledge, check the Do Not Apply This Contribution to a Pledge option.
   - Select a pledge by clicking on it in the list.
   - If the contribution had not been previously applied, uncheck the Do Not Apply This Contribution to a Pledge option and then select a pledge from the list.
4. **Click OK.**

# *Viewing More Detail*

More detailed information is stored for each contribution displayed in the View Posted Contributions screen. If you would like to see additional information, select the contribution and click the Detail button located near the bottom left of the screen or double-click on the contribution entry.

# *Reversing a Posted Contribution*

To correct or remove a posted contribution, the same entry must be created again, using a negative dollar amount. This is known as reversing the contribution. It is possible to reverse a single contribution entry directly from the View Posted Contributions and Maintain Donors 153 screens. Simply select the contribution that you would like to reverse, then click the Reverse/Correct button located near the bottom left of the screen.

***Note:*** *A warning will be displayed if the contribution has previously been reversed.*

You will be prompted with the option to "Reverse" or "Reverse and Correct" the contribution. Choosing "Reverse" will create the reversing entry only. Choosing "Reverse and Correct" creates the reversing entry and then opens the Enter Correction form, where you can make any necessary changes before clicking Save.

Reversals and correcting entries are saved as unposted contributions and will take effect once you post.

***Note:*** *If you click the Reverse button when an unposted contribution is selected (Maintain Donors only) instead of creating a reversing entry, you will be taken to the Modify Unposted Contributions screen where you can delete the problem contribution or make necessary changes.*

# *Importing Contributions*

PowerChurch Plus allows you to directly import contributions from Vanco Payment Solutions (www.vancopayments.com). You can also import contributions from a third party software or service via a comma separated values (CSV) file.

There are several benefits to using Vanco Payments with PowerChurch Plus. The software communicates directly with Vanco's servers to download new contributions, eliminating the additional steps of exporting recent activity to a file, downloading it to your computer, and manually importing it into PowerChurch. The Vanco Payments integration stores links to their contributor ID and fund numbers with PowerChurch, so that you don't have to manually match up envelope numbers and fund numbers more than once.

***If you are using the Accounting side of PowerChurch Plus, it also imports the following additional information:***

- **Transaction fees**. The credit card processing fees are downloaded and expensed directly by the import and posting process.
- **Contribution date vs. Deposit date**. The Contributions module in PowerChurch needs to reference the date the contributor made the contribution. The Accounting side of the software should only be concerned with the actual date the money landed in your bank account. This makes it possible to accurately reconcile your bank account in PowerChurch Plus with the bank statement.

The following topics cover the Import Contributions processes in more detail.

# *Import Contributions from Vanco*

There is some additional information that is needed about your Vanco Payments account before being able to import the first time. You are taken through these steps the first time you import from Vanco. You can revisit the setup information if necessary in the future by clicking the Setup button on the first step of the import process.

***To import contributions from Vanco Payment Solutions:***

1. **Go to *Contributions > Import Contributions > Import from Vanco*.**
2. **The introduction screen is displayed.** Click Next to continue, or click Setup to revisit the saved setup information, if necessary.
3. **The first time that you import from Vanco, you will be prompted for the following information:**
   - **Vanco Payment Solutions Programs.** Making use of different programs/services offered by Vanco, you may have multiple account credentials. Click the ⊕ Add Program button to add a new named set of credentials. You can also ✎ Edit or ⊖ Delete the programs using the buttons along the side of the list.
   - **Vanco Payment Solutions Credentials.** Enter the Client ID, User Name, and Password for each of the Vanco programs listed above. This is not the main Vanco Payments login information that you use to access your account. This is specific login information that you will receive from Vanco after requesting access to their API. Call Vanco Customer Care at (800) 675-7430 to request API access for PowerChurch Plus.
   - **Contribution Type.** When importing contributions from Vanco, which Contribution Type will be used? Choose <Add New Code> to add a new Contribution Type, if necessary. For more information about Contribution Types, refer to Maintain Custom Codes 132.
   - **Contribution Transit Asset Account.** This is an asset account that will be used when creating the Fund Accounting transaction from these imported contributions. Use the 🔍 Lookup button to select an account or click the ⊕ Add Account button to add a new account.

     ***Note:*** *Contribution amounts will be deposited into this transit account with the date the contribution was given online. A second transaction is created to move the money from the transit account into your bank account with the date the money was actually deposited. This allows you to accurately perform the Reconcile Bank Accounts 220 process in PowerChurch.*
   - **Expense Account to Record Fees.** The credit card processing fees are received from Vanco as part of the import process, which allows PowerChurch to accurately create the Fund Accounting transaction. This information is necessary to accurately perform the Reconcile Bank Accounts process in PowerChurch.

***Note:*** *The Transit Asset and Expense Account fields will only be necessary if you are using the Fund Accounting side of the software.*

4. **Click Next.**
5. **This is the second part of the setup information.** The information on this screen is used to determine the earliest contribution date that PowerChurch should include in the import process.
   - **We are new to Vanco Payment Solutions.** If you have not previously imported contributions from Vanco into PowerChurch, select this option and enter the date you began receiving contributions from Vanco.
   - **We are existing Vanco users, but were manually entering the contributions into PowerChurch.** Choose this option if you have been manually entering contributions into PowerChurch rather than using the import from file feature. Enter the first date of contributions that you have not yet entered into PowerChurch.
   - **We have previously been importing contributions via file from Vanco.** Choose this option if you have been using the import from CSV file to import contributions from Vanco into PowerChurch Plus. Click the Choose File button to browse to the earliest file that you have received, but have not yet imported into PowerChurch.
6. **Click Next.**

The remaining steps are covered in Completing the Import Process 162.

# *Import Contributions from File*

This process allows you to import posted contributions history from a comma separated values (CSV) file. If you are not using Vanco Payment Solutions, this process can also be used to import online giving information from other providers.

***The file must contain the following fields in this order:***

- **Envelope Number** - (Number, up to 5 digits) - This is used to connect the Contributions record to the Personal Profile 69 of the contributor.
- **Amount** - (Number, up to 9 digits with 2 decimal places) - Amount of the individual contribution.
- **Date** - (Date) - The date of the individual contribution. Formatted as MM/DD/YYYY or DD/MM/YYYY, depending on your regional settings.
- **Fund Number** - (Number, up to 5 digits) - This is used to define which Contribution Fund 132 this was given to.
- **Check Number** - (Character, up to 20 characters) - The contribution check number, if applicable.

- **Memo** - (Character, up to 50 characters) - A note or memo for the contribution, if applicable.

If the source file that you are working with has additional information, such as Name, Address, or Phone, you will need to open the file using a spreadsheet program such as Microsoft Excel to format it into the structure listed above. Any additional information beyond the fields listed will be ignored.

***To import contributions from a file:***

1. **Go to Contributions > Import Contributions > Import from File.** The file format details are displayed. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**
3. **On the Select File dialog, define the following:**
   - **File to Import**. Use the Choose File button to browse to the location of the file to import from.
   - **The First Line of the Import File Contains Field Names**. If the file contains the field names (Envelope Number, Amount, Date, Fund Number) in the first row, check this box.
   - **Assign Imported Contributions the Following Type**. Use the drop-down list of Contribution Types 132 to choose which type of contribution to import.
4. **Click Next.**

The following topic explains the remainder of the import process, which is the same for Vanco Payments Solutions users or those importing from a file.

# *Completing the Import Process*

Regardless of whether you are importing directly from Vanco Payments or importing from a file, this is the final step in the process.

1. **On the Confirmation dialog, verify that the information to import is correct.**
   - **Envelope Number**. This number may or may not match the number assigned in PowerChurch.
   - **Name**. This information is pulled from the Personal Profiles, relative to the envelope number.
   - **Fund Number**. This number may or may not match the number assigned in PowerChurch.

- **Fund Description**. This information is pulled from the Contributions database, relative to the Fund Number.
- **Date**. This is pulled directly from the import.
- **Amount**. This is pulled directly from the import.
- **Pledge**. If this contribution matches the defined date range and fund number of a contributor's pledge, it will be applied automatically.
- **Type**. This reflects your Contribution Type selection on the previous step.
- **Check Number**. This is pulled directly from the import.
- **Memo**. This is pulled directly from the import.

2. **Any records with discrepancies in the envelope number and/or fund number fields will be highlighted in red, with the problem field showing ** UNKNOWN **.** Double-click the mouse on an entry to modify the contribution record prior to importing. There, you will also be able to add a new contributor, if necessary.

   ***Note:*** *The necessary links between the imported envelope and fund numbers will be stored for future reference for Vanco Payments users. If importing from a file, this manual matching process will need to be repeated each time you import, so it would be best, if possible, to update the envelope and fund numbers on your account at your online giving provider prior to importing.*

3. **Click Finish to import the contributions.**

   ***Note:*** *If importing from Vanco and the Accounting module has been set up in PowerChurch Plus, the Contributions will be imported directly into Posted Contributions. Accounting transactions will be created as detailed in the Import Contributions From Vanco Payments* 160 *topic. Otherwise, Contributions will be imported as Unposted Contributions.*

4. **Click the Print Report button to view a report.**

# *Understanding Pledges*

This section will help you better understand how PowerChurch Plus handles pledges.

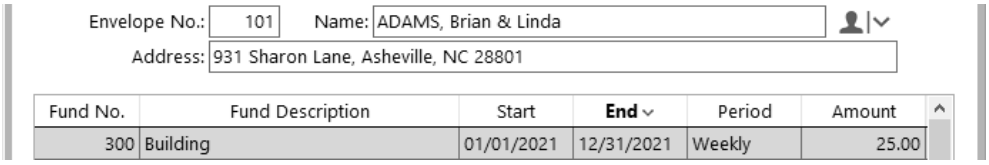
When a church member commits to donating a certain amount of money during a given period of time, this is called a pledge or faith promise. Pledges are usually designated to a particular Contribution Fund, for instance a *Building Fund*, *Mission Fund*, or *General Offerings*. Pledges are recorded into PowerChurch Plus on the Maintain Pledges screen.

# *Adding New Pledges*

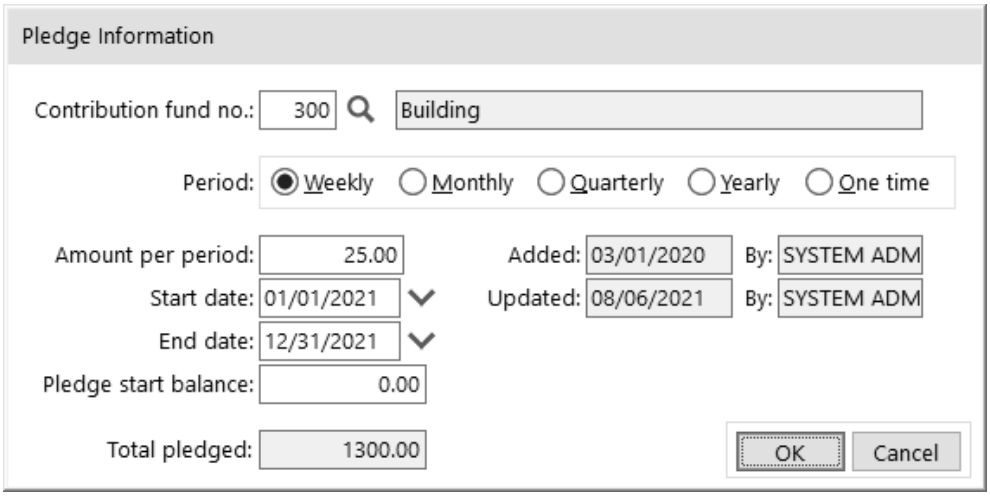
Note that an individual contributor can pledge to as many different Contribution Funds as he or she chooses. Each contributor can also have multiple pledge periods for the same Contribution Fund, for example when someone pledges to the same fund year after year.

***To enter a new pledge:***

1. **From the Contributions menu, choose Pledges, then Maintain Pledges.** The Pledge Detail button shows you the contributions paid towards this pledge and the balance due. The Search for Contributions button scans all contributions (including unposted contributions) to see if there are any that can be applied towards this pledge. For more detailed information on these features, refer to Pledge Status at a Glance 168 and Applying Contributions to a Pledge 167.
2. **Use the Locate, Next, or Previous button to select the pledging contributor.**




3. **Click Add.**
4. **Enter the following items on the Pledge Information screen.**



***Note:*** *The values you enter determine the amount in the Total Pledged field, which appears at the bottom of the screen.*

- **Contribution Fund Number**. In this field, enter the number of the fund that the individual is pledging to. Type the number directly or click the Lookup button (or press F2) to select a Contribution Fund from a list.
- **Period**. Click the button for the pledge period. Your choices are Weekly, Monthly, Quarterly, Yearly, and One Time. A One Time pledge occurs when someone pledges to give a set dollar amount during the pledge period. For example, you would use the One Time option if your church has a three year pledge campaign and someone pledges to give $5,000 over that period.
- **Amount Per Period**. In this field, enter the amount of money the person has pledged to give during each period.
- **Start Date/End Date**. In these fields, enter the dates when the pledge starts and ends.
- **Pledge Start Balance**. Use this optional field to enter an amount already paid on this pledge. One instance where you would use this would be if you were in the middle of a pledge campaign when you first start to use pledges in PowerChurch Plus. If you will not be entering each payment previously made to this pledge, then you could enter here the total amount paid thus far. Another example is if an amount owed is being carried forward from a prior year's pledge. In this case, the Pledge Start Balance amount would be a negative, such as -100.00.

5. **Click OK to save the new pledge.**
6. **Search for contributions that can be applied to the newly added pledge.** You are prompted to search for contributions that can be applied to this pledge. If you answer Yes, PowerChurch Plus searches for contributions that are dated within the pledge period and for the same Contribution Fund.

Repeat these steps to enter additional pledges.

# *Importing Pledges*

You can import pledges from a CSV (Comma Separated Values) file by going to ***Contributions > Setup > Import Data > Import Pledges***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Envelope Number | Number/5 | Required |
| Fund Number | Number/5 | Required: Contribution Fund Number |

| | | |
|---|---|---|
| Amount | Number/9,2 | Required: 123456.89 |
| Period | Character/1 | Required: W(eekly), M(onthly), Q(uarterly), Y(early), O(ne-time) |
| Start Date | Date/10 | Required: MM/DD/YYYY or DD/MM/YYYY |
| End Date | Date/10 | Required: MM/DD/YYYY or DD/MM/YYYY |
| Start Balance | Number/9,2 | 123456.89 |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Fields in your import file that are empty will still need to be present in the file structure. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**
3. **Click the Choose Folder button to browse to the location of the CSV file you would like to import from.**
4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this box is checked. If you are unsure, look at the contents of the file before choosing.
5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

***Note:*** *When the import process is complete, it is recommended that you Search For Contributions Not Applied to a Pledge* 167.

# *Changing and Deleting Pledges*

In addition to adding new pledges, you can use the Maintain Pledges screen to modify and delete existing pledges. To modify, click on a pledge from the list and then click the Change button at the bottom of the screen (alternatively, you can double-click the pledge item). You will see the Pledge Information screen, where you can make any necessary changes and then click OK.

To delete a pledge, click the item in the list and then click Delete. PowerChurch Plus prompts you for permission to delete the selected pledge. Pledge records can also be mass-deleted. Refer to Deleting Contribution and Pledge Data 170 for more information.

# Applying Contributions to a Pledge

***Contributions can be applied to a pledge in one of four ways:***

- When entering contributions under the Enter Contributions or Check Reader screens.
- Using the Search for Contributions button on the Maintain Pledges screen.
- Using the Search for Contributions Not Applied to a Pledge menu option.
- Using the View Posted Contributions screen.

Each of these ways are described in the following topics.

## Enter Contributions Screen

As you use the Enter Contributions screen, PowerChurch Plus automatically searches for pledges made by the current contributor. If a pledge to the same fund and acceptable date range is found, PowerChurch Plus will automatically assign this contribution to the pledge. You can also choose which pledge to apply the contribution to by manually selecting it from the list of contributor's pledges. On the Enter Contributions screen, click the View Pledges button to see the list of pledges made by the contributor.

## Searching for Contributions

This feature might be used when several contributions were recorded prior to entering the pledge record.

***There are two methods by which contributions not applied to pledges can be found:***

- **By searching contributions of a specific contributor.** For a specific contributor's pledge, this button will search contribution records for Contribution Funds and contribution dates that match the pledge record. This is accomplished on the Maintain Pledges screen found under ***Contributions > Pledges > Maintain Pledges***.
- **By searching all contributions.** All contributions for all contributors are searched to see if any can be applied to an existing pledge. This can be found under ***Contributions > Pledges > Search for Contributions Not Applied to a Pledge***.

## View Posted Contributions Screen

On this screen you are viewing individual contributions given by a specific contributor. Here, you can apply individual contributions to a pledge. You can also remove or change a pledge designation. For detailed information on using this screen, refer to Viewing Posted Contributions 156.

# Reassign a Contribution to a Different Pledge

After a contribution has been entered and applied to a pledge, you may realize that the wrong pledge was selected. If this is caught before you post the contribution, you can make the change on the Modify Unposted Contributions 148 screen. After it is posted, use the View Posted Contributions 156 screen to make the correction.

# Pledge Status at a Glance

If a contributor contacts you to check on the current balance of their pledge, you can print a Pledge Statement for the person to find out that information, but there is a quicker way to obtain the current status of a pledge.

***To see the current status of a pledge:***

1. **From the Contributions menu, choose Maintain Donors.**
2. **Using the navigation buttons, select the contributor you want to work with.**
3. **Click on the Pledge tab and select a pledge from the list.**
4. **Click the Pledge Detail button at the bottom of the screen.** This shows you all the detail for the pledge, including a detailed list of contributions given towards this pledge. For the total pledge and current amounts to date, it shows how much was pledged, amount paid on the pledge, and the balance due.
5. **Click Done.**

# Prepaid Pledges

If a contributor pledges a certain amount for next year, then gives a contribution this year to be applied to next year's pledge, you would enter that as follows:

First, enter next year's pledge for this person on the Maintain Donors or Maintain Pledges screens. Second, when you enter the contribution under the Enter Contributions screen, manually choose next year's pledge to apply against. In other words, after entering the envelope number and check number (if applicable), click the View Pledges

button and choose next year's pledge from the list. For more information, refer to Recording Contributions 140.

# Changing a Pledged Amount Mid-Year

There are cases when a contributor changes the amount they have pledged in the middle of a campaign. For example, someone currently pledges $25 per month to the General Offerings fund for the period from 1/1/2021 to 12/31/2021. During this period, the contributor lets you know they want to change the amount to $30 per month, effective July 1st.

***To modify a pledged amount mid-year:***

1. **From the Contributions menu, choose Pledges, then Maintain Pledges.**
2. **Using the navigation buttons, select the contributor you want to work with.**
3. **Select the current pledge that needs to be modified and click Change.**
4. **On the Pledge Information dialog, make the appropriate changes.** Using the example above, change the date the pledge ends to 6/30/2021. Click Done.
5. **Add a new pledge record for the new amount.** Again, using the example above, enter the following information:
   - **Fund**. General Offerings
   - **Period**. Monthly
   - **Amount per period**. $30.00
   - **Start Date**. 7/1/2021
   - **End Date**. 12/31/2021
6. **Click OK.**

# Entering Pledges for Next Year

Commonly, contributors are pledging to the same Contribution Funds every year. When a commitment is made for the next year, you can enter it at any time. In other words, you do not have to wait for the current year's pledge to end before you enter the pledge for next year. In PowerChurch Plus, a contributor can have multiple pledges to the same Contribution Fund, as long as the beginning and ending dates do not overlap. Refer to Adding New Pledges 164 for information on how to enter a pledge.

# Year-End Pledge Processing

Usually, contributors are pledging to the same Contribution Funds year after year. PowerChurch Plus makes it easy to create pledge records for the next year based on the existing pledge information. For example, you have pledges to the General Offerings fund for the period of 1/1/2021 through 12/31/2021. Through this process, you can mass add new pledge records for the same fund, for the period of 1/1/2022 through 12/31/2022 (or any period you specify). The new pledge records will automatically be created, with the same amount the contributor pledged previously.

***Note:*** *This feature is optional and may not apply to your church. If you use this feature, make a backup of your Contributions files first. For information on backups, refer to Backing Up and Restoring Data* 483.

***To automatically create pledge records for the new period:***

1. **From the Contributions menu, choose Pledges, then Year End Pledge Processing.**
2. **Make the following selections on the Pledge Processing dialog:**
   - **Fund Number of existing pledges**. Enter the Contribution Fund number. You may click the Lookup button or press F2 to choose the Contribution Fund number from a list.
   - **Expiration date**. Enter the ending date of the existing pledge.
   - **New pledge period**. Enter the beginning date for the new pledge in the From field and the ending date in the To field.
3. **Click OK.**
4. **When the process is complete, click OK.**

***Note:*** *The existing pledge record is not deleted. This process does not change the existing pledge, it only adds a new pledge.*

# Deleting Contribution and Pledge Data

As with other PowerChurch Plus files, the posted contributions data can become quite large. If it gets too big, it may slow down daily report processing.

You can delete records from posted contributions to keep it from getting too large. You delete all the records within a particular date range. For instance, you might want to delete an entire year of data if you do not need to keep it in the system. You may also want to delete old pledge records.

***Note:*** *Before you use this feature, be sure to create a backup file of the old contribution data, including membership information. The backup gives you access to the data if you ever need it after you delete it. For information on creating backups, refer to Backing Up and Restoring Data* 483.

***To delete old contribution data:***

1. **From the Contributions menu, choose Setup, then Delete Old Data.**
2. **Select Posted Contributions.**
3. **Specify a period of time using the date fields.**
4. **Select specific Contribution Types to delete, if necessary.**
5. **Click OK.**
6. **When PowerChurch Plus prompts you for confirmation, click Yes.**
7. **Click OK on the dialog that reports the deletion complete.**

***To delete old pledge data:***

1. **From the Contributions menu, choose Setup, then Delete Old Data.**
2. **Select Pledges.**
3. **Specify a range of Contribution Fund numbers.**
4. **Enter a date to delete old pledges.**
5. **Click OK.**
6. **When PowerChurch Plus prompts you for confirmation, click Yes.**
7. **Click OK.**

# *Contribution Reports*

The Contributions module includes the following predefined reports, which can be found under ***Contributions > Reports - Contributions***.

- **Active Pledges**. Displays a list of pledges that are in effect during the specified range of dates.
- **All Contribution Statements**. Prints a statement or tax receipt for donations given in a specified range of dates and contribution funds. You can also choose to include detailed pledge information. Optionally, statements can be emailed to contributors. The following topic explains each of the report options in detail.

- **Bank Deposit Slip, Unposted Contrib**. Prints a list of each check, amount, and contributor name from unposted contributions. Use this in conjunction with your bank deposit slip and to verify the accuracy of data entry before posting.
- **Contribution Posting Report**. Displays a list of contributions that were posted at a specific time.
- **Contribution Range Report**. Displays a count of contributions received within each of the specified ranges of amounts. Also shows the total amount received and an average amount for each range.
- **Contributions Summary Report**. Displays a summary of contribution amounts for all or selected contributors in a specified range of dates. Optionally, you can include pledge summary information as well.
- **Contributor Age Range Report**. Displays a count of contributors by age range.
- **Defined Custom Codes**. Displays a list of defined custom codes in the Contributions module and number of times each is assigned.
- **Designated Contributions**. Displays a list of designated contributions for a specified date range. Use this report to view the totals and details of a designation.
- **Email Statement List**. Displays a list of all personal profiles that prefer to have contribution statements emailed to them. Use this to verify the accuracy of the "Email Statements" checkbox on the Personal Profile record.
- **Envelope Numbers List**. Displays a list of all envelope numbers with name and address. Print this for a hard copy of names and numbers, or to transfer information to envelope printing companies.
- **First Time Contributors**. Displays a list of people that contributed for the first time within the specified range of dates.
- **Fund Descriptions**. Displays a list of each contribution fund, as well as the assigned debit and credit accounts, if applicable. Use this for a hard copy of fund information for future reference.
- **Fund Summary**. Displays the total amount given to each fund by date in a row and column format.
- **Fund Totals by Envelope**. Shows how much has been given to each contribution fund by each contributor in a spreadsheet type view. Use this report to get a list of how much each person has given to each contribution fund.
- **Funds Report**. Displays the total amount given to each fund and the amount received for each designation for the specified range of dates. You can run this report for posted or unposted contributions.
- **Funds Report by Date**. Displays the total amount given to each fund by date.
- **Individual Contribution Statement**. Prints a statement or tax receipt for a selected contributor, showing donations given in a specified range of dates and contribution funds. You can also choose to include detailed pledge information. Optionally, email the statement/receipt to the contributor.

- **Late Payers Report**. Displays a list of contributors who are behind on their pledge payments in the specified range of dates. Use this to send out reminders of faith promises, for example.
- **List of Contributors Who Have Not Given**. Displays the names of those (with envelope numbers assigned) who have not given to a specified range of funds within a specified range of dates. Use this as a guide for deleting inactive envelopes or generating mailings to non-contributing members.
- **List of Contributors Who Have Not Pledged**. Displays the names of those (with envelope numbers assigned) who have not pledged to a specified range of funds within a specified range of dates. Use this to send reminders about turning in pledge cards, for example.
- **List of Designations**. Displays a detailed list of designations, with the description, active status, and active date range.
- **Monthly Contribution Totals**. Displays monthly contribution totals, detailed by envelope number, or as a summary only. Amounts displayed are rounded to nearest dollar.
- **Monthly Totals by Payment Method**. Displays contribution totals by month as a breakdown of payment methods. Includes count and percentage of donations and unique donors for each.
- **Pledge Range Report**. Displays a count of pledges received within each of the specified ranges of amounts. Also shows the total amount pledged and an average amount for each range.
- **Pledge Statement**. Prints a statement showing the details of each of the selected contributors' pledges. Print this statement to give to contributors as a hard copy of their pledge status. Optionally, statements can be emailed to contributors.
- **Pledged to Actual Comparison**. Displays a summary of pledged amount, actual amount paid, the difference, and percentage, for pledges in effect during the specified range of dates. Use this to get an overall picture of pledge status.
- **Pledged/Unpledged Totals**. Displays the contribution amounts for each fund, separated by pledged and non-pledged totals.
- **Posted Contributions**. Displays a list of posted contributions by envelope number, for the defined range of dates. Includes name, envelope number, date, fund, and amount. Use this to view detailed contribution amounts for prior periods.
- **Projected Pledge Payments**. Displays the amounts pledged for each fund for a specified range of dates. Separately totals amounts pledged weekly, monthly, quarterly, etc.
- **Repeating Contributions**. Display Repeating Contributions based on criteria selected.

- **Selected Contributors**. Displays a list of contributors and amounts that meet the selection criteria. Use this report to view a list of people that gave more than a specified amount, for example.
- **System Status**. Displays a count of assigned envelope numbers, total of unposted and posted contribution amounts.
- **Those Who Gave Last Year but Not This Year**. Displays a list of people who gave last year but have not given this year. Use this to follow up with people who have recently become inactive.
- **Those Who Pledged Last Year but Not This Year**. Displays a list of people who pledged last year but have not pledged this year. Use this to follow up with people whose pledge cards you have not yet received.
- **Totals by Fund Type**. Displays contribution totals as a breakdown of Fund Types. Includes count and percentage of donations and unique donors for each.
- **Totals by Payment Method**. Displays contribution totals as a breakdown of payment methods. Includes count and percentage of donations and unique donors for each.
- **Unposted Contributions**. Displays a list of all unposted contributions in data entry order. Includes date, envelope number, name, fund, and amount. Use this to verify the accuracy of data entry before posting.

  ***Note:*** *PowerChurch Plus keeps track of who entered the contributions based on the user login name. User names are assigned if you have set up the PowerChurch Plus password security system. If you are not using the security system, then each contribution is recorded under the user name of System.*
- **Unused Envelope Numbers**. Displays a list of all available envelope numbers within a defined range of numbers. Use this when adding new members or reassigning envelope numbers.
- **Yearly Comparison Report**. Shows a yearly breakdown of the total contributions for each fund, contribution type, number of contributors, and active funds for up to five years.
- **Yearly Totals by Envelope**. Shows how much has been given each year by each contributor in a spreadsheet type view

# *Contribution Statements and Tax Receipts*

You can generate Contribution Statements or Tax Receipts at any time in PowerChurch Plus for any range of dates. Some organizations need to generate receipts after each donation, while others choose to send out updates quarterly or once at the end of the year.

When you run the All or Individual Contribution Statement report, you are taken through multiple steps. Each step is detailed in the following topics.

***Keep the following points in mind when you are generating Contribution Statements:***

- If you are creating statements for an organization in Canada, PowerChurch Plus will prompt you to create Tax Receipts, which requires additional information. You see the prompt only if you selected Canada (all other countries) on the System Setup Options 16 screen.
- PowerChurch Plus prints each statement on an 8 1/2" x 11" sheet of paper. For companion envelopes, you can use standard #10 single window envelopes.
- By default, Contribution Statements will print the church name, address, and phone number. To remove this information from the statement, if printing statements on church letterhead, set the Print Contribution Statements on Letterhead option on the Contributions Setup 130 screen.
- The Include in Mailouts 55 option box in Family Mailing List is used to control whether a particular household receives mailings. Unchecking this option would prevent that household's address from printing on the statement. When generating Contribution Statements, if you check the Print Address for Contributors Not Included in Mailouts option, anyone who is not included in mailouts will have their address printed on their statement.
- Contribution Statements can also be emailed. During the selection process, you have an option to print statements and/or email them.

## Select a Contribution Statement Format

***There are five layouts of Contribution Statements and Tax Receipts available:***

- **Full Fund Details**. This is the highest level of detail available. It displays the full details of each contribution that was given and includes the date, amount that was given to each Contribution Fund, and a total for that date. You can choose to include Memos, Designations, and Check Numbers/Contribution Types.
- **Daily Amounts**. The Daily Amounts layout shows total contributions for each date, without breaking down the fund details. You can choose to include Check Numbers/Contribution Types.

  ***Note:*** *Both the Full Fund Details and Daily Amounts layouts include detailed contribution information at the top of the form, then a Fund Summary below, which shows the totals given to each Contribution Fund for the selected date range. The option to include Check Numbers is only available if you have Record Contribution Check Numbers enabled. For more information, refer to Contribution Setup* 129.
- **Summary**. This layout shows only the Fund Summary mentioned above. No detailed information is included on the statements.

- **Total Only**. The Total Only layout includes no Fund Summary or contribution detail. It only shows a total amount given for the selected date range.
    - **CRA Sample #1**. When running the Total Only layout in Canada, you can choose to generate the statement using the CRA Sample #1 layout shown in the CRA documentation. This option will be detailed later in this chapter.

***Note:*** *As you change the selection in the drop-down list of available layouts, a preview image is shown on the screen. These are sample images only and are not derived from your data.*

Click Next when finished making selections.

## *Who Do You Want to Include?*

This step of the process allows you to refine the list of people that will be included in these statements. Each selection is detailed below.

- **Range of Envelope Numbers**. If you wish to limit the contributors that are included in these statements, you can do so in the From and To fields here. Click the Lookup button to select contributors by name.
- **Personal Status**. Uncheck any Personal Status codes that you do not wish to include in these statements. Use the ☑ All and ☐ None buttons to aid in your selections.
- **Select People by Amount Given**. You may choose to include only contributors that have given a total of more than a specified amount or a one-time gift of more than the specified amount.
- **Print Statements for People with No Contributions**. Checking this option will generate statements for everyone that falls into the range of envelope numbers selected, regardless of whether or not they have given.
- **Print Address for Contributors Not Included in Mailouts**. This option, when unchecked, will not print addresses on the Contribution Statements of those who are not included in mailouts. When mailing statements in window envelopes, this helps to ensure that the statement is not accidentally mailed to someone who has requested not to receive mail from the church. For more information about the Include in Mailouts field, please refer to the Contact 55 tab on the Integrated Data Entry or Maintain Family Mailing List screens.

Click Next to continue.

## *Which Contributions to Include?*

This step allows you to further limit which contributions are included on the statements. Each selection is explained below.

- **Fund Numbers**. If you only want to include a range of fund numbers in the statements, specify the funds in the From and To fields. Use the Lookup button to select funds by name.
- **Fund Types**. Uncheck any Fund Types that you do not wish to include on these statements. Use the ☑ All or ☐ None buttons to aid in your selection. For more information about the use of the Fund Type field, refer to Maintain Custom Codes 132 in Contributions.
- **Include Totals for Dates**. This allows you to specify a range of dates to include in the totals shown on these statements. Click the drop-down button to select dates from a calendar.
- **Print Details for the Same Dates as Totals**. If this option is checked, the Print Details for Dates fields are disabled. This option is useful if you are generating quarterly statements and want year to date totals shown in the Fund Summary area of the statements, while only showing detail for the current quarter.
- **Print Details for Dates**. As mentioned on the previous item, these date fields control which contribution data is shown in the detail area of the statements. Click the drop-down button to select dates from a calendar.

  ***Note:*** *The previous two settings only apply to those statement layouts that include contribution detail. If you choose the Summary or Total Only layouts, these selections will not be available on the screen.*

Click Next to continue.

## *Do You Want to Print Pledges?*

The settings on this step are related to whether or not you would like to include pledge/faith promise information on these statements. The options are detailed below.

- **Print Pledges**. Unchecking this option disables the following two fields. Leave this checked if you wish to show contributors their pledge status on the statements.
- **Print Pledge Balance Outstanding Line**. Prints the outstanding balance of the pledge below the pledge details.
- **Print Statement Only if a Balance is Due on a Pledge**. This option significantly changes the list of contributors that will be included in these statements. Use this option to only print statements for people who are behind on their pledges.

***Note:*** *This step is not available if you have selected the Total Only format.*

Click Next to continue.

## Include a Message on the Statement

In the text box on this step, you can enter a message that will be printed after the contribution information on each statement. This can be used to show the standard "No goods or services..." message for tax purposes, or a thank you for continuing support. Click the Spell Check button to help find typos in your message.

***Note:*** *This message will be saved for the next time you run statements, but only if you finish the process and generate statements. If you cancel the process before it is complete, your message text will not be saved.*

Click Next to continue.

## Do You Want to Print Tax Receipts?

When the church or organization is in Canada, this step allows you to choose whether or not to generate official CRA Tax Receipts. The fields on this step are detailed below.

- **Print Tax Receipts**. Uncheck this option to print the standard built-in Contribution Statements, without the required CRA formatting for Tax Receipts.

  ***Note:*** *If this option is checked, unique and consecutive receipt numbers will be issued for the statements, whether viewed onscreen or sent to the printer. If you aren't issuing official receipts and don't want receipt numbers to be assigned, uncheck this option.*
- **Charity Registration Number and Officer Name**. Enter the organization's CRA Registration Number and the Officer Name.
- **Signature Image**. If the officer is not able to hand-sign receipts, you can print a scanned signature image on receipts. Click the Import button to change the signature image. Refer to Working With Pictures 38 for more information about the import process.
- **Starting Receipt Number**. PowerChurch Plus keeps track of receipt numbers and automatically increments this field each time statements are generated. If you have not run statements previously, you can make a change to the starting receipt number here.

***Note:*** *Once you have assigned a starting number, you will not be able to change the number that is tracked in PowerChurch Plus. Receipt history can be audited at a later time on the View Receipt History 182 screen.*

- **Print Web Page Information and Website URL**. It is currently required that the CRA website address is included on Tax Receipts.
- **Location**. This field is only available if you have chosen the Totals Only layout and want to use the CRA Sample #1 layout. The statements/receipts will not be compatible with a window envelope when printed in this layout.

Click Next to continue.

## What Order to Print Statements In?

Select Alphabetical, Envelope/Receipt Number, or ZIP/Postal Code, then click Next to continue.

## Process Statements As

Here you can choose whether to print, email, or a combination of those two options, as detailed below.

***Note:*** *The "Print Statements" terminology used here can also mean to generate a screen preview of the statements.*

- **Print All Statements**. This will only print statements. None will be emailed.
- **Print Only Statements Not Set to Email**. If you successfully emailed statements, but need to print those that were not emailed, you can use this option.
- **Email Statements**.

  ***Note:*** *Both the family and personal email addresses are taken into consideration in this selection. The program will start with the email address assigned in Personal Profiles. If it does not find one it can use, it will then look for an email address in Family Mailing List. If multiple people have the same envelope number assigned, but have different email addresses in Personal Profiles, each will receive their own copy of the statement by email.*

  **This option activates the three following choices:**

  - **Print All Statements**. Choosing this will send statements by email as well as print all statements, regardless of whether or not they were already emailed.
  - **Only Print Statements Not Emailed**. This is the default option. This will only print statements for those whose statements were not sent by email.

- **Only Email Statements**. Only sends statements by email. Use this option in conjunction with the "Print only statements not set to email" selection above to generate statements in two separate batches, one for those who receive printed statements and one for those who receive email statements.

- **Restart Printing Contribution Statements**. Checking this box allows you to reprint a group of statements if there was a problem with your previous attempt to print statements. For example, if the printer jammed or if there was a power outage, you can look at the last statement that printed, then enter that envelope number in the field below. Click the Lookup button to choose the person by name.

Click Next to continue if emailing statements, or click Finish if only printing them.

## Email Message/Settings

Enter the email subject line and message body. If you would like to change the default email settings pulled from the System 17 or User Setup Options 19 screens, you can do so on the next screen (Advanced Email Settings). For more information about the email functionality in PowerChurch Plus, please refer to Compose Your Email Message 415 and Advanced Optional Settings 416.

Click Finish to begin sending messages.

***Note:*** *Each statement will be saved as an Acrobat PDF file and attached to an individual email addressed to the contributor. Those contributors that have chosen not to receive their statements by email, as well as those whose emails were not able to be sent, such as with invalid email addresses, will be printed after the email process is complete. If you have chosen the "Only email statements" option discussed in the previous topic, those statements not emailed will not be printed.*

**Canadian Tax Receipts**

If emailing Canadian tax receipts, the PDFs that are created are internally protected and read only.

## Name Format Used on Statements

The names that are listed on the contribution statements are pulled from Personal Profiles. The names can potentially show in a number of different formats, depending on the names of the people sharing the same envelope number and setup options in PowerChurch.

- **John Smith, Jr**. The suffix is always included.
- **Mr. John Smith, Jr**. The full name with title is included if the "Include title in contributor names" option is enabled in Contribution Setup Options 129.
- **John A Smith, Jr**. The middle initial is automatically included in the name format when printing Tax Receipts 178 in a Canadian organization.
- **John & Sandy Smith, Jr**. The names are displayed in this format when two people share the envelope number and are the parents/adults in the household. This is decided the same way that the Church Directory does, referring to the Directory Sequence (Dir. Seq.) field on the Personal Profile record. Directory Sequence 1 and 2 are reserved for the parents/adults in the household and children should be assigned 3 and higher.
- **John & Sandy Smith, Jr. & Family**. This name format is used when one or both of the parents/adults in the household, as well as one or more children share the same envelope number.

# Envelope and Monthly Messenger Files

The Contributions module can generate a data file for companies that print offering envelopes.

***You can save this data file and submit it to one of the following companies:***

- **American Paper Group**. For information, call (804) 321-6670.
- **National Church Supply**. For information, call (800) 627-9900.

Either company can print offering envelopes using data created in PowerChurch Plus. In addition to envelopes, you can generate data for National Church Supply's Monthly Messenger program. The Monthly Messenger is an additional mailing service that provides contribution statements to your members.

***To create a file of offering envelope or Monthly Messenger data:***

1. **From the Contributions menu, choose Other Output, then Export Data.**
2. **Choose one of the following options from the sub-menu that appears:**
   - Prepare File for American Paper Group.
   - Prepare File for National Church Supply.
   - Prepare Monthly Messenger File.

3. **Enter the following items on the Export Options dialog.** The controls you see vary according to the service you selected in the last step. The following list describes all the possibilities:
   - **As of Date for Statement**. Enter the date through which you want to include contribution data for the Monthly Messenger file.
   - **Envelope Number range**. Select a range of contribution envelope numbers. Enter the starting number in the From field and the ending number in the To field. PowerChurch Plus generates envelope data for all the contributors in this range.
   - **Customer Number**. Use this option to identify yourself to the American Paper Group.
   - **Detail Funds**. You can specify up to three Contribution Funds using these controls. These funds are included in the output file for the Monthly Messenger.
   - **Include Pledge Amounts**. Check this box if you want the Monthly Messenger to include pledge amounts on statements.
   - **Calculate Pledges From**. Specify a range of dates for pledges. The pledge amounts between these dates appear on statements generated by the Monthly Messenger.
4. **Click OK.**
5. **Using the controls on the Save As dialog, specify a name and location for the file of exported data.**
6. **Click Save.**
7. **Click OK.**

Now that you have created the file, you can submit it to the appropriate company.

# Contributions Audit Log

PowerChurch Plus maintains a record of changes made in the Contributions module that do not appear in the normal Contributions reports. The Contributions Audit Log displays deletions and postings as well as changes to envelope numbers and Contribution Funds. This screen can be found under ***Contributions > Setup > View Contributions Audit Log***.

# Viewing Receipt History

PowerChurch Plus keeps a log of the numbered Tax Receipts issued by Canadian users. This can be found under ***Contributions > Setup > View Tax Receipt History***. This screen displays the Receipt Number, Envelope Number, and Name that was listed on the receipt.

When you select an entry in the list, more detailed information about the receipt is shown below, including the Date and Time the receipt was issued, the Date Range of contributions included on the receipt, the Authorized Officer, Charity Registration Number, Contributor's Address, and the Total Eligible Amount reported on the receipt.

Click the Filter button to narrow the list of receipts that are shown in the grid by Date, Receipt Number, or Envelope Number.

Click the Print button to print a hard copy of the list of receipts shown in the current view.

# Related Information

***The following menu options are covered later in this manual:***

- Print Mailing Labels 430
- Graphs 447
- Custom Reports 451
- Send Email Message to a Group 414
- Send Text Messages via SimpleTexting.com 420
- Create Mail Merge File 439

# Accounting

The Accounting system is one of the main features of PowerChurch Plus. It contains various types of financial information and is an umbrella system made up of four individual, specialized modules. Information you enter into Accounts Payable, Accounts Receivable, Payroll, and Contributions will create transactions in the Fund Accounting module at the time of posting.

# Accounting Features

The four modules in the following list make up the Accounting system in PowerChurch Plus. You can access each of them from the Accounting menu.

- **Fund Accounting**. This is a double-entry, cash-basis accounting system designed specifically for church and nonprofit use. The other Accounting modules listed below, as well as the Contributions module, feed transactions into Fund Accounting.
- **Accounts Payable**. This module handles the payments you make to vendors. Here, you can record invoices, print checks, and record other payments.
- **Accounts Receivable**. This module produces invoices for non-contribution income, such as room rentals and daycare tuition.
- **Payroll**. Use this module to process employee payments and tax filings. You can also optionally track time off earned and used.

# Introduction to Accounting

Accounting is more than just keeping track of how much money is in the checking account. Other information is necessary to fully understand the financial standing of the organization. For instance, a church that has $50,000 in their bank account, but still owes $500,000 on their building is in a different financial condition from a church that only has $10,000 in the bank, but their building, worth $500,000, is paid off. This is just part of the reason why you need more than just the balances of your checking and savings accounts.

The purpose of accounting is to provide information that is useful to people who are making financial decisions for the church. This could be your finance committee, church board, or people outside of the church like a bank or creditor. The information we want to be able to provide is the financial condition of the church. While this sounds complicated, this is simply a list of what the church owns as compared to a list of what the church owes.

# Basic Accounting Concepts

Accounting balances come down to one simple formula:

**Assets - Liabilities = Equity**

Assets (what the church owns) minus Liabilities (what the church owes) equals Equity. This is sometimes stated a different way:

**Assets = Liabilities + Equity**

All accounting is based on this one simple formula. We will revisit this equation in the following topics.

# Accounts

To help us keep track of specific information, we create many different accounts. For example, you will probably have several accounts showing how you spend money: one account for utilities, another for employee salaries, a third for office supplies, etc. Likewise, you will have several accounts to track your income, assets, and liabilities.

## Account Categories

To further organize your accounting records, you will group your accounts into categories, each with a specific purpose. PowerChurch Plus uses six different categories of accounts to keep track of your church's financial information. They are:

- **Assets**. Things you own, such as checking accounts, buildings, and vehicles. Asset accounts are used to carry the total of what an item is worth.
- **Liabilities**. Things you owe, such as mortgages, taxes payable, and short-term loans. Liability accounts show the amounts that are owed to specific people or for specific things.
- **Equity**. How much the organization is worth. From the accounting equation mentioned previously, we know that equity is equal to the total assets minus the total liabilities. In for-profit accounting, this type of account would be known as the owner's equity, or retained earnings. Non-profit accounting uses different terms for equity. PowerChurch Plus allows you to choose between three different terms: *Net Assets, Fund Balance,* or *Equity*.

  All of these terms mean the same thing. Current accounting trends are for non-profit organizations, like churches, to use the term *Net Assets*. However, in this manual we

are going to use the word *Equity* because it is the most widely understood term, mainly in the context of equity in a home. This is calculated the same way: The value of the home minus the amount owed on the mortgage. The difference is equity.

You may have more than one equity account to represent the balances in each of your restricted areas. Refer to Restricted Contributions 192 for more information about contribution income.

- **Income**. Income accounts track how much money was brought in over a period of time and the money's source (e.g. contributions, sale of books, or investment interest earned)
- **Expense**. Expense accounts track how much money was spent and where you spent it. Examples would be utilities, salaries, and office supplies. You will probably have more expense accounts than any other category of accounts.
- **Transfer Accounts**. These are pure bookkeeping accounts. We use these accounts to transfer money from one Accounting Fund to another. We will discuss what an Accounting Fund is shortly.

## Account Numbers and Your Chart of Accounts

To make it easier to refer to a specific account, we assign each account a number. This is an internal number used to identify each specific account; it is not the account number assigned by your bank or other organization. The collection of all of your church's accounts is called a Chart of Accounts. In PowerChurch Plus, account numbers consist of 9 characters, arranged into three groups, like this:

**FF-MMMM-SSS**

- **FF**. The first two numbers (which can also be letters or a combination of both) refer to the Accounting Fund to which the account belongs. We will discuss what an Accounting Fund is and why you might need to have more than one in the Accounting Funds 195 topic.
- **MMMM**. The next four numbers are the Major Account number. A different four-digit major account number will be assigned to each specific item in each account category. By standard accounting practices, each account category is assigned a specific major account number range. While these number ranges are customizable, we do not recommend that you change these number ranges:

| Account Category | From | To |
|---|---|---|
| Assets | 1000 | 1999 |
| Liabilities | 2000 | 2999 |
| Equity | 3000 | 3999 |
| Income | 4000 | 4999 |
| Expenses | 5000 | 8999 |
| Transfers | 9000 | 9999 |

- **SSS**. The final three numbers are the Sub-Account number. The sub-account can be used to group similar projects or type of accounts together. For example look at the following payroll accounts:

| Account Description | Acct-Sub |
|---|---|
| PASTORAL SALARIES | 5055 |
| SENIOR PASTOR | 5060 |
| SP Salary | 5061-001 |
| SP Housing | 5062-002 |
| SP Retirement | 5063-003 |
| SP Health Insurance | 5064-004 |
| SP Christmas Bonus | 5065-005 |
| ASSOCIATE PASTOR | 5070 |
| AP Salary | 5071-001 |
| AP Housing | 5072-002 |
| AP Retirement | 5073-003 |
| AP Health Insurance | 5074-004 |
| AP Christmas Bonus | 5075-005 |

Notice that each of the Health Insurance accounts use the same 3-digit sub-account number: 004. If we need to report the total health insurance costs for all staff members, we can run reports, choosing to include only sub-account 004.

## *Group vs. Detail Accounts*

To help organize your Chart of Accounts, you should have a logical structure with headings for different types of accounts. To insert these headings where you want them located, you use what is called a Group Account.

Group Accounts are a special type of account whose only purpose is to provide titles for different sections in your Chart of Accounts. Account numbers are assigned, but you will never use these accounts in a transaction. However, they do appear on reports to provide structure to the accounts included in the report.

Detail Accounts, on the other hand, are the working accounts. These are the accounts that hold balances and are used in transactions.

## *Report Levels*

Each account is assigned a level, which is how PowerChurch Plus decides where to place subtotals in reports. Accounts are assigned a level from 1 to 6. The report level controls how far to the right accounts are indented on reports. Think of it as an outline. The level 2 items in an outline are indented below a level 1 item. Level 3 items will be indented below a level 2 item, and so on.

In your Chart of Accounts, you should only have a single level 1 account for each of the categories of accounts (i.e. 1000 - Assets, 2000 - Liabilities, 3000 - Equity, 4000 - Income, 5000 - Expenses, and 9000 - Transfers.)

Account levels 1 - 3 are reserved for Group Accounts (remember, these are not the accounts used in transactions); levels 4 and 5 can either be Group or Detail Accounts, and Level 6 accounts are always Detail Accounts.

The following section from a sample Chart of Accounts illustrates this relationship:

| Level | Account Description | Acct | Type |
|---|---|---|---|
| 4 | UTILITIES | 5630 | Group |
| 5 | Electricity | 5635 | Detail |
| 5 | Water & Sewer | 5645 | Detail |
| 5 | Gas | 5655 | Detail |
| 5 | Waste | 5665 | Detail |

Each collection of similar Detail Accounts has a Group Account above it, which describes that particular set of accounts. In this case, there is a Group Account called UTILITIES at the top of the list. The individual utility expense accounts, such as Electricity and Water, are at least one level higher than their Group Account (4 and 5 in the example above.) To further the example, after the level 5 Waste account, we could move on to the next Group account, a level 4 account called MAINTENANCE. Below that would be some more level 5 Detail accounts, such as Landscaping, Lawn Care, Pest Control, Vehicle Maintenance, etc.

Another major benefit of having correct report levels assigned is that they can be used to control the level of detail shown on reports. Using our Utilities example above, if we are preparing a report to show only the total for the UTILITIES Group account and not showing the amounts for each individual Detail account, we can run the report including

levels 1 to 4 only. By doing this, You would see only UTILITIES and a total listed on the report, rather than seeing each individual Detail account under the UTILITIES group. Summary vs Detail reporting lets you target the report to a specific audience. The Finance Committee will likely want to see all the detail, whereas financial reports distributed to the church members would more likely be a summary only.

## *Debits and Credits*

In double-entry accounting, two or more accounts will be used in each transaction. Which account should be Debited and which should be Credited can be one of the most confusing aspects of double-entry accounting. The confusion comes from the fact that, in accounting, the terms Debit and Credit have a different meaning than what most people expect. Certain categories of accounts' balances are increased by Debits and others are increased by Credits.

The following table summarizes the rules for Debiting and Crediting accounts. The **+** represents a balance increase and the **-** a decrease.

| Category | # Range | Debit | Credit |
|---|---|---|---|
| Assets | 1000-1999 | + | - |
| Liabilities | 2000-2999 | - | + |
| Equity | 3000-3999 | - | + |
| Income | 4000-4999 | - | + |
| Expenses | 5000-8999 | + | - |
| Transfers | 9000-9999 | - | + |

We know the concept of Debits and Credits can be confusing, but these terms go back hundreds of years and are not specific to PowerChurch Plus. A common shorthand for figuring out Debits and Credits in a particular scenario is to break down the transaction in terms of From and To.

**From = Credit and To = Debit**

Example 1: You write a check to pay the electric bill. The money is coming From your checking account and is going To the electric company. The transaction would Credit the checking account and Debit the electricity expense.

Example 2: You deposit Sunday's contributions into the checking account. The money is coming From contributions income and is going To the checking account. The transaction would Credit the contributions income account and Debit the checking account.

Another simple way that people keep Debits and Credits straight in their mind is when dealing with bank accounts:

**Debit = Deposit and Credit = Check**

Most transactions will affect a bank account, so using Debit = Deposit and Credit = Check on the first line of the transaction, you already know by default what the other side of the transaction will need to be.

Back to Example 1: You are recording a Check, so the bank account will be Credited. That leaves only a Debit for the electricity expense. In Example 2, it is a Deposit, so the bank account will be Debited. The contributions income account must then be the one to Credit.

# *Contribution Income*

Your church relies on contributions to meet its daily needs. Contributions come from a variety of different sources and are used for different purposes. One of the hardest issues to keep track of is the amount people give for a specific purpose. For example, people may give money to the Building Fund, to replace the cribs in the nursery, or to provide scholarships to send young people to summer camp.

Any time a person gives money for a specific purpose, the church is restricted, ethically and in many cases legally, in how they can spend that money. All of the money received for each purpose needs to be tracked and kept separate from other monies. Because the donor has restricted how the church can spend this money, the church needs to show those amounts separately on its financial statements.

Donations can be classified in one of four broad categories: *Unrestricted, Temporarily Restricted, Permanently Restricted,* and *Pass-Thru Contributions*.

## *Unrestricted Contributions*

Unrestricted contributions are the most common type of contribution your church is going to receive. These are amounts that the church can use in any way it sees fit. Common sources of unrestricted contributions include general tithes, offerings, and other donations that are not earmarked for a specific project or purpose. All that is needed to

keep track of unrestricted contributions is an income account for each area that you wish to track separately.

## Restricted Contributions

There are two different kinds of restricted contributions: *Temporary* and *Permanent*. After unrestricted contributions, temporarily restricted contributions are the next most common type of contribution you will probably receive. These are contributions where the donor has specified where, how, or when the contribution can be spent. Contributions given to areas like the Building Fund or a Benevolence Fund are common examples of temporarily restricted contributions.

Not all temporarily restricted contributions have to be for a particular purpose. Sometimes contributions have restrictions in which they are to be used during a specific time. For example, a donor could give money with the restriction that it not be used until next year. This example would also be considered a temporarily restricted contribution.

Permanent restrictions are contributions where the original contribution can never be used. The most common example of a permanent restriction would be if your church has an Endowment Fund. Contributions to the Endowment Fund are added to an investment. However, according to the terms of the endowment, only the interest received from the endowment can be used for designated purposes by the church.

### Keeping Track of Restricted Contributions

PowerChurch Plus uses three accounts to keep track of each donor restricted amount: *Income*, *Release*, and *Equity* accounts. Each of these accounts have a specific function.

- **Income**. The Income account is used to keep track of how much money has come in for that specific donor restriction. When the money is received, the Income account is credited and the Asset that is receiving the money (a bank account) is debited.
- **Release**. The Release account is used to tell PowerChurch Plus that you have spent or met the restriction for a donor restricted amount. You will need a separate Release account for each donor restriction as well as an overall Released From Restriction account. PowerChurch Plus sets these accounts up for you during the Accounting Setup and Add Donor Restriction processes.
- **Equity**. The Equity account is used to hold the current balance of the donor restriction. Both the Income and the Release accounts are set to close to a specific Equity account. This is the account you will look to when you want to know the current balance of a specific donor restriction. The Balance Sheet, Accounting Fund

Balances, and Changes in Equity reports all show you the current balances of your donor restrictions.

This might seem like a lot of work to manage these donor restrictions, but PowerChurch Plus makes it easy for you to set up the necessary accounts. PowerChurch Plus includes an assistant to help you through this process. Refer to Adding a New Donor Restriction 231 for more information.

## *Releasing Money from its Restriction*

You must tell PowerChurch Plus whenever you are using restricted money or when a donor restriction has been met. You do this by releasing from the restriction, which reclassifies the money as unrestricted. Fortunately, the program handles this process for you. Simply click the Release Restricted Funds button on any transaction entry screen and select the appropriate donor restriction. Then, enter the amount that has been used. PowerChurch Plus does the rest. It adds two more lines to your existing transaction. These entries tell PowerChurch Plus that you are using donor restricted money or that the restriction has been met.

For example, a special offering of $5,050 is received to buy new robes for the choir. The following transaction records $5,050 of income for the choir robes:

| Account | Account Description | Debit | Credit |
|---|---|---|---|
| 01-1110-000 | First Bank | 5050.00 | |
| 01-4270-000 | Choir Robe Income | | 5050.00 |

This transaction increases the bank account by $5,050 and increases the choir robes income account by $5,050 as well.

The choir robes are later purchased for $5,200. The $150 difference between the cost of the robes and the amount received is going to be made up from unrestricted contributions. The following journal entry would record the purchase and release the $5,050 of contributions from restrictions:

| Account | Account Description | Debit | Credit |
|---|---|---|---|
| 01-1110-000 | First Bank | | 5200.00 |
| 01-5850-000 | Choir Robes | 5200.00 | |
| 01-4870-000 | Choir Robes Release | 5050.00 | |
| 01-4999-000 | Released from restriction | | 5050.00 |

There are two parts to this transaction. The first part decreases the bank account $5,200 and records the purchase as an Expense. The second part tells PowerChurch Plus that $5,050 worth of restrictions for the choir robes have been met and should be released.

***Note:*** *The above example shows you recording the purchase as an Expense. You could just as easily be using the money to acquire a new Asset, or to pay down a Liability. The second part of the transaction, the Release From Restriction, would be the same in any of these scenarios.*

# Pass-Thru Contributions

Pass-Thru contributions are those received by your church that are passed along to another person or organization. An example would be when a choir from a college comes and sings in the evening service and, to help defray their costs, you take up a special offering.

To make things easier, you have all checks made out to your church and then you write one check to the college for the total amount given that evening. This would be considered a pass-thru offering. This amount is actually being given to the college, not to your church. You are really just passing it through to them, meaning it never counts as an income or expense to your church.

## Keeping Track of Pass-Thru Contributions

Pass-Thru contributions are considered Liabilities, because they are amounts that the church owes to other organizations. The typical transaction you would enter to record an amount received as a pass-thru is as follows:

| Account | Account Description | Debit | Credit |
|---|---|---|---|
| 01-1110-000 | First Bank | 500.00 | |
| 01-2340-000 | Special Offerings Pass-Thru | | 500.00 |

This transaction increases the bank account by $500 and increases the Special Offerings Liability account by $500 as well. Then, when the check is written to the college, an entry like the following would typically be used:

| Account | Account Description | Debit | Credit |
|---|---|---|---|
| 01-1110-000 | First Bank | | 500.00 |
| 01-2340-000 | Special Offerings Pass-Thru | 500.00 | |

This transaction decreases the bank account by $500 and pays off the Special Offerings Liability account for the same amount.

***Note:*** *There is a very thorough article called Accounting for Contributions available on our website at www.powerchurch.com.*

# Accounting Funds

In accounting, the term "fund" has a very specific meaning. An Accounting Fund is a self-balancing Chart of Accounts. We also use the "fund" terminology in Contributions, which is a very different kind of fund. We use Contribution Funds to describe the different areas that people can give money to. In accounting we need to think of a fund as a division, or sub-group, of your church. Each Accounting Fund has its own Assets, Liabilities, Equity, Income, Expense, and Transfer accounts.

So, when would you use an additional fund? If there is a group or department in your church that needs to produce its own reporting, you might want to use an additional fund. For example, if your church operates a preschool or daycare, you might want to set up an additional fund to keep their finances separate from the church's. Depending on your needs, you might want to set up a separate fund for the men's or women's group. You might even set up a new fund to keep track of all fixed assets separately from the daily operating accounts.

Several reports in PowerChurch Plus allow you to prepare a consolidated view across multiple Accounting Funds. The main reports that show this are the Income & Expense Statement and Balance Sheet. On these reports, the amounts in the same major-sub account combination (MMMM-SSS) in different Accounting Funds are added together to present a consolidated view. To show the amounts in specific Accounting Funds, you can run the reports for each fund separately, or use one of the "by Fund" report varieties.

# Accounting Months

## Fiscal Year vs. Calendar Year

Most churches run their accounting year following the calendar year - their budget runs from January to December. Determining your accounting year is important because it will affect how your year-to-date and annual balances are calculated on reports. If your church decides to change their fiscal year, for example, moving from a January to December year to a July to June year, all you have to do is change that setting and PowerChurch Plus will do the rest. Refer to Accounting Setup Options 206 for more information about setting the accounting year.

## Closing the Month

As you enter each transaction into PowerChurch Plus, you specify the month in which the transaction is to be reported. As part of the security in PowerChurch Plus, you should periodically close prior accounting months. How many months you keep open, and when exactly you close a month, depends on your church's policies and how you set up PowerChurch Plus. When a month is closed, no additional transactions can be posted to that month. This is an important security feature because in some organizations the accounting reports have to be formally approved. Once approved, those months should be closed so that no further changes can be made that will affect those approved reports.

***Note:*** *PowerChurch user profiles with Accounting Administrator privileges are able to reopen a formerly closed month. For more information, refer to Reopen a Month* 224.

## Working Month

The working month determines the default month that appears when entering transactions or running reports. For example, assume that in early March you are entering February's transactions and running reports. By changing the working month to February, PowerChurch Plus will automatically use this month for the new transactions and reports. When you are ready to begin entering transactions for March, change the working month to March and this will then become the new default month. Changing the working month does not close a month, rather it is a convenience feature to save you time, and you can always override the default month in any transaction or report.

# Fund Accounting

The Fund Accounting module is a double-entry, cash-basis accounting system designed specifically for churches and non-profits. Expenses incurred can be easily shared by more than one Accounting Fund. Funds can also share account numbers, such as a bank account, making PowerChurch Plus much more flexible for church use than commercial accounting software.

## Running the Accounting Setup Assistant

PowerChurch Plus provides an assistant to help you set up your church's Chart of Accounts. The assistant will display a step by step process in which you will make choices and enter information about your accounting year and the balances in your various asset, liability, income, and expense accounts.

***Note:*** *Only one Accounting Fund is created for you through this setup process: 01 - General Fund. Additional Accounting Funds can be added on the Maintain List of Accounting Funds screen. Refer to Maintain List of Accounting Funds* 232.

Before you begin, you will need the following information (you may need to consult with your accountant or bookkeeper for some of this):

- Your church's present Chart of Accounts.
- The beginning and ending dates of your accounting year. For example: *January through December* or *July through June*.
- The accounting month in which you are starting to use PowerChurch Plus - either at the beginning of your accounting year or at some other time. If you are starting at some time other than the beginning of your accounting year, you can choose to enter year-to-date balances for each income and expense account. If you choose to not enter this information, then the Income and Expense reports for your first year will reflect activity only from the point you started to use PowerChurch Plus.
- A list of bank account names and balances - checking, savings, money market, investments, etc.

  ***Note:*** *A single checking account is all that is required. The rest of the accounts and balances in the list below are optional, but the more information you can provide during the Setup Assistant, the better your experience will be from the start!*
- The values of any land, buildings, vehicles, and equipment your church owns. You can also enter the depreciation amount for the items in each category, but you will enter this as a single number, rather than individually.
- The values of the equipment and furnishings your church owns, such as computers, sound equipment, desks, chairs, and their depreciation amounts. You can enter these values in lump sums if you wish, but you will enter the depreciation as a single number.
- The values of any other assets your church may own, such as deposits to utility companies.
- The balances due on your current liabilities, for example: *taxes payable* and *insurance withheld*. You can enter additional accounts if needed.
- The balances due on any long-term liabilities, such as the mortgage.
- The balances and restrictions on each of your Contribution Funds. (Refer to Contribution Income 191 for more information.)
- If you have not already done so, define the list of Contribution Funds 132 in PowerChurch prior to starting the Accounting Setup Assistant. This will allow it to set up the connections from Contributions to Fund Accounting for you.

Once you have completed the setup assistant, the Setup Accounting menu item will no longer be available. If you converted accounting data from a prior version of PowerChurch Plus, you cannot use the Accounting Setup Assistant without first restarting accounting. Refer to Restarting Accounting 255 for more information.

## Introduction

To begin, go to ***Accounting > Setup Accounting***.

The first four steps of the Accounting Setup Assistant offer an introduction and overview of the setup process. Please read each step carefully, as they will help you prepare for the steps that follow.

Click Next on each of the steps to continue.

## Accounting Setup Options

On the Accounting Setup Options step, you are prompted for the first month of your accounting year, as well as the month you wish to begin entering accounting transactions into PowerChurch Plus. The first month of your accounting year is essentially the beginning of your fiscal year. If your books run on a calendar year, January to December, select January as the first month.

If you choose to start entering detail transactions as of the first month of your fiscal year, income and expense accounts will start with a zero balance. If you wish to start entering detail transactions later in the fiscal year, you will be given the option of entering lump sum year-to-date balances for the income and expense accounts.

Once you have assigned each of these values, click Next.

## Current Assets

Some examples of current assets are bank accounts, cash, and investment accounts. The following steps move through each of the current asset accounts and assist you with beginning balances and outstanding transactions. Click Next to continue.

### Primary Checking Account

Most of the transactions entered into an accounting system will deal with the checking account in one way or another. While PowerChurch Plus allows you to track multiple

checking accounts, one of them will need to be set up as the primary, or default, checking account.

- **Account Name**. Enter a name for the primary checking account. This can be the name of the church, or the name of the bank where the checking account resides.
- **Current Balance**. Use the posted balance, as of the date that you used as the starting date in the previous step. This can also be called the Check Register balance, the running balance that is kept as each check is written or deposit is made.

  ***Note:*** *Do not enter the bank statement balance, as there are most likely transactions written in a prior period that had not yet cleared the bank as of the starting date.*

Using the ⊕ Add button, enter outstanding checks and deposits as of the time that you have chosen to start entering detailed transactions. For example, if you will be entering detailed information into PowerChurch Plus as of January 1st, then enter a list of transactions that were written on or before December 31st that had not yet cleared the bank as of January 1st. For each outstanding transaction, enter the Date, Reference, a Description if needed, the Transaction Type (check or deposit,) and the Amount.

***Note:*** *PowerChurch Plus will not allow you to enter transactions dated on or after the starting date. This is to ensure that only transactions from a prior period that had not yet cleared the bank have been recorded in this list.*

Click Next to continue on to the next step.

## *Additional Checking Accounts*

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of additional checking accounts.

***To add a new checking account:***

1. **Click the Add button.**
2. **Enter the name of the account.**
3. **Enter the current balance.**

   ***Note:*** *The current balance entered here is the same type of balance as entered on the Primary Checking Account step. Please enter posted balance, not the bank statement balance.*
4. **Enter any outstanding transactions in the grid below.** As with the Primary Checking Account, the list of outstanding transactions is prompting for transactions written prior to the starting date, which had not yet cleared the bank. For example,

using a January 1st start date, enter transactions written on or before December 31st that had not yet cleared the bank on January 1st.

Click Next to continue.

## *Savings and Money Market Accounts*

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of savings and money market accounts.

***To add a new account:***

1. **Click the Add button.**
2. **Enter the name of the account.**
3. **Enter the current balance.**

   ***Note:*** *The current balance entered here is the same type of balance as entered on the Primary Checking Account step. Please enter the posted balance, not the bank statement balance.*
4. **Enter any outstanding transactions in the grid below.** As with the Primary Checking Account, the list of outstanding transactions is prompting for transactions written prior to the starting date, which had not yet cleared the bank. For example, using a January 1st start date, enter transactions written on or before December 31st that had not yet cleared the bank on January 1st.

Click Next to continue.

## *Cash on Hand*

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of cash accounts. Click Next to continue.

## *Investment Accounts*

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of investment accounts. Click Next to continue.

## Fixed Assets

Fixed Assets are things like land, buildings, vehicles, and equipment. Their values are tracked as Assets and help to provide an accurate financial picture of your church. Each new fixed asset that you add will provide you with a place to record the original purchase price. You will be prompted for the amount of accumulated depreciation on non-land assets.

Please consult your accountant or previous bookkeeping system to help obtain these figures.

### Land

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of land assets. Click Next to continue.

### Buildings

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of building assets. When finished adding building assets, enter the amount of accumulated depreciation for all buildings. Click Next to continue.

### Vehicles

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of vehicle assets. When finished adding vehicle assets, enter the amount of accumulated depreciation for all vehicles. Click Next to continue.

### Equipment

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of equipment assets. When finished adding equipment assets, enter the amount of accumulated depreciation for all equipment. Click Next to continue.

## Other Assets

Anything outside of the Current Assets (e.g. bank accounts, investments) or Fixed Assets (e.g. buildings, land) are considered Other Assets. An example of this would be a loan owed to the church. If you have other assets that need to be tracked in PowerChurch Plus, add them here. Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons

to customize the list of other assets. When finished adding other assets, click Next to continue.

## Current Liabilities

Many different things can be considered current liabilities. Some examples are added by default, including Payroll Taxes Payable, Insurance Withholdings, and Building Use Deposits. Other liabilities, such as bank loans and mortgages will be entered later. Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of current liabilities. When finished adding current liabilities, click Next to continue.

## Long Term Liabilities

Long term liabilities are things like bank loans and mortgages. Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of long term liabilities. When finished adding long term liabilities, click Next to continue.

## Contribution Income

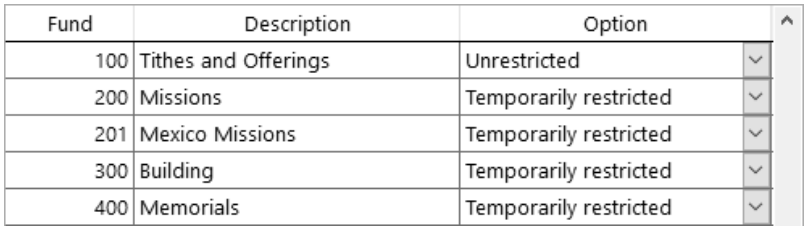
This is one of the most easily overlooked steps of the Accounting Setup Assistant.

The Accounting system in PowerChurch Plus contains special functionality for tracking and managing donor restricted funds. These are also commonly known as *designated funds*. This money has been given for a specific purpose and cannot be used for any other purpose.

The following topics discuss the different classifications of Contribution Income.

### Contribution Income Options

If you have already defined a list of Contribution Funds prior to starting the Accounting Setup Assistant, this step displays a list of all those Contribution Funds. This will help you to properly classify the type of Contribution Income for each, by selecting an option from the drop-down list. These options are each explained in the following topics.



| Fund | Description | Option |
|---|---|---|
| 100 | Tithes and Offerings | Unrestricted |
| 200 | Missions | Temporarily restricted |
| 201 | Mexico Missions | Temporarily restricted |
| 300 | Building | Temporarily restricted |
| 400 | Memorials | Temporarily restricted |

Choose Do Not Set Up In Accounting if you prefer not to connect the Contributions module with the Fund Accounting module. To manually add and connect the Contribution Funds at a later time, refer to Maintain List of Contribution Funds 132. Click Next once you have properly classified each of the Contribution Funds.

## *Unrestricted Contributions*

Unrestricted contributions are general gifts from the offering plate that do not have any designation or stipulations attached to them. An example of this would be *Tithes and Offerings*. If you choose to not use the Donor Restrictions functionality in PowerChurch Plus, use the Unrestricted designation for all Contribution Funds in the list. Use the ⊕ Add, ✎ Change, or ⊖ Delete buttons to customize the list of income accounts. Click Next to continue.

***Note:** These are accounts not handled in the previous Contribution Income Options 202 step.*

## *Temporarily Restricted Contributions*

Temporarily Restricted Contributions are those that were donated to be used for a specific purpose. These funds are tracked separately on the Accounting side of the software, allowing a running balance to be carried forward from year to year.

In the example of a New Building Fund restriction, balances could be carried forward for a number of years prior to breaking ground and the money being spent. Tracking Temporary Restrictions in PowerChurch Plus allows this to be easily and accurately tracked over a number of weeks, months, or even years. Use the ⊕ Add, ✎ Change, or ⊖ Delete buttons to customize the list of income accounts. Click Next to continue.

***Note:** These are accounts not handled in the previous Contribution Income Options 202 step.*

### *Permanently Restricted Contributions*

Permanent Restrictions are those amounts that are intended to form an endowment or something similar. These amounts are not ever intended to be spent directly. Permanent Restrictions are much less common than Temporary Restrictions or Pass-Thru contributions. Use the ⊕ Add, ✎ Change, or ⊖ Delete buttons to customize the list of income accounts. Click Next to continue.

