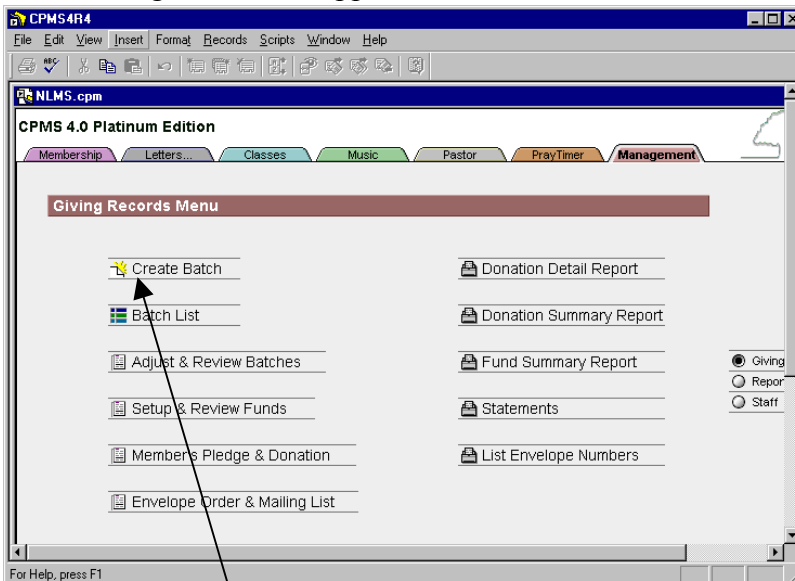


MANAGEMENT

Creating A Batch:

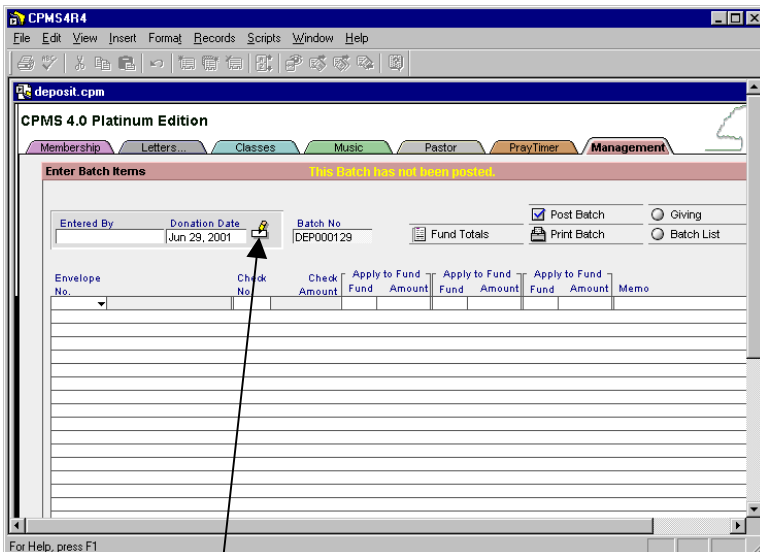
1. Click on the **Management** module.

The following screen will appear:



2. Click on **Create Batch**.

The following screen will appear:



3. Click on the **Pencil icon**.

The following dialog box will appear:

4. Type your name in the **Entered By** box. (The date will default to the current day. If you need to change the date, tab, or place the cursor inside the **Donation Date** box and type the desired date);
5. Click on the **Go Back** button.

The following screen will appear:

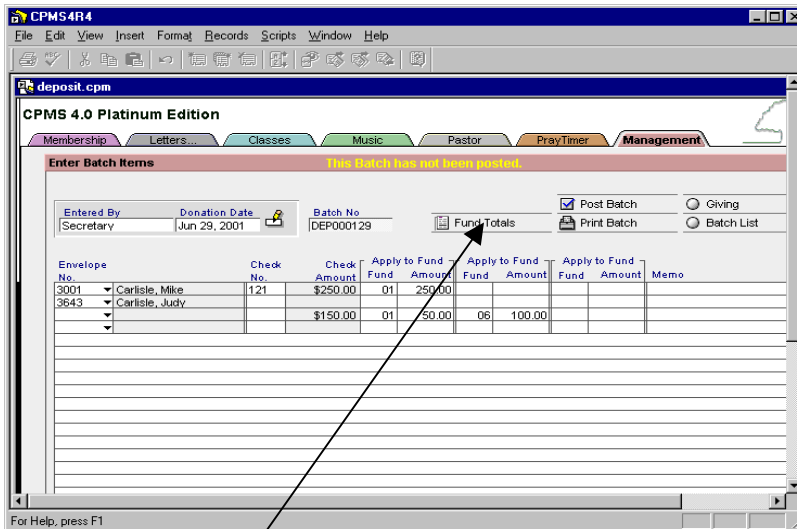
6. Click on the down arrow under **Envelope No.**;
7. A dropdown box will display the list of members enrolled. Choose a member from the dropdown box and click on their name;
9. The member will appear on the first line. The computer will assign the Envelope No.

