

**ChurchPal®**

# **USER MANUAL**

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ChurchPal

<b>1. Introduction</b>	<b>4</b>
1.1 Welcome to ChurchPal .....	5
1.2 Installing ChurchPal .....	7
<b>2. Church Setup</b>	<b>9</b>
2.1 Before Entering Data .....	10
<b>3. Donors/Vendors</b>	<b>12</b>
3.1 Donor/Vendor Basics .....	13
3.2 Adding a Donor/Vendor .....	14
3.3 Deleting a Donor/Vendor .....	16
<b>4. Accounts</b>	<b>18</b>
4.1 Account Basics .....	19
4.2 Account Categories and Sub-Accounts .....	19
4.3 Adding/Deleting an Account .....	22
4.4 Allocations .....	24
4.5 Budgeting .....	26
<b>5. Offerings</b>	<b>28</b>
5.1 Offering Basics .....	29
5.2 Entering Offerings .....	30
5.3 Making Corrections .....	33
5.4 NSF Cheque Reversal .....	34
5.5 Importing from AdventistGiving .....	36
5.6 Importing other Offerings .....	40
<b>6. Payments</b>	<b>43</b>
6.1 Cheque Basics .....	44
6.2 Adding/Deleting/Voiding Cheques .....	44
6.3 Attaching a Source Document to your Cheque .....	46
6.4 Printing Cheques .....	47
6.5 Importing Cheques .....	50
<b>7. Transfers</b>	<b>53</b>
7.1 Transfer Basics .....	54
7.2 Adding/Deleting Transfers .....	54

<b>8. Bank Reconciliation</b>	<b>56</b>
8.1 Bank Reconciliation Basics .....	57
8.2 Bank Reconciliation Tutorial .....	60
<b>9. Month/Year End</b>	<b>63</b>
9.1 Closing the Month/Year .....	64
<b>10. T3010 (CDN Users)</b>	<b>66</b>
10.1 T3010 Guidelines .....	67
<b>11. Reports</b>	<b>72</b>
11.1 Description of Reports .....	73
11.2 Generating and Printing Reports .....	76
<b>12. Receipts</b>	<b>78</b>
12.1 Receipts Checklist .....	79
12.2 Emailing Receipts .....	80
12.3 Re-Issuing Receipts .....	83
<b>Index</b>	<b>85</b>

# Introduction

## 1 Introduction

### 1.1 Welcome to ChurchPal

ChurchPal is a multi-user accounting software specifically designed for churches. It features donor management, contribution tracking, payment tracking, budgeting, reporting and much more. It utilizes a clean and flexible user interface that can be customized to your liking, while allowing you access to all of its features with just a few clicks. With ChurchPal, we set out to build a clean, easy-to-use, and feature-rich accounting software.

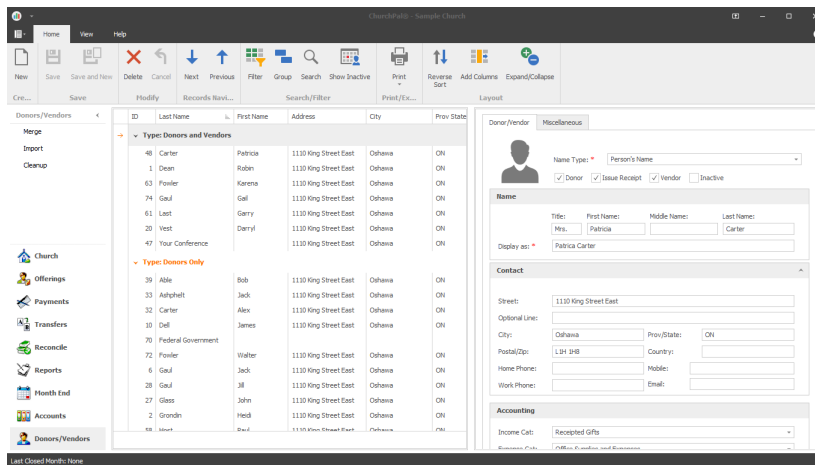
Below are a few of the features that can benefit your church.

### Donors

Donors are your most valuable assets and ChurchPal lets you manage them in style.

- ✓ Search, sort, filter and group donors in multiple ways
- ✓ Easily import new donors, or export your existing donor list

Context menus are available throughout ChurchPal. Easily enter donations for a donor by right-clicking on the donor and selecting the appropriate menu item.

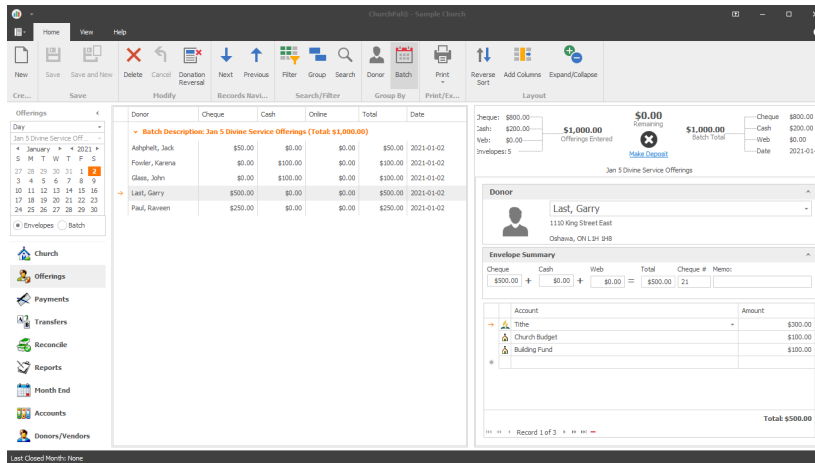


### Offerings

Tracking offerings has never been easier! The offering entry screens in ChurchPal have been designed to be visual and intuitive. It's easy to see who donated, when they donated, and to which accounts they donated. With the built-in NSF (non-sufficient funds) cheque handling feature, dealing with NSF cheques is painless.

With ChurchPal, each donor's entire donation history is at your fingertips.

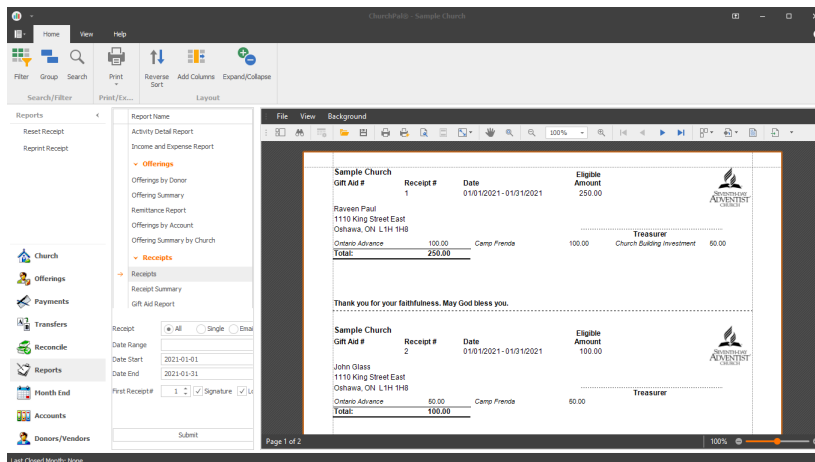
- ✓ Easily display history for any time period you choose, without leaving this screen
- ✓ Track currency denominations, and cheque numbers



## Receipts

ChurchPal makes receipting easy. Email receipts to donors with email addresses, and print the remaining receipts. ChurchPal tracks which receipts were emailed and can even display whether the email was successfully delivered.

- ✓ Insert the Adventist logo and treasurer's signature on receipts
- ✓ Re-issue a receipt with just a few clicks

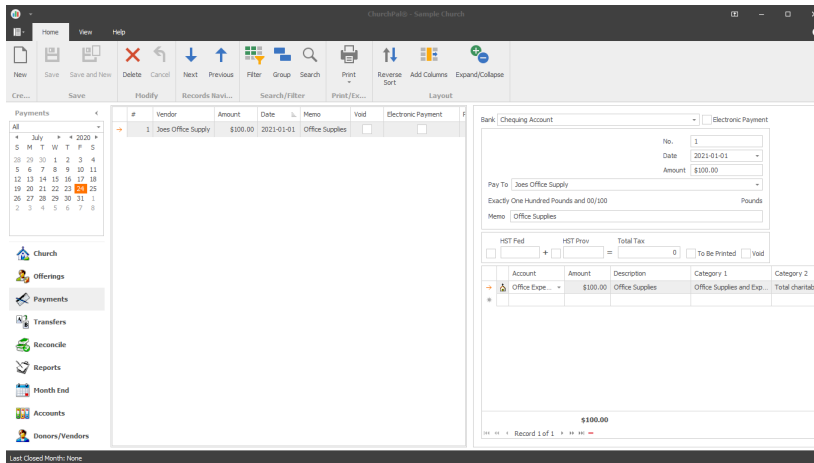


## Payments

ChurchPal tracks cheques and electronic payments. Easily add vendors and accounts on-the-fly without having to leave the cheque entry screen. When you are ready to print, ChurchPal allows you to customize printing to your existing cheque forms.

Need to void a cheque? ChurchPal allows you to do it with a single click and the reverse entries are created automatically. The ability to group cheques by any field is another powerful feature in ChurchPal. View all cheques by vendor, or by date, or any field you wish.

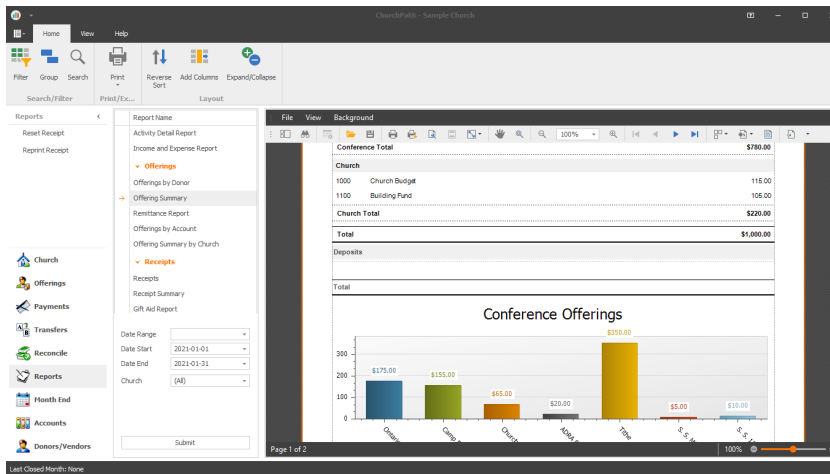
Finally, the built in filtering capabilities allow easy filtering of cheques by any criteria you choose. For example, easily pull up all cheques written in the past 3 years to a specific vendor.



## Reports

ChurchPal has flexible and powerful reporting abilities.

- ✓ Over 25 reports give you the information you're looking for
- ✓ Some reports contain the ability to click on a amount and drill-down to see more details
- ✓ Embed charts into your reports to better visualize the numbers
- ✓ Export reports to Excel, PDF, and numerous other formats. Easily email reports to others



## 1.2 Installing ChurchPal

### Minimum System Requirements

- Windows 10 or higher
- 4<sup>th</sup> Generation Intel Core i3 or newer (or equivalent AMD Ryzen cpu)
- 250 GB Hard Drive
- 8GB Memory

- 1366x768 Screen Resolution
- 10mbps Download/Upload internet

## Recommended System Requirements

For larger churches, the following is recommended:

- Windows 10 or higher
- 6<sup>th</sup> Generation Intel Core i5 or newer (or equivalent AMD Ryzen cpu)
- 250 GB Solid State Drive
- 8GB Memory
- 1920x1080 Screen Resolution
- 19 inch display or larger
- 10mbps Download/Upload internet

## Installing ChurchPal

Please contact your conference for the link to download ChurchPal. Once ChurchPal is installed, you will need to copy your church file to your Documents\ChurchPal\Data folder. This file has a .cp4 extension and is provided to you by your conference. Please note that you will not be able to use ChurchPal without this file.



Once ChurchPal is installed, you will find the ChurchPal Icon on your desktop. Double click on the icon to launch the program.

# Church Setup

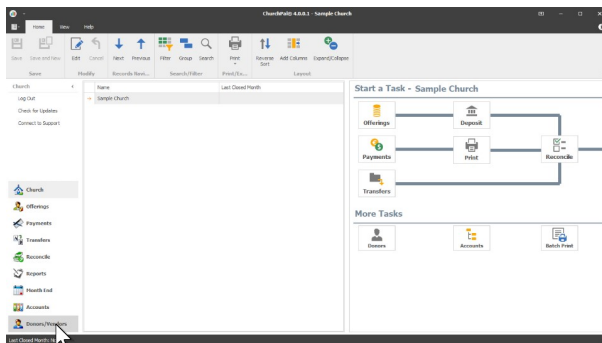
## 2 Church Setup

### 2.1 Before Entering Data

If you completed all of the steps during the setup wizard, you are ready to begin entering data. However, if you skipped any steps, you should ensure the following tasks are completed before entering data.

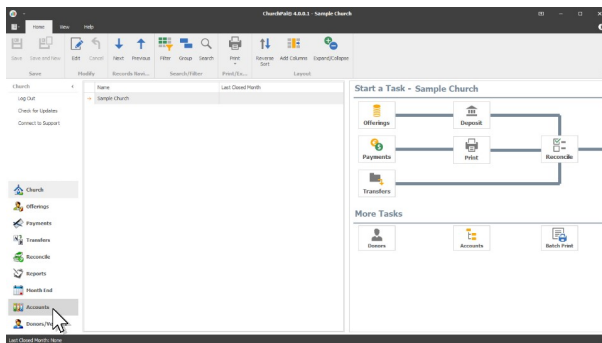
#### "Remittance To" field

Each time you close a month, a remittance payment is automatically generated for your conference. In order for the payment to be generated, your conference should be entered as a vendor. The import process walked you through this step, however, if you did not create your conference as a vendor during the setup process, you will not be able to close your first month until this task is completed. Please see ["Working with Donors and Vendors"](#) to learn more about creating a vendor. To assign your conference as the entity to remit to, go to the Church Settings screen and click on the "Accounting" tab. Select your conference in the "Remittance To" field.



#### Beginning Balances

Before you can close your first month, you must enter your beginning balances. The balance of your bank accounts must match your Church Accounts. If you did not enter your beginning balances during the setup process, you will need to do so before closing the month. Click on the "Accounts" button from main menu and then click on the "Beginning Balances" link. The "Beginning Balances" window will appear allowing you to enter your balances.



#### Allocations

If you choose to allocate funds, you should set this up prior to closing the month. See the [allocations](#) topic for more information.

# Donors/Vendors

## 3 Donors/Vendors

### 3.1 Donor/Vendor Basics

The Donors/Vendors Screen allows you to keep an accurate list of donors (entities that donate to your church), vendors (entities that cheques are written to or paid electronically), their addresses, phone numbers, and other details.

#### Donor

In order for you to enter contributions for a donor, that donor must first be on your list. Tracking pledges and performing mail merges also utilizes your donor list.

#### Vendor

Likewise, in order for you to pay a vendor, that vendor must first be on your list.



**NOTE: It is important that your donor/vendor list be kept accurate at all times.**

The screenshot shows the ChurchPal software interface for managing donors and vendors. A red box labeled "Related Tasks" points to the left-hand navigation menu. A red box labeled "Donor/Vendor List" points to the central table of names and addresses. A red box labeled "Details" points to the right-hand form for entering specific information for a selected entity.

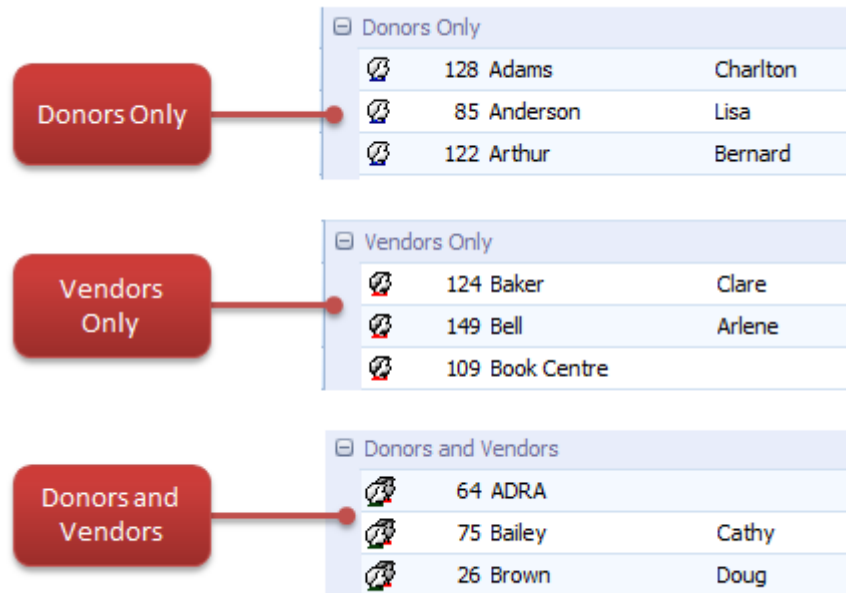
Last Name	First Name	Address	City	Prov State	Postal Zip
<b>Type: Donors and Vendors</b>					
Carter	Patricia	1110 King Street East	Oshawa	ON	L1H 3H8
Dean	Robin	1110 King Street East	Oshawa	ON	L1H 3H8
Fowler	Karena	1110 King Street East	Oshawa	ON	L1H 3H8
Gaul	Gal	1110 King Street East	Oshawa	ON	L1H 3H8
Last	Garry	1110 King Street East	Oshawa	ON	L1H 3H8
Vest	Darryl	1110 King Street East	Oshawa	ON	L1H 3H8
<b>Type: Donors Only</b>					
Able	Bob	1110 King Street East	Oshawa	ON	L1H 3H8
Asphelt	Jack	1110 King Street East	Oshawa	ON	L1H 3H8
Carter	Alex	1110 King Street East	Oshawa	ON	L1H 3H8
Dell	James	1110 King Street East	Oshawa	ON	L1H 3H8
Federal Government					
Fowler	Walter	1110 King Street East	Oshawa	ON	L1H 3H8
Gaul	Jack	1110 King Street East	Oshawa	ON	L1H 3H8
Gaul	Jill	1110 King Street East	Oshawa	ON	L1H 3H8
Glass	John	1110 King Street East	Oshawa	ON	L1H 3H8
Grondin	Hedi	1110 King Street East	Oshawa	ON	L1H 3H8
Moore	Don	1110 King Street East	Oshawa	ON	L1H 3H8

### Donor and Vendor Lists

Your list contains both donors and vendors. To differentiate between the different types of entities in your list, ChurchPal groups them into categories. It is possible for an entity on your list to be both a donor and a vendor. For example, an individual might donate to the church, but may need to be reimbursed for items they have purchased or be paid for services they have provided. In cases like this, the individuals should be marked as both a donor and a vendor.

#### Lists

Below are examples of how ChurchPal organizes and displays donors and vendors.



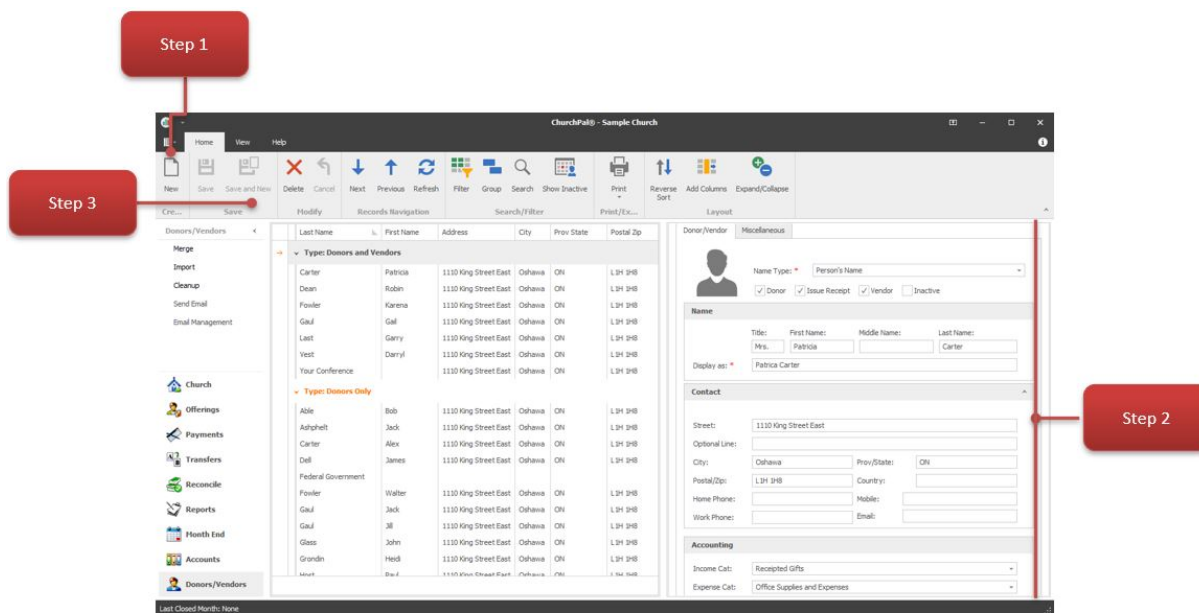
## 3.2 Adding a Donor/Vendor

To add a new donor, follow these steps:

**Step 1:** Click on the "New" or "Clone" button. The Clone button allows you to use create a new Donor or Vendor based on a existing one. For example, if one spouse is already entered, select that record and click on "Clone." The address and phone information will be retained and you simply have to enter the name of the second spouse.

**Step 2:** Fill out the appropriate fields. See below for a description of each field.

**Step 3:** Click on the "Save" Button.



## Fields

**Name Type:** Select whether this entity is a person or a business. Selecting "Person" enables the first and last name fields while selecting "Business" simply displays a "Name" field.

**Status:** This field allows you to mark an individual as active member, deceased, inactive member, prospect, regular attendee, transferred, or visitor.

**Donor:** Indicates that this entity is a donor.

**Issue Receipt:** Indicates that this entity should receive a tax receipt.

**Vendor:** Indicates that this entity is a vendor.

**Trustee:** Indicates that this entity is a trustee (or officer) of the church.

**Name:** Depending on what you have selected as the "Name Type," the first and last name fields or simply a name field may appear.

**Display as:** This field displays how the name of the entity will appear on cheques and electronic payments if the entity is a vendor, and how the name will appear on receipts if the entity is a donor.


**Address:** Entity's address.

**Work/Cell Phone:** Entity's phone numbers.

**Email:** Entity's email address. ChurchPal has the ability to batch email your donors when doing mail merges if an email address is available.

