



# Contents

- 1.0 INTRODUCTION..... 6**
  - 1.1 ABOUT 3C TECHNOLOGIES LTD.....6
  - 1.2 OUR VISION.....6
  - 1.3 OUR MISSION.....6
  - 1.4 GETTING STARTED .....6
    - 1.4.1 LOGIN .....7
- 2.0 ADMINISTRATOR MENU..... 8**
  - 2.1 CREATE USER GROUPS.....9
    - 2.1.1 TO ADD A NEW USER GROUP.....9
    - 2.1.2 TO EDIT EXISTING USER GROUP.....10
    - 2.1.3 TO DELETE EXISTING USER GROUP .....11
    - 2.1.4 TO SELECT/SEARCH FOR EXISTING USER GROUP .....12
  - 2.2 CREATE USER .....13
    - 2.2.1 TO ADD A NEW USER .....13
    - 2.2.2 TO EDIT EXISTING USER.....14
    - 2.2.3 TO DELETE EXISTING USER .....15
    - 2.2.4 TO SELECT/SEARCH FOR EXISTING USER.....16
  - 2.3 UPLOAD A MEMBER .....17
  - 2.4 UPLOAD ATTENDANCE .....18
  - 2.5 PUSH DATA .....19
- 3.0 SETUP..... 20**
  - 3.1 MINISTRY NAME .....21
    - 3.1.1 TO ADD A NEW MINISTRY.....21
    - 3.1.2 TO EDIT EXISTING MINISTRY .....22
    - 3.1.3 TO DELETE EXISTING MINISTRY.....23
    - 3.1.4 TO SELECT/SEARCH FOR EXISTING MINISTRY .....24
  - 3.2 ZONE NAME .....25
    - 3.2.1 TO ADD NEW ZONE NAME.....25
    - 3.2.2 TO EDIT EXISTING ZONE NAME.....26
    - 3.2.3 TO DELETE EXISTING ZONE NAME .....27
    - 3.2.4 TO SELECT/SEARCH FOR EXISTING USER GROUP .....28
  - 3.3 DEPARTMENT/GROUP NAME.....29
    - 3.3.1 TO ADD DEPARTMENT / GROUP NAME.....29
    - 3.3.2 TO EDIT EXISTING DEPARTMENT / GROUP NAME .....30
    - 3.3.3 TO DELETE EXISTING DEPARTMENT / GROUP NAME.....31
    - 3.3.4 TO SELECT/SEARCH FOR EXISTING DEPARTMENT OR GROUP NAME .....32
  - 3.4 CHART OF ACCOUNTS .....33
    - 3.4.1 TO OPEN A NEW ACCOUNT.....33
    - 3.4.2 TO EDIT EXISTING CHART OF ACCOUNTS.....34
    - 3.4.3 TO DELETE EXISTING CHART OF ACCOUNTS .....35
    - 3.4.4 TO SELECT/SEARCH FOR EXISTING CHART OF ACCOUNTS .....36

3.5 CASH/BANK LOOKUP .....	37
3.5.1 TO ADD A NEW CASH/BANK ITEM .....	37
3.5.2 TO DELETE EXISTING CASH/BANK ITEM .....	38
3.5.3 TO SELECT/SEARCH FOR EXISTING CASH/BANK ITEM .....	39
3.6 MEMBER REGISTRATION .....	40
3.6.1 TO REGISTER A MEMBER .....	40
3.6.2 TO EDIT EXISTING MEMBER INFORMATION .....	41
3.6.3 TO DELETE EXISTING MEMBER .....	42
3.6.4 TO SELECT/SEARCH FOR EXISTING MEMBER .....	43
3.7 CONTRIBUTION TYPE .....	44
3.7.1 TO ADD A NEW CONTRIBUTION TYPE .....	44
3.7.2 TO EDIT EXISTING CONTRIBUTION TYPE .....	45
3.7.3 TO DELETE EXISTING CONTRIBUTION TYPE .....	46
3.7.4 TO SELECT/SEARCH FOR EXISTING CONTRIBUTION TYPE .....	47
3.8 CONTRIBUTION ACCOUNT .....	48
3.8.1 TO SETUP A NEW CONTRIBUTION ACCOUNT .....	48
3.8.2 TO EDIT EXISTING CONTRIBUTION ACCOUNT SETUP .....	49
3.8.3 TO DELETE EXISTING CONTRIBUTION ACCOUNT SETUP .....	50
3.8.4 TO SELECT/SEARCH FOR CONTRIBUTION ACCOUNT SETUP .....	51
<b>4.0 TRANSACTIONS .....</b>	<b>52</b>
4.1 INCOME ENTRIES .....	53
4.1.1 TO MAKE INCOME ENTRIES .....	53
4.1.2 TO DELETE EXISTING INCOME ENTRY .....	54
4.1.3 TO SELECT/SEARCH FOR INCOME ENTRY .....	55
4.2 EXPENDITURE ENTRIES .....	56
4.2.1 TO MAKE EXPENDITURE ENTRIES .....	56
4.2.2 TO DELETE EXISTING EXPENDITURE ENTRY .....	57
4.2.3 TO SELECT/SEARCH FOR EXPENDITURE ENTRY .....	58
4.3 JOURNAL (SINGLE ENTRIES) .....	59
4.3.1 TO MAKE A JOURNAL ENTRY (SINGLE) .....	59
4.3.2 TO DELETE EXISTING JOURNAL ENTRY (SINGLE) .....	60
4.3.3 TO SELECT/SEARCH FOR JOURNAL ENTRY (SINGLE) .....	61
4.4 MEMBER CONTRIBUTION .....	62
4.4.1 TO RECORD A MEMBER CONTRIBUTION .....	62
4.4.2 TO DELETE EXISTING MEMBER CONTRIBUTION .....	63
4.4.3 TO SELECT/SEARCH FOR MEMBER CONTRIBUTION .....	64
4.5 JOURNAL (MULTIPLE ENTRIES) .....	65
4.5.1 TO MAKE A JOURNAL ENTRY (MULTIPLE) .....	65
4.5.2 TO DELETE EXISTING JOURNAL ENTRY (MULTIPLE) .....	66
4.5.3 TO SELECT/SEARCH FOR JOURNAL ENTRY (MULTIPLE) .....	67
4.6 CREDIT PURCHASES .....	68
4.6.1 TO RECORD A CREDIT PURCHASE .....	68
4.6.2 TO DELETE EXISTING CREDIT PURCHASES .....	69
4.6.3 TO SELECT/SEARCH FOR CREDIT PURCHASES .....	70
4.7 PAYABLES .....	71
4.7.1 TO RECORD A PAYABLE .....	71

4.7.2 TO DELETE EXISTING PAYABLES .....	72
4.7.3 TO SELECT/SEARCH FOR PAYABLES.....	73
4.8 ATTENDANCE .....	74
4.8.1 TO RECORD ATTENDANCE OF MEMBER .....	74
4.8.2 TO DELETE EXISTING ATTENDANCE RECORD .....	75
4.8.3 TO SELECT/SEARCH FOR ATTENDANCE RECORD.....	76
4.9 MAKE PLEDGE .....	77
4.9.1 TO ENTER A PLEDGE MADE.....	77
4.9.2 TO DELETE EXISTING PLEDGE MADE .....	78
4.9.3 TO SELECT/SEARCH FOR A PLEDGE MADE .....	79
4.1.0 PAY PLEDGE .....	80
4.1.01 TO RECORD PLEDGE PAID .....	80
4.1.02 TO DELETE EXISTING PLEDGE PAID .....	81
4.1.03 TO SELECT/SEARCH FOR PLEDGE PAID.....	82
<b>5.0 SMS.....</b>	<b>83</b>
5.1 SMS RECEIPTS .....	84
5.2 SMS BIRTHDAY MESSAGE .....	85
5.3 SMS GENERAL MESSAGE.....	86
5.4 SMS PERSONALIZED MESSAGE .....	87
5.5 SMS PLEDGE REMINDER .....	88
5.6 SMS TO ABSENTEES .....	89
5.7 SMS TO CHURCH ATTENDANTS .....	90
5.8 PREPARE SMS MESSAGE .....	91
5.9 CHECK CREDIT BALANCE .....	92
<b>5.0     REPORTS MENU .....</b>	<b>93</b>
<b>6.1     TRANSACTIONAL REPORTS.....</b>	<b>94</b>
6.1.1TRANSACTIONS PER PERIOD.....	95
6.1.2 DETAILED TRANSACTIONS PER ACCOUNT.....	96
6.1.3 STATEMENT OF TITHES AND OFFERING .....	97
<b>6.2     FINAL ACCOUNTS .....</b>	<b>98</b>
6.2.1 TRIAL BALANCE .....	99
6.2.2 INCOME AND EXPENDITURE .....	100
6.2.3 BALANCE SHEET .....	101
<b>6.3     MEMBER REPORTS .....</b>	<b>102</b>
6.3.1 MEMBERSHIP LIST .....	103
6.3.2 DETAILED MEMBER REPORT .....	104
6.3.3 SUMMARY MEMBER CONTRIBUTION STATEMENT .....	105
6.3.4 DETAILED MEMBER CONTRIBUTION STATEMENT .....	106
6.3.5 CONTRIBUTION REGISTER .....	107
6.3.6 CONTRIBUTORS REGISTER .....	108
6.3.7 RECEIPT.....	109
6.3.8 PAYMENT PER PERIOD .....	110
6.3.9 ABSENTEE REPORT.....	111

6.4.0 CHURCH ATTENDANCE REPORT .....112  
6.4.1 DETAILED MEMBER PLEDGE STATEMENT .....113  
6.4.2 PLEDGE SUMMARY PER MEMBER .....114  
6.4.3 MEMBER ATTENDANCE STATISTICS.....115  
6.4.4 CHURCH MEMBERSHIP STATISTICS.....116  
6.4.5 GENERAL STATISTICS .....117

## 1.0 INTRODUCTION

### 1.1 ABOUT 3C TECHNOLOGIES LTD

3C Technologies Limited is a software house that delivers cost-effective, high quality and customized software solutions and services to a varied range of clientele. The company also provides intelligent form processing solutions as well as Document Archiving solutions to its clients.

### 1.2 OUR VISION

To transform Companies, Communities and Continents through effective delivery of value added ICT products and services

### 1.3 OUR MISSION

To make a positive impact on the businesses of our customers through the best possible customer service, quality of products and competitive pricing.

### 1.4 GETTING STARTED

The 3C Church Manager is a fully integrated system designed for church administration and finance. It is very secure, it ensures confidentiality of information, it runs offline, and it is easy to use.

This document provides introductory setup and operating information for the 3C Church Manager Software. To run the software, the user must have a username and a password.

**NB: In this manual, arrows are used to illustrate corresponding stages in procedures for clarity purposes.**

## 1.4.1 LOGIN



1

2

3

4

After loading the page, you are welcomed with a **Home screen**

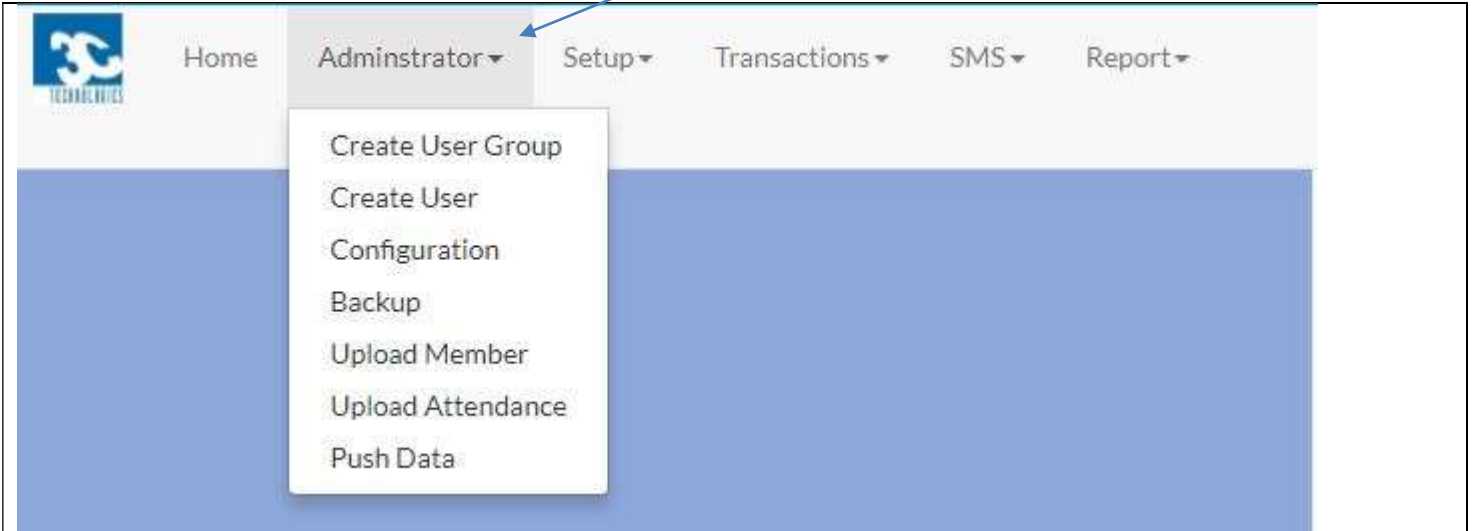
### To Login;

1. Click on **Login**. (At the top right side of the page)
2. Type in your **Email Address**(Username)
3. Type in your **Password**
4. Click on the **Login** button to login

**(A correct username and password grants you access; incorrect credentials deny you access. Therefore, check that your username and password are typed correctly.)**

## 2.0 ADMINISTRATOR MENU

### THE ADMINISTRATOR MENU



The **Administration Menu** of the 3C Church Manager has Seven (7) modules:

The administration menu gives the user access to the seven modules.

1. Create User Group
2. Create User
3. Configuration
4. Backup
5. Upload Member
6. Upload Attendance
7. Push Data

To open this module, Click on **Administrator** at the top of the webpage, close to the home menu.

Clicking on a preferred module will take the user directly to the module interface where the user will have access to other specific functionalities.



## 2.1 CREATE USER GROUPS

### 2.1.1 TO ADD A NEW USER GROUP

The screenshot shows the 'Roles' management interface. At the top left, there is a 'Quick Search' field with a 'Search' button. Below it, the 'Roles' section has an 'Add new group' button (labeled 3) and a 'Show All' button. A table titled 'List of Role' displays two roles: 'AdminRole' (Administrator) and 'somerole' (somerole). To the right, a form for creating a new role has a 'Role Name' field (labeled 4) and a 'Description' field (labeled 5). Below the form is a 'Permissions' section with a grid of checkboxes for various system features. At the bottom right, there are 'Submit', 'Reset', and 'Return' buttons (labeled 7). A large bracket on the right side of the permissions grid is labeled 6.

Role	Role Description			
AdminRole	Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
somerole	somerole	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Permissions:

<input type="checkbox"/> accountsetup	<input type="checkbox"/> attendance	<input type="checkbox"/> chart	<input type="checkbox"/> configuration
<input type="checkbox"/> contributiontype	<input type="checkbox"/> creditpurchase	<input type="checkbox"/> department	<input type="checkbox"/> expenditureentries
<input type="checkbox"/> finalaccounts	<input type="checkbox"/> finalaccounts-balancesheet	<input type="checkbox"/> finalaccounts-incomeexpenditure	<input type="checkbox"/> finalaccounts-trialbalanceSearch
<input type="checkbox"/> generalmessage	<input type="checkbox"/> incomeentries	<input type="checkbox"/> membercontribution	<input type="checkbox"/> member-reports-contributorsregister
<input type="checkbox"/> member-reports-absentee-report	<input type="checkbox"/> member-reports-contributionregister	<input type="checkbox"/> member-reports-contributionstatement	<input type="checkbox"/> member-reports-membercontribution
<input type="checkbox"/> member-reports-detailedmemberpledge	<input type="checkbox"/> member-reports-generalsstatistics	<input type="checkbox"/> member-reports-memberattendancesstatistics	<input type="checkbox"/> member-reports-membercontribution
<input type="checkbox"/> member-reports-memberlist	<input type="checkbox"/> member-reports-membershipstatistics	<input type="checkbox"/> member-reports-paymentperperiod	<input type="checkbox"/> member-reports-PledgeSummary
<input type="checkbox"/> member-reports-receipt	<input type="checkbox"/> members	<input type="checkbox"/> ministry	<input type="checkbox"/> multipleentries
<input type="checkbox"/> payables	<input type="checkbox"/> paypledge	<input type="checkbox"/> pledge	<input type="checkbox"/> singleentries
<input type="checkbox"/> sms-absentees	<input type="checkbox"/> sms-birthday	<input type="checkbox"/> sms-general	<input type="checkbox"/> sms-personalised
<input type="checkbox"/> sms-pledge	<input type="checkbox"/> sms-receipt	<input type="checkbox"/> transaction-reports	<input type="checkbox"/> transaction-reports-detailByAccount
<input type="checkbox"/> transaction-reports-titheAndOfferings	<input type="checkbox"/> transaction-reports-transactionperperiod	<input type="checkbox"/> upload-attendance	<input type="checkbox"/> upload-member
<input type="checkbox"/> zonenumber		<input type="checkbox"/> user	<input type="checkbox"/> WEEEWEE

#### To create a “New User Group”

1. Click on the **Administrator** menu.
2. Select “**Create User Group**” from the drop down.
3. Click on the ‘**Add new group**’ button.
4. Enter a **Role Name**. (Role name refers to the name of the group)
5. Enter a **Description** if any.
6. Select from the list of Existing Rights the rights you want to give to the user group by clicking on the check box by an item (rights you want to give).
7. Click on the ‘**Submit**’ button to save.

## 2.1.2 TO EDIT EXISTING USER GROUP

### User Groups

[Add new data](#) [Show All](#)

List of Role

Role	Role Description	
3C trainees	they are good	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
account	DEFAULT	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
account	DEFAULT	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3

#### Role

Role Name:  → 4

Description:  → 4

5

#### Permissions

<input type="checkbox"/> /zoneName	<input checked="" type="checkbox"/> /user	<input checked="" type="checkbox"/> /department	<input checked="" type="checkbox"/> /ministry
<input type="checkbox"/> /chart	<input type="checkbox"/> /members	<input type="checkbox"/> /contributiontype	<input type="checkbox"/> /accountsetup
<input type="checkbox"/> /generalmessage	<input type="checkbox"/> /incomeentries	<input type="checkbox"/> /expenditureentries	<input type="checkbox"/> /singleentries
<input type="checkbox"/> /membercontribution	<input type="checkbox"/> /multipleentries	<input type="checkbox"/> /credtpurchase	<input type="checkbox"/> /payables
<input checked="" type="checkbox"/> /attendance	<input type="checkbox"/> /pledge	<input type="checkbox"/> /paypledge	<input type="checkbox"/> /sms-receipt
<input type="checkbox"/> /sms-birthday	<input type="checkbox"/> /sms-general	<input type="checkbox"/> /sms-personalised	<input type="checkbox"/> /sms-pledge
<input type="checkbox"/> /sms-absentees	<input type="checkbox"/> /final-accounts	<input type="checkbox"/> /transaction-reports	<input type="checkbox"/> /member-reports
<input type="checkbox"/> /configuration	<input type="checkbox"/> /upload-attendance	<input type="checkbox"/> /upload-member	<input type="checkbox"/> /transaction-reports-transactionperiod
<input type="checkbox"/> /transaction-reports-detailPerAccount	<input type="checkbox"/> /transaction-reports-titheAndOfferings	<input type="checkbox"/> /final-accounts-trialbalanceSearch	<input type="checkbox"/> /final-accounts-incomeexpenditure
<input type="checkbox"/> /final-accounts-balancesheet	<input type="checkbox"/> /member-reports-memberlist	<input type="checkbox"/> /member-reports-membercontribution	<input type="checkbox"/> /member-reports-contributionstatement
<input type="checkbox"/> /member-reports-contributionregister	<input type="checkbox"/> /member-reports-paymentperperiod	<input type="checkbox"/> /member-reports-receipt	<input type="checkbox"/> /member-reports-absenteeareport
<input type="checkbox"/> /member-reports-detailedmemberpledge	<input type="checkbox"/> /member-reports-memberattandancestatistics	<input type="checkbox"/> /member-reports-membershiptstatistics	<input type="checkbox"/> /member-reports-generalstatistics
<input type="checkbox"/> /member-reports-PledgeSummary	<input type="checkbox"/> /member-reports-contributorsregister	<input type="checkbox"/> /cashlookup	<input type="checkbox"/> /checkbalance
<input type="checkbox"/> /member-reports-churchattendancereport	<input type="checkbox"/> /sms-churchattendance	<input type="checkbox"/> /pushdata	<input type="checkbox"/> /role
		<input type="checkbox"/> /member-reports-memberdetails	

6

To Edit an existing User Group:

1. Click on the **Administrator** menu.
2. Select **“Create User Group”** from the drop down.
3. Click on the **Edit** icon of a given record.
4. Enter the change in **Role Name** and **Description** you wish to apply. (Role name refers to the name of the group)
5. Select from the list of Existing Rights the rights you want to give to the user group by clicking on the check box by an item (rights you want to give).
6. Click on the **‘Submit’** button to save.

