

# MAPLESOFT GIVING MANUAL

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**GETTING STARTED:** If you have not purchased the program, then *you will have 30 times to try it out.* If you have purchased the program, then *you will want to enter your registration number* in the program, so that it will continue to work. You can enter your registration number from the "**Help**" menu located on the main menu of the program. Click on the "**Help**" menu, and choose "**Registration**". Then enter your registration number. You will have the option of removing the sample data. Some people prefer to leave the sample data as a guideline until they get going. Please note if you have entered any data and choose to remove the sample data - your data will be removed as well.

Using this program is pretty straight forward. **There are 2 types of data (Master Records) and (Transaction Records).** Master records are where you set things up such as (Member Master records or Departments or Chart of Accounts). Transaction records are your day to day records such as (Member Giving Records or Attendance Records or Checkbook Records). It is important that you setup your (Master Records) before entering (Transaction Records). For example you must setup your member master records before you can enter member giving records, because each member is assigned a default member id number that is used in the giving records. Make sure you setup your chart of accounts and departments first as well.

Each data entry screen or form has navigation and data handling buttons located at the top on a toolbar. The toolbar navigation buttons kind of look like the buttons on a VCR. These buttons will allow you to move from record to record or from row to row, page to page & top to bottom. **If you place your cursor over a button a speedtip will appear.** The speedtip will tell you what that button does. All buttons are single click buttons with the regular left mouse button, but some buttons have an alternative right mouse click feature. For example you can do a right mouse click on a print report button for a printer setup screen.

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Here is a list of the most common toolbar buttons:



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**1) First or Top Record:** This moves your cursor to the first record in the database. This can be different depending on how you choose to sort your records.

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**2) Last or Bottom Record:** This moves your cursor to the last record in the database. This can be different depending on how you choose to sort your records.

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**3) Next and Page Down:** The (Next) button will move the cursor down one record. If you do a right mouse click on the (Next) button the cursor will be moved forward one page at a time.

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**4) Previous and Page Up:** The (Previous) button will move the cursor up one record at a time. If you do a right mouse click on the (Previous) button the cursor will be moved back one page at a time.

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**5) Add New Record:** This will add a new blank record. You must use this button to add each new record. The program will insert some default information for you to assist you, but you can change each field as you add the new record.

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**6) Delete Current Record:** Click on the row or record that you wish to delete. Then click on the (Delete) button. For a quick delete do a right mouse click on the delete button. This will delete the record without prompting you for a confirmation.

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**TechnicalNote:** It is recommended that you do not delete a master record without first deleting the transaction records associated with that master record or by putting the transaction records into history files first. Then you can delete the master record. This will insure that you do not have any orphaned transaction records.

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**7) Save Record(s)** Before exiting a screen, or before posting records or before printing a report, make sure you click on the (Save) button to ensure your records are saved.

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**TechnicalNote:** When you add or edit a record a (record lock) is placed on that record until you click on the (Save) button or until you navigate to a different record. So it is important to click on the (Save) button especially in a multiuser environment, otherwise a "record in use or retrying lock" message will be displayed to one or more users.

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**8) Edit Records:** Most records can only be viewed until you click on the (Edit) button. This is so you don't accidentally change a record or delete the contents of a field. Don't forget to click on the (Save) button after editing a record.

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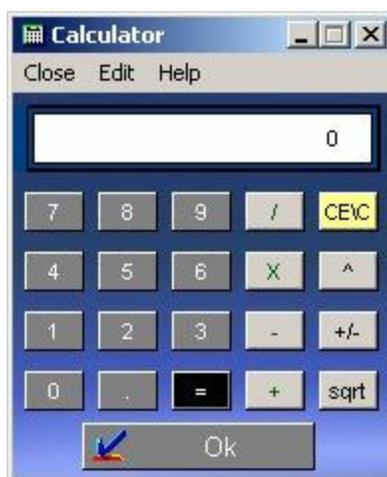
**9) Print Report:** Most data entry screens have a (Print) button. The report will be relative to the screen you are viewing. For example: If you are viewing the attendance screen and click on the (Print) button you will be printing an attendance report. But there are a lot more reports than what is on each data entry screen. Use the (Reports) button on the main screen of MapleSoft Giving to access all the various reports.

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**10) Search or Find Records:** By clicking on the (Find) button your cursor will be moved to the (Search) field. The (Search) field is an incremental search, which means it will start searching as you type in your search criteria. The search field will search on the field that the records are sorted by. For example: If a screen is sorted by member id number, then you would enter a member id number. As you start to type - your cursor is moved to the closest match. To search on a different field, simply change the sort.

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**11) Popup Calender:** The popup calender can be used to insert a date into the currently selected record. It is also used for filling in the (date criteria) when printing reports. You can also type in dates which is sometimes faster than scrolling through a calender. Note that this program is set to enter a 4 digit year. So when you enter a date - enter it in this format: mm/dd/yyyy or like: 01/01/2007.



**12) Popup Calculator:** This is a popup calculator to assist you with your bookkeeping.

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**13) Compute:** The (Compute) or (Calculate) button is specific to each screen. For example: In the checkbook you would use it to recalculate the checkbook balance after entering new records. Note: The checkbook will refigure the running balance by itself each time you load the checkbook screen.

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**14) Post:** Some records can be posted or added to other records. For example: You can post your member giving records to the checkbook as a deposit. You can also post your checks or bills to the checkbook. Member pledges can be posted to giving records once they are received.

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**15) Set Date Range:** The (Set Date Range) button located at the top right of the toolbar is used for filtering the records so that you are only looking or viewing just those dates. This can really be handy when you start getting a lot of records. If you have six months of records, it would take a while to scroll down through all of them to find the desired record. Instead you can use the (Set Date Range) button to view one date or a range of dates.

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Don't forget to use the (Search) field as well. Note: Once you have filtered or set your view to a particular date range, you can reset the view to all records by doing a right mouse click on the (Set Date or Set Range) buttons.

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**Also on the toolbar:**

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**16) A sort pull-down list:** Some of the data entry screens will allow you to sort you records. This might be by member id number or by date, etc...



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**17) Insert item pull-down list:** When you add new member giving records you can also designate the (giving type) or (income code from the chart of accounts) that they are giving too. This might be (tithes or missions, etc...). You can use the item pull down list to insert the chart of accounts code number into the current record.

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**18) Lock columns:** When you are viewing records in a table view (similar to a spreadsheet) you can lock the first column(s) so that they stay put as you scroll to the right. This is handy when there are a lot of columns that can not be viewed all at the same time.

