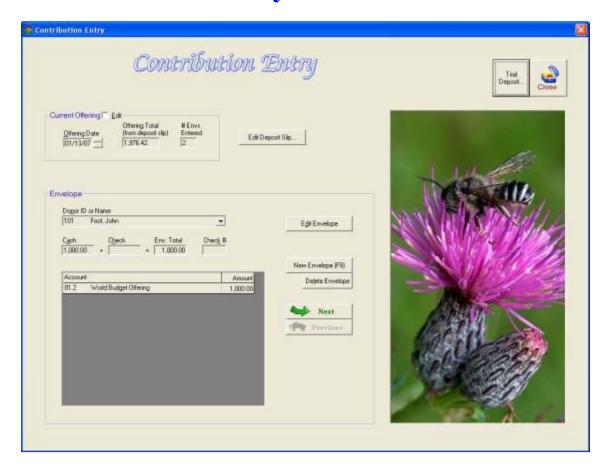# Contribution Entry

Overview

Contribution Entry is the first step in recording the donations for keeping the church financial records. Here the contributions are entered as envelopes. Each envelope represents a donor and one or more accounts for the total donation. When all envelopes have been entered, the program will prompt you that it is ready to make a deposit, which completes this step of accounting.

Current Offering

Edit

Clicking the **Edit** box allows you to edit the **Offering Date** and **Offering Total** in case of an entry error. Click a second time to leave the **Edit** mode.

Offering Date

You entered the **Offering Date** in a previous window just before getting to this window. Edit it if it is incorrect.

Offering Total

The **Offering Total** is the amount of the deposit or the total offering for any given date. The **Offering Total** was entered on a small window just before getting this window or from the Deposit Slip. Edit it on the Deposit Slip if there is an error.

 # Envs Entered
This is the number of envelopes or donors you have entered at the present time. Only adding or removing Envelopes in the section below changes this number.

Edit Deposit Slip
Press button to return to the Deposit Slip for correcting.

Envelope

Donor ID or Name
In the **Donor ID** or **Name** field do any <u>one</u> of the following items to select the desired donor:

Tips

- **Please try each of these methods to observe how they work. Then decide which ones suits your work style best - you will be able to use it throughout the program.** [Especially for KEYBOARD users]

  • Begin typing with the last name and continue typing until the desired name appears, then press Enter.

  • OR, begin typing the **Donor ID** until the proper name appears and press Enter.

  • OR, type a new donor name and press Enter.

  • OR, press the up or down arrows on your keyboard to find the donor you want, then press Enter.

  • Or, press F4 to drop down the list and use the up or down arrow to select, then press Enter.

  [Especially for MOUSE users]

  • OR, click on the down arrow at the right end of the field, click on the name desired, (you may need to scroll the list) then press Enter.

  • OR, click on the **+** button to add a new donor. When you return, press Enter.

Tips
New Donor

- **Typing a name that is not in the database will automatically take you to the Edit Names window. When finished adding the new Donor, click OK to return to this window.**
- **Click on the button in the Name field to add a new donor. When finished adding the new Donor, click OK to return to this window.**
  Cash Type the amount of the cash contribution for the envelope and press Enter or Tab. (If no cash - a check only) just press Enter or Tab.

Tips

- Good accounting procedures require recording the check number. If you choose not to ever use the check numbers, you may de-select this feature in Maintenance, Properties, General Tab on the menu bar. However, to use the Check # feature of Offerings, NSF Check Reversal, you MUST enter the Check #.

Check

- Type the amount of the check contribution for the envelope and press Enter or Tab.
- OR, if no check, just press Enter or Tab.

Env. Total

The Envelope Total is the sum of the cash and check as you have entered it.

Check

Type the Donor's check number and press Enter or Tab.

Account

In the Account field do any one of the following items.

Tips

- Please try each of these methods to observe how they work. Then decide which ones suit your work style best - you will be able to use them throughout the program.

[Especially for KEYBOARD users]

- Type the Account number and press Enter or Tab.

- OR, begin typing the Account name until the proper account appears and press Enter or Tab.

- OR, enter new Account number or name and press Enter or Tab.

- OR, press the up or down arrows on your keyboard to find the account you want, then press Enter or Tab.

- Or, press F4 to drop down the list and use the up or down arrow to select, then press Enter or Tab.

[Especially for MOUSE users]

- OR, click on the down arrow at the right end of the field, (you may need to scroll the list) click on the account desired, then press Enter.

- OR, click on the + button to add a new account. When you return, press Enter.

Tips

Adding a New Account

- Typing an account that is not in the database will automatically take you to the **Edit Accounts** window. When finished adding the new account, click **OK** to return to this window.

- OR, click on the **+** button in the **Account** field to add a new account. When finished adding the new account, click **OK** to return to this window.

Amount
> Type the amount of contribution made to this account, press Enter or Tab.

Next
> To review previously entered envelopes, click **Next** to move forward.

Tips

- If the Button is grayed out, then it is inactive because there is no next Envelope from the one showing.
- This process can be used to edit previously entered envelopes.

Previous
> To review previously entered envelopes, click **Previous** to move backward..

Edit Envelope
> When browsing previously entered envelopes (**Next Envelope** and **Previous Envelope**) click **Edit** to make changes.

New Envelope

- When the total of the accounts equals the envelope total and ENTER is pressed, a new envelope appears.

- OR, click **New Envelope**

- OR, press F8.

Delete Envelope
> Click **Delete Envelope**.

Make Deposit
> When the program detects that you have completed all contribution entries you will be prompted to continue to **Make Deposit**.

Trial Deposit
> Click **Trial Deposit** at any time to view a list of Donors and deposit totals entered in this deposit. The list will appear in alphabetical order unless the Sort Envelopes by Order Entered is checked in Maintenance, Properties, General Tab.

Tips

- It is expected that you would only go to a Trial Deposit when all envelopes have been entered.
- NOTE: when all envelopes have been entered without error the program will automatically go to the Make Deposit window.

Close

    Click the **Close** button anytime to discontinue entering contributions. The Next Step button will say "Enter Contributions" until the offering is ready for deposit.

Tips

- Contribution Entry can be exited at any time. To resume at a later time simply click the **NextStep** button on the main window. It will read Enter Contributions.
- When returning to Contribution Entry the next time, the last envelope entered will be displayed. Just click New Envelope and continue entries.

If you make a mistake when entering contributions, simply return to the envelope where the problem occurred and edit the envelope. If the Deposit has been completed, go to Reports and Graphs, Contribution Report and double click on the envelope that needs editing. Jewel will take you to that envelope. Click Edit Envelope and make the changes needed. Remember if you change the total amount of the envelope, the Deposit total must be changed also. If the month where the error occurred has been closed, you will need to make a correcting entry. For help with this, see Make Corrections to Contribution Entry.