## 2.1.3 TO DELETE EXISTING USER GROUP

Home Administrator Setup Transactions

gracetemple.3cprojects.org says  
Are you sure to delete this item?



OK Cancel

Quick Search:  Search

### User Groups

Add new data Show All

List of Role

Role	Role Description	
3C trainees	they are good	
account	DEFAULT	

To delete an existing User Group:

1. Click on the **Administrator** menu.
2. Select "**Create User Group**" from the drop down.
3. Click on the **Delete** icon of a given record.
4. Click on the **OK** button in the pop up menu to delete.

## 2.1.4 TO SELECT/SEARCH FOR EXISTING USER GROUP

The screenshot displays the 'User Groups' management interface. At the top left, there is a 'Quick Search' field containing the text 'welfare' and a blue 'Search' button. A blue arrow labeled '3' points to the search input field, and another blue arrow labeled '4' points to the 'Search' button. Below the search area, the title 'User Groups' is displayed. Underneath the title are two buttons: 'Add new data' (blue) and 'Show All' (white). A blue header bar labeled 'List of Role' is positioned above a table. The table has two columns: 'Role' and 'Role Description'. The first row in the table shows 'Welfare' in the 'Role' column and 'Welfare of members' in the 'Role Description' column. To the right of this row are three icons: a green circular icon with a white eye (representing 'view'), a blue pencil icon (representing 'edit'), and a red trash can icon (representing 'delete'). A blue arrow labeled '5' points to the green 'view' icon.

To Select or Search for an existing User Group:

1. Click on the **Administrator** menu.
2. Select "**Create User Group**" from the drop down.
3. Enter the name of User Group in the Quick Search space provided.
4. Click on the **Search** button to search.
5. You **can** click on the **view** button to view the details of the group searched for.

## 2.2 CREATE USER

### 2.2.1 TO ADD A NEW USER

The image shows two parts of a web application interface. On the left, a 'Users' page with a table of existing users and an 'Add New User' button. On the right, a 'User' form with fields for Name, username, Password, Phone No, Account State, and User Role, along with Submit, reset, and Return buttons. Blue arrows with numbers 3 through 10 point to specific elements in both views.

User			
20			
Francis			
rrr			

User form fields:

- Name:
- username:
- Password:
- Phone No:
- Account State:
- User Role:
- Buttons: Submit, reset, Return

The **User Module** is used by the administrator to create Passwords and Usernames.

To create a “**New User**” :

1. Click on the **Administration menu**.
2. Select **Create User**.
3. Click on the “**Add New User**” button.
4. Enter the **Name**.
5. Enter the **Username**.
6. Enter the **Password**.
7. Enter the **Phone Number**.
8. Select the **Account State**.
9. Select a **User Role** to be assigned to the user.
10. Click on the ‘**Submit**’ button to save user’s details.

## 2.2.2 TO EDIT EXISTING USER

The screenshot is divided into two panels. The left panel shows a 'Users' management interface with a search bar at the top. Below the search bar are buttons for 'Add New User' and 'Show All'. A table titled 'List Of Users' contains four rows of user data. An arrow labeled '3' points to the edit icon (a pencil) in the second column of the first row. The right panel shows the 'User' edit form with fields for Name, username, Password, Phone No, Account State, and User Role. A bracket labeled '4' encompasses these fields. At the bottom of the form are three buttons: 'Submit' (green), 'Reset' (orange), and 'Cancel' (red). An arrow labeled '5' points to the 'Submit' button.

User			
admin			
Euro Heads			
Manuel			
Jonathan			

User

Name:

username:

Password:

Phone No:

Account State:

User Role:

To Edit an existing User:

1. Click on the **Administrator** menu.
2. Select **“Create User”** from the drop down.
3. Click on the **Edit icon** of a given record.
4. Enter the **changes** to be effected.
5. Click on the **‘Submit’** button to save.

## 2.2.3 TO DELETE EXISTING USER

Home: Administrator ▾ Setup ▾ Transactions ▾

gracetemple.3cprojects.org says  
Are you sure to delete this item?

OK Cancel

Search Users:  Search

### Users

Add New User Show All

#### List Of Users

User			
admin			
Euro Heads			
Manuel			
Jonathan			
Jayson			

To delete an existing User:

1. Click on the **Administrator** menu.
2. Select “**Create User**” from the drop down.
3. Click on the **Delete icon** of a given record.
4. Click on the **OK** button in the pop up menu to delete

## 2.2.4 TO SELECT/SEARCH FOR EXISTING USER

The screenshot shows a web interface for managing users. At the top left, there is a search area with the text 'Search Users:' followed by an input field and a 'Search' button. A blue arrow labeled '3' points to the input field, and another blue arrow labeled '4' points to the 'Search' button. Below this is the 'Users' section, which includes two buttons: 'Add New User' and 'Show All'. A blue arrow labeled '5' points to the 'view' icon (an eye) in the first row of the user list. The user list is titled 'List Of Users' and contains four rows of user data.

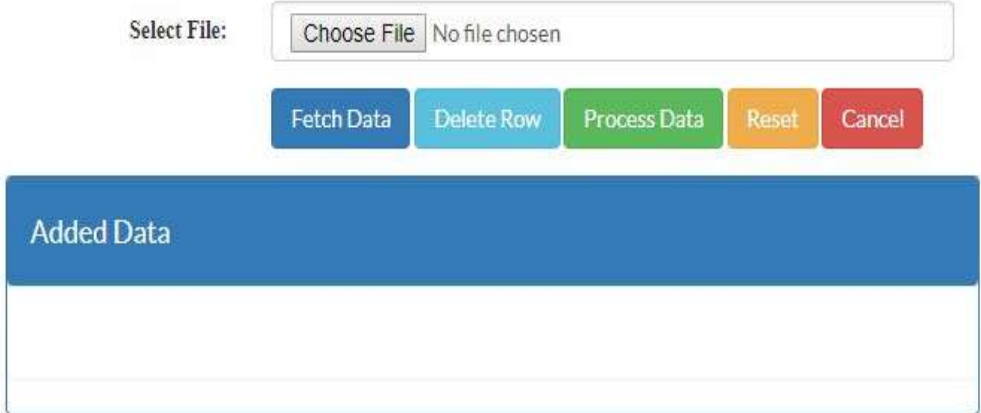
User			
admin			
Euro Heads			
Manuel			
Jonathan			

To Select or Search for an existing User:

1. Click on the **Administrator** menu.
2. Select "**Create User**" from the drop down.
3. Enter name of User in the **Quick Search** space provided.
4. Click on the **Search** button to search.
5. You **can** click on the **view** button to view the details of the user searched for.



## 2.3 UPLOAD A MEMBER



Select File:  No file chosen

Added Data

--

The Upload Member functionality enables the user to load member information in large batches onto the software.

The software has been configured to load the data from a specific excel template provided by 3C Technologies LTD.

### To Upload Member Information:

1. Click on the **Administrator menu**.
2. Select **Upload Member**.
3. Click on **Choose File** and select the excel document which has the data you want to upload.
4. Click on the **Fetch Data** button.
5. After data has appeared in the table below, click on the **Process Data** button.

## 2.4 UPLOAD ATTENDANCE

Select File:  No file chosen

Added Data

The Upload Attendance functionality enables the user to load Attendance Information in large batches onto the software.

The software has been configured to load the data from a specific excel template provided by 3C Technologies LTD.

### To Upload Attendance:

1. Click on the **Administrator menu**.
2. Select **Upload Attendance**.
3. Click on **Choose File** and select the excel document which has the data you want to upload.
4. Click on the **Fetch Data** button.
5. After data has appeared in the table below, click on the **Process Data** button.

## 2.5 PUSH DATA

### Push Statistical Data

Fetch data

Push All

List of Records

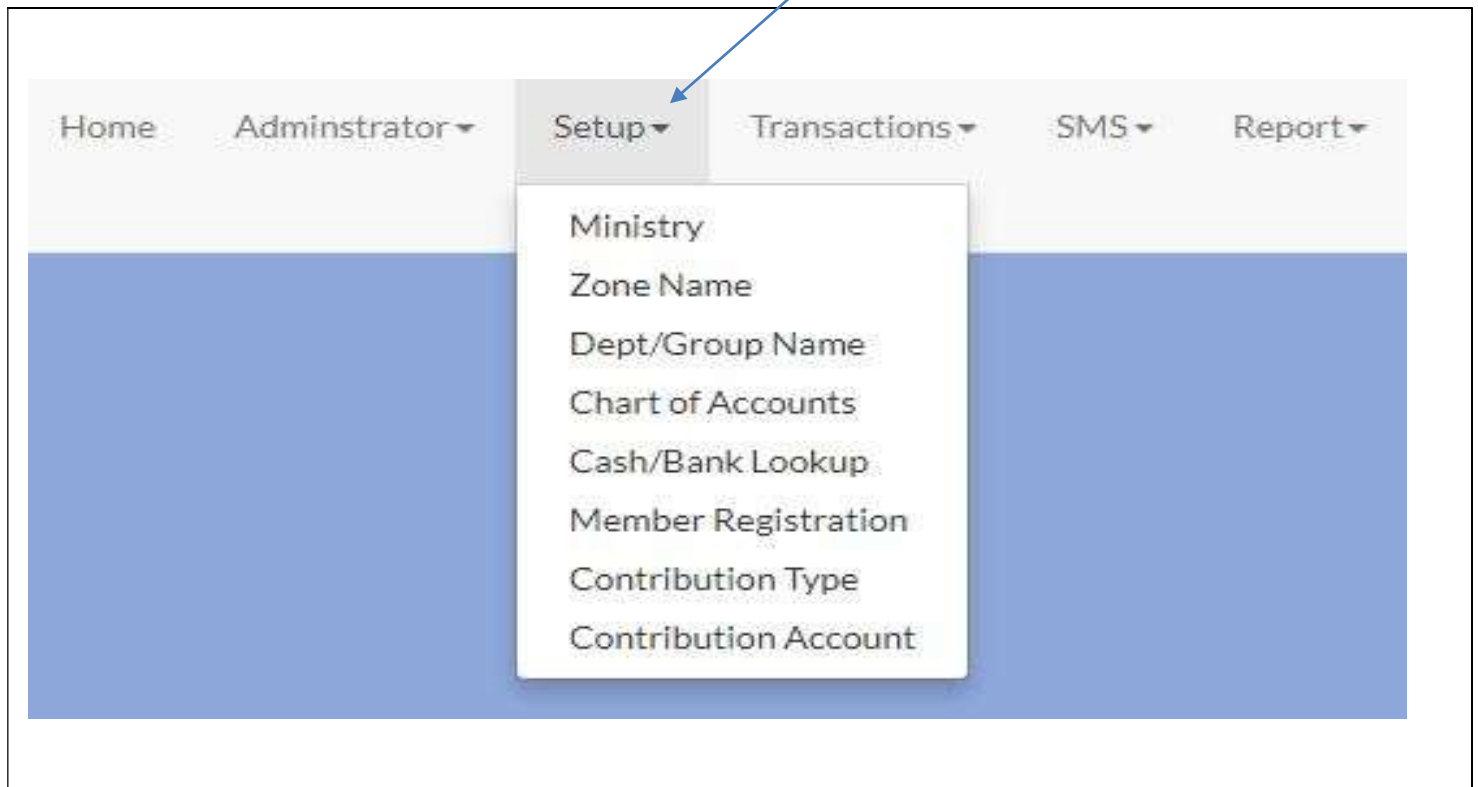
Branch Code	Indicator	Value
7250	Overall Membership	29
7250	Total Adult Membership	19
7250	Youth Membership(Total)	19
7250	Youth Membership(Males)	12
7250	Youth Membership(Females)	7
7250	Teenagers (Total)	10
7250	Teenagers (Males)	5
7250	Teenagers (Females)	5
7250	Young Adults(Total)	9
7250	Young Adults(Males)	7
7250	Young Adults(Females)	2
7250	Other Adults( Total)	0
7250	Other Adults(Males)	0
7250	Other Adults(Females)	0
7250	Children Membership (below 13yrs)	10

The **Push Data** module enables easy transfer of data from the Assembly to the District for management and control purposes. Ensure that your pc is connected to the internet.

1. Click on the **Administrator Menu**.
2. Select **Push Data**
3. Click on **Fetch data** button.
4. You can check your statistical data and then click on **"Push All"** button to send the data to the District.

## 3.0 SETUP

### THE SETUP MENU



The 3C Church Manager Setup Menu has eight (8) modules namely:

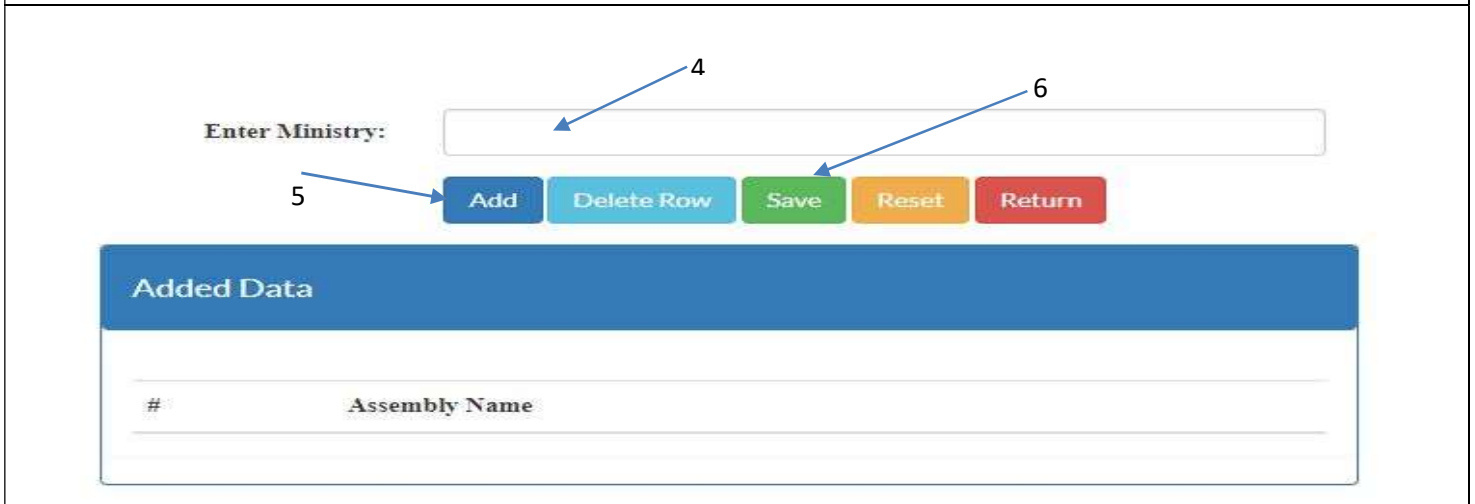
1. **Ministry Name**
2. **Zone Name**
3. **Department/Group Name**
4. **Chart of Accounts**
5. **Cash/Bank Look up**
6. **Member Registration**
7. **Contribution Type**
8. **Contribution Account**

The setup menu gives the user access to the various modules.

Clicking on a preferred module will take the user directly to the module interface where the user will have access to functionalities assigned to it.

### 3.1 MINISTRY NAME

#### 3.1.1 TO ADD A NEW MINISTRY



#### How to add a Ministry Name

1. Click on the **Setup** menu.
2. Select **Ministry Name** from the dropdown list.(The Report view will open)
3. Click on the **Add New Data** button.
4. Enter the **Ministry Name** you want to add.
5. Click on the **Add** button to add.
6. Click on the **Save** button to save.

### 3.1.2 TO EDIT EXISTING MINISTRY

The screenshot is divided into two panels. The left panel shows the 'Ministry' management interface. At the top, there are buttons for 'Add new data' and 'Show All', a search field with a dropdown menu, and a 'Generate' button. Below this is a table titled 'List of Records' with the subtitle 'Showing 1 to 10 of 6 entries'. The table has columns for 'Ministry Name', an edit icon (pencil), and a delete icon (trash). The rows are: Children, EVANGELISM, Men, Music, Women, and YOUTH. A blue arrow labeled '3' points to the edit icon for the 'YOUTH' record. The right panel shows the edit form for the 'YOUTH' record. It has a text input field labeled 'Enter Ministry:' containing the text 'EVANGELISM'. Below the input field are three buttons: 'Submit' (green), 'Reset' (orange), and 'Cancel' (red). A blue arrow labeled '4' points to the input field, and another blue arrow labeled '5' points to the 'Submit' button.

To Edit an existing Ministry:

1. Click on the **Setup** menu.
2. Select “**Ministry**” from the drop down.
3. Click on the **Edit icon** for a given record.
4. Enter the change in **Ministry name**
5. Click on the **‘Submit’** button to save.

### 3.1.3 TO DELETE EXISTING MINISTRY

Administrator Setup Transactions gracetemple.3cprojects.org says  
Are you sure to delete this item?  
OK Cancel

## Ministry

Add new data Show All Search: Nothing selected Select Member Name Generate

List of Records Showing 1 to 10 of 7 entries

Ministry Name	Children	
Children		
EVANGELISM		

To delete an existing User Ministry:

1. Click on the **Setup** menu.
2. Select "**Ministry**" from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

### 3.1.4 TO SELECT/SEARCH FOR EXISTING MINISTRY

The screenshot displays a web interface for managing ministries. At the top left, the word "Ministry" is prominently displayed. Below it are two buttons: "Add new data" and "Show All". To the right, there is a search section with a "Search:" label, a dropdown menu currently showing "Nothing selected", a text input field with "Select Member Name", and a "Generate" button. Numbered callouts 3, 4, and 5 point to the dropdown menu, the text input field, and the "Generate" button respectively. Below the search area is a blue header bar for a "List of Records" section, which includes the text "Showing 1 to 10 of 6 entries". The table below lists six ministries: Children, EVANGELISM, Men, Music, Women, and YOUTH. Each row contains a blue pencil icon for editing and a red trash can icon for deletion.

Ministry Name		
Children		
EVANGELISM		
Men		
Music		
Women		
YOUTH		

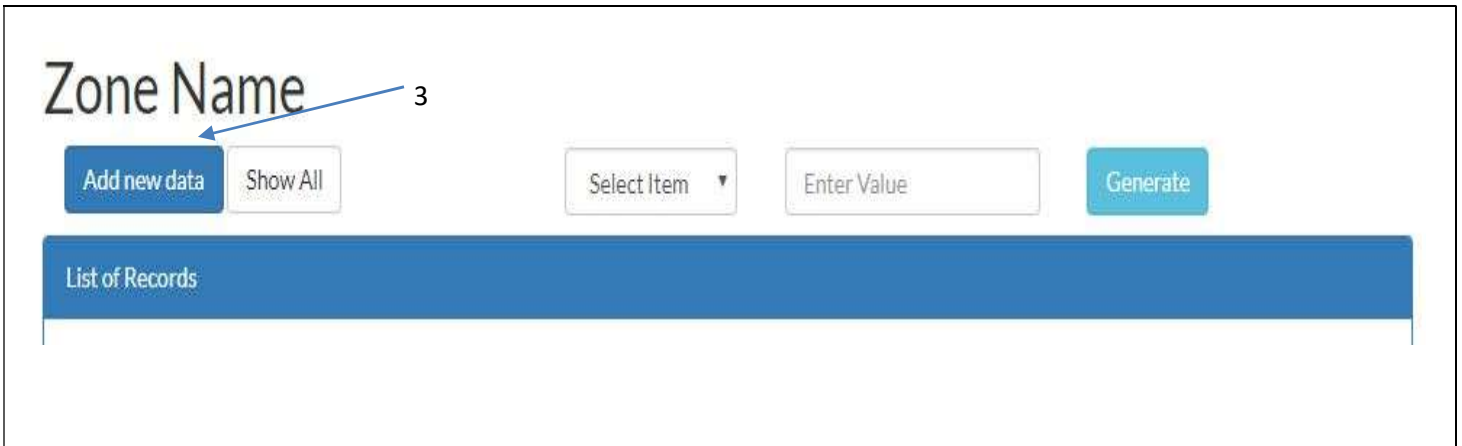
To Select or Search for an existing Ministry:

1. Click on the **Setup** menu.
2. Select "**Ministry**" from the drop down.
3. Select the criteria for your search.
4. Enter name of Ministry in the field provided.
5. Click on the **Generate** button to search.

