The Nazarene Treasury System

for Windows

Version 4.22

Instruction Manual

ON SCREEN HELP – After installing and logging into NTS, press the **F1** key, found in the upper left corner of your keyboard, to access the on-screen help files.

I.   INSTALLATION: (Please choose all default directories during the Installation process)

1. Insert the NTS Installation CD into the computer. The install should begin automatically. If so, go to step 6.
2. Click the **Start** button on the Windows Task Bar.
3. Click **Run**.
4. Type **D:setup**, (D is the letter of your DVD/CD drive.)
5. Click **OK**.
6. Click **NEXT** on the 3 boxes that appear.
7. Choose Shortcut options, click **NEXT**, and then **INSTALL**.
8. Click **OK** on Borland Database Engine install directory box.
9. Click **OK** if asked to install engine in folder that does not exist.
10. Click **FINISH** when the SETUP COMPLETE box appears.

11. For **Windows Vista/7** Users: After installing NTS, locate the icon or shortcut to run NTS. Right click on the icon or shortcut and then click on Properties. Click on the Compatibility tab at the top. Select the "Run this program as an Administrator" option and then click OK. Finally, restart your computer

II.   RUNNING THE NTS PROGRAM:

1. Click the **Start** button on the Windows Task Bar.
2. Highlight the **Programs** or **All Programs** menu item.
3. Follow the arrow to the right with the pointer.
4. Click the **NTS for Windows** or **The Nazarene Treasury System** icon.

Enter the Password, then Press <**Enter**> or click **OK**..
(The default passwords are: Master password='**00000**' (five zeros)(use this password the first time you run NTS) , Contribution password='**CCCCC**', Counter's password='**COUNT**', Checkbook password='**HHHHH**')

III.   Optimizing the Screen for NTS: **NTS** minimum screen resolution is **800 X 600** pixels and Font Size of **Small** or **Normal**. In almost every case, these setting do NOT need to be changed.

1. Click the RIGHT mouse button on an empty area of the Desktop.
2. Click **Properties**.
3. Click **Settings** and then choose at least **800 X 600** resolution.
4. Click **Advanced** (XP), **Appearance** (Win Me) or **Settings** (98), then **Advanced**, then **General**, (Select only **General** for XP).
5. Choose **Normal** or **Small Fonts** in the Font Size box.
6. Click **Apply,** then click **OK.**

IV.   NTS FEATURES: The 5 primary features of The Nazarene Treasury System are accessed from the Main Screen. The Church Name should be displayed at the top of this screen. To access these features, Click the applicable icon or button.

1. Contributions - This feature is used to post contributions and to print contribution reports or receipts.

1. To Post Contributions:
1. Confirm that the selected **Date** is correct (upper left corner). Change the date as necessary. Right click the right or left arrow buttons to change the date by one year.
2. Confirm that the selected **Service** is correct (Primary Service Box). Click on the Primary Service box to change it.
3. OPTIONAL: You can choose a **Primary Fund and Type**. Select the fund and/or type you want from the corresponding box. All new entries you add will automatically use the selected Fund and type.
4. **Select a Name or Envelope #**: Click the name inside the Contributor's Name box or Type in one or more letters of the contributor's last name or Type the **Envelope #**. The name will appear in the large Name box. (middle of screen)
5. To **Recall** a prior contribution, press the **<space bar>** or click on an amount in the recall box to post the same contribution as a prior week. Enter a check number if you want to save the check number. Skip steps 6 - 12.
6. Press the <**Enter**> key or Double-click on the selected name or Click the **Add New Entry** button. A new line of information will appear in the box in the middle of the screen with the current date and service filled in, and the Fund List box (yellow) will appear below the Fund Column.
7. Select **Fund**. Double-click Fund or type first letter(s) of the fund name and press <**Enter**>. To add a fund, click **New Fund**. Type in Fund name. Uncheck Tax Deductible box if fund is not tax deductible. Click **Save** to save the new fund.
8. Enter the **$ Amount**.
9. To specify a contribution as Check, Currency, Coin, Goods Credit Card, Debit Card, EFT or Other, press the **Left arrow key** on your keyboard or click inside the Type box. Select the type with your arrow keys or mouse and then press <**Enter**>.
10. Type in the Check number or other number if desired (not required).
11. To **Save** (Post) Contribution Entries: Press <**Enter**> or Click on the **Save Changes** button.
12. To **Cancel** Contribution Entries/Changes: Press <**Esc**> (upper left key on keyboard), or Click the **Cancel** button.

Note: The **Cash (Generic Giver) name has been automatically added to your Names List. All Loose or Undesignated contributions that are received should be credited to this Contributor.

2. To Edit Contributions.
    1. To change the **Date** on a line: Double-click the **Date** column, click on the correct date in the calendar.
    2. To change the **Service** or **Fund** on a line: Click the column and row of the **Service** or **Fund,** select the correct Service (pink box) or Fund (yellow box) from the list which appears.
    3. To change the **$ Amount**: Click on the Amount column and Enter the correct Amount.
    4. To **Save** or **Cancel** changes: (See sections 1.9 or 1.10 above)

3. To Delete Contributions: Select the line to be deleted, then
    1. Click on the **Delete Entry** button   or   press the **Delete** button on your keyboard.
    2. Click on **OK** or press <**Enter**> in the Confirm Delete box that appears.

4. "Show" Options. Check the **Show All Services** or **Show All Dates** box (below the large Name box) to show ALL contributions for any Service/Date in that Calendar Year and uncheck it to show contributions for the selected Service or Date ONLY. Click the **Show Totals** option to show totals for either the currently selected Contributor or the Entire Congregation. The Service Totals and Fund Totals will summarize all contributions taking into consideration the Date and Service Options.

5. To Print Receipts, Labels or Envelopes for one or more contributors, click on one name in the Names List.
    1. Click the **Print** button at the bottom of the Contributor names list.
    2. **Double-Click** on other names to print. Names will be highlighted in green. (Double-click again to de-select names)
    3. Select **Receipts**, **Labels** or **Envelopes** in the **Print option** box (green)
    4. Click the **Print** button. (green box)
    5. If printing Labels or Envelopes, see section 6.2.11 below. If printing Receipts, see section 10 on next page.

6. To View/Edit/Add Contributor Information: Changes can be made from either the Contribution or Setup screens.
    1. Making changes from the Contribution screen:
        1. To **Add** a new contributor, click the **Add Contributor** button at the bottom of the Contributors name list. To **View/Edit** the information, click the contributor's name in the name list with the RIGHT mouse button.
        2. Type in the Contributor's information.
        3. Click the **Save Contributor Info** button.
    2. Making changes from the Setup screen:
        1. Click the **Setup** button, then choose **Names List**.
        2. To **Add** a new contributor: Click the **Add Name** button, enter the Last Name, First Name, Envelope #(optional), Address, City, State, Zip Code, Phone # and Email address, then press the <**Enter**> key.
        3. To **Save the Changes**: Changes are automatically saved after pressing <**Enter**> from the Phone # or by clicking the **Save Name** button at the bottom of the window. (List will sort alphabetically or by Envelope #)
        4.To **Cancel** Changes: Click on the **Cancel Changes** button   or   press **Alt+C**.
        5. To **Remove/Add this name from the Active List**: Double-click the **Active?** Column. ('Yes' or 'No' will appear)
        6. To **Show** only **Active** or **InActive** Names: Click the corresponding button below the List.
        7. To **Sort** the Names List by Envelope # or Alphabetically: Click/Unclick the **Sort by Env #** box below the List.
        8. To **View** the Names List for a **Different Calendar Year**: Click the Up/Down arrows next to the Year. (upper-left)
        9. To **Copy Names** List from previous calendar year: Click the **Copy Names from Previous Year** button.
        10. To **Delete Names**: Click the **Delete Name** button or press **Alt+D**. (Delete ALL Contributions for this person first)
        11. To **Export** the Contribution Names list: Click the **Export** button and follow instructions for Section 2.20.7 below.
        12. To **Print/Setup Labels, Envelopes or a Directory**: Click corresponding button at the top of the screen.
            1. **Select Names**: Double-click the **Print?** column or press <**spacebar**> next to Name or click **Select All** button. To quickly find a name, type in the first letter of the contributor's last name.
            2. Click the **Start Printing** button.
            3. To **Edit** Label/Envelope information, reposition fields or print different formats, see Checkbook section 2.15.
            4. To **Start Printing**: Click the **Print Directorys** button. (See Checkbook section 2.15)

7. To Enter/Edit Services: Click the **Setup** button, then choose **Service List**.
    1. Click the **New Service** button   or   press the **Insert** button on the keyboard.
    2. Enter the **Service Name**, then press <**Enter**>. The list will automatically save.
    3. To **Save** Service: If **Save** button is shown at the bottom of the screen; click it   or   press <**Enter**>.
    4. To **Delete** Service: Click the **Delete** button. (Delete ALL Contributions that use Service first).
    5. To **copy Services** from previous year: Click the **Copy Prior Year List** button. The Service, Fund and Name Lists will copy ONLY if there are NO contributions entries for the year.
    6. To change the order of the Services, click and drag a service up or down in the list to change its position.
    7. To **Print** the list of services, click the printer button.

8. A new service can be added while entering contribution entries. Start a new entry and then click inside the Service Box. Click **New Service**, type in Service name and click **Save**.

8. To Enter/Edit Funds: Click the **Setup** button, then choose **Fund List**.

1. Click the **New Fund** button   or   press the **Insert** button on the keyboard.
2. Enter the **Fund Name**, then press <**Enter**>.
3. Enter the **Tax Deductible status** of the Fund by double clicking in the **Tax Deducible** column,   or   click on **Tax Deductible** column and press **Y** or **N**.
4. Press <**Enter**>. The list will automatically save.
5. To **Save** Fund: If **Save** button is shown at the bottom of the screen; Click it   or   press <**Enter**>.
6. To change the order of the Funds, click and drag a fund up or down in the list to change its position.
7. To **Print** the list of Funds, click the printer button.
8. To **Delete** Fund: Click the **Delete** button. (Delete ALL Contributions that use Fund first)
9. To **copy Funds from previous year**: See #7.5 above.

9. To Setup/View Pledges: Click the **Pledges** button. You must log in with **MASTER** password to use Pledges.

1. To **Add** a New Pledge: Click the Add New Pledge button. Type the new Pledge **Name** in column 1. (i.e. Faith Promise) Double-click the **Start Date** column, click on the Start Date in the calendar. Repeat the above process for the **End Date** column. Type the **$ Goal** desired.
2. To **Link** Pledge to **Fund(s)**: Click the **Fund column** next to the applicable year. Double-click **Fund** on yellow menu.
3. To **Calculate** the Pledges: Click the **Calculate Pledge** button inside the bright blue area.
4. Set the **Pledge Filters**: Choose the Filter Options that are desired in the lower-right part of the screen. The available options are: Pledges/$ Received/Balances >$0, <$0, =$0, and ALL.
5. To **Enter/Edit a Contributor's Pledge**:   Type the $ Pledged next to the Contributor's name.
6. To **Sort the Pledge Name List:** Double click on the column header for Name, $ Pledged, $ Received or Balance. Double click on the column header again to reverse the order.
7. To **Edit/View** a Contributor's **Name Link**:   Click the **Show Name Link List** button , then choose the correct **Name** next to each **Year** on the list if an '*' appears on that line.
8. To **Print** a Pledge **Report**:   Click the **Print Pledge Report** button.
9. To **View** a Contributor's **Giving Record**:   Click the **Show Giving Record** button.
10. To print **Pledge Receipt**s:
    1. Click the **PRINT PLEDGE RECEIPT(s)** button to the right of the Names list.
    2. Choose either to print a receipt for the selected individual only by clicking **THIS CONTRIBUTOR ONLY,**, or to print receipts for ALL names on the list by clicking the **ALL CONTRIBUTORS ON LIST** option.
    3. Choose to print either one or two receipts per page by clicking/unchecking the **2 PER PAGE** option.
    4. Choose whether to use the name and address setup locations from the regular Contributions Receipts by clicking or unchecking the **CUSTOM LAYOUT** option. This is typically used for mailing receipts in windowed envelopes.
    5. Click the **START PRINTING** button.
11. To **Delete** a Pledge: Click the **Delete Pledge** button. (Deleting WILL NOT delete any Contribution information)

10. To Print or View Contribution Reports: Click the **Reports** button, then choose one of the following:

Contributor Report: Lists each Contributor with Service, Fund, and $ Amount given, and the corresponding $ totals.

