

Church Census System

Funds Menu-v2021



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Raiche Consultants Church Census System Owner's Manual

Funds Menu



Overview

The Funds Menu is a password-secure utility package that allows you to enter in and keep track of all the parish envelope contributions. Many reports and some analysis tools are available to you.

Weekly, monthly and yearly reports help the pastor and his staff to monitor the financial health of the parish and help to supply the diocese with required reports.

In addition, annual contribution statements for tax purposes are included.

This utility is not designed to be an accounting program, such as accounts receivable and accounts payable, although some accounting principles are used. They will be explained as needed.

Password Information

Your password is the key to opening this extremely sensitive and confidential area of the Census program. Great care should be exercised when selecting who has access to this data. Only one system password is used – this program does not support multiple passwords.

Default Password

The Census program is set with “password” as the password. We recommend that you change the password after installation and change it regularly.

Change Password

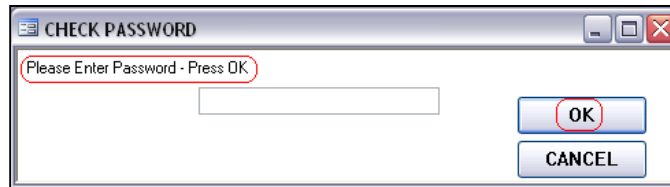
Should you need to change the password, this is done under System Tools. See the System Tools manual for details. The password can combine alphabetical and numerical characters. **Maximum size of the password is 15 characters.**

Forgotten Password

The only way to recover a forgotten password is to contact Raiche Consultants. We will need to come to your location and retrieve the password.

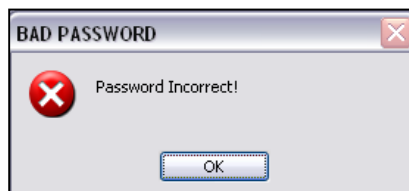
Opening the Funds Menu

Clicking the Funds icon opens the password screen. You must know the password to enter this area. Enter the password and click OK.



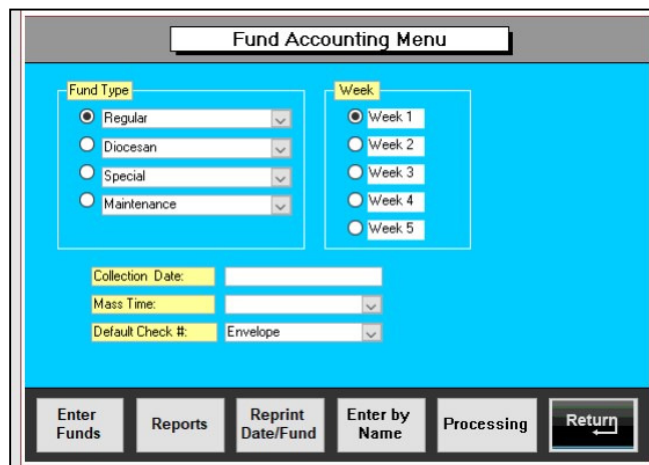
A dialog box titled "CHECK PASSWORD" with a standard Windows window border. Inside, there is a text input field. Above the field is a red-bordered box containing the text "Please Enter Password - Press OK". To the right of the input field are two buttons: "OK" and "CANCEL". The "OK" button is highlighted with a red circle.

If you enter an incorrect password, this warning window opens. Click OK to close this window. To enter another password, clear the password field and enter the correct password.



A dialog box titled "BAD PASSWORD" with a standard Windows window border. On the left is a red circle with a white "X" icon. To the right of the icon is the text "Password Incorrect!". At the bottom center is an "OK" button.

The correct password will open this window:



A main menu window titled "Fund Accounting Menu". The background is light blue. It contains two sections: "Fund Type" and "Week". The "Fund Type" section has four radio buttons: "Regular", "Diocesan", "Special", and "Maintenance". The "Week" section has five radio buttons: "Week 1", "Week 2", "Week 3", "Week 4", and "Week 5". Below these sections are three fields: "Collection Date:" with a text input, "Mass Time:" with a dropdown menu, and "Default Check #:" with a dropdown menu showing "Envelope". At the bottom is a black bar with six buttons: "Enter Funds", "Reports", "Reprint Date/Fund", "Enter by Name", "Processing", and "Return" (with a right arrow icon).

This is the main Fund Accounting Menu. From here you select the type of fund you are recording and the calendar week.

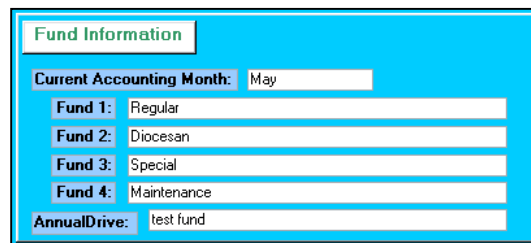
Fund Types

- Regular:** Normal weekly collections from all the Masses and used by the parish.
- Diocesan:** All collections taken by that are handled by the diocese. Some of these include collections for *Latin America, Black and Indian Missions*, and *Peter's pence*.
- Special:** These collections include holy days, additional collections kept within the parish programs such as, flowers, etc.
- Maintenance:** This collection is for costs related to the physical plant of the parish, such as roof, sidewalks, rectory repairs, etc.

These are the four BASIC categories of funds collected in the parish. You now can enter the names of each collection **in each category** and track them separately. Notice (above) that each fund has a drop-down button on the right.

This can be done in advance, and new names can be added in as needed. However, once you begin to enter funds under a specific name, you cannot change the name. If you do you will lose all the data prior to the name change.

Please note: To set the BASIC categories: **From the Main Screen, go to *Manage Census > Family > Table Update > Parish Info*** (see below). Click in the desired field and enter the name. Once entered and funds are being entered, **do not change them**. You will lose all entered data.



The screenshot shows a form titled "Fund Information" with a light blue background. It contains several input fields: "Current Accounting Month:" with a dropdown menu showing "May"; "Fund 1:" with a dropdown menu showing "Regular"; "Fund 2:" with a dropdown menu showing "Diocesan"; "Fund 3:" with a dropdown menu showing "Special"; "Fund 4:" with a dropdown menu showing "Maintenance"; and "AnnualDrive:" with a text input field containing "test fund".

Current Accounting Month: When you begin using the Census program for fund input for the first time, you need to set the month where you are beginning. Enter the month here. Once you enter it in, the system will change it each time you close the month.

Annual Drive: We will discuss this in another chapter.

Collection Week

When you input your data, you must select which calendar week you are using. Using Sunday as your indicator, choose the required week, 1-5.

Setting up Collection Names

Setting Up

Overview

The Fund Entry screen (shown below) gives each parish as much flexibility as you wish.

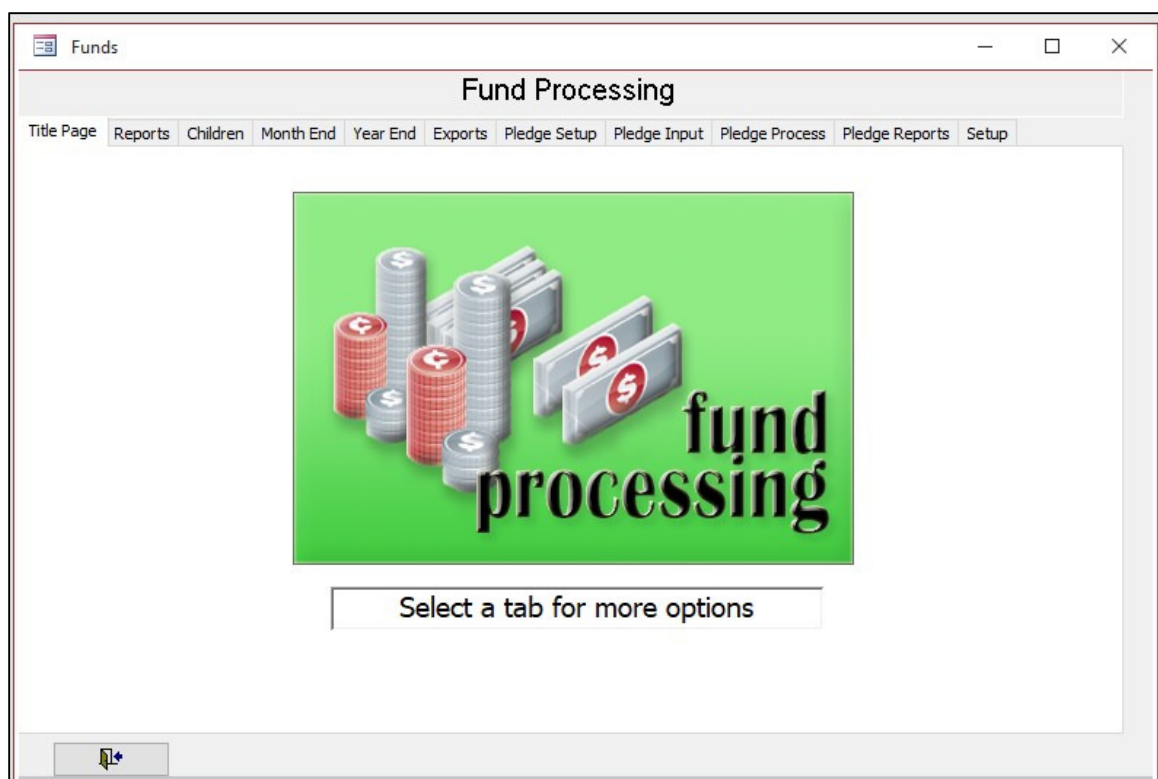
- Expanding the names of the funds you can track,
- Record the date of each collection (**required**),
- Ability to enter funds using Name of the contributor,
- **Optional** abilities to identify Mass times, and
- How the money was given.

Fund Names

Originally you were able to track only four categories of funds: Regular, Diocesan, Special and Maintenance. Now you can create specific names for these funds and track them separately. Notice (above) that each fund has a drop-down button on the right.

Note: This can be done in advance, but new names can be added in as needed.

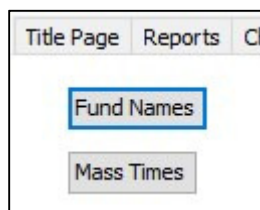
From the Fund Accounting Menu, select Processing to open this screen:



Select the Setup tab:



To open this screen:



and select **Fund Names** which gives you this screen:

Fund Name	Fund Category	OSV Fund Number
Regular Parish Donations	1	0
Diocesan Donations	2	0
Special Parish Donations	3	0
Maintenance fund	4	0
Christmas	3	0
Fuel Fund	4	0
Cath Comm	2	
Elms	2	
Ascension	3	
Lawn/Snow	3	
*	0	

Record: 14 of 10 No Filter Search

The first fund names (BASIC) are the same as before but notice the **Fund Category** to the right. Each of these four funds is numbered 1-4. These are the MAIN category headings. As you add more fund names, you are to assign a number to them to fall into the main category.

For example, Christmas is a **Special** collection and is assigned the number 3.

Fuel falls under **Maintenance** and is assigned the number 4.

To add more funds, just click in the empty field at the bottom and enter a name, then assign a number.

NOTE: be sure to spell the name correctly. Once you add funds to this name, changing the spelling will result in the loss of data for that fund.

Notice also in the above example a field named **OSV Fund Number** on the right. This is for the Our Sunday Visitor option which will be discussed later in this manual.

