Book 3 – Transactions & Corrections

Basic Transactions

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Basic Transactions

General Information

Transaction Types and Numbers

- Each time a transaction is posted in Church Windows, the system assigns it a number and an abbreviation for the type of transaction it was. Here are the transaction types:

<table>
<thead>
<tr>
<th>Type</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>INCM</td>
</tr>
<tr>
<td>Expense</td>
<td>BILL</td>
</tr>
<tr>
<td>Payment</td>
<td>PYMT</td>
</tr>
<tr>
<td>Transfer</td>
<td>TNFR</td>
</tr>
<tr>
<td>Journal Entry</td>
<td>JRNL</td>
</tr>
<tr>
<td>Contributions</td>
<td>CONT</td>
</tr>
<tr>
<td>Payroll</td>
<td>PYRL</td>
</tr>
<tr>
<td>ARIN</td>
<td>AR Invoice</td>
</tr>
<tr>
<td>ARCL</td>
<td>Collection</td>
</tr>
</tbody>
</table>

So, transaction number 100 INCM is an INCOME transaction, 101 TNFR is a TRANSFER, and so on. **Note:** If you do not own the Accounts Receivable module, you will not see ARIN or ARCL.

- Transactions are numbered in sequence as they are entered into the system. Each year's transactions begin with transaction 1. So transaction 100 is the 100th transaction entered in this accounting year. If you convert to Accounting in the middle of an accounting year, the transactions will continue to be numbered in sequence to the end of that accounting year. When you begin using the new year, transactions will be numbered from 1 on.

- Each time a transaction is entered, a **Date Occurred** can be selected or left to default to the current date. The Date Occurred is the date that accounts and reports will reflect the effect of the transaction.

- In addition, the system will automatically log in a **Date Posted** for the transaction as part of the audit trail. So a transaction might have a DATE POSTED of March 5, but a DATE OCCURRED of March 1.
• When passwords are used to log into Church Windows, the system will also assign the Users name to each transaction done under that password. It is easy then to see who has done what in the system!

**Dual Entry**

Church Windows is a dual-entry accounting system. That means that for every transaction, there is a debit and a credit. Accountants can rest easy – CW creates debits and credits. Users who are not accountants do not have to worry either – because in most transactions, CW knows what to debit and what to credit.

**Effects of Debits and Credits**

<table>
<thead>
<tr>
<th>ACCOUNT TYPE</th>
<th>DEBIT (DR)</th>
<th>CREDIT (CR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset</td>
<td>increase</td>
<td>decrease</td>
</tr>
<tr>
<td>Liability</td>
<td>decrease</td>
<td>increase</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>decrease</td>
<td>increase</td>
</tr>
<tr>
<td>Income</td>
<td>decrease</td>
<td>increase</td>
</tr>
<tr>
<td>Expense</td>
<td>increase</td>
<td>decrease</td>
</tr>
</tbody>
</table>

**Income - Transfer Contributions to Accounting**

After you are comfortable with the Accounting module, you will want to go to the Church Windows web site – [www.chuchwindows.com](http://www.chuchwindows.com) – and on the home page, in the left side bar, click on **Donations** to read about the new Donations module. There will also be a preview movie to watch and information on the free webinars offered on that module. Like Accounting is for bookkeeping, **Donations** is a new and improved program for handling donations to the church. In this book, we still reference Contribution, but we encourage you to convert to Donations in the near future.

Income to the church comes from:

• **Contributory Income** – given to the church as contributions.
• **Non-Contributory Income** – income the church earns or raises: interest income, building rent, wedding fees, fund-raising events.

Let’s look at entering income from contributions.

• For information on entering non-contributory income, see **Enter Income** later in this workbook or see **Transactions Menu** in the Help system’s **Accounting** manual.
• This workbook is written for our customers who have recently converted to **Accounting** but who have not yet converted to **Donations**. If you need assistance transferring Donations to Accounting, see **Transfer Donations to Accounting** in the HELP system’s **Accounting** manual.
Contributory income is meant to be posted by the system from the Contribution module. There are three reasons for doing so:

1. **Accuracy** – Because you set the system to send giving account money to specific accounts in the Accounting module, you can be assured that money is going to the correct account.