Totals Report: Shows the Total $ given for each Fund, summarized by Service.

Receipts: Prints a Charitable Contribution Receipt for the selected Contributors. On this report, you can quickly find a single contributor by typing in the first letter of the contributor's last name.

Detail Report: Shows detailed contribution information.

Deposit Slip: Totals contributions by Type and lists all Check entries with Contributor Name and check number.

*** The following Ranges and Filters can be set for Contribution Reports: (yellow boxes on left side of screen)

1. Specify **Date Range**: Click the **Start** or **End Date** buttons and click on the desired date in the Calendar. Double-click the text "Date Range" to select the entire Calendar Year.
2. Specify **Service** Option: Each Report (except Receipts) can be printed for a specific Service or for All Services. To select more than one Service, press and hold down the **CTRL** key and click on each Service to include in the report.
3. Specify **Fund** Option: Each Report (except Receipts) can be printed for a specific Fund or for All Funds. To select more than one Fund, press and hold down the **CTRL** key and click on each Fund to include in the report.
4. Specify **Names** Option: For Receipts, double-click on names to select them for printing or click **Select All Names**. For other Reports: Select a Contributor's Name from the list for a Contributor specific report. To select more than one Contributors Name, press and hold down the **CTRL** key and click on each Name to include in the report.
5. Set the **Amount Filter**: (Receipts and Detail Reports) Type the desired $ Amount in the **Amounts>** box to show only names that have given more than the amount specified. This filter can also be set to show Amounts < (less than) an amount by clicking the text "Amounts >".

6. Select **Report Format**: (Contributor/Totals Reports) Click the **SHOW ITEMIZATION** box to show the full detail of Funds given to by each Contributor/Service, or unclick the **SHOW ITEMIZATION** box to show only Totals. (Receipts) Select the QUARTERLY box to show contribution totals by quarter (only available within 1 calendar year). Select the SHOW ITEMIZATION box to include a detailed listing of contributions by date.

7. Specify **Signature Lines** to Print: (except Detail Reports) Click the box next to each Signature line (lower-left screen) and then either type the name in the signature box and press <Enter>, or select the name from the drop-down menu. New Counter's names will automatically be added to the menu after they have been entered. To delete a Counter's name from the menu, click the name and then press the <Backspace> or <Delete> button on the keyboard.

8. Specify **Type** Option: Each Report (except Receipts) can be generated for a specific Type or for all Types. To select more than one type, press and hold down the **CTRL** key and click on each Type to include in the report.

9. Specify **Sort Order**: To change the order of the items listed on the report, Double-click the column Title or:
   1. Click the Sort Criteria to change in the SORT ORDER box. (Date, Name, Env #, Service, Fund or Amount)
   2. Click the Up/Down buttons to the left of the Sort Order box. (Order will change accordingly)
   3. (Contributor/Totals Report) Sort Order can change only when SHOW ITEMIZATION box is NOT checked.

10. **"Show"** Options: (Detail Report) Click/Unclick the box next to the Services, Funds, Names or Env #s to show/hide these columns.

11. Select **Bank Account** (Deposit Slip only): Choose the bank account to which the deposit will be posted. The bank account name, routing number and account number will appear on screen and be printed on the report.

12. To **Print**: Click the **Print** button.

13. To **Export** the Contribution Report data: Click the **Export** button and follow instructions for Section 2.20.7 below.

14. To **Setup Receipts**: Click the **Setup** button, (only visible if no names are selected for printing) then follow the instructions for Section 2.15 below. To print a message and/or scripture on the Receipts, follow the instructions for **Editing Fixed Text** in section 2.15.3 below.

11. To Access the Graph Report: See Section 2.24 below.

12. On-Screen Calculator: See Section 2.28 below.

2. Checkbook - This feature is used to post journal information and to print reports or checks.

1. Confirm that the selected Fiscal Year is correct. (top-left of screen)
   1. To change Fiscal Year: Click the **Fiscal Year** button, then click the left/right arrows to select the desired year. Click **OK**.
   2. To change the **Start and/or End Dates** for the Fiscal Year: Click the **Start** or **End Date** button, then select the correct Date from the calendar, then Press <**Enter**> or Click **OK**. Click **Exit**.

2. Confirm that the selected Bank Account is correct. (Upper left of yellow area in box)
   To change Account: Click the arrow pointing down, (next to Account name) then choose correct Account.

3. To Enter Checks: Click the **Check** button on the left side of the screen or press **Alt+C**.
   1. Confirm the **Date** is correct.(top of teal box) Double-click Date box, select correct Date, then press <**Enter**> or Click **OK**.
   2. Confirm that the **Check #** is correct. Check #s automatically sequence to next available #. If not correct then Enter the correct #, then press <**Enter**> or Click inside Pay to the Order of box.
   3. Specify Check **Payee**. This is done by selecting a Payee from the List or Entering a New Payee Name.
      To **Select a Payee** (green box): Type 1-5 letters of the name or use arrow keys, then press **<Enter>** or Double-click name.
      To **Enter a New Payee**: (Also see Section IV.2.19)
         1. Type the New Payee Name inside the white box next to the words <u>Pay to the Order of</u>.
         2. Click the **Save as New Payee** button or Press <**Enter**> (if new Payee Name is 5 or more characters) or press **Alt+N**
         3. Enter Address, City, State, Zip Code, Phone # and Account #, if desired, then Click **Save Payee Info** or press **Alt+S**.
   4. Enter the **$ Amount**. (Do **NOT** preface the $ Amount with a "-". Checks are understood to be debits.) Next, press <**Enter**> or Click the **Add Line** button or Double-click the **Exp. Cat.** column. Double-click inside the Amount box to set the Amount=sum of Detailed Transactions.
   5. To **Recall a MEMORIZED CHECK** for a payee: Click one of the checks that appear in the Recall Check list, or press <space>, '/' or '\' from the Amount box. Go to step 9. To close the Recall List, click the minimize bar (upper right corner.)
   6. Enter the **Detail Transactions**. (No limit to # of Detail Transaction lines)

   * - Required fields - In order to post a transaction, fields with an * MUST be filled in.

   (Press any letter to quickly locate accounts in the following menus)
      * 1. Specify the **Expense Category**: (This is the Category of Expense Accts to be debited) Click or Double-click the correct **Expense Category** on the list, then press <**Enter**> or click the next column. To add a new Category, click the **New Category** button, type in the Category name, and then click **Save**.

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* 2. Specify the **Expense Group**: (If no group selection is desired, select (None)). Click or Double-click the correct **Expense Group** on the list, then press <**Enter**> or click the next column. To add a new group, click the **New Group** button, type in the Group name, and then click **Save**.

* 3. Specify the **Expense Account**: (This is the Budget Item that will be debited) Click or Double-click the correct **Expense Account** on the list, then press <**Enter**> or click the next column. To add a new Account, click the **New Account** button, type in Account name and budget (if desired), and then click **Save**.

   4. Enter a **Comment**: Type in a Comment related to the current line, then press <**Enter**>.

* 5. Specify the **Internal Category**: (This is the Church Department to be debited for this expense) Click or Double-click the correct **Internal Category** on the list, then press <**Enter**> or click the next column. To add a new Category, click the **New Category** button, type in Category name, and then click **Save**.

* 6. Specify the **Internal Account**: (The Departmental Account to be debited for this expense) Click or Double-click the correct **Internal Account** on the list, then press <**Enter**> or click the next column. To add a new Account, click the **New Account** button, type in Account name, and then click **Save**.

* 7. Enter the **$ Amount**. Press the <space>, '/' or '\' to automatically fill in the Amount.

   8. Click the **Save** button (Below the Detail Transactions box)   or   press <**Enter**>.

   9. Continue steps 1-8 until all Detail Transaction lines have been entered. The Total $ Amount of the Detail Transactions **MUST** equal the Check $ Amount!

   10. If the **Save** button is visible at the bottom/right of the Detail Transactions box, the current line has not yet been posted. Click the **Save** button to save the Detail Transaction line.

   11. To **Cancel changes** to a line: Click the **Cancel** button (bottom/right)   or   press <**Esc**>

7. To **Schedule a Check**: Type the description (i.e. if adding a check for the monthly Water Bill, type "Water Bill"), choose the frequency and the Next Date for the check to be paid in the bright green box located in the upper left area of the screen titled "Add to Check Scheduler". (This box only appears if the Check is ready to be saved)

8. To **Save the Check**:   Click the **Save Changes** button (left side of the screen)   or   Press <**Enter**>.

9. To **Cancel** the Check Information: Click the **Cancel Changes** button or press <**Esc**>
   (All Check information will be restored if editing, or deleted if entering a new check.)

10. To **VOID** a Check: Click the **VOID** button. No Detail Transactions can be entered for a Void Check.

11. To **change a check type,** after the check has been saved, double-click on the check type in the transaction register to change the check from a regular check to an EFT check or vice versa.

4. To View/Add/Edit Scheduled Checks: Click the SETUP button at the top of the Checkbook screen and choose CHECK SCHEDULER from the menu, or Check Scheduler will automatically appear when checks need to be posted.

1. **To Post Scheduled Checks:** Verify that "Today's Date" at the top of the Check Scheduler screen is the date that you want to use as the Check Date. If not, then click it and change to the correct date. Double-click in the POST CHK? column to select (or de-select) the checks to be posted. Then specify the $ Amount for each check and verify the Payee and Bank Account for each check. Then click the POST SCHEDULED CHECKS button.

2. **To Add a new Scheduled Check:** Click the **Add Scheduled Check** button.

3. **To edit a Scheduled Check:** Click on the check in the list.

   1. To change the **check date:** Click on the date and choose a new date from the calendar.

   2. To change the **check type:** Click on the check type and choose the desired type.

   3. To change the **check description:** Click on the description and type in a new description.

   4. To change the **amount** of the check: Click on the amount and type in a new amount.

   5. To change the **check frequency:** Click on the frequency and choose the desired frequency.

   6. To change the **Payee or Bank Account:** Click on either and choosing a new payee/bank account from the list.

   7. To change an **expense or internal account:** Click on the category, group, or account in the transaction detail listed at the bottom of the screen and choose a new category, group, or account.

   8. To change the **amount of a detail line:** Click on the amount and type in a new amount. NOTE: Check total and total of detailed lines must be the same amount or you will not be able to post the check.

4. To **Decline Posting Scheduled Checks:** Click EXIT on the Check Scheduler screen.

5. To **delete a scheduled check:** Click on the check and then click the **Delete** button.

6. To **view only checks scheduled to be paid:** Click the **Selected Checks Only** option.

7. To **print a list of your scheduled checks:** Click the Print button located below the Exit button. To include the transaction detail in the print out, check the **w/ Transaction Detail** option.