***Note:*** *These are accounts not handled in the previous Contribution Income Options* 202 *step.*

### *Pass-Thru Contributions*

Money that is given to the church to distribute to another organization or an individual is considered to be passed through the church. The primary difference in the processing of pass-thru contribution amounts is that the money coming in and going out is not treated as Income or Expense. Since the money never officially belongs to the church, it is simply tracked in a Liability account.

An example of a pass-thru contribution would be a love offering taken up for a guest speaker on a certain Sunday. At the end of the day, before the speaker leaves, you write a check for the total amount that was given in the love offering.

Use the ⊕ Add, ✎ Change, or ⊖ Delete buttons to customize the list of pass-thru accounts. Click Next to continue.

***Note:*** *These are accounts not handled in the previous Contribution Income Options* 202 *step.*

## *Finish*

At this point, you have completed the first phase of the setup process. Click the Previous button to review information entered earlier, or click Finish to move on to the Edit & Finish Accounting Setup process.

## *Edit & Finish Accounting Setup*

Edit & Finish Accounting Setup can be found under the Accounting menu after you have finished the first part of the Accounting Setup Assistant.

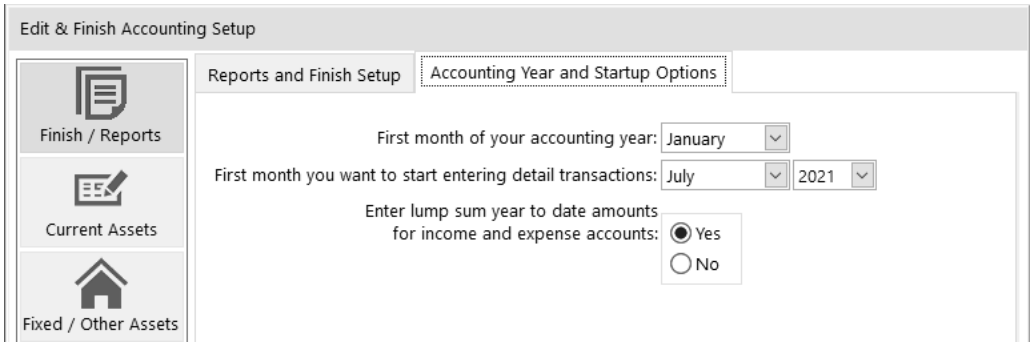
This screen allows you to preview reports and revisit the different accounts and balances that were initially entered in the Accounting Setup Assistant.

The buttons down the left side of the screen offer links to the different types of accounts. As you activate each button, you will notice that different options and tabs appear on the right of the screen. Use these fields to review the information you entered previously and make changes, if necessary.

Click the Complete the Accounting Setup button when finished with the Accounting Setup Assistant. Once you have completed the process, you will not be able to access the assistant again, without restarting accounting. Refer to Restarting Accounting 255 for more information.

## *Accounting Year and Startup Options*

To review the Accounting Year and Startup Options, click the Finish/Reports button along the left of the screen, then click the Accounting Year and Startup Options tab.




This allows you to make changes to the Fiscal year and starting point that you entered previously. Also, if you choose a starting point that is not at the beginning of the accounting year, an option will appear that allows you to enter lump sum balances on all of the Income and Expense accounts. Click Yes if you would like to go through each of the different income and expense accounts to define a year-to-date balance.

## *A Note About Expenses*

While the first phase of the Accounting Setup Assistant dealt mainly with Assets, Liabilities, and Contributions Income, one thing that was not addressed is Expense accounts. Generally, the greatest number of accounts in your Chart of Accounts will be Expenses.

Before finishing the Accounting Setup Assistant, be sure to click the Expenses button along the left edge of the screen. Many defaults are set up for you automatically.

Use the ⊕ Add and ⊖ Delete buttons to customize the list of Expenses.

# Accounting Setup Options

Most of the settings on the Accounting Setup Options screen were determined when you ran the Accounting Setup Assistant and should not need to be changed in the course of normal operation. Of critical importance are the account number ranges. Changes to these settings can have dramatic effects and may require significant effort in reconfiguring your Chart of Accounts. Consult your accountant before changing these values.

***Note:*** *If passwords are enabled, only the Accounting Administrator can access this feature. Refer to Security Features* 252 *for more information about passwords and permissions.*

***To review or change your accounting setup:***

1. **From the File menu, choose Preferences and then Accounting Setup.** Alternatively, you can access this from under ***Accounting > Fund Accounting > Setup > Accounting Setup***. PowerChurch Plus automatically displays the following two fields on this screen for your information - they are changed elsewhere:
   - **The Current Working Month Is**. The default month that PowerChurch Plus uses when entering transactions or running reports. Refer to Working Month 196 and Changing the Working Month 223 for descriptions of this feature.
   - **Accounting Data Has Been Closed Through**. This is the last closed accounting month. Refer to Closing the Month 224 for more information.
2. **On the General tab, enter the following items:**
   - **Fiscal Year Starts with the Month Of**. You initially entered the beginning month of your fiscal year using the Accounting Setup Assistant. Use this drop-down list to change the beginning month if your accounting year changes.
   - **Default Bank Account Number**. Each time you enter a transaction, PowerChurch Plus automatically enters this account in the transaction. As most transactions typically involve your checking account, entering your checking account here can save you considerable time. To select a different account, click the 🔍 Lookup button or press F2.

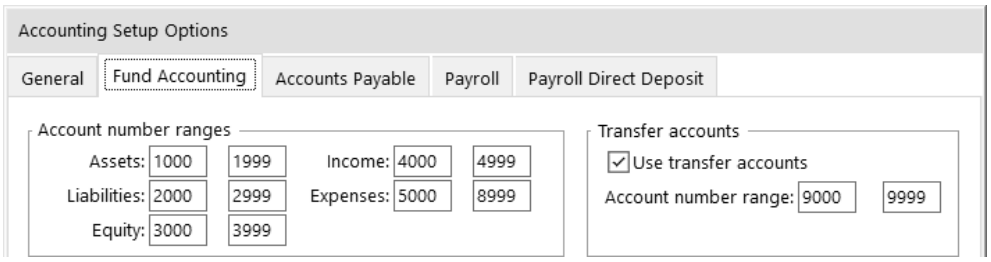
     ***Note:*** *If you make a change to this field, PowerChurch Plus will offer to change the account number in all other areas of the database. Allowing the program to change this setting will prevent you from having to manually update all of your*

*Contribution Funds, Accounts Payable vendors, Payroll Items, and other areas where the old account number is linked.*

- **Journal Codes**. These two letter abbreviations represent your financial journals. The codes appear whenever you print or view journal information. When you specify a two letter code, PowerChurch Plus makes the information from that journal available. You can replace the suggested journal codes with your own preferences.
- **Restart Accounting**. Click this button to clear all recorded transactions. Your membership, vendor, employee, customer information records, and your Contributions data remain in place. Use this button to rerun the Accounting Setup Assistant, creating a new Chart of Accounts. Refer to Restarting Accounting 255 for more information.

  ***Note:*** *To delete data and leave the existing Chart of Accounts in place, refer to the Deleting Fund Accounting Data 254 topic for more information. There are also Delete Old Data utilities in other, related areas of the software, such as Accounts Payable, Accounts Receivable, Payroll, and Contributions.*

3. **Click the Fund Accounting tab and enter the following items:**
   - **Account Number Ranges**. Standard accounting practices use the following account number ranges:




***Note:*** *The Accounting Setup Assistant created an initial Chart of Accounts for you using these number ranges. Changing the ranges will require that you manually recreate the Chart of Accounts - you cannot use the Accounting Setup Assistant to help you. If you want to use your own ranges, enter one for each of the four categories. Because you are defining a range, you must enter both a start number and an end number. Account number ranges defined for the different categories of accounts cannot overlap.*

- **Default Equity Account**. PowerChurch Plus closes Income, Expense, and Transfer amounts into Equity accounts, which you specify when adding new accounts. PowerChurch Plus will automatically suggest the Equity account number you select in this box. To select a different default account number, click the Lookup button or press F2 and choose from the list.

- **Donor Restricted Release Accounts**. Checking this option will tell PowerChurch Plus to use Release accounts as a means of managing money in Donor Restricted accounts. To select a different Released from Restriction account number, click the Lookup button or press F2 and choose from the list. Click the Add Account button to add a new Released from Restriction account. Refer to Restricted Contributions 192 for more information about Release accounts.
- **Transfer Accounts**. Check this option to tell PowerChurch Plus to use a special Transfer account range to move money from one Accounting Fund to another. Refer to Account Categories 186 for more information.
- **Equity Term Used In Reports**. You can choose the term to be used in reports to reflect the net worth of a fund after balancing: choose Equity, Net Assets, or Fund Balance.
- **Negative Amount Format**. Negative amounts printed on financial statements can be formatted in one of two ways: either a negative sign to the left of the figure [ e.g. -10.00 ]; or the amount is enclosed in parenthesis [ e.g. (10.00) ]. Choose the desired format from the drop-down list.

4. **Refer to Accounts Payable Setup Options 256 for an explanation of the items on the Accounts Payable tab.**
5. **Refer to Payroll Setup Options 321 for a full explanation of items on the Payroll and Direct Deposit tabs.**
6. **Click OK to save the setup parameters.**

# Workflow in Fund Accounting

As you work in the Fund Accounting module, you will find that you perform some tasks on a daily basis, some only monthly, while a few things are done only at the end of your fiscal year.

## Daily Activities

As you use the Fund Accounting module on a daily basis, you will:

- **Enter transactions**. Transactions can be entries made directly in the Fund Accounting module, or can also be transactions posted from one of the other modules, such as Accounts Payable or Contributions.
- **Verify transactions**. Before posting transactions, you should first verify the accuracy of the transactions by printing the Unposted Transactions report, then reviewing and, if necessary, modifying any transactions.
- **Post transactions**. Once you have verified that the transactions are accurate, they should be posted, which makes them part of the permanent record. Once transactions

are posted, they can no longer be modified. However, you can enter correcting transactions, if necessary.

- **Run reports**. There are a number of reports in Fund Accounting to help you manage your church's finances.

## Monthly Activities

Certain activities only happen once a month. These may include:

- **Reconcile your bank account.** Match the list of transactions and balances in PowerChurch against the bank statement when you receive it. Refer to Reconciling Your Bank Account 220 for more information.
- **Monthly reports**. The reports you will need to run will vary depending on your church board or finance committee, but typically you will run the following reports at least monthly:
  - **Balance Sheet**
  - **Income and Expense Statement**
  - **Changes in Equity**
- **Back up data**. Though you should consider doing this more frequently, the end of a month is a good time to create a backup of your work. Do not forget to take backups off-site for security.
- **Change the working month**. Though you may not be ready to close the current working month, you may want to change it to the next one to make entering transactions and running reports easier.
- **Close the accounting month**. Prior months should only be closed once you are certain there will be no further transactions or corrections that need to be entered. Once a month is closed, you can no longer post new transactions into that month.

## Yearly Activities

There are certain accounting tasks that only occur once a year. Activities such as setting up next year's budget might start before the end of a year, but other tasks such as end of year adjusting entries will most likely not happen until after the end of your accounting year. Typical yearly accounting tasks include:

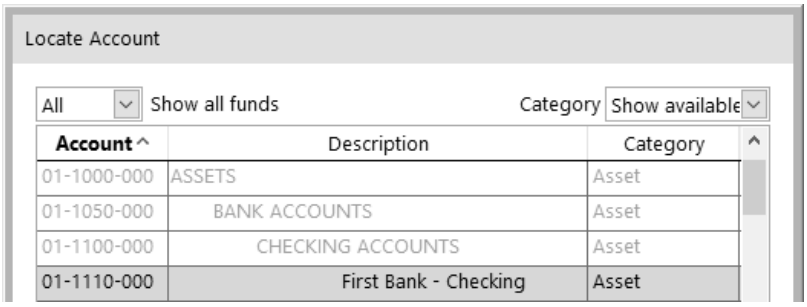
- **Set up next year's budget**. Usually the quickest way to set up the following year's budget is to copy the current budget to the following year, and then change any different budget amounts.
- **Year-end adjusting entries**. You might have a number of year-end entries to make. Typically these would include things like depreciation and other accrual adjustments.

You will need to work with your accountant for the exact nature and amounts of these entries. When making these year-end adjustments, enable the Year End Transaction option on the Enter Transaction screen. This option tells PowerChurch Plus that this is a year-end entry and should not, by default, be combined with the other transactions in that month.

- **Run reports**. Again, the reports you run depend on your church board and finance committee, but a minimal set of reports might include:
  - **Yearly Balance Sheet**
  - **Yearly Balance Sheet By Fund**
  - **Yearly Income and Expense Statement**
  - **Yearly Income and Expense by Fund**
- **Back up data**. The end of the year is a very important time to create a backup. Several copies of the backup should be made and at least one copy should be stored in a safe place off-site.
- **Close the last accounting month of the year**. There is no special procedure in PowerChurch Plus for closing the year. When you are ready, you just close the last month, just like any other month. By doing so, you will also close the year.

# *Using the Locate Account List*

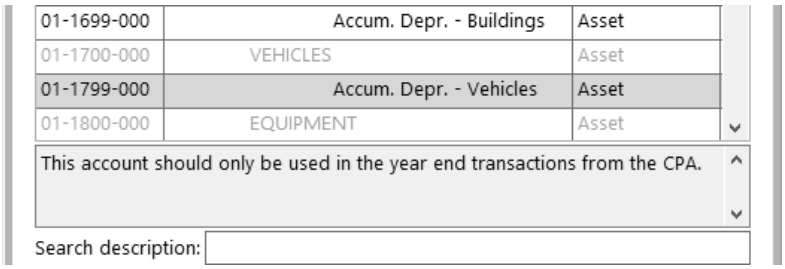
Various forms across the program offer an account lookup tool. The available account information varies by the situation.




When the full nine-digit account number is needed, the Locate Account window includes an Accounting Fund selection at the top left. This allows you to filter the list of accounts down to one particular Accounting Fund. The Category selection at the top right of the screen filters the list of accounts by category (Asset, Liability, Equity, etc.) In some instances, this list has already been limited for you, allowing only one category of account to be selected. For example, when assigning the Default Bank Account Number on the Accounting Setup Options screen, click the Lookup button and the Locate

Account list is limited to only Asset accounts. If you drop-down the Category list, all other options are grayed out and cannot be selected.

In certain instances, Group accounts are grayed out and cannot be selected. For example, when assigning default accounts to an Accounts Payable vendor, you would not select a Group account. For more information, refer to Group vs. Detail Accounts[188]. The Account List itself consists of the Account, Description, and Category columns. The list, by default, is in Account Number order. You can click the Account column header to re-sort the list into descending order. The Description column shows the name of the account. The descriptions are indented to varying degrees, according to the Report Level assigned to each account. Refer to Report Levels[189] for more information.




Below the Account List is a gray text box. This will show any notes that you have recorded about the selected account. The Notes field is located on the Maintain Chart of Accounts[225] screen. Lastly, the Search Description field allows you to search for an account by its description, or narrow down the list of accounts as you type into the field. For example, typing "d" would limit the list down to all accounts that have a "d" in the description, while typing "depr" would eliminate most accounts, leaving things like Accumulated Depreciation. The more letters you type, the fewer items will show in the list. Remove the text from the Search Description field to return to the full list.

# *Entering Transactions*

You can enter transactions directly into the Fund Accounting module, but in most cases, you will use the other modules to record day to day transactions. You pay employees using the Payroll module. You pay vendors using the Accounts Payable module. You record contributions received in the Contributions module.

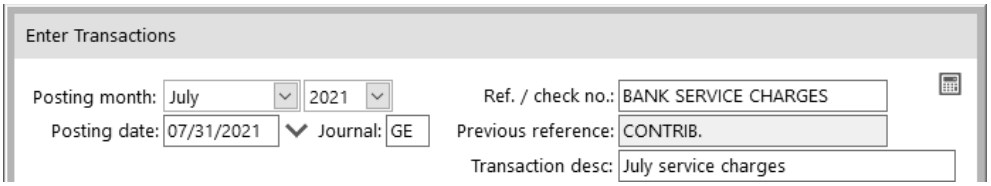
There are some occasions when you will need to enter transactions directly into the Fund Accounting module. For example, entering balance adjustments or recording bank fees and depreciation.

# *Entering Transactions*

Use the Enter Transactions screen to create general journal or correcting transactions. Should you choose not to use the other financial modules in PowerChurch, you can also record journal entries for checks and deposits in this screen.

***To enter transactions in Fund Accounting:***

1. **From the Accounting menu, choose Fund Accounting then Enter Transactions.**
   - **Recall Repeating Transaction**. Click this button if you wish to reuse the information stored in a previously recorded transaction. PowerChurch Plus will display a list of transactions from which to choose. You can then modify the transaction as needed. Refer to Repeating Journal Transactions 216 for more information about using repeating transactions.
2. **Fill in the following fields at the top of the Enter Transactions form.**

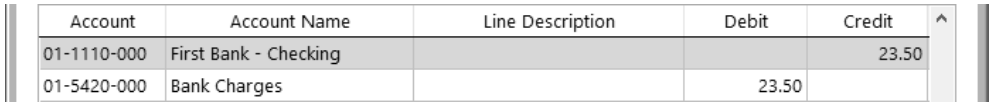



- **Posting Month/Year**. Use the Posting Month and Year drop-down lists to select the period in which to post this transaction. You can enter transactions in any open month. The Current Working Month is selected here by default.
- **Posting Date**. Enter the date the transaction occurred. PowerChurch Plus automatically displays the current system date, but you can change the date if necessary.
- **Journal**. Enter a code to associate a financial journal with the transaction. PowerChurch Plus automatically displays GE (general) as the suggested journal. In most cases this journal is correct, unless the transaction applies to another named journal such as Accounts Payable, Accounts Receivable, Contributions, or Payroll.
- **Ref./Check No**. Enter a Reference or Check Number to uniquely identify the transaction. Reference numbers are printed on the Account Activity and Check Register reports, among others, and are helpful when reconciling PowerChurch with the bank statement.

  ***Note:*** *PowerChurch Plus displays the previous Reference number so you can see which transaction was last added. This number appears in the Previous Reference field below the Ref./Check No. field.*

- **Transaction Desc**. Enter a brief description for the transaction as a whole. PowerChurch Plus will print this description, as well as any description you enter for each distribution line (below,) on the Account Activity, Check Register, Selected Transactions, and Journal reports.
- **Year End Transaction**. Check this option if PowerChurch Plus should only enter the transaction as an end-of-year event (e.g. recording depreciation expenses.) This keeps the transaction separate from the entries recorded in the last month of the year.

  ***Note:*** *This option is only available when entering a transaction in the last month of your accounting year.*
- **Calculator**. Click the Calculator button to open a calculator.



| Account | Account Name | Line Description | Debit | Credit |
|---|---|---|---|---|
| 01-1110-000 | First Bank - Checking | | | 23.50 |
| 01-5420-000 | Bank Charges | | 23.50 | |

3. **Enter each distribution line of the transaction.** You can enter an unlimited number of distribution lines for a transaction, with each line either crediting or debiting an account. Note that you must have a balanced debit/credit entry within the same Accounting Fund. In other words, if you make a debit to fund 01, you must make a corresponding credit in the same fund. Click the Delete Line button to remove an existing line. Click the Add New Line button to add a new distribution line at the bottom of the list. Enter the following information for each distribution line:
   - **Account**. PowerChurch Plus displays the default bank account. You can accept the suggested account or enter a new one. You can also press F2 and select an account number from a list. When you enter the number, the Account Name is filled in automatically.
   - **Line Description**. Enter a brief description of this distribution. PowerChurch Plus will display this description on the Account Activity, Check Register, and Journal reports.
   - **Debit/Credit**. List the transactions as debits or credits, as appropriate. For example, if you need to increase the savings account by $35.00, you must make a debit to this account. Enter 35.00 in the Debit column.

     ***Note:*** *When entering figures in the Debit and Credit fields, type periods to separate dollars from cents.*
4. **PowerChurch Plus will update the totals.**
   - **Totals**. PowerChurch Plus automatically adds and displays totals of all debits and credits entered for the transaction. This field is helpful when you enter transactions that have more than two line items.

- **To Balance**. This field displays the remaining debit or credit amount to make the transaction balance. For example, if you enter a $100 credit and no debits, PowerChurch Plus displays $100 in the Debit column to tell you a $100 Debit is needed to make the transaction balance.

5. **Optionally, click the Release Restricted Funds button.** Click this button if this transaction uses Donor Restricted money. PowerChurch Plus will ask you to choose which Donor Restriction to use and specify the amount to be released. Refer to Maintain List of Donor Restrictions 230 for more information.
6. **Optionally, check the Save as Repeating Transaction option.** PowerChurch Plus will save the information in this transaction, allowing you to recall it at a later time. Refer to Repeating Journal Transactions 216 for more information.
7. **Optionally, enter Notes.** You can record notes at the bottom left of the screen to describe the transaction for later reference. For example, if you perceive that questions may arise about a transaction, you can answer those questions in advance, here in the Notes field. Use the Spell Check prior to saving the transaction.
8. **Click Save when you finish entering the transaction.** If the Debits and Credits in the transaction are out of balance, PowerChurch Plus prompts you to balance them. You cannot save a transaction that is out of balance, unless you enter a reference number beginning with the letters OOB (for Out Of Balance.)

   ***Note:*** *It is not recommended that you enter out of balance transactions. If you are unsure about this, consult your accountant.*
9. **Continue entering transactions as needed, then click Done.**

## *Printing an Unposted Transactions Report*

Use the Unposted Transactions report to verify that your transactions are correct.

***To print the Unposted Transactions report:***

1. **From the Accounting menu, choose Fund Accounting and then Reports - Fund Accounting.**
2. **Run the Unposted Transactions report.**
3. **If unposted transactions exist for more than one accounting month, you will be prompted to select the month(s) to include.**
4. **Review this report and make any necessary changes before posting.** Refer to the next topic for more information.

## Modifying Unposted Transactions

***To modify unposted transactions in Fund Accounting:***

1. **From the Accounting menu, choose Fund Accounting then Modify Unposted Transactions.**
2. **Find the transaction you wish to correct.** Click the Locate button to display a list of unposted transactions.
3. **Modify the transaction.** Make the necessary changes. For more information about the fields on this screen, refer to Entering Transactions 211. To delete the entire transaction, click the Delete button at the top of the screen. To delete one line of the transaction, click on the line you wish to delete and then click the Delete Line button. To add a new line to the transaction, click the Add New Line button at the bottom of the screen, then enter the necessary information.
4. **Click Save when you finish making changes.**

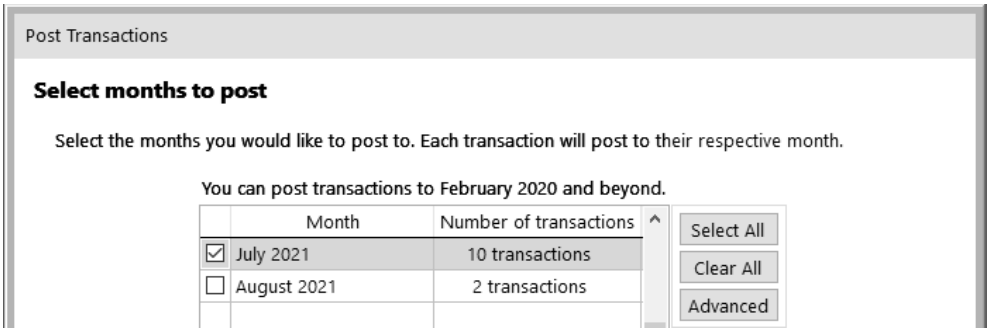
   ***Note:*** *If the debits and credits in the transaction are out of balance, PowerChurch Plus prompts to you to balance them. You cannot save a transaction that is out of balance, unless you use a Reference number beginning with OOB (for Out Of Balance.) It is not recommended that you enter out of balance transactions. If you are unsure about this, consult your accountant.*

## Posting Transactions

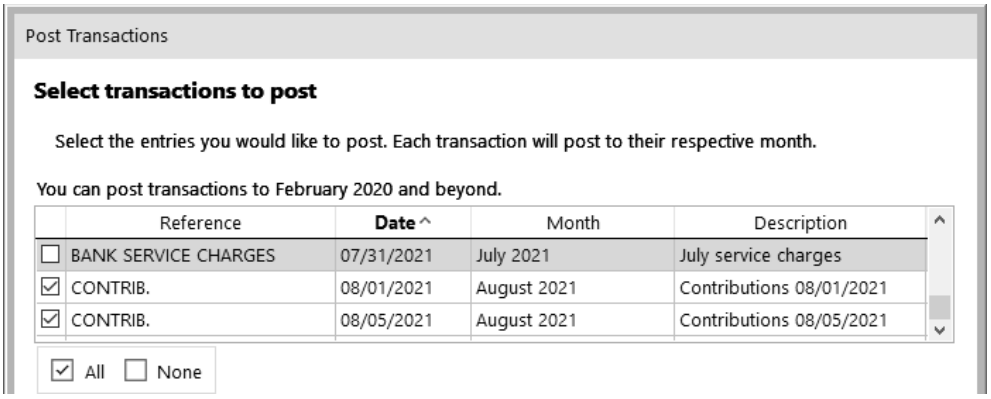
When you post transactions, PowerChurch Plus considers them finalized and it is no longer possible to modify them. Refer to Correcting Posted Transactions 219 for more information about making corrections once transactions have been posted.

***To post transactions in Fund Accounting:***

1. **From the Accounting menu, choose Fund Accounting and then Post Transactions.**




2. **Choose the period(s) to post.** PowerChurch Plus will post the transactions only for the selected periods.
3. **Optionally, click the Advanced button to select individual transactions to post.**




4. **Check the boxes on the left of the transaction(s) you wish to post, then click Next.** Use the ☑ All or ☐ None buttons as needed.
5. **Optionally, print the Posting Report, then click Finish.** This gives you a printed record of transactions that were posted and can help answer future questions.

   ***Note:*** *This report can be reprinted at any time. Refer to Fund Accounting Reports* 246 *for more information.*

# *Repeating Journal Transactions*

If you have repeating journal transactions that do not necessarily involve payments (e.g. bank service charges that occur every month,) you only need to enter them once into the Fund Accounting module. Rather than entering the data each time you need to execute

the transaction, you can recall the previously recorded information. You can then make any changes necessary and save the new transaction.

## Adding and Modifying Repeating Transactions

***To add a new repeating transaction:***

1. **From the Accounting menu, choose Fund Accounting, Setup, then Maintain Repeating Transactions.**
   - **Add**. Click the Add button to add a new repeating transaction.
   - **Locate, Next, Previous**. Use these buttons to select the transaction you wish to modify.
2. **Enter or modify the following items at the top of the screen:**
   - **Ref./Check No**. Enter a Reference or Check Number to uniquely identify the transaction. The Reference number helps you identify transactions when running reports.
   - **Transaction Desc**. Enter a brief description for the transaction as a whole. PowerChurch Plus will print this description on various reports.
   - **Journal**. Enter a code to associate a financial journal with the transaction. PowerChurch Plus automatically displays GE (general) as the suggested journal. In most cases this journal is correct, unless the transaction applies to another named journal, such as Accounts Payable, Accounts Receivable, Contributions, or Payroll.
   - **Year End Transaction**. Check this option if PowerChurch Plus should only enter the transaction as an end-of-year event (e.g. recording depreciation expenses.)
3. **Enter or modify each distribution line of the transaction.** Use the instructions for entering distribution lines described in Entering Transactions 212.
4. **Click Save.**

## Recalling Repeating Transactions

***To recall a repeating transaction:***

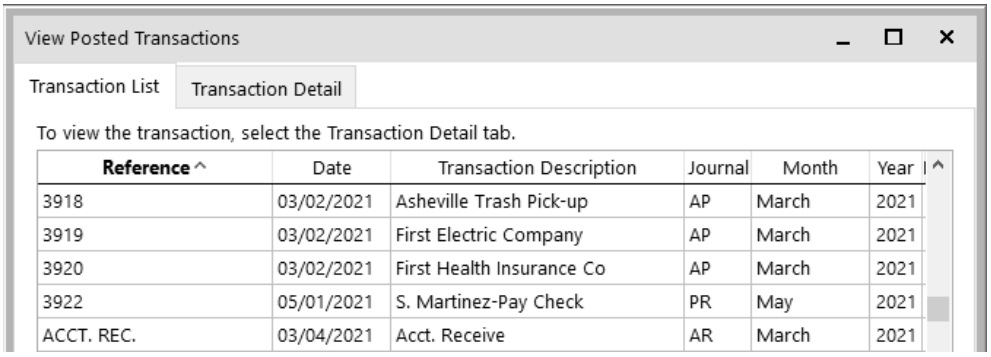
1. **From the Accounting menu, choose Fund Accounting, then Enter Transactions.**
2. **Click the Recall Repeating Transaction button.**
3. **Select the desired transaction.** PowerChurch Plus will automatically fill the fields of the Enter Transactions form with the details of the repeating transaction.
4. **Make any necessary changes, then click the Save button.**

# *Viewing Posted Transactions*

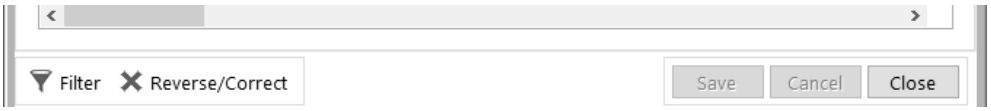
The View Posted Transactions screen allows you to review a list of posted transactions.

***To view posted transactions:***

1. **From the Accounting menu, choose Fund Accounting and then View Posted Transactions.**



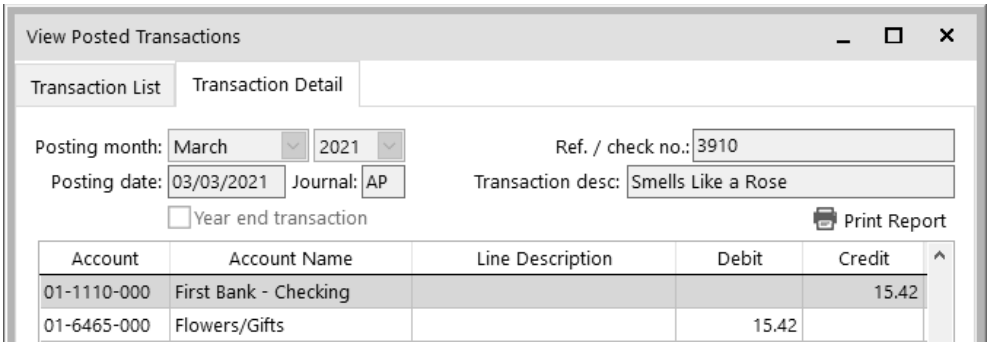

The Transaction List tab displays a list of all of the posted transactions in the current accounting year. You can re-sort the list by clicking on any of the column headers. More information about each transaction is available by scrolling further to the right. Resizing the form, making it wider, will also allow more columns to be displayed.




***The following buttons are located at the bottom of the screen:***

- **Filter**. Click the Filter button to change the list of transactions. PowerChurch Plus will display the Filter List dialog. Enter the filter criteria (i.e. Month, Reference, Date, Module, and/or User) then click OK.
- **Reverse**. Click the Reverse button to reverse the selected transaction. PowerChurch Plus will ask you to confirm this command. Refer to Correcting Posted Transactions 219 for more information.

2. **Select the transaction you wish to view, then click the Transaction Detail tab.** Alternatively, double-click a transaction in the list. The transaction is shown on the Transaction Detail tab.




- **Transaction Detail Report**. Click the Print Report button near the top right of this screen to print a report of this transaction. This is the equivalent of a Journal Report.
- **Transaction Notes**. Although you cannot change a posted transaction, you can change the notes in this field, located near the bottom of the screen, at any time.

3. **Continue to review posted transactions as needed.** Click Close when finished.

# *Correcting Posted Transactions*

You may not remove or modify a posted transaction because it would compromise the secure audit trail. However, you can correct an issue by making additional entries. To correct a posted transaction, you must first enter and post a reversing transaction. This negates the effects of the original transaction, without removing the transaction itself. Then you can enter a new transaction, to serve as a correcting entry.

***Note:*** *If the transaction you need to correct was created in one of the other modules (e.g. Accounts Payable or Payroll,) these entries should be created in the originating module instead. When you post the correcting entry from another module, PowerChurch Plus will automatically transfer the entry to Fund Accounting. Use the procedure described below if you only need to make corrections directly in the Fund Accounting module.*

***To correct posted transactions in Fund Accounting:***

1. **From the Accounting menu, choose Fund Accounting then View Posted Transactions.**
2. **Select the transaction in question then click the ✕ Reverse/Correct button.** If you only want to reverse the transaction and not enter a correction, click the Reverse button. If you need to enter a correction after reversing the transaction, click Reverse

and Correct. An Enter Correction screen will open automatically with the original transaction being recreated. Make any necessary changes, for example, changing the transaction date or reference/check no. and then click Save.

PowerChurch will create a new transaction that mimics the original, but reverses the debits and credits. In other words, the reversal transaction will credit the accounts that were originally debited and debit the accounts that were originally credited.

***Note:*** *A warning will be displayed if the selected transaction has previously been reversed, or if it originally came from a different module.*

3. **Click OK.** You are ready to post the transaction(s.)
4. **From the Accounting menu, choose Fund Accounting then Post Transactions.** Once posted, the detail accounting reports show the original entry as well as the reversal, and if applicable, the correction. This conforms to the standard accounting practice of maintaining a secure audit trail of all transactions.

# Recording an Unused Check

When using computer checks, it is important to account for every check number. For example, when a check is damaged beyond use (e.g. the printer jams,) you should record that this check was not issued.

***To void an unissued check number:***

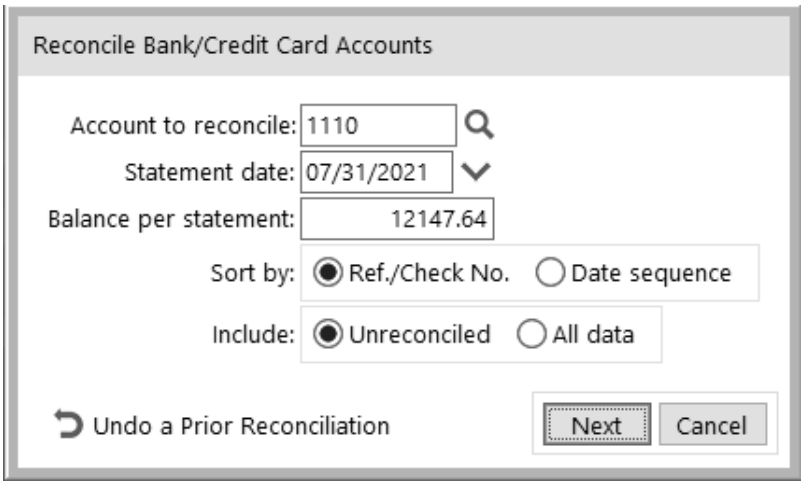
1. **From the Accounting menu, choose Fund Accounting then Enter Transactions.** PowerChurch Plus will display the Enter Transactions screen, described in Entering Transactions in Fund Accounting 211.
2. **Make the following entries:**
   - **In the Ref./Check No. field, enter the check number followed by -VOID (for example, 3003-VOID.)**
   - **The default checking account will be loaded into the first line of the transaction.** You can change the account number if needed. PowerChurch Plus will automatically enter VOID in the Line Description field and will leave the Debit and Credit fields blank.
3. **Click Save, then click Done.** After you post the transaction, it will appear on your Check Register report and bank reconciliation process as a $0 transaction.

# Reconciling Your Bank/Credit Card

PowerChurch Plus makes reconciling your accounts a simple process.

***To reconcile a bank or credit card account:***

1. **Enter and post any transactions as needed, including the service charges or interest shown on the statement.** Follow the instructions in Entering Transactions 211.
2. **From the Accounting menu, choose Fund Accounting, then Reconcile Bank/Credit Card Accounts.**

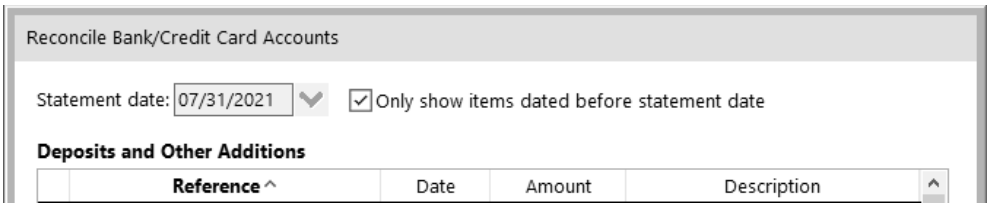



3. **Enter the following information.**
   - **Account to Reconcile**. Enter the bank or credit card account to reconcile. Click the Lookup button or press F2 to select an account from a list.

     ***Note:*** *Only the middle four digits of the account number, the Major Account Number, are shown here. The transactions and balances for this account number in all Accounting Funds and in all sub-accounts will be combined in the reconciliation process.*
   - **Statement Date**. Enter the closing date of the statement, or click the drop-down button to select the date from a calendar.
   - **Balance per Statement**. Enter the ending balance shown on the account statement.
   - **Sort By**. Select the Reference/Check Number option to sort transactions by reference, or Date Sequence to sort transactions by issue date. Make the selection that matches the way your bank organized the statement.
   - **Include**. Select the Unreconciled option to display only unreconciled entries (i.e. those that have not been cleared in a previous reconciliation process,) or All Data to include all transactions.

***Note:*** *Unless you are researching transactions cleared in a prior month or year, Unreconciled will be the option you need.*

4. **Click Next.** The reconciliation process needs to be performed sequentially in the order the bank statements are generated. If you enter the date of an older bank statement than had already been reconciled, PowerChurch will show a warning message.

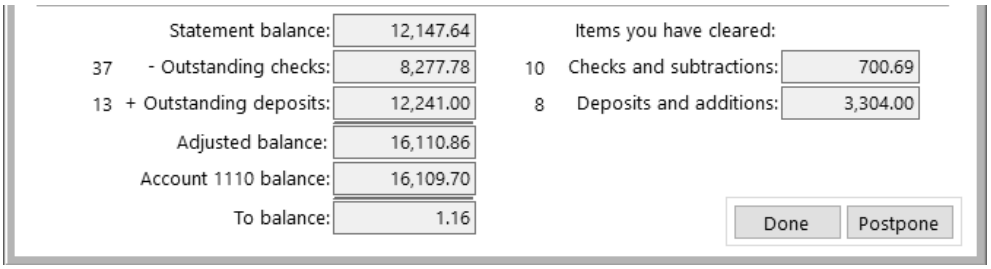



By default, only transactions dated prior to the statement date are shown. If you wish to see transactions dated after the statement date, uncheck the Only Show Items Dated Before Statement Date option, which is located at the top of the screen.

5. **Mark the transactions that are listed on the statement.**
   - **Use the arrow keys on your keyboard to move through the lists of transactions.**
   - **To reconcile a transaction, select it and press the Space bar or Enter key.** The item's status will be toggled between blank (not cleared) and C (cleared.) Alternatively, you can double-click on a transaction to toggle it cleared/uncleared.

   ***Note:*** *If you elected to display All Data on the previous screen, PowerChurch Plus will show previously reconciled transactions, designated with a Y.*

   As you clear each item, PowerChurch Plus updates the balances at the bottom of the screen, calculating and displaying the amount remaining To Balance. When this amount equals zero, the account is balanced.



- **Postpone**. Click Postpone to pause this reconciliation process until later. Your changes will be saved and your progress will be reloaded next time you open this screen.

6. **Click Done.** If the amount to balance is not zero, PowerChurch Plus will ask if you wish to postpone, closing the dialog and saving the changes, but not completing the reconciliation process. You may also choose to complete the process, saving your changes, even though the amount to balance is not zero.

   ***Note:*** *If PowerChurch Plus reports a balance that is different from the one shown on the account statement, print the Check Register by Fund report to help locate the cause. Enter and post any necessary correcting transactions, then continue the reconciliation. Refer to Fund Accounting Reports* 246 *and Correcting Posted Transactions* 219.
7. **Optionally, print the Reconciliation Report.** This way, you can have a printed record of the reconciliation to help answer any future questions. ***Note:*** *This report can be reprinted at any time. The Bank/Credit Card Reconciliation Report can be found in the Fund Accounting Reports* 246.

## Undo a Prior Reconciliation

If you find that a previously completed reconciliation process has caused problems, PowerChurch Plus allows you to undo that reconciliation process and start over. Before beginning this process, it is strongly recommended that you make an Accounting files backup. Refer to Backing Up Files 483 for more information.

***To undo a prior reconciliation:***

1. **Go to *Accounting > Fund Accounting > Reconcile a Bank/Credit Card Accounts*.**
2. **Click the ↩ Undo a Prior Reconciliation button found at the bottom left of the screen.**
3. **In the window that opens, place a check mark next to the specific reconciliation that you would like to undo.** Because reconciliations need to be completed in order, any newer reconciliations will also be undone.
4. **Click OK.**

# Changing the Working Month

When entering transactions or preparing reports, PowerChurch Plus uses the current working month as the default. To help speed data entry, you can set this to the month you are doing most of your work in. Remember, changing the working month does not

close a month, rather it is a convenience feature to save you time when entering new transactions and running reports.

***To change the working month:***

1. **From the Accounting menu, choose Fund Accounting, then Change Working Month.**
2. **Select the desired working month, then click OK.**

***Note:*** *The range of working months in the drop-down list goes from your earliest open month to one month beyond today's date or one month beyond the current working month, whichever is greater.*

# Closing the Month

At some point after you finish with an accounting month, you should close the month. Since transactions cannot be posted to a closed month, this will prevent adding transactions and preserve the permanent records. This can become important in certain circumstances. For example, some organizations vote to approve the previous month's statements. Closing the month will prevent any changes after the statement is approved.

***To close the month:***

1. **Make sure that all transactions for that month have been posted.**
2. **Back up the Accounting files and print any necessary reports.** For information on creating backups, refer to Backing Up and Restoring Data 483.
3. **From the Accounting menu, choose Fund Accounting, then Close Month.** Choose which month you would like to close. If something other than the earliest open month is selected, all open months in between will also be closed. PowerChurch Plus will ask you to confirm this action. Click Yes.

No special procedures are necessary at the end of an accounting year. You should wait to close the last month of your accounting year until all year-end adjusting entries have been posted and reports have been reviewed and approved.

# Reopening a Month

It may be necessary to reopen a month that was previously closed. This could be done by restoring a backup, but that would also overwrite any other changes that had been made since the backup was created. The Reopen a Month utility is a much better alternative.

Users with Accounting Administrator privileges are able to reopen a month by going to ***Accounting > Fund Accounting > Setup > Reopen a Month***.

***Note:*** *Any subsequent months that were previously closed will be reopened as a result of this process. For example, if you reopen the month of January 2021, February, March, April, and any other months that had since been closed will also be reopened.*

An entry in the Accounting Audit Log is created when the process is complete. Refer to Audit Log 253 for more information.

# Modifying Your Chart of Accounts

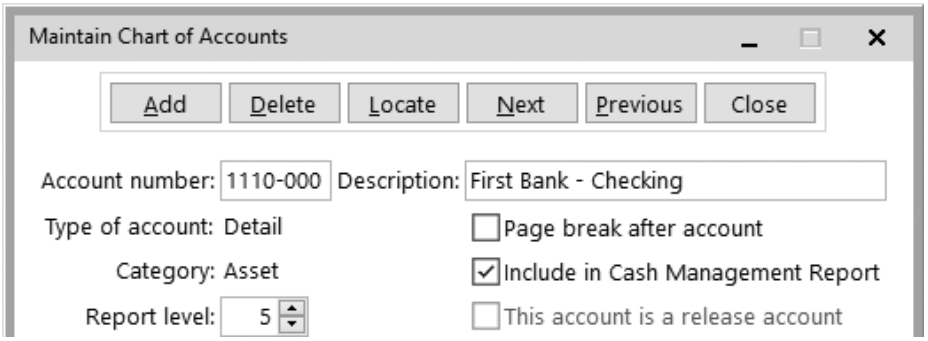
Within a Chart of Accounts, you can add, change, and delete accounts. You can also move/combine accounts. To print a copy of your Chart of Accounts, refer to Fund Accounting Reports 246.

For more information about the Chart of Accounts in general, refer to Account Numbers and Your Chart of Accounts 187.

## Editing an Existing Account

***To edit an account:***

1. **From the Accounting menu, choose Fund Accounting, Setup, then Maintain Chart of Accounts.**

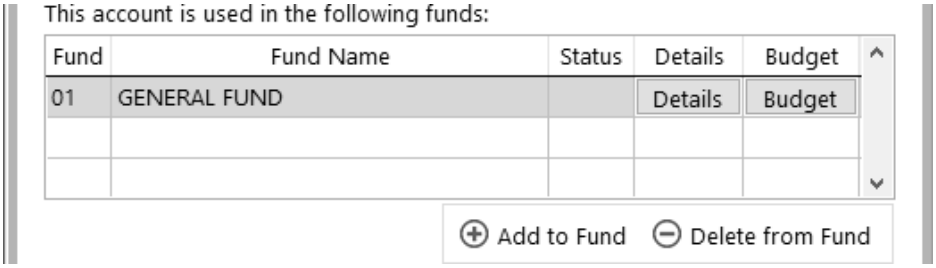



2. **Use the Locate, Next, or Previous buttons to select the account to edit, then make the desired changes.**

- **Account Number**. You can change the account number, even if transactions have been posted to the account. Enter a new 7-digit number using the MMMM-SSS format. PowerChurch Plus will automatically change the account number throughout your accounting system.

  ***Note:*** *You are limited to the specified range of account numbers for this category of account. Refer to Accounting Setup Options* 206 *for more information.*
- **Description**. This is the name of the account. PowerChurch Plus will display Group account names in upper-case letters.
- **Type of Account**. Displays whether this account is a Detail or Group account. Refer to Group vs. Detail Accounts 188 for more information. This cannot be edited. If a Group account needs to be changed to Detail, you must delete the existing account and add a new one in its place.
- **Category**. PowerChurch Plus will display the Category of the account. This cannot be edited.
- **Report Level**. A number between 1 and 6 that controls subtotals on reports. Refer to Report Levels 189 for more information.
- **Page Break After Account**. Enable this option to start a new page before or after this account prints on reports.
- **Include in Cash Management Report**. Check this option to include this account in the Cash Management Report. Refer to the Cash Management Report 249 for more information.
- **This Account is a Release Account**. Select this check box to designate the account as a Release Account. PowerChurch Plus only enables this option on Income accounts and only if you have elected to use Release Accounts.

  ***Note:*** *This field is used by reports and other areas of the program to calculate amounts that have been released from restriction.*




- **This Account is Used in the Following Funds**. This list displays the Accounting Funds in which this account is used. The Status column displays the Active or Inactive status of the account in each fund.

- **Details**. Click the Details button to view the Account Detail screen. This is explained in more detail in the next step.
- **Budget**. Click the Budget button to change the budget status or amounts. Refer to Working With Budget Information 238 for more information.
- **Add to Fund**. Click this button to associate this account with additional Accounting Funds.
- **Delete from Fund**. Click this button to remove this account from the selected Accounting Fund.
- **Notes**. When choosing an account from a Lookup list, PowerChurch will display the notes you enter here at the bottom of the selection list. You can spell check the notes by clicking the Spell Check button.

3. **Click the Details button.**

   ***Note:*** *The contents of this screen will vary with the type of account that is selected.*

   - **Active**. Unchecking this option will inactivate the account and will prevent it from being used in new transactions. This can be a useful feature, since you cannot delete an account that has posted transaction history. You will see this check box on all Detail accounts in each account category.
   - **Move Account**. Click this button to change an account number within a single fund, or to merge two accounts together. You will see this button on all Detail accounts. Refer to Move/Combine an Account 229 for more information.
   - **At the End of the Year This Account Closes To**. You can designate the Equity account that this account closes to. Click the Lookup button or press F2 to select a different account. You will see this item on Income, Expense, and Transfer accounts.
   - **This Account Uses Restricted Money**. Check this option if this account can access Donor Restricted funds. You will see this item on Asset, Liability, and Expense accounts, but only if Release Accounts have been enabled on the Accounting Setup Options 198 screen.
   - **Type of Equity Account**. For Equity accounts, use the drop-down list to select the type of account: *Unrestricted*, *Temporarily Restricted*, or *Permanently Restricted*.
   - **Beginning Balance**. If the current Fund Accounting data was converted from a prior version of PowerChurch Plus, or if historical data has been deleted, beginning balances are shown for Asset, Liability, and Equity accounts. This is a read-only field and cannot be changed.

4. **Click the Save button.**

## Adding an Account

***To add a new account:***

1. **From the Accounting menu, choose Fund Accounting, Setup, then Maintain Chart of Accounts.**
2. **Click the Add button.**
3. **Select the Type and Category of the new account, then click Next.**
   - **Type**. Refer to Group vs. Detail Accounts 188 for more information about types of accounts.
   - **Category**. Choose from one of the six categories: *Asset, Liability, Equity, Income, Expense,* or *Transfer*. Refer to Account Categories 186 for more information.

   ***Note:*** *PowerChurch Plus will not display the Transfer category if you do not have Transfer accounts enabled. Refer to the Accounting Setup Options 206 screen for more information.*
4. **Enter the Account Number, Description, and Report Level, then click Next.**
   - **Current Accounts**. Scroll down through the Current Accounts list to review and help decide on an appropriate number for the new account.
   - **New Account Number**. Enter a 7-digit number using the MMMM-SSS format to uniquely identify the account. Refer to Account Numbers and Your Chart of Accounts 187 for details about account number format.
   - **Description**. Enter the name of the new account.
   - **Level**. Select the report level for the account. Refer to Report Levels 189 for more information.
5. **Enter Page Break settings and Notes, then click Next.**
   - **Page Break After This Account**. Check this option to start a new page after this account prints on reports.
   - **Notes**. Enter any necessary notes for this account.
6. **Select the funds to be associated with this account, then click Next.** Each account can be associated with any or all of your Accounting Funds.

   ***Note:*** *If you do not have multiple Accounting Funds, this step will be skipped.*
7. **Specify fund level options for the account, then click Next.**
   - **Asset and Liability Accounts**. Specify if the account can use donor restricted money. This option is only shown if Release accounts are enabled in Accounting Setup Options 206.
   - **Equity Accounts**. Choose the type of Restriction (i.e. Unrestricted, Temporarily Restricted, or Permanently Restricted.)
   - **Income and Transfer Accounts**. Select the Equity account to close to.

- **Expense Accounts**. Specify if the account can use donor restricted money. This option is only shown if Release accounts are enabled in Accounting Setup Options 206. Select the Equity account to close to.
- **Apply These Settings to All Associated Funds**. Check this option to use these settings for all funds associated with this account. Uncheck it and you will be prompted for each fund individually.

8. **Review the settings for the new account, then click Finish.**

## Move/Combine an Account

Occasions arise when you need to change an account number in one Accounting Fund without changing the account in another, or you need to merge two accounts together. For example, a temporary bookkeeper creates a duplicate account while the treasurer is on vacation. On return, the treasurer corrects the bookkeeper's mistake by moving (merging) the new account into the original account.

1. **From the Accounting menu, choose Fund Accounting, Setup, then Maintain Chart of Accounts.**
2. **Use the Locate button to select the account to move.**
3. **Click the Details button associated with the Accounting Fund that contains the account you wish to move.**
4. **Click the Move Account button.**
   - If moving to an existing account, select the destination account from the list.
   - If creating a new account, uncheck the Use Existing Account option and enter the new Account Number, Description, and Level.
5. **Click Next.**
6. **Click Finish, then Done.**

## Deleting an Account

***There are three reasons you would be unable to delete an account:***

- The account has a beginning balance or posted transactions history.
- The account has a dependency in the setup of another module.
- It is an Equity account that has Income, Expense, or Transfer accounts closing to it.

In these cases, you have the option of deactivating the account or combining it with an existing account as detailed in the previous topic.

***To delete an account:***

1. **From the Accounting menu, choose Fund Accounting, Setup, then Maintain Chart of Accounts.**
2. **Click the Locate button to select the account to delete.** You can only delete the currently selected account on the Maintain Chart of Accounts screen.
3. **Click the Delete button.** PowerChurch Plus will ask you to confirm this command.

## Deactivating an Account

If you need to prevent users from entering and posting transactions to an account, you can deactivate the account.

***Note:*** *You may receive a warning if the account you are trying to deactivate is set up to be used in other modules (e.g. Contribution Funds, Vendors, Payroll Items.) If this is the case, you may want to print the Account Dependencies Report from under Fund Accounting Reports* 246 *to determine where it is used before deactivating the account.*

***To deactivate an account:***

1. **From the Accounting menu, choose Fund Accounting, Setup, then Maintain Chart of Accounts.**
2. **Use the Locate button to select the account to deactivate.**
3. **Click the Details button for the Accounting Fund in which the account will be deactivated.**
4. **Uncheck the Active box, then click Save.**

# Maintain List of Donor Restrictions

Donors often apply restrictions regarding how the money they contribute may be spent. For example, a donor may contribute money to support missions or to fund a new building. It is the church's responsibility to manage and spend these funds in the desired manner and to account for their proper use. To help you, PowerChurch Plus tracks how restricted funds are handled and spent by linking together a Contribution Fund with specified Equity, Income, and Release accounts. You can then track and report on money that moves through your accounting system, until the restriction is satisfied. You can even track what happens to the excess.

The Maintain List of Donor Restrictions screen can be found under ***Accounting > Fund Accounting > Setup > Maintain List of Donor Restrictions***.

## *Adding a New Donor Restriction*

PowerChurch Plus provides an assistant to help you add a donor restriction to an Accounting Fund. The assistant will display a series of dialogs in which you will make choices and enter information about the restriction.

***To add a new Donor Restriction:***

1. **Click the Add button.**
2. **Enter the following information, then click Next:**
   - **Restriction Name**. Enter a name for the restriction. For example, if you are adding a restriction to the Missions Fund to track donor restricted contributions related to a short term trip to Romania in 2022, you might name the restriction Romania 2022.
   - **Restriction Type**. Select Temporarily Restricted if the restriction can be lifted after its criteria are satisfied and the funds can be released. Select Permanently Restricted for ongoing restrictions such as educational endowments.
   - **Accounting Fund**. Click the Lookup button or press F2 to select the Accounting Fund to use.
   - **Notes**. PowerChurch Plus will display the notes you enter here as a reminder when you release the funds. You can use these notes to describe how the money is to be used. The notes can be spell checked by clicking the Spell Check button.
3. **Specify the Equity, Income, Release, and Expense accounts.** On each step, choose to Use an Existing Account or create a New Account.

   ***Note:*** *The Expense account is optional.*
   - **Use Existing Account**. If using an existing account, check this option and choose the account to use from the list.
   - **New Account Number, Description, and Level**. If creating a new account, enter the New Account Number, Description, and Report Level.
4. **Specify the Contribution Fund to use, then click Next.** This is an optional step, but you will most likely want to set up a Contribution Fund for this Donor Restriction. If you choose not to, leave the Fund No. and Fund Description fields blank.
   - **Use Existing**. If using an existing fund, enable this option and choose a fund from the list.
   - **Fund No., Description, Debit Account**. If creating a new Contribution Fund, enter the New Fund Number, Description, and Account. Refer to Maintain List of Contribution Funds 132 for more information.
5. **Click Finish to add the new restriction or Cancel to exit without saving.**

## Changing a Donor Restriction

***To make changes to an existing Donor Restriction:***

1. **Use the Locate button to select the restriction and make the necessary changes on the Setup tab.**
   - **Description**. Change the name of the restriction, if necessary.
   - **Restriction Type**. PowerChurch Plus displays the type of restriction here as a reminder. To change this setting, open the Chart of Accounts dialog and modify the Equity account associated with this restriction.
   - **Release Account**. Optionally, click the Lookup button or press F2 to select a different Release account.
   - **Notes**. These are the notes you entered when you created this restriction. You can change them here, if needed.
2. **Click Save.**

The Associated Accounts tab shows a list of accounts that are set to close to the Equity account that is tied to this restriction. These accounts will normally come from the selections you made when adding the donor restriction. Double click an account in this list to open the Maintain Chart of Accounts 225 screen.

***Note:*** *Any changes beyond the fields on the Setup tab will require that you delete the restriction and add a new one.*

## Deleting a Donor Restriction

***To delete an existing Donor Restriction:***

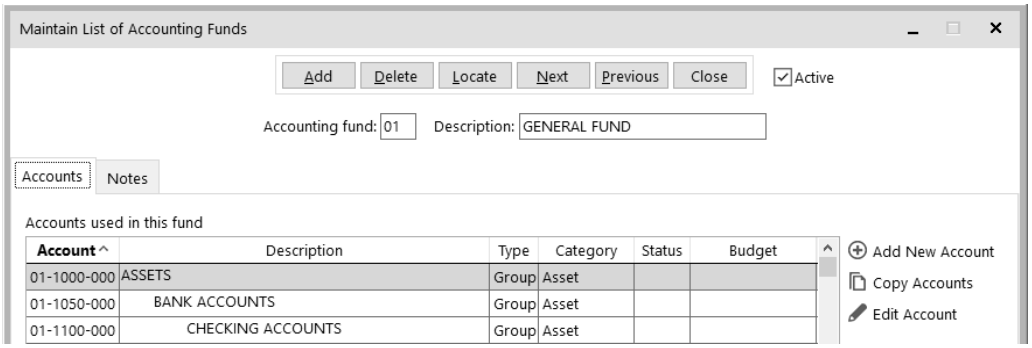
1. **Use the Locate button to select the restriction.**
2. **Click Delete.**
3. **Click Yes to confirm the deletion.**

***Note:*** *Deleting a Donor Restriction does not delete any accounts from the Chart of Accounts. It simply removes the restriction from the list that appears when you click the Release Restricted Funds button while entering a transaction.*

# Maintain List of Accounting Funds

When you run the Accounting Setup Assistant, PowerChurch Plus creates one Accounting Fund for you: 01 - General Fund. If your organization requires additional

Accounting Funds, you will need to add them manually. For example, you might want a separate fund for a daycare, a men's or women's group, or even to keep track of all fixed assets separate from the day-to-day operating accounts. This screen can be found under ***Accounting > Fund Accounting > Setup > Maintain List of Accounting Funds***.




The Accounts tab shows a list of accounts that are used in the current fund. The Active column will be blank for each account unless the account is inactive. The Budget column is left blank for non-budgeted accounts. Budgeted accounts are labeled as Account for those that are budgeted directly on the account, or Group for those that are budgeted by the group. Refer to Working With Budgets 238 for more information. You can access the Maintain Chart of Accounts 225 form by double-clicking an account in the list.

***There are three buttons along the right of the Accounts list that perform the following functions:***

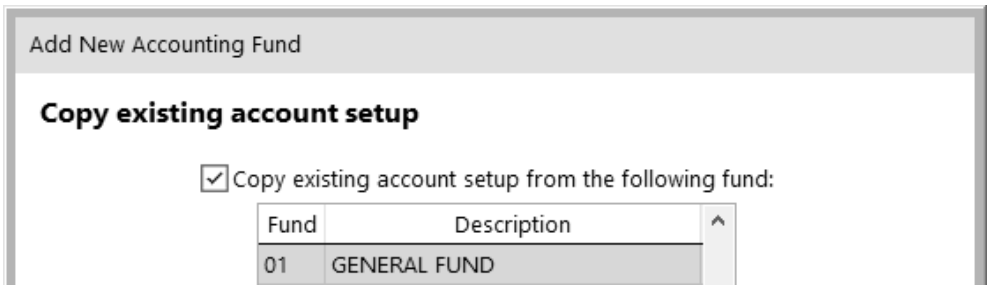
- **Add New Account**. Opens the Add New Account assistant, adding a new account into the current fund. Refer to Adding an Account 228 for more information.
- **Copy Accounts**. Opens the Copy Accounts form described in the following topic.
- **Edit Account**. Opens the Maintain Chart of Accounts screen to view or edit the selected account. Refer to Editing an Existing Account 225 for more information.

On the Notes tab, enter or review notes related to this fund. The notes can be spell checked by clicking the Spell Check button.

# *Adding an Accounting Fund*

***To add a new Accounting Fund:***

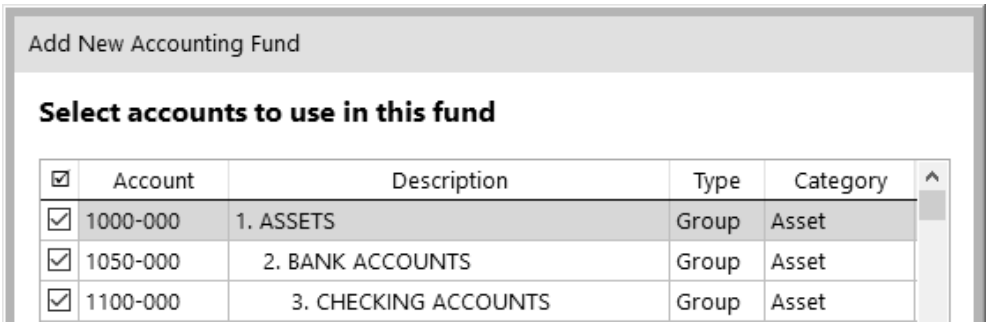
1. **Click the Add button.** PowerChurch Plus will launch an assistant to guide you through the process of adding the new fund.
2. **Enter the fund number and a name for the fund, then click Next.**
   - **Accounting Fund**. Enter two alphanumeric characters, such as *17, A3, 5D,* or *ZZ*.
   - **Description**. You may enter up to 25 alphanumeric characters, including spaces and punctuation. The Description will automatically be in upper-case letters.
3. **Indicate whether you want to copy an existing account setup or create a new one, then click Next.**




   - **Copy Existing Account Setup**. Check this option and then select the Accounting Fund containing the setup you wish to use. Uncheck this to add accounts to this fund later.
4. **If you chose to copy an existing account setup, select the accounts to use, then click Next.**

   ***Note:*** *You can copy accounts from an existing fund at a later time, using the Copy Accounts button on the Maintain List of Accounting Funds screen. This process is explained in Adding Accounts from Another Fund* 235.

   - Uncheck the accounts you do not wish to copy into the new fund. Use the ☑ All or ☐ None buttons to assist you in the selection process.
   - You can select all accounts through a specified Report Level. For example, choosing to select all accounts through report level 3 will place check marks next to all of the Group accounts with Report Levels 1, 2, and 3 in the list. For more information about report levels, refer to Report Levels 189.




5. **Click Finish to add the new fund or Cancel to exit without saving.**

## *Changing a Fund*

You can change an Accounting Fund's number, description, or notes at any time.

***To change a fund:***

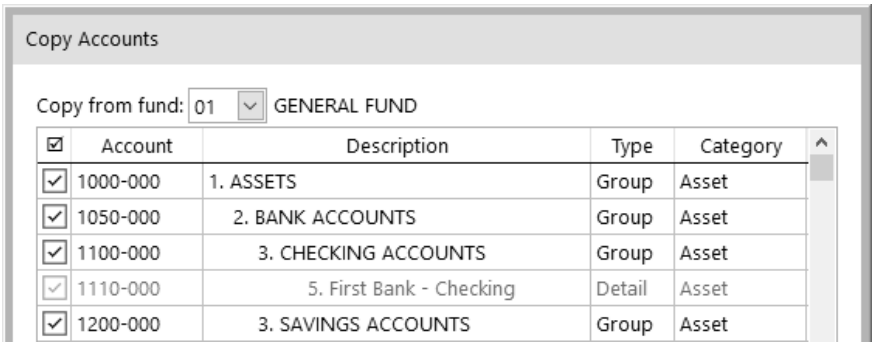
1. **Click the Locate button to select the Accounting Fund to change.**
2. **Make the desired changes, then click Save.**

## *Adding Accounts from Another Fund*

The Copy Accounts form allows you to copy existing accounts from another fund to be used in this Accounting Fund.

***To copy accounts from a different fund:***

1. **Use the Locate button to select the Accounting Fund to work with.**
2. **Click the Copy Accounts button.**




3. **Select an existing fund from the Copy From Fund selection.** The accounts used in the selected fund are displayed in the grid below.
4. **Place check marks next to those accounts that you would like to copy into this fund.**
   - Use the ☑ All or ☐ None buttons to aid in your selections. Accounts that already exist in this fund will be checked and grayed out/disabled.
   - You can select all accounts through a specified Report Level. For example, choosing to select all accounts through Report Level 3 will place check marks next to all of the Group accounts with Report Levels 1, 2, and 3 in the list. For more information about report levels, refer to Report Levels 189.
5. **Click OK when finished or Cancel to exit without copying accounts.**

## *Deleting a Fund*

If you have an Accounting Fund that has been unused for a period of time, you can delete it. It should be noted that you cannot delete a fund that has posted transaction history. Instead, you would need to first use the Delete Old Data utility, as described in Deleting Fund Accounting Data 254.

***Note:*** *If you aren't able to delete the fund, you can mark it inactive, as detailed in the next topic*.

***To delete an accounting fund:***

1. **Click the Locate button to select the Accounting Fund to delete, then click Delete.**
2. **Click Yes to confirm deletion.**

## *Deactivating a Fund*

If you are unable to delete an Accounting Fund, or prefer to keep the posted transactions history, you can make an entire Accounting Fund inactive at once. This saves you from making all of the individual accounts in this fund inactive.

To make an Accounting Fund inactive, simply uncheck the Active box on the Maintain List of Accounting Funds screen.

An inactive fund will be removed from most Lookup lists in the program and will prevent accounts in that fund from being used in new transactions.

# *Merge Accounting Funds*

If you need to combine two funds together, there is a utility called Merge Accounting Funds. This will change all references in the PowerChurch Plus database from accounts in one fund to another. If accounts exist in both funds, the accounts will be merged. Their balances, budgets, and transaction histories will be combined. Accounts used in the setup of other modules, like Accounts Payable Vendors, Payroll Items, and Contribution Funds will also be affected by this process.

This process is permanent and cannot be undone, so it is strongly recommended that you make a backup 483 prior to performing the merge.

***To merge two Accounting Funds together:***

1. **From the Accounting menu, choose Fund Accounting, Setup, then Merge Accounting Funds.**
2. **In the Merge This Fund field, enter the fund number or click the Lookup button to select the fund from a list.** Accounts in this fund will be moved into the fund selected in the next field.
3. **In the Into This Fund field, enter the fund number or click the Lookup button to select the fund from a list.** This is the fund that will receive the accounts from the fund selected in the previous field.
4. **Click OK.**
5. **When the process is complete, it will ask if you would like to merge another.** Choose Yes to merge two more funds together or No to close the form.

# *Working With Budgets*

Budgets track the amounts that you expect to receive and spend. This allows you to track your progress. In PowerChurch Plus, you can create budgets for each type of account, but typically you would only budget Income and Expense accounts. You can assign budgets to both Group and Detail accounts.

Most often you will budget on Detail accounts, but in some situations, budgeting at the Group level may make more sense. For example, you may have an Expense section in your Chart of Accounts for the Men's Ministry. The board may assign a budget to the Men's Ministry, but not for each individual Expense account in that Group. To demonstrate the difference of budgeting on Group versus Detail accounts, the following example shows one month's balances and budgets in the Utilities Group.

**Budget on Detail Accounts**

| | Actual | Budget |
|---|---|---|
| UTILITIES | | |
| Electricity | 69.43 | 72.00 |
| Gas | 35.45 | 36.00 |
| Water | 21.56 | 20.00 |
| Subtotal Utilities | 126.44 | 128.00 |

In the above example, the budget is placed on each detail account of the Utilities section. The Group account, Utilities, has no budget entered.

**Budget on Group Account**

| | Actual | Budget |
|---|---|---|
| UTILITIES | | 128.00 |
| Electricity | 69.43 | |
| Gas | 35.45 | |
| Water | 21.56 | |
| Subtotal Utilities | 126.44 | 128.00 |

In this example, the budget is placed on the Group account with no budget for the Detail accounts themselves. When you set up the budget in this case, the Detail accounts - Electricity, Gas, and Water - will be set to Budget by the Group. The accounts would be set up as follows for those previous examples:

**Budget on Detail Accounts**

| | **Budget for this account:** |
|---|---|
| UTILITIES | No budget for this account |
| Electricity | Budget directly on this account |
| Gas | Budget directly on this account |
| Water | Budget directly on this account |

**Budget on Group Accounts**

| | **Budget for this account:** |
|---|---|
| UTILITIES | Budget directly on this account |
| Electricity | Budget by the Group |
| Gas | Budget by the Group |
| Water | Budget by the Group |

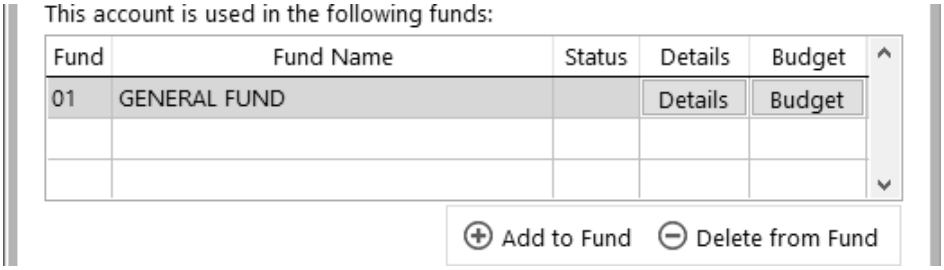
***Note:*** *If you record budgets on Asset, Liability, and Equity accounts, you are actually budgeting the amount of change in the account. For example, for an Asset account you can budget the amount of money to be put into an investment each month, or for your mortgage (a Liability account) you can budget the amount of the principal to be reduced each month.*

## *Viewing and Editing Budgets*

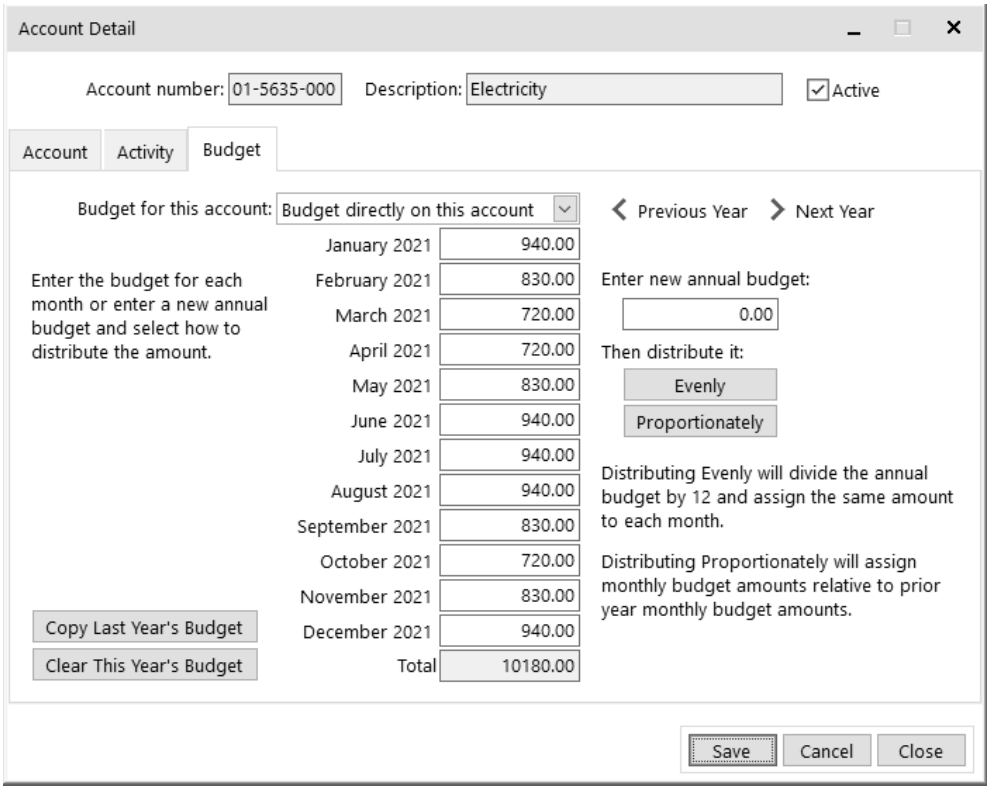
***Note:*** *Please refer to the following topic for information regarding The Budget Entry screen, which is more suited for entering budgets on multiple accounts at once.*

***To access budget information for a single account:***

1. **From the Accounting menu, choose Fund Accounting, Setup, then Maintain Chart of Accounts.**
2. **Use the Locate button to select the account you want to change.**
3. **Click the Budget button next to the Accounting Fund whose budget you wish to change.**




4. **Open the Budget For This Account drop-down list and choose how this account will receive its budget information.**
   - **No Budget for This Account**. The actual amounts posted to this account will be shown in the non-budgeted subtotal on budget reports.
   - **Budget Directly on This Account**. The actual amounts posted to this account will compare to the budget amounts entered in the fields below.
   - **Budget by the Group**. The actual amounts posted to this account will compare to the budget information entered for the group to which the account belongs.