2. **Integrity** – It will insure that the dollar amount that is being transferred to Accounting equals the dollar amount that was posted to Contribution. If it doesn’t match, the system notifies you and provides the opportunity for you to find the error and correct it before you transfer the money over.

3. **Speed** – It is much faster. You can do the transfer with just a few clicks of the mouse.

Before you can link Contribution with Accounting, you must have Giving Accounts established in Contribution and a Chart of Accounts established in Accounting.

In Accounting, all components of the Transfer Contributions function are part of the Accounting module. If you wish to have the person who enters the contributions transfer them into Accounting, their password can be set to give them access to only that function in the Accounting module.

**Three tabs**
Link Contribution to Accounting tab

Note: You can also access the Link Contribution to Accounting tab by clicking Special Functions, Link Contributions.

On the Link Contribution to Accounting tab, you “map the flow” of money from Contribution to Accounting. Because you do, you can rest assured that it will be posted correctly.

![Image of Link Contribution to Accounting tab]

Each giving account in Contribution must be linked to 1) an income, expense or liability account and 2) to an asset.

a) Linked to an Income account and Asset:

![Image of example linking]

b) Linked to a Liability account (as in pass-through accounts) and an Asset:

![Image of example linking]
c) Linked to an Expense account (so that income offsets expenses) and an Asset.

| Youth Trips Giving | 730 | 5.10.560 - Youth Trips Expense | 1.10.100 - Huntington Bank Checking |

Transfer Tab

To transfer contributions over to the Accounting module,

- Click the **Transfer** tab. This will be the default tab when the screen is opened.
- Click the down-arrow in the **Contribution Date** box.

These are batches not yet transferred to Accounting or are batches where a change has been made on a contribution giving record for the date.

- Click the **date** to be transferred.
- We see the batch and can check it. We can print a report if we wish to.
**Note:** On the Transfer screen, you can change the setup so a giving account transfers to a different COA account for just this batch. This might be done if monies typically going to Tithes and Offerings have been designated for one week to go to a special collection.

By changing the account on the Transfer screen, rather than on the Link Contribution to Accounting screen, the change is temporary and the default account will be reset for the next batch.

When ready to do the transfer,

- Click **Transfer to Accounting**.

- The system confirms the transfer, provides the transaction number assigned to the transfer, and states the dollar amount being transferred.

- Click **Yes** to print the report.

It is a good idea to print this report because it shows the giving accounts in Contribution to which the contributions were posted and then provides the debit and credit accounts where that money was sent in Accounting.

The report can be printed before or after the transfer is completed. Printing it after the transfer has been done means that the Accounting transaction numbers will be included.

Let’s see what the contributions look like in Accounting:

At the top of the screen:

→ **Transactions**

→ **Browse**

- If your screen is not set to open the Transaction Browser Options screen automatically, click **Filter and Sort**.
- In the lower right corner, limit the transactions to DONA (Donations) – these will be the transactions posted over from the Contributions module.
- Limit the Date Occurred to the date of the contributions transferred.
- You can also limit the Transaction Types to just Contributions. Uncheck all transaction types except Contributions.

Click OK.
Entering Income

From the Imagemap screen:
→ Transactions
→ Enter Income, or click the Enter Income icon

Enter Income

- While most income to the church will come into the Accounting module via contributions, the Enter Income transaction is generally for posting other income the church receives - for non-contributory income such as building rent, wedding fees, and bank interest.

- However, if you are not using the Contribution module of Church Windows, you can use Enter Income to enter account totals from a Sunday’s collection; i.e., $500 contribution income came in for the Building Fund. Likewise, you can bring non-contributory income in through the Contribution module if you prefer to do so.

- Income can be posted to an income account, a liability account or to an expense account.

Here’s a blank Enter Income screen:

To post the income, fill in the appropriate boxes.
- **Date Occurred:** The system defaults to the current date. You may change it to the date of your choice.

- **Payment Method:** Options include: Check, Cash, EFT (Electronic Fund Transfer), Debit Card, Credit Card.

- **Check or Reference number:** For checks and transactions to show up on the Bank Reconciliation screen in Church Windows, a check number and/or reference number should be entered.

- **Print on Deposit Slip:** Church Windows will create a deposit slip for you if you check that the income is to be placed on a deposit slip. This box only appears if a payment method of *Check* or *Cash* is selected.

