CDM Plus Contributions

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CDM plus
CHURCH MANAGEMENT SOFTWARE
The power to help you connect your church's **ministry** to its **mission**

Contributions

The church depends upon the stewardship of its people. The people depend on and expect the church to be a good steward of its resources. CDM Plus is a great help in the week to week task of recording contributions. After contributions are recorded into the system, a variety of reports giving analysis of the financial support to the church is immediately available. Over 10,000 different designations of contributions can be recorded in CDM Plus. These different designations are printed directly on the giving statements and available on a report that shows exactly how much was given to a particular project over a period of time. Giving statements can be printed at any time and reflect to a church's contributors an accurate account of the receipt of their gifts. Producing statements is as easy as clicking on a few buttons and letting the computer do the work of calculating all of those long lists of figures.

CDM Plus can maintain a five year history of giving for each giving unit in the church. This information can be printed and averages of gifts per giving unit will automatically be calculated. What kind of stewardship program is needed for your congregation? CDM Plus will give you helpful information about the past and current support to the church, so that just the right program can be implemented to help challenge the people of faith to be good stewards.

Contributions Menu/Toolbar

The **Contributions** menu gives you access to the data entry windows for the Gving Unit Information, weekly contributions, estimates/pledges and the giving other codes. If the Contributions module is linked to the Accounting module through the **Contributions Preferences/Settings** window then a **Post to Ledger** option will be visible on the Contributions menu.

For users who do not own the Membership module two additional menu items will appear under the Contributions menu. **Addresses** allows you to enter address information. **Master Coding System** will also appear on the Contributions menu and allows you to define different **Event Codes**.

The **Reports** menu to the right of Contributions contains the reports related to the contributions module. All reports under the Reports menu allow you access to information contained in the giving unit information, contributions, estimates/pledges and giving other code files.

Preferences/Settings

Preference/Settings are general defaults and allow you to customize many actions within CDM Plus. they are accessed by first selecting **Setup** under the **File** menu, then **Preferences/Settings**.

Click on the **Contributions** icon

at the left to bring up a screen where you can change the word estimate to pledge or any other name of your choosing. You can also indicate whether you want to print the giver's code or giver's name on reports. Under **Preferences** you can also indicate if you want CDM Plus to automatically display the estimate/pledge information in the cash and breakdown fields on data entry of contributions. You can also indicate whether you want your labels to print in all capital letters. When printing reports that use preference settings you will be able to override these settings for that printing only.

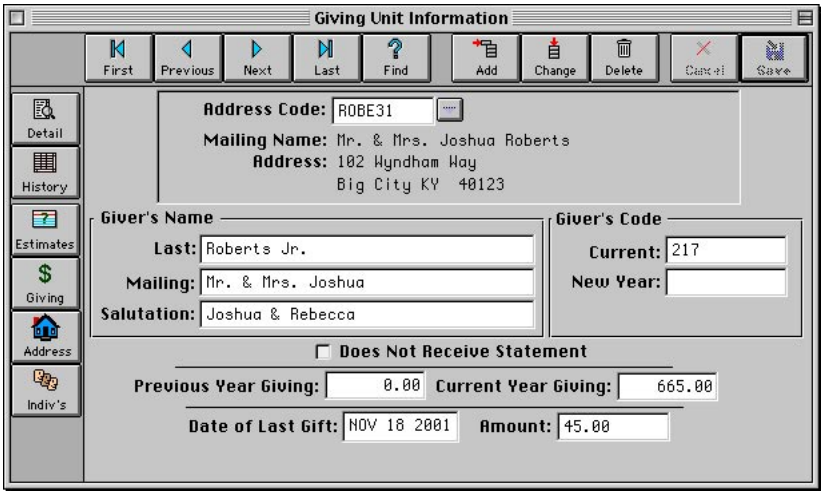
Giving Unit Information

The Giving Unit Information relates to the Contributions file in the same way as the Family Address Record relates to the Individual Records. Before contributions can be entered in CDM Plus, a giving unit master record must be created under the Giving Unit Information window. In order for a contribution to be posted in CDM Plus, a **Giver's Code** must be established.

In addition to the establishment of the **Giver's Code** and giver's name the **Giving Unit Information** file also contains summary information. The current year's giving, the date of last gift and amount of the last gift are automatically updated from the contributions entry. The previous year giving is set as a part of the **Update History** function under the Contributions **Utilities** menu.

Special Fields in Giving Unit Information Records

Address Code: This code is the master code assigned to each address within CDM Plus. This code must be entered to provide proper connection of a giving unit record to an address.



Giver's Name: This is the name that will appear on the giving statements and on the contribution entry screen. If CDM Plus created the giving unit record from the Family Address Record then the Giver's Name will be identical to the Mailing Name. The Giver's Name can be edited to be different from the Mailing Name. This is extremely helpful when there is more than one giving unit in a family.

Giver's Code (Current): The Giver's Code is used during contribution entry and estimate/pledge entry to connect records to the proper giving unit record. The Giver's Code can be edited to reflect offering envelope numbers or some other recording system used by a congregation. Each giving unit record must have a unique giver's code.

Giver's Code (New Year): A new giver's code for the upcoming year can be entered here. The **Update Giver's Code** function is used to mass update the giver's code field with the new giver's code information. See **Update Giver's Code** for more information about this function.

Does Not Receive Statement: Clicking on this checkbox will prevent a statement from being generated for this giving unit.

Previous Year Giving: CDM Plus maintains a five year history of giving. Some time after the beginning of the new year the Update History function should be performed. After this has been done then the total contributions by this giving unit for the previous year will be displayed in this field.

Current Year Giving: Every time a contribution is posted in CDM Plus this field is updated to reflect that contribution. The total of all contributions will be displayed in this field. To view a breakdown of this total click on the **Detail** button to the right.

Date of Last Gift: This is automatically recorded from the contributions entry screen and reflects that last contribution entered for this giving unit.

Amount: this is the amount of the last gift given and is automatically recorded from the contribution entry screen.

Special Buttons in Giving Unit Information

Detail: This function will display all contribution records recorded in CDM Plus to this giving unit. From this window you can double-click on any line and CDM Plus will ask you if you want to see the complete entry of that contribution. If you answer Yes then CDM Plus will automatically go to the Contributions Entry window and display that particular contribution entry.

History: This function will display the five year history of giving, current year giving and estimate/ pledge information for each breakdown. The 5 year history is maintained by using the Update History from the Contributions menu. If you are in an edit mode this information can be changed if need be.

Estimate/Pledge: Clicking on this button will display a list of Estimates/Pledges for this Giving Unit. Double-click on a line to open that Estimates/Pledges window.

Giving: Clicking on this button will take you to the Contributions Entry window. Clicking on the Giving button is the same as selecting Contributions Entry from the Contributions menu.

Address: Clicking on this button will take you to the Family Address Record tied to this Giving Unit Record.

Indiv's: Clicking on this button will display a list of Individuals tied to this Giving Unit Record.

Adding Giving Unit Records

If, when adding **Family Address Records** (under Membership), you always answered **Yes** when CDM Plus asked if a **Giving Unit Record** was to be inserted, there will be a Giving Unit Record for every family in the system. Clicking repeatedly on the **Next** button will take you through the records. Giving Unit Information records can also be located using the **Find** button.

NOTE 4.1: When CDM Plus creates Giving Unit Records, unless otherwise indicated, the Address Code will be used as the Giver's Code. This can be replaced with an envelope number as it is created or codes can be changed to envelope numbers later.

The giver's code is an alpha-numeric field. This means that items are sorted alphabetically and not numerically. If you are using envelope numbers it is suggested that you precede numbers with zeros so that your numbers will be displayed in numerical order. For example if the highest envelope number is three digits then numbers 1-99 should be entered as 001-099. An alphabetical sort looks at the first characters and groups them together and then the second characters, etc. Aa, Ab, Az, Ba. . . Zz. If you did not use preceding zeros in the giver's code field then the system will order your numbers 1, 10, 100, 2, 20, 200. . . 9, 90, 900. By preceding the numbers with zero the ordering will produce, 001, 002, 003. . . 099, 100, etc.

Each Giver's Code must be unique. CDM Plus will prevent you from assigning the same code to more than one record.

You have two options when you need to add a Giving Unit Record, whether it is the first Giving Unit or an additional one for a family.

Option 1

Giving Unit Records can be quickly added from the Family Address and Individual Record windows.

Important: The CDM Plus Membership module is required for this function. If you do not have access to Membership, see **Option 2** below.

1- Under the **CDM+** menu, select **Membership** or click the Membership icon on the tool bar.

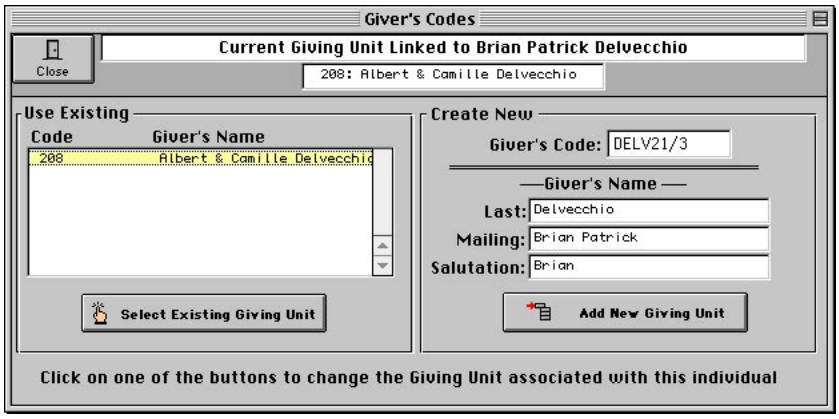
2- Under **Membership,** select **Family Address Records** or click the **Family Address Records** icon on the menu bar.