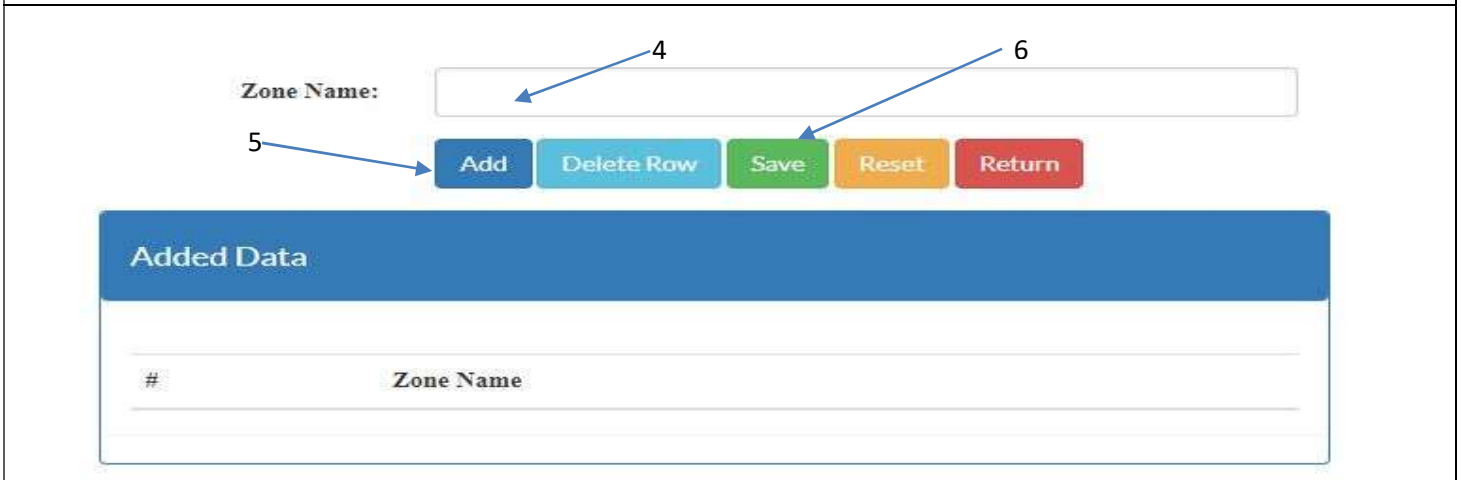


## 3.2 ZONE NAME

### 3.2.1 TO ADD NEW ZONE NAME



The screenshot shows the top section of a report titled "Zone Name". On the left, there is a blue header bar with the text "List of Records". To the right of this bar, there are several controls: a blue button labeled "Add new data" with a blue arrow pointing to it and the number "3" next to it; a white button labeled "Show All"; a white dropdown menu labeled "Select Item"; a white input field labeled "Enter Value"; and a blue button labeled "Generate".



The screenshot shows the form and data table for adding a new zone name. At the top, there is a label "Zone Name:" followed by a white input field with a blue arrow pointing to it and the number "4" next to it. Below the input field is a row of five buttons: "Add" (blue), "Delete Row" (light blue), "Save" (green), "Reset" (orange), and "Return" (red). A blue arrow points to the "Add" button with the number "5" next to it. A blue arrow points to the "Save" button with the number "6" next to it. Below the buttons is a blue header bar labeled "Added Data". Underneath this bar is a table with two columns: "#" and "Zone Name". The table has three empty rows for data entry.

#### How to add Zone Name

1. Click on the **Setup** menu.
2. Select **Zone Name** from the dropdown list.(The Report view will open)
3. Click on the **Add New Data** button.
4. Enter the **Zone Name** you want to add.
5. Click on the **Add** button to add.
6. Click on the **Save** button to save.
7. Click on the **Generate** button to view the report.

### 3.2.2 TO EDIT EXISTING ZONE NAME

The image shows two parts of a software interface. The left part is titled 'Zone Name' and features a control panel with buttons for 'Add new data', 'Show All', a 'Select Item' dropdown, an 'Enter Value' input field, and a 'Generate' button. Below this is a 'List of Records' table with columns for 'Zone Name', an edit icon (pencil), and a delete icon (trash). The table lists four records: BEIJING, Equatorial Guinea, GUANGZHOU, and HANGZHOU. A blue arrow labeled '3' points to the edit icon for the 'HANGZHOU' record. The right part of the image shows the 'Zone' edit form, which has a 'Zone Name' input field containing 'Equatorial Guinea'. A blue arrow labeled '4' points to this input field. Below the input field are three buttons: 'Submit' (green), 'Reset' (orange), and 'Cancel' (red). A blue arrow labeled '5' points to the 'Submit' button.

To Edit an existing Zone name:

1. Click on the **Setup** menu.
2. Select **“Zone Name”** from the drop down.
3. Click on the **Edit icon** for a given record.
4. Enter the change in **Zone**
5. Click on the **‘Submit’** button to update.

### 3.2.3 TO DELETE EXISTING ZONE NAME

Administrator ▾ Setup ▾ Transactions ▾

gracemtemple.3cprojects.org says  
Are you sure to delete this item?

OK Cancel

## Zone Name

4

Add new data Show All Select Item ▾ Enter Value Generate

List of Records

Zone Name		
BEIJING		
Equatorial Guinea		

3

To delete an existing Zone Name:

1. Click on the **Setup** menu.
2. Select “**Zone Name**” from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

### 3.2.4 TO SELECT/SEARCH FOR EXISTING USER GROUP

The screenshot shows a web interface for managing user groups. At the top, there is a 'Zone Name' header. Below it, there are several buttons: 'Add new data' (blue), 'Show All' (white), 'Select Item' (white with a dropdown arrow), 'Enter Value' (white), and 'Generate' (blue). Arrows labeled 3, 4, and 5 point to the 'Select Item', 'Enter Value', and 'Generate' buttons respectively. Below the buttons is a 'List of Records' table with a blue header. The table has a search bar for 'Zone Name' and four rows of records. Each row contains a zone name, an edit icon (pencil), and a delete icon (trash).

Zone Name		
BEIJING		
Equatorial Guinea		
GUANGZHOU		
HANGZHOU		

To Select or Search for an existing User Group:

1. Click on the **Setup** menu.
2. Select "**Zone name**" from the drop down.
3. Select the criteria for your search.
4. Enter name of **Zone** in the field provided.
5. Click on the **Generate** button to search.

## 3.3 DEPARTMENT/GROUP NAME

### 3.3.1 TO ADD DEPARTMENT / GROUP NAME

The screenshot shows the 'Dept/Group Name' interface. At the top left, there is a blue button labeled 'Add new data' with a blue arrow pointing to it and the number '3' next to it. To its right is a 'Show All' button. Further right is a 'Select Item' dropdown menu, an 'Enter Value' text input field, and a 'Generate' button. Below these is a blue header bar for a 'List of Records' table, which indicates 'Showing 1 to 10 of 10 entries'. The table has two columns: 'Department Name' and 'Branch Code'.

This screenshot shows the input area of the 'Dept/Group Name' interface. A text input field is labeled 'Dept/Group Name:'. A blue arrow points to this field with the number '4'. Below the input field are five buttons: 'Add' (blue), 'Delete Row' (light blue), 'Save' (green), 'Reset' (orange), and 'Return' (red). A blue arrow points to the 'Add' button with the number '5', and another blue arrow points to the 'Save' button with the number '6'. Below the buttons is a blue header bar for an 'Added Data' table. The table has two columns: '#' and 'Department Name'.

#### How to add Department of Group Name

1. Click on the **Setup** menu.
2. Select **Dept/Group Name** from the dropdown list.(The Report view will open)
3. Click on the **Add New Data** button.
4. Enter the **Department or Group Name** you want to add.
5. Click on the **Add** button to add.
6. Click on the **Save** button to save.

### 3.3.2 TO EDIT EXISTING DEPARTMENT / GROUP NAME

The screenshot is divided into two panels. The left panel shows the 'Dept/Group Name' interface with a table of records. The right panel shows the edit form for a specific record.

**Left Panel: Dept/Group Name**

Buttons: Add new data, Show All, Select Item, Enter Value, Generate.

Table: List of Records (Showing 1 to 10 of 5 entries)

Department Name	Branch Code		
Choir	12345		
Media	12345		
Men Fellowship	12345		
Protocol	12345		
Women Fellowship	12345		

**Right Panel: Department Edit Form**

Department: \_\_\_\_\_

Dept/Group Name:

Buttons: Submit, Reset, Cancel

Annotations: 3 points to the 'Generate' button in the left panel. 4 points to the 'Dept/Group Name' input field in the right panel. 5 points to the 'Submit' button in the right panel.

To Edit an existing Department or Group name:

1. Click on the **Setup** menu.
2. Select "**Dept/Group Name**" from the drop down.
3. Click on the **Edit** icon for a given record.
4. Enter the change in Department or Group name.
5. Click on the '**Submit**' button to update.

### 3.3.3 TO DELETE EXISTING DEPARTMENT / GROUP NAME

Administrator ▾ Setup ▾ Transactions ▾ joyassembly.3cprojects.org says  
Are you sure to delete this item?

OK Cancel

## Dept/Group Name

Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 10 of 6 entries

Department Name	Branch Code		
Choir	12345		
Media	12345		

3

4

To delete an existing Department or Group name:

1. Click on the **Setup** menu.
2. Select "**Dept/Group Name**" from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

### 3.3.4 TO SELECT/SEARCH FOR EXISTING DEPARTMENT OR GROUP NAME

Dept/Group Name











Add new data Show All

Select Item

Enter Value

Generate

List of Records Showing 1 to 10 of 5 entries

Department Name	Branch Code		
Choir	12345		
Media	12345		
Men Fellowship	12345		
Protocol	12345		
Women Fellowship	12345		

To Select or Search for an existing Department or Group name:

1. Click on the **Setup** menu.
2. Select "**Dept or Group name**" from the drop down.
3. Select the criteria for your search.
4. Enter name of **Department or Group** in the field provided.
5. Click on the **Generate** button to search.



## 3.4 CHART OF ACCOUNTS

### 3.4.1 TO OPEN A NEW ACCOUNT

The screenshot displays the 'Chart Of Accounts' software interface. At the top, there is a navigation bar with the title 'Chart Of Accounts'. Below the title, there are several controls: an 'Add new data' button (labeled 3), a 'Show All' button, a 'Select Item' dropdown menu, an 'Enter Value' input field, and a 'Generate' button. Below this is a 'List of Records' section with a blue header and a table showing 'Showing 1 to 10 of 134 entries'. The table has columns for 'Account Name', 'Account Type', and 'Account No.'. Below the table is a form for adding a new account. The form has three input fields: 'Account Code:' (labeled 4), 'Account Label:' (labeled 5), and 'Account Type:' (labeled 5). Below these fields are five buttons: 'Add' (labeled 7), 'Delete Row', 'Save' (labeled 8), 'Reset', and 'Return' (labeled 6). Below the form is an 'Added Data' section with a blue header and a table with columns for '#', 'Account Name', 'Account No.', and 'Account Type'.

The **Chart of Accounts** is an itemized list of all accounts that the church uses. They are grouped as **Income, Expenditure, Assets, Liability** and **Equity**.

The software comes with a predefined list of Chart of Accounts items. A user can also add a new Chart of Accounts item.

To add a Chart of Accounts item,

1. Click on the **Setup** menu.
2. Select **Chart of Accounts**.
3. Click on the **Add New Data** button.
4. Enter the **Account Code**.
5. Enter the **Account Label**.
6. Enter the **Account Type**.
7. Click on the **Add** button to add account.
8. Click on the **Save** button to save account.

### 3.4.2 TO EDIT EXISTING CHART OF ACCOUNTS

The screenshot is divided into two panels. The left panel, titled 'Chart Of Accounts', shows a table with columns: Account Name, Account Type, Account No., Account Level, and Account Heading. Two records are visible: 'Operating Current Account' (Asset, 1110, 1, 1100) and 'Cash On Hand' (Asset, 1111, 1, 1000). An arrow labeled '3' points to the edit icon (pencil) for the 'Cash On Hand' record. The right panel, titled 'Chart of Account Setup', shows a form with fields for 'Account Code' (100540), 'Account Label' (ADVANCES TO MEMBERS), and 'Account Type' (Asset). Arrows labeled '4', '5', '6', and '7' point to these fields and the 'Submit' button, respectively.

Account Name	Account Type	Account No.	Account Level	Account Heading
Operating Current Account	Asset	1110	1	1100
Cash On Hand	Asset	1111	1	1000

Chart of Account Setup

Account Code: 100540

Account Label: ADVANCES TO MEMBERS

Account Type: Asset

Submit Reset Cancel

To Edit an existing Chart of Accounts:

1. Click on the **Setup** menu.
2. Select "**Chart of Accounts**" from the drop down.
3. Click on the **Edit** button for a given record.
4. Enter the change in **Account Code**.
5. Enter the change in **Account Label**.
6. Enter the change in **Account Type**.
7. Click on the **Submit** button to save account.

### 3.4.3 TO DELETE EXISTING CHART OF ACCOUNTS

The screenshot displays the 'Chart Of Accounts' interface. At the top left, there are buttons for 'Add new data' and 'Show All'. A confirmation dialog box is open, showing the text 'gracetemple.3cprojects.org says Are you sure to delete this item?' with 'OK', 'Cancel', and 'Generate' buttons. A blue arrow labeled '4' points to the 'OK' button. Below the dialog is a 'List of Records' section with a blue header bar that says 'Showing 1 to 50 of 386 entries'. The table below has columns for 'Account Name', 'Account Type', and 'Account No.'. The first row shows 'ADVANCES TO MEMBERS' as the account name, 'Asset' as the account type, and '100540' as the account number. To the right of this row are two icons: a blue pencil icon and a red trash can icon. A blue arrow labeled '3' points to the trash can icon.

To delete an existing Chart of Accounts:

1. Click on the **Setup** menu.
2. Select "**Chart of Accounts**" from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu

### 3.4.4 TO SELECT/SEARCH FOR EXISTING CHART OF ACCOUNTS

The screenshot displays the 'Chart Of Accounts' interface. At the top left, there are two buttons: 'Add new data' and 'Show All'. To the right, there is a search section with three elements: a dropdown menu labeled 'Select Item' (indicated by a blue arrow and the number 3), a text input field labeled 'Enter Value' (indicated by a blue arrow and the number 4), and a blue 'Generate' button (indicated by a blue arrow and the number 5). Below the search section is a blue header bar for the 'List of Records' section, which also indicates 'Showing 1 to 50 of 171 entries'. The main content is a table with the following columns: Account Name, Account Type, Account No., Account Level, and Account Heading. The table contains two rows of data: 'Operating Current Account' and 'Cash On Hand'. Each row has a blue edit icon and a red delete icon to its right.

Account Name	Account Type	Account No.	Account Level	Account Heading
Operating Current Account	Asset	1110	1	1100
Cash On Hand	Asset	1111	1	1000

To Select or Search for an existing Chat of Accounts:

1. Click on the **Setup** menu.
2. Select "**Chat of Accounts**" from the drop down.
3. Select the Criteria for the search.
4. Enter the value for the Criteria chosen in step 3 above.
5. Click on the **Generate** button to search.

## 3.5 CASH/BANK LOOKUP

### 3.5.1 TO ADD A NEW CASH/BANK ITEM

The screenshot displays the 'Cash/Bank Lookup' interface. At the top, there is a header 'Cash/Bank Lookup' and a navigation bar with buttons for 'Add new data', 'Show All', 'Select Item', 'Enter Value', and 'Generate'. Below this is a 'List of Records' section with a table showing 'Account Name' and 'Current Balance'. A blue arrow labeled '3' points to the 'Add new data' button. Below the table, there is a form with a dropdown menu for 'Account Name' (labeled '4') and a row of buttons: 'Add' (labeled '5'), 'Delete Row', 'Save' (labeled '6'), 'Reset', and 'Return'. Below the form is an 'Added Data' section with a table showing '#', 'Account Name', and a blank space.

The **Cash/Bank Lookup Module** enables the user to set up cash and bank items and to check the balance of an account.

To Add a cash/bank item;

1. Click on the **Setup** menu.
2. Select **Cash/Bank lookup**.
3. Click on the **Add new data** button.
4. Enter the Account Name.
5. Click on the **Add** button to add account
6. Click on the **Save** button to save account.

### 3.5.2 TO DELETE EXISTING CASH/BANK ITEM

The screenshot displays the 'Cash/Bank Lookup' interface. At the top, there is a navigation menu with 'Administrator', 'Setup', and 'Transactions'. A confirmation dialog box is open, asking 'Are you sure to delete this item?' with 'OK' and 'Cancel' buttons. Below the dialog, the 'Cash/Bank Lookup' title is followed by a '4' indicating a step. The interface includes buttons for 'Add new data', 'Show All', a 'Select Item' dropdown, an 'Enter Value' input field, and a 'Generate' button. A table titled 'List of Records' shows 'Showing 1 to 10 of 4 entries'. The table has two columns: 'Account Name' and 'Current Balance'. It lists 'FIDELITY BANK' and 'HFC BANK', both with a current balance of '.00'. A '3' indicates a step pointing to the delete icon (a red trash can) next to the 'FIDELITY BANK' record.

Account Name	Current Balance
FIDELITY BANK	.00
HFC BANK	.00

To delete an existing Cash/Bank item:





1. Click on the **Setup** menu.
2. Select "**Cash/Bank lookup**" from the drop down.
3. Click on the **Delete** icon for a given record.
4. Click on the **OK** button in the pop up menu to delete

### 3.5.3 TO SELECT/SEARCH FOR EXISTING CASH/BANK ITEM

## Cash/Bank Lookup

3 4 5

List of Records Showing 1 to 10 of 4 entries

Account Name	Current Balance	
FIDELITY BANK	.00	
HFC BANK	.00	
OMNI BANK	-1800.00	
PETTY CASH	5900.00	

To Select or Search for an existing Cash/Bank Item:

1. Click on the **Setup** menu.
2. Select "**Cash/Bank Lookup**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value of the Criteria chosen in step 3 above
5. Click on the **Generate** button to search.

## 3.6 MEMBER REGISTRATION

### 3.6.1 TO REGISTER A MEMBER

The screenshot displays the 'Members' section of a software interface. At the top left, the word 'Members' is written in a large font, with a blue arrow pointing to the 'Add new data' button, which is labeled with the number '3'. Below this, there are several controls: a 'Show All' button, a 'Select Item' dropdown menu, an 'Enter Value' text input field, and a 'Generate' button. A blue header bar contains the text 'List of Records' on the left and 'Showing 1 to 10 of 26 entries' on the right. Below the header is a table with columns for 'First Name', 'Last Name', 'Tithe No.', and 'Registration No.'. Below the table, there are four panels, each representing a page of the 'Member Registration' form, labeled 'PAGE 1' through 'PAGE 4'. Each panel contains various input fields and dropdown menus. A blue arrow labeled '5' points to the 'Save' button on the 'PAGE 4' panel.

The **Member Registration Module** is used to register members.

#### To Create/Enter new Member:

1. Click on the **Setup** menu.
2. Select **Member Registration**.
3. Click on the **Add new data** button.
4. Follow all labels and fill the template with the entire member's information.
5. Click on the **Submit** button to save.

**NOTE:** The **Registration** and **Tithe Nos.** are **Mandatory and unique per member**



### 3.6.2 TO EDIT EXISTING MEMBER INFORMATION

The screenshot displays the 'Members' application interface. On the left, a table lists three members. The 'Edit' icon (pencil) for the first member is highlighted with a blue arrow labeled '3'. On the right, the 'Member Registration' form is shown with various input fields. A blue bracket labeled '4' groups these fields, and a blue arrow labeled '5' points to the 'Submit' button at the bottom of the form.

First Name	Last Name	Tithe No.	Registration No.			
Ato	KEYYIRE	COPABKDC001	COPABKDC001			
DIANA	ADDO	MCH21	MCH21			
Kojo	Essuman	102	102			

Member Registration form fields:

- Title: Mr
- First Name: Ato
- Middle Name: KWAMENA
- Last Name: KEYYIRE
- Date of Birth: 1981-11-14
- Phone Nos. (,): 0264116616
- Home Town: GOMOA FOMENA
- Nationality: GHANAIAN
- Member Type: MEMBER
- Zone: [Empty]

Buttons: Submit, Reset, Cancel

To Edit an existing Member Information:

1. Click on the **Setup** menu.
2. Select "**Member Registration**" from the drop down.
3. Click on the **Edit** button for a given record.
4. Enter the changes in the member's information.
5. Click on the '**Submit**' button to save.

### 3.6.3 TO DELETE EXISTING MEMBER

The screenshot shows a web application interface. At the top, there is a navigation menu with 'Administrator', 'Setup', and 'Transactions'. A confirmation dialog box is open, displaying the text 'gracetemple.3cprojects.org says Are you sure to delete this item?' with 'OK' and 'Cancel' buttons. A blue arrow labeled '4' points to the 'OK' button. Below the dialog, the 'Members' section is visible. It includes buttons for 'Add new data', 'Show All', a 'Select Item' dropdown, an 'Enter Value' input field, and a 'Generate' button. A table titled 'List of Records' shows 4 entries. The table has columns for 'First Name', 'Last Name', 'Tithe No.', and 'Registration No.'. The entries are: Ato (KEKYIRE, COPABKDC001), DIANA (ADDO, MCH21), Kojo (Essuman, 102), and TONY (WIREDU, OMV35). Each row has three action icons: a green smiley face, a blue pencil, and a red trash can. A blue arrow labeled '3' points to the red trash can icon for the 'TONY' record.