5. To Enter Deposits: Click the **Deposit** button on the left side of the screen   or   press **Alt+D**.

1. Confirm the **Date** is correct.(top of teal box) Double-click Date box, select correct Date, press <**Enter**> or Click **OK**.

2. Confirm that the **Deposit #** is correct. Deposit #s are automatically calculated to the month & day. If not correct, then Enter the correct #, then press <**Enter**>   or   Click inside the **Amount** box.

3a. To **Automatically Post the Contributions into the Deposit**:

   1. Each Contribution fund is linked to a specific internal account. To change the link, click on the Internal Acct. in the red box and choose a different internal acct.

2. To link a fund to a bank acct., click in the bank acct. box and choose a bank acct.

3. To select a fund to be included in the deposit, double-click in the first column to put an 'X' in the column. All funds marked with an 'X' will be included. To remove a fund from the deposit, double-click on the 'X' to remove it.

4. To show Contribution information for other date range(s): click the Date above the red box and then choose the desired Start and End dates.

5. Click the **Auto-Post** button below the red Sunday Fund Totals box. This will post the $ Amount given for each marked Contribution Fund to the Internal Acct shown next to the Fund(right column in red box).

6. Click **Save Changes** to save the deposit.

3b. To **Manually Post the Deposit:**

1. Enter the **$ Amount** and press <**Enter**> or Click the **Add Line** button or the **Comment** column or Double-Click the **EC** column for Expense Credits. (See section 3.9 below)

2. To **Recall a MEMORIZED DEPOSIT**: Click one of the buttons that appear in the green box to the left of the $ Amount, or press <space>, '/' or '\' from the Amount box.

3. Enter the **Detail Transactions**. (No limit to # of Detail Transaction lines)

    1. Enter a **Comment**: Type in a Comment related to the current line, then press <**Enter**>.

    2. Specify the **Internal Category**: (the Department to be credited) Click or Double-click the correct **Internal Category** on the list, then press <**Enter**> or click the next column.

    3. Specify the **Internal Account**: (The Departmental Account to be credited) Click or Double-click the correct **Internal Account** on the list, then press <**Enter**> or click the next column.

    4. Enter the **$ Amount**.

    5. Click the **Save** button (Below the Detail Transactions box) or press <**Enter**>.

    6. Continue steps 1-5 until all Detail Transaction lines have been entered.
    (The Total $ Amount of the Detail Transactions **MUST** equal the Deposit $ Amount!)

    7. If the **Save** button is visible at the bottom of the Detail Transactions box, the current line has not yet been posted. Click it to **Save** the current line.

    8. To **Cancel** changes: Click **Cancel** button below Detail Transactions box or press <**Esc**>

    9. **Expense Credit Entries**: Expense Credit entries on a Deposit are used to credit expense accounts so that neither income or expense is actually generated for a particular transaction or combination of transactions. Expense Credits are ONLY applicable to Deposit entries and offset the effects of Checks or Expense Adjustments. To make an Expense Credit Entry on a Detail Transaction line of a Deposit:

        1. Double-click the **EC** column of the Detail Transaction line or press **X, E,C** or <**space**>

        2. Select the **Expense Category**, **Expense Group** and **Expense Account**. (The Account to be credited)

4. To **Save the Deposit**: Click the <u>**Save**</u> **Changes** button (left side of the screen) or Press <**Enter**>

5. To **Cancel** the Deposit Information: Click the <u>**Cancel**</u> **Changes** button or press <**Esc**> or press **Alt+C**.

6. To Enter Electronic Checks (E-Checks): Click the **EFT-Check** button and then use the same procedures as a Check entry (See #3 above).

7. To Enter Interest: Click the <u>**Interest**</u> button and then use the same procedures as a Deposit entry. (See #4 above) (Interest Entries only affect Internal Categories and Accounts.)

8. To Enter Expense Adjustments: Click the **Expense Adjustment** button and then use the same procedures as a Check entry (See #3 above) , except that no Payee is involved and both Positive or Negative entries can be used. To make an amount negative, precede the $ Amount with "-". (i.e. -500.00) ALL Amounts are considered POSITIVE unless specified as Negative. Expense Adjustments are typically used to enter Service or Check Charges.

9. To Enter Income Adjustments: Click the **Income Adjustment** button and then use same procedures as a Deposit entry. (See #4 above) (Income Adjustments only affect Internal Categories and Accounts.)

10. To Enter Transfers: Click the **Transfer** button. Transfers are used to **move funds between Internal Accounts.** (NOT between Bank Accounts)

1. The $ Amount is automatically set to $0.00 and cannot be changed.

2. This requires that the sum of the Detailed Transactions Amounts must also EQUAL $0.00.
(This is the nature of transfers. $ are transferred out of one or more accts., into one or more accts.)

3. Remember that Transfer OUT line Amounts must be preceded with a "-". (i.e. -10.00)

4. Likewise, Transfer IN line Amounts will be entered as Positive numbers. (i.e. 10.00)
    (Transfer Entries only affect Internal Categories and Accounts.)

11. To Edit Transactions: Highlight the transaction to be edited in the Transaction Register box.

1. Click the <u>**Edit**</u> button or press **Alt+E** or press <**Enter**>.

2. Follow the same protocol as when Entering the appropriate transaction.

12. To Delete Transactions: Highlight the transaction to be deleted in the Transaction Register box, then Click the **Delete** button or press the **Delete** button on the keyboard.

13. To Search for Transactions: To search for Transaction #'s, $ Amounts, Payees, Dates or comment, type the information to search for in the **Find** box, then click the gray checkmark button next to it. Clicking the button again will locate the next occurrence.

14. To Reconcile Transactions:
1. Right-Click on the **Rec?** column to set the Transaction Register Filters for reconciling. (see Section 30 below)
2. Click on the **Rec?** column of the Transaction to reconcile, then Press <**Enter**> or <**spacebar**> or **Double-Click** inside the column.
3. A blue box titled "Reconciliation Report Options" will appear next to the transaction.
4. Select one of the three Report options.
   - #1. **Create New Report:** Click the Date box near the top of the screen beneath "Create a new Reconciliation Report," then select the desired date for the report from the Calendar and Click OK on the Calendar window.
   - #2. **Add this transaction to a previously generated Report:** Select the desired Report in the menu box located below "Add to an existing Reconciliation Report." If you need to include transactions from two different Fiscal Years, then Reconcile on year first, then change the Fiscal year at the top of the screen and Reconcile a transaction in the other year and choose the correct Report from the menu.
   - #3. **Reconcile without using a Reconciliation Report:** Click the circle next to "Do NOT include this transaction in a Reconciliation Report. (Report Mode=Off)." If you choose this option, then any transaction that you reconcile during this session will not be included on a report, unless you first view a Reconciliation Report. (see #11 below)
5. Click the OK button at the bottom of the blue box.
6. You may be asked if would like to include information from the previous or next Fiscal Year. Choose Yes or No.
7. The Reconciliation Report will appear on the left side of the screen. (See Section 22 below.) Reconciled Transactions will appear on the bottom half of the Report with the Totals at the top.
8. Continue Reconciling other transactions. (see #1 above)

15. To Print/Setup Checks, Labels or Envelopes:
1. Checks:
   1. Highlight (Click-on) the **1ˢᵗ Check** to be printed in the Bank Transactions box.
   2. Click the **Print** button.
   3. Double-Click the **last Check** to be printed. You can select or de-select other checks for printing by Double-Clicking on the check. Checks will always print in numerical order even though they may appear out of order in the list .
   4. Click the **Print Checks** button in the green box.
   5. To Edit Check information or change the field positions, see the next section, **Setting Up Checks**.
   6. To Start Printing: Click the **Print Checks** button at the top.
   7. Select the desired **Printer**, and then click **OK** in the Printer box.
   8. Specify the **Row/Column** to begin printing on, then click **OK**. (if more than 1 row/column per page)
2. Labels/Envelopes:
   1. Click on a **Check or E-Check** in the Transaction Register.
   2. Click the **Print** button below the register
   2. Select the Print Option (**Label or Envelope**) in the green box on the left side of the screen.
   3. **Double-Click** any other check/E-Check or payees that you want printed. Labels/Envelopes will be printed in the order they appear in the Register.
   4. Click the **Print** button in the green box. (see section 19.7 below for more instructions)

16. Setting-Up Checks for Printing: (Also for Labels, Receipts, Envelopes, Directories and W-2s/W-3s)
   1. FORM SETTINGS - The Form settings are located at the top of the side bar .
   1. Set **Form Size**: Click the arrows to set the Width/Height of each form. Clicking the left mouse button changes the value by 0.1 inch; right button by 0.01 inch.
   2. Click the expansion bar below the Width/Height setting to see more **Form** settings.
   3. Set **Form Orientation**: Click either the **Portrait** or **Landscape** to set change the orientation.
   4. Set **# of Rows/Columns of Forms per Page**: click the arrows to increase/decrease #.
   5. Set the **Top Margin**: Set the amount between the top of the page and the first form, then set that amount.
   6. Set the **Left Margin**: Set the amount between the left edge of the page and left side of the form.
   7. Select the **Form Type**: To override previous form settings(Custom), choose other types from this menu.
   8. Click the **New Type** button to save your custom settings as a new type that can then be recalled later. After clicking New Type, you can type in a name for the new setting the Type box.
   9. If you want to delete a setting you have saved, select the saved setting from the form list and click the **Delete** button.

   2. FIELD SETTINGS - The Field settings are located below the list of fields (the black list) on the left side of the screen.

1. Select a **Field**: Click a **Field Name** in the black box on left side of screen or on the print preview. (The Field should then be highlighted on the left side of the screen and a dashed red box will appear around the field, if visible).
2. Set **Visible status**: Double-Click the **Field Name** in the Field List to show or hide the field. A green box indicates the field is visible.
3. Set the **X and Y Position** of the field on the Form. This can be done in two ways: Drag the Field on the Print Preview to the correct position. (large white box on right side) or Click the arrows next to the X Pos/Y Pos boxes. (left button=0.05 inch, right button=0.01 inch)
4. To adjust additional settings, click the expansion bar below the X and Y Position settings.
5. Specify the **Font** characteristics: Click the **Font** tab. Click on the Font Type or Size to change the font type or size. Select the Font, Size, and Style, then Click **OK**. Click the Font Justification option to select Left , Center or Right Justification. Click the Color box to change font colors.
6. Set the **Width**: Click the **Width** tab. Use this setting to specify a maximum field width. (width=0.0 means unlimited width). If the width of the field is too wide, select either **Use Smaller Font** or **Truncate**.
7. Set the **Text Left/Right**: Click the + **Text** tab. Click the checkbox for **Left** and/or **Right**. The text specified will be appended to the left and/or right of the Field.
8. Set the **Fill Left/Right** characters: Click the **Fill** tab. Choose a character from these menus which will be used to fill the unused portion of the Field width. Click in the checkbox for Left/Right to specify which one to use.
9. Set the **Date Format**: Click the **Date** tab. Click the down arrow to open the date settings box. Select the desired Date Options. The **Position** option determines whether the date is appended to the left or right side of the text. The **Yr Space** determines how far the year is printed from the other parts of the date.
10. Set the **$ Format**: Click the **$** tab. Click the down arrow to open the currency settings box. Select the desired $ Format Options. The **Symbols L/R** option determines whether the $ Amount is appended to the left or right side of the text. The **Symbol/Amount Space L/R** determines if a space is placed between the $ symbol and the amount.
11. Set the **List Rows/Columns**: Click the **List** tab. Specify the # of rows and columns to be used when printing the list and how to fill them. (Vertical Fill=top to bottom first, Horizontal Fill=left to right first, Balance=Balance rows/columns) Set column width and row height.