10. Tab;
11. Type the check # in the **Check No.** field. (The total will be displayed in the **Check Amount** field. **(If the transaction is cash, continue with #12)**)
11. Tab;
12. A dropdown box will appear in the **Apply to Fund** field as follows:

13. Click on the desired designation;

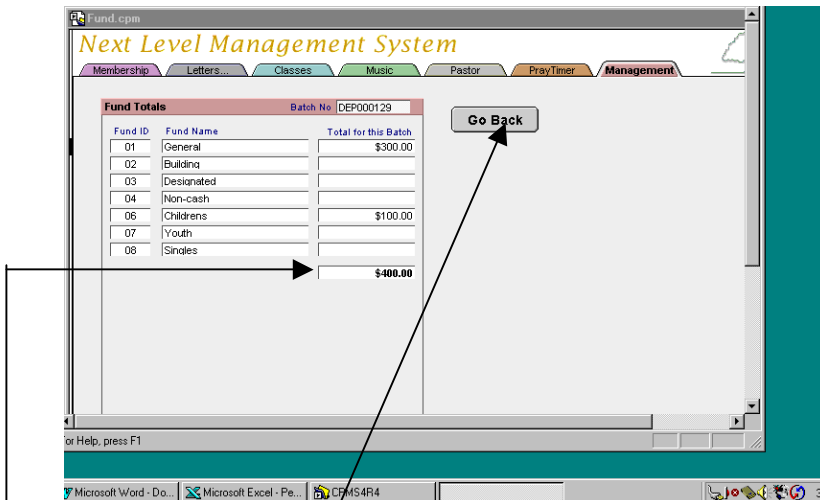
14. The cursor will advance to the **Amount** field. Type in the amount;
15. Tab;
16. Repeat steps 12—13 until finished with this member's donation;
17. Tab;
18. Type a note in the **Memo** field, if desired;
19. Repeat steps 6—17 until all donations have been entered.

Fund Totals:



1. Click on the **Fund Totals** icon;

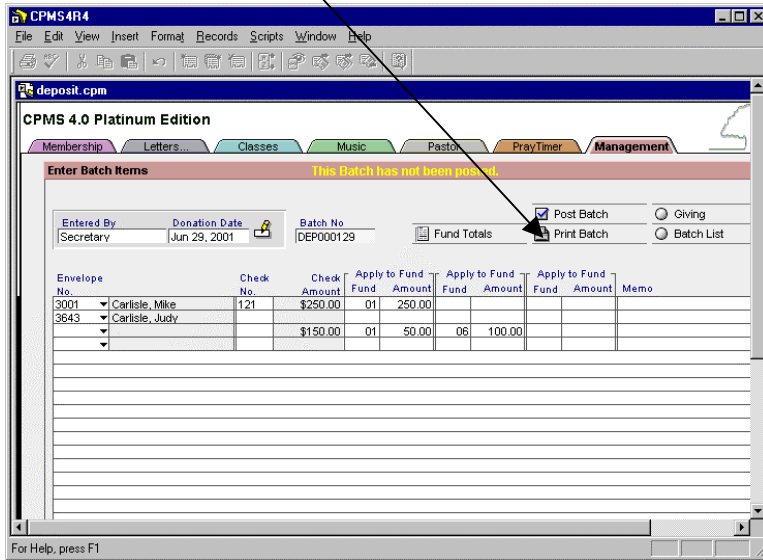
The following screen will appear:



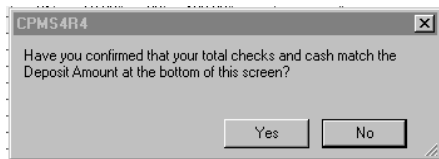
- Carefully confirm that the checks and cash total agree with the deposit total;
- Click on the **Go Back** button to return to the previous screen;