**Income Category:** You can assign a donor an income category. This is a required field for Canadian users in order to generate the T3010 report.

**Expense Category:** You can assign a vendor an expense category. This is a required field for Canadian users in order to generate the T3010 report.

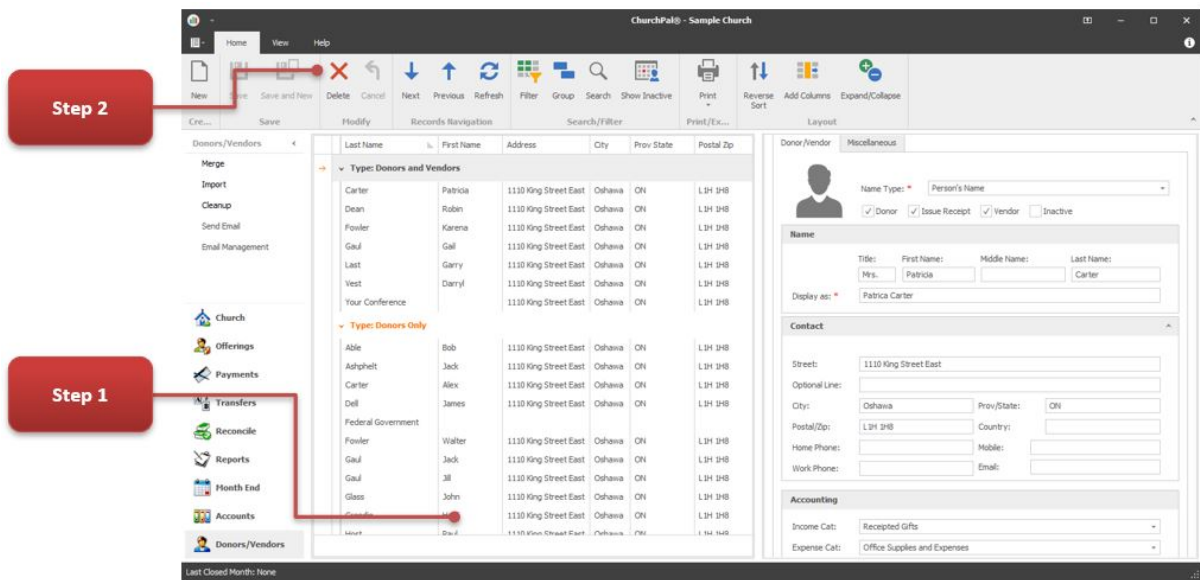
 If an entity is both a donor and a vendor, it is important that the entity be entered only once and marked as both a donor and vendor. Do not enter the entity twice as this makes your list unnecessarily long and harder to maintain. It will also cause problems when doing mail merges.

## 3.3 Deleting a Donor/Vendor

To delete a new donor, follow these steps:

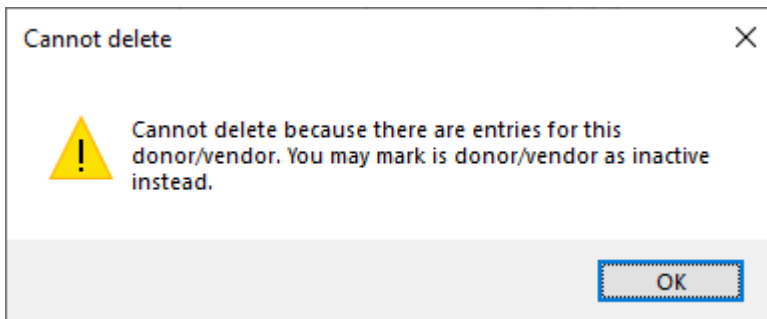
**Step 1:** From your donor list, select the donor or vendor you wish to delete.

**Step 2:** Click on the delete button.



## Deleting a Donor/Vendor with Transactions

You cannot delete a donor or vendor that already has transactions. If you attempt to do so, you will receive the following message.



Instead, you may change the status of this entity to deceased, inactive member, or transferred to indicate that this entity is no longer an active part of your donors or vendors list. This entity will no longer appear when you are adding offerings or writing cheques.

The screenshot shows the ChurchPal interface for managing donors and vendors. On the left is a navigation menu with options like Merge, Import, Cleanup, Send Email, Email Management, Church, Offerings, Payments, Transfers, Reconcile, Reports, Month End, and Accounts. The main area displays a table of donors/vendors with columns for Last Name, First Name, Address, City, Prov/State, and Postal/Zip. The table is filtered to show 'Type: Donors and Vendors'. The right-hand side shows a detailed view of a donor's profile, including fields for Name, Contact information, and Accounting. A red callout box labeled 'Mark as Inactive' points to the 'Inactive' checkbox in the 'Miscellaneous' section of the profile view.

Last Name	First Name	Address	City	Prov/State	Postal/Zip
Type: Donors and Vendors					
Carter	Patricia	1110 King Street East	Oshawa	ON	L1H 3H8
Dean	Robin	1110 King Street East	Oshawa	ON	L1H 3H8
Fowler	Karena	1110 King Street East	Oshawa	ON	L1H 3H8
Gaul	Gail	1110 King Street East	Oshawa	ON	L1H 3H8
Last	Garry	1110 King Street East	Oshawa	ON	L1H 3H8
Vest	Darryl	1110 King Street East	Oshawa	ON	L1H 3H8
Your Conference		1110 King Street East	Oshawa	ON	L1H 3H8
Type: Donors Only					
Able	Bob	1110 King Street East	Oshawa	ON	L1H 3H8
Adphelt	Jack	1110 King Street East	Oshawa	ON	L1H 3H8
Carter	Alex	1110 King Street East	Oshawa	ON	L1H 3H8
Dell	James	1110 King Street East	Oshawa	ON	L1H 3H8
Federal Government					
Fowler	Walter	1110 King Street East	Oshawa	ON	L1H 3H8
Gaul	Jack	1110 King Street East	Oshawa	ON	L1H 3H8
Gaul	JR	1110 King Street East	Oshawa	ON	L1H 3H8
Glass	John	1110 King Street East	Oshawa	ON	L1H 3H8
Grondin	Heidi	1110 King Street East	Oshawa	ON	L1H 3H8
Hout	David	1110 King Street East	Oshawa	ON	L1H 3H8

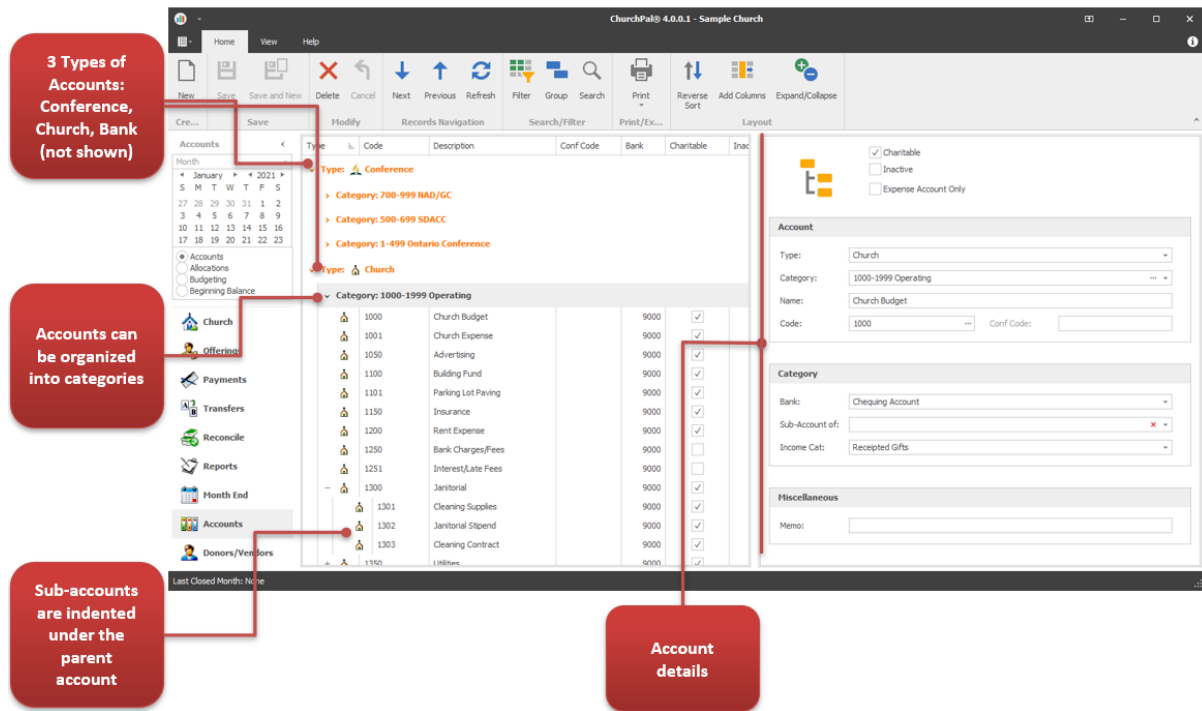
Mark as Inactive

# Accounts

## 4 Accounts

### 4.1 Account Basics

The accounts screen allows you to maintain a list of accounts used by your church. There are three main types of accounts in ChurchPal: Conference, Church and Bank. All of the accounts you create will be one of these types. ChurchPal allows you to further organize your accounts into categories and sub-accounts. You can also set up allocations and define budgets from this screen.



**Conference Accounts:** All funds donated to conference accounts are forwarded to the conference which then are forwarded to higher organizations. Examples of these include Tithe and World Budget.

**Church Accounts:** Funds donated to church accounts remain at the church level. Examples of this include Church Budget and Church Expense.

**Bank Accounts:** Bank accounts belonging to your church.

### 4.2 Account Categories and Sub-Accounts

#### Account Categories

There are three main types of accounts in ChurchPal: Conference, Church and Bank. You cannot add to this list (i.e. create a fourth type), delete or rename these types. However, you can organize your list of accounts by creating your own categories.

Charitable  
 Inactive  
 Expense Account Only

**Account**

Type: Church  
Category: 1000-1999 Operating  
Name: Church Budget  
Code: 1000 ... Conf Code: **Add, Delete, Edit Categories**

**Category**

Bank: Chequing Account  
Sub-Account of: **x**  
Income Cat: Received Gifts

**Miscellaneous**

Memo:

## Adding a Category

If the category already exists in the list, simply select it. To add a new category, click on the ellipsis button "...". This will open the "Categories" window and allow you to add a new category.

The screenshot shows the ChurchPal interface with a list of account categories on the left and a list of accounts assigned to a selected category on the right. Three red callout boxes are present:

- Existing Categories:** Points to the list of categories on the left, including '700-999 NAD/JC', '500-699 SDACC', '1-499 Ontario Conference', '1000-1999 Operating', '2000-2999 Church Ministries' (highlighted), '8000-8049 Other Income', '8050-8059 Government', '8060-8089 In & Out', '8990-8999 Loan Income and Expense', '9000-9099 Bank Accounts and Investments', and '7900-7999 Investments'.
- Selected Category:** Points to the '2000-2999 Church Ministries' category.
- Account Range Numbers:** Points to the 'Description' field '2000-2999 Church Ministries' and the 'Range Start' field '2000' and 'End' field '2999'.

The 'Accounts Under this Heading' table on the right contains the following data:

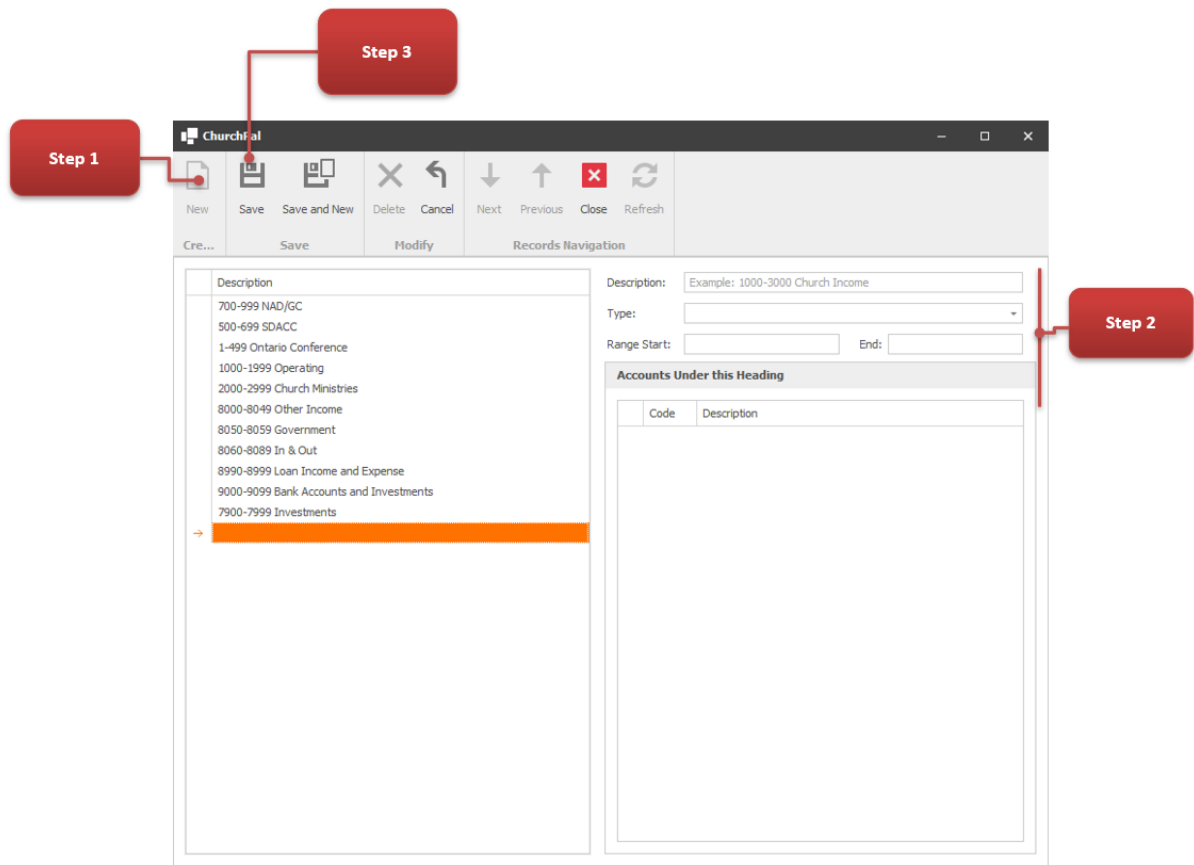
Code	Description
2000	Adventurers - Donations
2001	Adventurers - Dues/Fees
2050	Audio & Video
2100	Benevolent Fund
2150	Children
2200	Communications
2250	Evangelism Local
2300	Family Life
2350	Health
2400	Men
2450	Pathfinders - Donations
2451	Pathfinders - Dues/Fees
2500	Personal Ministries
2550	Prayer
2600	Sabbath School Expense
2650	Singles
2700	Social/Fellowship
2750	Stewardship
2800	Vacation Bible School

To add a new category, follow these steps:

**Step 1:** Click on the "New" button.

**Step 2:** Fill out the appropriate fields. See below for a description of each field.

**Step 3:** Click on the "Save" Button.



**Description:** Enter a description for this category. You may wish to add the account range as part of the description. For example 2000 - 2999 Church Ministries. This description will appear on your reports.

**Type:** Select which type (Church, Conference, Bank) this category belongs to. The accounts you assign to this category must be of the same type.

**Range Start/End:** You can give the category a start and end range. All accounts assigned to this category fall within this range.

### Deleting a Category

To delete a category, open the "Categories" window by clicking on the ellipsis button "..." and select the category you would like to delete. Click on the Delete on the toolbar to delete the category. Note that a category cannot be deleted when accounts are assigned to it.

## 4.3 Adding/Deleting an Account

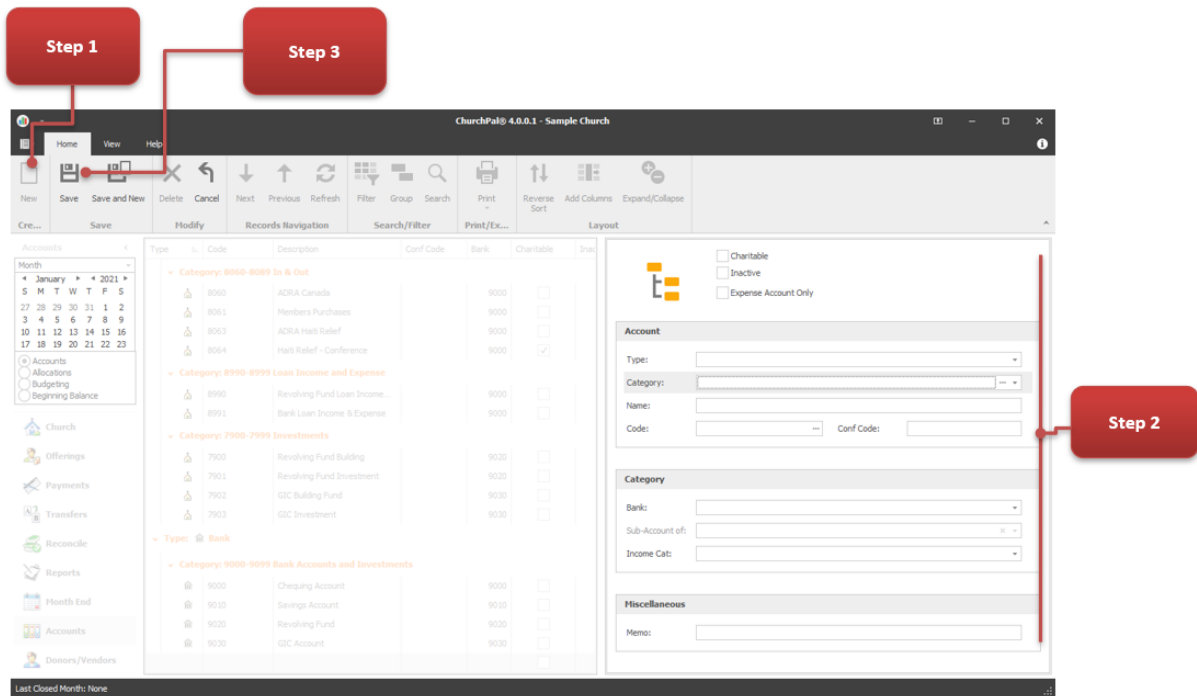
### Adding an Account

To add a new account, follow these steps:

**Step 1:** Click on the "New" button.

**Step 2:** Fill out the appropriate fields. See below for a description of each field.

**Step 3:** Click on the "Save" Button.



**Charitable:** Select whether donors would be eligible to receive a tax receipt when donating to this account.

**Inactive:** If an account has prior transactions posted to it, you cannot delete that account. Instead you may mark it as inactive. Inactive accounts will not appear when you are adding cheques, offerings, transfers, or adjustments.

**Type:** Select the type of account you are creating. Your choices include Conference, Church, and Bank

**Category:** You can assign the account you are creating to a category. If the category you are looking for already exists in the list, simply select it. Otherwise, you can [create a category](#).

**Name:** Enter a name for this account. This name will appear on your reports.

**Code:** Assign a code to your account. You may use decimals if you wish, but this is typically used for sub-accounts.

**Conf Code:** Applicable only to conference accounts, this code will allow your conference to import the data you transmit at month end into their remittance software. This code should be supplied to you by your conference.

**Bank:** Assign the account to a bank account.

**Sub-account of:** If you would like this account to be a sub-account, select the parent account from the list.

**Income Cat:** Required for Canadian users for the T3010 report.


**Memo:** Enter any notes for this account.

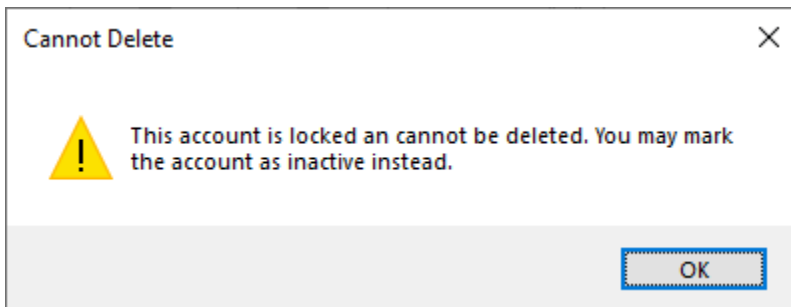
## Deleting an Account

To delete an account, follow these steps:

**Step 1:** From your accounts list, select the account you wish to delete.

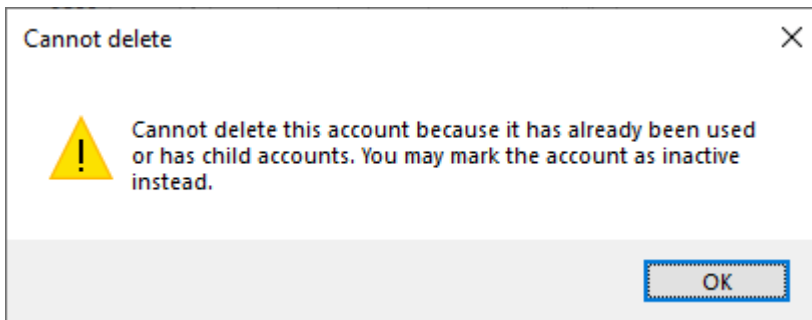
**Step 2:** Click on the delete button.

 Many of the accounts on your chart of accounts have been created by your conference. To maintain uniformity across the churches, these accounts have been locked and cannot be modified or deleted. You may mark the account as inactive if you do not wish to see a locked account when adding transactions.



## Deleting an Account with Transactions/Child Accounts

You cannot delete an account that already has transactions or has child accounts. If you attempt to do so, you will receive the following message. You may mark the account as "Inactive" instead.



## 4.4 Allocations

Allocations allow you to automatically transfer amounts from one account to another. Allocations are useful if you would like to transfer a fixed dollar amount or a percentage value from one account to other accounts on a monthly basis. Use transfers if you do not plan on moving funds from the same accounts each month, or if the fixed or percentage values vary considerably each month.

**Allocations**

**Move funds from this account**

**Allocate income from these sources**

**Funds will be moved into these accounts. Select a fixed dollar amount, percentage, zero out**

## Setting up Allocations

To set up allocations, follow these steps:

**Step 1:** If you are not already in the allocations screen, go into the Accounts screen and select "Allocations" from the view options.

**Step 2:** Click on the "New" Button.

**Step 3:** In the "Allocate From" accounts list, select your source account (i.e. which account you would like to allocate **from**).

**Step 4:** Select what sources of income to allocate. For example, suppose you are allocating from Church Budget. If an amount was transferred into Church Budget and you would like to include this amount to what is being allocated out, select the "Transfers" option.