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**19) Exit or close current screen.** Use the (Close or Exit) button to exit a screen to insure that the records are closed properly. This is a better way to close a screen than using the (Windows) "X" close button.

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Another feature on data entry screens or forms are some of them give you **2 views "Record & Table"**. The record view allows you to see all the fields for just one record and the table view allows you to see multiple records at the same time, but you may need to scroll to the right to see additional fields or columns. These different views are accessed by clicking on the "Tab" buttons located at the bottom of the screen. Also for the table view, if you click and drag on the bottom right-hand corner of the form you increase the size of the data entry screen, data records will increase as well, allowing you to see more records or rows and more fields or columns. You can also move columns around by dragging the column title to a new spot. You can also resize columns by placing your cursor at the right side of a particular column and then drag right or left depending on whether you want to increase or decrease the size. Don't worry about messing up a form, as the next time you open that data entry screen the default view and format will be applied.

**TechnicalNote:** When you are adding new records - do not leave blank rows. Also make sure you enter key fields with proper data. For example every giving transaction should have a member id number and giving type "or chart of accounts income code".

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## ORGANIZATION & DEPARTMENT SETUP

The first thing to do is setup your company or church name and address. To do this, click on the "Organization" button located on the main screen of the program. Here you can enter the name, address and phone of your organization. When you print reports, your organization name will appear on the top of each report.

You also have the options of putting in a password. **The default password is "no". As long as the password is "no" you will not need a password.** Change the password to something else if you wish to be prompted for a password each time you use MapleSoft Giving.

Dept No	Dept Name
1	GENERAL
2	CHURCH
3	MISSIONS
4	SUNDAY SCHOOL
5	AVAILABLE
6	AVAILABLE
7	AVAILABLE
8	AVAILABLE

The password is case sensitive and should not contain spaces or other non alpa-numeric characters. You might want to write down the password and store it in a safe place, incase you forget what it is. If you forget your password you will need to contact MapleSoft. The quickest way is normally to send an email to support@maplesoft.net

On the right side of the Organization setup screen are **10 departments**. You can change the name of any of the departments to fit your needs. Department 1 is the default department. When you are entering records such as giving records, or checkbook records you can enter a department number. When you print various reports you will be given the option of printing by department or choosing a department.

Before getting started there are a couple of other things you will need to do. The first one is **setting up your "Chart of Accounts"** and optionally "Budgets". Finally you must setup your "Members" and optionally enter "Pledges". After your master records are setup "Chart of Accounts" and "Members" then you can start entering "Giving Records" and other transaction records such as "Checkbook or Attendance records".

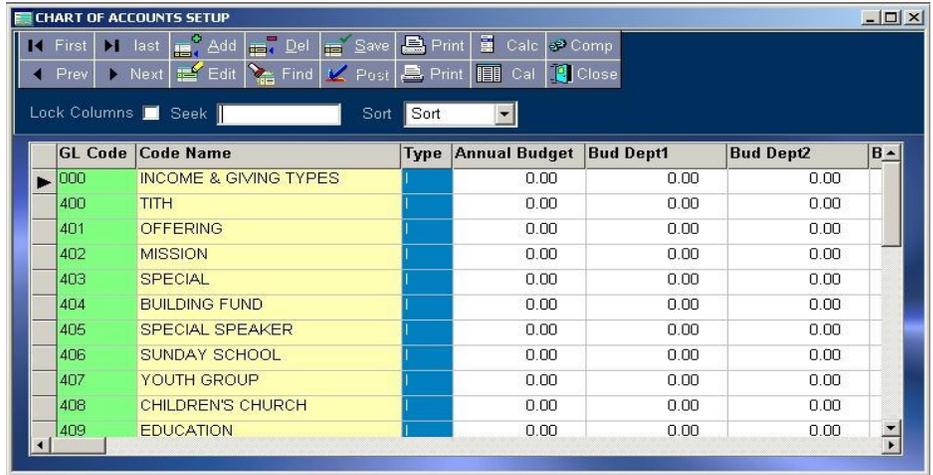
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## CHART OF ACCOUNTS & BUDGET SETUP

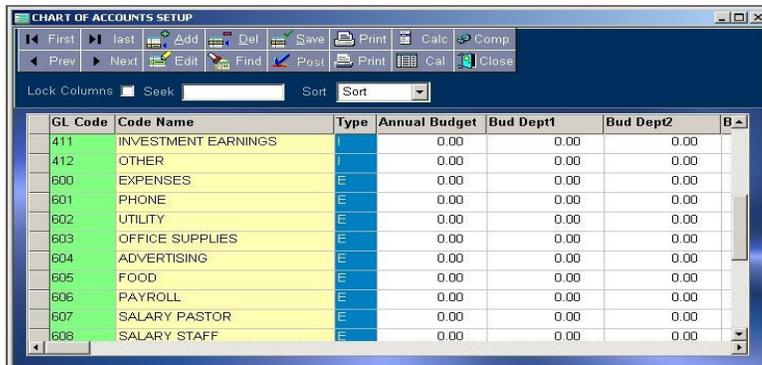
**Setting up the Chart of Accounts & Budgets:** The "Chart of Accounts" is used in most of your transactions to identify the type of transaction. The chart of accounts has 2 types of accounts

- (1) Income "designated by an (I)"
- (2) Expenses "designated by an (E)".

Income codes "also known as (Giving Types)" in this program are used to code your various income transactions. For example "Missions or Tithes". Note that in general accounting practices that "Income codes" usually start with a 400 or 4000 and that "Expense codes" usually start with a 600 or 6000. Our chart of accounts only uses 3 digits. The 100 group normally is used for "Assets" and the 200 group normally is used for "Liabilities" and the 300 group is for "Retained Earnings". These 3 groups are for balance sheets, so we recommend that you use the 400 to 499 group for "Income and Giving codes" and the 600 to 699 group for "Expense codes". If need be you can expand your income codes to 599 and your expense codes to 799.