- **Asset Account:** The account in which the money is to be deposited at the bank.

- **Comments:** This is optional information; they are Transaction Comments for the entire batch of income postings.

- **Income/Expense/Liability Accounts:** Click in the box underneath the words *Income/Expense Accounts* to get a drop-down list of accounts or begin typing the name or number of the desired account. The system will display accounts that match the wording/numbers and you can click on the appropriate account.

Here we will post income for **Rental Income** – a group pays to use the building once a week.

- **Amount of income:** Enter the dollar amount of the transaction. If it is an even amount, you do not have to enter the zeros for the cents.

- **Comments:** This is an optional field and would be used for Line-item Comments specific to this line item.
When finished entering the transaction, click **Done – Add to Batch** and the transaction will go into a batch.

If this is the only transaction you are posting, click **Post**. If you are not ready to post the transaction, click **Save Batch**.

**Note:** If you save a batch and exit the module, when you click to open **Enter Income**, the transactions will show when the screen opens. More income transactions can be entered before they are posted or the batch may be posted.

### Enter Multi-lined Income Transaction

- To enter a multiple lined transaction, complete the first line as described above.

  **The Men's Group held a car wash. We will post this as income.**

- After selecting the asset, add the comment: **Men's Car Wash**.

- Select the income account: **4.10.400 – Other Miscellaneous Income**.

- Enter the **Amount** - **$100.00**.

- Enter a **Comment** if preferred.

- To continue with a second line for this transaction, click the **Plus “+” sign** on the right or press the **Enter** key on the keyboard.
➢ Now enter the next line, as in this screen shot:

![Image of the screen shot]

We can add still more lines to the transaction or click Done – Add to Batch.

➢ Continue adding lines as needed, and when finished, click **Done – Add to Batch**.

Notice that in the Unposted Income Batches section the **grand total** for that transaction is given.

![Image of the Unposted Income Batches section]

➢ Click the **Plus “+”** sign to the left of the transaction in the batch to see the details.

![Image of the Unposted Income Batch details]

You can post the batch as it is, continue adding transactions and then click **Post** or click **Save Batch**.
When you click **Post**, the system confirms the posting. Print if you wish to do so.

### Enter Income to an Expense Account

Income can also be posted to an expense account so that the income reduces the expense. The result is a net effect in the expense account.

**Example:** We have posted expenses for flowers totaling $130.55 so that is the balance in that # 5 expense account. If we get a refund of $20 and we post the income to the expense account, the balance in the # 5xxx Flower account would now be $110.55. While the balance is reduced, a General Ledger run for this account would show both the income and the expenses.

The expense accounts are listed after the income accounts in the list of accounts on the Enter Income screen.

Here’s a **General Ledger** run for the expense account after posting income to it.

We see a **Bill** totaling $65.87 but the posting of the $20.00 **Income** to this account reduces the balance to $45.87 – or what the church has actually paid for the year after the income was posted to offset the expense.

### Enter Income to a Liability

Here we are entering income to a liability account. The liability accounts will be listed after the expenses to which income can also be posted.
Paying bills in Accounting is a two-step process: **ENTER the bills** and then **PAY them**. This is probably the most significant procedural difference between Financial and Accounting: paying bills no longer has the two different options of either Post Expense or Accounts Payable/Post Payables/Payment Authorization. Any payments to be made in Accounting are made using Enter Bills/Pay Bills. Bills may be entered today and paid today. Bills may also be entered today and held to be paid later.

Bills are paid to a vendor/payee; these are listed on the Chart of Accounts as vendors under the **Accounts Payable** account number.

- Click **Manage Accounts** and then **View**; it opens the Chart of Accounts.

  We see the Accounts Payable liability in our system. The **Plus (+)** sign indicates that there is a sub-ledger for that account.
Clicking the **Plus (+)** sign on the Accounts Payable number opens the sub-ledger of vendors.

Vendors may be added during the setup of the Chart of Accounts or may be added later as they are needed.

When converting to Accounting from a prior version of **Church Windows Financial**, vendors listed as Payees under Post Expenses will automatically be converted to the vendor list under Accounts Payable.