5. **Select the year for which you will be entering budget information.** Click the Previous Year and Next Year buttons to select a different budget year.
6. **Enter the budget amounts.** PowerChurch Plus provides several methods for entering and managing budget amounts:
   - **By individual months**. Enter the budget amount into each month's field. As you enter the amounts, PowerChurch Plus will update the Total field at the bottom of the screen.
   - **Annual amount distributed evenly**. Enter the new annual budget amount and click the Distribute Evenly button. PowerChurch Plus will automatically distribute your total yearly budget equally among the twelve months.
   - **Annual amount distributed proportionately**. Enter the new annual budget amount and click the Distribute Proportionately button. PowerChurch Plus will distribute the total amount proportionately among the twelve months, according to the current amounts. For example, if the amount previously budgeted for June was twice the amount for January, then June would receive twice the new budget amount that January receives.

- **Copy Last Year's Budget**. Click this button to apply the same budget from the immediate prior year. For example, you are entering your budget for 2022 and you want to copy the budget from 2021.
- **Clear This Year's Budget**. Click this button to set all the amounts to zero.
- **Cancel**. Click Cancel to restore all the amounts and settings back to their original values, erasing your changes.

7. **Click Save and Close when you finish.**

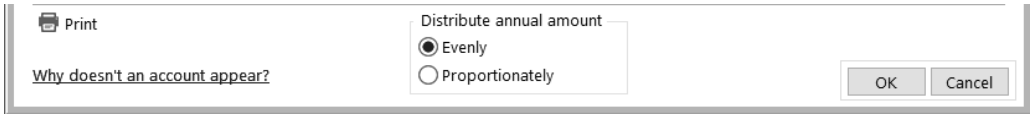
## *Budget Entry*

To enter budget information for multiple accounts at a time, use the Budget Entry screen found under ***Accounting > Fund Accounting > Budget > Budget Entry***. When you open the Budget Entry form, you will be prompted for the Accounting Year and Accounting Fund. Once these selections are made, click OK to continue. The data entry form contains a scrolling list of all budgeted accounts and their annual and monthly budget amounts. The budget amounts can be entered directly into the Annual column or individual months' columns.

**Modify Budgets in 01 GENERAL FUND for the year of 2021**

| Account | Description | Annual | January | February | March | April | May |
|---|---|---|---|---|---|---|---|
| 4000-000 | INCOME | | | | | | |
| 4010-000 | CONTRIBUTION INCOME | | | | | | |
| 4020-000 | UNRESTRICTED | | | | | | |
| 4030-000 | Tithes and Offerings | 72000.00 | 6000.00 | 6000.00 | 6000.00 | 6000.00 | 6000.00 |
| 4200-000 | DONOR RESTRICTED | | | | | | |
| 4201-000 | TEMPORARILY RESTRICTED | | | | | | |

At the bottom of the form, you can control how annual budget amounts are handled, either Evenly or Proportionately. Distributing annual budgets evenly simply divides the annual amount over twelve months. Proportionate distribution of the annual budget amounts is used when you have copied budgets forward from a prior year. If some months have higher budgeted amounts than others, the new annual budget amount would then be distributed following the same month to month pattern, with some months higher than others by the same proportions.




Click the Print button to generate the Budget Entry report, which shows the monthly and annual amounts entered for each budgeted account.

### *Why Doesn't an Account Appear?*

The Budget Entry screen includes only active accounts that are budgeted. Budget settings are pulled from the account setup discussed in the previous topic Viewing and Editing Budgets 239. Only active accounts labeled Budget Directly on This Account or Budget By The Group are included here. Refer to Deactivating an Account 230 for more information about inactive accounts.

## *Copying Budget to Next Year*

If the budget for next year is similar to this year's, it may be simpler to copy the current budget and then make any necessary modifications.

***To copy a budget:***

1. **Go to *Accounting* > *Fund Accounting* > *Budget* > *Copy Budget to Next Year*.**
2. **Select the year to copy from and the year to copy to, then click Copy Budget.**
3. **Modify the new budget as needed.**

Once you have copied the budget to next year, click the Budget Entry button if you would like to go directly to the Budget Entry screen to modify the new year budget amounts.

Refer to Viewing and Editing Budgets 239 for more information about modifying budgets.

## *Reports That Show Budget Information*

- **Annual Budget Worksheet**. Displays the annual budget and actual amounts in a worksheet format, which provides space for you to write in next year's budgets.
- **Budget Report**. Displays budget amounts, actual amounts, and variances for budgeted accounts. You can specify a range of months, funds, and accounts. Use this to view budget amounts, or verify the accuracy of data entry on budgeted accounts.
- **Budget Worksheet Report**. Displays the current year actual and budget amounts for the specified accounts in a worksheet format, which provides space for you to write in next year's budgets.
- **Chart of Accounts - Budgeted Accounts**. Displays a list of accounts with budget information.
- **Income & Expense Statement**. Displays income and expense account totals for a specified month or range of months. You can choose to include budgets, year to date, and previous year information.

- **Monthly Budget Amounts**. Displays the budget amounts by month for each specified account. You can also choose to include next year's budget amounts.
- **Yearly Budget Comparison**. Displays the budget amounts for each account by year. Specify the current year and the number of years prior to include.

# Account Activity and Balances

You can review all the activity in an account and see fiscal year and monthly debits, credits, balances, budgets, and differences.

***To view Account Activity balances:***

1. **From the Accounting menu, choose Fund Accounting, Setup, then Maintain Chart of Accounts.**
2. **Use the Locate button to select the account you wish to review.**
3. **Click the Details button associated with the fund whose activity you wish to review.**
4. **Select the Activity tab.** Click the ‹ Previous Year and › Next Year buttons to move backwards and forwards through different years. Click the Print Report button to generate a report showing the balances on this screen.
5. **Click Close when finished.**

***Note:*** *This screen does not show transaction detail. Generate an Account Activity report to see the corresponding transaction detail that these amounts are drawn from. Refer to Fund Accounting Reports* 246 *for more information.*

# Working With Transfer Accounts

Transfer accounts are used to properly balance a transaction when moving money from one Accounting Fund to another. A balanced transaction will have debits and credits in each fund that is used. When transferring money from one fund to another, the transaction will be four lines, rather than just two. This is because you need balanced debit and credit entries in each fund.

***To enable Transfer Accounts:***

1. **From the File menu, click Preferences, then Accounting Setup.** Alternatively, this can be found under ***Accounting > Fund Accounting > Setup > Accounting Setup.***

2. **Click the Fund Accounting tab.**
3. **In the Expenses account number range, if necessary, change the assigned number range to 5000 to 8999.** Transfer accounts are generally assigned the 9000-9999 account number range. Narrowing the range assigned to Expense accounts will allow the 9000 numbers to be reserved for Transfer accounts.
4. **Check the Use Transfer Accounts option box, then click OK.**

***There are two types of Transfer Account setups:***

- **Simple setup**. In a simple setup, you have a pair of Transfer accounts, one for Transfer In and one for Transfer Out. The numbers would be assigned similar to the following and would be used in all Accounting Funds:

| | | |
|---|---|---|
| 9100-000 | Transfer to Other Funds | Used in all funds |
| 9200-000 | Transfer from Other Funds | Used in all funds |

- **Detailed setup**. In a detailed setup, you would define individual accounts for each Accounting Fund, to handle each of the possible transfers that could happen, In or Out. This type of setup requires more setup and attention to detail when entering the transactions, but month-end reports will offer greater insight to the transfer activity that occurred:

| | | |
|---|---|---|
| 9110-000 | Transfer to 01 Fund | Used in funds 02 and 03 |
| 9120-000 | Transfer to 02 Fund | Used in funds 01 and 03 |
| 9130-000 | Transfer to 03 Fund | Used in funds 01 and 02 |
| 9210-000 | Transfer from 01 Fund | Used in funds 02 and 03 |
| 9220-000 | Transfer from 02 Fund | Used in funds 01 and 03 |
| 9230-000 | Transfer from 03 Fund | Used in funds 01 and 02 |

The accounts can be added in the Maintain Chart of Accounts screen. Refer to Adding an Account 228 for more information. When entering transfer transactions, the accounts used in the transaction will be different depending on the type of setup you chose.

In the following example, $750 is transferred from the 01 fund checking account into the 02 fund checking account using the simple transfer setup.

| Account | Description | Debit | Credit |
|---|---|---|---|
| 01-1110-000 | Checking Account | | 750.00 |
| 01-9100-000 | Transfer to Other Funds | 750.00 | |
| 02-1110-000 | Checking Account | 750.00 | |
| 02-9200-000 | Transfer from Other Funds | | 750.00 |

In the following example, $750 is transferred from the 01 fund checking account into the 02 fund checking account using the detailed transfer setup.

| Account | Description | Debit | Credit |
|---|---|---|---|
| 01-1110-000 | Checking Account | | 750.00 |
| 01-9120-000 | Transfer to 02 Fund | 750.00 | |
| 02-1110-000 | Checking Account | 750.00 | |
| 02-9210-000 | Transfer from 01 Fund | | 750.00 |

# *Fund Accounting Reports*

The Fund Accounting module includes the following predefined reports, which can be found under ***Accounting > Fund Accounting > Reports - Fund Accounting***.

- **Account Activity**. Displays the beginning balance, transaction detail, and ending balance separated by account for a specified range of dates.
- **Account Close to Report**. Displays a list of income, expense, and transfer accounts, grouped by the equity account they close to. Use this to verify the accuracy of account setup, or to troubleshoot income and expense related problems.
- **Account Dependencies Report**. Displays a list of accounts that are used in the Accounts Payable, Accounts Receivable, Payroll, and Contributions modules. Use this to check an account's status before deleting it, for example.
- **Accounting Fund Balances**. Displays the beginning balance, direct transactions, income, expense, transfers, and ending balance of each equity account, separated by fund for the specified range of months.
- **Accounting Fund Names**. Displays a list of the name and number of each accounting fund.
- **Annual Budget Worksheet**. Displays the annual budget and actual amounts in a worksheet format, which provides space for you to write in next year's budgets.
- **Balance Sheet**. Displays the month ending balance for asset, liability, and equity accounts for a specified fund or a consolidated range of funds. Use this to verify that the books are in balance when the "Total Assets" equal the "Total Liabilities and Equity."

- **Balance Sheet by Fund**. Displays the month ending balance for asset, liability, and equity accounts separated by accounting fund. Use this for a side-by-side comparison of each fund, rather than the consolidated amounts on a standard Balance Sheet.
- **Balance Sheet by Month**. Displays the month ending balance for asset, liability, and equity accounts separated by accounting month. Use this for a side-by-side comparison of each month, rather than running separate Balance Sheets.
- **Bank/Credit Card Reconciliation Report**. This option allows you to reprint the report that was created as part of the bank/credit card reconciliation process.
- **Budget Report**. Displays budget amounts, actual amounts, and variances for budgeted accounts. You can specify a range of months, funds, and accounts. Use this to view budget amounts, or verify the accuracy of data entry on budgeted accounts.
- **Budget Worksheet Report**. Displays the current year actual and budget amounts for the specified accounts in a worksheet format, which provides space for you to write in next year's budgets.
- **Cash Management Report**. Displays available balance from selected bank accounts, after subtracting amounts from selected liability and equity accounts. Includes unposted totals from Contributions, Accounts Payable, Payroll, and Fund Accounting. This report is described in greater detail in the next section.
- **Changes in Equity**. Displays the beginning balance, direct transactions, income, expense, transfers, and current balance of each equity account, with the option of printing each fund separately or consolidating.
- **Chart of Accounts**. Displays a copy of your Chart of Accounts, separated by fund.
- **Chart of Accounts - Budgeted Accounts**. Displays a list of accounts with budget information.
- **Chart of Accounts Fund Comparison**. Displays a list of each major account, including a grid displaying the accounting funds in which each account is used. Use this to see what accounts are consolidating together across multiple funds.
- **Check Register**. Displays a list of transactions that have affected the checking account for the specified range of dates. Shows totals for reconciled and unreconciled transactions, deposits (debits,) checks (credits,) and the current balance. Use this to view unreconciled transactions, for example.
- **Check Register by Fund**. Displays a list of transactions that have affected the checking account, separated by accounting fund. You can choose to run a detail or summary report for the specified accounting month.
- **Detail Changes in Equity**. Displays the beginning balance, transaction closing detail, and ending balance of each equity account.
- **Detail Chart of Accounts**. Displays a Chart of Accounts, with detailed information for each account.

- **Income and Expense Statement**. Displays income and expense account totals for a specified month or range of months. You can choose to include budgets, year to date, and previous year information.
- **Income and Expense Statement by Fund, by Month, and by Year**. Similar to the Income and Expense Statement, but includes a column for each Accounting Fund, a column for each month, or a column for each year. The "by Month" variety rounds amounts to the nearest dollar.
- **Journal Report**. Displays detailed information from selected Fund Accounting transactions. You can select transactions by account, month, reference, or journal code. Use this to view the full details of posted transactions, either in researching a problem, or to keep a hard copy on file.
- **Monthly Budget Amounts**. Displays the budget amounts by month for each specified account. You can also choose to include next year's budget amounts or this year's actual amounts.
- **Repeating Transactions Report**. Displays a list of Fund Accounting repeating transactions.
- **Reprint Posting Report**. Reprint a posting report for selected postings.
- **Selected Transactions**. Displays information from selected transactions. You can view the transaction detail by account or in reference number order.
- **Statement of Activities**. Displays income and expense totals separated by donor restriction type. Shows the totals of unrestricted, temporarily restricted, and permanently restricted equity. You can choose a fund or consolidate a range of funds, months, and summary levels.
- **Sub-account Report**. Displays account balances, grouped by sub-account number. You can choose account type, range of months, and sub-account numbers. Use this to view related account balances. For example, show the income, expense, and available bank balance for a particular ministry.
- **Trial Balance**. Displays the account number, beginning balance, net amount of transactions, and current balance of each account for a specific range of months. Use this to verify that the posted debits and credits are in balance.
- **Unposted Transactions**.Displays all unposted Fund Accounting transactions. Use this to verify the accuracy of data entry before posting.
- **Yearly Budget Comparison**. Displays the budget amounts for each account by year. Specify the current year and the number of years prior to include.

***Note:*** *Fund Accounting reports can also be accessed in the combined Accounting Reports screen, found at the bottom of the Accounting menu.*

## Cash Management Report

The Cash Management Report is designed to help you make sure there is enough money to cover current expenses and liabilities with the money available in your bank accounts. This report shows you the current balance of your cash assets, current liabilities, and restricted equity accounts. This report is also unique in that it will also include unposted amounts from the Contributions, Accounts Payable, Accounts Receivable, and Payroll modules. This report requires more setup than other reports in PowerChurch Plus. To get the most accurate results, you will first need to specify which accounts should be included on this report. The following guide will help you determine which accounts should be included:

- **Assets**. Include accounts that are used to pay current bills. In most cases this will be checking accounts, but you may also wish to include other asset accounts (such as a money market account) if they are used to pay bills directly or transfer money into checking for that purpose.
- **Liabilities**. Include any current liability accounts that are expected to be paid. This would include accounts like taxes payable, insurance withheld, any pass-thru contributions, etc.
- **Equity**. Include any restricted equity accounts that are expected to be paid out.

***To include an account on the Cash Management report:***

1. **From the Accounting menu, choose Fund Accounting, then Setup, and choose Maintain Chart of Accounts.**
2. **Click the Locate button to select the account in question.**
3. **Check the Include in Cash Management Report option and click Save.**

# Importing Accounting Transactions

PowerChurch Plus allows you to import accounting transactions. You can import a Contribution posting file created in PowerChurch Plus on another computer, or import transactions from other software, which is normally Payroll related.

***To import accounting transactions:***

1. **Go to *Accounting* > *Fund Accounting* > *Setup* and choose Import Accounting Transactions.**
2. **Review the field names, types, and lengths in the list shown on the opening screen.** Fields in your import file that are empty will still need to be present in the file

structure. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.

3. **Click Next.**
4. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**
5. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this box is checked. If you are unsure, look at the contents of the file before choosing.
6. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the gray text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
7. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
8. **Click Finish.**

PowerChurch Plus will create new unposted transactions. You can view this data on the Unposted Transactions report or on the Modify Unposted Transactions screen.

## Importing Contribution Transactions

PowerChurch Plus can import contribution transactions data from other computers running PowerChurch Plus. This feature is useful if your church runs Accounting and Contributions on two different, non-networked computers.

***Transferring data is a two step process:***

1. **Post Contributions on the computer where Contributions are entered.** The first step of the posting process asks "How do you want to post these contributions?" Choose *Update Fund Accounting via File*. PowerChurch will create a file containing the transaction(s.) Refer to Posting Contributions 149 for more information.
2. **Import the transactions in PowerChurch on the computer where Accounting data is managed.**

## Importing Other Transactions

PowerChurch Plus can import accounting transactions from other software. The file format needs to be as detailed below for a successful import.

- The file must be in an ASCII format (comma separated or tab delimited.)
- The header record must be the first line and must contain the names of the fields in the order they appear in the following layout:
  - **Check Number**: Check number or reference number
  - **Batch Date**: Format MM/DD/YY
  - **Transaction Description**: 25 characters maximum
  - **Account Number**: Format FFMMMMSSS ***Note:*** *Hyphens will be removed from the account numbers if you have them listed in the import file, e.g. 01-1110-000 will become 011110000.*
  - **Debit Amount**: Format ##########9.99
  - **Credit Amount**: Format ##########9.99
  - **Line Description**: 25 characters maximum

Refer to the third-party software vendor's documentation for instructions on formatting and exporting data.

It is important to note that this is a very specific file format used only by PowerChurch for importing transactions. If the software you were previously using doesn't have an export utility specifically designed for importing into PowerChurch Plus, the effort involved in manually formatting the exported data into the expected file format will likely be more than just entering the transactions directly using the Enter Transactions screen.

The expected file format here is one row per transaction detail line. In a transaction that contains a single debit and credit, there should be two rows of information in the file. The first three fields, *Check Number*, *Batch Date*, and *Transaction Description* would be repeated on both rows, and then the *Account Number, Debit* or *Credit Amount, and Line Description* fields would be unique to that transaction detail line.

# *Exporting Accounting Data*

You can export account, balance, and budget data from the Fund Accounting module. PowerChurch Plus can export a number of file types, including dBase, CSV (Comma Separated Values,) ASCII (fixed length or tab delimited,) Excel (version 2.0 or 5,) Lotus WK1, and XML.

***To export accounting data:***

1. **From the Accounting menu, choose Fund Accounting, Other Output, then Export Accounting Data.**

- **Accounting Year Ending**. Enter the accounting year to export.
- **Accounting Funds From and To**. Enter a beginning and ending fund number to specify the range of Accounting Funds to export.
- **Major Accounts From and To**. Enter a beginning and ending major account number to specify the range of accounts to export.
- **Include Budget Amounts**. Check this option if you wish to include budget data in the exported file.
- **File Type**. Select the type of file to export.
- **File Name**. Enter a file name, or click the Choose File button to find an existing file to overwrite.

2. **Click OK.**

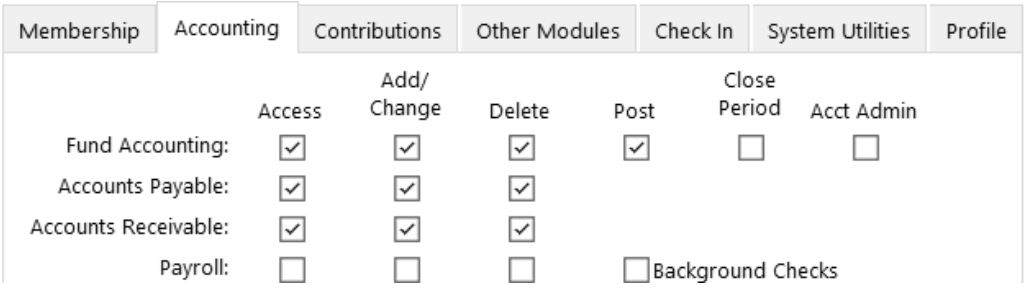
# Security Features

PowerChurch Plus uses the following methods of keeping your Accounting data safe and accurate:

## Password Options

You can limit access to the posting and closing features of the Fund Accounting module on a per-user basis. Also, you may choose to designate only one person as the Accounting Administrator which lets them make changes on the Accounting Setup screen, delete Fund Accounting data, and view the audit logs.

By doing so, you can improve the security of your accounting information. To limit access to these features, you must enable password protection and configure each user's access rights.




Refer to Users and Passwords 492 for more information.

## Secure Audit Trail

PowerChurch Plus adheres to the Generally Accepted Accounting Principles (GAAP,) which require that posted transactions become a permanent part of the journal. In other words, once a transaction has been posted, its record cannot be changed or removed. The only acceptable way to correct a posted transaction is to enter two new transactions: the first will reverse the original transaction, nullifying its effect; the second will record the corrected transaction. As part of the audit trail, all three transactions will appear as part of the journal.

## Audit Log

PowerChurch Plus maintains a record of changes made in the Accounting system that do not appear in the normal Accounting reports. These include closings, postings, changes, deletions, and printing of checks. The Accounting Audit Log can be found under ***Accounting > Fund Accounting > Setup > View Accounting Audit Log.***

***Note:*** *This feature is only available to users with Accounting Administrator privileges. You will find more information about the Audit Log, including how to view it, in Audit Logs* 497.

## Audit Account Balances

PowerChurch Plus uses an open database standard. While providing a number of advantages, it is remotely possible that, if a skilled individual with the right knowledge and tools gained access to the PowerChurch Plus files, they could change accounting transactions without using PowerChurch Plus itself. PowerChurch Plus provides a means by which the Accounting Administrator can detect if such unauthorized changes have been made directly in the database. While PowerChurch Plus cannot identify the individual that made the changes or when the changes were made, it can detect the changes and alert the Administrator.

***Note:*** *If passwords are enabled, only the Accounting Administrator has access to this feature. Refer to Password Options* 252 *for more information.*

***To audit the account balances:***

1. **From the Accounting menu, choose Fund Accounting, Setup, then Audit Account Balances.** Click Continue.
2. **If any problems are found, click the Print button to produce a report of the changes.**
3. **Click the Correct button to resolve the issue.**

PowerChurch Plus will reset the internal controls it uses to detect unauthorized changes.

# Deleting Fund Accounting Data

Many organizations remove old transaction records from the Accounting system as a way of reducing the size of their data files and improving system performance. You can also delete Fund Accounting data and start the Accounting system over from scratch. When deleting data, you need to be aware of the limitations and the potentially far-reaching effects of this action.

- You cannot undo this action, therefore you should back up your data before deleting anything. Refer to Creating a One-Time Backup 484 for more information.
- To help protect your data from unintentional erasure, if password protection is enabled, only a user with Accounting Administrator access can delete data.
- Only data from closed months can be deleted.
- Deleting Fund Accounting data does not affect the data in the Accounts Receivable, Accounts Payable, Payroll, or other modules.
- If you are deleting all Fund Accounting transaction records, you can optionally reset your account balances to zero. Use this option to start over in Accounting while keeping your existing chart of accounts.

***To delete Fund Accounting data:***

1. **From the Accounting menu, choose Fund Accounting, Setup, then choose Delete Old Data.** Read the warning text. Click Cancel to exit without deleting anything.
2. **Type "Yes" to confirm, then click Next.**
3. **Enter the month and year of the earliest data you wish to retain, then click Finish.** If all posted transactions are deleted, PowerChurch Plus will ask if you wish to zero your account balances:
   - **Yes**. Sets all account balances to zero and lets you choose a new starting accounting month/year. You can then enter transactions to set new balances.
   - **No**. Leaves your accounts at their current balances. In either case, PowerChurch Plus will leave your Chart of Accounts unchanged. To clear your Chart of Accounts completely and Restart Accounting, refer to the following topic.
4. **Type Yes or No, then click Finish.**

# Restarting Accounting

There may come a time when you want to delete your existing Accounting information and run through the Accounting Setup Assistant again. It is strongly advised that you make a backup of your Accounting data before proceeding. Otherwise, there is not a way to undo this process. Refer to Creating a One-Time Backup 484 for more information.

***The following information will be deleted:***

- **All accounting transactions**. Any posted, unposted, paid, or open accounting transactions are deleted.
- **Fund Accounting Chart of Accounts**.
- **Fund Accounting budget amounts**.
- **Vendor/Customer history**. Historical Accounts Payable or Accounts Receivable data is deleted. 1099-MISC/NEC information will not be available for current or prior years.
- **Payroll history**. Historical employee data will be deleted. 941/W2/W3 information will not be available for current or prior years.
- **Payroll items**. All item descriptions are deleted.
- **Payroll tax tables**. All tax tables are deleted.

***The following information is not deleted when restarting accounting:***

- **Accounts Payable vendors**.
- **Accounts Receivable customers**.
- **Accounts Receivable items**.
- **Payroll employees**.

***Note:*** *While the records listed above won't be deleted, things like default account numbers that are assigned to them will be removed, so once the Accounting Setup Assistant has been completed, you will need to review the setup of each of those items and reassign those missing values.*

Once the restart process is complete and all of the information has been deleted, clicking on the Accounting menu will give only the option to Setup Accounting. Clicking this menu item will start the Accounting Setup Assistant.

***To restart accounting:***

1. **From the File menu, choose Preferences, then Accounting Setup.**

2. **Click the Restart Accounting button.** PowerChurch Plus will ask you to confirm by typing "Yes."
3. **Once the process is complete, you have the option of going directly to the Accounting Setup Assistant or to exit.**

## Related Information

***The following menu options are covered later in this manual:***

- Graphs 447
- Custom Reports 451

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# Accounts Payable

The Accounts Payable module is a cash-basis accounting system. When checks are posted, journal entries are automatically transferred to the Fund Accounting module so you can update the check register and accounting journal with the checks that have been written.

***Note:*** *Invoices that are entered prior to printing checks do not update an Accounts Payable balance on the Balance Sheet, as would be expected in an accrual-basis accounting system.*

## Setting Up Accounts Payable Options

The Accounts Payable Setup Options can be found under ***File > Preferences > Accounting Setup***. Click the Accounts Payable tab. Alternatively, you can find this option under ***Accounting > Accounts Payable > Setup > Accounting Setup***.

Most of the settings on this tab are related to tracking HST (Harmonized Sales Tax) in Canada. Refer to Tracking Reclaimable Sales Tax, GST, or VST 267 for more information.

***Note:*** *This functionality can be used outside of Canada, such as in certain US states where nonprofit organizations receive refunds of sales taxes paid. In that case, simply use the fields labeled GST and leave the PST fields blank.*

- **GST Tax Rate**. Enter the percentage of total sales tax that is made up of Goods & Services Tax.
- **% of GST Reclaimed**. This is the percentage of GST that is reclaimable.

- **GST Receivable Account**. ⊕ Add or 🔍 Locate the asset account number where reclaimable GST will be tracked.
- **PST Tax Rate**. Enter the percentage of total sales tax that is made up of Provincial Sales Tax.
- **% of PST Reclaimed**. This is the percentage of PST that is reclaimable.
- **PST Receivable Account**. ⊕ Add or 🔍 Locate the asset account number where reclaimable PST will be tracked.
- **HST Tax Rate**. This is calculated automatically as the total of GST and PST.
- **Print Account Distribution on Bottom Check Stub**. Optionally, PowerChurch can print the transaction detail (accounts debited and credited) on the bottom check stub for your records. ***Note:*** *This option only applies to checks printed in Accounts Payable. It is not possible to include account distributions on Payroll check stubs.*
- **Default Pay Now**. When entering new invoices, you can change the Pay Now: Yes/No value that will be applied. The default is Yes. For more information about how this is used, refer to Authorizing Invoices for Payment 267.
- **Default Post Now**. When entering new manual or printed checks, you can change the Post Now: Yes/No value that will be applied. The Default value is Yes. For more information about how this is used, refer to Authorizing Selected Checks for Posting 277.

## *Maintain Vendor Types*

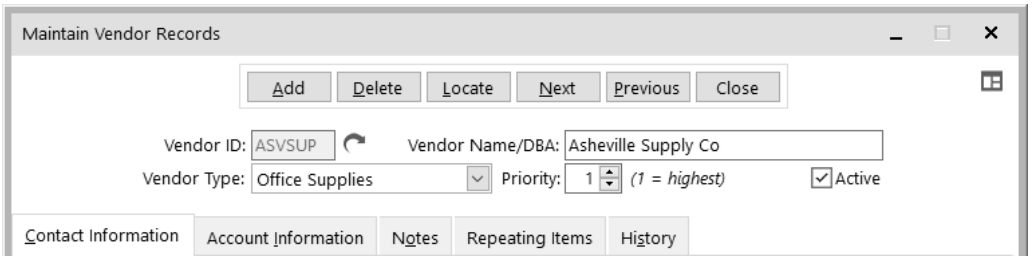
PowerChurch Plus has a customizable Vendor Type field in the Accounts Payable module. You can define multiple Vendor Types, such as Utilities, Taxes, and Maintenance. Vendor Types allow you to select those vendors on reports and other output.

The Maintain Vendor Types screen can be found under ***Accounting > Accounts Payable > Setup > Maintain Vendor Types***.

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of Vendor Types. When deleting a value, PowerChurch Plus checks to see if it is currently in use. If the code value is assigned to a vendor, you will be given the option of replacing it with a different code value.

# *Maintain Vendor Records*

The Maintain Vendor Records screen is the centralized access point for all things vendor-related. It can be found under ***Accounting > Accounts Payable > Maintain Vendor Records***.

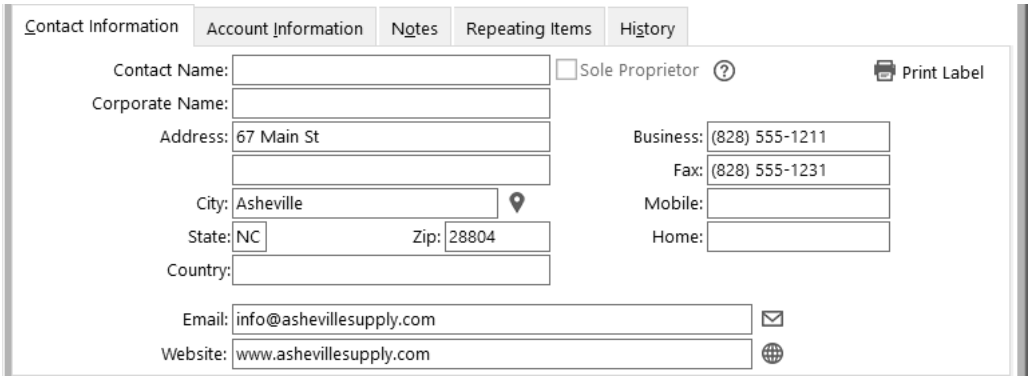



***The following information is displayed across the top of the screen:***

- **Vendor ID**. The unique six-character identifier for each vendor. Click the Reassign Vendor ID button to launch the Reassign a Vendor ID form. Refer to Reassigning a Vendor ID 264 for more information.
- **Vendor Name/DBA**. The name (or DBA name) of the vendor as it should appear on printed checks.
- **Vendor Type**. Vendor type is a customizable code field that can be used to group similar vendors (e.g. Utilities, Taxes, Maintenance.)
- **Priority**. Select the priority according to which a vendor will be paid. Set 1 for the highest priority, and 9 for the lowest.
- **Active**. Uncheck this option to make a vendor inactive. Doing so will remove the vendor from lookup lists and will prevent it from being used in future transactions.

Use the Locate, Next, and Previous buttons across the top of the screen to navigate to another vendor record, or click the Navigation List button to show a list of all vendors. Refer to the Navigation List 31 for more information.

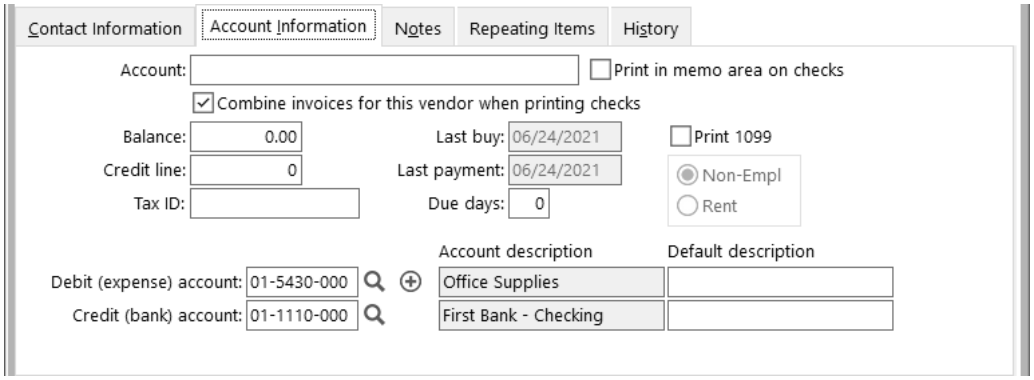
## *Contact Information*



***The following information is displayed on the Contact Information tab:***

- **Contact Name**. The primary contact person at the vendor's company.
- **Sole Proprietor**. If this box is checked, the Recipient Name field on the 1099-MISC/NEC form will be formatted differently, according to IRS standards.
- **Corporate Name**. Enter the corporate name of the vendor, if applicable. This field is also used in properly formatting the 1099-MISC/NEC form. If the Sole Proprietor option is checked, this field is disabled.
- **Address, City, State, and ZIP Code**. The vendor's address will be printed on the face of the check, allowing you to use window envelopes.
- **Country**. If the vendor is in a different country, enter its name here.
- **Map**. Click this button and PowerChurch Plus will use the internet mapping service selected in the User Setup Options 20 to display a map showing the vendor's location.
- **Phone Numbers**. Enter the vendor's Business, Fax, Mobile, and Home numbers, if applicable.
- **Email**. Enter the vendor's email address. Click the Send Email button to send an email to this address.
- **Website**. Enter the vendor's web address. Click the Launch Website button to visit this site.
- **Print Label**. Print a mailing label for this vendor.

## *Account Information*




***The Account Information tab contains the following information:***

- **Account and Print in Memo Area on Checks**. Enter your account number with this vendor and check this option to have it printed in the memo area of checks.

  ***Note:*** *You can also control the information that is to be printed in the memo area of the check on each individual invoice. Refer to Entering Invoices* 265 *for more information.*
- **Combine Invoices for This Vendor When Printing Checks**. By default, PowerChurch Plus will pay multiple invoices for the same vendor on a single check. Uncheck this option to always print separate checks for each invoice.
- **Balance**. This field is calculated automatically from open invoices and payments for this vendor.
- **Credit Line**. Enter the amount of credit the vendor extends to the church. Enter 0 or leave the field blank if not applicable.
- **Tax ID**. Enter the vendor's Federal Tax ID or Social Security Number. This is used on the 1099-MISC/NEC form.
- **Last Buy**. This displays the date of your last invoice for with this vendor.
- **Last Payment**. This is the date of your last payment to this vendor.
- **Due Days**. Enter the number of days after receipt of invoice that payment is due.
- **Print 1099**. Check this option if the vendor should receive a 1099 form at the end of the year.
- **Non-Empl or Rent**. If Print 1099 is enabled, select the option that indicates the type of payments made to this vendor. For those with Non-Empl selected, a 1099-NEC form will be generated. For those with Rent selected, a 1099-MISC form will be generated. Refer to Printing 1099 Forms 282 for more information.
- **Debit (Expense) Account and Credit (Bank) Account**. Enter the default expense and bank accounts to use when recording invoices and checks for this vendor. Click the Lookup button or press F2 to select the desired account. Use the Add Account button to add a new expense account, if necessary.
- **Default Description**. Enter default Line Descriptions to be used in future transactions.

## Notes

***The following information is displayed on the Notes tab:***

- **Short Note**. Enter text that you wish to appear in the Vendor Directory and at the bottom of Vendor Lookup lists.
- **Add Time Stamp**. Click this button to insert a date and time entry in the Notes field.

- **Notes**. This is an unlimited notes field. Use with the Time Stamp button above to keep a dated journal of vendor contact. Click the Spell Check button before saving changes.

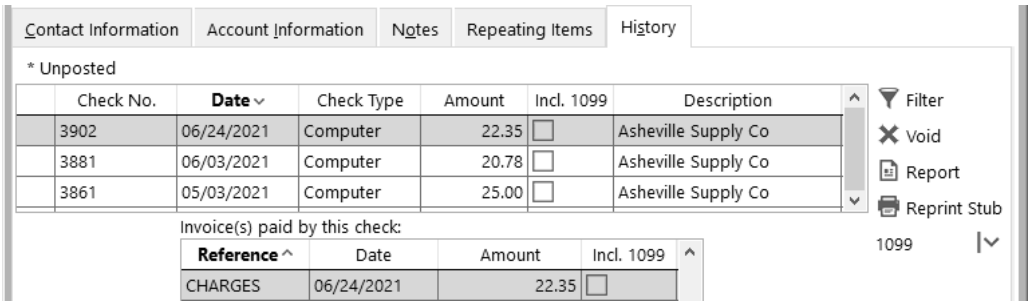
## Repeating Items

The Repeating Items tab shows a list of repeating invoices or manual checks that have been added for this vendor. Refer to Repeating Items 278 for more information.

Use the Add, Edit, or Delete Repeating buttons to maintain the list of repeating items. Click Release Repeating to open the Release Repeating Items form. Refer to Releasing Repeating Items 281 for more information.

## History

Using the History tab, you can review the payments made to any vendor including each invoice paid, repeating items, manual checks, and computer checks. Open/unposted items are designated with an asterisk (*) in the far left column. You can void a single check and control whether individual items are to be included on form 1099-MISC/NEC.




The list at the top of the screen shows payments made to this vendor. Selecting a computer check from this list shows the invoice(s) paid by this check in the list below. In the case of a manual check, there is no invoice and the list below is grayed out/disabled.

To toggle an individual invoice's 1099 status, click the check box in the list at the bottom of the screen. Checks in the list at the top of the screen also have check boxes that can be toggled to include or exclude the transaction from this vendor's 1099 forms.

- **Filter**. Click this button to limit the display to a selected range of dates.

- **Report**. Select a check and click this button to print a Payment Details report, which shows the check and invoice(s), including the accounting transaction detail. This is the equivalent of the Selected Paid Items report.
- **Reprint Stub**. Select a check in the list and click this button to reprint the check stub on plain paper. This will work for both manual and computer checks.
- **1099**. Click this button to include all of this vendor's transactions on the 1099-MISC/NEC form.

Click the Add an Invoice, Add a Manual Check, or Print a Quick Check buttons to launch the appropriate form.

***To void a single check:***

1. **Select the transaction that you wish to void in the payments grid at the top of the screen.**
2. **Click the Void button.** If the selected check has previously been voided, PowerChurch Plus will display a warning.
3. **Check the Reissue Check option if you wish to issue a new check to replace the voided transaction.** This option can be used if the vendor has lost the original check and needs a replacement check to be issued.

   ***Note:*** *The new check and the void will share the same date.*
4. **If you would like to print a computer check, check the Print Check option.** Otherwise, the transaction will be recorded as a manual check. Enter the check number in the field provided.
5. **Click OK.**

## *Adding Vendor Records*

***To create a new vendor record:***

1. **Click Add at the top of the screen.**
2. **Enter the appropriate information on each tab.** Not all fields are required when adding a vendor. You can come back later and fill in more details.
3. **Click Save.**

***Note:*** *Various screens in Accounts Payable allow you to add a vendor on the fly. Simply click the Add Vendor button next to a Vendor ID field. Each screen is documented accordingly in this manual.*

# *Importing Vendor Records*

You can import vendor records from a CSV (Comma Separated Values) file by going to ***Accounting > Accounts Payable > Setup > Import Vendor Records***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Vendor ID | Character/6 | Required: Unique ID for this vendor |
| Vendor Name/DBA | Character/45 | Required |
| Vendor Type | Character/25 | Utilities, Taxes, Maintenance, etc. |
| Corporate Name | Character/45 | Only needed if different than Vendor Name/DBA |
| Contact Person | Character/45 | |
| Address 1 | Character/45 | |
| Address 2 | Character/45 | |
| City | Character/25 | |
| State/Province | Character/2 | |
| ZIP/Postal Code | Character/10 | |
| Country | Character/30 | Only needed if the vendor is in a different country |
| Business Phone | Character/20 | |
| Business Fax | Character/20 | |
| Mobile Phone | Character/20 | |
| Home Phone | Character/20 | |
| Email | Character/60 | |
| Website | Character/60 | |
| Account Number | Character/50 | Your account number with this vendor |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Fields in your import file that are empty will still need to be present in the file structure. Click the  Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**
3. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**
4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this box is checked. If you are unsure, look at the contents of the file before choosing.

5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the gray text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

# Reassigning a Vendor ID

The Reassign Vendor ID utility allows you to change a vendor ID. It can also be used to combine multiple vendors together, in the event of duplicate vendors or companies merging.

***To change a vendor ID:***

1. **From the Accounting menu, choose Accounts Payable, Setup, then Reassign Vendor ID.**
2. **Enter the existing Vendor ID in the Current ID field, or click the Lookup button.**
3. **In the New ID field:**
   - Enter a Vendor ID that is not currently being used to simply change the Vendor ID.
   - Enter an existing Vendor ID, or click the Lookup button to combine two vendor records together.
4. **Click OK.**

All data for the existing vendor will be changed to reflect the new Vendor ID.

# Invoices

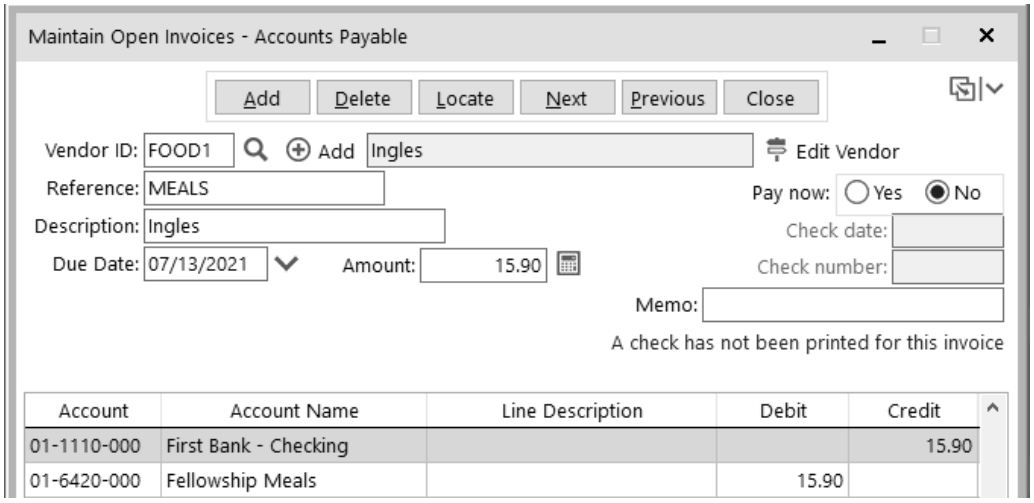
The Accounts Payable module is traditionally where you record invoices due for payment and where you print the checks that pay them. The process is:

1. **Enter invoices in the Maintain Open Invoices dialog.**
2. **Print the checks.**
3. **Post the transactions.**

If you are not printing computer checks, do not enter invoices. Skip ahead to Maintain Manual Checks 273.

## *Entering Invoices*

Before you can print a check, you must first enter an invoice. Alternatively, you can skip this step and enter invoice information directly on the Quick Check 270 screen.




***To add invoices for payment:***

1. **From the Accounting menu, choose Accounts Payable, then Maintain Open Invoices.**
2. **Click Add, then enter the following items at the top of the screen:**
   - **Vendor ID**. Enter the six-character ID code that identifies this vendor, or click the Lookup button or press F2 to select from a list.
   - **Add Vendor**. Click the Add button to add a new vendor.
   - **Edit Vendor**. Select a vendor, then click the Edit Vendor button to open the Maintain Vendor Records screen.
   - **Reference**. Enter a brief description to help identify the invoice (e.g. the invoice number or statement date.) PowerChurch Plus prints this information on check stubs.

     ***Note:*** *This is not the check number. The check number will be assigned automatically at the time of printing checks.*

- **1099**. Check this option to include this payment on the 1099-MISC/NEC form. This check box only appears if the vendor is designated to receive a 1099 on the Maintain Vendor Records 257 screen.
- **Description**. PowerChurch Plus automatically displays the vendor's name here and transfers the description to Fund Accounting in the Transaction Description field when transactions are posted. ***Note:*** *If you change this description to something other than the vendor name, the resulting transaction in Fund Accounting will have no reference to which vendor the payment was for.*
- **Due Date**. Enter the date the payment is due.
- **Amount**. Enter the dollar amount of the invoice. If you are tracking reclaimable sales tax, PowerChurch Plus will prompt for the amount of tax paid (refer to Tracking Reclaimable Sales Tax, GST, or VAT 267.) For a credit memo, enter the amount as a negative number.
- **Calculator**. Click the Calculator button to open a calculator.
- **Pay Now**. When you Print Checks in Accounts Payable, the first step shows a list of invoices with check boxes, allowing you to choose which ones you would like to pay. When this field is set to Yes, this invoice will be checked automatically in that list.
- **Check Date and Check Number**. These fields are empty when an invoice is first entered. After a check has been printed to pay this invoice, PowerChurch Plus will automatically display that information here.
- **View Check button**. If a check has been printed for the invoice, you can click this button to open the Maintain Printed Checks 272 dialog for this check.
- **Memo**. Enter an account number or other information to be printed on the Memo line on the check. You can define a default value to be used for this vendor on the Maintain Vendor Records 259 screen.

3. **Enter transaction details for this invoice.** You can enter as many detail lines for each invoice as necessary. The information entered in the transaction lines will be used to create the Fund Accounting transaction after the check is printed and posted. Use the Add New Line and Delete Line buttons if necessary.
   - **Account and Account Name**. If necessary, enter an account number or press F2 to select from a list.
   - **Line Description**. Enter a description for each transaction detail line.
   - **Debits and Credits**. When you entered the dollar amount for this invoice, PowerChurch Plus automatically generated the distribution, based on the information recorded in the Maintain Vendor Records dialog.
   - **Notes**. You may enter an unlimited amount of text describing the transaction. Click the Spell Check button to spell check the notes.
4. **Release Restricted Funds.** Click the Release Restricted Funds button if you are using restricted money to pay all or part of this invoice.

5. **Click Save.**

### *Convert an invoice to a manual check*

If you would like to change the current invoice to a manual check, click the Convert to a Manual Check button at the top right of the screen.

When the process is complete, you will find the newly created manual check on the Maintain Manual Checks 273 screen.

***Note:*** *An invoice cannot be converted to a manual check if a check has already been printed to pay the invoice.*

## *Tracking Reclaimable Sales Tax, GST, or VAT*

In Canada and some US states, nonprofit organizations can file to reclaim all or some of the sales taxes it pays. PowerChurch Plus can automatically track and report the amount of reclaimable tax you pay. Each time you add an invoice, PowerChurch Plus will prompt you for the amount of sales tax paid. After you type the amount of tax paid, PowerChurch Plus will add a line for the reclaimable tax to the distribution list. The Accounting Fund number that is used for the default credit account will also be used for the reclaimable tax account.

***To reclaim sales taxes:***

1. **Add a taxes receivable Asset account for GST and PST to the Chart of Accounts.** For more details, refer to Modifying Your Chart of Accounts 225.
2. **From the File menu, choose Preferences, then Accounting Setup.** Alternatively, this can be found under ***Accounting > Accounts Payable > Setup > Accounting Setup***.
3. **Click the Accounts Payable tab and enter the necessary percentages and accounts.** Refer to Setting Up Accounts Payable Options 256 for more information.

## *Authorizing Invoices for Payment*

Many organizations enter all invoices when they arrive, but prefer to postpone printing the checks until shortly before they are due.

***Note:*** *Newer versions of PowerChurch Plus prompt each time you print checks, allowing you to select which invoices you wish to pay at that point. This method of setting the Pay*

*Now option has carried over from previous versions of the software, but can still be useful in some situations.*

- For individual invoices, open the invoice on the Maintain Open Invoices dialog and select the Pay Now: Yes option.
- For invoices that can be selected in groups based on due date, reference, or priority, follow the procedure below.

***To authorize multiple invoices for payment:***

1. **From the Accounting menu, choose Accounts Payable, then Authorize Selected Payments.**
2. **Select Authorize invoices, then click Next.**
   - **Due date range**. Select invoices which are due within the specified date range.
   - **Reference range**. Select invoices whose references fall within the specified range.
   - **Vendor priority range**. Select invoices based on the vendor's priority.
3. **Specify the selection criteria, then click OK.**
4. **PowerChurch Plus will include the selected invoices next time you print checks.**

# Checks

The Accounts Payable module tracks both computer (printed) checks and manual payments (handwritten checks or other direct/online payments.)

## Printing Checks

The following topics discuss the different methods of printing checks in PowerChurch Plus. Refer to Checks 442 for setting the default check format. Once the default check format is set, you do not have to change it again.

### Pay Open Invoices

Each time you pay open invoices, PowerChurch Plus will display a list of all open invoices that have not yet been paid. To the left of each of these invoices is a check box. The checked or unchecked status is pulled from the Pay Now: Yes/No setting on the Maintain Open Invoices screen.

If there are invoices checked that you do not wish to pay, simply uncheck the box. Only invoices that are checked will be paid. Before you print checks, you should release any auto-repeating items that are ready for payment. Refer to Releasing Repeating Items 281 for more information.

***Note:*** *If there is more than one invoice due for a vendor, PowerChurch Plus prints one check to pay all of the vendor's invoices by default. You can change this behavior by unchecking the Combine Invoices for This Vendor When Printing Checks setting on the Maintain Vendor Records 257 screen.*

***To print checks to pay open invoices:***

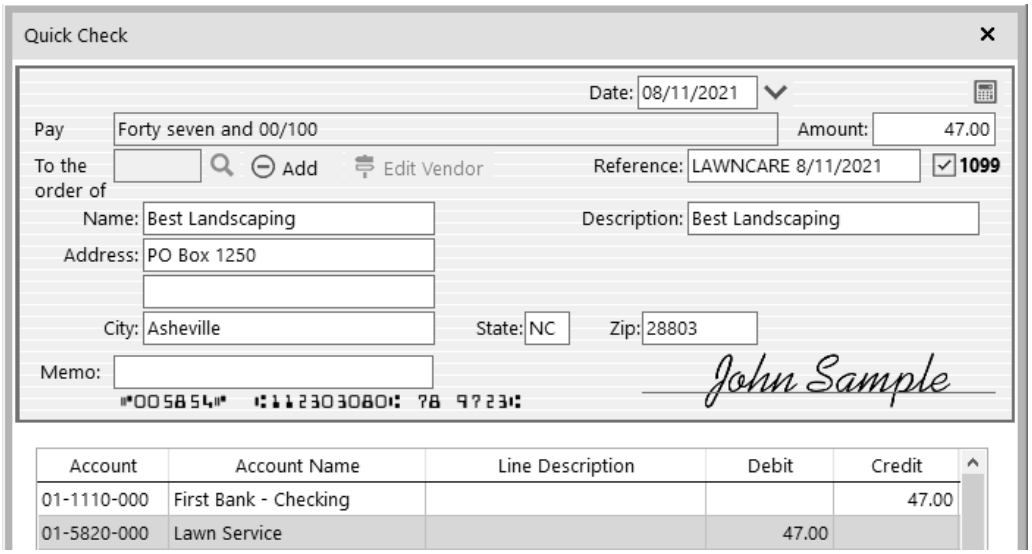
1. **From the Accounting menu, choose Accounts Payable, Print Checks, then Pay Open Invoices.**
2. **Select Invoices for Payment.** Place check marks next to each of the invoices that you wish to pay. Use the ☑ All or ☐ None buttons to make the selection easier. After selecting the invoices you would like to pay, optionally click the Print Mailing Labels button if you would like to print mailing labels for the vendors. Click OK.
3. **Enter the following information on the Check Options form:**
   - **Selected Printer**. Click the Change button to select a different printer to use.
   - **Type of Checks**. Select the type of check you are using.
   - **Date for Checks**. Enter the date of payment.
   - **First Check Number**. Enter the pre-printed number on the first check form loaded in the printer. PowerChurch will automatically fill in the next check number for you, based on the last time checks were printed from this account in Accounts Payable or Payroll. Make a change to this number if necessary.
   - **Number of Checks**. PowerChurch Plus automatically calculates the number of checks you will be printing as a reminder to be sure there are enough check forms loaded in the printer.
4. **When you are ready to print the checks, click OK on the Check Options dialog.** PowerChurch Plus will print the checks, and then ask if you need to reprint any checks.
5. **Reprint any unusable checks.** If you need to reprint any checks, click Yes and PowerChurch Plus will display the list of printed checks. Select the first check that needs to be reprinted, then select one of the following options for reprinting, and click OK.
   - **Reprint only the selected check**. Prints only one check.
   - **Start reprinting at selected check**. Prints the selected check and all following. PowerChurch Plus will display the Check Options dialog again. Change the settings if necessary, then click OK to reprint the checks. Examine the printed

checks. You can reprint as many times as necessary. A record for each computer generated check can be viewed under the Maintain Printed Checks 272 screen.

The invoice record under the Maintain Open Invoices screen will display the corresponding check number and date. If the checks you have printed are correct, you are then ready to Post Checks 278.

## *Quick Check*

To quickly print a check without first creating a vendor record or adding an invoice, go to ***Accounting > Accounts Payable > Print Checks > Quick Check***. You will notice that this screen does not have the usual navigation buttons at the top. Using the information entered on this screen, PowerChurch will automatically create the entries to complete the transaction (vendor, invoice, and computer check) as needed.




***To print a Quick Check:***

1. **Enter the following information:**
   - **Date**. This will be the date printed on the check and the transaction date in Fund Accounting. PowerChurch fills in today's date by default.
   - **Amount**. Enter the amount of the check to print.
   - **To the Order Of**. Enter the Vendor ID or click the Lookup button to browse to an existing vendor. Alternatively, click the Add button next to the Vendor ID field and type in the vendor's name and address in the fields provided.

***Note:*** *The vendor information you enter will be saved in your vendor list for future use. If an existing vendor is found that matches the information added here, PowerChurch will automatically update the Vendor ID to reference the existing vendor record.*

- **Reference**. Enter a brief description to help identify the invoice (e.g. the invoice number or statement date.) PowerChurch Plus prints this information on the check stubs.
- **Description**. When using an established Vendor ID, PowerChurch Plus automatically enters the vendor's name in this field. This description is transferred to Fund Accounting when transactions are posted. You can change this description, if needed. ***Note:*** *If you change the description to something other than the vendor name, the resulting Fund Accounting transaction will not have a reference to which vendor was paid.*
- **1099**. Check this option if this transaction should be included on the vendor's 1099-MISC/NEC form at the end of the year.
- **Memo**. If you would like to list something in the Memo line on the check, enter it here.
- **Calculator**. Click the Calculator button to open a calculator.

2. **Enter the following information below the check face:**
   - **Transaction lines**. This area works exactly like it does on the Maintain Open Invoices 265 dialog. Use the Add New Line and Delete Line buttons if necessary. If you selected an existing vendor and that vendor record has default debit and credit accounts assigned, the transaction detail grid will be filled in automatically with debits and credits for the amount entered above. Otherwise, the default checking account will entered with a credit amount. For more information about assigning default accounts to existing vendors, refer to Maintain Vendor Records - Account Information 259 tab.
   - **Release Restricted Funds button**. Click this button if this check uses restricted money. PowerChurch Plus will ask you for the fund containing the money to use, the amount of the check to pay with restricted money, and any notes you wish to record about the transaction.
   - **Notes**. You may enter an unlimited amount of text describing the check. Click the Spell Check button to spell check the notes.
3. **When all the required information has been completed, the Print button at the bottom right will be enabled.** Click this to continue to the next step.
4. **Refer to steps 3 and higher in the previous topic for details about the rest of the process.**

When the check has been printed, you will find an entry on the Maintain Printed Checks 272 screen as well as an entry on the Maintain Open Invoices 264 screen. If you

chose to add a new vendor, you will also find a new entry on the Maintain Vendor Records 257 screen.

## Reprinting Checks

PowerChurch Plus gives you the opportunity to reprint checks immediately after printing, as explained in previous topics. However, if you miss this opportunity you can still reprint the check at any time before posting.

***To reprint checks:***

1. **From the Accounting menu, choose Accounts Payable, then Maintain Printed Checks.**
2. **Delete the checks you want to reprint.**
3. **Print checks again as described in the previous topics.**

***Note:*** *If you delete a check that was originally entered on the Quick Check screen, the invoice that was created automatically will also be deleted.*

## Print Account Info on Check Stubs

Optionally, you can choose to print account distributions on the bottom check stub. This will only work with check layouts that have two stubs.

***To include account distributions on check stubs:***

1. **From the File menu, choose Preferences, then Accounting Setup.** Alternatively, this can be found under ***Accounting > Accounts Payable > Setup > Accounting Setup*.**
2. **Click the Accounts Payable tab.**
3. **Check the box that reads Print Account Distribution on Bottom Check Stub.**
4. **Click OK.**

## Maintain Printed Checks

You can view the checks you have printed and change the check numbers if necessary prior to posting. This screen can be found under ***Accounting > Accounts Payable > Maintain Printed Checks***.

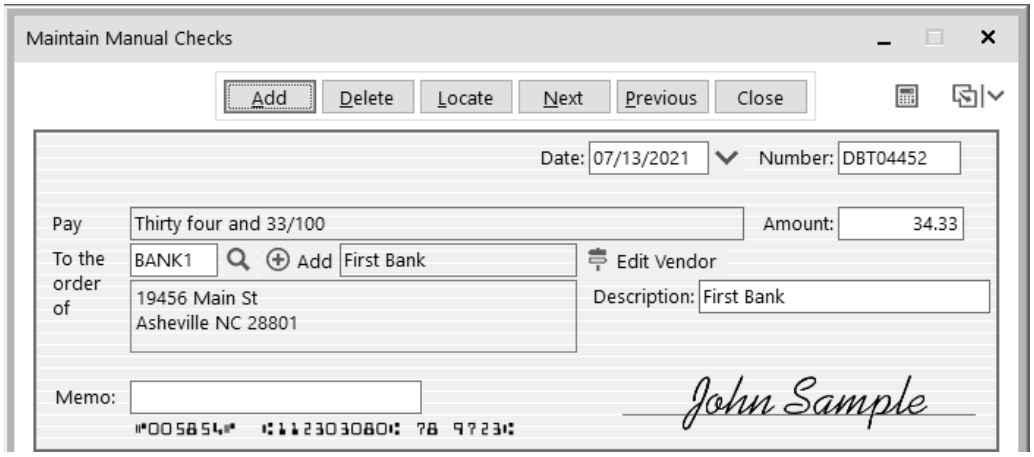
***To view printed checks before posting:***

1. **Make any necessary changes to the check number or Post Now option.**
   - **Check Number**. You may need to change the check number if the computer-generated check number does not match the check number pre-printed on the check stock. This could happen if the starting check number at the beginning of the check printing process was entered incorrectly, if the printer is set to print in reverse order, or if the checks were loaded into the printer out of numerical order.
   - **Post Now**. When you Post Accounts Payable, the first step shows a list of payments with check boxes, allowing you to choose which ones you would like to post. When this field is set to Yes, this payment will be checked automatically in that list.

   ***Note:*** *Click the Edit Vendor button to jump to the Maintain Vendor Records screen.*
2. **Click Save to save any changes. Click Close to exit.**

## *Maintain Manual Checks*

From time-to-time, you will likely need to record a check that you have written by hand or a payment that was made online or via ACH. Manual checks are used for any payment that is not a printed check. This screen can be found under ***Accounting > Accounts Payable > Maintain Manual Checks***.



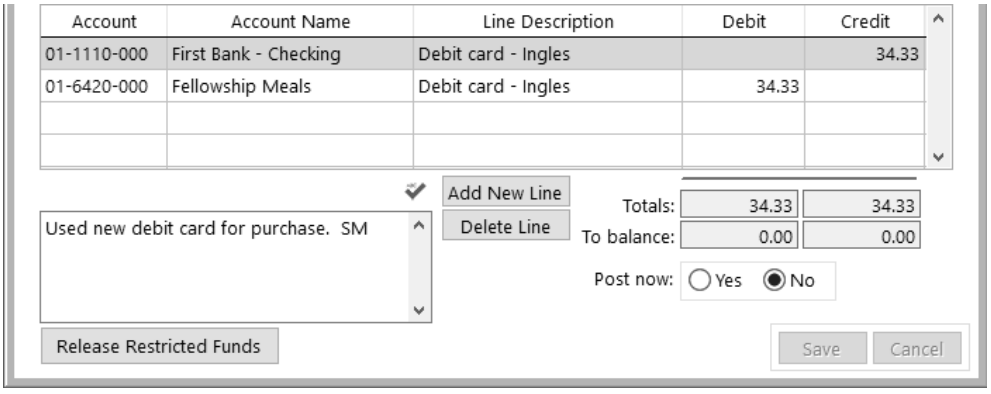

***To record a manual check:***

1. **Click Add, then enter the following items on the check face.**

- **Date**. Enter the date the check was written.
- **Number**. Enter the check number of the handwritten check or assign an alpha-numeric reference for debit card or other electronic transactions.
- **Amount**. Enter the amount of the check written. PowerChurch Plus will automatically spell out this amount in the Pay field to the left.
- **To the Order Of**. Enter a valid Vendor ID, or click the Lookup button or press F2 to select the Vendor ID from a list. PowerChurch Plus will automatically display the vendor's name in the field to the right and the vendor's address in the field below (if applicable.) Click the Add button to add a new vendor, or use the Vendor ID *MISC* (defined by PowerChurch Plus.) This can be used to enter a handwritten check when you do not want to create a permanent vendor record. For example, you might use MISC if you write a manual check to a vendor from whom you will only purchase from once. The vendor's name can be entered in the Description field.

  ***Note:*** *Accounts Payable transactions for this miscellaneous vendor cannot be included on 1099-MISC/NEC forms. Also, detailed reports of these checks by the Pay To: name will not be available, as they are for actual vendor records.*
- **Edit Vendor**. Click this button to open the Maintain Vendor Records screen.
- **Description**. When using an established Vendor ID, PowerChurch Plus automatically enters the vendor's name in this field. This description is transferred to Fund Accounting when transactions are posted. You can change this description, if needed. ***Note:*** *If you change the description to something other than the vendor's name, the resulting Fund Accounting transaction will not have a reference to the vendor that was paid.*
- **Calculator**. Click the Calculator button to open a calculator.

2. **Enter the following items below the check face.**



- **Transaction lines**. This area works exactly like it does on the Maintain Open Invoices 265 dialog. Use the Add New Line and Delete Line buttons if necessary.
- **Release Restricted Funds button**. Click this button if this check uses restricted money. PowerChurch Plus will ask which donor restriction to release from, the amount of the check to pay with restricted money, and any notes you wish to record about the transaction.
- **Post now**. When you Post Accounts Payable, the first step shows a list of payments with check boxes, allowing you to choose which ones you would like to post. When this field is set to Yes, this payment will be checked automatically in that list.
- **1099**. Check this option to include this payment on the vendor's 1099-MISC/NEC form. This check box is available only if the vendor is designated to receive a 1099 on the Maintain Vendor Records 257 dialog.
- **Notes**. You may enter an unlimited amount of text describing the check. Click the Spell Check button before saving changes.

3. **Click Save.**
4. **Continue adding manual checks, then when finished, click Close.**

### *Convert a Manual Check to an Invoice*

If you would like to change the current manual check to an invoice, click the Convert to an Open Invoice button at the top right of the screen.

When the process is complete, you will find the newly created invoice on the Maintain Open Invoices 265 screen.

## *Voiding Checks*

Occasionally, a check will be damaged in the printer or a data entry error is made on the invoice, causing the check to be printed for the wrong amount or the wrong vendor. To fix this, the original check will be discarded and either reprinted or rewritten. The replacement check will have a new number, but you will probably need to keep track of the old check number as well. PowerChurch Plus does this by voiding the check.

When voiding a check, PowerChurch Plus creates a new transaction that is a reversal of the original check. It does not remove the original check. Once posted, the voided check with the reversing transaction appears on the appropriate accounting reports. You can void checks both before and after posting.

***Note:*** *A warning will be displayed if you attempt to void a check that has previously been voided.*

***The reversing transaction that PowerChurch Plus creates looks like this:***

- The check number of the reversing transaction is set to the original check number followed by the word VOID (for example, 1500-VOID.)
- The Amount field shows the negative of the original check amount (for example, -100.00.)
- The debits and credits in the transaction detail are the opposite of those in the original check.

***To void an Accounts Payable check:***

1. **From the Accounting menu, choose Accounts Payable, then Void a Check.**
2. **Enter a range of dates, check numbers, and/or select a vendor and click Next.**
3. **A list of checks that match your selections is displayed.** Select a check in the list at the top of the screen and if it is a computer check, the invoice(s) paid by that check will be displayed in the list below. Click the Report button to view the Payment Details report, which includes the debit and credit information of the selected transaction.
4. **Place check marks in the Void column of the list at the top of the screen to select the check(s) you wish to void and click Next.**
5. **PowerChurch Plus will display the selected check(s) for confirmation.**
6. **Click Finish to void the check(s), then click Close.**

***Note:*** *You can also void a check on the History 261 tab of the Maintain Vendor Records screen.*

## *Voiding an Unissued Check Number*

If a pre-printed check is damaged or improperly printed, you might want to void the unissued check number, to ensure there are no misunderstandings about where the check is.

***To void an unissued check number:***

1. **From the Accounting menu, choose Accounts Payable, then Maintain Manual Checks.**

2. **Click Add and make the following entries:**
   - The Date defaults to today's date. Enter a different date, if necessary.
   - In the Check Number field, enter the check number followed by VOID (for example, 3003-VOID.)
   - In the Amount field, enter 0.00.
   - In the To The Order Of field, enter VOID.
   - The first item in the Account field should be the default bank account number. You can change the account number if needed.
3. **Click Save.**

After you post the item from Accounts Payable and then Fund Accounting, the void appears on your Check Register report and Reconcile Bank Accounts screen as a $0 check.

## *Authorizing Selected Checks for Posting*

***Note:*** *Newer versions of PowerChurch Plus prompt each time you post, allowing you to select which checks you wish to post at that point. This method of setting the Post Now option has carried over from previous versions of the software and is no longer necessary.*

- For individual checks, open the appropriate dialog and select the Post Now: Yes radio button. For handwritten checks or other payments, use the Maintain Manual Checks screen described in Maintain Manual Checks 273. For computer generated checks, use the Maintain Printed Checks 272 screen.
- For checks that can be selected in groups based on check date or number, follow the procedure below.

***To authorize multiple checks for posting:***

1. **From the Accounting menu, choose Accounts Payable, then Authorize Selected Payments.** PowerChurch Plus will ask you whether to authorize invoices or checks.
2. **Select Authorize Checks, then click Next.** PowerChurch Plus will ask you for the selection criteria:
   - **Check Date range**. Select checks which were printed within the specified date range.
   - **Check Number range**. Select checks whose numbers fall within the specified range.
3. **Specify the selection criteria, then click OK.**

4. **PowerChurch Plus will include the selected checks the next time you Post Accounts Payable.**

## *Posting Accounts Payable*

After processing checks, you must post and finalize the transactions. Otherwise, the details of the transactions will not be viewable on most reports. When you choose to post Accounts Payable entries, PowerChurch Plus displays a list of all open manual and computer checks that are waiting to be posted. There is a check box displayed to the left of each transaction. The checked or unchecked status of each transaction is pulled from the Post Now: Yes/No setting on the Maintain Manual Checks and Maintain Printed Checks screens.

***To post payments in Accounts Payable:***

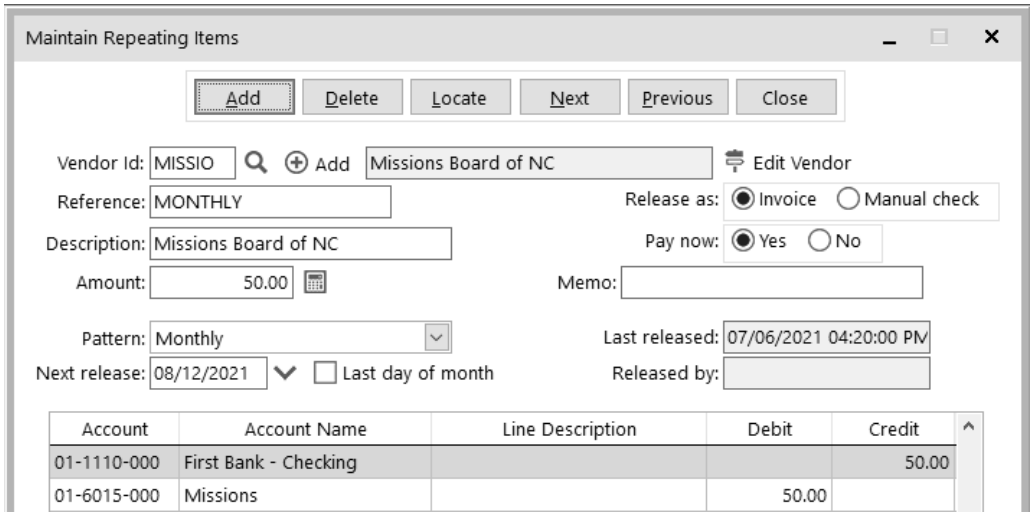
1. **From the Accounting menu, choose Accounts Payable, then Post Accounts Payable.**
2. **Select Checks to Post.** Place a check mark next to each of the payments that you wish to post. Use the ☑ All or ☐ None buttons to make the selection easier.
3. **Click OK.**

After posting checks in Accounts Payable, you will find new unposted transactions in Fund Accounting.

# *Repeating Items*

If you make payments that occur every month or some other recurring schedule, you only need to enter their details once. Then, when you are ready to make the payments, simply release the repeating items.

***Note:*** *PowerChurch Plus will not print a check until you release the item for payment.*




# *Adding Repeating Items*

***To set up repeating items:***

1. **From the Accounting menu, choose Accounts Payable, Repeating Items, then Maintain Repeating Items.** Alternatively, you can add repeating items for a particular vendor on the Maintain Vendor Records screen. Refer to Repeating Items 261 for more information.
2. **Click the Add button and enter the following items:**
   - **Vendor ID**. Enter the six-character ID code that identifies this vendor, or click the Lookup button or press F2 to select from a list.
   - **Add**. Click this button to add a new vendor on the fly.
   - **Edit Vendor**. Click this after selecting a vendor to open the Maintain Vendor Records screen.
   - **Reference**. Enter a brief description to help identify the invoice or manual check. PowerChurch Plus prints this information on check stubs.
   - **Description**. PowerChurch Plus automatically displays the vendor's name here and transfers the description to Fund Accounting when transactions are posted. You can change the description, if needed. ***Note:*** *If you change the description to something other than the vendor name, the resulting transaction in Fund Accounting will not have a reference to the vendor that was paid.*
   - **Amount**. Enter the dollar amount of the invoice. If you are tracking reclaimable sales tax, PowerChurch Plus will ask you for the amount of tax paid (refer to Tracking Reclaimable Sales Tax, GST, or VAT 267.)

