CDM Plus Accounting

Category/Sub-Category codes 2

Establish Chart of Accounts 3
- Assets 3
- Liabilities 4
- Funds 4
- Income 5
- Expense 5
- Print Chart of Accounts 5

Accounting Setup 6
- Beginning Fiscal Month and Previous Fiscal Ending Date 6
- Beginning fiscal balances for assets, liabilities and funds 6
- Print fiscal balance sheet and verify the structure and balances 7
- Close Setup 7

Enter Budget 7
- Load Button 7
- Copy Button 8
- Adding Budget Items One Line at a Time 8

Enter transactions in the ledger 9
- Deposits or interest payments 9
- Paid bills or bank charges 9

Accounts Payable 10
- Setting up Vendors 10
- Entering Invoices 11
- Marking Invoices to be Paid, Printing Checks, and Posting Payables to the Ledger 12

Accrual in Accounts Payable 13

Create Recurring Transactions 15

Payroll 18
- Default Frequency/Deductions 18
- Local Tax Codes 19
- User Deduction Codes 19
- Allowance Codes 20
- Employee Information 21
- Calculating Regular Payroll 23
- Calculating Hourly Payroll 24
- Payroll Checks 25

Ledger Reports 26
- Monthly Comparison 26
- Balance Sheet 28
- Accounts YTD Balances 30

Other Accounting Procedures 30
- Bank Reconciliation 30
- Close Month 32
- Close Year 33
- 941 Form 34
- W-2 and W-3 Forms 35
- 1099 Forms 36

Accounts Receivable 40
- Setting up the customer file 40
- Creating Invoices 41
- Entering Payments 44
- Posting Invoices and Applying Payments 47
- Printing Statements 47
- Posting to the Ledger 49
- Accrue Receivables 50
- Accounts Receivable Reports 50

CDM plus

CHURCH MANAGEMENT SOFTWARE

The power to help you connect your church's **ministry** to its **mission**

Accounting

Here is a suggested outline to begin using the CDM Plus Accounting module. The outline is followed by step-by-step procedures for accomplishing each item in the outline.

(A) Gather existing reports and ending balances. From these reports identify account numbers, categories, and sub-categories needed. (Sub-categories are optional)

(B) Define category and sub-category codes.

(C) Establish Chart of Accounts.

(D) Go to the Accounting Setup window and enter the beginning fiscal month and previous fiscal ending date.

(E) Enter beginning fiscal balances for assets, liabilities and funds.

(F) Print out a fiscal balance sheet and verify the structure and balances.

(G) Go to the Accounting Setup window and click on the close setup button.

(H) Enter Budget (the budget may be entered later).

(I) Begin entering transactions in the ledger.

(J) Set up accounts payable and begin to pay bills and post them to the ledger.

(K) How to use accrual in accounts payable.

(L) How to create recurring transactions.

(M) Set up payroll and begin to calculate payroll, print checks and post to the ledger.

(N) Print reports of ledger activity.

(O) Perform other accounting procedures—do a bank reconciliation; manually mark an item as cleared or change its status; close a month; close a year; print W-2, W-3, 941 and 1099 forms.

(A) Gather existing reports and ending balances

Collect existing financial reports which show current balances and balances at the beginning of the fiscal year, whatever that is for your church. These should also show the various assets (checking accounts, savings accounts, investments, property value) your church has along with the current budget. These reports will also give you an idea about what funds, categories, and sub-categories will be needed to generate appropriate reports. These should contain beginning fiscal balances as well as year-to-date activity for each asset, fund, and budget line item.

(B) Define Category and Sub-Category codes

(See Appendix C for sample categories and sub-categories)

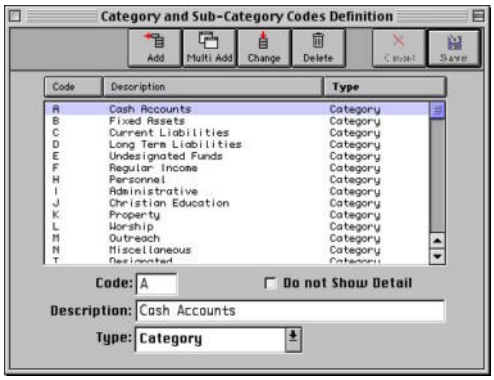
1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** select **Ledger** and under **Ledger** select **Chart of Accounts.**

3- On the Chart of Accounts window, click the **Category/Sub-category** button.

4- Click **Add** to create *one* Category or Sub-Category code. To create several, click on the **Multi Add** button.

5- The Multiple Add Function message appears. Press **Return/ Enter** or click **OK**.



6- Type the **Code** for the first category or sub-category (e.g.—A).

7- Press the **Tab** key.

8- Type the category or sub-category title in the **Description** field (e.g.—Cash Accounts)

9- Make sure the right **Type** (Category or Sub-Category) is selected by using the drop-down menu.

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

11- Repeat steps 5 - 10 until all desired Categories and Sub-Categories are entered.

12- After the last category or sub-category is input and you have pressed **Return/Enter** or clicked **Save**, click the **Cancel** button to end this Multiple add session.

(More Category Sub-Category codes can be added later in this same manner.)

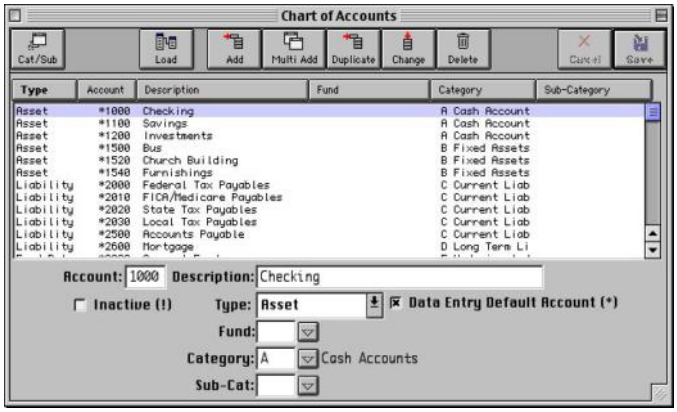
(C) Establish Chart of Accounts

(See Appendix B for a sample Chart of Accounts)

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** select **Ledger** and under **Ledger** select **Chart of Accounts.** (The Chart of Accounts may also be accessed by clicking the **Chart of Accounts** button on the Accounting Setup window).

3- Click **Add** to create *one* Chart of Accounts entry. To create several, click on the **Multi Add** button. (When using the **Multi Add** feature, the program will save your information after you press **Return/ Enter** or click on **Save** and then be ready for you to enter another account without having to click on the **Add** button.)



4- Input Chart of Accounts entries. (The ones that follow are from the **Sample Chart of Accounts** found in **Appendix B**. Clicking on the **Load** button will *automatically* insert a complete Chart of Accounts identical the one in Appendix B. You may use it as your starting point and then edit names and delete account numbers, as necessary.

<u>Assets</u> (e.g.—1000 - Checking)

(If you have already clicked the **Add** or **Multi Add** button, go through the following steps. If you have not clicked **Add** or **Multi Add,** please do so now.)

1- Type 1000 in the **Account** field.

2- Press the **Tab** key and type **Checking** in the **Description** field.

3- Select **Asset** from the pull-down menu, placing it in the **Type** field. Leave the X in the Data Entry Default Account checkbox.

4- Click the arrow button beside the **Category** field and double-click **A** on the pop-up list (assuming A is the Category code for Cash Accounts as described in Category/Sub-Category codes above).

5- Click the arrow button beside the **Sub-Category** field and choose a Sub-Category code from the pop-up list, if applicable.

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

7- CDM Plus is ready to accept the next Asset entry. Repeat steps 1 - 6.

8- After all Assets are entered, begin to input Liabilities or click **Cancel**.

Liabilities (e.g.—2000 - Federal Tax Liability)

(If you have already clicked the **Add** or **Multi Add** button, go through the following steps. If you have not clicked **Add** or **Multi Add,** please do so now.)

1- Type 2000 in the **Account** field.

2- Press the **Tab** key and type **Federal Payables** in the **Description** field.

3- Select **Liability** from the pull-downmenu, placing it in the **Type** field. Leave the X in the Data Entry Default Account checkbox.

4- Click the arrow button beside the Category field and double-click **C** on the pop-up list (assuming C is the Category code for Current Liabilities as described in Category/Sub-Category codes above).

5- Click the arrow button beside the **Sub-Category** field and choose a Sub-Category code from the pop-up list, if applicable.

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

7- CDM Plus is ready to accept the next Liability entry. Repeat steps 1 - 6.

8- After all Liabilities are entered, begin to input Funds or click **Cancel**.

Funds (e.g.—3000 - General Fund)

(If you have already clicked the **Add** or **Multi Add** button, go through the following steps. If you have not clicked **Add** or **Multi Add** please do so now.)

1- Type 3000 in the **Account** field.

NOTE 5.1: When inputting Funds, the Fund number or designation goes in the Account field. This number is entered in the Fund field only when another Chart of Account item (income or expense) is being connected to this Fund.

2- Press the **Tab** key and type **General Fund** in the **Description** field.

3- Select **Fund** from the pull-down menu, placing it in the **Type** field. Leave the X in the Data Entry Default Account checkbox.

4- Click the arrow button bside the **Category** field and double-click **E** on the pop-up list (assuming E is the Category code for Undesignated Funds as described in Category/ Sub-Category codes above).

5- Click the arrow button beside the **Sub-Category** field and choose a Sub-Category code from the pop-up list, if applicable.

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

7- CDM Plus is ready to accept the next Fund entry. Repeat steps 1 - 6.

8- After all Funds are entered, begin to input Incomes or click **Cancel**.

Income (e.g.—4000 - Sunday Offerings)

(If you have already clicked the **Add** or **Multi Add** button, go through the following steps. If you have not clicked **Add** or **Multi Add,** please do so now.)

1- Type 4000 in the **Account** field.

2- Press the **Tab** key and type **Sunday Offerings** in the **Description** field.

3- Select **Income** from the pull-down placing it in the **Type** field. Leave the X in the Data Entry Default Account checkbox.

4- **Tab** to the Fund field. Type 3000 in the **Fund** field (because Sunday offerings go in the General Fund—connect other income numbers to the appropriate funds).

5- Click the arrow button beside the **Category** field and double-click **F** on the pop-up list (assuming F is the Category code for Regular Offerings as described in Category/Sub-Category codes above).

6- Click the arrow button beside the **Sub-Category** field and choose a Sub-Category code from the pop-up list, if applicable.

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

8- CDM Plus is ready to accept the next Income entry. Repeat steps 1 - 7.

9- After all Incomes are entered, begin to input Expenses or click **Cancel**.

Expense (e.g.—5000 - Senior Minister Salary)

(If you have already clicked the **Add** or **Multi Add** button, go through the following steps. If you have not clicked **Add** or **Multi Add,** please do so now.)

1- Type 5000 in the **Account** field.

2- Press the **Tab** key and type **Senior Minister Salary** in the **Description** field.

3- Select **Expense** from the pull-down menu, placing it in the **Type** field. Leave the X in the Data Entry Default Account checkbox.

4- **Tab** to the Fund field. Type 3000 in the **Fund** field (because the Senior Minister's Salary comes out of the General Fund—connect other expense numbers to the appropriate funds).

5- Click the arrow button beside the **Category** field and double-click **H** on the pop-up list (assuming H is the Category code for Personnel as described in Category/Sub-Category codes above).

6- Click the arrow button beside the **Sub-Category** field and choose a Sub-Category code from the pop-up list, if applicable.

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

8- CDM Plus is ready to accept the next Expense entry. Repeat steps 1 - 7.

9- After all Expenses are entered, click **Cancel**.

At this time it would be advisable to print a copy of the Chart of Accounts to check it for errors before any ledger entries are made.

To Print Chart of Accounts

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Reports,** select **Ledger Reports** and under Ledger Reports select **Chart of Accounts**.

3- Select **Standard** List and Print By **Category.**

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

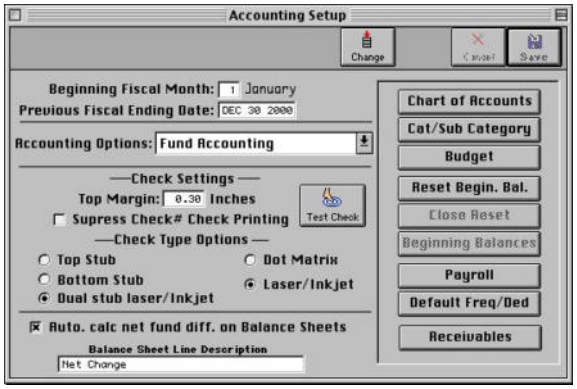
5- Send report to the printer, and **Chart of Accounts** will be printed.

(D) Go to the Accounting Setup window and enter the Beginning Fiscal Month and Previous Fiscal Ending Date

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** select **Accounting Setup.**

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



NOTE 5.2: Beginning Fiscal Month and **Previous Fiscal Ending Date** can only be edited if the **Close Initial Setup** or **Close Setup** button is black and the **Reset Beg. Bal.** button is grey.

4- Enter **Beginning Fiscal Month** (e.g.—if the church is on a calendar year, beginning fiscal month will be 1 - January).

5- Press the **Tab** key.

6- Enter the **Previous Fiscal Ending Date** (e.g.—if the church is on a calendar year, the previous fiscal ending date will be 12/31/YR, for the previous year).

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

(E) Enter beginning fiscal balances for assets, liabilities and funds

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** select **Accounting Setup.**

3- Click the **Beginning Balances** button. The **Chart of Accounts Balances Setup** window appears.

NOTE 5.3: Beginning Balances can only be edited if the **Close Initial Setup** or **Close Setup** button is black and the **Reset Beg. Bal.** button is grey.

4- Click the **Change** button.

5- Enter the beginning balance for the first highlighted item (e.g.—Asset 1000, Checking).

6- Press the **Tab** key and enter the beginning balance for the next highlighted item.

7- Press the **Tab** key.

8- Continue this process until all beginning balances for Assets, Liabilities, and Funds have been entered.

9- After entering all necessary balances, press **Return/Enter** or click **Save**.

10- Close the **Chart of Accounts Balances Setup** window.

(F) Print out a fiscal balance sheet and verify the structure and balances

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Reports,** select **Ledger YTD** and under **Ledger YTD,** select **Balance Sheet**.

3- Select the previous fiscal ending date as the **Period Ending** and select **Detail** under Report Type and **Single Sheet** under Report Sort.

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

5- Send report to the printer, and **Balance Sheet** will be printed.

(G) Go to the Accounting Setup window and click on the Close Setup button

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** select **Accounting Setup**

3- Click on the **Close Initial Setup** or **Close Reset** button.

4- A message will appear indicating that continuing will calculate current balances and set closed period to the beginning balance date. Continue?

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

6- After reset is complete, a message will appear indicating that the Reset is complete.

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

(H) Enter Budget

If you are using the budget feature of CDM Plus Accounting for the first time, the best way to enter the budget is to use the **Load** button. If you already have at least one budget year in the system, you can use the **Copy** button. Or, you may enter budget items one line at a time. Following are instructions for all 3 methods.

Option 1: Using the Load Button

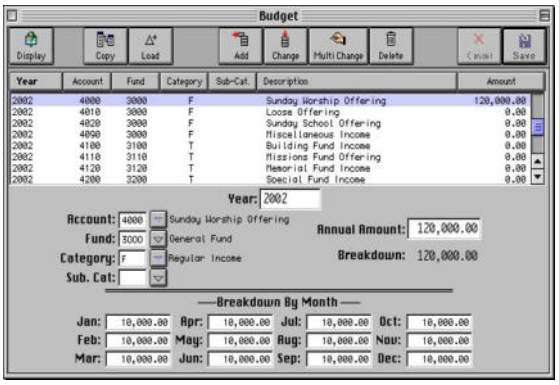
1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Ledger** and under **Ledger,** choose **Budget.**

3- Click the **Load** button.

4- A dialog box appears indicating that **This function will load all your income and expenses, from your chart of accounts to the selected budget year**. Enter the New Budget Year (e.g.—2002).

5- Press **Return/Enter** or click **OK**. CDM Plus will create a budget line for each income and expense line in your chart of accounts with a $.00 amount.



6- Click the **Multi Change** button.

7- A multiple change function message appears. Press **Return/Enter** or click **OK**.

8- Enter the Annual Amount for the first budget line.

9- Press the **Tab** key.

10- The annual amount will be divided by 12 and entered in the 12 monthly fields. You may tab through and change these to different amounts as long as the **Breakdown** equals the **Annual Amt**.

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

12- Repeat steps 8-11 to enter other budget amounts.

Option 2: Using the Copy Button

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Ledger** and under **Ledger,** choose **Budget.**

3- Click the **Copy** button.

4- The **Copy Budget Figures to New Budget Year** dialog box appears. Enter the Budget Year to copy (e.g.--2001) and the New Budget Year (e.g.—2002).

5- Press **Return/Enter** or click **OK**. CDM Plus will create a new budget with the same line items and amounts as the budget year copied.

6- Highlight the first line of the new budget and click the **Multi Change** button.

7- A multiple change function message appears. Press **Return/Enter** or click **OK**.

8- Enter the new Annual Amount for the first budget line.

9- Press the **Tab** key.

10- The annual amount will be divided by 12 and entered in the 12 monthly fields. You may tab through and change these to different amounts as long as the **Breakdown** equals the **Annual Amt**.

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

12- Repeat steps 8-11 to enter other budget amounts.

Option 3: Adding Budget Items One Line at a Time

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Ledger** and under **Ledger,** choose **Budget.**

3- Click **Add**.

4- Type the year of the budget you are entering (e.g.—2002)

5- Click on the **arrow** button beside the **Account** field to bring up the chart of accounts. Double-click on the Income or Expense account number from the Chart of Accounts for the budget line item you are entering. The Chart of Accounts will also pop up if you leave the field empty and press the **Tab** key. In either case, you may select the account number with a double-click.

6- Press the **Tab** key.

NOTE 5.4: If this number has a fund and/or category or sub-category connected with it, they will load automatically in their respective fields.

7- Tab down to **Annual Amt**.

8- Enter the annual budget amount.

9- Press the **Tab** key.

10- The annual amount will be divided by 12 and entered in the 12 monthly fields. You may tab through and change these to different amounts as long as the **Breakdown** equals the **Annual Amt**.

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

12- Repeat steps 3-11 to enter other budget amounts.

