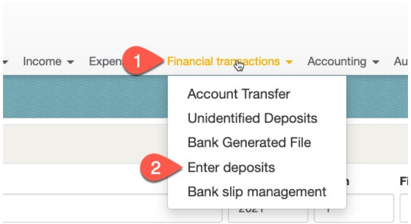
How to Process Remittance from Churches at the Conference

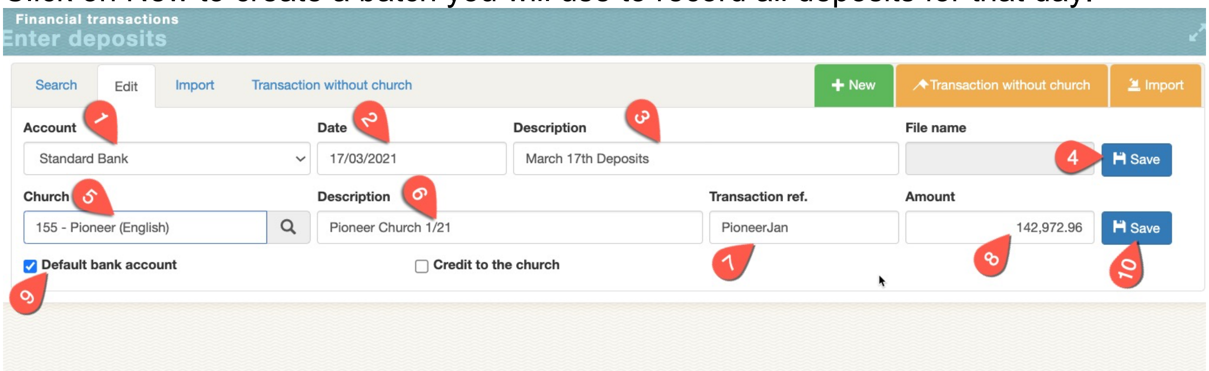
1. Login as a Conference Treasury User

2. You need to capture the deposit that the church has done.

Go to Financial Transactions Menu then click on Enter Deposits

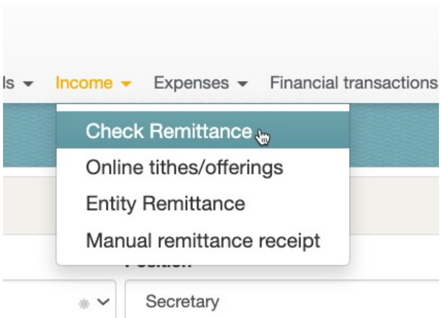


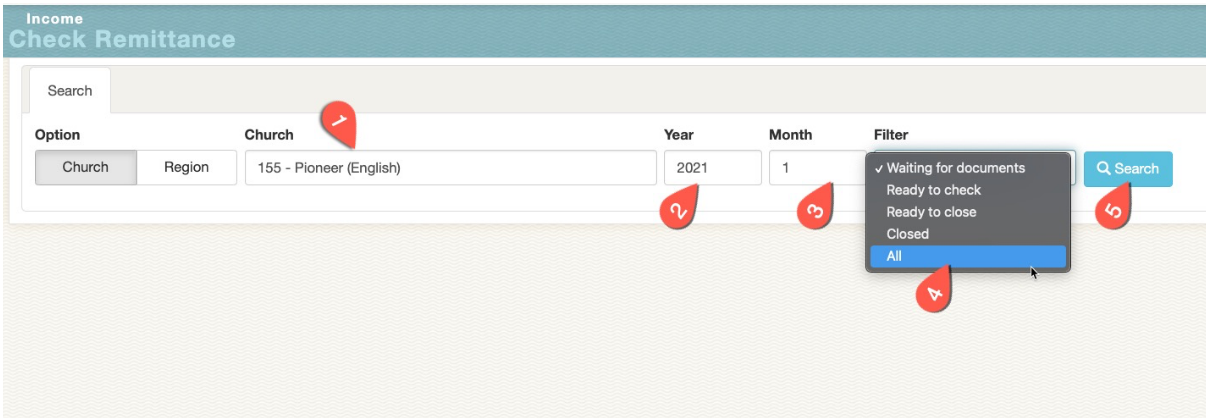
Click on New to create a batch you will use to record all deposits for that day.