Print Batch

1. Click on the **Print Batch** icon;

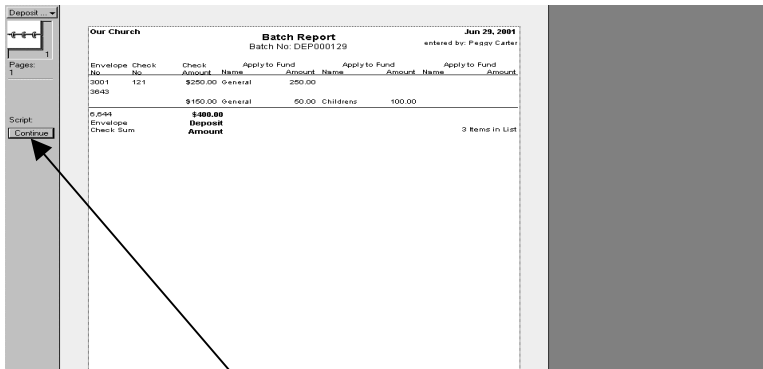


The following dialog box will appear:



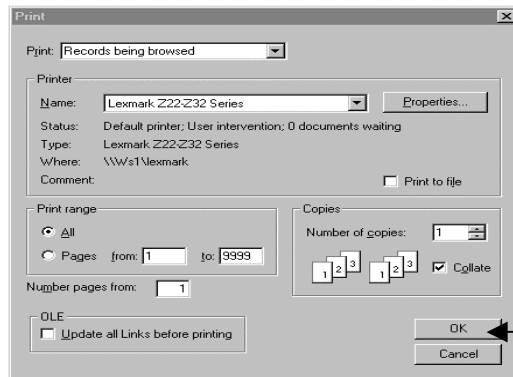
2. Click yes to continue;

The following screen will appear:



3. Click on the **Continue** button in the gray bar at the left of the screen;

The following screen will appear:



4. Click OK

Posting A Batch:

The dialog on the pink bar will confirm the Batch has not been posted.

	Check No.	Check Amount	Apply to Fund Fund	Amount	Apply to Fund Fund	Amount	Apply to Fund Fund	Amount	Memo
Mike	121	\$250.00	01	250.00					
Judy		\$150.00	01	50.00	06	100.00			

1. Click Post Batch;

The following screen will appear:

CPMS4R4

Have you confirmed that your total checks and cash match the Deposit Amount at the bottom of this screen?

Yes No

2. Click Yes to continue;

The following screen will appear:

CPMS4R4

Have you confirmed that your total checks and cash match the Deposit Amount at the bottom of this screen?

Yes No

3. Click yes to continue;

The following dialog box will appear:

CPMS4R4

Done!

OK

4. Click OK.

The dialog on the pink bar will confirm the Batch has been posted.

CPMS 4.0 Platinum Edition

Membership Letters... Classes Music Pastor PrayTimer Management

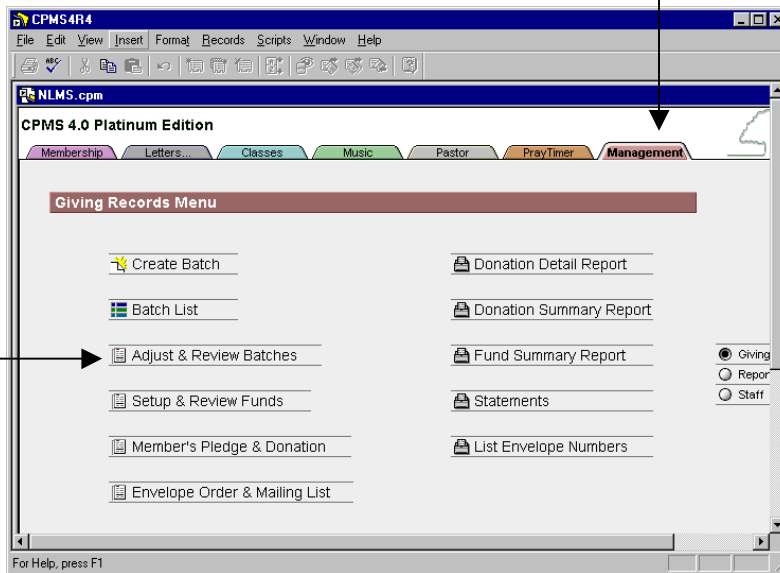
Enter Batch Items This Batch has been posted.