Fund Accounting Menu	
Fund Type <input type="radio"/> Regular <input type="radio"/> Diocesan <input checked="" type="radio"/> Special Special Parish Donations Christmas Ascension Lawn/Snow	Week <input checked="" type="radio"/> Week 1 <input type="radio"/> Week 2 <input type="radio"/> Week 3 <input type="radio"/> Week 4 <input type="radio"/> Week 5
Collection Date:	9/6/2020
Mass Time:	
Default Check #:	Envelope
Enter Funds	Reports Reprint Date/Fund Enter by Name Processing Return

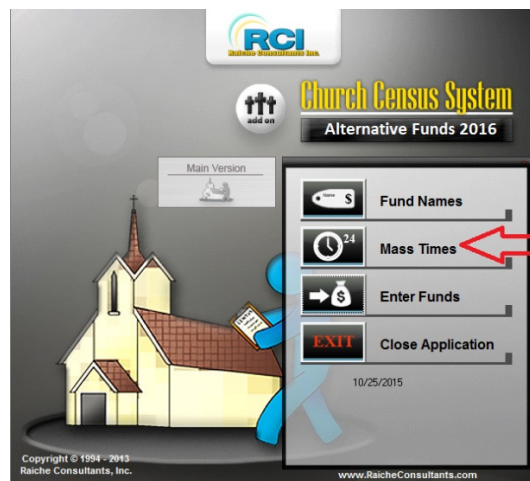
As shown above when you click on Special, other funds that you designate will also appear.

Mass Times

This option gives you the ability to mark each collection by the time of the Mass when it was collected.

This feature is *optional*, and not required to operate this module.

To enter the Mass times for your parish, select Mass Times from the main screen of the AltFunds menu.



This window opens. Simply enter the times of the Masses you wish to track. To add a time, enter it in the empty field at the bottom of the list. You do NOT enter the day of the week. This is handled later.

NOTE: Once you enter the times and *you use them for fund entry*, changing the time could result in loss of data. If your Mass times change, add them to the list *without deleting* the old times.

The image shows a window titled 'Mass Times'. Inside the window, there's a list of mass times. The first three are '4:00 PM', '9:00 AM', and '10:30 AM'. Below these is an empty field with an asterisk (*) next to it, indicating where to add a new time. At the bottom right of the window, there's a 'Return' button. At the very bottom of the window, there's a status bar that says 'Record: 1 of 3' and 'No Filter'.

Close the window when you are finished.

Set Current Accounting Month

Before you use this module for the first time, you need to be sure that the Census program is set-up for your current accounting month.

- If you are currently entering funds with the original system, then you should do this only to be sure you are on-track.
- If you are new to the Census system, please be sure to follow these instructions **before entering any funds**.

NOTE: If you are not sure about the following information, please contact us for assistance.

From the main screen of the Census program, select System Tools:



In this window, select Table Updates:



In this window, select Parish Info:

The screenshot shows a 'Table Update Menu' with several buttons. The 'PARISH INFO' button is highlighted with a red rectangle. Other buttons include MARRIAGE, MASS ATTEND, SPECIAL NEEDS, ACTIVITY, RELIGION, RELATIONSHIPS, CATHOLIC SCHOOLS, FAMILY ACT., LANGUAGE, OCCUPATIONS, PUBLIC SCHOOLS, CHURCH NAMES, VISIT REASONS, and PREFERENCES.

Check the Current Accounting Month.

- If you are currently using the system, just verify this field.
- If you are NEW to the Census system, this month should be changed to the month you are using for your first entry of envelopes. This is only done ONCE and will be maintained within the program.

The screenshot shows the 'Parish Information' window. It contains several sections: 'Information' with fields for Parish Name, Street, PO Box, City, Phone, Zip, State, Diocese Name, Home Minister Code, Home Parish, and Religious Education; 'Envelope Breakdown' with a table of Regular, School, Inactive Mail, Inactive No Mail, and Moved/Deceased amounts; 'Fund Information' with fields for Fund 1, Fund 2, Fund 3, Fund 4, and Annual Drive; and a 'Class Start Memo' section. The 'Current Accounting Month' field is highlighted with a red rectangle and set to 'October'.

	Start	End
Regular	1000	7999
School	7000	7999
Inactive Mail	8000	8999
Inactive No Mail	9000	9999
Moved/Deceased	10000	999999

Close this window.

Password

Set/Change Password

As in the Census System, the Funds area is password-protected. The SAME password is used in all Fund-related areas in both programs. **Caution is required** to keep your password secret. We DO recommend that at least one other person knows the password, or that it is kept in a location where a TRUSTED individual can access it. Do NOT place it in a file on your computer.

- In the event you forget or lose your password, you need to contact us for assistance. There are NO provisions within the program for password recovery.

Setting and changing the password is done within the main Census program. *Passwords are NOT case-sensitive*. The original password shipped with the program is "password". You NEED to know your password in order to change it.

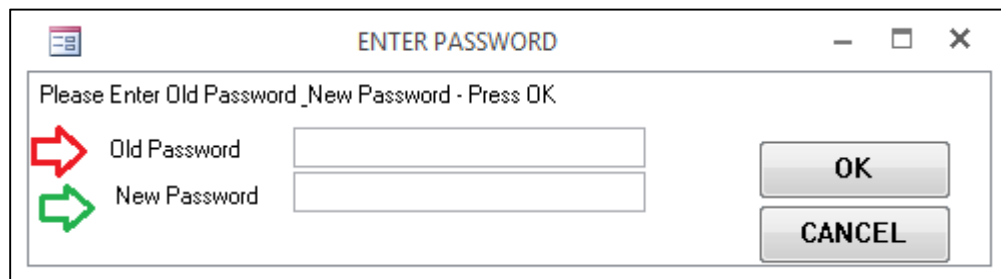
From the main Census program screen, select **System Tools**.



From this window, select **Change Password**.



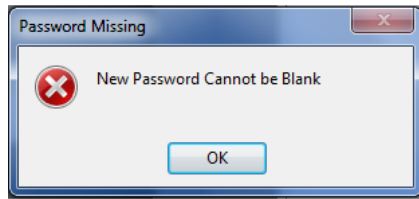
In this window, enter the OLD password, then enter the NEW password. Press OK.



Once you have changed your password, you are ready to begin.

Error messages

You CANNOT leave the new password blank or you will receive this error message. Press OK and try again.

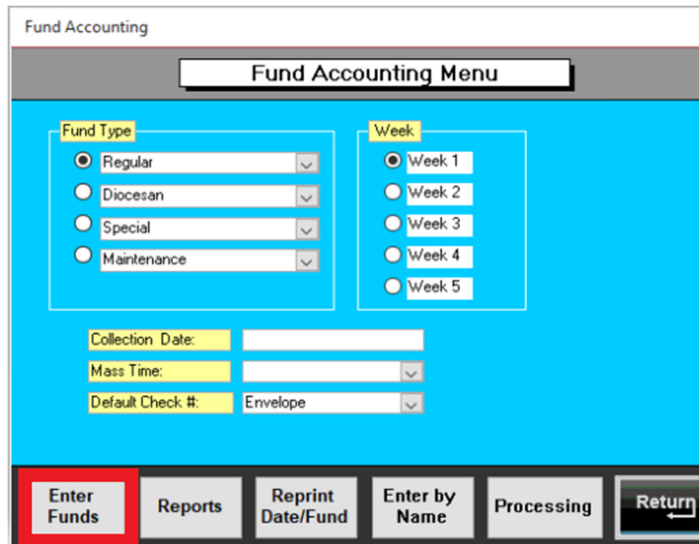


If you enter the wrong “old” password, you will receive this error message. Press OK and try again.



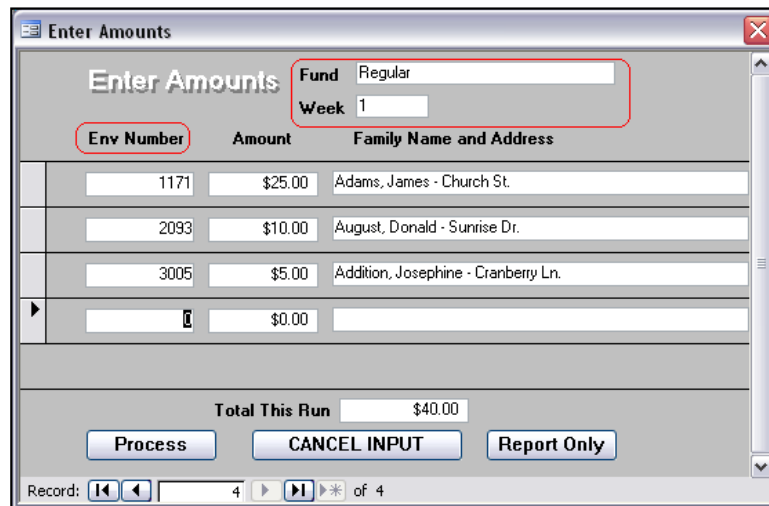
Input Data

Once you have selected the **type of fund** and the **calendar week**, click **Enter funds**



The screenshot shows the 'Fund Accounting Menu' window. It has a blue background. At the top, there's a title bar 'Fund Accounting' and a menu bar 'Fund Accounting Menu'. Below the menu bar, there are two main sections: 'Fund Type' and 'Week'. The 'Fund Type' section has four radio buttons: 'Regular' (selected), 'Diocesan', 'Special', and 'Maintenance'. Each radio button is next to a dropdown menu. The 'Week' section has five radio buttons: 'Week 1' (selected), 'Week 2', 'Week 3', 'Week 4', and 'Week 5'. Below these sections, there are three input fields: 'Collection Date:', 'Mass Time:', and 'Default Check #:' (set to 'Envelope'). At the bottom, there is a row of buttons: 'Enter Funds' (highlighted with a red border), 'Reports', 'Reprint Date/Fund', 'Enter by Name', 'Processing', and 'Return'.

to open this input screen:



The screenshot shows the 'Enter Amounts' window. It has a title bar 'Enter Amounts' and a window control button. Below the title bar, there's a section 'Enter Amounts' with two input fields: 'Fund' (set to 'Regular') and 'Week' (set to '1'). Below these fields, there's a table with three columns: 'Env Number', 'Amount', and 'Family Name and Address'. The table has four rows. The first row has '1171', '\$25.00', and 'Adams, James - Church St.'. The second row has '2093', '\$10.00', and 'August, Donald - Sunrise Dr.'. The third row has '3005', '\$5.00', and 'Addition, Josephine - Cranberry Ln.'. The fourth row has a cursor in the 'Env Number' field, '\$0.00', and an empty address field. Below the table, there's a section 'Total This Run' with a value of '\$40.00'. At the bottom, there are three buttons: 'Process', 'CANCEL INPUT', and 'Report Only'. At the very bottom, there's a status bar with 'Record: 4 of 4' and navigation icons.

Before you begin, see that the **Fund** and **Week** you chose are displayed at the top of the screen. If they are incorrect, click CANCEL INPUT to return to the previous screen. Otherwise you are ready to begin.

Enter in the Envelope Number and press Tab or Enter. Your cursor will appear in the Amount field and the name of the family and their address will automatically appear to

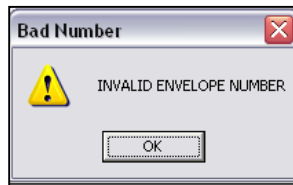
the right. Enter the amount of the contribution (dollar sign is automatic) but use of the decimal point is optional. This is designed for quick data entry from the numeric keypad on the right side of your keyboard.

When you press Enter or Tab the cursor goes to the Envelope Number field for the next entry.

As you enter funds, the total is automatically entered in the “**Total This Run**” field.

Invalid Envelope Number

In the event you enter an incorrect envelope number, this error message will appear:



Once you click OK to clear the box, you will return to the entry screen. Notice the envelope number has no family listed.

A screenshot of the "Enter Amounts" software window. The window has a title bar "Enter Amounts" and a close button. Inside, there are fields for "Fund" (set to "Regular") and "Week" (set to "1"). Below these is a table with three columns: "Env Number", "Amount", and "Family Name and Address". The table contains five rows of data. The fourth row, with Env Number "1666" and Amount "\$4.00", is highlighted with a red rectangle. The "Family Name and Address" field for this row is empty. Below the table, the "Total This Run" is displayed as "\$44.00". At the bottom are three buttons: "Process", "CANCEL INPUT", and "Report Only". A status bar at the very bottom shows "Record: 5 of 5" with navigation icons.