3. EDITING FIXED TEXT - Fixed text is the text that is ALWAYS printed on each form.
1. Click the **View Fixed Text** button in the bottom left corner. The Fixed Text box will then appear.
2. Type in the desired **text** in the Fixed Text column, then press **<Enter>**.
3. To **Add** New Fixed Text: Press the down arrow key on the keyboard until a new line is created.
4. Click the small 'X' button in the upper left corner of the View Fixed Text box or the **View Fixed Text** button to return to normal Setup mode.
5. To **position Fixed Text** Fields: see Field Settings above.

4. EDITING FORM INFORMATION - Each field can be edited on each form.
1. Click the **Edit <Form> Information** button in the bottom left corner.
2. Select the **Form #** to edit by clicking on it on the left side of the box.
3. Select the **Field** to edit by clicking on it.
4. Type in the **Text**, **Date** and/or **$ Amount** in the applicable columns.
5. To de-select a Form from printing: double-click in the **Print?** column.
6. Click the small 'X' button in the upper left corner of the form information box or the **View <Form> Information** button to return to normal Setup mode.

5. PRINTING FORM(S) - Click the **Print button** at the top of the screen
1. Specify the **Row/Column** to begin printing on, then click **Start Printing**. (if more than 1 row/column per page)
2. Select the desired **Printer** and specify the **# of Copies**, then click **OK** in the Printer box.

6. SAVING SETTINGS - Click Exit, then **OK** on the **Confirm Save** screen. To revert to previous settings, click **Cancel**.
1. To save the settings as a new Type, click the New Type button and then type in a name in the Form Type box.

17. To Set-Up Bank Accounts: Click the **Setup** button and choose **Bank/Internal Acct Lists**.
1. Click the **Add Acct** button in the red box area of the screen. (upper right corner).
2. Enter the **Account Name**, then press <**Enter**>.
3. (Optional) Enter **Acct #** and **Routing #**. Press <**Enter**> after entering each number.
4. Enter the **Fiscal Year Starting Balance**, then press <**Enter**>.
5. Change the order of the accounts, **Click and Drag** accounts up and down the list to the desired location.
6. To **Delete** Account: Click the **Delete Account** button. (Delete ALL transactions first)
7. To **Cancel** Changes made to existing accounts: Press <**Esc**>.
8. To **copy previous fiscal year Bank Account Ending Balances forward** to the current fiscal year:
   1. Click the **Bring Balances Forward From Previous Year** button.
   2. Double-click the **Previous Year Ending Balance** on the right side of the screen, (green box) or manually type balance on the left side of the screen. (white box) Balance will copy forward.

3. Click **Save Changes.**
4. Click the **Close Previous Year Lists** button.
9. To **Copy Previous year Bank Account List**: Click the **Copy Previous Year or Default List** button.
   1. Click the **Copy All Prev. Year Set-Up Information** or **Default Set-Up Information** button. (Bank Account Lists will only be copied if NO transactions have been entered for the year.)
   2. Choosing this option will copy the Bank Account, Internal Acct., and Expense Acct. Lists!

18. To Set-Up Internal Accounts: Click the **Setup** button and choose **Bank/Internal Acct Lists.**
1. **Click** in the Internal Account list where the account is to be added. (Click on Category Name or anywhere within the Category)
2. Click the **Add Account** button. (bottom left area of screen)
3. Enter the **Account Name**, then press <**Enter**>.
4. Enter the **Fiscal Year Starting Balance**, then press <**Enter**>. (list will automatically save.)
5. To **change the order** of an account, **Click and Drag** the account up or down in the list. Accounts can only be moved within their category unless no transactions have been posted for the current year.
6. To **Delete** Account: Click the **<u>D</u>elete** button. (Delete ALL transactions using Acct first)
7. To **Cancel** Changes to existing accounts: Press <**Esc**>.
8. To **copy previous fiscal year Internal Account Ending Balances forward** to current fiscal year Internal Account Starting Balances: see section 16.8 above.
9. To **copy the previous year Internal Account List**: see section 16.8 above.
10. The <u>Sum</u> of All Internal Account Starting Balances **MUST EQUAL** the <u>Sum</u> of All Bank Account Starting Balances. (Total at bottom of red box must equal the <u>Total</u> at bottom of large white box)
11. **To Set-Up Internal Acct Categories**: Click the **Set-Up Categories** button. (top-right of yellow box)
    1. **Click** in the Account list where the Category is to be added.
    2. Click the **<u>A</u>dd Category** button.
    3. Enter the **Category Name**, then press <**Enter**>. (Category is automatically saved.)
    4. To **change the order** of a Category, **Click and Drag** the category up or down in the list.
    5. To **Delete Category**: Click the **Delete** button. (Delete ALL accounts that use the Category first)
    6. To **Cancel** Changes to existing accounts: Press <**Esc**>.

19. To Set-Up Expense Accounts: Click the **Setup** button and choose **Expense Acct List.**
1. Click in the account list where you want to add the new account. Click on the **Group Name** or anywhere within the group that the account is to be added to. Click on the **Category Name** if the account is not to be added into a group (account will be added to the none or "- - - - -" group.
2. Click the **<u>A</u>dd Account** button.
3. Enter the **Expense Account Name**, then press <**Enter**.
4. Enter the **Fiscal Year Budget**, then press <**Enter**>. (account will be automatically saved)
5. To **change the position** of an account, **Click and Drag** the account up or down in the list.
6. To **Delete** Account: Click the **<u>D</u>elete Account** button   or   press **Alt+D**. (Delete ALL transactions first)
7. To **Cancel** Changes to existing accounts: Press <**Esc**>.
8. To **copy the previous year Expense Account List**: (See section 16.8 above)
9. To **copy budgets from the prior year budget planner**, click the "Set Budgets = Previous Year Budget Planner Budgets" button.
10. To **Hide** the expense accounts, un-check the **View Expense Accounts** box.
11. **To Set-Up Expense Account Categories:**
    1. Click in the list where the new Category is to be added.
    2. Click the **<u>A</u>dd Category** button.
    3. Enter the **Category Name**, then press <**Enter**>. (The list will automatically save.)
    4. To **change the position** of a Category, **Click and Drag** the Category up or down in the list.
    5. To **Delete** Category: Click the **<u>D</u>elete** button. (Delete ALL accounts/groups first)
12. **To Set-Up Expense Account Groups:**
    1. Click in the list where the new group is to be added. Group will be added to the Category above the selected position.
    2. Click the **<u>A</u>dd Group** button.
    3. Enter the **Group Name**, then press <**Enter**>. (The list will automatically save.)
    4. To **change the position** of a Group, **Click and Drag** the group up or down in the list.
    5. To **Delete** Group: Click the **<u>D</u>elete** button. (Delete ALL accounts in group first)
13. **To Print the Expense Account List**, click the print button at the top of the window.
    1. Click the down arrow button next to the print button to change the print options. **Show "None" Group Totals** will print a total line on the report for all accounts that are not in a group. The **Multi-Column** option will utilize all available page width and print the accounts in 2 or more columns if possible. The **Name Only** option prints only the account names and does not print the budgets.

2. Click **Print**.

14. **To Print a Budget Planning Report:** Click the **Budget Planner** option.
    1. Click the **Blank** option to print a list of accounts with one additional column, only, for writing in new budgets.
    2. To enter budgets for the next fiscal year, type in the new budgets in the new budget column.
    3. Choose other print options, see section 12.1 above.
    4. Click **Print**.

20. To Enter/Edit Payee Names: Click the **Setup** button and choose **Payee List.**

1. To **Add a New Payee**: Click the **Add Payee** button. Enter the Payee Name, Address, City , State, Zip Code, Phone #, and Account # for the Payee.
2. To **Save Changes**: Changes are automatically saved after pressing <**Enter**> from any box or by clicking **Save Payee**.
3. To **Cancel Changes:** Click the **Cancel Changes** button.
4. To **Copy Payees from previous fiscal year**: Click on the **Copy Names from Previous Year** button.
5. To **Delete Payees**: Click on the **Delete Payee** button. (Delete ALL transactions used by Payee first)
6. To **Print/Setup Labels, Envelopes** or **Directory**: Click **Print Labels**, **Print Envelopes** or **Print Directory**. (top)
    1. **Select Payees**: Double-click the **Print?** column or press <**spacebar**> next to Name or click **Select All** button. To quickly find a payee, type in the first letter of the payee's name. To select all Payees, click the **Select All** button.
    2. Click the **Start Printing** button.
    3. To **Edit** Label/Envelope/Directory information or Reposition fields or print different formats, see Section 2.15 above.
    4. To **Start Printing**: Click the **Print Labels**/**Envelopes/Directory** button. (see Section 2.14 above)
7. Optional Method to **Edit/View** Payee Information
    1. In the Checkbook Transaction Register, **RIGHT CLICK** on the name of the payee you want to **View/Edit**.
    2. Make any necessary changes in the **Payee Information** box.
    3. Click **Save Payee Info** to save changes or **Cancel** to discard changes.

21. To View the Bank Transaction Report: Click the **Reports** button and choose **Bank Transactions.**

1. Specify **Date Range**: Click **Start** or **End Date,** select date from Calendar, then press <**Enter**> or   Click **OK**. To select the entire Fiscal Year, double-click the "Date Range" text.
2. Specify **Bank Account Option**: This Report can be printed for a specific Bank Account or for All Bank Accounts. If you choose to select one Bank Account, then you can also choose to show only **Reconciled** or **Non-Reconciled** transactions.
3. Set **Filters:** Select the **Payee** and/or **Transaction Type** to only view transactions pertaining to these selections or select **SHOW ALL**. (also select Expense Category/Group/Acct and/or Internal Category/Group on Transaction Detail Report. Multiple Payees can be selected on the Transaction Detail Report by holding down the <**Shift**> or <**Ctrl**> keys while clicking the Payee Names.
4. Specify **Sort Order**: To change the transaction Sort Order, Double-click the column Title or:
    1. Highlight the **Sort Criteria** to change in **Sort Order** box. (i.e. Transaction #)
    2. Click on the **Up** or **Down Arrow** buttons. (above Sort Order box)
    3. Double-click the words "SORT ORDER" to reverse the sorting direction.
5. **Viewing Transaction Detail**: To view the detail transactions for bank transactions, Click the **Show Transaction Detail** button (the printout will **ALSO** contain Detail Transactions)
6. To **Print**: Click on **Print Report** (on the Top Menu Bar).
7. **Exporting** Report data: The data generated from the primary NTS Reports can now be exported to a Comma Separated Values file (.csv) or text file (.txt). These files can then be accessed by other database software programs. This feature is available on the following Reports: Bank Transaction, Transaction Detail, Periodic Financial, Annual, Contributor, Totals, Deposit Slip, Receipts and Contribution Detail. Options under steps 2 and 3 are not available for all reports.
    1. Click the **EXPORT** button located at the top of the report screen.
    2. Select the fields that you want to include in the file by clicking/unchecking in the **EXPORT?** column next to each field.
    3. Choose whether to use line feeds in the file by clicking/unchecking the **USE LINE FEED** option.
    4. Click the **SAVE TO FILE** button and specify the file destination and name from the navigator window that appears.
    5. Click the **SAVE** button. (or close the Export window by clicking the **X** button in the upper right part of the window)

22. To View the Transaction Detail Report: Click the **Reports** button and choose **Transaction Detail.**

1. Set **Filters:** see sections 20.1 – 20.4 above.
2. Specify the **Fiscal Year**: Change the Fiscal Year range by clicking the Start/End year then clicking the up/down arrows.
3. To **View/Hide Columns**: Click/Unclick the **Show** box next to any filter. (also affects the printed report)
4. Set the **Amount Filter**: Type the desired upper and lower $ Amounts next to the <**$ Amount<** box to show only transactions that are between the 2 Amounts.
5. To **view Totals for all transactions listed,** click the option(s) for which you want to see totals in the Totals Summary box.
6. To Print: Click on **Print Report** (on the Top Menu Bar).
7. To **Increase/Decrease Font Size**: click w/ Right Mouse Button the up/down arrow buttons at the top-center of the screen.