Entered By Secretary Donation Date Jun 29, 2001 Batch No DEP000129

Fund Totals Post Batch Print Batch Giving Batch List

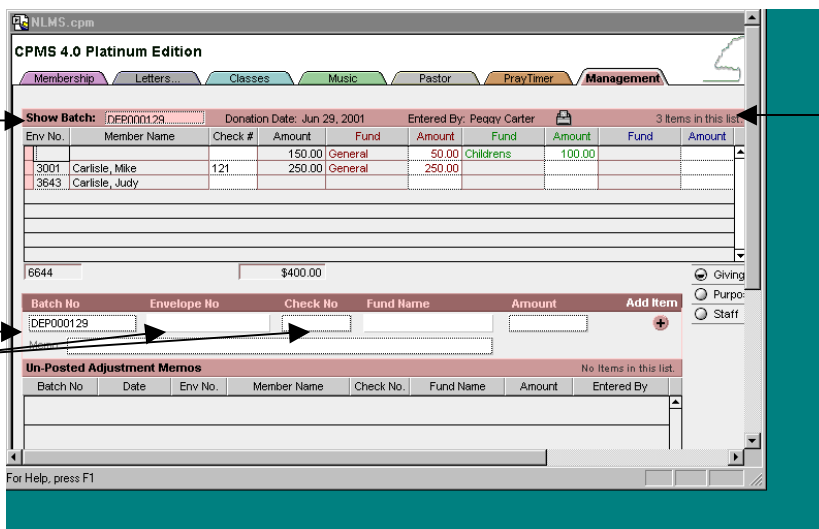
Adjustments:

From the Management tab:



1. Click on Adjust & Review Batches;

The following screen will appear:



The status bar will confirm Donation Date, Entered By And # of Items in Batch.

2. Click in the box next to the words **Show Batch**;
3. A pop down box will appear listing all Batches. Click on the Batch to be adjusted;
4. The **Batch Number** will automatically appear in the Batch No box in the adjustment section;
5. Tab or Click in the **Envelope No** box;
6. A pop down box will appear listing all Members. Click on the Member whose donation is to be adjusted;
7. Tab or click in the **Check No** Box;
8. Type the check #, leave blank if the donation is cash;

9. Tab or click in the **Fund Name** box;

The following pop down box will appear:

10. Click on the **Fund Name** to be adjusted;

11. Tab or click in the **Amount** box;

12. (NOTE: It is recommended that the **total amount** of the transaction is subtracted and then re-entered with the adjustments (corrections) made). Type the amount with a minus (-) in front of the first number;

13. Tab or click in the **Memo** box;

14. Type in a memo, if desired;

15. Click on the + under the words **Add Item**;

The Batch has been adjusted by subtracting the total amount of the donation and will appear in the **Un-Posted Adjustment Memos** section as follows:

Batch No	Date	Env No.	Member Name	Check No.	Fund Name	Amount	Entered By
DEP000129	Jul 2, 2001	3001	Carlisle, Mike	121	General	-250.00	

16. **Adding to the Batch** follow steps #'s 5-11. Continue with step # 12 **without** the minus (-) in front of the first number;

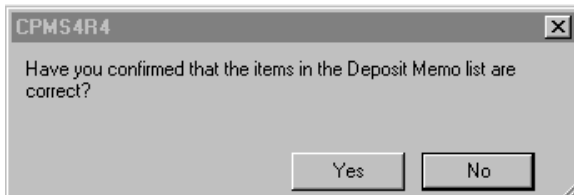
17. Continue with Step #'s 13-15.

The following screen displays the completed adjustment:

Batch No	Date	Env No.	Member Name	Check No.	Fund Name	Amount	Entered By
DEP000129	Jul 2, 2001	3001	Carlisle, Mike	121	General	-250.00	
DEP000129	Jul 2, 2001	3001	Carlisle, Mike	121	General	200.00	
DEP000129	Jul 2, 2001	3001	Carlisle, Mike	121	Building	50.00	

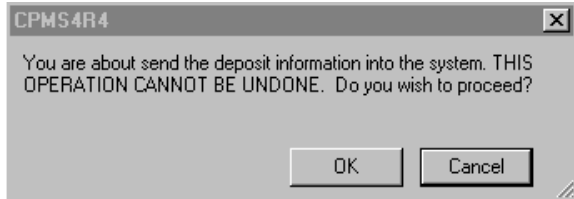
18. Click on Post These Memos when finished;

The following dialog box will appear:



