



 Owner's Manual

Church Census System

Funds Menu



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Raiche Consultants Church Census System Owner's Manual

Funds Menu



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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 very 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

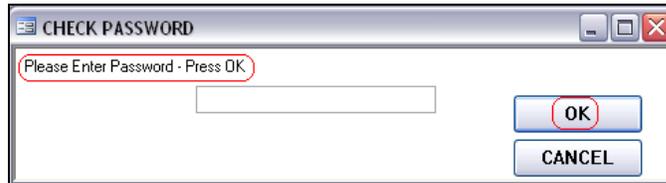
Should you need to change the password, this is done under System Tools. See the System Tools manual for details. The password can combine alphabetical and numerical characters. **Maximum size of the password is 15 characters.**

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.



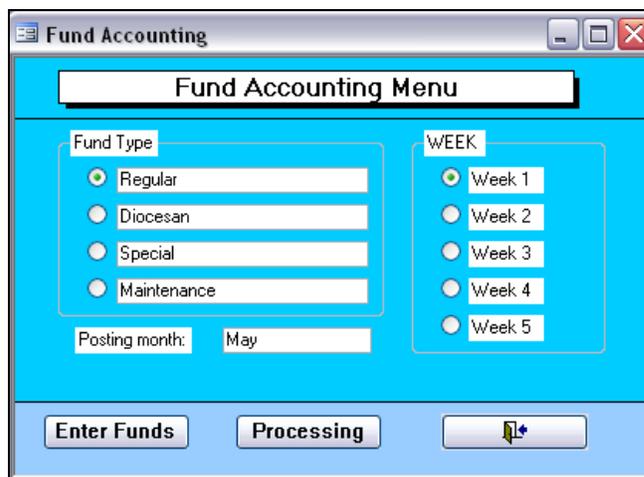
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If you enter an incorrect password, this warning window opens. Click OK to close this window. To enter another password, clear the password field and enter the correct password.



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The correct password will open this window:



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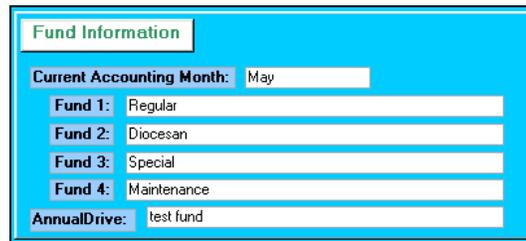
This is the main Fund Accounting Menu. From here you select the type of fund you are recording and the calendar week.

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.

Please note: The names of these collections can be changed *only once* in a calendar year. Once you change the name and begin to enter funds, you cannot change the name again. If you do you will lose all the data prior to the name change.

From the Main Screen, go to *Manage Census > Table Update > Parish Info* (see below). Click in the desired field and change the name.



Fund Information	
Current Accounting Month:	May
Fund 1:	Regular
Fund 2:	Diocesan
Fund 3:	Special
Fund 4:	Maintenance
Annual Drive:	test fund

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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.

Selection of Week

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

Input Data

Once you have selected the type of fund and the calendar week, click the Enter funds icon to open this screen:

Env Number	Amount	Family Name and Address
1171	\$25.00	Adams, James - Church St.
2093	\$10.00	August, Donald - Sunrise Dr.
3005	\$5.00	Addition, Josephine - Cranberry Ln.
	\$0.00	

Total This Run: \$40.00

Buttons: Process, CANCEL INPUT, Report Only

Record: 4 of 4

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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.

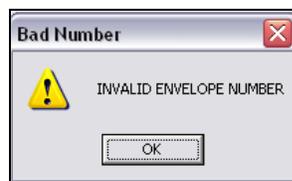
Enter in the Envelope Number and press Tab or Enter. Your cursor will appear in the Amount field and the name of the family and their address will automatically appear to the right. Enter the amount of the contribution (dollar sign is automatic) but use of the decimal point is optional. This is designed 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:



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

Env Number	Amount	Family Name and Address
1171	\$25.00	Adams, James - Church St.
2093	\$10.00	August, Donald - Sunrise Dr.
3005	\$5.00	Addition, Josephine - Cranberry Ln.
1666	\$4.00	
	\$0.00	

Total This Run \$44.00

Buttons: Process, CANCEL INPUT, Report Only

Record: 5 of 5

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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			

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

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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:



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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.

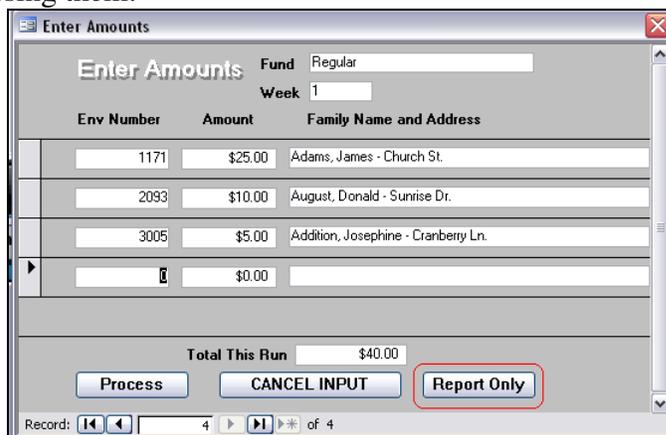
One recommendation is to enter in about 50 envelopes at one time (referred to as a Batch), then click **Process** which will update your census records and produce a report for that session.