Click in the Envelope number box and clear the invalid number. Reenter a valid number to continue. If you should leave the incorrect number, the amount entered will not be included in the financial reports and the number will be listed on a separate report generated during Processing:

Fund Entry Edit list - by Envelope Number		
Date: 1/19/2010	Fund: Regular	Week: 1 Posting Month: May
Env Number	Amount	Family Name, Address
1171	\$25.00	Adams, James, Church St.
1666	\$4.00	, ,
2093	\$10.00	August, Donald, Sunrise Dr.
3005	\$5.00	Addition, Josephine, Cranberry Ln.
4	\$44.00	
Number Hash Total: 7935		

Invalid Envelope Numbers - No Update		
Date: 19-Jan-10		
Env Number	Amount	
1666	\$4.00	
Total	1	\$4.00

Excessive amount input

When keying in funds, it is easy to hit an extra key making your fund amount over \$100. Should this happen, this error window will appear:



This will stop the program and allow you to verify the amount. If it is correct, click OK and continue. If the amount is wrong, click OK and change the amount and then continue.

Processing your input

A common question is “How many envelopes should we enter at one time?” This is something to consider. If you have a small parish you could enter in all your envelopes at one time without a problem. However, in a larger parish you could have hundreds of envelopes per session to input.

One recommendation is to enter in about 50 envelopes at one time (referred to as a Batch), then click **Process** which will update your census records and produce a report for that session.

Other situations that occur include: an interruption (telephone call, or a visitor), or the envelopes fall on the floor and now you have lost your place. What to do?

Click **Cancel Input**: deletes all data entry and closes the window. All input is lost.

OR:

Click **Report Only** to produce a printout of all the envelopes you have just entered in without processing them:

Clicking **Report Only** produces this report:

Fund Entry Edit list - by Envelope Number			
Date: 1/19/2010	Fund: Regular	Week: 1	Posting Month: May
Env Number	Amount	Family Name, Address	
1171	\$25.00	Adams, James, Church St.	
2093	\$10.00	August, Donald, Sunrise Dr.	
3005	\$5.00	Addition, Josephine, Cranberry Ln.	
3	\$40.00		
Number Hash Total: 6269			

You can review your input to be sure which envelopes are entered. You can then either process the batch or continuing data entry.

Once you have completed you batch click Process. This will update the census fund records and create two reports:

Fund Entry Edit list - by Envelope Number			
Date: 1/19/2010	Fund: Regular	Week: 1	Posting Month: May
Env Number	Amount	Family Name, Address	
1171	\$25.00	Adams, James; Church St.	
2093	\$10.00	August, Donald; Sunrise Dr.	
3005	\$5.00	Addition, Josephine; Cranberry Ln.	
3	\$40.00		
Number Hash Total: 6269			

This is the same report you would receive from Report Only. Notice the **Date**, **Fund**, **Week** and **Posting Month** in the header of the report.

The second report is an Invalid Envelope Number report. In the event that a bad number escapes the input operator this will trap it and bring it to your attention.

Invalid Envelope Numbers - No Update		
Date: 19-Jan-10		
Env Number	Amount	

If there are NO bad numbers, the report will look like this. The “#Error” message means no data is present.

Correcting Incorrect Input

It happens. You entered in the wrong amount, put a batch under the wrong fund type or the wrong week, or even entered the batch twice. Now what? Relax, all is not lost.

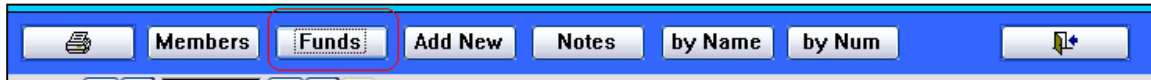
Open the Fund Input screen and open the same Fund and Week as before. Carefully enter in all the incorrect envelope numbers and enter the Funds as NEGATIVE numbers, and then Process.

The Census program will *deduct* the funds from the family’s records and correct the problem. Use this option carefully.

Alternate Access to Fund Information

Before we go on, there is another way to view a family’s fund history. Sometimes a family will call to verify if a check was given on a certain week, or to verify the amount. Instead of dragging out reports, this option is available.

On the Family Membership Page there is a button bar at the bottom of the screen.



By clicking Funds, you enter the password and open this screen:

Funds by Family					
Ronald		Cascade		Family Number: 1025	
	Regular	Special	Diocese	Maint.	Attendance
Week 1	\$10.00	\$0.00	\$0.00	\$0.00	1
Week 2	\$25.00	\$0.00	\$0.00	\$0.00	1
Week 3	\$10.00	\$0.00	\$25.00	\$0.00	1
Week 4	\$0.00	\$50.00	\$0.00	\$0.00	0
Week 5	\$0.00	\$0.00	\$0.00	\$0.00	0
YTD	\$25.00	\$2.00	\$0.00	\$0.00	2

This screen shows the current activity for this family. The weekly contributions are shown including an attendance counter. This counter advances by 1 each time a regular envelope is recorded. The YTD line shows totals for closed months only.

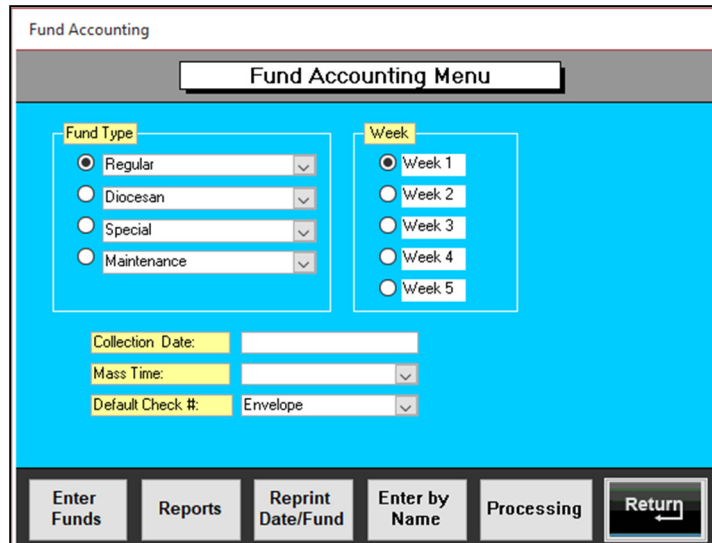
WARNING: DO NOT alter the information on this screen. Although it can be done, the checks and balances used to track the funds will be bypassed and the database can be corrupted. See *Correcting Incorrect Input* for the proper procedures.

Other Options	
Envelopes used	<input checked="" type="checkbox"/>
Date of Last Contribution Prior month:	
1/24/2010	

When an envelope is recorded, this portion of the Family Membership Screen is updated. When a family record is opened, this option shows whether a family is an active contributor and the date of their last recorded contribution.

Fund Processing

Once you have fund data in your census system you will want to use the reports and utilities available to you.

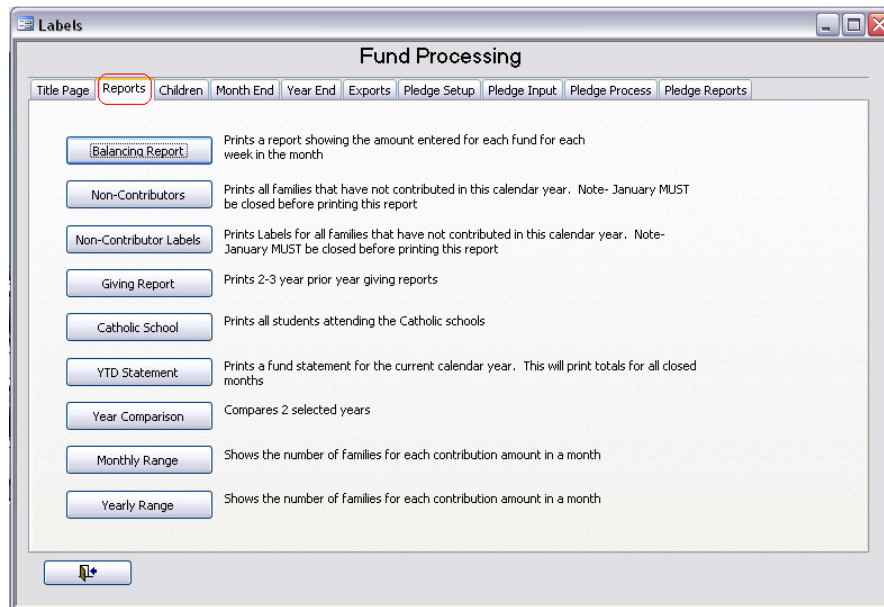
A screenshot of the 'Fund Accounting Menu' window. The window has a title bar 'Fund Accounting' and a subtitle 'Fund Accounting Menu'. It features two main sections: 'Fund Type' and 'Week'. The 'Fund Type' section has four radio buttons: 'Regular' (selected), 'Diocesan', 'Special', and 'Maintenance'. The 'Week' section has five radio buttons: 'Week 1' (selected), 'Week 2', 'Week 3', 'Week 4', and 'Week 5'. Below these are three input fields: 'Collection Date:', 'Mass Time:', and 'Default Check #:' with a dropdown menu showing 'Envelope'. At the bottom, there is a row of buttons: 'Enter Funds', 'Reports', 'Reprint Date/Fund', 'Enter by Name', 'Processing', and 'Return'.

From the Fund Accounting Menu click **Processing** to open this window:

A screenshot of the 'Fund Processing' window. The window has a title bar 'Funds' and a subtitle 'Fund Processing'. It features a tabbed interface with tabs: 'Title Page', 'Reports', 'Children', 'Month End', 'Year End', 'Exports', 'Pledge Setup', 'Pledge Input', 'Pledge Process', 'Pledge Reports', and 'Setup'. The 'Reports' tab is selected. The main content area displays a graphic with stacks of coins and the text 'fund processing'. Below the graphic is a button labeled 'Select a tab for more options'.

Click **Reports** to open this window:

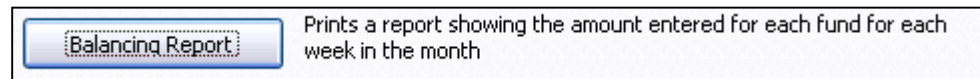
Reports Tab



Ver. 17.5

A variety of reports are available to help you analyze your parish's financial status.

Balancing Report



Balancing Report				
24-Jan-10				
WEEK #1	Regular	\$136.00	Diocesan	\$0.00
	Special	\$0.00	Maintenance	\$0.00
Attendance week 1:				11
WEEK #2	Regular	\$25.00	Diocesan	\$0.00
	Special	\$0.00	Maintenance	\$0.00
Attendance week 2:				1
WEEK #3	Regular	\$10.00	Diocesan	\$0.00
	Special	\$25.00	Maintenance	\$0.00
Attendance Week 3:				1
WEEK #4	Regular	\$0.00	Diocesan	\$50.00
	Special	\$0.00	Maintenance	\$0.00
Attendance Week 4:				0
WEEK #5	Regular	\$0.00	Diocesan	\$0.00
	Special	\$0.00	Maintenance	\$0.00
Attendance Week 5:				0
TOTALS	Regular	\$439.00	Diocesan	\$272.00
	Special	\$25.00	Maintenance	\$0.00
Attendance YTD:				29

Non-Contributors

Non-Contributors

Prints all families that have not contributed in this calendar year. Note- January MUST be closed before printing this report

Non Contributors Report				
20-Jan-10				
		Phone	Date of Last Contribution	
1025	Mr & Mrs Ronald F Cascade 45 Slave St. Suite 4 Hungary, MA 01195	555-999-0202	N	3/8/2005
1030	Mr. & Mrs. Richard Gingers 61 Walnut St. Your Town, MA 22022	413-555-1212	N	
1036	Mr & Mrs Michael J Pineman 19 Easy St. MyTown, MA 11025	413-555-1212	N	3/8/2005
1037	Ann M Blink 239 Slider Ln. MyTown, MA 11025	413-555-1212	N	5/5/2005
1050	Mr. & Mrs. Mark Snipper 40 Brickwood Ct. Your Town, MA 22022	413-555-1212	N	
1052	Mr. & Mrs. William Baker 18 Corner Rd. MyTown, MA 11025	413-555-1212	N	4/27/2003

Non-Contributor Labels

Non-Contributor Labels

Prints Labels for all families that have not contributed in this calendar year. Note- January MUST be closed before printing this report

Labels are standard format and not shown here.