Vendors listed as individual liability accounts in the Financial Chart of Accounts will not be converted to the Accounts Payable subsidiary ledger. We encourage you to change them to the Accounts Payable sub-ledger. See the topic **Detail Tab** in the *Transition to Accounting* book **Part 2- Converting from Financial to Accounting**.

You may also continue to pay that vendor through the current individual liability account and then change it to the Accounts Payable vendor list when you open the New Year.

**Entering a Single-Line Bill**
Fill in the fields as indicated:

- **Date Occurred:** This is the date the transaction will affect the Treasurer's Report.

- **Invoice Number:** This is an optional field. We recommend entering one if you have one.

- **Due Date:** If a bill is going to be paid immediately, you do not have to fill out this field unless you want to indicate the date the bill was due. If the bill is to be paid later, then the Date Due field must be filled in to get the Transaction report Show Payments Due _____ (blank would be filled in by the date due).

- **Vendor or payee:** Begin typing the vendor or payee's name. As more of the name is typed in, the list is refined to include only those accounts that more closely match what has been typed. You can display the entire list by erasing what you have typed in the box or by clicking on the small arrow on the right side of the selection box, then scrolling to the account needed.

- **Comments:** Comments are optional.
  - The comments beside the Vendor are **Transaction comments** that pertain to the entire transaction.
  - The comments beside the expense account are **Line-item comments** and are especially useful when a multi-lined entry is entered. The comment field will pertain to the specific expense account charged so you can have different comments for each line item of a bill.
  - **INS:** on the Pay Bills screen will be an INS button that allows you to post the Transaction comments and/or the Line-item comments onto the payment so they print on the check stubs.

*Use the INS column in Pay Bills to insert comments onto check stubs.*
- **Expense Account**: Select the Expense account to be charged. Begin typing the name of the expense account. As more of the name is typed in, the list is refined to include only those accounts that more closely match what has been typed. You can display the entire list by erasing what you have typed in the box or by clicking on the small arrow on the right side of the selection box, then scrolling to the account needed.

- **Amount**: Enter the amount to be charged to this account. We will key in $100.00.

- **Cr. Memo**: This field would be used to show that we have a credit memo from the vendor.

  Leave that field blank for this transaction.

See the completed bill that has been entered in the next screenshot.

- When finished with entering the bill for this vendor, click **Done – Add to Batch**.

  You can see that a batch for the bills being entered today has been opened and the batch heading shows that one bill has been entered.
You may now:
- **Edit** the transaction if something is wrong with it;
- **Remove** the transaction from the batch if you do not want to use it;
- **Print** the batch to see the transaction;
- **Save the Batch** if you need to close out and come back later or if you are entering a lot of bills;
- **Post** the batch. You can pay the bill now or later.
- **Post and Pay These Bills** if you want to authorize the check right now.

**Entering a Multi-Lined Bill**

It is easy to charge an expense across multiple line items.

Begin as before:

- **Select the Date Occurred.**
- **Enter an Invoice number** if you have one.
- If you are not paying the bill today, enter a **Date Due** for when you need to authorize the payment.
- **Select the vendor.**
- **Enter the transaction comments** if you wish.

Enter information for the first expense account:

- **Expense / Income Accounts:** Choose the account to which the first part of the bill should be charged.
- **Amount:** Enter the amount for this line item.
- **Comments:** Enter in the appropriate comments.
- To create a new line for this transaction so another expense account can be charged,
  - Use the **Tab** key to generate a new entry line, or
  - Click the **Plus (+)** sign at the right side of the entry.

On the new entry line, repeat the process using the different information. You may have as many lines to the entry as you need.
When finished with all lines for that vendor, click **Done – Add to Batch**.

The transactions are now visible in the **Unposted Bills Batch** and the heading shows the number of transactions in the batch.

Notice, in the batch section of the screen, we see only the **total amount** due to Visa-Chase Bank.

But if we click on the **Plus (+)** sign next to the Visa bill, you can see the details for that total.

You can now:
Continue adding more transactions.

Click **Save Batch** to save the batch for posting later. The next time the **Enter Bills** screen is opened, any bills in the saved batch will be retrieved and you can continue to add bills to it or edit the bills in the batch.

Click **Post** to post the batch without paying it right now.