3- Click the **Find** button. Enter the necessary search criteria to find the desired Family Address Record. You may need to use the **Next** or **Previous** buttons to locate it.

4- Once you are viewing the desired **Family Address Record**, click on the Giver's button on the left. If a **Giving Unit Record** has already been established for this address, it will appear in this window. If not, you will be prompted to add one. If a **Giving Unit Record** does already exists, then you can click on **Add** to establish additional Giving Units tied to this address.

NOTE 4.2: If you are establishing additional Giving Units for an individual who has an Individual Record, then DO NOT add the Giving Unit from the Family Address window.

Instead go to this person's Individual Record and click on the **Give Unit** button . If desired, change the **Giver's Code** from the default code and click on the **Add New Giving Unit** button (see below).



5- To add additional Giving Units, repeat the process, assigning each unit a unique Giver's Code.

Option 2

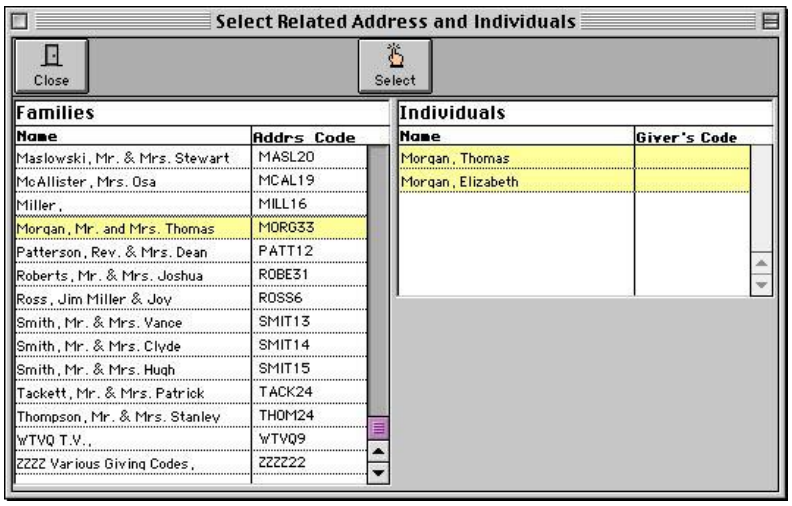
Adding Giving Unit Records when CDM Plus Membership is unavailable:

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** select **Giving Unit Information** or click on the Giving Unit Information icon on the Tool Bar.

3- Click on the **Add** button.

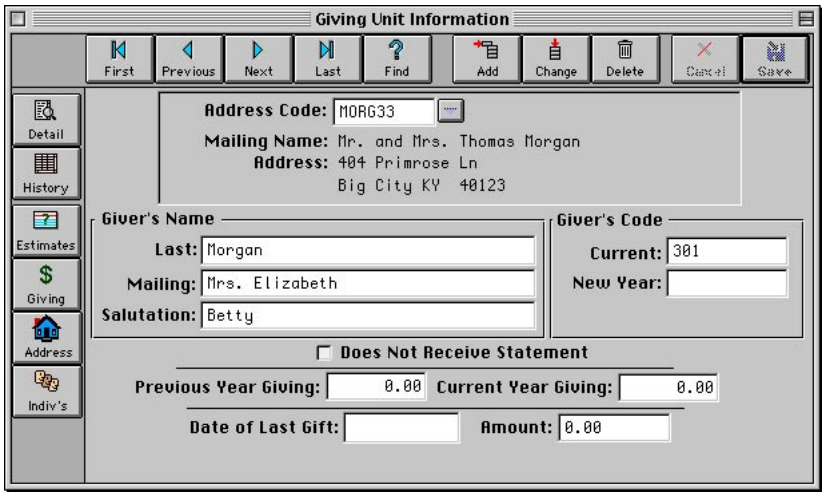
4- Click on the down arrow next to the **Address Code** field. A list of address codes and their related mailing names will be displayed. Scroll down to find the desired family



mailing name and click to highlight the line. Then, on the right side, highlight all individuals that are to be tied to this Giving Unit Record (Hold down the Shift key while clicking to highlight more than one name).

5- Click on the **Select** button .

6- Enter the Giver's Name information (as you want it to appear on the giving statement). This may be the same as the Mailing Name automatically entered above when selecting an Address Code or it may be different. For example, if two members of the same household give to the church separately, you'll want to add a giving unit record for each. But both will be linked to the same Address Code.



6- Enter a Giver's Code for this Giving Unit.

7- To add additional Giving Units, repeat steps 3–6 and assign each unit a unique Giver's Code.

Creating Giving Funds and Other Giving Codes

Before Contribution records can be entered, the main giving funds and any other giving codes you are aware of should be established.

Creating Giving Funds

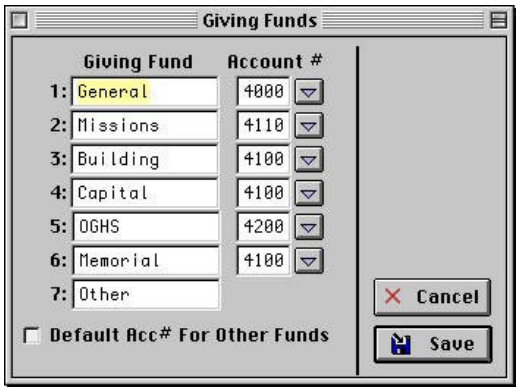
1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** on the menu bar select **Contribution Setup.**

3- In the **Contributions Setup** window click on the **Giving Funds** button

.

NOTE 4.3: To link contributions to Accounting or Memorial Gifts you must click on the appropriate check box(es) in this window.



4- Type the name of your Giving Fund 1 (e.g.—General).

5- If you have turned on linking to Accounting, click on the down arrow button to select the Income Account # you wish to assign to each Giving Fund.

6- Continue the process, entering Giving Fund names and (if you have turned on linking to Accounting) selecting Income Accounts #'s by clicking on each down arrow

button until all the Giving Funds you need are created.

6- When all needed Giving Funds are established, press **Return/Enter** or click **Save**.

7- Close the **Giving Funds** window and close the **Contributions Setup** window.

NOTE 4.4: The 6 main Giving Funds should be the ones most often given to. Under Giving Fund 7: **Other**, an unlimited number of other types of offerings can be designated. Creating these other codes is described below.

Creating Giving Other Codes

NOTE 4.5: It is not necessary to create Giving Other Codes before doing contributions entry. They may be created later or even as you are entering contributions.

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** on the menu bar select **Giving Other Codes** or click the Giving Other Codes icon on the Tool Bar.

3- In the **Giving Other Codes** window click on the **Add** button.

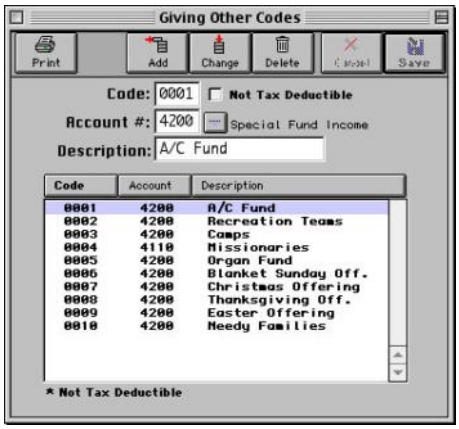
4- Enter 0001 in the **Code** field. (**Giving Other Codes** can be letters or numbers or combinations of letters and numbers.)

5- Press the **Tab** key.

6- Type the **Description** of this giving code (e.g.—A/C Fund)

7- Press **Return/Enter** or click **Save**.

8- Repeat steps 3–7 until all desired **Giving Other Codes** are created.



NOTE 4:6: If an gift is **Not Tax Deductible**, then click on the checkbox next to the **Code** field. CDM Plus will not include this item in the total of tax deductible giving listed on the giving statement.

Creating Giving Codes for Loose Offering and Non-Member or Visitor gifts

Giving codes may be created to account for loose offering and for contributions made by non-members or visitors who do not have a Giver's code.

LOOSE may be used as the code for loose offering. **NONMEMBER** or **VISITOR** may be used as the Giver's code for a non-member/visitor gift.

To create these codes:

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Select **Giving Unit Information** on the **Contributions** menu or click the Giving Unit Information icon on the Tool Bar.

3- Click the **Add** button.

4- Place the cursor in the **Giver's Name** field, leaving the **Address Code** field blank. Type **Loose Offering** in the **Giver's Name** field and **LOOSE** in the **Current Code** field.

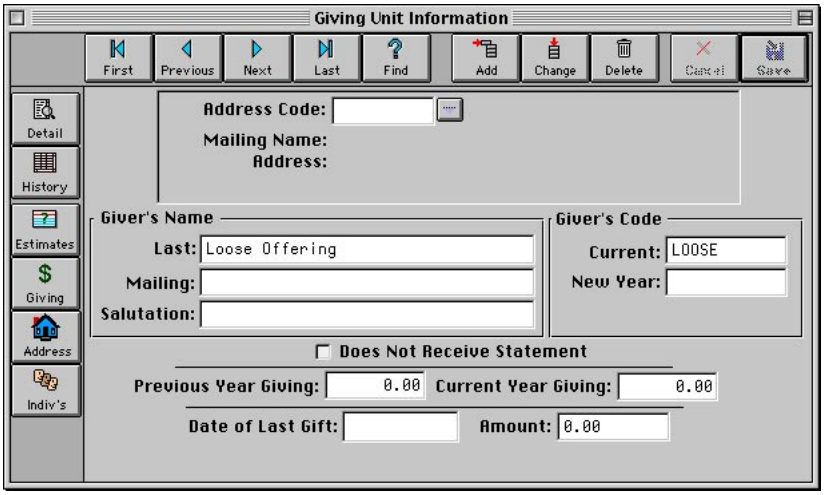
5- Press **Return/Enter** or click **Save**.