Giving Report

Giving Report

Prints 2-3 year prior year giving reports

This utility allows you to compare contributions received in a variety of formats.

1- 2- and 3-year Comparisons

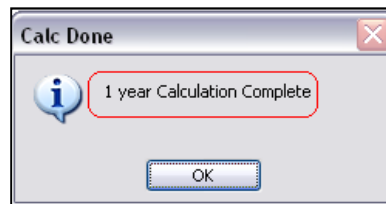
Select from the drop-down lists the years you wish to compare.

You do not need to select from all three lists.

Enter the dollar values you wish to see.

Choose 1- 2- or 3- year comparisons.

This or a similar window will appear:



Then choose Report or Labels as needed.

<i>Prior Year Funds Given</i>						
<i>Year(s):</i>		2006	1998	1997		
<i>Amounts:</i>		1	to	25		
<i>Family Number</i>	<i>Family Name</i>	<i>Street Name</i>	<i>Home Phone</i>	<i>Unlisted</i>	<i>Spouse Name</i>	<i>Date Joined parish</i>
2093	Mr. & Mrs. Donald J. August	51 Sunrise Dr.	413-555-1212	N		
<i>Amount by year:</i>		\$1.00	\$0.00	\$0.00	<i>Date of Last Contribution</i>	
1037	Ann M. Blink	239 Slider Ln.	413-555-1212	N		
<i>Amount by year:</i>		\$5.00	\$0.00	\$0.00	<i>Date of Last Contribution</i>	
3009	Mr. & Mrs. Wayne Alden	93 Gail St.	413-555-1212	Y		
<i>Amount by year:</i>		\$10.00	\$0.00	\$0.00	<i>Date of Last Contribution</i>	
1186	Mr. & Mrs. Kenneth Baker	199 Grove St.	413-555-1212	N		
<i>Amount by year:</i>		\$10.00	\$0.00	\$0.00	<i>Date of Last Contribution</i>	
<i>Grand Total</i>		20	0	0		

This is a sample of a 1-year comparison.
Labels are standard format and not shown here.

YTD Giving Report

Fund Prior Years

Giving Reports

Prior Yr: 2009 Prior Yr 2: 2010 Prior Yr3: 2013

Contributions between: \$10.00 and \$25.00

Note: for non-Contributors choose between -1 and 0

Calc for 1 year Calc for 2 years Calc for 3 years

Report Labels

YTD Giving Report

Date from: []

Date of Last Contribution Report Labels by date

Export Last Contribution Export Non Contributors

<i>Fund Giving Record: Year To Date</i>						
<i>Sort on Regular, descending value</i>		<i>Regular:</i>	<i>Special:</i>	<i>Diocesan:</i>	<i>Maintenance:</i>	<i>Date of Last Contribution:</i>
3310	Mr. & Mrs. Michael Cave 69 Redwood Rd. MyTown, MA 11025	\$80.00	\$0.00	\$0.00	\$0.00	1/24/2010
2345	Mr. & Mrs. Kenneth Coughna 33 Max Road MyTown, MA 11025	\$57.00	\$200.00	\$0.00	\$0.00	1/24/2010
1432	Mr & Mrs Paul A Cardola 72 St. Peter Ln. MyTown, MA 11025	\$50.00	\$2.00	\$0.00	\$0.00	1/24/2010
3793	Mr. James Cooper Jr. 246 Hampden St. Your Town, MA 22022	\$40.00	\$0.00	\$0.00	\$0.00	1/24/2010
2093	Mr. & Mrs. Donald J August 51 Sunrise Dr. MyTown, MA 11025	\$35.00	\$30.00	\$15.00	\$0.00	1/24/2010
1398	Mr. & Mrs. Timothy Bepine 61 Easy St. MyTown, MA 11025	\$30.00	\$1.00	\$0.00	\$0.00	1/24/2010
1171	Mr. & Mrs. James Adams 8 Church St. PO Box 1 Your Town, MA 22022	\$25.00	\$0.00	\$0.00	\$0.00	1/19/2010
1298	Mrs. Joi Blast 17 Alex Ave. 3rd floor Your Town, MA 22022	\$25.00	\$5.00	\$0.00	\$0.00	1/24/2010
1093	Mr. & Mrs. Patrick Bookman 92 Alex Ave. MyTown, MA 11025	\$25.00	\$2.00	\$0.00	\$0.00	1/24/2010
1025	Mr & Mrs Ronald F Cascade 45 Slave St Suite 4 Hungary, MA 01195	\$25.00	\$2.00	\$0.00	\$0.00	1/24/2010
3368	Mr. & Mrs. James A Construct 7 Henway Ln. MyTown, MA 11025	\$25.00	\$0.00	\$0.00	\$0.00	1/24/2010
2261	Mr. & Mrs. Kenneth A Copper 6 Penny Ln. MyTown, MA 11025	\$17.00	\$10.00	\$0.00	\$0.00	1/24/2010
3005	Mrs. Josephine Addition 582 Cranberry Ln. Apt. 5J MyTown, MA 11025	\$5.00	\$0.00	\$0.00	\$0.00	1/19/2010

Date of Last Contribution

This will tell you the date of the last contribution of each family beginning with today and going back as far as the **Date From** field.

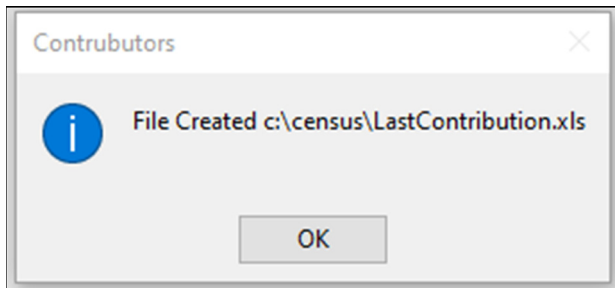
Date of Last Contribution			
Date of Last Contribution	Name	Address	City, State
1/19/2010			
1171	Mr. & Mrs. James Adams	8 Church St. PO Box 1	Your Town, MA 22022
3005	Mrs. Josephine Addition	582 Cranberry Ln. Apt. 5J	MyTown, MA 11025
3009	Mr. & Mrs. Wayne Alden	93 Gail St.	Your Town, MA 22022
2093	Mr. & Mrs. Donald J August	51 Sunrise Dr.	MyTown, MA 11025
1398	Mr. & Mrs. Timothy Bepine	61 Easy St.	MyTown, MA 11025
1298	Mrs. Joi Blast	17 Alex Ave. 3rd floor	Your Town, MA 22022
1093	Mr. & Mrs. Patrick Bookman	92 Alex Ave.	MyTown, MA 11025
1432	Mr. & Mrs. Paul A Cardola	72 St. Peter Ln.	MyTown, MA 11025
1025	Mr. & Mrs. Ronald F Cascade	45 Slave St. Suite 4	Hungary, MA 01195
3310	Mr. & Mrs. Michael Cave	69 Redwood Rd.	MyTown, MA 11025
3368	Mr. & Mrs. James A Construct	7 Hanway Ln.	MyTown, MA 11025
3793	Mr. James Cooper Jr.	246 Hampden St.	Your Town, MA 22022
2261	Mr. & Mrs. Kenneth A Copper Jr.	6 Penny Ln.	MyTown, MA 11025
2345	Mr. & Mrs. Kenneth Coughman	33 Max Road	MyTown, MA 11025
9/14/2006			
9402	Mr. & Mrs. Harold Badd	186 Cranberry Ln.	MyTown, MA 11025
5/5/2005			
1186	Mr. & Mrs. Kenneth Baker	199 Grove St.	Your Town, MA 22022
1037	Ann M Blink	239 Slider Ln.	MyTown, MA 11025
4/28/2005			
5094	Mr. James J Grant Jr.	21 Fifth Ave.	MyTown, MA 11025
7022	Mrs. Joan M Jackson	138 Laser Lane	MyTown, MA 11025
3/8/2005			
1036	Mr. & Mrs. Michael J Pineman	19 Easy St.	MyTown, MA 11025

Labels by Date

Click in **Date From** field. Using the calendar icon select your starting date.
Click on **Labels by date** and your report will appear:

Mr & Mrs David Adams 100 Main St Your Town, MA 01111	Mr. & Mrs. James R Adams Jr. 8 Church St. PO Box 1 Your Town, MA 22022	Mrs. Josephine Addition 582 Cranberry Ln. Apt. 5J MyTown, MA 11025
Mr. & Mrs. Wayne Alden 93 Gail St. Your Town, MA 22022	Mr. & Mrs. Donald J August 51 Sunrise Dr. MyTown, MA 11025	Mr. & Mrs. Kenneth Baker 199 Grove St. Your Town, MA 22022
Mr. & Mrs. Timothy Bepine 61 Easy St. MyTown, MA 11025	Mr. & Mrs. Patrick Bookman 92 Alex Ave. MyTown, MA 11025	Mr. & Mrs. Richard W Ginger 61 Walnut St. Apt R Your Town, MA 22022
Mr & Mrs Michael J Pineman 19 Easy St. MyTown, MA 11025		

Export Last Contribution

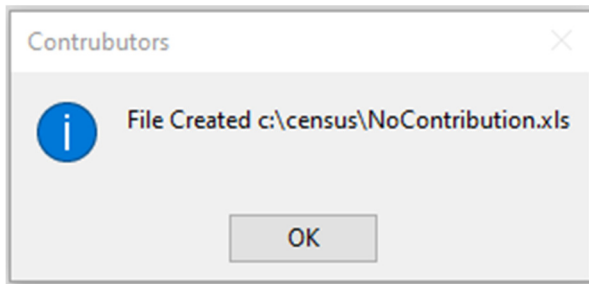


Clicking this button will create an Excel file in this directory.
Open the file and you will have an Excel worksheet like this example:

Date of Last Contribution	Family Number	FullName	FAddress	FCity	Family Name
10/5/2020	1172	Mr & Mrs David Adams	100 Main St	Your Town, MA 01111	Adams
10/5/2020	1171	Mr. & Mrs. James R Adams Jr.	8 Church St. PO Box 1	Your Town, MA 22022	Adams
10/5/2020	3005	Mrs. Josephine Addition	582 Cranberry Ln. Apt. 5J	MyTown, MA 11025	Addition
10/5/2020	3009	Mr. & Mrs. Wayne Alden	93 Gail St.	Your Town, MA 22022	Alden
10/5/2020	2093	Mr. & Mrs. Donald J August	51 Sunrise Dr.	MyTown, MA 11025	August
5/28/2020	1186	Mr. & Mrs. Kenneth Baker	199 Grove St.	Your Town, MA 22022	Baker
5/28/2020	1398	Mr. & Mrs. Timothy Bepine	61 Easy St.	MyTown, MA 11025	Bepine
5/28/2020	1093	Mr. & Mrs. Patrick Bookman	92 Alex Ave.	MyTown, MA 11025	Bookman
9/11/2018	1030	Mr. & Mrs. Richard W Ginger	61 Walnut St. Apt R	Your Town, MA 22022	Ginger
9/11/2018	1036	Mr & Mrs Michael J Pineman	19 Easy St.	MyTown, MA 11025	Pineman

You will then be able to use this file as needed.