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 print out of all the envelopes you have just entered in without processing them:



Env Number	Amount	Family Name and Address
1171	\$25.00	Adams, James - Church St.
2093	\$10.00	August, Donald - Sunrise Dr.
3005	\$5.00	Addition, Josephine - Cranberry Ln.
	\$0.00	

Total This Run: \$40.00

Buttons: Process, CANCEL INPUT, Report Only

Record: 4 of 4

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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			

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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			

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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	
Total	#Error	#Error

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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.

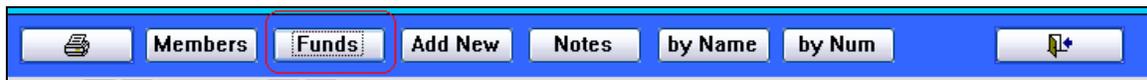
Open the Fund Input screen and open the same Fund and Week as before. Carefully enter in all the incorrect envelope numbers and enter the Funds as NEGATIVE numbers, and then Process.

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.



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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

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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.

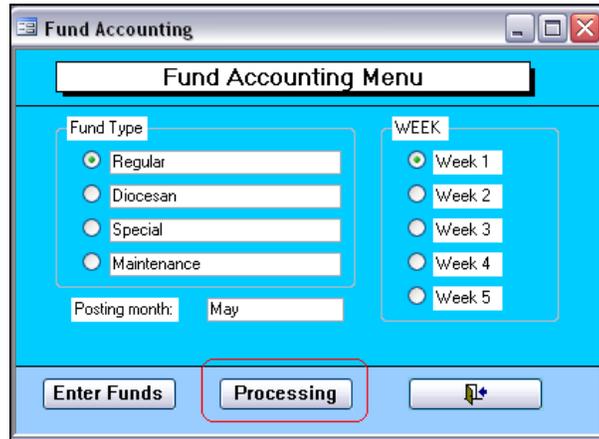
Other Options	
Envelopes used	<input checked="" type="checkbox"/>
Date of Last Contribution Prior month:	1/24/2010

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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.



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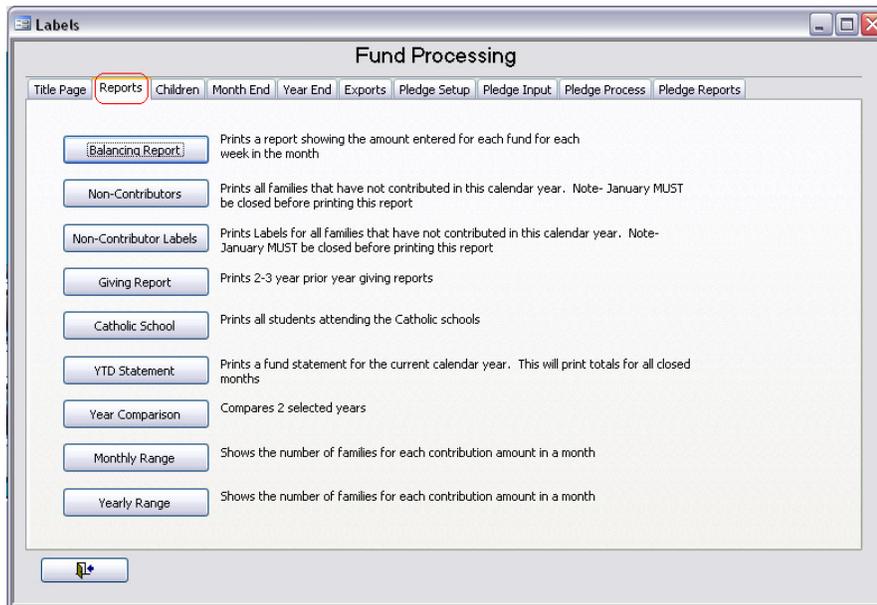
From the Fund Accounting Menu click **Processing** to open this window:



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Click **Reports** to open this window:

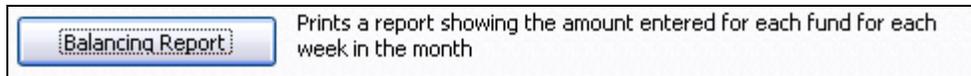
Reports



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

Balancing Report



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Balancing Report				
<i>24-Jan-10</i>				
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

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Non-Contributors

Non-Contributors	Prints all families that have not contributed in this calendar year. Note- January MUST be closed before printing this report
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Non Contributors Report			
<i>20-Jan-10</i>			
		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 Birchwood 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

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Non-Contributor Labels

<input type="button" value="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
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Labels are standard format and not shown here.