(I) Begin entering transactions in the ledger

Entering deposits or interest payments in the ledger

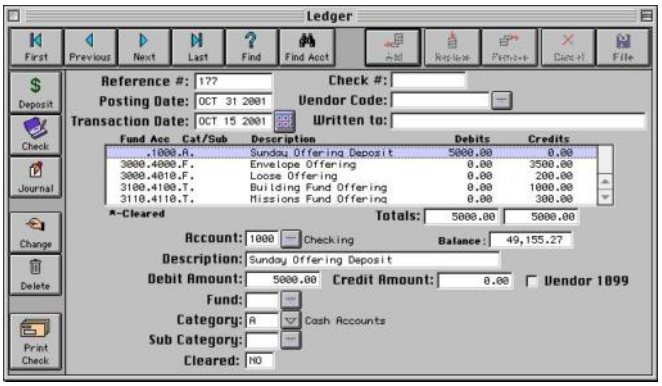
1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Ledger** and under **Ledger,** choose **Ledger Entries.** (Or, click the **Ledger Entries** button on the Tool Bar.)

3- Click the **Deposit** button.

4- Enter the **Transaction Date** (use date on statement for interest).

5- Click on the Arrow beside the Account field, and choose the correct Asset account number (e.g.—1000 for Checking account) by double-clicking in the Chart of Accounts pop-up window.



6- Press **Tab** key and type **Description** (e.g. - Sunday Offering Deposit).

7- Press **Tab** key, placing cursor in **Debit Amount** field. Enter total deposit amount.

8- Click the **ADD** button or press **Return/Enter**. Debit line appears in the window and the Account number is now highlighted.

9- Enter account number for income in the **Account** field (i.e. - 4000 for Sunday Offerings).

10- Press **Tab** key. Total amount should appear in **Credit Amount** field. If deposit is to be credited to a single account number, click **ADD** or press **Return/Enter**.

11- Check to see if the information is correct. If it is, click the **File** button.

If deposit is to be credited to more than one income account number, continue to **ADD** lines for different income numbers and different amounts until the **Credits** equal the **Debits** and then click the **File** button.

Entering paid bills or bank charges in the ledger

Follow this procedure when checks are written by hand and manual ledger entries are to be made.

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Ledger** and under **Ledger,** choose **Ledger Entries.** (Or, click the **Ledger Entries** button on the Tool Bar.)

3- Click the **Check** button.

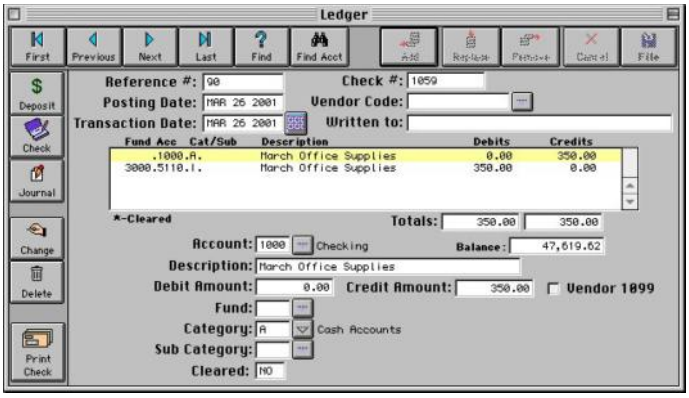
4- Enter the **Transaction Date.**

5- Press **Tab** key.

6- Enter **Check #.**

7- Enter **Vendor** code, if applicable. Do this by clicking on the arrow button beside the **Vendor Code** field and double-clicking your choice.

8- Press **Tab** key and enter who check was written to in the **Written To** field (e.g. - A & M Gas Company). If proper **Vendor Code** is entered, this will be filled in for you.



9- Click on the arrow button beside the Account field and double-click on the proper Asset account number (e.g. - 1000 for Checking account).

10- Press **Tab** key and type **Description** (e.g. - March Office Supplies).

11- Press **Tab** key twice until cursor is in **Credit Amount** field.

12- Enter amount of bill.

13- Click **ADD** button or press **Return/Enter**. Account number is now highlighted.

14- Enter account number for the expense in the **Account** field (e.g. - 5110 for Office Supplies).

15- Press **Tab** key. Description should still be in **Description** field and total amount should appear in **Debit Amount** field.

16- Click **ADD** or press **Return/Enter.**

17- If **Credits** and **Debits** are equal and the information is correct, Click **File.**

If bill is to be charged to more than one expense account number, you may continue to add lines for different expense numbers and different amounts until the **Credits** equal the **Debits** and then click the **File** button.

(J) Set up accounts payable and begin to pay bills and post them to the ledger

Setting up Vendors

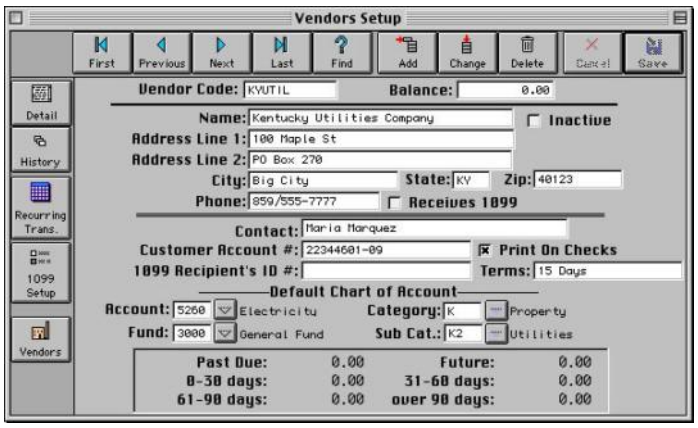
1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Accounts Payable** and under **Payables,** choose **Vendors Setup.**

3- Click **Add** button.

4- Enter a 1-to-12 character code for the Vendor (e.g.—KYUTIL for Kentucky Utilities Company).

5- Press the **Tab** key and type the name of the Vendor (e.g.—Kentucky Utilities Company). Note that the name will appear on the check exactly as you enter it in this field.



6- Tab through the Address, City, State, Zip, and Phone fields, filling in the appropriate information.

7- Tab to **Customer Account #** and enter your account number, if available. Put an "X" in **Print On Checks** checkbox if you want the account number to appear on checks. If you choose to print the account number on a check, it will appear in the bottom left corner of the check in the area normally reserved for memos.

8- Press the **Tab** key and enter **1099 Recipient's ID#** if this vendor is to receive a 1099 at the end of the year. Also put an "X" in the **Receives 1099** checkbox if this is the case. Clicking an "X" in the checkbox **1099** will cause CDM Plus to indicate every transaction to be included on the 1099. The amount to be printed on a 1099 is determined on the transaction line for this vendor. When entering invoices or transactions in the ledger, you can turn on or off the 1099 checkbox on those windows. The **Vendors Setup** checkbox is simply a default so all items are initially checked to be included.

9- Press the **Tab** key and enter terms, if applicable (e.g.—Net 15 days).

10- Enter a **Default Chart of Account #** if this Vendor is most often paid out of one particular account number from the Chart of Accounts (you may click the arrow button and double-click your choice from the chart of accounts). Press the **Tab** key and confirm the fund, category, and sub-category connection to this account number. If the Vendor is often paid out of various account numbers, this field may be left blank and filled in when invoices are entered for this Vendor.

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

12- If this Vendor is paid the same amount on the same day of every month, you may click the **Recurring Transactions** button and fill in the recurring transaction information. Multiple recurring transactions may be entered for each vendor.

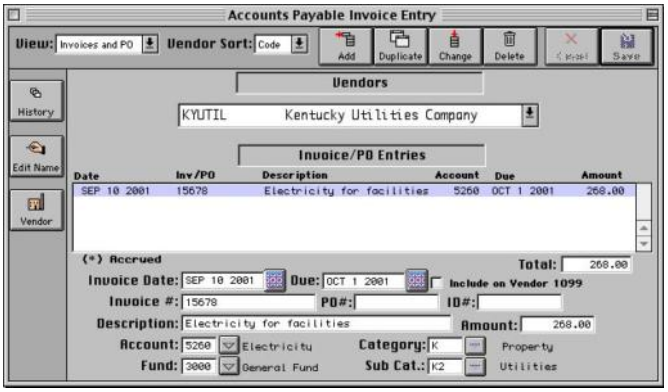
Entering Invoices

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Accounts Payable** and under **Payables,** choose **Invoice Entry.** (Or, click the **Invoice Entry Icon** on the tool bar.)

3- Locate the proper Vendor by clicking on the drop-down **Vendors** list and then scroll to and select the proper Vendor by clicking on the Vendor name once.

4- Click the **Add** button.



5- Enter **Invoice Date,** if applicable.

6- Press the **Tab** key and enter **Due** date, if applicable.

7- Press the **Tab** key and enter **Invoice #,** if applicable. If this is a purchase order and not an invoice yet, skip the **Invoice #** field and enter the **PO#**.

8- Press the **Tab** key and enter an **ID#** if you wish to identify this invoice or purchase order. (e.g.—Each staff member could be assigned an ID#, and all their purchases could later be reported.)

9- Press the **Tab** key and enter **Description** of invoice.

10- Press the **Tab** key and enter **Amount** of the invoice.

11- If the **Account #** is not already in the **Account** field, click the arrow button beside the **Account** field and double-click on the Account number from which this invoice is to be paid.

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

If the invoice is to be charged to multiple account numbers, enter the different amounts as separate invoices (use **Duplicate** button) with different account numbers and then group them onto one check when you mark them to be paid (see below). The duplicate function retains all of the information of the previous entry for a particular vendor. Using the duplicate function minimizes the amount of information needing to be entered in the invoice entry screen per invoice.

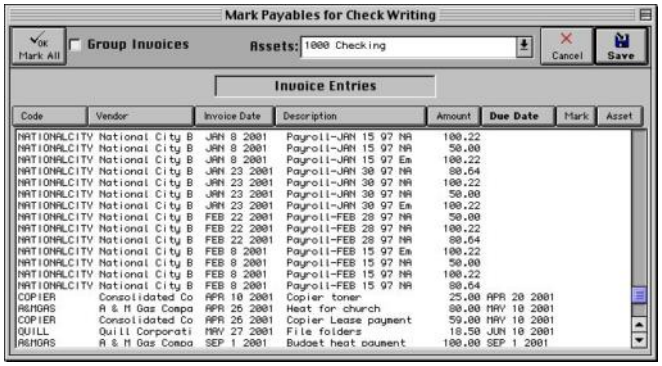
Marking Invoices to be Paid, Printing Checks, and Posting Payables to the Ledger

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Accounts Payable** and under **Payables,** choose **Mark Payables - Checks** (or click the **Mark Payables - Checks Icon** on the Tool Bar.) Outstanding invoices will be listed in the window.

3- Confirm that the Asset out of which these invoices are to be paid is selected in the drop-down **Assets** window at the top of the screen.

4- Click on the column heading for the way by which you want the list sorted (e.g.—by **Due Date**).



NOTE 5.5: To group several invoices to be paid on the same check, put a X in the **Group Invoices** checkbox before you start marking invoices for payment. An "A" will appear in the **Mark** column of the window beside grouped invoices. To group another set of invoices, click the up arrow button in **Group Invoices** and a "B" will appear. Subsequent invoices selected will have a "B" in the Mark column of the window and will be grouped on the same check.

5- Click once on the invoice line of each invoice to be paid now. If every invoice in the window is to be paid, you may click the **Mark All** button to mark all invoices. You may click and drag across several invoices at once and then release the mouse to mark them all. A single click on a marked invoice will unmark it.

6- After all the invoices to be paid have been marked, press **Return/Enter** or click **Save**.

7- A dialog box appears, asking, **Do you wish to go to Write Checks?** Press **Return/Enter** or click **YES**.

8- Enter correct **Starting Check Number** if it is incorrect.

9- Press the **Tab** key and enter date to print on the checks.

10- Make sure the Asset out of which these checks are to be written is highlighted under the **Select Asset** window.

11- Make sure the radio button beside **New Checks** is turned on.

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

13- Confirm check listing, amounts and check numbers.

14- Press **Return/Enter** or click **Print**.

15- Send to the printer, and checks will be printed.

NOTE 5.6: You will have an opportunity to print a check alignment test when printing checks. Do this when you print checks for the first time. Once they print correctly, you will not have to do an alignment test again. The setup will stay the same. Check alignment may be adjusted on the **Accounting Setup** screen.

16- After checks have printed you will be asked, **Post Payables to Ledger?** Press **Return/Enter** or click **YES**.

17- CDM Plus then indicates that checks with check number will be posted. **Continue?** Press **Return/Enter** or click **YES**.

18- Another dialog box appears saying, **Ready Printer**. Press **Return/Enter** or click **YES**.

19- Send to the printer, and a report of the payables to be posted will be printed.

20- Review the report and the printed checks, making sure all the information is correct.

21- You will then be asked, **Post Items?** Press **Return/Enter** or click **YES**.

22- CDM Plus will then indicate, **Posting Complete!** Press **Return/Enter** or click **OK**.

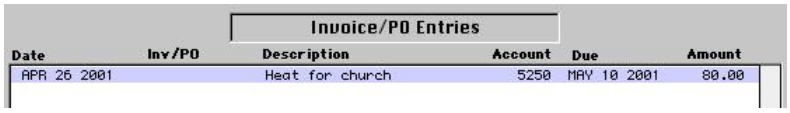
(K) How to Use Accrual in Accounts Payable

Most churches operate on a cash basis, not letting expenses affect the general fund until they are actually paid. If you wish to accrue invoices into current liabilities and have the expense affect the general fund before they are actually paid, you may do so through accrual in Accounts Payable.

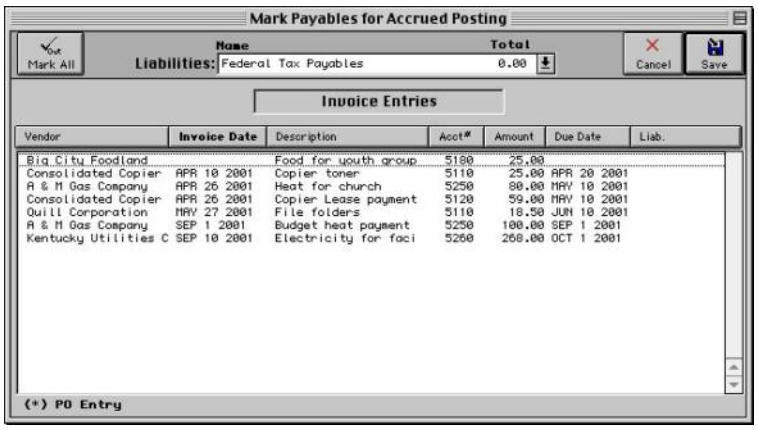
1- First make sure that an **Accounts Payable Liability** exists in your **Chart of Accounts**, such as the following:

Type	Account	Description	Category
Liability	2500	Accounts Payable	C Current Liabilities

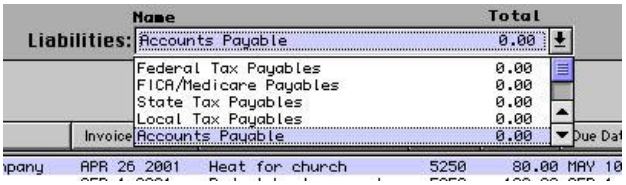
2- Enter **Invoices** normally through **Invoice Entry** in **Accounts Payable**. Invoices will appear as at right with proper expense account listed.



3- Click on **Accounting** on the menu bar and pull down to **Accounts Payable** and then over and down to **Accrue Payables.** The following screen appears:

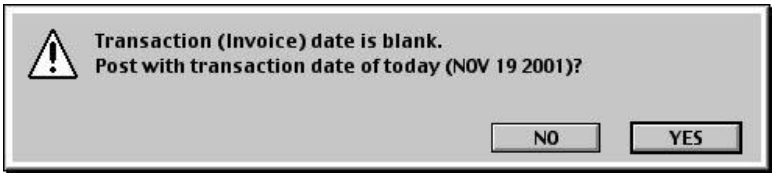


4- Click the drop down arrow on the **Liabilities** field and select the liability to which you wish to accrue invoices.

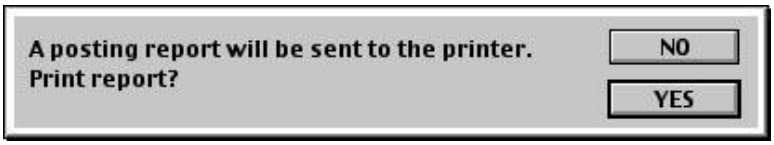


5- Click once on each of the invoices you wish to accrue to the selected liability. The selected liability will be listed in the **Liab.** column to the far right, indicating the items marked for accrual. One or more invoices may be accrued at any given time. The **Mark All** button may be used to mark all items for accrual.

NOTE 5.7: Clicking on an invoice without an invoice date brings up the following message. Answer **YES** if you wish to accrue that item with the current date.

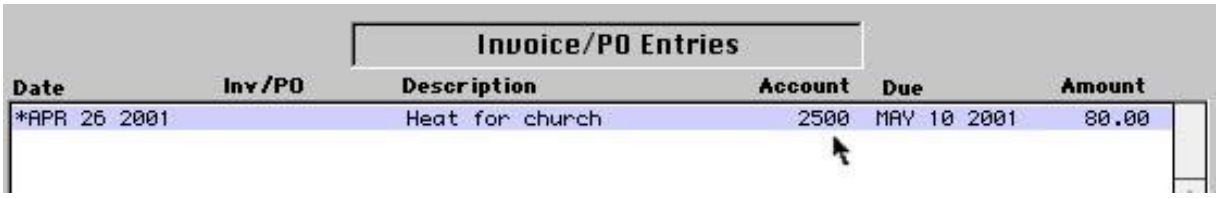


6- Click the **Save** button. The dialog box below appears. Click **YES** to send the **Posting Report** to the printer.



7- Examine the posting report for accuracy. If the information is correct, click **YES** on the dialog box shown below.

Items will be posted, and a messge will appear indicating **"Posting Complete."** Invoices in **Invoice Entry** will now be charged to the **Liability** when actually paid, as shown below:



These **Invoices** have not actually been paid yet, but all **Income**, **Expense**, and **Budget Comparison** reports will appear as if they have been paid.

(L) How to Create Recurring Transactions

This section explains how to set up **Recurring Transactions** in **Accounts Payable** and then let CDM Plus automatically create invoices at the proper time.

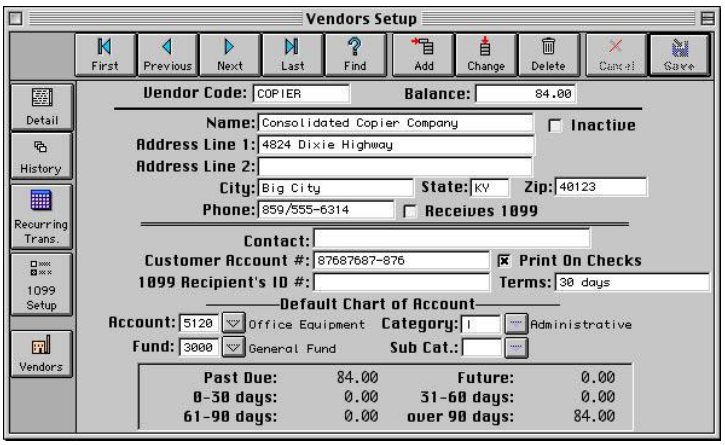
If you pay a particular vendor or vendors the same amount on the same day of each month, CDM Plus can create those invoices automatically and save the time it takes to create them manually each month through **Invoice Entry**.