6- Click the **Add** button.

7- Move the cursor into the **Giver's Name** field, leaving the **Address Code** field blank.

9- Type **Non-Member/Visitor Offering** in the **Giver's Name** field and type either **NONMEMBER** or **VISITOR** (whichever you prefer) in the **Current Code** field.

10- Press **Return/Enter** or click **Save**.



NOTE 4.7: These additional giving codes may both be connected to a single **Family Address Record** with Misc Codes entered in the **Last Name** field. Assign a **Mailing Code** which would not be included in regular mailings or directory printings.

These codes may now be used when doing Contributions Entry to account for loose offering or non-member/visitor contributions.

When using the Non-member/Visitor code during contributions entry, click on the **Memo** button on the Contributions Entry screen and input the name and address of the giver. Later, if the giver continues to attend and contribute, they can be given a regular Giver's Code and these Non-member/Visitor contribution records can be assigned their new Giver's Code and their contribution record will be complete. These records are located by printing the **Contribution Memos** report under **Reports** while in **Contributions**.

Adding Contribution Records

There are two ways to enter contributions in CDM Plus. The first option, **Individual Contributions Entry**, is best for small to medium offerings that can be processed by one person.

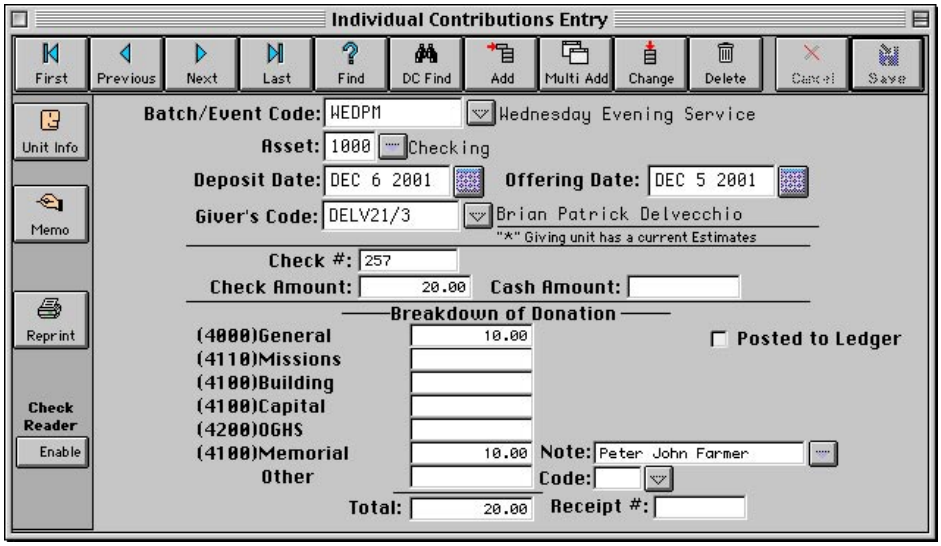
Adding Contributions through Individual Contributions Entry

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** select **Contributions Entry** or click the Contributions Entry icon on the right side of the Tool Bar.

3- Click the **Multi Add** button (Multiple Add because most offerings include more than one entry). The Multiple add function message will appear. Or use the **Add** button to enter a single entry. Press **Return/Enter** or click **OK**.

4- Click on the **Arrow** button beside the **Event Code** field and double-click on the code for the service or event at which this offering was received. This is not required if you do not track offerings at multiple events. (See **Master Coding System Tip 4** in Appendix A for information about Event codes.)



5- Click on the **Arrow** button beside the **Asset** field and double-click the account number for the asset into which this offering is to be deposited. This is not necessary if you are not linking Contributions to Accounting.

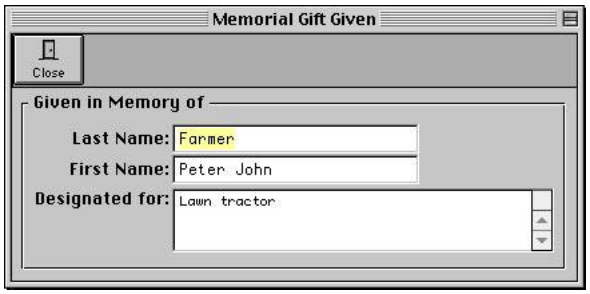
7- Move the cursor first to the **Deposit Date** field and type the **Deposit Date**, then to the **Offering Date** field and type the **Offering Date.** (The same date may be used for Deposit and Offering dates if you wish.) Or, instead of typing in the dates, click on the calendar button next to the date field. This will open a separate window containing a calendar. Double-click on a date on this calendar to automatically enter it.

8- Enter the **Giver's Code** for the person whose gift is to be recorded first. You may type this directly in (e.g.—**SMIT245** if the address code is used as the Giver's Code or **389** if that is their envelope number). Clicking on the **Arrow** button beside the **Giver's Code** field will pop up a list of available Giver's Codes from which you may double-click your choice. Also, leaving the Giver's Code field blank and pressing the **Tab** key will bring up the **Giver Search by Last Name** window in which you can type the last name of the giver. Press the **Tab** key or click **Find** and if there is only one giver with that last name they will be loaded in the **Individual Contributions Entry** window. If there is more than one, a list will be displayed and you may double-click your choice for this entry.

9- Enter **Check #**, **Check Amount**, and **Cash Amount,** if applicable.

10- Enter the **Breakdown of Donation** amounts by tabbing through the Giving Fund fields, typing in the appropriate amounts.

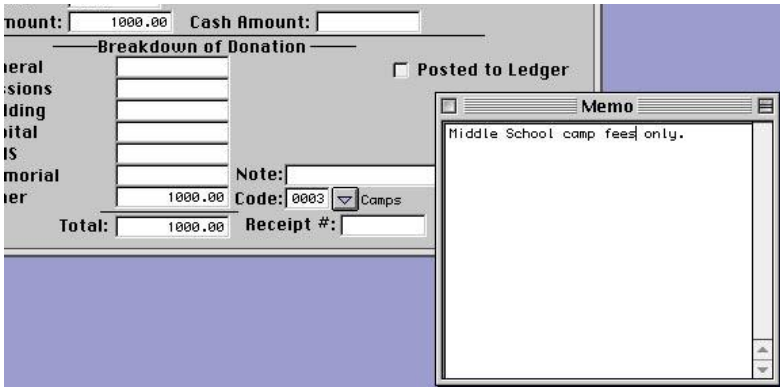
11- If you enter an amount in the **Memorial** fund field, tab into the **Note:** field and enter the name of the person in whose memory the Memorial Gift was given. If you selected to have the Contributions linked to Memorial Gifts under the **Contribution Setup** window, then click on the **Arrow** button. Enter in the name of the person in whose memory the gift is given and any designation of the use of the funds. This will add an entry into the Memorial program area to produce lists of monies given and used.



12- In the **Other** field, enter any amount given not covered by one of the above Giving Funds. Tab into the **Code:** field and click on the **Arrow** button beside the **Code** field and a list of available codes will be displayed. Double-click on the **Giving Other Code** of your choice or you may close this window, enter a number not already used and define a new code on the fly.

13- When these have been entered the **Total** at the bottom should equal the total check and/or cash amount above.

14- You may click on the **Memo** button to display the Memo field into which any pertinent information about this contribution may be entered. This information is not however printed on Giving Statements. Close the **Memo** window after typing.



15- Press **Return/Enter** or click **Save**.

16- This record is accepted and the cursor returns to the **Giver's Code** field and all the information above that stays the same and need not be re-input. Repeat steps 8-15 until all records are in.

Important! After the last contribution record is input and you have pressed **Return/Enter** or clicked **Save**, you must click the **Cancel** button to end a Multiple Add session.

Batch Contributions Entry

A second method of contributions entry is available through Batch Contributions. This is helpful if your offering is very large and must be processed in several batches by different people. You should also use it if you have many givers who give to more than one Giving Other Code each week.

A word of explanation about the **Hash** number is necessary at this point. The hash number is optional but if you want to use it you must use envelope numbers or if you don't use envelope numbers, you must make your givers codes numeric as if they were envelope numbers.

The hash number for a particular giver is determined by multiplying the envelope number by the number of funds or codes that person gave to. For example if the person using envelope number 101 gave to the general fund, the missions fund, and the memorial fund, their part of the hash number is 101 x 3 which equals 303. If the person using envelope number 200 gave only to the general fund their part of the hash number is 200. Then if the person using envelope number 250 gave to the General Fund and the Youth Fund their part of the hash number is 500. Make this calculation on all the givers and add their numbers together to come up with a total **Hash** number for each batch of envelopes or for the entire offering if you only enter one batch. The total amount of money given in each batch should also be calculated before entry begins.

Once the total offering amount and the Hash number have been calculated as described above for each batch (if you are putting in several batches) or for the entire offering, contributions entry may begin as described below.

