

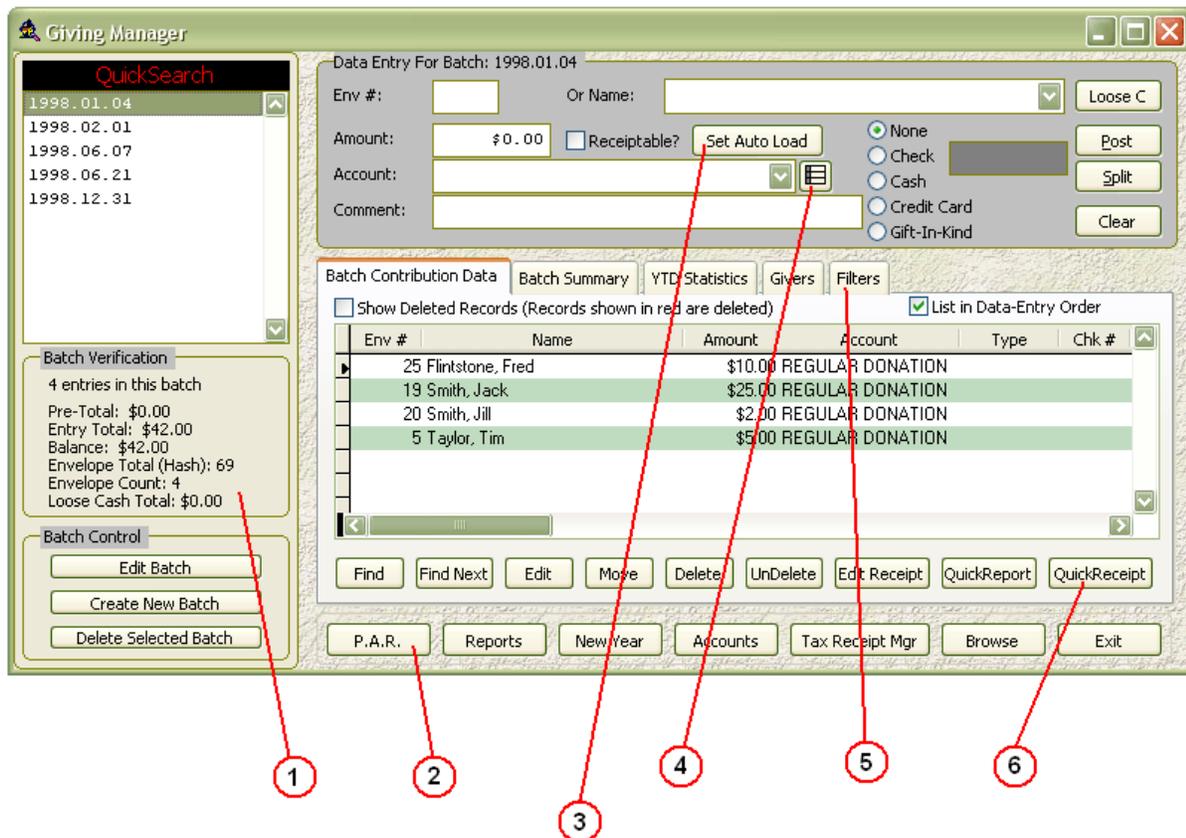


# NEWSLETTER #7

## February, 2004

Welcome to newsletter #7. This time around we're talking about the new version 3 features in the Giving Manager and Tax Receipt Managers. Lastly, we'll talk about a couple of common tax-time problems. Lets start with the Giving Manager...

With each new release of ChurchWatch we like to provide improvements to the Giving Manager since this is a spot that people tend to spend the most time. In Version 3 we've added some real goodies. Lets look at the changes one at a time. Refer to the example form below.



The first thing you'll notice is that the Giving Manager has a much tidier appearance, with distinct areas clearly laid out and labelled. In the figure above we've labelled the 6 new items that are worthy of note.