First Name	Last Name	Tithe No.	Registration No.
Ato	KEKYIRE	COPABKDC001	COPABKDC001
DIANA	ADDO	MCH21	MCH21
Kojo	Essuman	102	102
TONY	WIREDU	OMV35	OMV35

To delete an existing Member:

1. Click on the **Setup** menu.
2. Select "**Member Registration**" from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.
- 5.

**Note: However, we admonish you not to delete members but rather change their type of membership to either a backslider or what best fits the situation. (John 18:9)**

### 3.6.4 TO SELECT/SEARCH FOR EXISTING MEMBER

The screenshot displays the 'Members' management interface. At the top left, the title 'Members' is shown. Below it are two buttons: 'Add new data' and 'Show All'. To the right, there are three main controls: a dropdown menu labeled 'Select Item' (indicated by arrow 3), an input field labeled 'Enter Value' (indicated by arrow 4), and a blue 'Generate' button (indicated by arrow 5). Below these controls is a table titled 'List of Records' with a status 'Showing 1 to 30 of 3 entries'. The table has four columns: 'First Name', 'Last Name', 'Tithe No.', and 'Registration No.'. It contains three rows of data, each with a green eye icon, a blue pencil icon, and a red trash icon.

First Name	Last Name	Tithe No.	Registration No.			
Ato	KEYYIRE	COPABKDC001	COPABKDC001			
DIANA	ADDO	MCH21	MCH21			
Kojo	Essuman	102	102			

To Select or Search for an existing Member:

1. Click on the **Setup** menu.
2. Select "**Member Registration**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value of the Criteria chosen (in step 3 above).
5. Click on the **Generate** button to search.

## 3.7 CONTRIBUTION TYPE

### 3.7.1 TO ADD A NEW CONTRIBUTION TYPE

The screenshot shows the 'Contribution Type' interface. At the top, there is a header 'Contribution Type' and a navigation bar with buttons: 'Add Contribution' (highlighted with a blue arrow and number 3), 'Show All', 'Select Item' (dropdown), 'Select Member Name', and 'Generate'. Below the navigation bar is a blue header for the 'List of Records' section, which includes the text 'Showing 1 to 10 of 10 entries'. The main content area shows a table with columns 'Contribution Type' and 'Contribution Code'.

The screenshot shows the 'Contribution Type' form. It has a header 'Contribution Type'. Below the header are two form fields: 'Contribution Type:' with a dropdown menu (labeled with a blue arrow and number 4) and 'Contribution Codes:' with a text input field (labeled with a blue arrow and number 7). Below the form fields are five buttons: 'Add' (labeled with a blue arrow and number 5), 'Delete Row', 'Save' (labeled with a blue arrow and number 6), 'Reset', and 'Return'. Below the buttons is a blue header for the 'Added Data' section, which includes a table with columns '#', 'Contribution Type', and 'Contribution Code'.

All accounts that must appear on the **Tithes Schedule Report** are setup here. All items are selected from the Chart of Accounts. Some chart of accounts items have predefined codes. All other items must be given codes “99”.

**To create/enter a new Contribution Item:**

1. Click on the **Setup** menu.
2. Select **Contribution Type**.
3. Click on the **Add Contribution** button.
4. Key in the **Contribution Type**
5. Key in the corresponding **Contribution Code**
6. Click on the **Add** button to add contribution type
7. Click on the **Save** button to save

### 3.7.2 TO EDIT EXISTING CONTRIBUTION TYPE

The screenshot is divided into two panels. The left panel shows the 'Contribution Type' management interface. At the top, there are buttons for 'Add new data', 'Show All', and a 'Generate' button. Below these are two input fields: 'Select Item' and 'Select Member Name'. A table titled 'List of Records' displays four entries. The 'TRAVEL & TRANSPORT' entry is highlighted, and a blue arrow labeled '3' points to its 'Edit' button (a pencil icon). The right panel shows the 'Contribution Type' edit form. It has a 'Contribution Type' dropdown menu set to 'INSTRUMENT REPAIRS' and a 'Contribution Codes' input field set to '99'. A blue arrow labeled '4' points to the dropdown menu. Below the input fields are three buttons: 'Submit' (green), 'Reset' (orange), and 'Cancel' (red). A blue arrow labeled '5' points to the 'Submit' button.

Contribution Type	Contribution Code		
AREA WEEK FUND	5000		
ELECTRICITY EXPENSES	3		
TITHES & OFFERING	1		
TRAVEL & TRANSPORT	99		

To Edit an existing Contribution Type:

1. Click on the **Setup** menu.
2. Select "**Contribution Type**" from the drop down.
3. Click on the **Edit** button for a given record.
4. Make the necessary changes.
5. Click on the '**Submit**' button to save.

### 3.7.3 TO DELETE EXISTING CONTRIBUTION TYPE

The screenshot displays the 'Contribution Type' management interface. At the top, a navigation menu includes 'Administrator', 'Setup', and 'Transactions'. A confirmation dialog box is open, displaying the text: 'gracetemple.3cprojects.org says Are you sure to delete this item?' with 'OK' and 'Cancel' buttons. A blue arrow labeled '4' points to the 'OK' button. Below the dialog, the 'Contribution Type' section features buttons for 'Add new data', 'Show All', a 'Select Item' dropdown, a 'Select Member Name' field, and a 'Generate' button. A table titled 'List of Records' shows 'Showing 1 to 10 of 4 entries'. The table has two columns: 'Contribution Type' and 'Contribution Code'. The records are:

Contribution Type	Contribution Code		
AREA WEEK FUND	5000		
ELECTRICITY EXPENSES	3		
TITHES & OFFERING	1		
TRAVEL & TRANSPORT	99		

A blue arrow labeled '3' points to the delete icon for the 'ELECTRICITY EXPENSES' record.

To delete an existing Contribution Type:

1. Click on the **Setup** menu.
2. Select "**Contribution Type**" from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

### 3.7.4 TO SELECT/SEARCH FOR EXISTING CONTRIBUTION TYPE

Contribution Type

Add new data Show All

Select Item Select Member Name Generate

List of Records Showing 1 to 10 of 4 entries

Contribution Type	Contribution Code		
AREA WEEK FUND	5000		
ELECTRICITY EXPENSES	3		
TITHES & OFFERING	1		
TRAVEL & TRANSPORT	99		

To Select or Search for an existing Contribution Type:

1. Click on the **Setup** menu.
2. Select "**Contribution Type**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value of the Criteria chosen (in step 3 above).
5. Click on the **Generate** button to search.

## 3.8 CONTRIBUTION ACCOUNT

### 3.8.1 TO SETUP A NEW CONTRIBUTION ACCOUNT

**Contribution Account**

Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 10 of 7 entries

Contribution Type	Payment Mode	Acct To Dr	Acct To Cr
-------------------	--------------	------------	------------

Contribution Type: Nothing selected

Payment Mode:

Account-DR: Nothing selected

Account-CR: Nothing selected

Remarks:

Add Delete Row Save Reset Return

**Added Data**

#	Contribution Type	Payment Mode	Acct To Dr	Acct To Cr	Remarks
---	-------------------	--------------	------------	------------	---------

The **Contribution Account** functionality is used to indicate which accounts must be debited and credited when a contribution or pledge is made by a member.

#### To Setup A Contribution Account:

1. Click on the **Setup** menu
2. Select **Contribution Account**
3. Click on the **Add new data** button
4. Select the following from the dropdown lists provided:
  - i. **Contribution Type**
  - ii. **Payment Mode**
  - iii. **Account to debit (DR)**
  - iv. **Account to credit (CR)**
5. Enter the **Remark**
6. Click on the **'Add'** button to add contribution type
7. Click on the **'Save'** button to save



### 3.8.2 TO EDIT EXISTING CONTRIBUTION ACCOUNT SETUP

The screenshot is divided into two panels. The left panel shows the 'Contribution Account Setup' header with buttons for 'Add new data', 'Show All', a 'Select Item' dropdown, an 'Enter Value' input, and a 'Generate' button. Below is a 'List of Records' table with 2 entries. A blue arrow labeled '3' points to the edit icon (pencil) for the first record.

Contribution Type	Payment Mode	Acct To Dr	Acct To Cr
TITHES & OFFERING	Cash	CASH CLEARING	TITHES & OFFERING
AREA WEEK FUND	Cash	CASH CLEARING	AREA WEEK FUND

The right panel shows the 'Contribution Account Setup' form with the following fields: 'Contribution Type' (TITHES & OFFERING), 'Payment Mode' (Cash), 'Account-DR' (CASH CLEARING), 'Account-CR' (TITHES & OFFERING), and 'Remarks'. A blue bracket labeled '4' encompasses these fields. At the bottom are 'Submit', 'Reset', and 'Cancel' buttons. A blue arrow labeled '5' points to the 'Submit' button.

To Edit an existing Contribution Account Setup:

1. Click on the **Setup** menu.
2. Select "**Contribution Account**" from the drop down.
3. Click on the **Edit** button for a given record.
4. Effect the necessary changes.
5. Click on the '**Submit**' button to save.

### 3.8.3 TO DELETE EXISTING CONTRIBUTION ACCOUNT SETUP

The screenshot displays the 'Contribution Account Setup' page. At the top, there is a navigation menu with 'Administrator', 'Setup', and 'Transactions'. A confirmation dialog box is open, showing the text 'gracetemple.3cprojects.org says Are you sure to delete this item?' and two buttons: 'OK' and 'Cancel'. A blue arrow labeled '4' points to the 'OK' button. Below the dialog, the main heading 'Contribution Account Setup' is visible. There are buttons for 'Add new data', 'Show All', a 'Select Item' dropdown, an 'Enter Value' input field, and a 'Generate' button. A table titled 'List of Records' shows 'Showing 1 to 10 of 3 entries'. The table has four columns: 'Contribution Type', 'Payment Mode', 'Acct To Dr', and 'Acct To Cr'. The first two rows are 'TITHES & OFFERING' and 'AREA WEEK FUND', both with 'Cash' as the payment mode and 'CASH CLEARING' as the account type. Each row has a blue edit icon and a red delete icon. A blue arrow labeled '3' points to the delete icon of the 'AREA WEEK FUND' row.

Contribution Type	Payment Mode	Acct To Dr	Acct To Cr		
TITHES & OFFERING	Cash	CASH CLEARING	TITHES & OFFERING		
AREA WEEK FUND	Cash	CASH CLEARING	AREA WEEK FUND		

To delete an existing Contribution Account Setup:

1. Click on the **Setup** menu.
2. Select "**Contribution Account**" from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

### 3.8.4 TO SELECT/SEARCH FOR CONTRIBUTION ACCOUNT SETUP

Contribution Account Setup

Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 10 of 2 entries

Contribution Type	Payment Mode	Acct To Dr	Acct To Cr		
TITHES & OFFERING	Cash	CASH CLEARING	TITHES & OFFERING		
AREA WEEK FUND	Cash	CASH CLEARING	AREA WEEK FUND		

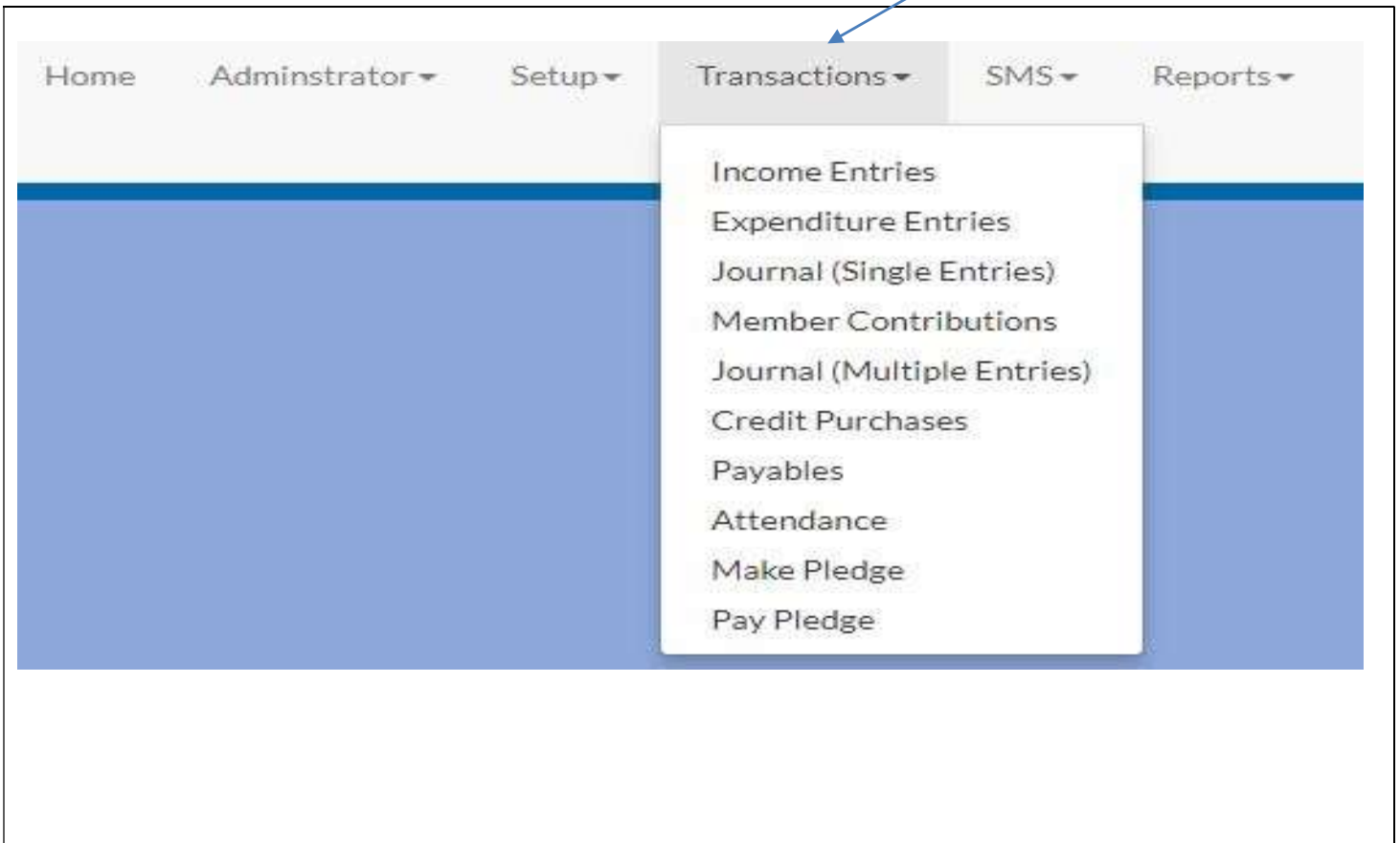
To Select or Search for an existing Contribution Account Setup:

1. Click on the **Setup** menu.
2. Select “**Contribution Account**” from the drop down.
3. Select the **Criteria** for the search
4. Enter value for the Criteria chosen (in step 3 above).
5. Click on the **Generate** button to search.

## 4.0 TRANSACTIONS

### THE TRANSACTIONS MENU

1



The **Transaction menu** has ten(10) modules, namely:

1. Income Entries
2. Expenditure Entries
3. Journal (Single Entries)
4. Member Contribution
5. Journal (Multiple Entries)
6. Credit Purchases
7. Payables
8. Attendance
9. Make Pledge
10. Pay Pledge

## 4.1 INCOME ENTRIES

### 4.1.1 TO MAKE INCOME ENTRIES

Entries (Income) 3

Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 10 of 22 entries

Trans ID	Date	Account	Bank/Cash	incomeentries Name	Amount
----------	------	---------	-----------	--------------------	--------

Journal Entries (Income)

13

5 7 8 9 12 4 6 10 11

Added Data

#	Date	Week	Income	Bank/Cash	Amount	Receipt	Narration	Cheque
---	------	------	--------	-----------	--------	---------	-----------	--------

The **Entries (Income) Module** is used to record bulk income. E.g. Main Offering.

#### To record or post an Income

1. Click on the **Transactions** menu
2. Select **Income Entries**
3. Click on the '**Add new data**' button.
4. Select the Transaction **Date**
5. Select the Transaction **Week**
6. Select the **Income Account** from the drop down list in the 'Income A/C' field.
7. Select the bank or cash account from the drop down list in the "Bank/Cash" field.
8. Enter the **amount**.
9. Enter the **receipt number**.
10. Enter the **narration** (Optional but very useful).
11. Enter the **cheque number** if applicable.
12. Click on the "**Add**" button to add.
13. Click on the "**Save**" button to save.

## 4.1.2 TO DELETE EXISTING INCOME ENTRY

Administrator ▾ Setup ▾ Transactions ▾

gracetemple.3cprojects.org says  
Are you sure to delete this item?

OK Cancel

### Entries (Income)

4

Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 10 of 7 entries

Trans ID	Date	Account	Bank/Cash	Account No	Amount	
1	2019-02-20 00:00:00.000	TITHES & OFFERING	PETTY CASH	400110	4000.00	
3	2019-02-20 00:00:00.000	TITHES & OFFERING	CASH CLEARING	400110	560.00	
7	2019-02-03 00:00:00.000	TITHES & OFFERING	CASH CLEARING	400110	500.00	
14	2019-02-20 00:00:00.000	TITHES & OFFERING	PETTY CASH	400110	-4000.00	
15	2019-02-20 00:00:00.000	TITHES & OFFERING	CASH CLEARING	400110	-560.00	

3

To delete an existing Income entry:

1. Click on the **Transactions** menu.
2. Select “**Entries (Income)**” from the drop down.
3. Click on **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

**Note: Deleting any transaction only reverses the transaction. It does not remove the original transaction from existence. This will enable management to effectively monitor transactions thus enforcing transparency.**

### 4.1.3 TO SELECT/SEARCH FOR INCOME ENTRY

Entries (Income)

Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 10 of 7 entries

Trans ID	Date	Account	Bank/Cash	Account No	Amount
1	2019-02-20 00:00:00.000	TITHES & OFFERING	PETTY CASH	400110	4000.00
3	2019-02-20 00:00:00.000	TITHES & OFFERING	CASH CLEARING	400110	560.00
7	2019-02-03 00:00:00.000	TITHES & OFFERING	CASH CLEARING	400110	500.00
14	2019-02-20 00:00:00.000	TITHES & OFFERING	PETTY CASH	400110	-4000.00
15	2019-02-20 00:00:00.000	TITHES & OFFERING	CASH CLEARING	400110	-560.00
16	2019-02-20 00:00:00.000	JACK INCOME	PETTY CASH	400990	510.00

To Select or Search for an existing Contribution Account Setup:

1. Click on the **Transactions** menu.
2. Select "**Entries (Income)**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value for the Criteria chosen (in step 3 above).
5. Click on the **Generate** button to search.

## 4.2 EXPENDITURE ENTRIES

### 4.2.1 TO MAKE EXPENDITURE ENTRIES

**Entries (Expenditure)**

3 Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 10 of 132 entries

Trans ID	Date	Account	Bank/Cash	Amount
----------	------	---------	-----------	--------

---

**Journal Entries (Expenditure)**

4 Date: 12

5 Expense A/C: Select Expense

6 Bank/Cash: Select Bank/Cash

7 Amount:

8 Voucher No:

9 Narration:

10 Cheque No:

11 Add Delete Row Save Reset Return

Added Data

#	Date	Expense A/C	Bank/Cash	Amount	Voucher	Narration	Cheque
---	------	-------------	-----------	--------	---------	-----------	--------

The **Expenditure Entries Module** is used to record bulk expenditure. E.g. Fuel, electricity, etc.

#### To record or post an Expenditure

1. Click on the **Transactions** menu
2. Select **Expenditure Entries**
3. Click on the **'Add new data'** button.
4. Select the **Transaction Date**
5. Select the **Expenditure Account** from the drop down list in the 'Expenditure A/C' field.
6. Select the **bank or cash account** from the drop down list in the "Bank/Cash" field.
7. Enter the **Amount**.
8. Enter the **Voucher number**
9. Enter the **narration** (Optional but very useful).
10. Enter the **cheque** number if applicable.
11. Click on the **'Add'** button to add expenditure
12. Click on the **"Save"** button to save.



## 4.2.2 TO DELETE EXISTING EXPENDITURE ENTRY

Administrator ▾ Setup ▾ Transactions ▾

gracetemple.3cprojects.org says  
Are you sure to delete this item?

