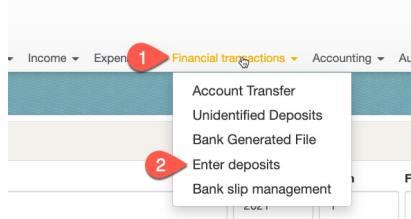


How to Process Remittance from Churches at the Conference

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

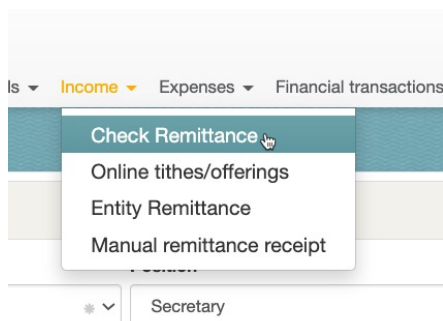


Click on New to create a batch you will use to record all deposits for that day.

A screenshot of the 'Enter deposits' form in the 'Financial transactions' section. The form has several fields and buttons. Red circles with numbers 1 through 10 point to specific elements: 1 points to the 'New' button; 2 points to the 'Date' field; 3 points to the 'Description' field; 4 points to the 'Save' button; 5 points to the 'Church' dropdown; 6 points to the 'Description' field for the church; 7 points to the 'Transaction ref.' field; 8 points to the 'Amount' field; 9 points to the 'Default bank account' checkbox; and 10 points to the 'Save' button for the church entry. The form includes fields for 'Account' (Standard Bank), 'Date' (17/03/2021), 'Description' (March 17th Deposits), 'File name', 'Church' (155 - Pioneer (English)), 'Description' (Pioneer Church 1/21), 'Transaction ref.' (PioneerJan), and 'Amount' (142,972.96). There are also checkboxes for 'Default bank account' and 'Credit to the church'.

- 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



Income
Check Remittance

Search

Option Church Year Month Filter

Church Region 155 - Pioneer (English) 2021 1

Filter: ☒ Waiting for documents, ☐ Ready to check, ☐ Ready to close, ☐ Closed, ☒ All

Search

- 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.

Income
Check Remittance

Search

Option Church Year Month Filter

Church Region 155 - Pioneer (English) 2021 1 All Search

1 Record

Code	Church	Period	Total	Local Church	Conference Funds	Payment	Expenses
155	Pioneer (English)	01-2021-1					
Totals							

1 2 3 4 5

- 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.

Income

Search

Option Church Year Month Filter

Church Region 155 - Pioneer (English) 2021 1 All Search

1 Record

Code	Church	Period	Total	Local Church	Conference Funds	Payment	Expenses
155	Pioneer (English)	01-2021-1					
Totals							

1 2 3 4 5

6. To complete the process of link

2> Click Close Remittance