8. To **Export** Report data: See Section 20.7 above.

23. To View the Reconciliation Report: Click the **Reports** button, then choose **Reconciliation Report**

    1. Choose the desired report from the menu at the top of the Report.

    2. To **Print** the Reconciliation Report: Click the Printer icon at the top of the Report.

    3. To **Close** the Reconciliation Report window: Click the 'X' button at the top-right corner of the window.

24. To Access the Graph Report: Click the **Reports** button and choose **Graph Report**.

    1. Select either a **DATE RANGE** or **COMPARISON** type of Graph by clicking the applicable box.

        1. If you selected **DATE RANGE**: Specify the **Start** and **End** dates for the Graph by clicking on the dates below the **Date Range** text and choosing the applicable date from the Calendar box.

        2. If you selected **COMPARISON**: Specify the **Years** to compare by clicking the up/down arrows next to the **Start** and **End** Years below the **Comparison** text. Comparison graphs are limited to **ONE** Data Type.

    2. Select the Graph **DATA TYPE** by clicking the Contributions Income, Checkbook Income and/or Expenses boxes.

    3. Select the **Funds/Accounts** that are desired from the pull-down menus within each section by clicking the button with the arrow pointing down on the right site of each section. To select more than one fund/acct per section, hold down the CTRL key on the keyboard while clicking the desired accounts.

    4. Choose the **Combine** or **Itemize** Option. (if multiple accts/funds selected) The Combine option graphs the selected accounts as one acct, while the Itemize option will graph each selected account separately. The Itemize option will not function if a Comparison type graph has been chosen. To choose all Accts/Funds, choose the ALL option at the top of each list.

    5. Select the **PERIOD TYPE**: If graphing a **Date Range**, then select the type of period to graph. (Year or Month)

    6. Click the **UPDATE GRAPH** button at the lower-center area of the screen. (it should be flashing)

    7. Select **GRAPH TYPE**: Choose either **LINE** or **BAR** by clicking the applicable button in the **Graph Type** box.

    8. Select **ACCUMULATION** type: If you would like the values in the graph to accumulate from one period to the next, then click **YES** in the **Accumulate?** box, otherwise click **NO**.

    9. To Change **Colors/Sizes**: Move the mouse pointer over the applicable box in the **LEGEND** section of the screen and then select the preferred color from the color menu. To change the size of the line, click the up/down arrows.

    10. To Add or Change the **Graph Title**: Click on the **Title** in the upper-center area of the screen. If no title is visible, click the graph border line in the upper-center area of the screen. Then, type in the preferred Title. If a **Sub-Title** is desired, then press <**Enter**> on the Title line and then type in the Sub-Title. Press <**Enter**> when changes are complete.

    11. To **PRINT** the Graph: Click the **Print Graph** button on the right side of the screen. The printed graph will be in the same proportions as on the screen. To print a full page graph, select the **LANDSCAPE** Orientation option for your printer by clicking the **PROPERTIES** or **SETUP** button on the Printer selection box, then choosing **LANDSCAPE**.

25. To the History Log: Click the **Reports** button and choose **History Log**. This will show a listing of all activity within the checkbook including transactions, accounts, payees that are added, edited or deleted.

26. Allocation Report: From the Checkbook screen, click on **Reports** and the **Allocations** to view Allocations.

    1. To view the report while posting a check, click the **View Allocations >>** button.

    2. To view the report while on the Check Scheduler screen, click the **View Allocations** button (top left corner).

    3. To view allocations for the current month or year-to-date, click the corresponding radio button next to the date range.

    4. To view the **Gross Income** calculation, click the down arrow button next to the gross pay. To see individual contribution records for any fund, double click on the amount for the fund.

    1. To Setup Allocations, click on **Setup** and the **Allocations** from the main Checkbook screen.

    2. To **Add** an **Allocation**, click the **Add Allocation Acct** button.

        1. Type in the name of the allocation, and the percentage.

        2. Double click in the Exempt column if any other allocation(s) paid need to be excluded from income. An allocation can be excluded from itself (i.e. World Evangelism Fund).

        3. To **Add** expense account links, click the + button to bring up the expense account list. Double click on an accounts you want to add to the allocation.

        4. To **Delete** a link, select the link and then click the **-** (minus) button.

    3. To **Add** an **Exemption Group** to an allocation, select the allocation and then click the **Add Exemption Group** button.

        1. Type in the name of the Exemption Group. (No percentage applies to exemption groups.)

        2. To **Add** expense account links, click the + button to bring up the expense account list. Double click on an accounts you want to add to the exemption group.

    4. To **Delete** an Allocation or Exemption Group, select it and then click the **Delete** button.

    5. To **Copy Allocations** from the prior year, click the **Copy Allocations from 20##/20##** button.

27. To use Loans: Click the **LOANS** button. (upper-right)

    1. To **Add a Loan:** Click the **ADD NEW LOAN** button, then:

        1. Type the Loan Name in the 1st column. (Acct Name column)

    2. Specify the START & END DATES by clicking inside the corresponding column.

    3. Specify the Starting Balance (Loan Amount) in the START BALANCE column.

    4. Click inside the 1st PAYMENT DUE DATE column to set the first payment date.

    5. Select the PAYMENT FREQUENCY from the menu.

    6. Specify the Interest Rate in the INTEREST RATE column. To set an annual % rate, add a '%' after the amount. (i.e. 10.00%) If not followed by a '%', then the interest rate is assumed to be the full amount for each payment period.

2. To **Calculate Loan Information:** Click the **CALCULATE** button. (lower-right) If any information related to a Loan is changed, then the Loan MUST be re-calculated.

3. To **Link to Expense Accts:** The links to Expense Accounts allow automatic posting into the Loan Transactions anytime a Check is posted to a specific Expense Acct. For example, if a Loan is for a Building, then the user can set the Expense Acct links to the Local/Bldg Payments/Principle and Local/Bldg Payments/Interest Expense Accts.

    1. Click the **EXPENSE ACCT LINKS** tab. (left-center of screen)

    2. Click the **NEW LINK** button. (bottom-left)

    3. Select the FISCAL YEAR by clicking the Up/Down buttons in the left column.

    4. Choose the Expense Acct by clicking in the 2nd column and choosing the Acct from the menu.

    5. Repeat steps 2-4 to add additional links.

4. To **View Loan Transactions:** Click the **TRANSACTIONS** tab.

5. To **Add Loan Transactions:** In addition to Loan Transactions being posted from the Expense Acct links, the user can also manually add transactions to the Loan Transactions list.

    1. Click the **ADD** button to add a new transaction.

    2. Click inside the Date column to set the Transaction Date.

    3. Type the Transaction Comment in the large, center column.

    4. Type the Transaction Amount in the 3rd column. Remember to use a '-' for an amount that should be subtracted from the Loan Balance. (i.e. -100.00) Press **ENTER** to post the amount

6. **Transactions Options:** (The Transaction Options are located on the right side of the screen)

    Round Calculations: Interest amounts are rounded each Payment Period

    Check #: Transactions posted from the Journal are shown by Check #.

    Expense Acct: Transactions posted from the Journal are shown by Expense Acct Name.

7. To **View Loan Amortization:** Click the **AMORTIZATION** tab.

    Amortization Options: (The Amortization Options are located on the right side of the screen)

        Std. Pmt: Choose this option to use the NTS calculated Payment Amount.

        Other Pmt: Choose this option to specify a user-defined Payment Amount. Type amount in white box.

    Use Transactions: Choose this option to use Transactions from the Transactions list as the Payment Amount. The USE TRANSACTIONS option can be selected along with either the STD PMT or OTHER PMT option. In this case, the TRANSACTIONS are used for each period, but if they =0.00, then Std or Other Pmt is used.

    User-defined Payment Override: The user can change any single Payment amount by clicking inside the PAYMENT column and specifying the amount, followed by pressing the ENTER key.

    RESET button: Click the **RESET** button to remove the User-defined Payment Overrides.

8. To **Print Loan Information:** Click the **PRINT LOAN INFO** button. This report will list all Loans along with their balances and a Grand Total Balance.

9. To **Print Loan Transactions:** Click the **PRINT** button at the lower-right corner of the Transactions window.

10. **To Print the Loan Amortization:** Click **PRINT** button at lower-right corner of the Amortization window.

28. To View Current Internal / Expense Account Balances: Click the **View Acct Balances** button. A pop-up box with current balances for all Internal and Expense accounts will appear. Internal accounts that have a negative balance and expense accounts that have gone over budget will appear in red

29. To use Payroll: Click the **Payroll** button   or   press **Alt+R**.

    1. To Set-Up Payroll: Click the **Set-Up** button at the upper left portion of the Payroll screen.

        1. To **Add an Employee:** Click the **Add New Employee** button, then enter the Employee Information.

        2. To **Enter/Edit** the Employee's Information: Click the **Information** tab at the top of the screen.

            1. Type the Employee #, S.S. #, Name and Address.

            2. Select **Employee Type** from the menu. If Self-employed then check the **Self-Employed or Contract Labor** box.

            3. Select Employee **Marital Status** from the menu.

            4. Select # of Employee **Dependents** by clicking the left/right arrow buttons.

            5. Select Employee **Pay Type** from the menu.

            6. Select Employee **Pay Period** from the menu.

            7. Select Employee **Pay by** from the menu (paper check or electronic check/direct deposit).

            8. Type Employee's **Annual Salary** or **Hourly $** pay rate.

            9. Type Employee's **Overtime Hourly $** pay rate.

10. Select the current **Fiscal Year** by clicking the left/right arrow buttons.
11. Select the **Expense Account** to charge for the Employee's Gross Pay.
12. Select the **Internal Account** to charge for the Employee's Gross Pay.

NOTE: Each time a payroll check is generated, the above Expense and Internal accounts will be **CHARGED** for the Employee's Gross Pay amount. There will also be Expense and Internal accounts **CREDITED** for each Withholding amount. These will be specified similarly in the Tax Withholding and Deduction sections. To set up the Expense and Internal accounts, see the **How to Enter/Edit Expense Accounts** and **Internal Accounts** sections of this manual.

3. To specify **Employee Tax Withholdings**: Click the **Tax Withholdings** tab at the top of the screen.
   1. Double-Click the **Tax Withholding account** in the list or press <spacebar> ('X' should appear next to the account)
   2. Select the **Tax Table** for this account. See NOTE: at the bottom of the screen for instructions.
   3. Select the **# of Exemptions** and **Special Exemptions** by clicking the left/right arrow buttons.
   4. Type in the **Extra Withholding $ Amount** to be withheld in addition to normal withholdings.
   5. Click the **Tax Exempt box** if NO $ are to be withheld for this account.
   6. Select the **Expense Account** to Credit for this Tax Withholding account.
   7. Select the **Internal Account** to Credit for this Tax Withholding account.(See NOTE above)
   To **Remove this Tax Account** from this Employee: Double-Click the **account** again. The 'X' should disappear.
   Note: Only Tax accounts with the 'X**' next to them will be withheld from Employees pay check.