OK Cancel

### Entries (Expenditure)

Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 30 of 1 entries

Trans ID	Date	Account	Bank/Cash	Amount
12	2019-02-20 00:00:00.000	ELECTRICITY EXPENSES	PETTY CASH	500225 200.00

3

To delete an existing Expenditure entry:

1. Click on the **Transactions** menu.
2. Select “**Entries (Expenditure)**” from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete

**Note: Deleting any transaction only reverses the transaction. It does not remove the original transaction from existence. This will enable management to effectively monitor transactions thus enforcing transparency.**

### 4.2.3 TO SELECT/SEARCH FOR EXPENDITURE ENTRY

The screenshot displays the 'Entries (Expenditure)' interface. At the top left, there are two buttons: 'Add new data' and 'Show All'. To the right, there are three main controls: a 'Select Item' dropdown menu (labeled with a blue arrow and the number 3), an 'Enter Value' input field (labeled with a blue arrow and the number 4), and a 'Generate' button (labeled with a blue arrow and the number 5). Below these controls is a blue header bar for the 'List of Records' section, which indicates 'Showing 1 to 30 of 1 entries'. The table below has columns for 'Trans ID', 'Date', 'Account', 'Bank/Cash', and 'Amount'. A single record is shown with Trans ID 12, Date 2019-02-20 00:00:00.000, Account ELECTRICITY EXPENSES, Bank/Cash PETTY CASH, and Amount 500225 200.00. A red trash icon is visible at the end of the row.

To Select or Search for an existing Expenditure entry:

1. Click on the **Transactions** menu.
2. Select "**Entries (Expenditure)**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value for the Criteria chosen (in step **3** above).
5. Click on the **Generate** button to search.

## 4.3 JOURNAL (SINGLE ENTRIES)

### 4.3.1 TO MAKE A JOURNAL ENTRY (SINGLE)

The **Journal Entries Module** is used to move or transfer funds between different accounts. E.g. Transfer of money from the Petty Cash Account to the Bank.

**To Transfer or move funds**

1. Click on the **Transactions** menu
2. Select **Journal Single Entries**
3. Click on the **'Add new data'** button.
4. Select the transaction **date**
5. Select the **account to be debited** from the drop down list in the 'Account-DR' field.
6. Select the **account to be credited** from the drop down list in the 'Account-CR' field.
7. Enter the **amount**.
8. Enter the **Voucher number**
9. Enter the **narration**.
10. Enter the cheque number if a cheque was issued.
11. Click on the **'Add'** button to add
12. Click on the **"Save"** button to save.

### 4.3.2 TO DELETE EXISTING JOURNAL ENTRY (SINGLE)

The screenshot displays the 'Journal (Single Entries)' page. At the top, there is a navigation menu with 'Administrator', 'Setup', and 'Transactions'. A confirmation dialog box is open, asking 'Are you sure to delete this item?' with 'OK' and 'Cancel' buttons. Below the dialog, the page title 'Journal (Single Entries)' is visible. There are buttons for 'Add new data', 'Show All', 'Select Item', 'Enter Value', and 'Generate'. A table titled 'List of Records' contains three entries:

Trans ID	Date	Account-Dr	Account-Cr	Amount	
6	2019-02-20 00:00:00.000	PETTY CASH	OMNI BANK	1800.00	
10	2019-02-20 00:00:00.000		OMNI BANK	300.00	
11	2019-02-20 00:00:00.000		OMNI BANK	-300.00	

Blue arrows with numbers 3 and 4 point to the delete icons in the table and the OK button in the dialog, respectively.

To delete an existing Journal entry (single):

1. Click on the **Transactions** menu.
2. Select “**Journal (Single Entries)**” from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

**Note: Deleting any transaction only reverses the transaction it does not remove the original transaction from existence. This will enable management to effectively monitor transactions thus enforcing transparency.**

### 4.3.3 TO SELECT/SEARCH FOR JOURNAL ENTRY (SINGLE)

**Journal (Single Entries)**

Add new data Show All Select Item Enter Value Generate

List of Records

Trans ID	Date	Account-Dr	Account-Cr	Amount
6	2019-02-20 00:00:00.000	PETTY CASH	OMNI BANK	1800.00
10	2019-02-20 00:00:00.000		OMNI BANK	300.00
11	2019-02-20 00:00:00.000		OMNI BANK	-300.00

To Select or Search for an existing Journal entry (single):

1. Click on the **Transaction** menu.
2. Select "**Journal (Single Entries)**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value for the Criteria chosen (in step **3** above).
5. Click on the **Generate** button to search.

## 4.4 MEMBER CONTRIBUTION

### 4.4.1 TO RECORD A MEMBER CONTRIBUTION

**Member Contributions**

Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 10 of 14 entries

Trans ID	Date	Payment Type	Payment Mode	Amount
----------	------	--------------	--------------	--------

**Contribution**

Payment Date: Week: Contribution Type: 1 Payment Mode: Tithe Code: mnmn Pay To: Amount Paid: Narration: Cheque No.: Bank Name:

Add Delete Row Save Reset Return

**Added Data**

#	Date	Payment Type	Payment Mode	Amount	Pay To	Narration	Cheque
---	------	--------------	--------------	--------	--------	-----------	--------

The **Members Contribution module** is used to enter contributions made by members. E.g. Tithe, Welfare.  
**To record a member contribution**

1. Click on the **Transactions** menu
2. Select **Member Contributions**
3. Click on the **'Add new data'** button.
4. Select the **Transaction date**
5. Select the **Week**
6. Select the **Contribution Type** from the drop down list in the **'Contribution Type'** field.
7. Select the **Payment Mode** from the drop down list in the **'Payment Mode'** field.
8. Select the **Tithe Code**.
9. Enter the **amount paid**.
10. Enter the **narration**.
11. Enter the **Cheque No.** if any
12. Enter the **Bank name**
13. Click on the **'Add'** button to add.
14. Click on the **'Save'** button to save.

#### 4.4.2 TO DELETE EXISTING MEMBER CONTRIBUTION

The screenshot displays the 'Member Contributions' interface. At the top, there is a navigation menu with 'Administrator', 'Setup', and 'Transactions'. A confirmation dialog box is open, titled 'gracetemple.3cprojects.org says' and asking 'Are you sure to delete this item?'. The dialog has 'OK' and 'Cancel' buttons. A blue arrow labeled '4' points to the 'OK' button. Below the dialog, the 'Member Contributions' section has a header with 'Add new data', 'Show All', 'Select Item', 'Enter Value', and 'Generate' buttons. A table titled 'List of Records' shows two entries. A blue arrow labeled '3' points to the delete icon (a red trash can) for the first record. The table has columns for 'Trans ID', 'Date', 'Payment Type', 'Payment Mode', and 'Amount'.

Trans ID	Date	Payment Type	Payment Mode	Amount
1	2019-02-20 00:00:00.000	TITHES & OFFERING	Cash	560.00
2	2019-02-03 00:00:00.000	TITHES & OFFERING	Cash	500.00

To delete an existing Member Contribution:

1. Click on the **Transaction** menu.
2. Select “**Member Contribution**” from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

**Note: Deleting any transaction only reverses the transaction. It does not remove the original transaction from existence. This will enable management to effectively monitor transactions thus enforcing transparency.**

#### 4.4.3 TO SELECT/SEARCH FOR MEMBER CONTRIBUTION

The screenshot displays the 'Member Contributions' interface. At the top, there are several controls: a blue 'Add new data' button, a 'Show All' button, a 'Select Item' dropdown menu (labeled with a blue arrow and the number 3), an 'Enter Value' input field (labeled with a blue arrow and the number 4), and a blue 'Generate' button (labeled with a blue arrow and the number 5). Below these controls is a blue header bar for the 'List of Records' section, which includes the text 'Showing 1 to 10 of 2 entries'. The main content is a table with the following data:

Trans ID	Date	Payment Type	Payment Mode	Amount		
1	2019-02-20 00:00:00.000	TITHES & OFFERING	Cash	560.00		
2	2019-02-03 00:00:00.000	TITHES & OFFERING	Cash	500.00		

To Select or Search for an existing Member Contribution:

1. Click on the **Transactions** menu.
2. Select "**Member Contribution**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value for the Criteria chosen (in step 3 above).
5. Click on the **Generate** button to search.



## 4.5 JOURNAL (MULTIPLE ENTRIES)

### 4.5.1 TO MAKE A JOURNAL ENTRY (MULTIPLE)

Journal (Multiple Entries)

Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 30 of 34 entries

Trans ID	Date	Account	Bank/Cash	Amount
----------	------	---------	-----------	--------

Journal Entries (OpeningBalance)

Date: Account-DR: 1 Account-CR: 1 Amount: Voucher No: Narration: Cheque No:

Add Credit Add Debit Delete Row Save Reset Return

Added Data Debit :0 Credit :0

#	Date	Account Name	Type	Amount
---	------	--------------	------	--------

The **Journal Multiple Entries** Module is used for movement or transfer funds between different accounts, correction of errors and entering opening balances. E.g. Money taken from bank for two different expenditures.

#### To make entries;

1. Click on the **Transactions** menu
2. Select **Journal Multiple Entries**
3. Click on the **Add new data** button.
4. Select the transaction **date**
5. Select **account to be debited** or **account to be credited** from the drop down list in the 'Account-DR' field or 'Account-CR' field.
6. Enter the **amount**.
7. Enter the **Voucher number**
8. Enter the **narration**.
9. Enter the cheque number if a cheque was issued.
10. Click on '**Add Debit**' or '**Add Credit**' button (corresponding to number 5 above) to add
11. Click on the "**Save**" button to save.

## 4.5.2 TO DELETE EXISTING JOURNAL ENTRY(MULTIPLE)

The screenshot displays the 'Journal (Multiple Entries)' interface. At the top, there is a navigation bar with 'Administrator', 'Setup', and 'Transactions' menus. A confirmation dialog box is open, asking 'Are you sure to delete this item?' with 'OK' and 'Cancel' buttons. Below the dialog, the title 'Journal (Multiple Entries)' is followed by a '4' and an arrow pointing to the 'OK' button. The interface includes buttons for 'Add new data', 'Show All', 'Select Item', 'Enter Value', and 'Generate'. A table titled 'List of Records' shows 'Showing 1 to 30 of 3 entries'. The table has columns for 'Trans ID', 'Date', 'Account-Dr', 'Account-Cr', and 'Amount'. Three records are listed: Trans ID 6 (1800.00), Trans ID 10 (300.00), and Trans ID 11 (-300.00). A '3' and an arrow point to the delete icons (trash can) next to the records.

Trans ID	Date	Account-Dr	Account-Cr	Amount
6	2019-02-20 00:00:00.000	PETTY CASH	OMNI BANK	1800.00
10	2019-02-20 00:00:00.000		OMNI BANK	300.00
11	2019-02-20 00:00:00.000		OMNI BANK	-300.00

To delete an existing Journal entry (multiple):

1. Click on the **Transactions** menu.
2. Select "**Journal (Multiple Entries)**" from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.
- 5.

**Note: Deleting any transaction only reverses the transaction. It does not remove the original transaction from existence. This will enable management to effectively monitor transactions thus enforcing transparency.**

### 4.5.3 TO SELECT/SEARCH FOR JOURNAL ENTRY (MULTIPLE)

Journal (Multiple Entries)

Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 30 of 3 entries

Trans ID	Date	Account-Dr	Account-Cr	Amount
6	2019-02-20 00:00:00.000	PETTY CASH	OMNI BANK	1800.00
10	2019-02-20 00:00:00.000		OMNI BANK	300.00
11	2019-02-20 00:00:00.000		OMNI BANK	-300.00

To Select or Search for an existing Journal entry (multiple):

1. Click on the **Transactions** menu.
2. Select "**Journal (multiple Entries)**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value for the Criteria chosen (in step 3 above).
5. Click on the **Generate** button to search.

## 4.6 CREDIT PURCHASES

### 4.6.1 TO RECORD A CREDIT PURCHASE

The screenshot displays the 'Credit Purchases' interface. At the top, there is a header 'Credit Purchases' with a '3' next to it. Below the header, there is a navigation bar with 'Add new data' (pointed to by arrow 3), 'Show All', 'Select Item' (dropdown), 'Enter Value' (input), and 'Generate' (button). Below this is a 'List of Records' section showing 'Showing 1 to 10 of 34 entries'. The table below has columns: Trans ID, Date, Account, Bank/Cash, and Amount.

The main form area is titled 'Credit Purchases' and contains several fields with numbered arrows pointing to them: 4 (Date), 5 (Select Item: 1), 6 (Select Creditor: BANK LOAN), 7 (Amount), 8 (Voucher No), 9 (Narration), 10 (Cheque No), 11 (Add button), and 12 (Save button). Below the form are buttons for 'Delete Row', 'Reset', and 'Return'. At the bottom, there is an 'Added Data' section with a table header: #, Trans ID, Date, Account, Bank/Cash, and Amount.

This **Credit purchases** function is used to enter transactions made on credit.

#### To Enter a credit purchase

1. Click on the **Transactions** menu
2. Select **Credit Purchases**
3. Click on the '**Add new data**' button.
4. Select the transaction **date**
5. Select the Item from the drop down list in the "**Select Item**" field.
6. Select the creditor from the drop down list in the "**Select Creditor**" field.
7. Enter the **amount**
8. Enter a **voucher number**.
9. Enter the narration.
10. Enter **Cheque No** if any.
11. Click on the '**Add**' button to add.
12. Click on the "**Save**" button to save.

## 4.6.2 TO DELETE EXISTING CREDIT PURCHASES

The screenshot displays the 'Credit Purchases' section of a software application. At the top, there is a navigation menu with 'Administrator', 'Setup', and 'Transactions'. A confirmation dialog box is open, asking 'Are you sure to delete this item?' with 'OK' and 'Cancel' buttons. A blue arrow labeled '4' points to the 'OK' button. Below the dialog, the 'Credit Purchases' title is followed by buttons for 'Add new data', 'Show All', 'Select Item', 'Enter Value', and 'Generate'. A table titled 'List of Records' shows three entries. A blue arrow labeled '3' points to the delete icon (a red trash can) next to the second entry (Trans ID 10).

Trans ID	Date	Credited Item	Creditor	Amount	
6	2019-02-20 00:00:00.000	PETTY CASH	OMNI BANK	1800.00	
10	2019-02-20 00:00:00.000		OMNI BANK	300.00	
11	2019-02-20 00:00:00.000		OMNI BANK	-300.00	

To delete an existing Credit Purchases:

1. Click on the **Transactions** menu.
2. Select "**Credit Purchases**" from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

**Note: Deleting any transaction only reverses the transaction. It does not remove the original transaction from existence. This will enable management to effectively monitor transactions thus enforcing transparency.**

## 4.6.3 TO SELECT/SEARCH FOR CREDIT PURCHASES

The screenshot displays the 'Credit Purchases' interface. At the top left, the title 'Credit Purchases' is shown. Below it are two buttons: 'Add new data' and 'Show All'. To the right, there is a search form with three elements: a dropdown menu labeled 'Select Item' (indicated by arrow 3), an input field labeled 'Enter Value' (indicated by arrow 4), and a 'Generate' button (indicated by arrow 5). Below the search form is a table titled 'List of Records' with a sub-header 'Showing 1 to 10 of 3 entries'. The table has five columns: 'Trans ID', 'Date', 'Credited Item', 'Creditor', and 'Amount'. Each row also includes a red trash icon on the right side.

Trans ID	Date	Credited Item	Creditor	Amount	
6	2019-02-20 00:00:00.000	PETTY CASH	OMNI BANK	1800.00	
10	2019-02-20 00:00:00.000		OMNI BANK	300.00	
11	2019-02-20 00:00:00.000		OMNI BANK	-300.00	

To Select or Search for an existing Credit Purchases:

1. Click on the **Transactions** menu.
2. Select "**Credit Purchases**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value for the Criteria chosen (in step **3** above).
5. Click on the **Generate** button to search.

## 4.7 PAYABLES

### 4.7.1 TO RECORD A PAYABLE

The screenshot shows the 'Payables' module interface. At the top left, the word 'Payables' is displayed. Below it, there is a navigation bar with buttons for 'Add new data' (labeled 3), 'Show All', 'Select Item' (a dropdown menu), 'Enter Value' (a text input field), and 'Generate'. Below the navigation bar is a section titled 'List of Records' with a status 'Showing 1 to 10 of 34 entries'. A table with the following columns is visible: 'Trans ID', 'Date', 'Account', 'Bank/Cash', and 'Amount'.

The screenshot shows the 'Payables' form with numbered callouts 4 through 12. The form fields are: 'Date:' (4), 'Select Creditor:' (5) with a dropdown menu showing 'BANK LOAN', 'Bank/Cash:' (6) with a dropdown menu showing 'BUILDING - ACCUMULATED DEPRECIATION', 'Amount:' (7), 'Voucher No:' (8), 'Narration:' (9), and 'Cheque No:' (10). Below the form are buttons for 'Add' (11), 'Delete Row', 'Save' (12), 'Reset', and 'Return'. Below the form is a section titled 'Added Data' with a table with the following columns: '#', 'Date', 'Account', 'Bank/Cash', and 'Amount'.

This **Payables module** is used to make payment for items bought on credit. E.g. payment for fuel bought on credit from Goil.

#### To Enter Payables

1. Click on the **Transactions** menu
2. Select **Payables**
3. Click on the **Add new data** button
4. Select the transaction date
5. Select the creditor from the drop down list in the 'Select Creditor' field.
6. Select the Bank, Cash from the drop down list in the 'Bank/Cash' field.
7. Enter the amount being paid.
8. Enter the voucher number.
9. Enter the narration.
10. If a Cheque was issued, indicate the Cheque number.
11. Click on the **'Add'** button to add.
12. Click on the **"Save"** button to save.

## 4.7.2 TO DELETE EXISTING PAYABLES

The screenshot displays the 'Payables' section of a software application. At the top, there is a navigation menu with 'Administrator', 'Setup', and 'Transactions'. A confirmation dialog box is open, asking 'Are you sure to delete this item?' with 'OK' and 'Cancel' buttons. A blue arrow labeled '4' points to the 'OK' button. Below the dialog, the 'Payables' title is followed by buttons for 'Add new data', 'Show All', 'Select Item', 'Enter Value', and 'Generate'. A table titled 'List of Records' shows three entries with columns for 'Trans ID', 'Date', 'Creditor', 'Bank/Cash', and 'Amount'. A blue arrow labeled '3' points to the delete icon (a red trash can) next to the first entry (Trans ID 6).

Trans ID	Date	Creditor	Bank/Cash	Amount
6	2019-02-20 00:00:00.000	PETTY CASH	OMNI BANK	1800.00
10	2019-02-20 00:00:00.000		OMNI BANK	300.00
11	2019-02-20 00:00:00.000		OMNI BANK	-300.00

To delete an existing Payables:

1. Click on the **Transactions** menu.
2. Select "**Payables**" from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

**Note: Deleting any transaction only reverses the transaction. It does not remove the original transaction from existence. This will enable management to effectively monitor transactions thus enforcing transparency.**






## 4.7.3 TO SELECT/SEARCH FOR PAYABLES

# Payables

3    4  5

List of Records Showing 1 to 10 of 3 entries

Trans ID	Date	Creditor	Bank/Cash	Amount	
6	2019-02-20 00:00:00.000	PETTY CASH	OMNI BANK	1800.00	
10	2019-02-20 00:00:00.000		OMNI BANK	300.00	
11	2019-02-20 00:00:00.000		OMNI BANK	-300.00	

To Select or Search for an existing Payables:

1. Click on the **Transactions** menu.
2. Select "**Payables**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value for the Criteria chosen (in step 3 above).
5. Click on the **Generate** button to search.

## 4.8 ATTENDANCE

### 4.8.1 TO RECORD ATTENDANCE OF MEMBER

The screenshot shows the top part of the Attendance module. It features a title 'Attendance' and a navigation bar with buttons for 'Add new data', 'Show All', 'Select Item', 'Enter Value', and 'Generate'. Below this is a 'List of Records' table with columns for Member Name, Reporting Time, Department Time, and Date Attended.

The screenshot shows the main form for recording attendance. It includes fields for Date, Member Name (with a dropdown), Present (with a dropdown), Reported Time, Departure Time, and Remarks. A Registration ID field is also present. Below the form are buttons for Add, Delete Row, Insert, Reset, and Return. An 'Added Data' table is shown at the bottom with columns for #, Date, Member Name, Reporting Time, Department Time, and Date Attended. Numbered callouts (3-11) point to various elements: 3 points to the 'Add new data' button; 4 points to the Date field; 5 points to the Member Name dropdown; 6 points to the Present dropdown; 7 points to the Reported Time field; 8 points to the Departure Time field; 9 points to the Remarks field; 10 points to the Add button; 11 points to the Insert button.

The **Attendance** module is used to record and track the attendance of church members. Absentee members' reason(s) of not coming to church can also be tracked. e.g. Not well, Travelled etc.