Giving Report

<input type="button" value="Giving Report"/>	Prints 2-3 year prior year giving reports
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This utility allows you to compare contributions received in a variety of formats.

1- 2- and 3-year Comparisons

Fund Prior Years

Giving Reports

Prior Yr	Prior Yr 2	Prior Yr3
2006	2004	2002

Contributions between and

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

Date from:

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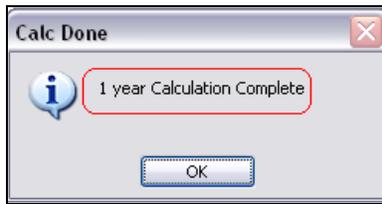
Select from the drop-down lists the years you wish to compare.

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:



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Then choose Report or Labels as needed.

Prior Year Funds Given

Year(s): 2006 1998 1997

Amounts: 1 to 25

Family Number	Family Name	Street Name	Home Phone	Unlisted	Spouse Name	Date Joined parish
2093	Mr. & Mrs. Donald J August	51 Sunrise Dr.	413-555-1212	N		
Amount by year:		\$1.00	\$0.00	\$0.00	Date of Last Contribution 1/24/2010	
1037	Ann M Blink	239 Slider Ln.	413-555-1212	N		
Amount by year:		\$5.00	\$0.00	\$0.00	Date of Last Contribution 5/5/2005	
3009	Mr. & Mrs. Wayne Alden	93 Gail St.	413-555-1212	Y		
Amount by year:		\$10.00	\$0.00	\$0.00	Date of Last Contribution 1/23/2010	
1186	Mr. & Mrs. Kenneth Baker	199 Grove St.	413-555-1212	N		
Amount by year:		\$10.00	\$0.00	\$0.00	Date of Last Contribution 5/5/2005	
Grand Total		26	0	0		

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

YTD Giving Report

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Fund Giving Record: Year To Date

<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 Coughma 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	\$50.00	\$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

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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.

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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	382 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 Herway 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

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Catholic School

Catholic School	Prints all students attending the Catholic schools
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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 Comer Rd.		413-555-1212		11
	Family Name:	Daniels	Giving:	\$0.00		
	<i>Daniels, Jeffrey</i>	19 Pine St.		413-555-1212		9

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YTD Statement

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

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St. Columille Parish
 1400 Saint Jude Ln.
 Southbridge, MA 11544
 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.

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Year Comparison

Year Comparison

Compares 2 selected years

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Prior Year to Current year

Fund History Selection

Prior Yr

vs

Current

Prior Yr 1

vs

Prior Yr 2

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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

Ver. 17.5

Comparing 2 Prior Years

Ver. 17.5

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

Ver. 17.5

Monthly Range

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

Ver. 17.5

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

<u>Monthly Contribution</u>	<u>Count Of Families</u>
\$0.00	79
\$1.00	1
\$5.00	3
\$10.00	2
\$20.00	3
\$30.00	1
\$45.00	1

Ver. 17.5

Yearly Range

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

Ver. 17.5

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

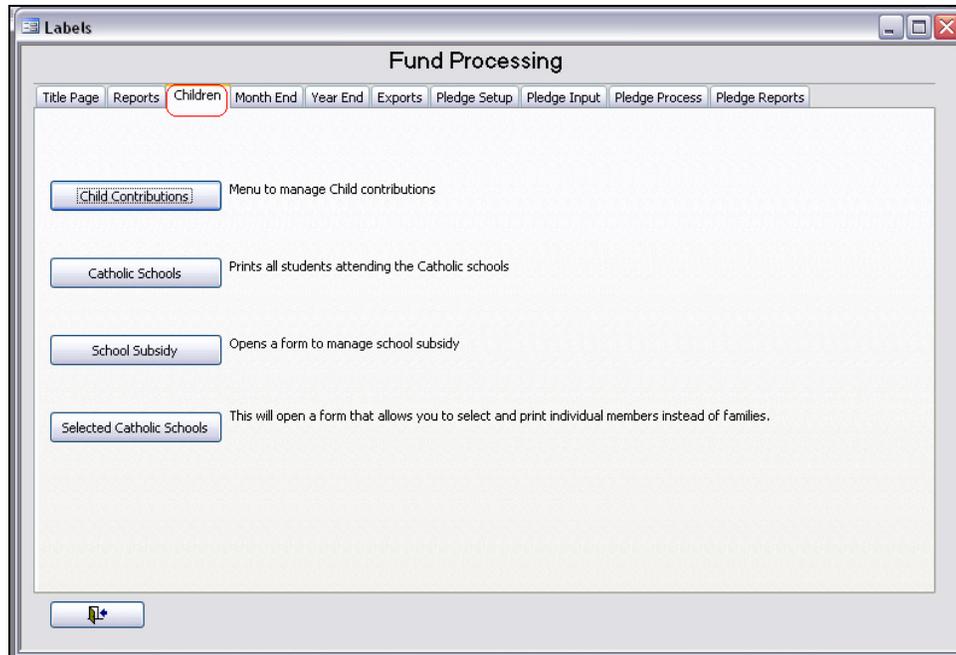
<u>YTD Contribution</u>	<u>Count Of Families</u>
\$0.00	77
\$5.00	1
\$17.00	1
\$25.00	5
\$30.00	1
\$35.00	1
\$40.00	1
\$50.00	1
\$57.00	1
\$80.00	1

Ver. 17.5

Children

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.