4. To specify **Employee Deductions & Benefits:** Click the **Deductions/Benefits** tab at the top/right.
   1. Double-Click the **Deduction/Benefit account**(1st column). An '**X**' should appear.
   2. Type in the Before-Tax $ Amount and/or % to be withheld from Employee's Gross Pay. Use a negative value for deductions to the Employee's pay. (i.e. -100.00)
   3. Type in the After-Tax $ Amount and/or % to be withheld from Employee's Taxable Pay.
   4. Select the **Expense Account** to Credit for this Before-Tax Deduction.
   5. Select the **Internal Account** to Credit for this Before-Tax Deduction.
   6. Select the **Expense Account** to Credit for this After-Tax Deduction.
   7. Select the **Internal Account** to Credit for this After-Tax Deduction. (See NOTE in section 2 above) To **Remove this Deduction Account** from this Employee: Double-Click the **account** again.
   Note: Only Deduction/Benefit accounts with the 'X**' next to them will be withheld from/added to check.

5. To **Delete an Employee**: Click the **Delete Employee** button. (Delete ALL Payroll transactions used by Employee first)
6. To **Make an Employee InActive**, uncheck the active box on the Information tab. This will remove the employee from the list of active (or current) employees. Uncheck the Hide Inactive employees box to view inactive employees.
7. To **Print employee directory, envelopes or labels,** click the print button. Select what you want to print from the options box. Double-click on a name to select or un-select the name. Click **Start Printing** and See Checkbook section 2.15 for further instructions.
8. To Set-up **Deduction/Benefit Accounts**: Click the **Setup** button at the top and then **Deductions/Benefits**.
   1. To **Add a Deduction/Benefit** account: Click the **Add Deduction/Benefit** button, and type in the account name and then press <**Enter**> or Click the **Save Deduction/Benefit** button.
   2. To specify **Deduction/Benefit criteria**:
      1. Type in the default **Before-Tax $ amount and/or percentage** to be withheld from or added to Employee's Gross Pay. Use a negative amount for Benefits to Employee.
      2. Specify **Tax Accounts for which this Before-Tax Deduction/Benefit applies** by double-clicking the Tax Account. (An 'XX' should appear next to the account) These Tax Account withholdings will be calculated AFTER applying the Before-Tax Deduction/Benefit amounts to the Gross Pay.
      3. Type in the default **After-Tax $ amount and/or percentage** to be withheld from or added to Employee's Taxable Pay. Use a negative amount for Benefits to Employee.
   3. To **Delete a Deduction/Benefit Account**: Click the **Delete Deduction/Benefit** button.
9. To Set-Up **Tax Accounts**: Click the **Setup** button at the top and then **Tax Accounts**.
   1. To **Import(upload) Tax Tables** from diskette:
      1. Select the **Tax Type** from the menu.
      2. Specify the disk drive and folder location of the Tax Tables.
      3. Click the **Import Tax Tables** button.
   2. To **Add a Tax Account**: Click the **Add Tax Acct** button, and type in the Tax Account name and position and then Click the **Save Tax Acct** button.
   NOTE: Do **NOT Add, Change or Delete Tax Accounts or Tax Tables unless you are **ABSOLUTELY SURE** that the changes you are making are correct.

2. <u>To Generate Payroll</u>:
   1. Click each **Pay Period** type to select all Employees of those types or select Employees individually by double-clicking in the **Status** column next to each name. Status will change to **Pending**.
   2. Enter number of hours worked for each hourly employee next to each employee's name.
   3. Change the **Pay Period Start/End dates** next to each Pay Period type.

    4. Click the **Check Date** box to specify the date of the payroll check(s).

    5. Specify the **Bank Account** that the Payroll checks are to be paid from.

    6. Type in the **1ˢᵗ Check #** to be used for this batch of payroll checks.

    7. Click the **Generate Payroll** button. Status will change to **Paid**.

3. <u>To View/Edit Payroll Entries:</u> Choose the **Employee** by clicking on their name.

    1. Select the **Payroll Entry** from the drop down list. Click the arrow button next to the check date to view the list.

    2. To change **Payroll Start/End Dates:** Click the Pay Period date boxes. (beneath check date/check #)

    3. To change **Check #** or **Check Date**: Click on # or Date just below the Employee name on the right.

    4. To change the Check Type, click the **down arrow button** between **Date** and **Check #** and select type.

    5. To change the **Hours worked, Pay Rate $, O.T. Hours worked, O.T. Pay Rate $ or Additional Pay $:** Type in the correct amount and press <**Enter**>. The Tax Withholdings will <u>automatically be re-calculated</u>.

    6. To add a **Deduction/Benefit** to the check, click the **Add** button above the Benefit/Deduction box. A selection box will appear. Select the Deduction or Benefit to be added. Click **Add**.

    7. To change **Before-Tax Deduction $ Amounts, Tax Withholding $ Amounts, or After-Tax Deduction $ Amounts:** Click the $ amount that you wish to change, then type in the correct $Amount and press <**Enter**>. Withholdings <u>WILL NOT</u> automatically be re-calculated.

    8. To **Re-Calculate Before-Tax Deductions, Tax Withholdings, or After-Tax Deductions:** Double click the corresponding text above the list for the Deductions or Withholdings. (i.e. Double Click "Tax withholdings")

    9. To **View/Edit** the **Checkbook Expense Account** or **Internal Account Links**: Click the Payroll item $ amount (Reg. Pay, OT Pay, Additional Pay, Taxes or Deductions/Benefits). The Account Links will appear in a pop-up box. To change a Link, select the desired Account from either link list. The Checkbook Comment for each item is also editable just above the Account Link boxes by clicking the box and typing the desired Comment. Changes to the Links should only be made after all Payroll Entry Amounts have been finalized. If the Payroll Entry is re-calculated, then all Links and Comments will revert to the default settings.

4. <u>To Delete Payroll Entries:</u> Select the Payroll Entry to be deleted,(see 3.1 above) then click the **Delete Payroll Entry** button. **NOTE:** The Payroll Entry AND the related Checkbook Entries will be deleted.

5. <u>To Print Check Information:</u> Click the **Print Check Info** button. Current and Year-to-Date salary and Withholding/Benefit information will be printed.

6. <u>To View/Print the Payroll Report:</u> Click the **Reports** button and choose **Payroll Report**.

    1. To change the **Sort Order:** Click the sort order list item, then click the up/down buttons.

    2. To set **Filter and Ranges:** (filters and ranges can be set to show ONLY desired information)

        1. Select the **Payroll Year** from the list   or   Click **Show All Years**.

        2. Select the **PayCheck Start/End Dates**   or   Click the applicable **QTR** button.

        3. Select the **Employee**   or   Click **Show All Employees**.

        4. Select the **Pay Frequency**   or   Click **Show All Frequencies**.

        5. Select the **Pay Type**   or   Click **Show All Types**.

    3. To **Print the Payroll Report**: Click the **Print Report** button.

7. <u>To View/Print the Withholding Report:</u> Click the **Reports** button and choose **Withholding Report**.

    1. To change the **Sort Order:** Click the sort order list item, then click the up/down buttons.

    2. To set **Filter and Ranges:** (filters and ranges can be set to show ONLY desired information)

        1. Select the **Payroll Year** from the list   or   Click **Show All Years**.

        2. Select the **PayCheck Start/End Dates**   or   Click the applicable **QTR** button.

        3. Select the **Employee**   or   Click **Show All Employees**.

        4. Select the **Pay Frequency**   or   Click **Show All Frequencies**.

        5. Select the **Pay Type**   or   Click **Show All Types**.

        6. Select the **Deduction**   or   Click **Show All Deductions**.

        7. Select the **Tax Category/Account**   or   Click **Show All Categories/Accounts**.

    3. To show **Withholding Totals**: Click the **Totals Only** button.

    4. To **Print the Withholding Report**: Click the **Print Report** button.

8. <u>To View/Print/Setup the 941 Report:</u> Click the **Reports** button and choose **941 Report**.

    1. Specify the **Date Range**: Click the desired **Quarter** or click the **Start/End** dates (upper-left)

    2. To **Change 941 Information**: Click the box to change and then type in the correct $ Amount.

    3. To **View the Information used to Calculate the Report**: Click the **Show 941 Itemizations** button or Double-click boxes 2, 3, 5a, 5c, Month 1, Month 2, or Month 3 for item specific information.

    4. To **Re-Calculate** the Report: Click the **Calculate 941** button.

    5. To **Print**: Click the **Print Report** button, then choose "IRS Cat# 17001Z" on the Form Type menu. Click "Print 941s." Exit the print screen, click yes on the pop-up message to print page 2. Choose "IRS Cat# 17001Z" from the Form Type Menu. Click "Print 941's."

    6. To **Edit 941** information or Reposition fields, see Section 2.15 above.

9. <u>To View/Print/Setup the 944 Report:</u> Click the **Reports** button and choose **944 Report**.

1. To **Change 944 Information**: Click the box to change and then type in the correct $ Amount.
2. To **View the Information used to Calculate the Report**: Click the **Show 944 Itemizations** button or Double-click boxes 2, 3, 5a, 5c, or 13a – 13l for item specific information.
3. To **Re-Calculate** the Report: Click the **Calculate 944** button.
4. To **Print**: Click the **Print Report** button, then choose "IRS Cat# 39316N" on the Form Type menu. Click "Print 944s." Exit the print screen, click yes on the pop-up message to print page 2. Choose "IRS Cat# 39316N" from the Form Type Menu. Click "Print 944's."
5. To **Edit 944** information or Reposition fields, see Section 2.15 above.

10. <u>**To View/Print/Setup the W-2/W-3 Reports:**</u> Click the **Reports** button and choose **W-2/W-3 Report**.
   1. To **Generate Statements** for Employees:
       1. Select the **Payroll Year** by clicking the left/right arrow buttons next to the year.
       2. Select the **Employee(s)** to process by double-clicking their name on left side of the screen. An '**XX**' should appear next to their name. (double-clicking again will de-select them).
       3. Click the **Calculate Tax Statements** button.
   2. To **change the W-2 Information:** Select the **Employee** on left side of the screen, then type in the information in the area that you wish to change.
   3. To **view the W/3 form**, click the **View W-3 radio button** above the Employee list.
   4. To **change W-3 Information:** type in the information in the area that you wish to change.
   5. To **Print Tax Statements:** Click the **Print W-2/W-3** button and then choose "IRS Cat# 10134D" or "IRS Cat# 39316N" on the Form Type menu for the W-2 or W-3 form respectively.
   6. To **Edit W-2/W-3** information or reposition fields, see Section 2.15 above.
   7. To **Start Printing**: Click the **Print W-2/W-3** button. (See Section 2.15)

11. <u>**To View/Print/Setup the 1099-MISC/1096 Reports:**</u> Click the **Reports** button and choose **1099-Misc/1096 Report**.
   1. To **Generate Statements** for Employees:
       1. Select the **Payroll Year** by clicking the left/right arrow buttons next to the year.
       2. Select the **Employee(s)** to process by double-clicking their name on left side of the screen. An '**XX**' should appear next to their name. (double-clicking again will de-select them).
       3. Click the **Calculate Tax Statements** button.
   2. To **change the 1099 Information:** Select the **Employee** on left side of the screen, then type in the Information in the area that you wish to change.
   3. To **view the 1096 form**, click the **View 1096 radio button** above the Employee list.
   4. To **change 1096 Information:** type in the information in the area that you wish to change.
   5. To **Print Tax Statements:** Click the **Print 1099-MISC/1096** button and then choose "IRS Cat# 14425J" or "IRS Cat# 14400O" on the Form Type menu for the 1099-MISC or 1096 form respectively.
   6. To **Edit 1099-MISC** information or reposition fields, see Section 2.15 above.
   7. To **Start Printing**: Click the **Print 1099** button. (See Section 2.15)

30. Balance Alarms:

Bank Account Alarm: If the previous fiscal year Bank Account ending balance does not match the start balance for the current year or if one or more transactions from the previous year are unreconciled, then the corresponding balance will blink. Click on the balance for more information. These alarms are meant to be informational only, and do not necessarily indicate a serious condition. Choose **Don't show note again** if you do not want the notice to appear again.