For the sake of example, let's assume a monthly lease payment to **Consolidated Copier Company** for $125.00 on the 1st of each month and a monthly budget payment for heat to **A & M Gas Company** for $100.00, also on the 1st of the month.

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

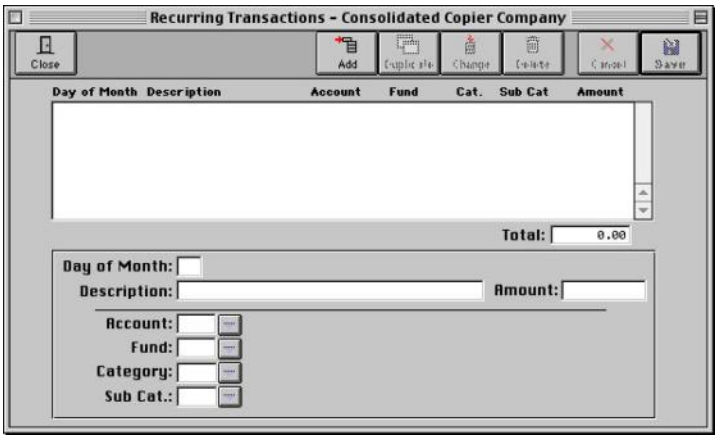
2- Click on **Accounting** on the menu bar and pull down to **Accounts Payable** and then pull across to **Vendors Setup**.

3- Find the appropriate vendor (e.g.—Consolidated Copier Company, as shown at right).



4- Click the **Recurring Transactions** button:

The following screen appears:



5- Click the **Add** button.

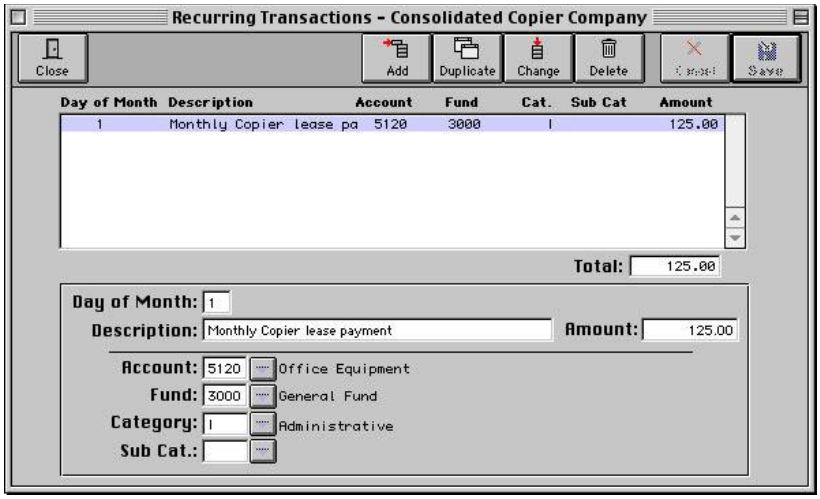
6- Type the **Day of the Month** when the payment is due (e.g.—1 for the 1st day of the month).

7- Press the **Tab** key and type the **Description** of what this payment is for (e.g.—Monthly copier lease payment).

8- Press the **Tab** key and type the **Amount** of the monthly payment (e.g.—$125.00).

9- Confirm the **Account Number,** along with **Fund, Category,** and **Sub-category** if defaults were entered on the **Vendor Setup** screen. If no Account Number appears, enter one by clicking on the arrow button beside the **Account** field and double-clicking the proper Account Number in the pop-up list. Confirm the Fund, Category, and Sub-category connections.

10- Click **Save**. The screen will appear like the example shown to the right.



NOTE 5.8: You may enter multiple recurring transactions for the same day of the month if you need separate checks or for different days of the month if you make payments to this vendor on different days of the month.

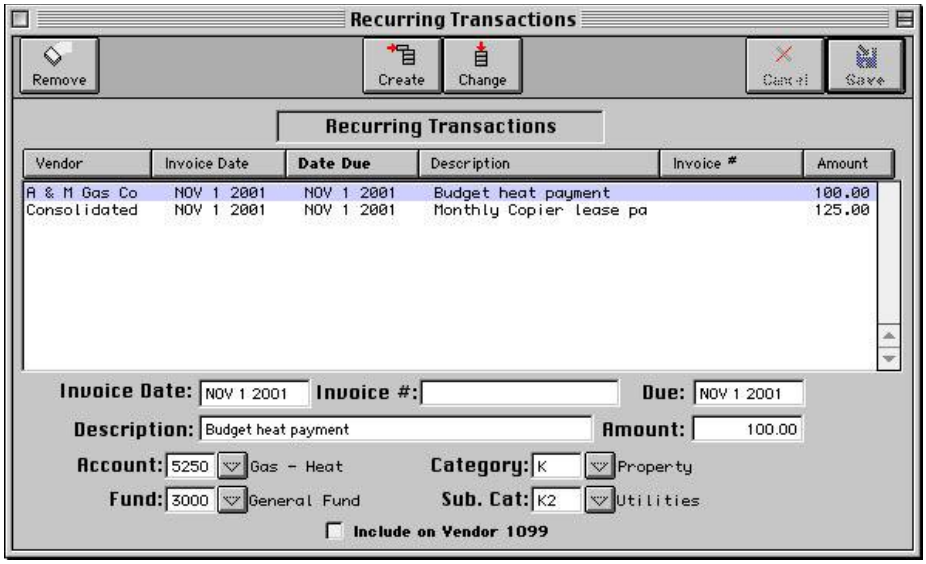
11- Click the **Close** button.

12- Follow steps 5 - 10 to enter additional recurring transactions for this same vendor or steps 3 - 10 to enter recurring transactions for other vendors.

13- To create invoices from recurring transactions, click on **Accounting** on the menu bar, pull down to **Accounts Payable**, and then pull down to **Create Recurring Transactions**. To create invoices for the 1st of the month, put *1* to *1* in the **Range of Days** fields, as shown to the right.

14- Click **OK**.

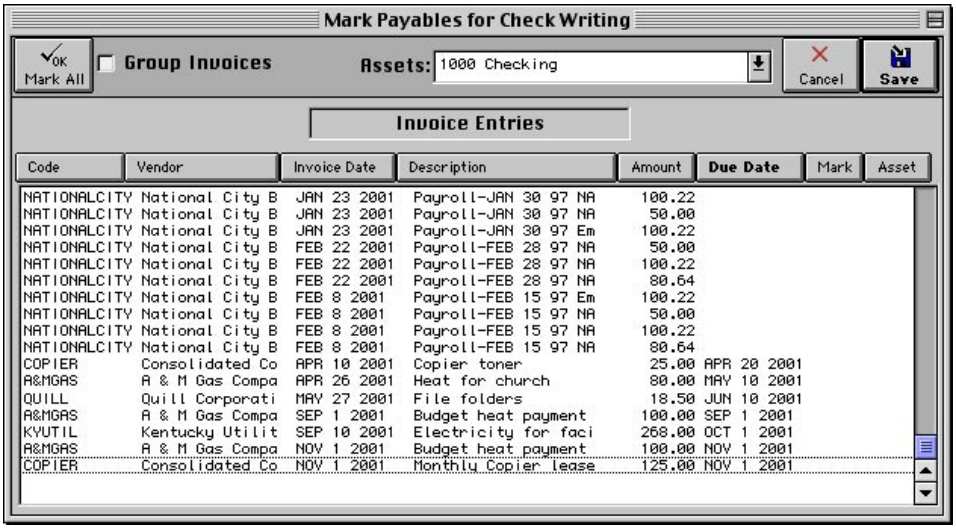
15- The screen below appears. Use the **Change** button to make any necessary changes or the **Remove** button to delete any invoices that should not be paid at this time.



16- Click the **Create** button to create invoices from the list of recurring transactions and answer **YES** to the following dialog box:

17- Once the invoices have been created, the following dialog box appears. Click **OK**.

18- The invoices will now appear in **Mark Payables Checks** along with other invoices entered manually, as shown at right. They may be marked and paid in the normal fashion.



(M) Set up payroll and begin to calculate payroll, print checks and post to the ledger

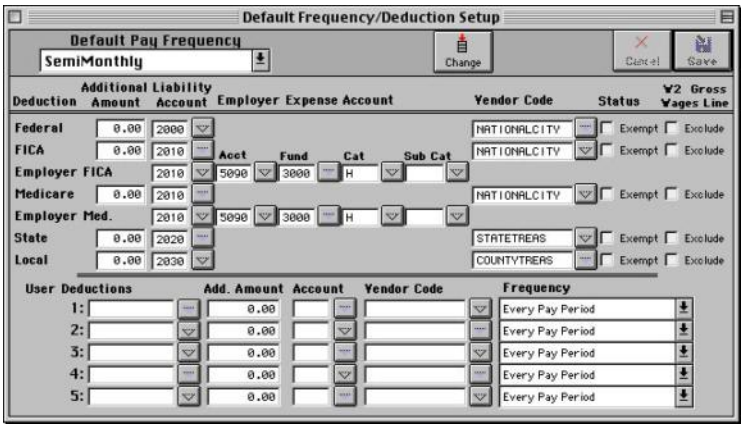
Entering Default Frequency/Deduction Setup

Much of the employee payroll set-up can load automatically if you enter the **Default Frequency/ Deduction Setup** before entering employees.

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting** on the menu bar, select **Accounting Setup**.

3- Click the **Default Freq/Ded** button. The **Default Frequency/Deduction Setup** window appears.



NOTE 5.9: Information filled in on this window should apply to most employees. Differences for individual employees will be indicated on their individual **Frequency/Deductions** window.

4- Click the **Change** button.

5- **Tab** through the fields on this window, entering the following types of information:

Default Pay Frequency - Use the drop-down list to select the most common pay frequency in your setting.

Additional Amount - Amount of tax to be withheld in addition to the calculated amount. (e.g.—the employee's calculated Federal tax rate is $25.00 but they want $35.00 withheld. Put $10 in the Amount column on the Federal line). Negative numbers may also be entered in the same manner to reduce the calculated amount.

Liability Account - Chart of accounts number for the liability to which the employee's withheld tax and the employers matching FICA/Medicare tax should be posted.

Employer Expense Account Acct - Chart of accounts number with Fund, Category, and Sub-category for the expense number out of which the employer's portion of FICA and Medicare are to be paid.

Vendor Code - Code for the vendor to whom the taxes on this line are to be paid such as the bank, the state treasurer, or the local court. Payroll will automatically load the invoices for taxes.

NOTE 5.10: If FICA and Medicare witholding are to posted to two diferent liabilities, they should be expensed out of two different expense numbers in the budget.

User Deductions - Place here any user-defined deductions which will apply to all employees. Additional Amount, (Liability) Account, and Vendor Code are treated the same as described above. Clicking on the **arrow** button beside the field will display a list of user-defined deductions from which you may double-click your choice.

Frequency (on User Deductions lines) - Use drop-down list to select frequency at which User Deduction should be withheld.

Status/Exempt checkbox - Mark if this particular compensation line is tax exempt for most of the employees.

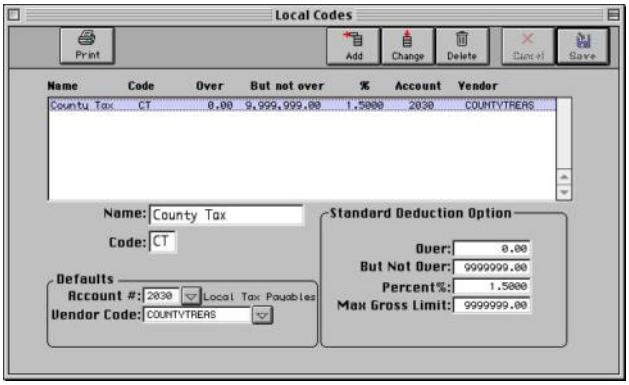
W-2 Gross Wages Line checkbox - Mark if this particular compensation line is to be excluded from the W2 and 941 for most of the employees.

6- Press **Return/Enter** or click **Save**. You should now create any **Local Taxes**, **User Deductions**, or **Allowances** needed. If none are needed, you may skip down to **Setting Up Employee Information**.

Creating Local Tax Codes (city tax, county tax, school tax, etc.)

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting**, choose **Payroll** and under **Payroll**, choose **Local Codes.**



3- Click **Add**.

4- A multiple add message will appear on the screen. Press **Return/Enter** or click **OK**.

5- Type the name of the local tax (e.g.—County Tax).

6- Press the **Tab** key and type a code for this local tax (e.g.—CT).

7- Click on the arrow button beside the **Account #** field under **Defaults.** Double-click on the liability **Account #** to which this tax is to be posted. The **Vendor Code** may also be entered the same way, allowing this deducted amount to post to **Accounts Payable** as an invoice. These default settings will simply load automatically on the **Tax Liability Information** screen when you insert this local code on an employee's **Employee Information** screen. They may then be changed, if necessary. They may also be left blank at this time and filled in when the employee record is set up.

8- Tab to the **Standard Deduction Option** section of the screen. If the deduction is to be a straight dollar amount, leave this blank and fill in the amount on the employee's **Payroll Setup** screen. If the deduction or local tax is, for example, 1.5% of the gross salary, fill in the fields as follows:

Over: 0.00
But Not Over: 999999.00
Percent %: 1.5000
Max Gross Limit: 999999.00

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

10- Continue to enter other desired **Local Codes** following steps 5 - 9 above. After you have entered the last **Local Code** and pressed **Return/Enter** or clicked **Save**, click **Cancel**.

Creating User Deduction Codes (other local tax, pension, TSA, rent, etc.)

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting**, choose **Payroll** and under **Payroll**, choose **User Deductions.**

3- Click **Add**.

4- A multiple add message will appear on the screen. Press **Return/Enter** or click **OK**.

5- Type the name of the user deduction (e.g.—Pension).

6- Click on the arrow button beside the **Account #** field under **Defaults.** Double-click to choose the liability **Account #** to which this deduction is to be posted.

7- Click on the arrow button beside the **Vendor Code** field, and double-click to choose a **Vendor Code** from the pop-up list. Entering the vendor code allows this user deduction to post to **Accounts Payable** as an invoice.

8- Click on the arrow button beside the **Frequency** field, and double-click to choose from the pop-up list of frequencies. Entering a default **Frequency** will indicate how often this item is to be deducted. These default settings (Account #, Vendor Code and Frequency) will simply load automatically when you insert this user deduction on an employee's **Payroll Setup** screen. They may then be edited, if necessary. They may also be left blank at this time and filled in when the employee record is set up.

9- Tab to the **Standard Deduction Option** section of the screen. If the deduction is to be a straight dollar amount, leave this blank and fill in the amount on the employee's **Payroll Setup** screen. If the user deduction is, for example, 1.5% of the gross salary, fill in the fields as follows:

Over: 0.00
But Not Over: 999999.00
Percent %: 1.5000
Max Gross Limit: 999999.00

10- Under **Pre Tax Deduction,** click any applicable check-boxes if this deduction is non-taxable. You may also indicate that this deduction should not be posted to Accounts Payable.

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

12- Continue to enter other desired **User Deductions** following steps 5 - 11 above. After you have entered the last **User Deduction** and pressed **Return/Enter** or clicked **Save**, click **Cancel**.

Creating Allowance Codes (housing, travel, etc.)

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Payroll** and under **Payroll,** choose **Allowances.**

3- Click **Add**.

4- A multiple add message will appear on the screen. Press **Return/Enter** or click **OK**.

5- Type the name of the Allowance (e.g.—Housing).

6- Click on the arrow button beside the **Default Account #** field. Double-click on the Chart of Accounts number out of which this allowance is to be paid**.**

7- Turn on the radio button beside the appropriate **Default Frequency** option, indicating how often this item is to be paid.

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

9- Continue to enter other desired **Allowances** following steps 5 - 8 above. After you have entered the last **User Deduction** and pressed **Return/Enter** or clicked **Save**, click **Cancel**.

Setting up Employee Information

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

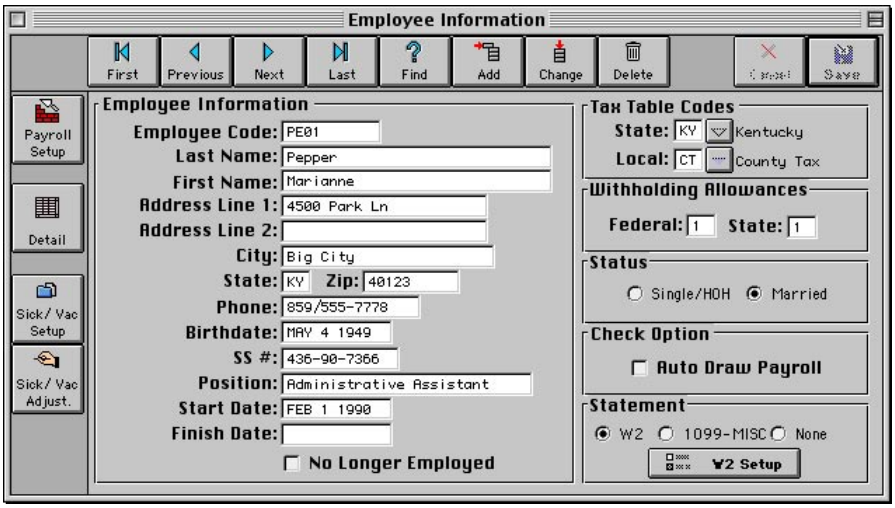
2- Under **Accounting,** choose **Payroll** and under **Payroll,** choose **Employee Information.**

3- Click **Add**.

4- Enter Employee code. Employee codes can be up to eight characters in length and can be any combination of letters and numbers.

5- Press the **Tab** key and type the employee's name as it should appear on the check.

6- Tab through the **Address lines, City, State, Zip, Phone**, and **Birthdate,** filling in the appropriate information.



7- Tab to the **SS#** field and fill in the employee's Social Security Number (123-45-6789).

8- Press the **Tab** key and fill in the employee's **Position**.

9- Press the **Tab** key and fill in the **Start Date** when this employee began employment.

NOTE 5.11: The **No Longer Employed** checkbox should be checked once employment is terminated. This will keep this employee's payroll from calculating but will keep the current year's records in the system for the sake of W-2's at the end of the year.