***Note:*** *When recording a credit memo, enter the amount as a negative number.*

- **Calculator**. Click the Calculator button to open a calculator.
- **Pattern**. Choose the appropriate frequency of occurrences, such as Weekly, Monthly, or Yearly.
- **Last Day of Month**. For monthly repeating items, the Last Day of Month option box will appear, allowing for months with a fluctuating number of days.
- **Next Release**. Enter the date of the next release of this repeating item. The next date will be calculated automatically once the transaction has been released for the first time.
- **1099**. Check this box to include this payment on the vendor's 1099-MISC/NEC form. This check box only appears if the vendor is designated to receive a 1099 on the Maintain Vendor Records 257 screen.
- **Release As**. Entries can be released as an invoice or manual check. If you select Invoice, when the entry is released, it will be added as an open item in Maintain Open Invoices. If you select Manual Check, the released entry is added into the Maintain Manual Checks screen.
- **Pay Now/Post Now**. When you Print Checks or Post Accounts Payable, a list of invoices or checks are shown with check boxes, allowing you to choose which ones you would like to pay or post. If this field is set to Yes, this invoice or manual check will be selected in that list automatically.
- **Memo**. Enter an account number or other information to be printed on the Memo line on the check. You can define a default value to be used for this vendor on the Maintain Vendor Records 259 screen.
- **Transaction lines**. This area works exactly like it does on the Maintain Open Invoices 265 dialog. Use the Add New Line and Delete Line buttons if necessary. PowerChurch Plus will automatically retrieve and display the default account information recorded in the Maintain Vendor Records dialog.
- **Notes**. Enter a note about this transaction, if necessary. The note will appear on the invoice or manual check each time it is released. Click the Spell Check button to spell check the notes.
- **Release Restricted Funds button**. Click this button if this transaction uses restricted money when payment is made. PowerChurch Plus will ask you for the donor restriction to release from, the amount of the check to pay with restricted money, and any notes you wish to record about the transaction.

3. **Click Save.**

Continue entering transactions as needed, then click Close when you are finished.

## *Releasing Repeating Items*

Repeating items aren't created automatically on a schedule. The process to create the transactions each month (or other recurring period) is called Releasing the Repeating Items.

***To release repeating items:***

1. **From the Accounting menu, choose Accounts Payable, Repeating Items, then Release Repeating Items.**
2. **Specify a range of Next Release Dates.**
3. **Select the repeating item types that you wish to process: Invoices and/or Manual Checks.**
4. **Select which frequencies of repeating items you wish to release.** Use the ☑ All or ☐ None buttons to assist the selection process, if necessary.
5. **Click Next.**
6. **A list of repeating items that match your selections on the previous steps are displayed.** Check the boxes to the left of each item listed to include or exclude them from processing. Use the ☑ All or ☐ None buttons to assist the selection process, if necessary.
7. **Click Finish.**

# *Accounts Payable Reports*

The Accounts Payable module includes the following predefined reports, which can be found under ***Accounting > Accounts Payable > Reports - Accounts Payable***.

- **1099 Vendor List**. Displays vendor ID, name, 1099 type, and total vendor activity for a specified date range. Use this to verify vendor information before printing 1099-MISC forms.
- **Cash Requirements**. Displays vendor ID, reference number, type, date, pay now (Y/N), amount, and description of open Accounts Payable items that are due before the defined date. Also shows the total cash needed to pay these items. Use this to help manage available cash, or plan transfers from savings.
- **Open (unposted) Items**. Displays vendor ID, reference number, type, date, pay now (Y/N), amount, and description of unposted Accounts Payable items. Use this to verify the accuracy of open A/P items before printing or posting.
- **Repeating Items**. Displays vendor ID, name, reference, amount, and description of all Accounts Payable auto-repeating items.

- **Selected Paid Items**. Displays vendor ID, reference number, type, amounts, date, and description of posted Accounts Payable items. Use this to view the details of A/P items from previous periods.
- **Vendor Accounts List**. Displays all information from Maintain Vendor Records for each vendor, including the assigned debit and credit accounts. Print this for a more detailed hard copy of vendor information for future reference.
- **Vendor Activity Summary**. Displays vendor ID, name, phone number, fax number, tax ID, and vendor type for each check written to a specified vendor, within the defined date range.
- **Vendor Directory**. Displays vendor ID, name, address, contact person, phone number, and fax number of all Accounts Payable vendors. Print this for a hard copy of vendor information for future reference.
- **Vendor List**. Displays vendor ID, name, 1099 status, active status, and last payment date. Use this to generate a list of vendors who receive a 1099, and are active or inactive

***Note:*** *Accounts Payable reports can also be accessed in the combined Accounting Reports screen, found at the bottom of the Accounting menu.*

# *Printing 1099 Forms*

The Accounts Payable module helps you at tax time by automatically preparing forms 1099-MISC, 1099-NEC, and 1096. PowerChurch Plus can print the information on pre-printed tax forms or they can be filed electronically.

***Note:*** *PowerChurch Plus only prints current year tax forms. The layout of the forms change from time to time. Verify that you have the latest Maintenance Release* 487 *installed in PowerChurch Plus to ensure that the right form layouts are used.*

- Refer to Adding Vendor Records 262 for information about designating vendors to receive a 1099-MISC/NEC form.
- Refer to Entering Invoices 265 for information about designating payments to be included on 1099-MISC/NEC forms.

***Note:*** *If you have converted your data from PowerChurch Plus Version 8 or prior, any prior payments made to a vendor will not be flagged to be included on form 1099-MISC/NEC. You can automatically set all payments in a vendor's history to be included on the 1099. Refer to the History Tab* 261 *on the Maintain Vendor Records screen for more information.*

The Print 1099-MISC/NEC assistant can be found under ***Accounting > Accounts Payable > Print 1099-MISC/NEC Forms***.

## Enter Payer's Information

- **Payer's Name and Contact Information**. Enter the church name and address, the contact person, email, phone, and fax.
- **Fed ID and State ID**. Enter these numbers once and PowerChurch Plus will remember them each time you print these forms.
- **Amount to Report**. PowerChurch Plus will only generate a 1099 form for vendors to whom you paid more than the amount entered here.
- **Print 1099s for Only Selected Vendors**. Check this option if you would like to select the vendors from a list.
- **Select Date Range for These Forms**. Select the range of dates that includes the information to be printed on the forms.

Click Next. If you are printing forms only for selected vendors, PowerChurch Plus will display the Select Vendors screen. Select the vendors whose forms you would like to print, then click Next.

## Recipient 1099 Information

If there are any vendors who will be receiving a 1099-MISC form, PowerChurch Plus will display a preview of the first form.

Use the buttons to the left of the preview window to review, delete, and manually create new 1099-MISC forms. You can also click inside a field and make changes to the amounts before printing.

Click Next.

If there are any vendors who will be receiving a 1099-NEC form, PowerChurch will display a preview of the first form.

Use the buttons to the left of the preview window to review, delete, and manually create new 1099-NEC forms. You can also click inside a field to make changes to the amounts before printing.

Click Next.

## 1096 Information

PowerChurch displays a preview of the first 1096 form. If you have both forms 1099-MISC and 1099-NEC to print, use the controls at the top of the screen to switch between the two. Most fields on the 1096 are not editable here, as the 1096 should report counts and totals from the 1099 forms you will be filing. The following fields are editable:

- **Box 1 Employer ID No**. By default, this will hold your church's Federal Employer ID Number.
- **Box 2 Social Security No**. If using the software as a sole proprietor or otherwise operating under an individual's Social Security Number instead of a Federal EIN, then clear out the Employer ID No. field and enter the SSN in Box 2 instead.

Click Next.

## Print/E-file 1099s

The final step has the 1099 and 1096 forms queued up and waiting to print. These forms are available from Dynamic Systems at (800) 782-2946 or online at www.dswebtoprint.com/powerchurch.

Under the 1099-MISC Forms heading, a note is displayed informing you of the number of forms (and pages) to insert into the printer. If you would like to test the layout of the 1099-MISC forms, click the Align Form button.

There are two modes of form alignment available. You can use the Move drop-down list to move either the Whole Form or an individual box on the 1099. Once you have made a selection, you can adjust it in any direction (using the arrow buttons on the screen) in increments set in the Adjust By drop-down list. Click the Apply button to save the adjustment.

The second option is Advanced mode, which allows you to use the Report Designer to directly manipulate the 1099 form. The Report Designer is the same utility used in the Custom Report Writer 467 and Custom Check/Custom Label layout processes.

Click the Reset Form button to move all form fields back to their default locations. The Print Test button allows you to print a sample form layout, with each field filled with Xs to visually inspect form alignment. Click Done when finished adjusting the form alignment.

Use the Align Form or Print 1099 Set buttons under the 1099-NEC Forms section to align forms and print the 1099-NEC forms.

Use the Align Form or Print 1096 buttons under the 1096 Form to align forms and print the 1096 forms.

Click the Print Mailing Labels button if you would like to print mailing labels for the vendors who will be receiving 1099 forms.

Click Finish to complete the assistant.

### *Electronic Filing of 1099s*

PowerChurch has integrated with a third party service which allows you to electronically file 1099 forms. This is a paid service and requires registering an account. For more details about the pricing and services available, visit powerchurch.nelcoportal.com.

Click the File Electronically button to transfer the 1099 information. This will launch your default web browser to the site linked above. There you can register an account or sign in after you have registered.

## *Deleting Old Vendor or Payment Data*

The files containing your paid items data can become quite large as transactions accumulate over time. If it gets too big, it may slow down daily report processing. PowerChurch Plus lets you delete out-of-date records to help keep this file from getting too large.

***Note:*** *Before you use this feature, be sure to create an Accounting Files backup. This gives you access to the data if you ever need it after you delete. For information on creating backups, refer to Backing Up and Restoring Data* 483.

***To delete old vendor or payment data:***

1. **From the Accounting menu, choose Accounts Payable, Setup, then Delete Old Data.** PowerChurch Plus will ask you which to delete: vendor or payment data:
   - **Vendor**. To delete vendors.

     ***Note:*** *When you delete vendors, PowerChurch Plus will also delete all transactions related to those vendors in the Accounts Payable module.*
   - **Payments**. To delete only payment data.
2. **Click either Vendor or Payments, and PowerChurch Plus will ask you for the applicable dates.**

- **Vendor**. Enter the Last Buy Date prior to which all vendor information will be deleted. PowerChurch Plus will delete all vendors with whom you have not done business since this date.
- **Payments**. Enter the range of dates to delete.

3. **Click OK to delete the data you specified.**

## Related Information

***The following menu options are covered later in this manual:***

- Mailing Labels 430
- Custom Reports 451

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# Accounts Receivable

The Accounts Receivable module is a cash-basis accounting system that produces invoices and receipts for non-contribution income such as room rentals, daycare tuition, and seminar fees.

## Setting Up Accounts Receivable

Before you begin using the Accounts Receivable module, it is a good idea to set a few things up. This will make data entry easier and customized to your church's specific needs. If you have not already done so, run the Accounting Setup Assistant 196.

The following topics cover the setup screens found under ***Accounting > Accounts Receivable > Setup.***

### Maintain Customer Types

The Customer Type field allows you to group similar customers and makes report selections easier. Some examples of possible Customer Types are Day Care and Room Rental.

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of Customer Types. When deleting a value, PowerChurch checks to see if it is currently in use. If the code value is assigned to a customer, you will be given the option of replacing it with a different code value. You can also add new Customer Types as you go on the Maintain Customers 288 screen.

## *Maintain Payment Methods*

Payment Methods represent the different types of physical or electronic currency that you accept for payment. Cash and Check are included by default and cannot be deleted.

***To add a new Payment Method:***

1. **Go to *Accounting > Accounts Receivable > Setup and choose Maintain Payment Methods*.**
2. **Click the Add button.**
3. **Enter a Description for the new Payment Method, such as Credit Card or Online.**
4. **Enter a Default Debit (Bank) Account.** If different types of payments are deposited into different bank accounts, you can simply change the Debit (Bank) Account field on each. This field is reflected in the Fund Accounting transaction that is created when posting payments. The Primary Checking Account is assigned by default.
5. **Click Save.**

## *Maintain Predefined Items*

Predefined Items can be used for things that are commonly billed, such as Room Rental or Weekly Tuition. It is not required that you set these items up in advance, but it can save time, ease the data entry process, and allows more consistent reporting.

***To add a new Predefined Item:***

1. **Go to *Accounting > Accounts Receivable > Setup and choose Maintain Predefined Items*.**
2. **Click the Add button.**
3. **Enter the following fields:**
   - **Item Code**. The Item Code can be used as a shortcut or keyword for the item, such as TUITION.
   - **Description**. This is the full text description of the item, such as Weekly Tuition.
   - **Default Credit (Income) Account**. When payments are applied to an invoice with this item, enter the type of income you would like to record in the Fund Accounting transaction that is created.
   - **Default Amount**. This is the amount that will be entered by default for this item.
4. **Click Save.**

The Last Used and No. Times Used fields at the bottom of the screen are updated automatically to help identify items that were never implemented or have since gone inactive.

# Maintain Customers

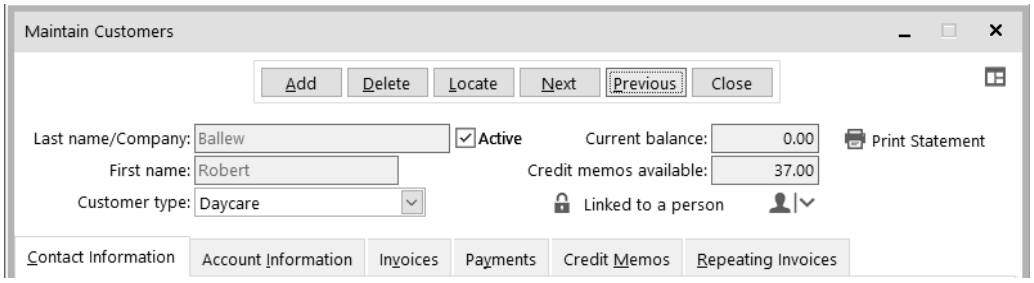
The Maintain Customers screen is the central data entry point for all of Accounts Receivable. Everything that you do in Accounts Receivable is tied to a customer. PowerChurch Plus stores contact and account information for each customer, as well as a history of their invoices, payments, and credit memos.

The Maintain Customers screen can be found under ***Accounting > Accounts Receivable > Maintain Customers***.

Use the navigation buttons across the top of the screen to view existing customers, or click the Navigation List button to show a list of all customers. Refer to Navigation List 31 for more information.

Some of your customers may already be listed in the Membership database. You can easily link an Accounts Receivable Customer to their Personal Profile record, rather than duplicating their contact information.

Click the Print Statement button to generate a year to date Account Statement report for this customer.




***To create a new customer:***

1. **Click Add.** If this customer already exists in the Membership database, click the Link to Membership button and choose the person from the Locate list that opens. Otherwise, enter the Last and First Name of the customer. If this is a company or other organization, enter the company name in the Last Name/Company field.
2. **Click OK.**

3. **The following information is shown at the top of the Maintain Customers screen:**
   - **Name**. The Last Name/Company and First Name can be modified here, or if this customer is linked to a person in the Membership database, the fields will be disabled.
   - **Active**. In the future, when this customer is no longer active, you can uncheck this option to make them inactive. This will remove them from customer lookup lists and will prevent them from being used in new invoices or payments.
   - **Customer Type**. The Customer Type field allows you to group customers and makes report selections easier. Select an existing Customer Type from the list, or choose <Add New Code> to add one on the fly.
   - **Current Balance**. This field is read only and displays any outstanding balance this customer may have from open invoices.
   - **Credit Memos Available**. This is also read only, showing the balance of credit memos waiting to be applied.
   - **Linked / Not Linked to a Person**. Click this button to link or unlink this customer from an existing person in the Membership database.
   - **View Family/Profile**. Click this button to view the Personal Profile the customer is linked to, or click the arrow on the right side of the button to choose between family and profile.
4. **The following information is displayed on the Contact Information tab:**
   - **Address, City, State/Province, and ZIP/Postal Code**. Enter the customer's address here, or if linked to an existing person in the Membership database, the fields will be grayed out/disabled.
   - **Map**. Click this button to open your selected internet mapping site in a web browser. You can choose the default mapping service on the User Setup Options screen.
   - **Contact**. If the customer is linked to an existing person in the Membership database, their phone numbers and/or email addresses are shown here. Select an item in the list and click the Edit button to open the appropriate Membership data entry screen. Select an email address and click the Send Email button to send the person an email.
   - **Phone/Email**. If the customer is not linked to an existing person in the Membership database, the phone number and email address can be recorded here. Click the Send Email button to send the person an email.
   - **Email Invoice**. Check this option if the customer prefers to have their invoices sent via email.
5. **The following information is displayed on the Account Information tab:**

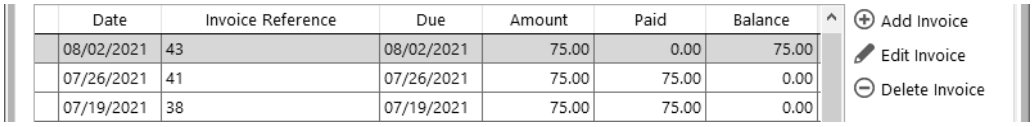
- **Due Days**. This number is used to determine the due date when creating a new invoice. A common entry is 30 days.
- **Last Invoice**. This field is read only and displays the date of the latest invoice issued.
- **Last Payment**. This is also read only, showing the date of the latest payment received.
- **Note**. Enter any notes you want to keep with this customer record. Click the Time Stamp button to add a date and time to your note. Use the Spell Check button as needed.

6. **Click Save.**

The following topics describe the information and controls found on the other tabs of this screen.

## *Invoices*

The Invoices tab displays a list of the selected customer's invoices. The invoice list shows Date, Invoice Reference, Due Date, Amount, Amount Paid, and Balance columns. The far left column will show a "V" for invoices that have been voided. The Notes field for the selected invoice is shown at the bottom of the screen.



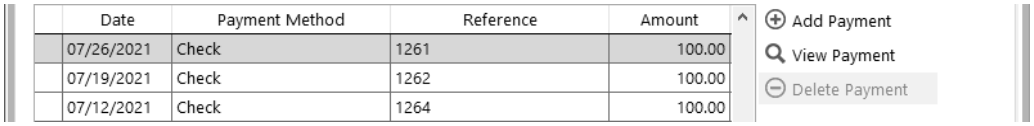

***The buttons on this tab do the following:***

- **Add Invoice**. Click this to add a new invoice. Refer to Adding/Editing Invoices 294 for more information.
- **Edit Invoice**. Select an invoice from the list and click this button to make changes. This button will be shown when the selected invoice can be edited. Refer to Adding/Editing Invoices 294 for more information.
- **View Invoice**. This button replaces the Edit Invoice if payments have been applied and posted to the selected invoice. Click this button to view invoice details.
- **Delete Invoice**. Select an invoice from the list and click this button to delete it. This button is visible when the invoice has no payments or credit memos applied.

- **Void Invoice**. Select an invoice from the list and click this button to void it. This button replaces Delete Invoice and is only visible when there are payments or credit memos applied to the invoice.
- **Copy Invoice**. If you would like to make a copy of the selected invoice, click this button. You will then be prompted for an Invoice Date and Reference, or check the Copy to Repeating Invoice option and it will instead prompt for Pattern and Next Release date.
- **Print Invoice**. You can print a copy of the selected invoice by clicking this button. If you need to print all open invoices, refer to Printing Invoices 298 instead.
- **Email Invoice**. To send a copy of the selected invoice via email, click this button. Refer to Email Functionality 413 for details.

## *Payments*

The Payments tab shows a list of payments received from the current customer. The payment list shows Payment Date, Payment Method, Reference, and Amount. An asterisk will show in the far left column if the payment is still unposted. The Notes field for the selected payment is shown at the bottom of the screen.




***The buttons on this tab do the following:***

- **Add Payment**. Click this to add a new payment. Refer to Adding/Editing Payments 298 for more information.
- **Edit Payment**. While a payment is still unposted, you can click this button to make changes. Refer to Adding/Editing Invoices 294 for more information.
- **View Payment**. After a payment has been posted, you can click this button to view the payment details.
- **Delete Payment**. Select an unposted payment from the list and click this button to delete it. If this button is grayed out/disabled, either the payment has already been posted, or your PowerChurch user account may not have Delete permissions in Accounts Receivable.
- **Reverse Payment**. Once a payment has been posted, to make corrections, you would click this button to reverse the payment. Once that has been done, if you need to create a corrected payment, click the Add Payment button.

## Credit Memos

Credit memos are used to account for money customers have overpaid on previous invoices. Credits can then be applied against future invoices, lowering the amount owed by the customer.

This tab shows a list of credit memos tied to this customer's account. The credit memos list shows Credit Memo Date, Account, Account Description, Amount, and Amount Remaining. The Notes field for the selected credit memo can be found at the bottom of the screen.

***The buttons on this tab do the following:***

- **Add Credit Memo**. Click this to add a new credit memo. You can also add a new credit memo at the time of entering a payment, if a customer overpaid the amount due on their account. Refer to Adding/Editing Credit Memos 301 for more information.
- **Apply Credit Memo**. To apply the selected credit memo to an invoice, click this button. If this is grayed out/disabled, there is no balance remaining on the selected credit memo. Refer to Applying Credit Memos 303 for more information.
- **Edit Credit Memo**. To make changes to the selected credit memo and its existing applications, click this button.
- **Delete Credit Memo**. Select a credit memo from the list and click this button to delete it. If this button is grayed out/disabled, either the credit memo has already been applied to an invoice and posted, or your PowerChurch user account may not have Delete permissions in Accounts Receivable.
- **Edit Notes**. To modify the Notes field on the selected credit memo, click this button.

## Repeating Invoices

If you have customers with recurring charges, such as daycare tuition or scheduled room rentals, PowerChurch allows you to easily record and process repeating invoices.

This tab shows a list of repeating invoices that have been defined for the current customer. The Detail grid at the bottom of the screen shows the invoice detail that is saved.

***The buttons on this tab do the following:***

- **Add Repeating**. Click this to add a new repeating invoice. Refer to Adding/Editing Repeating Invoices 304 for more information.
- **Edit Repeating**. To make changes to the selected repeating invoice, click this button. Refer to Adding/Editing Repeating Invoices 304 for more information.
- **Delete Repeating**. Select a repeating invoice from the list and click this button to delete it. If this button is grayed out/disabled, your PowerChurch user account may not have Delete permissions in Accounts Receivable.
- **Release Repeating**. To release an invoice for payment from the selected repeating invoice, click this button. You will be prompted for the Invoice Date and Reference of the invoice. If you need to release repeating invoices for multiple customers, refer to Release Repeating Invoices 305 for instruction.

# *Importing Customer Records*

You can import customer records from a CSV (Comma Separated Values) file by going to ***Accounting > Accounts Receivable > Setup > Import Customer Records***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Customer Type | Character/25 | |
| Last Name/Company | Character/25 | Required |
| First Name | Character/20 | |
| Address 1 | Character/45 | |
| Address 2 | Character/45 | |
| City | Character/25 | |
| State/Province | Character/2 | |
| ZIP/Postal Code | Character/10 | |
| Phone | Character/20 | |
| Email | Character/65 | |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Fields in your import file that are empty will still need to be present in the file structure. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**

3. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**
4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this option is checked. If you are unsure, look at the contents of the file before choosing.
5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the gray text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

# Merging Customers

If you need to combine two customers together, as in the case of duplicate customer records, there is a utility called Merge Customers. This will change all references in the Accounts Receivable transaction history from one customer to another.

***To merge two customers together:***

1. **Go to *Accounting* > *Accounts Receivable* > *Setup* > *Merge Customers*.**
2. **In the Merge field, click the Lookup button to select the customer from a list.** This customer will be moved into the customer selected in the next field.
3. **In the Into field, click the Lookup button to select the customer from a list.** This is the customer that will receive the one selected in the previous field.
4. **Click OK.**
5. **When the process is complete, it will ask if you would like to merge another.** Choose Yes to merge two more customers or No to close the form.

# Adding/Editing Invoices

You can add or edit invoices from both the Maintain Customers 290 and Maintain Invoices 296 screens.

***To add or edit an invoice:***

1. **Click ⊕ Add Invoice or select an invoice in the list and click ✎ Edit Invoice.**
2. **Enter the following information on this screen:**
   - **Customer**. Click the 🔍 Lookup Customer button to select an existing customer, or click ⊕ Add to add a new customer on the fly.
   - **Invoice Date**. Enter the date of the invoice. By default, today's date is used.
   - **Due Date**. Defaults to today's date. If the selected customer has a number of Due Days assigned, the Due Date will be that number of days from today's date. Refer to Maintain Customers 288 for more information.
   - **Reference**. Enter a reference for this invoice or click the # button to automatically assign the next invoice number.
3. **In the Invoice Detail grid below, enter the following information about the items to be billed on this invoice:**
   - **Item Code**. Press F2 to look up a predefined item, or type the desired text into this field. Refer to Maintain Predefined Items 286 for more information.
   - **Item Description**. If you choose a predefined item, the item description will be filled in automatically. Otherwise, enter a description for this invoice item.
   - **Credit Account**. Press F2 to select a credit (income) account for this invoice item.
   - **Amount**. Enter the amount of this invoice item.
   - **Click ⊕ Add Line to add another invoice item, or click ⊖ Delete Line to delete the selected invoice item.**
   - **Total**. This amount is calculated automatically and is the total amount due for all of the invoice items.
   - **Notes**. Enter a note to include on this invoice and use the ABC✓ Spell Check as needed.
4. **Click Save when finished or click Cancel to exit without saving.**

# *Voiding Invoices*

If you need to completely remove an invoice from a customer's record after payments or credit memos have been applied, you can void the invoice. Doing so will reverse any payments and credit memo applications and will remove the open invoice from reports like Account Statements. You can void an invoice by clicking the ✖ Void Invoice button on either the Maintain Invoices 296 screen or Maintain Customers on the Invoices 290 tab.

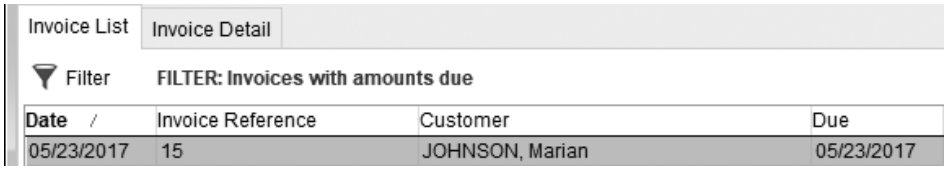
***Note:*** *If you want to leave the invoice open for new payments, don't void the invoice. Instead, reverse each of the payments or credit memo applications. You can do this by*

*clicking the Reverse button on either the Maintain Payments 299 screen or Maintain Customers on the Payments 291 tab.*

# Maintain Invoices

The Maintain Invoices screen can be found under ***Accounting > Accounts Receivable > Maintain Invoices***. This screen has two tabs at the top: Invoice List and Invoice Detail.

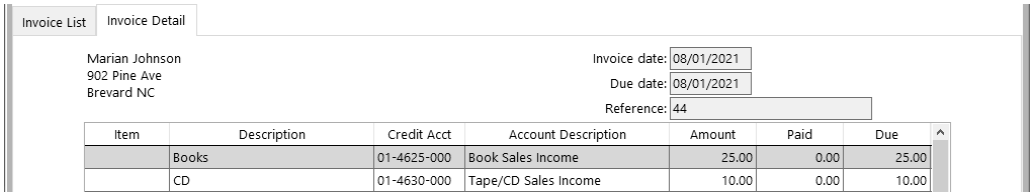
On the Invoice List tab, you see a list of invoices. By default, the list is filtered to show only invoices with a balance due. The invoice list displays Invoice Date, Reference, Customer, Due Date, Amount, Amount Paid, and Balance. The far left column will show a "V" for invoices that have been voided.




***The buttons on the Invoice List tab do the following:***

- **Filter**. Click this button to change the balance due filter, set a date range, and select by Customer Type.
- **Add Invoice**. Click this to add a new invoice. Refer to Adding/Editing Invoices 294 for more information.
- **Edit Invoice**. Click this button to make changes to the selected invoice. Refer to Adding/Editing Invoices 294 for more information.
- **Delete Invoice**. Select an invoice from the list and click this button to delete it. This button is visible when the invoice has no payments or credit memos applied.
- **Void Invoice**. Select an invoice from the list and click this button to void it. This button replaces Delete Invoice and is only visible when there are payments or credit memos applied to the invoice.
- **Customer**. Clicking this button will open the Maintain Customers screen for you to view/edit the customer whose invoice is currently selected.

To view the details of an invoice, double-click on an invoice in the list, or select an invoice and click the Invoice Detail tab at the top of the screen.




***The following information is displayed on this tab:***

- Customer name and address.
- Invoice Date, Due Date, and Reference.
- A list of invoice items which includes: Item Code, Item Description, Account Number, Account Description, Amount, Amount Paid, and Balance Due.
- The Notes field includes Add Time Stamp and Spell Check buttons.
- The Payments tab displays a list of payments that have been applied to the invoice.
- The list of payments displays Payment Date, Payment Method, Reference, and Amount. An asterisk will be shown in the first column if the payment is still unposted.

***The buttons on the Invoice Detail tab do the following:***

- **Add Payment**. Click this to add a new payment. If this button is grayed out/disabled, the invoice has a balance due of $0, or your PowerChurch user account may not have Add/Change permissions. Refer to Adding/Editing Payments 298 for more information.
- **View Payment**. After a payment has been posted, you can click this button to view the payment details.
- **Edit Payment**. While a payment is still unposted, you can click this button to make changes. Refer to Adding/Editing Payments 298 for more information.
- **Delete Payment**. Select an unposted payment from the list and click this button to delete it. If this button is grayed out/disabled, either the payment has already been posted, or your PowerChurch user account may not have Delete permissions in Accounts Receivable.
- **Reverse Payment**. Once a payment has been posted, to make corrections, you would click this button to reverse the payment. Once that has been done, if you need to create a corrected payment, click the Add Payment button.

# Printing Invoices

***To print invoices:***

1. **From the Accounting menu, choose Accounts Receivable, then Reports - Accounts Receivable.** Choose Print Invoices and click Run.
2. **In the Invoice Dates field, choose the date range you would like to process.**
3. **If you only wish to print invoices that still have a balance due, check that option.**
4. **If you would like to send invoices as file attachments in emails, check the Email Invoices option.** You will be given the option to print invoices if any of the selected customers are unable to be emailed.
5. **Click Next.**
6. **A list of invoices that match your selections is displayed. Select the invoices that you wish to print.** Use the ☑ All or ☐ None buttons as needed.
7. **If you chose to email invoices and some customers don't have valid email addresses, you will be given the option to print those invoices.**
8. **Click Next.**
9. **Compose the email message to be sent with the invoices, if applicable.** For more information, refer to Email Functionality 413.

# Adding/Editing Payments

You can add or edit payments from both the Maintain Customers 291 and Maintain Payments 299 screens.

***To add or edit a payment:***

1. **Click ⊕ Add Payment or select a payment in the list and click ✎ Edit Payment.**
2. **Enter the following information on this screen:**
   - **Payment Date**. Enter the date of the payment. By default, today's date is used.
   - **Payment Method**. Choose Cash, Check, or one of your custom Payment Methods. Refer to Maintain Payment Methods 286 for more information.
   - **Debit (Bank) Account**. Press F2 to select a debit account for this payment. The bank account assigned on the Maintain Payment Methods screen for the selected Payment Method will be used by default.
   - **Payment Reference**. If this payment is by check, enter the check number. Otherwise, enter a reference for this payment.

- **Payment Amount**. Enter the total amount of the payment.

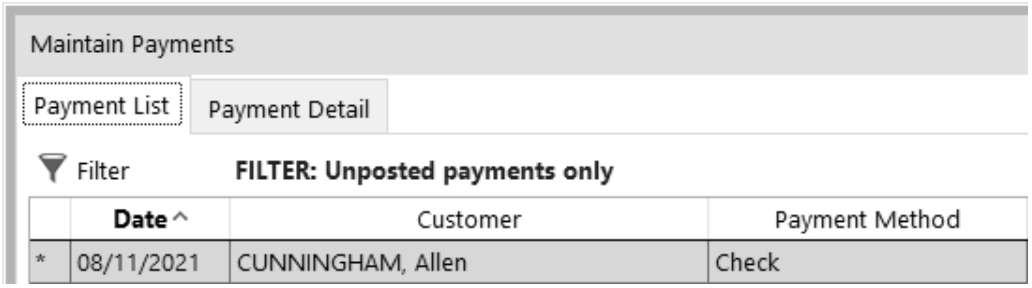
3. **PowerChurch displays a list of open invoice items for this customer**. If no invoices exist for a customer, you can still add a payment. The Invoice Items grid will be empty. Click the ⊕ Add Line button and type the invoice item information directly in the grid and apply the payment. An invoice will be created for you automatically.
4. **The Invoice Items grid shows the following information pulled from the invoice:**
   - **Invoice Date**
   - **Invoice Reference**
   - **Item Code**
   - **Item Description**
   - **Credit (Income) Account**
   - **Balance Due**
5. **Enter the Amount of the payment to apply to each invoice item.**
6. **The following fields are shown at the bottom of the screen:**
   - **Total**. This field automatically calculates the total of amounts applied to invoice items.
   - **Balance**. The remaining amount of the payment that has not yet been applied.
   - **Note**. Enter a note for this payment, if necessary.
7. **Click Save when finished or click Cancel to undo any changes and exit the process without saving.**

***Note:*** *In the event of an overpayment, a credit memo will be created for the remaining balance. In the controls that appear below the invoice items grid, click the 🔍 Lookup button to select a Credit (Liability) Account for the credit memo. Click the ⊕ Add button to add a new liability account, if necessary.*

# *Maintain Payments*

The Maintain Payments screen can be found under ***Accounting > Accounts Receivable > Maintain Payments***. This screen has two tabs at the top: Payment List and Payment Detail.

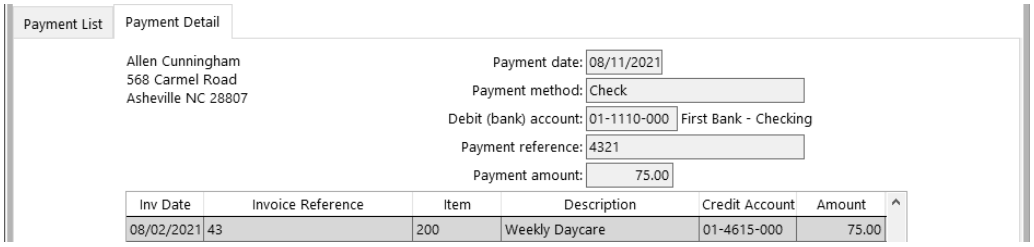
On the Payment List tab, the list is filtered by default to show only unposted payments. The payment list displays Payment Date, Customer, Payment Method, Reference, and Amount. An asterisk will show in the first column if the payment is still unposted.




***The buttons on the Payment List tab do the following:***

- **Filter**. By default, the list of payments includes only unposted payments. Click this button to change the payments shown. You can filter by Payment Date range, Customer Type, Payment Method.
- **Add Payment**. Click this to add a new payment. Refer to Adding/Editing Payments 298 for more information.
- **Edit Payment**. Click this button to make changes to the selected payment. Only unposted payments can be edited. Refer to Adding/Editing Payments 298 for more information.
- **Delete Payment**. Select a payment from the list and click this button to delete it. If this button is grayed out/disabled, either the payment has already been posted, or your PowerChurch user account may not have Delete permissions in Accounts Receivable.
- **Customer**. Clicking this button will open the Maintain Customers screen for you to view/edit the customer whose payment is currently selected.

To view the details of a payment, double click on a payment in the list, or select a payment and click the Payment Detail tab at the top of the screen.




***The following information is displayed on this tab:***

- Customer name and address.
- Payment Date, Payment Method, Debit (Bank) Account, Payment Reference, and Payment Amount.
- A list of invoice items that this payment was applied to, which includes: Invoice Date, Invoice Reference, Item Code, Item Description, Credit (Income) Account Number, and Amount.
- If an overpayment was used to create a credit memo, a CREDIT MEMO entry will show in the invoice items list with a description of CREDIT MEMO CREATED.
- Total. This field shows a total of the amounts in the invoice items list. It should match the Payment Amount at the top of the screen.
- The Notes field at the bottom of the screen allows you to view and edit Payment Notes. Click the ABC✔ Spell Check button as needed.

# Posting Payments

After processing your payments and credit memos, you must post the transactions so they become part of the permanent record. After posting in Accounts Receivable, you will find unposted transactions in Fund Accounting.

***To post items in Accounts Receivable:***

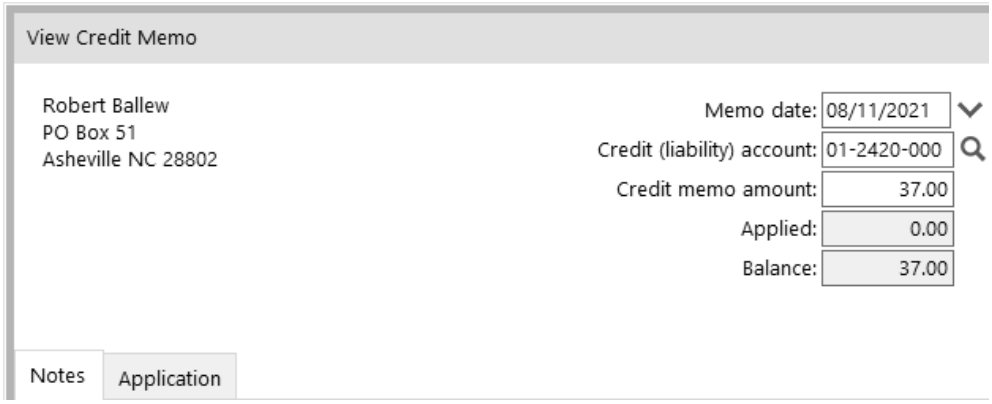
1. **From the Accounting menu, choose Accounts Receivable, then select Post Accounts Receivable.**
2. **A list of unposted payments and credit memos is displayed.** Each has a check box, allowing you to choose specific payments to post. Use the ☑ All or ☐ None buttons as needed.
3. **In the Posting Option field, you have the option of Post to Fund Accounting (the default) or Post to Accounts Receivable only.** Unless you are posting corrections to a customer's account that will not affect accounts or amounts in Fund Accounting, you will likely always want to leave this at the default option.
4. **Click OK.**

# Adding/Editing Credit Memos

Credit memos can be created automatically from an overpayment, or you can add one manually.

***To add or edit a credit memo:***

1. **From the Accounting menu, choose Accounts Receivable, then Maintain Customers.**
2. **Click ⊕ Add Credit Memo or select an existing credit memo in the list and click ✎ Edit Credit Memo.**




3. **Enter the following information on this screen:**
   - **Memo Date**. Enter the date of the credit memo. Defaults to today's date.
   - **Credit (Liability) Account**. Press F2 or click the 🔍 Lookup button to select a credit account for this credit memo. Click ⊕ Add to add a new account if necessary.
   - **Credit Memo Amount**. Enter the full amount of the credit memo.
   - **Applied**. This field is automatically calculated, showing the amount of this credit memo that has been applied to invoice items.
   - **Balance**. This is also calculated, showing the remaining balance of the credit memo.
   - **Notes**. Enter a note about this credit memo. Use 🕒 Add Time Stamp and ✔ Spell Check as needed.
   - **Application tab**. When adding a new credit memo, this tab is not visible. When editing an existing credit memo, this tab displays the following:
     - **Applications**. This grid shows the date and amount for each time this credit memo was applied to an invoice. An asterisk will show in the first column if the application is still unposted. Select an entry in the Applications list and the details of the invoice and item that it was applied to are shown in the Details list below.
     - ✎ **Edit Application**. Click this to edit the selected application. If this button is grayed out/disabled, it is likely because that application has already been

posted, or your PowerChurch user profile doesn't have Add/Change permissions in Accounts Receivable.

- ⊖ **Delete Application**. Click this to delete the selected application. If this button is grayed out/disabled, the application may already be posted, or your PowerChurch user profile doesn't have Delete permissions in Accounts Receivable.
- ⮌ **Reverse Application**. Click this button to reverse a posted application. If the credit memo was applied to the wrong invoice, or you need to change the items that it was applied to, reverse the application, then apply the credit memo again. If this button is grayed out/disabled, the application may still be unposted, or your PowerChurch user profile doesn't have Add/Change permissions in Accounts Receivable.

4. **Click Save when finished, or Cancel to exit without saving changes.**

## *Applying Credit Memos*

Applying a credit memo to an invoice is very similar to applying a payment. Go to ***Accounting > Accounts Receivable > Maintain Customers***. Click on the Credit Memos tab.

***To apply a credit memo:***

1. **Select a credit memo from the list, then click ☑ Apply Credit Memo button.** The grid shows a list of invoice items for this customer with unpaid balances.
2. **Enter the following information:**
   - **Apply Date**. Defaults to today's date, but you can change the date, if necessary.
   - **Amount**. Enter the amount of credit to be applied to each invoice item.
3. **Click the ⊕ Add Line or ⊖ Delete Line buttons as necessary.** You can add a blank line here, fill in the required information for the invoice and items, and PowerChurch will automatically add an invoice for you.
4. **Click Save when finished, or Cancel to exit without saving changes.**

# *Maintain Credit Memos*

The Maintain Credit Memos screen can be found under ***Accounting > Accounts Receivable > Maintain Credit Memos***.

By default, the list of credit memos is filtered to show only those with unapplied balances. The list shows the date, customer, amount, and unapplied balance.

***The buttons on this screen do the following:***

- **Filter**. Click this button to change the credit memos shown. You can filter by Credit Memo Date range and Customer Type.
- **Add Credit Memo**. Click this to add a new credit memo. You can also add a new credit memo at the time of entering a payment, if a customer overpaid the amount due on their account. Refer to Adding/Editing Credit Memos 301 for more information.
- **Edit Credit Memo**. To make changes to the selected credit memo and its existing applications, click this button.
- **Delete Credit Memo**. Select a credit memo from the list and click this button to delete it. If this button is grayed out/disabled, either the credit memo has already been applied to an invoice and posted, or your PowerChurch user account may not have Delete permissions in Accounts Receivable.
- **Apply Credit Memo**. To apply the selected credit memo to an invoice, click this button. If this is grayed out/disabled, there is no balance remaining on the selected credit memo. Refer to Applying Credit Memos 303 for more information.
- **Customer**. Click this button to view or edit the selected customer on the Maintain Customers screen.

# *Adding/Editing Repeating Invoices*

You can add or edit repeating invoices from both the Maintain Customers 292 and Maintain Repeating Invoices screens.

***To add or edit a repeating invoice from Maintain Customers:***

1. **From the Accounting menu, choose Accounts Receivable, then Maintain Customers.**
2. **Click on the Repeating Invoices tab.**
3. **Click Add Repeating or select an existing invoice from the list and click Edit Repeating.**
4. **Enter the following information on this screen:**
   - **Pattern**. How frequently do you expect to need this invoice? The options are Weekly, Monthly, Yearly, and No Pattern.
   - **Next Release**. When adding a new repeating invoice, enter the date you would first like the invoice to be released. As future invoices are released, this field is automatically updated based on the pattern. This field can be changed at any time.

- **Last Day of the Month**. Since months have varying number of days, check this option if instead of a specific release date, you want it to be the last day of that particular month.

5. **Enter the following information in the Invoice Items grid below:**
   - **Item Code**. Press F2 to look up a predefined item, or type the desired text into this field. Refer to Maintain Predefined Items 286 for more information.
   - **Item Description**. If you choose a predefined item, the item description will be filled in automatically. Otherwise, enter a description for this invoice item.
   - **Credit Account**. Press F2 to select a credit (income) account for this invoice item.
   - **Amount**. Enter the amount of this invoice item.
6. **Use the ⊕ Add or ⊖ Delete Line buttons as needed to complete the repeating invoice.**
7. **When finished, click Save, or Cancel to exit without saving changes.**

## *Releasing Repeating Invoices*

Releasing a repeating invoice will create an open invoice on the customer's account, which is then ready for payment.

***To release repeating invoices:***

1. **From the Accounting menu, choose Accounts Receivable, Repeating Invoices, then Release Repeating Invoices.**
2. **Enter the range of repeating invoice dates you would like to release.**
3. **Choose which Pattern(s) you would like to release.**
4. **Click Next.** PowerChurch Plus will display a list of repeating invoices that match your selections.
5. **Choose which invoices you would like to release by clicking their check boxes.** Use the ☑ All or ☐ None buttons as needed.
6. **Click Next.**
7. **When prompted, you can choose to release the invoices as the date listed in their respective Next Release Date fields, or override and process them all as a single date you specify.**
8. **Click Finish**.

# *Accounts Receivable Reports*

The Accounts Receivable module includes the following predefined reports, which can be found under ***Accounting > Accounts Receivable > Reports - Accounts Receivable***.

- **Account Statements**. Prints a statement for each customer that shows all activity for the defined date range, including balance forward, as well as invoices, credits, payments, and a current account due balance. Use this as a hard copy to show customers their account status. Optionally, statements can be emailed to customers.
- **Bank Deposit Slip, Unposted Pmts**. Prints a list of each cash and check payment from unposted Accounts Receivable. Use this in conjunction with your bank deposit slip and to verify the accuracy of data entry before posting.
- **Customer Accounts List**. Displays all customers' detailed information, in alphabetical order. Print this for a hard copy of customer information.
- **Defined Items List**. Displays a list of all invoice items, as recorded in the Maintain Predefined Items screen.
- **Invoice Aging Report**. Shows invoices by customer and how far past due each invoice is.
- **Open Items**. Displays a list of unpaid invoices and unapplied credit memos for each customer.
- **Past Due Invoices**. Displays a list of all past due invoices and their balance due as of the specified date. Use this to plan collection of past due A/R items.
- **Payment Statement**. Prints a statement of all payments made within the selected date range. Shows payment details and summary total by item. Use this, for example, to provide parents a statement of child care or tuition payments for the year. Optionally, statements can be sent by email.
- **Print Invoices**. Prints the Accounts Receivable invoices that match the selection criteria. Existing payments against the invoices will be included. Optionally, invoices can be emailed to customers.
- **Repeating Invoices**. Displays a list of repeating invoices, as recorded on the Repeating Invoices tab of the Maintain Customers screen.
- **Selected Invoices**. Displays invoice details for all Accounts Receivable items that meet the selection criteria. Use this to view A/R activity from prior periods.
- **Selected Payments**. Displays payment details for all Accounts Receivable items that meet the selection criteria. Use this to view A/R activity from prior periods.
- **Unposted Accounts Receivable**. Displays all unposted Accounts Receivable payments in data entry order. Use this to verify the accuracy of A/R payments before posting.

***Note:*** *Accounts Receivable reports can also be accessed in the combined Accounting Reports screen, found at the bottom of the Accounting menu.*

## Deleting Old Customers

The files containing your Accounts Receivable transaction history and customer information can become quite large over time. PowerChurch Plus allows you to delete inactive customers and their transaction history should you choose to.

***Note:*** *Before you use this feature, be sure to create an Accounting Files backup. This gives you access to the data if you ever need it after you delete it. For information on creating backups, refer to Backing Up and Restoring Data* 483.

***To delete old customers:***

1. **From the Accounting menu, choose Accounts Receivable, Setup, then Delete Old Customers.**
2. **PowerChurch will select a list of customers that have not had any account activity since the date you specify.** January 1st two years ago is the default date. Change this as necessary, then click Next.
3. **In the list of inactive customers, use the check boxes on the left to choose which customers to delete.** Use the ☑ All or ☐ None buttons as needed.
4. **Click Finish.** A confirmation message displays how many customers were deleted.
5. **Click Close.**

## Related Information

***The following menu options are covered later in this manual:***

- Mailing Labels 430
- Custom Reports 451
- Send Email Message to a Group 414

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# Payroll

The Payroll module in PowerChurch Plus is specially designed for church use, allowing things such as Housing Allowance, Clergy Salary, and Contribution Deductions to be set up and processed with ease.

# Getting Started

If you are new to Payroll in PowerChurch Plus, the Setup Payroll Assistant 308 will walk you through setting up some general information regarding this year's tax amounts and other things specific to your organization.

If you have converted existing Payroll data from Version 10.4 or prior of PowerChurch Plus, the Payroll Conversion Assistant 315 will help get your existing information converted into the new format.

# Payroll Setup Assistant

The Payroll Setup Assistant will walk you through each of the steps necessary to begin using the Payroll module in PowerChurch Plus.

The next few topics will cover each of the steps of the Payroll Setup Assistant and what information is needed.

## Introduction

The opening Welcome screens serve as an introduction to the Payroll Setup Assistant, letting you know what to expect and what information will be needed to complete the process.

### Setup Payroll Manually

Check the Setup Payroll Manually option on the Welcome screen to finish the process without completing the Payroll Setup Assistant. Doing so will require you to manually define all of the Pay Items, assign account numbers, tax tables, deduction types, and more.

Specific information about each of the items that would need to be manually performed are covered later in this chapter in their own topics.

## Departments/Positions

The first two steps of the setup assistant address a customizable list of Departments and Positions. PowerChurch Plus uses these code fields to group employees for the purpose of reports and other output. These fields are useful, but not required.

***To add a new Department or Position:***

1. **Click the ⊕ Add button.**
2. **Enter a description, such as Pastoral Staff or Senior Pastor.**
3. **Click OK.**

Use the ✎ Edit or ⊖ Delete buttons to make changes to the list.

These code values will be assigned to the employees at a later time, once the Setup Assistant is complete. For details, refer to the Payroll Information Tab 340.

When you are satisfied with the list of Departments and Positions, click Next. You can add to or edit the list of Departments or Positions once the Payroll Setup Assistant is complete. Refer to Maintain Custom Codes 338 in Payroll for more information.

## *Pay Schedules*

PowerChurch Plus allows you to separate employees into groups, to be paid at different times.

***The Pay Schedules step allows you to choose one of the following options:***

- **All Staff Members Are Paid on the Same Schedule**. If this option is selected, the Pay Schedule drop-down list activates, allowing you to choose the pay frequency of your employees. Default pay periods are Weekly, Biweekly, Semi-monthly, and Monthly.

  ***Note:*** *If all of your employees are paid on a schedule other than one of the options in the drop-down list, choose We Have More Than One Pay Schedule instead.*
- **We Have More Than One Pay Schedule**. Choose this option and click Next to go to the Pay Groups step, detailed in the next topic.

### *Pay Groups*

***Note:*** *You will not see this step if you selected All Employees Are Paid on the Same Schedule in the previous step.*

PowerChurch Plus uses Pay Groups to distinguish the different groups of employees, ensuring that everyone that is paid at the same time shares the same pay frequency, such as Weekly, Biweekly, Monthly, etc.

This is important information because PowerChurch Plus uses annual tax tables to calculate everyone's tax deductions. For example, if an employee's pay period is Weekly, the system operates on the assumption that the employee will receive 52 paychecks per year. This week's gross salary is multiplied by 52 and compared to the annual tax table to calculate the amount of each deduction item.

The grid displays the default Former Employees group.

***To add a new Pay Group:***

1. **Click the ⊕ Add button.**
2. **Enter a Description for the new Pay Group, such as Weekly.**
3. **Select a Pay Period from the drop-down list.** Choose from the following options:
   - **Weekly**. Receives 52 checks per year, once a week.
   - **Biweekly**. Receives 26 checks per year, every other week.
   - **Semi-monthly**. Receives 24 checks per year, such as the first and fifteenth of each month.
   - **Monthly**. Receives 12 checks per year, once a month.
   - **Miscellaneous**. This is the option to use as *None of the Above*. Enter the number of checks per year, up to 99, in the field that is activated when this option is selected.
4. **Click OK.**

Use the ✎ Edit or ⊖ Delete buttons to make changes to the list of Pay Groups. When you are satisfied with the list of Pay Groups, click Next to continue to the next step.

## *Social Security and Medicare Taxes*

The tax tables in PowerChurch Plus are user-maintained. This means that the program does not automatically update the tax tables as they change.

This step of the process prompts for the current year Social Security and Medicare percentages. These amounts do not frequently change, though the Social Security Cap has historically changed every year. The current year amounts can be found in Publication 15-T, along with Publication 15 - Circular E. This is published by the IRS and is available from their website, www.irs.gov.

***Note:*** *This and the following tax table steps are skipped when the church is outside of the US.*

### *Employer Tax Expense*

Use this field to assign the account number where PowerChurch Plus will track the employer portion of the Social Security and Medicare taxes.

Use the Lookup button or press the F2 key to bring up a list of existing expense accounts in your Chart of Accounts. If you do not find a suitable expense account in the list, you can click the Add Account button to add a new expense account to track the employer taxes.

Once this is complete, click the Next button to continue.

## *Federal Single/Married Tax Rates*

The next two steps of the Payroll Setup Assistant prompt for updated amounts on the Federal Withholding tax tables.

This information is also found in the IRS documentation, Publication 15-T. PowerChurch Plus uses the Percentage Method of Withholding - Annual Payroll Period for Single and Married tables.

***Note: You only need to enter the annual tax table amounts.*** *PowerChurch Plus will use this information to calculate the appropriate amount of taxes based on the Pay Groups that you defined earlier.*

The Withholding Allowance amount is also pulled from Publication 15 - Circular E, in the Percentage Method - Amount For One Withholding Allowance.

***Note:*** *As with the tax tables, PowerChurch Plus only prompts for the Annual amount for one withholding allowance.*

You can make changes to tax tables at any time once the setup assistant is complete. Refer to Maintain Tax Tables 334 for more information.

Click Next when you have completed the Single and Married tax tables to continue on to the next step.

## *State Income Tax Rates*

If the church is located in a state that has income tax, this step of the Payroll Setup Assistant prompts for the appropriate tax tables and Employer ID.

To enter your State and Employer IDs, check the Withhold State Income Tax option. This information will be reflected in Box 15 on W2 forms.

***To add a new state tax table:***

1. **Click the ⊕ Add button.**
2. **Select the type of tax table to add.** The following options are available:
   - **Flat Percentage**. A single percentage rate applies to everyone.
   - **Percentage Table**. Various percentages apply by range of dollar amounts, similar to the Federal Withholding tables.
   - **Other Tables**. There are various State and Federal table types in the list.
3. **Enter a Description and other information for the tax table.** Each of the choices in the list above will have different fields available.
4. **Click OK to save your changes or Cancel to exit without saving changes.**

If your state has multiple tax tables, such as single and married, add each of them according to the steps above. Use the Edit or ⊖ Delete buttons to make changes to the state tables that you have added.

***Note:*** *If you need to withhold taxes for multiple states or localities, the additional items can be defined once the Payroll Setup Assistant is complete.*

When you have completed the list of state tax tables, click Next to continue to the next step.

## *Income Items*

Income items are the salary or hourly pay items that add gross salary amounts to the employees' checks. It is possible for multiple employees to share the same income item. It is also important to remember that one employee might have multiple income items.

***To add a new income item:***

1. **Click the ⊕ Add button.**
2. **Choose an Item Number, between 1 and 999.** This must be a unique number.
3. **Check the Default Item box if you would like this item to be automatically added to all new employees' pay items.** An example of a common Default Item would be a Christmas Bonus income item.
4. **Enter a Description for the income item.**

5. **Select the expense account to use for this income item.** Click the Lookup button or press F2 to select the account from a list. Click the Add Account button to open the Add New Account assistant.
6. **Choose the appropriate tax options from the drop-down list:**
   - **Taxable**. A taxable income item is taxable by all deduction items.
   - **Non-taxable**. A non-taxable income item is not taxable by any deduction items.
   - **Clergy Salary**. This option will set the appropriate tax options for pastoral staff income, which is taxable by Federal and State (if applicable), but not Social Security and Medicare.
   - **Housing Allowance**. This type of income item is generally not taxable, but is reported separately on the W2 form.
   - **More Options**. Choosing More Options allows you to manually select which tax types apply to this income item. This is a more advanced method of setting up the item and is usually not necessary.
7. **Choose a Box 12 code, if necessary.** Most income is not reported in Box 12 on the W2 form but certain things, like Qualified Small Employer Health Reimbursement Arrangement, need to be.
8. **Enter a note related to this item, such as intended use, or a reminder of something to address at a later time.** Click the Spell Check button to spell check the notes.
9. **Click OK to save the new item, or click Cancel to return to the Income Items page without saving.**

When you have finished adding each of the income items, click Next to continue on to the next step.

## *Liability Accounts for Deduction Items*

Deduction items are used to withhold money from the employee's check. There are different types of deduction items, but each of them share the same type of accounting setup. Each time payroll transactions are generated, the amounts of the deduction items are most frequently tracked in a liability account in Fund Accounting.

Multiple deduction items can be tracked in the same liability account, such as Federal Withholding, Social Security and Medicare, as they are all paid out at the same time. There is no need to track them separately in Fund Accounting. Where state income tax is withheld, you might want to track this separately, since it is paid to a separate entity, possibly at a different time.

Other examples of deduction liabilities are Retirement Contributions and Health Insurance Premiums.

***If any employees contribute to a retirement account:***

1. **Check the option box that reads Set Up a Retirement Deduction Item.** PowerChurch Plus will automatically create the deduction item.
2. **Use the Lookup button or press F2 to select a liability account from a list.** Click the Add Account button to open the Add New Account assistant.
3. **Choose the appropriate Plan Type from the drop-down list.** This will be displayed in Box 12 on the W2. Consult your retirement account documentation if you are not sure of the plan type.

***If any employees have insurance premiums deducted:***

1. **Check the option box that reads Set Up a Health Insurance Deduction Item.** PowerChurch Plus will automatically create the deduction item.
2. **Use the Lookup button or press F2 to select a liability account from a list.** Click the Add Account button to open the Add New Account assistant.

Select the liability account that you would like to use to track Federal Withholding amounts. Click the Lookup button or press F2 to select an account from a list. Click the Add Account button to open the Add New Account assistant.

If you have state income taxes, use the same procedure as above to select or add a liability account to track state tax withholding amounts.

***Note:*** *If you have other deduction items, such as local tax withholding, the deduction items, liability account, and tax tables can be defined once the Payroll Setup Assistant is complete.*

Click Next to continue on to the next step.

## *Contributions*

PowerChurch Plus will allow Contribution deductions (e.g. tithing) to be processed automatically from the Payroll module. Contribution entries will be created in the selected Contribution Fund each time payroll transactions are posted.

***If your employees receive Contribution credit for Payroll deductions:***

1. **Check the option box that reads Set Up a Contribution Deduction Item.** PowerChurch Plus will automatically create the deduction item.
2. **Use the Lookup button or press F2 to select the Contribution Fund from a list.** For more information, refer to Setting up Contribution Funds 132.

Click Next to continue on to the next step.

### *Finish*

You are now ready to complete the Payroll Setup. If you would like to review the entries you have made, click the Previous button to go back, or Finish to complete the process.

## *Payroll Conversion Assistant*

If you are upgrading from Version 10.4 or prior of PowerChurch Plus, the Payroll Conversion Assistant will step you through completing the process. If you have just completed the Setup Payroll Assistant, continue on to the next section, Setting Payroll Preferences 320.

This process will get the additional information that the program needs to properly convert your existing Payroll data. This information is necessary because the Payroll module now helps you generate 941 forms and other, more complex features than previous versions of PowerChurch Plus offered.

***Note:*** *Once the Finish Payroll Conversion process is complete, you may still have additional adjustments to make in the new Payroll data, specifically the setup of pretax deduction items, such as 401K or 403B contributions. Refer to Setting Up Pretax Deductions* 331 *for more information.*

### *Departments/Positions*

PowerChurch Plus uses Departments and Positions to group employees for the purpose of reports and other output.

***To add a new Department or Position:***

1. **Click the Add button.**
2. **Enter a Description for the Department or Position, such as Administration or Custodian.**

3. **Click OK.**

Use the Edit or Delete buttons to make further changes.

***Note:*** *While the use of these fields will aid in organizing your staff for reporting and other output, Departments and Positions are not required for the Payroll module to function.*

When you are satisfied with the list of Departments and Positions, click Next. You can add to or edit these once the assistant is complete. Refer to Maintain Custom Codes 338 for more information.

## *Pay Groups*

The grid displays a list of the values that the conversion process found in your existing Payroll data. If you had Paycheck Groups of M, S, and W assigned in the previous version, you should see a group listed for each of these. Refer to Maintain Pay Groups 337 for more information.

Use the Edit or Delete buttons to make any necessary changes to the existing information displayed in the Pay Groups grid.

***Note:*** *The Current Employees group is added when the conversion process finds employees that do not have a Paycheck Group assigned in your prior version data. Former Employees is a default group that employees are converted into automatically if they have an end of employment date in your existing data.*

***To add a new Pay Group:***

1. **Click the Add button.**
2. **Enter a Description for the new Pay Group, such as Weekly.**
3. **Select a Pay period from the drop-down list.** Choose from the following options:
   - **Weekly**. Receives 52 checks per year, once a week.
   - **Biweekly**. Receives 26 checks per year, every other week.
   - **Semi-monthly**. Receives 24 checks per year, such as the first and fifteenth of each month.
   - **Monthly**. Receives 12 checks per year, once a month.
   - **Miscellaneous**. This is the option to use as "none of the above". Enter the number of checks per year in the field that appears when this option is selected.
4. **Click OK.**

When you are satisfied with the list of Pay Groups, click Next.

## Tax Tables

The conversion process needs to know the type of tax that is calculated by each of your existing tax tables. This information will be used to report deduction amounts in the proper boxes on the W2 and 941 forms. A second item that is taken care of on this step is assigning the amount for each withholding allowance, which is now tracked on the tax table, rather than the employee. This makes it significantly easier to keep the information up-to-date.

The grid on this step of the Payroll Conversion Assistant displays the name of the converted tax table and the tax type.

***To update tax table information:***

1. **Select a tax table from the list and click the Edit button.** You can also double-click an item to open the Edit screen.
2. **Assign the following values:**
   - **Tax Type**. Select the appropriate tax type from the available Federal, State, and Generic tax table types.
   - **Standard Deduction**. Enter the standard deduction amount, if applicable.
   - **Withholding Allowance**. Enter the amount of one withholding allowance, if applicable.
3. **Click OK to accept changes, or Cancel to return to the Tax Tables step without saving changes.**

When all of the tax tables have tax types assigned, click Next to continue to the next step.

## Tax & Deduction Items

This step allows you to verify the setup of each of the converted deduction items. PowerChurch Plus now differentiates between Tax Deductions and Other Deductions.

***Some examples of Tax Deductions are:***

- Federal Withholding
- State Withholding
- Social Security

- Medicare

***Some examples of Other Deductions are:***

- 403B Contributions
- Health Insurance Premiums
- Loan Repayment

The conversion process has examined the W2 settings for each of your existing deduction items to decide which type of deduction and tax type to apply to each of your items. Use this opportunity to verify that each of the deduction items were converted as Tax Deductions (with Tax Type) or Other Deductions.

***To change a deduction item that was not properly converted:***

1. **Click the deduction item in the grid to select it, then click Edit.** Alternatively, you can double-click the deduction item to open the Edit Item dialog.
2. **Choose the appropriate Item Type: Tax Deduction or Other Deduction.**
3. **If the Item Type is Tax Deduction, choose the appropriate Tax Type.** Otherwise, for Other Deduction items, choose the appropriate Tax Option.
4. **If this item should be reported in Box 12 on the W2, choose the appropriate Box 12 code.**
5. **Click OK to accept changes, or Cancel to exit without saving changes.**

When the deduction items have been successfully updated, click Next.

## *Employer Liability Items*

As with the Tax & Deduction Items step, the converted employer liability items need to be verified. Since the program now differentiates between tax liabilities and other liabilities, you will need to verify that the converted values are correct.

***To change an employer liability item:***

1. **Click the item in the grid to select it, then click Edit.** Alternatively, you can double-click the item to open the Edit Item dialog.
2. **Choose the appropriate Item Type: Tax Item or Non-tax Item.**
3. **If the Item Type is Tax Item, choose the appropriate Tax Type.** For example, if the item is Employer Medicare, choose Medicare from the Tax Type list.

4. **Click OK to accept changes, or Cancel to exit without saving changes.**

When the employer liability items have been successfully updated, click Next.

## *Income Items*

The taxable status of each converted income item needs to be verified. PowerChurch Plus now handles items that are partially taxable differently than previous versions.

***To change the taxable status of an income item:***

1. **Click the item in the grid to select it, then click Edit.** Alternatively, you can double-click the item to open the Edit Item dialog.
2. **Choose the appropriate tax treatment from the drop-down list:**
   - **Taxable**. This item is taxable by all tax deductions.
   - **Non-taxable**. This item is not taxable by any tax deductions.
   - **Clergy Salary**. This item is only taxable by Federal and State tax deductions.
   - **Housing Allowance**. This type of income item is generally not taxable, but is reported separately on the W2 form.

   ***Note:*** *Advanced taxable status can be assigned to the income items once the conversion process is complete.*
3. **Click OK to accept the changes, or Cancel to exit without saving.**

When the income items have been successfully updated, click Next.

## *Withholding Allowances*

PowerChurch Plus allows you to assign Withholding Allowances to an employee as reported on form W4, using a number of allowances. This step of the Payroll Conversion Assistant displays each of your converted employees and deduction items. Edit each of the employee/item combinations that require a Withholding Allowance.

***To edit the Withholding Allowance for an employee/item:***

1. **Select the employee/item from the list and click the Edit button.** Alternatively double-clicking the mouse on the item will open the Edit Item dialog.
2. **Change the number of Withholding Allowances.**
3. **Click OK.**

***Note:*** *Only active employees' deduction items that have tax tables assigned will appear in the list. PowerChurch Plus only uses Withholding Allowance calculations in relation to the amounts calculated for deductions from tax tables.*

Once you have finished editing the Withholding Allowances, click Next to continue on to the next step.

### *Federal & State Tax IDs*

Verify that the employer tax IDs were converted properly. These values were pulled from the W2 information in your previous version.

If any of the fields are blank or contain incorrect information, make the necessary changes and click Next to continue.

### *Completing the Conversion Assistant*

Click Finish to complete the Payroll Conversion Assistant. If you would like to review any of the information that you have entered, click the Previous button.

## *A Note About Pretax Deductions*

For users of PowerChurch Plus Versions 10.4 and prior, there will be a significant change in the way that the Payroll module now handles pretax deductions.

Formerly, it was required that multiple Item Descriptions were set up to handle the pretax deductions. This is no longer the case. There is now a Tax Option field on each Other Deduction item, which allows you to define whether the deduction happens pretax, after-tax, or is specifically a retirement deduction.

To take advantage of the new methods of calculating pretax deductions, you will need to manually disable the additional pay items on the Maintain List of Employees screen, change the amount of the income item, and change the setup of each of the deduction items. This process is detailed later in this chapter, Setting Up Pretax Deductions 331.

## *Setting Payroll Preferences*

The following section discusses each of the items that can be found under ***Accounting > Payroll > Setup*** and their functions.

## *Payroll Setup Options*

The Payroll Setup Options screen allows you to make changes to the default behavior of the system. Each field and their intended use are detailed below.

This screen can be found under ***Accounting > Payroll > Setup > Payroll Setup.*** Alternatively, it can also be found under ***File > Preferences > Accounting Setup*** on the Payroll tab.

***The following options can be customized:***

- **Other Time Rate**. Hourly payroll can be processed for regular time, overtime, and other time. Other time can be assigned a range of 0.10 to 9.99 times the regular hourly rate.
- **Use Advanced Mode for Payroll Item Descriptions**. PowerChurch Plus simplifies the Accounting setup required in the Payroll module by making basic assumptions about the accounts that are to be used when creating Fund Accounting transactions. To disable this behavior, enable this option. Doing so will require that you manually assign both debit and credit accounts to each item description. Refer to Maintain Item Descriptions 327 for more information.
- **Validate Accounting Transactions**. When posting Payroll transactions, PowerChurch Plus will verify that the right types of accounts are assigned on the pay items and that all entries in the Fund Accounting transaction refer to the same bank account. If you have a non-standard account setup, you may need to uncheck this option to allow the posting process to complete.
- **Show Time Off on Stubs**. Click this button to select certain Time Off Types to be shown on Payroll check stubs. This will print a number of hours used, earned, and remaining balance for the pay period of the check. To disable this functionality, select only the <None> option.
- **Print Social Security Number on Payroll Check Stubs**. PowerChurch Plus allows you to include the employee's SSN on the check stub. Check this option if you would like to print a masked version of the SSN on the stub (XXX-XX-1234.)
- **When Printing Stubs Only, Print Church Name and Address on Stubs**. When printing pay stubs on plain paper (for manual checks, direct deposit, or reprinting an employee's pay stub) enable this option to include the church name and address on the stub.
- **Print Payroll Stubs**. When generating manual checks and direct deposit transactions, PowerChurch allows you to print stubs to keep on file or distribute to the employees. Alternatively, you can send Payroll stubs via email. Choose a one per page or three per page layout to use for these stubs.

- **When Printing Computer Checks, Print Church Address on Stubs**. When printing payroll checks on pre-printed laser check forms, enable this option to print the church address below the pre-printed church name at the top of each stub.
- **Print Hourly Rate on Stubs**. Enable this option to include the employees' hourly pay rate along with the number of hours worked. This will reflect regular, overtime, and other time hourly rates and number of hours worked for each hourly income item.
- **Restart Payroll**. Use this button to delete all Payroll information. Employee names and addresses are retained, but all items, tax tables, and other information will be deleted. It is advised that you make an Accounting files backup prior to Restarting Payroll, as this process cannot be undone. Refer to Creating a One-Time Backup 484 for more information.
- **Clockify Integration**. Clockify describes their software as *Time tracking software used by millions. Unlimited users, free forever.* Your employees can log their hours worked via the Clockify website (clockify.me), mobile apps (Android and iOS), or desktop apps (Windows, Mac, and Linux.) PowerChurch can import the hours worked for this pay period directly into the Process Payroll screen. Refer to Clockify Integration 323 for full details.

### *Direct Deposit Setup*

***The following options can be defined on the Direct Deposit tab:***

- **CSV File Options**. If using a direct deposit provider that requires a Comma Separated Values (CSV) file export, complete the fields in this section.
  - **Direct Deposit Client ID**. This is a unique account number assigned by your direct deposit service provider.
  - **File Information**. Use this utility to change the file type and contents to meet your direct deposit service provider's requirements.
- **NACHA File Options**. If sending direct deposit transactions directly to your bank or a third party processor that requires NACHA file format, complete the fields in this section.
  - **Immediate Destination**. Enter the routing number of the bank account you will be paying from.
  - **Immediate Destination Name**. Enter the name of your bank.
  - **Immediate Origin**. This is the ACH ID number provided by your bank.
  - **Immediate Origin Name**. This is your church or organization's name.
  - **Company ID**. This can either be a separate ID provided by your bank, or in some instances, is the same as the Immediate Origin.
  - **File Name Extension**. The extension of the direct deposit file that PowerChurch creates. Default is TXT. Some providers require it to be ACH.

Some banks or payment processors require that the lines of information in the NACHA file end with a line break (carriage return/line feed) and some require that the file contains a balancing entry, showing which account to transfer the money from. If your provider requires either of these, check the appropriate options and complete the remaining fields.

## Clockify Integration

Clockify (clockify.me) is a free time tracking service that allows your employees to track their hours worked via the Clockify website, mobile apps (Android and iOS), and desktop apps (Windows, Mac, and Linux.) The topics below explain the setup process and integrated features.

***Sign up for a free Clockify account:***

The first step will be to sign up for a free Clockify account. The person doing the initial setup should be the PowerChurch user who maintains and processes Payroll in PowerChurch, or should have that person with them when doing the initial setup. This will ensure the smoothest transition into using time tracking features in PowerChurch.

Visit the Clockify website at clockify.me and click the Sign Up Free button. Enter the email address and assign a password. A confirmation/verification email will be sent, which you will need to click through to continue in the process.

***Generate an API Key:***

Once the account creation process is complete and you are able to log in on the site, click the Profile icon at the top right of the site and choose Profile Settings. In the API section at the bottom of this page, click the Generate button next to the API Key field. This will generate a long unique character string to identify this organization. This is needed to allow PowerChurch to connect to your Clockify account.