#### To Enter Attendance

1. Click on the **Transactions** menu
2. Select **Attendance**
3. Click on the **Add new data** button.
4. Select the **Date**
5. Select the **member name** from the drop down list in the Member Name field.
6. Select **Yes** to indicate that member attended or **No** to indicate that member did not attend service in the **Present** field
7. Enter the Reported Time (optional)
8. Enter the Departure Time (optional)
9. Enter the remarks (Optional)
10. Click on the '**Add**' button to add.
11. Click on the "**Save**" button to save.

## 4.8.2 TO DELETE EXISTING ATTENDANCE RECORD

The screenshot displays the 'Attendance' management interface. At the top, a navigation menu includes 'Administrator', 'Setup', and 'Transactions'. A confirmation dialog box is open, asking 'Are you sure to delete this item?' with 'OK' and 'Cancel' buttons. A blue arrow labeled '4' points to the 'OK' button. Below the dialog, the 'Attendance' section features a 'List of Records' table. The table has columns for 'Member Name', 'Reporting Time', 'Department Time', and 'Date Attended'. Each row includes a blue edit icon and a red delete icon. A blue arrow labeled '3' points to the delete icon of the first record. The table contains the following data:

Member Name	Reporting Time	Department Time	Date Attended		
ASHIDAM LORETTA DODOO	1900-01-01 18:09:00.000	1900-01-01 00:00:00.000	2019-01-29 00:00:00.000		
AMA GRACE YEBOAH	1900-01-01 00:00:00.000	1900-01-01 00:00:00.000	2019-01-28 00:00:00.000		
Andy Rezzion	1900-01-01 23:00:00.000	1900-01-01 00:01:00.000	2019-01-28 00:00:00.000		
AKOSAH GLADYS ABIGAIL	1900-01-01 00:00:00.000	1900-01-01 23:53:00.000	2019-01-28 00:00:00.000		
AMA GRACE YEBOAH	1900-01-01 00:00:00.000	1900-01-01 00:05:00.000	2019-01-01 00:00:00.000		

To delete an existing Attendance record:

1. Click on the **Transactions** menu.
2. Select "**Attendance**" from the drop down.
3. Click on **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

### 4.8.3 TO SELECT/SEARCH FOR ATTENDANCE RECORD

The screenshot displays the 'Attendance' management interface. At the top left, the title 'Attendance' is shown. Below it are two buttons: 'Add new data' and 'Show All'. To the right is a search form with three main components: a dropdown menu labeled 'Select Item' (indicated by arrow 3), an input field labeled 'Enter Value' (indicated by arrow 4), and a 'Generate' button (indicated by arrow 5). Below the search form is a blue header for the 'List of Records' section. The records are presented in a table with the following columns: Member Name, Reporting Time, Department Time, and Date Attended. Each row includes a blue edit icon and a red delete icon.

Member Name	Reporting Time	Department Time	Date Attended		
ASHIDAM LORETTA DODOO	1900-01-01 18:09:00.000	1900-01-01 00:00:00.000	2019-01-29 00:00:00.000		
AMA GRACE YEBOAH	1900-01-01 00:00:00.000	1900-01-01 00:00:00.000	2019-01-28 00:00:00.000		
Andy Rezzion	1900-01-01 23:00:00.000	1900-01-01 00:01:00.000	2019-01-28 00:00:00.000		
AKOSAH GLADYS ABIGAIL	1900-01-01 00:00:00.000	1900-01-01 23:53:00.000	2019-01-28 00:00:00.000		
AMA GRACE YEBOAH	1900-01-01 00:00:00.000	1900-01-01 00:05:00.000	2019-01-01 00:00:00.000		

To Select or Search for an existing Attendance Record:

1. Click on the **Transactions** menu.
2. Select "**Attendance**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value for the Criteria chosen (in step **3** above).
5. Click on the **Generate** button to search.

## 4.9 MAKE PLEDGE

### 4.9.1 TO ENTER A PLEDGE MADE

**Make Pledge**

Add new data Show All Select Item Enter Value Generate

List of Pledges Showing 1 to 10 of 11 entries

Trans ID	Pledge Date	Payment Type	Amount	Sent
----------	-------------	--------------	--------	------

---

**Make Pledge**

Date Pledged: Week: Pledge Type: 1 Tithe Code: mnmn Amount Pledged: Narration:

Add Delete Row Save Reset Return

**Added Data**

#	Date	Payment Type	Payment Mode	Amount	Pay To	Narration	Cheque
---	------	--------------	--------------	--------	--------	-----------	--------

The **Make Pledge Module** allows the user to enter pledges made by church attendants.

1. Click on the **Transactions** menu
2. Select **Make Pledge**
3. Click on the '**Add new data**' button.
4. Select the **Date** the pledge was made.
5. Select the **week**
6. Select the **Pledge Type** from the drop down list.
7. Select the **Tithe Code** of the attendant from the drop down list.
8. Enter the **Amount Pledged**.
9. Enter a **Narration**.
10. Click on the '**Add**' button to add.
11. Click on the "**Save**" button to save.

## 4.9.2 TO DELETE EXISTING PLEDGE MADE

The screenshot displays the 'Make Pledge' interface. At the top, a navigation menu includes 'Administrator', 'Setup', and 'Transactions'. A confirmation dialog box is open, showing the text 'gracetemple.3cprojects.org says Are you sure to delete this item?' with 'OK' and 'Cancel' buttons. A blue arrow labeled '4' points to the 'OK' button. Below the dialog, the 'Make Pledge' section features buttons for 'Add new data' and 'Show All', a 'Select Item' dropdown, an 'Enter Value' input field, and a 'Generate' button. A table titled 'List of Pledges' is shown, indicating 'Showing 1 to 10 of 1 entries'. The table has columns for 'Trans ID', 'Pledge Date', 'Payment Type', and 'Amount'. A single entry is listed with Trans ID '1', Pledge Date '2019-03-11 00:00:00.000', Payment Type 'AREA WEEK FUND', and Amount '50.00'. To the right of this entry are two icons: a blue pencil (edit) and a red trash can (delete). A blue arrow labeled '3' points to the delete icon.

Trans ID	Pledge Date	Payment Type	Amount
1	2019-03-11 00:00:00.000	AREA WEEK FUND	50.00

To delete an existing Pledge made:

1. Click on the **Transactions** menu.
2. Select "**Make Pledge**" from the drop down.
3. Click on the **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.

**Note: Deleting any transaction only reverses the transaction. It does not remove the original transaction from existence. This will enable management to effectively monitor transactions thus enforcing transparency.**

### 4.9.3 TO SELECT/SEARCH FOR A PLEDGE MADE

The screenshot displays the 'Make Pledge' interface. At the top left, there is a title 'Make Pledge' and two buttons: 'Add new data' and 'Show All'. Below these are three main input areas: a dropdown menu labeled 'Select Item' (indicated by arrow 3), an input field labeled 'Enter Value' (indicated by arrow 4), and a 'Generate' button (indicated by arrow 5). Below the input areas is a blue header bar for the 'List of Pledges' table, which also indicates 'Showing 1 to 10 of 1 entries'. The table has four columns: 'Trans ID', 'Pledge Date', 'Payment Type', and 'Amount'. A single entry is shown with Trans ID 1, Pledge Date 2019-03-11 00:00:00.000, Payment Type AREA WEEK FUND, and Amount 50.00. To the right of the entry are two icons: a blue pencil icon and a red trash can icon.

To Select or Search for an existing Pledge made:

1. Click on the **Transactions** menu.
2. Select "**Make Pledge**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value for the Criteria chosen (in step **3** above).
5. Click on the **Generate** button to search.

## 4.1.0 PAY PLEDGE

### 4.1.01 TO RECORD PLEDGE PAID

**Pledge Payment**

Add new data Show All Select Item Enter Value Generate

List of Records Showing 1 to 10 of 11 entries

Trans ID	Date Paid	Payment Type	Amount	Sent
----------	-----------	--------------	--------	------

**Pay Pledge**

4 Date of Pledged: 14  
5 Week: 7  
6 Pledge Type: 1 8  
7 Payment Mode: 10  
8 Tithe Code: mmmn  
9 Pay To:  
10 Amount Paid:  
11 Narration:  
12 Cheque No:  
13 Bank Name:  
14 Add Delete Row Save Reset Return

**Added Data**

#	Date	Payment Type	Payment Mode	Amount	Pay To	Narration	Cheque
---	------	--------------	--------------	--------	--------	-----------	--------

The **Pay Pledge Module** enables the user to record pledge payments made by church members.

1. Click on the **Transactions** menu
2. Select **Pay Pledge**
3. Click on the **Add new data** button.
4. Select the **Date** the pledge was paid.
5. Select the **Week**
6. Select the **Pledge Type**.
7. Select the **Payment Mode**.  
(This automatically populates the 'Pay To' field based on earlier account setup entries).
8. Select the **Tithe Code** of the member.
9. Enter the **Amount** paid.  
(This amount will be deducted from the outstanding balance).
10. Enter a **Narration**.
11. Enter the **Cheque** Number if payment was made by cheque.
12. Enter the **Bank Name** borne on the cheque.
13. Click on '**Add**' button to add.
14. Click on the "**Save**" button to save.



## 4.1.02 TO DELETE EXISTING PLEDGE PAID

The screenshot displays the 'Pledge Payment' interface. At the top, there is a navigation menu with 'Administrator', 'Setup', and 'Transactions'. A confirmation dialog box is open, asking 'gracetemple.3cprojects.org says Are you sure to delete this item?' with 'OK' and 'Cancel' buttons. A blue arrow labeled '4' points to the 'OK' button. Below the dialog, the 'Pledge Payment' title is followed by buttons for 'Add new data', 'Show All', 'Select Item', 'Enter Value', and 'Generate'. A table titled 'List of Records' shows 'Showing 1 to 10 of 1 entries'. The table has columns for 'Trans ID', 'Date Paid', 'Payment Type', and 'Amount'. A single record is shown with 'Trans ID' 3, 'Date Paid' 2019-03-12 00:00:00.000, 'Payment Type' AREA WEEK FUND, and 'Amount' 100.00. A red trash can icon is next to the record, with a blue arrow labeled '3' pointing to it.

Trans ID	Date Paid	Payment Type	Amount
3	2019-03-12 00:00:00.000	AREA WEEK FUND	100.00

To delete an existing Pledge Payment:

1. Click on the **Transactions** menu.
2. Select "**Pay Pledge**" from the drop down.
3. Click on **Delete icon** for a given record.
4. Click on the **OK** button in the pop up menu to delete.
- 5.

**Note: Deleting any transaction only reverses the transaction. It does not remove the original transaction from existence. This will enable management to effectively monitor transactions thus enforcing transparency.**

#### 4.1.03 TO SELECT/SEARCH FOR PLEDGE PAID

The screenshot displays the 'Pledge Payment' interface. At the top left, the title 'Pledge Payment' is shown. Below it are two buttons: 'Add new data' (blue) and 'Show All' (white). To the right are three search controls: a dropdown menu labeled 'Select Item' (indicated by arrow 3), an input field labeled 'Enter Value' (indicated by arrow 4), and a 'Generate' button (indicated by arrow 5). Below these controls is a blue header bar for the 'List of Records' section, which also indicates 'Showing 1 to 10 of 1 entries'. The table below has columns for 'Trans ID', 'Date Paid', 'Payment Type', and 'Amount'. A single record is shown with Trans ID 3, Date Paid 2019-03-12 00:00:00.000, Payment Type AREA WEEK FUND, and Amount 100.00. A red trash icon is visible at the end of the row.

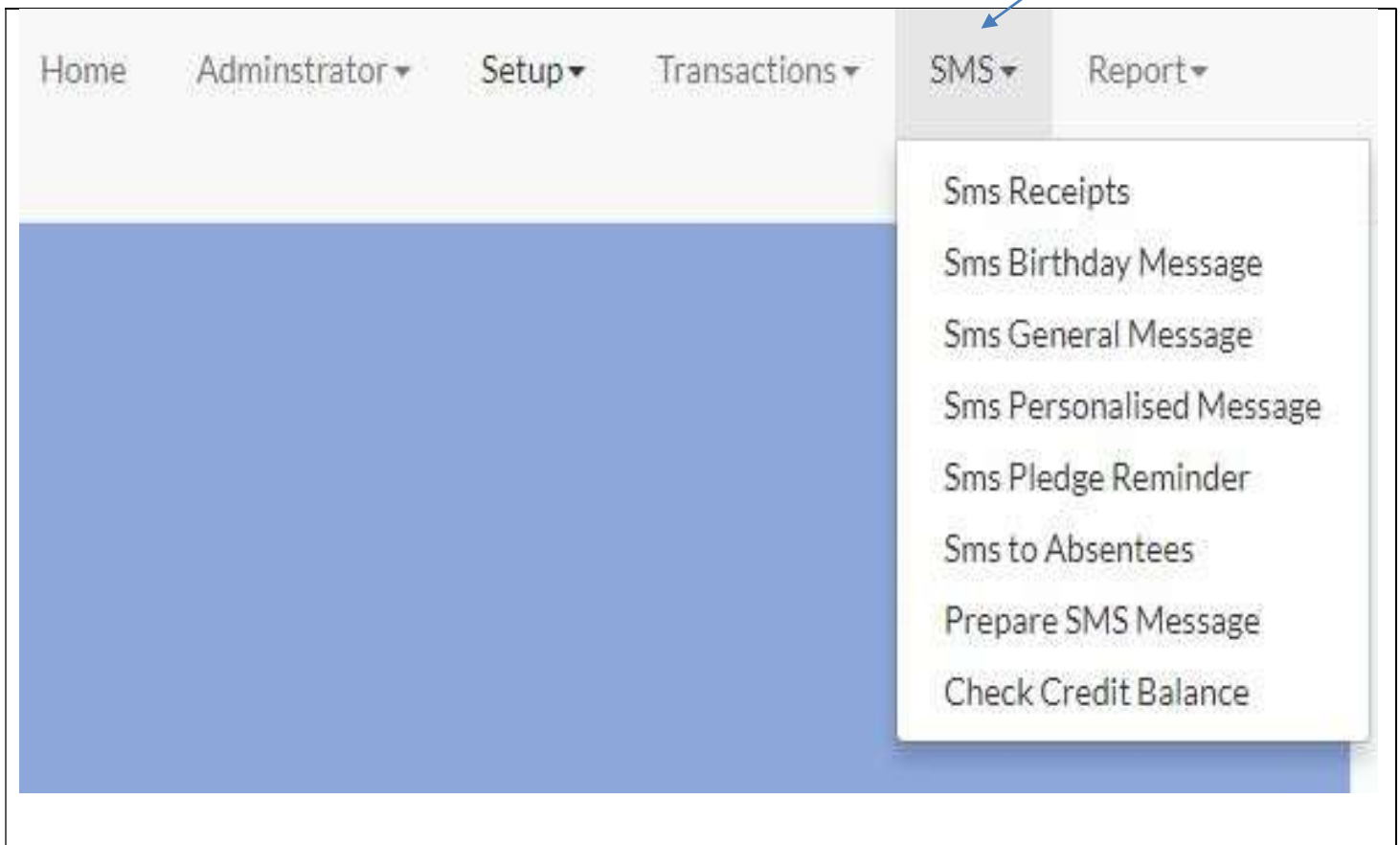
Trans ID	Date Paid	Payment Type	Amount
3	2019-03-12 00:00:00.000	AREA WEEK FUND	100.00

To Select or Search for an existing Pledge Payment:

1. Click on the **Transactions** menu.
2. Select "**Pay Pledge**" from the drop down.
3. Select the **Criteria** for the search
4. Enter value for the Criteria chosen (in step 3 above).
5. Click on the **Generate** button to search.

## 5.0 SMS

### THE SMS MENU



The SMS menu is made up of eight (8) functions namely:

1. Sms Receipts
2. Sms Birthday Message
3. Sms General Message
4. Sms Personalized Message
5. Sms Pledge Reminder
6. Sms to Absentee
7. Prepare Sms Message
8. Check Credit Balance

To open the sms menu, click on **SMS** at the top of the webpage.

**Note:** In all of the sms functionalities, know that the message would be sent to all people shown in the tray after your search. In order not to send the message to specific people, check the box by their names and click on the Delete icon to remove their names from the tray. When message is sent, the name of the person to whom it has been sent would drop in the table at the bottom.

## 5.1 SMS RECEIPTS

The screenshot shows a web interface for sending SMS receipts. At the top, there is a title 'Send SMS Receipts to Members'. Below the title are five input fields: 'From Date' (callout 3), 'To Date' (callout 4), 'Select Payment Type' (callout 5), 'Schedule Date' (callout 6), and a green 'Search' button (callout 7). Below these fields are two tables. The first table is titled 'Added Data' and shows 'No of records: 0'. The second table is titled 'Sent SMS' and is currently empty. At the bottom of the interface are three buttons: a green 'Send SMS' button (callout 8), a blue 'Tick All' button, and a light blue 'Delete' button.

#	Receipt Date	Member Name	Payment Type	Amount Paid	Phone Number
---	--------------	-------------	--------------	-------------	--------------

#	Receipt Date	Member Name	Payment Type	Amount Paid	Phone Number
---	--------------	-------------	--------------	-------------	--------------

The **Sms Receipts** is used to send acknowledgement to members for a particular payment or contribution made.

### To send Sms Receipts:

1. Click on the **SMS** menu
2. Select **Sms Receipts**
3. Select the Start Date in the '**From Date**' field.
4. Select the End Date in the '**To Date**' field.
5. Select the **Contribution Type**, E.g. pledge.
6. Select a **Schedule Date** to send sms.
7. Click on the **search** button.
8. Click on '**Send SMS**' button to send the SMS Receipt to the selected members in the list.

## 5.2 SMS BIRTHDAY MESSAGE

Send Birthday SMS to Members

Enter Birthday Period  Schedule Date  Search

Added Data No of records: 0

#	Birth Date	Member Name	Member Age	Phone No
---	------------	-------------	------------	----------

Sent SMS

#	Member Name	Phone No	Member Type	Department	Marital Status
---	-------------	----------	-------------	------------	----------------

Send SMS Tick All Delete

### SMS Birthday Messages

The SMS Birthday Messages module enables the user to extract all members whose birthdays fall within a certain number of days from the current system date.

#### To send SMS Birthday Messages

1. Click on the **SMS** menu.
2. Select **Sms Birthday Message**.
3. Enter the Birthday period.
4. Enter the **Schedule Date** to send SMS.
5. Click on the Search button.
6. Click on the **'Send SMS'** button to send.

## 5.3 SMS GENERAL MESSAGE

Send SMS to Members

3

4

Select It... Select Ministry Enter Value Schedule Date Search

Added Data No of records: 0

#	Member Name	Phone No	Member Type	Department	Marital Status

4

Sent SMS

#	Member Name	Phone No	Member Type	Department	Marital Status

5

Send SMS Tick All Delete

Activ

The **SMS General Message** module is used to send bulk messages to church members. It is normally used to remind members about an upcoming event or program.

### To send Sms General Message

1. Click on the **SMS** menu
2. Select **Sms General Message**
3. Select **'All'** from the first dropdown list.
4. Click on the search button.
5. Select the **'Send SMS'** button to send.

## 5.4 SMS PERSONALIZED MESSAGE

Send Personalised SMS to Members

Select Item  Select Ministry  Enter Value  Schedule Date  Search

Added Data No of records: 0

#	Member Name	Phone No	Member Type	Department	Marital Status
---	-------------	----------	-------------	------------	----------------

Sent SMS

#	Member Name	Phone No	Member Type	Department	Marital Status
---	-------------	----------	-------------	------------	----------------

Send SMS Tick All Delete

Acti

The **SMS Personalized Message** module is used to send customized SMS messages to church members.

### To send Sms Personalized Message

1. Click on the **SMS** menu
2. Select **Sms Personalized Message**
3. Select '**All**' from the first dropdown list.
4. Click on the **Search** button.
5. Select the '**Send SMS**' button to send.

## 5.5 SMS PLEDGE REMINDER

Send Pledge Reminder to Members

From Date To Date Select Payment Type Schedule Date Search

Added Data No of records: 0

#	Member Name	Pledge Type	Amount Pledged	Amount Paid	Balance	Phone Number
---	-------------	-------------	----------------	-------------	---------	--------------

Sent SMS

#	Member Name	Pledge Type	Amount Pledged	Amount Paid	Balance	Phone Number
---	-------------	-------------	----------------	-------------	---------	--------------

Send SMS Tick All Delete

### SMS Pledge Reminder

The SMS Pledge Reminder is a functionality which enables the user to send messages to members who have unpaid pledges within a given date range.

#### To send Sms Pledge Reminder

1. Click on the **SMS** menu
2. Select **Sms Pledge Reminder**
3. Click on the **Search** button to pull those who have pledge payments outstanding.
4. Select a **Schedule Date** to send sms
5. Click on the **'Send SMS'** button to send.