GL Code	Code Name	Type	Annual Budget	Bud Dept1	Bud Dept2	B
000	INCOME & GIVING TYPES	I	0.00	0.00	0.00	
400	TITH	I	0.00	0.00	0.00	
401	OFFERING	I	0.00	0.00	0.00	
402	MISSION	I	0.00	0.00	0.00	
403	SPECIAL	I	0.00	0.00	0.00	
404	BUILDING FUND	I	0.00	0.00	0.00	
405	SPECIAL SPEAKER	I	0.00	0.00	0.00	
406	SUNDAY SCHOOL	I	0.00	0.00	0.00	
407	YOUTH GROUP	I	0.00	0.00	0.00	
408	CHILDREN'S CHURCH	I	0.00	0.00	0.00	
409	EDUCATION	I	0.00	0.00	0.00	



GL Code	Code Name	Type	Annual Budget	Bud Dept1	Bud Dept2	B
411	INVESTMENT EARNINGS	I	0.00	0.00	0.00	
412	OTHER	I	0.00	0.00	0.00	
600	EXPENSES	E	0.00	0.00	0.00	
601	PHONE	E	0.00	0.00	0.00	
602	UTILITY	E	0.00	0.00	0.00	
603	OFFICE SUPPLIES	E	0.00	0.00	0.00	
604	ADVERTISING	E	0.00	0.00	0.00	
605	FOOD	E	0.00	0.00	0.00	
606	PAYROLL	E	0.00	0.00	0.00	
607	SALARY PASTOR	E	0.00	0.00	0.00	
608	SALARY STAFF	E	0.00	0.00	0.00	

Each chart of accounts code should be a unique 3 digit id number. Also each one should have a name and a type. The name will display on reports, so that you know what that code number means. The type should be an "I" for income or an "E" for expense. When you print a "Profit & loss" report it will use the "type" field to determine if a transaction is an income listing or an expense listing on the report.

To access the chart of accounts click on the "Chart of Accounts" button located on the main screen of this program.

If you are going to use the checkbook or pay bills you probably want to setup the chart of accounts with expense codes. The chart of accounts will allow you to tie each transaction to a code to identify what type of transaction it is. For example: "601" might be for phone expense and "602" might be for the utility bill.

Income codes or Giving types identify each persons giving. For example if your organization is a church, your members probably pay a tith and an offering. Each of these could be a giving type. So the tith might be giving type "401" and offerings might be "402". In otherwords each giving type needs a unique id number. The giving id number or income code should be a 3 digit unique number.

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**SpecialNote:** The 2nd Income code that you enter will be the default code for giving records. This is because the first one is just listed as "Income". So define the 2nd code as the one you use the most.

**BUDGETS:** The other thing you can do in "Chart of Accounts" is setup (Budgets) including (Departmental Budgets). Each code "Income or Expense" can have a budget. Income code budget items should be entered as a positive number and Expense code budget items should be entered as a negative number. Make sure you have setup your department names in "Organization setup" before entering your budgets. Budgets are also entered in as "Annual or Yearly" amounts. The program will break it down by month for you when printing reports. If you are going to enter departmental budgets then you don't need to enter the "Annual Budget". Instead enter all of your departmental budgets first and then click on the (Comp) or "Compute" button located at the top on the toolbar. This will total up all of your departmental budgets and fill in the "Annual Budget" column for you. This also makes sure that your department budgets equal or total up to your annual budget column so that you are in balance. To enter a budget item first locate the correct code number row - click on that row and then scroll to the right and click on the correct column and then you can enter the budget amount. If you are not going to use departmental budgets then you will need to enter your budget amounts in the "Annual Budget" column. Just make sure you do not click on the (Comp) button or your "Annual Budget" column will all be zeros. You can print your budgets from the top on the toolbar or from the main "Reports" screen. Also when you print "Profit and Loss" reports the budget will also be printed in a secondary column.

Finally you must setup your "Members" and optionally enter "Pledges". After your master records are setup "Chart of Accounts" and "Members" then you can start entering "Giving Records" and other transaction records such as "Checkbook or Attendance records".

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## MEMBERS SETUP

**Setting up Members:** Before recording giving transactions, you must setup "Giving" types or "Income Codes" in the "Chart of Accounts" and you must setup your "Members". Members are the people who give to your organization. To access the member records, click on the first button on the main screen that says "Member". Each member should have a unique 5 digit id number. These are the fields in the member master record:

Member Id	10001	Member Type	M
First Name	RICHARD	Mi	
Last Name	PERRYMAN		
Primary	P		
Family Id	PERRY101		
Relationship	Husband		
Address1	PO BOX 121		
Address2			
City	GORDONVILLE		
State	MO	Zip	63752
Phone	(673) 339-1514		
Email	richard@maplesoft.net		
Birth Date	09/17/1980		
Begin Date	06/01/2000		
End Date	/ /		

- 1) **Id No** - This is a 5 digit unique number that identifies this member.
- 2) **First Name** - This is a required field.
- 3) **Last Name** - This is a required field.
- 4) **Address**
- 5) **Phone and Email address**
- 6) **Pr "Primary person for a family"** - Other family members can be added to this persons giving report.
- 7) **Family Code** "An 8 character id used to identify multiple members to one family. This should be a unique no" for that family. You can use a family id number on some of the giving reports to print out a group or family report. This is a required field.
- 8) **Relation** "For family members".
- 9) **Date of Birth.**
- 10) **Member beginning date.**
- 11) **Member ending date.**
- 12) **Member Type.** The member type field allows you to enter a single character code to separate different types of members. For example your regular members can be a type "M" and members abroad might be type "O". You can setup different types for your organization.

The "Member" data entry screen or form has **(6 Tabs) at the bottom**. The first is the "**Record view**" to view one member at a time, but see all of the main fields. The second is the "**Table view**" to view multiple members at one time. Using the (Sort) pulldown list can be handy on this screen to find certain members. The third tab gives you access to view "**Member Giving Records**", but this is not where you normally would enter giving records, it's just a convenient screen to view previous records. The fourth tab is for entering **Pledges** which will be explained in the next section. The fifth tab is "**Member Statistical Information**". You can enter a lot information in this section. There are tabs at the top that group the data into the following sections: **(Personal, Work/Staff, Ministry/Class, Visitation, Events, Trips, Special & Custom)**. The **(Personal)** Section is to record information such as marital status, gender and education. The **(Work/Staff)** section is to record information regarding member employment, skills and if they are on staff with your organization. The **(Ministry/Class)** section is to record information relating to ministries or classes that - that member is involved with. It is recommended that you put the same information in the same fields for different members.