Copy the API Key in your web browser. Back in PowerChurch, paste it into the API Key field, which can be found on the Payroll tab of the Accounting Setup Options screen under File > Preferences > Accounting Setup. Click the ☑ Verify Your API Key button and PowerChurch will contact the Clockify server, then download the list of Workspaces. The Workspace drop-down list will become enabled, so you can choose the Workspace.

***Workspaces:***

You will likely only need the default Workspace that is created automatically when you register an account with Clockify. The Workspace, in this context, would represent the

church/organization that you are processing Payroll for. You can maintain the Workspaces on the Clockify website by clicking the Manage link at the top of the page, where it lists the current Workspace.

***Rounding:***

When importing employee hours worked from Clockify, you can specify that the clock in/out time is rounded up (or down) to the nearest 5, 10, or 15 minute increment. Choose None to disable rounding. ***Note:*** *Rounding is a feature of Clockify that is not available in free accounts, so PowerChurch handles the rounding itself, if something other than None is selected here.*

***Week Starts:***

Choose which day of the week starts the Payroll week. This is not necessarily the beginning of the Pay Period. Instead, this is used in Overtime hours calculation, where Overtime is calculated as hours over 40 worked during a seven day Payroll week, as defined by the employer. This method of calculation is mandated by the Fair Labor Standards Act. Default is Sunday.

***Overtime is Calculated Daily:***

Check this option if you are in a state that requires overtime to be calculated daily as well as weekly. In these states, if an employee works over a certain number of hours in a single day, then it counts as overtime. If this option is enabled, specify the number of hours in the control below. Default is disabled, as most states do not have the daily overtime hours mandate.

***Invite Employees:***

It is important that your employees have email addresses assigned in PowerChurch on the Maintain List of Employees 339 screen. The email address must be unique to each employee. This will be the key that ties the employee in PowerChurch to the employee in Clockify.

On the Clockify website, click the Team link along the left side of the page, then click Add New Member at the top of the page. In the Add Member by Email form that opens, you can enter up to five employee email addresses, separated by commas, then click the Add button to send the email invitations. You can repeat this process as many times as needed to invite all of your hourly employees.

The employees will receive an email invitation with a link for them to click through, where they will register their own account with Clockify. Their accounts will be linked through your account.

***Projects (optional):***

Projects are an optional setup step that will only be necessary if you have one or more employees that have multiple hourly income items in Payroll, such as working in the church office and also as a musician during service. PowerChurch allows you to link each income item on the Maintain Item Descriptions 327 screen to a Clockify Project. When the employee clocks in, Clockify allows them to label which Project they are working for. When importing the hours worked into the Process Payroll screen, PowerChurch would automatically apply the hours worked for each project into the different hourly income items for that employee.

To create new Projects on the Clockify website, click the Projects link along the left side of the page, then click the Create New Project button at the top of the page. Enter a Project name and click Create. Repeat that process for each Project that you need to track. If you don't have employees whose hours are tracked in separate hourly income items in PowerChurch, it is unnecessary to set up Projects.

To assign the Projects to income items in PowerChurch, go to ***Accounting > Payroll > Setup and choose Maintain Item Descriptions***. Use the Locate button to bring up one of the income items in question, then click the Get Projects From Clockify button. PowerChurch will contact the Clockify server and download the list of Projects that you created. Choose the Project from the Clockify Project drop-down list and click Save.

***Importing Hours:***

When you Process Payroll 353, there is a step labeled Enter Hourly Payroll 354. This shows each employee that has one or more hourly income items in a list where you can manually enter their Normal, Overtime, and Other time hours worked for this pay period. At the bottom left of that screen are the Clockify controls. You may want to review reports on the Clockify website prior to importing the hours worked for each employee. Click the Visit Clockify.me button to launch that website in a web browser. When you are ready to do so, click the Import Hours button.

PowerChurch will contact the Clockify server and download the hours worked for each employee for each income item in the list.

***Normal time vs. Overtime:***

PowerChurch calculates normal time vs. overtime hours based on settings specified on the Payroll Setup Options screen. The Week Starts day controls what represents a seven day period known as the Payroll week. The Fair Labor Standards Act mandates that any employee working over 40 hours in a Payroll week should receive overtime compensation. The Payroll week is defined by the employer and does not necessarily match the beginning or end of the Pay Period.

Some states have a separate mandate that requires an employee working over a certain number of hours in a single day should also receive overtime compensation. This behavior is pulled from the Overtime is Calculated Daily and Hours fields on the Payroll Setup Options screen.

## *Maintain Tax Types*

Tax Types are used to properly place deduction amounts on the 941 and W2/W3 forms. This screen can be found at ***Accounting > Payroll > Setup > Maintain Tax Types***. In most cases, the built-in Tax Types should suffice, but if you have to deduct taxes for multiple states, you would add a new Tax Type for each additional state.

PowerChurch Plus includes Federal Withholding, Social Security, and Medicare tax types. These types cannot be changed or deleted.

***To add a new tax type:***

1. **Click the Add button.**
2. **Select the Tax Type that you would like to add:**
   - State Tax
   - Local Tax

   ***Note:*** *Each of the selections above will result in different fields on the screen, as each tax type requires different setup information. The tax types and corresponding fields are detailed below.*
3. **Enter a description for this tax type.**

***State Tax types require the following:***

- **State Abbreviation**. Enter the two digit abbreviation for your state. This will be shown in box 15 on W2 forms.

***Local Tax types require the following:***

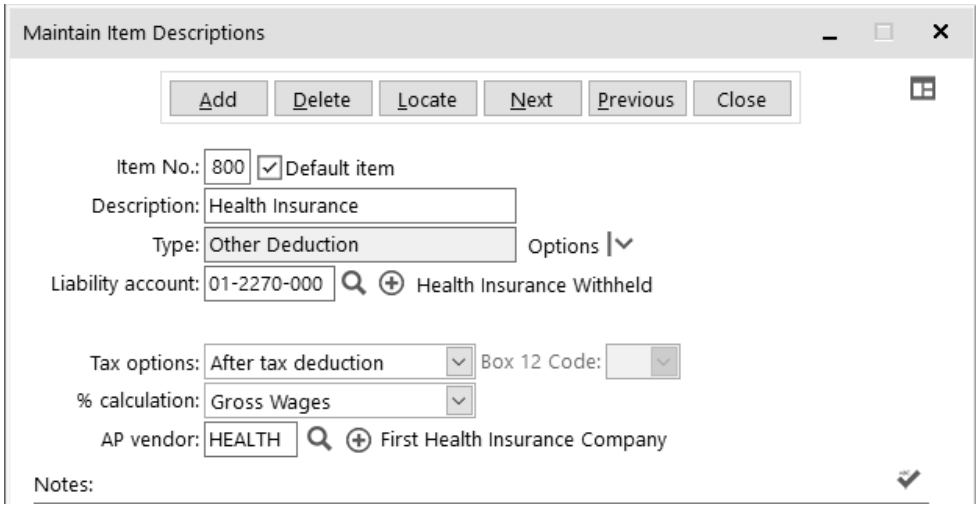
- **Locality name**. Enter the name of your locality. This will be shown in box 20 on W2 forms.

4. **Enter the Employer Tax ID Number, if applicable.**
5. **Click Save when finished, or Cancel to exit without saving changes.**

## *Maintain Item Descriptions*

The term Item Description refers to each of the individual line items that you see detailed on an employee's pay stub. Gross Salary, Federal Withholding, Social Security, and Medicare are all examples of Item Descriptions.

The Maintain Item Descriptions screen allows you to Add, Edit, or Delete items and can be found under ***Accounting > Payroll > Setup > Maintain Item Descriptions***.




Multiple employees can use the same item description. You do not have to define a new set of items for each employee.

***Note:*** *This screen is used to set up the item descriptions themselves. This is not where items are assigned to each employee. For information regarding assigning pay items to employees, refer to the Pay Items* 341 *tab on the Maintain List of Employees screen.*

***To add a new item description:***

1. **Click the Add button at the top left of the screen.**
2. **Select an Item Type from the list:**
   - **Income**. Salary or hourly income, housing allowance, and bonus items.
   - **Tax Deduction**. Tax withholding items, such as Federal, State, or Local taxes.

- **Other Deduction**. Non-tax deductions, such as Retirement, Health Insurance, Wage Garnishment.
- **Contribution Deduction**. Deductions that are credited as contributions to the employee's envelope number.
- **Employer Liability**. The employer payable items, such as employer's matching of Social Security and Medicare.
- **Taxable Benefit**. Taxable items such as group term life insurance policies that do not add income to the check amount.

***Note:*** *Each of the selections above will result in different fields on the screen, as each requires different types of setup information. The item types and corresponding fields are detailed below. If you are using Advanced Mode to set up Payroll items, as detailed in Payroll Setup Options* 321*, you will have a field for debit and credit accounts on each item.*

3. **Enter an Item Number.** The item number is a unique number assigned to each Payroll item.
4. **Enter a Description for the item.**
5. **Check the Default Item option if this item should be added automatically to new employees.** For example, you might set the Christmas Bonus item as a Default Item if all employees receive a Christmas Bonus.

***Income items require the following information:***

- **Expense Account**. The Expense Account is used to track expenses in Fund Accounting. Use the Lookup button or press F2 to choose an existing account. Click the Add Account button to add a new account.
- **Tax Options**. Choose from the following: Taxable, Non-Taxable, Clergy Salary, Housing Allowance, Advanced EIC, More Options (advanced setup.)

***Tax Deduction items require the following information:***

- **Liability Account**. The amounts deducted from this item will be tracked as a payable amount in Fund Accounting. Use the Lookup button or press F2 to choose an existing account. Click the Add Account button to add a new account.
- **Tax Type**. Choose from the following: Federal, Social Security, Medicare, State, etc. Refer to Maintain Tax Types 326 for more information.

  ***Note:*** *Use the Options button to toggle between Tax Deduction and Other Deduction.*
- **AP Vendor**. When paying the amounts deducted to the appropriate entity, this is the Accounts Payable vendor that will be used. For more information, refer to Adding Vendor Records 262 and Create Accounts Payable Entries for Deductions 362. This is an optional field. Use the Lookup button or press F2 to choose an existing vendor from a list. Click the Add Vendor button to add a new vendor.

***Other Deduction items require the following information:***

- **The options are the same as described above, except there is no Tax Type field.** Use the Options button to change this item from an Other Deduction item to a Tax Deduction item.

  ***Note:*** *Tax Deduction items are limited to only using Liability accounts. Other Deduction items are not limited. For example, a Wage Garnishment item would affect an Asset account, rather than a Liability.*

- **Tax Options**. Choose from the following: After-Tax Deduction, Pretax Deduction, Retirement Deduction (Non-Roth), More Options (advanced setup.) The tax option selected here will control how PowerChurch Plus calculates the effect of this deduction and the amounts that will be reported on tax forms.

  ***Note:*** *You can optionally choose to report the amounts processed in this item on the W2 form in Box 12 or as a note in Box 14.*

- **% Calculation**. Choose from the following: Gross Wages (default), Taxable Wages, or Includes Housing Allowance. When this deduction amount is calculated from a percentage, should it be based on this check's Gross Wages, Taxable Wages, or should it include Housing Allowance? If Taxable Wages is selected, this deduction item won't be calculated and applied to the paycheck until the amount of Federal taxable wages has been calculated. If Gross Wages is selected, the deduction amount will be calculated against the full income amount. Housing Allowance is normally non-taxable and would be excluded when either of the prior two options are selected.

***Contribution Deduction items require the following information:***

- **Contribution Fund**. Use the Lookup button or press F2 to select the Contribution Fund from a list. Money deducted from employees' checks will be treated as Contributions given to this fund and credited to their envelope number. Refer to Maintain List of Contribution Funds 132 for more information.

***Employer Liability items require the following information:***

- **Liability Account**. The amounts the employer pays into this item will be tracked as a payable amount in Fund Accounting. In most cases, it is acceptable to have both the employer and employee portions of the same type of tax using the same Liability Account. Use the Lookup button or press F2 to choose an existing account. Click the Add Account button to add a new account.
- **Expense Account**. The Expense Account is used to track the expense the employer incurs in Fund Accounting. Use the Lookup button or press F2 to choose an existing account. Click the Add Account button to add a new account.

- **Non-Tax Item**. If this employer liability item is not tax related, such as an employer contribution to a retirement account, check this option. Otherwise, leave it unchecked and define the Tax Type.
- **Tax Type**. If the Non-Tax Item option is unchecked, this field will be active. Refer to Maintain Tax Types 326 for more information.

  ***Note:*** *You can optionally choose to report the amounts processed in this item on the W2 form in Box 12 or as a note in Box 14.*
- **% Calculation**. Choose from the following: Gross Wages (default), Taxable Wages, or Includes Housing Allowance. When this employer liability amount is calculated from a percentage, should it be based on this check's Gross Wages, Taxable Wages, or should it include Housing Allowance? If Taxable Wages is selected, this item won't be calculated until the amount of Federal taxable wages has been calculated. If Gross Wages is selected, the amount will be calculated against the full income amount. Housing Allowance is normally non-taxable and would be excluded when either of the prior two options are selected.
- **AP Vendor**. This is an optional field. When paying the amounts accrued to the appropriate entity, this is the Accounts Payable vendor that the check will be written to. For more information, refer to Adding Vendor Records 262 and Create Accounts Payable Entries for Deductions 362. Use the Lookup button or press F2 to choose an existing vendor from a list. Click the Add Vendor button to add a new vendor.

6. **Enter a note or reference for this item in the Note field.** Click the Spell Check button to spell check the notes.
7. **Click OK to save the changes, or Cancel to exit without saving.**

You can also use the Maintain Item Descriptions screen to view existing items, making changes where necessary, or deleting items that are no longer in use.

***To edit an existing item description:***

1. **Use the Locate button to select an item or click the Navigation List button to view a list of items.** Refer to Navigation List 31 for more information.
2. **Make any necessary changes in the fields that are visible and active on the screen.** Some fields of information, such as Item Type, cannot be changed. If necessary, you must add a new item, rather than changing an Item Type.

   ***Note:*** *An exception to this rule is on Tax Deduction and Other Deduction items. There will be an additional Options button on the screen which allows you to change a Tax Deduction to an Other Deduction and vice versa.*
3. **Click OK to save your changes, or Cancel to exit without saving.**

***Note:*** *Item numbers can be changed at any time. PowerChurch will update all historical information and employee pay items with the new number.*

***To delete an existing item description:***

1. **Use the Locate button to select an item.**
2. **Click the Delete button along the top of the screen.**

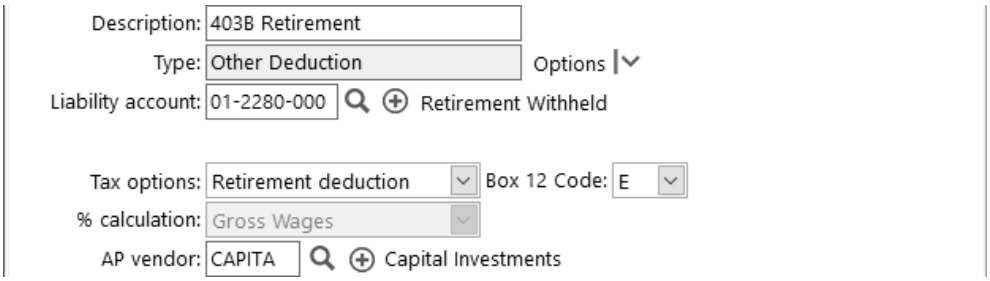
   ***Note:*** *You will not be able to delete an item that has transaction history or is currently assigned to an employee.*
3. **Confirm that you wish to delete the item.**

## *Setting Up Pretax Deductions*

Retirement and Health Insurance plans are offered as pretax deductions, lowering the amount of taxable income that is reported and therefore lowering the amount of taxes paid on each check. The process of setting this up in PowerChurch Plus is extremely simple.

***To add a new pretax deduction item:***

1. **Open the Maintain Item Descriptions screen.**
2. **Click the Add button located at the top of the screen.**




3. **When prompted for the type of item, choose Other Deduction.** Click OK.
4. **Enter an Item Number and Description.**
5. **Check the Default Item option if you would like for this item to be assigned to new employees by default.**

6. **Assign a Liability account.** In certain circumstances, you might need to use a different type of account. Assets, Liabilities, and Expense accounts are all available in the lookup list.
7. **Select a Tax Option from the following:**
   - **Pretax Deduction**. Choose this option if no taxes apply to the amount deducted.
   - **Retirement Deduction (Non-Roth)**. Choose this option if this is a non-Roth retirement plan and if only Social Security and Medicare taxes apply to the amount deducted.
   - **More Options**. Choose More Options if the option is taxable by certain items, while being pretax for others.
8. **Select an Accounts Payable Vendor that the deducted amounts are paid to.** This is an optional field.
9. **Enter a note or reference in the Notes field for this item.**
10. **Click Save, or Cancel to exit without saving the new item.**

To add the new item to an employee, follow the steps detailed in Pay Items 341.

### *Converting Pretax Deductions*

If you have existing pretax deduction items set up in PowerChurch Plus Version 10.4 or prior, the Payroll Conversion Assistant most likely brought them over just as they were set up previously. For the best use of the new program features, it is a good idea to make changes to your existing setup, to begin using actual pretax deduction items.

***To change the setup of an existing pretax deduction item:***

1. **Open the Maintain Item Descriptions screen.**
2. **Use the Locate button or Navigation List to select the deduction item in question.**
3. **Select a Tax Option from the following:**
   - **Pretax Deduction**. Choose this option if no taxes apply to the amount deducted.
   - **Retirement Deduction (Non-Roth)**. Choose this option if this is a retirement plan and if only Social Security and Medicare taxes apply to the amount deducted.
   - **More Options**. Choose More Options if the deducted amount is taxable by some items, such as Social Security and Medicare, while being pretax for Federal Withholding.
4. **Select an Accounts Payable Vendor that the deducted amounts are paid to.** This is an optional field.

5. **Make a note, if needed, regarding the setup of this item.** Click the Spell Check button to spell check the notes.
6. **Click Save, or Cancel to exit without saving.**

Now that the deduction item has been set up properly, other items that were previously set up as part of the pretax deduction, such as additional income items, will need to be disabled.

***To remove an income item from an employee's pay record:***

1. **Open the Maintain List of Employees 339 screen.**
2. **Use the Locate button or Navigation List to select the employee in question.**
3. **Switch to the Pay Items Tab 341.**
4. **Select the unneeded item and click the Delete button located near the bottom left of the screen.** This will delete the item from the employee completely. Paid history and YTD amounts for this item will still be displayed on reports and pay stubs.

If the item that was just removed was an income item, the remaining income item(s) will need to be changed to process for the full amount. In prior versions, the income amounts were split between taxable and non-taxable income items. Since this is no longer the case, the employee's normal income item should be adjusted to show the full amount.

***To change the amount of an income item:***

1. **Open the Maintain List of Employees 339 screen.**
2. **Use the Locate button to select the employee in question.**
3. **Switch to the Pay Items Tab 341.**
4. **Select the gross salary item from the list, then click the Edit button located near the bottom left of the screen.**
5. **Change the hourly or salary amount.**
6. **Click OK, or Cancel to exit without saving changes.**

At this point, the necessary changes should have been made to the converted pretax deduction item. Verify the amounts calculated for each employee prior to processing Payroll for the first time.

## *Merge Item Descriptions*

If you don't want to (or are unable to) delete an item, you also have the option of merging item descriptions together. Doing so would update any references to the old item to be the new item.

This can be helpful if, in the original setup, individual items like Federal Withholding were added for each employee instead of having a single item used for all employees.

***To merge item descriptions:***

1. **Go to Accounting > Payroll > Setup and choose Merge Item Descriptions.**
2. **Enter the item you want to be merged in the From field or click the Lookup button to choose the item from a list.**
3. **Enter the item that will be merged in the To field or click the Lookup button to choose the item from a list.**
4. **Click OK.**

***Note:*** *The two items must be of the same type, meaning you won't be able to merge an Income item into an Employer Liability item.*

## *Maintain Tax Tables*

PowerChurch Plus utilizes tax tables to calculate the amount of deduction to process. This screen can be found under ***Accounting > Payroll > Setup > Maintain Tax Tables***.

***Important: PowerChurch Plus uses only annual tax tables!***

Annual amounts are calculated for all employees, based on their pay frequency (Weekly, Monthly, etc.) In setting up Pay Groups, you define how often the employees are paid, which allows the program to calculate an annual amount from a single check. For more information, refer to Maintain Pay Groups 337.

***Note:*** *There is a link in blue text near the top of this screen that will take you to a page at www.powerchurch.com that explains how to set up each of the different state and federal tax tables. These articles include links to find the latest tax documents online as well as screen shots of the tax tables set up properly in PowerChurch.*

***To add a new tax table:***

1. **Click the Add button.**

2. **Select a type of tax table to add:**
   - **Generic: Flat Percentage**. A single percentage rate applies to everyone.
   - **Generic: Percentage Table**. Various percentages for ranges of dollar amounts (also known as tax brackets.)
   - **Other Tables**. The list of tax table types includes Federal and State-specific table types.

   ***Note:*** *Each of the selections above will result in different fields on the screen, as each table requires different setup information. The tax table types and corresponding fields are detailed below.*
3. **Enter a Description for the tax table, such as *NC State - Single*.**
4. **Select a Tax Type from the drop-down list.** Refer to Maintain Tax Types 326 for more information.
   ***Note:*** *A Generic tax table with a Tax Type of <NONE> can be used with Other Deduction items, whereas those with actual Tax Types assigned will be limited to only Tax Deduction items of the assigned type.*

***Generic: Flat Percentage tax tables require the following:***

- **Percentage**. A single percentage is applied to all amounts.
- **There Is a Cap on This Tax**. Check this option if there is a maximum amount of gross salary per year that is taxable.
- **Cap (Gross)**. If the above option is checked, this field becomes active and holds the maximum amount per year that is taxable. PowerChurch calculates deduction amounts by comparing the actual year-to-date taxable income amounts for the employee to the Cap (gross) amount. If the year-to-date taxable income is greater than the amount in the Cap (gross) field, the amount to deduct is calculated as $0.00.

***Generic: Percentage Tables require the following:***

- **Standard Deduction**. If the table that you are entering incorporates a standard deduction, enter the amount here. This amount will be treated as tax exempt. The amount of the standard deduction processes in addition to the withholding allowance.

  ***Note:*** *This is an annual deduction amount.*
- **Withholding Allowance**. If the tax table that you are entering incorporates a withholding allowance, enter the annual amount for one withholding allowance here. Each employee's number of allowances will be entered later. The amount entered here will be multiplied by the number of allowances the employee is claiming, thus determining an amount per year that is exempted.
- **Over**. This amount starts at 0 on the first line and is calculated automatically for each bracket.
- **But Not Over**. Enter the amount from the upper range of each tax bracket in this field.

- **The Amount of Income Tax to Withhold Is**. This amount is calculated automatically using the percentages from lower brackets.
- **Plus**. Enter the percentage to withhold for the current bracket.
- **Of Excess Over**. This amount is calculated automatically from the Over amount in the current bracket.

5. **If necessary, check the Round Tax to Nearest Whole Dollar option.** This will cause deducted amounts to be rounded up or down to the next whole dollar amount.
6. **Click Save, or Cancel to clear the current table without saving changes.**

## *Updating Tax Tables*

State and Federal government agencies will sometimes make changes to the tax tables or deduction amounts. This most frequently occurs at the beginning of a new tax year, but can happen at any time.

The tax tables in PowerChurch Plus are user-maintained, meaning there are no automatic updates to your tax tables. The IRS and state governments will keep updated documents available on their websites.

The Maintain Tax Tables screen allows you to easily view and change the amounts and percentages as the need arises. This screen can be found under ***Accounting > Payroll > Setup > Maintain Tax Tables.***

***To make changes to an existing tax table:***

1. **Use the Locate button or Navigation List to select a tax table.** Click the blue *Click Here For More Information...* link to visit a page on the PowerChurch website with links to articles explaining how to update each state and federal tax table.
2. **Make the necessary changes to the existing tax table information.**
3. **Click the Save button, or Cancel to return to the original amounts without saving.**

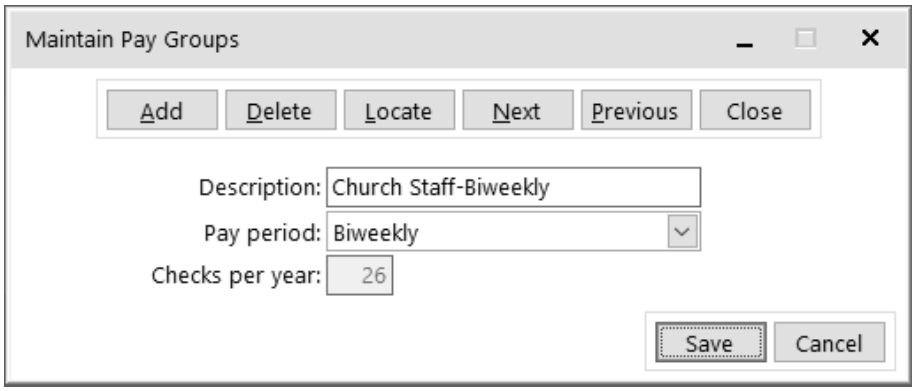
After you save changes, you will notice the Last Updated status at the bottom left of the screen will be updated with the date, time, and user name. This will help keep track of which tables have been updated as a new tax year approaches.

## *Maintain Pay Groups*

Pay Groups are used to group together all employees that are paid at the same time. The Pay Group also controls the number of checks the employees will receive per year. This is important information, because PowerChurch Plus utilizes annual tax tables to calculate everyone's tax deductions.

For example, if an employee is paid Weekly, the system operates on the understanding that the employee will receive 52 pay checks per year. This week's gross salary is multiplied by 52 and compared to the Annual tax table to calculate the amount of each deduction item that uses a tax table. This allows you to maintain a single set of tax tables, even if you have both weekly and monthly employees.

This screen can be found under ***Accounting > Payroll > Setup > Maintain Pay Groups***.




***To add a new Pay Group:***

1. **Click the Add button.**
2. **Enter a Description for the new Pay Group.**
3. **Select a Pay Period from the drop-down list.**
   - **Weekly**. Receives 52 checks per year, once a week.
   - **Biweekly**. Receives 26 checks per year, every other week.
   - **Semi-monthly**. Receives 24 checks per year, such as the first and fifteenth of each month.
   - **Monthly**. Receives 12 checks per year, once a month.
   - **Miscellaneous**. This is the option to use as "none of the above". You are required to manually enter a number of checks per year when this option is selected.

4. **Click Save, or Cancel to clear the form without saving changes.**

To make changes to existing Pay Groups, use the Locate button at the top of the screen to select a Pay Group, then change the Description or Pay Period and click Save.

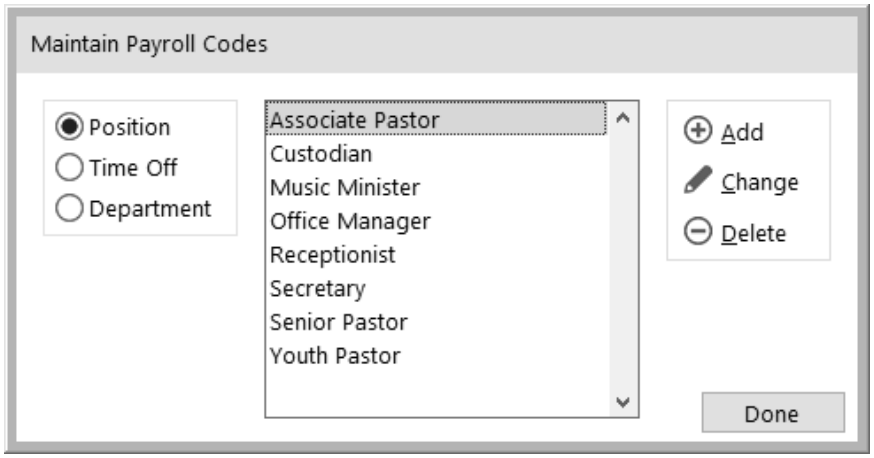
***Note:*** *Changes made to the Pay Group will automatically be applied to all employees that are members of that group.*

To delete an existing Pay Group, click the Delete button at the top of the screen. If you delete a Pay Group that is currently in use, you will be required to move the employees into a different Pay Group.

## *Maintain Custom Codes*

There are three types of customizable code fields used in the Payroll module. You will find there are already some default code values in each of the fields.

This screen can be found under ***Accounting > Payroll > Setup > Maintain Custom Codes***.




***The following code fields can be customized:***

- **Position**. Positions are used to group and select employees on reports and other output. Includes default values of Associate Pastor, Custodian, Music Minister, Office Manager, and others.
- **Time Off**. Time Off types allow you to track the hours earned and used for each employee. Includes default values of Sick Time and Vacation Time.

- **Department**. Departments are used to group and select employees on reports and other output. Includes default values of Clergy, Education, Music, Support Staff, and Youth.

***Note:*** *The use of the custom code fields is optional. While they will aid in organizing your information in PowerChurch Plus, custom codes are not required to generate Payroll transactions.*

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of code values. When deleting a code, PowerChurch Plus checks to see if it is currently in use. If the code value assigned, you will be given the option of replacing it with a different code value.

# Maintain List of Employees

The Maintain List of Employees screen is a centralized access point into all things employee-related.

This screen can be found under ***Accounting > Payroll > Maintain List of Employees***. Use the Add or Delete buttons to add or delete employees. Use the Locate, Next, or Previous buttons to navigate through the employees. The Filter Pay Group drop-down list located at the bottom left of the screen will limit which employees are accessible using the navigation buttons.

Click the ▤ Navigation List button to open the Navigation List. For more information, refer to Navigation List 31.

The following topics detail the layout of the Maintain List of Employees screen and the information that is available under each tab.

## Contact Information

Employees' contact information is stored and viewable under the Contact tab.

- **Address, City, State/Province, ZIP/Postal Code**.
- **Home & Mobile Phones**.
- **Email Address**. Click the ✉ Send Email button to send an individual email to this address.

  ***Note:*** *Email address is required to be able to email payroll stubs.*
- **Date of Birth**. Used for the Employee Birthday List report.

- **Notes**. An unlimited notes field to track miscellaneous information that is not tracked in other areas of the Payroll module. Click the Spell Check button to spell check the notes.
- **Emergency Contact**. This area holds the Phone Number and Relationship of the employee's emergency contact person.

## Payroll Information

***The Payroll Information tab contains the following information:***

- **Employee Number**. This is a unique number assigned to each employee. The employee number can be changed at any time.
- **Position/Department**. Choose from the list of Positions and Departments that have been defined in Maintain Custom Codes 338. Select <Add New Code> from the list to add a new position or department on the fly.
- **Pay Group**. Pay Group controls which employees are paid at the same time. The Pay Period (frequency) is also part of the Pay Group setting. For more information, refer to Maintain Pay Groups 337.
- **Social Security Number**. The employee's Social Security Number is needed to generate tax forms. The Social Security Number can also be printed on check stubs. Refer to Payroll Setup Options 321 to enable this behavior.

  ***Note:*** *Social Security Number is required to send payroll stubs via email.*
- **Envelope Number**. The employee's envelope number is used to connect Contribution Deduction items in Payroll to the employee's giving records in Contributions. Press the F2 key or click the Lookup button to select the employee's envelope number from a list.
- **Employee is Eligible for Retirement Plan**. Checking this box will check the Retirement Plan option in Box 13 on the W2 form.
- **Start of Employment**. Record the date that the employee was hired.
- **End of Employment**. Record the date that the employee ended their employment.

  ***Note:*** *If there is a past date in the End of Employment field, the employee will be automatically excluded from future Payroll transactions.*
- **Payment Method**. The default payment method for this employee (Computer Check, Manual Check, Direct Deposit.) This can be changed on a transaction by transaction basis. This field sets the default payment method that will be shown in the Process Payroll assistant.
- **Routing Number**. The employee's bank account routing number.
- **Account Number**. The employee's bank account number.
- **Account Type**. The employee's bank account type (Checking, Savings.)

***Note:*** *The Routing Number, Account Number, and Account Type fields will only be available if the Payment Method is Direct Deposit. For more information, refer to Setting Up Direct Deposit* 352.

- **Background Checks**. Background checks are provided directly through Protect My Ministry. Users of other background check providers can record the date of the most recent background check here. For more information, refer to Performing Background Checks 85.

## *Pay Items*

The grid on this tab displays the items and amounts that are assigned to the current employee. A calculation of the current check amount is shown below the grid.

The ⊕ Add, ✎ Edit, and ⊖ Delete buttons allow you to customize the list of items and amounts. Place a check mark next to each item that should process, or uncheck items that you do not wish to process on each check. Changes made to the items on this screen will be saved as the defaults for this employee.

***Note:*** *You will also have the option of adding, editing, and deleting items as a one-time occurrence as part of the Process Payroll* 356 *operation.*

***To add a Pay Item:***

1. **Click the ⊕ Add button located below the Pay Items grid.**
2. **Select an Item Type and an Item.** A list of items that match your selection will be displayed below.
3. **Click Next.**
4. **Uncheck the Process option if you do not wish for this item to process by default.**
5. **Different Item Types will require different fields of information, which are detailed below:**

***Income items require the following:***

- **Rate Type**. Hourly or Salary
- **Amount**. The rate per hour or per check, depending on the selection above.
- **Normal Hours**. The number of hours worked at the normal hourly rate.
- **Overtime Hours**. The number of hours worked at 1.5 times the normal hourly rate.
- **Other Time Hours**. The number of hours worked at the Other Time Rate, which is defined in the Payroll Setup Options 321 screen. (Default is 2 times the normal hourly rate)

***Tax Deduction and certain Employer Liability items require the following:***

- **Tax Table**. The tax table used to calculate the amount of the tax deduction. Choose "Manual Amount" to bypass calculations and enter a static amount to be processed by default.
- **Amount**. The amount to process for this deduction by default. This field will only be visible if "Manual Amount" is selected in the Tax Table field.
- **Withholdings**. The number of withholdings claimed by the employee on the W4 or state withholding allowance forms. In Federal Withholding items, this is only used for employees with 2019 or prior W4 forms.
- **Use Standard Deduction**. The employee has a 2020 W4 form and did not check Box 2C.
- **W4 Box 3 Dependents**. The amount claimed for qualifying children and/or other dependents on the 2020 W4 form.
- **W4 Box 4a Other Income**. The amount of other income (not from jobs) claimed on the 2020 W4 form.
- **W4 Box 4b Deductions**. The amount of deductions claimed on the 2020 W4 form.
- **Personal/Dependent Withholdings**. These fields only appear on certain state and county tax deduction items.
- **W4 Box 4c Additional Withholding**. The amount of extra withholding claimed on the 2020 W4 form.
- **Additional Withholding**. Tax deductions other than the Federal Withholding items allow an extra amount to be deducted, in addition to the amount calculated by the tax table.

***Note:*** *It is not possible to process additional withholding for Social Security and Medicare tax items.*

***Other Deduction, Contribution Deduction, and certain Employer Liability items require the following:***

- **Amount/Percent**. Other deduction items can process either a static amount, or a flat percentage rate.
- **Amount**. If Amount is selected above, enter the amount to process on this item.
- **Percent**. If Percent is selected above, enter the percentage to process on this item.

6. **Uncheck the Use Default GL Accounts for This Item option if you prefer to assign different accounts for this employee.** The default accounts will be shown in the debit and credit account fields that appear when you uncheck this box.
7. **Click Finish, or Cancel to return to the Pay Items screen without saving.**

As each item is added or edited, the amounts will be updated in the Check Amount calculation, displayed at the bottom of the screen. Use this to verify your items and amounts are processing correctly.

***Note:*** *Please refer to the following topic for more information on processing Federal Withholding items using the redesigned W4 form for 2020.*

## *Redesigned Form W4 for 2020*

The W4 form (Employee's Withholding Certificate) was redesigned for 2020. This change affects every other aspect of the Federal Withholding tax calculations. The new form is only required to be used for new employees in 2020 and beyond, so existing forms you have on file from 2019 and prior will remain in effect.

The redesigned form allows employees more control over the amount of taxes that are withheld. This is especially useful for employees with multiple jobs, as their total income from all jobs may put them in a different tax bracket, meaning they may not be having enough tax withheld at each individual job.

Form W4 for 2019 and prior simply asked for the number of dependents and additional withholding amount.

The redesigned W4 form for 2020 allows employees to instead specify a dollar amount as a tax credit for qualifying children and other dependents. Additionally, employees can claim additional income, deductions, and as with the previous form, an additional withholding amount.

The new form includes lookup tables and links to an online tax withholding calculator app to help the employee configure the new tax options.

The redesigned W4 form for 2020 also allows for a Standard Deduction to be applied in certain circumstances. If the employee left the box in Step 2 unchecked, the Standard Deduction amount on the Federal Withholding tax table will be applied.

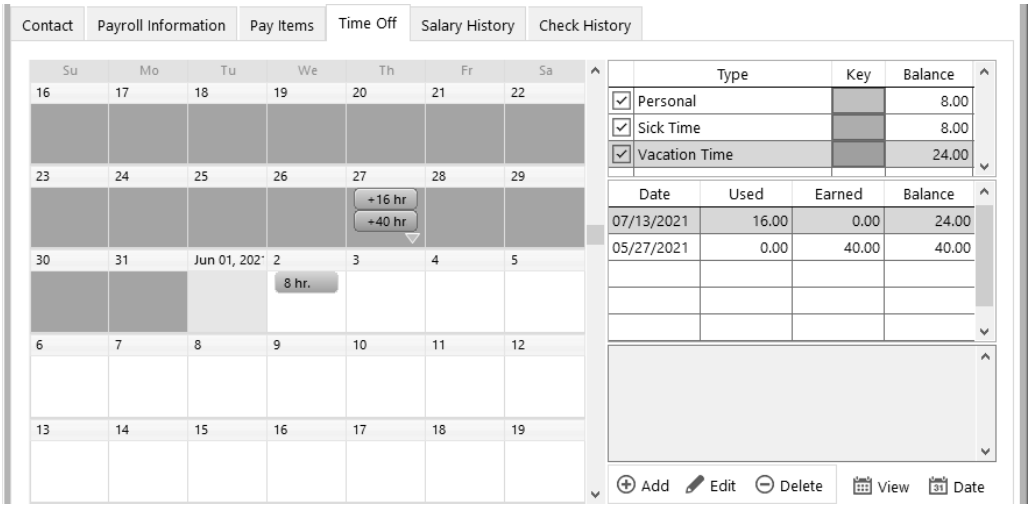
If an existing employee submits a new W4 form for 2020, their Federal Withholding pay item will need to be updated, as detailed in the previous topic. If they previously had a value in the "Withholdings" field, it will automatically be replaced with "0" when filling in values in the new W4 fields. If they previously had an Additional Withholding amount, it will now show in the field labeled W4 Box 4c Additional Withholding.

# *Time Off*

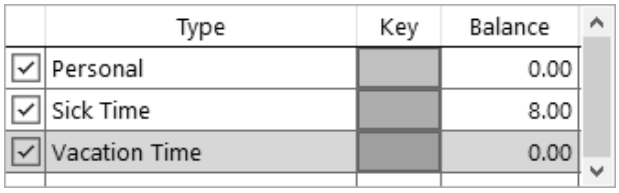
The Time Off tab helps you track each employee's time off hours earned and used. The calendar defaults to the current month and shows all time off entries for the selected employee.

***The calendar offers the following functionality:***

- Examine patterns in employee time off.
- Double-click an empty day to add a new time off entry.
- Double-click an existing entry to edit the time off item.
- Click the View button to switch between Month (default), Daily, Weekly Column, and Weekly List calendar views.
- Click the Date button to jump to a specific date on the calendar.




***The Time Off Types grid at the top right displays the following:***



- **Time Off Type**. Default values are Sick Time and Vacation Time. Uncheck the option to the left to remove time off entries of this type from the calendar display. Refer to Maintain Custom Codes 338 for more information about customizing the list of Time Off Types.
- **Color Key**. The background color used when displaying entries of this type on the calendar display. Color keys are generated automatically and cannot be customized.
- **Balance**. This displays a running total of each type.

  ***Note:*** *Time Off Types showing a negative balance indicate that more time has been used than has been earned. PowerChurch does not automatically record time earned. Be sure to add the time earned entries to keep balances from going into the negative.*

The Time Off Detail grid at the bottom right displays a list of Time Off Earned and Used entries of the currently selected Time Off Type. Selecting a Time Off Type in the grid above will refresh the Time Off Details grid below.

***The Time Off Detail grid displays the following:***

| Date | Used | Earned | Balance |
|---|---|---|---|
| 07/12/2021 | 8.00 | 0.00 | 0.00 |
| 06/21/2021 | 16.00 | 0.00 | 8.00 |
| 05/27/2021 | 0.00 | 24.00 | 24.00 |

- **Date**. The date of the time off entry.
- **Used/Earned**. The number of hours used or earned on each time off entry.
- **Balance**. This displays a running total for the current time off type.

***The Time Off Detail grid offers the following functionality:***

- Examine patterns in employee time off.
- Double-click an entry in the list to edit the time off item.
- Selecting an item in the list automatically jumps to that date on the calendar.
- Use the ⊕ Add, ✎ Edit, and ⊖ Delete buttons to modify the list.

***To add a new Time Off occurrence:***

1. **Click the ⊕ Add button located near the bottom right of the screen.**
2. **Select a Time Off Type from the list.** The current Time Off Type is selected by default.

3. **Select the Start Time and End Time.** PowerChurch defaults to a full day. Uncheck the All Day option to define a specific range of time, such as 9AM to 1PM. The current selected date(s) on the calendar is entered by default.
4. **Choose Use or Earn to specify whether the employee is using or earning time off.** Adding time off earned allows PowerChurch to keep a running tally of the balance of hours in each type.
5. **Enter the number of hours used or earned.** When the All Day boxes are checked, a default of 8 hours per day is calculated in this field. Any changes you make to the Start Time and End Time will require you to manually change the number of hours used or earned.
6. **Enter any notes pertaining to this time off occurrence.** Click the ABC✔ Spell Check button to spell check the notes.
7. **Click OK, or Cancel to exit without saving the new time off entry.**

***Note:*** *When adding a new time off entry, select the date or range of dates on the calendar, then select the time off type prior to clicking the ⊕ Add button. You will find that the date of the time off occurrence and the time off type have been filled in for you automatically.*

## *Salary History*

The Salary History tab allows you to maintain historical records of position and/or salary changes for each employee.

***Note:*** *Adding a Salary History item does not make a change to the employee's current Position or Pay Rate. This functionality is only used for historical record keeping.*

***To add a new Salary History item:***

1. **Click the ⊕ Add button.**
2. **Enter the Date this position and/or salary change occurred.**
3. **Select a Position from the list.** This is an optional field. Select <Add New Code> from the list to add a new position on the fly.
4. **Select an Hourly/Salary option and enter the employee's new pay rate.**
5. **Enter any related notes about this change.** Click the ABC✔ Spell Check button to spell check the notes.

***To edit an existing Salary History item:***

1. **Select an item from the list, then click Edit.** Alternatively, double-clicking the selected item will also open the Edit Salary History window.
2. **Make any necessary changes, then click OK, or Cancel exit without saving changes.**

***Note:*** *To delete an item, select it from the list, then click Delete.*

## Check History

This tab displays both the posted and unposted paycheck history for the current employee. The grid at the top displays the date, payment method, check number, check amount, pay period, and memo of each transaction. The grid below displays the item details that make up the selected check. The total of each Item Type is displayed in a calculation to the right.

Select a Payroll transaction from the top grid by clicking on it. The details of that transaction will be displayed in the grid below. The selected check can be voided, as described later in this topic, or you can click the Reprint Payroll Stub button to generate a new copy of the pay stub or Email Payroll Stub to send a PDF copy of the stub via email. Refer to Emailing Payroll Stubs 353 for more information.

***To void a single Payroll transaction:***

1. **Select the transaction that you wish to void in the top grid.**
2. **Click the Void Check button.** If the selected check has previously been voided, PowerChurch will display a warning.
3. **Enable the Reissue Check option if you wish to issue a new check to replace the voided transaction.** This option can be used if the employee has lost the original check and needs a replacement to be issued.

   ***Note:*** *The new check and the void will share the same date, as to not adjust the amounts reported on the 941 form filing and expense amounts reported in Fund Accounting.*
4. **If you would like to print a check, enable the Print Check option.** Otherwise, the transaction will be recorded as a manual check. Enter the check number in the field provided if not printing a check.
5. **Click OK.**

The voided check and replacement check both show in the top grid with an asterisk in the first column to show that they are unposted items. You will also find these

transactions listed in the Unposted Payroll screen. For more information, refer to Reviewing Unposted Payroll 359.

***Note:*** *You can also void one or more checks by going to* ***Accounting > Payroll > Void Check****. Refer to Voiding Checks 361 for more information.*

# Adding a New Employee

PowerChurch includes an Add Employee Assistant that steps through each of the important fields of information tracked on the employee record. To get started, go to ***Accounting > Payroll > Maintain List of Employees***.

The fields on each step of the Add Employee Assistant are detailed in the descriptions of each tab of the Maintain List of Employees 339 screen.

***To add an employee:***

1. **Click the Add button located near the top of the screen.**
2. **Enter employee information, such as Name, Address, and Date of Birth.** For more information, refer to the Contact Information Tab 339.
3. **Click Next.**
4. **Enter Payroll information, such as Employee Number, Social Security Number, and Pay Group.** For more information, refer to the Payroll Information Tab 340. Optionally, select the employee's envelope number to use for Contribution Deductions.

   ***Note:*** *The Employee Number is automatically assigned, incrementing up from the last highest employee number. If you prefer to assign a different number, simply click into the Employee Number field and change it. The Employee Number needs to be unique.*
5. **Click Next.**
6. **If any Pay Items have been marked as Default Items, they will be shown one at a time, allowing you to make changes to the Tax Table, Amount, etc.** Make any necessary changes and click Next to move on to the next item.
7. **On the Pay Items step, the Default Items will be included in the list automatically.** Use the ⊕ Add, ✎ Edit, and ⊖ Delete buttons to make changes to the items assigned to this employee. A calculation of the current check amount can be found at the bottom of the screen for your reference as you make changes. Refer to the Pay Items Tab 341 for more information.
8. **Click Next.**

9. **Uncheck the option that reads Create Entry on Salary History Tab if you do not wish for the Start of Employment entry to be recorded for you automatically.** Refer to the Salary History Tab 346 for more information.
10. **Click Finish.**

Not all fields on the Add Employee Assistant are required. If you do not have everything you need to completely set up the employee, you can update this information at any time.

# *Importing Employees*

You can import employees from a CSV (Comma Separated Values) file by going to ***Accounting > Payroll > Setup > Import Employees***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Employee Number | Number/4 | Required: Unique ID for this employee |
| Social Security No. | Character/11 | Employee Tax ID |
| First Name | Character/20 | Required |
| Middle Name | Character/20 | |
| Last Name | Character/25 | Required |
| Suffix | Character/3 | |
| Address | Character/30 | |
| City | Character/25 | |
| State/Province | Character/2 | |
| ZIP/Postal Code | Character/10 | |
| Home Phone | Character/20 | |
| Mobile Phone | Character/20 | |
| Email | Character/50 | |
| Envelope Number | Number/5 | Envelope Number assigned in Personal Profiles |
| Birth Date | Date/10 | MM/DD/YYYY or DD/MM/YYYY |
| Start of Employment | Date/10 | Required: MM/DD/YYYY or DD/MM/YYYY |
| End of Employment | Date/10 | MM/DD/YYYY or DD/MM/YYYY |
| Position | Character/25 | Senior Pastor, Administrator, etc. |
| Department | Character/25 | Church Office, Day Care, etc. |
| Emergency Contact Name | Character/40 | |
| Emergency Contact Phone | Character/20 | |

| | | |
|---|---|---|
| Emergency Contact Relation | Character/20 | Emergency Contact's relation to the employee |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Fields in your import file that are empty will still need to be present in the file structure. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**
3. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**
4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this option is checked. If you are unsure, look at the contents of the file before choosing.
5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

***Note:*** *Position and Department are custom code fields in Payroll. Positions and Departments included in the import file will either be linked to existing code values of the same name or new Positions and/or Departments will be created automatically.*

# *Time Off Calendar*

The Time Off Calendar displays time off entries for all employees and is an easy reference and planning tool. When time off is requested, the Time Off Calendar provides an "at a glance" reference to upcoming time off events. It can be accessed under ***Accounting > Payroll > Time Off Calendar***.

***The buttons in the toolbar are explained below:***

- **Add Time Off**. Add a new time off event.

- **Filter**. Limit the list of time off events that are shown on the calendar by Time Off Type or by Department.
- **Print**. Print a hard copy of the current view of the Time Off Calendar.
- **View**. Toggle between Month (default), Daily, Weekly Column and Weekly List calendar views.
- **Today**. Select today's date on the calendar.

***To add a new Time Off event:***

1. **Click the Add Time Off button.**
   ***Note:*** *Double-click a date that does not currently have a time off event to open the Add Time Off form.*
2. **Select an Employee Name from the list.**
3. **Select a Time Off Type from the list.** Refer to Maintain Custom Codes 338 in Payroll for more information.
4. **Select the Start Time and End Time.** PowerChurch Plus defaults to a full day. Uncheck the All Day option to define a specific range of time, such as 9AM to 1PM. The current selected date(s) on the calendar is entered by default.
5. **Choose Use or Earn to specify whether the employee is Using or Earning time off.** Adding time off earned allows PowerChurch Plus to keep a running tally of the balance of hours in each type.
6. **Enter the number of hours used or earned in this occurrence.** When the All Day options are checked, a default of 8 hours per day is calculated in this field. Any changes you make to the Start Time and End Time will require you to manually change the number of hours used or earned.
7. **Enter any Notes pertaining to this time off occurrence.** Click the Spell Check button to spell check the notes.
8. **Click OK or Cancel to exit without saving the new time off entry.**

***To edit an existing Time Off event:***

1. **Find the Time Off occurrence that you would like to edit on the calendar.**
2. **Click the right mouse button on the item.**
3. **Choose Edit.**
   ***Note:*** *Double-clicking on an existing item will open the Edit Time Off form.*
4. **Make any necessary changes to the time off information.**
   ***Note:*** *Changes to the date and time fields will not recalculate the number of hours field.*

5. **Click OK or Cancel to exit without saving changes.**

***To delete an existing Time Off event:***

1. **Find the item that you would like to delete on the calendar.**
2. **Click the right mouse button on the item.**
3. **Choose Delete.**
4. **When prompted, click Yes to confirm deletion of the entry.**

***To filter the list of Time Off events:***

1. **Click the Filter button.**
2. **Uncheck any Time Off Types or Departments that you would like to hide from view on the calendar.**
3. **Click OK or Cancel to exit without filtering the list.**

# *Setting Up Direct Deposit*

PowerChurch Plus can create a file to send to companies to process Direct Deposit Payroll transactions.

The Payroll Setup Options screen can be found under ***File > Preferences > Accounting Setup***. Click on the Direct Deposit tab. Enter the Direct Deposit Client ID. This is a unique account number assigned by your direct deposit service provider. You can also choose to have PowerChurch create a NACHA file for you. This offers better compatibility with most banks and payment processors. Please refer to Direct Deposit Setup 322 for more information.

The file format that PowerChurch Plus creates can be customized by clicking the File Information button.

On each employee, you should set Direct Deposit as the default Payment Method. You will also, at this point, need to define the employees' Bank Routing Number, Bank Account Number, and Account Type. This information is entered on the Maintain List of Employees screen. For details, refer to Payroll Information 340.

# Emailing Payroll Stubs

PowerChurch can send employee pay stubs via email. The pay stub is sent as a secure, password protected, PDF form attached to an email sent separately to each employee. This email can be sent at different times:

- From the Process Payroll screen, you can send emails immediately after Payroll transactions are generated.
- To send them at a later time, there is also an option directly under the Payroll menu. This is helpful when generating direct deposit transactions days in advance, you can then come back at a later time and send the pay stubs.
- Email a stub from the Check History tab on the Maintain List of Employees screen, in the event that the employee has lost their original stub, or needs copies of pay stubs when applying for a loan or credit.

Some setup needs to be done in advance to be able to email payroll stubs. First, your employees will need to have email addresses and Social Security Numbers on file. The Social Security Number (without hyphens: e.g. *123456789*) is the password that is used in creating the secure PDF.

You can enter this information for each employee by going to ***Accounting > Payroll > Maintain List of Employees***. The email address can be found under the Contact Information tab and the Social Security Number is assigned on the Payroll Information tab.

It is also helpful to have set up email connectivity in advance, so that you are not prompted for that information every time you send payroll stubs. Refer to Configuring Email Options 413 for more information.

# Processing Payroll

The Process Payroll Assistant combines each of the steps involved in generating Payroll transactions into a single, easy to follow assistant. This walks you through the process, from selecting which employees to pay to printing checks or stubs. To get started, go to ***Accounting > Payroll > Process Payroll***.

## Pay Group

***The first step of the Process Payroll Assistant requires the following information:***

- **Pay Group**. Select the Pay Group for which to process Payroll. Only employees that are members of this Pay Group will be included in this Payroll run. For details on the Pay Group field, refer to Maintain Pay Groups 337.
- **Payroll Period (dates From and To)**. The Payroll Period is displayed on the check stubs and is also used to calculate information for the 941 form.
- **Check Date**. The date of the Payroll transaction.
- **Suppress Specific Items From Being Processed This Time Only**. If there are certain items that do not process on specific Payroll runs, you can exclude them from all employees' pay records on a one-time basis. An example of this would be where insurance deductions are processed biweekly, but the current pay period is the third payroll run in a single month. Checking this option will add the Process Items Step 355 addressed later in this chapter.

Click Next to continue.

## Employees

The Employees step displays a list of all employees in the Pay Group you selected. Uncheck the option next to a person's name to exclude them from this Payroll run. Use the ☑ All or ☐ None buttons for easier selections. Click Next to continue.

## Enter Hourly Payroll

If you have employees included in this Payroll run that have hourly income, they will be listed in the grid. If there are no hourly income items to process, this step is skipped.

Enter the number of hours worked directly into the grid below

| No. | Name | Item | Normal | Overtime | Other | Total |
|---|---|---|---|---|---|---|
| 3 | Cunningham, Allen | Custodian Salary | 50.00 | | | 50.00 |
| 1 | Martinez, Selena | Secretary Salary | 70.00 | | | 70.00 |

The default number of Normal, Overtime, and Other Time hours for each hourly income item appear in the grid. Click into the appropriate cell and change the number of hours worked, if necessary. Changes that you make here will not be saved on the employee record. The default amounts will be shown again on the next Payroll run.

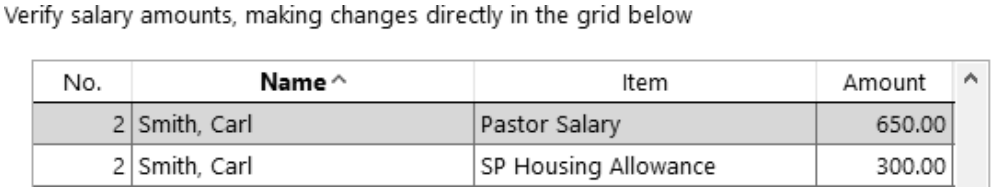
***Note:*** *The default hours that are displayed on this screen are pulled from the Pay Items Tab* 341 *on the Maintain List of Employees screen.*

If you have set up and connected a Clockify.me account as detailed in the Clockify Integration topic, click the Visit Clockify.me button to review reports of employees' recorded time entries prior to clicking the Import Hours button. When the hours are imported, you will see the Normal and Overtime (if applicable) hours updated in the grid above. The imported hours will become bold. If the employee did not record any time entries in Clockify during this pay period, the default amounts will be cleared. Verify that the imported information is correct. Make any necessary changes directly in the grid.

Click Next to continue on to the Enter Salary Payroll step.

## Enter Salary Payroll

If you have employees included in this Payroll run that have salary income, the employees and their salary items are shown in the grid. If there are no salary items to process, this step is skipped.




If you need to make changes to the amount of a salary item, click into the appropriate cell and change the amount. Changes made here are not saved on the employee record. The default amounts will be shown again on the next Payroll run.

***Note:*** *The default amounts shown in this grid are pulled from the Pay Items Tab on the Maintain List of Employees screen.*

Click Next to continue.

## Process Items

This step is dependent on the Suppress Specific Items From Being Processed This Time Only option on the first step of the Process Payroll Assistant. If you did not check that option, this step is skipped.

Use the check boxes next to each of the Pay Items in the list to control the items that are processed. For example, if you have Health Insurance deductions that only process on one check per month, you can easily tell the item not to process in this Payroll run. This allows you to remove the item once, from everyone, rather than changing each

employee's setup individually. Check or uncheck items in the list to change their processing status. Click Next to continue.

## Verify Payroll

The grid displays each of the Payroll transactions that are about to be processed. The Payment Method (*check, manual check, direct deposit*), Check Number (if applicable), and calculated amounts are shown for each employee. The default Payment Method is pulled for each employee from settings on the Payroll Information Tab 340 on the Maintain List of Employees screen.

***Note:*** *Checks with a zero or negative dollar amount are treated as adjustments to Payroll figures. These can only be processed as manual checks.*

You must assign a Check Number or Reference to each manual check before continuing on to the last step. Click into the grid to enter the value. You will not be able to assign Check Numbers to computer checks at this point, only manual checks. Total amounts for the whole Payroll run are shown directly beneath each column of the grid.

The Check Detail button located near the bottom left of the screen allows you to view the items that are processing on each check, as well as Add and Edit items in the transaction on a one-time basis. Uncheck an item and it will not be processed on this check. Changes made here are not saved on the employee's Pay Items record. The default amounts pulled from the Pay Items Tab 341 on the Maintain List of Employees screen will still be used next time you process payroll.

On the Check Details screen, you also have the ability to define a Memo, which will print in the Memo area at the bottom left of the check. This information will post into the Notes field on the Fund Accounting transaction. Click the Previous or Next buttons to navigate to other employees' checks. Click Close when finished working in the Check Details screen.

Click Finish to continue on to the final step.

Clicking the Preview button will generate the Employee Pay Items report, which was called Preview of Paycheck Items in prior versions of the software.

## Print Checks

The final step of the Process Payroll Assistant is where the processing of Payroll transactions occur. The three types of Payroll transactions to process are detailed in the

following topics.

## *Print Payroll Checks*

The Print Payroll Checks button will be active if there are checks that are waiting to be printed. The label to the right of the button indicates the number of checks that are waiting to print.

***Note:*** *This is a required step if computer checks are waiting to be printed. Closing the screen without printing will ask you to confirm that you are canceling the Payroll run. If you have already printed stubs or created a direct deposit file, those transactions will remain in the Unposted Payroll screen.*

***To print Payroll checks:***

1. **Click the Print Payroll Checks button.**
2. **On the Check Options screen, change the printer, if necessary, by clicking the Change button.**
3. **Enter the first check number.** Enter the pre-printed number on the first check form loaded in the printer. PowerChurch will automatically fill in the next check number for you, based on the last time checks were printed from this account in Accounts Payable or Payroll. Make a change to this number if necessary.
4. **Click OK to send the checks to the printer.**

It is important to wait for the checks to finish printing before answering the prompt that asks if you need to reprint any checks. If there was a problem with the printer, such as a paper jam, choose Yes to the prompt.

If PowerChurch Plus is closed before receiving your response to the *Do you need to reprint any checks?* prompt, this Process Payroll session will be saved in progress, allowing you to finish the process at a later time without having to start over.

For example, as a PowerChurch Online user, you leave your desk to pick up the printed checks from the printer, but are called away to do a different task before responding to this prompt. Eventually, the connection to the PowerChurch Online server is disconnected after a long period of inactivity. When you come back to your desk and sign in to PowerChurch Online, a message will be shown that there is a Saved Process Payroll Session in progress and asks if you want to complete it now. If you choose No, that prompt will be shown again next time you open the Process Payroll screen. The Payroll transactions won't be saved in the database until you choose Yes to complete the process.

### *Reprint Payroll Checks*

The Reprint Checks screen displays a grid containing the payroll checks that were just printed, in the order they were printed.

***To reprint a single Payroll check:***

1. **Click on the check that you would like to reprint.**
2. **Select Reprint Only the Selected Check in the Reprint Options located near the bottom left of the screen.**
3. **Click OK.**

***To reprint multiple Payroll checks:***

1. **Click on the first of the checks that you would like to reprint.**
2. **Select Start Reprinting at the Selected Check in the Reprint Options located near the bottom left of the screen.**
3. **Click OK.**

On the Check Options screen, enter the new Check Number and click OK to print the check(s). Please wait for the check(s) to finish printing before answering the prompt asking if you need to reprint any checks.

## *Print/Email Payroll Stubs*

The Print/Email Payroll Stubs button will be active if there are manual checks or direct deposit transactions to process. PowerChurch Plus can print Payroll stubs using either a one per page or three per page format. You can change the format in the Payroll Setup Options screen.

***Note:*** *If you attempt to close the Process Payroll Assistant without printing Payroll stubs, you will receive a warning that the stubs have not yet been printed. If you wish to continue on without printing stubs, choose Yes. To return to the Process Payroll Assistant and print stubs, choose No.*

***To print Payroll Stubs:***

1. **Click the Print Payroll Stubs button.**
2. **Choose whether you would like to Print, Email, or Print then Email Payroll stubs and click OK.**

- **If printing stubs, change the printer if necessary and set the number of copies to print on the Print Report screen.**
- **If emailing stubs, follow the onscreen prompts to create the email message to send to the employees.** Each employee will receive a separate message with a secure, password protected PDF attachment. Refer to Emailing Payroll Stubs 353 for more information.

3. **Click OK.**

### *Create Direct Deposit File*

The Payroll module will generate a transaction with a reference of Direct for each of your direct deposit transactions. If you are using a direct deposit service that requires a file from PowerChurch Plus, click the Create Direct Deposit File button. You will be prompted for the file name and location of where to save the file.

***Note:*** *If you do not see the Create Direct Deposit File button, there is required setup information missing. Refer to Direct Deposit Setup 322 for more information.*

# *Reviewing Unposted Payroll*

After finishing the Process Payroll Assistant, the Payroll transactions are saved in an unposted state. This is similar to the behavior of all other areas of the Accounting system. It is a good idea to review the unposted Payroll transactions prior to posting them. This will allow you to discover mistakes in check numbers, dates, etc.

## *The Unposted Payroll Transactions Report*

This report allows you to view each of the unposted Payroll transactions prior to posting. The Unposted Transactions report can be found under ***Accounting > Payroll > Reports - Payroll > Unposted Transactions***.

When running the report, you will be prompted to include accounting transaction information. This displays the current account numbers and debit/credit amounts that would process if you were to Post Payroll at this moment. Account numbers and debit/credit assignments can be changed prior to posting.

## *Modify Unposted Payroll*

While the Payroll transactions are still unposted, you can make changes in the Modify Unposted Payroll screen, which can be found under ***Accounting > Payroll > Modify***

***Unposted Payroll***. Using this screen, you can also delete one or all transactions for a specific date.

***The form is made up of three areas:***

- **Check Information**. Displays the Check Amount, Check Date, Employee Name, etc.
  ***Note:*** *All Payroll transactions are displayed on a check image in this screen, regardless of the type of transaction (check, manual check, or direct deposit.)*
- **Details tab**. The Payroll Items and Amounts that processed.
- **Accounting Transaction tab**. Contains a preview of the Fund Accounting transaction. Use the Accounting Transaction tab to check for any problems with the accounts or amounts that will be sent to Fund Accounting at the time of posting.

***You can change the following fields:***

- **Date**. When changing the date, you will be prompted as to whether you would like to make the change on only one transaction or all transactions on the selected date.
- **Reference/Check No**. A change to the reference or check number will not affect other transactions.

If you find a problem with an account number used on the Accounting Transaction tab, you can make changes to the Payroll item on the Maintain Item Descriptions 327 screen.

## *Deleting Unposted Payroll Transactions*

If you find problems with the Item Descriptions or amounts that processed on the transaction, you will need to delete the unposted Payroll transaction and process a corrected transaction.

***To delete an unposted Payroll transaction:***

1. **Use the Locate button to select a Payroll transaction.**
2. **Click the Delete button.**
3. **The Delete Payroll Entry screen will open.**
   - **Delete this Payroll Entry only**. This will delete only the current transaction.
   - **Delete all Payroll Entries**. This will delete all of the transactions that were processed with the current transaction.
   - **Create unused check entry in Fund Accounting**. Checking this option will create a transaction in Fund Accounting with this check number and a zero amount, to account for a gap in check numbers.

4. **Click OK to delete the transaction(s), or Cancel to exit without deleting.**

# Posting Payroll Transactions

Once you have verified that all of the unposted Payroll transactions are correct, you are ready to post them. The posting process will finalize the transactions in the Payroll module.

The Post Payroll screen can be found under ***Accounting > Payroll > Post Payroll***.

***To post Payroll transactions:***

1. **Select which Payroll runs you would like to post.** The Check Date, Processed Date, Number of Checks, and Pay Period are displayed in the grid. Place a check mark next to each of those you wish to post.
2. **Select a Posting Option.**
   - **Post to Fund Accounting (default)**. This will finalize the Payroll transactions, as well as create the transactions on the Fund Accounting side of the software.
   - **Post to Payroll Module Only**. In certain situations, you may not wish to create Fund Accounting transactions from these Payroll entries.
3. **Click OK to post, or Cancel to exit without posting.**

# Voiding Checks

When voiding a Payroll check, PowerChurch Plus will record reversing transactions in the Fund Accounting and the Payroll modules. You can then reissue the voided checks, if necessary.

***To void one or more Payroll checks:***

1. **From the Accounting menu, choose Payroll, then Void Check.**
2. **Enter a range of Check Dates, Numbers, and/or select a Pay Group**.
3. **Click Next.**

   ***Note:*** *If you are not getting the list of checks you are expecting, try using fewer options. Try entering only a range of Check Numbers, or only a range of Dates.*
4. **Place a check mark next to each of the transactions you would like to void.** PowerChurch Plus will warn you if the selected check has been previously voided.
5. **Click Finish.**
6. **Click Close.**

PowerChurch Plus will save a voided check entry in unposted status. Refer to Reviewing Unposted Payroll 359 for more information regarding unposted status. The transaction will be sent to the Fund Accounting module once you Post Payroll. For more information, refer to Posting Payroll Transactions 361.

## Voiding an Individual Check

If you wish to void an individual check, you can do so on the Maintain List of Employees screen, on the Check History Tab 347.

# Creating Accounts Payable Entries

As a convenience feature, PowerChurch Plus can automatically create Accounts Payable invoices or manual checks from processed Payroll amounts. The connection is made to the Accounts Payable vendors assigned to each deduction and employer liability item in the Maintain Item Descriptions 327 screen.

The Create Accounts Payable Entries screen can be found under ***Accounting > Payroll > Create Accounts Payable Entries for Deductions***.

***To create an Accounts Payable entry from processed payroll:***

1. **Select a Vendor from the drop-down list.**
2. **A list of Payroll runs will appear in the list below.**
3. **Place a check mark next to each run that you would like to include in the payable amount.** Click the Details button if you would like to see a list of individual Payroll transactions that make up the amount of the selected Payroll run.
4. **Enter a Due Date and a Reference for the entry.**
5. **Enter a Description for the entry.** This defaults to the vendor name.
6. **Choose whether you prefer for an invoice or manual check to be created.** If you plan to print a computer check to pay for this, select invoice.
7. **Click OK, or Cancel to exit without creating the Accounts Payable entry.**

# Printing Tax Forms

PowerChurch Plus assists you at tax time with a variety of helpful features. The Payroll module generates W2 and W3 forms for your employees, as well as the 941 form. For

information regarding generating 1099-MISC/NEC tax forms for Accounts Payable vendors, refer to Printing 1099-MISC/NEC Forms 282.

# Printing 941 Quarterly Tax Return

The 941 Assistant helps you generate the 941 form, or a report that provides the values for each field of the 941 form. The 941 Assistant can be found under ***Accounting > Payroll > Tax Reporting > 941 Quarterly Tax Return***.

For official documentation and processing guidelines, visit www.irs.gov or consult a tax professional.

## Employer and 941 Information

The first step of the 941 Assistant is to update the following employer and 941 tax information, if necessary.

- **Year**. Since tax calculations and forms are calendar year-specific, the year is automatically selected here. As new tax forms are published by the IRS, forms and calculations will be updated in PowerChurch Plus via Maintenance Release Updates 487.
- **Quarter**. Select the quarter from the drop-down list. The last completed quarter is selected by default.
- **Employer Identification Number**. Enter the EIN, if it is not already displayed.
- **Federal Tax Deposit Frequency**. Choose the frequency with which you deposit Federal taxes - Quarterly, Monthly, or Semiweekly.

You may see a message on the screen that the process will generate a printed report instead of the 941 form. There are three possible reasons as to why this message is shown:

- **Microsoft .NET 2 Framework is not installed.**
- **No Acrobat PDF Reader software is installed.**
- **The 941.pdf file is missing from the Layout folder.** By default, this is located in C:\PowerChurch\PCPLUS14\Layout.

For more information, refer to Troubleshooting 366.

Click Next to move on to the next step.

## Wage Information

The Wage Information step displays the amounts calculated on the 941 form. Consult the IRS documentation for clarification on the proper method of calculating the information on this screen. Verify the information on the screen and make any necessary changes.

***Note:*** *Amounts in these boxes are pulled from the setup and classification of your Payroll items. If amounts have calculated incorrectly in these fields, please review each of the items in the Maintain Item Descriptions 327 screen.*

Once you have verified that the amounts are correct, click Next to continue.

## Tax Adjustments

The Tax Adjustments section of the 941 assistant gathers information necessary to complete that section on the 941 form. Please consult the IRS documentation for assistance calculating these fields. Click Next to continue.

## Totals

This step reviews and totals the information calculated in the previous steps. Enter any applicable amounts, such as Total Deposits for This Quarter. Click Next to continue on to the next step.

## Tax Liability

Total tax liability calculations for each month of the quarter are displayed, along with a total for the quarter.

***Note:*** *This step is displayed if generating a monthly or quarterly deposit.*

If necessary, change the amounts in each month and verify the total quarterly tax liability calculation is correct. Click Next to continue.

## Monthly Tax Liability

The next three steps address the total tax liability for each pay period.

***Note:*** *These steps are displayed only when generating a semiweekly deposit.*

PowerChurch Plus assists in calculating the total liability for each month by displaying days 1-31 of each month, with the tax liability listed in the appropriate day of the month from each Payroll batch. This resembles the Schedule B form 941 for Semiweekly Depositors.

The total calculated tax liability is displayed at the bottom right of the screen. If the amount does not agree with your manual calculations, use the day of month display referenced above to help diagnose which Payroll run is the source of the problem. To change an amount, simply click into the day of month field and change the amount.

## *Additional Information*

In the Employer Information section, enter the Church/Company Name, Trade Name, Address, and City/State/ZIP. Section 5 asks for contact information: Contact Person, Contact Title, and Telephone Number.

Once you have entered the required information, click Next.

## *Finish*

Click the Print 941 Report button to generate the report. Click Previous to review earlier steps if something is not correct on the 941 Report. PowerChurch Plus will generate a PDF form for you to print and mail. The PDF is an editable form, so if there is any information that needs to change, you can do so on the screen prior to saving and/or printing. Once you have verified that the report is correct, click Finish.

***Note:*** *To view the PDF form, you will need to have a PDF reader installed on your computer.*

### *Electronic Filing*

PowerChurch Software has integrated with a third party service which allows you to electronically file 941s.

This is a paid service and requires registering an account. For more details about the pricing and services available, visit powerchurch.nelcoportal.com.

E-filing 941 forms requires registration in advance, applying for a PIN to serve as an authorized signer for your organization. This process can take up to two weeks. For more information, visit www.irs.gov.

Click the File Electronically button to transfer the 941 information. This will launch your default browser to the site linked above. There you can register an account or sign in after you have registered.