## 5.6 SMS TO ABSENTEES

Send SMS to Absentees

From Date To Date Select Payment Type Schedule Date Search

Added Data No of records: 0

#	Attendance Date	Member Name	Phone Number
---	-----------------	-------------	--------------

Sent SMS

#	Attendance Date	Member Name	Phone Number
---	-----------------	-------------	--------------

Send SMS Tick All Delete

The **Sms to Absentees** module can be used to send SMS messages to absentees of a particular service.

### To send Sms to Absentees:

1. Click on the **SMS** menu
2. Select **Sms to Absentees**
3. Select the Start Date in the '**From Date**' field.
4. Select the End Date in the '**To Date**' field.
5. Click on the **Search** button.
6. Select the **Schedule Date** to send sms.
7. Click on the '**Send SMS**' button to send.

## 5.7 SMS TO CHURCH ATTENDANTS

Send SMS to Church Attendants

From Date To Date Select Payment Type Schedule Date Search

Added Data No of records

#	Attendance Date	Member Name	Phone Number
---	-----------------	-------------	--------------

Sent SMS

#	Attendance Date	Member Name	Phone Number
---	-----------------	-------------	--------------

Send SMS Tick All Delete

Here, you can send messages to those who attended church service/ program often to thank them for coming.

1. Click on the **SMS** menu.
2. Click **SMS to Church Attendants**. (The menu will open)
3. Select on the date to begin from the **From Date**.
4. Select on the date to end from the **To Date**.
5. Click on the **Search** button.
6. Click on **Send SMS** button to send message to attendants.

Note: Remove unwanted recipients by checking the box before their name and clicking on the **Delete** button before sending the message.

## 5.8 PREPARE SMS MESSAGE

The screenshot shows the 'Prepare Message' interface. At the top left, there is a blue button labeled 'Add new data' with a blue arrow pointing to it from the number '3'. To the right of this button are three input fields: 'Select Item' (a dropdown menu), 'Enter Value' (a text input), and 'Generate' (a blue button). Below these is a section titled 'List of Records' with a blue header. Underneath, there is a 'Message Body' label and a text area containing the text 'REVIVAL REVIVAL!!!'.

The screenshot shows the 'Prepare Message' interface. A large text area labeled 'Message' contains the text 'REVIVAL REVIVAL!!!'. To the right of this text area, there are three status indicators: 'Chars: 0', 'Pages: 0', and 'Cost: 0'. Below the text area are three buttons: 'Save' (green), 'Reset' (orange), and 'Return' (red). A blue arrow points from the number '4' to the 'Message' text area, and another blue arrow points from the number '5' to the 'Save' button.

This is where you type in the messages you would like to share with the members of your church. To prepare this message;

1. Click on the **SMS** menu.
2. Select **Prepare Sms message**. (The menu will open)
3. Click on **the Add new data** button.
4. Enter the message you would like to later share.
5. Click on the **'Save'** button to save.

Note: You can only keep one message in the tray at a time. Also, the cost of the message can be seen at the right side of the page before you save.

## 5.9 CHECK CREDIT BALANCE



The **Check Credit Balance** Module is used to check the SMS credits balance on the system at any point in time.

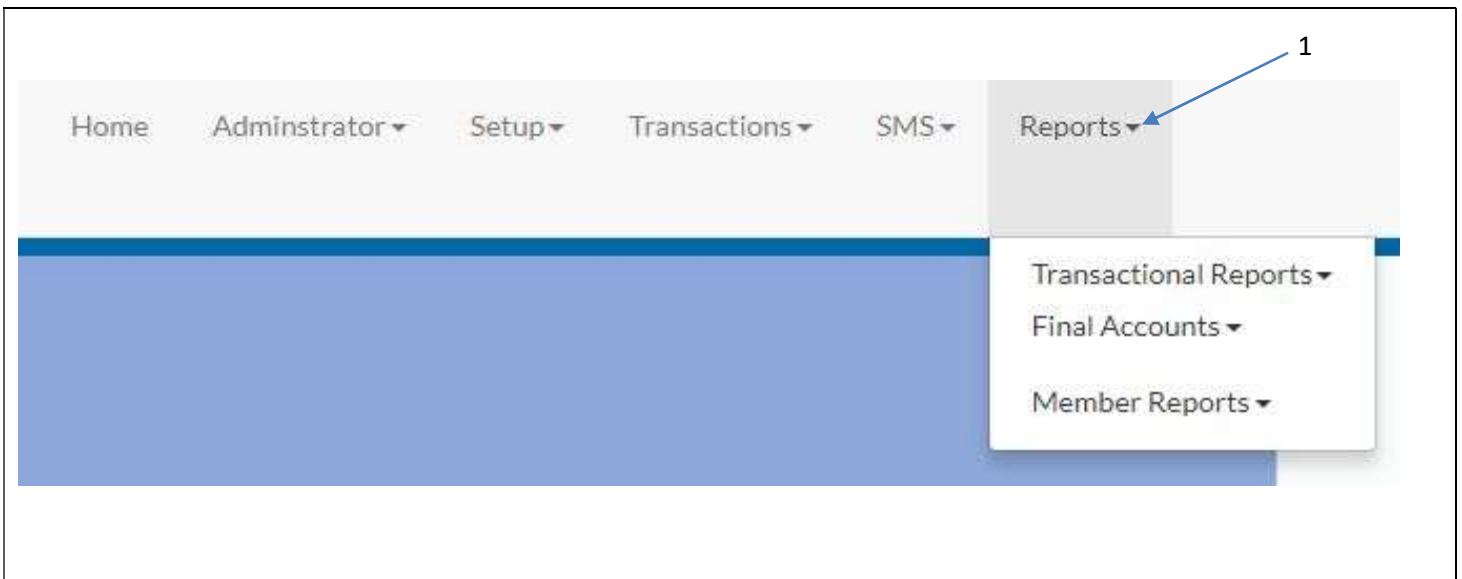
The SMS credits are used to effect SMS transactions and are recharged periodically by purchase through bank payments, Mobile Money transfers or online payment platform. –

[3csms.3cprojects.org/clientlogin](http://3csms.3cprojects.org/clientlogin)

1. Ensure that your pc is connected to the **internet**.
2. Click on the **Sms Menu**.
3. Select **Check Credit Balance**
4. Click on the '**Check Balance**' button to check the balance of your SMS account.  
Sms Units left would show in the space to the right side of the button.

## 5.0 REPORTS MENU

### THE REPORTS MENU



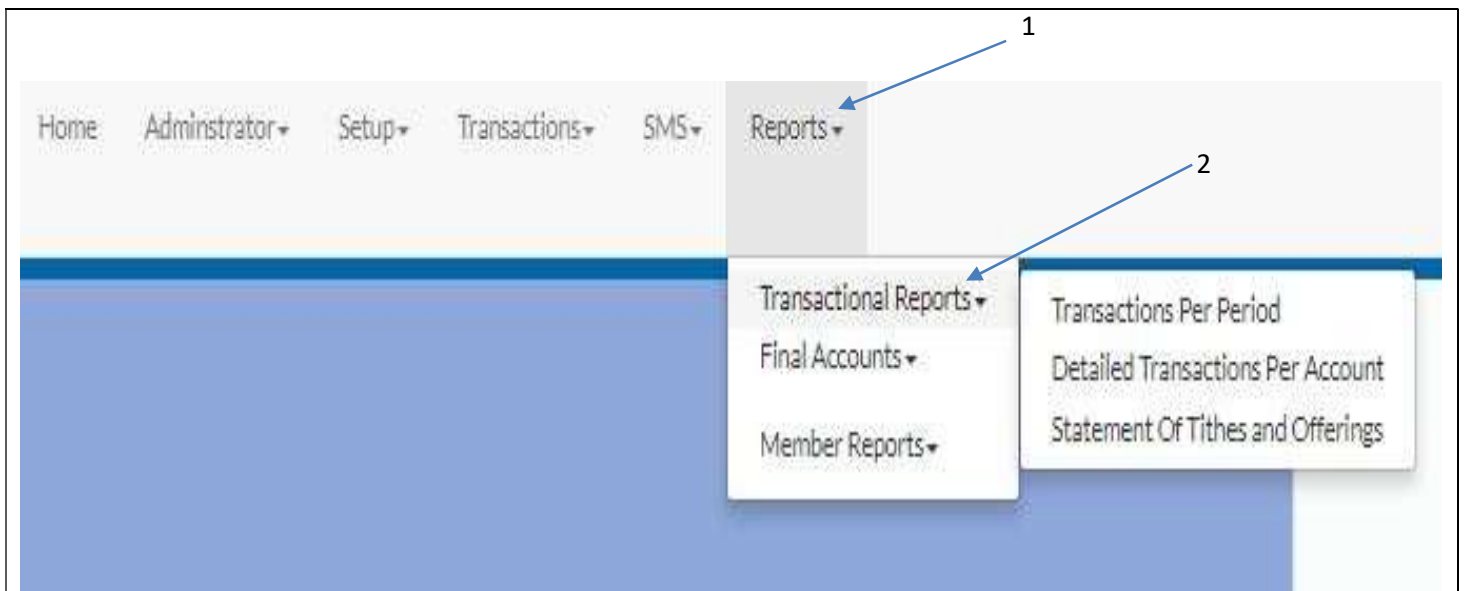
The **Transactional Report menu** has three (3) report types namely:

1. Transactions per period
2. Detailed Transactions Per Account.
3. Statement Of Tithes and Offerings

To open the Reports Menu, Click on **Reports** at the top of the page.

## 6.1 TRANSACTIONAL REPORTS

### TRANSACTIONAL REPORTS MENU



The **Transactional Report menu** has three (3) report types namely:

1. Transactions per period
2. Detailed Transactions Per Account.
3. Statement Of Tithes and Offerings

## 6.1.1 TRANSACTIONS PER PERIOD

Back Export to Excel

4 Select Transaction Type Date From Date To Generate 7

THE CHURCH OF PENTECOST  
SPINTEX  
ACCRA

Printed By: SPINTEX  
Print Date: ACCRA

TRANSACTIONS PER PERIOD

Report Period: 0 To 0

5 6

### To generate a Transaction per period report

1. Click on the **Reports** Menu
2. Select **Transactional Reports**
3. Click on **Transactions Per Period** from the Report Title tray.
4. Select the **Transaction Type**.
5. Select the report Start Date from the field labeled “**Date From**”.
6. Select the report End Date from the field labeled “**Date To**”.
7. Click on the “**Generate**” button to generate the report.

## 6.1.2 DETAILED TRANSACTIONS PER ACCOUNT

THE CHURCH OF PENTECOST  
SPINTEX  
ACCRA

Printed By: SPINTEX  
Print Date: ACCRA

**DETAILED TRANSACTIONS PER ACCOUNT**

Account Name: dddsadsad fdsaffefe Report Period: 0 To 0  
Account Code: 0

Transaction ID	Transaction Date	Voucher No	Narration	Debit GHS	Credit GHS	Balance GHS
----------------	------------------	------------	-----------	-----------	------------	-------------

### To generate a Detailed Transaction per account report

1. Click on the **Reports** Menu
2. Select **Transactional Reports**
3. Click on "**Detailed Transactions Per Account**" from the Report Title tray.
4. Select Account Name
5. Select the report Start Date from the field labeled "**Date From**".
6. Select the report End Date from the field labeled "**Date To**".
7. Click on the "**Generate**" button to generate the report.



### 6.1.3 STATEMENT OF TITHES AND OFFERING

Back

Export to Excel

Date From

Date To

Generate

4

5

6

THE CHURCH OF PENTECOST

SPINTEX

ACCRA

Printed By: SPINTEX

Print Date: ACCRA

STATEMENT OF TITHES AND OFFERINGS

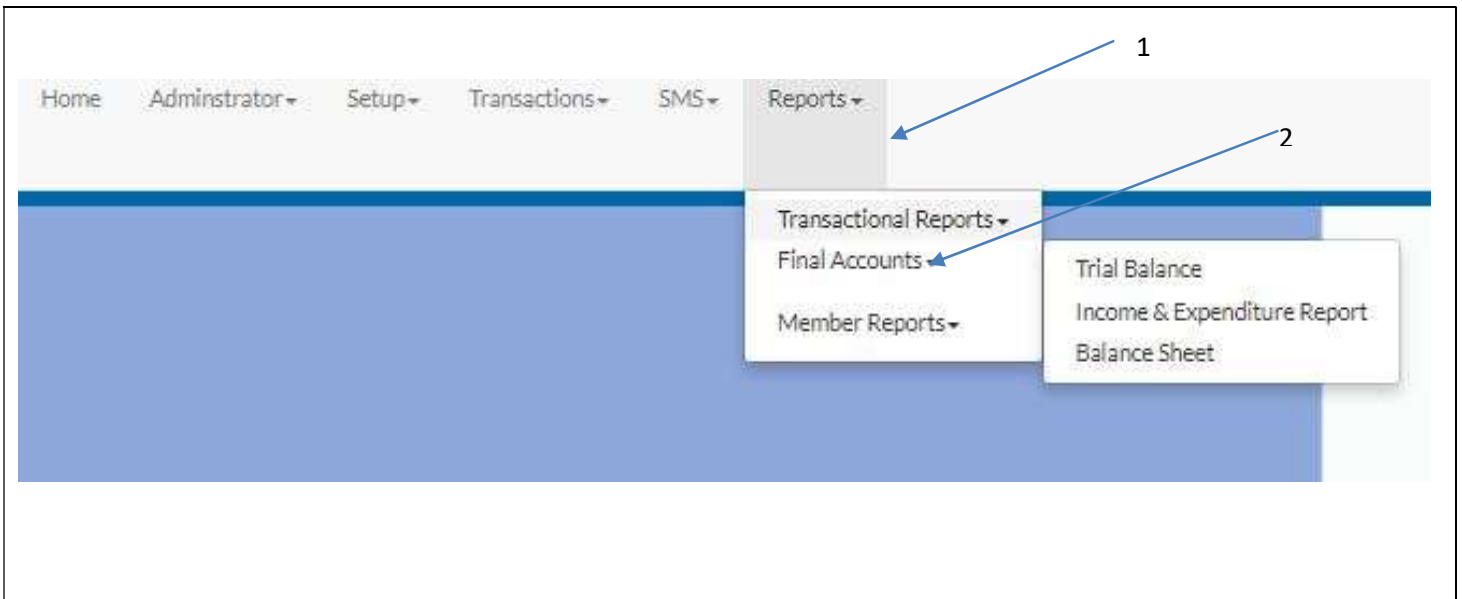
Report Period: 0 To 0

#### To generate a Statement of Tithes and Offerings report

1. Click on the **Reports** Menu
2. Select **Transactional Reports**
3. Click on **“Statement of Tithes and Offerings”** from the Report Title tray.
4. Select the report Start Date from the field labeled **“Date From”**.
5. Select the report End Date from the field labeled **“Date To”**.
6. Click on the **“Generate”** button to generate the report.

## 6.2 FINAL ACCOUNTS

### THE FINAL ACCOUNTS MENU



The **Final Account menu** has three (3) report types namely:

1. Trial Balance.
2. Income & Expenditure Report.
3. Balance Sheet.

To open this menu;

1. Click on **Reports**.
2. Select **Final Accounts**.

## 6.2.1 TRIAL BALANCE

Back

Export to Excel

Date From

Date To

Generate

THE CHURCH OF PENTECOST

SPINTEX

ACCRA

Printed By: SPINTEX

Print Date: ACCRA

**TRIAL BALANCE**

Name:

Report Period: Q To Q

Account No.	Account Label	Opening Balance		Transactions		Closing balance	
		Debit	Credit	Debit	Credit	Debit	Credit

### To generate a Trial Balance

1. Click on **Reports**.
2. Select **Final Accounts**.
3. Click on **"Trial Balance"** from the Report Title tray.
4. Select the report Start Date from the field labeled **"Date From"**.
5. Select the report End Date from the field labeled **"Date To"**.
6. Click on the **"Generate"** button to generate the report.

## 6.2.2 INCOME AND EXPENDITURE

Back

Export to Excel

Date From

Date To

Generate

4

5

6

THE CHURCH OF PENTECOST

SPINTEK

ACCRA

Printed By: SPINTEK

Print Date: ACCRA

INCOME AND EXPENDITURE

Report Period: 0 To

Account Code	Account Label	Amount(GHS)	Amount(GHS)
--------------	---------------	-------------	-------------

### To generate an Income and Expenditure Report

1. Click on **Reports**.
2. Select **Final Accounts**.
3. Click on **"Income and Expenditure Report"** from the Report Title tray.
4. Select the report Start Date from the field labeled **"Date From"**.
5. Select the report End Date from the field labeled **"Date To"**.
6. Click on the **"Generate"** button to generate the report.

## 6.2.3 BALANCE SHEET

[Back](#)

[Export to Excel](#)

THE CHURCH OF PENTECOST  
SPINTEX  
ACCRA

4

5

6

Printed By : 20  
Print Date :

**BALANCE SHEET**

As At:

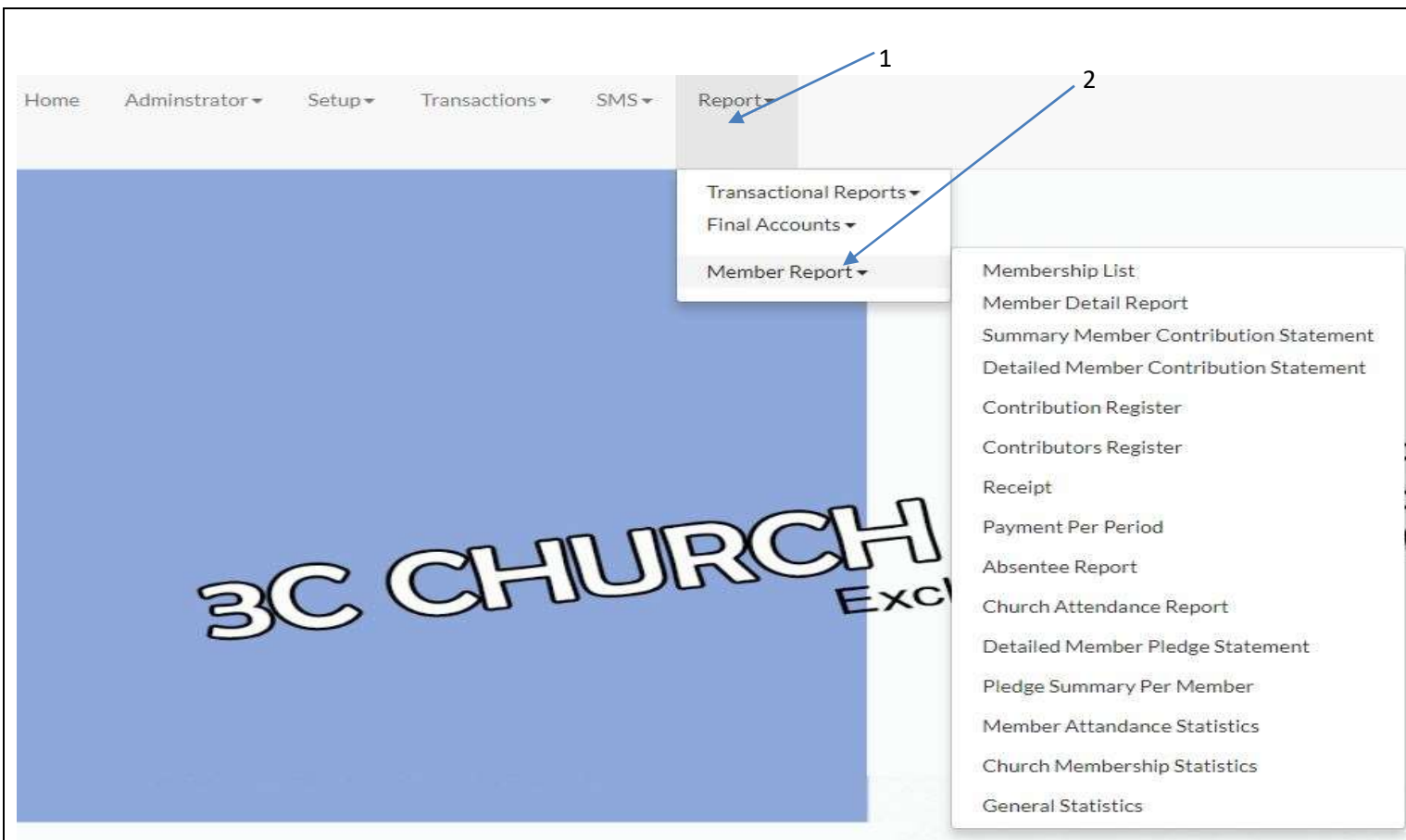
	As At:	As At:
Account Code	Amount GHS	Amount GHS
<b>Asset</b>		
<b>Total-Asset</b>	<u>0.00</u>	<u>0.00</u>
<b>Current Period Excess of Income over Expenditure</b>	<u>0.00</u>	<u>0.00</u>
<b>Excess Income over Expenditure B/F</b>		<u>0.00</u>
<b>Total Liability and Equity</b>	<u>0.00</u>	<u>0.00</u>

**To generate an Income and Expenditure Report**

1. Click on **Reports**.
2. Select **Final Accounts**.
3. Click on **"Balance Sheet"** from the Report Title tray.
4. Select the report Start Date from the field labeled **"Date From"**.
5. Select the report End Date from the field labeled **"Date To"**.
6. Click on the **"Generate"** button to generate the report.