Ver. 17.5

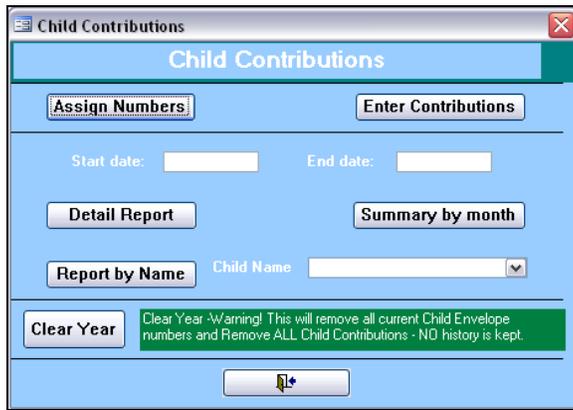
Child Contributions

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.



Ver. 17.5

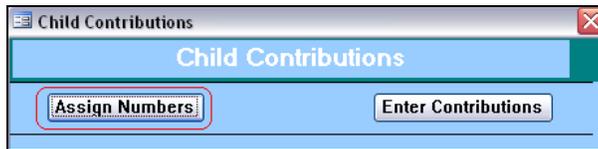
Clicking this button will open the window shown below:



Ver. 17.5

Assign Numbers

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



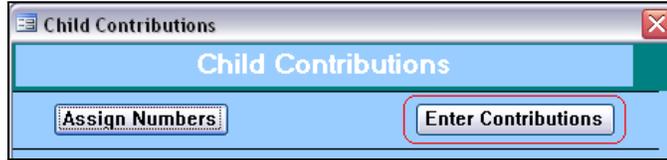
Ver. 17.5

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
Blast, Eric		2
Blast, 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, Lauria		0
Cracola, Christopher		9

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.

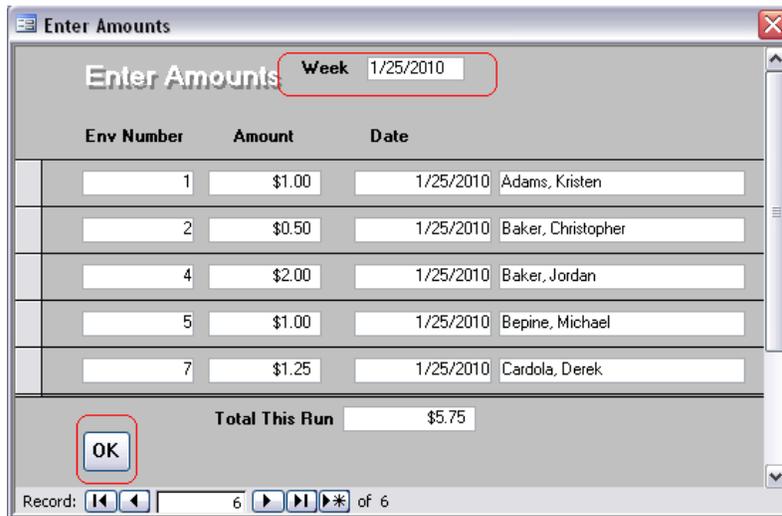
Enter Contributions



Ver. 17.5

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:



Ver. 17.5

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.

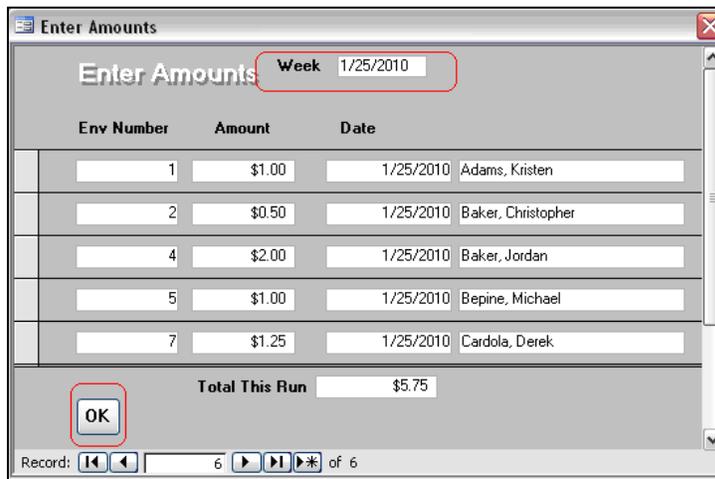
Invalid Envelope Number

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



Ver. 17.5

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



Ver. 17.5

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

Ver. 17.5

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

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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

Ver. 17.5

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.

