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**ONLINE MANUAL**

See also the online CDM+ Manuals available at [help.cdmpius.com](http://help.cdmpius.com) or by selecting *Browse Manuals* from the Help menu in CDM+.

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# 2024 CDM+ Users Conference Classes

## Accounting General Ledger

This class takes the next step in CDM+ Accounting and delves deeper into ledger entries, budget, bank reconciliation, period closing procedures, and Advanced Fund Accounting. Learn how to save time by using Ledger recurring transactions for month-end transactions and check-writing. Emphasis is also given to troubleshooting issues such as finding and correcting ledger mistakes, and understanding the relationship between Contributions, Accounts Payable, and Payroll.

*The General Ledger class is one class spread over two class periods repeated two times. Participants should plan to take the same Part A & Part B together.*

## Accounting, Getting Started

In just one session, we cover the basics of CDM+ Accounting beginning with the Accounting setup window and moving through the Chart of Accounts to the General Ledger. Participants receive a solid "how-to" introduction to Accounting Beginning Balances and Ledger entries, including Deposits and Journal entries, are explained. This class also covers an introduction to double-entry accounting including Account Types, Debits and Credits, Funds, and Fund Accounting, and the relationship of Ledger Entries to Income/Expense and the Balance Sheet reports. (Payroll is covered in separate classes.)

## Accounting Reports

This class will go over all of the Accounting reports in CDM+, the different features found in ledger daily/week work reports, budget reports, and month-end reports. This class offers an in-depth review of ledger reports, including Monthly Comparison, Monthly Summary, Range Summary, Ledger by Accounts, Accounting Balances-Balance Sheet, Trial Balance, and Fund Activity using reports as troubleshooting tools is also demonstrated.

## Accounts Payable

This session covers the Accounts Payable process. Vendor setup and reports, including 1099 vendors, is presented. Creating recurring and non-recurring invoices, the use of Mobile Receipts and the use of invoice reports is demonstrated. We help you understand the purpose and function of accrual accounting and how easy it is in CDM+. This class also covers how to select invoices for printing, check printing, and re-printing, if necessary. The Post to Ledger option and posting reports is detailed.

## Accounts Receivable

The Accounts Receivable area of CDM+ Accounting is a valuable tool for any type of invoice/billing needs; i.e., churches with a school or day care center. This class reviews all aspects of Accounts Receivable. See how easy it is to keep track of money owed to your organization and to present professional invoices/statements. We will also cover Engage Billing, which allows customers to see their balance and make online payments.

## Administering CDM+

Get familiar with the essential CDM+ administrative features. We'll discuss best practices for managing users permissions and review systems and user preferences to get the most of CDM+. Using the Audit log to review detailed record changes will also be covered.

## Archiving & Data Cleanup

Confused about archiving? Learn the purpose and benefits of archiving and tips and techniques for cleaning up your data. This class teaches not only how to archive CDM+ data, but when and what data to archive. Tools to make bulk updates and corrections are also covered, as are best practices for standardizing your data to improve reporting and data analysis.

## Attendance, Getting Started

Learn how to enter event, class, and list attendance for worship services, Sunday School, small groups, and even board meetings! Putting individuals in classes or groups, as well as preparing attendance worksheets (barcoded and not), is taught. See how easy it is to take live attendance with the CDM+ Mobile app, easily accomplish Class promotion, and create Attendance Histories.

## Attendance Analysis & Reports

Attendance tracking accomplishes little without attendance analysis! Vital individual and group analysis is demonstrated by using the Missing Analysis report and the Attendance by Date report. Learn how to view a full year's attendance summary for an individual. Exporting attendance records and event statistics are examined. Master accessing and analyzing the significant individual and group attendance data tracked in CDM+.

## CDM+ Mobile

This class introduces the CDM+ Mobile app for iPad®, iPhone®, and Android™ phones and tablets. We cover how to connect a device to your database and control which features each device you can use. Using the CDM+ Mobile sub-apps (Individuals—including Visitation and Pastoral, Attendance, Mobile Receipts, Check-In, Check-Out, and Churches) is covered in the relevant classes.

## **Check-In/Check-Out**

CDM+ Check-In/Check-Out is a versatile addition to the CDM+ suite that tracks everything from childcare, to youth groups, adult classes, and more. This class covers every main window in the Check-In/Check-Out program including setup, performing check-ins and check-outs, and running reports. We also discuss how to configure Check-In/Check-Out for a broad range of events, from security-conscience childcare to automatic attendance entry using self-check-in, including using the CDM+ Mobile app.

## **COG Regional**

This class is specific to staff of the State Offices of the Church of God (Cleveland, TN). We will examine importing and processing Treasurer, Minister, Girls Club, and Women's Reports. The online Women's Reporting tool will be covered along with specific items related to church tracking, minister tracking, and all of the special reports that the state office receives from local congregations.

## **COG Reporting For Churches**

This class is specific to Church of God (Cleveland, TN) users only. It focuses on how to configure CDM+ to automate the creation of the Treasurer Report and submit it to State/Regional and International Offices. A must-have class for all Treasurers of COG churches and State Office staff who receive the reports!

## **Contact Management**

Looking for an effective way to stay in contact with people related to your church or organization? In this class, we demonstrate how to set up a custom follow-up contact process with reminders for when action should be taken and by whom. Learn how to enter contacts and actions completed for individuals or families, using both the CDM+ Membership desktop software and using the CDM+ Mobile app. We also cover how to control who has access to contact history. If your organization needs a custom solution for recording contacts and scheduling follow up, come to this class.

## **Contributions Comparison Reports**

In this session, we review many of the reports within Contributions. Comparative reports and exports are investigated. Learn how to create Contributions letters to givers that include their Year-to-Date giving totals right in the text of the letter! Listing reports, including Giving Detail by fund(s) and Giving by Date, are effective evaluation tools for stewardship committees. Analysis of giving by dollar ranges and increase/decrease in giving by individuals or giving to specific Giving Funds is taught.

## **Contributions, Getting Started**

Here, we cover everything you need to begin entering contributions, including setting up Giving Codes and Giving Funds, viewing individual Giving History (both in CDM+ Contributions and CDM+ Mobile), and the Groups field on Giving Unit records. Basic Batch Contributions setup and entry is explained. Everything you need to know about linking to Accounting and Posting to Accounting is explained. Learn to verify your contributions entry through the use of Daily reports.

## **Contributions Pledging**

Churches often use the pledging process as a financial forecasting tool. Learn how to enter annual pledges and use the Multi-Year Pledge function. Learn what "projected" pledges are and how they are integrated into the reporting process. Pledge comparison reports are reviewed and the process of creating a Letter Notice with a member's actual Pledge Amount included is demonstrated in this class.