10- Click on the **Arrow** button beside the **State** field under Tax Table Codes, and double-click your state.

11- Click on the **Arrow** button beside the **Local** field to pop up a list of user defined Local codes and double-click on your choice. The local codes are established by the user. See instructions above for **Creating Local Tax Codes**.

12- Press the **Tab** key. Under **Withholding Allowances** in the **Federal** box insert the number of dependents the employee is claiming.

13- Press the **Tab** key. Under **Withholding Allowances** in the **State** box insert the number of dependents the employee is claiming.

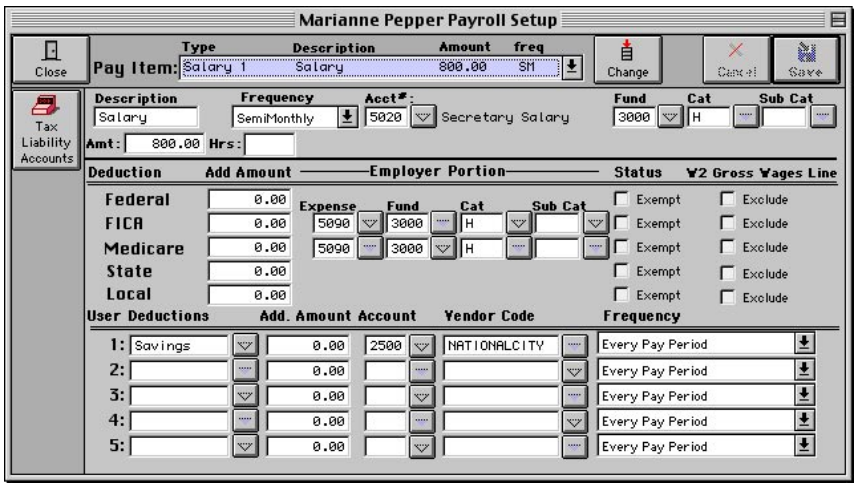
14- Under **Status,** click the appropriate radio button, indicating whether the employee is **Single/HOH** (single/head of household) or **Married**.

15- Under **Statement,** click the appropriate radio button, indicating whether the employee is to receive a **W-2**, **1099**, or **None**.

16- Once this screen is filled in, press **Return/Enter** or click **Save**.

17- Click the **Payroll Setup** button at the left of the **Employee Information** screen to bring up the **Payroll Setup** window.

18- Use the drop-down list on the **Pay Item** field to select the first type of compensation to be entered (e.g.—Hourly 1 or 2, Salary 1, 2, or 3, Allowance 1, 2, 3, 4, or 5).



19- Click the **Change** button.

20- Type **Salary** or **Wages** in the Description field.

21- Using the drop-down list in the **Frequency** field, select the appropriate pay frequency.

22- Click on the **Arrow** button beside the **Acct#** field. Double-click to choose the Chart of Accounts number out of which this person's salary/wages is to be paid.

23- Press the **Tab** key, moving through the **Fund, Cat**, and **Sub Cat** fields confirming the information.

24- Tab to **Amt** and enter the amount this employee is paid per pay period on this compensation line.

25- Press the **Tab** key, moving the cursor to the **Hrs** field. For hourly employees, the hours entered on the setup window is usually left blank. You can enter an average hour per period for informational purposes. When calculating hourly payroll, you will enter the actual number of hours worked. For salaried employees, you may enter the number of hours for a pay period. These hours will be included on the payroll summary printouts with the hourly employees. Some states use this information for taxing purposes.

26- Press the **Tab** key, moving the cursor to the **Add Amount** field on the Federal line.

27- If you followed the instructions above in the section titled **Entering Default Frequency/ Deduction Setup,** some information here will already be filled in. Make any changes necessary for this employee. Information should be completed as follows:

Add Amount - Amount of tax to be withheld in addition to the calculated amount.

Employer Portion/Expense - Chart of accounts number for the expense number out of which the employer's portion of FICA and Medicare are to be paid and confirm the fund, category, and sub-category connections.

Status/Exempt checkbox - Mark if this particular compensation line is tax exempt.

W-2 Gross Wages Line checkbox - Mark if this particular compensation line is to be excluded from the W2 and 941.

User Deductions - Place here any user-defined deductions which will apply to this employee (See **Creating User Deduction Codes** above). Clicking on the **arrow** button beside the field will display a list of user-defined deductions from which you may double-click your choice. **Add Amount, Account, Vendor Code**, and **Frequency** are treated the same as described above.

28- Once this screen is filled in, press **Return/Enter** or click **Save**.

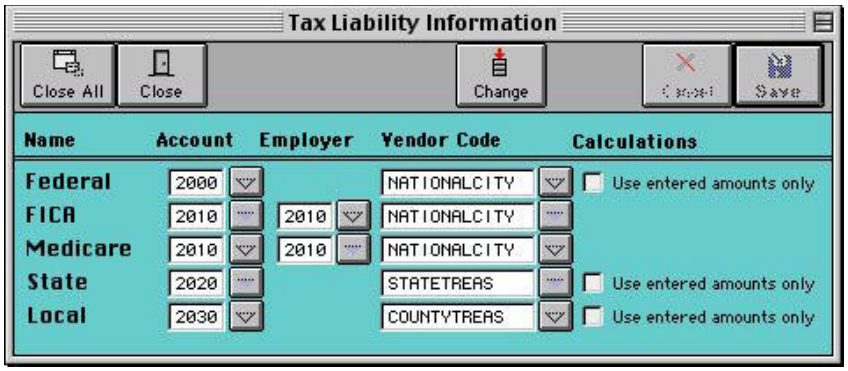
29- Follow steps 18 - 28 above to enter additional Hourly, Salary or Allowance lines.

NOTE 5:12: When entering **Allowances**, click on the arrow button beside the **Decription** field and double-click your Allowance choice from the list of user-defined Allowances. See instructions above for **Creating Allowance Codes**.

30- Now click the **Tax Liability Accounts** button at the left of the Payroll Setup screen. The **Tax Liability Information** screen appears.

31- Click the **Change** button.

32- If you followed the instructions above in the section titled **Entering Default Frequency/ Deduction Setup,** this information will already be filled in. Make any changes necessary for this employee. Information should be completed as follows:



Account - Chart of accounts number for the liability to which the employee's withheld tax should be posted.

Employer - Chart of accounts number for the liability to which the employer's portion of FICA and Medicare should be posted.

Vendor Code - Code for the vendor to whom the taxes on this line are to be paid such as the bank, the state treasurer, or the local court. Payroll will automatically load invoices into Accounts Payable for taxes.

Use entered amounts only checkboxes are also available. When checked, the amount put in the **Amount** field on the **Payroll Setup** window for this line will be the total withheld, not added to the calculated rate.

33- Once this information is complete, press **Return/Enter** or click **Save**.

34- Click the **Close All** button on the **Tax Liability Information** window, which will return you to the **Employee Information** screen where you may set up another employee. Follow the above steps and set up all the employees.

Calculating Regular Payroll

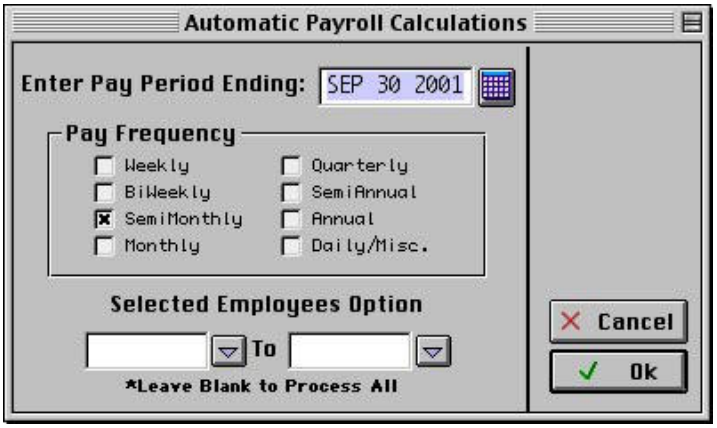
1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Payroll** and under **Payroll,** choose **Calculate Regular Payroll** (or click the **Calculate Regular Payroll** icon on the Tool Bar**).**

3- Enter **Pay Period Ending Date** (e.g.—9.30.2001).

4- Use the checkboxes to select Pay Frequencies to be paid at this time.

5- Enter an employee code or range of codes in **Selected Employees Option** fields only if you want to calculate payroll for one employee code or a range of codes (to calculate for one employee, enter that one employee code in both fields). To enter an employee code, click on the arrow button beside the blank code field, and double-click on your choice of codes from the pop-up list.



6- Press **Return/Enter** of click **OK.**

7- Payroll will calculate and the following message appears: **Regular Payroll Complete! Calculate Hourly Payroll?**

8- If there is no hourly payroll to calculate, click **No.** If there is hourly payroll to calculate, say **YES** and proceed to step 8 under **Calculating Hourly Payroll** below. After calculating hourly payroll, return to step 9 here.

9- Under **Reports,** choose **Payroll** and under **Payroll,** choose **Payroll Period.**

10- Enter payroll period ending date in the **Report Date** field (e.g.—9.30.2001).

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

12- Select **Printer** on the **Set Report Destination** screen.

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

14- Send report to the printer, and **Payroll Period** report will be printed.

15- Review report to make sure amounts are correct.

16- If information is correct and you are ready to print Payroll checks, go to **Printing Payroll Checks** below.

NOTE 5.13: If the information is not correct, go under **Accounting** to **Payroll** and under **Payroll** to **Edit Payroll Period**. Locate the incorrect payroll by clicking on the employee's line. Federal, State, and Local taxes may be edited on this screen. To edit FICA, Medicare, or User Deduction amounts, highlight the incorrect payroll line under **Payroll Detail** and click on the **View Detail** button. Click the **Change** button and make any necessary changes in this particular item. Press **Return/Enter** or click **Save**. After all incorrect items have been edited, print another Payroll Period report and then go to **Printing Payroll Checks**. You may discard the complete payroll and start over by clicking on the **Discard** button.

Calculating Hourly Payroll

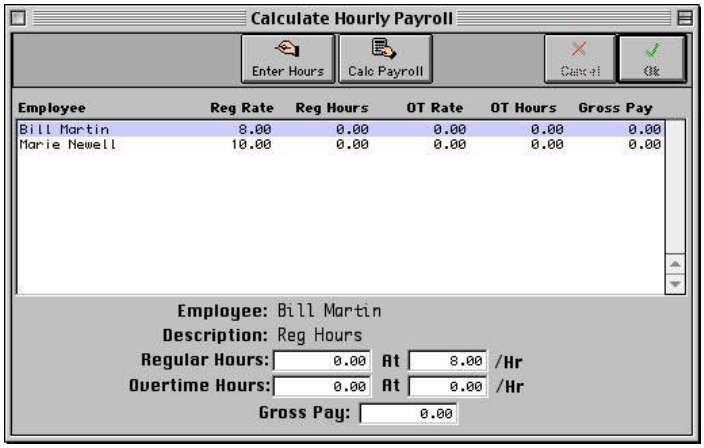
1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Payroll** and under **Payroll,** choose **Calculate Hourly Payroll.**

3- Enter **Pay Period Ending Date** (e.g.—9.30.2001).

4- Use the checkboxes to select Pay Frequencies to be paid at this time.

5- Enter an employee code or range of codes in **Selected Employees Option** fields only if you want to calculate payroll for one employee code or a range of codes (to calculate for one employee, enter that one employee code in both fields).



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

7- Hourly employees will load in the **Calculate Hourly Payroll** screen.

8- Click the **Enter Hours** button and enter regular hours for the first employee.

9- Press the **Tab** key and edit the hourly pay rate, if necessary.

10- Press the **Tab** key and enter overtime hours, if applicable.

11- Press the **Tab** key and edit the overtime hourly pay rate, if necessary.

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

13- Follow steps 8 - 12 until hours have been entered for all hourly employees. If a particular employee has no hours this pay period, leave the hours fields at 0.00 and press **Return/Enter** or click **OK,** going on to the next employee. No payroll will be calculated for an employee with 0.00 hours.

14- Once all employee hours have been entered, a dialog box appears with the message, **Calculate Hourly Payroll?** Press **Return/Enter** or click **YES**.

15- Hourly payroll will calculate. A dialog box will appear indicating **Calculation Complete!** Press **Return/Enter** or click **OK**.

16- Return to step 9 of **Calculate Regular Payroll** on page 60 and continue.

Printing Payroll Checks and Posting Them to the Ledger

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Accounting,** choose **Payroll** and under **Payroll,** choose **Payroll Checks.**

3- Enter **Starting Check Number**, **Date** to appear on checks, **Payroll Period Ending Date** and turn on the **Show SS# on Stubs** and **Show YTD on stubs** checkboxes. Make sure the radio button beside **New Checks** is turned on. Make sure the Asset out of which the payroll checks are to be printed is highlighted in the **Select Asset** window.

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

5- Confirm check amounts and numbers.

6- Press **Return/Enter** or click **Print**.

7- A dialog box appears saying, **Ready Printer**. Press **Return/Enter** or click **YES**.

NOTE 5.14: You will have an opportunity to print a check alignment test when printing checks. Do this when you print checks for the first time. Once they print correctly, you will not have to do an alignment test again. The setup will stay the same. Check alignment may be adjusted on the **Accounting Setup** screen.

8- A dialog box will appear asking, **Print Checks?** Press **Return/Enter** or click **YES**.

9- Send to the printer and checks will be printed.

10- After the payroll checks have printed, a dialog appears asking, **Post payroll checks to the ledger?** Press **Return/Enter** or click **Yes**.

11- Enter **Payroll Period Date** you wish to post (e.g.—9.30.2001).

12- Under **Options,** turn on the checkbox beside **Post Ded./Taxes to Acc. Payable** if you want the taxes posted as invoices in **Accounts Payable**.

13- Under **Posting Report,** turn on **Composite** or **Detail** (**Detail** is recommended).

14- Press **Return/Enter** or click **Continue.**

15- Send payroll posting report to the printer.

16- Review posting report and if information is correct, Press **Return/Enter** or click **Yes** at the dialog box which asks, **Please check the report and verify information. Is the Information Corrrect?** Payroll will now be posted to the ledger.

(N) Print reports of ledger activity

Monthly Comparison

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

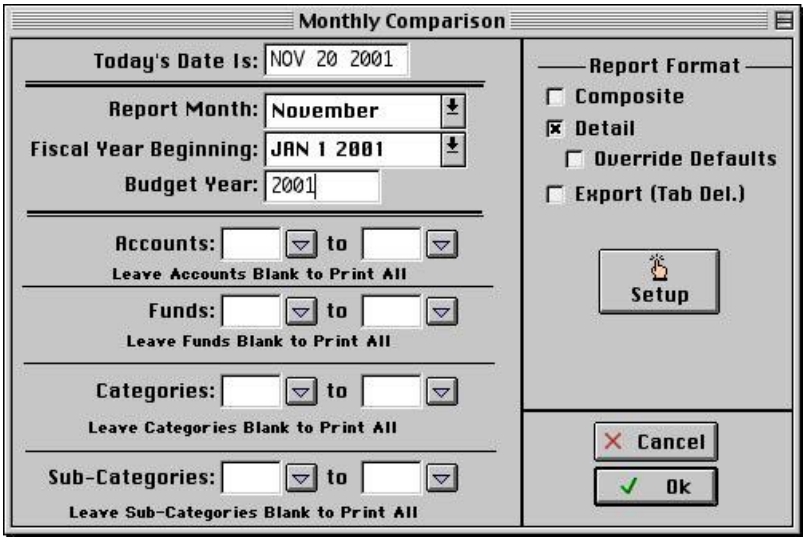
2- Under **Reports,** choose **Ledger YTD** and under **Ledger YTD,** choose **Monthly Comparisons.**

3- Use the drop-down list at **Report Month** to choose the month for which you wish to report.

4- Enter Budget Year e.g.—2001).

5- Tab through the following fields, filling in a range of **Accounts**, **Funds**, **Categories**, or **Sub-Categories** you wish to print. Leave these fields blank to print all ledger activity.

6- Select desired options under **Report Format** and **Report Options**.



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

8- Select **Printer** on the **Set Report Destination** screen.

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

10- Send report to the printer, and **Monthly Comparison** report will be printed.

(See Sample Monthly Comparison Report on Next Page)

Sample Monthly Comparison of Actual to Budget

Date:
SEP 17 2001

DETAIL MONTHLY COMPARISON OF ACTUAL TO BUDGET AMOUNT
March 1, 2001 To March 31, 2001
Budget Year 2001
All Accounts and All Funds and All Cat. and All Sub-Cat.