Adding Contributions through Batch Contributions Entry

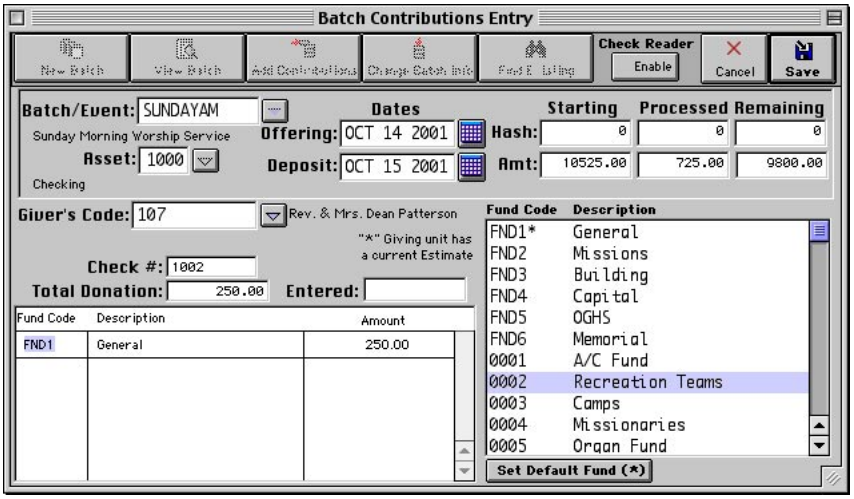
1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** on the menu bar select **Batch Contributions**.

3- Click the **New Batch** button.

4- Enter a **Batch** number or choose a user-defined **Event Code** from the pop-up list by clicking on the **Arrow** button beside the **Batch/Event** field and double-click your choice from the list.

5- Click on the **Arrow** button beside the **Asset** field and double-click the account number for the asset into which this offering is to be deposited. This is not necessary if you are not linking Contributions to Accounting.



6- Move the cursor first to the **Deposit Date** field and type the **Deposit Date**, then to the **Offering Date** field and type the **Offering Date.** (The same date may be used for Deposit and Offering dates if you wish.) Or, instead of typing in the dates, click on the calendar button next to the date field. This will open a separate window containing a calendar. Double-click on a date on this calendar to automatically enter it.

7- Enter the total **Hash** number if you plan to use this number; it is optional. Determine the **Hash** number based on the instructions above.

8- Enter the total **Amount** of this batch or of the total offering if you are not putting in multiple batches.

9- Press **Return/Enter** or click **Save**.

10 Click the **Add Contributions** button Add Contributions.

11- The multiple add function dialog box appears. Press **Return/Enter** or click **OK**.

12- Enter the **Giver's Code** for the person whose gift is to be recorded first. You may type this directly in (e.g.—**SMIT245** if the address code is used as the Giver's Code or **389** if that is their envelope number). Clicking on the **Arrow** button beside the **Giver's Code** field will pop up a list of available Giver's Codes from which you may double-click your choice. Also, leaving the Giver's Code field blank and pressing the **Tab** key will bring up **the Giver Search by Last Name** window in which you can type the last name of the giver. Press the **Tab** key or click **Find** and if there is only one giver with that last name they will be loaded in the **Individual Contributions Entry** window. If there is more than one, a list will be displayed and you may double-click your choice for this entry.

13- Enter **Check#** if applicable (enter no **Check#** if the gift is cash)

14- Enter the giver's **Total Donation**.

15- Press the **Tab** key.

NOTE 4.8: The Fund Codes and Description window appears to the right. The first 6 represent the 6 main funds created by the user under **Contributions Setup**. The 7th fund and following represent all the **Giving Other Codes** created by the user. It is advisable to make the first main fund the church's **General** or **Main Operating** fund.

16- The total donation is placed on the first line below and is assigned to the first fund (FND1) which should the **General** fund. If you want another fun o be eaur te firste, hnighlight that fund on the right and click on the **Set Default Fund** button Set Default Fund (*).

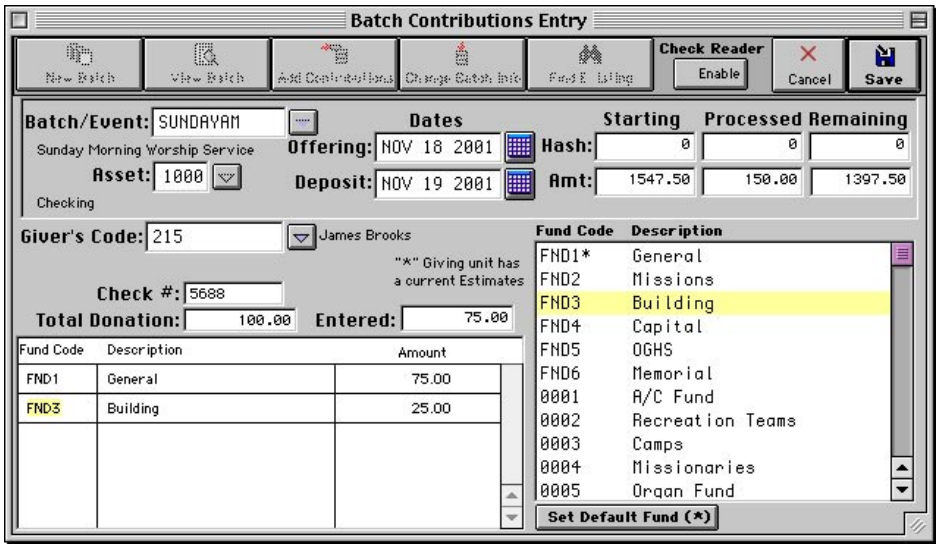
17- If the total donation is to be credited to this first fund, press **Return/Enter** or click **Save** and return to step 12.

18- If only a portion of the donation is to be credited to the General Fund, press the **Tab** key and change the amount to the amount to be credited to the General Fund.

19- Press the **Tab** key. The remaining amount of this person's donation appears on the second line. Double-click on the **Fund Code** in the list to the right to which the remaining amount is to be credited.

20- If this remainder of the total donation is to be credited to this additional fund, press **Return/Enter** or click **Save** and return to step 12.

21- If only a portion of the remainder of the donation is to be credited to this additional fund, press the **Tab** key and change the amount to the amount to be credited to this additional fund.



22- Press the **Tab** key. The remaining amount appears on the third line. Double-click on the **Fund Code** in the list to the right to which the remaining amount is to be credited.

23- If this remainder of the total donation is to be credited to this additional fund, press **Return/Enter** or click **Save** and return to step 12.

24- If only a portion of the remainder of the donation is to be credited to this additional fund, press the **Tab** key and change the amount to the amount to be credited to this additional fund. Continue the above procedure until this person's total donation has been credited to the various funds to which it was given.

25- Press the **Tab** key after the last fund assignment has been entered and the **Entered** amount should match the **Total Donation** amount.

26- If they do and they are correct, press **Return/Enter** or click **Save**.

NOTE 4.9: The **Hash** and **Amount** numbers processed begin to appear in the **Processed** fields and the remaining numbers (starting minus processed) appear in the **Remaining** fields. Once the total Batch or Offering has been entered, the **Processed** numbers should be the same as the **Starting** numbers and the **Remaining** numbers should be 0 (Remember, the **Hash** number is optional)

27- Repeat steps 12–26 until all contributions for this Batch or total Offering entry have been entered.

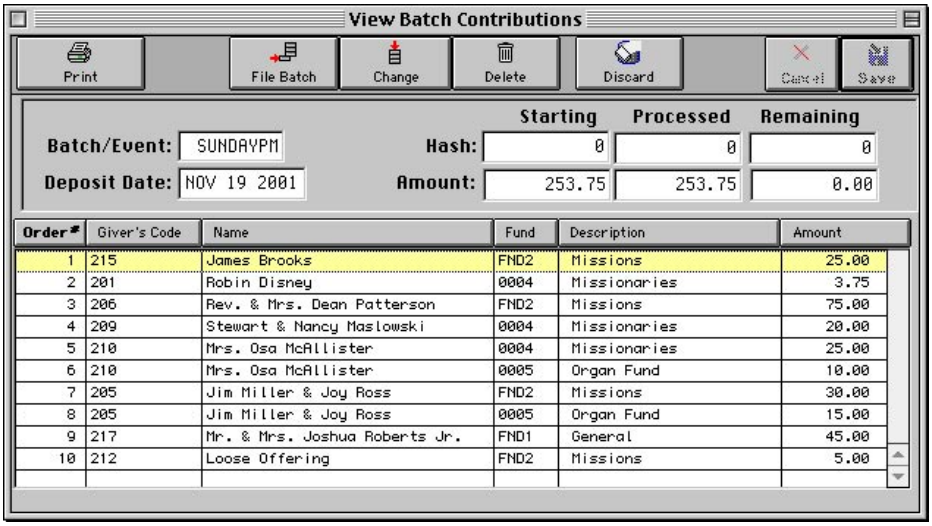
28- Once the last contribution record has been entered, click **Cancel** to exit the multiple add function.

NOTE 4.10: If any of the **Batch** information in the top section of the window (not contribution information) happens to be incorrect, click the **Change Batch Info** button [Change Batch Info] and make the necessary changes, and then press **Return/Enter** or click **Save**. If the batch information is correct, move on to the next step.

29- Click the **View Batch** button [View Batch].

30- Scroll through and confirm the correctness of the batch entry.

31- If the information is correct, click the **Print** button and print a batch report and then move to step 32. If some information is not correct, click the **Change** button, tab through making changes, and then press **Return/Enter** or click **Save**.



Order #	Giver's Code	Name	Fund	Description	Amount
1	215	James Brooks	FND2	Missions	25.00
2	201	Robin Disney	0004	Missionaries	3.75
3	206	Rev. & Mrs. Dean Patterson	FND2	Missions	75.00
4	209	Stewart & Nancy Maslowski	0004	Missionaries	20.00
5	210	Mrs. Osa McAllister	0004	Missionaries	25.00
6	210	Mrs. Osa McAllister	0005	Organ Fund	10.00
7	205	Jim Miller & Joy Ross	FND2	Missions	30.00
8	205	Jim Miller & Joy Ross	0005	Organ Fund	15.00
9	217	Mr. & Mrs. Joshua Roberts Jr.	FND1	General	45.00
10	212	Loose Offering	FND2	Missions	5.00

Important: Clicking on the **Discard** button [Discard] will delete the entire batch.