**Step 5:** In the "Allocate Into" grid, select your destination account(s) that you would like to allocate to. For each destination account, select whether you would like to allocate a fixed dollar amount, a percentage, or select "Zero Out."

- **Fixed Dollar Amount:** A fixed dollar amount will be allocated from the source account to the selected account. If the source account does not have enough funds to allocate to this account, the allocation will still take place and the source account will end up with a negative balance.
- **Percentage:** A percentage of whatever funds are in the source account will be allocated to your selected account. No allocation will take place if the source account has a zero or negative balance.
- **Zero Out:** If you want to allocate exactly enough funds to bring an account balance back to zero, select this option. For example, suppose you had an account called "Telephone" that you paid the telephone bill from each month. Assuming this account had a zero balance, at the end of the month you write a cheque for \$50 to cover your telephone expenses. The balance in the account is now -\$50. Selecting this option, ChurchPal will allocate exactly what it needs to bring this account balance back to zero. In this case, ChurchPal will allocate \$50. Suppose next month your phone expenses

are \$74.32 and after you pay the bill, the balance in the telephone account is -\$74.32. ChurchPal will allocate exactly \$74.32 to bring the balance back to zero. Each month ChurchPal will allocate exactly what it needs to in order to bring the balance of the destination account to zero. If the destination account already has a zero balance or greater than zero balance, no funds will be allocated to this account.

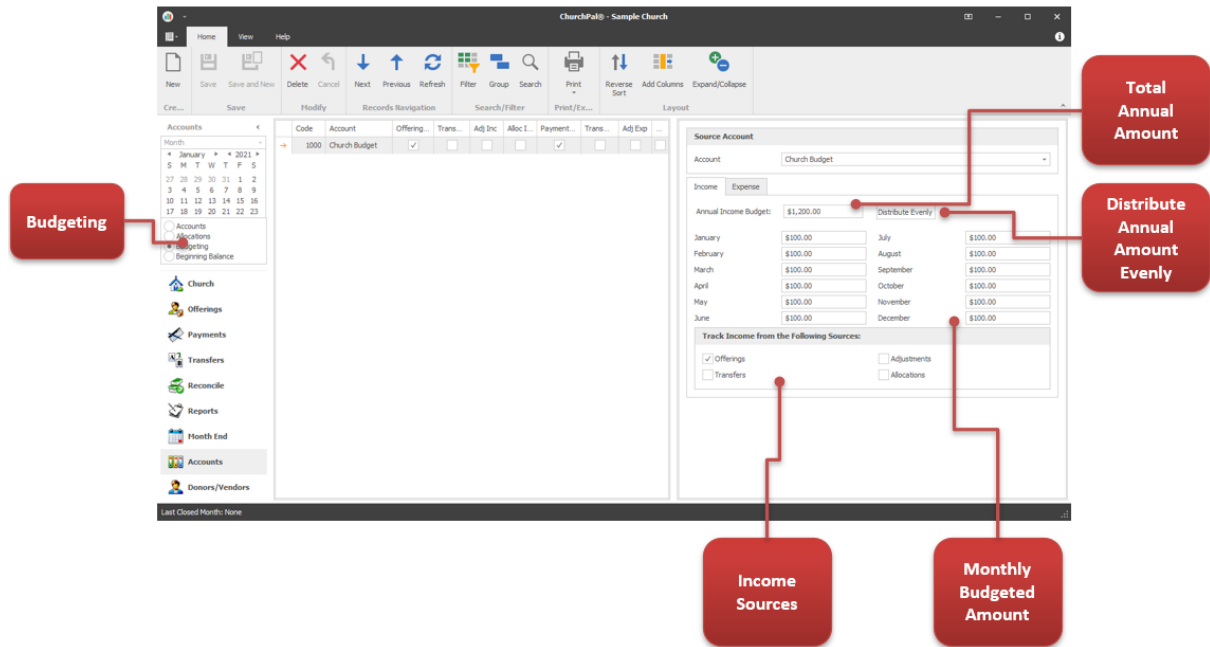
**Step 6:** Once you have entered all of the destination account information, click on the "Save" button to save the changes. Your allocations are now set up. You can see the results of the allocations on your financial report.



Use the Allocations feature only if you want to move money from one account to another on an on-going monthly basis, otherwise do a transfer.

## 4.5 Budgeting

ChurchPal allows you to enter revenue and expense budgets for each of your accounts. Once this is entered, ChurchPal can generate reports comparing your budgeted amounts to your actual amount.



### Setting up a Budget

To set up a new budget, follow these steps:

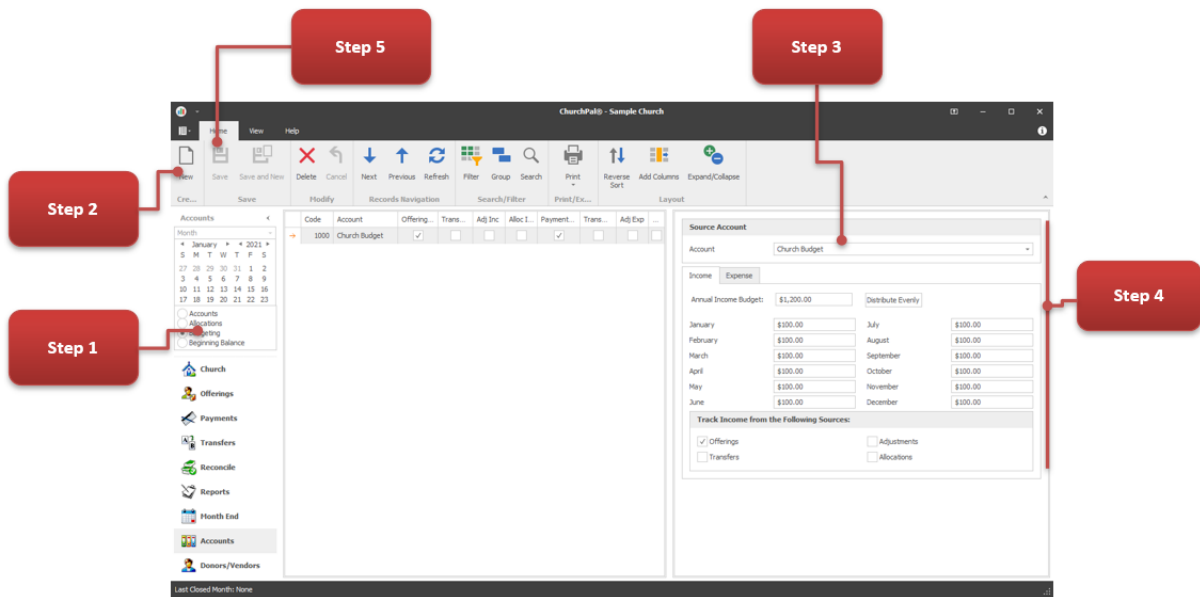
**Step 1:** From the Accounts screen, select the "Budgeting" option.

**Step 2:** Click on the "New" button.

**Step 3:** From the list of accounts, select the account you would like to budget for.

**Step 4:** Fill out the appropriate fields. See below for a description of each field.

**Step 5:** Click on the "Save" Button.



**Annual Revenue Budget:** The total amount in revenue you expect to receive for this account.

**Annual Expense Budget:** The total amount in expenses expected for this account.

**Income/Expense breakdown:** The annual amounts are divided up into smaller monthly amounts. This way ChurchPal can generate monthly reports that show if your budget is on track on a monthly basis. You can either enter the monthly amounts manually or click on the "Distribute Evenly" button to have ChurchPal distribute the Annual amounts to each month for you.

**Track Income from the Following Sources:** Select what sources to track income or expenses from. For example, if you choose not to track transfers, funds coming into the selected account will not be included in the budgeting reports.

# Offerings

## 5 Offerings

### 5.1 Offering Basics

The Offerings screen is where contributions from your donors are recorded. The list on the left displays your donors. If a donor has contributions, under the donor is a listing of their envelopes. You can choose to display envelopes for a specific Sabbath, a specific month, the entire year, or all envelopes ever donated by this donor. Of course, while you may view the information for any period, you can only add or edit entries for months that have not been closed.

The screenshot shows the ChurchPal interface for the Offerings screen. Red callout boxes point to the following features:

- Time Interval:** A calendar view on the left side of the screen.
- Current View:** A toggle switch between 'Envelopes' and 'Batch' views.
- Envelopes:** A table listing donor contributions with columns for Donor, Cheque, Cash, Online, Total, and Date.
- Offering Summary:** A summary box showing totals for Cheque, Cash, Web, and Envelopes, along with a 'Make Deposit' button.
- Donor Info:** A section for the selected donor, Ashpelt, Jack, showing their address and contact information.
- Envelope Summary:** A table showing the breakdown of the offering by account, including Ontario Advance, Camp Friends, Church Building Investment, ADRA Disaster & Famine, and Church Budget.
- Envelope Details:** A section for the selected envelope, showing the amount and account.

### Time Interval

You can choose to view existing envelopes for each donor by selecting different options in this list.

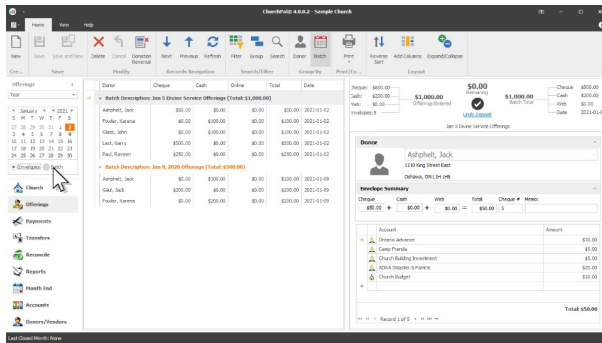
- **Day:** view envelopes for a specific day (usually a Sabbath). Once you have selected this option, offerings for the date selected on the calendar will be displayed. You can select a different date simply by clicking on the desired date on the calendar.
- **Month:** view all envelopes for the selected month, as displayed on the calendar. You can select the desired month by clicking on the calendar.
- **Year:** view all envelopes for the year as displayed on the calendar. You can select the desired year by clicking on the calendar.
- **All:** view all the envelopes entered into the system regardless of date.

### View

You can switch between Envelopes and Batch view.

**Envelopes:** This view shows a list of envelopes in the order in which they were entered. This is the view in which envelopes are entered.

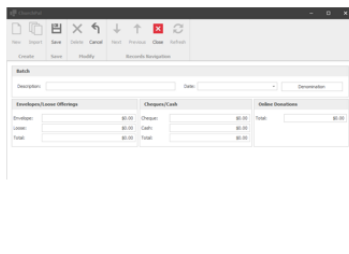
**Batch:** This view shows the summary information for the offering you are entering.



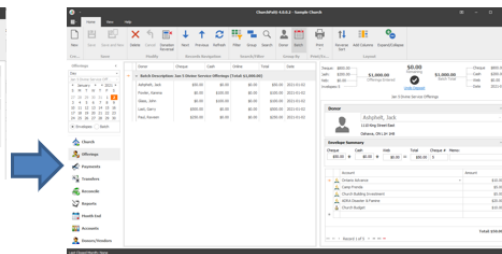
Enter the title of your presentation

## 5.2 Entering Offerings

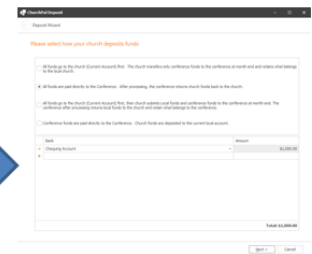
Entering offerings is a three step process.



Create a new Batch



Add Envelopes for the batch



Deposit the batch

**Create a new Batch:** You must provide summary information for the offerings you are entering before you can enter any envelopes. This information will include the total amount of offerings received for the envelopes, total amount of offerings received as loose offerings, etc. This information allows ChurchPal to ensure the envelopes you enter match up to the summary information. If there is a data entry error, ChurchPal will be able to notify you.

**Add Envelopes:** Enter the envelopes under the appropriate donors. When you have finished entering the envelopes, your totals should match the totals you specified when creating the batch.

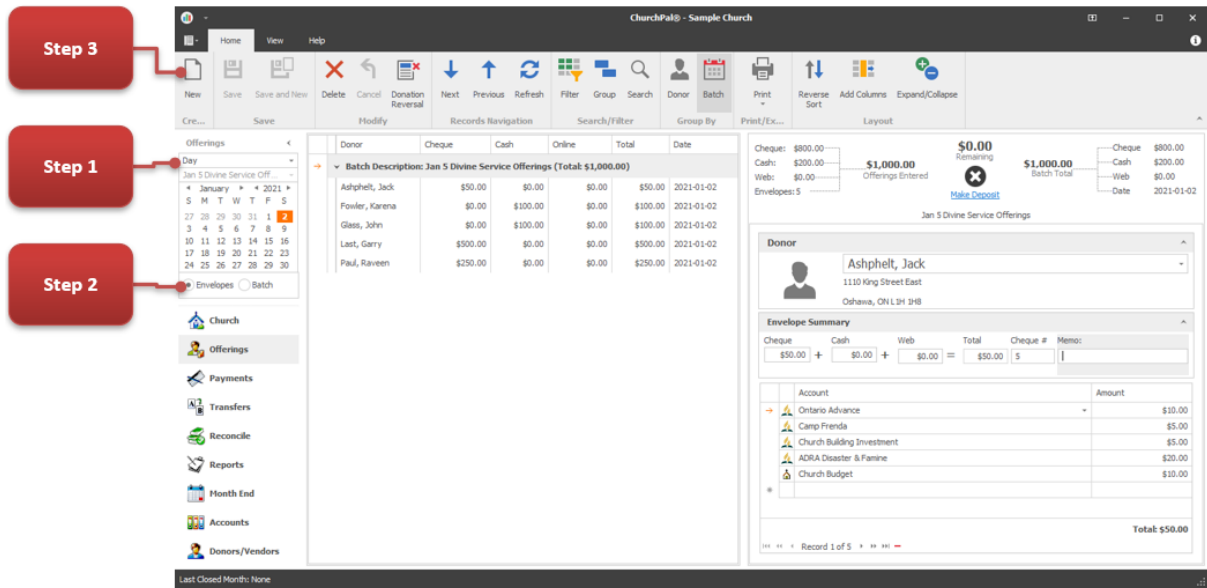
**Deposit:** This step posts the offerings into the bank account(s) in ChurchPal.

### Create a Batch

**Step 1:** Ensure that the Time Interval is set to "Day." Setting this to "Day" prevents envelopes for other time periods from being displayed so that you can focus on envelopes for the current date.

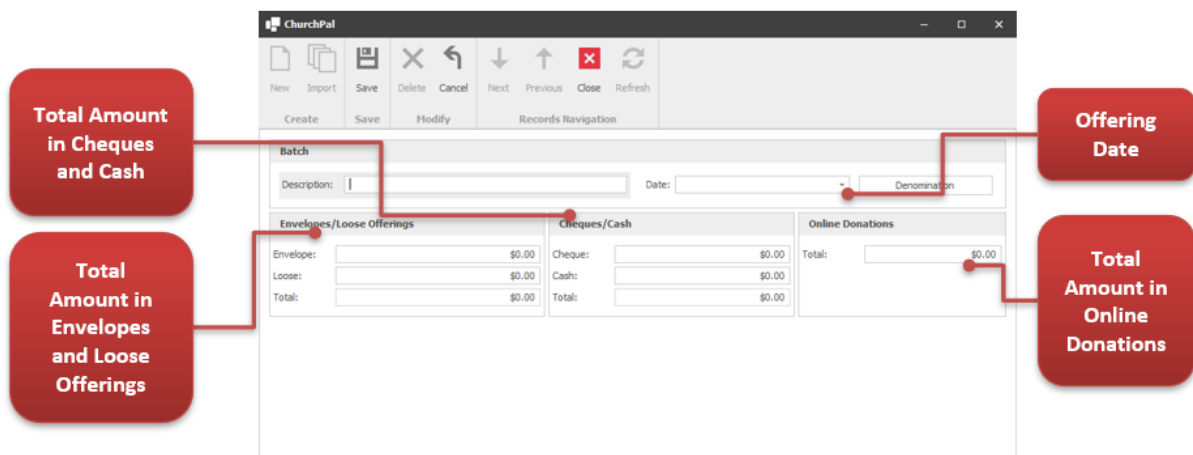
**Step 2:** Ensure you are in the Envelopes screen.

**Step 3:** Click on the "New" button to create a new batch. A pop screen will appear allowing you to enter the batch information. This step must be performed before envelopes can be added.



The Offering Summary screen contains the following fields:

- **Envelope:** the total amount in offerings you received in envelopes.
- **Loose:** the total amount in offerings you received as loose offerings (i.e. offerings that are not in envelopes).
- **Cheque:** the total amount in offerings you received as cheques.
- **Cash:** the total amount in offerings you received as cash.
- **Online Donations:** the total amount received from online donations. It is recommended that online donations be entered as a separate batch.
- **Memo:** a brief description of the offerings. For example, "Divine Service Offerings" or "Camp Meeting Offerings".



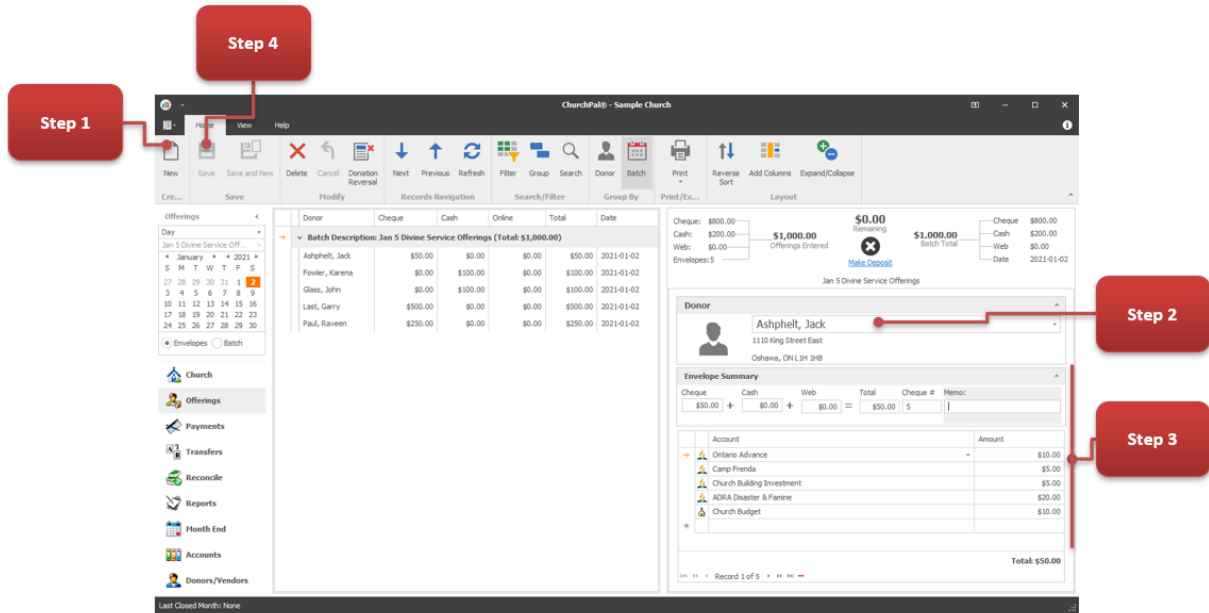
## Add Envelopes

**Step 1:** Click on New to begin adding the envelope.

**Step 2:** Select the donor you would like to enter offerings for. If a donor is not on the list, type the name (last name, first name) and press Enter. You will be given the option to add the donor.

**Step 3:** If the envelope contained a cheque, please enter the amount in the cheque field and enter the cheque number. If the envelope contained cash, enter the amount in the cash field. If there was a combination of both cash and cheque, enter the amounts in the respective fields. Finally, select the account(s) and the amounts as shown on the title envelope.

**Step 4:** Press the Save Button to save the envelope. You will notice that an envelope now appears on the left side. Repeat steps 1 to 3 until you have finished adding all of the envelopes.



## Post the Batch (i.e. Depositing Offerings)

Once your offerings match the total you specified in the summary screen, ChurchPal will prompt you to deposit your offerings. This is the final step in the offering entry process. Select the option that describes how your church deposits funds. The deposit screen shows the bank account as well as the amount that will be deposited. Complete the wizard to post the amount(s) to your bank account(s). You have now completed this batch of offerings.

Please select how your church deposits funds

- All funds go to the church (Current Account) first. The church transfers only conference funds to the conference at month end and retains what belongs to the local church.
- All funds are paid directly to the Conference. After processing, the conference returns church funds back to the church.
- All funds go to the church (Current Account) first, then church submits Local funds and conference funds to the conference at month end. The conference after processing returns local funds to the church and retain what belongs to the conference.
- Conference funds are paid directly to the Conference. Church funds are deposited to the current local account.

Bank	Amount
Local Current Account	\$70.00
→ SEC Bank Account	\$340.00
<b>Total: \$410.00</b>	

Next > Cancel

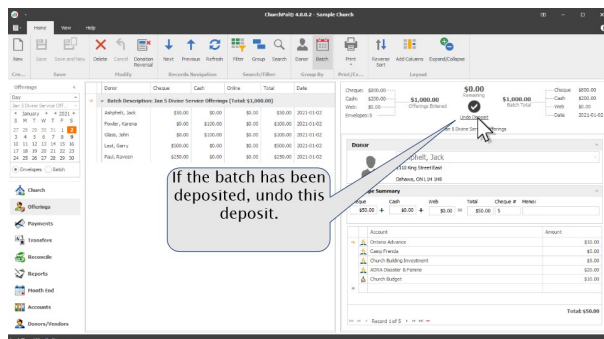
Select how your Church Deposits Funds

Account(s) and Amount to be Deposited

## 5.3 Making Corrections

If an error is made during offering entry, there are several ways to make the correction depending on whether the month is closed and whether the batch has been deposited. We will discuss the various scenarios.

### Month is Open



Enter the title of your presentation

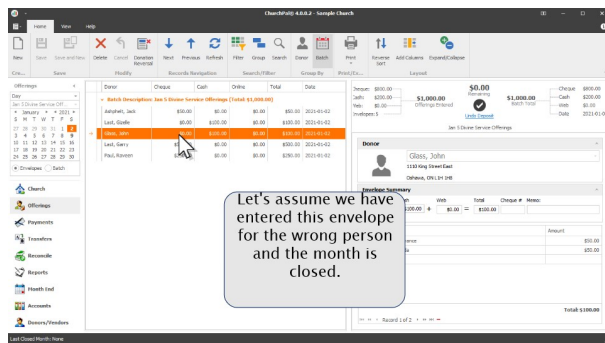
#### Batch has not deposited

This is the easiest scenario for making corrections. If the batch of envelopes has not yet been deposited, simply click on the envelope that needs correcting and make the necessary corrections. If the envelope is entered under an incorrect donor, simply change the donor name.