## 6.3 MEMBER REPORTS

### THE MEMBER REPORTS MENU



The **Member Report** menu has Fifteen (15) Report Types namely:

1. Membership List.
2. Member Detail Report
3. Summary Membership Contribution Statement.
4. Detailed Membership Contribution Statement.
5. Contribution Register.
6. Contributors Register.
7. Receipt.
8. Payment Per Period.
9. Absentee Per Period.
10. Church Attendance Report
11. Detailed Member Pledge Statement.
12. Pledge Summary per member
13. Member Attendance Statistics
14. Church Member Statistics
15. General Statistics

## 6.3.1 MEMBERSHIP LIST

Back

Export to Excel

Select Type

Enter Value

Ministry/Group/C

Date From

Date To

Generate

THE CHURCH OF PENTECOST  
SPINTEX  
ACCRA

Printed By: SPINTEX  
Print Date: ACCRA

MEMBER LIST

Name: Assembly:

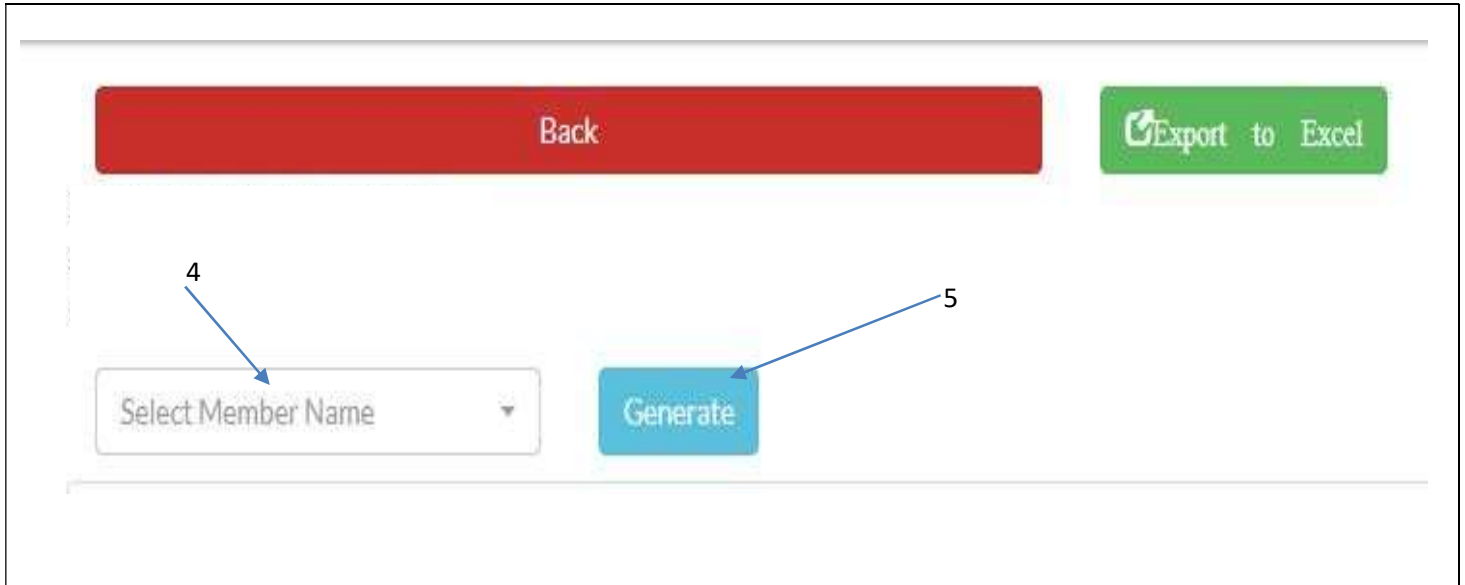
Report Period: 0 To

NO	FULLNAME	CONTACT NUMBER	DEPARTMENT	OCCUPATION	TITHE NO	REG NO
----	----------	----------------	------------	------------	----------	--------

### To generate a Membership List

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on **“Membership List”** from the Report tray.
4. Select criteria you want to search by.
5. Select the report Start Date from the field labeled **“Date From”**.
6. Select the report End Date from the field labeled **“Date To”**.
7. Click on the **“Generate”** button to generate the report.

## 6.3.2 DETAILED MEMBER REPORT



### To generate a Detailed Member Report:

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on "**Detailed Member Report**" from the Report tray.
4. Select **Member Name** from the drop down list
5. Click on the "**Generate**" button to generate the report.



### 6.3.3 SUMMARY MEMBER CONTRIBUTION STATEMENT

The screenshot shows a web interface for generating a report. At the top, there is a red 'Back' button, a green 'Export to Excel' button, and a blue 'Generate' button. Below these are four input fields: 'Member Name', 'Contribution Item', 'Date From', and 'Date To'. The 'Member Name' and 'Contribution Item' fields are dropdown menus. The 'Date From' and 'Date To' fields are text boxes. The 'Generate' button is positioned to the right of the 'Date To' field. Below the input fields is a preview area for the report. The preview area contains the following text: 'THE CHURCH OF PENTECOST', 'SPINTEX', 'ACCRA', 'SUMMARY MEMBER CONTRIBUTION STATEMENT', 'Member Name:', 'Report Period: To', and a table with two columns: 'PAYMENT TYPE' and 'AMOUNT'. The table has one row with 'TOTAL' and '0.00'. There are also 'Printed By: SPINTEX' and 'Print Date: ACCRA' labels in the top right corner of the preview area. Eight blue arrows with numbers 4 through 8 point to the 'Member Name' dropdown, 'Contribution Item' dropdown, 'Date From' field, 'Date To' field, 'Generate' button, 'Export to Excel' button, 'Printed By: SPINTEX' label, and 'Print Date: ACCRA' label respectively.

#### To generate a Summary Membership Contribution Statement

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on "**Summary Membership Contribution Statement**" from the Report tray.
4. Select **Member Name** from the drop down list
5. Select **Contribution Item** from the drop down list
6. Select the report Start Date from the field labeled "**Date From**".
7. Select the report End Date from the field labeled "**Date To**".
8. Click on the "**Generate**" button to generate the report.

## 6.3.4 DETAILED MEMBER CONTRIBUTION STATEMENT

The screenshot shows a web interface for generating a detailed member contribution statement. At the top, there is a red 'Back' button and a green 'Export to Excel' button. Below these are four input fields: 'Member Name' (dropdown), 'Contribution Item' (dropdown), 'Date From' (text), and 'Date To' (text). A blue 'Generate' button is on the right. Numbered callouts point to these elements: 4 to 'Member Name', 5 to 'Contribution Item', 6 to 'Date From', 7 to 'Date To', and 8 to 'Generate'. The main content area displays the church name 'THE CHURCH OF PENTECOST', 'SPINTEX', and 'ACCRA'. It includes a 'Printed By: SPINTEX' and 'Print Date: ACCRA' label. The title is 'DETAILED MEMBER CONTRIBUTION STATEMENT'. Below the title, there are fields for 'Member Name:' and 'Report Period: 0 To 0'. A 'Type Of Contribution:' label is present. A table with columns 'Date', 'Receipt No', 'Payment Type', 'Narration', and 'Amount' is shown. The table contains one row with 'TOTAL' in the 'Narration' column and 'GHS 0.00' in the 'Amount' column. A scrollbar is visible at the bottom of the table area.

### To generate a Detailed Membership Contribution Statement

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on **“Detailed Membership Contribution Statement”** from the Report tray.
4. Select **Member Name** from the drop down list
5. Select **Contribution Item** from the drop down list
6. Select the report Start Date from the field labeled **“Date From”**.
7. Select the report End Date from the field labeled **“Date To”**
8. Click on the **“Generate”** button to generate the report.

## 6.3.5 CONTRIBUTION REGISTER

The screenshot shows a web interface for generating a Contribution Register. At the top, there is a red 'Back' button (5), a green 'Export to Excel' button, and a blue 'Generate' button (7). Below these are three input fields: 'Contribution Type' (4), 'Date From' (6), and 'Date To'. The main content area displays the church name 'THE CHURCH OF PENTECOST', 'SPINTEX', and 'ACCRA'. It also shows 'Printed By: SPINTEX' and 'Print Date: ACCRA'. The title 'CONTRIBUTION REGISTER' is followed by 'Contribution Type: ' and 'Report Period: Q To'. Below this is a table header with columns: No, Member Name, January, February, March, April, May, June, July, August, September, October, Nov, Dec, and Total. A scroll bar is visible at the bottom of the table area.

### To generate a Contribution Register

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on **“Contribution Register”** from the Report tray.
4. Select **Contribution Type** from the drop down list
5. Select the report Start Date from the field labeled **“Date From”**.
6. Select the report End Date from the field labeled **“Date To”**
7. Click on the **“Generate”** button to generate the report.

## 6.3.6 CONTRIBUTORS REGISTER

The screenshot shows a web interface for generating a Contributors Register. At the top, there is a red 'Back' button and a green 'Export to Excel' button. Below these are three input fields: 'Contribution Type' (a dropdown menu), 'Date From', and 'Date To', followed by a blue 'Generate' button. Blue arrows with numbers 4, 5, 6, and 7 point to the 'Contribution Type' dropdown, the 'Date From' field, the 'Date To' field, and the 'Generate' button, respectively. The main content area displays the church name 'THE CHURCH OF PENTECOST', 'SPINTEX', and 'ACCRA'. It also shows 'Printed By: SPINTEX' and 'Print Date: ACCRA'. Below this is the title 'CONTRIBUTORS REGISTER' and a 'Report Period' selector. A table header is visible with columns: 'No', 'Member Name', 'January', 'February', 'March', 'April', 'May', 'June', 'July', 'August', 'September', 'October', 'Nov', 'Dec', and 'Total'. A horizontal scrollbar is at the bottom of the table area.

### To generate a Contributors Register

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on "**Contributors Register**" from the Report tray.
4. Select **Contribution Type** from the drop down list
5. Select the report Start Date from the field labeled "**Date From**".
6. Select the report End Date from the field labeled "**Date To**".
7. Click on the "**Generate**" button to generate the report.

## 6.3.7 RECEIPT

The screenshot shows a web application interface for generating a receipt. At the top, there is a red 'Back' button (6), a green 'Export to Excel' button, and a blue 'Generate' button (9). Below these are several input fields: 'Member Name' (4), 'Contribution Item' (5), 'Payment Category', 'Date From' (7), and 'Date To' (8). The main content area displays the church name 'THE CHURCH OF PENTECOST', 'SPINTEX', and 'ACCRA'. It also shows 'Printed By: SPINTEX' and 'Print Date: ACCRA'. The receipt form itself has a title 'RECEIPT' and fields for 'Member Name', 'Report Period' (0 To 0), 'Receipt Number', 'Receipt Date', 'Bank', 'Cheque No', and 'Narration'. A scrollbar is visible at the bottom of the receipt form.

### To generate a Receipt

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on **“Receipt”** from the Report tray.
4. Select **Member name** from the dropdown list.
5. Select **Contribution Item** from the dropdown list.
6. Select Payment Category from the dropdown list
7. Select the report Start Date from the field labeled **“Date From”**.
8. Select the report End Date from the field labeled **“Date To”**
9. Click on the **“Generate”** button to generate the report.

## 6.3.8 PAYMENT PER PERIOD

THE CHURCH OF PENTECOST  
SPINTEX  
ACCRA

Printed By: SPINTEX  
Print Date: ACCRA

**RECEIPT LISTINGS**

Report Period: 0 To 0

ID	RECEIPT DATE	MEMBER FULLNAME	RECEIPT NO.	PAYMENT TYPE	MODE	ISSUED BY	AMOUNT
TOTAL :							0.00

### To generate a Payment Per Period

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on "**Payment Per Period**" from the Report tray.
4. Select **Member Name** from the drop down list
5. Select **Contribution Item** from the drop down list
6. Select the report Start Date from the field labeled "**Date From**".
7. Select the report End Date from the field labeled "**Date To**"
8. Click on the "**Generate**" button to generate the report.

## 6.3.9 ABSENTEE REPORT

Back Export to Excel

Date From Date To Generate

THE CHURCH OF PENTECOST  
SPINTEX  
ACCRA

Printed By: SPINTEX  
Print Date: ACCRA

REPORT ON ABSENTEES

Report Period: 0 To 0  
Assembly :

No	Member Name	Member Phone No	Season
----	-------------	-----------------	--------

### To generate Absentee Report

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on "**Absentee Report**" from the Report tray.
4. Select the report Start Date from the field labeled "**Date From**".
5. Select the report End Date from the field labeled "**Date To**".
6. Click on the "**Generate**" button to generate the report.

## 6.4.0 CHURCH ATTENDANCE REPORT

The screenshot shows a web interface for generating a church attendance report. At the top, there is a red 'Back' button and a green 'Export to Excel' button. Below these are three input fields: a dropdown menu for 'Member Class/Ministry', a 'Date From' field, and a 'Date To' field. A blue 'Generate' button is positioned to the right of the date fields. The main content area is titled 'REPORT ON CHURCH ATTENDANCE' and contains a 'Report Period: 0 To 0' field and an 'Assembly/Class:' label. Below this is a table with a grey header row containing the following columns: 'No', 'Member Name', 'Member Phone No', and 'Department'.

### To generate a Church Attendance Report:

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on **“Church Attendance Report”** from the Report tray.
4. Select **Member Class/Ministry** from the first drop down list
5. Select the report Start Date from the field labeled **“Date From”**.
6. Select the report End Date from the field labeled **“Date To”**
7. Click on the **“Generate”** button to generate the report.



## 6.4.1 DETAILED MEMBER PLEDGE STATEMENT

The screenshot shows a web application interface for generating a detailed member pledge statement. At the top, there is a red 'Back' button, a green 'Export to Excel' button, and a blue 'Generate' button. Below these are two dropdown menus for 'Select transaction Period' (callout 4), two date input fields for 'Date From' (callout 6) and 'Date To' (callout 7), and the 'Generate' button (callout 8). The main content area displays the church name 'THE CHURCH OF PENTECOST', 'SPINTEK', and 'ACCRA'. It includes a 'Printed By: SPINTEK' and 'Print Date: ACCRA' field. The report title is 'MEMBER DETAILED TRANSACTION REPORT'. Below the title, there are input fields for 'Member Name:' and 'Report Period: 0 To 0'. There are also 'Pledge Type :' labels. A table with the following columns is shown: DATE, RECEIPT, PAYMENT TYPE, NARRATION, and AMOUNT PAID. The 'TOTAL PAID' is listed as 'GHS 0.00'. A scrollbar is visible at the bottom of the table area.

### To generate a Detailed Member Pledge Statement

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on “**Detailed Member Pledge Statement**” from the Report tray.
4. Select **Member Name** from the drop down list
5. Select **Contribution Item** from the drop down list
6. Select the report Start Date from the field labeled “**Date From**”.
7. Select the report End Date from the field labeled “**Date To**”
8. Click on the “**Generate**” button to generate the report.

## 6.4.2 PLEDGE SUMMARY PER MEMBER

Back

Export to Excel

Member Name:  Date From:  Date To:  Generate

THE CHURCH OF PENTECOST  
SPINTEK  
ACCRA

Printed By: SPINTEK  
Print Date: ACCRA

**PLEDGE SUMMARY PER MEMBER**

Pledge Type :

No	Member Name	AMT Pledge	AMT Paid	AMT Outstanding
		0.00	0.00	0.00

### To generate a Pledge Summary Per Member

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on **“Pledge Summary Per Member”** from the Report tray.
4. Select **Member Name** from the drop down list
5. Select the report Start Date from the field labeled **“Date From”**.
6. Select the report End Date from the field labeled **“Date To”**
7. Click on the **“Generate”** button to generate the report.

## 6.4.3 MEMBER ATTENDANCE STATISTICS

The screenshot shows a web interface for generating Member Attendance Statistics. At the top, there is a red 'Back' button and a green 'Export to Excel' button. Below these, the text 'The Church of Pentecost Holland' is displayed, followed by 'Amsterdam' and 'PIWC'. There are three input fields: 'Member Class/Ministry' (a dropdown menu), 'Date From', and 'Date To'. A blue 'Generate' button is positioned to the right of these fields. A blue arrow labeled '4' points to the 'Member Class/Ministry' dropdown, '5' points to the 'Date From' field, '6' points to the 'Date To' field, and '7' points to the 'Generate' button. In the top right corner, it says 'Printed By: admin' and 'Print Date: Mar 5, 2019'. The main content area is titled 'MEMBER ATTENDANCE STATISTICS' and contains a form with 'Class/Ministry:' and 'Report Period: 0 To 0'.

The **Member Attendance Statistics** report displays the statistics of members who were present on a particular service day.

**To generate a Member Attendance Statistics report**

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on "**Member Attendance Statistics**" from the Report tray.
4. Select **Member Class/Ministry** in first dropdown list
5. Select the report Start Date from the field labeled "**Date From**".
6. Select the report End Date from the field labeled "**Date To**"
7. Click on "**Generate**" button to view.

## 6.4.4 CHURCH MEMBERSHIP STATISTICS

The screenshot shows a web interface for generating a Church Membership Statistics report. At the top, there is a red 'Back' button and a green 'Export to Excel' button. Below these are three input fields: 'Select transaction Period' (a dropdown menu), 'Date From', and 'Date To', followed by a blue 'Generate' button. Blue arrows with numbers 4 through 7 point to these elements respectively. The main content area displays the church name 'THE CHURCH OF PENTECOST', 'SPINTEX', and 'ACCRA'. It also shows 'Printed By: 20' and 'Print Date: ACCRA'. The report title is 'CHURCH MEMBERSHIP STATISTICS'. Below the title is a table with a header 'Report Period: Q To Q'. The table contains six rows of statistics, all showing a value of 0. The last row is 'Total Number of Adults'. In the bottom right corner, there is a watermark that says 'Activate W Go to Setting'.

**THE CHURCH OF PENTECOST**  
SPINTEX  
ACCRA

Printed By: 20  
Print Date: ACCRA

**CHURCH MEMBERSHIP STATISTICS**

	Report Period: Q To Q
Total Number of Members (Adults and Children)	0
Total Number of Males (Adults and Children)	0
Total Number of Females (Adults and Children)	0
Total Number of Members (Adults and Children)	0
Total Number of Members (Adults and Children)	0
Total Number of Adults	0

Activate W  
Go to Setting

The **Church Membership Statistics** report displays the statistics of members who were present on a particular service day.

**To generate a Church Membership Statistics report**

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on “**Church Membership Statistics**” from the Report tray.
4. Select **Department** in first dropdown list
5. Select the report Start Date from the field labeled “**Date From**”.
6. Select the report End Date from the field labeled “**Date To**”
7. Click on “**Generate**” button to view.

## 6.4.5 GENERAL STATISTICS

The screenshot shows a web interface for generating a General Statistics report. At the top, there is a red 'Back' button and a green 'Export to Excel' button. Below these are several input fields: 'Ministry/Group/C' (a dropdown menu), 'Select Item' (a dropdown menu), 'Enter Value' (a text input), 'Enter Gender' (a dropdown menu), 'Date From' (a date input), and 'Date To' (a date input). A blue 'Generate' button is located below the 'Ministry/Group/C' dropdown. The main content area displays the report header: 'THE CHURCH OF PENTECOST', 'SPINTEX', and 'ACCRA'. It also shows 'Printed By: 20' and 'Print Date: ACCRA'. Below the header is the title 'GENERAL STATISTICS' and a form for 'Name:' and 'Report Period: 0 To 0'. At the bottom, there is a table with the following columns: No, Full Name, Date Of Birth, Age, Day Born, Month Born, Ministries, Gender, and Phone No. The table is currently empty. Numbered callouts (1-10) point to various elements: 1 points to the 'Back' button, 2 points to the 'Export to Excel' button, 3 points to the 'Ministry/Group/C' dropdown, 4 points to the 'Select Item' dropdown, 5 points to the 'Enter Value' text input, 6 points to the 'Enter Gender' dropdown, 7 points to the 'Date From' date input, 8 points to the 'Date To' date input, 9 points to the 'Generate' button, and 10 points to the 'Generate' button.

The **General Statistics** report displays the applied statistics of members.

To generate a **General Statistics** report

1. Click on **Reports**.
2. Select **Member Reports**.
3. Click on "**General Statistics**" from the Report tray.
4. Select **Ministry** in first dropdown list
5. **Select Item**. E.g. Age, Date joined, etc.
6. **Enter value** for item selected.
7. **Enter Gender**.
8. Select the report Start Date from the field labeled "**Date From**".
9. Select the report End Date from the field labeled "**Date To**"
10. Click on "**Generate**" button to view.