NOTE 4.11: Any unfiled batches may be found and changed using the **Find Existing** button [Find Existing]. If the batch has been filed and a change is necessary, go to **Contributions Entry**, use **Find** or **DC Find** to locate the appropriate entry and make corrections there.

32- Once you have determined that the batch is correct, click **Print** to print the batch report.

33- Following the batch report, click the **File Batch** button [File Batch]. When the *File Batch Contributions?* dialog box appears press **Return/Enter** or click **YES**.

NOTE 4.12: When the batch is filed, **Individual Contribution Entry** records are created for each giver. If a giver contributes to more than one Giving Other Code additional **Individual Contribution Entry** records are created.

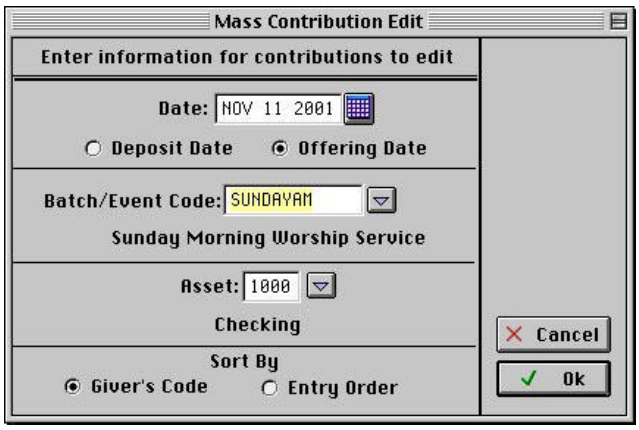
34- Return to steps 3–33 to input additional batches or, if the offering has been entered in 1 batch, you may now print the **Daily Report of Giving** or other reports based on this particular offering.

Mass Contributions Edit

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** on the menu bar select **Mass Contributions Edit**.

3- Type the date or click on the calendar button next to the date field. This will open a separate window containing a calendar. Double-click on a date on this calendar to automatically enter it. Click on a radio button to indicate that this is either a **Deposit Date** or an **Offering Date**.

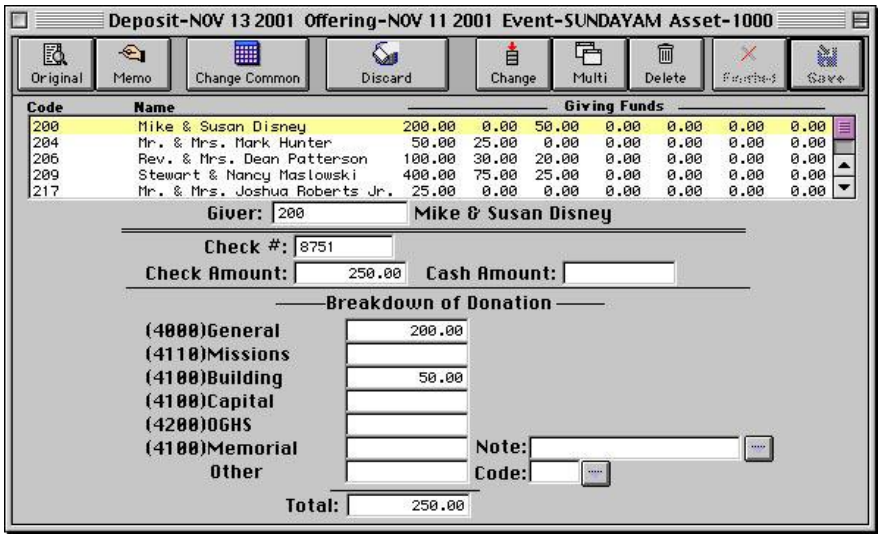


4- Enter a **Batch** number or choose a user-defined **Event Code** from the pop-up list by clicking on the **Arrow** button beside the **Batch/Event** field and double-click your choice from the list.

5- Click on the **Arrow** button beside the **Asset** field and double-click the account number for the asset into which this offering is to be deposited. This is not necessary if you are not linking Contributions to Accounting.

6- Click on a radio button to choose to sort by either the **Giver's Code** or the **Entry Order**.

7- Click **OK** or press **Return/Enter**. A list of all contributions for that date will be displayed.



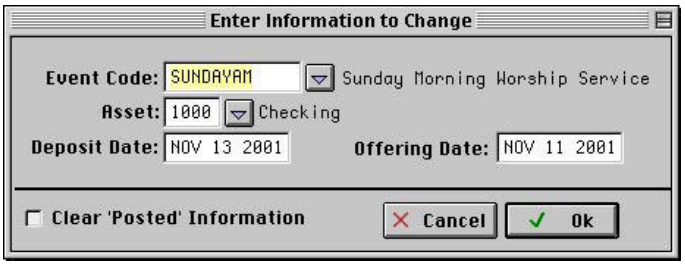
8- You can select a specific line, click on the **Change** button and change any information of that contribution. Other specific functions available from this window are available by clicking on the appropriate button.

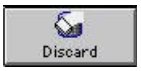
Special Buttons in Mass Contributions Edit

Original – Clicking on this button opens the original Contributions Entry screen and exits the Mass Contributions Edit function.

Memo – Clicking on this button will allow you to add a memo or view a memo related to a specific Contribution Entry. This is the same as on the Contributions Entry window.

Change Common – This allows you to change the Event Code, Asset, Deposit Date or Giving Date for all of the contributions listed.





Discard – Deletes all contributions listed from CDM Plus.

Change – Allows you to change information on the selected line.

Multi – After changing the line item selected and click on Save or pressing enter/return then the changes will be saved and the next line will be highlighted and changes can be entered in. This process will continue until you click on the Finished button.

Delete – Deletes the selected line only.

Estimates/Pledges

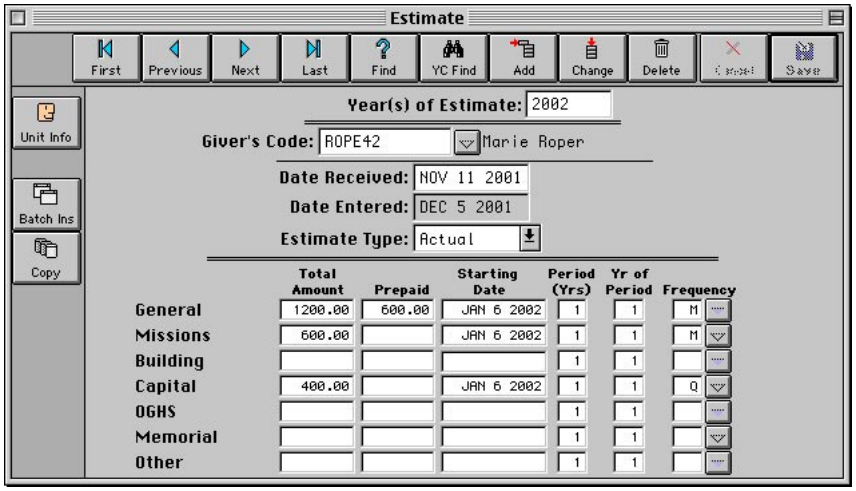
NOTE 4.13: Under the **Preferences/Setup** window on the **File** menu you can enter in the title for this area of the program. You may call them estimates, pledges, faith commitments, etc. CDM Plus will display your title throughout the contributions module. In this manual, the word Estimate will be used to describe the functions of this area of the program.

The **Estimates** window allows you to enter in a specific estimate for a giving unit record. Estimates can be entered in the system prior to them going into effect. For example, most estimates are collected in the fall for the coming year. Enter the appropriate year in the **Year(s) of Estimate** field. On the **Contributions Utilities** menu you can select which Estimate year will be in effect when printing Giving Statements and running Actual to Estimate reports. Usually this function is not done until the Giving Statements for the past year have been printed and before the first statements are printed for the new year.

Adding an Estimate

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** select **Estimates** or click on the Estimates icon on the Tool Bar.



3- Click on the **Add** button.

4- Enter the **Year(s) of the Estimate** (All estimates for one year should have the same year entered.)

5- Enter the **Giver's Code** or click on the **Arrow** button beside the field to find the **Giving Unit Record** for this estimate.

6- Enter the date the estimate was received. CDM Plus will indicate the date it was entered into the computer. Estimate reports can be printed from either date.

7- Select the **Estimate Type** from the pull-down list. CDM Plus identifies two types estimates: **Actual** and **Projected**. Use Actual for estimates that a person has provided to the church. Only Actual estimates are included on Giving Statements. If you want to indicate an estimate for those who do not provide an actual estimate but faithfully support the church, then use the Projected option. Estimate reports will separate the Actual estimates from those Projected. This helps in identifying the upcoming support of the church in the new year.

8- In the **Total Amount** field, enter the annual amount of the estimate for the specific item. CDM Plus will use the Frequency designation on the line item to calculate the year-to-date information for the estimate amount. (e.g.– If someone is going to give $1,200 for a year on a monthly basis, CDM Plus will understand that this is $100 per month.)

9- If a person contributes towards this estimate in the year prior to the estimate year, then you will need to enter that figure in the **Prepaid** field. CDM Plus will display on the Giving Statement prepaid amounts separately from what was contributed in the current year. This will help the giver in reporting for their tax purposes what was given in a calendar year, but the YTD estimate to giving amount will be correct to what they have designated.

NOTE 4.14: On multi-year estimates CDM Plus can calculate the previous amounts given. This is done after the **Update History** has been done. To update prepaid amounts for multiple year giving, select **Update Estimate Prepaid** from the **Contributions Utilities** menu.