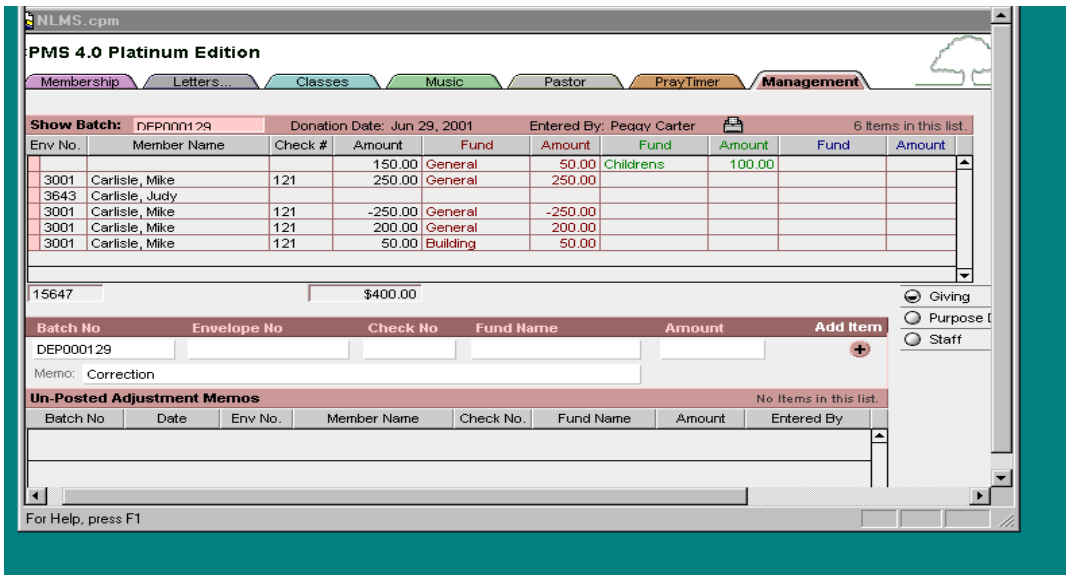
19. Click Yes to post Adjustments;

The following dialog box will appear:



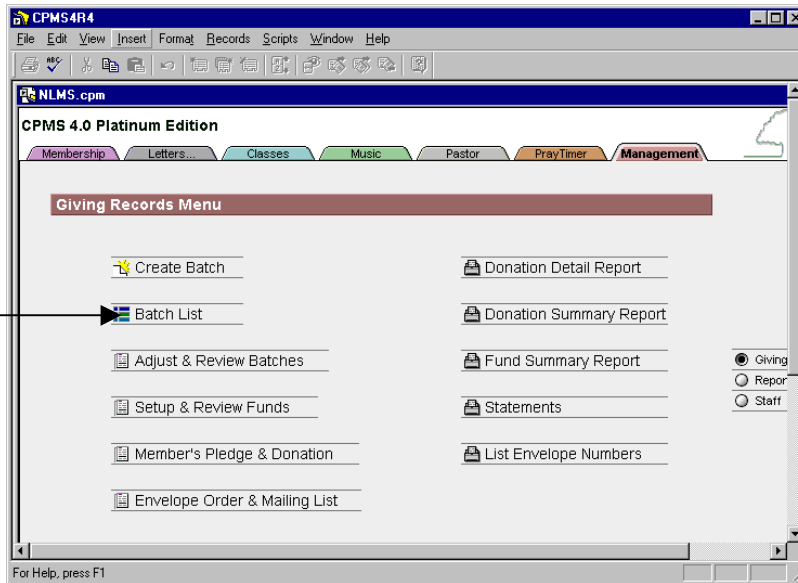
20. Click OK to post adjustment.

The adjustment will be posted and confirmed.



Batch List:

1. Click on **Batch List**;



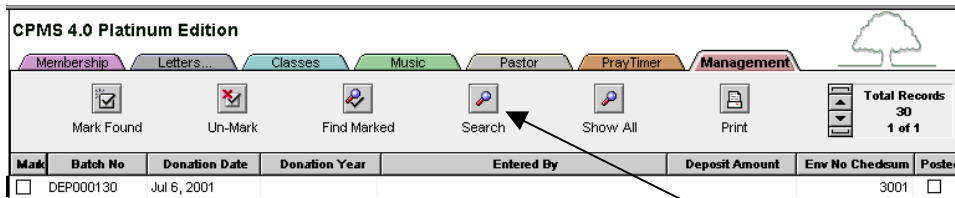
The following screen will appear:

The screenshot shows the 'deposit.cpm' screen in the CPMS 4.0 Platinum Edition software. The 'Show All' icon is highlighted with a mouse cursor. The table below shows a list of donation batches.