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For example - if you have multiple members involved with a special outreach ministry - use ministry 1 for all those members and use the same wording. You can enter anything into these fields and different members can have different ministries in the same field, but some pre-planning will help you organize your data so that the

The screenshot shows the 'MEMBER SETUP' window for member '10001 RICHARD PERRYMAN'. The interface includes navigation buttons (First, last, Close, Prev, Next, Edit), a search field, and a 'Sort' dropdown. The main area is divided into tabs: Personal, Work/Staff, Ministry/Class, Visitation, Events, Trips, Special, and Custom. The 'Personal' tab is active, displaying fields for Mem Type (M), Begin Date (06/01/2000), End Date (//), Family Id (PERRY101), Relationship (Husband), Nickname (Rick), Marital Status (M), Years Mar (0.00), Anniversary (//), Gender (M), Birth Date (09/17/1978), Notes (Testing data for this member), Education (BA), Interests (Music), and Medical (None). A bottom navigation bar contains Member Record, Member Table, Giving History, Pledges, Stats, and Photo.

statistical reports are more meaningful. The same thing applies to classes. Note: You are not limited to 3 classes, just 3 groups of classes. So the class 1 field can have different class names for different members and the statistical reports will show that. **(Visitation)** allows you to record the last time the member visited your organization, the last time you contacted that member, who the person was that did the contacting, the next date you have scheduled to contact that person and who will do the contacting. You can also enter notes about the visitation. There is also a benevolence section for you to enter what was given, the date and the amount given. **(Events)**

There are 5 event groups, but just like the ministry section - you can enter as many events as you like by entering different events for different members. You can enter the event description and the date. There is also specific events such as baptized and confirmed. It is recommended that you put the same information in the same fields for different members. For example - if you have multiple members involved in the same event - use event 1 for all those members and use the same wording. You can enter anything into these fields and different members can have different events in the same field, but some pre-planning will help you organize your data so that the statistical reports are more meaningful. **(Trips)** Each member can have up to 3 trips recorded. You can record the trip name, the date and the amount. You can also record trip notes. It is recommended that you put the same information in the same fields for different members. For example - if you have multiple members involved in the same trip - use trip 1 for all those members and use the same wording. You can enter anything into these fields and different members can have different trips in the same field, but some pre-planning will help you organize your data so that the statistical reports are more meaningful. **(Special)** There are 3 group fields in the special section that allow you to put different members into different groups. Use this however you want to. **(Custom)** You can have up to 5 different custom fields for each member. You can record the custom name, amount and date. Use this however you want to. These are your custom fields.

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**"Photo"** The last main tab in member setup is for the member photo. You can use a digital camera or scanner. To add photo's you'll need to save each photo file with the same name as the member id. And the file type needs to be a JPG file. Save the member's image file into the giving folder which is normally c:\maples\giving\ . An example would be: Member John Smith's id is 10001 so his file name would be 10001.jpg. Save or copy this file into the giving folder.

Remember to add a new record, you must click on the "Add New Record" button first. Enter a unique 5 digit id number for each member, include their first name, last name, member type and family code. Don't forget to click on the (Save) button as well.

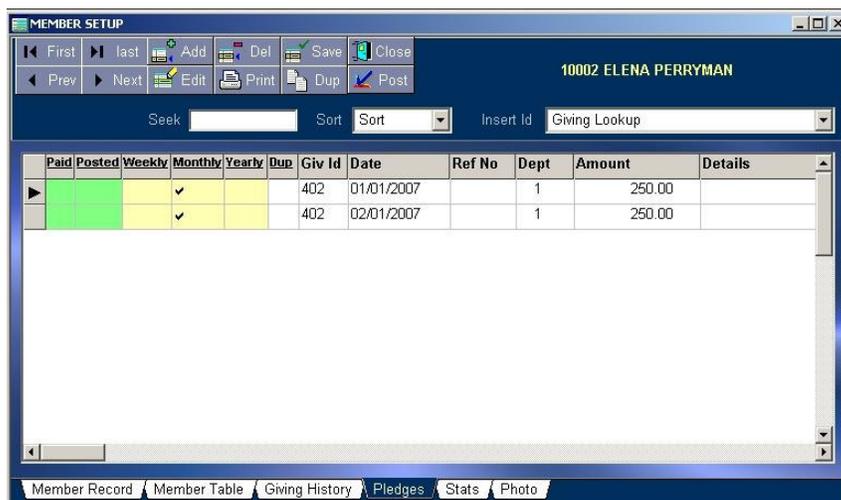
Once you have your members setup and your chart of accounts setup, then you can enter giving records.

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## CREATING PLEDGES

**Pledges** can access by going into "Member setup". Then click on the "Pledges" tab. Entering "Pledges" is very similiar to entering "Giving" records.

First locate or navigate to the desired member. Use the (Add) button to add a new pledge record. Enter the "Giving id", "Date", "Dept", "Amount" and enter any details about the pledge. You can also mark if the "pledge" is "Weekly, Monthly or Yearly". Then click on the (Save) button. Repeat for all pledges.



Once a pledge has been paid, you can go back into "Member setup", navigate to that member and locate the pledge. Once you locate the pledge record you can mark it as "Paid", but first you will need to click on the (Edit) button. You can also change the date to the "Date Paid" - "By using the (Post) button described in the next paragraph. This will actually leave the date as it is, but the new giving record that will be created/posted from the pledge will have the date paid. You can also enter a reference number.

Paid pledges can be posted to "Giving records" as payments. Simply click on the (Post) button on the toolbar above the pledge records and it will give you the option of posting all records that have been marked as "paid" but that are not marked as "posted". Once they are posted the program will mark the "paid" items as posted. It will do this to all members, not just the currently viewed member.

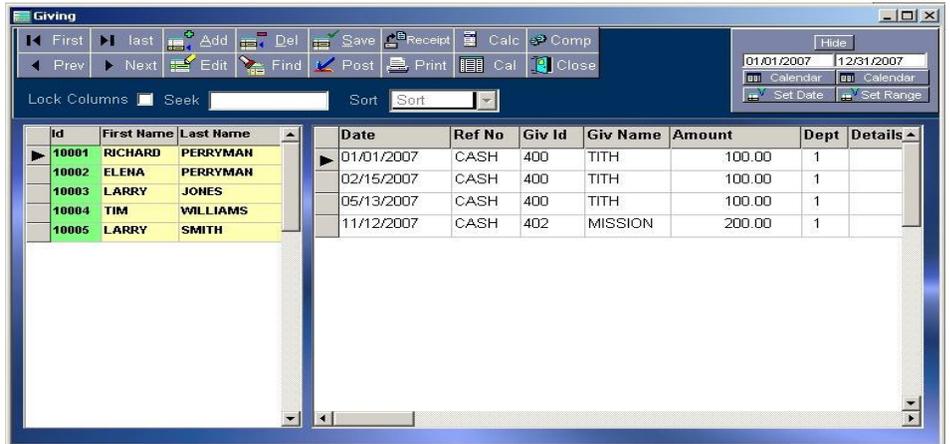
Since a lot of times pledges are recurring - there is a feature to "Duplicate" or "Dup" your pledges so that you don't have to keep reentering them month after month. Simply click and place a checkmark next to each pledge record in the "Dup" field. Then click on the "Dup" button located at the top. A date dialog box will appear. Enter the "New Date" for all the "New Pledges" you are about to create. Then click on the "Ok" button. All records that have been marked with the "Dup" checkmark will be duplicated only with a new date. The program will then give you the option of unmarking all the "Dup" fields for you - if you choose to.