Page 1

	Annual Budget	Budget Current Month March	Current Month Actual March		Budget YTD	Current YTD		Balance
Income								
Regular Income								
4000-Sunday Worship Offering	118,000.00	9,833.33	14,500.00	147 %	29,499.99	37,500.00	127 %	80,500.00
4010-Loose Offering	5,656.00	471.33	600.00	127 %	1,413.99	1,680.00	119 %	3,976.00
4020-Sunday School Offering	1,800.00	150.00	200.00	133 %	450.00	425.00	94 %	1,375.00
Regular Income Total	**125,456.00**	**10,454.66**	**15,300.00**	**146 %**	**31,363.98**	**39,605.00**	**126 %**	**85,851.00**
Designated								
4100-Building Fund Income	0.00	0.00	6,995.00	0 %	0.00	7,995.00	0 %	(7,995.00)
4110-Missions Fund Offering	0.00	0.00	300.00	0 %	0.00	600.00	0 %	(600.00)
Designated Total	**0.00**	**0.00**	**7,295.00**	**0 %**	**0.00**	**8,595.00**	**0 %**	**(8,595.00)**
	125,456.00	10,454.66	22,595.00	216 %	31,363.98	48,200.00	154 %	77,256.00
Expenditures								
Personnel								
5000-Senior Minister Salary	24,000.00	2,000.00	2,000.00	100 %	6,000.00	6,000.00	100 %	18,000.00
5020-Secretary Salary	19,200.00	1,600.00	1,600.00	100 %	4,800.00	4,800.00	100 %	14,400.00
5030-Custodian Salary	11,520.00	960.00	960.00	100 %	2,880.00	2,880.00	100 %	8,640.00
5035-Nursery Attendant	720.00	60.00	60.00	100 %	180.00	180.00	100 %	540.00
5040-Travel Expenses	2,400.00	200.00	200.00	100 %	600.00	600.00	100 %	1,800.00
5045-Housing	9,600.00	800.00	800.00	100 %	2,400.00	2,400.00	100 %	7,200.00
5090-Church's FICA/Medicare...	2,406.00	200.50	200.44	100 %	601.50	601.32	100 %	1,804.68
Personnel Total	**69,846.00**	**5,820.50**	**5,820.44**	**100 %**	**17,461.50**	**17,461.32**	**100 %**	**52,384.68**
Administrative								
5110-Office Supplies	5,000.00	416.67	385.98	93 %	1,250.01	1,285.98	103 %	3,714.02
5120-Office Equipment	3,000.00	250.00	270.00	108 %	750.00	740.00	99 %	2,260.00
5130-Telephone	1,200.00	100.00	90.00	90 %	300.00	290.00	97 %	910.00
Administrative Total	**9,200.00**	**766.67**	**745.98**	**97 %**	**2,300.01**	**2,315.98**	**101 %**	**6,884.02**
Christian Education								
5140-Sunday School Materials	1,500.00	125.00	130.00	104 %	375.00	380.00	101 %	1,120.00
5150-Vacation Bible School	400.00	0.00	0.00	0 %	0.00	0.00	0 %	400.00
5160-Resource Materials	300.00	25.00	20.00	80 %	75.00	60.00	80 %	240.00
5170-Children's Ministries	2,000.00	166.67	175.00	105 %	500.01	515.00	103 %	1,485.00
5180-Youth Ministries	1,500.00	125.00	100.00	80 %	375.00	340.00	91 %	1,160.00
Christian Education Total	**5,700.00**	**441.67**	**425.00**	**96 %**	**1,325.01**	**1,295.00**	**98 %**	**4,405.00**
Property								
General Property								
5190-General Maintenance	2,000.00	166.67	320.00	192 %	500.01	670.00	134 %	1,330.00
5200-Insurance	1,500.00	0.00	0.00	0 %	0.00	0.00	0 %	1,500.00
5210-Custodial Supplies	500.00	41.67	25.00	60 %	125.01	145.00	116 %	355.00
5220-Gas for Van	600.00	50.00	10.00	20 %	150.00	97.00	65 %	503.00
5230-Mortgage Principal	3,600.00	300.00	300.00	100 %	900.00	900.00	100 %	2,700.00
5240-Mortgage Interest	8,400.00	700.00	700.00	100 %	2,100.00	2,100.00	100 %	6,300.00
General Property	16,600.00	1,258.34	1,355.00	108 %	3,775.02	3,912.00	104 %	12,688.00
Utilities								
5250-Gas - Heat	750.00	75.00	82.00	109 %	250.00	282.00	113 %	468.00
5260-Electricity	1,500.00	125.00	179.00	143 %	375.00	479.00	128 %	1,021.00
5270-Water and Sewer	360.00	30.00	20.00	67 %	90.00	70.00	78 %	290.00
Utilities	2,610.00	230.00	281.00	122 %	715.00	831.00	116 %	1,779.00
Property Total	**19,210.00**	**1,488.34**	**1,636.00**	**110 %**	**4,490.02**	**4,743.00**	**106 %**	**14,467.00**
Worship								
5280-Communion Supplies	200.00	16.67	17.00	102 %	50.01	52.00	104 %	148.00
5290-Bulletins	300.00	25.00	28.00	112 %	75.00	84.00	112 %	216.00
5300-Special Guest Speakers	500.00	0.00	0.00	0 %	0.00	0.00	0 %	500.00
5310-Special Services	500.00	41.67	150.00	360 %	125.01	150.00	120 %	350.00
Worship Total	**1,500.00**	**83.34**	**195.00**	**234 %**	**250.02**	**286.00**	**114 %**	**1,214.00**
Outreach								
5320-Denominational Support	15,000.00	1,250.00	1,250.00	100 %	3,750.00	3,750.00	100 %	11,250.00
5330-World Hunger Project	3,000.00	250.00	200.00	80 %	750.00	800.00	107 %	2,200.00
5340-Local Outreach Ministries	2,000.00	166.67	200.00	120 %	500.01	500.00	100 %	1,500.00
Outreach Total	**20,000.00**	**1,666.67**	**1,650.00**	**99 %**	**5,000.01**	**5,050.00**	**101 %**	**14,950.00**
Designated								
7100-Building Fund Expense	0.00	0.00	3,300.00	0 %	0.00	4,300.00	0 %	(4,300.00)
Designated Total	**0.00**	**0.00**	**3,300.00**	**0 %**	**0.00**	**4,300.00**	**0 %**	**(4,300.00)**
	125,456.00	10,267.19	13,772.42	134 %	30,826.57	35,451.30	115 %	90,004.70
Over/(Under)	0.00	187.47	8,822.58		537.41	12,748.70		(12,748.70)

Balance Sheet

1- Under **CDM+** on the menu bar select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Reports,** choose **Ledger YTD** and under **Ledger YTD,** choose **Balance Sheet.**

3- Select the **Period Ending** date for which you want a **Balance Sheet** printed.

NOTE 5.15: A Balance Sheet can only be printed for the previous fiscal ending date or a period that has been closed, or the current date. See **Close Period** below.

4- Select desired options under **Report Format** and **Report Sort**.

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

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

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

8- Send report to the printer and **Balance Sheet** report will be printed.

NOTE 5.16: The **Monthly Comparision** report and the **Balance Sheet** are the two best reports to give to the Finance Committee, Church Board, Deaon board, Session, or Council.

Sample Balance Sheet

First Church
122 Cathedral Lane
Big City KY 40000-0000
(859) 555-1234

BALANCE SHEET

Date

ASSETS

Cash Accounts		
Checking	100,216.38	
Savings	5,140.00	
Investments	75,000.00	
Total Cash Accounts		180,356.38
Fixed Assets		
Bus	15,000.00	
Church Building	750,000.00	
Furnishings	100,000.00	
Total Fixed Assets		865,000.00
TOTAL ASSETS		1,045,356.38

LIABILITIES AND FUNDS

LIABILITIES

Current Liabilities		
Federal Tax Payables	161.28	
FICA/Medicare Payables	400.85	
State Tax Payables	113.68	
Local Tax Payables	39.30	
Accounts Payable	445.00	
Total Current Liabilities		1,160.11
Long Term Liabilities		
Mortgage	500,000.00	
Total Long Term Liabilities		500,000.00
TOTAL LIABILITIES		501,160.11

FUND BALANCES

Undesignated Funds		
General Fund	74,358.27	
Total Undesignated Funds		74,358.27
Designated Funds		
Building Fund	15,088.00	
Missions Fund	13,050.00	
Memorial Fund	75,000.00	
Special Fund (In & Out)	1,700.00	
Total Designated Funds		104,838.00
Equity Funds		
Bus Equity Fund	15,000.00	
Building Equity Fund	250,000.00	
Furnishings Equity Fund	100,000.00	
Total Equity Funds		365,000.00
Net Change Line		0.00
TOTAL FUNDS		544,196.27
TOTAL LIABILITIES AND FUNDS		1,045,356.38

Accounts YTD Balances

1- Under **CDM+** on the menu bar, select **Accounting** or click the **Accounting Icon** on the Tool Bar.

2- Under **Reports,** choose **Ledger YTD** and under **Ledger YTD,** choose **Accounts YTD Balances.**

3- Select **Report Starting Date**.

4- Enter the **Report Ending Date**.

5- Tab through the following fields, filling in a range of **Accounts**, **Funds**, **Categories**, or **Sub-Categories** you wish to print. Leave these fields blank to print all ledger activity.

6- Select desired options under **Report Format** and **Report Sort**.

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

8- Select **Printer** on the **Set Report Destination** screen.

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

10- Send report to the printer, and **Accounts YTD Balances** report will be printed.

NOTE 5.17: The **Accounts YTD Balances** report performs a fresh calculation of all ledger activity just for this report. This is a good report to print when looking for a mistake.

(O) Other Accounting Procedures

Bank Reconciliation

The **bank reconciliation function** within CDM Plus allows for a quick and easy way to mark which items have cleared the bank and which have not. After all the items which appear on the bank statement have been identified, then the program will provide a printout of all items which have not cleared the bank and indicate that the system is in balance with the bank statement.

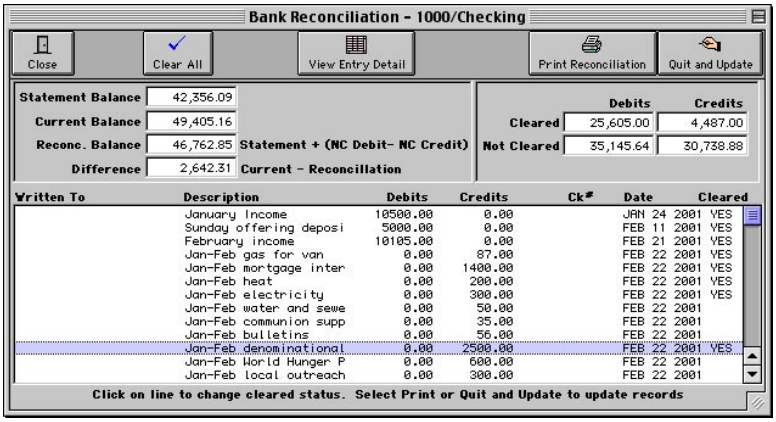
To Perform a Bank Reconciliation

1- On the **Accounting** menu, select **Ledger** and under **Ledger,** select **Bank Reconciliation**.

2- Select the **Asset** you want to reconcile, and enter the **Ending Balance** from the bank statement.

3- CDM Plus will display all items for that asset which have not been marked as being cleared.

4- Select a line item which appears on the bank statement, and the program will put a **Yes** at the end of that line. If you select the wrong line, click on it again and the program will unmark it.



5- You can **select several lines at once** by dragging over several items while pressing on the mouse button. When you let go of the button, those lines will be selected or deselected.

6- Once all of your items have been selected, either click on **Quit and Update** or **Print Reconciliation.**

NOTE 5.18: The **Quit and Update** button will save your markings, and then you can print a reconciliation report later by selecting it from the **Ledger Reports** menu. This is helpful if you have other items that appear on the **Bank Reconciliation** which are not in CDM Plus. The **Print Reconciliation** function will save all of your markings and print the **Bank Reconciliation** report. It is suggested that you file this report with your bank statement to indicate that the reconciliation has been completed.

7- During the marking of transactions, CDM Plus will display at the top the status of your bank reconciliation session. The **Statement Balance** is the amount the user entered in on the initial window. The **Current Balance** is the balance CDM Plus maintains from each transaction. The **Reconciliation Balance** is the **Statement Balance** plus the total of non-cleared **Debits** less non-cleared **Credits.** As you click on items, the **Reconciliation Balance** will change and the **Difference** between the **Statement Balance** and the **Current Balance** will be updated. The goal of the reconciliation is for the difference to be zero.

				Debits	Credits
Statement Balance	42,356.09				
Current Balance	49,405.16		Cleared	25,605.00	4,487.00
Reconc. Balance	46,762.85	Statement + (NC Debit- NC Credit)	Not Cleared	35,145.64	30,738.88
Difference	2,642.31	Current - Reconcillation			

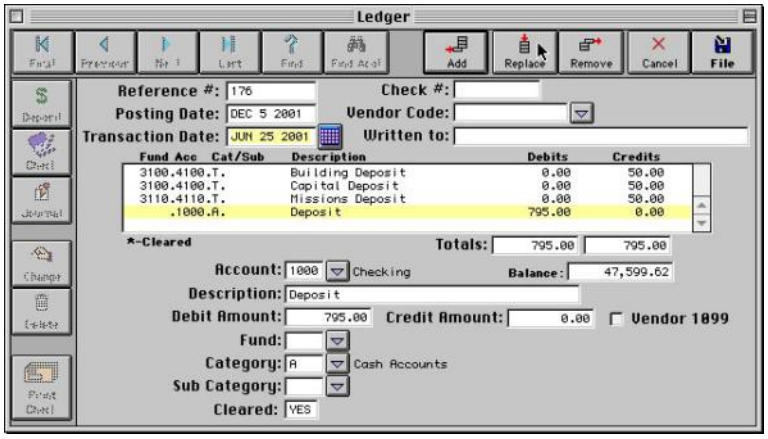
NOTE 5.19: If **Difference** is a positive number, it means you show more money than the bank and there are probably cleared checks or bank charges missing or not marked as cleared in CDM Plus. If **Difference** is a negative number, it means you show less money than the bank and there are probably cleared deposits or interest payments missing or not marked as cleared in CDM Plus. **[Clearing credits (checks) reduces Difference and clearing debits (deposits) increases Difference.]**

To Manually Mark an Item as Being Cleared or Change Its Status Without Using the Bank Reconciliation Window

On the **Ledger** window there is a **Cleared** field for each item. When doing the bank reconciliation, CDM Plus changes the status of this field for assets from **No** to **Yes.** If you are entering bank charges or other transactions from a bank statement, you can indicate that this item has cleared the bank by changing the status of this field.

1- Under **Accounting,** select **Ledger** and under **Ledger,** select **Ledger Entries.**

2- Find an existing entry and click on **Change.** Highlight the asset line and click in the **Cleared** field. Type **Y** and click on **Replace. File** the transaction change. If you are entering a new transaction, then **Tab** into the **Cleared** field and type a **Y**.



NOTE 5.20: if you inadvertently marked an item as **Cleared,** you can change the asset line from **Yes** to **No**.

3- After making all of your necessary changes, print a **Reconciliation Report.** (Select **Accounting** or click the **Accounting Icon** on the Tool Bar. From the **Reports** menu, select **Ledger Reports** and then **Bank Reconciliation.**)

Other Buttons on the Bank Reconciliation Window

Close – Closes the **Bank Reconciliation** window and does not save any changes.

Clear All – Will mark all items as being cleared. You can then uncheck certain lines if necessary.

View Entry Detail – This will display the **Ledger Entry** window for a selected line. Changes to that transaction can be made, and when the ledger window is closed, the **Bank Reconciliation** will reflect any changes.

NOTE 5.21: If you have selected several lines, the last line highlighted will be displayed in the **Ledger Entry** window.

Close Month

Closing a Month in CDM Plus prevents any changes to transactions in that month (except for changing the bank reconciliation **Cleared** status) and stores the **Month End Balance** for all account numbers. After a month is closed, a **Balance Sheet** for that month can be generated at any time. It is a good idea to close each month. By closing a month, if a mistake is found, it is easier to locate the mistake. In addition, closing a month prevents entries from being entered in the wrong period.

NOTE 5.22: Closing a month is **date specific** to the transaction date. You can continue to enter transactions in CDM Plus without closing a month.

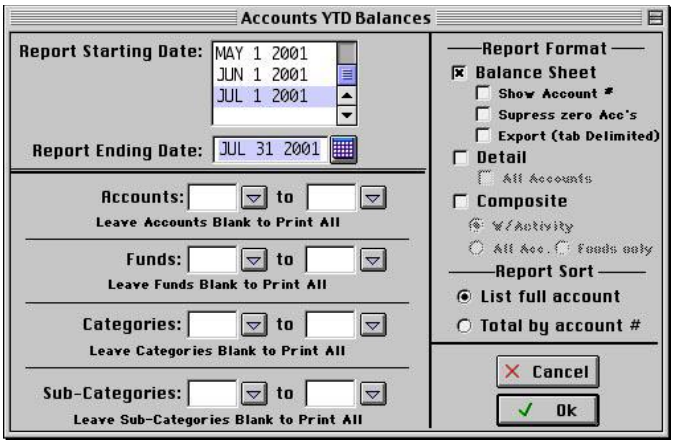
Procedures before closing a month

1- Make any **Month-End Journal Entries.**

2- Run a **Trial Balance Sheet** using the **Ledger YTD Report** – **Accounts YTD Balances** and select the **Balance Sheet** option.

3- Perform the **Bank Reconciliation.**

4- Run all of your **Month-End Reports** and review.



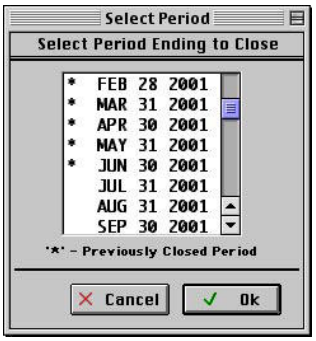
To close a month

1- On the **Accounting** menu, go to **Ledger** and select **Close Period.**

2- A listing of months available for closing will appear.

3- Dates with an asterisk next to them indicate that that month has already been closed.

4- **Select the month you want to close** and click on **Ok** or press **Return/Enter** to continue.



NOTE 5.23: You can close out several periods at once by selecting the last date to which you want to close.

5- A report of **Close-Out Balances** will be printed. Verify information and click on **Yes** to continue. Select **No** to terminate close-out functions.

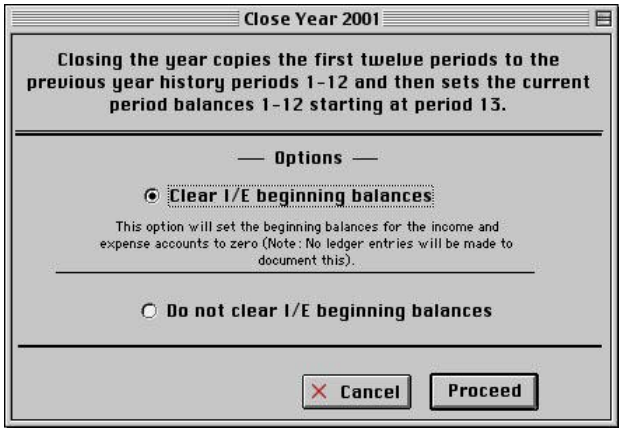
Close Year

A regular and important year-end procedure is closing out your books for the year. This procedure will update the **Period Ending Balance** for December of the year you are closing and make this period balance the new **Fiscal Ending Balance,** replacing the fiscal ending balance of the previous December.

NOTE 5.24: If you are on a different fiscal period than December 31, you can follow this same procedure, using your fiscal ending date.

1- Before running the **Close Year** procedure, run your normal monthly **Close Period** procedure for the month of December.

2- The **Close Year** screen will appear. Be sure to select **Set Beginning Balances** so that the income and expense accounts will reset to zero. This also resets the **Fiscal Date** and **Beginning Fiscal Balance** for the new year.



3- After the report has printed, you will be asked to verify if the information on the report is correct. If the information is correct, click on **Yes** to continue. Respond **Yes** ONLY if you are sure the balances are correct and that all information has been entered for the year you are closing.

4- If you have not already entered your new budget for the next year, this would be a good time to do so.

NOTE 5.25: it is possible—and probably advantageous—for you to enter the new budget prior to the previous year's close-out. Multiple years of budget figures can be maintained within CDM Plus. Also, you do not have to type the entire new budget. You can copy the current budget with the **Copy** button on the **Budget Window** and then make changes for the upcoming year.