## **Contributions Procedures**

Go beyond the basic Contributions Entry and the Daily Report of Giving. Maintaining the integrity of the Contributions History file is covered, as well as demonstrating its printing capabilities. The use and set up of "Special" and "Visitor" giving codes to track loose cash and visitor gifts are explained. If you receive regular checks or electronic fund transfers that are generated by givers' banks, you'll also learn how to streamline entering those in your contributions records. Information about handling special offerings, gifts-in-kind, and non-deductible gifts is given. Tracking and reporting of Memorial Gifts is also covered.

## **Contributions Statements**

Accurate and timely Giving Statements promote good stewardship by members and donors. This class reviews the Contribution Statement report options built into CDM+ so you can decide which is best for your church. This one class covers the creation of, paper, e-mailed, and online Giving Statement reports. Using contribution Receipts is also covered. If you have the responsibility to prepare Giving Statements, don't miss this class!

## **DOC Search and Call**

This course will walk through the DOC Search and Call process in order to demonstrate how CDM+ programs and tools work at each step along the way. Some topics we will cover include: creating a ministry position, building a congregational profile, searching minister profiles, flagging profiles for a ministry position, generating profile documents, using minister and ministry position notices, and creating CDM+ records for the called minister.

## **DOC Minister Reporting**

This course will cover the processes DOC regions use to report minister information to the minister directory database at Disciples Home Missions. The topics we will cover include: overview of DOC Minister and Church tabs, recording and reporting church of call, reporting functions, when and how to submit a regional directive, annual renewal of standing, using Engage and CDM+ Mobile for minister data.

## **DOC Regional with DHM/OCV**

This is an intentional time for connection and conversation with DHM Office of Christian Vocations (OCV). Lorna Hernandez, Anne Marie Moyars, and Kelly Harris will share helpful updates and information and offer a Q & A session. During this time, the OCV Team and DOC regional staff will learn and share about the differences/similarities between the DOC and Regional CDM+ products, the ways in which they communicate with each other, and the opportunities for mutual support and collaboration. Bring your questions, comments, feedback,

## **Engage Administration**

Bring fresh, enriching content to your organization's website, and know that any information you publish there is updated whenever you make changes in CDM+. This class walks you through setting up CDM+ Engage, managing Engage user accounts, and publishing Engage to your members, supporters, and visitors. How to work with Web Ministry Tools (WMTs) is included, as is granting access to staff to manage just the right areas of Engage. If you administer Online Giving, Directories, Payroll, Events, and so in, this class is strongly recommended for you!

## **Engage Giving and Online Payment Processing**

Online giving and payment options are plentiful, but only one solution—Engage Giving with Payment Processing—automatically enters donations and payments into CDM+ Contributions and CDM+ Fund Accounting! Learn how to set up Engage Giving to allow easy, secure one-time and recurring online giving via debit card, credit card, or ACH bank account transaction. Find out how to organize funds using giving sets, and how to handle gift notifications, confirmation e-mails, processing fees, and more. Plus we will discuss how to track these online gifts, event registrations, and payments from receipt to posting to the ledger. Our unique Deposit Processing tool automatically reconciles electronic deposits made into your bank account and creates ledger entries that track the income and fees associated with these transactions. Learn how to track the status of payments, including failures and returns, and how to issue refunds.

## **Event Registration A - Event Setup**

This class covers the powerful CDM+ Event Registration program. We will walk through the steps to create an event record, structure custom activities, setup confirmation emails, create an online registration option through Web Ministry Tools, and record manual registrations. We will also highlight how to tie event payments and fees to CDM+ Fund Accounting and how you can see historical event registrations for members in CDM+ Membership. CDM+ Event Registration tool is an ideal solution for camps, Vacation Bible Schools, mission trips, retreats, fundraiser, dinners, community service, and many more events. Come create an event with us!

*The Event Registration class is one class spread over two class periods repeated two times. Participants should plan to take the same Part A & Part B together.*

## **Event Registration B - Event Management**

CDM+ Event Registration provides you with multiple tools to help make your event a success. This class will focus on what to do with all of your online and manually entered registrations. From our robust reporting system to creating name badges to sending out follow-up emails and letters we will walk through these features that will help you manage your event like a pro.

*The Event Registration class is one class spread over two class periods repeated two times. Participants should plan to take the same Part A & Part B together.*

## **Membership Data Management**

Learn to customize CDM+ Membership with an in-depth look at the Master Coding System and how to best set up Membership to support the ministries of your church. Learn how to use List Maintenance, Field Maintenance, and list transfer to manage groups and personal data. Discover the expansive possibilities the User Fields offer you to track a wide variety of family and personal information. This class will focus on cleaning up Membership records and maintaining them on an ongoing basis.

## **Membership, Getting Started**

We begin with an in-depth review of the Address and Individual Records, including the membership records screens and fields, their features, and toolbars. The relationship between Address Records, Individual Records, and Giving Unit records is explained. Adding Address Records and Individual Records is demonstrated. Using Online Directories in Engage and working with Individuals in CDM+ Mobile is covered. This class is an effective introduction to Membership, providing the beginning user everything needed to get started.

## **Membership Reports**

Discover the many membership reports you can create using CDM+ and its multiple configurations. Learn how to create Yearbook Directories and Name Badges for your members or staff to use. Discover the strengths of the Custom Listing reports and how they enhance your capacity to view your data. We will review how to export data from CDM+ to other programs and how to manage simple and complex queries. Join us as we look at how CDM+ Membership Reports can enrich your effectiveness and your productivity.

## **Notices**

Want to save yourself the extra steps of exporting email addresses or creating merged letters? This class covers how to use the word-processor-like features of Notices in CDM+ to create eye-catching, personalized cards, letters, and emails from within CDM+. We also cover organizing notices by category and set access to saved notices. Put the power of CDM+ to work in your communications!

## **Payroll, Getting Started**

Proper payroll setup and payroll procedures are the goals of this class. You will learn time saving steps to assist with adding new employees. Participants also receive an in-depth understanding of exactly how CDM+ calculates payroll, writes checks, posts to the ledger and can be viewed in Engage Payroll. The relationship of CDM+ Payroll with Accounts Payable and the General Ledger is presented. This class is for both the new or experienced user of CDM+ Payroll.

## **Payroll Procedures & Reports**

You have just run this quarter's 941 and it shows you owe money! How could this be? This class features a review of the basic Payroll reports including explanations with particular attention to the impact of correcting errors. Considerations on how to assure that 941, W-2, and W-3 printing will run correctly are covered. Direct Deposit payroll setup and processing is explained. If you are responsible for payroll, fit this class into your training schedule.

## **Regional**

The CDM+ Regional program tracks data needed by judicatory bodies or multi-level organizations to manage data for multiple organizations, such as a regional office overseeing a group of local churches. The course will cover the Church Records window and data. It will also cover differences in Engage and CDM+ Mobile as well as Address, Individual, and Giving Unit Records when Regional is installed.