10- **Starting Date** – This information is used to calculate the YTD estimate amounts. If a building campaign starts in July, then enter the starting date as July 1. For estimates that are annual, January 1 is usually entered here.

11- **Period (Yrs)** – This is usually one, except for a multi-year estimate.

12- **Yr of Period** – CDM Plus will automatically increment this information for multiple year estimates. See the **Copy** function below for additional information on this field.

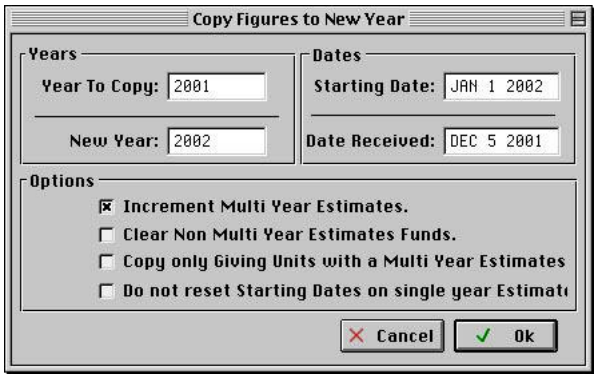
13- **Frequency** – Click on the **Arrow** button beside the field to select how often a person is going to give to this particular giving fund. CDM Plus uses this information to calculate the YTD estimate amounts on reports.

Special Buttons in Estimates/Pledges

Unit Info – Goes to the Giving Unit window. This is the same as selecting Giving Unit Information from the Contributions menu. If a specific estimate is in view then that Giving Unit will be displayed.

Batch Ins – This function is similar to the multi-add throughout CDM Plus. After entering in an estimate record CDM Plus will display the next Giving Unit code and be ready to enter in their information. If you find a specific estimate before clicking on Batch Ins then the next Giving Unit code will be displayed.

Copy – This function will create estimate records for everyone who has an estimate record from a previous year. This function is extremely helpful for those users who have multiple-year estimate programs. If some estimates have been entered into CDM Plus for a specific year, CDM Plus will not duplicate and create an additional estimate record. Options available when using the copy function are:



Increment Mult-Year Estimate – This will increment the **Yr of Period** information in the new estimate record (e.g.– In a three year pledge program, when copying the first estimates and creating new records for the second year, the **Yr of Period** will be changed from 1 to 2.)

Clear Non Multi Year Estimate Funds – This will zero out any amounts on any lines which have 1 in the **Period** (Yrs). If this option is not selected, the estimate amounts in other lines will be copied into the new estimate records.

Copy only Giving Units with a Multi-Year Estimate – This is helpful to carry forward any multi-year estimate records. Any other estimates received for other funds will need to be added in the estimates file. If a multi-year estimating person also estimates for other funds, find the existing estimate entry and change the appropriate field. CDM Plus will not allow you to have two estimates per Giving Unit for a specific year.

Do not reset Starting Dates on single year estimates – This function is only selected if you do rolling estimates throughout the year. Some ministries conduct estimate programs throughout the year. By selecting this option, the starting date of a specific item will not be affected.

Viewing All Estimates for a Giving Unit

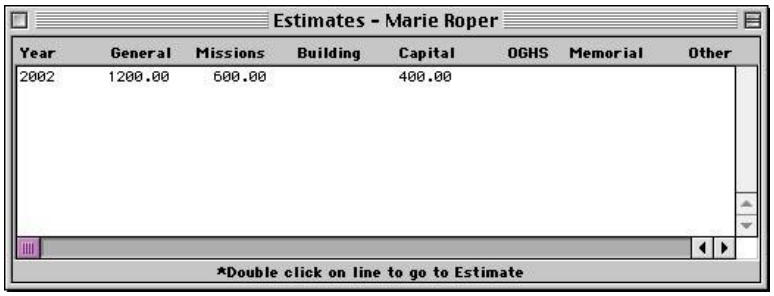
1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** select **Giving Unit Information** or click on the Giving Unit Information icon on the Tool Bar.

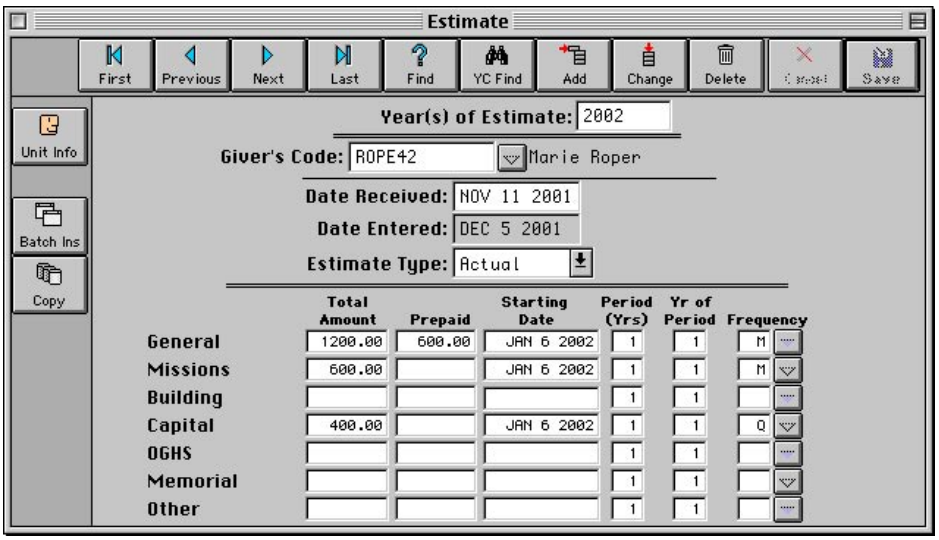
3- Click the **Find** button. Enter the necessary search criteria to find the desired **Giving Unit Record**. You may need to use the **Next** or **Previous** buttons to locate it.

4- Once you are viewing the desired **Giving Unit Record**, click on the Estimates button on the

left.



5- Double-click on a specific line to view the detailed estimate record.



Contributions Utilities

A number of useful functions are grouped on a sub-menu under **Contributions Utitlites** under the **Contributions** menu.

Available Giver's Codes

For those who use envelope numbers as Giver's Codes, this will generate a list of Giver's Codes which are not currently assigned in CDM Plus. You may enter any range of number to check for available codes.

Update History File

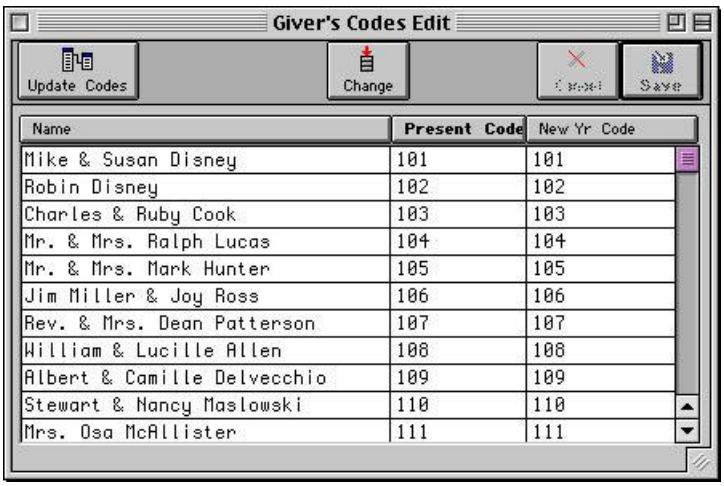
Editing and Updating Giver's Codes

If you have been using Address Codes as Giver's Codes and now wish to assign envelope numbers or wish to reassign envelope numbers so unused numbers can be used, this is the procedure to follow to make these reassignments in one batch. You may make the new assignments any time before the beginning of the new year and have CDM Plus put them into effect whenever you wish. For example, you may make the new assignments in November or December, and then put them into effect after the contributions have been entered for the last Sunday in December.

Edit Giver's Codes

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** select **Contributions Utilities** and then select **Edit Giver's Codes**. The **Giver's Code Edit** screen appears. You may sort this list by **Present Code, New Yr Code** or **Name** clicking the title buttons at the top of each column (the Name column sorts by the last name field in the Family Address Record).



Name	Present Code	New Yr Code
Mike & Susan Disney	101	101
Robin Disney	102	102
Charles & Ruby Cook	103	103
Mr. & Mrs. Ralph Lucas	104	104
Mr. & Mrs. Mark Hunter	105	105
Jim Miller & Joy Ross	106	106
Rev. & Mrs. Dean Patterson	107	107
William & Lucille Allen	108	108
Albert & Camille Delvecchio	109	109
Stewart & Nancy Maslowski	110	110
Mrs. Osa McAllister	111	111

3- Click the **Change** button at the top of the screen

5- The **Present Code** for the first giver is highlighted.

6- Press the **Tab** key which places the **Present Code** in the **New Yr Code** field and highlights it.

7- Type the new Giver's Code you wish to assign to this giver. If this giver is to keep the same Giver's Code or envelope number for the coming year, simply leave it as is.

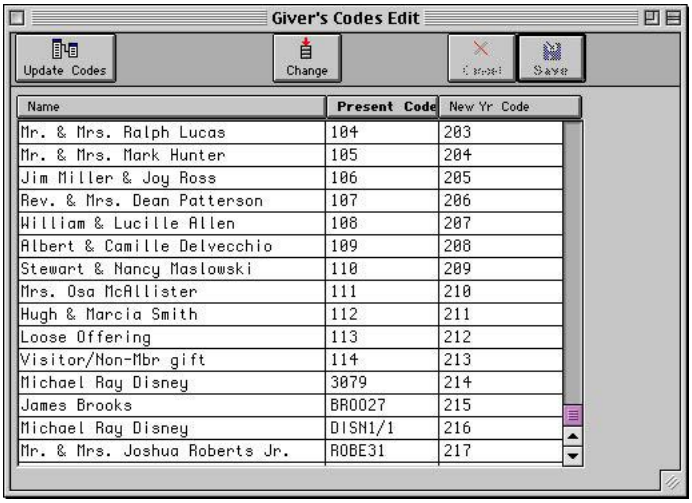
8- Press the **Tab** key so that the **Present Code** for the next giver is highlighted.