1. **Batch Verification.** The Batch Verification window has a couple of new counters. The Envelope "hash" is simply the total of all envelope numbers entered for the batch. This can be useful to catch errors in data entry especially when amounts are transposed and the batch still balances. This assumes that you have prior knowledge of what the hash value is for the batch. There is one downside to this method. Because of the way that ChurchWatch handles split offerings by creating multiple records, envelope numbers may be counted more than once. Another new item is the envelope count.
2. **P.A.R.** This stands for Pre-Authorized Remittance. An option that is becoming more and more popular for churches. Basically this is when you do an automatic debit from someone's bank account. The PAR Import in ChurchWatch was set up to handle United Church PAR format PAR files. However, we've made the import format flexible and it can be modified. The idea here is that you can import an entire file of PAR information without having to enter each offering one at a time. More on this in another newsletter.
3. **SET AUTO LOAD/CLEAR AUTO LOAD.** While this feature was available in version 2, we've really beefed it up in version 3. "Auto Load" is used when a person has a fairly regular giving pattern from week to week. When "Auto Load" is turned on, ChurchWatch will automatically fill in most fields when you choose an envelope number or a name in the data entry area. The "Auto Load" attribute is set for EACH person in your database and is off by default. You set the auto load feature on the GIVING page of the Membership Manager, person level. OK, back to the Giving Manager. The SET AUTO LOAD/CLEAR AUTO LOAD button gives you convenient access to this attribute from the Giving Manager. First choose an envelope number or a name. The button will be labelled either SET AUTO LOAD or CLEAR AUTO LOAD. If the label is "SET" it means that this person does NOT have auto load turned on. If the label is "CLEAR" it means that the person DOES have auto load turned on. Click the button to change the attribute for this person.
4. **Account List Button.** This is a convenient way to get to the Account Name Editor. It functions the same as the ACCOUNTS button near the bottom of the form and is provided for consistency.
5. **Filters.** Now here's the real good news. We've added a long list of convenient filters. We tried to choose the most common filters needed by the average customer. The filters are a great way to find specific information real fast. Simply click one of the options and the giving data will be filtered down to the specific set of data you're asking for. For example, you could view data for one

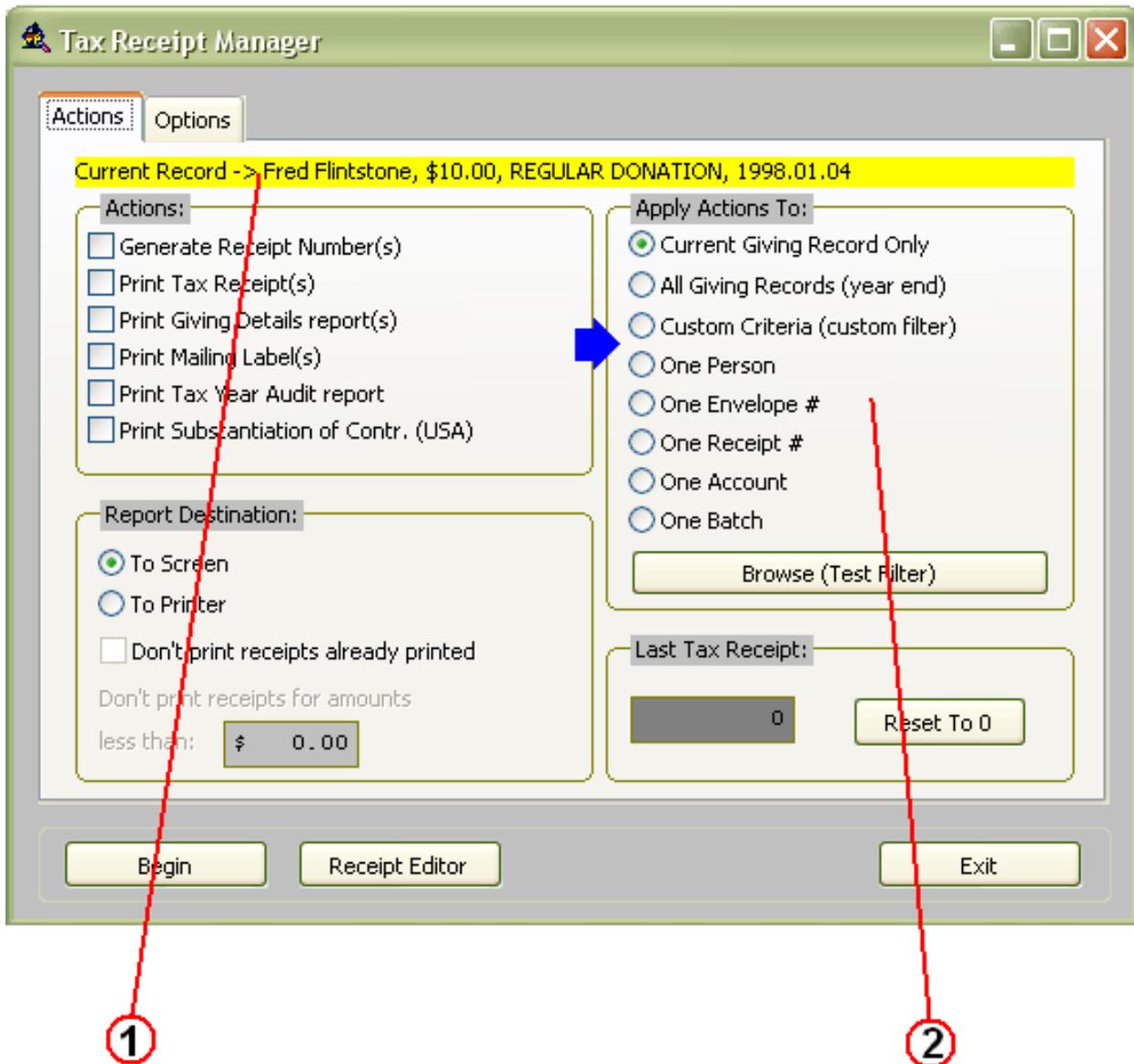
receipt number. This is great at tax time if you need to go back and correct a receipt. When you have a filter in effect, the word “[Filtered]” will appear on the Giving Manager form to remind you that you have a filter in effect. Here are the available filters:



Remember that even when you have a filter in effect, any data entered is always put against the current batch date. Older customers will remember the “View By Person” feature in ChurchWatch Version 1. We’ve brought it back in version 3 - simply click the “One Person” filter.