### *Troubleshooting*

There are various reasons why you may receive a printed 941 Report at the end of this process, instead of the interactive PDF form. PowerChurch Plus will warn you about these situations at the beginning of the process if it detects any of the following scenarios:

- **Microsoft .NET 2 Framework is not installed**. The PDF generation process requires that .NET 2 runtimes are installed. This is normally installed and updated as part of Windows Update. If these files are not installed, you can manually download and install them from Microsoft's website: www.microsoft.com/download
- **No Acrobat PDF Reader software is installed**. If you don't have a PDF reader installed, you will not be able to open the PDF file and will instead receive the printed report. In some instances, the Adobe Reader program updates don't show up as a default PDF reader in Windows. If you have Adobe Reader installed, but are receiving the messages that no PDF reader was found, you can manually assign Adobe Reader as the default PDF handler in Windows, by right clicking on a PDF file and choosing "Open with > Choose default program" then select your PDF software and check the "Always use the selected program to open this kind of file" option. Another alternative would be to install one of the many other free PDF reader programs.
- **Missing PDF Files**. There should be two files located in the Layout folder in the PowerChurch Plus program directory (by default C:\PowerChurch\PCPLUS14\Layout\). These files are called 941.pdf and schedb.pdf. If you receive a message that you are missing these PDF files, you can simply download and install the latest Maintenance Release for PowerChurch Plus and it will install a new copy of the files for you. You can install the latest Maintenance Release from within the program by going to ***Help > Download Maintenance Release***, or by visiting our website at www.powerchurch.com/mr.

***Note:*** *The checks listed above only apply to PowerChurch Plus users. PowerChurch Online is always up to date with all of the above requirements and they should not ever be an issue for PowerChurch Online users.*

## *Printing W2s and W3s*

The Print W2 Assistant can be found under ***Accounting > Payroll > Tax Reporting > W2s***. It walks you through the process of generating W2 and W3 forms. The following steps gather information necessary to automatically generate the forms.

If at any time in the process you need to exit the assistant, you will be prompted to save your changes. You will be prompted to load this saved data when you return to the assistant.

## *Tax Year and Pay Groups*

Select the tax year for which you would like to generate W2 and W3 forms. The current year is selected by default. If you need to generate forms for a partial year, check the Partial Year option and specify the date range. Otherwise, the full calendar year will be used.
Place a check mark next to each of the Pay Groups to include in the process. Use the ☑ All or ☐ None buttons to make the selections easier. Click Next to continue on to the next step.

## *Employer Information*

Verify the information that is displayed on this step. This information includes the EIN (Employer Identification Number), Church Name, Address, and Employer Contact information. Once the information has been verified and is correct, click Next to continue.

## *W2 Information Found*

If saved information was found from a previous trip through the Print W2 Assistant for the selected year, you will be prompted to edit the existing information, or reload the W2 information from posted Payroll records.

***Note:*** *If you choose to regenerate W2 information from Payroll records, you will not be able to revisit the previously saved data.*

Once you have made your selection, click Next to continue.

## *Select Employees*

A list of employees is displayed. Uncheck any employees that you do not wish to include. Use the ☑ All or ☐ None buttons as needed.

Click Next to continue.

## *Employee W2 Information*

This step of the assistant offers a preview of the information on each employee's W2 form. Click into each of the boxes on the screen to edit the amounts, if needed. The W3 form will be updated with new totals after each change you make.




***The buttons across the top of the screen do the following:***

- **Add**. Add a blank W2 form for an employee that is currently not shown. Amounts entered on the new W2 form will total onto the W3 form automatically.
- **Delete**. Delete the current W2 form from the list of those to print. Amounts from the deleted W2 form will be subtracted from the W3 form automatically.
- **Locate**. Select a W2 to view from a list. The lookup list includes the Control Number and Employee Name.
- **Refresh**. Clicking this button will undo all changes made to the current employee's W2 form and reload totals from posted Payroll data.
- **Previous**. Move to the previous employee's W2 preview.
- **Next**. Move to the next employee's W2 preview.

***Note:*** *Income items marked as housing allowance will automatically be tallied into Box 14. Please refer to the following topic regarding editing the information in Box 14.*

Once you have verified that each of the W2s are correct, click Next to continue on to the next step.

## *Editing Information in Box 14*

Normally, Box 14 on the W2 is used to report any other information that you want to give your employees.

However, there have been a few new items in recent years that also must be reported in Box 14. Due to limited space in that field, as well as mandated abbreviations that need to be used, we have included an editor to help format the information reported in Box 14.

Click the Edit button found along the left side of Box 14 on the employee's W2 preview to open the editor. There are some predefined items in the list, such as Housing Allowance and Oregon Transit Tax. You can add more items as needed. Your entries will be saved and available for future use.

Click OK when finished editing the information in Box 14 of each employee's W2.

## *W3 Information*

The W3 preview is shown on this step.

***Note:*** *Amounts in boxes 1 through 19 are automatically totaled from the W2 amounts in the previous step and are not editable.*

Verify that the information on the W3 preview is correct and complete. Click Next to continue on and print W2 and W3 forms, or click Previous to go back and edit information in a previous step.

## *Print/E-file W2s*

The final step has the W2 and W3 forms queued up and waiting to print. Here you are able to print IRS approved forms on plain paper, or pre-printed forms available from Dynamic Systems at (800) 782-2946 or online at www.dswebtoprint.com/powerchurch.

When printing on plain paper, a PDF file will be generated that contains all necessary forms, which include:

- Copy A of the W2 forms for filing with Social Security Administration.
- W3 Transmittal form for filing with Social Security Administration.
- Copies 1 of the W2 forms for filing with State, City, or Local Tax Department.
- Copies B, C, and 2 of the W2 forms for each employee.
- Filing instructions for each employee.
- Copies D of the W2 forms for employer.

***When printing on pre-printed forms:***

Under the W2 Forms heading, a note is displayed informing you of the number of forms (and pages) to insert into the printer. If you would like to test the layout of the W2 forms, click the Align Form button.

There are two modes of form alignment available. You can use the Move drop-down list to move either the Whole Form or an individual box on the W2. Once you have made a selection, you can adjust it in any direction (using the arrow buttons on the screen) in increments set in the Adjust By drop-down list. Click the Apply button to save the adjustment.

The second option is Advanced mode, which allows you to use the Report Designer to directly manipulate the W2 form. The Report Designer is the same utility used in the Custom Report Writer 467 and Custom Check/Custom Label layout processes.

Click the Reset Form button to move all form fields back to their default locations. The Print Test button allows you to print a sample form layout, with each field filled with Xs to visually inspect form alignment. Click Done when finished adjusting the form alignment.

Use the Align Form or Print W3 buttons under the W3 Form to align forms and print the W3 form.

Click Print Mailing Labels if you would like to print mailing labels for the employees receiving W2 forms.

Click Finish to complete the assistant.

### *Electronic Filing of W2s*

PowerChurch has integrated with a third party service which allows you to electronically file W2s, including both state and federal e-file. The mailing of paper copies to employees and online delivery of forms is also available.

This is a paid service and requires registering an account. For more details about the pricing and services available, visit powerchurch.nelcoportal.com.

On the Print/E-File W2s screen in PowerChurch, click the File Electronically button to transfer the W2 information. This will launch your default web browser to the site linked above. There you can register an account or sign in after you have registered.

## *Payroll Reports*

The Payroll module includes the following predefined reports, which can be found under ***Accounting > Payroll > Reports - Payroll***.

- **941 Calculation Report**. Displays a list of employees, their pay items, and processed amounts that were calculated into each box on the 941 form. Use this report to research unexpected amounts on the 941.
- **941 Tax Deposit**. Helps you prepare a 941 deposit by totaling Social Security, Medicare, and Federal Income Tax withholding items.

- **Employee Birthday List**. Shows the birthdays of current employees for the selected range of dates.
- **Employee Census Report**. Shows a list of current employees with their start date and birthday.
- **Employee Directory**. Shows employee name, address, phone numbers and email addresses.
- **Employee Pay Items**. Lists the pay items and amounts for each employee in order of employee number for a selected pay group. Employer liability items are not included in the check amount. This report can also be run from the Process Payroll screen.
- **Employees Needing Background Checks**. Displays a list of employees who require a background check to be completed.
- **Employees with Background Checks**. Displays a list of employees who have a completed background check in the selected date range.
- **Item Descriptions**. Displays all defined payroll items and accounting setup.
- **Item Summary Report**. Displays a total amount for each pay item for the specified range of dates. Can also be summarized by employee. Use this report to help prepare quarterly payroll forms such as the 941 and state unemployment tax.
- **Payments Due to Vendors**. Use this report to see amounts withheld from employee paychecks that are due to vendors. For example, health insurance deductions.
- **Payroll Check Register**. Displays a list of check amounts for the specified range of dates and employees.
- **Quarterly Report**. Displays quarterly totals for each pay item, including year to date totals.
- **Salary History**. Shows the salary and position history for selected employees and date range.
- **Selected Payroll Data**. Displays a list of payroll item amounts that match the selection criteria.
- **Time Off Report**. Shows the amount of time earned or used and the balance for each time off category.
- **Time Off Schedule**. Shows planned time off for the period specified.
- **Unposted Transactions**. Shows a list of unposted payroll entries.
- **Wage and Hour Report**. Displays a total amount for each pay item for the specified range of dates. Can be summarized by item, or detailed amounts.

***Note:*** *Payroll reports can also be accessed in the combined Accounting Reports screen, found at the bottom of the Accounting menu.*

# Restarting Payroll

The Restart Payroll process allows you to wipe the slate clean and start over in Payroll. Whether you have converted old data forward and are looking for a fresh start, or simply wish to go through the Payroll Setup Assistant a second time, the Restart Payroll process is a quick and easy way to start over.

After restarting Payroll, your list of employees will still be available, but all other items, settings, and history are deleted. This action cannot be undone, so it is extremely important to make an Accounting Files backup prior to restarting Payroll. For more information, refer to Backing Up and Restoring Data 483.

The Restart Payroll button can be found on the Payroll tab of the Accounting Setup Options screen, found under ***File > Preferences > Accounting Setup***. You can also find this option under ***Accounting > Payroll > Setup > Payroll Setup***.

# Deleting Old Payroll Data

The files that contain your Payroll data can become quite large as it accumulates information over time. If they get too big, it may slow down daily report processing. PowerChurch Plus lets you delete out-of-date Payroll records to help keep the files from getting too large. For instance, you might want to delete a previous year's Payroll data if you no longer need to access it in the program. Please consult the IRS documentation regarding the length of time employee records should be kept on file.

***Note:*** *Before you use this feature, always create a backup file of the old data. The backup gives you access to the data if you ever need it. For information on creating backups, refer to Backing Up and Restoring Data 483. Also, be sure you have printed historical reports as hard copies for backup purposes.*

***To delete old Payroll data:***

1. **From the Accounting menu, choose Payroll, Setup, then Delete Old Data.**
2. **Specify a period of time using the date fields, then click OK.** PowerChurch Plus will delete the Payroll data from the posted Payroll files.

# Related Information

***The following menu options are covered later in this manual:***

- Custom Reports 451

- Print Mailing Labels 430
- Send Email Message to a Group 414

# Events

The Event scheduling module allows you to keep track of upcoming events, such as pot lucks, worship services, choir rehearsals, and virtually anything else you have going on. You can schedule rooms, equipment, and assign tasks to people for each event that you enter.

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# Preparing to Work With Events

Once you are ready to use the Events module, there are a few steps that you may want to consider before getting started.

- **Events Setup Options**. Email and Google Calendar Sync settings.
- **Maintain Custom Codes**. Plan and create custom codes, including Event Types, Room Types, and Task Types.
- **Maintain Rooms**. Record the various rooms in the church where events may be scheduled or where equipment items may be stored. This may include the various layouts a particular room may support, such as dining room, lecture hall, or kids' carnival.
- **Maintain Predefined Tasks**. Enter tasks such as setting up chairs and tables, tearing down after an event, or any other task that you may frequently need. This will save valuable time later when adding new events.

If you have not already done so, this would also be a good time to set up the Equipment Inventory module. This will allow you to reserve equipment items in events. Refer to Equipment Inventory 395 for more information.

# Setting Up the Events Options

The Events Setup Options screen allows you to define email settings used when automatically sending emails using the pc14task.exe program. For more information on this functionality, refer to Automatically Send Task Reminders 391. It also contains the login information for your Google Calendar account.

***To set preferences for the Events module:***

1. **From the File menu, choose Preferences, then Events Setup.** Alternatively, you can access this screen from under ***Events > Setup > Events Setup***.
2. **The following fields can be found on the Task Email Options tab:**

- **Send Tasks Due in the Next X Days**. Choose a number of days ranging from 1-14. This controls how far in advance assigned tasks are included in email notifications.
- **Create a Separate Email Message for Each Task**. If this option is checked, each person with assigned tasks will receive a separate email for each task. Uncheck this option to send a single email that lists multiple tasks.
- **Email Settings**. The settings on this screen will be inherited from the Email 17 tab on the System Setup Options form. If you prefer to use different email settings than the system-wide defaults, check the Override box next to the field you would like to change. Refer to Setting Up Email Connectivity 24 for an explanation of each field in the email settings.

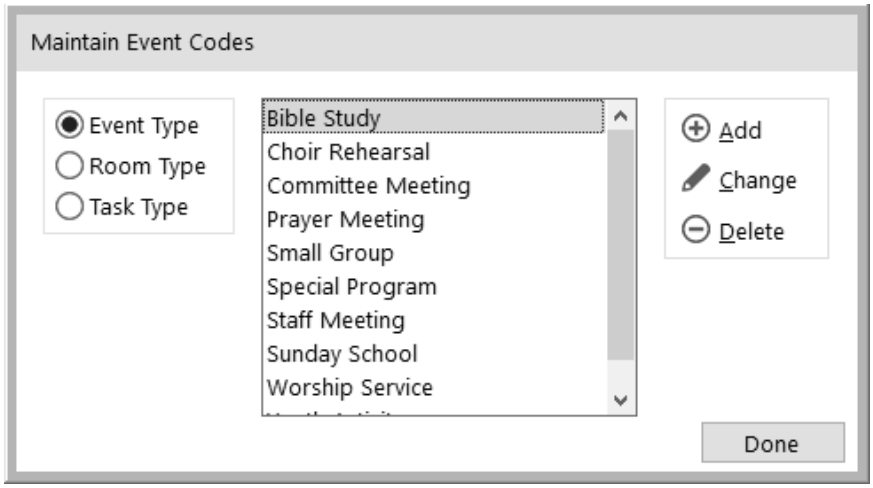
3. **The following will be found on the Google Calendar tab:**
   - **Remove Synced Events From Google Calendar**. Click this button to delete all PowerChurch Plus events from your Google Calendar. This allows you to start over, if you have problems with the originally synced data, such as syncing to the wrong Google account.

# *Maintain Custom Codes*

There are three types of customizable code fields in use in the Events module. Use the Maintain Custom Codes screen to add new or modify existing codes. You will find there are already some default code values for each of the fields. Feel free to add more of your own or delete the ones you will not need. This screen can be found under ***Events > Setup > Maintain Custom Codes***.

***The Events module uses the following custom codes:***

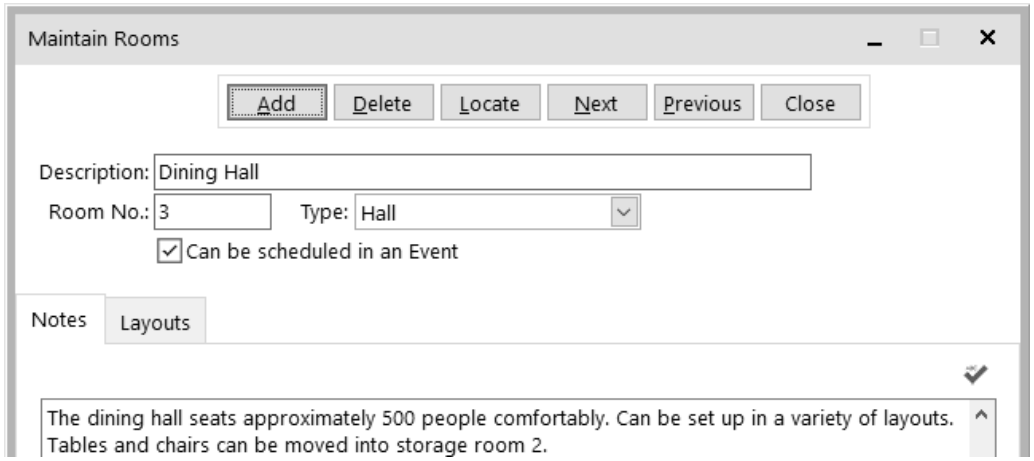
- **Event Type**. Used to categorize different types of events. Some examples of this are Bible Study, Choir Rehearsal, and Committee Meeting.
- **Room Type**. Used to categorize different types of rooms. Some examples of this are Chapel, Classroom, and Conference Room.
- **Task Type**. Used to categorize different types of tasks. Some examples of this are Child Care, Equipment Cleanup, and Equipment Setup.




Use the ⊕ Add, Change, and ⊖ Delete buttons to customize the list of codes.

# *Maintain Rooms*

Setting up the various rooms in the church will allow you to more accurately plan events. Data sharing between Events and Equipment Inventory allows you to see which room has an overhead projector or a video projector. Details like this could greatly increase the efficiency of those with assigned tasks, as they would know specifically which storage room contains the chairs and tables that need to be set up.



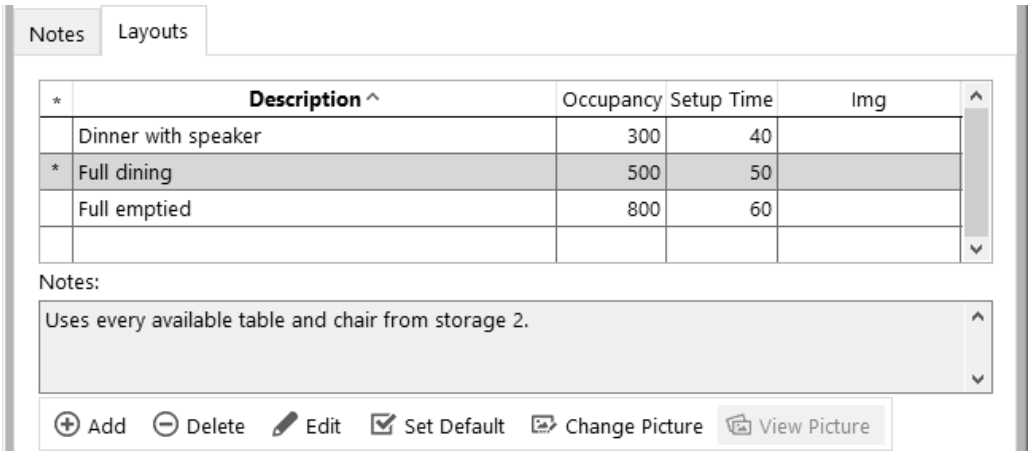
The Maintain Rooms screen allows you to add new or modify existing rooms. It can be found under ***Events > Setup > Maintain Rooms***.

***To add a new room:***

1. **Click Add.**
2. **Enter the following items:**
   - **Description**. Enter a descriptive name for the room.
   - **Room No**. Enter a room number, if appropriate. This field is optional.
   - **Type**. Select a Room Type from this drop-down list. Select <Add New Code> from the list to add a new Room Type on the fly.
   - **Can Be Scheduled in an Event**. This box will allow the room to be scheduled in future events.
   - **Notes**. Record any notes specific to this room. Click the Spell Check button before saving changes.
3. **Click Save.**

## *Defining Room Layouts*

In addition to tracking different rooms within the church, you can also track the different layouts each room can support. For example, the dining hall, while all of the tables and chairs are set up, could easily be rearranged into a dinner with speaker layout, or the tables could be removed and chairs arranged in rows for a more traditional lecture hall layout.




***To add a new layout to an existing room:***

1. **While in the Maintain Rooms screen, click the Layouts tab.** The default room layout is designated with an asterisk in the left column.
2. **Click the ⊕ Add button at the bottom left.**
3. **Enter the following items on the Details tab of the Edit Room Layout screen:**
   - **Description**. Enter a descriptive name for this layout, such as dining room.
   - **Occupancy**. Enter the maximum occupancy, if appropriate. This field is optional.
   - **Setup Time**. Define the amount of time, in minutes, required to get the selected room set up for this particular layout.
   - **Notes**. Record any notes specific to this room layout. Click the ABC✓ Spell Check button to spell check the notes.
4. **Click the Picture tab.** If you would like to attach a picture to this layout, click the Change Picture button. Refer to Working With Pictures 38 for more information.
5. **Click Save.**

# *Importing Rooms*

You can import rooms from a CSV (Comma Separated Values) file by going to ***Events > Import / Export Data > Import Rooms***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Description | Character/50 | Required |
| Room Type | Character/25 | |
| Room Number | Character/10 | |
| Layout Description | Character/25 | |
| Layout Occupancy | Number/5 | 1-99999 people |
| Layout Setup Time | Number/3 | 1-999 minutes |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**
3. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**

4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this box is checked. If you are unsure, look at the contents of the file before choosing.
5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the gray text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

***Note:*** *Room Type is a custom code field in Events. Room Types included in the import file will either be linked to existing Room Types of the same name or new Room Types will be created automatically.*

# *Maintain Predefined Tasks*

The Maintain Predefined Tasks screen allows you to define a list of frequently occurring tasks, such as cleaning, or setting up tables and chairs. This screen can be found under ***Events > Setup > Maintain Predefined Tasks***.

***To record a Predefined Task:***

1. **Click Add.**
2. **Enter the following items:**
   - **Description**. Enter a descriptive name for this task.
   - **Estimated Time**. Enter an estimated amount of time, in minutes, that this task will require to be completed.
   - **Task Type**. Choose a Task Type from the drop-down list. Select <Add New Code> from the list to add a new Task Type on the fly.
   - **Assign To**. Click the Lookup button and choose a name from the list. In future events, this person will be assigned this task by default. You will be able to change the assignment later, if necessary. Click the Delete button to remove someone who is currently listed. The Copy Address To Clipboard button will copy this name and address to the Windows Clipboard, allowing you to paste it into a word processing program.
   - **Notes**. Record any notes specific to this task.

3. **Click Save.**

# *Importing Predefined Tasks*

You can import predefined tasks from a CSV (Comma Separated Values) file by going to ***Events > Import / Export Data > Import Predefined Tasks***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Description | Character/25 | Required |
| Estimated Time | Number/3 | 1-999 minutes |
| Task Type | Character/25 | |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**
3. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**
4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this box is checked. If you are unsure, look at the contents of the file before choosing.
5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the gray text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

***Note:*** *Task Type is a custom code field in Events. Task Types included in the import file will either be linked to existing Task Types of the same name or new Task Types will be created automatically.*

# Adding New Events

Now that you have gotten the Events module set up and ready to go, it is time to start recording those events.

To add a new event, go to ***Events > Add a New Event***.

# Basic Event Information

***Enter the following items:***

- **Event Name**. Enter a descriptive name for this event.
- **Event Type**. Choose an Event Type from the drop-down list. Select <Add New Code> from the list to add a new type on the fly.
- **Event Contact**. Use the Lookup button to choose a person from Personal Profiles as the primary contact person for this event or the Delete button to remove your current selection. The Copy Address To Clipboard button will copy this name and address to the Windows Clipboard, allowing you to paste it into a word processing program.
- **Description**. Enter a Description for this event. Click the Spell Check button to spell check the Event Description.

Click Next to continue.

# Event Date and Time

***Enter the following items:***

- **Start Time**. Enter the starting date and time of the new event.
- **End Time**. Enter the ending date and time of the new event. Multiple day events are supported.

  ***Note:*** *For a recurring event, you want to enter the specific date and time of the first occurrence. The recurrences of the event will be handled below in the Occurrences section.*

  For example, in adding a summer V.B.S. event, which occurs every day between 9AM and 1PM for a five day span, the Start Date would be Monday, June 21, 2021 at 9AM and the End Date would be Monday, June 21, 2021 at 1PM. Doing this will free up the rooms and equipment to be used in other events during the afternoon or evening.

- **Setup Time**. Enter the number of minutes required to get set up and ready for this event.
- **Tear Down Time**. Enter the number of minutes that should be reserved for tearing down after this event.
- **Occurrence(s)**. Choose the number of occurrences of this event. Options will change depending on the selection you make. These include:
  - **One Time**. This event will only happen once.
  - **Daily**. Event occurs every X day(s) or every weekday. This would be the option to use in the V.B.S. example above. You would select the default *Every 1 day(s.)*
  - **Weekly**. Event occurs every X week(s) on set day(s) of the week.
  - **Monthly**. Event occurs every X day of every Y month, or on a specific week day of every X month.
  - **End After**. If this event is not a one-time event, set the number of occurrences or an ending date for the specified number of occurrences. In the V.B.S. example above, the End After value would be *5 occurrences*.

Click Next to continue.

# *Email/Web Descriptions*

***Enter the following items:***

- **Email Description**. By default, the Event Description will be used in email notifications. Uncheck this option and enter a new event description to be used only for email notifications. Generally, this would be a casual description, more personal in nature. Click the ABC✔ Spell Check button to spell check the Email Description.
- **Web Description**. By default, the Event Description will be used on the HTML calendar export. Uncheck this option and enter a new event description to be used only for web calendars. Generally, this would be a more formal description to be seen by those that may or may not be familiar with the church. Click the ABC✔ Spell Check button to spell check the Web Description.
- **Include in Sync to Google Calendar**. Uncheck this box if you do not wish for the event to be included in the Google Calendar sync. Refer to Google Calendar Integration 392 for more information.

Click Next to continue.

# Activity Calendars

On the Activity Calendars screen, choose which activities should be included in notifications about this event.

If you do not see any Activities in the list, refer to Activities & Skills 88 for more information.

When generating notifications, members of different activities can be included in the notification of this event. For example, if there is a Youth Group meeting coming up, only members of youth activities would need to be notified.

- **Church-Wide Event**. Check this box if this event should automatically be included on the main church calendar and is not activity-specific.
- **Available Activities**. This is the list of activities whose calendars will not include the new event.
- **Selected Activities**. This is the list of activities whose calendars will include the new event.

Use the Add/Remove buttons to customize the list of activity calendars that will show this event, then click Next.

# Check In Settings

The PowerChurch Check In system is an optional add-on product that brings child check in/check out and security features to your organization in a complete, easy to use system. For more information and pricing, visit www.powerchurch.com/checkin.

***For church-wide events, the following options are displayed:***

- **Enable Check In for This Event**. Checking this option will allow people to check in to this event.
- **Allowed Station Types: Self Serve and/or Web** *(Check In 11 only)*. The Check In kiosk can operate in Self Serve mode and the data can also be accessed through a web browser. Both of these options are designed for members to check themselves into events without having a church representative present. Each contains limited functionality, compared to operating the kiosk in manned mode.
- **Print Name Badges**. If you would like the Check In system to automatically print a name badge for each person checking in, enable this option.

***Note:*** *If you selected Activities in the prior step and those Activities have Check In enabled, these settings on the Event will be disabled. Check In settings will be inherited from the Activities instead.*

Once you have set these options, or if you are not using the Check In system, click Next to continue to the next step.

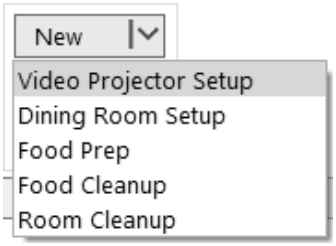
# Room Reservations

If necessary, select the rooms to reserve for this event. Choose a room from the Unselected Rooms list, then click the Add button. The room will be moved to the Selected Rooms list. If you wish to specify a room layout, use the drop-down list next to the selected room.

Click Next to continue.

# Tasks for This Event

***To add a new task to this event:***




1. **Click New.** Optionally, you can click the drop-down on the right side of the New button to choose from a list of Predefined Tasks. For more information, refer to Maintain Predefined Tasks 380. Enter the following information:
   - **Task Name**. Enter a descriptive name of the task to be completed.
   - **Type**. Choose a Task Type from the drop-down list. Select <Add New Code> from the list to add a new Task Type on the fly.
   - **Estimated Time**. Enter the estimated time, in minutes, for this task to be completed.
   - **To Be Completed**. Enter the number of minutes, hours, or days before the event that this task should be completed.
   - **Notes**. Record any notes specific to this task. Click the Spell Check button to spell check the notes.
2. **Click the Who Is to Be Notified of This Task tab.**
3. **Click the Add button to choose individuals from Personal Profiles that should receive notification of this task.**

Click Next to continue.

## Equipment Reservations

On the Equipment Reservations screen, select an equipment item from the list and click Add to schedule it for this event. You can schedule as many equipment items as you have available. Repeat this step for each additional item you wish to schedule. This list is populated from the Equipment Inventory module of PowerChurch Plus. If you do not see anything listed on this screen, refer to Equipment Inventory 395.

Click Next and then click Finish to add the event.

---

# Event Calendar

The Event Calendar brings it all together. This section describes the different options and controls found on the Event Calendar screen.

***To view the Event Calendar:***

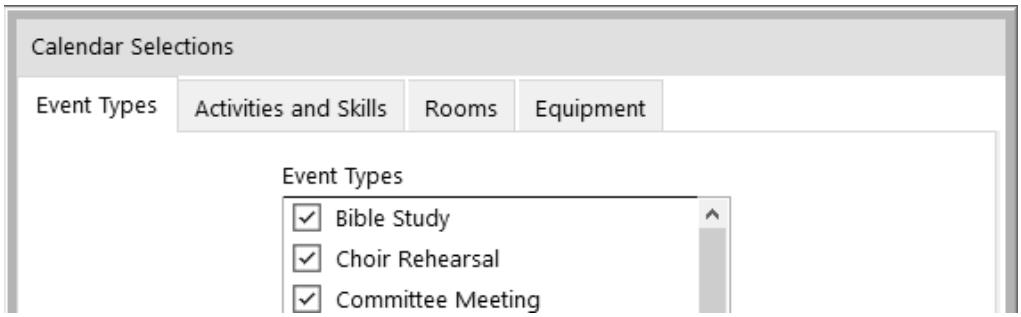
1. **From the Events menu, choose Event Calendar.** The Event Calendar screen contains the following controls:
   - **Add**. Click this button to add a new event.
   - **Date**. Allows you to jump to a specified date.
   - **Export Calendar**. Save the current calendar view to use in word processing software or for your website.
   - **Print Calendar**. Generates a hard copy of the current calendar view.
   - **Filter Events**. Choose which events of which types, rooms, equipment, etc. should be included on the calendar.
   - **Previous**. Visible when in Daily, Weekly, or Daily Plan view.
   - **Next**. Visible when in Daily, Weekly, or Daily Plan view.
   - **Daily View**. View only one day.
   - **Weekly Column View**. View a weekly column layout.
   - **Weekly List View**. View a weekly list layout.
   - **Monthly View**. View a monthly calendar layout.
   - **Daily Plan View**. View a daily planner layout

2. **To add a new event, click the ⊕ Add button.**
3. **Right-click the mouse on an event to Edit, Extend, Delete, or generate an Event Details report.** Alternatively, you can edit an event occurrence by double-clicking the mouse on the selected event.

It is important to note that when editing an event, certain information, such as the Description, Event Type, Recurring settings, etc. apply to all occurrences of this event. Other information, such as the date/time, assigned tasks, etc. apply only to the selected occurrence. It isn't possible to edit this information across all occurrences of a recurring event. Instead, you would need to delete the event occurrence, then when prompted to confirm deletion, select Current and All Remaining Occurrences, or All Occurrences of This Event. Once you have done so, add a new event with the appropriate recurring event information.

# *Filtering the Event Calendar*

Click the Filter Events button to make selections, limiting the events that are shown in the current calendar view.




***Choose from the following filter options:***

- **Event Types**. Place check marks next to each of the Event Types you wish to include.
- **Activities and Skills**. Include or exclude Church Wide Events, a range of Activity numbers, Activity Departments, and Activity Types.
- **Rooms**. Place check marks next to each of the Rooms and Room Types to include.
- **Equipment**. Place check marks next to each Equipment Item and Equipment Category to include.

Make the necessary selections, then click OK.

# Extending a Recurring Event

Recurring events that you have scheduled will eventually expire. The Extend Event feature allows you to extend a recurring event quickly and easily. Refer to the Expiring Recurring Events Report 393 for generating a list of recurring events and their expiration dates.

***To extend a recurring event:***

1. **From the Event Calendar, click the right mouse button on the event to be extended.**
2. **Select Extend Event.** PowerChurch Plus displays the Add New Event assistant. All of the information from your original event has been carried over to the new event for your convenience.
3. **Click Next through each page of the assistant, making any necessary changes to the event information.**
4. **Click Finish.**

# Printing a Calendar

To print a calendar without first making changes or customizing the output, click the Print Calendar button. PowerChurch Plus will display the standard Print dialog, allowing you to change the printer and set the number of copies to print.

# Exporting a Calendar

If you prefer to save the calendar to a file, or customize the look of the calendar outside of PowerChurch Plus prior to printing, click the Export Calendar button.

***On the Calendar Type dialog, choose from the following:***

- **Create for Use in Word Processor**. The current calendar view is copied to the clipboard, which allows you to then paste into a word processing or desktop publishing document. You can then customize fonts, colors, and text directly in the document.
- **Create for Use on a Website**. The current calendar view is created as an HTML file, which you can then upload or integrate into the church website. A variety of themes are included in the export process. Select a theme from the drop-down list. Use the Choose File button to browse to a different location to save the HTML file.

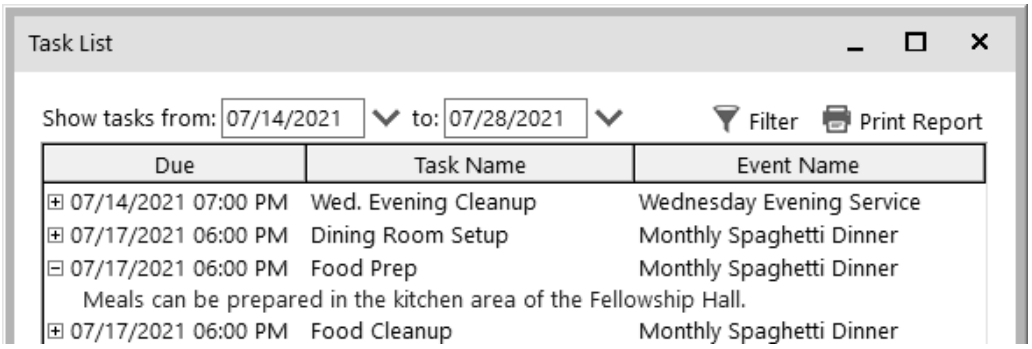
Click OK when finished.

# Modifying Existing Events

To make changes to an existing event, display the Event Calendar, then locate the event you wish to edit. Double-click the mouse on the event to open the Modify Event Occurrence dialog. Alternatively, click the right mouse button and choose Edit. Use the buttons along the left edge of the screen to view and change the necessary information. Click Save when finished.

# Task List

The Task List allows you to view a list of assigned tasks in a specified date range. If the current user of PowerChurch Plus is linked to a Personal Profile (refer to Users and Passwords 492 for more information about password protection and User Setup Options 18 for defining a user's Personal Profile) the Task List will show only their assigned tasks by default. You can also set filters to show tasks of certain types, or those assigned to certain people. The Task List report can also be easily generated from this screen.




***To view the Task List:***

1. **From the Events menu, choose Task List.** If necessary, change the Show Tasks From: or To: dates. Click the plus sign next to a task, if available, to view the notes.
2. **The Task List contains the following controls:**
   - **Filter**. Allows you to include or exclude tasks assigned to certain people or tasks of certain types.

- **Print Report**. Generates a screen preview of the Task List report, which you can print, save, or email.

3. **Click the Close button when finished.**

## Filtering the Task List

***Click the Filter button and select from the following options:***

- **All, Completed, Non-Completed**. Choose to include or exclude tasks by their completed status.
- **Assigned To**. Place a check mark next to those whose tasks should be shown. Check the Only My Tasks option to show only those assigned to the current user.

  ***Note:*** *The current user's Personal Profile is determined by the Profile selection on the User Profiles* 494 *screen.*
- **Task Type**. Place a check mark next to each of the Task Types to be included in the Task List.

Click OK when finished making selections.

---

# Sending Email Task Reminders

PowerChurch Plus allows you to send email reminders to those with scheduled tasks.

***To send email task reminders from within the program:***

1. **From the Events menu, choose Send Email Task Reminders.**
2. **Set the number of days forward to check for scheduled tasks.** Use the drop-down list to choose a number of days from 1-14.
3. **Choose one of the following options, then click Next.**
   - **Send Each Task as a Separate Email**. This option will send a separate email for each task that it finds, allowing one person to get multiple email notifications.
   - **Group Tasks by Email Address**. This option will send only one email to each person with a scheduled task. The email will contain a list of their scheduled tasks, if there are multiples.
4. **The email information that is shown is pulled from the User Setup Options dialog, if set to override, or the System Setup Options dialog.** For more information, refer to User Setup Options 19.

5. **If necessary, change any of the information on this screen.** Click the More… button to view the advanced options.
6. **Click Finish**. PowerChurch Plus will notify you when email sending is complete.

## Automatically Send Task Reminders

To ensure task reminders are sent regularly, PowerChurch Plus includes an external email utility called pc14task.exe. This can be placed in your Windows Task Scheduler to be performed automatically at set times.

***Note:*** *For information on the Task Scheduler in Windows, please refer to your Windows User Reference guide.*

The external utility uses the email settings defined on the Events Setup Options 375 screen. Unfortunately, this option is not available to PowerChurch Online users.

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# Sending Email Event Reminders

PowerChurch Plus allows you to send email reminders of upcoming events. The Activities & Skills you choose when adding new events control the list of people to receive notifications.

***To send email event reminders:***

1. **From the Events menu, click Send Email Event Reminders.**
2. **Make the following selections, then click Next.**
   - **Personal Status Codes**. From the list, select the Personal Status codes that should be included in the email group.
   - **Send Children's Events to Parents**. Optionally, check this option to send notifications to parents of their children's events.
3. **Make the following selections, then click Next.**
   - **Include Events For The Next… Days**. Choose the number of days (1-21) forward to check for scheduled events.
   - **Event Types**. Select the event types that should be included in the reminder emails.
4. **Make the following selections, then click Next.**
   - **Church-Wide Events**. Choose to include, exclude, or send reminders for only church-wide events.

- **Activity/Skill Numbers From… To**. Optionally, choose an activity or range of activities to be included in the email group.
- **Activity Departments**. Select the members of which Activity Departments should be included in the email group.
- **Activity Types**. Select the members of which Activity Types should be included in the email group.

5. **Verify your email account settings, click More… for advanced options.** The settings are pulled from the System Setup Options and User Setup Options screens.
6. **Click Finish to begin sending emails.** PowerChurch Plus will inform you of any problems that occur, or if the emails were sent successfully.

# Google Calendar Integration

PowerChurch Plus allows you to sync the Events Calendar to a Google Calendar account. This not only allows you to easily implement a calendar on your website, but also allows church members to integrate the church calendar items into their own calendars. The details of setting up the Google Calendar integration in PowerChurch Plus are covered in previous topics:

- Google Account Information is entered on the Events Setup Options 375 screen.
- Setting activity calendars to be included in the sync to Google Calendar is done on the Maintain Activities & Skills 93 screen.

  ***Note:*** *Events marked Church-wide are synced into the main calendar, not to a specific activity calendar.*
- When Adding New Events 383 or Modifying Existing Events 389, you can specify whether or not the event should be included in the sync to Google Calendar.

The sync process can be manually performed as a one-time occurrence or it can be added to the Task Scheduler in Windows, to occur on a scheduled basis automatically.

***Note:*** *The sync program in PowerChurch Plus requires .NET 4.0 runtimes are installed. If necessary, you can download this from the Microsoft website at www.microsoft.com/en-us/download/details.aspx?id=3556.*

# Performing the Sync Manually

To start the sync to Google Calendar, go to ***Events > Sync Events With Google Calendar***. The sync process will begin automatically. Depending on the speed of your internet connection and the number of Activities and Events that are being synced, the

process may take a few moments to complete. Once each of the four steps have completed, then click the Finish button.

## Sync Authorization

If you have not yet completed the authorization form, the Google Calendar Sync process will show a form that is required to be completed before Google will allow the program to access your calendar. Visit the web address shown on the screen and log in to the appropriate Google account. Enter the code shown on the authorization form to complete the process. When authorization is complete, the sync process will begin automatically.

## Automatically Sync

PowerChurch Plus installs a separate program, called ***pcgsync14.exe***, which can be added to the Task Scheduler in Windows. This will call the sync operation with whatever frequency you specify. Please refer to the documentation for your Windows version for more information on setting up the Task Scheduler. If you will be running the sync program as a scheduled task, you will need to complete the process manually once to provide authorization as described in the previous topic.

***Note:*** *Automated Google Calendar Sync is not available in PowerChurch Online.*

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# Exporting to iCalendar file

PowerChurch is able to export selected events to an iCalendar file for use with other calendar solutions such as Mac and Outlook calendars.

To do this, go to ***Events > Import / Export Data > Export to iCalendar file***.

Select the date range of events to include in the export, and optionally filter the list by Event Types, Activities & Skills, Rooms, and Equipment. Click OK and browse to the location on your computer that you would like to save the ICS file that is created.

---

# Events Reports

The Events module includes the following predefined reports, which can be found under ***Events > Reports - Events***.

- **Defined Custom Codes**. Displays the descriptions defined for each code in the Events module and number of times each is assigned.
- **Events Schedule**. Displays an events schedule for the specified range of dates. You can select events by type, activities and skills, rooms, and equipment.
- **Expiring Recurring Events**. Displays recurring events that expire within the specified range of dates. Use this to determine which events will need to be extended.
- **Room and Layout List**. List all rooms and their associated layouts.
- **Room Setup Schedule**. Displays a schedule of setup and tear-down times for scheduled events within the specified range of dates. You can select events by type, activities and skills, rooms, and equipment.
- **Task Report**. Displays a schedule of assigned tasks for the specified range of dates. You can select tasks by event type, or to whom the task is assigned. Use this as a reference for determining who needs to be where and when.

# Deleting Event and Task Data

As with other PowerChurch Plus files, the file of past events can become quite large. If it gets too big, it may slow down daily report processing. You can delete records from the file of past events and their related tasks to keep it from getting too large. You may delete all the records prior to a particular date. For instance, you might want to delete everything prior to January 1st of this year.

***Note:*** *Before you use this feature, be sure to create a backup file of the events data. The backup gives you access to the data if you ever need it after you delete it. For information on creating backups, refer to Backing Up and Restoring Data* 483.

***To delete old events and tasks data:***

1. **From the Events menu, choose Setup, then Delete Old Data.**
2. **Specify a period of time using the date field.** Enter a date in the field labeled Delete All Events Before.
3. **Click Delete.**
4. **Click Close.**

# Related Information

***The following menu options are covered later in this manual:***

- Custom Reports 451

# Record Keeping

## Equipment Inventory

The Equipment Inventory module stores detailed information on all kinds of equipment in your church. Use it to keep track of furniture, musical instruments, computers, audio equipment, and other items.

## Setting Up Equipment Inventory

Before you start entering information into the Equipment Inventory module, you need to do some preliminary work. First, you should plan a system of codes to properly categorize the different types of equipment, then enter the codes into the category field, using the Maintain Categories menu option.

It is recommended that you use PowerChurch Plus to keep track of the model numbers and serial numbers of your valuable items. The Equipment Inventory module also allows you to record the location of the particular item you are adding. For more information, refer to Defining Rooms 377.

## Maintain Categories

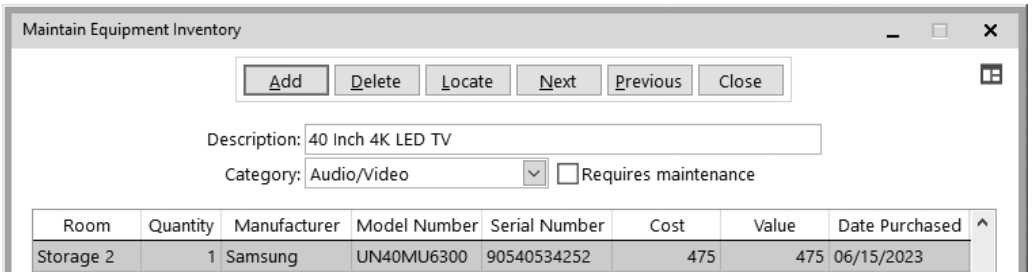
It is important to plan a system of Equipment Category codes that will allow you to properly categorize the different types of equipment that you will be entering and tracking in the Equipment Inventory module. This screen can be found under ***Record Keeping > Equipment Inventory > Maintain Categories***.

Use the ⊕ Add, ✎ Change, and ⊖ Delete buttons to customize the list of Equipment Category codes.

## Maintain Equipment Inventory

The Maintain Equipment Inventory screen is where you add, change, and delete equipment items. This screen can be found under ***Record Keeping > Equipment Inventory > Maintain Equipment Inventory***.

Use the Locate, Next, and Previous buttons across the top of this screen to navigate to another equipment item record, or click the ⊞ Navigation List button to show a list of all equipment items. Refer to the Navigation List 31 for more information.




***To add a new piece of equipment:***

1. **Click Add.**
2. **Enter the following items:**
   - **Description**. A full description of the item, such as *Laptop Computers*.
   - **Category**. The category of equipment this item belongs to, for example, *Computers*. If you do not see any categories to choose from, it is recommended that you complete that portion of setup before proceeding. Select <Add New Code> from the list to add a new Category on the fly.
   - **Requires Maintenance**. If there are maintenance tasks that need to be regularly performed on this item, check this option. Refer to the Equipment Maintenance 398 topics for more information.
3. **Click Save when finished.** To record information to a specific item, continue on with step 5 below. As an example, if you add the equipment item *Laptop Computers*, in the category of *Computers*, there may be two laptops of one brand and model, and two more of a different brand and model. Each may be stored in different rooms.
4. **To add item-specific information, click the ⊕ Add Item button located at the bottom left.**




5. **On the Details tab, enter the following items:**
   - **Room**. The Room field pulls information from the Events module. This allows you to record the location of a particular inventory item. Click 🔍 Select a Room to choose a room from the list, or if a room has already been assigned, click ⊖ Remove Room to delete it. For more information, refer to Maintain Rooms 377.

- **Quantity**. The total number of items on hand. Note that the program does not multiply this number by the cost or value amounts.

  ***Note:*** *If you are entering items with specific serial numbers, such as two laptop computers, enter a quantity of 1 and create separate item entries, recording each computer's unique serial number. For items such as folding chairs, one entry with a quantity of 100 should suffice.*
- **Manufacturer**. The name of the Manufacturer.
- **Model Number**. The Manufacturer's Model Number, if available.
- **Serial Number**. The Serial Number of the item.
- **Cost**. The value of the item at the time of purchase or acquisition. Include sales tax and delivery charges rounded to the nearest dollar. If the number in the Quantity field is greater than 1, enter the total cost for all items.
- **Value**. The current value, reflecting either inflation or depreciation. If the number in the Quantity field is greater than 1, enter the total value for all items. You can use the procedure described in the next section to adjust the value automatically at a later time.
- **Date Purchased**. If necessary, record the date the item was purchased.
- **Can Be Scheduled With an Event**. This option toggles whether or not this inventory item will appear in the list of Available Equipment when adding new Events. Refer to Events 375 for more information.

6. **Click on the Picture tab to import a picture.** Refer to Working With Pictures 38 for more information.
7. **Click Save.**

Repeat these steps to enter additional equipment items.

# *Importing Equipment Inventory*

You can import Equipment Inventory from a CSV (Comma Separated Values) file by going to ***Record Keeping > Equipment Inventory > Import Equipment Inventory***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Category | Character/25 | |
| Description | Character/55 | Required |
| Quantity | Number/5 | Required: 1 to 99999 |
| Serial Number | Character/25 | |
| Cost | Number/7 | 1234567 |
| Value | Number/7 | 1234567 |

| | | |
|---|---|---|
| Purchase Date | Date/10 | MM/DD/YYYY or DD/MM/YYYY |
| Manufacturer | Character/30 | |
| Model Number | Character/25 | |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Fields in your import file that are empty will still need to be present in the file structure. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**
3. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**
4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this box is checked. If you are unsure, look at the contents of the file before choosing.
5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

***Note:*** *Category is a custom code field in Equipment Inventory. Categories included in the import file will either be linked to existing Categories of the same name or new Categories will be created automatically.*

# Equipment Maintenance

For equipment that requires regular maintenance, you can record those maintenance items in PowerChurch and receive reminders for upcoming or late maintenance on PowerChurch Today 14 and reports 401.

## Manage Maintenance Types

You can predefine the list of maintenance tasks that need to be performed by going to ***Record Keeping > Equipment Inventory > Manage Maintenance Types***.

On this screen, you can ⊕ Add, ✎ Change, and ⊖ Delete maintenance types.

***Each maintenance type consists of three fields:***

- **Description**. This is the text that will be shown for this item, such as Oil Change.
- **Required Every**. This is a frequency assigned along with the period below, such as 3 Months.
- **Days/Weeks/Months/Years**. The second part of the frequency, specifying the period, such as 3 Months.

## Adding Required Maintenance Types

Once you have specified some maintenance tasks that will need to be performed, you can then assign them to the equipment items by going to ***Record Keeping > Equipment Inventory > Maintain Equipment Inventory***.

***To add or change required maintenance types:***

1. **Use the Locate button or Navigation List to select an equipment item that requires maintenance.**
2. **Verify that the Requires Maintenance option is checked.**
3. **Double click a detailed item from the list to open the Maintain Equipment Item screen.**
4. **Click on the Maintenance tab.**
5. **Click the ⚙ Maintenance Types button.**

Place check marks next to the names of the maintenance tasks that need to be performed for this equipment item. When finished, click Save or Cancel to exit without saving changes.

The Maintain Equipment Items screen will show required maintenance tasks in italics at the bottom right of the screen, separated into Future Maintenance and Maintenance Due items.

## Recording Maintenance Performed

To record that a maintenance task has been performed, open the Maintain Equipment Item screen as detailed in the previous topic. Below the ⚙ Maintenance Types button, you will also see buttons to ⊕ Add, ✎ Edit, and ⊖ Delete Maintenance. These are used to record the actual maintenance tasks that were performed.

Click the ⊕ Add Maintenance button and specify the following:

- **Date**. The date the maintenance was performed.
- **By**. The name of the person who performed the maintenance.
- **Types**. Place check marks next to each of the maintenance types that were performed. Those that are past due will include "(due)" after their names.
- **Notes**. Enter any notes about the maintenance performed as needed.

Click Save when finished or Cancel to exit without saving.

# *Adjusting Equipment Value*

As time goes by, the value of your equipment changes through depreciation, or perhaps inflation. One way to reflect this change is to manually alter the Value field. PowerChurch Plus has an easier method. You can automatically raise or lower the value of every item in a particular category.

For instance, suppose that the category *Computers* contains four items: *a laser printer, a 17-inch monitor, a desktop computer,* and *a laptop computer*. At the end of a fiscal year, you might instruct PowerChurch Plus to reduce the value of all *Computers* by 15%. This single change affects all four items in the *Computers* category.

***To change the value of a category of equipment:***

1. **From the Record Keeping menu, choose Equipment Inventory, then Adjust Values in a Category.**
2. **Select the Category from the drop-down list.**
3. **Using the Increase or Decrease control, specify the percentage by which to raise or lower the value.** For example, if you want to depreciate the value of all items in *Computers* by *15%*, enter *-15* in the Increase/Decrease box. Type the number directly or use the  arrow buttons.
4. **Click OK.**

***Note:*** *This process does not record depreciation expense or alter fixed asset balances in Fund Accounting. The amounts are adjusted only in the Equipment Inventory module.*

## Equipment Inventory Reports

The Equipment Inventory module includes the following predefined reports, which can be found under ***Record Keeping > Equipment Inventory > Reports - Equipment Inventory***.

- **All Equipment in... Sequence**. These reports include all the information in the Equipment Inventory module. Depending on the option you select, you can sort the information by description, room, category, or date of purchase.
- **Maintenance Due**. Prints a list of equipment items with maintenance items due in the selected date range.
- **Maintenance Performed**. Prints a list of equipment items with details of maintenance items performed during the selected date range.
- **Selected Equipment**. Displays detailed equipment information for only selected equipment.
- **Totals by Category**. Displays the total cost and value of equipment in each category.

***Note:*** *Equipment Inventory reports can also be accessed in the combined Record Keeping Reports screen, found at the bottom of the Record Keeping menu.*

## Related Information

***The following menu options are covered later in this manual:***

- Custom Reports 451

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# Music Library

Use the Music Library module to keep track of all the sheet music and other media in your church. For each item, you can record the Composer, Arranger, Media, Musical Key, and many other details.

## Preparing to Work With Music Library

When you are ready to use the Music Library module, there are a couple of things that you may want to consider before getting started.

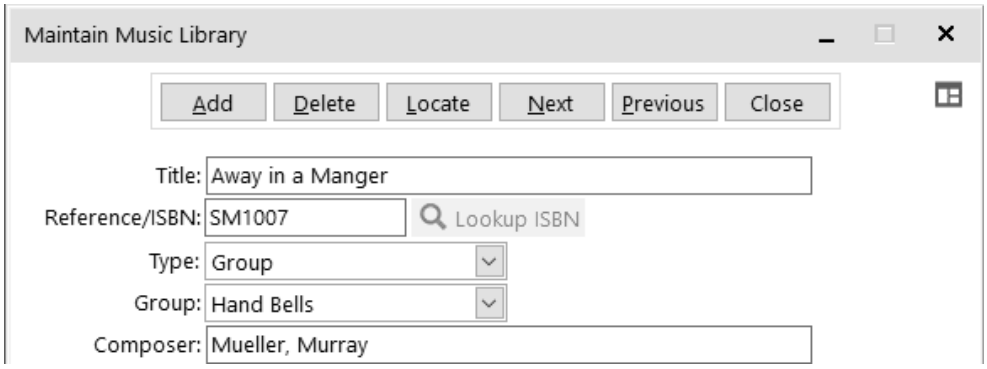
Plan and create Custom Codes, including Music Types and Groups. These codes can be manually added on the Maintain Custom Codes screen found under ***Record Keeping > Music Library***.

Use the ⊕ Add, ✎ Change, or ⊖ Delete buttons to modify the list of options in each field.

# Maintain Music Library

Use the Maintain Music Library screen to add, change, and delete Music Library entries. This screen can be found under ***Record Keeping > Music Library > Maintain Music Library***.

Use the Locate, Next, and Previous buttons across the top of these screens to navigate to another Music Library entry, or click the ⊞ Navigation List button to show a list of all items. Refer to the Navigation List 31 for more information.




***To add a new piece of music to your library:***

1. **Click Add.**
2. **Enter the following items:**
   - **Title**. The full title in library style with any articles at the end. Use this style to produce correctly alphabetized reports.
   - **Reference/ISBN**. A code number that helps you quickly locate an item. Enter or scan an ISBN code and click the Lookup ISBN button to automatically fill in the rest of the information from an online service.
   - **Type**. This customizable code field can contain Music Type values such as *Solo, Duet,* and *Trio*.

- **Group**. This customizable code field can contain Music Group values such as *Adult Choir*, *Hand Bells*, and *Organ*.
- **Composer**. For alphabetizing, it is best to enter this as last name, first name.
- **Arranger**. The full name of the arranger, using the same notation as the composer.
- **Occasion**. An appropriate occasion for this music, such as *Christmas*.
- **Text**. Enter a note about this music item, such as a scripture reference.
- **Accompaniment**. The instrumental accompaniment, if any.
- **Musical Key**. For example: *C* or *D Minor*.
- **Voicing**. The voices in the arrangement.
- **Media**. The media type, such as *Sheet Music*.
- **Publisher**. The publishing company.
- **Publ. Order No**. The publisher's stock number.
- **Difficulty**. The performance difficulty, 0 to 99.
- **No. of Copies**. The number of copies on hand in the Music Library.
- **Date Last Used**. The date when the piece was last used.
- **Web/URL**. Enter a website link to this music item. Click the Launch Website button to open in a web browser.

3. **Click Save.**

# *Importing Music Library*

You can import Music Library from a CSV (Comma Separated Values) file by going to ***Record Keeping > Music Library > Import Music Library***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Title | Character/55 | Required |
| Reference/ISBN | Character/17 | ISBN or other reference |
| Composer | Character/55 | |
| Arranger | Character/55 | |
| Occasion | Character/25 | e.g. Christmas |
| Text | Character/55 | Note |
| Accompaniment | Character/55 | Instrumental accompaniment |
| Voicing | Character/25 | Voices in this arrangement |
| Media | Character/25 | e.g. CD, Cassette, Vinyl, Sheet music |
| Publisher | Character/30 | |

| | | |
|---|---|---|
| Order Number | Character/25 | Publisher's stock number |
| Difficulty | Number/2 | Performance difficulty: 0-99 |
| Last Used | Date/10 | MM/DD/YYYY or DD/MM/YYYY |
| Number of Copies | Number/3 | 1-999 |
| Key Used | Character/55 | |
| Music Type | Character/25 | e.g. Solo, Duet, Trio |
| Music Group | Character/25 | e.g. Hand Bells, Choir, Organ |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Fields in your import file that are empty will still need to be present in the file structure. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**
3. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**
4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this box is checked. If you are unsure, look at the contents of the file before choosing.
5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the gray text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

# *Music Library Reports*

The Music Library module includes the following predefined reports, which can be found under ***Record Keeping > Music Library > Reports - Music Library***.

- **All Titles in... Sequence**. These reports include all the information in the Music Library module. Depending on the option you select, you can sort the information by title, reference number, media and title, media and reference number, composer, occasion, accompaniment, voicing, or musical key.

- **Selected Titles**. Displays a list of employees, their pay items, and processed amounts that were calculated into each box on the 941 form. Use this report to research unexpected amounts on the 941.

***Note:*** *Music Library reports can also be accessed in the combined Record Keeping Reports screen, found at the bottom of the Record Keeping menu.*

## Related Information

***The following menu options are covered later in this manual:***

- Custom Reports 451

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# Education Library

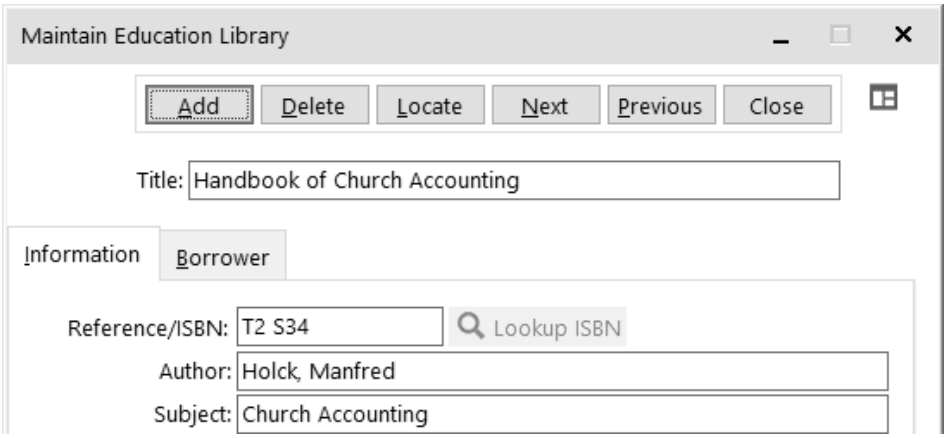
Use the Education Library module to maintain information about the titles in the church library. It also enables you to track borrowers and return dates.

## Maintain Education Library

The Maintain Education Library screen contains two tabs of information. The data on the Information tab concerns a particular book, video, or other title. The Borrower tab records the person who is currently borrowing the title. You will manually change this data whenever somebody checks the title out or returns it.

The Maintain Education Library screen can be found under ***Record Keeping > Education Library > Maintain Education Library***.

Use the Locate, Next, and Previous buttons across the top of these screens to navigate to another Education Library entry, or click the Navigation List button to show a list of all items. Refer to the Navigation List 31 for more information.




***To add a new title to the Education Library:***

1. **Click Add.**
2. **Enter the following items:**
   - **Title**. The full title, in library style, with any articles at the end. Use this style to produce correctly alphabetized reports.
   - **Reference/ISBN**. A code number, devised by your church, that helps you quickly locate an item. Enter or scan an ISBN code and click the Lookup ISBN button to automatically fill in the rest of the information from an online service.
   - **Author**. The name of the author. For alphabetizing, it is best to enter this as last name, first name. For example: *Holck, Manfred.*
   - **Subject**. The subject of the work, such as *Home Bible Study.*
   - **Scripture Reference**. A passage in scripture mentioned or suggested by the title, such as *Acts 1:8*.
   - **Media**. The title's physical form, such as *Paperback* or *DVD*.
   - **Web/URL**. Enter a website link to this music item. Click the Launch Website button to open in a web browser.
   - **Date Acquired**. The date the title entered your library. By default, today's date is used.
   - **Date Last Updated**. The date that this information was last updated.
3. **Click Save.**

Repeat these steps to enter additional library records.

# *Recording Borrower Information*

Once you have entered a title into the library, you can start lending it out. When somebody borrows a title, record the borrower's name on the Borrower tab of the Maintain Education Library screen. Click the Lookup button to select the borrower's name from Personal Profiles.

Note that the borrower's information is part of the same record that holds the title data. You do not add a new record for each borrower. In other words, the system only tracks one borrower at a time.

When the person returns the item, click the Clear button to remove their name from the Current Borrower field. Removing the borrower's name is all that is needed to be done to mark an item as having been returned.

***To record borrower information:***

1. **Display the record for the title you want to lend.**
2. **Click the Borrower tab.**




3. **Enter the following items:**
   - **Current Borrower**. The full name of the borrower. For alphabetizing, it is best to enter this as last name, first name. For example: *Martinez, Selena.*
   - **Last Borrowed**. The last date when somebody borrowed the title.
   - **To Be Returned**. The due date for the title.
   - **Times Borrowed**. The total number of times this title has been borrowed.
4. **Click Save.**

# *Importing Education Library*

You can import Education Library records from a CSV (Comma Separated Values) file by going to ***Record Keeping > Education Library > Import Education Library***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Title | Character/55 | Required |
| Reference | Character/17 | ISBN or other reference |
| Author | Character/55 | |
| Subject | Character/55 | |
| Scripture | Character/55 | |
| Media | Character/25 | |
| Acquired | Date/10 | MM/DD/YYYY or DD/MM/YYYY |
| Updated | Date/10 | MM/DD/YYYY or DD/MM/YYYY |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Fields in your import file that are empty will still need to be present in the file structure. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**
3. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**
4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this box is checked. If you are unsure, look at the contents of the file before choosing.
5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the gray text box at the bottom of the screen.

   ***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*
6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

## Education Library Reports

The Education Library module includes the following predefined reports, which can be found under ***Record Keeping > Education Library > Reports - Education Library***.

- **All Titles in... Sequence**. These reports include all information in the Education Library module. Depending on the option you select, the records appear in order of title, reference number, media and title, media and reference number, author, subject, or scripture reference.
- **Current Borrowers**. Displays a list of books that are currently borrowed. Shows detailed information, including name of borrower, date borrowed, and date due back.
- **Late Borrowers Only**. Displays a list of books that are due back, but have not yet been returned. Shows details information, including name of borrower, date borrowed, and date due back.
- **Selected Titles**. Displays selected library titles in the specified order.

***Note:*** *Education Library reports can also be accessed in the combined Record Keeping Reports screen, found at the bottom of the Record Keeping menu.*

## Related Information

***The following menu options are covered later in this manual:***

- Rolodex and 3x5 Cards 440
- Custom Reports 451

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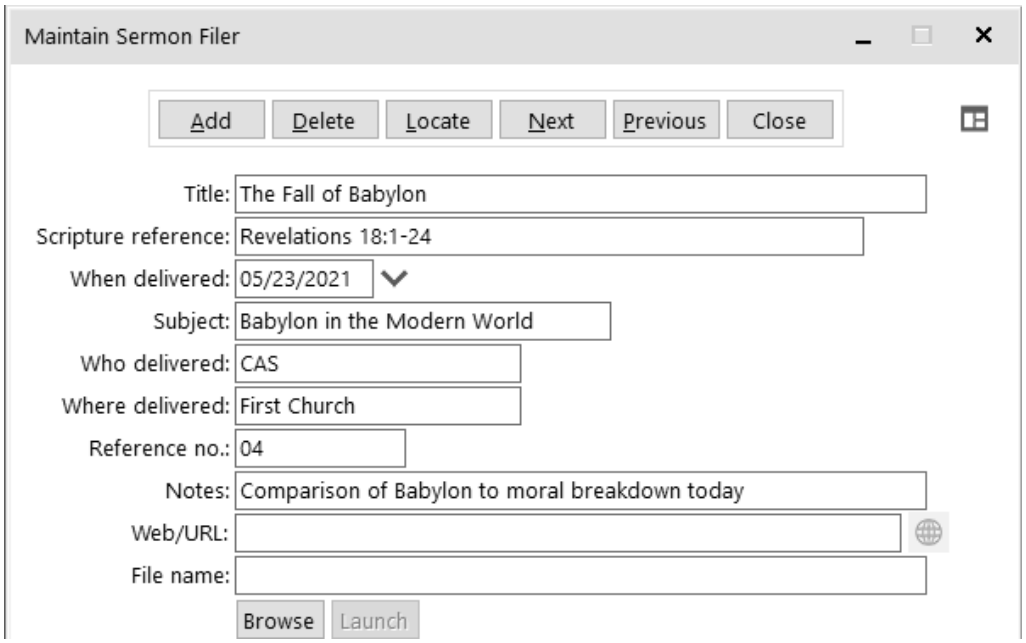
# Sermon Filer

The Sermon Filer records and catalogs sermons delivered by your Pastoral staff. You can also link to a file or website for each sermon.

## Maintain Sermon Filer

The Maintain Sermon Filer screen is used to add, change, or delete Sermon Filer records. This screen can be found under ***Record Keeping > Sermon Filer > Maintain Sermon Filer***.

Use the Locate, Next, and Previous buttons across the top of these screens to navigate to another sermon, or click the Navigation List button to show a list of all sermons. Refer to the Navigation List 31 for more information.




***To add a new sermon to the Sermon Filer:***

1. **Click Add.**
2. **Enter the following items:**
   - **Title**. The full title of the sermon.
   - **Scripture Reference**. A passage in scripture mentioned or suggested by the sermon.
   - **When Delivered**. The date of delivery for the sermon.
   - **Subject**. The sermon's topic.
   - **Who Delivered**. The initials or name of the Pastor or other person who delivered the sermon.
   - **Where Delivered**. The location where the sermon was delivered.
   - **Reference No**. A code that identifies the sermon for quick location.
   - **Notes**. Any comments, such as the length of the sermon or how well it was received.

- **Web/URL**. Enter a website link to this sermon. Click the Launch Website button to open in a web browser.
- **File Name**. Click the Browse button to locate the desired file. Click the Launch button to open the file.

3. **Click Save.**

***Note:*** *It is not possible to launch files on your local computer from PowerChurch Online.*

# *Importing Sermons*

You can import sermons from a CSV (Comma Separated Values) file by going to ***Record Keeping > Sermon Filer > Import Sermons***.

***The following fields can be imported:***

| Field Name | Field Type/Length | Notes |
|---|---|---|
| Title | Character/55 | Required |
| Scripture | Character/50 | |
| Subject | Character/30 | |
| When Delivered | Date/10 | MM/DD/YYYY or DD/MM/YYYY |
| Who Delivered | Character/20 | |
| Where Delivered | Character/20 | |
| Reference No. | Character/12 | |
| Notes | Character/55 | |

***To import from a CSV:***

1. **Review the field names, types, and lengths in the list shown on the opening screen.** Fields in your import file that are empty will still need to be present in the file structure. Click the Save Template button to save a new CSV file with the field names in place for you. The file will be opened automatically after saving.
2. **Click Next.**
3. **Click the Choose File button to browse to the location of the CSV file you would like to import from.**
4. **If the first row of your import file contains field names, check the option.** PowerChurch will not import the first row of information if this box is checked. If you are unsure, look at the contents of the file before choosing.
5. **Click Next.** The information from your CSV file will be loaded in the grid on the screen. Any required fields that are missing or other validation errors will cause the

row to be highlighted in red. Click on a row to select it and if there is a validation error, the warning text will be displayed in the gray text box at the bottom of the screen.

***Note:*** *If you continue the process without resolving validation errors, those records will not be imported.*

6. **Click Next.** The information from your CSV file will be imported. The number of records that were successfully imported will be shown on the screen.
7. **Click Finish.**

# *Sermon Filer Reports*

The Sermon Filer module includes the following predefined reports, which can be found under ***Record Keeping > Sermon Filer > Reports - Sermon Filer***.

- **All Sermons in... Sequence**. These reports include all the information in the Sermon Filer module. Depending on the option you choose, you can sort the information by title, reference number, date, subject, or scripture sequence.
- **Selected Sermons**. Displays a list of sermons that match the selection criteria in the specified order.

***Note:*** *Sermon Filer reports can also be accessed in the combined Record Keeping Reports screen, found at the bottom of the Record Keeping menu.*

# *Related Information*

***The following menu options are covered later in this manual:***

- Custom Reports 451

# Reports and Other Output

The previous chapters in this manual showed you how to enter and maintain data in PowerChurch Plus. So far, there has not been much discussion of getting information back out of the program. PowerChurch Plus lets you generate many different kinds of output.

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# Email Functionality

There are a variety of ways in PowerChurch Plus to communicate with individuals via email. The following topics describe each of these options in detail.

## Configuring Email Options

Before you can begin sending messages, you must first configure a number of options specific to your email provider.

***To do so, you will need to know the following:***

- The email address from which messages will be sent
- A display name for the email account
- Your outgoing (SMTP) email server address
- Whether your outgoing email server requires authentication
- Security settings, such as SSL, TLS, or None

To determine this information, do a web search for your email service provider and SMTP. There will be information online explaining how to set up common email programs like Outlook, Windows Mail, or Thunderbird. The same information is necessary to set up email functionality in PowerChurch. You can configure your default email options on the System Setup Options 16 screen. If you wish to use different settings for specific users in PowerChurch, use the User Setup Options 18 screen to override the necessary settings.

## Sending Individual Email Messages

Next to each Email field in PowerChurch is the ✉ Send Email button. When clicked, this will either open the Send Email dialog in PowerChurch or will open your default email program (e.g. Outlook or Thunderbird) with a new message addressed to the selected

email address. This behavior is based on a setting on the Email tab of the System Setup Options screen 17 and can be overridden on the User Setup Options 19 screen.

***For example, to send an email message:***

1. **On the Maintain Personal Profiles 69 screen, display the record for the person you want to send an email and click on the Contact tab.** If there is not an email address entered for this person, enter it into the field now and click Save.
2. **Click the ✉ Send Email button next to the Email address field.**
3. **Complete your message and send.**

# Sending Email Messages to a Group

Sending email messages to a group, emailing Contribution Statements, and other reports involves a common email process. The various controls used when composing and sending your email may vary slightly. Each control is described in the following topics. Outgoing emails can be logged in the Contact History of the family/individual. For more information about the Contact History log, see Viewing Contact History 48.

## Selection Criteria

The Selection Criteria screen will appear when sending group emails through the Family Mailing List, Personal Profiles, Activities & Skills, and other menus. Use this screen to narrow down the list of people that you want to receive the email. By default, without changing anything on the Selection Criteria screen, everyone will be included in the list to receive the email message.

Click OK when the selections are complete.

## Missing Email Addresses

The first step of the Send Email Message to a Group process shows a count of people that were included by the Selection Criteria, but do not have valid email addresses, or have the Include in Bulk Mailings option unchecked.

***Choose the method of contact to use for those that will not be receiving an email:***

- **Print Labels**. Use this option if you will be generating a postal mailing for the rest of the people in the list.