You can print your pledges out using the (Print) button located at the top. You can print out all pledges or all unpaid pledges or just the currently viewed member's pledges.

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## ENTERING GIVING RECORDS

**Giving Records** can be accessed clicking on the button at the main screen that says (Giving). The individual member view allows you to see the giving records for one individual at a time. On the left side you will see a list of members. You can click on a member's row to view that member's giving records. You can also use the (Search) field at the top to type in that member's id number. The actual "Giving records" are located on the right side of the screen.



The screenshot shows the 'Giving' software interface. On the left, there is a list of members with columns for Id, First Name, and Last Name. The members listed are: 10001 RICHARD PERRYMAN, 10002 ELENA PERRYMAN, 10003 LARRY JONES, 10004 TIM WILLIAMS, and 10005 LARRY SMITH. On the right, there is a table of giving records with columns for Date, Ref No, Giv Id, Giv Name, Amount, and Dept. The records shown are: 01/01/2007 CASH 400 TITH 100.00 1, 02/15/2007 CASH 400 TITH 100.00 1, 05/13/2007 CASH 400 TITH 100.00 1, and 11/12/2007 CASH 402 MISSION 200.00 1. The interface includes a menu bar with options like First, Last, Add, Del, Save, Receipt, Calc, Comp, Prev, Next, Edit, Find, Post, Print, Cal, and Close. There are also date pickers for 01/01/2007 and 12/31/2007, and buttons for Set Date and Set Range.

Id	First Name	Last Name	Date	Ref No	Giv Id	Giv Name	Amount	Dept	Details
10001	RICHARD	PERRYMAN	01/01/2007	CASH	400	TITH	100.00	1	
10002	ELENA	PERRYMAN	02/15/2007	CASH	400	TITH	100.00	1	
10003	LARRY	JONES	05/13/2007	CASH	400	TITH	100.00	1	
10004	TIM	WILLIAMS							
10005	LARRY	SMITH	11/12/2007	CASH	402	MISSION	200.00	1	

Make sure you have navigated too and selected the correct member before entering giving records. You will need to click on the (Add) button to add a new giving record. You also must use the (Edit) button to edit existing giving records.

**Specialnote:** there is the (Quick) button on the main screen for quickly entering giving records. This will be described later in detail below.

### **For each giving new record, you will enter:**

- 1) **Select** or click on the member id number on the left side.
- 2) **Date** - The date of the giving record.
- 3) **Ref No** - Such as a check number or cash.
- 4) **Giving id number** "Income code from the Chart of Accounts".

**SpecialNote:** The program will automatically use the second giving code "or income code" in the chart of accounts. "400" is listed as "Income" and "401" is the default so enter the name of the mostly used giving type or income code for "401" in your chart of accounts.

- 5) **The Amount**
- 6) **The department number** - the default is always 1.
- 7) **Any details** about the transaction can be entered into the "Details" field.

When adding a new record, you have a pull-down list for the "Giving Type or Income Code". You can also enter the id numbers manually. The "Giving name" will display after clicking on the (Save) button.

**Don't forget to click on the (Save) button** after entering or editing a record.

If you are using the checkbook, you can post your giving records to the checkbook "for deposits". To do this, "if the giving records are open, then close them", then click on the "Post" button listed underneath the (Giving) button on the main screen. You will be prompted for the date that has the giving records you are posting & the deposit date. When the records are posted to the checkbook they will be broken down by giving type or chart of accounts code and by department. The total of these entries should equal your deposit slip for the day. Make sure you don't post the same day twice or you may have duplicate deposit records in the checkbook.

# MAPLESOFT GIVING MANUAL

You can print a "Giving" report or "Receipt" while viewing the giving records from the Toolbar located at the top. But there are more giving reports on the "Reports" screen which can be accessed from the main screen. You can print detailed or member summary reports, plus additional giving reports.

You can use the (Set Date Range) button at the top to view just one date or a range of dates. A right mouse click on the (Set Date) button will reset the view to all dates.

The **Quick button located on the main screen** of the program is a way of quickly entering new giving records. This will help with computer performance and speed especially in a network environment. If you have any records open, close them. Then from the main screen click on the (Quick) button. A "Giving Data Entry" screen will popup.

Id	First	Last
10003	LARRY	JONES
10001	RICHARD	PERRYMAN
10002	ELENA	PERRYMAN
10005	LARRY	SMITH
10004	TIM	WILLIAMS

**Special Note:** You do not have to use the mouse as you enter data.

**First** - if you are going to enter multiple records, place a checkmark in the (Continue Adding Records) checkbox. Then place your cursor in the "Member Id" field. Now you can just type and press enter. Enter the member id number and press enter. Your cursor will move to the Date field automatically. Enter the date and press enter. Your cursor will move automatically to the Ref No field. Enter the ref no and press enter. Again your cursor will move automatically to the next field which is the Giving Id field. Enter the giving id and press enter. Your cursor will move to the Amount field. Enter the amount and press enter and your cursor will move to the Dept No field. The default is 1. Enter the dept number and press enter or just press enter if 1 is correct. Then enter the details. You still do not need to use the mouse. Instead press the enter key and the cursor will set focus on the (Add) button. Press enter again and the new record will be added and saved automatically to the "Giving records". And your cursor will be automatically placed back into the "Member Id" field - ready to enter another record. Repeat the steps above for the next member's giving record - entering data and pressing enter until you have all your records entered. Afterwards you can go into the "Giving records" to verify that they did get saved.

# MAPLESOFT GIVING MANUAL

## ENTERING ATTENDANCE RECORDS

You can record the **Attendance** of your members for Services and Classes attended. To access Attendance Records, click on the button at the main screen that says (Attendance) or choose it from the "Task" menu.

Recording attendance requires adding a new record, then entering the member id number, date, and then check on what services that member attended. You should check at least one service.

You can generate attendance for a particular date for all members at one time, by clicking on the (Add new record) button. You'll then be given the option to generating attendance for all members at once. This will require a date and check what services where attended. After creating the new attendance records for a particular date, you can edit the records for any members that were not there.