#### Batch has been deposited

If the batch has been deposited, click on the "Undo Deposit" link to undo the deposit. You may then proceed with the corrections. Once the corrections have been made, you may deposit the batch again by clicking on the "Make Deposit" link.

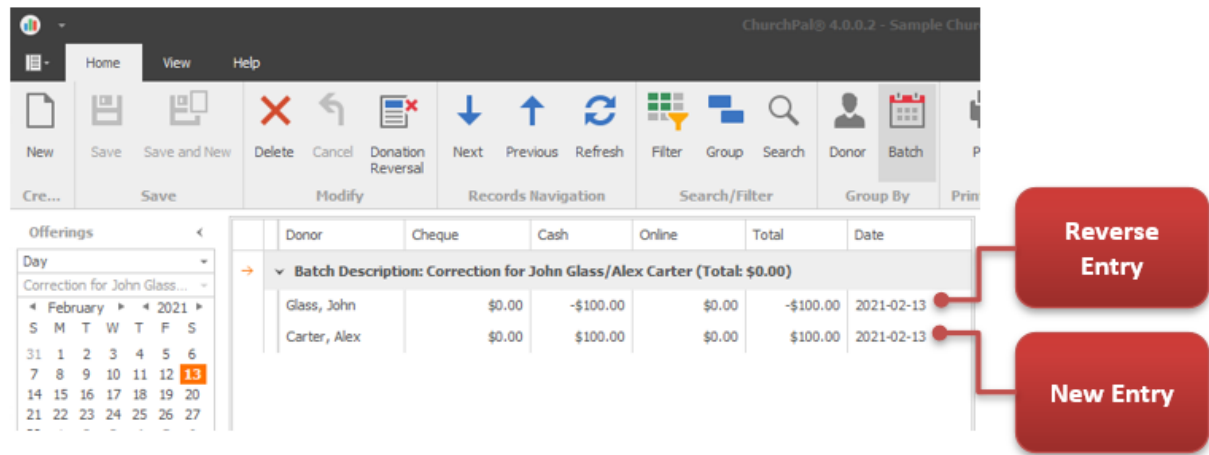
## Month is Closed



Enter the title of your presentation

If the month is closed, the correction needs to be made as a reverse entry in the current open month. If the envelope involves an NSF cheque, ChurchPal has a wizard to help you with the reversal entry. See "[NSF Cheque Reversal](#)." If the envelope does not involve a cheque, you will need to create a new offering summary and then proceed with the envelope entry. If the envelope was entered under an incorrect donor, enter \$0 for the totals in the offering summary screen since you be adding negative entries for the donor that was incorrectly assigned the envelope and positive entries under the new donor. The net result of this will be \$0.

Once the offering summary has been created, Enter the reverse (i.e. negative) entries under the donor under which the incorrect envelope was entered. It is important to reverse each account in the original envelope. Then enter a new envelope under the correct donor.



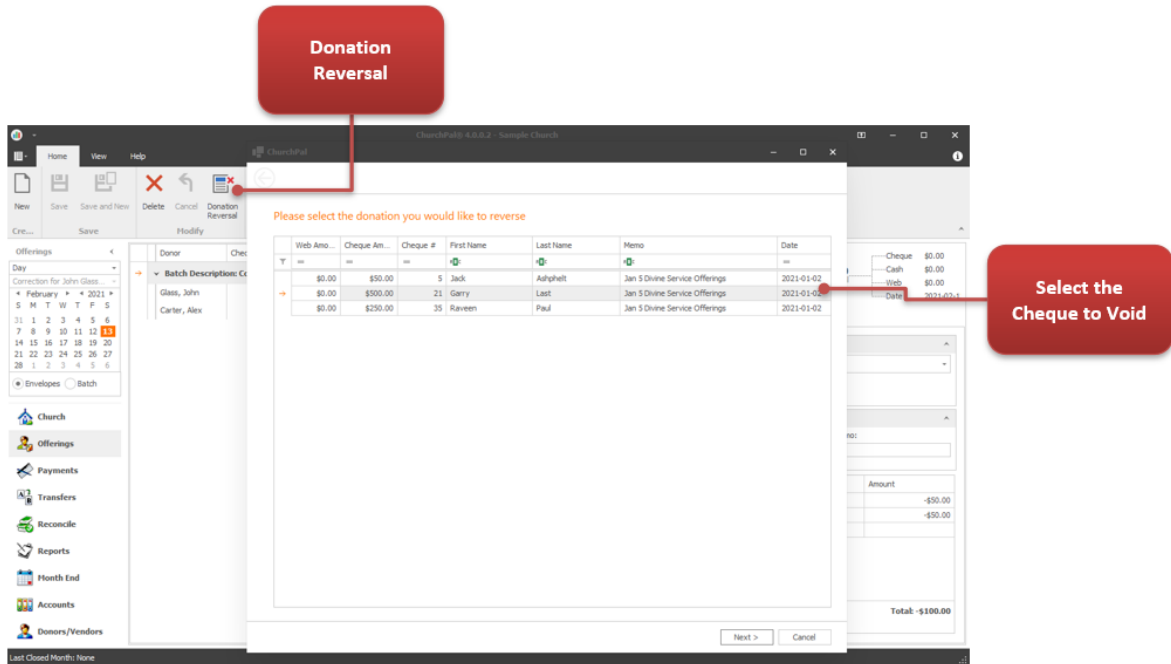
## 5.4 NSF Cheque Reversal

If a cheque does not clear the bank due to non-sufficient funds, it is important that you follow the steps outlined to ensure the entries are correctly reversed. ChurchPal has a built-in feature to handle NSF cheques so that you do not have to manually reverse entries.

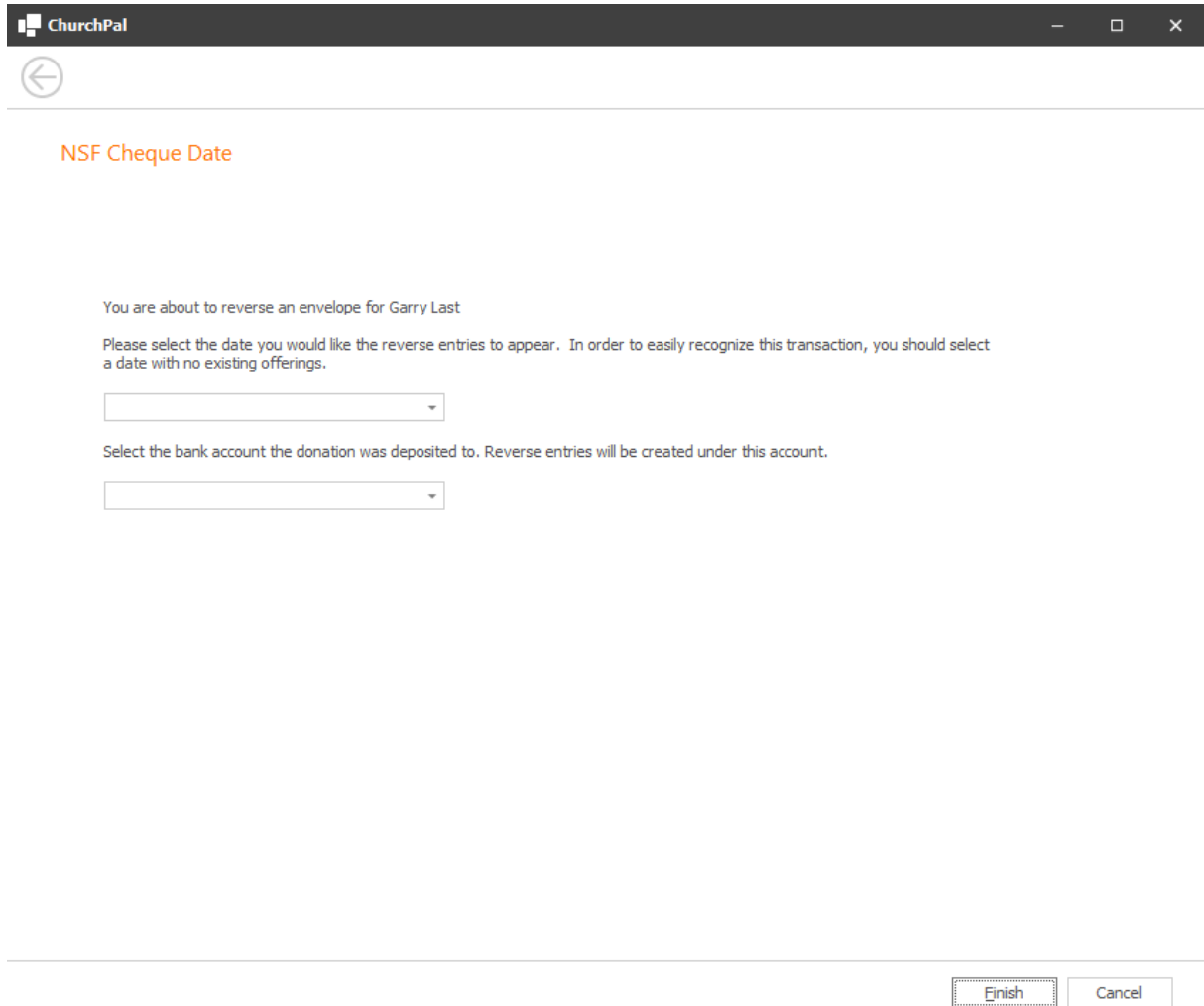
Follow these Steps:

**Step 1:** From the "Offerings" screen, click on "NSF Cheque Reversal."

**Step 2:** Select the cheque you would like to void. You may find the cheque by entering one or more criteria such as the amount, cheque number, etc. Click "Next" to continue.



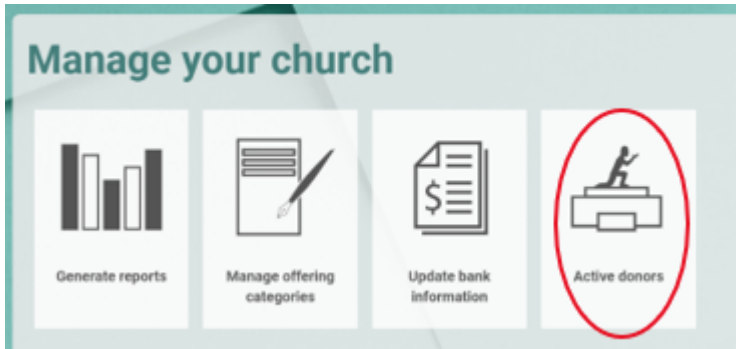
**Step 3:** Select the date you would like the reverse entries to appear and the bank account. You cannot select a month that is already closed. Click "Finish" to finish the process.



## 5.5 Importing from AdventistGiving

ChurchPal allows you to import your AdventistGiving donations into ChurchPal via a .CSV file that you can download from AdventistGiving. The following steps must be followed before you can import.

**Step 1:** Log into the treasurer's portal on AdventistGiving and click on Active donors.

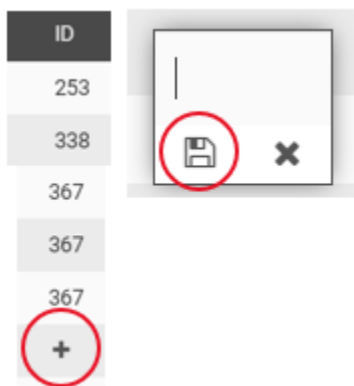


**Step 2:** Assign ID's for each donor as they correspond to the ID's in ChurchPal. You can find this information in ChurchPal under the Donors/Vendors screen under the ID column.

ID	Last Name	First Name
2	Doe	John
30	Johnson	Mark
34	Lauren	Ralph
40	Lee	Jack
43	Lemons	Mark

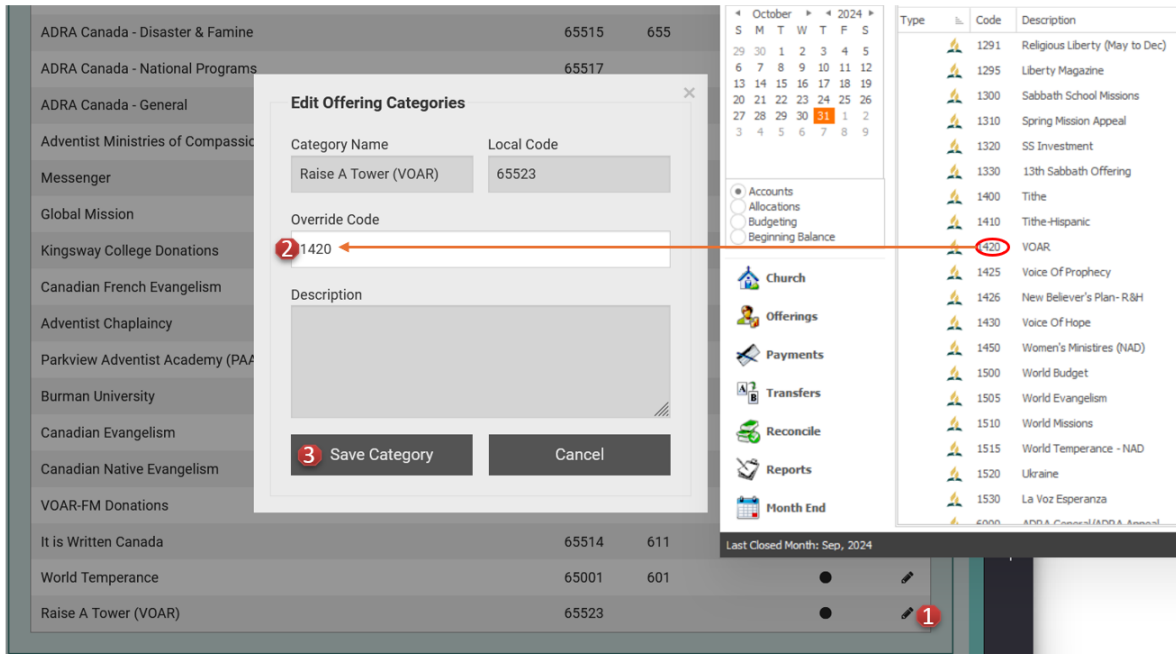
If you have a new donor who does not exist in ChurchPal yet, [add the donor to ChurchPal](#). Once you have the ID for the donor in ChurchPal, click on the + icon in AdventistGiving, enter in the ID and click the save icon.

You may have noticed in the screen capture below that there are several entries for donor #367. This donor is a "guest donor" on AdventistGiving. This means the donor has not created an account on the AdventistGiving website and every time they make a donation, they appear as a new donor. We just keep giving that donor the same ID so it is linked correctly when we import into our ChurchPal database.

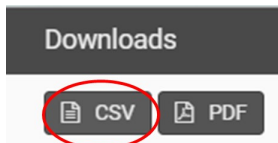


**Step 3:** Go to the **Manage Offering Categories** screen to assign ChurchPal account codes to AdventistGiving. If the code in AdventistGiving does not match the account code in ChurchPal, enter the code from ChurchPal into the Override Code field in AdventistGiving. Please ensure that using the


Code and not the Conf Code number from ChurchPal. Click on **Commit Changes** to save your changes in AdventistGiving.



**Step 4:** Download and print the pdf for your records, but also download the csv file onto your computer for import into ChurchPal.



**Step 5:** Import the offerings into ChurchPal. Open ChurchPal and select Offerings and ensure the Batch option is selected. Instead of clicking the *New* button, this time you will click **Import**.

Enter the offering date as the date the funds will be transferred into your bank account and select the csv file that you just downloaded from AdventistGiving. If you would like to update the address of the donors in ChurchPal with the ones in the csv file, select the **Update donor information in ChurchPal** checkbox. ChurchPal will show red circles  where either a donor or an account was not mapped. You can select a donor/account by clicking on the dropdown arrow to select from the list. If the donor or account is not on the list, you may add it by clicking on the "+" icon.

Once all of the errors are resolved, click on the **Next** button to finish the import.

Offering Date: 2024-10-14 Batch Desc: Batch Imported 2024-10-14 CSV Import File: d:\Documents\Sample Import.csv

Donor ID	Last Name	First Name	Address1	Address2	City	State	Postal Code	Transaction Type	Transaction Date	Transaction Total	Account Code	Account Desc	Amount
Transaction ID: 1													
John Doe	Doe	John								11	✖		1
John Doe	Doe	John								11	Youth		5
John Doe	Doe	John								11	Tithe		5
Transaction ID: 2													
John Doe	Doe	John								12	Church Budget		5
John Doe	Doe	John								12	Messenger		5
John Doe	Doe	John								12	✖		2
Transaction ID: 3													
✖	+	Jason	Lee							100	✖		50
✖	+	Johnson	Mark							100	✖		50
												123.00	

Update donor information in ChurchPal Show All Cancel Next

Select an existing donor Add a new donor Toggle between show all or show only rows with errors

**Step 6:** The final step is to verify and Make Deposit. Click on the date of the offering you had indicated and select the Details-Envelope view. Verify the totals and accounts are correct and finish by clicking Make Deposit.

Cheque: \$50.00  
Cash: \$40.00  
Web: \$0.00  
Envelopes: 3

**\$90.00**  
Offerings Entered

**\$0.00**  
Remaining  
✖  
**Make Deposit**

**\$90.00**  
Batch Total

Cheque: \$50.00  
Cash: \$40.00  
Web: \$0.00  
Date: 2024-02-14

## 5.6 Importing other Offerings

Since ChurchPal has the ability to import a csv file generated from AdventistGiving, we can use this feature to import other offerings as long as the csv file is in the correct format. There is a sample csv file that you can use as a template. The file is called SampleOfferingsImport.csv and can be found in your Documents\ChurchPal\ folder. This file is in the same format as the AdventistGiving csv file, however, the sample file contains only required data to simplify the data entry process.

**Step 1:** Prepare the csv file. Spreadsheet software such as Excel is recommended when working with the csv file. The following fields are required in the file:

- **Donor ID:** Enter the donor id of the donor as shown in the Donor/Vendor screen in ChurchPal. Alternatively, you may enter the first and last name instead of the donor id. However, please note that

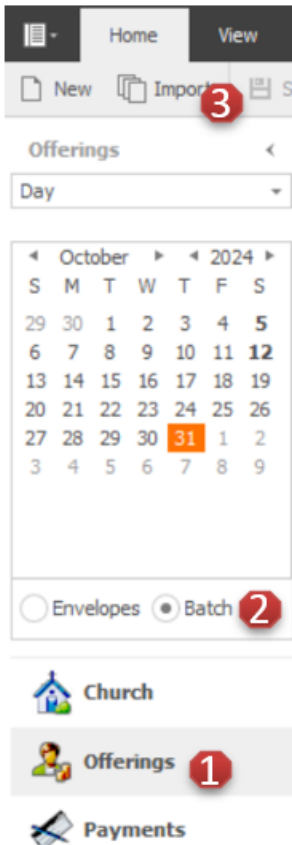
during the import process, the additional step of mapping each donor will need to be performed.


ID	Last Name	First Name
2	Doe	John
30	Johnson	Mark
34	Lauren	Ralph
40	Lee	Jack
43	Lemons	Mark

- **Transaction Type (optional):** If left blank, the amount will be entered as a web amount. Options are: credit, debit, cash, cheque:cheque number (e.g. cheque:7582)
- **Transaction ID:** You may make up Transaction ID's, however, note that all transactions belonging to the same envelope must have the same Transaction ID.
- **Transaction Total:** Enter the total amount for the transaction.
- **Code:** Enter the account code for the donation. The code must match your chart of accounts in ChurchPal.
- **Amount:** Enter the amount for the line item.

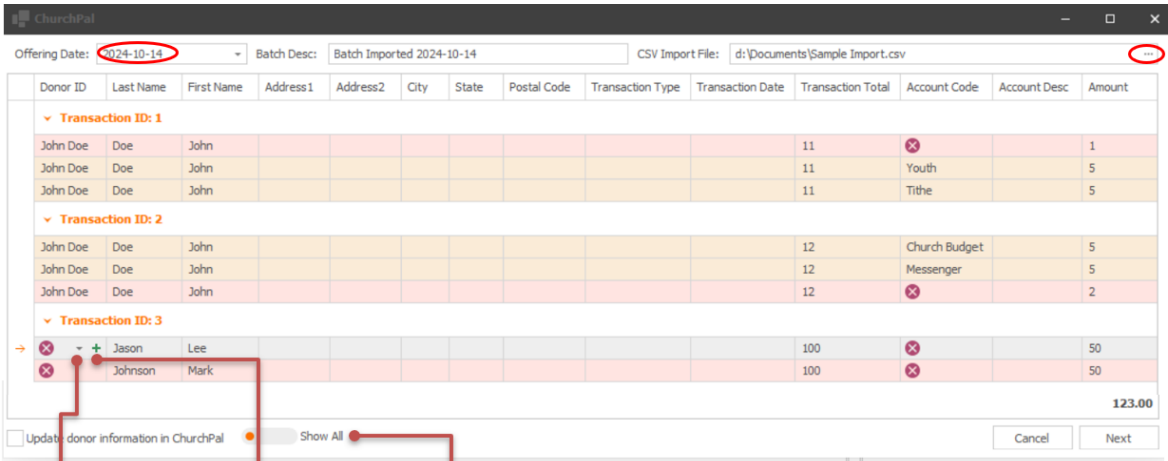
Once the file has been prepared, please ensure that it is not open in any other software before proceeding to the next step.

**Step 2:** Import the offerings into ChurchPal. Open ChurchPal and select Offerings and ensure the Batch option is selected. Instead of clicking the *New* button, this time you will click **Import**.



Enter the offering date as the date the funds will be transferred into your bank account and select the csv file that you just downloaded. ChurchPal will show red circles  where either a donor or an account was not mapped. You can select a donor/account by clicking on the dropdown arrow to select from the list. If the donor or account is not on the list, you may add it by clicking on the "+" icon.

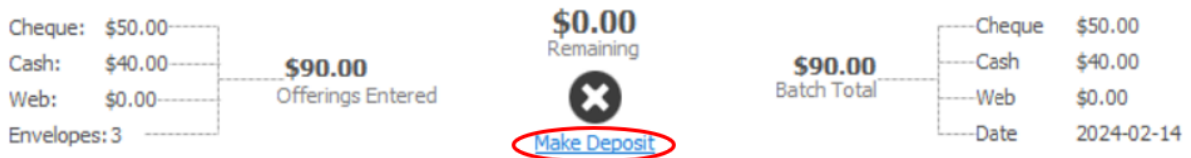
Once all of the errors are resolved, click on the **Next** button to finish the import.