The screenshot shows a software window titled "Child Contributions". At the top, there are two buttons: "Assign Numbers" and "Enter Contributions". Below these are two input fields for "Start date" (1/1/2009) and "End date" (2/1/2010). There are two more buttons: "Detail Report" and "Summary by month". A "Report by Name" button is highlighted with a red box, and next to it is a dropdown menu showing "Child Name" as "Baker, Jordan". At the bottom left is a "Clear Year" button, and to its right is a green warning box that reads: "Clear Year -Warning! This will remove all current Child Envelope numbers and Remove ALL Child Contributions - NO history is kept." At the very bottom center is a small icon button.

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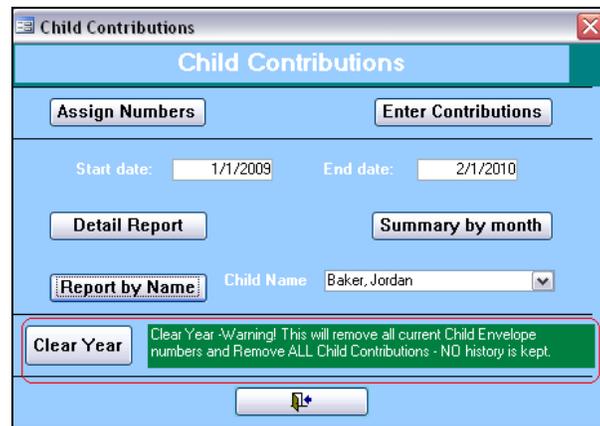
Select a name from the drop-down list and then click the Report by Name button to produce the following report:

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

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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.



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

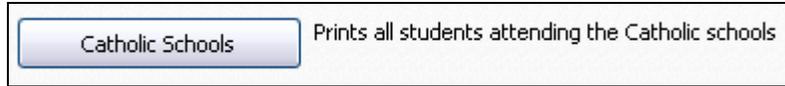


Ver. 17.5

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.



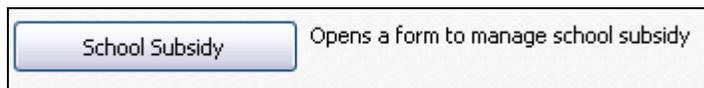
Ver. 17.5

Clicking this button opens the following report:

Catholic Schools					
26-Jan-10					
Catholic School	Name	Street Name	Home Phone	Unkstd	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

Ver. 17.5

School Subsidy



Ver. 17.5

Note: this is a future feature to track the amount of subsidy per family.

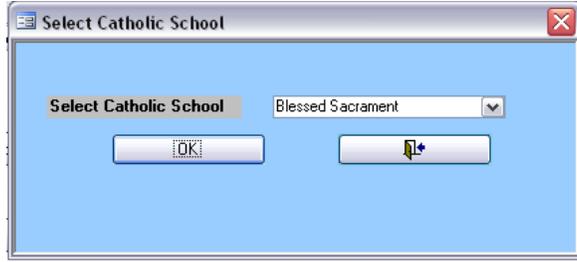
Selected Catholic Schools

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.

Ver. 17.5

Clicking this button opens the following window:



Ver. 17.5

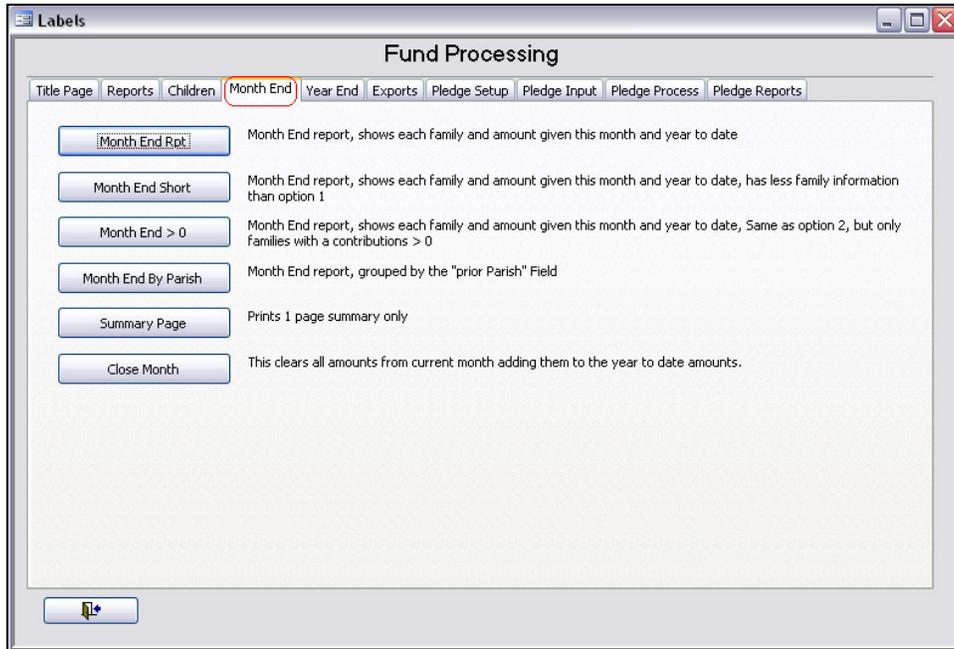
Choose a school from the drop-down list and click OK to open the following report:

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

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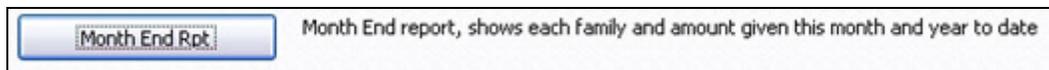
Month End

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



Ver. 17.5

Month End Report



Ver. 17.5

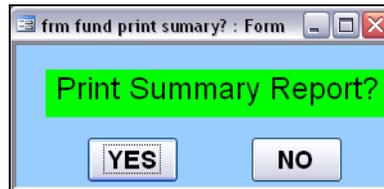
Clicking this button produces the following report:

MONTHLY CONTRIBUTION REPORT						
May						
1172 Mr & Mrs David Adams		Telephone:		Unlisted?		YTD
100 Main St						TOT <input type="text" value="\$0.00"/>
Your Town, MA 01111						
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 <input type="text" value="\$25.00"/>
Your Town, MA 22022						
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 <input type="text" value="\$5.00"/>
MyTown, MA 11025						
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

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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.



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Click YES will produce the following report:

MONTHLY TOTALS					
May					
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			

Ver. 17.5

Month End Short

This report gives only family name and contributions both monthly and year-to-date. Zero contributors are included.

<input type="button" value="Month End Short"/>	Month End report, shows each family and amount given this month and year to date, has less family information than option 1
------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------

Ver. 17.5

Clicking this button will produce the following report:

Monthly Fund Report						
<i>May</i>						
Number	Name	Regular	Special		Attendance	
			Diocesan	Maintenance		
1172	David Adams	\$0.00	\$0.00	\$0.00	\$0.00	Sun. Attend. 0
	YTD Total	\$0.00	\$0.00	\$0.00	\$0.00	YTD Attend. 0
1171	James Adams	\$0.00	\$0.00	\$0.00	\$0.00	Sun. Attend. 0
	YTD Total	\$25.00	\$0.00	\$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

Ver. 17.5

Month End > 0

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

<input type="button" value="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
-------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------

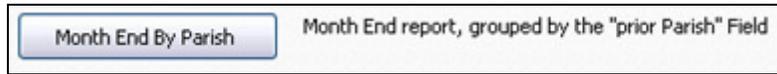
Ver. 17.5

Clicking this button produces the following report:

Monthly Fund Report Amounts > 0 ONLY						
<i>May</i>						
Number	Name	Regular	Special		Attendance	
			Diocesan	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

Ver. 17.5

Month End by Parish



Ver. 17.5

Clicking this button opens the following report:

Number	Name	Regular	Special		Attendance			
			Diocesan	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	\$0.00	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	\$0.00	YTD Attend.	3
Blessed Sacrament		\$142.00						

Ver. 17.5

Summary Page

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



Ver. 17.5

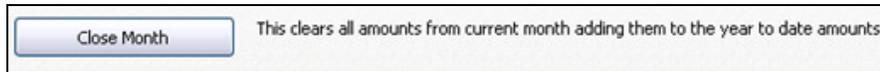
Clicking this button opens the following report:

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	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				

Ver. 17.5

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.



Ver. 17.5

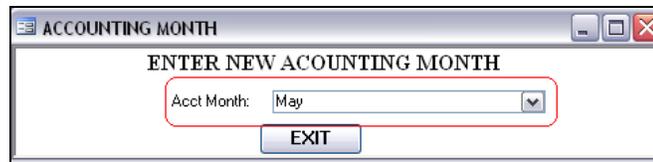
Clicking this button opens this window:



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Clicking Cancel closes the window and no action is taken.

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



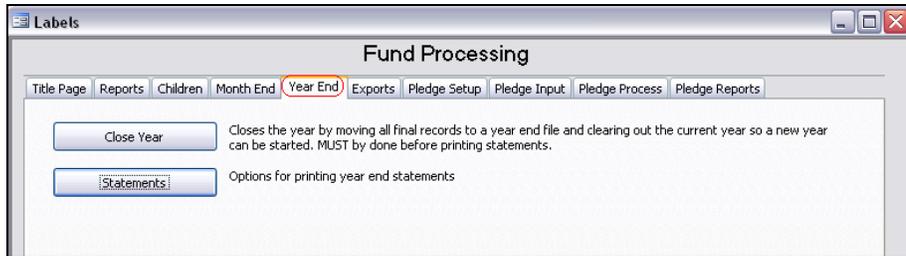
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The **existing** accounting month appears in the drop-down window. You must change the month from this list, and click Exit.