The screenshot shows the 'Attendance' window with a menu bar (First, Last, Add, Del, Save, Print, Calc, Copy, Prev, Next, Edit, Find, Post, Print, Cal, Close) and a toolbar (Lock Columns, Seek, Sort, Insert Id, Member Lookup). The main area contains a table with the following data:

Id	First	Last	Date	Morning	Evening	Class	Notes
10001	RICHARD	PERRYMAN	02/15/2007	✓	✓		
10001	RICHARD	PERRYMAN	03/01/2007	✓		✓	
10001	RICHARD	PERRYMAN	10/03/2007	✓	✓	✓	
10001	RICHARD	PERRYMAN	12/29/2007	✓			
10002	ELENA	PERRYMAN	01/01/2007	✓			
10002	ELENA	PERRYMAN	01/07/2007	✓	✓	✓	
10002	ELENA	PERRYMAN	02/15/2007	✓	✓		
10002	ELENA	PERRYMAN	03/01/2007	✓		✓	
10002	ELENA	PERRYMAN	10/03/2007	✓	✓	✓	
10002	ELENA	PERRYMAN	12/29/2007	✓			
10003	LARRY	JONES	01/01/2007	✓			



The 'GENERATE ATTENDANCE' dialog box has a title bar with standard window controls. It contains a 'Date' field with a calendar icon, currently showing '01/01/2008'. Below the date field are three checkboxes:

- Mark all as present for morning service
- Mark all as present for evening service
- Mark all as present for class

At the bottom of the dialog are two buttons: 'OK' (with a green checkmark icon) and 'Close' (with a red X icon).

**Special Note:** You can sort attendance by date or member id. You can also set the view to a particular date or date range.

# MAPLESOFT GIVING MANUAL

## PAYING BILLS

**PayingBills:** To add new bills or to view previous bills, do a right mouse click on the button that says "Checkbook" on the main screen. Or you can go into the "Checkbook" and click on the button that says (Bills) Here you can record all of your bills and expenses and print checks.

The screenshot shows the 'Bills' window with a menu bar (First, last, Add, Del, Save, Check, Calc, Copy, View Dept, Set Date Range) and a toolbar (Prev, Next, Edit, Find, Post, Print, Cal, Close). Below the menu is a 'Seek' field, a 'Sort' dropdown, and an 'Insert Id' dropdown set to 'Gl Code Lookup'. A 'Print' checkbox is checked. The main form has two columns: the left column contains 'Ref No' (100), 'Date' (01/05/2007), 'Code' (602), 'Dept' (1), and 'Amount' (50.00); the right column contains 'Name' (PHONE COMPANY), 'Address' (123 Broadway Ave.), 'City' (Gordonville), 'State' (MO), 'Zip' (63752), and 'Phone' (5733391514). A 'Setup Vendors' button is next to the phone field. Below the form is a 'Details' text area containing 'Phone bill expense for January'. At the bottom, there are buttons for 'Bill or Check' and 'Bill or Expense List'.

Each bill should have a unique "Check No". The fields for bills include:

- 1) **Check No**
- 2) **Date**
- 3) **Expense Code** "From the chart of accounts"
- 4) **The Dept number.** "The default is 1".
- 5) **Amount of the check**
- 6) **Payee name** and address
- 7) **Any details** about the bill

**You can print one or multiple checks** - "Batch Printing". As you enter a new bill there is a checkbox located at the top left that says (Print). Place a checkmark in that box for every check that you wish to print. Then just click on the (Print) checks button. After you print checks the (Print) checkbox will become unchecked for those checked indicating that those checks have been printed.

The screenshot shows the 'Bills' window in table view. The table has columns: Print, Check No, Date, Payee, Code, Dept, Amount, and Address. The 'Print' column has checkboxes for each row. The data is as follows:

Print	Check No	Date	Payee	Code	Dept	Amount	Address
<input checked="" type="checkbox"/>	100	01/05/2007	PHONE COMPANY	602	1	50.00	123 Broadway Ave.
<input checked="" type="checkbox"/>	101	01/10/2007	SMITH ADVERTISING COMP	604	1	500.00	1415 MAIN ST.
<input type="checkbox"/>	102	01/15/2007	PAYROLL EXPENSES	606	1	2500.00	
<input type="checkbox"/>	103	01/15/2007	ALBERTSONS GROCERY	605	2	600.00	

The Bills screen also has a (Copy) button. Some bills will come every month so instead of recreating the entire bill or check - you can simply select the previous bill for that payee and click on the (Copy) button.

You can view all of your bills from the "Table" view. Here you can also use the "View" criteria fields at the top to view a particular date or a particular payee. Do a right mouse click on the (View Date) or (View Payee) to reset the view to all records.

## MAPLESOFT GIVING MANUAL

After paying bills, you will probably want to update your checkbook. To post your bills to the checkbook, "close out of bills", Click on the (Post) button located underneath the (Checkbook) button.. The program will know which bills to post. Note if after posting, you change a bill, you will also have to change it in the checkbook.

On the "Bills" screen is a "**Vendor**" **button**. Use this button to setup Vendors or "Payees" that you pay bills too regularly. Vendors can be used in both bills or the checkbook and will save you time on entering data for payees that you write checks too on a regular basis.

Remember to add a new record, you must click on the (Add New Record) button first. And don't forget to click on the (Save) button before printing checks or before closing the bill screen.

# MAPLESOFT GIVING MANUAL

## USING THE CHECKBOOK

Ref No	Date	Name	Amount	Balance	Code	Dept	Status	Deta
BEG BAL	01/01/2007	BEG BAL	2500.00	2500.00	401	1	O	
101	01/02/2007	PHONE COMPANY	-50.00	2450.00	400	1	O	
D01/07/2007	01/07/2007	GIVING 01/07/2007 400	220.00	2670.00	400	1	O	
102	01/10/2007	SMITH ADVERTISING COMP.	-500.00	2170.00	604	1	O	
D01/07/2007	02/07/2007	GIVING 01/07/2007 401	100.00	2270.00	401	2	O	
D01/14/2007	02/14/2007	GIVING 01/14/2007 400	320.00	2590.00	400	1	O	
103	02/15/2007	PHONE COMPANY	-600.00	1990.00	605	2	O	
D01/14/2007	05/14/2007	GIVING 01/14/2007 402	200.00	2190.00	402	1	O	
D01/14/2007	05/14/2007	GIVING 01/14/2007 402	5000.00	7190.00	402	2	O	
PR	05/15/2007	PAYROLL EXPENSES	-2500.00	4690.00	606	1	O	
104	11/05/2007	ATT PHONE COMPANY	-50.00	4640.00	601	1	O	

The **checkbook** is very similar to a regular home checkbook. To access the checkbook click on the (Checkbook) button located on the main screen.