Click **Post & Pay These Bills** to authorize their payment now.

### Posting Credit Memos

Let’s assume that you have a **$150.00 bill** from a company and you also have a **$50.00 credit memo** from supplies that were returned. You want to use the credit memo on this bill. It does not matter which item you enter first. We will **enter the regular bill**:

- Enter the bill for the $150.00 to the expense account as you normally would but do **not** click **Done – Add to Batch**.

- Click the **Plus (+)** sign to the right of the comments for the line item.

- Now **select the expense line item to which you want to apply the credit memo**, enter the amount of the credit memo – we enter $50.00 and **click to place a check mark in the Credit Memo box**; you can enter the invoice number for the credit memo in the **Comments** box for the line item.

You will see that the amount box now shows the net amount due of $100.00 – perfect! That is what will show on the check. Remember, we will be able to insert the comments onto the check when we get to the Pay Bills screen.

- Click **Done - Add to Batch**. Click **Post** to post the transaction or **Save Batch** to save the batch for posting later.
Show Running Balance

The Show Running Balance button is available on all transaction screens.

After one or more transactions have been added to the batch, this box will display the effect the transaction will have on the selected accounts – you can verify the accuracy of a transaction BEFORE you click the Post button. If you have added several transactions, you can check them all at once.

➢ Click the Show Running Balance box.

Here’s the Enter Bills screen again and here’s the button:

The effect of the transaction(s) on the selected accounts now shows and we can check our work before posting the batch. Nice safeguard against errors!
**Editing Bills in a Batch**

Bills in the **Unposted Batch** area can be edited or removed by selecting the bill and clicking the **Edit** or **Remove** button.

Here’s a screenshot with two bills in the **Unposted Batch** area.

- To delete a transaction, click **Remove**. Re-enter the transaction when ready to pay that vendor.
- To edit a transaction, click to highlight the transaction and click **Edit**. The system pops the bill back up into the transaction area. Any area of the transaction may be edited. When finished editing, click **DONE - Add To Batch**.

**Pay Bills**

From the Imagemap screen:
→ **Transactions** on the menu bar
→ **Pay Bills**, or click on the **Pay Bills icon**

The **Pay Bills** screen opens. On this screen, we tell the system that we will be paying a given vendor using money from a given asset account.

To find the bills you have entered, click the **Quick Pay** button.
When you click **Quick Pay**, you have 3 options:

**Pay Bills Entered Today**

- Click **Pay Bills Entered Today**.

The screen brings up any bills posted today with the details of the first bill opened to view.

- Clicking on each posted bill displays the details of that bill.

If you are going to pay all bills from the same asset and will use the same payment method for all bills, click to select the asset in the **Default Asset Account**.

You can set a default asset account and have it automatically populate this field. That feature will be under **Special Functions, Settings**. If you converted to Accounting and had selected a default asset account in the prior program, that asset will carry forward as the default.
If you wish to change the asset or the payment method selected for a given bill, click in the transaction line for the specific transaction and in the column for that the asset and payment type and make the appropriate selection.

- Each payment must have an Asset account from which the money will be taken.
- Each payment must have a Payment Method. The options are:
  - Manual Checks must have a Check or Reference # entered in order for the item to appear on the bank reconciliation screen.
  - Computer checks are numbered when the checks are printed.
  - Electronic payments (EFT), Debit Card, Credit card payments and Cash require no check or reference #.
- Each payment has Comments which are optional. These are Transaction Comments and will print on the check stub.
  - You may enter comments by keying them into the Comment box.
  - You may click the INS button that allows you to add the Transaction comments and /or the Line-item comments from the enter Bills screen onto the payment so they print on the check stub.
- Click OK and the comments show in the Comments box on the Pay bills screen, as shown in the next screenshot.
Remove a Selected Vendor/Payee from the Pay Bills Screen

You may choose to not pay a vendor that is listed on the Pay Bills screen. Removing them from this screen does not cancel the bill; it says you are not going to pay it right now. You will be able to pay the bill later.

You must remove the vendor from the Pay Bills screen before you click to Post the batch.

- If you want to remove a payment entry from the batch, click the vendor name in the list of bills to be paid and click the Do Not Pay Selected Vendor button at the bottom of the screen.