Year End

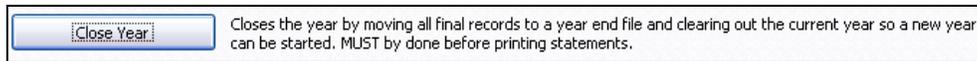
This closes all records for the calendar year. All final records are moved to a year-end file and the current year is cleared out to make room for the new year.

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.



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Close Year



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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.



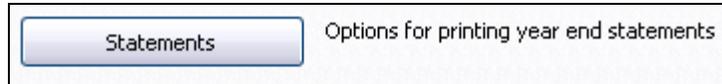
Ver. 17.5

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

Statements

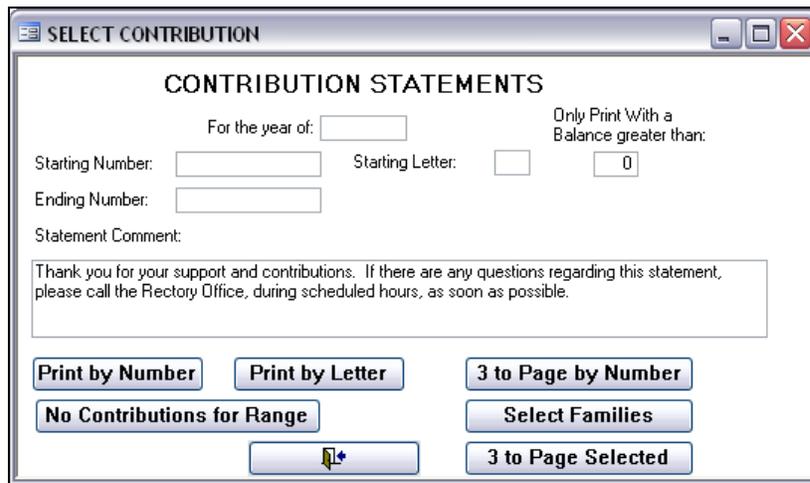
This utility allows you to print year-end tax statements for your parishioners. There are multiple options to make this task easy to control since your time is valuable.

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.



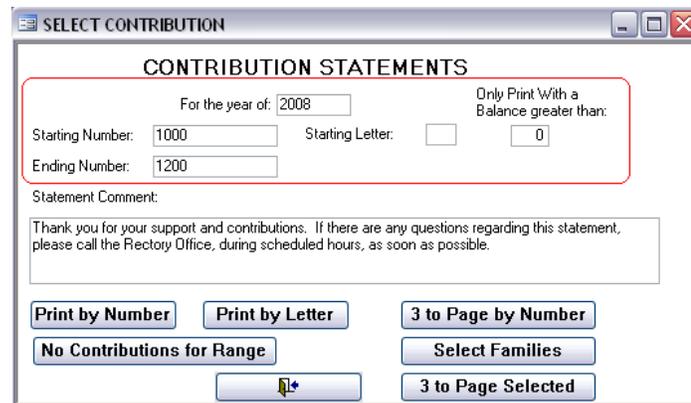
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Clicking this button opens the following window:



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Preparing the Statements



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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. Columkille Parish 1400 Saint Jude Ln. Southbridge, MA 11544	
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.	

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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.

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#Error

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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.

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Clicking this button produces this report:

No Contributions on File

<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 E 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

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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.

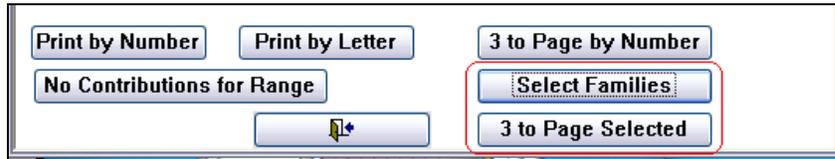
Here is a sample report:

<p>St. Columille Parish 1400 Saint Jude Ln. Southbridge, MA 11544</p>	<p>CONTRIBUTION STATEMENT for the year of: 1/1/2009 to 12/31/2009 Family Number: 1171 Year-to-Date Totals</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Regular</td> <td style="width: 50%;">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 colspan="2">Total Contributions: \$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											
<p>St. Columille Parish 1400 Saint Jude Ln. Southbridge, MA 11544</p>	<p>CONTRIBUTION STATEMENT for the year of: 1/1/2009 to 12/31/2009 Family Number: 2093 Year-to-Date Totals</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Regular</td> <td style="width: 50%;">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 colspan="2">Total Contributions: \$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											
<p>St. Columille Parish 1400 Saint Jude Ln. Southbridge, MA 11544</p>	<p>CONTRIBUTION STATEMENT for the year of: 1/1/2009 to 12/31/2009 Family Number: 3005 Year-to-Date Totals</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Regular</td> <td style="width: 50%;">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 colspan="2">Total Contributions: \$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											