## **Roommate Facilities Manager**

Roommate is your solution for facilities scheduling. Here we present in detail how to use CDM+ Roommate to track your events, rooms, and equipment, whether on campus or off. Discover other uses of this powerful tool in scheduling staff, categorizing events by Department, and keeping an up-to-date inventory of your organization's assets. Creating effective reports for staff and members is taught. Looking to use the Calendar Web Ministry Tool on your website? Take this class also!

## **Searches/Custom Listings**

At its core, CDM+ is a powerful database engine, and learning how to master searching and reporting will transform CDM+ into an invaluable tool for your mission. This class covers using simple and advanced find features in CDM+ to locate the exact information you need, including searching across programs. We'll review how to build custom listings and exports with formatting, subtotals, and more. Learn how to save searches and custom listing setups for maximum efficiency. This class is applicable to all areas of CDM+ and is a great way to level up your CDM+ game!

## **Tips & Tricks**

Whether you're a seasoned pro or brand new to CDM+, this general session has something for you! Our trainers will take turns sharing invaluable time-saving tips, tricks, and strategies for getting the most of out of CDM+. From keyboard shortcuts to customizing your workspace, this session will cover all areas of CDM+ and turn you into a CDM+ guru, ready to wow your co-workers when you return home!

## **Visitor Tracking**

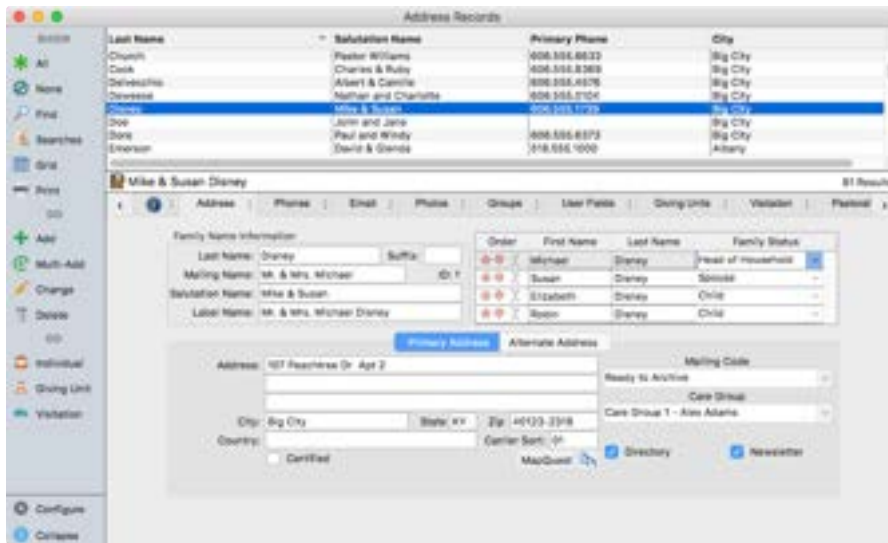
Growing churches know who's visiting and follow a process to minister to and assimilate visitors into their fellowship. This class demonstrates a process and presents you with the tools through the Membership/Attendance and Contributions programs to implement an effective procedure for ministering to visitors and prospects.

# Getting Started – Membership

The Membership program stores, tracks, and manages information about people. As such, it is the heart of CDM+.. The Attendance, Contributions, Event Registration, Check-In/Check-Out, Accounts Payable, Accounts Receivable, Payroll programs, CDM+ Engage, and CDM+ Mobile apps all access data in the Membership program. Here you maintain records for members, visitors, and others connected to your church/organization.

## Address Record

### ► Program ► Membership ► Address Records



People in CDM+ are grouped by Addresses or households. This makes the Address Record a key part of the Membership program. Household information is kept on the Address Record and a change here affects all individuals in the family and address links in other CDM+ programs.

Household information such as Address, Last Name, Family Status, Giving Units, and Photos are maintained here.



Record Frames can be filtered. For example, a selection of 'All' can now be secondarily filtered to show all who have 'Directory' checked.

### Address tab contains basic family address information:

Name: Last Name  
Mailing Name (Mr. & Mrs., Mr. and Mrs.)  
Salutation (first names for letter or label)

Address: Place apartment numbers, suite numbers, lot numbers, etc. on same line as the street. Rural Route numbers and boxes also are on 1 line in this format: RR 2 Box 123. (**NOTE:** Many addresses have changed from RR Box to a street address to facilitate 911 emergency services.) If a family has their mail delivered to a PO Box, put the PO Box in the 2nd or 3rd Address Line and the street address in the Address Line immediately above it. Since the Post Office machinery reads an address from the bottom up, the mail should be delivered to the PO Box, but you will also have the street on file for visitation purposes.

**NOTE:** Any information that is not part of the USPS mailing address, such as a company name, care facility name and/or room number, or private mailbox (PMB) number, should *always* be placed on a separate line ABOVE the street, PO Box, or Rural Route mailing address line.

## Address Record used for connections to:

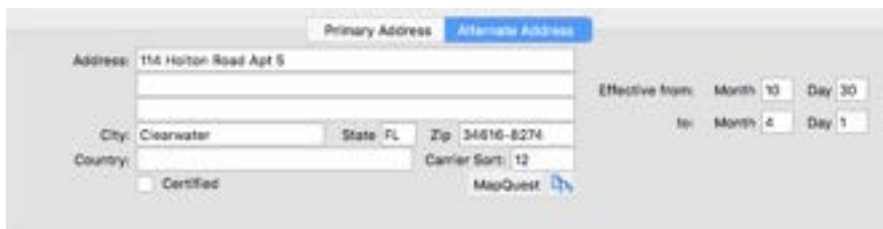
- Giving Unit records attached to the Address Record and Individual Record
- Attendance records attached to the Individual Record
- Visitation Records and Pastoral Records
- Registration records in the Event Registration program
- Vendor records in the Accounts Payable program
- Customer records in the Accounts Receivable program
- Employee records in the Payroll program
- CDM+ Mobile app
- Engage

**Mailing Code** – Important field for selection of records to include in mailings, directories, and archiving out non-current records. This field can also be used to identify addresses for other purposes like: other local churches, news release agencies, and denominational offices.

**Care Group Code** – Designed to assign a code to the Address Record for grouping purposes. For example, Shepherding Groups, Prayer Chains, Stewardship Teams, or Geographical areas. **NOTE:** the title of this field may be changed in: ► **CDM+(macOS)/File(Windows) ► Preferences ► CDM+ System ► Membership & Attendance** tab ► **Fields** icon; select Address Fields and change the title.

**Newsletter and Directory Checkboxes** – Address reports and labels can be printed for just those addresses that have either or both of these boxes checked. These checkboxes are also on the Visitors record window.

**Alternate Address** – Two addresses for each family may be tracked in CDM+; such as winter/summer or college/home address combinations. Use the Alternate Address tab to enter the second address. Use the Swap button or set the effective dates on the Alternate Address tab to set the current address.