1> Select the Conference bank Account that the Deposits were made to.
2> Pick a date
3> Enter a Description of the Batch you will be capturing e.g. Month Day Deposits
4> Click Save
5> Search for the Church you want to record deposit for
6> Type Description e.g. Church Name + The month the Trust Fund is for
7> Enter transaction reference Transfer ref.
8> Enter Amount
9> Check that the Church bank Account id the “Default that will be used”
10> Click “Save”

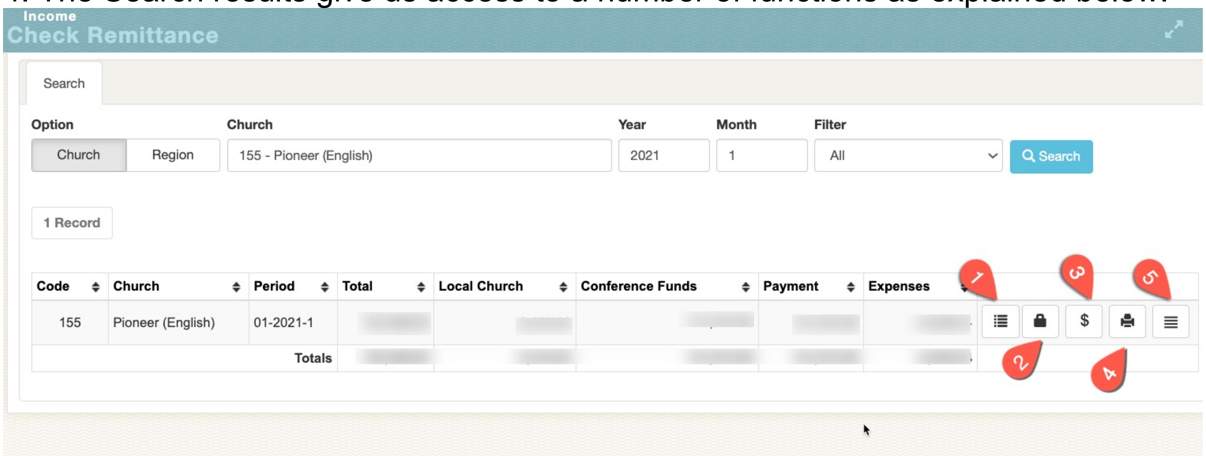
3. Next step is to the deposits to the church remittances.
Go to Income Menu and select Check Remittance





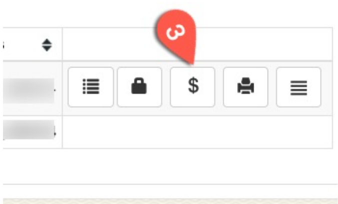
1> Search for the church you want to process
2> Select the Year
3> Select the Month the remittance was generated
4> Select the filter you want to use. Select "All" to see all the remittances and the relevant processes.
5> Click Search

4. The Search results give us access to a number of functions as explained below.

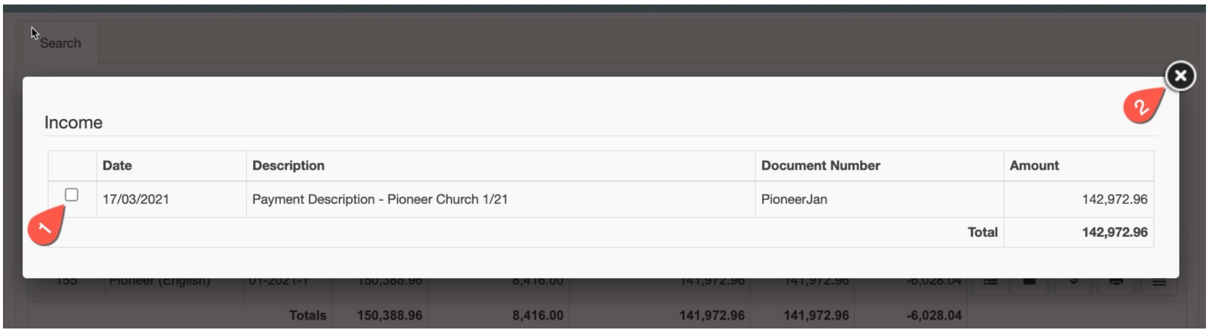


1> Give you FULL details of the receipts that compose that remittance.
2> This button calculates the remittances that will be passed on to the Union you do not want to use this pattern before you finish linking that deposit with the remittance.
3> This button will give you access to link the deposit to the remittance in this search result
4> This button will give you access to print the remittance report for this particular remittance.
5> This button will give you the financial transactions that are in this remittance.

5. Select the 3> Income button to proceed.

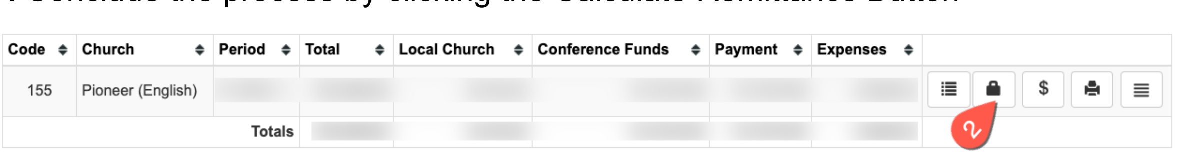


6. To complete the process of link



1> Click the small box that corresponds deposit(s) that correspond to the remittance you are linking. If there is more than one deposit for that remittance select all the relevant ones.
2> Click this button to close this window.

7. Conclude the process by clicking the Calculate Remittance Button



2> Click Close Remittance