Export Non-Contributors

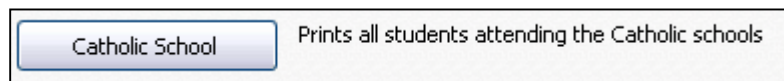


Clicking this button will create an Excel file in this directory.
Open the file and you will have an Excel worksheet like this example:

Family Number	Salutation	Head Of House Fname	Middle Init	Family Name	Name Suffix	Street Num	Street Name	P.O. Box	Town	State	Zip
1037		Ann	M	Blink		239	Slider Ln.		MyTown	MA	11025
1050	Mr. & Mrs.	Mark		Snipper		40	Brichwood Ct.		Your Town	MA	22022
1052	Mr. & Mrs.	William		Baker		18	Corner Rd.		MyTown	MA	11025
1054	Mr. & Mrs.	Charles		Monitor		24	Black St.		MyTown	MA	11025
1057		Christine		Grover		38	Bunny Dr.		Your Town	MA	22022
1061	Mrs.	Janet		Elmerson		10	Coffee Rd.		MyTown	MA	11025
1067	Mr. & Mrs.	Robert		Erichson		10	Penny Ln.		Your Town	MA	22022
1081	Mr & Mrs	Joseph		House		18	Maple Lane		Your Town	MA	22022
1082	Mr & Mrs	Joseph		House		163	Pine St		Your Town	MA	22022
1086	Mrs.	Edwin		Black		66	Cranberry Ln.		Your Town	MA	22022
1182	Mr. & Mrs.	Patrick		Master		29	Woods Ave.		MyTown	MA	11025
1203	Mrs.	Jayne		Lighter		55	Snowy Rd.		MyTown	MA	11025
1221	Mr & Mrs	Alan	E	Superson		1407	Maple St.		Your Town	MA	22022
1254	Mrs.	Lucy		Driver		74	Global Dr.		MyTown	MA	11025
1271	Mr	David	C	Liner		20	North St.		Your Town	MA	22022

You will then be able to use this file as needed.

Catholic School



This report is sorted by school, and then alphabetically by family. Also shows the amount of money contributed by each family. Catholic school reports found in other Census menus do NOT include financial information.

Catholic Schools					
24-Jan-10					
Catholic School	Name	Street Name	Home Phone	Unlisted	Grade
Blessed Sacrament					
	Family Name:	Binder	Giving:	\$0.00	
	<i>Binder, Allison</i>	19 Record St.	413-555-1212		6
	Family Name:	Cook	Giving:	\$0.00	
	<i>Cook, James</i>	271 Cranberry Ln.	413-555-1212		5
	Family Name:	Dorman	Giving:	\$0.00	
	<i>Dorman, Donald</i>	2 Cliff Dr.	413-555-1212		7
	Family Name:	Linderman	Giving:	\$0.00	
	<i>Linderman, Anthony</i>	15 Winterberry Cir.	413-555-1212		7
	<i>Linderman, Karlee</i>	15 Winterberry Cir.	413-555-1212		6
	Family Name:	Lynn-Masters	Giving:	\$0.00	
	<i>Lynn-Masters, Matthew</i>		413-555-1212	Y	4
	Family Name:	Nickerson	Giving:	\$0.00	
	<i>Nickerson, Abigail</i>	21 Deer Run Rd.	413-555-1212		8
Central Cath High					
	Family Name:	Banker	Giving:	\$0.00	
	<i>Banker, Karalyn</i>	14 Corner Rd.	413-555-1212		11
	Family Name:	Daniels	Giving:	\$0.00	
	<i>Daniels, Jeffrey</i>	19 Pine St.	413-555-1212		9

YTD Statement

YTD Statement	Prints a fund statement for the current calendar year. This will print totals for all closed months
---------------	---

This utility will produce a statement for YTD giving for each family within the selected range of envelope numbers. It is designed for families needing a partial giving report. This is NOT intended to be used for the annual year-end statements. Those are found in the Year End menu tab.

St. Columille Parish
1400 Saint Jude Ln.
Southbridge, MA 01544
 CONTRIBUTION STATEMENT As of 1/24/2010

Mr & Mrs Ronald Cascade
 45 Slave St.
 Suite 4
 Hungary, MA 01195

Family Number: 1025

Regular	\$70.00
Maintenance	\$0.00
Diocesan	\$52.00
Special	\$25.00

Total Contributions for the Year: \$147.00

Thank you for your support and contributions. If there are any questions regarding this statement, please call the Rectory Office, during scheduled hours, as soon as possible.

Year Comparison

Year Comparison

Compares 2 selected years

Prior Year to Current year

Fund History Selection

Prior Yr

vs

Current

Prior Yr 1

vs

Prior Yr 2

Funds Compare prior to current

Fam Num	Family Name	Spouse Name	Current		2006	
			Att	\$ amt	Att	\$ amt
1171	Adams, Mr. & Mrs. James		1	\$25.00	1	\$50.00
3005	Addition, Mrs. Josephine		1	\$5.00	1	\$50.00
3009	Alden, Mr. & Mrs. Wayne		0	\$10.00	1	\$10.00
2093	August, Mr. & Mrs. Donald J		3	\$100.00	1	\$1.00
9402	Badd, Mr. & Mrs. Harold		0	\$0.00	1	\$35.00
1186	Baker, Mr. & Mrs. Kenneth		0	\$0.00	0	\$10.00
1052	Baker, Mr. & Mrs. William		0	\$0.00	0	\$0.00
5244	Banker, Mr. & Mrs. Kevin		0	\$0.00	0	\$0.00
1398	Bepine, Mr. & Mrs. Timothy		2	\$31.00	0	\$0.00
5013	Binder, Mr. & Mrs. Richard		0	\$0.00	0	\$0.00
1086	Black, Mrs. Edwin		0	\$0.00	0	\$0.00
1298	Blast, Mrs. Joi		2	\$30.00	0	\$0.00
1037	Blink, Ann M		0	\$0.00	0	\$5.00
1093	Bookman, Mr. & Mrs. Patrick		2	\$27.00	0	\$0.00

Comparing 2 Prior Years

Fund Year Selection

Fund History Selection

Prior Yr

vs

Current

Preview Report

Prior Yr 1

2006

vs

Prior Yr 2

2004

Preview Report

Funds Compare prior vs prior

Fam Num	Family Name	Spouse Name	2006		2004	
			Att	\$ amt	Att	\$ amt
1171	Adams, Mr. & Mrs. James		1	\$50.00	11	779,720.00
3005	Addition, Mrs. Josephine		1	\$50.00	0	\$0.00
3009	Alden, Mr. & Mrs. Wayne		1	\$10.00	0	\$0.00
2093	August, Mr. & Mrs. Donald J		1	\$1.00	0	\$0.00
9402	Badd, Mr. & Mrs. Harold		1	\$35.00	0	\$0.00
1186	Baker, Mr. & Mrs. Kenneth		0	\$10.00	16	\$508.00
1052	Baker, Mr. & Mrs. William		0	\$0.00	16	\$1,154.00
5244	Banker, Mr. & Mrs. Kevin		0	\$0.00	4	\$2,780.00
1398	Bepine, Mr. & Mrs. Timothy		0	\$0.00	11	\$325.00
5013	Binder, Mr. & Mrs. Richard		0	\$0.00	0	\$0.00
1086	Black, Mrs. Edwin		0	\$0.00	16	\$20.00
1298	Blast, Mrs. Joi		0	\$0.00	0	\$0.00
1037	Blink, Ann M		0	\$5.00	1	\$55.00
1093	Bookman, Mr. & Mrs. Patrick		0	\$0.00	16	\$20.00
9506	Bookman, Mrs. William H		0	\$0.00	0	\$0.00
3180	Brenden, Mr. & Mrs. James		0	\$0.00	0	\$0.00

Monthly Range

Monthly Range	Shows the number of families for each contribution amount in a month
---------------	--

This report shows the number of families who contributed at all monetary levels for the current month:

Fund Breakdown by Monthly Contribution	
Monthly Contribution	Count Of Families
\$0.00	79
\$1.00	1
\$5.00	3
\$10.00	2
\$20.00	3
\$30.00	1
\$45.00	1

Yearly Range

Yearly Range	Shows the number of families for each contribution amount in a month
--------------	--

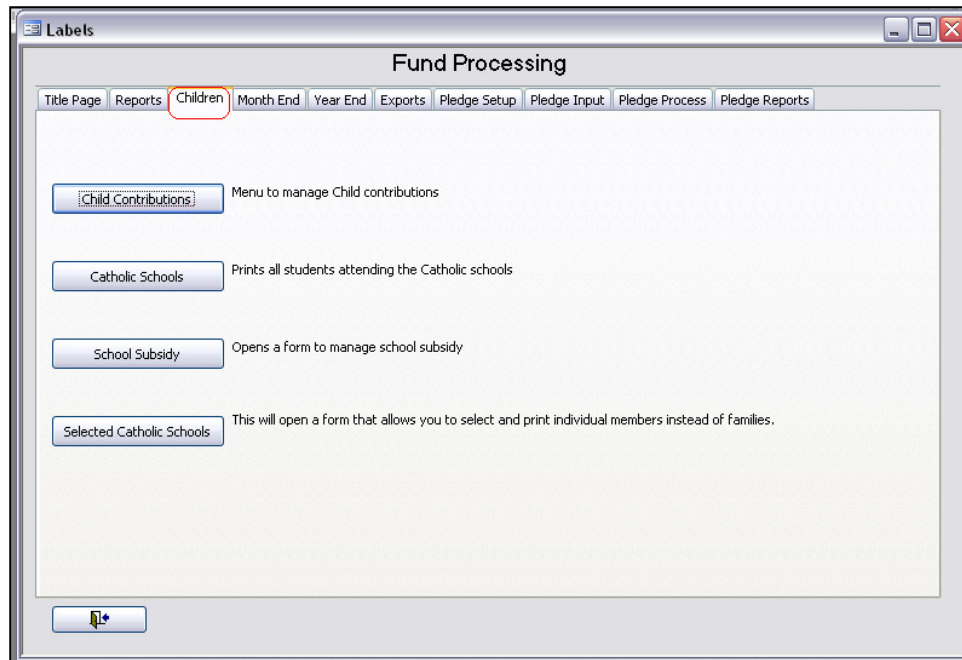
This report shows the number of families who contributed at all monetary levels for Year to Date:

Fund Breakdown by YTD Contribution	
YTD Contribution	Count Of Families
\$0.00	77
\$5.00	1
\$17.00	1
\$25.00	5
\$30.00	1
\$35.00	1
\$40.00	1
\$50.00	1
\$57.00	1
\$80.00	1

Children tab

In some parishes children's envelopes are issued and their contributions are tracked. This utility page makes the process easier.

Also included are utilities for tracking parental contributions for Catholic school subsidy payments.



Child Contributions

Some parishes use children's envelopes to encourage voluntary giving for their young people. Many envelope companies are able to supply the parishes with envelopes for this purpose. They come pre-numbered, but with no names on them. This utility will help you set up and maintain a record system for Child Contributions.



Clicking this button will open the window shown below:

Assign Numbers

The first step in setting up the Child Contributions is to assign the envelope numbers to each child.

Clicking Assign Numbers will open the following window:

Name	Child Envelope	Grade
Adams, Sam		3
Adams, Kristen	1	10
Baker, Andrew	3	10
Baker, Jordan	4	4
Baker, Christopher	2	9
Binder, Katelyn		2
Blest, Eric		2
Blest, Daniel	6	5
Browns, Shannon		-1
Browns, Alexander		7
Cardola, Derek	7	4
Cardola, Marina		2
Cook, Brittany	8	8
Copper, Thomas	10	5
Coughman, Jeffrey		2
Coughman, Laura		0
Cracola, Christopher		9

Record: 1 of 67

All the children in the parish are shown with their grade. Just click in the **Child Envelope** field and enter the number. Be careful not to duplicate any number. Pressing Tab or Enter will move the cursor down one line remaining in the **Child Envelope** field.

Enter Contributions

Child Contributions

Assign Numbers Enter Contributions

Entering contributions works much like the regular fund entry. All you need is the envelope number and the amount contributed. You may want to consider entering the envelopes in batches as described in the **Input Data** section above.