Mark	Batch No	Donation Date	Donation Year	Entered By	Deposit Amount	Env No	Chedsum	Posted
<input checked="" type="checkbox"/>	DEP000129	Jun 29, 2001		Secretary	400.00		15647	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DEP000116	Mar 19, 2001		Peggy Carter	2,000.00		21954	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DEP000058	Feb 2, 2001		Peggy Carter	1,050.00		18241	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DEP000056	Jan 21, 2001			1,550.00		18285	<input checked="" type="checkbox"/>

CLICKING ON:

2. **Show All** icon will show a list of all batches;
3. The box(es) under **Mark** will mark the batch(es) for a search;
4. **Un-Mark** will un-mark the batch(es);
5. **Find Marked** icon will show a list of the marked batch(es);



6. To perform a search by any other category, click on the **Search** icon;

The following screen will appear:

Search - Enter the criteria you wish to find. Click Continue to view the Batches or Cancel to return.

Date of Donation: [] Donation Year: [] Batch No.: []

Deposit Amount: [] Envelope No Checksum: [] Entered By...: []

Mark: Posted:

Cancel Continue

7. To search by the date of the donation, click on the **Date of Donation** down arrow;

The following screen will appear:

Search - Enter the criteria you wish to find. Click Continue to view the Batches or Cancel to return.

Date of Donation: [] Donation Year: []

Deposit Amount: [] Envelope No Cl: []

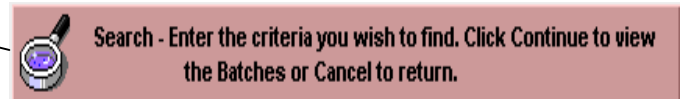
Mark: Posted:

Continue

View Index

- 1/21/2001
- 2/2/2001
- 2/5/2001
- 2/6/2001
- 2/12/2001
- 2/16/2001
- 2/26/2001
- 3/5/2001
- 3/19/2001
- 5/7/2001
- 5/20/2001
- 6/8/2001
- 6/29/2001
- 7/6/2001

Paste Cancel



Clicking on any other down arrow key, Functions are the same as described.

Type info in the boxes without down arrow keys, Click **Continue**. The Batch will be displayed.

8. Highlight the desired date and click on **Paste**. The date will appear in the **Date of Donation** box;

9. Click on the **Continue** button;

The Batch will be displayed as follows:

CPMS 4.0 Platinum Edition

Membership Letters... Classes Music Pastor PrayTimer Management

Enter Batch Items This Batch has been posted.

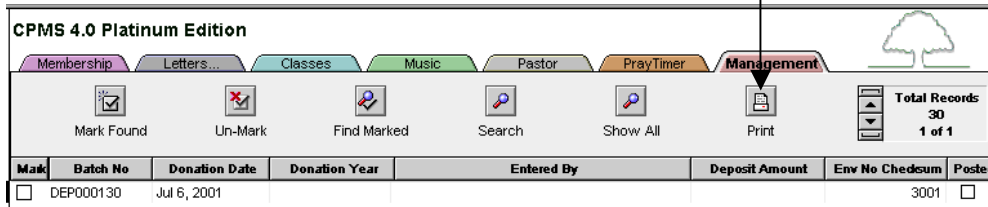
Entered By: Secretary Donation Date: Jun 29, 2001 Batch No: DEP000129

Post Batch Giving Fund Totals Print Batch Batch List

Envelope No	Envelope	Check No	Check Amount	Apply to Fund Fund	Apply to Fund Amount	Apply to Fund Fund	Apply to Fund Amount	Memo
3001	Carlisle, Mike	121	\$250.00	01	250.00			
3643	Carlisle, Judy		\$150.00	01	50.00	06	100.00	
3001	Carlisle, Mike	121	-\$250.00	01	-250.00			Correction
3001	Carlisle, Mike	121	\$200.00	01	200.00			Correction
3001	Carlisle, Mike	121	\$50.00	02	50.00			Correction

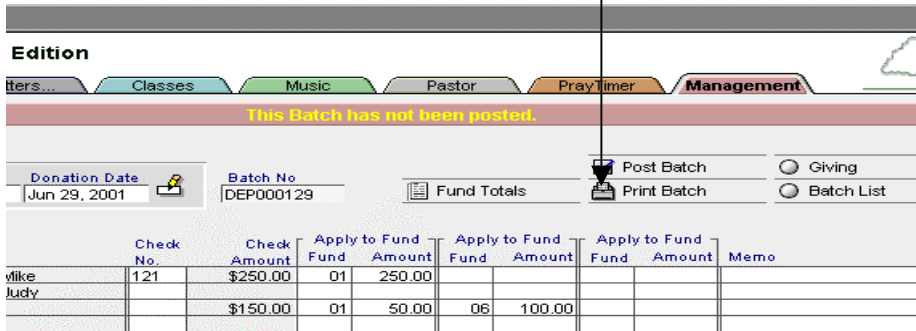
Print Batch:

Click on **Print**

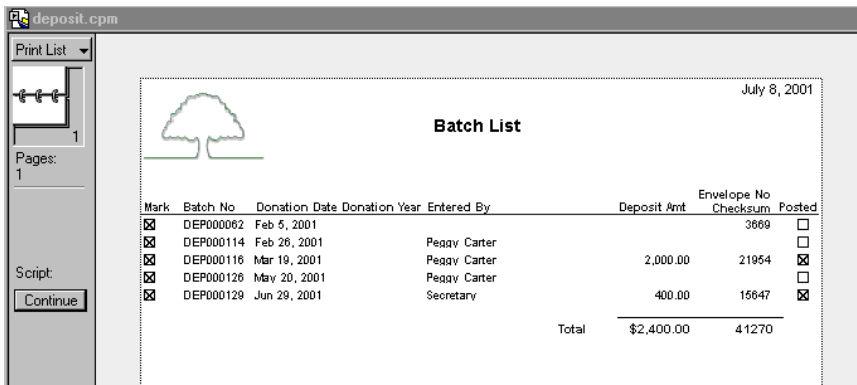


OR

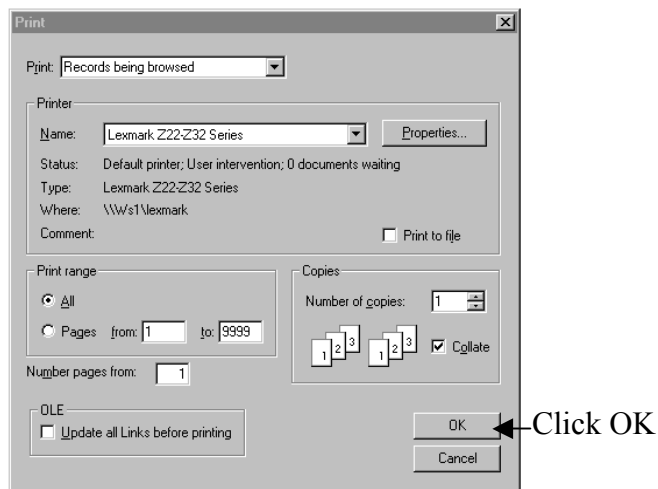
Click on **Print Batch**



The following screen will appear:

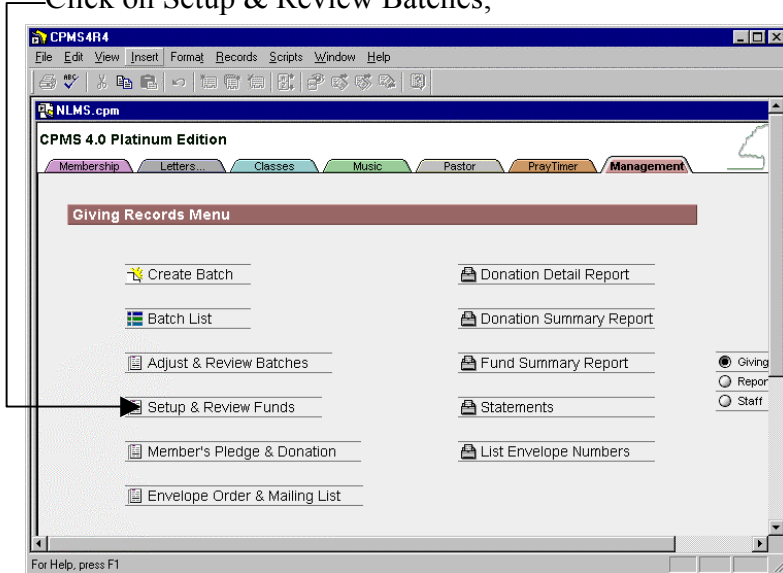


Click **Continue**;