- Click Yes on the confirming message to continue with the deletion; click No if you wish to cancel the deletion.

Show Running Balance

- As we did before, click the Running Accounts Balances button so you can see the effect of the transactions on the selected accounts.
When finished with all transactions, you may

- Click **Save Batch** if you would like to leave the batch open and come back later to post it or add more transactions before posting.
- Click **Post** if you are finished paying bills today.

**View Vendors with a Balance**

If you click the **Quick Pay** button and click to select **Show Vendors with a Balance**, the system will display a list of all vendors – vendors/payees from the Accounts Payable number and other liabilities – that have a balance.

- To create a payment to any of those vendors, click to place a check mark in the **Select** box to the left of the vendor and click **Create Payments** at the bottom of the screen.

The payments to the selected accounts appear.
Those vendors where a bill was entered show the amount to pay.

Those vendors that receive money from the Contribution or the Payroll module bring over a zero dollar amount because the system has no way of knowing how much of that money you wish to pay out. Enter the amount to pay the vendor(s).

Choose the asset and the payment method for each transaction. Remember to enter a check number or reference number for manual checks, EFT transactions or Debit Card transactions.

Comments: Enter comments into the Comments box or click the INS button to insert comments that were entered on the Enter Bills screen.

After click the Append button, click OK.

Click Show Running Balance to see the total amount of money being taken from the Checking Account.
When finished creating the payment for this bill, you may click **Save Batch** to save the entry or **Post** to post the transaction.

**View Outstanding Bills**

When you click **View Outstanding Bills** from the **Quick Pay** button, you will see a list of all outstanding bills entered, regardless of when they were entered. In this case, liabilities such as the 941, which are not technically “bills,” would not show.

- To create a payment for any of these bills, click to place a check mark in **Select** and then click **Create Payment**.

Again, the information for the selected bills carries forward to the **Pay Bills** screen. Click on the vendor name to see the complete information for the bill.
Continue to complete the payment information as described above and click Post to post the payment(s).

Post & Pay These Bills

You have seen that typically paying a bill is a two-step process: Go to Enter Bills and then go to Pay Bills. Bills may be entered today and paid today or paid later. Is there a way to speed up this process?

Yes. If you want to immediately pay the bills just entered, on the Enter Bills screen is the Post & Pay These Bills button.

Here’s a screen shot of Enter Bills showing a bill:

After adding the bill(s) to the Batch, click Post & Pay These Bills. You will be given the opportunity to print the transaction(s) you entered.
The **Pay Bills** screen automatically opens and has set up the payment for the bills in the batch.

![Pay Bills Screen](image)

Determine the asset and payment method. Enter **Comments** or use the **INS** button to insert the comments from the **Enter Bill** transactions.

- Click **Post**.

Remember:
- Computer checks are assigned numbers in the Check Printing screen.
- Manual checks, EFT, Debit cards and Credit cards and Cash do not need a number entered into the Check or Ref # box.

**Paying the 941 Payment**

(or other payments for payroll withholdings)

This assumes you are using the Church Windows Payroll program or that you have entered a transaction for the payroll and placed the withholdings in the proper liability.

Be sure that you know how much you owe. A Pay Period Deductions report run from the Payroll program will give you that information. If you are using a transaction in Accounting for your payroll, you will need to know how much is due.

- Click **Pay Bills, Quick Pay, View Vendors with a Balance**.
The **View Vendors with a Balance** screen opens:

- Click to place a check mark in the **Select** box beside the liability account you are paying and click **Create Payments**.

Remember, you may not be paying out all that is in the account.
Because the liability is a ‘holding tank’ for money to be sent on, when the money comes in as a transaction OTHER than a bill, the system does not assume that you want to pay all the money out. You enter the correct amount, and that could be some or all of the money in the account.

- Continue by choosing the Asset Account and the Payment Method and clicking Post. If you selected to pay by Computer Check, you could then go to Print Checks to print.

**Print Checks**

From the Imagemap screen:
- Reports
- Print Checks

You can also click the Print Checks icon on the main screen of Accounting.

The Print Checks screen will provide a check for any payment where the Method of Payment was Computer Check.

- Select the Check Layout to be used.