If using the effective dates with an Alternate Address, you may want to choose the Current Address option on the Format tab of Address reports to insure the current address is used for mailings or labels.

**Individuals** – All individuals related to this address are listed here.

Order	First Name	Last Name	Family Status
1	Michael	Disney	Head of Household
2	Susan	Disney	Spouse
3	Elle	Disney	Child

Family Status codes are User Defined fields and can be edited or added under:

► **CDM+(macOS)/File(Windows) ► File ► Master Coding System**

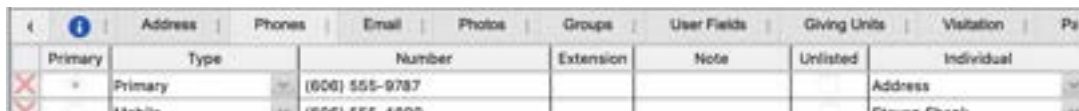
Double-click on a name to open that person's Individual Record. Click the Individuals button in the sidebar to open Individual Records for everyone connected to the address.

To add an individual to the address, click Change, place your cursor in First Name field and begin typing. Use the red arrows to reorder individuals in the list; the red X deletes an individual.



## More information accessed by clicking on other tabs:

**Phones** – Enter phone numbers for the entire family or household on the Phones tab. You can assign phone numbers to individuals in the household by selecting 'Address' in the Individuals column. You can assign a phone number to an individual in the household by selecting their name in the Individuals column.



**Email** – Enter email addresses on the Email tab. As with phone numbers, you can enter email addresses that apply to the entire household or assign them to specific individuals.

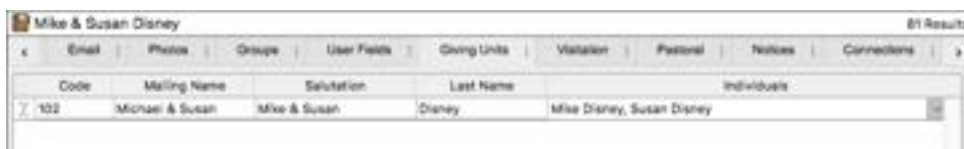
**Photos** – Enter phone numbers for the entire family or household on the Phones tab. You can assign phone numbers to individuals in the household by selecting 'Address' in the Individuals column. You can assign a phone number to an individual in the household by selecting their name in the Individuals column.



**Groups** – used for groups related to this family (not individuals)—for example, geographical groupings.

**User Fields** – information related to this family in a wide variety of formats—text, whole numbers, currency, dates, yes/no (Boolean) check boxes, Web pages (URL), and raw data. Other Information sets created on the Master Coding System window can organize types of information.

**Giving Units** – click this tab if you are using CDM+ Contributions and wish to assign Giving Units to this family. All units, individual and family, are listed here.



One default Giving Unit is automatically created for the family. This default entry may be deleted or changed. You may also add additional Giving Units.

Giving Units can be assigned at any time on this tab or through the CDM+ Contributions program.

**Visitation** – visits made to this family (not individuals) entered through the Visitation Records window.

**Pastoral** - Pastoral notes for this family can be viewed (access settings apply) or added here. Selecting an Individual when adding a pastoral note will cause this note to appear on that person's Individual Record also. Double-clicking on an entry will open the Pastoral Record window. **NOTE!** Care should be taken entering pastoral notes from this tab. Unless you open the Pastoral Record window to change the Access Setting for an entry, it will have your Default setting (viewable by all users you have marked under ►CDM+(macOS)/File(Windows) ►Preferences ►User ►Membership and Attendance ►Pastoral icon.

**Notices** – displays a list of all Notices (letters, cards or emails) that have been sent to the family address. Requires setup in Preferences to activate this pane and the tracking of notices under ►**CDM+(macOS)/File(Windows) ►Preferences ►System ►Membership & Attendance tab**). Notice tab may also be present on the Individual and Giving Unit records.

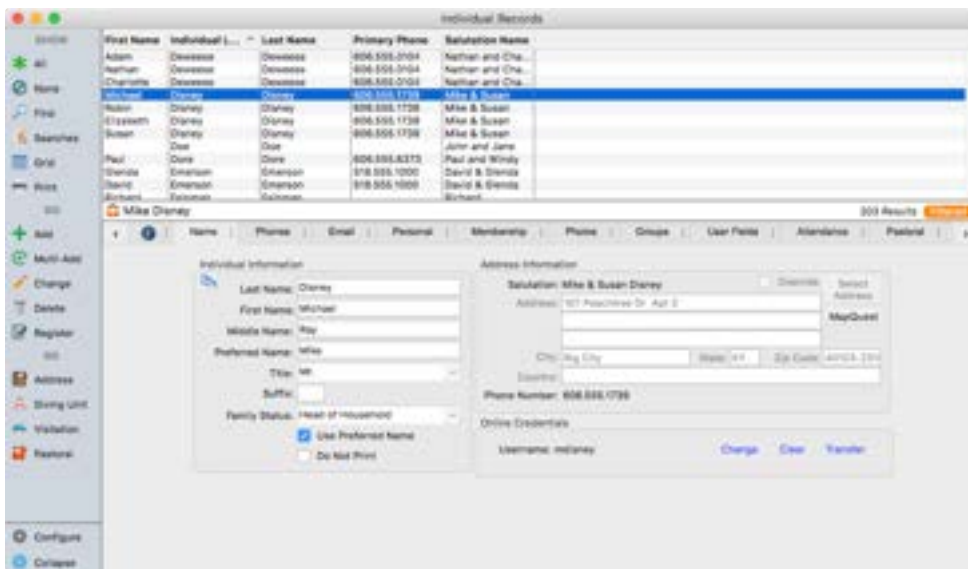
Type	Description	Date Sent
Email	New Study Begins This Week	Jun 21 2018 2:29 PM

## Individual Records

All information that you track on an individual is conveniently organized here on tabs: Name, Phone Numbers, Email Addresses, Personal, Membership, Photos, Groups, User Fields, Attendance, Pastoral, Visitation, Events, Notices, and Check-In. (Some of these tabs may not appear depending on your CDM+ suite licensing.)

An individual’s Engage account connects to the database through their Individual Record.

### ►Program ►Membership ►Individual Records



### Connected to Address Record:

CDM+ can handle different last names in a blended family

Preferred name field - click checkbox to 'Use Preferred Name' as First Name on reports

**Do Not Print** check box - keeps individuals off lists and reports

-use for deceased and transferred out

-may override during report setup



### Guidelines for changing information of a deceased individual:

- Go to Individual Records and find the record of the deceased
- Under the Name tab, in the Individual Information section, check the “Do Not Print” box
- Under the Personal tab, complete the Death Date and Death Place fields
- Go to the Address Record and make appropriate changes to the Family Status options, including Mailing, Label, and Salutation names. If this is the only person on the Address Record you may wish to change the Mailing Code to “Archive” to prepare the record for removal the next time you archive.
- Go to the individual Record of the spouse of the deceased and change the Marital Status found on the Personal tab to the appropriate code.