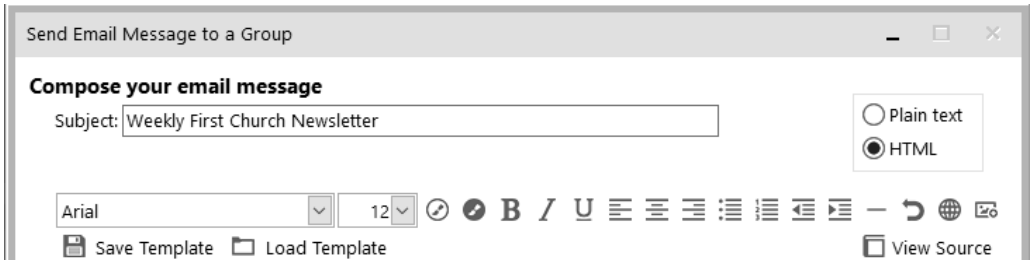
- **Print a Report**. This will simply print a list of people that were not included in the mailing.
- **Create an Automated Messaging Service File**. If you have a messaging service, such as One Call Now, and would like to record a voice or text message to broadcast to the rest of the people in the list, use this option.
- **No Further Processing**. If none of the above options apply and you do not wish to contact the remaining people, choose this option.

Click Next to continue on, or Cancel to exit the assistant.

## *Compose Your Email Message*

This step of the process is where the actual email message is composed.

- **Plain Text/HTML**. Select whether you would like to send a plain text email, or one containing HTML formatting. With HTML selected here, additional formatting controls appear across the top of the message body. These controls allow you to change fonts and colors, as well as inserting images and hyperlinks.
- **Subject**. Enter the Subject Line of your email message.
- **Message Body**. Enter the actual email message here. Use the Spell Check if needed. Unfortunately, Spell Check is only available in plain text emails.




***When HTML email is selected, a new toolbar appears with the following controls:***

- **Font Face and Size**. Displays a list of the fonts installed on this computer and allows you to change the font size.

  ***Note:*** *Not all email recipients will have the same fonts installed on their computers. To keep HTML emails looking consistent from one computer to the next, it is a good idea to use standard fonts, such as Arial, Times New Roman, etc.*
- **Font Color and Background Color**. Use a color picker to select the font color and background color.

- **Bold, Italic, and Underlined Text**. Standard font style controls.
- **Left, Center, and Right Aligned Text**. Standard text alignment controls.
- **Bulleted and Numbered List Items**. Create bulleted or numbered lists.
- **Decrease and Increase Indentation**. Increase or decrease the amount of indentation from the left edge.
- **Horizontal Rule**. Draw a horizontal divider line.
- **Undo Last Change**. Undo the last change by clicking this button or by pressing Ctrl+Z keys on your keyboard.
- **Insert Hyperlink and Insert Picture**. Insert HTML link and image elements.
- **Save/Load Template**. Please refer Using Email Templates 417 for more information.
- **View Source/Preview**. Click the View Source button to enter HTML code directly into the Message Body, or to modify the HTML code that was automatically generated by the built-in HTML editor. When finished viewing or editing the HTML code, click the Preview button to switch back to the previous view.

  ***Note:*** *The HTML editor does not support CSS (Cascading Style Sheets.) Any CSS code entered into the HTML source will be stripped out by the editor.*

Once you have completed the email message, click Next to continue.

## Advanced Optional Settings

***The following controls appear on this step:***

- **Request Read Receipt**. Check this option to receive a notification when your message has been read by each recipient.
- **Reply-To Email**. If you want replies to go to a different email address, enter that here.
- **File Attachments**. Click the Attach button to attach a file to your email message. If you are emailing a report from the Report Preview screen, a PDF file is automatically attached for you. Use the Remove button to remove the currently selected attachment.

Click Next to continue to the next step.

## Email Account Settings

***Verify the sender's email settings:***

- **Display Name and Email Address**. These fields will be filled in for you using the information entered on the System Setup Options 16 or User Setup Options 18 screen.
- **Send a Copy to This Address**. Check this option to send a copy of the email to yourself at this email address.

  ***Note:*** *Clicking the More... link allows you to view and confirm Advanced Options such as the email server address and number of messages to send. Typically, this information will not need to be changed.*
- **Send Email as a Test and Log Results**. By checking this option under the More... link, your emails will be sent to a test server and will not be delivered to recipients. This can be used when working with PowerChurch Software's Technical Support staff to troubleshoot email sending problems.

Click Finish.

## *Ready to Begin Sending Messages*

A count of the number of emails to be sent is displayed on the screen. If you would like to view the addresses that the email will be sent to, click the View Addresses button. Otherwise, click Start Sending. A progress bar will appear on the screen. Click the Cancel button to stop sending at any time.

## *Finished Sending Messages*

The Finished Sending Messages step displays when the email process is complete. If there were any errors encountered, such as a failure to connect to the server, malformed email addresses, or other problems, a count is displayed of emails that were not sent.

Click the Report button to view or print the Bulk Email Sent Status report. This will display all of the email addresses, grouped by the sent status. Click Close to exit the assistant.

# *Using Email Templates*

Email templates can be saved, allowing you to quickly load the formatting and styles of a newsletter or other recurring communication. This adds consistency to the messages you send and speeds up the amount of time spent generating the email. This feature is only available with HTML formatted emails.

***To save your current email message body as a template:***

1. **Click the Save Template button.**
2. **In the window that opens, enter a Title and Description for the new template.**
3. **Click OK.**

***To load a previously saved template:***

1. **Click the Load Template button.**
2. **In the window that opens, select a template from the list, then click OK.**
3. **Your current Message Body will be replaced with the contents of the saved template.**

***To edit an existing email template:***

1. **Load a template as explained above.**
2. **Make the desired changes in the message body, then click the Save Template button.**
3. **You can change the Name of the existing template, or save the changes using the existing template name.**

   ***Note:*** *Check the "Save as new template" option if you wish to save a new instance of this template without overwriting the one you originally loaded.*
4. **Click OK when finished making changes.**

***To delete an email template:***

1. **Click the Load Template button.**
2. **In the window that opens, select the template that you wish to delete and click the ⊖ Delete Template button.**
3. **Confirm that you wish to delete the saved template.**

# *Emailing a Report*

You can email a report to an individual email address, to addresses selected from the Personal Profiles module, or to a group of addresses selected from the Activities & Skills module. PowerChurch Plus sends the report as a PDF file attached to an email message.

***To email a report:***

1. **Select your report from the desired module and choose Screen Preview as the destination.** Make your selections as you normally would. PowerChurch Plus will open the report in the Report Preview window.
2. **Click the Email Report button in the Report Viewer toolbar.**
3. **Choose your destination, then click Next.**
   - **An Email Address.** Enter the address of the recipient in the associated field.
   - **Selected People From Personal Profiles.** When you click Next, a list of individuals is displayed. Select the individuals to receive the report. Use the All or None buttons as needed. Use the Select Status button to filter the list by Personal Status codes. When finished making selections, click Next. PowerChurch Plus will include Family Mailing List email addresses in this selection.
   - **A Group From the Activities & Skills Module.** When you click Next, a list of defined activities is displayed. Select the activities to receive the report. Use the All or None buttons as needed. Use the Departments and/or Types buttons to filter the list of activities. When finished making selections, click Next. If different roles are assigned to the selected activities, PowerChurch Plus will ask you for the roles to receive the report. Family Mailing List email addresses will be included in this selection.
4. **Compose your email message and confirm sending options.**

Each of the controls that appear when composing and sending your email are described in detail under Sending Email Messages to a Group 414.

# *Constant Contact Integration*

Constant Contact (powerchurch.constantcontact.com) provides churches and other organizations easy access to professional-looking email communications without the complicated process of setting up and troubleshooting bulk email. With Constant Contact, you don't have to worry about junk mail filters, firewalls blocking the outgoing mail, or other things that can waste valuable time. PowerChurch allows you to send updated contact information to contact lists in your Constant Contact account.

If you have not yet done so, visit powerchurch.constantcontact.com/features/signup.jsp to register an account.

***To sync your PowerChurch Plus contacts:***

1. **In PowerChurch Plus, go to *Utilities > Constant Contact Sync*.** After reading the introduction, click Next to continue.

2. **Complete the Account Authorization step, if necessary.** Constant Contact requires users to authorize third party applications like PowerChurch to directly access the account information. Click the link to begin the authorization process. This will open a web browser and will show the Constant Contact login form. Once you have logged in, you will see a prompt asking to authorize PowerChurch Software to access your account. Click Yes. Return to PowerChurch and click Next to continue.

   ***Note:*** *Click the Setup button at the bottom left of the screen to return to the Authorization step if necessary. This will be required if you change user names or to sync with a different Constant Contact account.*
3. **Use the Add, Edit, and Delete buttons to manage the Contact Lists.** Click the View button to display the list of people and email addresses that match the Selection Criteria of the selected Contact List.
4. **Click the Finish button to begin the sync process.** The screen will show the progress of each of the four steps of the sync process.
   - **Getting Current Email Addresses from Constant Contact.** PowerChurch Plus requests a list of all contacts from Constant Contact.
   - **Getting Changed Email Addresses from Constant Contact.** Each of the addresses in your PowerChurch Plus data are compared to the list of contacts from Constant Contact.
   - **Updating PowerChurch with Changes Made in Constant Contact.** If any of your contacts have changed their email address through the Constant Contact system, the address will be updated automatically in PowerChurch Plus.
   - **Updating Contact List on Constant Contact.** New or changed addresses in PowerChurch Plus are then inserted into your contact list at Constant Contact.

# *Sending Text Messages via SimpleTexting.com*

PowerChurch has integrated with SimpleTexting.com to allow you to send SMS/MMS messages with ease. Visit simpletexting.grsm.io/powerchurch in a web browser for more information and pricing. There is no credit card required to sign up for a free trial.

You will find this functionality in Family Mailing List, Personal Profiles, Activities & Skills, Attendance, and Contributions. For example:

***To send a text message in Personal Profiles:***

1. **Go to *Membership > Personal Profiles > Send Text Message to a Group*.**

2. **If you haven't already set up an account with SimpleTexting.com, click the Start Texting Free button to visit their site.**
3. **Click Next and enter the following information on the Setup screen, if you haven't already done so:**
   - **API Token**. Once you have signed up for an account at SimpleTexting.com, log in via your web browser, then click the Integrations link at the bottom left of the website. Click API & Webhooks. Copy the API Token from that page and paste it into the field provided in PowerChurch.
   - **Select Phone**. Choose the phone type that will most likely be receiving text messages, such as Mobile phone. If you have customized the phone types in PowerChurch and have created multiple phone types that could represent mobile phones, you can choose additional phone types by clicking the ⊕ Add Phone button. If you add a phone type and would like to remove it after the fact, select the phone type in question and click the ⊖ Delete Phone button.

     ***Note:*** *The phone types selected here should be listed in order of preference. PowerChurch will check that a person has a phone of the type you choose first, then will move on down through the list until it finds one. Use the ⇕ gray block to drag and drop/reorder the list as needed.*
   - **Include Unlisted Phone Numbers**. When selecting the list of phones to include in the contact list, check this option if you would like PowerChurch to include those phone numbers marked as Unlisted.
4. **Click Next**. The Selection Criteria screen will open, allowing you to specify the list of people you would like to include in this contact list. Depending on which module/menu option you clicked on to get here, you will see selections specific to that area. In this example, you will see the Selection Criteria screen that opens when you run most any report or processes from Personal Profiles.
5. **Click OK**. PowerChurch makes its selections based on the criteria you defined, then shows a list of names and phone numbers that will be included in the contact list.
6. **Include Birthdays and Emails in Uploaded Contacts**. Check this option if you would like to include this additional information in the contact list that is uploaded to SimpleTexting.com.
7. **Click Next.** When the upload process is complete, PowerChurch will show a number of contacts uploaded and the name of the new contact list that was created. The contact list will be created as YYYY-MM-DD PowerChurch, for example: 2021-08-30 PowerChurch.
8. **Click the Visit SimpleTexting.com button to launch a web browser and access your account.** To complete the process and send a new message to this group, click the Campaigns link near the top left of the site and click New. Choose the newly created contact list in the To: field.

The list that is created will always be available to you via the SimpleTexting.com site, but you can easily create a new list from PowerChurch Plus at any time by accessing the

Send Text Message to a Group menu option in Family Mailing List, Personal Profiles, Activities & Skills, Attendance, or Contributions. This utility is included in each of these different modules/menus to allow you to accurately select only those in your congregation who need to receive the message that you are about to send with the most up to date contact information.

***Note:*** *It is important that you have express consent to send bulk messaging to the selected people. Sending unsolicited text messages is against FCC (Federal Communications Commission) regulations and is against the Terms of Service agreement at SimpleTexting.com.*

# Printing in PC Online

PowerChurch Online is unique in that when printing, the information is passed from the online server to your local printer behind the scenes as an Acrobat PDF document.

If you are having alignment issues when printing mailing labels, computer checks, or tax forms, or if print jobs are coming out duplex/double-sided, you should first check the Print Options in the installed PDF reader software on your computer. It is common that PDF readers are set by default to change the page layout, with options like Shrink to Fit, as well as centering horizontally and vertically. These default layout options will interfere with the careful alignment that PowerChurch Plus provides with standard label, check, and tax form layouts.

For assistance in troubleshooting printing problems in PowerChurch Online, please visit www.powerchurch.com or call (800) 486-1800 to speak with one of our Technical Support staff.

# File Transfers in PC Online

File transfers are also different in PowerChurch Online because you are remotely connected to the computer where PowerChurch Plus is running. When viewing a Save As dialog in PowerChurch Online, the standard C: drive and shortcuts to Desktop or Documents refer to the drive on our server, not your local computer.

You will find there are drives in the list, assigned drive letters M and higher, that are labeled differently, such as "Client C (M)" or "Client Home (M)". The letter listed after the word "Client" refers to your local drive letter or name. If you are trying to save a file into the Documents folder on your local Windows computer, you would save the file to "M:\Users\Your User Name\Documents\".

If you receive a message indicating that the folder is not accessible, or that you do not have permissions to access that folder, it would indicate that you are trying to save the file into a location on our server, not your local computer.

It is also important to ensure that the file name that is assigned includes the file extension (for example, the ".pdf" on the end of the file name.) Depending on the local computer's display settings, the file extension may not be added automatically.

For assistance troubleshooting file transfer problems, visit www.powerchurch.com or call (800) 486-1800 to speak with one of our Technical Support staff.

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# Reports

PowerChurch Plus has extensive reporting features. You can generate reports to keep track of all aspects of your church's operations. These reports can be as simple or as detailed as necessary. Every module in PowerChurch Plus offers a number of predefined, ready-to-run reports. These reports display information from the module in a useful, logical format. You can also create your own custom reports from scratch using the powerful Custom Report Writer in PowerChurch Plus. For more information, refer to the Custom Reports 451 chapter.

There is a good chance that the predefined reports can give you all the information you need. You can choose from a wide variety of reports in every module. You have some options for customizing the predefined reports. Many of them let you use the Selection Criteria dialog to choose the records that appear in the report. For information on this dialog, refer to Selecting Records 34. Many reports will have additional check box options or other selections that allow you to include or exclude different fields of information or change sort options and grouping.

You can also adjust the top and bottom margins for reports, allowing you to print them on church letterhead. Refer to User Setup Options 18 for more information about adjusting margins.

# Running a Report

Every module in PowerChurch Plus has a Reports menu option. When you select this option, you will see the Reports screen, which contains a list of available reports. Note that both the menu option and the dialog contain the name of the module; for instance, Reports - Personal Profiles.

This reports list, by default, is sorted in a logical order of most frequently used reports at the top of the list. Check the Alphabetical option at the top of the reports list to sort the reports into alphabetical order. This setting will be remembered the next time you open a Reports menu option.

***To run a report:***

1. **Select the Reports menu option from one of the PowerChurch Plus modules.**
2. **Select one of the entries from the list of reports.** For example, if you are working with the Family Mailing List, you might choose All Families by Mailing Category. A brief description is shown for each report in the gray text box below the list.
3. **Choose one of the following options for the output direction of the report.**
   - **Screen Preview**. This is the default option. This runs the report and brings it up on the screen for you to review. When you finish viewing the report onscreen, you can print the report, email the report, or save to a file, all from within the Report Preview screen.
   - **Printer**. PowerChurch Plus prints all reports on 8-1/2 x 11 (Letter) paper. Report text uses Arial font. You will be prompted later to choose which printer to send the report to.
   - **File Export**. Use this option to save the report as a file. The different format types available are Acrobat (PDF), Excel Spreadsheet (XLS), Word - Editable (RTF), Word - Fixed Layout (RTF), ASCII Text File (TXT), and Web Page (HTML.)
4. **Click Run.** Depending on the report you are running, you may see additional prompts or dialogs of report options.
5. **If necessary, enter the appropriate information on the dialogs or prompts that appear.** The options vary according to the report you are printing. After the appropriate report options are entered, the report is then generated to the destination you selected in step 3. If you chose to send the report to the printer, the Print Report dialog will appear where you can choose a printer. You can also set the number of copies or a certain range of pages to print. Click OK to print the report. Refer to the following sections for specific information on viewing the report on the screen, exporting it to a file, and emailing the report as a file attachment.
6. **When you are done working with the reports for this module, click Done on the Reports list.**

# *Stopping a Report*

While PowerChurch is selecting data to include in the report, you may decide to cancel the process. To stop a report that is currently processing, but has not yet started to print, press the Esc key. You will then see a message asking if you want to cancel the

selection. Click Yes to exit or No to continue. If you click Yes, PowerChurch Plus will output that part of the report that had already processed.

If the report has started printing and you need to terminate the print job, click your printer icon displayed on your Windows task bar. Delete the print job from the print queue. For instructions, refer to your Windows support documentation.

# *Viewing Reports on the Screen*

In many cases it makes sense to preview a report on your screen before printing it. You can check the report's data to make sure they meet your needs. When you select the Screen Preview option on the Reports dialog, as described in the previous section, your report appears in a new window. At the top of the window is a toolbar with functions for working in the Report Preview screen. Each function is described below:

Use the arrow buttons on the tool bar at the top of the screen to move from page to page and to the beginning or end of the report.

- **First Page**
- **Previous Page**
- **Next Page**
- **Last Page**

You can also jump to a specific page in the report. Type a number in the Page field on the toolbar then press the Enter or Tab key.

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To move around a page, use the arrow keys on your keyboard or the vertical and horizontal scroll bars.

- **Zoom**. You can zoom in to get a closer view of the report or zoom out to see more of the page at a reduced size. Click the Zoom Control drop-down list and choose a setting anywhere from 50%-300%, Page Width or Full Page. Your Zoom level will be remembered next time you run a report.
- **Find**. When you click the Find button, you will see the Find dialog. Enter the text you are searching for in the Text to search for field. Then, click Find Next. When you have finished searching, click Done. An example where this might be useful is if you are reviewing an Accounting report and need to locate a specific dollar amount.

- **Print**. Click the Print button to send the report to the printer. The Print Report dialog will be displayed so that you can choose your printer. You can print all the pages or a range, and select the number of copies to print. When the report finishes printing, you are returned to the Report Preview window.
- **Save As**. The report can be saved to a file from the Report Preview window. Click the Save As button to display the Save Report As dialog. The items on this dialog are described in Saving a Report to a File 426.
- **Email Report**. Click the Email Report button to send the report to a single email address, to selected people in the Personal Profiles module, or to a group from the Activities & Skills module. Refer to Emailing a Report 418 for more information.
- **Close**. Click the Close button to exit the Report Preview window and return to the Reports list.

# Saving a Report to a File

Aside from printing or viewing a report on the screen, reports can also be saved to a file. The different format types available are Acrobat (PDF), Excel Spreadsheet (XLS), Word - Editable (RTF), Word - Fixed Layout (RTF), ASCII Text File (TXT), and Web Page (HTML.)

In addition to the file types listed above, PowerChurch can also save reports as Excel (XLSX), Open Document Spreadsheet (ODS), Word (DOCX), and Open Document Text (ODT) if there is an installation of Microsoft Office or LibreOffice on this device. The PowerChurch Online servers have the requisite software installed to be available to export to these additional file types. For desktop PowerChurch Plus users, if your computer doesn't have an installation of Microsoft Office or LibreOffice, you will be shown a prompt asking if you would like to download and install LibreOffice for this purpose. It is free and open source software.

***To save a report to file:***

1. **Generate your report as described previously in Running a Report 423.** Choose File Export as the destination. You can also save a report to a file from the Report Preview window as discussed in Viewing Reports on the Screen 425.
2. **Enter the following items on the Save Report As dialog.**
   - **Export File Type**. From the drop-down list, choose the type of file you want to create.
   - **File Name**. The default report name will be saved in your Documents folder on your hard drive. If necessary, click the Change button to change the location or file name.

- **Open File After Saving**. Check this box if you want the saved file to be opened in the appropriate application. For example, if you chose the file type of Excel Spreadsheet, your Excel application will automatically launch and open this file. ***Note:*** *PowerChurch Online users should refer to File Transfers in PC Online* 422 *for more specific information.*

3. **Click OK.**

You can format ASCII and HTML reports to fit your needs.

***To format ASCII and HTML reports:***

1. **Go to *File > Preferences > User Setup Options* then select the Reports tab:**
   - **Margins**. Set the printer page margins for reports printed by this user.
   - **ASCII Export Options**. For ASCII files, set the desired Characters Per Inch and Lines Per Page. You might increase these values if you find that data fields are being truncated during the ASCII export.
   - **HTML Export Options**. For HTML files, choose to Create a Separate File For Each Page, or a single file for all the pages.
2. **Make your selections, then click OK.**

***Note:*** *When the exported file is opened in another application, the formatting may not appear exactly the same as when it was produced in PowerChurch Plus. Also note, when saving a report in HTML format, you should consider whether any sensitive information is contained within the report. Use your judgment to determine if the report should be published in a public forum, such as the church website. When saving a report as HTML,* ***PowerChurch Online*** *users will see multiple-page reports downloaded as a single zip file containing the HTML files.*

# *Refresh Report Options*

When viewing a report or a graph on the screen, you can easily return to the Report Options screen by clicking the Refresh button in the Report Preview toolbar. This allows you to make a single change to your current selections, without having to start over from scratch.

***For an example, do the following:***

1. **Go to *Membership > Family Mailing List > Reports - Family Mailing List*.**
2. **Choose the Selected Records report.** Click Run.

3. **When the Selection Criteria window opens, make selections to the Mailing Category, then click OK.**
4. **When the report appears on the screen, click the Refresh button to return to the Selection Criteria screen.** Your current selection of Mailing Category codes is still active.
5. **Make further changes to the selection.** For example, set the Sort option of Mailing Category, then click OK.

You can refresh and revisit the Selection Criteria as many times as you wish. Once you close the report, however, the settings are lost. Refer to Saving Report Profiles in the next topic for information on saving and recalling Report Profiles.

# *Saving Report Profiles*

There are certain reports that you will find yourself running on a regular basis. PowerChurch Plus allows you to save your selections and report options to be recalled next time you wish to generate the same report. This not only saves time in running the reports, but also ensures that the reports are generated consistently each time.

The report options are saved on a per-selection basis, allowing you to recall certain report profiles even when printing mailing labels, generating graphs, creating mail merge files, or exporting data. As an example, saving a report profile of the Church Directory report is explained below, but the process will be the same for any report with selections to save.

***To save a Report Profile for the Church Directory:***

1. **Go to *Membership > Family Mailing List > Reports - Family Mailing List*.**
2. **Select the Church Directory report, then click Run.**
3. **The Save, Recall, and Reset buttons are visible in the toolbar across the top of the Report Options screen.**
4. **Make necessary changes on each step, then click Next.**
5. **When you reach the last step of the process and only the Finish button is active, click the Save Report Settings button.**
6. **Enter a Title for the Report Profile, such as Pictorial Directory.**
7. **Enter a Description, if necessary.**
8. **If working in a multiple user environment, check the Shared Report Settings option if you would like for other PowerChurch Plus users in your organization to be able to recall this Report Profile.**

9. **If you would like to make this the Default Profile for this report, checked the Set as Default Report Settings option.** This Report Profile will be loaded by default when running the report in the future.
10. **Click OK.**

Now the Report Profile has been saved. Refer to the next topic for a detailed example of recalling a saved Report Profile.

## Recalling Report Profiles

Recalling a saved Report Profile allows you to pull up the saved settings as a starting point, but you are then free to make further changes, if necessary. Below is an example of recalling the saved Pictorial Directory settings from the previous topic.

***To recall a saved Report Profile:***

1. **Go to *Membership > Family Mailing List > Reports - Family Mailing List*.**
2. **Select the Church Directory report, then click Run.**
3. **Click the Recall Report Settings button.**
4. **Select the Report Profile from the list.** The Description is shown below the grid as you select different profiles. The list includes your saved profiles as well as any shared profiles that are found.

   ***Note:*** *To delete an existing report profile, simply select it then click the Delete button along the right side of the grid.*
5. **Click OK.** The Report Options screen will refresh with your saved settings.
6. **Make any necessary changes on each of the steps, then click Finish.**

## Default Report Profiles

When running a report, PowerChurch Plus will first check to see if any saved Report Profiles have been designated as the Default Report Setting. If a Report Profile is marked as the default, these settings are loaded automatically. The name of the saved Report Profile will be displayed to the right in the Report Profile toolbar.

To revert to the System Default Settings for this report, click the Reset button. This will override the saved Report Profile for this instance of the report. The saved profile will still be used next time the report is run. If you do not wish for this profile to be used by default, click the Save button, then uncheck the Default Report Settings option and click OK.

# Mailing Labels

PowerChurch Plus allows you to print mailing labels from the names and addresses in various areas of the program. You can use these labels for newsletters, form letters, or any other kind of mailing.

***Note:*** *Membership and Contributions mailing labels will not be printed for those families whose Include in Mailouts option is not checked. Refer to the Maintain Family Mailing List* 54 *and Integrated Data Entry screens for more information.*

The Save and Recall Report Profiles functionality discussed in the Reports topic also applies to mailing label selections. Refer to Saving Report Profiles 428 for more information.

# Preparing to Print Mailing Labels

Before you print your first batch of mailing labels, you need to provide some preliminary information.

***To specify mailing label options:***

1. **From the File menu, choose Preferences then Mailing Label Setup.**
2. **Enter the following items on the Mailing Label Setup screen:**
   - **Print Labels in All Capitals**. Check this box if you want to print labels in all capital letters with no punctuation. The Post Office can use automated sorting equipment for this kind of label. The result is faster delivery.
   - **Print US Post Office Bar Codes and USPS Bar Code Format**. Check this box if you want to print bar codes on the labels by default. Using bar codes is one of the eligibility requirements for discounts on First and Standard Class presorted mail. They also ensure faster and more accurate delivery. Select from Postnet Bar Codes or Intelligent Mail Bar Codes. Enter your Mailer ID if using Intelligent Mail Bar Codes. Please consult the US Postal Service documentation for more information on Intelligent Mail Bar Codes and your Mailer ID.

     ***Note:*** *3-across (30 per sheet) laser labels are too narrow and will not allow printing of bar codes.*
   - **Print US Post Office Carrier Routes**. Check this option if you want Carrier Route information to appear on the labels by default.
   - **Print Zip/Postal Code alone on bottom line of address label**. Canadian users can check this option to print the Postal Code by itself on the bottom line of the label. Uncheck the option to print the code on the same line as the City and State/Province.

- **Show Children Names When Printing One Label Per Family**. Refer to the following topic for more information about this setting.
- **Attention Line Text**. Use this field to enter the text of an attention line. The text can be up to 30 characters. For example, you might use *To the parents of* as an attention line.
- **Default label format**. From this list, choose the kind of label stock you use with your printer. For tractor feed printers, your choices include 1, 2, and 3-up labels. For laser printers, your choices include 14, 20, and 30-label sheets. For other kinds of label stock, choose Custom Label Setting. For more information, refer to Label Stock 433.

## *Mailing Label Names*

PowerChurch Plus uses different methods of generating the names on mailing labels, depending on which area of the program you are printing from. For example, when printing labels from Family Mailing List or Visitations, the labels use the Mailing Name field, addressing the labels to the whole family/household.

When printing labels addressed to an individual, more logic is required to better fit names on the first line. When printing labels for individuals, there will be an additional option on the Mailing Label Options screen which reads Print One Label Per Household. This keeps you from generating multiple mailing labels for different members of the same family/household.

***The following scenarios apply when printing one label per household:***

- **Mr. John Smith**. This name format is used when only one Personal Profile in a household matches the Selection Criteria used.
- **John and Jane Smith**. This name format is used when two Personal Profiles in a household match the Selection Criteria used, and both profiles have Directory Sequence 1 or 2 assigned on their Personal Profile record. Refer to Maintain Personal Profiles 69 for more information about the Directory Sequence field.

When children (Directory Sequence 3 or higher) are included in the label selection and the Print One Label Per Household option is checked, PowerChurch Plus can be set to either show children's names on the labels or to group them into "and family". To set this option, go to ***File > Preferences > Mailing Label Setup***. Check the option that reads Show Children Names When Printing One Label Per Family.

- **John Smith and Family**. This name format is used when the Show Children Names option is unchecked and two or more Personal Profiles in a household match the

Selection Criteria used. This would be the case if at least one parent and one or more children fit the Selection Criteria.

- **John Smith (Jane, Sarah, George)**. This format is used for the same selection results as listed above, but the Show Children Names option is checked. It is meant to more closely resemble how the Church Directory name formats appear. However, because of limited space on each line of the mailing label (45 characters), this option can cause names to be cut off to avoid layout issues.

This type of naming method is used on labels printed from Personal Profiles, Activities & Skills, Attendance, Ministry Services, Contributions, and other areas that select the individual person, rather than the family, and the One Label Per Household option is checked.

## Bar Codes and Carrier Routes

Both of these options can ensure faster delivery of your mail and cheaper postage rates. However, if you want to include either item in your mailing labels, keep the following points in mind:

- When you select either option on the Mailing Label Setup dialog, you specify the default printing behavior. When you actually print labels, PowerChurch Plus displays a dialog that lets you override either option.
- Mailing labels have room for a bar code or a carrier route but not both.
- PowerChurch Plus is not able to print bar codes when using 30 label sheets, or if the Country is to be included on the label.

## Bulk Mail

If you send bulk mail through the US Postal Service, you can use a special sorting option in PowerChurch Plus. The US Postal Presort option sorts labels by Area Distribution Center (ADC.) The US Postal Presort option is available when you print labels using the Family Mailing List, Personal Profiles, Activities & Skills, and Contributions modules. It appears along with the other sorting options such as Alphabetical and ZIP Code.

If you select the US Postal Presort option, you see the Postal Sort Options dialog. This screen lets you specify the class of mail you are sending (First Class, Standard, or Periodical Mail) as well as the preparation method (Automated or Non-Automated mail.)

## Label Stock

PowerChurch Plus lets you print mailing labels on a tractor feed or laser printer. For a tractor feed printer, PowerChurch Plus supports 1, 2, and 3-up labels. If you are working with a laser printer, PowerChurch Plus supports the following kinds of label stock:

| Labels on sheet | Size per label | Stock number |
|---|---|---|
| 20 label sheet | 1 x 4 in. | Avery 5161 or equivalent |
| 30 label sheet | 1 x 2-5/8 in. | Avery 5160 or equivalent |
| 14 label sheet | 1-1/3 x 4 in. | Avery 5162 or equivalent |

If you use non-standard labels, you can specify their size so that PowerChurch Plus can work with them. The Mailing Label Setup dialog has an option that lets you define custom labels. When you are setting up these labels for the first time, we suggest you practice printing on plain paper until you have all of the adjustments correct.

## Creating a Custom Label

***To create custom labels:***

1. **Go to *File > Preferences > Mailing Label Setup*.**
2. **Choose Custom Label Setting from the Default label format list.**
3. **Click Custom.** You see the Custom Label Setup dialog. It has a list of standard label types that you can use as a basis for your custom labels. You are prompted with this list the first time you create custom labels or after you click Reset Layout.
4. **Choose one of the standard label types from the list.** Your options include 1, 2, and 3-up tractor feed labels and 14, 20, and 30 label sheets.
5. **Click OK.** The Custom Label Setup dialog expands to show additional controls.
6. **Enter the following options on the Custom Label Setup dialog.**
   - **Description**. Enter a Description of the custom label format in this field.

     ***Note:*** *The following three settings: Width, Height, and Units are for tractor-feed printers only.*
   - **Width**. Enter the width of a label in this field. The width can be 100 - 1000.01 inches (254 - 2540.1 millimeters.) For example, if the label width is 3.5 inches, enter 350 (units=.01 inches.)
   - **Height**. Enter the height of a label in this field. The height can be 50 - 3936.01 inches (127 - 9997.1 millimeters.) For example, if the label height is 1 inch, enter 100 (units=.01 inches.)
   - **Units**. Use these controls to choose the unit of measurement for labels. Your choices are 0.01 inches and 0.1 millimeters.

- **Edit Layout**. Click this button to specify the physical layout of the labels using the Report Designer. For a description of the Report Designer, refer to Formatting a Report 467.
- **Reset Layout**. Click this button to clear the current settings for the custom label layout. PowerChurch Plus prompts you to specify another label format as in step 4.
- **Rows**. Enter the number of rows your custom label sheet contains.
- **Columns**. Enter the number of columns your custom label sheet contains.

7. **Click OK.**

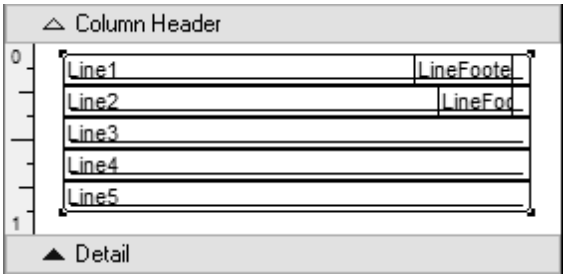
## *Customizing a Label Layout*

If you have purchased mailing labels that do not line up properly with the Avery standards, or if your printer has a non-standard printable area, it is possible that labels printed from PowerChurch Plus will not line up properly. It is possible to customize the layout of the mailing labels in PowerChurch Plus.

***Note:*** *If you are a PowerChurch Online user and are having alignment issues when printing mailing labels, computer checks, or tax forms, you should refer to Printing in PC Online* 422 *for more specific information.*

***To customize the existing mailing label format:***

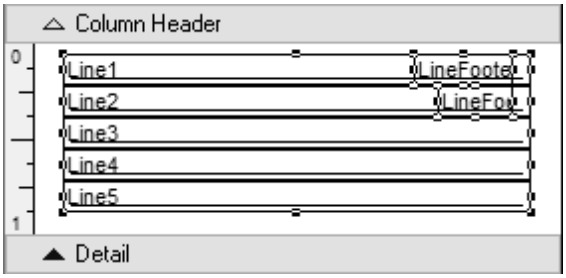
1. **Go to *File > Preferences > Mailing Label Setup*.**
2. **Make a note of the default label format that is selected on this screen.**
3. **Click the Custom button.**
4. **If you are not currently using a custom label format, click the Reset Layout button.**
5. **When prompted to choose an existing layout to base the custom label on, choose the format that you are currently using.**
6. **Click the Edit Layout button.**
7. **Click once on the group of fields shown on the label face to select them.**
8. **You should see black dots appear in each corner of the group of items.**




9. **Use the arrow keys on your keyboard to move the group of fields, using the ruler across the top of the window to gauge the items' distance from the left edge of the label.**

If you need to work with an individual field and find that multiple items are "grouped" together, do the following:

1. **Select the group and then go to *Format* > *Ungroup*.**
2. **Once the items are ungrouped, you will find that each item is now individually selected (dots in the corners.)**




3. **To change the font of an individual item (or multiple ungrouped items), go to *Format* > *Font*.**
4. **On the dialog that opens, change the face, size, or style of font.**

***When finished customizing the mailing label format:***

1. **Go to *File* > *Close*.**
2. **When prompted to save your changes, choose Yes.**
3. **When prompted to use the custom layout as your default label format, choose Yes.**

# Printing Labels

PowerChurch Plus offers a variety of ways to print labels. In some situations you may want to print labels for a standard group of recipients. For instance, the Family Mailing List lets you print labels for every household in the database. In other cases, you may want to print labels for recipients that meet certain requirements. As an example, you could use the Contributions module to print labels for everybody who contributed to the New Organ Fund. Below are general instructions for printing mailing labels.

***To print mailing labels:***

1. **Make sure your printer is turned on, working properly, and loaded with the appropriate label stock.**
2. **Choose Print Mailing Labels from one of the menus in Membership, Contributions, or Accounting.**
3. **If necessary, use the selection dialog to specify the criteria for recipients.** The specific selections that are available will depend on the module/menu you clicked to get here. For example, if you are working with Personal Profiles, you see the Selection Criteria dialog.
4. **If necessary, select a sort order.** As in the last step, the options that are available vary by module. You can print labels alphabetically by name, by envelope number, by ZIP Code, street address, and other options. If you choose the US Postal Presort option, you will later see an additional dialog of postal sorting options. Refer to Bulk Mail 432 for details.
5. **Enter the appropriate items on the Mailing Label Options screen**:
   - **Type of Labels**. This field shows the default label stock you selected on the Mailing Label Options dialog. You can choose a different type of label from the drop-down list.
   - **Labels Per Person/Family**. By default, PowerChurch Plus prints one label per person or family. To change the number, enter a new value in the field or use the  arrow buttons.
   - **Print Bar Codes**. Check this option if you want to include bar codes on the printed labels.
   - **Print Carrier Routes**. Check this option if you want to include carrier route information on the printed labels.
   - **Restart at Specific Record**. If you need to restart printing labels at a particular record, rather than starting from the beginning, check this option. For more information, refer to Restarting Label Printing 438.
   - **Print Attention Line**. Check this option if you want to include this text as the first line of the label. The Attention Line text is defined on the Mailing Label Setup 430

screen. This option does not appear if you are working in the Contributions module.

- **Print Label Preview**. Check this option if you want to view the labels on the screen before sending them to your printer. This is useful for reviewing the labels to ensure they will print according to the selections and options you chose. From the preview screen, click the printer icon to print the labels to your printer or you can exit without printing.
- **Print Envelope Numbers**. Check this box if you want contribution envelope numbers to appear on the label. This option appears in place of the Print Attention line option if you are printing labels from the Contributions module/menu.
- **Print One Label Per Household**. Check this option if you want only one label to print per household. Refer to Mailing Label Names 431 for more information about the effects of this setting.
- **Print Label Summary Report Only**. This option only appears if you are sorting labels by ZIP Code, Carrier Route, or US Postal Presort. Check this option if you need to reprint the Label Summary report without actually reprinting the labels. For more information, refer to Reprinting Label Summary Reports 438.
- **Export Labels to a CSV File**. Check this box to create a CSV (Comma Separated Values) file for use in a third party mailing software or service.
- **Test Label**. If you are using tractor-feed labels, you can click this button to print a test run. This feature helps you make sure the labels and settings in PowerChurch Plus are correct.
- **Create Contact Log Entry**. Check this option if you would like these mailing labels to be logged in the Contact History of the families/individuals you are mailing. When you do so, you will have the option of entering a description in the field that appears. For more information about this feature, refer to Viewing Contact History 48.
- **Start Printing on a Partial Sheet of Labels**. If you would like to specify which row and column on which to start printing, check this option, then define the starting row and column.

6. **Click OK.**

To prepare for printing, PowerChurch Plus sorts the selected addresses in the order you specified. It starts printing them at this point, unless you selected the Restart at Specific Record option in step 5 above. Refer to the next section for details.

***Note:*** *After printing labels, you may see a prompt to Print a Summary Report. This prompt appears if you selected ZIP Code, Carrier Route, or US Postal Presort as the printing order in step 4. The report shows the number of labels printed, the date, the sort order, and a breakdown of labels by category such as ZIP Code.*

## Restarting Label Printing

By default, PowerChurch Plus prints labels in the order you specify. At times it may be necessary to restart printing labels after some, but not all, of the previous print job completed. For example, if you have a paper jam and need to cancel printing. Once you have cleared the paper jam and are ready to try printing again, you can use this method to start printing where you left off.

***To restart label printing:***

1. **Start the printing process according to the procedure in the previous topic.** Be sure to select the same options and sort order as when the labels were originally printed.
2. **When the Mailing Label Options screen opens, check the Restart at Specific Record option.**
3. **Click OK.** You will see a Locate list appear. It shows a list of records in the order in which they will be printed as labels.
4. **Select the appropriate label in the list and click OK to begin printing.**

At this point, PowerChurch Plus starts printing the remaining labels.

## Reprinting Label Summary Reports

The Label Summary report shows the number of labels printed, the date, sort order, and a breakdown of labels by category such as ZIP Code. You are prompted to print this report when sorting labels by ZIP Code, Carrier Route, or US Postal Presort. If you forget to print this report or the printer jams, follow this procedure to reprint the Label Summary report without having to reprint the labels.

***To reprint a Label Summary report:***

1. **Start the printing process according to the procedure in the previous topic.** Be sure to select the same options and sort order as when the labels were originally printed.
2. **When the Mailing Label Options screen appears, check the option labeled Print Label Summary Report Only and click OK.**
3. **Click the Print button to start printing the report.**

# Mail Merge

The term mail merge refers to the process of combining two documents to create a third. In its most common form, mail merging takes two documents as input: A file containing a list of names and addresses and a file containing a letter or form. The mail merge process fills in blanks in the letter or form with items from the file of names and addresses. The result is a "personalized" form letter.

To create a form letter, you work with PowerChurch Plus in conjunction with your word processing software. Use PowerChurch Plus to create the data file containing the list of names and addresses. Use your word processing software to create the letter and carry out the mail merge process in the word processing software to bring the two together.

PowerChurch Plus can create four kinds of data files for use with different types of word processing software:

- **Comma Separated Values (CSV)**. This kind of file uses a generic data format called Comma Separated Values. The names, addresses, and other data items are plain ASCII text separated by commas. Many types of word processing software can read this kind of file directly or convert it to a usable format. It is the recommended merge file format for Microsoft Word and Works.
- **Excel Spreadsheet (XLS)**. This option creates an Excel spreadsheet file format. It is the recommended merge file format for WordPerfect for Windows.
- **dBase (DBF)**. This option creates a dBase file format. Refer to your word processing software's documentation to see if dBase files are supported.
- **WordPerfect DOS (TXT)**. This format is for use with old WordPerfect for DOS versions. If you are using a Windows version of WordPerfect, it is recommended to use the Excel Spreadsheet format.

You can choose which format you want to use on the Exports tab of the User Setup Options 19 screen. You will also set the default folder where the merge file you create is to be saved.

The Save and Recall Report Profiles functionality discussed in the Reports topic also applies to mail merge selections. Refer to Saving Report Profiles 428 for more information.

# Creating a Mail Merge File

Mail merge is a feature of two PowerChurch Plus systems: Membership and Contributions. You can create a mail merge file using data from any module in the Membership system. For example, you might want to use Attendance data to create a

form letter for all the people who missed the last meeting of the Finance Committee. Below are general instructions for creating mail merge files.

***To Create a Mail Merge File:***

1. **Go to Create Mail Merge File from under the Other Output menu in Membership sub-menus or in Contributions.**
2. **Use the selection dialog to specify the criteria for the individuals or households that will be included in the mail merge file.** The specific screen that appears depends on which menu you clicked through to get here. For example, if you are working with Family Mailing List, you will see the Selection Criteria dialog.
3. **After selecting criteria, click OK.**
4. **Using the controls on the Options dialog, specify the name and location to save the file.** Click Choose File and use the navigation controls to select a drive and sub-directory for the file. Enter a name in the File Name field or select an existing item in the list of files. The default name is Mail. The file extension will vary according to the selected file format. ***Note:*** *PowerChurch Online users should refer to File Transfers in PC Online* 422 *for specific information.*
5. **Create Contact Log Entry.** Check this option if you would like this mail merge to be logged in the Contact History of the families/individuals you are mailing. When you do so, you will have the option of entering a description in the field that appears. For more information about this feature, refer to Viewing Contact History 48.
6. **Click OK.**

At this point, you are ready to start your word processing software. If you have not already created the text of the form letter or other mailing, you can do so now. Once you have the text, you can start the mail merge process using the file you created in PowerChurch Plus. For information on this process, refer to the documentation for your word processing software.

# Rolodex® and 3x5 Cards

***PowerChurch Plus can print two kinds of cards:***

- **Rolodex Cards**. You can print Rolodex cards from the Family Mailing List and Personal Profiles modules.
- **3x5 Cards**. In addition to the Family Mailing List and Personal Profiles modules, you can print 3x5 cards from Visitations and the Education Library.

# Card Stock

As with mailing labels, PowerChurch Plus lets you print cards using a laser or tractor-feed printer. For Laser Rolodex cards, there are 8 cards to a page. For laser 3x5 cards, there are 3 cards vertically on a page. You choose the card stock when you print the cards.

***The Card Options dialog has a list with the following options:***

- 3x5 tractor-feed cards
- 3x5 card sheets (Avery 5388)
- Rolodex tractor-feed
- Rolodex card sheets (Avery 5385)

# Printing Cards

As with mailing labels, the process of printing cards depends on which module you are using. They all let you select the records that you want to print on cards. Below are general instructions for printing cards.

***Note:*** *To print cards with a tractor-feed printer, you need to specify a custom paper size on your printer driver setup. We recommend that you set a paper size of 850 x 1100.*

***To print Rolodex or 3x5 cards:***

1. **Make sure your printer is turned on, working properly, and loaded with the appropriate card stock.**
2. **Choose one of the card options from the Other Output menu in one of the Membership or Record Keeping sub-menus.**
3. **Make any necessary selections on the screen that appears.** The selection dialogs will vary by module.
4. **Enter the following items on the Rolodex or 3x5 Card Options dialog.** The following list shows all the controls that can appear on this dialog:
   - **Selected Printer**. This field shows the default printer. You can select another printer by clicking the Change button.
   - **Type of Cards**. Select the kind of cards you want to print from this list. Refer to Card Stock 441 for details.
   - **Sets of Cards**. By default, the program prints one card for each selected record. To change the number, enter a new value in the field or use the arrow buttons.

- **Restart at Specific Record**. Check this box if you want to begin printing at a particular record other than the first one. The process is identical to the one for restarting mailing labels. For more information, refer to Restarting Label Printing 438.
- **Test Card**. If you are using tractor-feed card stock, you can click this button to print a test run. This feature helps you make sure the card stock and settings in PowerChurch Plus are correct.

5. **Click OK.**

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# Checks

Checks can be printed from the Accounts Payable and Payroll modules. PowerChurch Plus supports the most common check layouts, which are available from Dynamic Systems at (800) 782-2946 or online at www.dswebtoprint.com/powerchurch.

***PowerChurch Plus supports the following check layouts:***

| **Laser Checks** | **Tractor-Feed Checks** |
|---|---|
| Laser Top Check (2 Stubs) | Tractor Bottom Check (1 Stub) |
| Laser Middle Check (2 Stubs) | Tractor Top Check (1 Stub) |
| Laser Bottom Check (1 Stub) | |
| Laser Top Check (Canadian) | |
| Laser Middle Check (Canadian) | |

Before you begin to print checks for the first time, you will want to set the default check format you will be using, as is detailed in the following topic. Once the check format is set, you do not have to change it again.

# Setting the Default Check Format

Use the Custom Check Layout dialog to ensure that the check format is set up correctly before you print checks. You can choose an established, default format for your checks or develop your own custom format.

***Note:*** *To print checks with a tractor-feed printer, you need to specify a custom paper size on your printer driver setup. We recommend that you set a paper size of 850 x 1100.*

***To select a default layout format for the checks:***

1. **From the File menu, choose Preferences, then Custom Check Layout.**
2. **If necessary, select a different check format from the Default Check Format field.** To create your own custom check format, choose Custom Check Setting from the Default check format list. For more on creating custom checks, refer to the next topic.
3. **Click OK.**

# *Creating a Custom Check Format*

***To create your own custom check format:***

1. **From the File menu, choose Preferences, then Custom Check Layout.**
2. **Select Custom Check Setting from the Default Check Format field.**
3. **Click Custom.** If you are setting up a custom check for the first time, or have reset the layout, PowerChurch Plus asks you to base the new format on an established check format. Make a selection in the list and click OK. The Custom Check Setup dialog appears.
4. **Enter the following options in the Custom Check Setup dialog.**
   - **Description**. Enter your own description of the custom check format in this field.

     ***Note:*** *The following three settings: Width, Height, and Units are for tractor-feed printers only.*
   - **Width**. Enter the width of a check in this field. The width can be 100 - 1000.01 inches (254 - 2540.1 millimeters.)
   - **Height**. Enter the height of a check in this field. The height can be 50 - 3936.01 inches (127 - 9997.1 millimeters.)
   - **Units**. Use these controls to choose the unit of measurement for checks. Your choices are 0.01 inches and 0.1 millimeters.
   - **Edit Layout**. Click this button to specify the physical layout of the checks using the Report Designer. For a detailed description of the Report Designer, refer to Formatting a Report 467.
   - **Reset Layout**. Click this button to clear the current settings for this check format. PowerChurch Plus prompts you to specify another check format to base this custom format on.
5. **Click OK when you finish.**

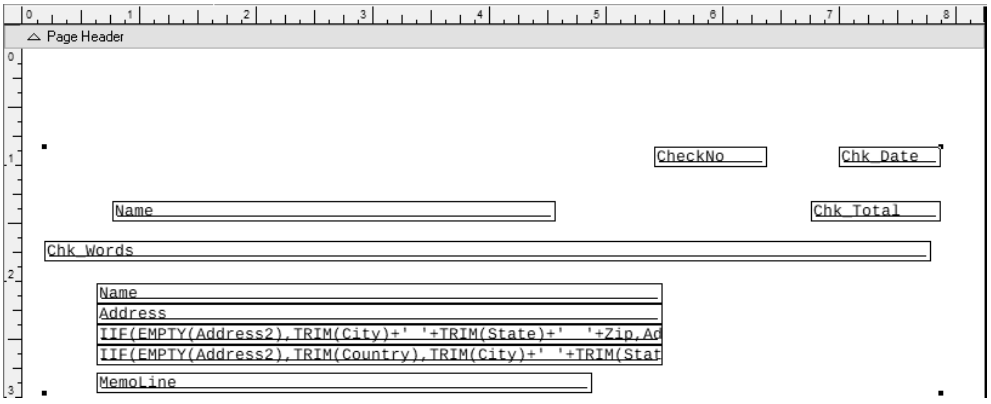
# Customizing a Check Format

It is possible to customize the layout of the computer check forms in PowerChurch Plus.

***Note:*** *PowerChurch Online users who are experiencing form alignment issues when printing should refer to Printing in PC Online* 422 *for specific troubleshooting information.*

***To customize the existing check layout:***

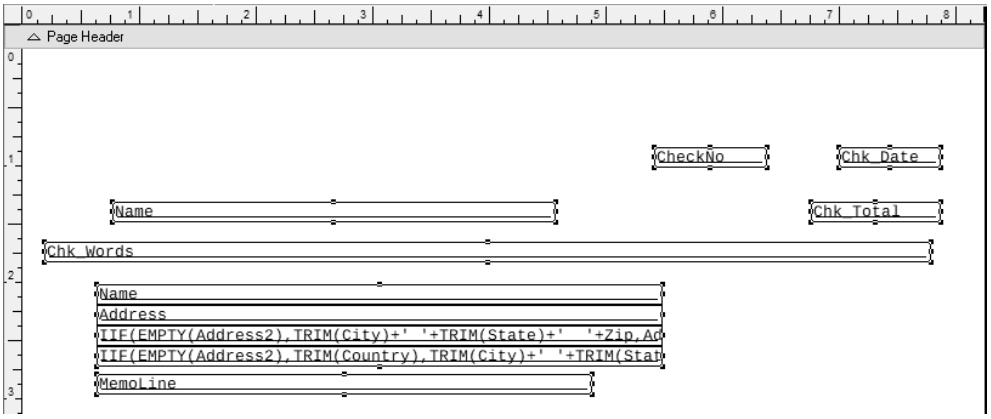
1. **From the File menu, choose Preferences, then Custom Check Layout.**
2. **Make a note of the Default Check Format that is selected on the screen.**
3. **Click the Custom button.**
4. **If you are not currently using a custom check layout, click the Reset Layout button.**
5. **When prompted to choose an existing layout to base the custom check on, choose the format that you are currently using.**
6. **Click the Edit Layout button.**
7. **Click once on the group of fields shown on the check/stub face to select them.**
8. **You should see black dots appear in each corner of the group of items.**




9. **Use the arrow keys on your keyboard to move the group of fields, using the ruler across the top of the window to gauge the items' distance from the left edge of the check.**

If you need to work with an individual field and find that multiple items are "grouped" together, do the following:

1. **Select the group and then go to *Format > Ungroup*.**
2. **Once the items are ungrouped, you will find that each item is now individually selected (dots in the corners.)**




3. **To change the font of an individual item (or multiple ungrouped items), go to *Format > Font*.**
4. **On the dialog that opens, change the face, size, or style of font.**

***After making changes, if you would like to print a test check:***

1. **Go to *File > Print Preview*.**
2. **Your customized check form will appear on the screen with each field filled with Xs or 9s.**
3. **Click the Print button to print this page.**
4. **It is advised that you print the test on plain paper and compare it to one of your checks for proper alignment.**

***When finished customizing the check layout:***

1. **Go to *File > Close*.**
2. **When prompted to save your changes, choose Yes.**
3. **When prompted to use the custom layout as your default check format, choose Yes.**

# Automated Messaging Files

PowerChurch Plus allows you to create an export file for use with companies like One Call Now that provide voice and text messaging services. The file can be created from Family Mailing List, Personal Profiles, and Activities & Skills modules and will be found under the Other Output menu in those areas of the program.

The Save and Recall Report Profiles functionality discussed in the Reports topic also applies to the Automated Messaging Service file selections. Refer to Saving Report Profiles 428 for more information.

# Creating an Export

***To Create an Automated Messaging Service File:***

1. **From the Membership menu, choose one of the following options:**
   - **Family Mailing List**
   - **Personal Profiles**
   - **Activities & Skills**
2. **Then go to Other Output > Create Automated Messaging Service File.**
3. **Select the appropriate options on the Selection Criteria dialog.** Choose options that define the category of people you need to call. For more information, refer to Selecting Records 34.
4. **Click OK.**
5. **Place a check mark next to each of the Contact Types you would like to include in the export file.** The options are Voice, Text, and Email. If Email is selected, you can optionally Include Unlisted Emails.
6. **Click Next.**
7. **For each of the Contact Types that you selected, you will be taken to an individual screen asking which Phone Types to include.** Select the Primary Phone Type that you would like to use for this Contact Type. In the field below, you can create a list of Additional Phone Types to try for that particular Contact Type, to include people that do not have phones of the previous types available.
8. **Use the ⊕ Add and ⊖ Delete buttons to customize the list of Phone Types to include in the export for this Contact Type.** Use the ↕ gray block to the left of each Secondary Phone Type to click and drag/resort the list. The order that these Phone Types are listed in will control who receives which types of contacts at which phone numbers.
9. **Click Next.**

10. **On the Results screen verify the counts and results shown on the screen.** Click the Details Report button to review the results of the export file that is about to be created.
11. **Click Next.**
12. **Specify the File Name and Location of where the file should be created.** Click the Choose File button to browse to a new location.
13. **Create Contact Log Entry.** Check this option if you would like this file export to be logged in the Contact History of the families/individuals you are calling. When you do so, you will have the option of entering a description in the field that appears. For more information about this feature, refer to Viewing Contact History 48.
14. **Click Finish.**

The exported file will then be available for use in the automated messaging software or service of your choice. For details on how to import the file, refer to the documentation provided by the developers of that software or service.

# Graphs

A picture is often the best way to present a lot of information, making it easy to understand. A bar chart can tell you immediately whether Sunday School attendance is going up or down. A pie graph can show contributions totals for a variety of Contribution Funds. As with other forms of output, PowerChurch Plus has powerful graphing capabilities. This section describes them in detail.

## Overview

You can create many kinds of graphs using PowerChurch Plus.

PowerChurch Plus lets you create both 2D and 3D graphs. The possibilities include:

- 2D and 3D line graphs
- 2D and 3D bar graphs
- 2D and 3D area graphs
- 2D and 3D pie graphs

# Creating a Graph

In general, graphs require very little effort. You can create a graph with a few mouse clicks.

***To create a graph:***

1. **Choose the Graphs option from under the Other Output menu in Attendance, Contributions, or Fund Accounting.** You see the Select Graph Data dialog. This tool is very much like the Selection Criteria dialog that appears throughout PowerChurch Plus. Use it to specify the data that appears on the graph. The actual options depend on the module you are using.
2. **Choose the appropriate options on the Select Graph Data dialog.**
3. **Click OK.**

The Save and Recall Report Profiles functionality discussed in the Reports topic also applies to graphs selections. Refer to Saving Report Profiles 428 for more information.

PowerChurch Plus displays a default graph containing the data you specified in the last step. For instance, if you are working with the Attendance module, you see a line graph showing how attendance goes up and down.

***The graph window has the following buttons:***

- **Settings**. This allows you to set general properties, such as graph type, title, subtitle, and font properties.
- **Copy**. Clicking this button will copy your current graph to the clipboard, allowing you to paste it to your word processing or page layout software.
- **Save**. You can save your graph as any of the following file types: BMP (Bitmap), GIF (Graphics Interchange Format), PNG (Portable Network Graphic), or WMF (Windows Metafile Format.)
- **Print**. Click this button to print a copy of your graph. You will have the ability to select the printer, as well as set the portrait/landscape orientation.
- **Restart**. Clicking this button will return you to the Select Graph Data screen, allowing you to make changes to the current selection without starting over from scratch.
- **Exit**. Closes the graph window without saving any of your changes or settings.

# Customizing a Graph

Once you have created a basic graph, you can modify it in a number of ways. To customize a graph, click the Settings button on the graph window. To select a graph type, click one of the eight graph type buttons. If a bar graph type is chosen, the Horizontal Bar check box becomes active. Checking this option will swap the X & Y axis. Right clicking the mouse in different areas of the graph will allow you to set further options specific to the area that you click on.

***The options you will find from right-clicking in the outside areas on the X & Y axis include:***

- **Add X/Y Title**. Add a title to the X or Y axis.
- **X/Y Title Font**. Set the font properties of the axis titles.
- **X/Y Tick Font**. Set the font properties of the values.
- **X/Y Grid Lines**. Enable or disable the grid lines.
- **X/Y Limits**. Set minimum and maximum range displayed in the graph. By default, PowerChurch Plus assigns these values for you.
- **Grid Line Properties**. Set grid line properties, such as the color and line style.
- **Graph Notes**. View or edit notes about this graph.

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# Export Data to Access MDB File

PowerChurch Plus features a powerful export utility that will create an Access database (MDB) file. This allows you to use Microsoft Access to report on PowerChurch Plus data in its raw form. Access offers more powerful reporting tools than the built-in Custom Report Writer that is included in PowerChurch.

***To export an Access MDB file:***

1. **Go to *Utilities > Export to Access MDB*.**
2. **Enter the file name and location where you would like the Access file to be created.** Use the Browse button to change directories if necessary. The Documents folder is selected by default and the file name is PCPLUS.MDB.
3. **Check each of the modules whose data should be included in the export in the list along the right side of the screen.** Use the Select All/Clear All buttons to aid in your selection if necessary.
4. **Click the Start button.** The progress bars at the bottom of the screen show the status of the overall export process as well as that of the selected data files.

5. When the export process is complete, click the Close button to exit.

# Custom Reports

In the last chapter, you saw how to create a variety of useful reports quickly and easily. These predefined reports will likely be all you ever need. However, if you have unique requirements, PowerChurch has an included tool for generating your own custom reports from scratch.

## Overview

The Custom Report Writer is a very powerful tool and takes time to learn. It is recommended that you read through the following sections as you are working with the Custom Report Writer. Depending on your reporting needs, creating a custom report can range from being very simple to very complex. While most types of reports are straight-forward, the more specialized your needs, the more complicated your report can become. Designing a complex custom report will involve writing code.

### Queries and Filters

One of the most important features of the Custom Report Writer is the ability to create queries. A query retrieves information from the database. Queries rely on filters to choose which records to include. A filter is a set of criteria or conditions that indicate which records you want.

### Report Output

Once you create a query, you can output the results in a number of ways. These include:

- Traditional printed reports
- Onscreen tabular views like spreadsheets
- Text files
- Database files
- Excel spreadsheet files

## Working With Queries

All custom reports begin with a query. You start a new report by defining the query that retrieves the information you want. The following sections describe the query tools in

detail and provide step by step instructions.

## Using the Query List Manager

The Query List Manager is your control panel for creating new queries, modifying existing ones, and other related options.

To work with the Query List Manager, choose Custom Reports from the Other Output menu for a particular module.

- **If you are working with the Contributions module, PowerChurch Plus prompts you for the kind of Contribution data you want to report on.** Choose Posted Contributions, Unposted Contributions, or Pledges.
- **If the module you chose does not have any existing queries, you see a dialog that prompts you for a Query Title.** Once you enter a Title, PowerChurch Plus takes you through the process of creating a query. When you are done, the new query appears in the Query List Manager.
- **In other cases, the Query List Manager appears.** The Query List Manager shows existing queries. You can work with one of these queries by selecting it and clicking one of the button along the side. The buttons provide the following options:
  - **Select**. Displays the Query Overview window with information on the selected query. This window lets you pick output fields, a sort order, group/summary fields, and what type of report to generate.
  - **Add**. Creates a new query. After entering a title, you see the Filter Building window. This guides you through the process of creating a filter for the query. When you are done, you see a prompt asking if you want to run the new query.
  - **Edit**. Modifies the filter for the selected query using the Filter Building window.
  - **Copy**. Makes a copy of the selected query. You see a prompt asking for a new title.
  - **Rename**. Changes the title of the selected query.
  - **Delete**. Removes the selected query. When you delete a query, the associated report is also removed.
  - **Done**. Returns you to the main PowerChurch Plus menu. Any changes you made are saved.

# Working With Filters

The heart of a query is its filter. The filter determines which records appear in the output. A filter can contain one or more conditions. Each condition consists of up to three parts:

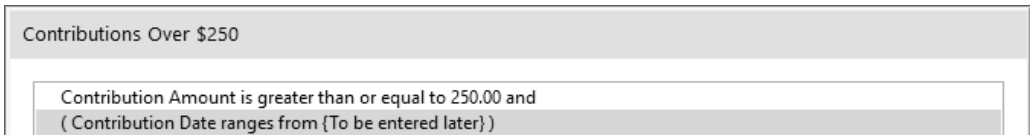
- A field name such as *Contribution Amount*.
- A relational operator such as *Is greater than or equal to*.
- A comparison value such as *250.00*.

Relational operators use plain English terminology like: *Begins with, Ends with, Exactly matches,* and *Between two values*. Each query can contain up to ten conditions and each condition can contain up to twelve comparison values. Each condition you add makes the filter more specific and results in fewer records returned.

## Using the Filter Building Window

The Filter Building window lets you add, change, and delete filters for a particular query. You can display the Filter Building window using several techniques:

- Click Add on the Query List Manager and specify the name of the new query.
- Select an existing query on the Query List Manager and click Edit.
- Click Edit Record Filter on the Query Overview window.




The main part of the Filter Building window is a list of the filters you have defined for this query. Each line shows one condition. If there are two or more conditions, each one ends with the logical operator AND or the operator OR. This operator connects the condition to the next one. For example, suppose the Filter Building window shows the following conditions:

- City exactly matches Oakland and
- Personal Status Code exactly matches Member

This filter selects church members who live in Oakland. A record must meet both conditions to satisfy the query. If the connector was OR instead of AND, a record would satisfy the condition if it met either or both conditions. This means that the report would

include everyone who lives in Oakland, regardless of their Personal Status, and would also include all of the Members, regardless of where they live.

***The controls on the Filter Building window include:***

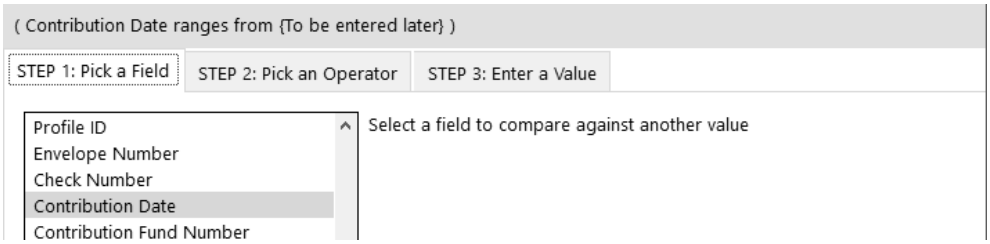
- **Add**. Adds a new condition. Select a field, pick a relational operator, and type in a comparison value.
- **Edit**. Edits the selected condition. You can change a condition's field, operator, and/or comparison value.
- **Switch**. Switches the connector for the selected condition. In other words, AND becomes OR and vice-versa.
- **Move**. Moves the position of a condition within the list of conditions. In some cases, this operation can change the results of the query. This can happen with queries that use parentheses or include both AND and OR connectors.
- **Bracket**. Inserts or removes parentheses around two or more conditions. This technique lets you group conditions to force the order of their evaluation.
- **Delete**. Deletes the selected condition from the list.
- **Cancel**. Closes the Filter Building window without saving any changes.
- **Done**. Saves your changes and closes the Filter Building window.
- **Help**.View the Help documentation.

## *Defining the Conditions of a Filter*

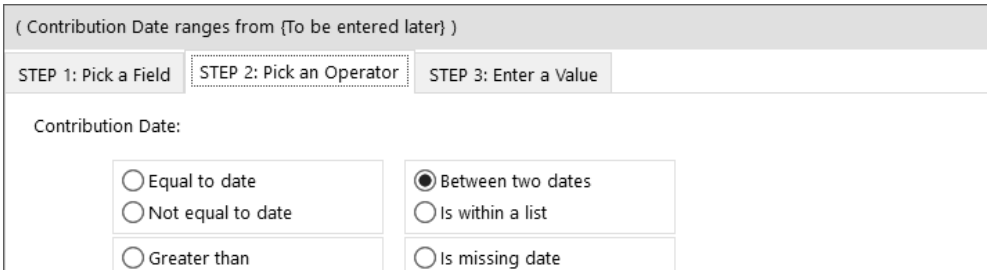
The process of creating a filter involves defining at least one condition and connecting multiples with the operators AND and OR.

***To define a condition:***

1. **Display the Filter Condition window.** There are a number of ways to display this window. For instance, to add a new condition, you can click Add on the Filter Building window. If you are adding more than one condition to a filter, you see a dialog asking you to select the AND or OR connector. If you want to edit an existing condition, choose one of the conditions in the Filter Building window and click Edit. This window has three tabbed pages, one for each part of a condition. You can display a page by clicking its tab. Alternatively, use the Next Step and Prior Step buttons to move from page to page in sequence.




2. **Step 1: Pick a Field.** The page lists all the fields for the module you are reporting on. For example, if you are working with Contributions, you might select the Contribution Date field.
3. **Step 2: Pick an Operator.** This page has a large selection of radio buttons for the various operators such as Equal to Date or Between Two Dates.




4. **Click Next Step or choose Step 3: Enter a Value.** Use this page to specify a value for the field you selected in step 2. The controls on the page depend on the field you selected. You may see a text field, a range of dates, a list, or other controls. To continue with the example, you might enter the values in the Dates From and To fields to be this year's year to date range. As an alternative to providing a value at this point, you can click the Ask Later button at the bottom left of the screen. If you choose this option, PowerChurch Plus will prompt the user for a value each time the query is run.




5. **Click Done.**

## *Connecting Conditions*

If your filter has two or more conditions, they must be connected by the logical operators AND/OR. Since the connectors have a big influence on the result of the query, make

sure you choose the right option for the results you want. If you find that the connector between two conditions produces undesired results, you can change it.

***To change a connector:***

1. **On the Filter Building window, select the condition line that has the incorrect connector.**
2. **Click the AND/OR Switch button.**

Clicking the AND/OR Switch button changes an AND to an OR and vice-versa. By default, PowerChurch Plus evaluates conditions in the order they appear on the Filter Building window. It compares the first condition to the second one and determines the result, which can be true or false. Then it compares that result to the next condition, and so on down the line. If necessary, you can override the default order of comparison. For example, you might want to evaluate the second and third conditions in sequence and then compare the results to the first condition. To force comparison of two or more conditions, you must enclose them in brackets.

***To add brackets to a group of conditions:***

1. **On the Filter Building window, select one of the conditions at the beginning or end of the group you want to bracket.** For instance, if you want to bracket the third, fourth, and fifth conditions in a list, you could click the third or the fifth.
2. **Click the ( ) Bracket button.**
3. **Click Insert.**
4. **Double-click the condition at the opposite end of the group.**

To continue with the previous example, if you clicked the fifth condition in step 1, you would double-click the third one here. PowerChurch Plus displays parentheses around the conditions you bracketed. You can use the same procedure to remove existing brackets. The only difference is that you click Remove instead of Insert.

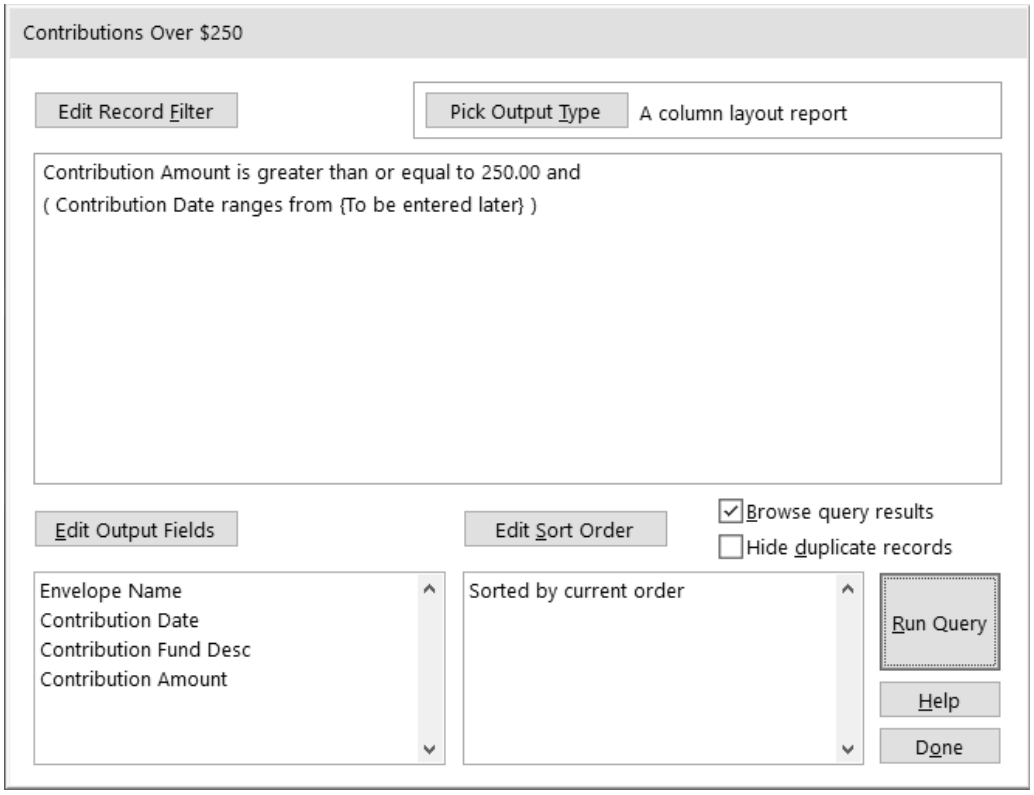
# *Working With the Query Overview Window*

The Query Overview window lets you examine, modify, and run a query.

***To display the Query Overview window:***

1. **Choose an existing query in the Query List Manager and click Select.**
2. **Click Done when you have finished defining the filter for a new query.**

PowerChurch Plus displays a prompt asking if you want to run the new query. If you click Yes, you see a screen that lets you select output fields. When you have completed that task, the Query Overview window appears. If you click No, you see a message with instructions on running the query later. Then you return to the Query List Manager.