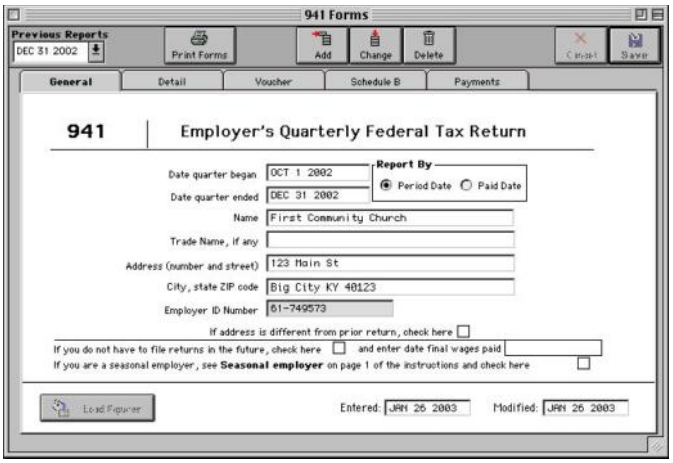
Printing W-2, W-3, 941 and 1099 Forms

CDM Plus is able to print the **W-2**, **W-3** and **941** forms. These forms have been approved by the IRS, so you do not need to purchase any special forms to produce W-2 or W-3 forms.

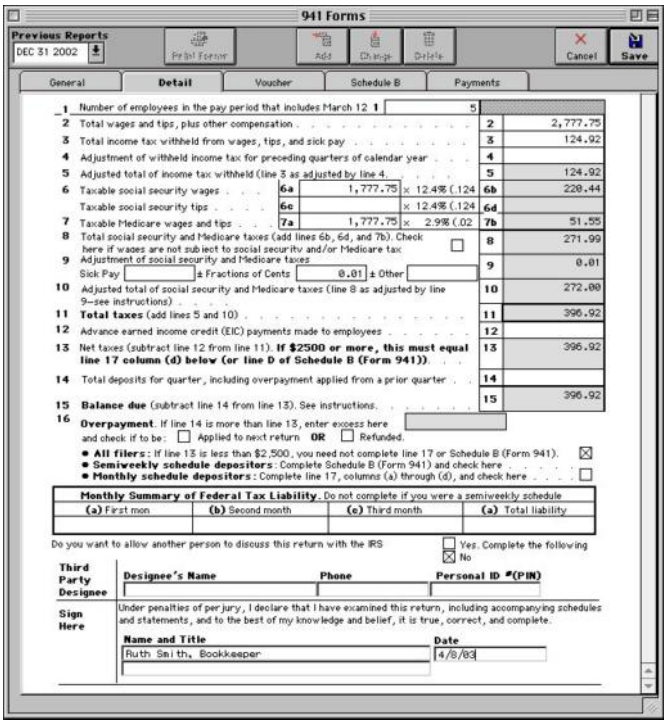
CDM Plus can print onto **preprinted 1099** forms. To print 1099 forms from **Accounts Payable,** items to be included on the 1099 form must have been identified. There is a **Checkbox** on the **Ledger Entry Screen** that indicates which items for a particular vendor will be used for the 1099 form. To review which items have been marked for a vendor, select **Accounting** or click the **Accounting Icon** on the Tool Bar. Then, on the **Reports** menu, select **Ledger YTD** and then **Ledger by Vendor**.

Printing a 941 Form

1- Select **Accounting** or click the **Accounting Icon** on the Tool Bar. From the **Reports** menu, select **Payroll,** then **Forms,** then **Form 941.**

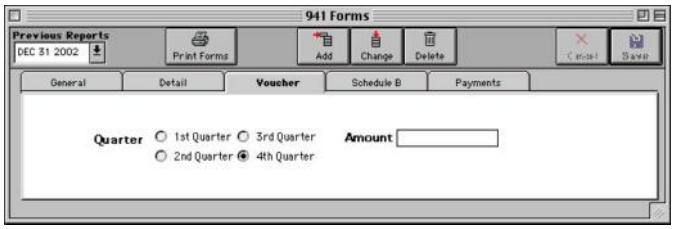


2- Click on **Add** to create a 941 Form. The first time you create a 941, you will need to enter your name, address and date range. Next click on **Load Figures**. CDM Plus will calculate your tax liabilities from Payroll and fill out the form.

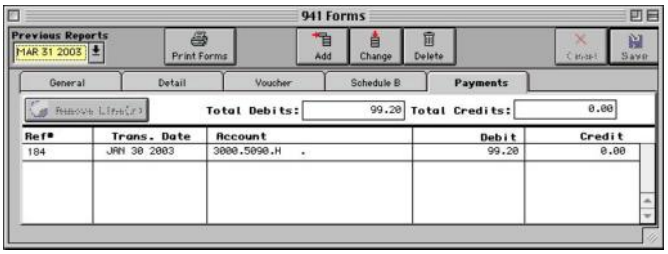


3- Click on the **Detail** tab to review the information. If you need to add or change information you can do it on this window. Please verify your deposit information. If you are using the **Post to Accounts Payable** option in Payroll to pay your taxes, then CDM Plus should automatically fill in this information (please note that the first time you use this feature your deposit information may not be complete). Also, please be certain to check any appropriate boxes.

4- Click on the **Voucher** tab if you need to include a payment voucher with your 941. If you are a Schedule B filer, the program will automatically supply this information, but you can view and edit it by clicking on the **Schedule B** tab.



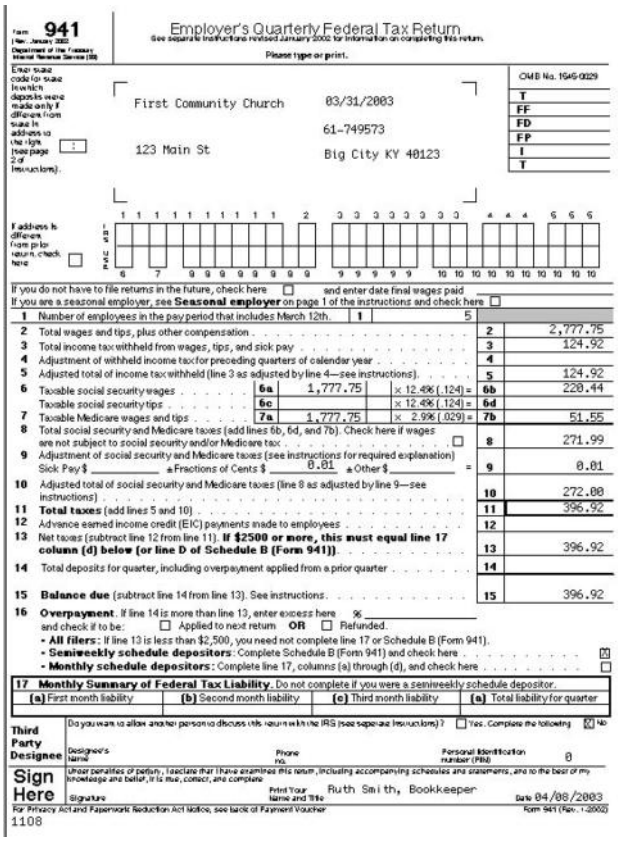
5- The **Payment** tab will display the payments that have been marked for 941 payments.



6- Once all of the information is completed, click on **Save**.

7- To print a form that can be mailed directly to the IRS, click on the **Print Forms** button.

8- To view previous reports, click on the **Previous Reports** pull-down list and select the report you wish to view.

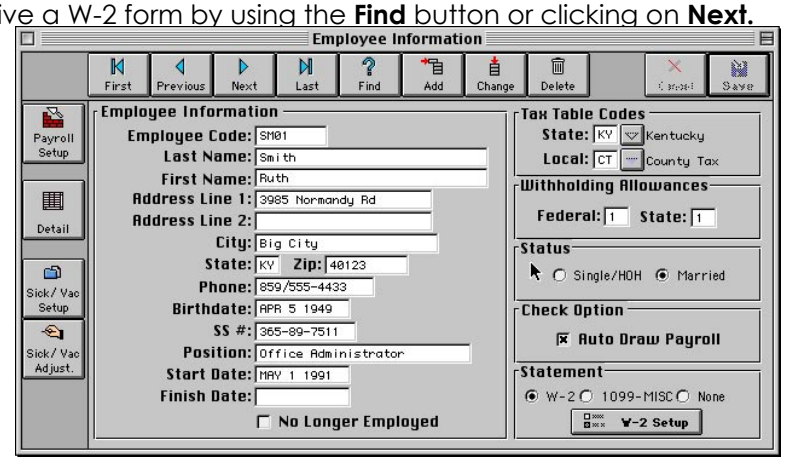


Printing W-2 and W-3 Forms

Set up W-2 information for each employee:

1- Choose **Accounting** or click the **Accounting Icon** on the Tool Bar. On the **Accounting Menu**, go to **Payroll** and then to **Employee Information.**

2- Find each employee who should receive a W-2 form by using the **Find** button or clicking on **Next.**



3- If the **W-2** option on the **Statement** section of the window is not already selected, select it now. To do this, first click on **Change.** The **W-2** option will become available. Select it, then click on **Save** or press **Enter/ Return** to accept the change.

4- Click on the **W-2 Setup** button to add any **Allowances** or **Special Withholdings** which need to be included on the W-2 form. **Click** in an appropriate box, and a list of options will be displayed. **Double-click** on the item to be printed in that box.

NOTE 5.26: Only items identified in the **Payroll Setup** procedures as **Allowances** or **Deductions** are available to be included on the W-2 form in these special boxes.

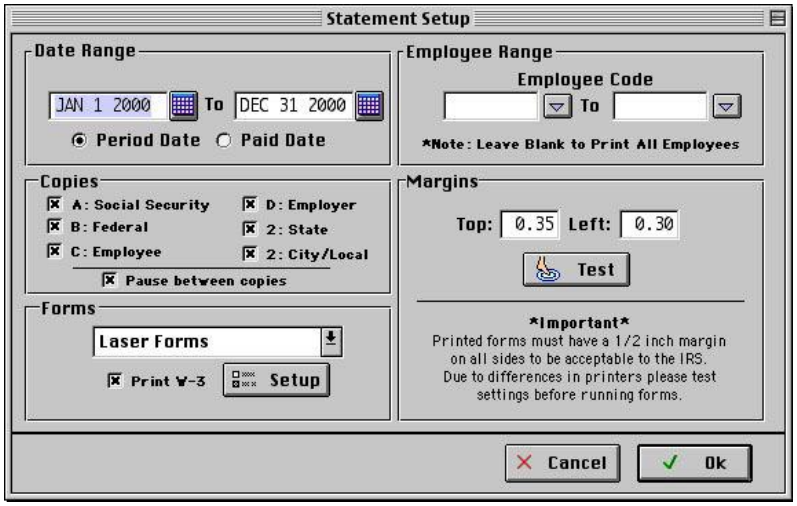
5- Continue for each employee.

Print W-2 and W-3 forms:

NOTE 5.27: Before printing **W-2 forms,** please verify the **Margin** setting by printing a test form. The IRS requires a specific margin for these forms. Because different printers have different built-in margins, a slight adjustment may need to be made. **ALL W-2 AND W-3 FORMS MUST BE PRINTED ON EITHER A LASER PRINTER OR INKJET PRINTER. THE IRS WILL NOT ACCEPT FORMS PRINTED ON A DOT-MATRIX. IF YOU HAVE A DOT-MATRIX PRINTER, YOU MUST USE PREPRINTED FORMS.**

1- Select **Accounting** or click the **Accounting Icon** on the Tool Bar. From the **Reports** menu, select **Payroll,** then **Forms,** then **W-2.**

2- Enter the appropriate **Date Range**, either manually or by using the calendar button to choose dates. Select either **Period Date** (period ending date) or **Paid Date.** It is important to be consistent with which date your use on all of your payroll printing reports. (Note that CDM Plus will display the year prior to the computer date as the calendar year. You can change this date, if necessary.)



3- If you want to print **W-2 forms** for selected employees, you can identify the range of employees for whom you want to print W-2 forms by pressing the **Down** arrows beside the **Employee Code** fields and double-clicking on the pop-up lists provided there. Leave these fields blank to print W-2 forms for all employees.

4- Indicate the type of copies you want to print by **Clicking Off** the **Checkboxes** next to the items you DO NOT want to print. When the **Pause Between Copies** feature is selected, CDM Plus will prompt you that it is ready to print a selected form before continuing. W-2 forms are printed in batches. (i.e.– All of Form A is printed and then all of Form B, etc. After all forms have been printed, the user will need to combine the various copies for each employee.)

5- Press the **Down** arrow beside the **Forms** field to choose the type of form you want to print. Select **Laser Forms** if you want CDM Plus to print the complete W-2 form. To print a blank copy of a W-2 form, select **Blank Forms.** To use preprinted forms, select **Preprinted Forms** from the **Forms** list.

6- To print a **W-3 form,** be certain to check **Print W-3** under the **Forms** section. Click on the **Setup** Setup button next to "Print W-3" to fill in additional information which the W-3 needs.

To verify any information on W-2 forms, print a **Taxable Income Detail** report (found by selecting **Accounting** or clicking the **Accounting Icon** on the **Toolbar,** then choosing **Reports**, then **Payroll**, then **Taxable Income Detail**).Be sure to *select the same date range* as the **W-2 printout.**

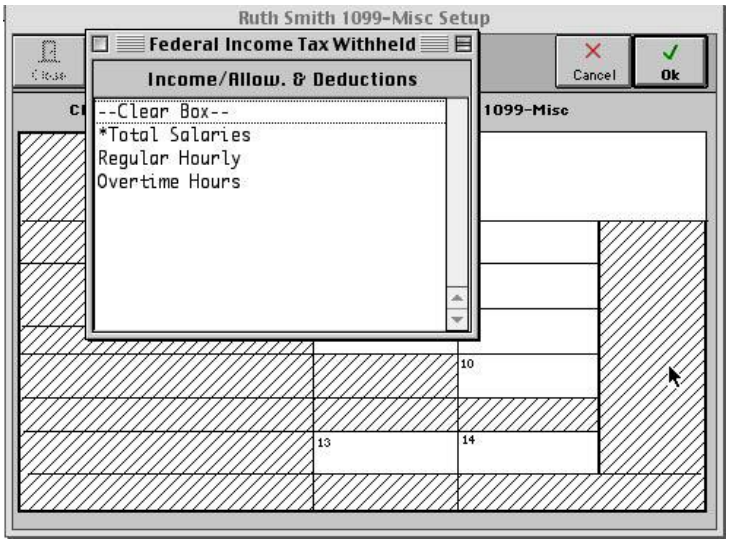
Printing 1099 Forms from Payroll

Set up 1099 information for each employee:

1- Choose **Accounting** or click the **Accounting Icon** on the Tool Bar. On the **Accounting Menu,** go to **Payroll** and then to **Employee Information.**

2- Find each employee who should receive a **1099** by using the **Find** button or clicking on **Next.**

3- If the **1099** option on the **Statement** section of the window is not already selected, select it now. To do this, first click on **Change.** The **1099** option will become available. Select it, then click on **Save** or press **Enter/Return** to accept the change.



4- Click on the **1099 Setup** button to add type of **Income, Allowances** or **Special Withholdings** which need to be included on the 1099 form. **Click** in an appropriate box, and a list of options for that box will be displayed. **Double-click** on the item to be printed in the box. Note that only items identified in the **Payroll Setup** procedures as **Income, Allowances** or **Deductions** are available to be included on the 1099 form.

5- Continue for each employee who is to receive a 1099 form.

Print 1099 Forms:

NOTE 5.28: Before printing **1099 forms,** please verify the **Margin** setting by printing a test form. Because different printers have different built-in margins, a slight adjustment may need to be made.

1- Select **Accounting** or click the **Accounting Icon** on the Tool Bar. From the **Reports** menu, select **Payroll,** then **Forms,** then **1099-Misc.**

2- Enter the appropriate **Date Range**, either manually or by using the calendar button to choose dates. Select either **Period Date** (period ending date) or **Paid Date.** It is important to be consistent with which date your use on all of your payroll printing reports. (Note that CDM Plus will display the year prior to the computer date as the calendar year. You can change this date, if necessary.)

3- If you want to print **1099 forms** for selected employees, you can identify the range of employees for whom you want to print 1099 forms by pressing the **Down** arrows beside the **Employee Code** fields and double-clicking on the pop-up lists provided there. Leave these fields blank to print 1099 forms for all employees.

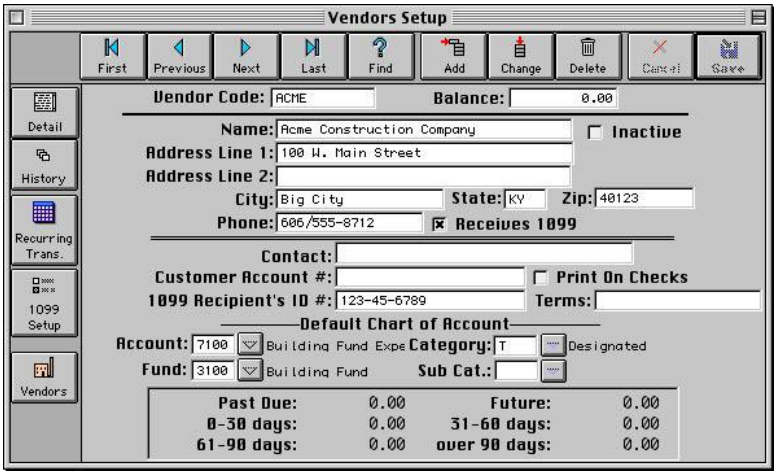
4- Indicate the type of copies you want to print by **Clicking Off** the **Checkboxes** next to the items you DO NOT want to print. When the **Pause Between Copies** feature is selected, CDM Plus will prompt you that it is ready to print a selected form before continuing. 1099 forms are printed in batches. (i.e.– All of Form A is printed and then all of Form B, etc. After all forms have been printed, the user will need to combine the various copies for each employee.)

Printing 1099 Forms from Accounts Payable

Set up 1099 information for vendors:

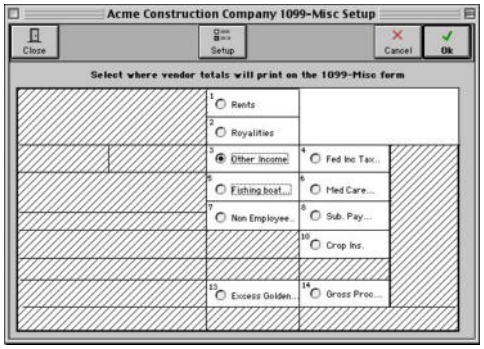
1- Choose **Accounting** or click the **Accounting Icon** on the Tool Bar. On the **Accounting Menu**, go to **Accounts Payable** and then to **Vendors Setup.**

2- Find each vendor who should receive a **1099 Form** by using the **Find** button or clicking on the **Vendors** button.



3- Click on the **1099 Setup** button and click on the box where the amount for this vendor should be entered.