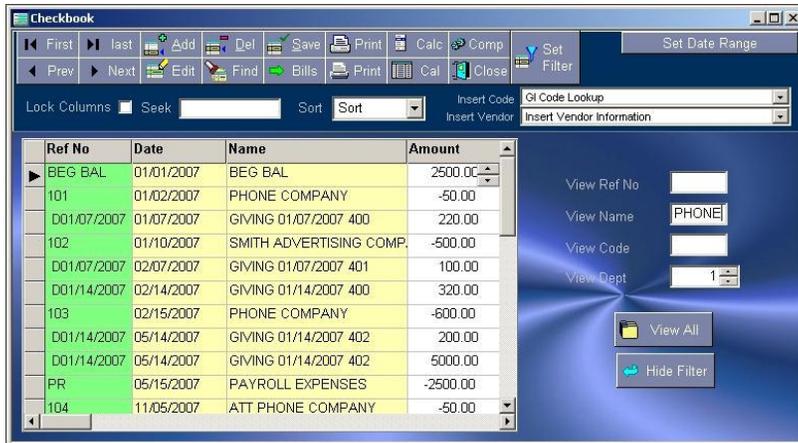
In the checkbook you can record checks, deposits & other bank transactions. You will probably want your first record to be a beginning balance entry. Deposits should be entered as positive numbers and checks or withdrawals should be entered as negative

numbers in the "Amount" field. The ref\_no field is for check numbers. The balance field can be updated by clicking on the (Calc Bal) button at anytime - you do not enter anything in the balance field", but each time you open the Checkbook the balances will be updated. The status field should have a C entered for transactions on your bank statement - all other transactions will be considered open. The checkbook fields include:

- 1) **Ref No**
- 2) **Date**
- 3) **Name** or Payee or basic information about the transaction
- 4) **Amount** "enter a positive number for deposits & a negative for checks".
- 5) **Balance** "View only - use (Comp) button to refresh the balance".
- 6) **Code** - Enter the proper chart of accounts code for the income or expense item. Use the (Insert Id) pull-down list if desired to select a chart of accounts code.
- 7) **Dept** - The default is 1, but you can enter any department number up to 10.
- 8) **Status** "C for closed or cleared" and "O for open".
- 9) **Details** "Double click to open" "here you can entered a large description if needed".

Both giving records & bill records can be posted to the checkbook from the "Options menu on the main screen".

# MAPLESOFT GIVING MANUAL



A **"Filter"** button is located at the top. Use this button to view selective checkbook records. For example you could view just a specific vendor's records or a specific reference no.

Special feature to **"Add New Record"** button. If you do a right mouse click on the **"add new record"** button it will duplicate the current record based on the **"reference number and gl code"** fields. This is handy if you want to

copy the current record without retyping information. Be careful with this feature as if you have multiple records with the same reference number - it will duplicate all of them in one action.

On the **"Bills"** screen is a **"Vendor"** button. Use this button to setup Vendors or **"Payees"** that you pay bills too regularly. Vendors can be used in both bills or the checkbook and will save you time on entering data for payees that you write checks too on a regular basis.

If you plan on printing a profit and loss report, it is recommended that every record have a code **"income or expense"** and that all transactions have a department number if needed.

Remember to add a new record, you must click on the **(Add New Record)** button first.

# MAPLESOFT GIVING MANUAL

## REPORTS

**Printing Reports:** There are many types of reports. Some of them can be accessed from within data entry screens by clicking on the (Print button). Most reports can be accessed from the main program screen, by clicking on the "Reports Menu" or (Print Report) button. Here is a list of the main reports:

- 1) Member List and Family Reports
- 2) Member List "Selected Member Type such as (M)"
- 3) Giving Types
- 4) Chart of Accounts
- 5) Giving Detailed
- 6) Giving Summary
- 7) Giving Family
- 8) Giving Total
- 9) Attendance
- 10) Attendance Summary
- 11) Checkbook "Regular or by Code"
- 12) Checkbook by "Department"
- 13) Reconciliation "Regular or outstanding checks report"
- 14) Expense or Bills report
- 15) Profit & loss "Regular or by Department"
- 16) Budget "Regular or by Department"
- 17) Labels
- 18) Envelopes
- 19) Pledges
- 20) Checks "from within bills"
- 21) Receipts "from within giving"
- 22) Statistical Reports

*There are 30+ statistical reports based on the member master statistical fields.*



# MAPLESOFT GIVING MANUAL

REPORT

Date From: 01/01/2007

Date To: 12/31/2007

Members: 10001

Select Member

Use Tagged

Print To Screen

OK Close

Report Options Report Message

When printing many of the reports you can **enter a selection criteria**. Many of the reports will allow you to enter a date range. For example if you are printing a giving report, you can enter any date range. This would be ideal for printing statements on a monthly or annual basis. You can also print all members "which is the default" or select a particular member from a pull-down selection list or by entering the id number. All reports can be printed to the printer or to screen. Also note the actual giving report, you can access the "Message" tab at the bottom to add a special note on to the report or statement. Also doing a right mouse click on the "Ok" button will bring up the printer setup screen.

**You can also export report data to three different locations:**

- 1) To A File**
- 2) Directly to another Program such as MS Word**
- 3) To Your email as a file attachment**

**To do so:**

- 1) Print any report to screen
- 2) Click on the button located at the top that has a "red arrow - pointing down on to an envelope
- 3) Choose the "Export format" such as an Excel spreadsheet or a Word document file
- 4) Choose the "Destination" which would be "File or Application or Mail".
- 5) Click on the (Ok) button.