The screenshot shows the ChurchPal interface with a table of transactions. The 'Offering Date' is set to 2024-10-14 and the 'CSV Import File' is d:\Documents\Sample Import.csv. The table lists transactions grouped by Transaction ID. Red circles with an 'X' indicate errors in the 'Account Code' column for several rows. Callout boxes provide instructions: 'Select an existing donor' points to a dropdown arrow, 'Add a new donor' points to a '+' icon, and 'Toggle between show all or show only rows with errors' points to the 'Show All' button.

Donor ID	Last Name	First Name	Address1	Address2	City	State	Postal Code	Transaction Type	Transaction Date	Transaction Total	Account Code	Account Desc	Amount
<b>Transaction ID: 1</b>													
John Doe	Doe	John								11			1
John Doe	Doe	John								11	Youth		5
John Doe	Doe	John								11	Tithe		5
<b>Transaction ID: 2</b>													
John Doe	Doe	John								12	Church Budget		5
John Doe	Doe	John								12	Messenger		5
John Doe	Doe	John								12			2
<b>Transaction ID: 3</b>													
	+	Jason	Lee							100			50
	+	Johnson	Mark							100			50
													123.00

**Step 3:** The final step is to verify and Make Deposit. Click on the date of the offering you had indicated and select the Details-Envelope view. Verify the totals and accounts are correct and finish by clicking Make Deposit.



The summary screen displays the following information:

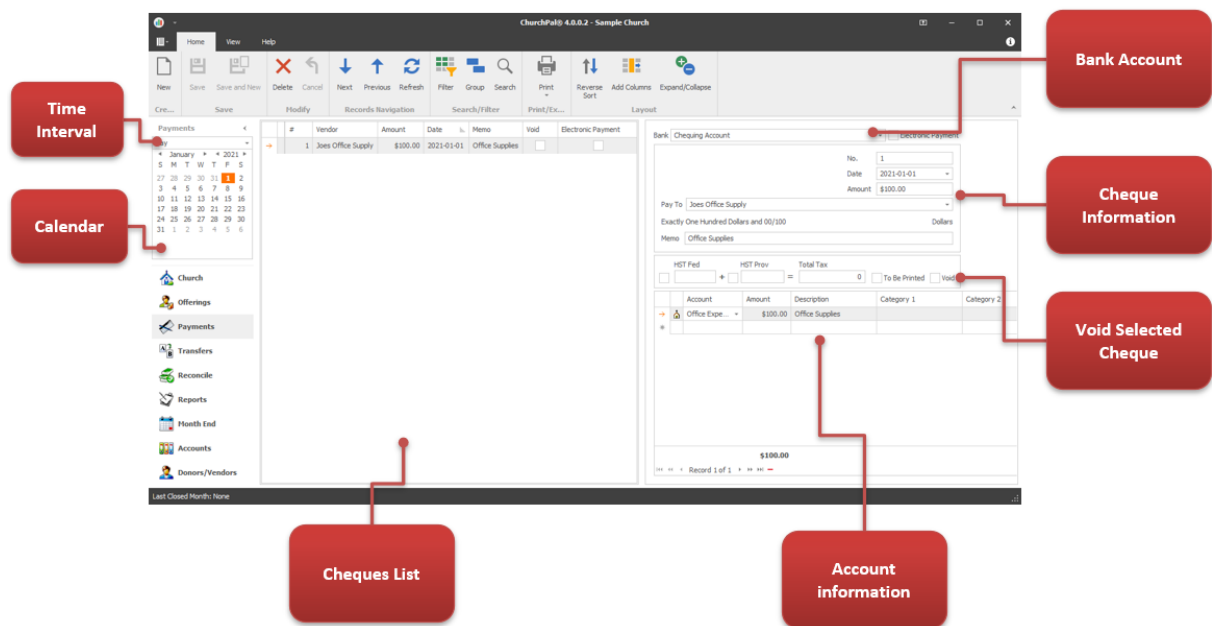
- Cheque: \$50.00
- Cash: \$40.00
- Web: \$0.00
- Envelopes: 3
- \$90.00 Offerings Entered**
- \$0.00 Remaining**
- \$90.00 Batch Total**
- Cheque: \$50.00
- Cash: \$40.00
- Web: \$0.00
- Date: 2024-02-14
- Make Deposit** (button circled in red)

# Payments

## 6 Payments

### 6.1 Cheque Basics

The "Payments" screen is where you enter cheques, void cheques, and enter electronic payments. ChurchPal allows you to print cheques on your printer using pre-printed cheque forms if you prefer.



ChurchPal allows you to easily see the difference between a cheque, an electronic payment, a cheque that has been voided, and the reverse entries for a voided cheque.

- **Electronic Payment:** displayed in italics. Electronic payments are payments you made without writing a cheque, such as a bill you paid online.
- **Voided Cheque:** a cheque that has been voided is displayed with a line crossing it out. A voided cheque has a corresponding entry (with a negative amount) and is displayed in red.
- **Cheque:** Normal font (no italics or strikethrough)

#	Vendor	Amount	Date	Memo	Void	Electronic Payment
1	Joes Office Supply	\$100.00	2021-01-01	Office Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Staples	<del>\$250.00</del>	<del>2021-01-31</del>	<del>Office Supplies</del>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
-2	Staples	-\$250.00	2021-01-31	Reverse entr...	<input type="checkbox"/>	<input type="checkbox"/>
4	Adventist Book...	\$550.00	2021-01-31	Books	<input type="checkbox"/>	<input type="checkbox"/>

Callouts in the image point to: 'Electronic Payment (in italics)' pointing to the first row, 'Cheque' pointing to the second row, and 'Voided Cheque and it's Corresponding Reverse Entry' pointing to the second and third rows.

### 6.2 Adding/Deleting/Voiding Cheques

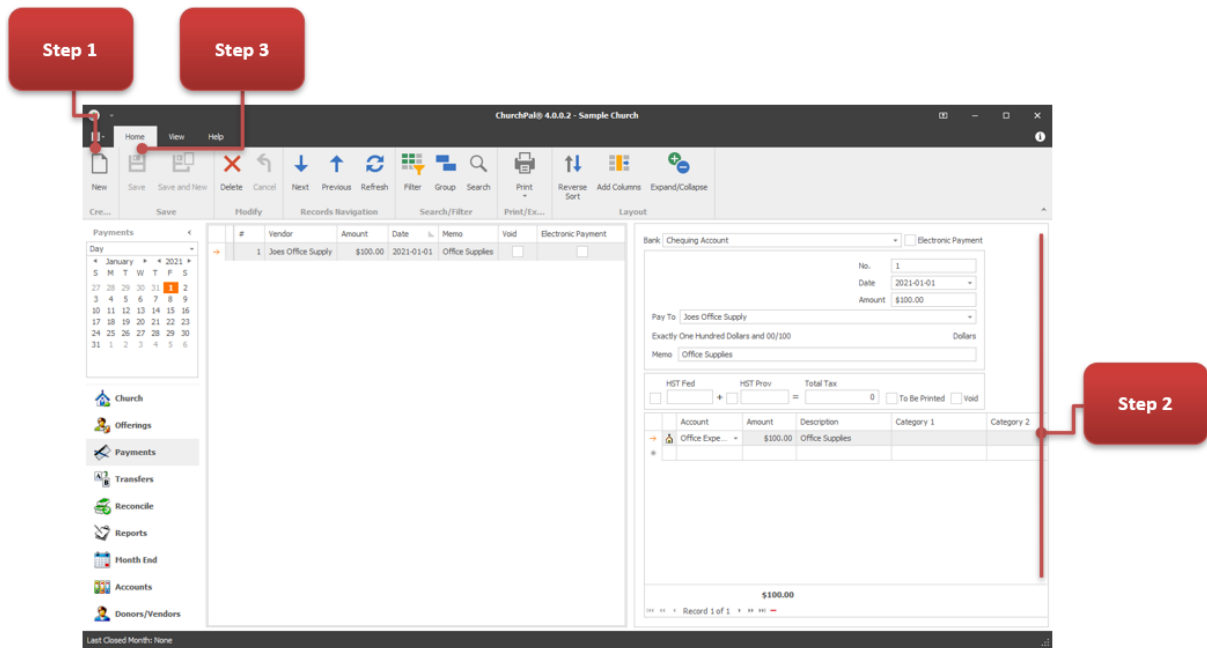
#### Adding a Cheque

To add a new cheque, follow these steps:

**Step 1:** Click on the "New" button.

**Step 2:** Fill out the appropriate fields. See below for a description of each field.

**Step 3:** Click on the "Save" Button.



**Bank:** Enter the bank account this cheque will be written from.

**Electronic Payment:** Indicate if this is an electronic payment. Electronic payments are payments you made without writing a cheque, such as a bill you paid online.

**No.:** Cheque number. ChurchPal will display the next cheque number for you.

**Date:** Date of the cheque. ChurchPal will automatically default to the date you have selected in your calendar (far left).

**Amount:** Amount of the cheque.

**Pay To:** Select the vendor you are writing the cheque/electronic payment to. If the vendor is not on the list, click on the "+" to add the vendor.

**Memo:** Enter a description of the cheque. ChurchPal allows you to search for cheques by keywords you have entered in the memo field.

**To Be Printed:** Indicate if you would like to print this cheque. You may write all of your cheques and then print them all at once.

**Account/Amount/Description:** Select the account, amount, and enter a description. You may select multiple accounts if needed simply by pressing enter until ChurchPal displays a new row.

## Voiding a Cheque

#	Vendor	Amount	Date	Memo	Void	Electronic Payment
1	Joes Office Supply	\$100.00	2021-01-01	Office Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Staples	<del>\$250.00</del>	<del>2021-01-31</del>	<del>Office Supplies</del>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
-2	Staples	-\$250.00	2021-01-31	Reverse entr...	<input type="checkbox"/>	<input type="checkbox"/>
4	Adventist Book...	\$550.00	2021-01-31	Books	<input type="checkbox"/>	<input type="checkbox"/>

**Voided Cheque and it's Corresponding Reverse Entry**

To void a cheque, ensure the correct cheque is selected click on the "Void" checkbox. A new cheque written to the same vendor, but containing reverse entries (negative amounts) are created for you automatically.

### Deleting a Cheque

Select the cheque you would like to delete and click on the "Delete" button. You may need to adjust the Time Interval and the calendar date to display the cheque you are looking for. You cannot delete a cheque from a closed period, however you can void the cheque.

## 6.3 Attaching a Source Document to your Cheque

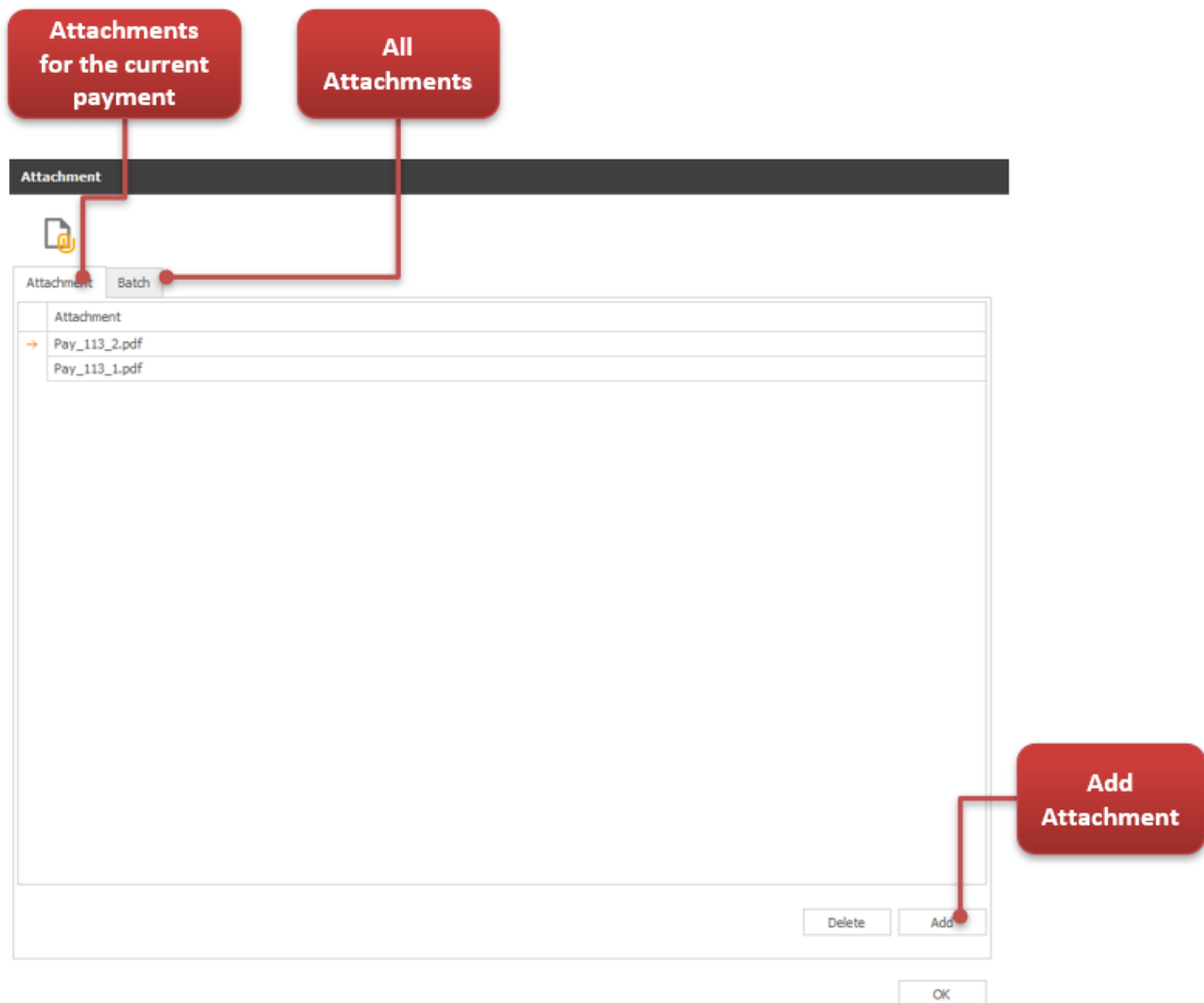
If you have one or more invoices in electronic format such as a pdf document, or an image file (jpg or png), you can attach the invoices (i.e. the source document) to the cheque you have entered in ChurchPal. Click the Attachment icon on the toolbar to invoke the Add Attachment pop-up window. An attachment icon appears to indicate that a payment has source documents attached. At any time, you can click on the icon to view the source document.

The screenshot shows the ChurchPal 4.0.0.75 interface. A red callout labeled "Add Attachment" points to the attachment icon in the toolbar. Another red callout labeled "Documents Attached" points to a document icon in the payment details view. The main table shows a list of payments, with the selected entry for "The Electric Company" highlighted in orange. The details view on the right shows the "Attach File" dialog with fields for Date (2021-02-28) and Amount (\$100.00). The payment details include: Bank: Local Savings Account, Pay To: The Electric Company, Amount: Exactly One Hundred Pounds and 00/100, Memo: electric bill, HST Fed: 0.5000, HST Prov: 0.5000, Total Tax: 0.5000, and a table of accounts with a total of \$100.00.

Clicking on the Attachment icon on the toolbar invokes the following pop-up window. This window has two tabs:

**Attachment tab:** displays the files attached to the currently selected payment.

**Batch tab:** displays all attachments. From this tab, you may also batch-download multiple attachments at once.



To add an attachment, click on the Add button to select a file to upload. To delete an attachment, select the attachment from the list and click Delete.



Attachments are stored in the cloud and the file size must be 1 MB or less.

## 6.4 Printing Cheques

Cheques can be marked as "To be Printed" from the cheques screen. You may mark multiple cheques to be printed. This way, they can all be printed together in a batch instead of printing them one by one.

Bank   Electronic Payment

No.

Date

Amount

Pay To

Exactly Sixty Five Pounds and 00/100 Pounds

Memo

HST Fed   + HST Prov   = Total Tax   To Be Printed  Void

**Mark a cheque as "To be Printed"**

Once one or more cheques have been marked as printed, you may print them from either the cheques screen by clicking on the "Print" button or from the reports screen. If more than one cheque is marked as "To be Printed," you will be given an option to select which cheques to print. By default, all of the cheques will be selected. Remove the checkmark from the Print column for any cheques you do not wish to print at this time. You will be given the option to print any unprinted cheques the next time you follow these steps. Click on the "Next" button to generate the report and print.

ChurchPal

Please ensure that cheques you would like to print have a checkmark in the 'Print' column. Remove checkmarks for cheques you do not wish to print at this time.

Drag a column header here to group by that column				
	#	Print	Payee	Memo
→	2	<input checked="" type="checkbox"/>	The Electric Company	electric bill
	110021	<input checked="" type="checkbox"/>	Vodafone	Telephone Bill Jan 2021
	110022	<input checked="" type="checkbox"/>	Paul Smith	Men's Ministry Retreat Jan 21
	110023	<input checked="" type="checkbox"/>	Southern Water	Water bill Jan 21
	110025	<input checked="" type="checkbox"/>	Nana Bonnie	Pathfinder Camporee

## Cheque Layout

You may modify layout of the cheque that ChurchPal generates to match your existing pre-printed cheque forms so that each cheque element lines up correctly. To do this, ensure that the "Print Cheques" report is selected and click on "Reset Cheque Layout" from the Reports screen. You will then be given the option to select the layout of your cheque. Select the layout that best matches your existing cheque form and click OK.

**Cheque Layout**

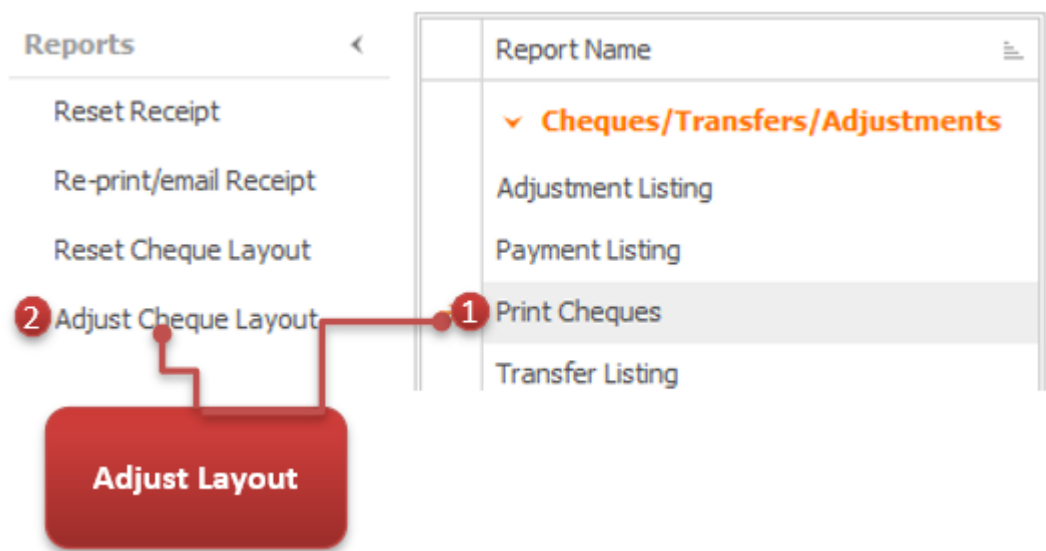
Please select your basic cheque layout. You can fine tune each element later.

Cheque on top, stubs on middle and bottom

Cheque in middle, stubs on top and bottom


Cheque on bottom, stubs on top and middle

You may further adjust the cheque layout by selecting the "Adjust Cheque Layout" option.

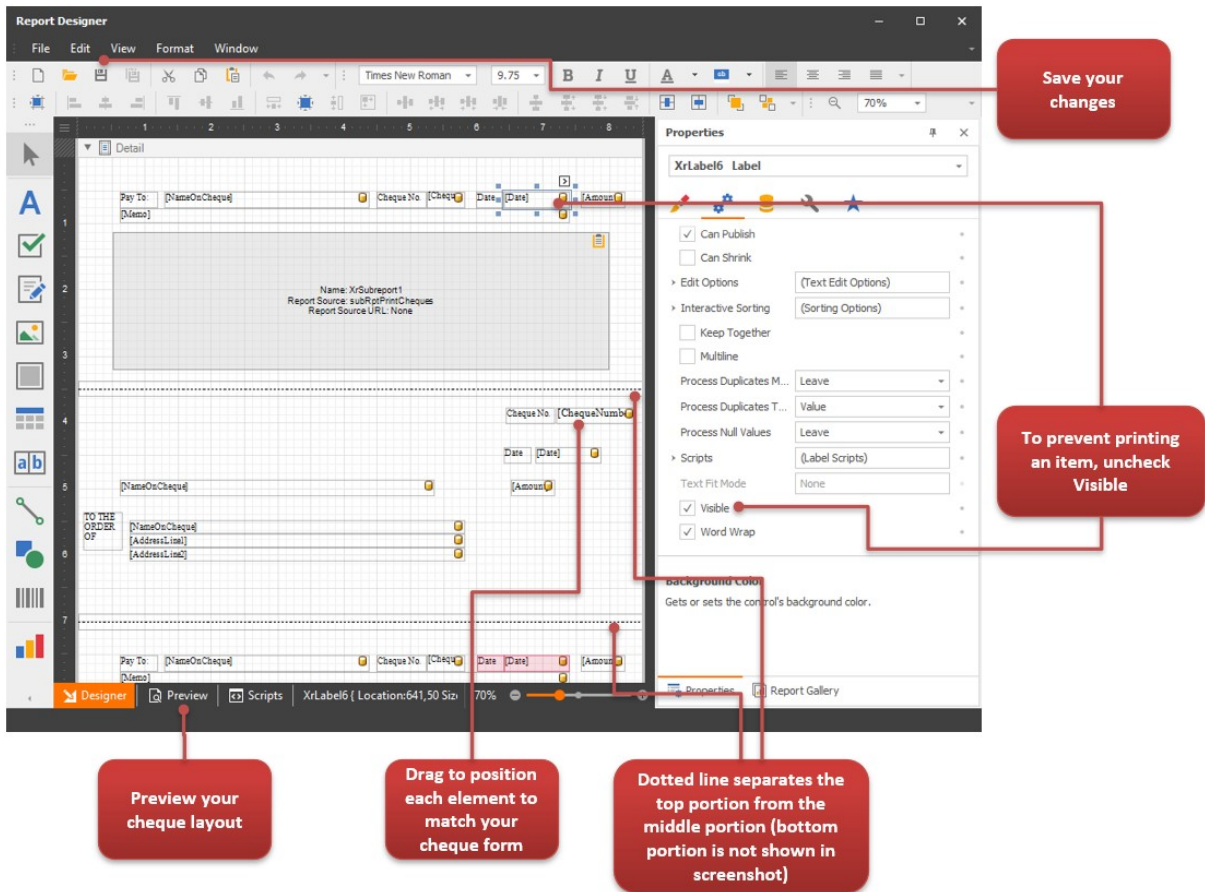


The cheque layout designer opens and gives you the option to fine tune your layout. At the top and left of the cheque layout screen are rulers (in inches) that you can use to layout the various elements of the cheque. Measure the elements on your existing pre-printed cheque form and drag each element in the layout window to the correct position. You may choose not to print an element by selecting it and setting the visible property to "No." By default the cheque will have three sections (Top, Middle, Bottom). The contents

of these section will depend on what you selected in the previous screen. Each section is separated by a dotted line in the cheque layout designer.

