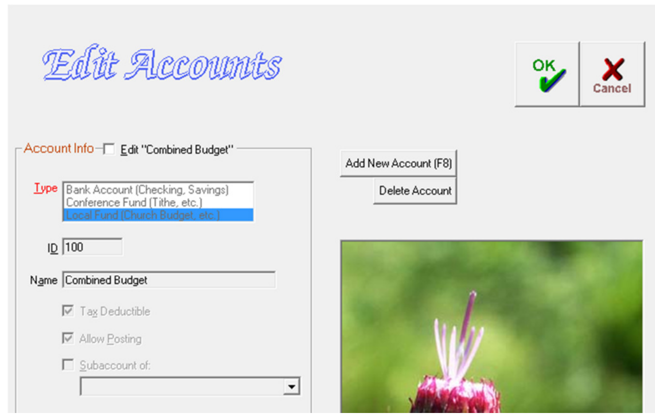
Procedure for recording and reporting Evangelism funds (Evangelism Recap)

Maintenance => Edit Accounts



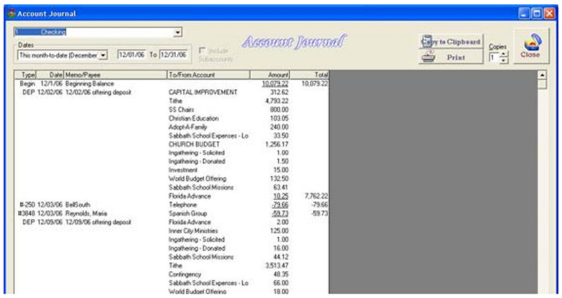
Account Info

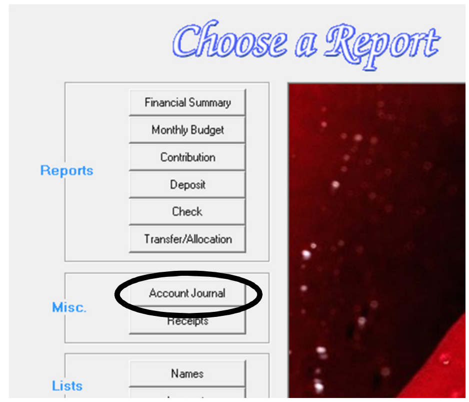
1. Select **"Add New Account"**
2. Type: Select **"Local Fund"** by clicking on it.
3. ID: Type a number for the account. "Local Funds" should be numbered 100 through 998. ***(The number assigned will determine the order of the account listing on the Financial Summary.)***
4. Name: Type the name of the fund.
5. Tax Deductible: Click to place a check in Tax Deductible.
6. Allow Posting

"OK" Button

Printing Account Journal for Evangelism Recap

This report lists all transactions - deposits, checks, transfers, and allocations - for accounts and selectable dates.





In the main menu click “Reports and Graphs” select “Account Journal”

Account

Select an account by pressing the down arrow on the keyboard, or clicking on the down arrow at the right of the Account field.

Dates

1. Select the desired period by pressing the down key on the keyboard or clicking the down arrow at the right of the Date field.

2. OR, the date may be edited by highlighting the date and typing the desired date. Use four digits for the date [0408 or 04-08 or 04/08]. Press Enter.

Print

You may browse the onscreen report by scrolling through it. When ready, click Print for a hard copy. Be sure the printer is on and plain paper is in place - not your check paper!

Option to “Copy to Clipboard”

Click the Copy to Clipboard button to put the data in this table into memory. It can then be pasted into a Word document or an Excel spreadsheet.

Close