Expense/Internal Account Alarm: This alarm will trigger while posting transactions. If the transaction will cause an internal account to have a negative amount or an expense account to go over budget, a box will appear to warn you of this situation. You can choose to ignore the alarm or you can change the account.
1. To turn the **Balance Alarm** on or off, click **Setup** and then **Balance Alarms**. The current setting will be highlighted.

31. On-Screen Calculator:
A calculator is available on the following NTS screens: Checkbook, Contributions, Payroll, Loan, Pledges, and all Report screens. The 4 primary math functions are included on the calculator along with a memory function.
1. Press the **F10** button on your keyboard to activate the Calculator.
2. Click any of the buttons on the calculator or press the corresponding keys on your keyboard. The Memory buttons are: M+ or M- adds/subtracts to the Memory, MR recalls the Memory amount, MC resets the Memory to 0. The 'C ' button reset the Calculator amount to 0.
3. To deactivate, click the 'X' in the upper right corner or click back on the screen you were on previously.

32. Screen Font Size:
The size of the font for the Transaction Register and the Detailed Transaction area can be changed.
1. Click the **Setup** button, and then **Change Font Size**.
2. Click the **[+]** or the **[-]** buttons to increase or decrease the size of the font. There are 2 sets of buttons, one for each area.

33. Sorting Filters:
The Check Transaction Register can be sorted in any order.

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1. Double-Click the Title above any column in the Transaction Register, or Click the box next to the words Filters OFF at the upper left corner of the Transaction Register, (should now say "Filters ON").
   - Click on the desired Sort field in the SORT ORDER box,
   - Click the up/down arrows next to the Sort Order box to move the field up or down in priority.
2. To invert the order of a Field/Column: Double-Click either the Title or the Field in the Sort Order box. (Fields which are in DESCENDING order will be shown with a ">" next to them in the Sort Order box)
3. To Show/Hide the Sort Order box when the Filters are ON: Click the arrow in the upper-left corner of the Sort filter box.
4. To turn the Filters Off: Click the box next to the words "Filters ON".
5. To quickly put the Transaction Register in the best **Reconciliation Order**: Click the RIGHT mouse button on the Reconciliation column in any row. (but not on the Title) The Register will list Non-Reconciled transactions first in Transaction type and # order.

3. Set-Up: This feature is used to set-up Church Information or Passwords

1. To Set-Up Church Information: Click the **Set-Up Church Information** button.
  1. Enter the information for each field, then press <**Enter**>. (the next field will automatically highlight)
  2. To **Save** Changes: Click the **Save Changes** button or press **Alt+S**. The Church Name is used on all reports. The Church Address is used on the Contribution Receipts and for Envelope printing. The Pastor Name, Church #, and District are used on the Annual Report.

2. To Set-Up Passwords: Click the **Set-Up Passwords** button: (each password must be unique & consist of numbers/letters only) There are 4 levels of passwords:
  The **Master Password**: Has access to ALL functions within The Nazarene Treasury System.
  The **Contribution Password**: Has access ONLY to Contribution functions.
  The **Counter's Password**: Has access ONLY to the Contribution features within +/- 6 days of current date.
  The **Checkbook Password**: Has access ONLY to Checkbook functions.
  1. To **Change Passwords**: Type in the new 5 digit password next to the appropriate level.
  2. To **Save changes** made to Passwords: Click the **Save Passwords** button or press **Alt+S**.

4. Reports: This feature is used to Print/Show the Periodic Financial Report or the Annual Report.

1. Periodic Financial Report (Monthly Board Report): Click the **Periodic Financial Report** button or click the **Reports** button on the Checkbook screen and choose **Periodic Financial Report.**
  1. Specify the **Sections** to Print: Click on the boxes adjacent to the Sections you want to print on the report. (This ONLY affects the printed report. The screen will show ALL information)
  2. To show a report for a **specific Internal Category(Dept) or Acct**: choose Category/Acct from menu.
  3. To only **show Accounts with Activity**: click the **Show Accts w/activity only** button.
  4. Specify the **Date Range**: Click the **Start** or **End Date** buttons and select the date from the Calendar or Click the down arrow next to the Month box to choose a month range.
  5. Specify the **Font Size** of the report: Click the down arrow next to the Font Size box to specify the font size for the printed report. (A smaller font size will print MORE information on a page)
  6. **Calculate** the Report: Click the **Calculate Report** button to show the report on the screen.
  7. **Navigate** through the Report: Click on one of the four **tabs** (Bank Accounts, Contributions, Internal Account, Expense Accounts) to view the four sections of the report on the screen.
  8. To **View** a Detailed listing of the transactions that were used to generate a specific $ amount, Double-click the $ Amount and a pop-up report box will appear. Click the 'X' in the upper right corner of this box to close the box.
  9. **Print** the Report: Click **Print Report** on the Top Menu Bar or press **Alt+P**.
  10. To **Save custom print settings:** Specify the **Sections** you want to print as in step 1.
     1. Click the **Save** button.
     2. Type in a name for your saved settings or choose an existing setting name from the list.
     3. Click Save.
  10. To **Recall custom print settings:** Choose your print settings from the **Recall saved Print Settings** box.

2. Annual Report: Click **Annual Report** or click **Reports** on the Checkbook screen and choose **Annual Report**.
  1. To a View Report:
     1. Click the arrow to the right of the **Report Name** (yellow) box in the upper-center area of the window.
     2. Click on the desired Report Name on the drop-down menu that appears..
     3. Click the **View Report** tab. (Below the "Exit" button on the left side of the window).
     4. To enter a **Report Name**: Click in the "Report Name" (yellow) box, and then type in the desired name for the report.
     5. Specify the **Report Date Range**: Click the **Start** or **End Date** buttons and select the date(s).
     6. Specify the **Dollar Amount Format**: Click the checkbox next to the Dollar Amount Format desired.

7. Show **Linked Accounts** and **Totals**: Click the "Show linked Internal/Expense Accts" option in the upper-right area of the "View Report" windows to view all Checkbook Internal and expense accounts that are linked to each Column (for Internal Account and Row (for Expense accounts) along with the $ Totals for each. This can also be down for individual Columns and Rows on the Report by double-clicking on the Column/Row name, code or $amount.

8. Show Transactions linked to a $ Total: Double-Click on the $ Amount on a linked Account line to view all of the Checkbook transactions that are calculated into the $ Amount.

9. **Print** the Report: Click the **Print** button located to the right of the **Report Name** box or press **ALT+P**.

2. Setup Report: Click the "Setup Report" tab.

1. To add a new account Column/Expense Category/Expense Line:
    1. Choose the type of Account column/line you want to add by clicking the applicable circle next the **Add** button.
    2. Click the **Add** button.
    3. Type the new Account name.
    4. Type the account code if you want to assign a code to the account.
        For Expense Categories/Lines: Type the code in the column to the right of the account name.
        For Account Columns: type the code at the bottom cell of that column.
2. To Edit the **Income Grand Total** text: Click inside column #1/row #3, and type the desired text. Press the **Tab** key, and then enter in the code.
3. To Edit the **Expense Grand Total** text: Click inside the last row, column #1 and type in the desired text. Press the **Tab** key and enter in the code.
4. To **Delete** a **Column** or **Row:** Click the column/row to delete and then click the **Delete Column/Row** button in the upper center section of the window.
5. To **Delete a Report:** Click the **Delete This Report** button at the top-right or the window.
6. To **Create a New Report:**
    1. Click the arrow next to the **Report Name** (yellow) box in the upper –center area of the window.
    2. Click **** New Report **** in the drop down menu that appears.
    3. Choose the **Standard Report, Blank Report,** or **Copy Report Format from Prior Year** by clicking in the applicable circle.
    4. If copying the Report Format from a Prior Year, then choose the applicable report from the drop-down menu that appears.
    5. Type the desired report name in the yellow box.

3. Setup Formulas: to view or setup Formulas, scroll to the bottom of the window.

1. To Add a new Formula Line, Click the "+" button at the upper-right of the Formula box.
2. Type the Code in column #1.
3. Type the Description for that line in column #2.
4. Type the Formula in column #3. A Formula may contain one or more of the following:
    Account Column/row or Formula Row Code: Type in the Code that is associated with a particular Row or Column in the Report, or a particular row in the Formula section. To specify a specific cell in the Main Report, separate the column and row codes with a comma. (i.e. "b,7" – this would specify column b, and the row with "7" code.) The Code reference is case-sensitive.
    Literal Number Value: Type a number or amount value preceded by a "#". (i.e. #25.25)
    Arithmetic Operators: The following are valid arithmetic operators: ">" (greater than), ">=" (greater than or equal to, "<" (less than), "<=" (less than or equal to), "<>" (not equal to), and "=" (equal to). Only on comparison is allowed on each line
    Comparison Result Assignment: The Result of comparison statements will either be "True" or "False". If you prefer to use a different term for these results, then you can assign them as follows: (booleantrue=Yes) or (booleanfalse=Negative). These assignments would cause the result of "True" to show as "Yes and the result of "False" to show as "Negative". You may use any terms that you prefer.
    Formula Examples: See web site or press F1 for examples.
    For Account Columns: type the code at the bottom cell of that column.

4. Link Checkbook Internal Accounts to the Report Account Columns: Click the **Setup Internal Acct Links** tab.

1. Double-click the column on a row to link the internal Account shown on that row to that column or select the box and press the **<Space bar>**.
2. Double-click the 'X' if you want to remove the link.

5. Link Checkbook Expense Accounts to the Report Expense Lines: Click the **Setup Expense Acct Links** tab.

1. Click on the Checkbook Expense Accounts on the right side of the window and drag them to the desired Report Expense Line on the left side of the window. You can re-position the linked accounts on the left side by clicking and dragging them to the desired position.
2. To quickly link an account to the most recent expense line you have linked an account to, select the account and then press the **<Space bar>**.
3. To unlink an account, drag it back to the right side of the window.

5. Back-Up: This feature is used to Download/Upload the financial data to/from diskettes either for safekeeping/data storage or to transfer data to/from another computer.

1. Choose the **Back-Up/Restore Option** (yellow box) Choose either to **Back-Up/Download** information TO disk or **Restore/Upload** information FROM disk.
2. Choose **Contributions, Checkbook, Pledges, Loans and/or Check Scheduler** by clicking the desired box.
3. Select the Contribution Year and/or Checkbook Fiscal Year to Backup/Restore. (if either is selected)
4. Choose the **Location** to Back-Up/Download TO or Restore/Upload FROM for each item selected by clicking on the **Location** box. Choose Web Backup to make a backup to the NTS web servers. (see step 7 for more.)
5. Click **Start Backing-Up Files** or **Start Restoring Files** to begin the Back-Up or Restore.
6. To turn the automatic backup feature on or off, click "**On**" or "**Off**" below the Contribution or Checkbook year settings.
7. To setup the Web Backup Account:
   1. From the Main Menu, click on **Setup** and then **Set Web Accounts/Passwords**.
   2. Read the **Terms of Service** and then click I have read the TERMS OF SERVICE and AGREE to Them.
   3. Type in the password you want to use for accessing your web backups. Type in a Hint in the Password Hint box to help you remember your password if you forget it. DO NOT type your password into this box.
   4. Click the **Remember Password** box if you don't want to have to type in your password to access the web backups.
   5. Click **OK** to save your settings.
   6. Each time you Backup or Restore to the web, you will be required to type in your password to access the web backups.