The standard stub-check-stub layout will be selected by default in the Check Layout box. Clicking the Check Designer button allows you to create a layout to
suit your needs. The use of the Check Designer is described in the Help system’s Accounting manual and will not be discussed here.

- Select the asset account from the drop-down list in the Assets with Checks to Print box. If only one asset has been used, it will show in the box automatically. If more than one asset was used on the Pay Bills screen, select the first one for which you need to print checks.

  If there is a check you do not wish to pay, click to un-check the box in the Print column for that bill. We are not paying one of our bills today.

- Enter the Starting Check Number and press the tab key on the keyboard. Check numbers for each check will show in the Check Number column.

Notice the system did not assign a check number to the check we do not wish to pay.

- If you would like to include a memo on the check, enter it in the Memo column.

- Clicking the Print button opens a preview screen of the checks to be printed.

  You will note that the two stubs contain different information. The top stub is to be mailed with the check; the bottom stub is for church records.

  When first printing checks, consider printing the first check on plain paper and holding it up to one of your actual checks to be sure the alignment is correct.

- If you need to make changes to the layout or to re-align the fields on the checks, click Check Designer. You can click on and drag a field – or a block of items to the desired position.
Click **Save As** and use a title to indicate that this is the layout you want.

See the Help system’s **Accounting** manual for more information on changing the layout for checks.

Click the **printer icon** to print the checks. It brings up a Print Dialog box that, among other things, allows you to select which available printer to use and to access the Printer Setup for that printer.

**See the sample check included at the end of this book.**

After printing the checks, look at them to ensure that they printed properly. Clicking the ‘X’ in the upper right corner of the Print Preview screen closes the Print Preview and brings up a screen asking if the checks printed correctly.

If you answer **No**, the system will ask if any of the checks were successfully printed. Click to place a check mark in the **Printed Correctly?** box and click **OK**. If none printed correctly, leave the Printed Correctly? box blank on all of the checks and click **OK**.

You can now reprint the check(s) that failed to print correctly.

**Note:** If a check is ruined by the printer so that it cannot be used, go to Transactions, Other, Enter Spoiled Check Numbers and record the check as unusable. This provides an audit trail for that check.

If you answer **Yes**, the check numbers are recorded in the payment transaction and the check printing process is completed.

If there are checks to print on other assets, select that asset and repeat the process to print those checks.

**Correcting a Transaction**

In the new Accounting module, if you have made a mistake on a transaction, you may correct the transaction. When you correct a transaction, one of two things will happen:

- The system will accept the correction and save it.
• The system will tell you that the correction you made requires that the transaction be reversed and re-entered and that the system has done that for you. The system will do the new transaction for you!

Making a Correction That Does Not Require Reversal

We have determined that the income posted in a transaction was posted with the wrong payment type.

➢ Find the transaction.
  • You can scroll until you find the transaction.
  • You can use Filter and Sort.

We are looking for an income transaction, so we click the Filter and Sort button at the top of the screen.

➢ In the lower right corner, uncheck all transaction types except INCM (Income).
Now on our screen we see only our INCOME transactions.

- Click to highlight the transaction to be corrected.

- Clicking the Correct button displays the Correct Income Transaction screen. On this screen we can make the necessary corrections.

- We change the payment type to CHECK, enter a check number and click Save Correction.
And our corrections are confirmed.

- Click OK.

- The Accounting system determines whether a correction requires a reversing transaction. In our first example, a reversal was not needed.

- If the system determines a reversal is needed, it automatically reverses the transaction and also creates a new transaction reflecting the original transaction with the corrections applied and displays a confirmation message.

**Important!** Church Windows will provide a warning message when you attempt to correct a bill that has already been paid or a transaction that has been reconciled.

### Making a Correction That Requires Reversal

Let’s say that a transaction was posted for the wrong amount.

- Click to highlight a transaction and click **Correct**.

- Change the **Amount** to a different amount.

- Click **Save Correction**. The system has determined that that correction requires a reversal, so the following message appears and we click **OK**.

```
Your corrections required that transaction 177 be reversed and re-entered. The new transaction number is 180.
```

- To see the reversed transactions on the screen, click to place a check mark in the **Include Reversed Transactions** box.

And on the screen you will see 3 transactions: two are in red indicating a reversed transaction and its reversing transaction and one is in black which is the new transaction the system created.