**Phones** tab and **Email** tab – enter individual phones and email addresses by user-defined type; extensions and notes can also be entered. Individual emails can be sent by clicking the icon by the Type column. Phone numbers and email addresses can be marked as Unlisted.

Primary	Type	Number	Extension	Nonp	Unlisted	Individual
<input checked="" type="checkbox"/>	Primary	606.555.1736			<input type="checkbox"/>	Address --
<input checked="" type="checkbox"/>	Alternate Primary	913.555.8936			<input type="checkbox"/>	Address --
<input checked="" type="checkbox"/>	Primary	606.555.1736			<input type="checkbox"/>	Address --

## Personal

Complete appropriate personal information for the individual:

- Age will automatically calculate
- Grade field can be quickly updated by using Membership Utilities (►Program►Membership►Address Utilities)

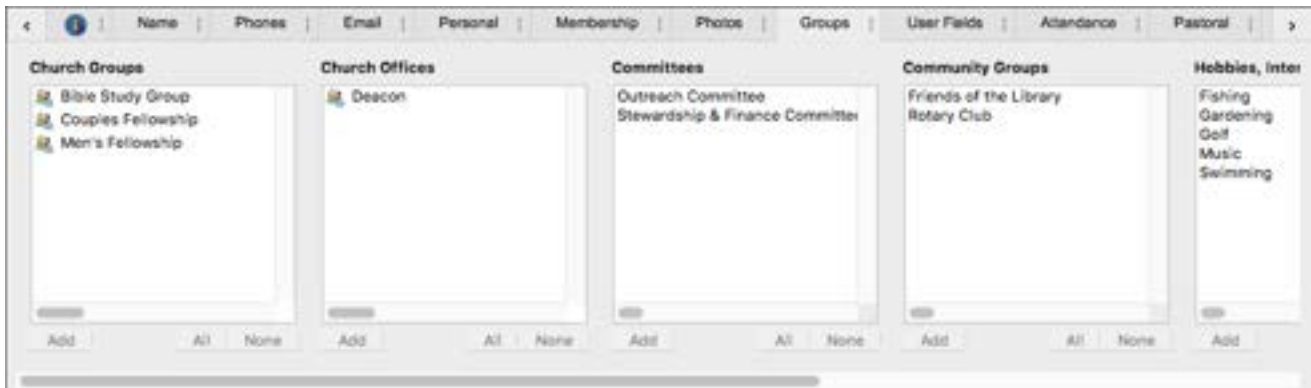
## Membership

Care should be taken when defining and using Membership Code and Membership Status since these fields are often used for reporting purposes. These codes are setup/modified under the Master Coding System.

**Photos** - Individual photos may be imported into CDM+ by selecting one of the three buttons: Import from File; Import from Clipboard; or Retrieve. **NOTE:** Individual photos are not used in the Individual Yearbook Directory.

## Groups

User-defined code types and related codes allow you to track virtually any type of information for an individual; example – Current Church Groups, Church Offices, Children Ministries, Time and Talent, interests and skills, Spiritual Gifts, etc.



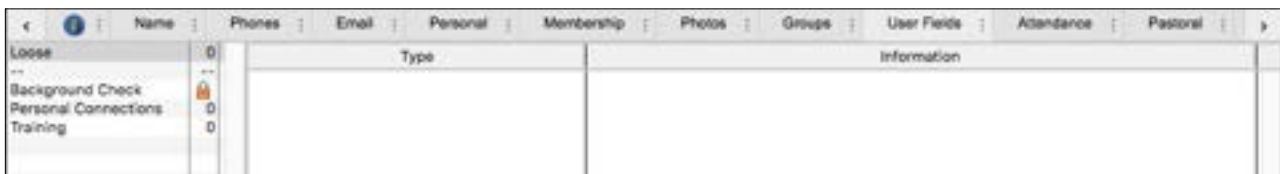
## User Fields

Use the User Fields tab to track additional personal information, such as:

- Date Background Check Completed
- Emergency Contact information
- Medical information or Allergies
- Attach scanned documents such as Baptism Certificate or Living Will

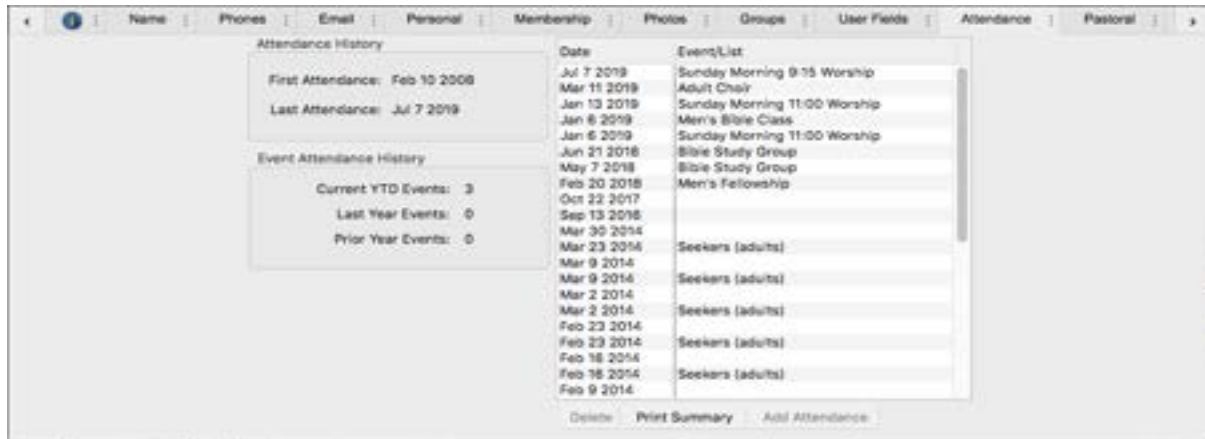
Record information related to the individual in a wide variety of formats – text, dates, whole numbers, currency, yes/no check boxes, web pages, and raw data (scanned documents, audio, and video files).

Create User Fields sets on the Master Coding System window to organize types of information.



## Attendance

This pane lists the individual's Attendance history. Attendance information for the individual may be added or deleted from this pane by clicking the appropriate button.