The title bar of the Query Overview window shows the name of the query. The main part of the window is divided into three areas that show important information about the query. These areas include:

- A list of the filter conditions for the query
- A list of the fields that appear in the output
- The sorting order

***Other controls include:***

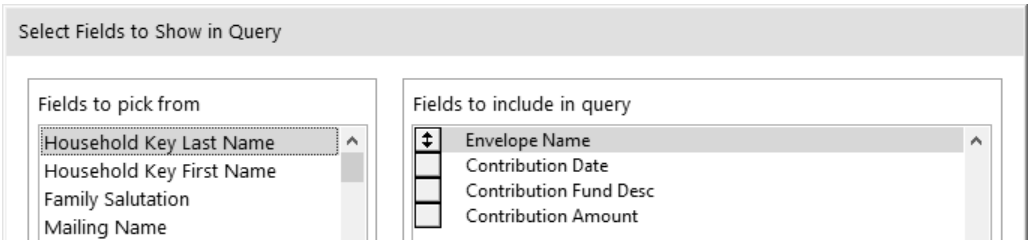
- **Edit Record Filter**. Click this button to display the Filter Building window. Use this window to create or modify the filter for the query. For more information, refer to Working With Filters 453.
- **Pick Output Type**. Click this button to display the Type of Output window. This window lets you select what format you want to use for your query results (e.g. report, database, or spreadsheet.) For more information, refer to Selecting Output Type 463.
- **Edit Output Fields**. Click this button to display the Select Fields to Show in Query window. This tool lets you select which fields to include in the query results. For more information, refer to Selecting Output Fields 458.
- **Edit Sort Order**. Click this button to display the Sort Order window which lets you specify how you want to sort the records that are included in the query. You can specify up to nine fields to sort the results. For more information, refer to Specifying the Sort Order 459.

  ***Note:*** *The field or fields that you sort by need to be included in the list of output fields.*
- **Setup Report**. This button appears instead of the previous one if you are working with a Detail/Summary report. Refer to Creating a Detail/Summary Report 464 for more information.
- **Browse Query Results**. Check this option if you want to see the query results in an onscreen table before generating output. For more information, refer to Running a Query 465.
- **Hide Duplicate Records**. Check this option if you want to eliminate duplicate records from the result. All of the fields in a record must match all fields in another record to be considered a duplicate record.
- **Run Query**. Click this button to prepare and display query results.

## *Selecting Output Fields*

The output of a query can contain any of the fields in the module. For instance, if you are working with Personal Profiles, the output might include a person's first and last names, birthday, personal status, and so forth. These fields may or may not include the ones you use for the filter. Although every field in the module is available, you probably do not want them all to appear in the output. It is important to select the right ones for the kind of output you want.

To select fields for output, click Edit Output Fields on the Query Overview window. You see the Select Fields to Show in Query window. This window also appears automatically if you modify an existing query with no output fields or if you are editing a new query. Choose the query on the Query List Manager and click Select.




***This window contains the following items:***

- **Fields to Pick From**. The list on the left shows the available fields. Initially, this list shows all the fields in the module you are using.
- **Fields to Include in Query**. The list on the right shows the fields that you have selected to appear in the output. Fields included in the query are removed from the fields to pick from.
- **Pick All**. Click this button to include all fields in the query's output. All fields automatically move from the left-hand list to the one on the right.
- **Unpick All**. Click this button to clear all the fields in the right-hand list and return them to the list on the left.
- **Group**. Click this button to display the Select Group Field Type window. This window lets you group data together and perform calculations on selected fields. For details, refer to Grouping and Summarizing Data 460.

To move a field from one list to the other, double-click the field. Alternatively, you can select a field using the mouse or cursor keys and then press Enter.

The fields appear in the right-hand list in the order you select them. You can change this order if necessary. To change the position of a field, click the ⇕ gray box next to the field name and drag it to a new position in the list.

Once you are done selecting fields, you can run the query and generate a report or other output.

## *Specifying the Sort Order*

Most reports present data in a logical sequence. For example, if you are creating a report using the Family Mailing List, you might want household records to appear by Name, City, ZIP Code, Carrier Route, or some other criteria. To sort records, you specify one or more of those fields that determine the order in which the records appear. These fields are known as sort keys.

You can have up to nine sort keys. For example, you might sort records from the Family Mailing List by the City field. The report would list families in Dallas before families in Houston. Within the city, the family records would appear in the order they exist in the database. You can refine the order by specifying additional sort keys. You might specify the ZIP Code field as a secondary key after City. In this case, PowerChurch Plus would sort families by city, then within each city, it would sort families by ZIP Code.

To sort records in the output, click Edit Sort Order on the Query Overview window.

This window is almost identical to the Select Fields to Show in Query window described in the last section. The list on the left shows fields in the module that you can use for sorting. The list on the right shows selected sort keys in order of precedence. You can move a field to the other list by double-clicking it. You can also change the position of a sort key in the right-hand list by clicking and dragging the ↕ gray block. Use the Pick All and Unpick All buttons to select and clear all sort keys.

***Note:*** *The fields you sort on must be included as Output Fields as detailed in the previous topic.*

By default, PowerChurch Plus sorts records in ascending order. You can override the default and sort records in descending order. Use the Sort button for this purpose.

***To sort records in descending order:***

1. **Select one of the fields in the right-hand list.**
2. **Click Sort.**

You see the word Down next to the sort key.

## *Grouping and Summarizing Data*

In addition to sorting, PowerChurch Plus has other methods for organizing the records in a report. For example, if you are creating a report of contributions to the church, you may not be interested in individual donations. You may want to see totals by date. Likewise, in an attendance report, you may want to see the number of people who came to an event instead of individual names. PowerChurch Plus makes it easy to create this kind of report. You can collect data from a particular group of records and summarize the data from the group. This process involves specifying two fields.

- **A Group Field**. This field identifies a group of records. In the contribution example, you could specify Contribution Date as the group field. For instance, all records for contributions on 8/1/2021 would go into a single group.

- **A Summary Field**. This field provides summary information for the group. To continue with the contribution example, you might specify Contribution Amount as the summary field. You can produce several kinds of summaries including totals, counts, and others. For example, you might want to see the total contributions for each day.

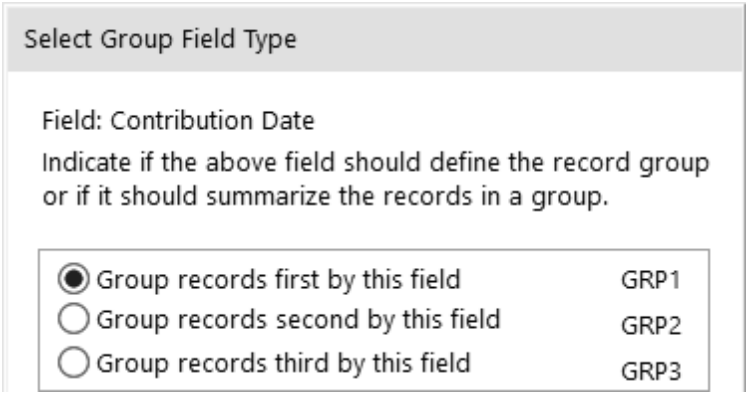
  ***Note:*** *The summary field should contain a numeric value unless you are simply counting records.*

***The following list describes the kinds of summaries you can create:***

- **Sums** (SUM). Sum of a field in a group
- **Averages** (AVG). Average value of a field in a group
- **Counts** (CNT). Number of records in a group
- **Maximum** (MAX). Highest value of a field in a group
- **Minimum** (MIN). Lowest value of a field in a group

***To group and summarize data in a report:***

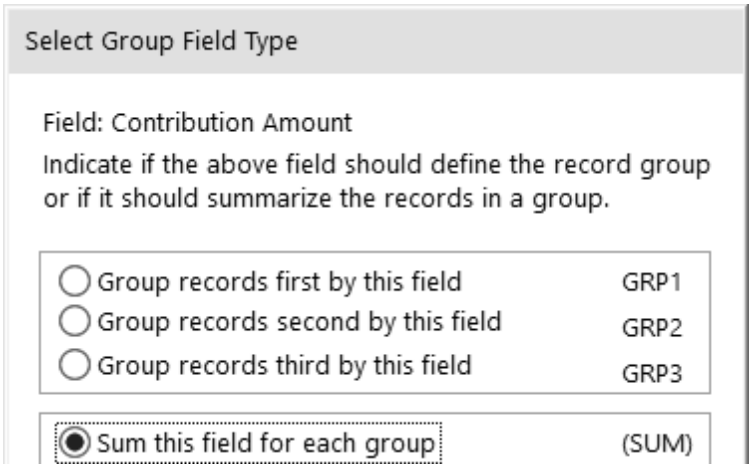
1. **Click the Edit Output Fields button.**
2. **In the Fields To Include In Query list, click the field you want to use as the Group field.** In the Contribution example described above, you would click Contribution Date.
3. **Click Group.** You see the Select Group Field Type dialog. This dialog has two main sections. The top area has three options for specifying a Group field. The bottom section has five options for specifying a Summary field.




4. **To group records by one field, click Group Records First By This Field.** This option is appropriate for the example where you are grouping records by Contribution

Date. The other grouping options are for multiple levels of grouping. They are described below.

5. **Click Done.** You return to the Select Fields to Show in Query window. Notice that the indicator GRP1 appears next to the field you selected as the Group field. GRP1 denotes the primary group selector.
6. **In the Fields To Include In Query list, click the field you want to use as the summary field.** In the contribution example, you would click Contribution Amount.
7. **Click Group.**




8. **Select one of the summary options on the Select Group Field Type screen.** Choose from the list of summary types. In the contribution example, you would select Sum This Field for Each Group. This option adds up all contributions on each date and produces a total.
9. **Click Done.** Back on the Select Fields to Show in Query window, notice the Summary indicator next to the field you selected.

At this point, you can run the query and view the results on screen or produce a report. Refer to Running a Query 465 for details. The first column shows the date. The second shows the total contributions for that date. This example groups records by one field. You can create up to three levels of grouping. For example, you might want to create an Attendance report that shows the number of people who attended church events over a period of time.

***To create the Attendance report:***

1. **In the Attendance module, create a query that finds all records where the Attendance Status field matches the value P (Present.)**
2. **On the Select Fields to Show in Query window, define the following fields:**
   - **A primary Group field for church events.** The Activity Description field in the Attendance module represents events such as Adult Sunday School. You would assign the group indicator GRP1 to this field.
   - **A secondary Group field for date.** You would assign the group indicator GRP2 to the Date field.
   - **A Summary field that counts the number of people present on each occasion.** Assign the summary indicator CNT (count the number of records that satisfy the query) to the Attendance Status field.

When you run this query, PowerChurch Plus groups records first by event, then by date, and counts the results. Using the Select Fields to Show in Query window, you can assign up to three group fields and one summary field. You can also remove the group or summary designation from a field. Select the field and click Group. On the Select Group Field Type dialog, click Remove This Field's Designation.

## *Selecting Output Type*

You can send the results of a query to a variety of output formats including reports, spreadsheets, databases, and text files. The default output is a single line, columnar report. The fields appear in the order you specified using the Select Fields to Show in Query window. The current output type appears on the Query Overview window next to the Pick Output Type button. If you want another kind of output, you can choose it from a large number of options.

***Note:*** *File output types will bypass the Report Designer completely, creating a file of raw report data.*

***To select the output type for a query:***

1. **On the Query Overview window, click Pick Output Type.**
2. **Choose the option for the kind of output you want.**
3. **If necessary, enter a file name in the text field.** You need to enter a name if you are creating a database, mail merge file, text file, or spreadsheet. If the output type is set to one of the DBF options, the name of the file must begin with the letters QMF to avoid file name conflicts and must not contain spaces. Click the ... ellipsis button to browse to the location you would like to save the file and enter the name of the file, such as C:\Users\John\Desktop\QMF_Contribution_Summary.

***Note:*** *PowerChurch Online users will always need to specify the full path with drive letter for their local computer, such as M:\Users\John\Documents\QMF_Contribution_Summary. Otherwise, without defining a drive letter, the file will be saved locally on the server in a location that is not accessible to you. Refer to File Transfers in PowerChurch Online* 422 *for more information.*

4. **Click Done to return to the Query Overview window.**

## *Creating a Detail/Summary Report*

This kind of report includes detail lines for a group of records followed by summary information such as totals and averages. To start working with a Detail/Summary report, follow the procedure described in the last section for selecting output type. Choose Detail/Summary Report on the Type of Output window. Once you select this kind of report, you need to give some additional information. Specify the fields that PowerChurch Plus uses to group records in the report. You also need to specify which kind of summary data you want.

***To specify detail and summary information:***

1. **On the Query Overview window, click Setup Report.**
2. **If necessary, select Step 1: Pick Groups.**
3. **Choose a data field from the Group 1st By list.** PowerChurch Plus will group the records on the report by this field. For example, if you are creating a Contributions report, you might choose the Contribution Fund Number field. The report would show contribution records grouped together by fund.
4. **If necessary, specify one or two more fields on which to group records.** Use the Group 2nd and Group 3rd lists. These fields create nested groups. For instance, to continue with the contributions example, you might specify Personal Status Description for the second group. This creates a two-level report with records grouped first by Contribution Fund. Within each fund, records are grouped by Personal Status.
5. **Select the Step 2: Pick Summary Field tab.** Choose the field you want to summarize from the drop-down list. For instance, you might want to add up total contributions within each group on the report. In this case, you would choose the Contribution Amount field.
6. **Select a summary type.** Choose the option for the type of summary you want, such as Sum or Average. If you are following the contributions example, you might choose Sum to see subtotals of Contribution Amounts give by each Personal Status code.
7. **Click Done.**

## *Running a Query*

When you run a query, PowerChurch Plus retrieves records from the database according to the filter criteria you specified. You can view the results in a preview window, send them to a report, other output, or both.

***To run a query:***

1. **Display the Query Overview window.**
2. **If you want to preview the query results in a window before generating output, check Browse Query Results.**
3. **Click Run Query.**

***When you run the query, one of three things will happen:***

- **You see the results of the query in a preview window**. This happens if you chose the Browse Query Results option. When you close the window, you see a prompt asking if you want to continue and create output. Click Yes to go on to one of the next two options.
- **You see the Report Setup form**. This screen appears if you are creating a report.
- **You see a prompt**. The prompt depends on the kind of output you are creating. For example, if you are sending the output to a text file, the prompt asks for permission to create the file.

# *Creating a Report*

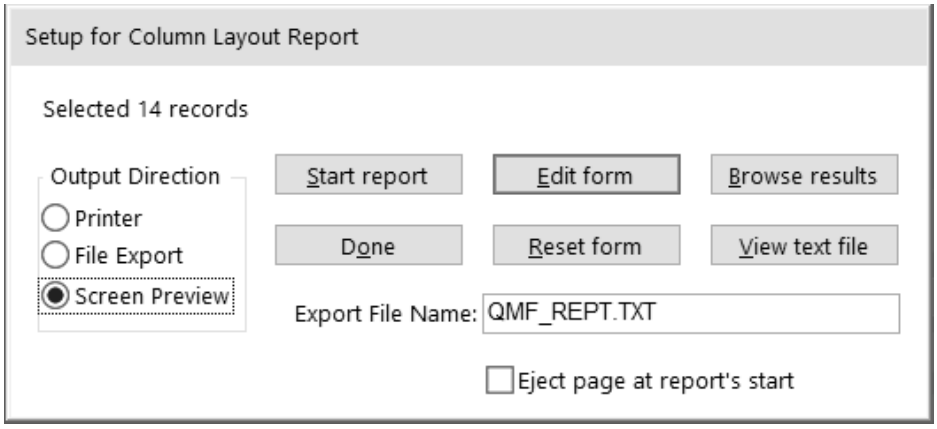
PowerChurch Plus has extensive features for creating and formatting the output in a report. You can:

- **Create a page layout for a report.** You can use a variety of visual tools to place text, data fields, and other items on a report form.
- **Insert graphic objects on a report form.** These objects include lines, rectangles, titles, and images.
- **Define bands of output on a report.** Bands are horizontal areas on a report that can contain text, data fields, computed values, and other items.
- **Group records in the report.** You can group records by any field they share. For example, you might want all records for a particular date to appear together on the report.

- **Build expressions and display their results in a report.** An expression takes data from the query and modifies it using various mathematical, date, and logical functions.

# *Using the Report Setup Dialog*

The Report Setup dialog provides access to the most important functions in the PowerChurch Plus Custom Report Writer. The Report Setup dialog appears when you click the Run Query button on the Query Overview window. For more information, refer to Running a Query 465. The title bar of the window includes the name of the report type, such as Setup for Column Layout Report.




***The controls on the window include the following:***

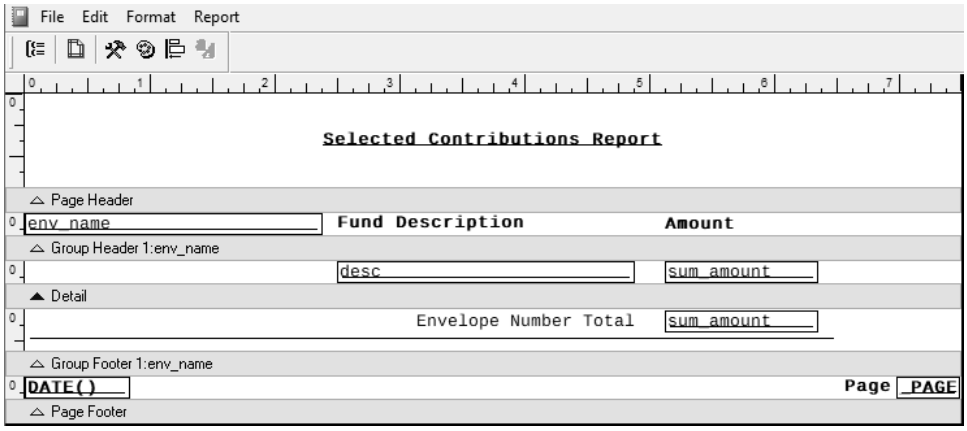
- **Output Direction**. Choose one of these three options: Printer, File Export, or Screen Preview.
- **Export File Name**. If you chose File Export as the Output Direction, specify the name of the file here. The name must begin with the letters QMF to avoid file conflicts.
- **Start Report**. Generates the report and sends it to the Output Direction you selected.
- **Edit Form**. Opens the Report Designer window. For more information, refer to Formatting a Report 467.
- **Browse Results**. Displays the results in a preview window. The rows and columns of the report appear in a table.
- **Reset Form**. Restores the report form to the state it was in the first time you ran the query. Report forms return to a single-line columnar format with fields in the order you specified on the Select Fields to Show in Query window. Any changes you made to the form are deleted.

- **View Text File**. Displays the Open dialog which you can use to select an ASCII text file. The file appears in a preview window.
- **Eject Page at Report's Start**. Choose this option if you want to send a blank page to your printer before printing the report.

# Formatting a Report

By default, a report consists of the list of output fields you selected, in the order you specified. For many occasions, this kind of simple report may be all you need. However, PowerChurch Plus lets you create reports that are much more complex in nature. You can add titles, graphics, and computed values. To create this kind of custom report, you work in the Report Designer window. This window lets you lay out the fields of the report using a variety of visual tools.

To see the Report Designer window, click Edit Form on the Report Setup dialog.




***Note:*** *You may find it easier to work in the Report Designer window if you expand it to its full size. Click the Maximize button in the window's upper right corner. Alternatively, you can double-click the window's Title Bar.*

The following sections describe the functions of the Report Designer window in detail.

# Report Bands

The horizontal bars across the Report Designer window separate the report into bands. Each band is devoted to a particular kind of information.

***The types of bands include:***

- **Title**. The Title band contains information that appears before the main report. The information in the Title band appears once at the beginning of the report. For more information, refer to Adding Titles and Summaries 474.
- **Page Header**. The contents of this band appear at the top of each page of the report. The header might include the report title, date, page number, and so on.
- **Column Header**. If your report has more than one column, you can include a heading at the top of each column.
- **Group Header**. If your report divides data into groups, you can include a heading before each group. For more information, refer to Grouping Data in a Report 475.
- **Detail**. This band makes up the body of the report. The results of the query, the fields you chose, and the records that match the filter appear in this band by default.
- **Group Footer**. If your report divides data into groups, the contents of this band appear at the bottom of each group. Group footers typically display summaries and/or subtotals for the information in each group.
- **Page Footer**. The contents of this band appear at the bottom of each page of the report. Like the Page Header, it can contain the report name, date, page number, and so on. It can also include summary information such as totals or averages for data on each page.
- **Summary**. The contents of this band appear at the end of the report. The summary can contain calculations such as totals or averages. It can also include text that summarizes the contents of the report. The summary appears once per report.

To adjust the vertical position of a band, click and drag the bar that separates it from other bands. You can also double-click the bar to display a dialog of properties for the band. These properties include the band's height and expressions that run at the start and end of the band.

# *Report Objects*

PowerChurch Plus has many kinds of report objects including text labels, data fields, images, and others. When you format a custom report, you place objects on the report form. Some of the objects on the report form are added automatically. You can create others using the Report Controls toolbar, which is described in Report Designer Toolbars 469.

You have a number of options for working with objects on a report form. You can:

- **Select an object**. Click the Selection tool on the Report Controls toolbar, then click the object. This action prepares the object for further manipulation. For instance, you

could drag the object to a new location or choose one of the options on the Format menu. To clear a selection, click elsewhere on the form. For more information on the Selection tool, refer to The Report Control Toolbar 470.

- **Select multiple objects**. To select two or more objects, hold down the Shift key and click them in turn. You can also click and drag a selection rectangle around them. This technique lets you format multiple items at once.
- **Resize an object**. You can make an object bigger or smaller using the mouse. First, select the object to display its bounding box. This box, which surrounds the object, has handles on the sides and corners. Click and drag a handle to resize the object. You can also hold down the Shift key while using the left and right arrow keys to resize an object horizontally.
- **Move an object**. To move an object elsewhere on the form, select it and drag it to a new location. You can also use the arrow keys to move objects in much smaller increments.
- **Combine objects into groups**. To join two or more objects in a group, select the items as described above and then choose Group from the Format menu. By grouping objects, you turn them into a single item. The group has a single bounding box with handles. To restore the individual objects from the group, select the grouped items and choose Ungroup from the Format menu.
- **Display an object's properties**. To see an object's properties, double-click it. Alternatively, right-click it and choose Properties from the context menu. The properties page that appears consists of options appropriate for the object you chose.

# *Positioning Report Objects*

When moving or placing objects on a report form, you have a couple of guides to help you. For example, the Report Designer has horizontal and vertical ruler bars. A horizontal ruler appears across the top of the report area. Each band has its own vertical ruler along the left edge. You can use these rulers to position objects in the report.

The grid is an invisible layer of horizontal and vertical lines that cover the entire report form. This also acts as a positioning guide. Choose the Snap to Grid option on the Format menu to make objects automatically align themselves with the grid.

To customize the behavior of the grid and rulers, choose Set Grid Scale from the Format menu. The Ruler/Grid dialog has options for setting the grid increments and ruler scale.

# *Report Designer Toolbars*

***The Report Designer has four toolbars:***

- **The Report Designer toolbar**. Displays and hides the other toolbars and the Data Grouping dialog.
- **The Report Controls toolbar**. Works with objects on the report form.
- **The Color Palette toolbar**. Adds color to the objects on the report form.
- **The Layout toolbar**. Formats the objects on the report form.

You can position a toolbar anywhere you like on the Report Designer window. To move a toolbar, click and drag it to a new location. You can drop a toolbar on one of the four edges of the window. In this case, the toolbar docks on the side and becomes part of the window border. You can also drop a toolbar in the middle of the window, which leaves it in a floating state.

## The Report Designer Toolbar

This toolbar appears at the top of the Report Designer window. The buttons on this toolbar include:

- **Data Grouping**. Choose this tool to display the Data Grouping dialog.
- **Page Setup**. Choose this tool to display the Page Layout tab of the Report Properties dialog.
- **Report Controls**. Choose this tool to display the Report Controls toolbar.
- **Color Palette**. Choose this tool to display the Color Palette toolbar.
- **Layout**. Choose this tool to display the Layout toolbar.
- **Font Properties**. Choose this tool to display the font properties window.

## The Report Controls Toolbar

***The buttons on this toolbar include:***

- **Select Objects**. This tool lets you select objects on the report form. Choose this tool and then click an object to select it for further action.
- **Label**. Use this tool to add a text label to the report. Choose this tool and then click the form where you want the label to appear. Type the text you want and press Enter.

- **Field**. Use this button to add a data field to the report. The field can be one of the output fields, or alternatively, it can be a variable or expression that you define. Choose this tool, then click in the form where you want the field to appear. You see the General tab on the Field Properties dialog. For more information, refer to Working With Expressions 476.
- **Line**. Use this tool to draw a line on the form. Choose this tool, then click and drag to draw the line.
- **Rectangle**. Use this tool to draw a rectangle on the form. Choose this tool, then click and drag from one corner of the rectangle to the other.
- **Rounded Rectangle**. This tool works like the rectangle, except that it creates a rectangle with rounded corners.
- **Picture/OLE Bound Control**. Use this tool to add a graphic image to the report form. For example, you may want to add your church's logo at the top of your report. Choose this tool, then click in the report form at the point where you want the image to appear. You see the Picture/OLE Bound Properties dialog. It lets you specify the file that contains the image.
- **Button Lock**. This button affects how the others operate. It keeps one of the other buttons active so you can place a series of similar controls on a form. For example, you can add three rectangles without having to click the Rectangle tool again after each. To apply a series of similar controls click the Button Lock tool, then click one of the above tools.

## The Color Palette Toolbar

The buttons on this toolbar allow you to add color to the objects in the report form. Click the object on the report you want to color, then click the button with the color you want. To work with a broader range of colors, click the Other Colors tool at the right end of the toolbar. The Foreground Color and Background Color tools (the tools on the left side of the toolbar) let you color an item and the space behind it, respectively.

## The Layout Toolbar

Use the buttons on this toolbar to arrange objects on the report form. For example, you can use the Center Horizontal tool (the fourth from the right) to position a rectangle in the middle of a report band. Select the object you want to format, and then click one of the Layout tools. The individual tools on the Layout toolbar perform the same functions as the options on the Format menu.

# Report Designer Menus

The menu bar at the top of the Report Designer window gives you access to all the report functions. The menus include:

- **File**. Use the options on this menu to save your report layout, preview a report, and other functions. Use the Revert option to restore the report form to the last version you saved.
- **Edit**. Use these options to cut, copy, and paste objects on the report form.
- **Format**. Use these options to format objects on the report form. Select an object, then choose one of the Format options such as Font or Text Alignment.
- **Report**. Use these options to work with variables, groups of data, and other features.

The File and Edit menus have standard options common to most Windows applications. The next two sections explain the options on the Format and Report menus.

## The Format Menu

***The Options on the Format menu include:***

- **Align**. Use this option to position the selected object or objects in the report. You see a sub-menu with these options:
  - **Align Left Sides, Align Right Sides, Align Top Edges, Align Bottom Edges, Align Vertical Center, Align Horizontal Center**. These options are available if you have selected two or more objects in the report form. These options align the objects relative to one another.
  - **Center Horizontally, Center Vertically**. These options are available if you have selected one or more objects. They align the selected objects relative to the form itself instead of other objects. Use them to place objects at the horizontal or vertical center of the form.
- **Size**. Use this option to size the selected object or objects in the report. You see a sub-menu that lets you choose a size relative to the following items:
  - **To Grid**. This option resizes a selected object or objects. The new size matches the grid.
  - **To Tallest, Shortest, Widest, or Narrowest object**. These options are available when you have selected two or more objects.
- **Horizontal/Vertical Spacing**. Use these options to set the horizontal or vertical space between objects. You see a sub-menu of spacing options that include:
  - **Make the spacing equal.**

    - **Increase or decrease the spacing.**
- **Bring to Front/Send to Back**. Use these options to change the position of an object in a stack of layered objects. Select the object you want and choose the appropriate option. The object moves to the back or front of the stack.
- **Group/Ungroup**. Use the Group option to combine multiple objects into one unit. Select all the objects you want in the unit and choose Group. Use Ungroup to separate the individual components of a selected group.
- **Snap to Grid**. Select this option if you want the objects on the report form to automatically align with the grid. This technique makes it easy to line up items in horizontal and vertical rows. Clear this option if you want to turn off automatic alignment.
- **Set Grid Scale**. Choose this option to see the Ruler/Grid dialog.
- **Font**. Choose this option to specify a font for the selected text object. This tool lets you specify a type face, size, and characteristics such as bold-facing and underlining. You can also select a default font using the Default Font option on the Report menu.
- **Foreground/Background Color**. Use this tool to choose a color for the selected object.
- **Text Alignment**. Choose this option to align text within the field that contains it to the left, right, or center.
    - **Single Space**. Choose this option to display lines of text single spaced with no lines in between.
    - **1-1/2 Space**. Choose this option to display lines of text single spaced with 1-1/2 blank lines between them.
    - **Double Space**. Choose this option to display lines of text single spaced with two lines in between.
- **Reading Order**. Disregard this option. It is not needed.
- **Fill**. Choose this option to add a fill pattern to the selected rectangle or rounded rectangle. You see a sub-menu with various fills including lines and cross-hatching.
- **Pen**. Use this option to select the style of the pen you use to draw lines and other graphic objects. You see a sub-menu of pen styles including hairlines, dotted lines, and others.
- **Backstyle**. Use this option to determine whether the selected object is opaque or transparent, options which appear on a sub-menu. If an object is transparent, you can see through it to any underlying objects. Opaque objects hide anything underneath them.

## *The Report Menu*

***The options on the Report menu include:***

- **Quick Report**. Disregard this option. It is not needed.
- **Run Report**. This option prints your formatted report to the printer. As you are modifying your report layout, use this option to review the results. To preview it on the screen instead of printing a hard copy, use the Print Preview option.
- **Print Preview**. This option will bring a preview of your formatted report to the screen.
- **Load Data Environment**. Disregard this option. It is not needed.
- **Private Data Session**. This is a highly specialized option that most users will never need. We strongly recommend that you avoid it.
- **Printer Environment**. Disregard this option. It is not needed.
- **Optional Bands**. Choose this option to display the Optional Bands tab of the Report Properties dialog. For more information, refer to Adding Titles and Summaries 474.
- **Data Grouping**. Choose this option to display the Data Grouping tab of the Report Properties dialog. For more information, refer to Grouping Data in a Report 475.
- **Variables**. Choose this option to display the Variables tab of the Report Properties dialog. Here you can insert or remove memory variables from the report form. These variables can store the results of calculations performed while the report is printing. Once you create a variable, you can include it as a field in the report or as part of a larger expression.

  ***Note:*** *Include the prefix "M." in the name of a variable. For example: M.COUNTER.*
- **Default Font**. Choose this option to select the font that PowerChurch Plus uses for new text objects. You see the Font dialog. This tool lets you specify a type face, size, and characteristics such as bold-facing and underlining.
- **Edit Bands**. Displays a list of the available bands so you can directly modify height, and entry and exit actions.
- **Insert Control**. Displays the same tool options as the Report Controls toolbar. When you select a tool from this menu, PowerChurch Plus adds the object to the upper left corner of the report. Then, you can move or resize the object.
- **Properties**. Opens the Report Properties screen, allowing you to control paper size, number of columns, default font, and more.

# *Adding Titles and Summaries*

By default, the Report Designer does not include a Title or Summary band. To add one or both, choose Optional Bands from the Report menu, which has the following options:

- **Title**. Check this box to include a Title band for information that prints once at the beginning of your report. Checking this option does not add a title to your report, rather it opens up a space for it. In order for a title to appear, select the Label tool, click in the open space above the Title band, and type the title of your report.

- **New Page After Title Has Printed**. Check this box if you want to eject a page after the title is printed. This option causes the contents of the Title band to appear on a separate page.
- **Summary**. Check this box to include a Summary band for information that prints once at the end of your report. As with the Title band, you need to use the Label tool to type the information into this area.
- **Summary Prints as New Page**. Check this box if you want to eject a page before printing the summary. This option causes the contents of the Summary band to appear on a separate page.
- **Include Page Header With Summary**. Check this box to include the Page Header with the Summary band.
- **Include Page Footer With Summary**. Check this box to include the Page Footer with the Summary band.

# *Grouping Data in a Report*

The concept of data grouping was introduced in the section on queries. Refer to Grouping and Summarizing Data [460] for information on grouping in the query context. You can also group data records in the Report Designer. You can create nested groups up to 20 levels deep.

In the Report Designer, grouping is purely a formatting option. Grouping does not sort the records or change them in any way. In fact, records will not appear in groups unless you sort them properly when you create the query. When you specify the sort order, make sure that all records belonging to one group appear before the records in the next group. For instance, if you are grouping by Contribution Date, sort by Contribution Date. For information on sorting, refer to Specifying the Sort Order [459].

Choose Data Grouping from the Report menu. The options on the dialog include the following:

- **Grouping Nesting Order**. This list shows expressions that define existing groups for the report. Multiple group expressions create nested groups. In other words, if there are two group expressions, the second one defines a nested group within the first one. To change the position of a group in the list, click and drag the button to the left of the expression. Click the ... ellipsis button to choose the expression that defines the group. For more information, refer to Working With Expressions [476].
- **Add**. Click this button to add a new entry in the Group list.
- **Remove**. Click this button to remove the selected item from the Group list.
- **Group Starts on New Line**. Click this option if you want to start a new line each time the group expression changes its value.

- **Group Starts on New Column**. Click this option if you want to create a new column each time the group expression changes its value. To create columns on a report, use the Page Setup dialog. Refer to Previewing and Printing a Report 480.
- **Group Starts on New Page**. Click this option if you want to begin on a new page each time the group expression changes its value.
- **Group Starts on New Page Number 1**. Click this option if you want to reset the page number each time the group changes.
- **Reprint Group Header for Each Page**. Check this box to print the Group Header on each page where data from the group appears.
- **Start Group on New Page When Less Than**. Define the minimum amount of space at the bottom of a page to start printing a group. This keeps the Group Header from printing at the bottom of the page, while everything else from that group wraps to the next page. Specify a number of inches by entering a number directly or using the arrow buttons. The report will contain at least this much space between the Group Header and the bottom of the page.

When you click the OK button, the Report Properties dialog closes and you return to Report Designer. The groups you specified appear as bands in the report form. The names of the group bands contain the number of the group and a truncated group expression.

# *Working With Expressions*

The simplest kind of expression is a single data field. For example, Date, Mailing Category, and Profile First Name are all expressions that consist of a single field.

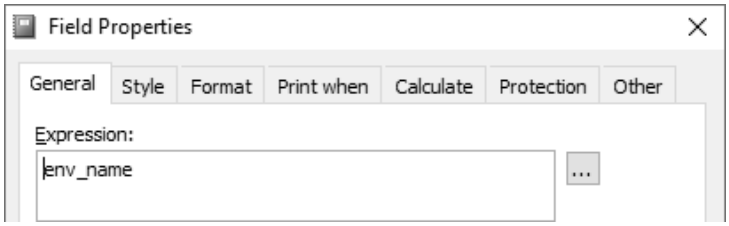
***To add a field to a report:***

1. **Choose the Field tool from the Report Controls toolbar.**
2. **Click the report form at the point where you want to add the new field.**
3. **Click the ellipsis button in the Expression field.**
4. **In the Fields list, double-click the field you want to include in the report.**
5. **Click OK to close the Expression Builder.**
6. **Click OK to close the Field Properties dialog.**

On the report form, the field appears as a small, rectangular placeholder. You can change the size of the field by clicking and dragging the square handles on its edges. If you want to edit a field on the report form, double-click it to see the Field Properties dialog.

## *Working With the Field Properties Dialog*

The controls on this dialog box let you format an expression, specify when the expression prints, and other options.




***The Field Properties dialog box options include:***

- **Expression**. Type an expression in this field or click the ... ellipsis button to work with the Expression Builder.
- **Object Position**. Use these controls to specify the location of the expression in the report. You can fix the object relative to the top or bottom of the band or let it float.
- **Stretch with Overflow**. Choose this option to automatically resize the expression object when its contents change. The object will always be large enough to display the data.
- **Size and Position in Layout**. Use these controls to define the object size and position within the report layout of report objects.
- **Style**. Use these controls for the Font, Color, and Backstyle properties.
- **Format**. Type formatting codes in the Format Expression field. The Format dialog box has a variety of controls for working with text, numeric data, and dates. You can use the Format controls to convert alphabetical output to upper-case, insert commas or decimal points in numeric output, display numeric output in currency format, or convert the American date (MM/DD/YYYY) to European format (DD/MM/YYYY.)
- **Print When**. The controls on this tab let you control whether or not the item appears in the report. For example: Print when *Amount > 0*. Among other options, you can choose whether or not to print repeated values or detail lines that overflow to a new page or column. You also have the option to remove the line from the report if it is blank.
- **Calculate**. Click this tab to display the Calculate dialog, which is used to select a mathematical operation to create a computed field. For instance, you can select the Sum option to place a total in the report. Other options include Average, Highest, and Lowest. Use the Reset list to specify the point at which the value for this field is set to zero. You can choose the end of the report, page, or column.

- **Protection**. Use the settings on this tab to control general protection settings, such as disallowing the moving, resizing, deletion, or visibility of report objects.
- **Other**. Click this tab for other settings, such as placing comments or Tool Tips on a report object.

## *Working With the Expression Builder*

You have seen how to add a single data field to a report. The Expression Builder also allows you to select the field to add, but other expressions can be more complicated. You can build expressions from fields, arithmetic and logical operators, and predefined variables. The most common method for accessing the Expression Builder is through the General tab on the Field Properties dialog, as described in the previous topic.

***You can also access it using:***

- **The Data Grouping tab**. In this case, you can specify an expression that defines a group of data records.
- **The Print When tab**. In this case, you can specify an expression that must be true for an object to appear in the report.

The Expression Builder lets you assemble an expression by choosing its components from lists. Every time you select a component, it appears in the Expression box. The following procedure shows a simple example.

***To create an expression that adds the contents of two numeric data fields:***

1. **In the Fields list, double-click one of the numeric fields.**
2. **In the Math list, choose the + operator.**
3. **In the Fields list, double-click the other numeric field.**

Each component appears in the Expression box in the order you select it.

***The options on the Expression Builder include:***

- **Expression**. This box shows the current expression. To add items to the expression, choose them from the adjacent lists. You can also type in field names, operators, and other items directly.
- **Functions**. This area has four drop-down lists: String (text), Logical, Math, and Date. These lists contain the functions and operators that you can use to build expressions. When you choose an item from one of these lists, it appears in the Expression box. For examples, refer to Common Functions in Expressions 479.

- **Fields**. This list shows the available data fields for the report. These fields are the ones you chose for output when you created the report query. To choose a field, double-click the one you want. The selected field appears in the expression box.

  ***Note:*** *If the fields do not show, you will need to reopen the Data Environment. Go to* ***Report > Load Data Environment*** *to display the dialog and then close it.*
- **Variables**. Displays a list of available system variables that you can add to your expression.
- **Verify**. Click this button to make sure that the expression in the expression box is valid. If it is incorrect, you see an error message.
- **Options**. Click this button to display the Options dialog. It has controls for customizing the Expression Builder. You can choose which functions appear in the String, Math, Logical, and Date lists. Unless you have very specialized needs, you will not need these options.

# Common Functions in Expressions

In the last section, you saw how to create an expression from fields and functions. This section contains examples for some of the most common and useful functions. These functions may look familiar to you if you have worked with dBase or FoxPro database management systems. If you work through these examples in PowerChurch Plus, you may find that it is easier to type the functions directly into the Expression Builder instead of assembling them from lists. When you have entered the expression, click the Verify button to make sure the expression is valid.

***Note:*** *You must include the appropriate output fields in your report for these examples to function properly.*

## Suppressing the Year in a Date Field

One of the more common things that you may need to do is to hide the year of a date field in your report output. For example, if you were generating a birthday list for the month, but don't wish to display everyone's birth years, you could use the following expression to format the date output:

**SUBSTR(DTOC(born),1,5)**

There are no spaces in the expression.

***Note:*** *"born" is the internal name of the Birth Date field in PowerChurch Plus.*

## *Printing Asterisks to Identify Members*

Another common report function is to designate members on a report by including an asterisk (*) next to their names. To do this, you need a function that examines the Personal Status Code to determine membership status. In the following example, it is assumed that your member status is simply *Member*:

**IIF(status_desc="Member","*"," ")**

***Note:*** *status_desc is the Personal Status description field.*

Note that "IIF" is not a typo; the letter "I" appears twice. This is an Inline If.

## *Combining Fields and Adding Commas*

You may need to create a report that shows names and addresses from the Family Mailing List. It is possible to concatenate the Address, City, State, and ZIP Code separated by commas. While creating the query, you would include the Address Line 1 and the City + ZIP/Postal fields in the output. The following expression joins the two fields and places a comma and space between them.

**TRIM(address) + ", " + TRIM(city_zip)**

***Note:*** *address is the Family Mailing List address field and city_zip is the formatted City+State+ZIP/Postal Code field.*

---

# *Previewing and Printing a Report*

When you are done working on the Report Designer window, you are ready to see the results of your efforts. PowerChurch Plus has a number of options for formatting printed output.

***To format the output page for the report, choose Page Setup from the File menu.***

You see the Page Layout tab of the Report Properties dialog. It has the following controls:

- **Columns**. This group of controls has three fields: Number, Width, and Spacing. They let you choose the number of columns in the report, the width of each one, and the spacing between them.
- **Left Margin**. Use this control to specify the width of the left margin.

- **Print Area**. Use these controls to determine the position of the report on the page. Choose the Printable Page option to print the report within the printable area of the page. This area is determined by your printer. Choose Whole Page to print the report inside the page margins.
- **Column Print Order**. This group of controls contains two buttons that determine the physical layout of the records in the report. You can arrange a sequence of records vertically in columns or horizontally in rows.
- **Default Font**. Use this option to set the default font for new text objects used in your report.
- **Printer**. Click this button to see the Print Setup dialog. This standard Windows tool lets you select a printer and other options. It is a good idea to display your report onscreen before sending it to the printer. This method gives you a chance to make changes before committing your work to hard copy.

***To preview a report, choose Print Preview from the File or Report menu of the Report Designer.***

You can scroll through the report and examine it to make sure it meets your needs. The Print Preview window has several controls that help you navigate through your report. The Print Preview tools include:

- **First Page**. Click this button to view the first page.
- **Previous Page**. Click this button to view the previous page.
- **Go to Page**. Click this button to jump to any page. You will then see a prompt for the page number.
- **Next Page**. Click this button to view the next page.
- **Last Page**. Click this button to view the last page.
- **Zoom**. To resize the display and see more or less of the report, choose a percentage from this drop-down list.
- **Close Preview**. Click this button to close the preview window and return to the Report Designer.
- **Print Report**. Click this button to print your report to the printer.

After reviewing the output in the preview window, you are ready to print it. First, save the work you have done in the Report Designer. Choose Save from the File menu. Then choose Close from the File menu to return to the Report Setup dialog.

***To print a report, click the Printer option on the Report Setup dialog and then click Start Report.***

You see the Print dialog. It has the following controls:

- **Select Printer**. Choose a printer from this list.
- **Preferences**. Change the paper size, portrait or landscape orientation, etc.
- **Page Range**. Click the All option to print all the pages in the report. Alternatively, to print a subset of the report, enter starting and ending page numbers in the From and To fields.
- **Number of Copies**. Enter the number of copies of the report you want in this field.

When you are ready to print, click Print.

# Import/Export Custom Reports

Once you create a custom report, you can share it with users who run the same version PowerChurch Plus on other computers.

***To export a custom report:***

1. **From the Utilities menu, choose Import/Export Custom Reports, then Export Custom Reports.**
2. **Select one or more reports for export, then click Done.** To select a report, double-click its name. A check mark appears in the Select column to show that the report is selected. Use the Tag All button to select all reports.
3. **Specify the name and location of the export file, then click Save.** You can accept the default file name, which will be located in your Documents folder or use the Save As dialog to change the file name or its location.
4. **Click OK when the process has finished.**

At this point, you can transfer this file to the remote computer and import the custom report. The importing process is the mirror image of exporting. From the Utilities menu, choose Import/Export Custom Reports then Import Custom Reports.

# Custom Report Examples

There are several Custom Report walk-throughs on our website. They can be found at www.powerchurch.com/customreports/examples and provide step-by-step instructions for creating various reports, such as Church Directories and Mailing Labels.

# System Management

The previous chapters discussed topics of interest to any PowerChurch Plus user. This chapter has a different focus. Subjects covered in this chapter are mainly of interest to the administrators of PowerChurch Plus. As a system administrator, it is your job to keep PowerChurch Plus running smoothly.

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# Backing Up and Restoring Data

It is often said that there are two kinds of computer users: those who have lost vital data and those who will. Computer data is vulnerable to many hazards including equipment failure, power surges, and human error. To avoid the time and expense of recreating important files, it is very important to backup your data. We recommend that you make frequent backups, keep multiple sets of backup devices, and rotate them. At least once a month, move backups off-site to store them in case of fire or other loss at the computer site.

## Backing Up Files

If you currently have a thorough system-wide backup regimen in place, by all means continue using it. For your convenience, PowerChurch Plus also has its own built-in backup program. You can backup to any location on your local computer, including CD/DVD drives, external hard drives, flash drives, mapped network drives, etc.

**IMPORTANT!**
*The ability to backup to your local hard drive has been added for the users' convenience. You must remember to make backups on removable media as well! In the event of a catastrophic hardware failure, PowerChurch Plus backups made on the local hard drive may not be safe from corruption. The only way to have a secure backup copy of your PowerChurch Plus data is to have it on removable media, such as CDs, flash drives, or moved to online storage.*

***You can backup the items in the following list:***

- All data files and pictures
- All data files
- Picture files
- Data files for a particular systems such as Membership, Accounting, and Contributions

- Data files for groups of related modules such as the Family Mailing List and Personal Profiles
- Custom Report files

For additional data security, the backup zip files PowerChurch creates are encrypted by default. This will prevent someone from accessing the data files contained in the backup from outside of PowerChurch Plus. Refer to Backup 17 in the System Setup Options topic for more information.

## Creating a One-Time Backup

***To create a one-time backup:***

1. **From the Utilities menu, choose Backup & Restore Files.**
2. **Select Backup Files and click Next.**
3. **On the next prompt, choose which group of files you want to backup.**
4. **Click Next.**
5. **Select the location to save the backup zip file.** Choose from the following options:
   - **Browse to Location**. This allows you to choose a folder or drive on your local computer or network to save the backup file. If you backup to a mapped network drive or a local folder, it is important to make an additional backup on removable media.
   - **CD/DVD Drive**. PowerChurch will show available writable CD/DVD drives on your computer to choose from. Multiple backup files can be stored on a single CD/DVD.
6. **If necessary, insert a disc into your drive and click Finish.** If you chose Browse to Location and the Finish button is disabled, the selected folder doesn't exist or it is not writable. Otherwise, PowerChurch Plus creates a file called PCBACKUP...ZIP with the date and time coded into the file name.
7. **Click Done when the backup is complete.**

## Backing Up With Other Programs

You may prefer to use a different, third party backup program. If so, we recommend you backup the entire PowerChurch Plus directory and any sub-directories. To locate your PowerChurch Plus Program Directory, go to ***Help > About PowerChurch Plus***, then click on the System Information tab.

## Automated Backups

An external backup utility included in PowerChurch Plus can be added to the Windows Task Scheduler. This creates an All Data Files & Pictures backup on a scheduled basis, which is stored in a specified location on a mapped network drive or other selected location.

***Note:*** *While it is possible to have the backups created in a folder on your local computer's hard drive, you run the risk of losing those backups in the event of hard drive failure!*

The first step in activating this process is to configure the System Setup Options, which is covered in detail in the Backup 17 topic. Once the settings have been configured to your liking, the next step is to add the **pcbackup14.exe** program found in the PowerChurch Plus program directory to the Task Scheduler in Windows. There you should also define the PowerChurch Plus program directory as the Start In directory. Please refer to the documentation for your Windows version for more information on using that functionality.

***Note:*** *Unfortunately, the automated backup process is not possible in PowerChurch Online.*

# Restoring Files

Restoring files retrieves information from the backup. You might restore files if your original data was damaged by a hard drive crash or other problem. You may also want to backup and restore files as a method of moving data from one computer to another. The restore process involves moving files from the backup file to your hard drive.

***Note:*** *If you used a utility program other than PowerChurch Plus to create backup files, you must use the same program to restore the files. As a precaution, before restoring a previous backup, make a new backup of your current data.*

***You have two choices for restoring files from a backup:***

- **All Files (Recommended)**. This option restores every file in the backup and overwrites the corresponding files on your hard drive. This option is appropriate if you have lost a number of files. It also ensures that you restore related files.
- **Selected Files**. This option lets you select individual files to restore. Although this option gives you more control, it assumes some knowledge on your part. You need to know which file names to restore and also include any files that have related information.

***To restore files from a backup:***

1. **From the Utilities menu, choose Backup & Restore Files.**
2. **Choose Restore Files and click Next.**
3. **Select the location of the backup.** Choose from the following:
   - **Browse to Location**. This allows you to choose a folder or drive on your local computer or network where the backup file is stored.
   - **CD/DVD Drive**. PowerChurch will show available CD/DVD drives on your computer to choose from.
4. **Click Next.** If you chose Browse to Location and the Next button is disabled, the selected folder doesn't exist or it is not readable. Otherwise, PowerChurch Plus displays a list of backups it found in the selected location and includes:
   - **The date and time it was created**.
   - **The type of backup, such as Membership or All Data Files**.
5. **Choose the type of restore operation you need to perform from the following options:**
   - **Restore All Files From Backup**. If you choose this option, click Finish. PowerChurch Plus will then begin the restoration process. Click Done at the prompt that confirms the restore is complete.
   - **Restore Selected Files From Backup**. If you choose this option, click Next. You will see a warning message about restoring related files.
6. **Select the files that you wish to restore from the backup by checking the boxes next to each file.** If needed, use the Select All and Clear All buttons to help make your selections.
7. **Click Finish to continue.** PowerChurch Plus will then begin restoring the list of files you selected in the previous step.
8. **Click Done at the prompt that confirms the restore is complete.**

# *PowerChurch Online Users*

The Backup & Restore utility is slightly different for PowerChurch Online users. Creating a file on the local computer requires that the file is initially downloaded to your computer. Depending on the size of the backup that you are creating and your internet connection speed, the backup process can range from a few seconds to a few minutes for PowerChurch Online users.

For example, creating a backup of Record Keeping files, where you may not have much information stored, could be as little as 8KB and would be saved in a few seconds. An All Data Files & Pictures backup could be over 100MB, because of the inclusion of pictures,

and might take several minutes to download. The backup size and the speed of your internet connection will control how long the file transfer will take.

PowerChurch Online users are not able to backup directly to a CD/DVD drive. Refer to File Transfers in PC Online 422 for more information.

***Note:*** *The PowerChurch Online servers are backed up and copied off-site every 30 minutes. These backups are for disaster recovery purposes only, to protect all PowerChurch Online users from data loss due to service outages or hardware failure. These backups are not available to end users. It is recommended that you make backups for your own strategic purposes, should you need to undo something that was previously done.*

# Maintenance Release Updates

From time to time, PowerChurch Software issues updates to PowerChurch Plus which include bug fixes, new features, and changes to existing features. These updates are available at no charge through our website at www.powerchurch.com/mr.

The program will also check for available updates once a week. If a new Maintenance Release is available, you will be prompted to allow the automatic download and installation of the update.

In a network environment, the Maintenance Release update applies only to the server or host computer. PowerChurch will automatically update each of the workstations the next time the program is started.

PowerChurch Online installations are updated automatically with the latest Maintenance Releases by our server administrator.

# CASS Certification

Whether you are processing your mail at special automation rates or at non-automation rates, the US Postal Service requires that your addresses are verified for accuracy and are in a standardized format. The process for verifying your addresses is called CASS Certification (Coding Accuracy Support System). The CASS process compares your mailing list against a national database and standardizes your addresses to US Postal Service's guidelines. The process will append ZIP+4 and Carrier Route information to your mailing list. Also, your address file is standardized with correct street names and abbreviations.

***The CASS Certification process can be done by:***

- **PowerChurch Mailroom**. The PowerChurch Mailroom is an integrated add-on product that allows you to CASS certify your Membership records from directly within the PowerChurch Plus. It also allows you to generate PAVE (Presort Accuracy, Validation, and Evaluation) mailings for the greatest postage discounts. For more information and pricing, visit www.powerchurch.com/mailroom.

  ***Note:*** *PowerChurch Mailroom is not compatible with PowerChurch Online.*
- **A third party company that offers this service or software**. Contact your local Postal Business Center or do an internet search for a list of companies in your area or available products.

# *Creating a File*

***To create a file of your addresses to be CASS Certified:***

1. **From the Utilities menu, choose CASS Postal Processing.** The US Postal Address Standardization Processing screen opens. Read the introduction and click Next to continue.
2. **Select Create a File and click Next.**
3. **Select which company is going to CASS certify your file and click Next.** Choose either the US Postal Service or Other CASS Processor. If you have your own software program which can CASS certify, choose the Other option (the file created is in a dBase format).
4. **Enter the name and location of the file being created.** The default name is CASS.DBF (CASS.TXT if you selected the US Postal Service option). If you need to change the name or location, click the Change button. Use the Save As dialog to change the name in the File Name field. Change the folder or location under Save In. Click Save after making any changes.
5. **Click Next.** The Finish dialog summarizes the options you chose in the previous steps. It shows the file name to be created and the file format you selected.
6. **Click Finish to complete the process.**
7. **Print the report.** If you chose the option of either the US Postal Service or Other CASS Processor, you will be prompted to print a report (the reports are different for each option). This report shows the layout of the file you just created. Give the report to the people who will be CASS certifying your file.
8. **Click Done.**

***Note:*** *If a third party company is CASS certifying your file, it is important that they do not make any structural changes to the file given to them. This is why it is important to give*

*them a copy of the report printed above. The same applies if you use your own software to CASS certify the data.*

## Updating your Mailing List

***To update your mailing list with the CASS certified file:***

1. **Make a backup of your Membership data.** Before you proceed with updating your mailing list, you should make a backup of your current Membership data. For instructions on how to backup, refer to Backing Up Files 483. When you are finished with the backup, proceed with the next step.
2. **From the Utilities menu, choose CASS Postal Processing.** The US Postal Address Standardization Processing screen opens. Read the introduction and click Next to continue.
3. **Select Update Mailing List and click Next.**
4. **Select the company who CASS certified your file and click Next.** Choose either the US Postal Service, PowerChurch Software, or Other CASS Processor. If you used your own software program to do the CASS process, choose the Other option.
5. **Enter the name and location of the file that had been CASS Certified.** The default name will be CASS.DBF or CASS.ZIP, depending on which company you selected in step 3. If you need to change the name or location, click the Change button. Using the controls in the Open dialog, find the location of your file. Once you have found the location, click the file you want in the list of files or enter its name in the File Name field. Then click OK.
6. **Click Next.** The Finish dialog summarizes the options you chose in the previous steps. It shows the file name to update from and the file format you selected.
7. **Click Finish to complete the process.**
8. **Print the report.** If you chose US Postal Service, you will be prompted to print a report. This report shows the addresses which could not be updated because they were not CASS Certified. It will include a code returned by the US Postal Service as to the reason why they could not be processed.
9. **Click Done.**

# NCOA Updates

Effective November 2008, the US Postal Service requires that your mailing list addresses are verified against the National Change of Address database. This paid service is available to users of the PowerChurch Mailroom, which is an add-on product that brings CASS Certification and PAVE Presort mailings into PowerChurch Plus. For more information, call (800) 486-1800.

***Note:*** *PowerChurch Mailroom and the NCOA Update functionality is not available for PowerChurch Online users.*

# Macros

Macros let you automate repetitive tasks. For example, you could create a macro to display a quick menu of a specific module or change a particular field for all records in a module. You create a macro by recording a series of keystrokes. You also define a single keystroke to invoke the whole series. When you press this key on the keyboard, PowerChurch Plus automatically plays back all the commands in the macro. For instance, if you are creating a macro to update fields, you might want to run the macro by pressing Ctrl+U.

***Note:*** *The macro recording process uses keystrokes. While recording a macro, be sure you use keystroke commands instead of the corresponding mouse clicks.*

# Recording a New Macro

***To record a macro:***

1. **From any screen in PowerChurch Plus, press the F12 key.**
2. **Enter the keystroke that you want to start the macro.** Macro keystrokes consist of the Shift, Alt, or Ctrl key followed by a letter or function key. We suggest you use the Ctrl key or the Shift+Ctrl combination. For example, type Shift+Ctrl+A in the Defined Key field.
3. **Type a name for the macro.** You can give the macro any name you want, such as Open Sermon Filer. You can also keep the default name, which is the same as the keystroke defined in the previous step.
4. **Click OK.**
5. **Press the sequence of keystrokes that make up the task you want to automate.** As a simple example, you could open the Maintain Sermon Filer 409 screen by pressing *Alt - R - S - M*.
6. **When you are done recording keystrokes, press F12 again.**
7. **Enter the appropriate commands on the Stop Recording Macro screen.**
   - **Insert Literal**. Click this button if you want to record the literal meaning of a key.
   - **Insert Pause**. Click this button if you want the macro to pause during playback. A typical use for this command is to pause while the user enters data. You can control the length of the pause using the next two controls.

- **Key to Resume**. Click this button if you want to resume a paused macro when the user presses a key.
- **Seconds**. Click this button if you want to resume a paused macro after a certain length of time.
- **Continue**. Click this button if you want to return to PowerChurch Plus and continue adding keystrokes to the macro.
- **Discard**. Click this button to delete the keys you have recorded up to this point. You return to the main PowerChurch Plus window.

8. **Click OK to end the macro.**

The following is a step by step example of creating a macro. This will open the Quick Menu in Contributions.

***To display the Contributions Quick Menu:***

1. **Press F12 to start recording.**
2. **Press Ctrl+Alt+C as the keystrokes to define the macro.**
3. **Click OK to close the Record Macro screen.**
4. **Press Alt + C to show the Contributions menu.**
5. **Press Q to display the Quick Menu.**
6. **Press F12 to stop recording macro keystrokes.**
7. **Click OK.**

# *Changing or Deleting a Macro*

Once you create a macro, you can change it whenever it becomes necessary. You can do the following:

- Add new keystrokes to an existing macro.
- Overwrite the existing keystrokes in a macro with new keystrokes.
- Delete the macro and its keystroke. The keystroke becomes available for reuse with another macro.

***To change or delete a macro:***

1. **Press F12.** Press the keystroke for the macro you want to change.
2. **Click OK.**
3. **Click the appropriate button on the Overwrite Macro screen.**

- **Overwrite**. You can click this button for one of two reasons. Click it if you want to erase the keystrokes in the macro and replace them with new ones. You can also use this button to delete the macro and its keystroke.
- **Append Keystrokes**. Click this button if you want to add new keystrokes to the ones that currently make up the macro.

4. **If you are adding new keystrokes to the macro, record them now.** If you are deleting the macro keystroke, do not do anything.
5. **Press F12.**

---

# System Security Options

Much of the data in PowerChurch Plus is personal and confidential. It is important to keep the data secure. Enabling password protection helps safeguard your data from unauthorized access. In addition to passwords, PowerChurch Plus maintains an internal record, called an Audit Log, of specific modifications to the system which can be viewed by an administrator.

## Users and Passwords

As a system administrator, your main concern is to control who has access to church data. This means identifying the people who use the system and setting up user accounts in PowerChurch. You can specify which areas of PowerChurch Plus each user can access. For example, you might allow one user access to the Membership module but not to Contributions or Accounting. Each user has a password that they must enter when they open PowerChurch Plus.

You can also define Group Profiles, such as Membership Only, which allows you to save the default access levels for a group of users. You may then add the individual users to that group, therefore passing along the access levels of the group to its members.

### Enabling Password Protection

By default, the security features of PowerChurch Plus are inactive, meaning password protection is not enabled and anybody can run the program and access the data.

- **Enable password protection**. You do this on the Password Settings screen, as described below.
- **Assign a System Admin password**. This password gives you access to all parts of the system, including the ability to maintain user accounts.

- **Assign user names, passwords, and privileges**. As System Administrator, you set up names and passwords for all the other people who use the program. You also specify which parts of the system each user can access.

***To enable password protection:***

1. **From the File menu choose Preferences then Passwords & Permissions.** This screen has four pages, which you select by clicking on the buttons to the left:
   - **System Settings**. Use this page to adjust system-wide settings.
   - **User Profiles**. Use this page to set privileges for individual users.
   - **Group Profiles**. Use this page to set privileges for groups of users.
   - **Group Members**. Use this page to assign users to defined groups.
2. **On the System Settings tab, to the right of the Passwords field, choose Enable.** This step turns on password protection.
3. **Enter a password in the New Administrator Password field.** You will need to remember this password from now on, because it will be required to access PowerChurch Plus as the System Admin user.
4. **Check or clear the following options.**
   - **Display Contributor Names to Data Entry Operators**. This is a confidentiality option. If you clear this option, data entry operators do not see the names of donors after entering their envelope numbers. Check this option to make the names visible. This option affects data entry screens and the Unposted Contributions and Bank Deposit Slip reports.
   - **Allow Pledge Queries by Data Entry Operators**. This is another confidentiality option. It keeps data entry operators from viewing pledge information for a given donor. Clear this option if you do not want data entry operators to see pledge information.
   - **Print User Profiles Report**. Click this button to generate a report listing all of the user profiles and their permissions.
5. **Click Save.** PowerChurch Plus prompts you to re-enter the password for confirmation.
6. **Enter the System Admin password and click OK.**

## *Password Requirements*

PowerChurch Plus has very limited password requirements. Passwords can be between 4 and 100 numbers, characters, or case insensitive letters.

## *Assigning User Names, Passwords, and Privileges*

Once you have created a System Administrator password, the system is as secure as the password. Nobody except the System Administrator, or somebody else who knows the password, can get in. If other people are going to enter data, produce reports, or perform other tasks, you need to identify them in PowerChurch Plus.

***For each user, you specify three items:***

- User Name
- Password
- A list of modules and permission levels for this user

***Note:*** *As a security measure, the person who serves as System Admin should also have their own user profile in PowerChurch. The System Admin user should only be used when maintaining the list of user profiles.*

***To add or change a user profile:***

1. **When logged in as the System Admin user, go to File > Preferences > Passwords & Permissions.**
2. **Click the User Profiles button.** You will find check boxes on each tab of this dialog that grant access to selected features of PowerChurch Plus:
   - **Access**. Select this check box to let the user access data in the module but not change it, delete it, or add new data.
   - **Add/Change**. Select this check box to let the user add new data or change existing data.
   - **Delete**. Select this check box to let the user add new data, change existing data, and delete data from the module.
   - **Post**. Select this check box on the Accounting tab or the Contributions tab to let the user post transactions to the associated module. Deselect this check box for users who enter transactions, but who are not allowed to post.
   - **Background Checks**. Select this check box on the Membership and/or Payroll tab to allow the user to view and request background checks.
   - **Close Period**. Select this check box on the Accounting tab to let the user close the accounting month in the Fund Accounting module. Once the accounting month is closed, no additional changes can be made to that period. Most churches only allow one individual to close.
   - **Acct Admin**. Select this check box on the Accounting tab to let the user change the accounting setup options, view the audit logs, and delete data in the Fund Accounting module. Many churches limit access to this option to only one user.

- **Data Entry Only**. Select this check box on the Contributions tab to restrict the user to entering and editing unposted transactions only.
- **Family Summary Graph**. This option enables a user who does not otherwise have access to Contributions data to see the summary graph on the Integrated Data Entry/Maintain Family Mailing List screen.

3. **If adding a new user, click Add and then enter the User Name and Password.** If editing an existing user, click the Next or Previous buttons to navigate to the user you would like to edit.
4. **Go to each tab and check the options correlating with the permission levels this user should have.**
   - **Membership**. Use this tab to control access to the Mailing List, Profiles, Activities, Attendance, Services, and Visitations records for families and individuals.

     ***Note:*** *In order to change setup options for Family Mailing List or Personal Profiles, you must have Add/Change privileges to these modules. The ability to view or request background checks requires the user has Add/Change privileges in Personal Profiles.*
   - **Accounting**. Use this tab to control access to the Fund Accounting, Accounts Payable, Accounts Receivable, and Payroll modules.
   - **Contributions**. Use this tab to allow the user to Access, Add/Change, and Delete contributions data. You can also give users the ability to Post, or label someone as Data Entry Only.

     ***Note:*** *In order to change Contribution Setup Options, you must have Add/Change privileges in Contributions.*
   - **Other Modules**. Use this tab to control access to the Sermon Filer, Education Library, Music Library, Equipment Inventory, and Events.
   - **Check In**. The settings on this tab specify whether the current user has access to the Check In stations, can add or change family information, permanently add someone to an activity, and/or administer the Check In station setup.
   - **System Utilities**. Use this tab to allow the user to do things like enter commands using the Database Manager, Backup & Restore files, change the Custom Code descriptions, and change his or her password.
   - **Profile**. Use this tab to associate the user with an individual from the Personal Profiles in the Membership system. When you assign tasks to a particular user through the Events module, they will then have the option to view only their tasks when logging in to PowerChurch Plus. This tab contains Lookup, Delete, and Copy Address To Clipboard buttons.
7. **Click Save.**

Users can change their own passwords (if they are given this privilege by the System Admin). When a user selects Passwords & Permissions from the Preferences menu, the Password screen appears. This contains a list of the privileges the user has. It also has a New Password field for modifying the password. A user must confirm the old password before the new one becomes active.

## Change User Account

PowerChurch allows you to log in as a different user without closing and reopening the software. This is helpful if you find that the current user doesn't have permissions to perform a specific action. A user with higher permissions can log in, perform the necessary operation, then switch back to the original user.

You can change the user account by going to ***Utilities > Change User Account***. You will be taken back to the Log In form.

***Note:*** *If you don't have password protection enabled, this feature is not available.*

## Working with Group Profiles

As System Admin, you can define Group Profiles to minimize the setup time involved with adding new users. The interface for adding or editing Group Profiles is very much the same as setting up an individual User Profile. The different modules and functions of the program are listed, with assignable access levels for each. As an example, you could set up a Group Profile for your data entry operators. Since all of these users would require the same access levels, you would save valuable setup time by assigning those levels to a single Group Profile, then adding the appropriate users as members of that group.

***To add a new Group Profile:***

1. **Display the Passwords & Permissions screen as described in the last section.** To access these settings, you must log on to PowerChurch Plus as the System Admin.
2. **Click the Group Profiles button.**
3. **Click Add.**
4. **Enter the Group Name.**
5. **Go to each tab and check the options correlating with the privileges this group of users should have.**
6. **Click Save.**

***To add existing users to a Group Profile:***

1. **Click the Group Members button.**
2. **Select a group from the Group Name field.** Available users show in the left-hand column. Current members of the selected group show in the right-hand column.
3. **Add users to the selected group by double-clicking the mouse on their name, or using the arrow buttons in between the two columns.**
4. **When finished, click Save.**

***Note:*** *Users can be made members of multiple Group Profiles. Please note that if conflicting access levels are assigned in different groups, the higher access level assigned will be used. An example of this would be if a member of your Administrators group was added to the Data Entry Only group, that user would still retain the full access level assigned by the first group.*

# Audit Logs

PowerChurch Plus maintains Audit Logs of certain events that occur in the Accounting, Contribution, and Membership systems, in addition to certain other system-wide procedures such as restoring a backup, or entering the Database Manager. The System Audit Log can be viewed from the Utilities menu, whereas the others are found in the Setup menus of Fund Accounting, Contributions, and Personal Profiles menus.

***Note:*** *If passwords are enabled, only the users that are set up as Accounting Administrator can view the Accounting Audit Log. You must have access to Contributions or Personal Profiles to view the Contributions or Membership Audit Logs. All users can view the System Audit Log.*

***To view the audit log:***

1. **Choose one of the View Audit Log options from the Fund Accounting, Contributions, Personal Profiles, or Utilities menu.**
2. **Optionally, filter the information.** You can limit the information shown in the Audit Event Viewer, based on the information in any column by clicking the right mouse button on the column header:
   - **Date**. You can choose to display only the information recorded within a range of dates.
   - **User**. You can choose to display entries made by selected users.
   - **Module**. You can choose to display entries related to selected modules.
   - **Event**. You can choose to display only selected types of entries, such as postings, changes to an account, deleting data, backing up or restoring data, etc.

Right-click the heading of the column containing the type of information on which you wish to filter. Select the items to display in the Viewer, then click Set. PowerChurch Plus will update the Viewer dialog.

3. **Optionally, sort the information.** To sort the information in the Viewer, click the appropriate column heading. Each time you click a column heading, PowerChurch Plus will reverse the direction of the sort - ascending or descending.
4. **Print the report.** Click Report, and PowerChurch Plus will give you an opportunity to select the destination printer and set any options.

# Working With the Database Manager

The Database Manager gives you the ability to issue commands against database tables. It is primarily for the PowerChurch Software Technical Support staff to troubleshoot certain types of problems. However, if you are an advanced user, you may want to access the data directly using the Database Manager. Before you use the Database Manager, we strongly recommend you make a backup of your data files.

***Note:*** *The Database Manager is for advanced users only. If you do not have the technical knowledge it requires, we strongly suggest you avoid it. PowerChurch Software will not be held responsible directly or indirectly for any consequences arising from your independent use of the Database Manager.*

***To issue commands using the Database Manager:***

1. **Choose Database Manager from the Utilities screen.**
2. **Type a command in the Command window and press Enter or click Run Command.**
3. **When you are finished entering commands, click Exit.**

# Indexing Data Files

The index of a database table works much like the index of a book. It allows quick access to the particular record you are looking up. Each database table in PowerChurch Plus has its own index. Although you do not work with these indices directly, they have a big influence on system behavior. They let you instantly access any piece of information you need. As you add items to a database, the index grows as well, but over time, it can become less efficient.

The solution is to reindex the database. Through time, we have added more checks and repairs to the data files as part of the reindex process. This makes it all the more important that your data files are reindexed on a regular basis.

***We suggest you perform this operation in the following situations:***

- At least once a month. You may want to reindex more often if you enter a lot of data.
- Each time you restore files. This happens automatically when you use the built-in restoring function. If you restore files manually, be sure to reindex them to keep the system functioning properly.

***To reindex PowerChurch Plus databases:***

1. **Choose Reindex from the Utilities menu.**
2. **Choose the module you want to reindex from the drop-down list.**
3. **Click OK.**

***Note:*** *PowerChurch Online servers are automatically reindexed on a weekly basis. However, during periods of intensive data entry, especially when multiple users are working together adding, changing, and deleting records from the database, it may still be necessary to reindex the data files manually.*

# *Reindexing Errors*

During the reindex process, we check a number of items in the database to verify data integrity. Most frequently issues in the Accounting database are found. These, for the most part, are issues that have been carried forward from older versions of PowerChurch Plus where transactions were partially deleted, duplicated, or some other form of data corruption.

If you experience a warning when the reindex process completes, please contact Technical Support at (800) 486-1800 for more information and possible solutions.

# *External Reindex Utility*

To ensure reindexing is done regularly, PowerChurch Plus includes an external reindex utility called **pcindex14.exe**. It is designed to be added to the Windows Task Scheduler to be performed automatically at set times.

***Note:*** *For information about the Task Scheduler, please refer to your Windows user's reference guide.*

Each time the external reindex utility is run, an entry is made into a log file called **reindex.log**. You can find this file in your PowerChurch Plus program directory. This file can be opened in Notepad or other text editing software. Inside will be warnings of any problems encountered during the reindex process. It is a good idea to periodically check this log file to ensure that a regular reindex is being performed properly by the Windows Task Scheduler.

# *Troubleshooting*

We hope you enjoy a long and trouble-free relationship with PowerChurch Plus. However, if problems occur, you will find many helpful articles, videos, and other resources on our website at: www.powerchurch.com/support. Naturally, you can also contact PowerChurch Software Technical Support for assistance. Refer to Getting Help and Other Information 10.

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