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Select Families/3 to a Page Selected

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



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



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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

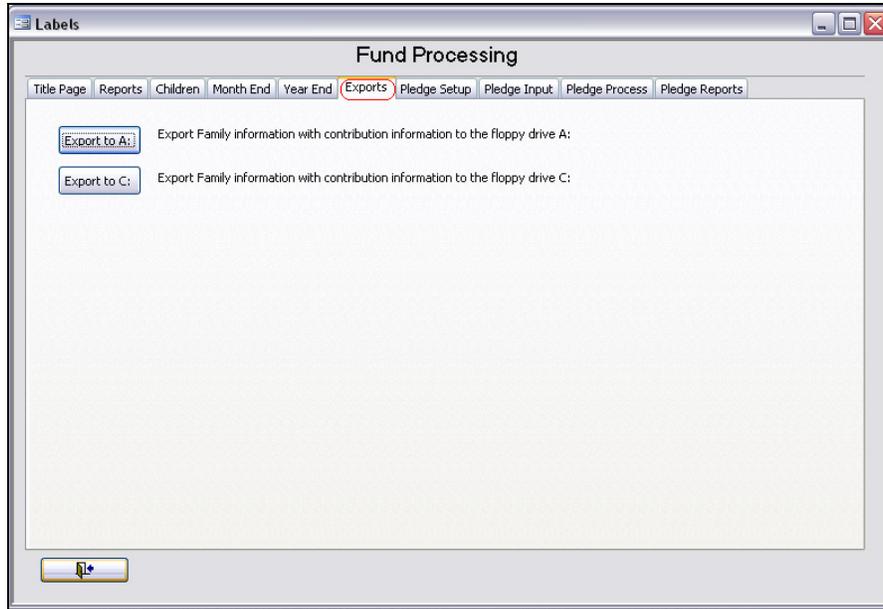
The screenshot shows a software window titled "SELECT CONTRIBUTION" with a sub-header "CONTRIBUTION STATEMENTS". The window contains several input fields and buttons. A red box highlights the "Starting Number" (1200) and "Ending Number" (1800) fields. Another red box highlights the "3 to Page by Number" button. The "For the year of" field is set to 2009, and the "Starting Letter" is set to C. The "Only Print With a Balance greater than:" field is set to 0. A "Statement Comment" box contains the text: "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." The buttons at the bottom are: "Print by Number", "Print by Letter", "3 to Page by Number", "No Contributions for Range", "Select Families", and "3 to Page Selected".

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

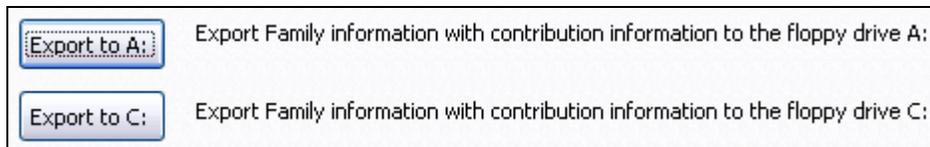
Exports

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



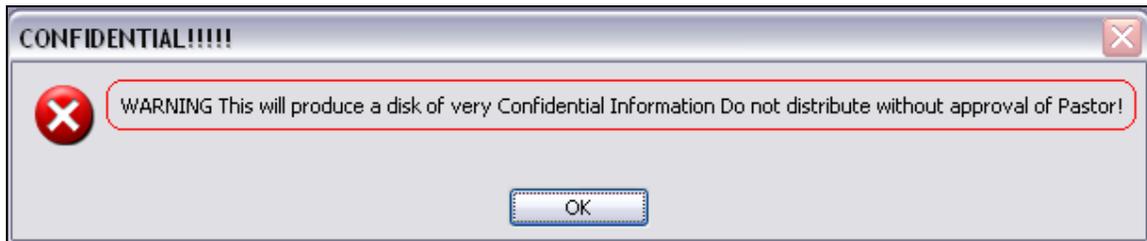
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Both of these options will produce the same report but save it to the specified locations. Not many computers support the A: (floppy) drive, and some of the files may not fit due to the file size.



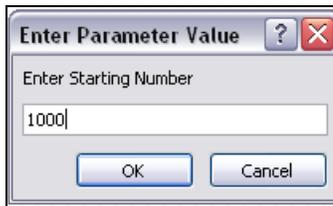
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Clicking either option brings up this important warning:



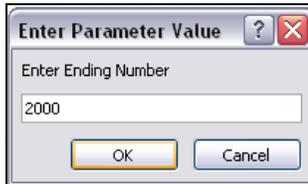
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Click OK to continue. These windows will appear:



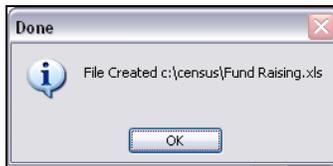
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Enter the starting envelope number and click OK



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Enter the ending envelope number and click OK and this window will appear. The only difference will be the disk path name (C: or A:):



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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	40Bridgwood 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

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