 You may preview your layout at any time by clicking on the "Preview" button located at the bottom of the cheque layout designer. Note that you will only be able to preview your layout if you have marked at least one cheque to be printed.

Once you are satisfied with your layout, you may save the layout and close the cheque layout designer. Any cheques that you print will conform to this layout. You may modify the cheque layout at any time by repeating this process.



**Save your changes**

**To prevent printing an item, uncheck Visible**

**Preview your cheque layout**

**Drag to position each element to match your cheque form**

**Dotted line separates the top portion from the middle portion (bottom portion is not shown in screenshot)**

## 6.5 Importing Cheques

ChurchPal allows you to import payments into ChurchPal via a .CSV file. There is a sample csv file that you can use as a template. The file is called SampleChequesImport.csv and can be found in your Documents\ChurchPal\ folder. The image below shows the structure of the csv file and how it would look like once it is imported into ChurchPal.

## CSV (Comma Separated Values) File

ChequeNum	Bank	ChequeDate	PayTo	ElectronicP	Memo	GST	PST	Print	Account	LineAmount	Description
370	9000	11/12/2022	Jason Smith	N	Pathfinder	15		10 Y	Church Budget	500	Stationary
370									Pathfinder Club	200	Crayons
370									4000	327	Posters
358	9000	11/12/2025	2		Women's M	15		10 N	Church Budget	500	Supplies
358									Women's Ministry	200	Books
358									Advertising	327	Postage

All columns only populated for first row of each cheque

## ChurchPal

Bank: Chequings Account  Electronic Payment

No. 370  
 Date 2025-02-28  
 Amount \$1,027.00

Pay To Jason Smith

Exactly One Thousand Twenty Seven Dollars and 00/100 Dollars

Memo Pathfinder supplies

HST Fed 15.0000 + HST Prov 10.0000 = Total Tax 25.0000  To Be Printed  Void

Account	Amount	Description
Church Budget	\$500.00	Stationary
Pathfinder Club	\$200.00	Crayons
Advertising	\$327.00	Posters

In the above screenshot, there are 2 cheques in the csv file: cheque number 370 and 358. Cheque number 370 has funds taken from Church Budget, Pathfinder Club, and Advertising. To distinguish between the cheques in the csv file, the first row (and only the first row) of each cheque must have all columns populated in the csv file. Subsequent rows for the same cheque must have the Bank, ChequeDate, PayTo, ElectronicPayment, Memo, GST, PST and Print columns left blank. The cheque amount is calculated based on the sum of the line item amounts.

The following steps must be followed before you can import. Start with opening the sample csv file located in Documents\ChurchPal\ folder.

**Step 1:** Prepare the csv file. Spreadsheet software such as Excel is recommended when working with a csv file. Ensure not to delete, rename, change the position of, or in any way modify the column headers. You may wish to make a copy of the sample file to ensure you have a pristine copy for future use.


- **ChequeNumber:** Enter the cheque or electronic payment number. Note that duplicate numbers within the same year and for the same bank is not allowed.
- **Bank:** Enter the bank account code (as shown in the Accounts screen in ChurchPal).
- **PayTo:** Enter either the vendor's name or the vendor id as shown in the Donors/Vendors screen in ChurchPal.
- **ElectronicPayment:** Enter Y if this is an electronic payment. Enter a N (or leave the field blank) if this is a cheque.
- **Memo:** Enter the memo for the cheque.
- **GST:** Enter the federal tax amount (Canadian users only)
- **PST:** Enter the provincial tax amount (Canadian users only)
- **Print:** Enter a Y if this cheque should be marked as "To Be Printed"
- **Account:** Enter the account name or account code for the line item.
- **LineAmount:** Enter the amount for the line item.
- **Description:** Enter the description for the line item.

Once the csv file has been prepared, please close it. Ensure that it is not open in any other software before proceeding to the next step.

ChurchPal

CSV Import File: C:\Users\ypal\Desktop\Temp\SampleChequesImport.csv

CP - Pay To	CSV - Pay To	Date	Cheque Num...	Bank	Electronic Paym...	Memo	GST	PST	CP - Account	CSV - Account	Line Amount	Print	Desc
<b>▼ Cheque Number: 1000 , Cheque Total: \$1,027.00</b>													
→ Jason Smith	Jason Smith	2024-01-12	1000	9000	<input type="checkbox"/>	Electricity			Church Bud...	Church Bud...	\$500.00	<input checked="" type="checkbox"/>	Electricity bill pay...
Jason Smith	Jason Smith	2024-01-12	1000	9000	<input type="checkbox"/>	Electricity			Church Bud...	4040	\$200.00	<input checked="" type="checkbox"/>	Electricity bill pay...
Jason Smith	Jason Smith	2024-01-12	1000	9000	<input type="checkbox"/>	Electricity			Advertising	4000	\$327.00	<input checked="" type="checkbox"/>	Electricity bill pay...
<b>▼ Cheque Number: 1001 , Cheque Total: \$700.00</b>													
⊗		2024-01-12	1001	9000	<input type="checkbox"/>	Pathfinder s...	15	10	Pathfinders...	5105	\$500.00	<input checked="" type="checkbox"/>	Pathfinder supplies
⊗		2024-01-12	1001	9000	<input type="checkbox"/>	Pathfinder s...	15	10	⊗		\$200.00	<input checked="" type="checkbox"/>	Pathfinder supplies
<b>▼ Cheque Number: 1003 , Cheque Total: \$1,027.00</b>													
Vodafone	6	2024-01-12	1003	9000	<input checked="" type="checkbox"/>	Telephone	15	10	Church Bud...	Church Bud...	\$500.00	<input type="checkbox"/>	Telephone bill pa...
Vodafone	6	2024-01-12	1003	9000	<input checked="" type="checkbox"/>	Telephone	15	10	Church Nur...	Church Nur...	\$200.00	<input type="checkbox"/>	Telephone bill pa...
Vodafone	6	2024-01-12	1003	9000	<input checked="" type="checkbox"/>	Telephone	15	10	Advertising	Advertising	\$327.00	<input type="checkbox"/>	Telephone bill pa...

**Step 2:** Import the cheques into ChurchPal. Open ChurchPal and navigate to Payments. Click the **Import** button to open the cheque import screen. Select in the cheque import screen. ChurchPal will show red circles  where either a vendor or an account was not mapped. You can select a vendor/account by clicking on the dropdown arrow to select from the list. If the vendor or account is not on the list, you may add it by clicking on the "+" icon.

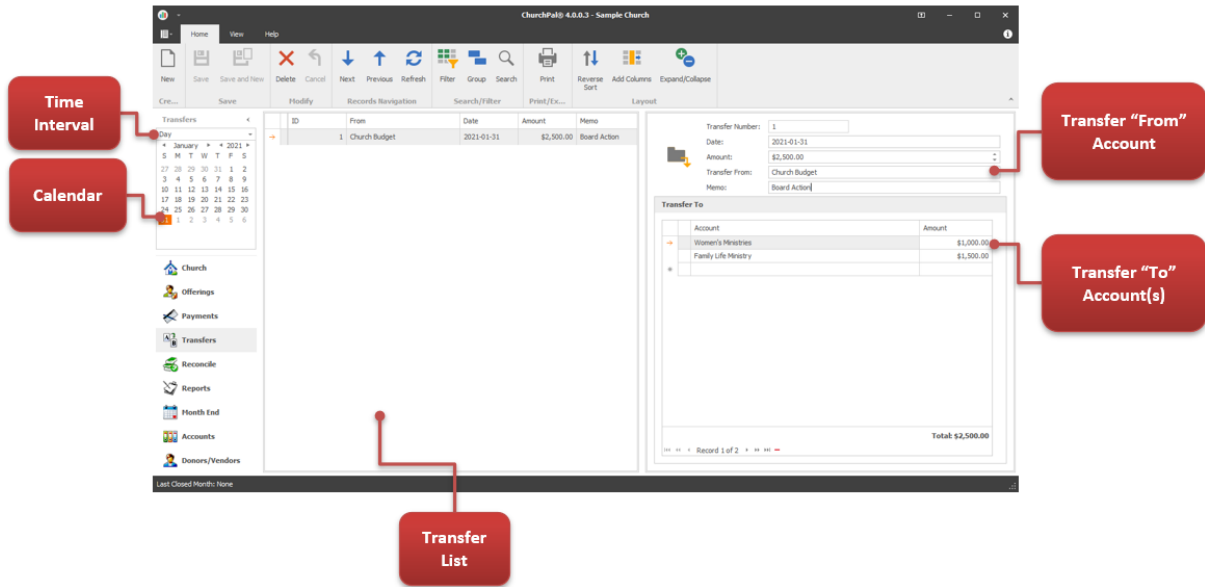
**Step 3:** Once all of the errors are resolved, click on the **Next** button to finish the import. Verify each cheque to confirm that it imported correctly.

# Transfers

## 7 Transfers

### 7.1 Transfer Basics

The "Transfers" screen is where you move money from one account to another. You may transfer from Church Accounts to Conference accounts, but not from Conference Accounts to Church Accounts. You may also transfer to and from Bank accounts. ChurchPal allows you to transfer from one account to one or more accounts.



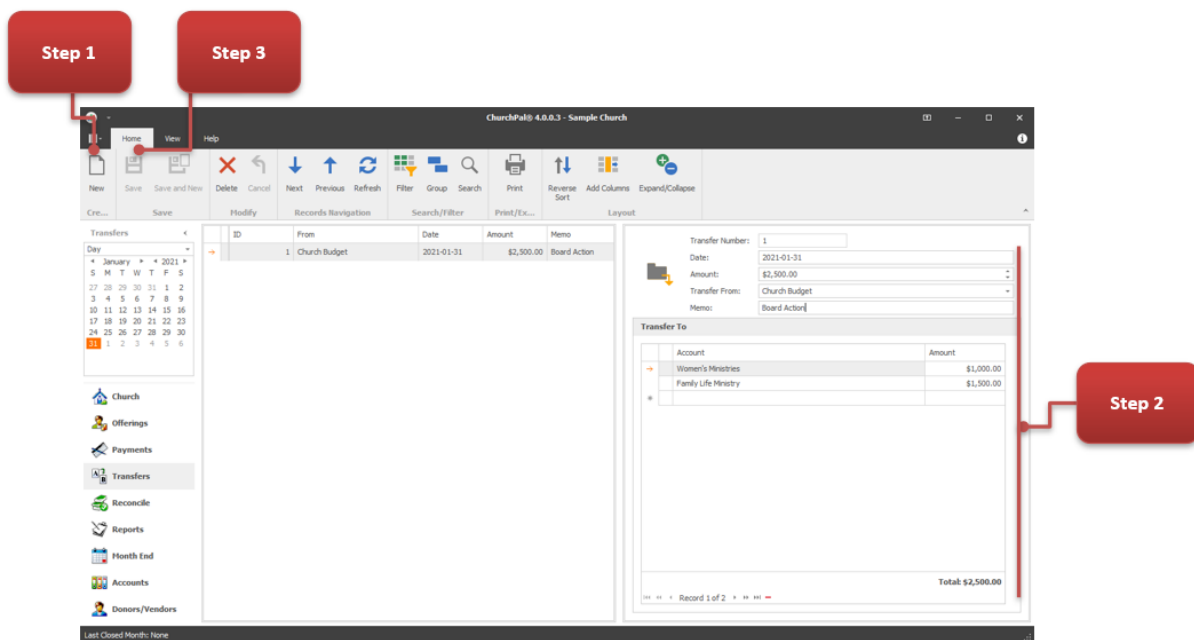
If you plan on transferring the same fixed dollar amount (or a percentage of the balance) from the same account each month, consider setting up an [allocation](#) instead.

## 7.2 Adding/Deleting Transfers

### Adding a Transfer

To add a new transfer, follow these steps:

- Step 1:** Click on the "New" button.
- Step 2:** Fill out the appropriate fields. See below for a description of each field.
- Step 3:** Click on the "Save" Button.



**Transfer Number:** to uniquely identify the transfer, ChurchPal automatically assigns a unique number.

**Date:** date of the transfer.

**Amount:** amount to be transferred.

**Transfer From:** select the account to transfer from. Funds will be removed from this account.

**Memo:** enter a brief description for the transfer. This memo will appear in your reports.

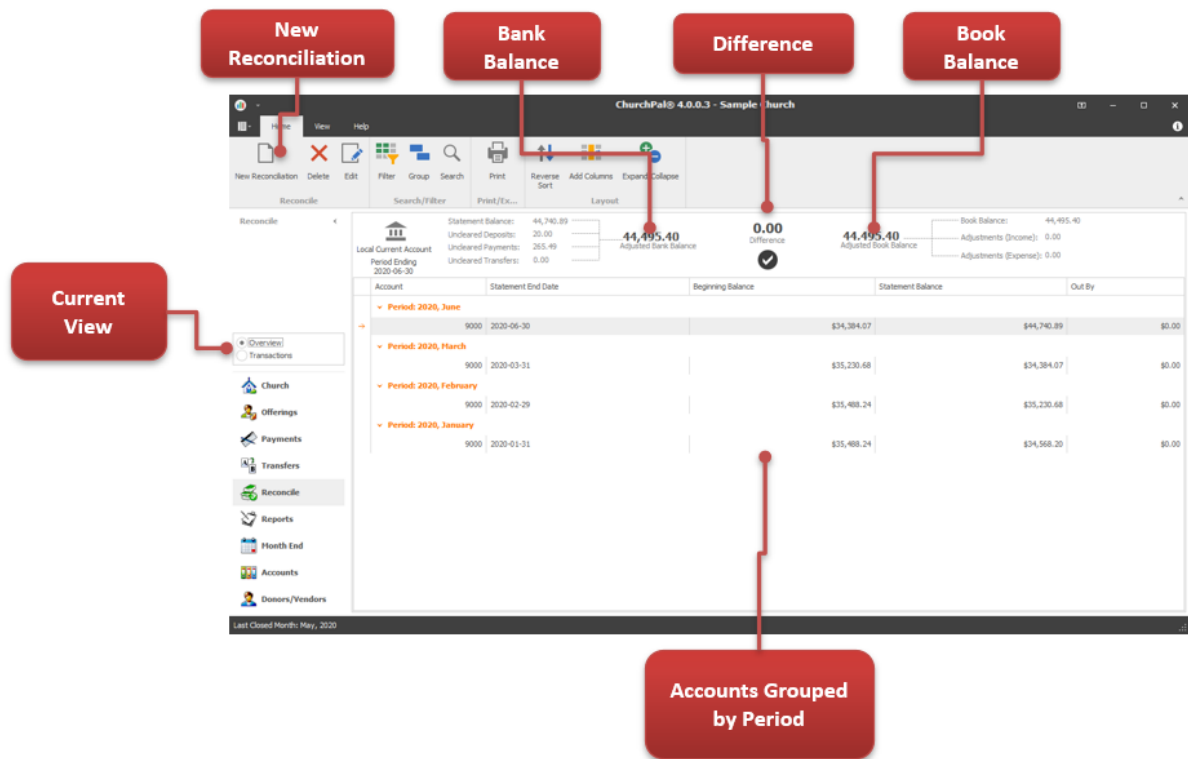
**Transfer To:** select one or more accounts and amount(s) to transfer funds into.

# Bank Reconciliation

## 8 Bank Reconciliation

### 8.1 Bank Reconciliation Basics

The bank reconciliation procedure keeps the Bank records and ChurchPal records balanced. At least once a month, the two records should be compared and the necessary adjustments made. ChurchPal makes the bank reconciliation procedure easy. It automatically shows the cheques written and deposits made. Simply mark your cheques and deposits as cleared as per the bank statement. You can also add adjustments (to account for interests, bank charges, etc.) if necessary.



By default, the Reconciliation screen shows an overview of the months you have reconciled. "Current View," shown in the the screenshot above, toggles between "Overview" and "Transaction Screens." Select an existing entry and click on the "Transactions" view to see the transactions corresponding to that reconciliation. You may start a new reconciliation by clicking on the "New Reconciliation" button on the toolbar.

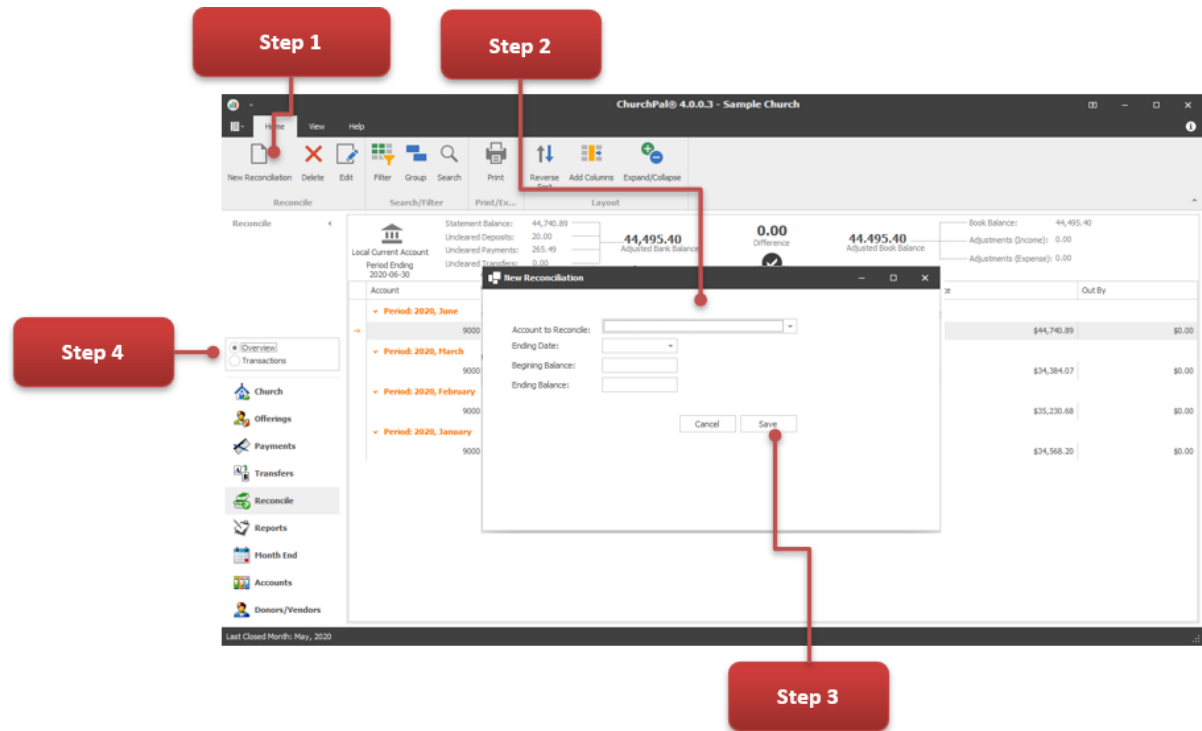
### Performing a Bank Reconciliation

When performing a bank reconciliation your goal is to make the difference between the bank balance and the balance on your books zero. Do this by clearing deposits/cheques and adding adjustments. When the difference is zero, the bank reconciliation is complete and you may proceed to print the bank reconciliation.

There are three main operations you will perform when doing a bank reconciliation: marking deposits as cleared or uncleared, marking cheques as cleared or uncleared, and adding adjustments. In this section we will focus on how to perform these three operations within ChurchPal. The next section, Bank reconciliation

explained, explains when these operations should be performed and gives examples of doing a bank reconciliation.

## Starting a New Reconciliation



To start a new reconciliation, perform the following steps:

**Step 1:** Click New Reconciliation on the toolbar

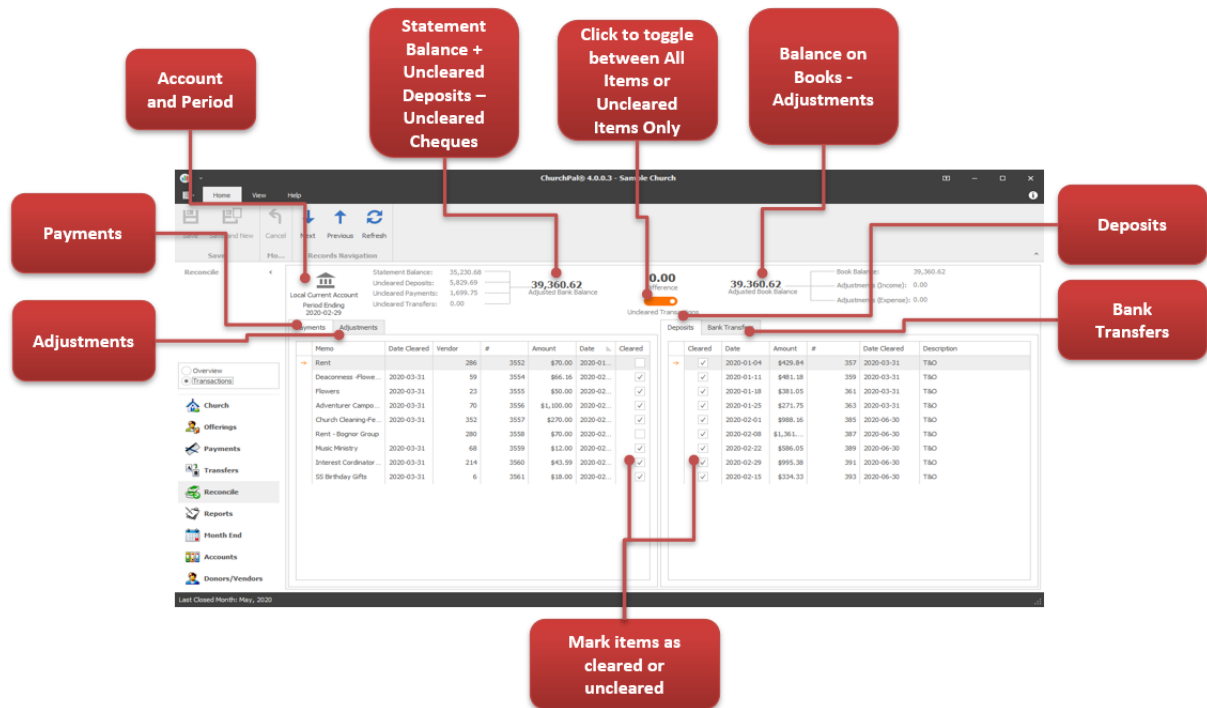
**Step 2:** Fill out the fields in the New Reconciliation window.