**GIVING REPORT**

**YOUR ORGANIZATION NAME**  
JOHN DOE  
2500 MAPLE DRIVE, CAPE GIRARDEAU, MO 63701

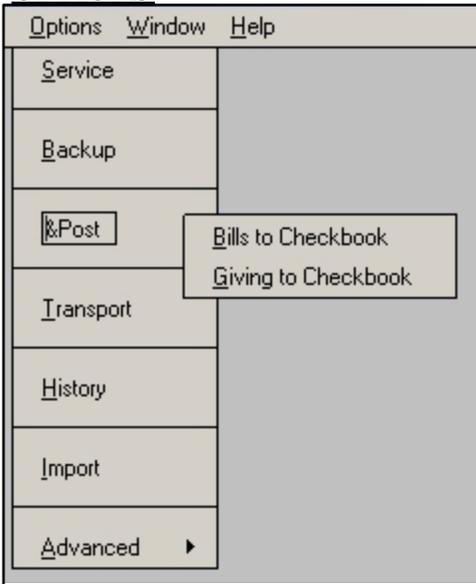
<u>Mem Id</u>	<u>Name</u>	<u>Family Id</u>	<u>P</u>	<u>Address</u>
10001	RICHARD PERRYMAN	PERRY101	P	PO BOX 121, GORDONVILLE, MO 63752

<u>Date</u>	<u>Giving Id</u>	<u>Giving Description</u>	<u>Amount</u>	<u>Details</u>
1/1/07	400	TITH	\$100.00	
2/15/07	400	TITH	\$100.00	
5/13/07	400	TITH	\$100.00	
11/12/07	402	MISSION	\$200.00	
Total For: PERRYMAN			\$500.00	

# MAPLESOFT GIVING MANUAL

## OPTIONS

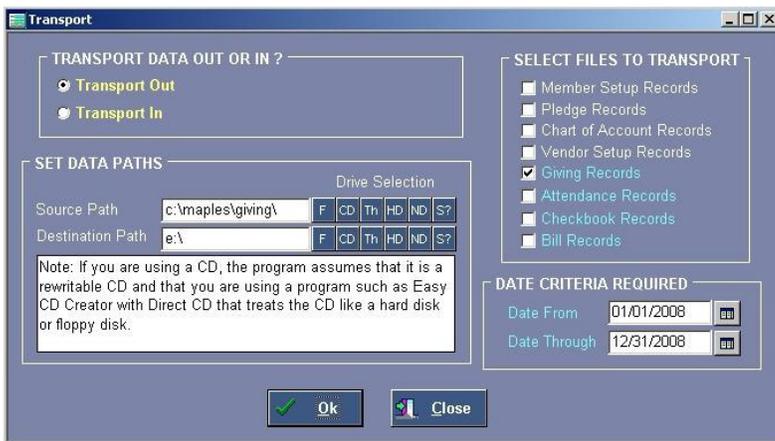


**Options & Tools:** The options menu allows you to post bills and giving records to the checkbook. See giving or bill paying for details. Also from the options menu, there is an option to "Service". The service will reindex and service your records. We recommend doing this once a month or if you are having trouble with records. Note that if you have a program error and get dumped, we recommend restarting your computer & then try servicing records.

Also if you have the Microsoft Windows backup program installed on your computer, then you can load it from the "Options menu". You can install the backup program, by choosing the "Add/Remove programs" from "Control Panel" in Windows. The backup program is normally located in the "System Tools" menu which is a sub-menu of "Accessories". You can backup everything in the "c:\maples\giving" folder or just backup data files, which include all file types that equal dbf, dbt & mdx. You can backup to floppy disk, or rewritable CD, or

tape or even a thumbdrive. You can also manually make a backup simply by copying the c:\maples\giving folder to a thumbdrive.

The options menu also has a feature for importing giving records from an older version. It expects the location of the older version to be in c:\giving, so you may need to move those older records into that folder if you did not install them to the default folder which is c:\giving. The new default folder is c:\maples\giving.



**The Transport option will allow you to take your data with you.** Have you ever wanted to work at home and at work? You can do this with the Transport feature. The transport feature will allow you to select specific records "member master records, giving records, checkbook records, etc..." and transfer or copy them to removable media such as a floppy disk, cdrw, thumbdrive, or network drive. We recommend a thumbdrive. You can choose to select a date range for transaction records such as giving, attendance and checkbook records.

You basically have 2 options "Transport Out" or "Transport In". Transport out means you are sending data from the Giving program to the removable media. Transport in means you are sending data back into the Giving program. When you transport data back into the the giving program - you have 2 choices "overwrite the existing data - BECAREFULL WITH THIS SO THAT YOU DON'T LOOSE DATA" or to "append or add to the existing data - becarefull with this too - because you don't want to duplicate all your master records". A little bit of thought and planning will help you transport or take your data with you.

# MAPLESOFT GIVING MANUAL

You can also **put records into history** or archive files from the options menu. You may need to correct the checkbooks balance after putting checkbook records into a history file. You must provide a "Date Through". All newer records will be left.

**Advance d:** It may be necessary to configure your database settings. This program uses the "Borland Database Engine" also known as the BDE. You can access the BDE Administrator from the Windows Control Panel. You should also be able to open the BDE Administrator from the (Advanced) menu in the (Options) menu within this program. We recommend that you contact MapleSoft for assistance. If you change the BDE settings improperly your program may not run correctly. When you first start the program it should configure the database for you - especially the table level to 5. If not - go to the (Options) menu, choose (Advanced) and choose (Configure Database). When it's finished you'll need to close this program and reopen it for the settings to take affect. If the database engine is not set correctly - the mose common problems are reports will not open up "they will flash on screen". Here are the recommended steps and settings for the BDE Administrator: Note: Close all programs first.

- 1) Go to the Windows Control Panel
- 2) Double click on "BDE Administrator"
- 3) Click on the "Configuration" Tab
- 4) Click on the "+" sign next to "Drivers"
- 5) Click on the "+" sign next to "Native"
- 6) Click on "dBase"
- 7) Now look to the right of the screen
- 8) Change the "LangDriver" to the very bottom selection which is "'WEurope' ANSI"
- 9) Most Important: Change the "Level" to "5"
- 10) Now click on the "+" sign next to "System"
- 11) Click "INIT"
- 12) Now look to the right of the screen again
- 13) Change the "Default Driver" to "dBase"
- 14) Change the "LangDriver" to the very bottom selection which is "'WEurope' ANSI"
- 15) Change "Local Share" to "True" - "This is important especially for networks"
- 16) Now click on the "+" sign next to "Formats"
- 17) Click on "Date"
- 18) Now look to the right of the screen.
- 19) Change "FourDigit Year" to "True"

Note: Now it is important to save your settings.

- 20) On the left side click on "Configuratoin" (Not the tab) that is listed right above "Drivers"
- 21) Click on the "Object" menu
- 22) Choose "Apply"
- 23) Close the BDE Administrator.

Note: If you receive a message that says "Save All Edits?" answer "Yes".

- 24) Close all programs and try the Giving program again.

Note: If you were dumped out of this program, we recommend that you restart your computer.

If you need to contact MapleSoft - you can do so 1 of 3 ways:

**1) By email to:** support@maplesoft.net **2) By web:** www.maplesoft.net **3) By Phone:** (573) 339-1514