6. **QuickReceipt.** Another very useful feature especially for charities. You can now produce an instant receipt, simply by selecting a record in the data window and then by clicking the QuickReceipt button. You’ll get a warning just in case you bumped the button by accident. But if you proceed a serial number will be assigned and a receipt will be produced on screen. Click the printer icon in the report preview window toolbar to print the receipt to paper.
7. **Giving Date** (Not shown in figure). We’ve added the date given back into data in the data window. You’ll find it at the end of the record (scroll the window to the far right).

Now lets look at the Tax Receipt Manager improvements.



The changes in the Tax Receipt Manager are minor but very significant. There are three major changes. Two are shown above. First of all, the current Giving record is shown at the top of the form. This is the record you will be receipting if you choose the "Current Giving Record Only" option. Secondly note the new "Apply Actions To" box. You now have many more filtering options. These filters are very useful for creating or printing on certain receipts or for choosing only certain giving records. For example, suppose you need to reprint a receipt. Choose the "One Receipt #" option, enter the receipt number and then print it. Remember that you will need to choose at least one action in the upper left box. Thirdly, the Tax Receipt Manager's SmartForm abilities have been beefed up. This form now remembers most options but excludes the "Apply Actions To" selection because this could have disappointing results if you forget to change it.

That covers the changes in the Giving and Tax Receipt Managers for Version 3. We have more goodies planned for the next major version of ChurchWatch.

Lastly I'd like to cover a couple of common tax-time problems that have easy solutions.

### **#1 - Oops, I had an offering credited to the wrong person and I've already generated receipts. What do I do now?**

Normally, you could just edit the giving record and change the name but because you've already generated a tax receipt serial number, this would NOT take the amount off the receipt in question, even if you change the person or envelope number its credited to. Secondly, you can't fix it in the Tax Receipt Editor because although you can move offerings from one receipt to another, the two receipts must be credited to the same person. You could restore a backup and start all over but what if you've already printed the receipts? Now what? The best method is simply to delete the offering in error and then re-enter it correctly. However, the side effect is that this newly entered record will not have a tax receipt serial number. You'll need to generate a receipt. You can do so in the Tax Receipt Manager using the "Current Record Only" option. But now you've got 2 receipts. Still not very nice. But now, because the receipt is credited to the proper person you can MOVE the amount to another receipt and get everyone onto one receipt. To do this you use the Tax Receipt Editor (not the Manager) and choose the MOVE button. Once this amount is moved to another receipt, this current tax receipt will no longer exist. You can print the receipt with the full total and everything is all clean up. Or is it? If you're paying attention you'll note that there is a second receipt involved here - the original one that you deleted the offering from. You'll need to re-print the original receipt also.

### **#2 - Oops, I had one or more giving accounts marked as non-receiptable and I've already generated tax receipts. What do I do now?**

You'll probably notice this when receipt or Substantiation of Contributions amounts are incorrect. Nine times out of ten, you forgot to mark a giving account as "receiptable". Only receiptable offerings appear in the tax receipt total. First of all run an account report to get the names of all people who have contributed to the account in error. You'll need this very important information in a moment. Next, go to the Account Editor (LISTS->ACCOUNT NAMES), find the account in question, and mark the account "receiptable". ChurchWatch will ask if you want to adjust all giving records credited to this account. You'll definitely want to say YES. Now you need to go to the Tax Receipt Manager and generate receipts. First take note of the last tax receipt number generated. I'll assume you've already created all year-end receipts so this is easy. Just re-generate all year-end receipts. This WILL NOT modify existing receipts in any way. It will just generate the few new receipts needed because you have modified some giving records to be receiptable. If you just want to print these new receipts, use

a tax receipt filter (Apply Actions To option) and print each new receipt. If you'd prefer to clean things up and add these new amounts to existing receipts use the method we talked about in #1 above.

That's it for newsletter #6. Be sure to keep your email address up to date with us and be sure to upgrade your software via the internet from time to time. It can save us both some time and effort.

A handwritten signature in black ink that reads "Paul Weisberg". The signature is written in a cursive style and is underlined.

Paul Weisberg  
White Mountain Software