Click **Enter Contributions** to open the following window:

Env Number	Amount	Date	
1	\$1.00	1/25/2010	Adams, Kristen
2	\$0.50	1/25/2010	Baker, Christopher
4	\$2.00	1/25/2010	Baker, Jordan
5	\$1.00	1/25/2010	Bepine, Michael
7	\$1.25	1/25/2010	Cardola, Derek

Total This Run: \$5.75

Record: 6 of 6

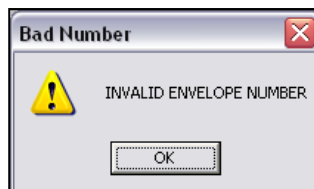
When you open the window the week field contains the date from your computer's clock. You may change it, but you must also change the date in the first **Date** entry field only. Once it is changed, it will automatically appear as each line opens.

Enter the envelope number in the **Env Number** field and press Tab or Enter. The Name will appear to the right, and the cursor moves to **Amount**.

Enter the amount. Dollar sign will be automatic, but use the decimal point. Press Tab or Enter. Cursor moves to the **Date** field. The date will be filled in, and can be changed if needed. Press Tab or Enter to move to the next envelope number.

Invalid Envelope Number

As described in the previous section, if you enter an invalid envelope number, this error message will appear:



Simply click OK to clear the box, remove the bad number and proceed.

Env Number	Amount	Date
1	\$1.00	1/25/2010
2	\$0.50	1/25/2010
4	\$2.00	1/25/2010
5	\$1.00	1/25/2010
7	\$1.25	1/25/2010
Total This Run \$5.75		

When you finish inputting the envelopes, click OK to close the window. There are no automatic reports upon closing.

Reports

A limited number of reports are available for this utility.

Detail Report

Enter a start date and an end date and click Detail Report. The following report will be produced:

<i>Child contribution report</i>		
<i>Child Envelope</i>	<i>Name</i>	<i>Grade</i>
1	Adams, Kristen	10
	<i>Contribution Date</i>	<i>Contribution Amount</i>
	12/20/2009	\$1.00
	1/10/2010	\$1.00
	1/25/2010	\$1.00
Sum		\$3.00
2	Baker, Christopher	9
	<i>Contribution Date</i>	<i>Contribution Amount</i>
	12/20/2009	\$1.00
	1/10/2010	\$0.50
	1/25/2010	\$0.50
Sum		\$2.00
3	Baker, Andrew	10
	<i>Contribution Date</i>	<i>Contribution Amount</i>
	12/20/2009	\$2.50
Sum		\$2.50

This report is sorted by envelope number and displays the child's name and grade, date and amount of each contribution, plus a running total.

Summary by Month

Clicking this button will produce the following report:

<i>Child Contributions Summary</i>	
<i>Contribution by Month</i>	<i>Contribution Amount</i>
<i>October 2003</i>	
Sum	\$5.50
<i>November 2003</i>	
Sum	\$7.00
<i>December 2003</i>	
Sum	\$2.75
<i>March 2004</i>	
Sum	\$5.75
<i>May 2004</i>	
Sum	\$6.50
<i>September 2004</i>	
Sum	\$8.00
<i>December 2004</i>	
Sum	\$16.75
<i>December 2009</i>	
Sum	\$8.25
<i>January 2010</i>	
Sum	\$12.35
Grand Total	\$72.85

This report gives a total amount of children's contributions per month sorted by year. If a month goes by with no contributions, it will not appear on the report. A grand total appears on the bottom of the last page.

Report by Name

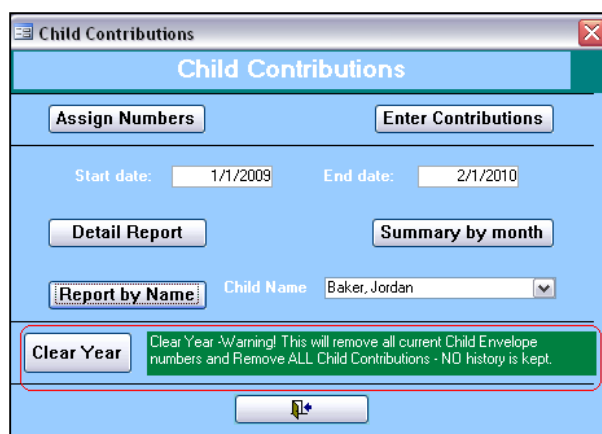
This report gives a summary of all contributions received from a single child.

Select a name from the drop-down list and then click the Report by Name button to produce the following report:

Child Contribution Report by Name		
Child Envelope	Name	Grade
4	Baker, Jordan	4
Contribution Date		Contribution Amount
12/20/2009		\$2.00
1/25/2010		\$2.00
Sum		\$4.00
Grand Total		\$4.00

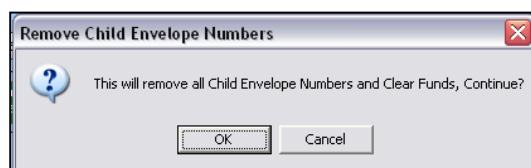
Clear Year

WARNING: Use this option only when you want to completely remove all child contribution data. **Once removed, it cannot be recovered** except by using a backup copy of the database. ***There is NO history file.***



The 'Child Contributions' window has a title bar with a close button. Below the title bar is a blue header with the text 'Child Contributions'. The main area contains several buttons: 'Assign Numbers' and 'Enter Contributions' at the top; 'Start date: 1/1/2009' and 'End date: 2/1/2010' in the middle; 'Detail Report' and 'Summary by month' below that; 'Report by Name' and a dropdown menu showing 'Child Name: Baker, Jordan'; and a 'Clear Year' button at the bottom left. A green warning box is overlaid on the 'Clear Year' button, containing the text: 'Clear Year -Warning! This will remove all current Child Envelope numbers and Remove ALL Child Contributions - NO history is kept.' A small icon with a plus sign is at the bottom center.

Click on **Clear Year**. The following warning will appear:

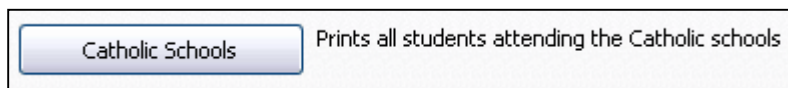


The 'Remove Child Envelope Numbers' dialog box has a title bar with a close button. It contains a question mark icon and the text: 'This will remove all Child Envelope Numbers and Clear Funds, Continue?'. At the bottom are 'OK' and 'Cancel' buttons.

Click OK to complete the command. No other window will appear.

Catholic Schools

This is a duplicate report found also on the Report Tab on this menu. Included here as a convenience.



A button labeled 'Catholic Schools' is shown next to the text 'Prints all students attending the Catholic schools'.

Clicking this button opens the following report:

Catholic Schools					
26-Jan-10					
Catholic School	Name	Street Name	Home Phone	Unlisted	Grade
Blessed Sacrament					
	Family Name:	Binder	Giving:	\$0.00	
	<i>Binder, Allison</i>	19 Record St.	413-555-1212		6
	Family Name:	Cook	Giving:	\$0.00	
	<i>Cook, James</i>	271 Cranberry Ln.	413-555-1212		5
	Family Name:	Dorman	Giving:	\$0.00	
	<i>Dorman, Donald</i>	2 Cliff Dr.	413-555-1212		7
	Family Name:	Linderman	Giving:	\$0.00	
	<i>Linderman, Anthony</i>	15 Winterberry Cir.	413-555-1212		7
	<i>Linderman, Karlee</i>	15 Winterberry Cir.	413-555-1212		6
	Family Name:	Lynn-Masters	Giving:	\$0.00	
	<i>Lynn-Masters, Matthew</i>		413-555-1212	Y	4
	Family Name:	Nickerson	Giving:	\$0.00	
	<i>Nickerson, Abigail</i>	21 Deer Run Rd.	413-555-1212		8
Central Cath High					
	Family Name:	Banker	Giving:	\$0.00	
	<i>Banker, Karalyn</i>	14 Corner Rd.	413-555-1212		11

Entering information for the Catholic School & School Subsidy reports.

In the main database, open **View/Edit**. From the **Family Membership Record** page, select the family you need, choose the members button at the bottom. Select the member you need. Go to the **Religious Education** button (shown).

In the box indicated below, enter in the information you have for this person. Once entered, you will find the data on the **School Subsidy** report.

MEMBER

SACRAMENTS

Religious Education

Education Information

Currently in Religious Education

Record Card

Select Option: N

Y (Yes)
N (No)
T (Teacher)
A (Aide)

Record Card Printed: ☒

Date:

R. E. Grade:

R.E. Room:

R.E. Section:

R.E. Special Needs: Y Needs extra lighting

Home Class: ☐

Home Class Address:

Home Class Phone:

Catholic School: ☒ St. Thomas

Catholic School Subsidy

Year	Catholic School	Subsidy Amount
2019	St. Thomas	\$250.00
2020	St. Thomas	\$275.00

Public School:

School Grade: 9

School Subsidy

School Subsidy	Opens a form to manage school subsidy
----------------	---------------------------------------

Select Subsidy Years

Select Years for Catholic School Subsidy

Start Year

End Year:

Report

Close Form

Enter the start year and end year you desire. For this example, we chose 2018 and 2020.

You will see the following report:

<i>Catholic School Subsidy Report</i>				
<i>Year</i>	<i>Catholic School</i>	<i>Last name</i>	<i>First name</i>	<i>Subsidy Amount</i>
2018				
	<i>St. John's Collab</i>			
		Addison	Roger	\$ 125.00
		<i>St. John's Collab - Total</i>		\$ 125.00
		2018 - Total		\$ 125.00
2019				
	<i>St. John's Collab</i>			
		Addison	Roger	\$ 210.00
		<i>St. John's Collab - Total</i>		\$ 210.00
	<i>St. Thomas</i>			
		Adams	Kristen	\$ 250.00
		<i>St. Thomas - Total</i>		\$ 250.00
		2019 - Total		\$ 460.00
2020				
	<i>St. John's Collab</i>			
		Addison	Roger	\$ 275.00
		<i>St. John's Collab - Total</i>		\$ 275.00
	<i>St. Thomas</i>			
		Adams	Kristen	\$ 275.00
		<i>St. Thomas - Total</i>		\$ 275.00
		2020 - Total		\$ 550.00

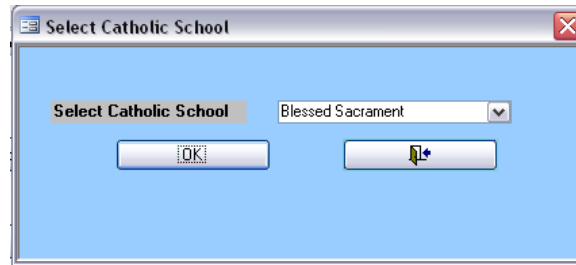
Selected Catholic Schools

This will allow you to print out the names of the students attending the school selected from a drop-down list.

Selected Catholic Schools

This will open a form that allows you to select and print individual members instead of families.

Clicking this button opens the following window:



Choose a school from the drop-down list and click OK to open the following report:

Catholic Schools						
Catholic School	Name	Street Name	Home Phone	Unlisted	Grade	
St. Mary						
Family Name	King	Giving	\$0.00			
King, Maximilian		27 Neverending Rd.	413-555-1212	Y	5	
King, Bianca		27 Neverending Rd.	413-555-1212	Y	6	
Family Name	Lyons	Giving	\$0.00			
Lyons, Stephen		30 Sunset Ln.	413-555-1212		6	
Total:	3					

Month End

This page contains reports and utilities necessary to close each month and produce monthly reports.

The screenshot shows a window titled "Funds" with a sub-header "Fund Processing". Below the header is a menu bar with options: Title Page, Reports, Children, Month End, Year End, Exports, Pledge Setup, Pledge Input, Pledge Process, Pledge Reports, and Setup. The "Month End" option is selected. The main area contains several buttons and their descriptions:

- Month End**: Month End report, shows each family and amount given this month and year to date
- Month End > 0**: Month End report, shows each family and amount given this month and year to date, Same as option 2, but only families with a contributions > 0
- Month End By Parish**: Month End report, grouped by the "prior Parish" Field
- Summary Page**: Prints 1 page summary only
- Close Month**: This clears all amounts from current month adding them to the year to date amounts.