## Pastoral

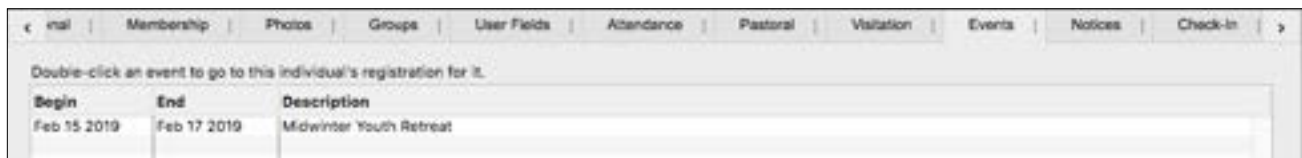
Pastoral notes for this person can be viewed (access settings apply) or added here. Double-clicking on an entry will open the Pastoral Record window. **NOTE:** Care should be taken entering pastoral notes from this tab. Unless you open the Pastoral Record window to change the Access Setting for an entry, it will have your Default setting (viewable by all users you have marked under ►CDM+(macOS)/File(Windows) ►Preferences ►User ►Membership and Attendance tab ►Pastoral icon).

## Visitation

View existing or add visits made to this individual here. Highlight an entry and click the Visitation button at the bottom of the window to open the Visitation Records window, where more information can be viewed or added. **NOTE:** Care should be taken adding visitation notes from this tab because it will use the Default access.

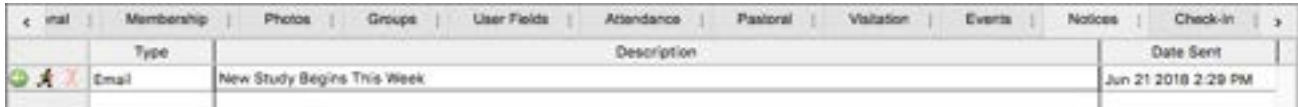
## Events

Displays a list of all the events this individual has registered for utilizing CDM+ Event Registration program. This tab only displays if you have the CDM+ Event Registration program.



## Notices


Displays a list of all the Notices (letters, cards, or emails) which have been sent to the individual. Requires setup in System Preferences to activate this pane and tracking of notices (► **CDM+(mac)OS/File(Windows) ► Preferences ► System ► Membership and Attendance tab ► Notices icon**). Notices tab is also present on the Address record and Giving Unit record.



Type	Description	Date Sent
Email	New Study Begins This Week	Jun 21 2018 2:29 PM

## Check-In

Displays Authorization information, Preferences, and History on individuals entered through CDM+ Check-In/Check-Out program. Tab only displayed if you have the Check-In/Check Out program in your CDM+ suite.



ID	Event	Time In	Time Out	Checked In By	Checked Out By
1124	Nursery Class	Feb 7 2018 2:2...		Bryant, Patty	

## Actions in the Individual Record sidebar:

**Address** - opens Address Record of this individual.

**Giving Unit** - opens Giving Unit Information for this individual.

**Visitation** - opens Visitation Records for this family.

**Register** - quick link to register this individual for an event already setup in Event Registration.

## Connections

Using Connections, CDM+ gives you a deeper perspective on how individuals and entities in your database relate to one another and to the church as a whole. The Connections tab is now the last tab on the Individual Record, and you can click on a connection to expand records to reveal the greater "web" of connections at the heart of your organization .

Under the Connections Tab, now the last tab inside the Individual Record, other records in CDM+ can be linked to track relationships.



**NOTE:** Church Records and Contacts will only appear if you have the CDM+ Regional Program.

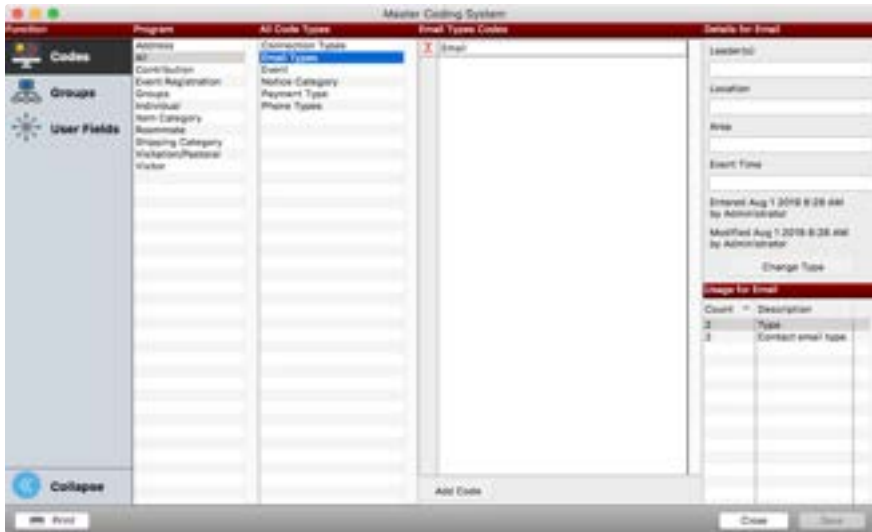
### Individual Record Connections

Inside Master Coding, a list of connection types can be created and used across all connection records. Codes can also be created and added to Master Coding as connections are being created.

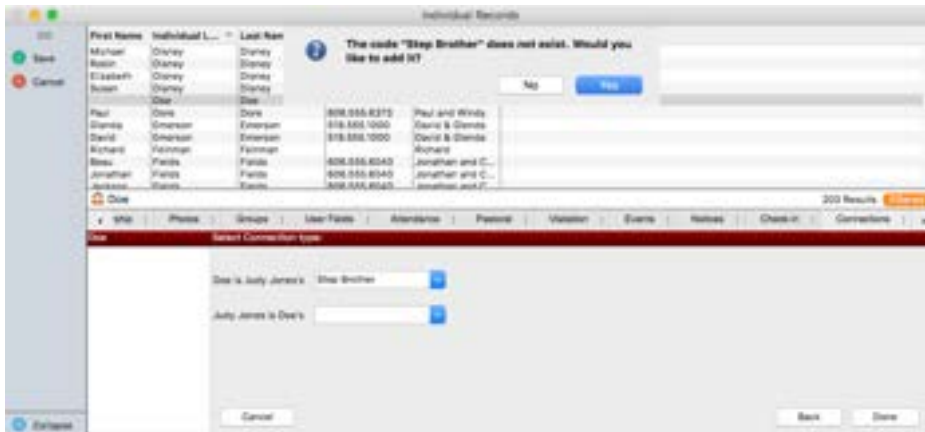
A few examples of individual Connections (Codes) could be:

Mother	Stepmother	Aunt	Spouse
Father	Stepfather	Uncle	Partner
Sister	Stepsister	Cousin	Friend
Brother	Stepbrother	Godmother	Employer
Grandmother		Godfather	Co-Worker
Grandfather			Neighbor
			Babysitter

►File ►Master Coding System ►Codes ►All



To add a connection code on the fly, simply type the words that describe the relationship you wish to define and you'll be prompted to add the code to the Master Coding System:

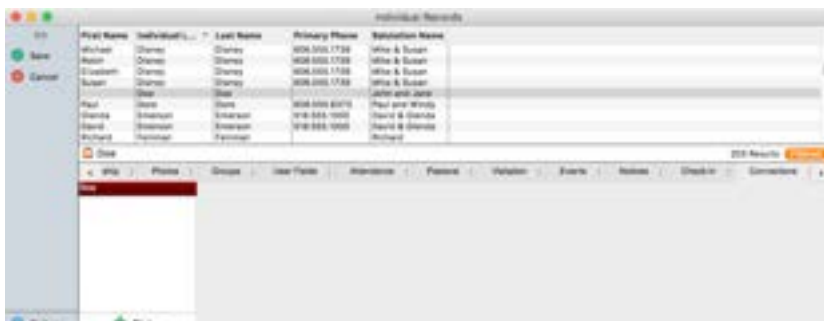


## Entering a Family Connection

►Program ►Membership ►Individual Records ►Connections tab

After locating the individual for whom you would like to create a connection:

1. Change Record (located on left hand side)
2. New (located under the individual's name)

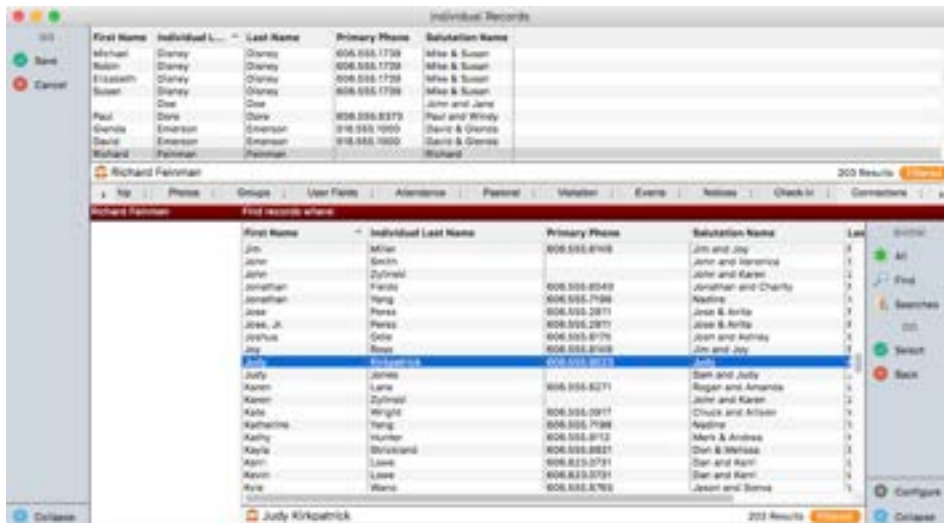




3. Select the type of connection to add, in this instance, "Individual Records"

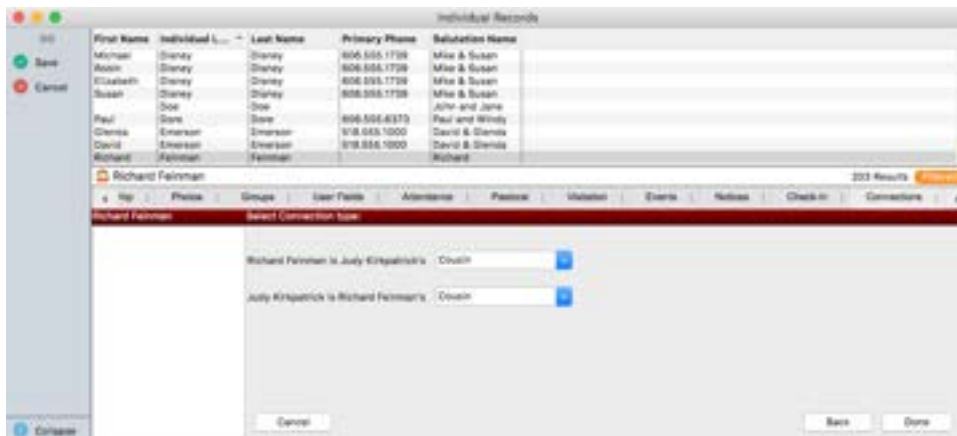


4. Locate the record of the individual to connect:



5. After selecting an individual, click Next in the lower right corner.

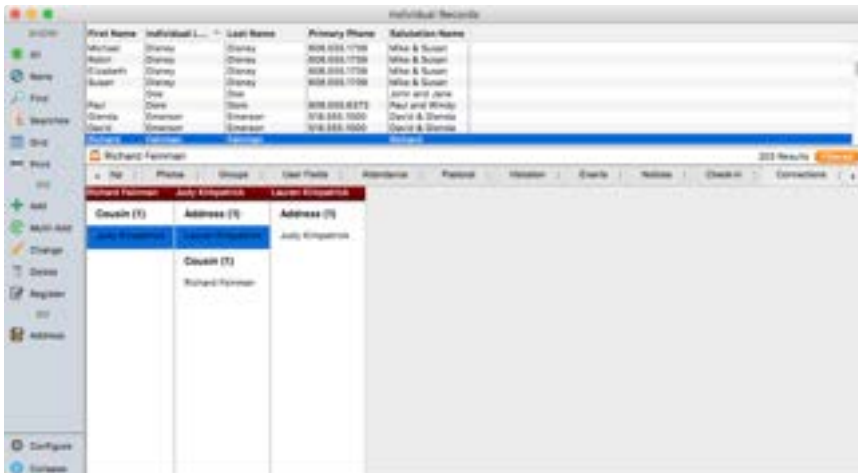
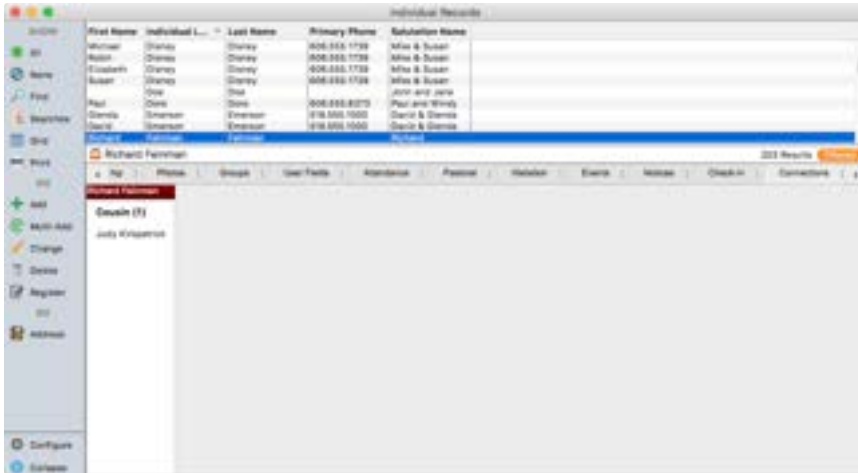
6. Enter or use the drop down arrow to choose a connection code.



7. Choose Done in bottom right-hand corner. Then click Save in the upper left hand bar.

## Viewing Connections

To expand the family connections, simply click the individual you would like to view and a second window will open to the right showing their connections. As the viewer continues to click, windows open to follow the web of connections.