9- Type the new Giver's Code you wish to assign to this giver. If this giver is to keep the same Giver's Code or envelope number for the coming year, simply leave it as is.

10- Repeat steps 8-9 until all givers have been assigned a **New Yr Code** or reassigned their previous code.

11- Once a **New Yr Code** as been assigned to each giver, click the **Save** button. There must be something in the **New Yr Code** field for every giver on the list. Once this procedure is complete your list will look like the illustration below.

These changes are now visible on the **Giving Unit Information** screen. The **New Giver's Code** field now contains their newly assigned Giver's Code.



Name	Present Code	New Yr Code
Mr. & Mrs. Ralph Lucas	104	203
Mr. & Mrs. Mark Hunter	105	204
Jim Miller & Joy Ross	106	205
Rev. & Mrs. Dean Patterson	107	206
William & Lucille Allen	108	207
Albert & Camille Delvecchio	109	208
Stewart & Nancy Maslowski	110	209
Mrs. Osa McAllister	111	210
Hugh & Marcia Smith	112	211
Loose Offering	113	212
Visitor/Non-Mbr gift	114	213
Michael Ray Disney	3079	214
James Brooks	BRO027	215
Michael Ray Disney	DISN1/1	216
Mr. & Mrs. Joshua Roberts Jr.	ROBE31	217

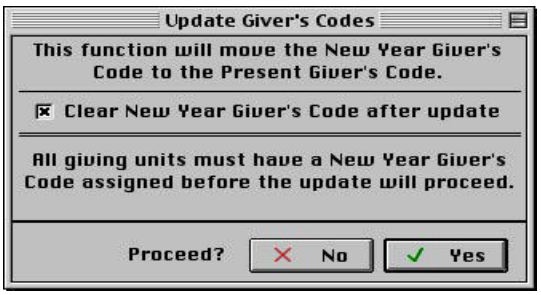
12- As mentioned above, this procedure may be done any time before the end of the year. Then, after the contributions for the last Sunday of the year have been entered, you must Update the Giver's Codes.

Update Giver's Codes

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** select **Contributions Utilities** and then select **Udate Giver's Codes**.

Or if you have the Giver's Codes Edit screen open, click on the Update Codes button Update Codes.



The **Clear New Year Giver's code after update** is automatically checked. You may turn the check box off if you wish. Turning it off could save time next year if most everyone will be keeping the same number.

3- Press **Return/Enter** or click **OK**. Giving Unit Records will be updated and the New Yr Giver's code will now be the present code and will be used for all contributions entry.

4- The **Update Complete** message appears. Press **Return/Enter** or click **OK**.

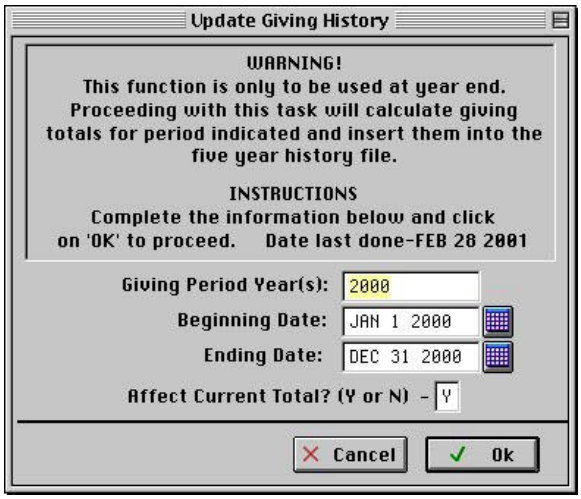
Set Default Estimate Year

This sets the default year when running Contributions reports. When running a specific report this information can be changed but will default to this information the next time the report is generated.

This function should be run only after the Giving Statements have been sent, people have a chance to review them and any necessary corrections made.

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** select **Contributions Utilities** and then select **Update History File**. The **Update History File** screen appears.



3- Type the appropriate **Giving Period Year(s)**.

4- Type the **Beginning Date** and **Ending Date** range. Or, instead of typing in the dates, click on the calendar button next to the date field. This will open a separate window containing a calendar. Double-click on a date on this calendar to automatically enter it.

5- **Affect Current Total?** is usually selected as **Y**. If **Y** is entered in this field, CDM Plus will subtract the total for the previous year from the Current Year Giving amount on the Giving Unit Information screen so that the current giving amount will be correct.

6- Click on **OK** or press **Return/Enter** to continue. The program will recalculate everyone's giving for that period and store the totals in the History file. The History can be viewed by clicking on the **History** button History on the Giving Unit Information screen or by printing the **Five Year History** from the **Reports** menu.

Update Estimate Prepaid

On multi-year estimates, CDM Plus can calculate the previous amounts given. This is done after the Update History has been done.

Reset Current Giving

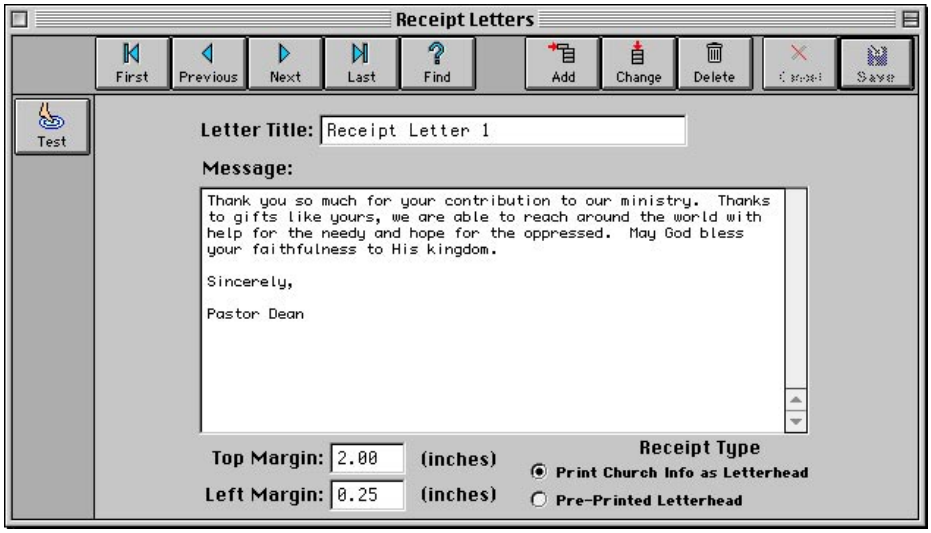
This function will recalculate the Current Year Giving amount on the Giving Unit Information. This function can be run at any time.

Receipt Letters

Under the Contributions **Preference/Setup** window under **Setup** under the **File** menu, a user can enable a receipting function. The receipting function will print an individual receipt for specific contributions.

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** select **Contributions Utilities** and then select **Receipt Letters**.

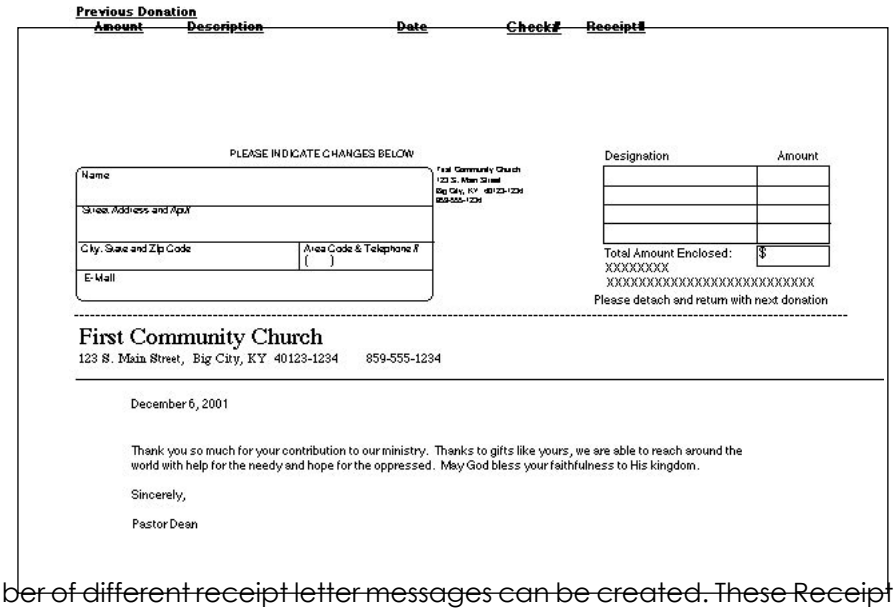


3- Type a name for this letter in the **Letter Title:** field.

4- Tab to the **Message:** field and type your letter.

5- Type your desired **Margins**. Indicate by clicking the appropriate radio button under **Receipt Type** whether you will be using preprinted letterhead or if you want to print the church's name, address and phone number on the receipt.

6- You may preview the receipt by clicking on the Test button .

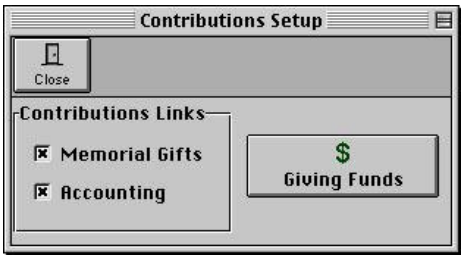


An unlimited number of different receipt letter messages can be created. These Receipt Letters are generated from **Receipts** under the **Reports** menu.