Month End Report

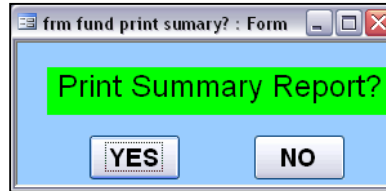
The screenshot shows a button labeled "Month End Rpt" with the description: "Month End report, shows each family and amount given this month and year to date".

Clicking this button produces the following report:

MONTHLY CONTRIBUTION REPORT							
May							
1172 Mr & Mrs David Adams			Telephone:	Unlisted?	YTD		
100 Main St					TOT		
Your Town, MA 01111						\$0.00	
Regular	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Diocesan			\$0.00		Special	\$0.00	
1171 Mr. & Mrs. James Adams			Telephone:	413-444-2323	Unlisted? N	YTD	
8 Church St						TOT	
Your Town, MA 22022							\$25.00
Regular	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	
Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Diocesan			\$0.00		Special	\$0.00	
3005 Mrs. Josephine Addition			Telephone:	413-555-1212	Unlisted? N	YTD	
582 Cranberry Ln						TOT	
MyTown, MA 11025							\$5.00
Regular	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Diocesan			\$0.00		Special	\$0.00	

Print Summary Report (optional)

Some of the reports produced in this section will ask you if you wish to print a summary report. Regardless which report you are creating, the Summary Report is the same if the data has not changed.

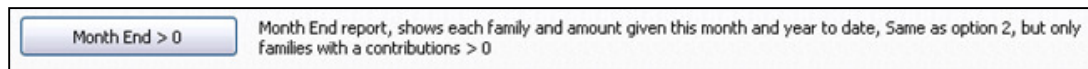


Click YES will produce the following report:

MONTHLY TOTALS					
<i>May</i>					
Total Contributions by Week:	Regular		Maintenance		
Week					
1	\$136.00		\$0.00		
2	\$25.00		\$0.00		
3	\$10.00		\$0.00		
4	\$0.00		\$0.00		
5	\$0.00		\$0.00		
Totals:	\$171.00		\$0.00		
Diocesan	\$50.00		Special	\$25.00	
Year to Date Totals:	Regular	Maintenance	Diocesan	Special	Totals:
Last Month End YTD:	\$439.00	\$0.00	\$272.00	\$25.00	\$736.00
Totals This Month:	\$171.00	\$0.00	\$50.00	\$25.00	\$246.00
New YTD:	\$610.00	\$0.00	\$322.00	\$50.00	\$982.00
Total Unique Envelopes used for month:		11			
Total contributions for month:		\$246.00			
Average Amount per family per month:		\$22.36			

Month End > 0

This report is the same as the one above but with all zero contributors removed.



Clicking this button produces the following report:

Monthly Fund Report Amounts > 0 ONLY						
May						
Number	Name	Regular	Diocesan		Special	Attendance
				Maintenance		
1171	James Adams	\$0.00	\$0.00	\$0.00	\$0.00	Sun. Attend. 0
	YTD Total	\$25.00	\$25.00	\$0.00	\$0.00	YTD Attend. 1
3005	Josephine Addition	\$0.00	\$0.00	\$0.00	\$0.00	Sun. Attend. 0
	YTD Total	\$5.00	\$0.00	\$0.00	\$0.00	YTD Attend. 1
3009	Wayne Alden	\$0.00	\$0.00	\$0.00	\$0.00	Sun. Attend. 0
	YTD Total	\$10.00	\$0.00	\$10.00	\$0.00	YTD Attend. 0
2093	Donald August	\$1.00	\$0.00	\$0.00	\$0.00	Sun. Attend. 1
	YTD Total	\$101.00	\$35.00	\$50.00	\$15.00	YTD Attend. 4
1398	Timothy Bepine	\$10.00	\$0.00	\$0.00	\$0.00	Sun. Attend. 1
	YTD Total	\$41.00	\$30.00	\$1.00	\$0.00	YTD Attend. 3
1298	Joi Blast	\$20.00	\$0.00	\$0.00	\$0.00	Sun. Attend. 1
	YTD Total	\$50.00	\$25.00	\$5.00	\$0.00	YTD Attend. 3

Month End by Parish

Month End report, grouped by the "prior Parish" Field

Clicking this button opens the following report:

Number	Name	Regular	Diocesan		Special	Attendance
				Maintenance		
Blessed Sacrament						
2093	Donald August	\$1.00	\$0.00	\$0.00	\$0.00	Sun. Attend. 1
	YTD Total	\$101.00	\$35.00	\$50.00	\$15.00	YTD Attend. 4
1398	Timothy Bepine	\$10.00	\$0.00	\$0.00	\$0.00	Sun. Attend. 1
	YTD Total	\$41.00	\$30.00	\$1.00	\$0.00	YTD Attend. 3
Blessed Sacrament		\$142.00				

Summary Page

This produces the same summary page that was optional in previous descriptions.

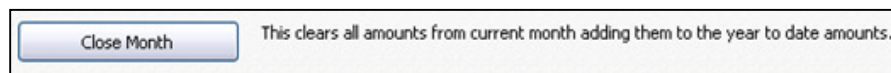
Prints 1 page summary only

Clicking this button opens the following report:

MONTHLY TOTALS					
<i>May</i>					
Total Contributions by Week:		Regular	Maintenance		
Week					
1		\$136.00		\$0.00	
2		\$25.00		\$0.00	
3		\$10.00		\$0.00	
4		\$0.00		\$0.00	
5		\$0.00		\$0.00	
Totals:		\$171.00		\$0.00	
Diocesan		\$50.00	Special		\$25.00
Year to Date Totals:		Regular	Maintenance	Diocesan	Special
Last Month End YTD:		\$439.00	\$0.00	\$272.00	\$25.00
Totals This Month:		\$171.00	\$0.00	\$50.00	\$25.00
New YTD:		\$610.00	\$0.00	\$322.00	\$50.00
Total Unique Envelopes used for month:		11			
Total contributions for month:		\$246.00			
Average Amount per family per month:		\$22.36			

Close Month

This function clears all the amounts for the current month, updates the database to year-to-date and allows you to change the accounting month from a drop-down list.

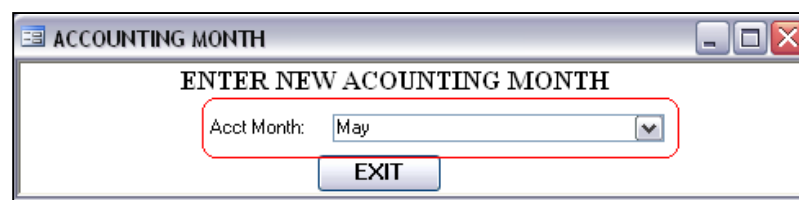


Clicking this button opens this window:



Clicking Cancel closes the window and no action is taken.

Clicking OK will update the database, close the month and open this window:



The **existing** accounting month appears in the drop-down window. You must change the month from this list, and click Exit.

Year End

This closes all records for the calendar year. All final records are moved to a year-end file and the current year is cleared out to make room for the new year.

Important note: before closing the year, *the final month must also be cleared*. Should you close the year first, December will be missing from the totals.

The screenshot shows the 'Fund Processing' window with the 'Year End' tab active. The 'Close Year' button is highlighted, and its tooltip reads: 'Closes the year by moving all final records to a year end file and clearing out the current year so a new year can be started. MUST be done before printing statements.' Below this is the 'Statements' button with the tooltip 'Options for printing year end statements'. Further down, a note states: 'This allows you to edit amounts after a year end close. This will affect only statements produced from this screen. Choose a family and year to edit.' This is followed by two dropdown menus for 'Fund Year' and 'Family Name', and an 'Edit Statement' button.

Close Year

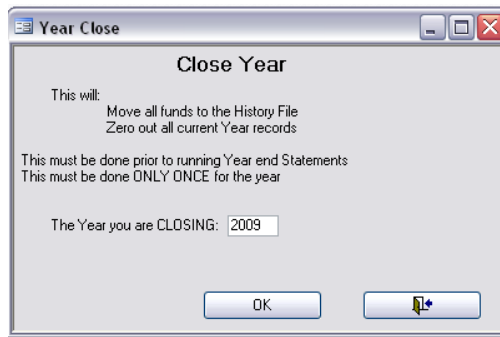
This block shows a close-up of the 'Close Year' button and its tooltip. The button is labeled 'Close Year' and the tooltip text is: 'Closes the year by moving all final records to a year end file and clearing out the current year so a new year can be started. MUST be done before printing statements.'

We highly suggest that you do a backup of your database before closing the year.

Use caution. Be sure the final month is closed.

Do NOT close the year twice.

Once the year is closed, it cannot be reopened.

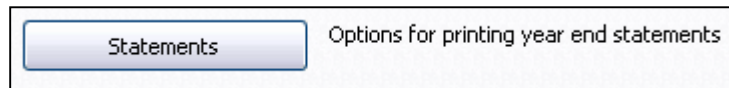


The closed year is saved to a history file to be recalled by some of the financial utilities including tax statements.

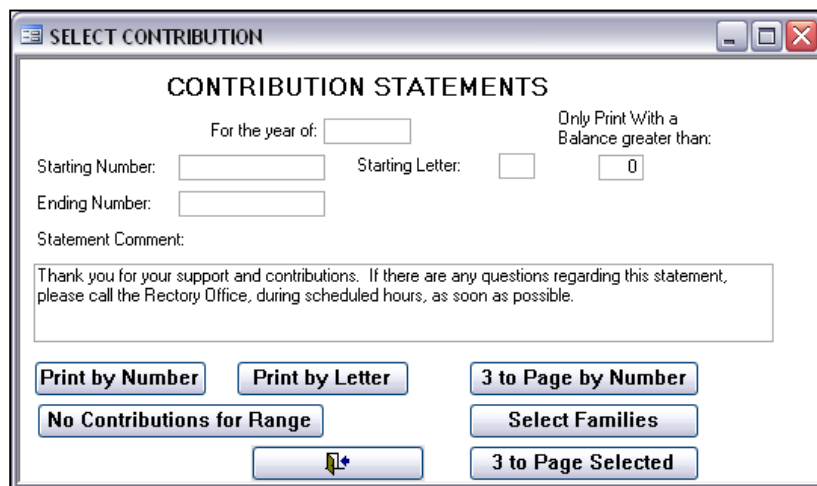
Statements

This utility allows you to print year-end tax statements for your parishioners. There are multiple options to make this task easy to control since your time is valuable.

Important: Before you begin printing statements, you **MUST** have closed the final month (December) and close the year. You may have to delay closing the year until all Christmas and last Sunday of the calendar year envelopes are collected and recorded. Once you close the year, it cannot be reopened.



Clicking this button opens the following window:



Preparing the Statements

SELECT CONTRIBUTION

CONTRIBUTION STATEMENTS

For the year of: 2008

Starting Number: 1000 Starting Letter: [] Only Print With a Balance greater than: 0

Ending Number: 1200

Statement Comment:

Thank you for your support and contributions. If there are any questions regarding this statement, please call the Rectory Office, during scheduled hours, as soon as possible.

Print by Number Print by Letter 3 to Page by Number

No Contributions for Range Select Families

3 to Page Selected

Statement Comment

Click in this box to edit the message that will appear on all single page statements.

Entering the data

Begin by entering in the *tax year* for the statements. Remember the year closed is the previous year, so in 2010, you will be entering in 2009.

To help you run statements in small manageable batches:

- Enter in a range of envelope numbers and press **Print by Number**
This option prints all statements within the selected range
OR
- Enter in a first letter and **Print by Letter**
This option prints **only** statements with the family name beginning with this letter.

This is a sample report produced by all options except 3/page.