4- Continue for each Vendor who should receive a 1099 form.



5- To view which items need to be included on the 1099 form or to make any changes, click on the **History** button of the vendor. **Highlight** any line, and either click on **Mark for 1099** or **Clear 1099.** Items to be included on a 1099 form are identified by an **asterisk.**

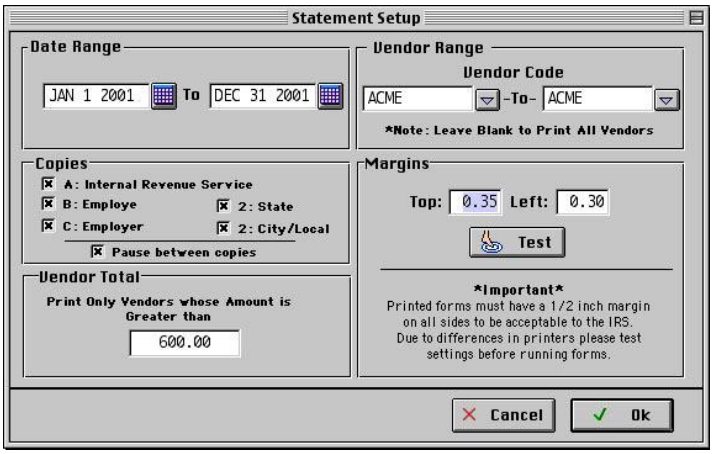
NOTE 5.29: 1099 items are generated from the detail level of a transaction and not the total amount of the check.

6- A listing of all items paid to a vendor can be generated. Select **Accounting** or click the **Accounting Icon** on the Tool Bar. From the **Reports** menu, select **Ledger YTD** and then **Ledger by Vendor.** You can also get a printout of only those items which are to be included on the 1099 form.

Print 1099 Forms:

NOTE 5.30: Before printing 1099 forms, please verify the **Margin** setting by printing a test form. Because different printers have different built-in margins, a slight adjustment may need to be made.

1- Select **Accounting** or click the **Accounting Icon** on the Tool Bar. From the **Reports** menu, select **Accounts Payable,** then **Vendor 1099.**



2- Enter the appropriate **Date Range**, either manually or by using the calendar button to choose dates. (Note that CDM Plus will display the year prior to the computer date as the calendar year. You can change this date, if necessary.)

3- If you want to print **1099 Forms** for selected vendors, you can identify the range of vendors for whom you want to print 1099 forms by pressing the **Down** arrows beside the **Vendor Code** fields and double-clicking on the pop-up lists provided there. Leave these fields blank to print 1099 forms for all vendors.

4- Indicate the type of copies you want to print by **Clicking Off** the **Checkboxes** next to the items you DO NOT want to print. When the **Pause Between Copies** feature is selected, CDM Plus will prompt you that it is ready to print a selected form before continuing. 1099 forms are printed in batches. (i.e.– All of Form A is printed and then all of Form B, etc. After all forms have been printed, the user will need to combine the various copies for each vendor.)

Accounts Receivable

Introduction

The Accounts Receivable module of CDM+ allows users to create invoices, track payments and generate statements. Payments can be entered and a deposit entry made in the General Ledger or the receivables module can be used without direct posting into the ledger. The module consists of four primary areas: customer file, invoices, payments and statements. Finance charges can be generated from the Accounts Receivable module if the user chooses.

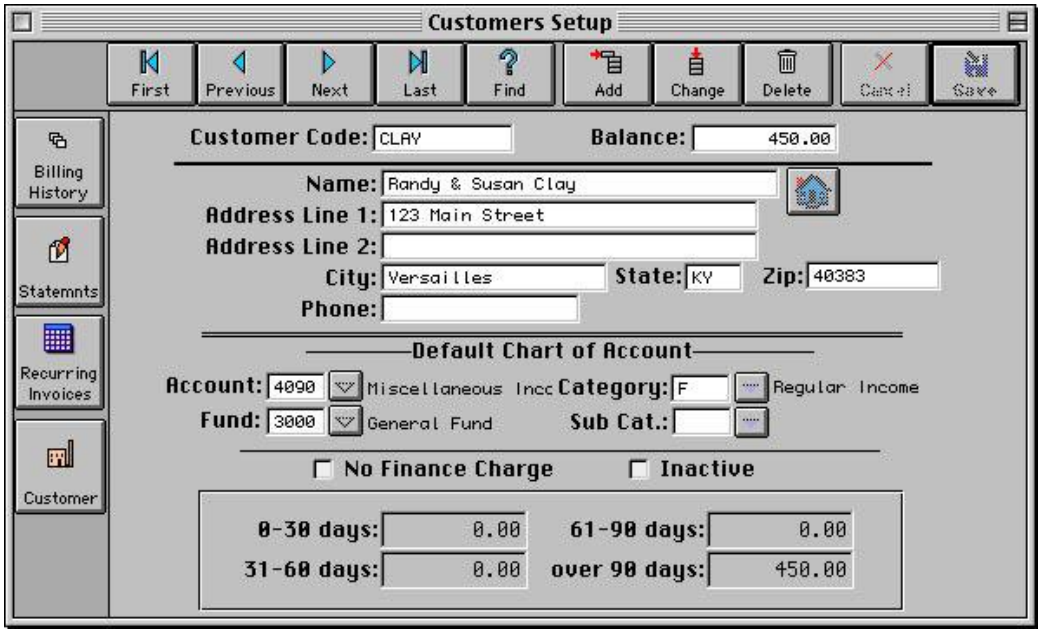
Some primary uses of this module can be for day care billing, rental properties, weddings and special outside functions which are billed by the church.

Setting up the customer file

—Accounting

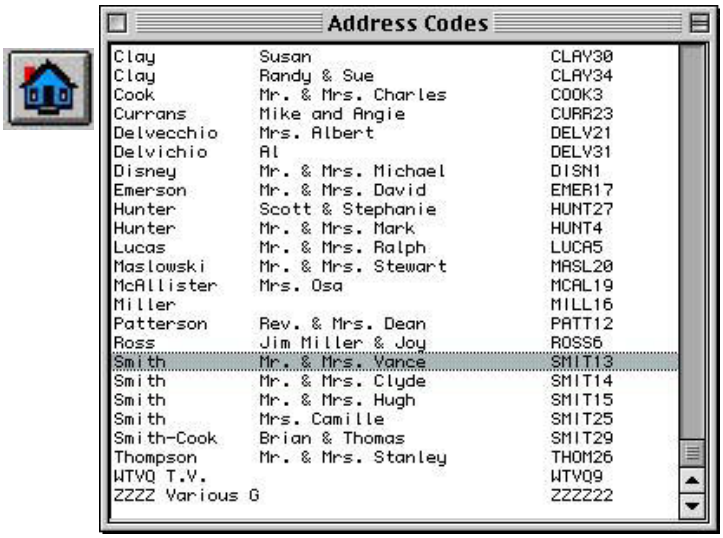
—Accounts Receivable

—Customers



A Default Chart of Account number can be entered if the invoices for this customer are to be charged to the same account number most of the time.

When adding new customers you can find an existing address from the CDM+ Membership address file by clicking on the Family Address button.



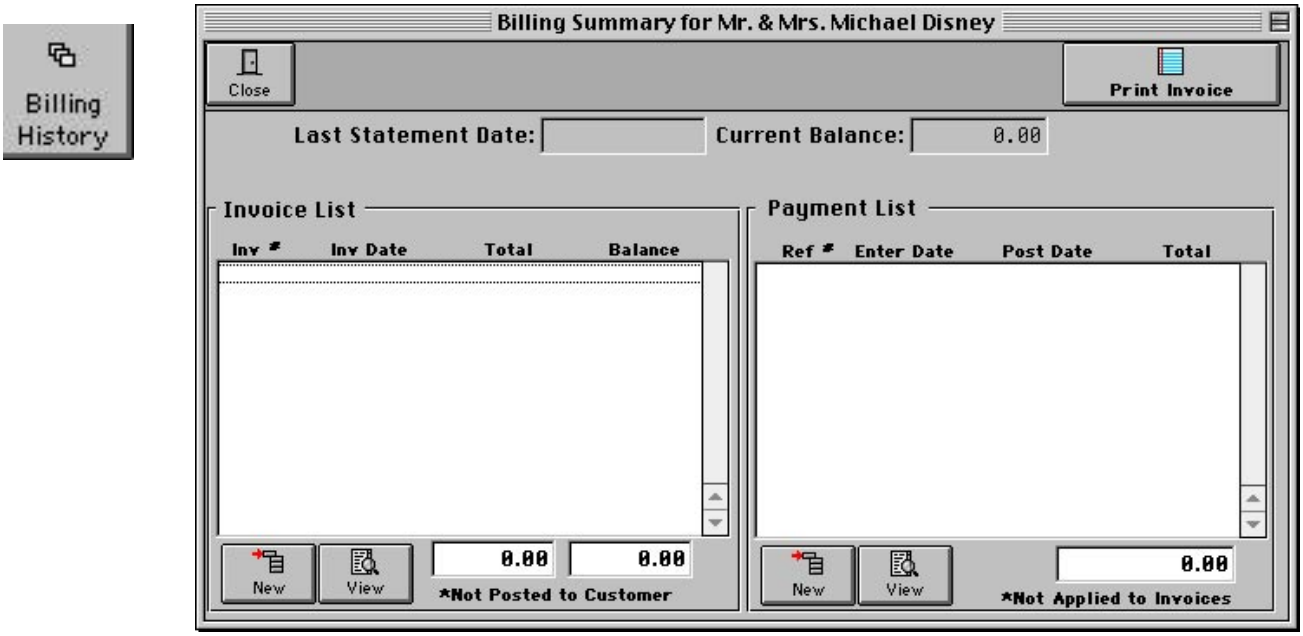
Creating Invoices

There are three ways to create invoices. They are:

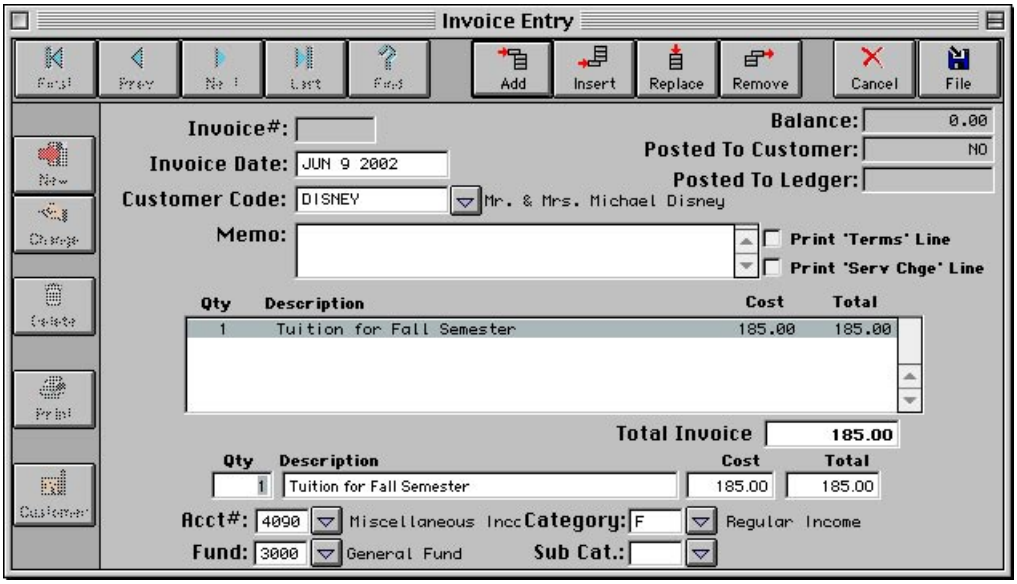
1) From the billing window of the customer setup window
2) From the Invoices selection from the Accounts Receivable menu
3) Create recurring invoices

Creating an invoice from the Customer Setup Window

First select the customer record you want to create an invoice for. Next click on the Billing History button and then click on the New button under the invoice list.



The program will then be ready for you to enter in the information of the invoice. The invoice list is created the same way ledger entries are entered. Use the add, replace and remove buttons to add lines to the invoice. Click on Save when done. You can then print the invoice from this window using the Print button or return to the previous window and print the invoice from the list. The asterisk next to the invoice on the list indicates that it has not been posted and the customer's balance will not have been updated.



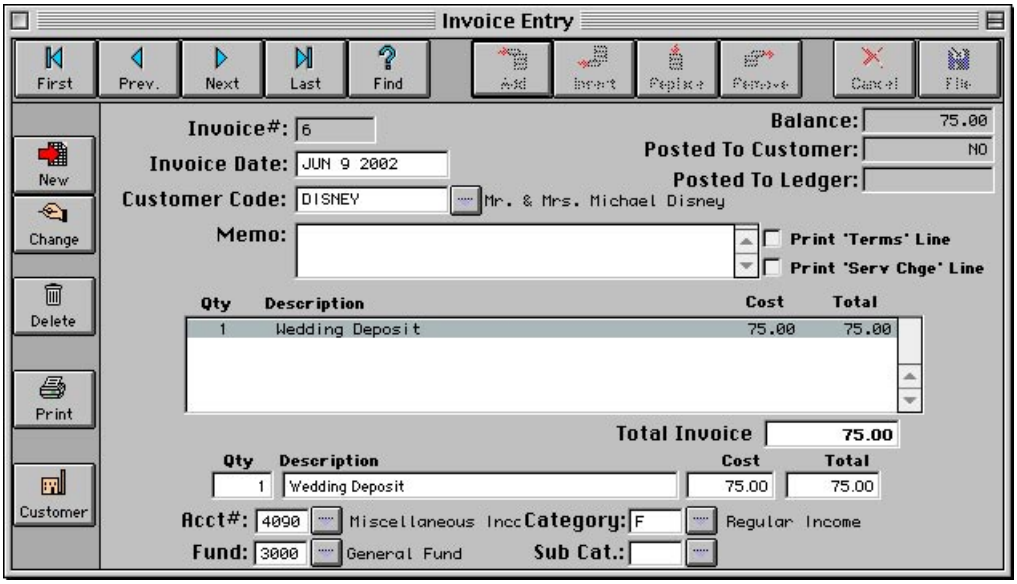
Creating many invoices at once

—Accounting

—Accounts Receivable

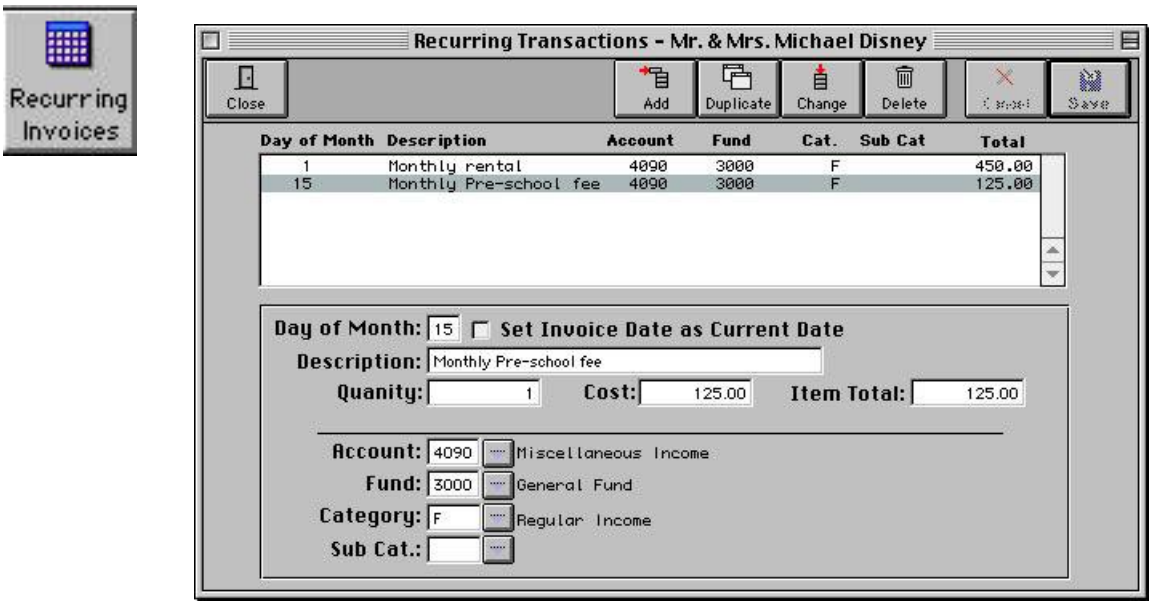
—Invoices

This window is very similar to the single invoice entry window. You use the drop down list next to Customer to select the customer file for the invoice.



Creating Recurring Invoices

This feature is used for Customers who get billed on a regular basis. In the customer setup window there is a recurring invoice button. By clicking on this button you can enter in the specifics of what should be on the invoice or invoices.

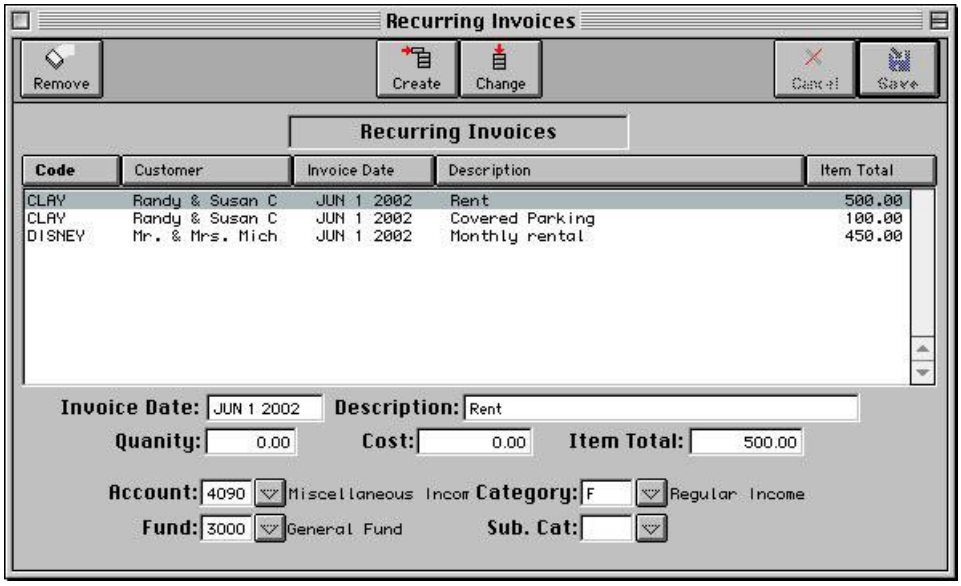


When you need to create recurring invoices select this option from the Accounts Receivable menu.