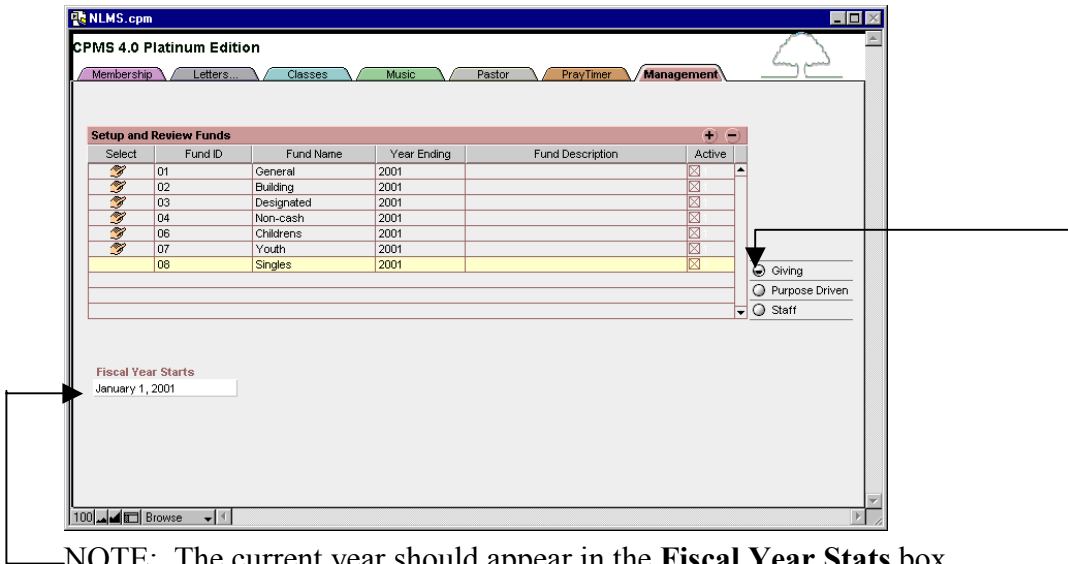


Setup & Review Batches:

Click on Setup & Review Batches;



The following screen will appear:



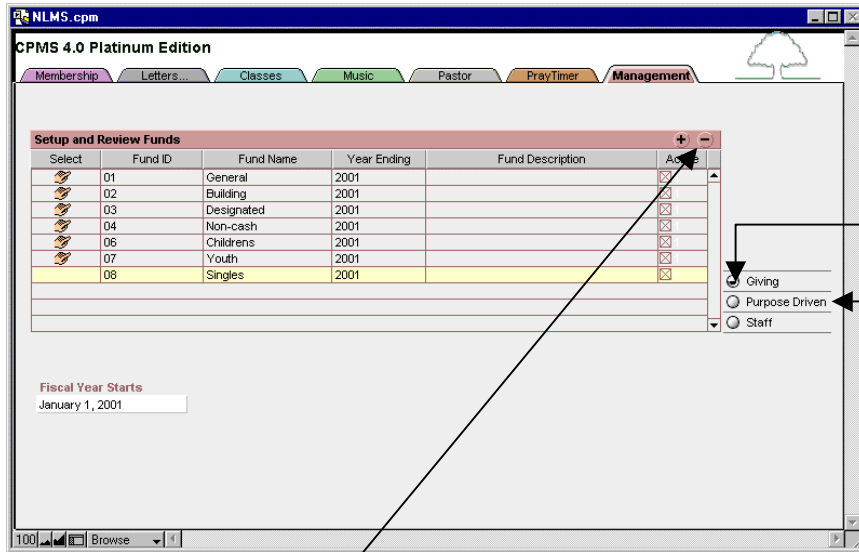
NOTE: The current year should appear in the **Fiscal Year Stats** box

To add a Fund Name (Value):

1. Click on the + button;
2. A **Fund ID** will automatically be assigned;
3. Tab;
4. Type the new **Fund Name**;
5. Tab;
6. Type the **Year Ending**;
7. Tab;
8. Type a **Fund Description**, if desired;
9. Click on the **Giving** radio button to return to the main menu.

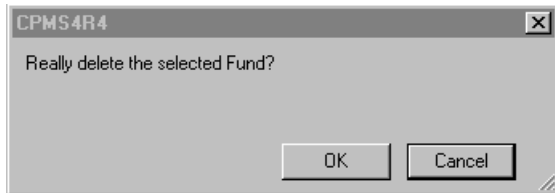
To Delete a Fund Name (Value):

1. Click on the Fund (Value) to be deleted;



2. Click on the minus (-) button;

The following Dialog Box will appear:



3. Click OK to delete.

Click on the **Giving** radio button to return to the main menu.

Click on Purpose Driven to continue with Reports.