- **Account To Reconcile:** this is the bank account you wish to reconcile.
- **Ending Date:** the ending period as per your bank statement.
- **Beginning Balance:** this field is populated automatically based on your previous ending balance. If this is the first reconciliation, the amount is taken from the Beginning Balances screen under Accounts.
- **Ending Balance:** the ending balance as displayed on your bank statement.

**Step 3:** Click the Save button to save your changes.

**Step 4:** When the pop-up window disappears, ensure that the new entry that you have just added is selected, and click on the Transactions option to view the transactions for this reconciliation.

## Marking Transactions as Cleared/Uncleared



To mark transactions as cleared or uncleared, perform the following steps:

**Step 1:** Ensure that you are in the Transactions view. Select the appropriate transaction type by clicking on one of the appropriate tab. See the screenshot above for the locations of the tabs. You can toggle between displaying all transactions or displaying uncleared transactions only by clicking on the toggle switch (shown in the above screenshot as an orange switch)

**Step 2:** If the transaction appears on your bank statement, put a check mark in the cleared column for that transaction. Repeat this step for all transactions that appear on your bank statement. For interest and bank charges, please see the Adjustments section.

**Step 3:** Click the "Save" button to save your changes.

## Adding an Adjustment

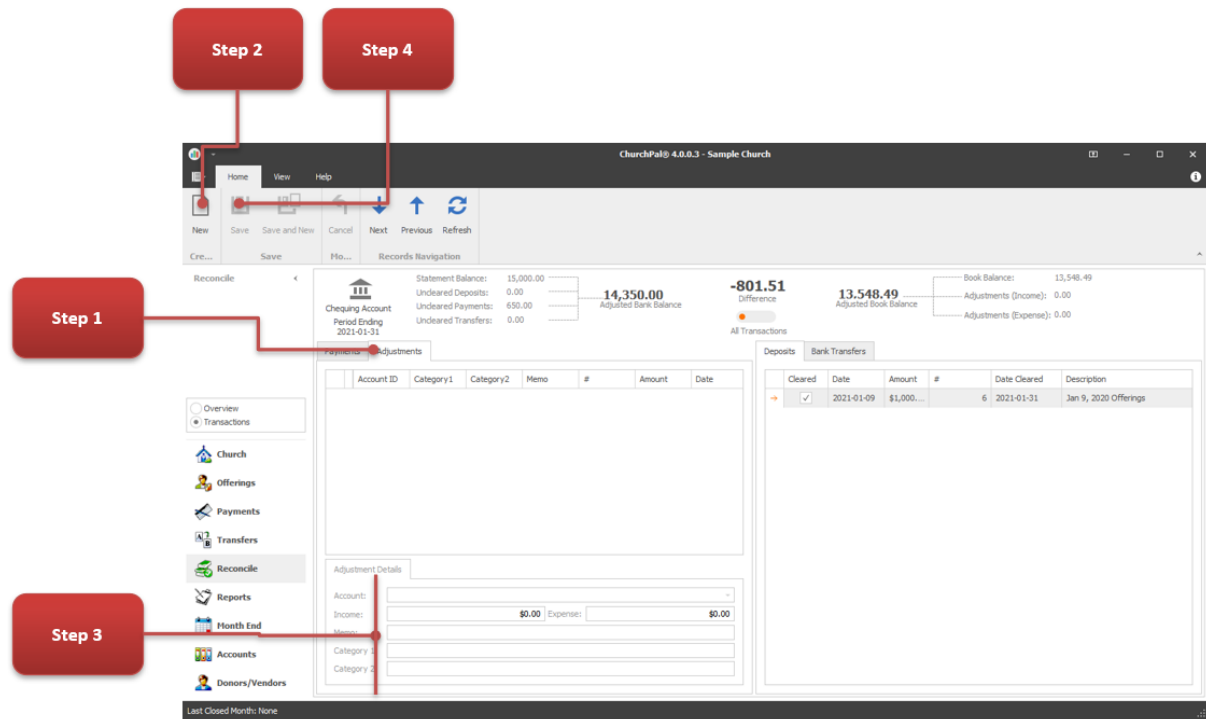
To add an adjustment, perform the following steps:

**Step 1:** Ensure that you are in the Transactions view. Click on the Adjustments tab.

**Step 2:** Click on the "New" button

**Step 3:** Fill out the appropriate fields.

**Step 4:** Click the "Save" button to save your changes.



Adding Adjustments

## Deleting and Posting Adjustments

To edit, delete, or clear an adjustment, perform the following steps:

**Step 1:** Select the adjustment you would like to modify from the adjustments list.

**Step 2:** To delete the adjustment, click on the delete checkbox. If this adjustment was created in the same month you are deleting it, the adjustment will disappear. If the adjustment was created previously, it will be marked as deleted and the deleted date column will be filled in for you. To post the adjustment, click on the post checkbox.

**Step 3:** Click on the "Save" button to save your changes.

## 8.2 Bank Reconciliation Tutorial

There are three main operations you will perform when doing a bank reconciliation: marking deposits as cleared or uncleared, marking cheques as cleared or uncleared, and adding adjustments. The previous section focused on these three operations and the assumption is made that at this point you are already familiar with performing these operations in ChurchPal. This section explains when these operations should be performed and gives examples of doing a bank reconciliation.

Bank reconciliation is a vital part of the treasury function. The bank statement's end-of-month balance rarely agrees with the balance in the church's books for that date. Therefore it is necessary for the treasurer to prepare the bank reconciliation on a monthly basis. By doing this, you will confirm that your deposits and cheques on the books appear correctly on the bank statement. Any deposits that are in transit and outstanding cheques will be identified. All data entry, bank errors, interest, and service charges will be accounted for. As soon as the bank statement is received, you are ready to begin.

**Step 1:** Click New Reconciliation on the toolbar

**Step 2:** Fill out the fields in the New Reconciliation window.

- **Account To Reconcile:** this is the bank account you wish to reconcile.
- **Ending Date:** the ending period as per your bank statement.
- **Beginning Balance:** this field is populated automatically based on your previous ending balance. If this is the first reconciliation, the amount is taken from the Beginning Balances screen under Accounts.
- **Ending Balance:** the ending balance as displayed on your bank statement.

**Step 3:** Click the Save button to save your changes.

**Step 4:** When the pop-up window disappears, ensure that the new entry that you have just added is selected, and click on the Transactions option to view the transactions for this reconciliation.

**Step 5:** Select the Deposits tab and ensure the toggle switch is set to "Uncleared Transactions." You will see a list of all the deposits that have not yet been marked as cleared.

**Step 6:** Click on the "Cleared" checkbox to clear all deposits that appear on the bank statement, then click the save button. Once that is done, the deposits will be removed from this view (since we had set the toggle switch to "Uncleared"). If you need to view them, they can be found by setting the toggle switch to "All Transactions."

**Step 7:** Click on "Cheques tab." Ensure that toggle switch is set to "Uncleared." You will see a list of all the cheques that have not yet been marked as cleared.

**Step 8:** Click on the "Cleared" checkbox to clear all cheques that appear on the bank statement, then click the save button. Once that is done, the cheques will be removed from this view (since we had set the toggle switch to "Uncleared"). If you need to view them, they can be found by setting the toggle switch to "All Transactions."

If you do not have \$0.00 difference, then there are some adjustments that need to be accounted for so that your books will balance with the bank statement. Examples of Items that may need to be adjusted for are:

- Interest/service charges
- Deposit/cheque differences
- NSF Cheques

You will need to determine what your adjustments are and know which local church account the adjustment is being made to. If you are not already in the adjustment screen, select "Adjustments" tab.

**Step 1:** Click on New button on the toolbar.

**Step 2:** Select an account.

**Step 3:** Enter amount as an income or expense.

**Step 4:** Type a brief description of the adjustment in the memo field.

**Step 5:** Click save.

**Step 6:** Repeat steps 1-5 until all adjustments are accounted for and the difference is \$0.00.

The following are examples of scenarios you may encounter when reconciling.

## Example 1: Bank Interest for \$5.51

This is an income that will be credited to a local church account.

**Step 1:** Select an account to enter your Interest.

**Step 2:** Enter amount as an income: \$5.51.

**Step 3:** Type description as interest income.

**Step 4:** Click Save.

This entry will remain as an adjustment until the amount is entered into the books. To do this, click on the "Post" checkbox for the adjustment to post the entry.

## Example 2: Bank Service Charge for \$3.25

This is an expense that will be charged to Church Budget.

**Step 1:** Select Church Budget as your account.

**Step 2:** Enter amount as an expense: \$3.25.

**Step 3:** Type description as Service Fee.

**Step 4:** Click Save.

This entry will remain as an adjustment until the amount is entered into the books. To do this, click on the "Post" checkbox for the adjustment to post the entry.

## Example 3: Deposit difference

The deposit was made for \$1,034.00 but \$1,030.00 was recorded on the bank statement. This difference needs to be inquired about at the bank. In the mean time, it has to be recorded as an expense to church budget.

**Step 1:** Select Church Budget as your account.

**Step 2:** Enter amount as an expense: \$4.00.

**Step 3:** Type description as Deposit difference.

**Step 4:** Click Save.

This entry will remain as an adjustment until the amount is entered into the books. To do this, click on the "Post" checkbox for the adjustment to post the entry.

**Month/Year End**

## 9 Month/Year End

### 9.1 Closing the Month/Year

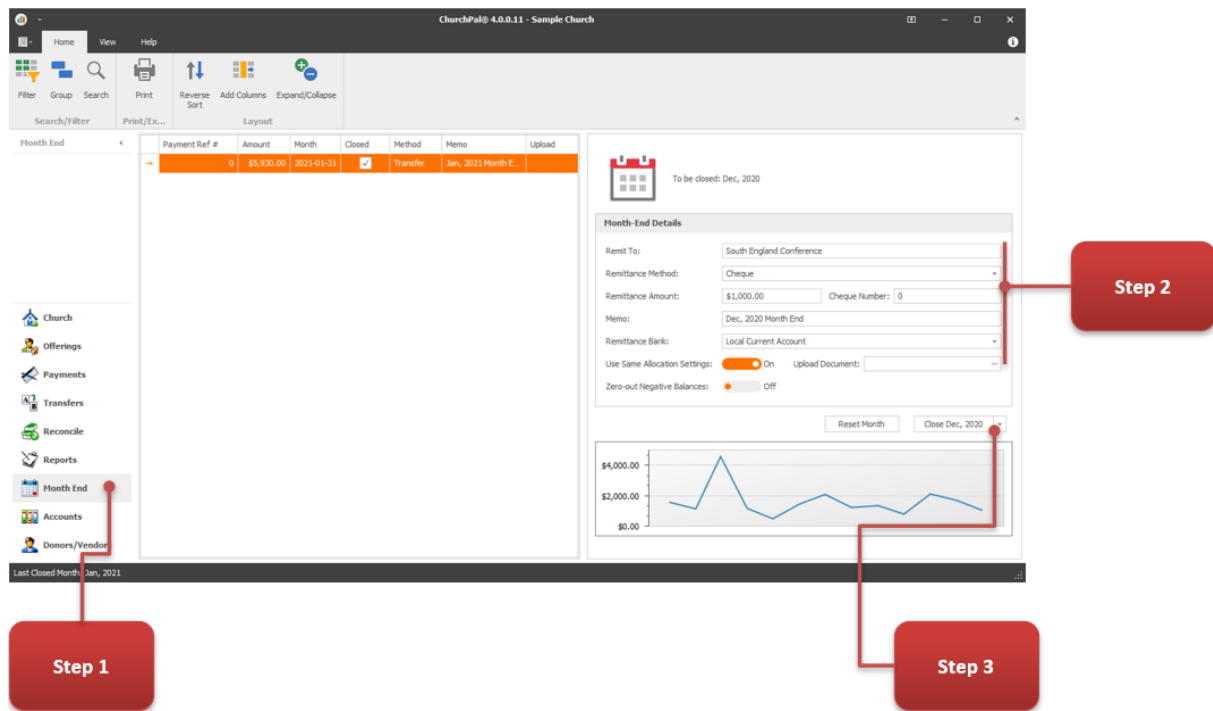
Once all transactions for the month have been entered, you are now ready to close the month. It is important to note that once the month is closed, you cannot go back and modify any information for that month.

To close the month, perform these steps:

**Step 1:** Go to the "Month End" screen.

**Step 2:** Select how you plan on remitting the funds to your conference. If you choose to remit via cheque, ensure that the correct cheque number is entered in the "Remittance Cheque #" field. If the "Bank Account" field is enabled, you must select a bank account to withdraw the remittance amount from.

**Step 3:** Click on the "Close" button to close the month. ChurchPal will close the month and notify you when the process is complete.



### Closing December and Zeroing-Out Accounts

When closing December, the year is closed automatically. This process moves the ending balances of the current year to the new year and closes out the previous year. No further changes will be allowed in a closed year. Accounts with a negative balance may be zeroed-out during the year-end process by selecting the "Zero-out Negative Balances" option. This will create transfers from an unrestricted account (such as Church Budget) to zero-out accounts with a negative balance.

Please note that there is no option to automatically zero-out accounts with a positive balance. Funds donated for a specific purposes (for example Children's Ministries) are considered restricted funds and

must be used **only** for that purpose. You should not attempt to zero-out accounts with a positive balance that contain restricted funds by transferring them to another account. Some treasurers attempt to zero-out all accounts so that the Financial Summary report has zero in all of the accounts for the new year and therefore can be used to track budgets for each ministry. This would be a violation of charity law. The correct method of tracking budgets is to utilize the Budget feature built into ChurchPal and use the Budget report to track budgets for each department. Please see the [Budgeting](#) section for more information on setting up budgets.

**T3010 (CDN Users)**

## 10 T3010 (CDN Users)

### 10.1 T3010 Guidelines

#### Revenue

#### Receipted Gifts

##### Total Tax Receipted Gifts (Code 4500)

Total of all gifts (donations) for which tax receipts were issued. This amount is automatically generated by Church Pal in the T3010 Report, line 4500.

#### Non-Receipted Revenue/Gifts

##### *Non-T3010*

Includes loans and investments.

##### Other Registered Charities (Code 4510)

Total gifts received from other registered charities such as:

1. Ontario Conference - treasury subsidy, evangelism, church building investment fund, building subsidy, satellite equipment, etc.
2. All funds received from ADRA including inner city.
3. Funds received from other churches including church dedication, church building donation, etc.
4. Funds received from other registered charities.

##### Other Gifts (Code 4530)

Total of all gifts for which an official receipt was not issued. Includes anonymous, no name, loose offerings, lambs offering, collection boxes, Pathfinder fees and dues, etc.

##### Interest & Investment Income (Code 4580)

Total interest and investment income received or earned during the fiscal year. Includes interest received or earned from GICs, revolving fund, commercial banks, etc.

##### Rental Income (Code 4610)

Gross income received or earned from rental of property (land or building) used in carrying out charitable programs. Examples are income received from the rental of building, hall, gymnasium, parking lot, etc.

Note: When a registered charity earns rental income on property that it is not used for charitable programs, the registered charity must provide details on this property in an explanatory note to its financial statement.

**Membership, Dues and Association Fees (Code 4620)**

Total revenue received from membership, dues and association fees.

**Fundraising (Code 4630)**

Total revenue received from fundraising activities for which no tax receipts were issued. Examples include income from citrus sale, garage sale, bake sale, car wash, concert, banquet, walkathon, etc.

**Sale of Goods & Services (Code 4640)**

Gross revenue from the sale of goods and services provided to individuals and organizations such as by a church store, and sale of vegetarian food, books, devotionals, etc.

**Other Revenue (Code 4650)**

Total of all other revenue received not listed above for which no official receipts were issued. One example is ADRA Appeal Solicited.

**Total Revenue (Code 4700)**

This total is calculated as follows: Code 4500 + Code 4510 to 4650. This figure should agree to the total offerings year-to-date.

**Expenditures**

The categories on Form T3010 may not correspond exactly to the categories used by a charity to record its expenditures. However, we need to know how much the charity spent per category on Form T3010 to determine if the charity meets its requirements under the Income Tax Act.

The account categories on lines 4800 to 4920 represent common expenditure categories used in accounting systems to record expenditures. The total on line 4950 should represent all expenditures recorded by the charity, except gifts to qualified donees.

**Advertising & Promotion (Code 4800)**

Enter the total amount paid or incurred for advertising and promotion. Include on this line all amounts spent to draw attention to the charity and its activities, including advertising and promotion costs related to fundraising activities. Examples include meals and entertainment, seminars, presentation booths, publications, and postage for promotion or advertising of the charity. Report professional and consulting fees on line 4860.

**Travel & Vehicle (Code 4810)**

Enter the total amount paid or incurred for travel and vehicle expenses. Include travel and accommodation costs, vehicle costs such as gas, repairs, and upkeep; and lease payments.

**Interest & Bank Charges (Code 4820)**

Enter the total amount paid or incurred in interest and bank charges such as the interest portion of mortgage payments.

**Licenses, Memberships, Dues (Code 4830)**

Enter the total amount paid or incurred for licenses, memberships, and dues.

**Office Supplies & Expenses (Code 4840)**

Enter the total amount paid or incurred for office supplies and expenses. This includes, for example, postage, minor equipment purchases, meeting expenses (not including accommodation), and the cost of preparing and distributing annual reports. Do not include any amounts reported on line 4800.

**Occupancy Cost (Code 4850)**

Enter the total amount paid or incurred for occupancy costs. This includes rent, mortgage payments (excluding interest, which is reported on line 4820), maintenance, repairs, utilities, taxes, and all other costs related to maintaining premises used by the charity. Report expenditures for investment assets on line 4920.

**Professional and Consulting Fees (Code 4860)**

Enter the total amount paid or incurred for professional and consulting services (for example, legal, accounting, or fundraising services).

**Education & Training for Staff & Volunteers (Code 4870)**

Enter the total amount paid or incurred for education and training of staff and volunteers. This includes the cost of courses, seminars, and conferences.

**Salaries, Wages, Benefits & Honoraria (Code 4880)**

Enter the total amount paid or incurred for all compensation to the charity's employees. Transfer the amount reported on line 390 of Schedule 3, on line 4880.

Canada Revenue Agency policy statement reference number CSP-C29, dated November 3, 2005, defines compensation as all forms of salaries, wages, bonuses, fees, honoraria, etc., plus the value of taxable and non-taxable benefits. In general terms, it includes all amounts that form a part of the recipient's income from employment plus the church's portion of payments of employee's pension, medical or insurance plan, employer CPP and EI contributions, federal and provincial taxes, and worker's compensation benefits. It also includes honoraria paid to guest speakers and musicians.

Note: A T4A must be issued to all persons who are paid more than \$500.00 per year and who do not qualify as a general contractor (must have a duly registered business with more than two clients), and those who received honoraria. A T4A-NR must be issued to guest or seminar speakers coming from outside Canada who receive honoraria, regardless of the amount.

**Donated Goods Used in Charitable Programs (Code 4890)**

Enter the fair market value of all goods the charity received as donations and used in charitable activities. This amount must also be reported on line 5000.

Do not include assets that have been capitalized and for which you intend to report amortization on line 4900.

**Costs of Purchased Supplies and Assets (Code 4891)**

Enter the cost of all supplies and assets bought in the fiscal period. Do not include assets that have been capitalized.

**Amortization Cost (Code 4900)**

Enter the amortization expense for the fiscal period for capitalized assets. Amortization is often referred to as depreciation. A charity that is amortizing assets used in charitable activities should also report this amount on line 5000. If the asset was donated and included on line 4890 at full value, do not include annual amortization on line 4900.

**Research Grants and Scholarships (Code 4910)**

Enter the amount the charity paid for research grants and scholarships, which were part of its charitable activities.

**Other Expenditure (Code 4920)**

Enter the total of all other expenditures not included on lines 4800 to 4910 (excluding gifts to qualified donees). This line can include:

- the costs of producing and selling goods and services the charity does not use, produce, or sell in its charitable work. Depending on the reason the goods and services are produced, also report this amount on line 5010 (administration), or 5020 (fundraising)
- the premiums the charity paid to maintain life insurance policies that donors have given to the charity—also report this amount on line 5040
- grants that have to be returned (accrual basis)—also report this amount on line 5040
- the costs of rental property the charity does not use to carry out its charitable activities or administration—also report this amount on line 5020

**Line 5000** – Enter the part reported on line 4950 that represents all expenditures on charitable activities, except for gifts to qualified donees. Examples include:

- running the charity's day-to-day programs
- occupancy costs (such as rent, mortgage payments, hydro, repairs, and insurance) for buildings used to carry out charitable activities

- most salaries
- education and training for staff and volunteers

**Line 5010** – Enter the part reported on line 4950 that represents management and administrative expenditures. These may include expenses related to:

- holding meetings of the board of directors
- accounting, auditing, personnel, and other administrative services
- buying supplies and equipment, and paying occupancy costs for administrative offices
- applying for grants or other types of government funding
- applying for gifts from other qualified donees (usually foundations)

Some expenditures can be considered partly charitable and partly management and administration, such as salaries and occupancy costs. In these cases, divide the amounts accordingly between lines 5000 and 5010.

Also, some expenditures may be considered partly charitable and partly fundraising. In these cases, divide the amounts accordingly between lines 5000 and 5020. Allocate the expenditures reasonably and report them consistently on the return.

**Line 5020** – Enter the part of the amount on line 4950 that represents fundraising expenditures. Enter the total expenses the charity paid out for fundraising activities, whether carried out by the charity or by third party fundraisers. Examples of fundraising expenditures are:

- expenditures for fundraising activities, including salaries and overhead costs, promotional materials, campaign supplies, electronic data processing, and year-round office expenses directly related to fundraising
- expenditures for promoting the charity and its activities to the community mainly for fundraising purposes
- fees the charity paid to third party fundraising consultants or agencies (or amounts retained by them)
- postage costs for direct mail canvassing

#### **Gifts to Qualified Donees (Code 5050)**

Total gifts to other registered charities that can issue official donation tax receipts. This includes total remittances to the conference, gifts to ADRA not included in conference remittance, gifts to other churches/schools and other registered charities.

# Reports

## 11 Reports

### 11.1 Description of Reports

The following reports are available in ChurchPal. Reports in italics are printed as part of the Conference Reports.

#### **Cheques/Transfers/Adjustments**

***Adjustment Listing:*** a report of [adjustments](#) that are marked as [posted](#). Unposted adjustments are not listed as they do not affect the books.