Contributions Setup

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** select **Setup.**



3- If you wish to link Memorial Gifts to Contributions, click on the checkbox next to **Memorial Gifts**. This will activate an **Arrow** button next to the **Note:** field by the **Memorial** fund field on the Contributions Entry window. Clicking on the **Arrow** button will open a new window where you can enter the name of the person in whose memory the gift is given and any designation of the use of the funds. This will add an entry into the Memorial Gifts program area to produce lists of monies given and used.

4- If you wish to link Contributions to Accounting, click on the checkbox next to **Accounting**.

5- If you are linking Contributions to Accounting, when creating Giving Funds, you must click on the down **Arrow** button to select the Income Account # you wish to assign to each Giving Fund. See the **"Creating Giving Funds"** section of this manual for more information.

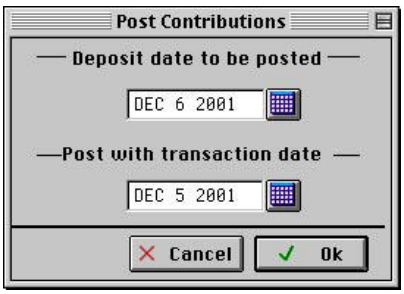
Post to Ledger

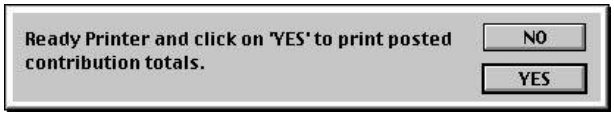
If you have the Contributions linked to Accounting, this function will enter a deposit entry into the ledger from the Contributions module.

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Contributions** select **Post to Ledger.**

3- Type the date of the deposit you wish to post and the date you want to show the transaction as posted. Or, instead of typing in the dates, click on the calendar button next to the date field. This will open a separate window containing a calendar. Double-click on a date on this calendar to automatically enter it. Click **OK** or press **Return/Enter**.





4- Click **Yes** and send the posting report to the printer.

5- After confirming that the report is correct, click on **YES** to continue with the posting. After the posting is complete each contributions posted will display a checkbox on the entry indicating that it has been posted. A deposit entry will appear in your ledger and all account balances will have been updated.

Contribution Reports

Following are instructions for printing some of the most commonly used reports generated out of CDM Plus Contributions.

Daily Report of Giving

It is recommended that the **Daily Report of Giving** be printed after each offering is entered to double-check the totals.

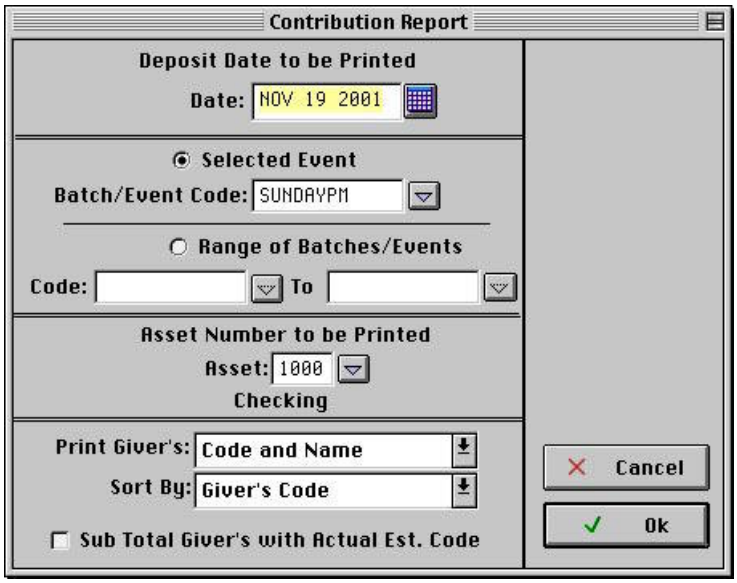
1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Reports** select **Daily Report of Giving** or click the Daily Report of Giving icon on the Tool Bar.

3- Enter **Deposit Date to be Printed**. Or, instead of typing in the dates, click on the calendar button next to the date field. This will open a separate window containing a calendar. Double-click on a date on this calendar to automatically enter it.

4- Click the Radio button beside **Selected Event** and click on the **Arrow** button beside the **Batch/Event Code** field to pop up a list of available codes from which you may double-click your choice.

5- Click the Radio button beside **Range of Batches/Events** and and click on the **Arrow** button beside the **Code** fields to pop up a list of available codes from which you may double-click your choice.



6- Click on the **Arrow** button beside the **Asset** field and select the one used in Contributions Entry, if any. The Asset number field may be left blank.

7- Make desired printing and sorting selections using the drop-down lists at the bottom of the screen.

8- Press **Return/Enter** or click **OK**.

9- Select **Printer** on the Set report destination screen.

Giving Statements

Giving statements may be printed as often as desired, usually quarterly, to send to each giver as an acknowledgement of their contributions and to serve as a receipt for their tax-deductible gifts.

1- Select **Contributions** on the **CDM+** menu or click the Contributions icon on the Tool Bar.

2- Under **Reports** select **Giving Statements**.

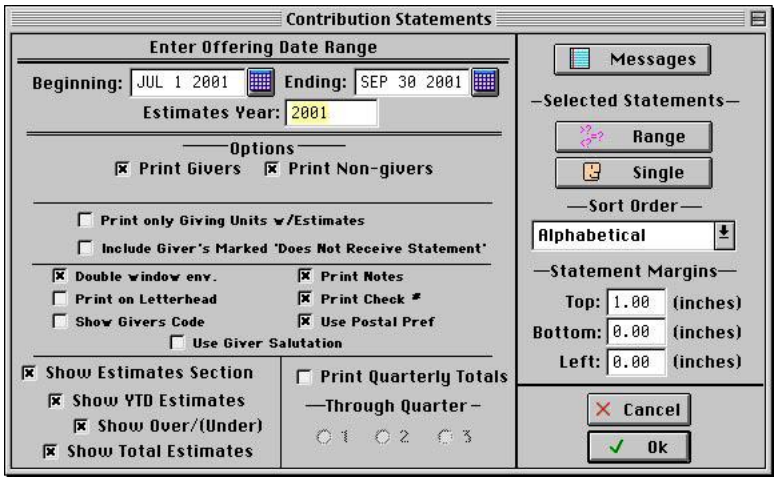
3- Enter the **Beginning** and **Ending** dates for the offering range to be printed (e.g.—7.1.2001 and 9.30.2001). Or, instead of typing in the dates, click on the calendar button next to the date field. This will open a separate window containing a calendar. Double-click on a date on this calendar to automatically enter it.

4- Enter the **Estimate/Pledge Year**.

5- Under **Options** you may choose to Print Givers, Print Non-givers, or print both by turning on both checkboxes or Print only Giving Units that have an Estimate/Pledge.

6- Turning on the **Double window env.** checkbox moves the church address at the top to the left so it shows through the top window of a double window envelope. The giver's name and address shows through the bottom window.

7- Turning on the **Print on Letterhead** checkbox will prevent the church address from printing on the Giving Statements.



8- Turning on the **Show Giver's Code** checkbox prints the Giver's Code as well as the Giver's name on the statement.

9- Turning on the **Print Notes** checkbox prints any notes from the Contribution Entry screen on the statement.

10- Turning on the **Print Check #** checkbox will print the check number of each contribution (if it was entered through the Contributions Entry window) on the statement.

11- Turning on the **Use Postal Pref** checkbox recognizes the mailing labels Preferences/Settings established in Membership and applies them to the addresses of the givers.

12- Turning on the **Use Giver Salutation** checkbox prints the information in the Salutation field from the Giving Unit Information screen. Otherwise the Mailing Name is printed on the statement.

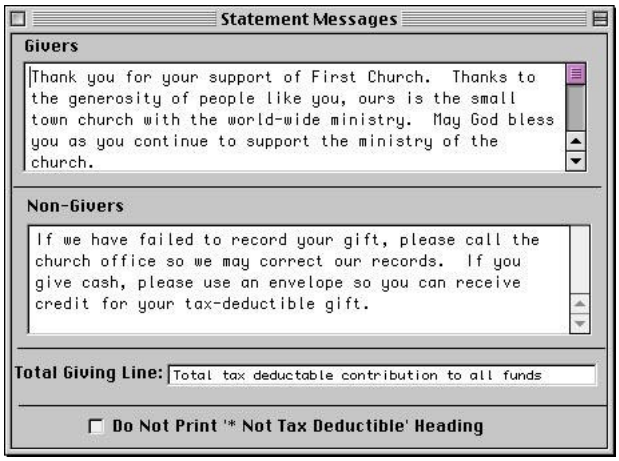
13- Turning on the **Show Estimate Section** checkbox allows several Estimate Section options using the checkboxes below.

14 Turning on the **Print Quarterly Totals** checkbox will print totals only for quarters prior to the one being printed on this statement. This keeps third and fourth quarter statements from using two sheets of paper.

15- Click on the **Messages** button [Messages]. The **Statement Messages** window appears. Type the messages to appear on Givers statements and on Non-Givers statements. You may also change the wording of the statement total line here.

16- If you are not printing all statements at this time, the **Range** [Range] and **Single** [Single] buttons, found under **Selected Statements**, allow you to print either a range of statements or a single statement.

17 Select desired **Sort Order** from the options found in the drop-down list.



18- Set **Top** and **Left** Margins so statements will print on your letterhead if you are using letterhead or set margins to line up statements for double-window envelopes. If you are using letterhead or double-window envelopes, print a single statement to test the margins.

19- Press **Return/Enter** or click **OK** and select **Printer** on the Set report destination screen.