St. Columille Parish
1400 Saint Jude Ln.
Southbridge, MA 01544

CONTRIBUTION STATEMENT for the year of: 1/1/2009 to 12/31/2009

Mr & Mrs Ronald Cascade
45 Slave St.
Suite 4
Hungary, MA 01195

Family Number: 1025

Regular	\$70.00
Maintenance	\$0.00
Diocesan	\$52.00
Special	\$25.00

Total Contributions for the Year: \$147.00

Thank you for your support and contributions. If there are any questions regarding this statement, please call the Rectory Office, during scheduled hours, as soon as possible.

Only Print with a Balance Greater Than

This is a data limiter. It allows you to print reports with a balance greater than a stated value. It applies to all options on this function screen. The default is zero which eliminates all non-contributors. They will not print. Some parishes desire to print only those who contribute \$100 or more. Simply change the value to 100 and choose your option.

SELECT CONTRIBUTION

CONTRIBUTION STATEMENTS

For the year of: 2009

Starting Number: 1200 Starting Letter: C

Ending Number: 1800

Statement Comment:

Thank you for your support and contributions. If there are any questions regarding this statement, please call the Rectory Office, during scheduled hours, as soon as possible.

Only Print With a Balance greater than: 0

Print by Number Print by Letter 3 to Page by Number

No Contributions for Range Select Families

3 to Page Selected

#Error

CONTRIBUTION STATEMENT for the year of: 1/1/2009 to 12/31/2009

#Error
#Error
#Error

Family Number:

If you have a report that shows this condition, it indicates that there is no data for the given criteria. Just close the window and alter your options to continue.

No Contributions for Range

This produces a report showing all zero contributors for the year within the number range you select.



Clicking this button produces this report:

<i>No Contributions on File</i>			
<i>For Year 2009</i>			
<i>Number</i>	<i>Name</i>	<i>Street Name</i>	<i>Town</i>
1203	Mrs. Jayne Lighter	55 Snowy Rd.	MyTown, 11025
1221	Mr & Mrs Alan E Superson	1407 Maple St.	Your Town, 22022
1254	Mrs. Lucy Driver	74 Global Dr.	MyTown, 11025
1271	Mr David C Liner	20 North St.	Your Town, 22022
1296	Mr & Mrs William J Dawn	1781 Eastern Ln.	MyTown, 11025
1325	Mr & Mrs Denis M LaRoche Sr.	28 Bunny Dr.	MyTown, 11025
1392	Mr & Mrs John M Trainer	94 Walnut St.	MyTown, 11025
1410	Mr & Mrs Thomas F Nickelson	42 Cotton Row	Your Town, 22022

3 to a Page

These options allow you to save paper and print three families to a single page. Once printed they can be cut and places in a #10 window envelope, or placed in a standard envelope and addressed by hand or by label.

Here is a sample report:

St. Columbkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544	CONTRIBUTION STATEMENT for the year of: 1/1/2009 to 12/31/2009 Family Number: 1171 Year-to-Date Totals										
Mr. & Mrs. James Adams 8 Church St. PO Box 1 Your Town, MA 22022	<table><tr><td>Regular</td><td>Diocesan</td></tr><tr><td>\$25.00</td><td>\$0.00</td></tr><tr><td>Special</td><td>Maintenance</td></tr><tr><td>\$0.00</td><td>\$0.00</td></tr><tr><td>Total Contributions:</td><td>\$25.00</td></tr></table> <p><i>Thank you for your support and contributions. If there are any questions regarding this statement, please call the Rectory Office, during scheduled hours, as soon as possible.</i></p>	Regular	Diocesan	\$25.00	\$0.00	Special	Maintenance	\$0.00	\$0.00	Total Contributions:	\$25.00
Regular	Diocesan										
\$25.00	\$0.00										
Special	Maintenance										
\$0.00	\$0.00										
Total Contributions:	\$25.00										

St. Columbkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544	CONTRIBUTION STATEMENT for the year of: 1/1/2009 to 12/31/2009 Family Number: 2093 Year-to-Date Totals										
Mr. & Mrs. Donald August 51 Sunrise Dr. MyTown, MA 11025	<table><tr><td>Regular</td><td>Diocesan</td></tr><tr><td>\$36.00</td><td>\$30.00</td></tr><tr><td>Special</td><td>Maintenance</td></tr><tr><td>\$15.00</td><td>\$0.00</td></tr><tr><td>Total Contributions:</td><td>\$101.00</td></tr></table> <p><i>Thank you for your support and contributions. If there are any questions regarding this statement, please call the Rectory Office, during scheduled hours, as soon as possible.</i></p>	Regular	Diocesan	\$36.00	\$30.00	Special	Maintenance	\$15.00	\$0.00	Total Contributions:	\$101.00
Regular	Diocesan										
\$36.00	\$30.00										
Special	Maintenance										
\$15.00	\$0.00										
Total Contributions:	\$101.00										

St. Columbkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544	CONTRIBUTION STATEMENT for the year of: 1/1/2009 to 12/31/2009 Family Number: 3005 Year-to-Date Totals										
Mrs. Josephine Addition 582 Cranberry Ln. Apt. 5J MyTown, MA 11025	<table><tr><td>Regular</td><td>Diocesan</td></tr><tr><td>\$5.00</td><td>\$0.00</td></tr><tr><td>Special</td><td>Maintenance</td></tr><tr><td>\$0.00</td><td>\$0.00</td></tr><tr><td>Total Contributions:</td><td>\$5.00</td></tr></table> <p><i>Thank you for your support and contributions. If there are any questions regarding this statement, please call the Rectory Office, during scheduled hours, as soon as possible.</i></p>	Regular	Diocesan	\$5.00	\$0.00	Special	Maintenance	\$0.00	\$0.00	Total Contributions:	\$5.00
Regular	Diocesan										
\$5.00	\$0.00										
Special	Maintenance										
\$0.00	\$0.00										
Total Contributions:	\$5.00										

Select Families/3 to a Page Selected

This option opens a window where you can select just the families you want to print.

Print by Number	Print by Letter	3 to Page by Number
No Contributions for Range		Select Families
		3 to Page Selected

Clicking the **Select Families** button opens the following window:

The 'Select Statements' window displays a table with the following data:

Family Name	Family Number	Print	
Adams	James	1171	<input checked="" type="checkbox"/>
Adams	David	1172	<input type="checkbox"/>
Addition	Josephine	3005	<input checked="" type="checkbox"/>
Alden	Wayne	3009	<input type="checkbox"/>
August	Donald	2093	<input checked="" type="checkbox"/>
Badd	Harold	9402	<input type="checkbox"/>
Baker	William	1052	<input type="checkbox"/>
Baker	Kenneth	1186	<input checked="" type="checkbox"/>
Banker	Kevin	5244	<input type="checkbox"/>
Bepine	Timothy	1398	<input type="checkbox"/>
Binder	Richard	5013	<input type="checkbox"/>
Black	Edwin	1086	<input type="checkbox"/>
Blast	Joi	1298	<input type="checkbox"/>
Blink	Ann	1037	<input checked="" type="checkbox"/>
Bookman	Patrick	1093	<input type="checkbox"/>

At the bottom, there is a record navigation bar showing 'Record: 5 of 89' and a 'Print Selected' button.

Click in the **Print** column the names you wish to print, close the window, and click the **Print Selected** button to print the reports.

3 to Page by Number

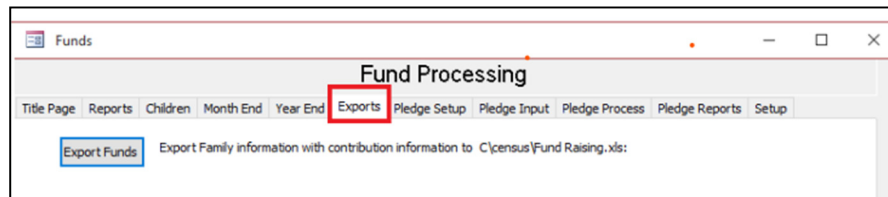
The 'SELECT CONTRIBUTION' window contains the following fields and buttons:

- For the year of:** 2009
- Only Print With a Balance greater than:** 0
- Starting Number:** 1200
- Ending Number:** 1800
- Starting Letter:** C
- Statement Comment:** Thank you for your support and contributions. If there are any questions regarding this statement, please call the Rectory Office, during scheduled hours, as soon as possible.
- Buttons:**
 - Print by Number
 - Print by Letter
 - 3 to Page by Number** (highlighted with a red box)
 - No Contributions for Range
 - Select Families
 - 3 to Page Selected

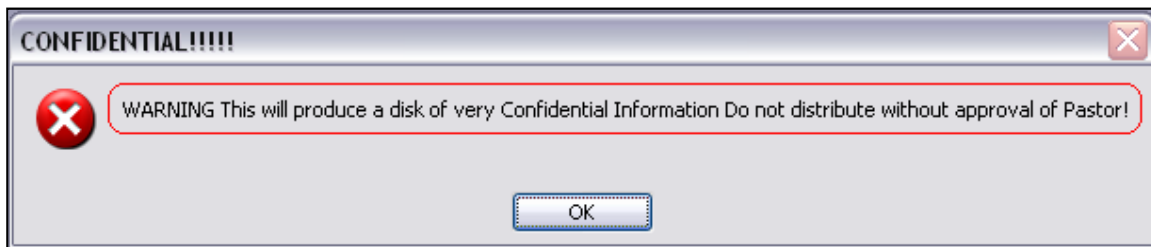
Enter in the number range you need and click the **3 to Page by Number** button to produce the reports.

Exports

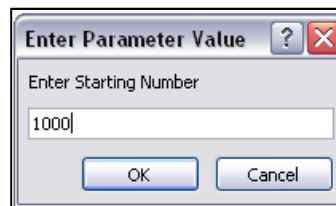
This function will produce an .xls (Excel) file and a printed report for Fund Raising.



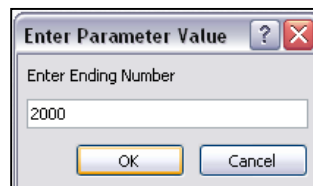
Clicking brings up this important warning:



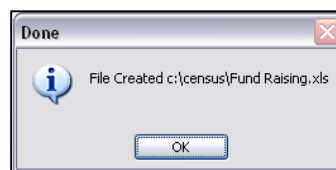
Click OK to continue. These windows will appear:



Enter the starting envelope number and click OK



Enter the ending envelope number and click OK and this window will appear.



Also, the following report will appear which can be printed.
Please remember this is confidential information.

<i>Fund Raising List</i>							
<i>Amount</i>	<i>Name</i>	<i>Street</i>	<i>P#</i>	<i>O#</i>	<i>Box</i>	<i>Home</i>	<i>Phone</i>
\$0.00	Mr. & Mrs. Roland Smithson	44Roberts Rd.			MyTown MA 11025	413-555-1212	
\$0.00	Mr. & Mrs. Richard Gingers	61Walnut St.			Your Town MA 22022	413-555-1212	
\$0.00	Mr. & Mrs. Michael J Pineman	19Easy St.			MyTown MA 11025	413-555-1212	
\$0.00	Ann M Blink	239Slider Ln.			MyTown MA 11025	413-555-1212	
\$0.00	Mr. & Mrs. Mark Snipper	40Brichwood Ct.			Your Town MA 22022	413-555-1212	
\$0.00	Mr. & Mrs. William Baker	18Corner Rd.			MyTown MA 11025	413-555-1212	
\$0.00	Mr. & Mrs. Charles Monitor	24Black St.			MyTown MA 11025	413-555-1212	
\$0.00	Christine Grover	38Bunny Dr.			Your Town MA 22022	413-555-1212	
\$0.00	Mrs. Janet Elmerson	10Coffee Rd.			MyTown MA 11025	413-555-1212	
\$0.00	Mr. & Mrs. Robert Erichson	10Penny Ln.			Your Town MA 22022	413-555-1212	

This completes the chapter on the
 Funds Menu.
 Please contact Raiche Consultants, Inc.
 if you have any questions or concerns.