**Report Options:**

**Account:** Select an account to filter the report by that account. The default value is <All>.

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

***Cheque Listing:*** a report listing [cheques](#). The report includes remittance cheques if applicable as well as voided cheques with their reverse entries. Items in blue can be clicked on to generate drill down reports.

**Report Options:**

**Account:** Select an account to filter the report by that account. The default value is <All>.

**Vendors:** Select a vendor to filter the report by that vendor. The default value is <All>.

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

***Cheques - Print:*** generates a report of cheques marked as "To be Printed." You may mark cheques as "[To be Printed](#)" from the Cheques screen

**Related Tasks:** [Modify Cheque Layout](#)

***Transfer Listing:*** a report listing [transfers](#).

**Report Options:**

**Account:** Select an account to filter the report by that account. The default value is <All>.

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

#### **Miscellaneous**

***Account Listing:*** a report listing church, conference, and bank accounts as defined in your [accounts](#) screen.

**Report Options:** None

***Allocation Settings:*** a report showing the [allocations](#) settings.

**Report Options:**

**Month:** Select the month for the report

**Year:** Select the year for the report

***Budget Report:*** generates a report comparing the actual income and expense amounts and comparing them to the [budgeted amounts](#). Note that this report is divided into two sections: Budgeted Report - Income and Budgeted Report - Expense.

**Report Options:**

**Month:** Select the month for the report

**Year:** Select the year for the report

**Budget Settings:** generates a report showing the [budgeted amounts](#) you have set for each account.

**Report Options:**

**Year:** Select the year for the report

**Comparison Report:** generates a report comparing income and expenses for two time periods.

**Report Options:**

**Month 1:** Select the first month to show on the report

**Year 1:** Select the first year for the report

**Month 2:** Select the second month to compare to the first month

**Year 2:** Select the second year for the report

**Donors-Avery 5160 Labels:** generates a report listing donors and/or vendors in the avery 5160 label format.

**Report Options:**

**Donors Only:** Print only Donors

**Vendors Only:** Print only Vendors

**Donors and Vendors Only:** Print both Donors and Vendors

**Donors-Vendor Listing:** generates a report listing [donors and/or vendors](#).

**Report Options:**

**Show Donors:** Include Donors

**Show Vendors:** Include Vendors

**Unused Donors/Vendors:** Print Donors and Vendors not involved in any transactions.

## Month End

**Activity Detail Report:** a report listing the beginning balance, transactions and ending balance for each account during the specified time period.

**Report Options:**

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

**Bank Reconciliation:** a report displaying the details of how your [book balance compares with your bank balance](#).

**Report Options:**

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

**Conference Reports:** a report consisting of a number of reports of interest to the Conference. This report consists of the following reports:

Offerings by Donor

Offerings Summary

Remittance Report

Cheque Listing

Financial Report - Month

Financial Report - Year-To-Date

**Report Options:**

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

**Financial Summary:** a report summarizing the beginning balance, transactions, and ending balance of each account. Items in blue can be clicked on to generate drill down reports.

**Report Options:**

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

## Offerings/Pledges

**Offering Statistics:** generates a report showing offering statistics such as number of donors, receipted donations, unreceipted donations, average donations and percentage of total donations.

**Report Options:**

**Account:** Select an account to filter the report by that account. The default value is <All>.

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

**Offering Summary:** generates a report listing the total for each account that received offerings for the specified time period. Deposits made are also listed.

**Report Options:**

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

**Offering by Account:** generates a report listing accounts and the donors who donated those accounts for the specified time period.

**Report Options:**

**Account:** Select an account to filter the report by that account. The default value is <All>.

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

**Offering by Donor:** generates a report listing donors and the accounts they have donated to.

**Report Options:**

**Donor:** Select a Donor to filter the report by. The default value is <All>.

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

**Remittance Report:** similar to the Offering Summary, except it only includes Conference accounts. Church and Bank accounts are not included.

**Report Options:**

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

## Receipts

**Interim Receipts:** generates a receipt for each donor. Unlike the receipts report, this is not an official receipt and can be printed at any time.

**Report Options:**

**All/Single/Range:** Selects whether a receipt will be generated for all donors, a single donor, or a range of donors

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

**Receipts:** generates an official receipt for each donor.

**Report Options:**

**All/Single/Range:** Selects whether a receipt will be generated for all donors, a single donor, or a range of donors

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

**Receipt Summary:** a listing of the receipts issued. The report includes the Receipt #, Donor, the date the receipt was printed, and the amount.

**Report Options:**

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

## Tax

**GST/PST/HST Report:** for Canadian users, displays the tax amount entered for each cheque for the specified time period.

**Report Options:**

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

**T3010 Report:** for Canadian users, displays the totals for each T3010 category.

**Report Options:**

**From:** Select a starting date for the report.

**To:** Select an ending date for the report.

## 11.2 Generating and Printing Reports

ChurchPal has numerous reports to choose from. Each report has its own list of options and parameters and can be printed or exported to various formats. To generate a report:

**Step 1:** Click on "Reports" from the menu if you are not already in the "Reports" screen.

**Step 2:** Select the report you would like to print.

**Step 3:** Specify the parameters for the report.

**Step 4:** Click on the "Run" button to generate the report.

**Step 2**

**Step 1**

**Step 3**

**Step 4**

Code	Description	Prev Bal	Offerings	Payments	Transfers	Adjustments	Allocations	End Bal
<b>Conference</b>								
<b>1000-1999 Conference and Gift Aid</b>								
1010	Tithe - Church	0.00	2,100.00	0.00	0.00	0.00	0.00	2,100.00
<b>3000-3999 General Conference</b>								
3010	Sabbath SchoolW	0.00	150.00	0.00	0.00	0.00	0.00	150.00
		<b>0.00</b>	<b>2,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,250.00</b>
Increase/Decrease: 2,250.00								
<b>Church</b>								
<b>4000-4999 Operating</b>								
4006	Bank Charges/Fee	0.00	0.00	0.00	0.00	-6.00	0.00	-6.00
4036	Church Budget	0.00	620.00	0.00	0.00	6,778.60	0.00	7,298.60
4136	General Office Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4166	Telephone	0.00	0.00	-427.50	0.00	0.00	0.00	-427.50
<b>5000-6999 Church Ministries</b>								
5096	Men's Ministry	0.00	0.00	-100.00	0.00	0.00	0.00	-100.00
6106	Pathfinders Club	0.00	0.00	-500.00	0.00	0.00	0.00	-500.00

## Printing/Exporting Reports

Once a report has been generated, it can be printed or exported to other formats. Click on the "File" menu and select either "Print" or "Export"

**Print a Report**

**Export a Report**

Code	Description	Prev Bal	Offerings	Payments	Transfers	Adjustments	Allocations	End Bal
<b>Conference</b>								
<b>1000-1999 Co</b>								
1010	T	0.00	2,100.00	0.00	0.00	0.00	0.00	2,100.00
<b>3000-3999 Ge</b>								
3010	S	0.00	150.00	0.00	0.00	0.00	0.00	150.00
		<b>0.00</b>	<b>2,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,250.00</b>
Increase/Decrease: 2,250.00								
<b>Church</b>								
<b>4000-4999 Operating</b>								
4006	Bank Charges/Fee	0.00	0.00	0.00	0.00	-6.00	0.00	-6.00
4036	Church Budget	0.00	620.00	0.00	0.00	6,778.60	0.00	7,298.60
4136	General Office Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4166	Telephone	0.00	0.00	-427.50	0.00	0.00	0.00	-427.50
<b>5000-6999 Church Ministries</b>								
5096	Men's Ministry	0.00	0.00	-100.00	0.00	0.00	0.00	-100.00
6106	Pathfinders Club	0.00	0.00	-500.00	0.00	0.00	0.00	-500.00

 **When trying to export to Excel, the resulting Excel file may contain a layout that may be overly complex and difficult to work with. If this is the case, try exporting as a "CSV" file instead.**

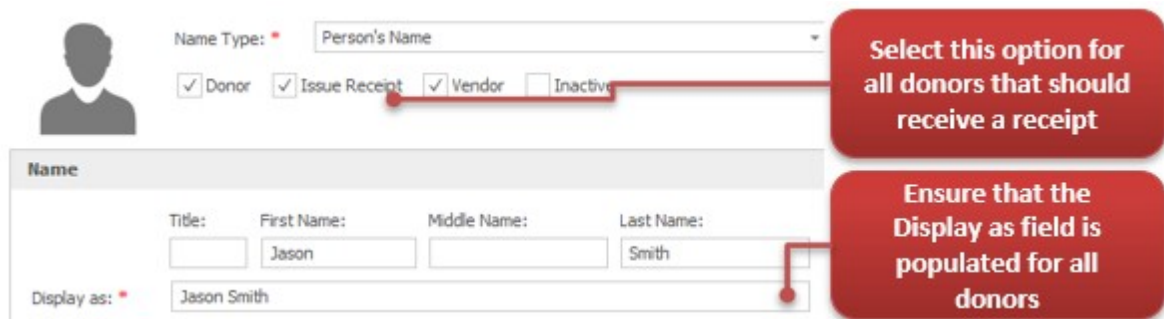
# Receipts

## 12 Receipts

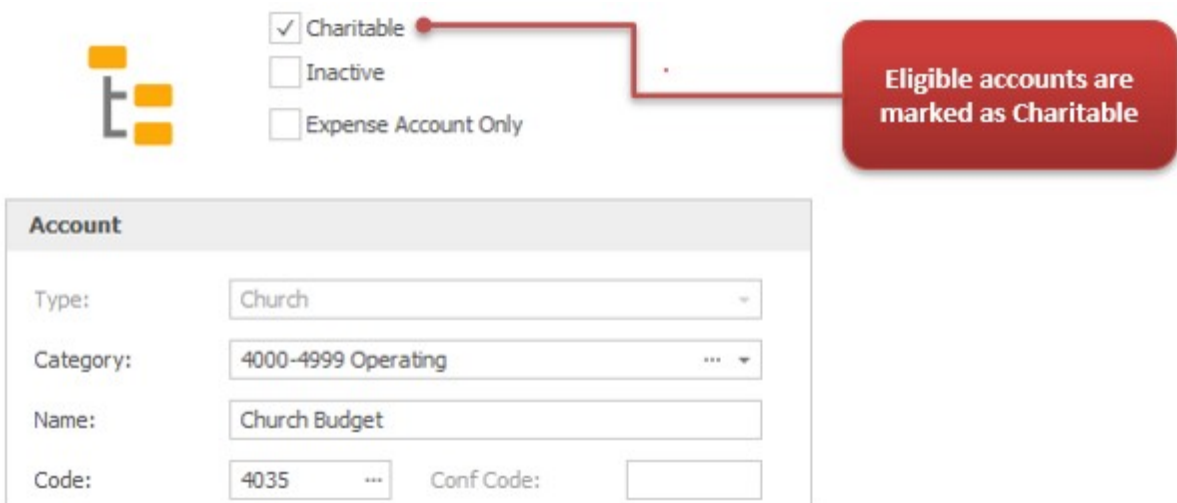
### 12.1 Receipts Checklist

ChurchPal has the ability to email and/or print receipts. Before generating receipts please ensure that you have completed the following:

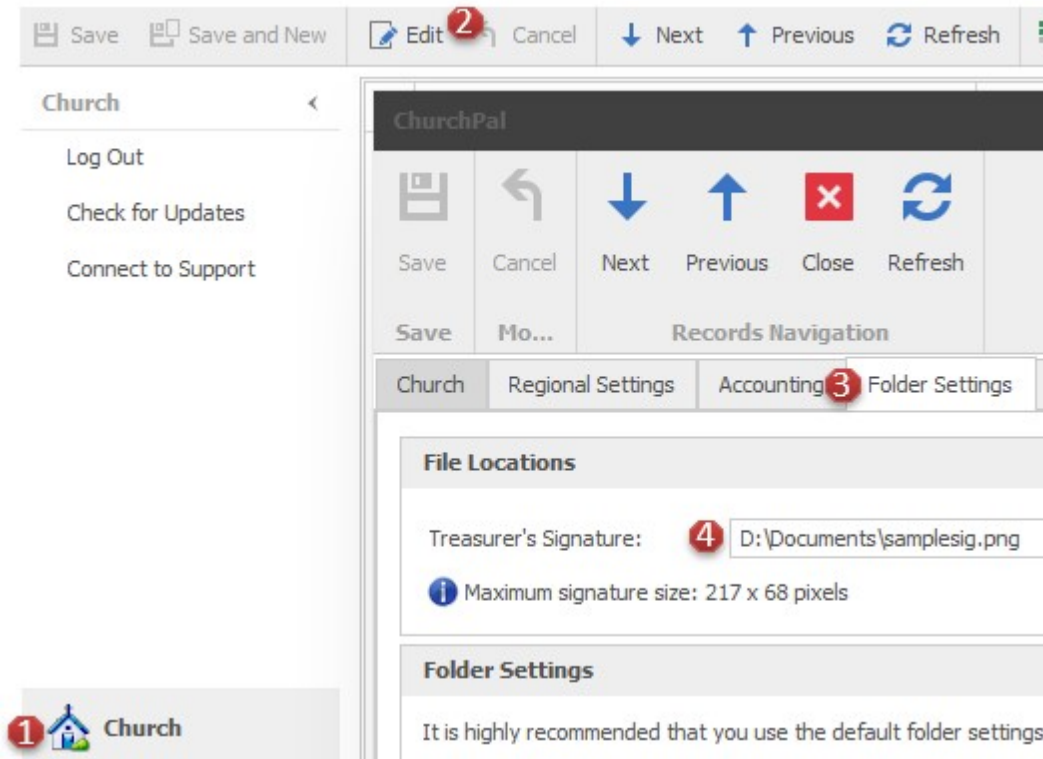
1. All donations have been entered for the time period you wish to generate receipts.
2. You have entered email addresses for donors that you plan to email receipts to.
3. All donors that should receive receipts have the "Issue Receipt" option selected (see screenshot below).
4. Deselect "Issue Receipt" for:
  - o Donors who do not have for a full name or address as this is required by Canada Revenue Agency.
  - o Receipts produced for dummy donors like "Loose Offerings" or "Anonymous" who are not real donors.
5. All donors have the "Display as" field populated (see screenshot below). This is the field that will be displayed on receipts.



6. Accounts that are eligible for a donation receipt are marked as "Charitable." Most accounts should be marked as charitable, however, examples of accounts that should not be marked as charitable include Pathfinder Dues and Members Purchases. Check with your conference if you have questions regarding which accounts should or should not be marked as charitable.

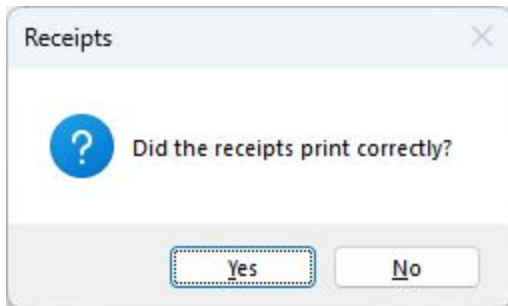


7. If you wish to include a signature on your receipts, specify the location of the signature. From the "Church" screen, click on "Edit" on the toolbar and click on the "Folder Settings" tab. Ensure that your image is in .jpg or .png format and is 217 x 68 pixels or less in size. Please note that if you plan on emailing receipts, a signature is required.



8. Generate an "Offerings by Donor Summary" report which allows you to go through the information to ensure everything looks correct. This is the same information that will appear when generating official receipts.

9. When printing receipts (this does not apply to emailing receipts), you will be asked if the receipts printed correctly. It is crucial that you answer this question correctly as it determines whether ChurchPal saves the receipt information and marks the donors as received.



It is crucial that you carefully go through all of the items above. It is far more difficult to make a correction after receipts have been issued than to ensure the above steps have been followed.

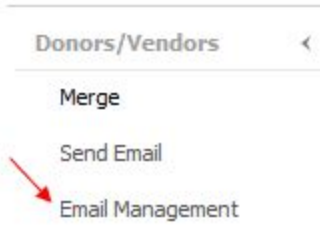
## 12.2 Emailing Receipts

Before emailing receipts, it is critical that you follow the steps outlined in the [Receipts Checklist](#).

Once email addresses have been entered for your donors, it is strongly advised that you use the **Email Management** wizard to verify the email addresses before emailing out receipts. When an email is sent out from within ChurchPal, it can detect if the email was successfully delivered. Behind the scenes, ChurchPal maintains a list of verified email addresses and invalid email addresses. You can see this information from

the **Email Management** screen. By sending a test email before emailing receipts, ChurchPal will automatically exclude invalid addresses and you will be sending receipts to email addresses that are valid.

From the Donors/Vendors screen, click on **Email Management** to invoke the Email Management wizard.



Although this option does not pertain to receipts, it does allow you to verify that the email addresses are correct. From the Unverified Email Addresses page, select the Verify Email Addresses button and follow the process to send out a test email. You will be given the opportunity to modify the content of the test email as you see fit.

### Unverified Email Addresses

The following email addresses are not verified. Addresses can be verified by sending a test message. ChurchPal can monitor the results of the test message to see if the email was delivered successfully. Click the Verify Email Addresses button below to send a test message.

ID	Name	Email
→ 5	Mark Johnson	mjohnson@hotmail.com1
11	Tom Wilson	tom@gmail.com1
20	Lila Olsen	lila@gmail.com
21	Jack Lee	jack@gmail.com

Verify Email Addresses

Next > Cancel

If you are planning on emailing receipts, it is also important to email before printing. Chances are, not all donors will have an email address. By selecting the email option first, ChurchPal will email receipts to those that do have an email address and mark those donors as receipted. Then, you can choose the option to print (i.e. select the "All" option). ChurchPal will then generate the remaining receipts that have not been emailed. **It is recommended that you test the emailing of receipts with your own receipt before mass emailing everyone.**

Print all receipts    Print a single receipt    Email receipts

Receipt  All  Single  Email

Date Range

Date Start  - +

Date End  - +

First Receipt#  1

Signature  Logo

Ensure date range and first receipt number are correct

Once receipts have been emailed, the receipts will be displayed in ChurchPal. It is important that you print a copy for your records. You can pull up the **Receipts Summary** report to see the status of the emailed receipts (see the email status column). You may need to refresh this report periodically to see updated information.

**(Blank):** no status information is available at this time. Refresh the report after a few minutes.

**Delivered** or **Opened:** the email was successfully delivered. Ask the donor to check their junk folder if they do not see the receipt in their inbox.

**Bounced** or **Subscription Changed:** the email did not reach the recipient, probably due to an incorrect email address. In this case, either correct the email address and email again or print out the receipt. This can be done by using the Reprint/Email Receipt option from the Reports screen.

Reports <

Reset Receipt

Re-print/email Receipt

Reset Cheque Layout

Adjust Cheque Layout

To summarize, the steps are as follows:

1. From the donor/vendor screen, use the Email Management wizard to verify email addresses.
2. Wait at least 15 minutes and restart ChurchPal. You can go back to the Email Management wizard to see which emails ChurchPal categorized as valid/invalid.
3. **Ensure the receipt number and date range fields are correct** and then proceed to email receipts. Invalid addresses will automatically be excluded. **Test the emailing of receipts with your own receipt before mass emailing everyone.** A summary email is sent to the treasurer's email outlining the donors that were receipted.
4. **Print a copy of the emailed receipts for your records while it is still displayed on your screen.**
5. Select the All option to print remaining receipts.
6. Review the Receipt Summary report to confirm that emailed receipts were delivered. Re-print/re-email receipts if necessary.

## 12.3 Re-Issuing Receipts

When you issue a receipt, ChurchPal remembers the following information:

- Donor name (as entered in the "Display as" field in the Donors/Vendors screen)
- Receipt number assigned to the donor
- Date range of the receipts

This information can be viewed by generating the "Receipt Summary" report.

Once a receipt for a donor has been issued, attempting to generate the same receipt using the Receipts report will not be successful. ChurchPal guards the integrity of receipts by preventing multiple receipts to be issued for the same donation. Furthermore, Canada Revenue Agency has specific guidelines that need to be followed that pertain to replacement receipts. The correct way to re-issue a receipt is to use the Re-print/email Receipt function built into ChurchPal.

Follow these steps to regenerate a receipt that was either printed or emailed:

1. Navigate to the "Reports" screen if you are not already there.
2. Click the Re-print/email Receipt link.
3. Select the receipt that you would like to re-print or re-email. You may use the filter bar (shown by the arrow) to filter the receipts. For example, you may type the persons name to help you narrow down the receipt you are looking for.
4. Click "Next" to proceed to the next screen.

Reset Receipt

2 Re-print/email Receipt

Reset Cheque Layout

Adjust Cheque Layout

Church

Offerings

Payments

Transfers

Reconcile

1 Reports

Reprint Receipt

Please select the receipt you would like to regenerate

Start Date	End Date	Receipt #	Amount	Date Printed	Name	Emailed	Status
2022-01-01	2022-01-31	1	\$400.00	2023-01-25	John Doe	<input type="checkbox"/>	
2022-01-01	2022-01-31	2	\$300.00	2023-01-25	Mark Johnson	<input type="checkbox"/>	
2022-01-01	2022-01-31	3	\$100.01	2023-01-25	Jack Lee	<input type="checkbox"/>	
2022-01-01	2022-01-31	4	\$99.00	2023-01-25	Lila Olsen	<input type="checkbox"/>	
2022-01-01	2022-01-31	5	\$300.00	2023-01-25	Jason Smith	<input type="checkbox"/>	

4 Next > Cancel

5. Ensure the appropriate options are selected and the Click "Next" to re-generate the receipt.

Reprint Receipt



### Confirmation

- Email this Receipt
- Display Logo on Receipt
- Display Signature on Receipt

Click Next to generate the receipt for printing.

Next >    Cancel

6. If you are in Canada, Canada Revenue Agency requires a statement that states "This cancels and replaces receipt # xx." This new receipt is referred to as a "Replacement Receipt" that cancels and replaces the previous one. The replacement receipt will have a new number and the donor must not use, but instead destroy the canceled receipt. This logic also applies to an emailed receipt that a donor now prefers to receive as a printed copy.

**Sample Church**  
1 King St.



*This cancels and replaces receipt # 37*

Registration Number	Receipt #
SampleNA	43

Amount of Gift
\$3,000.00

Eligible Amount of Gift
\$3,000.00

Location Issued
Montréal, QC

Mary Smith

Authorized Signature

Receipt Issued: Jan 25, 2023

**Official Donation Receipt for Income Tax Purposes for 2021**

Canada Revenue Agency - <http://canada.ca/charities-giving>

Donor cut here and retain

## - A -

Adjustments 59

## - C -

Clone 14

## - I -

Installing 7