—Accounting

—Accounts Receivable

—Create Recurring Invoices



You can change amounts or remove line items before creating the invoices. Any changes here will only affect the invoices being generated. To change line items for future billing this must be done from the Recurring Invoices window accessed from the Customers Setup window.

Posting Invoices

You can post invoices on a daily, weekly or monthly basis. A report of which invoices are going to post will be printed. The system posts all invoices which have not been posted. Posting invoices updates the customers balance and prints the invoice on the next statement printing.

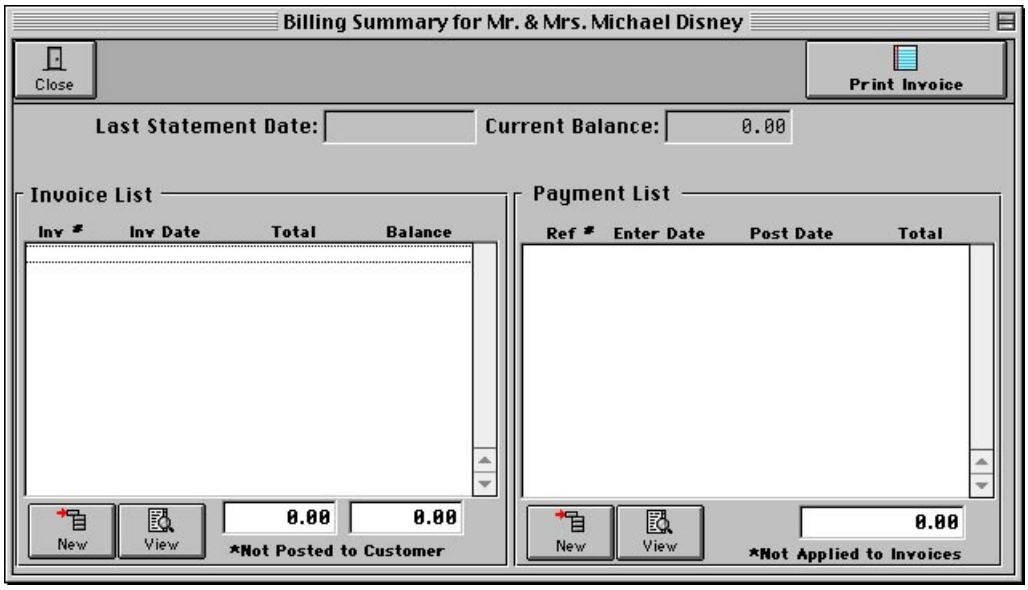
Entering Payments

There are three ways to enter payments. They are:

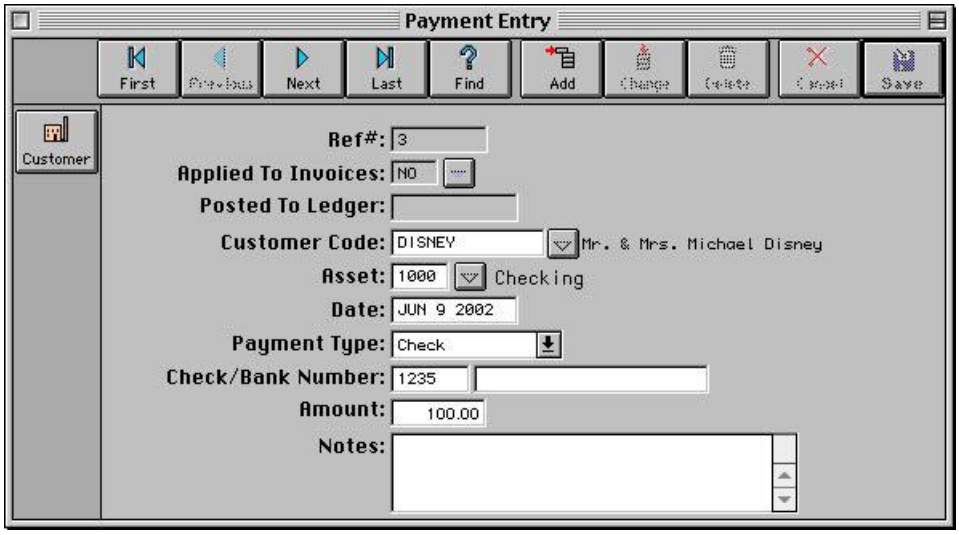
1) From the billing window of the customer setup window
2) From the Payments selection from the Accounts Receivable menu
3) Batch Payment Entry

Entering payments from the Customer setup window

First select the customer record you want to enter a payment for. Next click on the Billing History button, and then click on the New button under the payment list.



Payments can be identified as four types: check, cash, credit card, credit memo. This is option information, but different reports for each type can be generated. Use the pop-down list to identify the type of payment received. After the information is entered, click on the Save button to file the payment. The payment will now be listed on the payment history list of the Billing History window. An asterisk next to a payment indicates that it has not been posted towards an invoice or the customer's balance. CDM+ will credit payments to the most outstanding invoice balance.



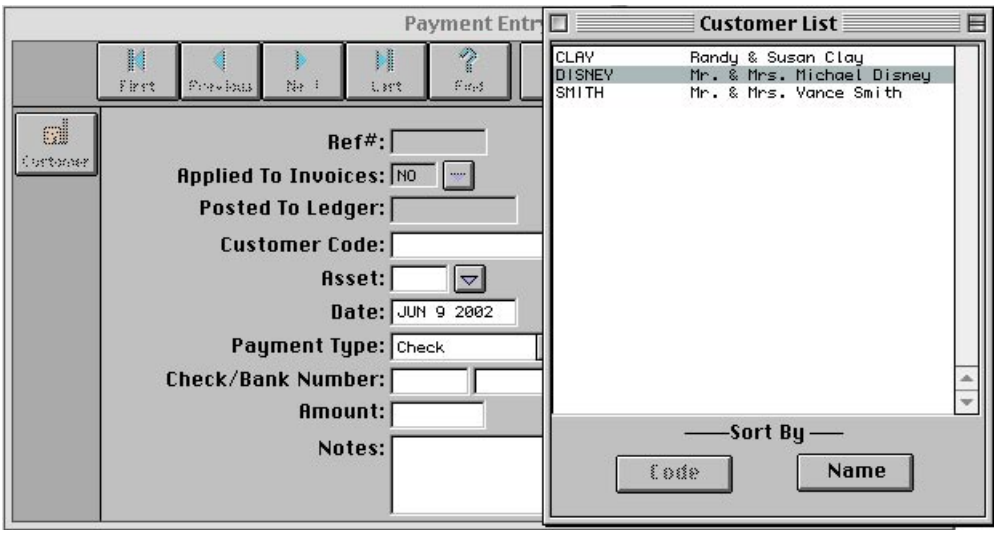
Entering payments from the Payments Window

—Accounting

—Accounts Receivable

—Payments

This window is identical to the one from the Billing History window, except you need to choose the customer from which the payment is received. You can do this by clicking on the down arrow next to the Customer field.



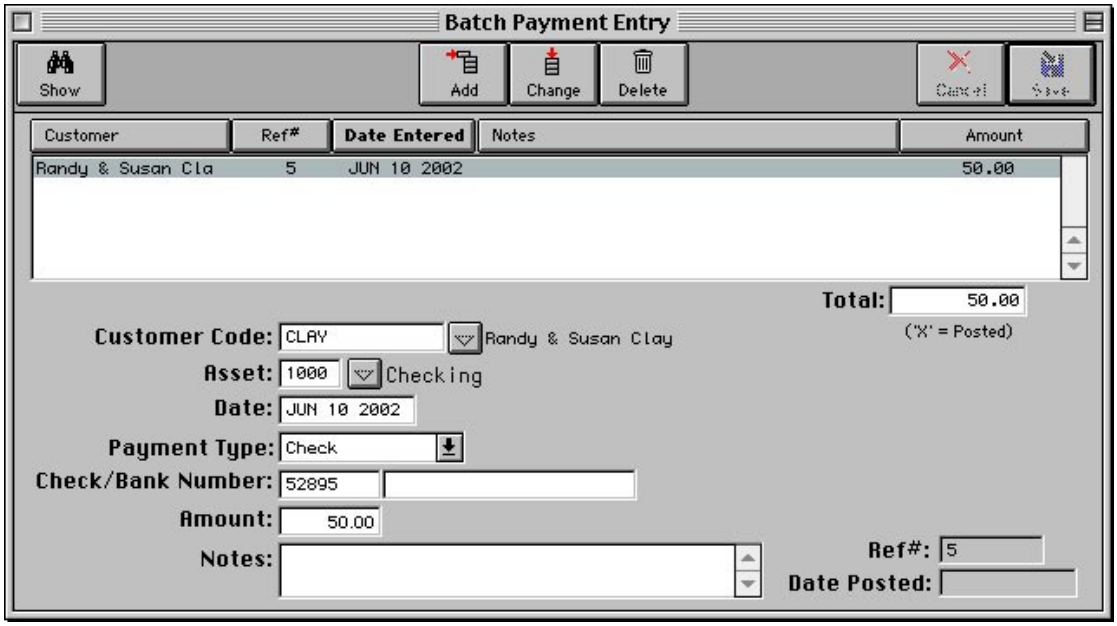
Entering a Batch of Payments

—Accounting

—Accounts Receivable

—Batch Payment Entry

This window allows you to enter a lot of payments at once. This is a multi-add function entry. After entering one payment, press the enter/return key. The payment will be filed and you will be ready to enter in the next one. When all payments have been entered, click on Cancel to end the multi add function.



The Show button on this window allows you see any payments that are in the system. Click on the appropriate options and click Ok. Payments which have not been posted can be changed from this window.

Posting Invoices and Applying Payments

This process updates the customer's balance with the appropriate charges and payments. Once invoices and payments have been posted they cannot be changed or deleted. Payments are credited to the most outstanding open invoice. After payments are posted you can go to the payment window and see to which invoice a particular payment was posted. Invoice balances will also be updated on the Billing History window. A report of invoices and payments to be posted will be printed.

Printing Statements

Statements can be generated at any time. Usually this is done on a monthly basis. When statements are created a cut-off date is entered. All invoices and payments from the last statement date up to this date will be printed. When the statements are finished printing the user is asked if the printing is okay. A carry forward balance is then created for the next statement printing.

—Accounting

—Accounts Receivable

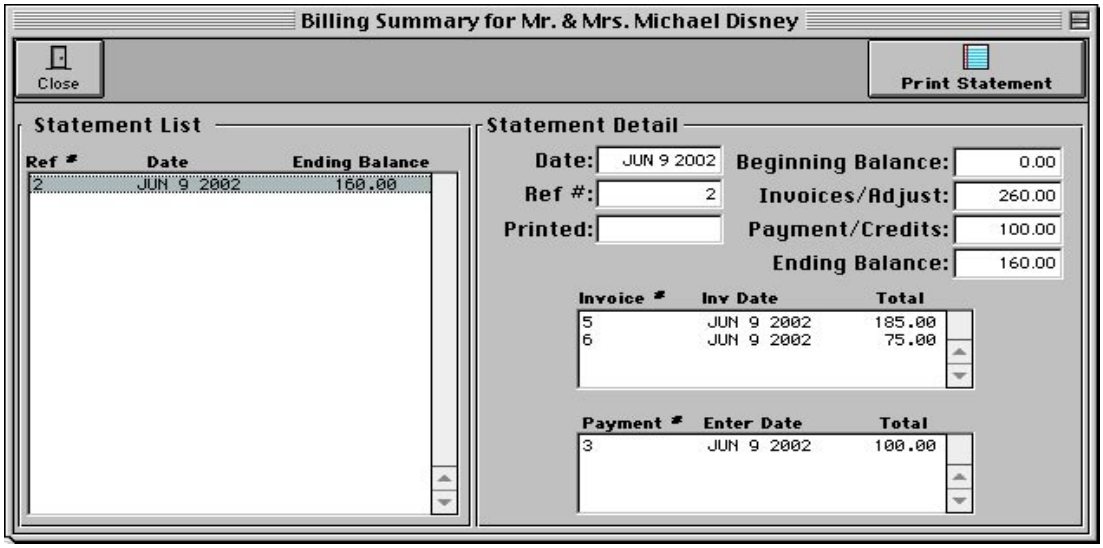
—Create Monthly Statements

There are three ways to print statements after they have been created.

1) From the Customer Setup window
2) From the menu item Statements on the Accounts Receivable Reports menu.
3) From the menu item Detailed Statements on the Accounts Receivable Reports menu.

Printing a single statement.

From the Customers setup window click on the Statements button. A window listing all of the statements will appear. You can click on each statement entry and see the detail of each statement. Click on the Print button with a line selected to print that statement. Statements can only be generated from the Create Monthly Statements option on the Accounts Receivable menu.



Printing all statements from a particular date

From the reports menu you can print all statements from a particular date. You can also choose a specific customer's statement. To print all statements leave the customer field blank. Click on the drop down arrow next to Customer to select a particular customer from the list.

Printing a summary of invoices and payments from a range of dates

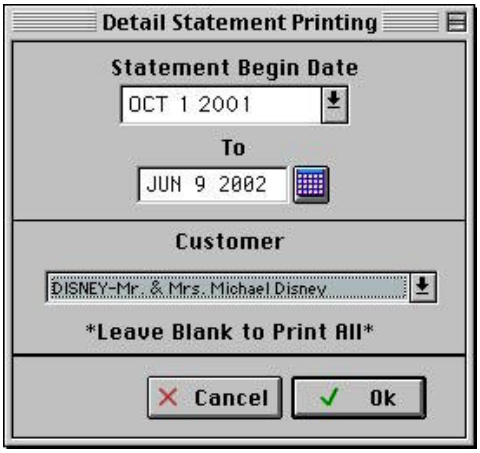
This option on the Accounts Receivable Reports menu allows you to print a listing of invoices and payments which have appeared on several statements.

—Accounting

—Reports

—Accounts Receivable

—Detailed Statements



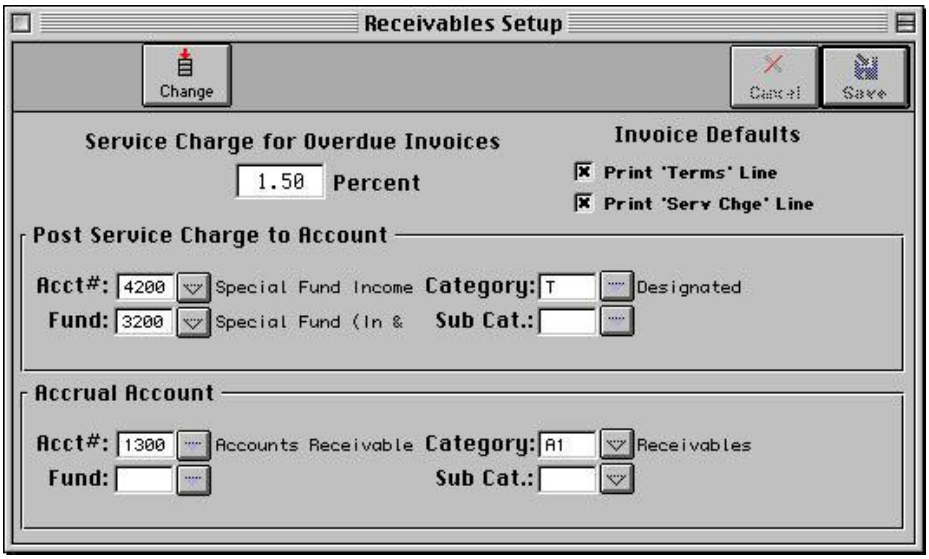
Posting Accounts Receivable to the Ledger

To post accounts receivable payments to the ledger some information must be entered on the Accounting Setup window. A receivables asset must be defined. If you want to charge finance charges, you can enter the rate and income account for the finance charge.

—Accounting

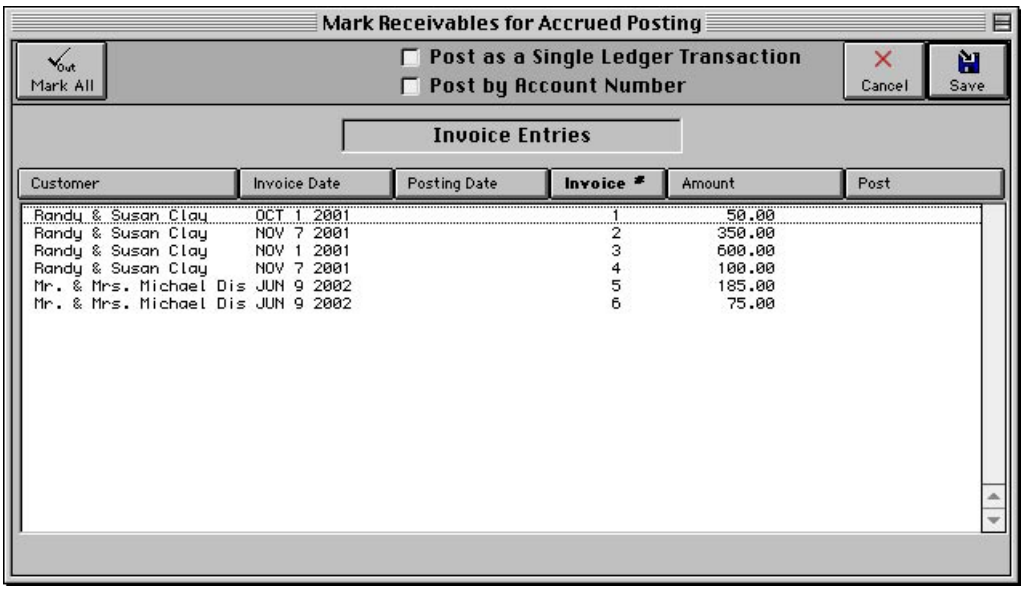
—Accounting Setup

—Receivables button



Accrue Receivables

This option allows the user to show income in the General ledger for items that have been billed but not yet paid. A listing of all outstanding invoices will be displayed. You can click on the items to be accrued or click on the Mark All button to accrue all items. A listing of line items to be accrued will be printed.



Accounts Receivable Reports

A large selection of reports can be generated for Accounts Receivable. Selecting each report always gives you various options for that particular report. The Aging Invoices report shows outstanding balances and totals by different periods.

Produced:
JUN 9 2002

First Community Church 2001
123 Main Street
Big City, KY 40123
606/555-1234

Page 1

LISTING OF ACCOUNTS RECEIVABLE BY CUSTOMER
AGING REPORT AS OF JUN 9 2002

Customer Code	Customer Name	Current	31-60	61-90	Over 90	Total
CLAY	Randy & Susan Clay	0.00	0.00	0.00	400.00	400.00
DISNEY	Mr. & Mrs. Michael Disney	60.00	0.00	0.00	0.00	60.00
	Report Total:	60.00	0.00	0.00	400.00	460.00