** **Note:** If you get any sort of error message, then the Backup or Restore was not successful.

Warning: Restoring/Uploading will **OVERWRITE all selected Information on the selected Disk Drive.

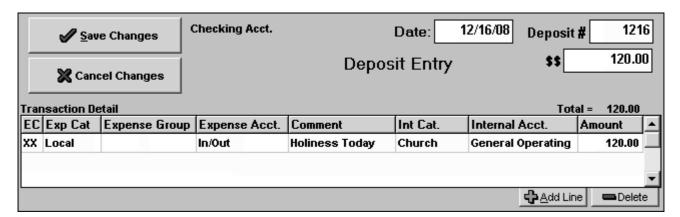NOTE: Payroll information is backed-up with the Checkbook Data.

V. Frequently Asked Questions:

1. Q: How do I handle In & Out situations with NTS?

A: NTS provides an **EXPENSE CREDIT** feature for this purpose. An Expense Credit is an income entry (Deposit) that cancels the effect of a debit entry (Check), which results in showing neither income or expense.

> i.e. The church holds a Holiness Today magazine subscription drive and raises $120.00 for 10 subscriptions. The $120.00 is deposited in the church bank account that week. The church then sends a check for $120.00 to NPH for the magazines. The church does not want this $120.00 to show as Income and Expense on the church books since this could have an impact on the Budgets for the next fiscal year.

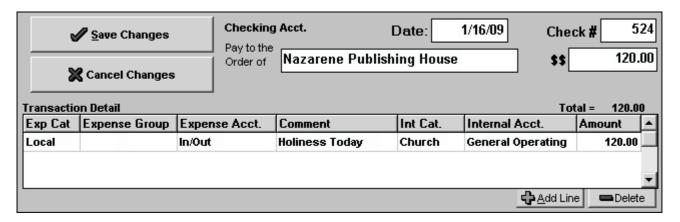The way to handle this situation is to use a Deposit w/**EXPENSE CREDIT** entry and a **CHECK** entry:

How to make the **EXPENSE CREDIT** entry: (See section IV . 2 . 4)

1. Select the Checkbook icon from the NTS main screen, then click the **DEPOSIT** button.
2. Fill in the Date, Deposit #, and Deposit $ Amount ($120.00).
3. Double-click the **EC** column (in Detail Transaction section) or Highlight **EC** column and press <**space**> or **X** or **E**.
4. Choose the **Local** Expense Category, choose **(None)** for the Expense Group, choose the **In/Out** Expense Acct.
5. Type an applicable comment.
6. Choose the **Church** Internal Category, choose the **General Operating** (Tithe) Internal Acct.
7. Enter **$120.00** in the $ Amount column, then press <**Enter**> or Click the **Save** button.
8. Click the **Save Changes** button or Press <**Enter**> to save the Deposit.

	Checking Acct.		Date: 12/16/08	Deposit # 1216
✔ Save Changes		Deposit Entry		$$ 120.00
✘ Cancel Changes				

Transaction Detail   Total = 120.00

EC	Exp Cat	Expense Group	Expense Acct.	Comment	Int Cat.	Internal Acct.	Amount	
XX	Local		In/Out	Holiness Today	Church	General Operating	120.00	▲ ▼

➕ Add Line   ➖ Delete

How to make the **CHECK** entry: (See section IV . 2 . 3)

1. Click the **CHECK** button.
2. Fill in the Date, Check #, Payee (NPH), and Check $ Amount ($120.00).
3. Fill in the Detail Transaction line **EXACTLY** like it was filled in on the Expense Credit entry. (see 4-8 above)

	Checking Acct.		Date: 1/16/09	Check # 524
✔ Save Changes	Pay to the Order of	Nazarene Publishing House		$$ 120.00
✘ Cancel Changes				

Transaction Detail   Total = 120.00

Exp Cat	Expense Group	Expense Acct.	Comment	Int Cat.	Internal Acct.	Amount	
Local		In/Out	Holiness Today	Church	General Operating	120.00	▲ ▼

➕ Add Line   ➖ Delete

The key to making an **EXPENSE CREDIT** entry work, is to **CREDIT** the **EXACT** same Detail Transaction Expense Accounts and Internal Accounts as **DEBITED** on the **CHECK** entry.

EXPENSE CREDITS can be a part of a larger **DEPOSIT**. i.e. The Total Deposit for the week ($1570) consists of Tithe ($1000), Building Fund ($200), Faith Promise ($250), & Holiness Today ($120.00). The **ONLY** Detail Transaction line that is entered as an **EXPENSE CREDIT** is the **$120.00**. The other 3 Detail Transaction lines are entered as normal. (They will credit the **INTERNAL ACCOUNTS** only)

		Checking Acct.			Date: 12/16/08		Deposit # 1216

Deposit Entry $$ **1,570.00**

Transaction Detail Total = 1570.00

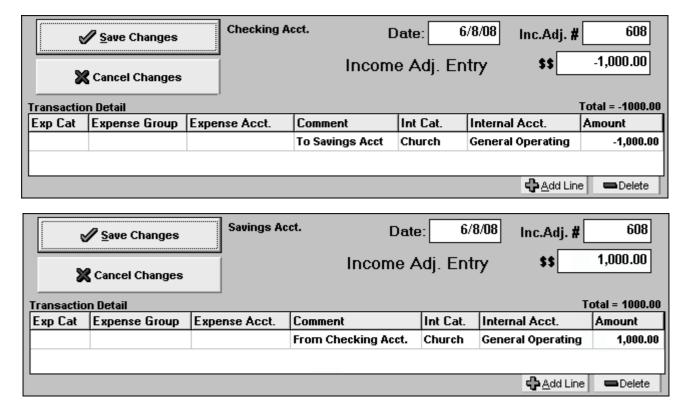| EC	Exp Cat	Expense Group	Expense Acct.	Comment	Int Cat.	Internal Acct.	Amount
					Church	Building Fund	200.00
					Church	General Operating	1,000.00
					N.M.I	Faith Promise	250.00
XX	Local		In/Out	Holiness Today	Church	General Operating	120.00

Add Line   Delete

2. Q: The text runs off of the right side of the screen when I am using NTS, how can I fix it?

  A: You probably have your Screen (Display) set to Large Fonts. To use NTS, choose SMALL FONTS.(section III)

3. Q: How do I handle transferring money from one Bank Account to another without showing it as either income or expense?

  A: There are two ways (at least!) to handle this situation:
  1. If you are writing a check out of one Bank Acct. and depositing into the other: Enter the check as usual and use the EXPENSE CREDIT on the Deposit. (See Question #1)
  2. If you are verbally authorizing the transfer or using a withdrawal slip: Use the INCOME ADJUSTMENT transaction to withdraw the funds from the first account, making sure to enter amounts as NEGATIVE. (i.e. **-100.00**) Also use the INCOME ADJUSTMENT transaction to credit the funds to the second account, entering the amounts as   POSITIVE. (i.e. **100.00**) Make sure to charge and credit the **EXACT same Internal Accounts**.
  i.e. To transfer $1000.00 from the Checking Account to the Savings Account, make the following 2 Income Adjustments.

		Checking Acct.		Date: 6/8/08	Inc.Adj. # 608

Income Adj. Entry $$ **-1,000.00**

Transaction Detail Total = -1000.00

Exp Cat	Expense Group	Expense Acct.	Comment	Int Cat.	Internal Acct.	Amount
			To Savings Acct	Church	General Operating	-1,000.00

Add Line   Delete

		Savings Acct.		Date: 6/8/08	Inc.Adj. # 608

Income Adj. Entry $$ **1,000.00**

Transaction Detail Total = 1000.00

Exp Cat	Expense Group	Expense Acct.	Comment	Int Cat.	Internal Acct.	Amount
			From Checking Acct.	Church	General Operating	1,000.00

Add Line   Delete

4. Q: What is the difference between **Bank Accounts**, **Internal Accounts** and **Expense Accounts**?

A: **Internal Accounts** are subdivisions of a Church's monies that are kept track of internally. Each **Internal Account** (sometimes referred to as Designated Accounts or Designated Funds) represents both the income and expenses related to a particular area. In general, there will be one **Internal Account** for each Contribution Fund.

The **4 Internal Account Categories** as prescribed by Kansas City HQ are: **Church, Sunday School, NYI and NMI**. Each Category can contain one or more **Internal Accounts**. Each time that a check or deposit transaction is posted to a Bank Account, one or more **Internal Accounts** will also be debited or credited as part of that transaction.

i.e. If the Contributions received for the week were: Tithe-$1452.00, Sunday School-$48.37, Building Fund-$575.00, Faith Promise-$330.00; then the Deposit transaction would be posted as follows:

	Save Changes	Checking Acct.		Date:	12/16/08	Deposit #	1216
	Cancel Changes		Deposit Entry			$$	2,405.37

Transaction Detail Total = 2405.37

EC	Exp Cat	Expense Group	Expense Acct.	Comment	Int Cat.	Internal Acct.	Amount
					Church	Building Fund	575.00
					Church	General Operating	1,452.00
					Sunday School	General Operating	48.37
					N.M.I	Faith Promise	330.00

Add Line   Delete

The balance for each of the **Internal Accounts** will be increased by the amount posted to them. **Internal Accounts** are not dependent upon a particular Bank Account or vice-versa.

Expense Accounts are related solely to the expenses incurred by the church since the beginning of the Fiscal Year and accumulate the amount expended as transactions are posted to them.

The **4 Expense Account Categories** as prescribed by Kansas City HQ are: **Local, District, Education, and General**. Each Category can contain one or more **Expense Accounts**. **Expense Accounts** can be linked together into **Expense Groups**(subcategories) which can contain one or more **Expense Accounts**. **Expense Accounts** that are not linked to a specific **Expense Group** are placed in the Expense Group **'(None)'**. In order to debit an **Expense Account**, the Expense Category and Group must first be specified. Each time that a check is posted to a Bank Account, one or more **Expense Accounts** will also be debited.

i.e. If it was time to pay the Electric bill, then the Check transaction would be posted as follows:

	Save Changes	Checking Acct.		Date:	12/16/08	Check #	1246
	Cancel Changes	Pay to the Order of	ABC Electric Company			$$	468.78

Transaction Detail Total = 468.78

Exp Cat	Expense Group	Expense Acct.	Comment	Int Cat.	Internal Acct.	Amount
Local	Utilities-Church	Electric		Church	General Operating	287.54
Local	Utilities-Parsonage	Electric		Church	General Operating	181.24

Add Line   Delete

The total for each of the **Expense Accounts** will be increased by the amount posted to them and the balance for each of the Internal Accounts will be decreased by the amount posted to them. **Expense Accounts** are not dependent upon a particular Internal Account or Bank Account.

VI. Help: If you have other questions about using **NTS** or need assistance;

Access on the on-screen help files by pressing the **F1** key

Also, try our Tech Support Web page: **www.NTSsoftware.com/support**

or call NTS @ (817) 318-0303   or   Send E-Mail to: mail@NTSsoftware.com