Following the same directions, Connection Types can be added for the following records:

- |                          |                         |                 |
|--------------------------|-------------------------|-----------------|
| Address                  | Event                   | Resource        |
| Check-In/Check-Out Event | Giving Unit             | Room            |
| Church                   | Individual              | Vendor          |
| Contact                  | Memorial Gift Designees | Visitor Address |
| Customer                 | Payer                   |                 |
| Employee                 |                         |                 |

## Adding an Address Record

### ►Program ►Membership ►Address Record

Click on the Add button; if you are adding multiple records, click the Multi-Add button to allow the entering of multiple records without clicking on the Add button each time. Complete the information on the appropriate tabs for each family. Click the Save button after each record; click the Finish button to complete the Multi-Add session.

After entry of the Address record, click Individuals in the sidebar OR click on the name of the individual in the Family Listing to open the Individual Record.

## How to Enter Couples with Different Last Names

Some married partners choose to continue using their own family names. Here is the procedure for entering their Address Record in CDM+ so that it appears correctly in the directory and on address labels.

For example, you wish to enter a record for Jim Miller and Joy Ross. Type Ross in the Last Name field and Jim Miller and Joy in the Mailing Name field. This way, when the address label prints for the newsletter, for instance, the label will read, *Jim Miller and Joy Ross*.

The screenshot shows the 'Address Records' window in CDM+. The top part is a table with columns: Last Name, Salvation Name, Primary Phone, and City. The 'Jim and Joy' record is selected. Below the table is a detailed form for editing the record. The form includes fields for Last Name (Ross), Mailing Name (Mr. Jim Miller and Mrs. Joy), Salvation Name (Jim and Joy), and Label Name (Jim Miller and Joy Ross). There are also fields for Address, City, State, Zip, and Country. A 'Family Name Information' section shows a table with columns: Order, First Name, Last Name, and Family Status. The table contains two rows: Jim Miller (Head of Household) and Joy Ross (Head of Household). There are also checkboxes for 'Directory' and 'Newsletter'.

Last Name	Salvation Name	Primary Phone	City
Phares			Big City
Robinson	Gatewood and Anne	606.555.1313	Big City
Robins			Big City
<b>Jim and Joy</b>	<b>Jim and Joy</b>	<b>606.555.8149</b>	<b>Big City</b>
Shank	Steven & Rebecca	606.555.9664	Big City
Shaw	Frank and Lisa		Big City
Simpson	Marge		Big City
Smith	Vance & Angela	910.555.9955	Thompsonville

Order	First Name	Last Name	Family Status
1	Jim	Miller	Head of Household
2	Joy	Ross	Head of Household

This takes care of the mailing label, but what about the church directory? If someone wishes to find Jim Miller, he would be printed with the Rs under Ross. To remedy this situation, add another Address Record so this family can be cross-referenced under Miller.

Click Add and type Miller in the Last Name field. There is no need to enter any other family name or address information because this record will be used strictly for directory cross reference purposes.

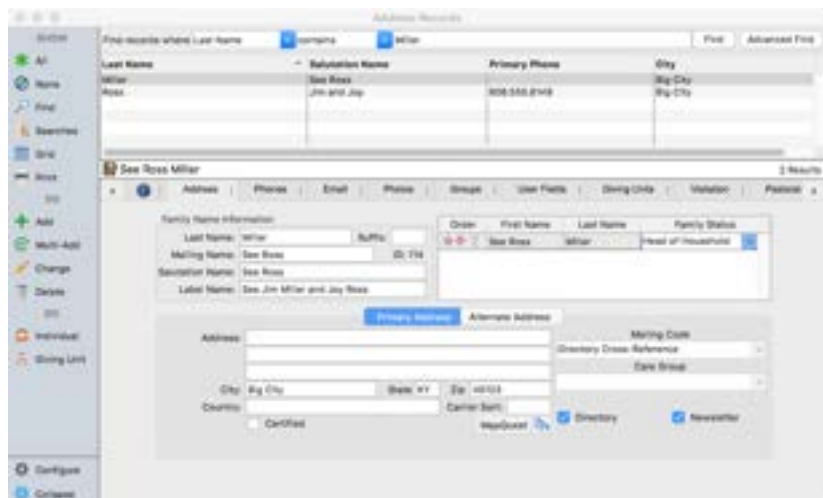
In the Mailing Code field, select Directory Cross Reference. If this mailing code does not appear on the drop-down list, create it either through the Master Coding System or by typing it in the Mailing Code field.

**NOTE:** Always include the Directory Cross Reference code when printing a church directory. Never include it when doing a mailing.



The additional Address Record would look like the one at right. Miller appears in the Last Name field and Directory Cross Reference in the Mailing Code field.

Insert an Individual Record for this Address Record. Type Miller in the Last Name field and See Ross in the First Name field (since the family actually appears under Ross in the Address Record). The new Individual Record will look like the screen shown here.



When entered in this way, the two Yearbook Directory entries print as follows:

Family entry:

---

**Jim Miller & Joy Ross**

1144 Main Street      Big City, KY 40123      859/555-8149  
 Jim Miller\*      Joy Ross\*

---

Cross-reference entry:

---

**Miller**

See Ross

---

In this way, when looking up Miller in the directory, you are referred to Ross, where the family appears with complete information. Of course, if you wish, you may place the husband's name last on the first Family Address record so it reads Joy Ross and Jim Miller. Ross would then be cross-referenced and referred back to Miller.

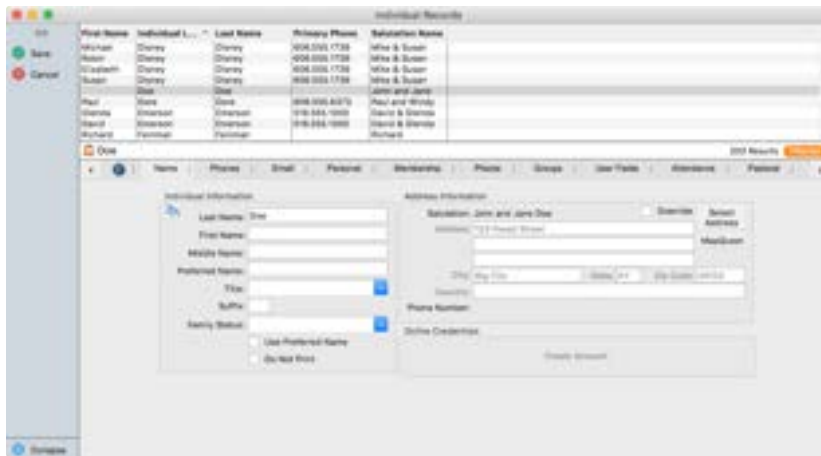
## Adding an Individual Record

### ►Program ►Membership ►Individual Record

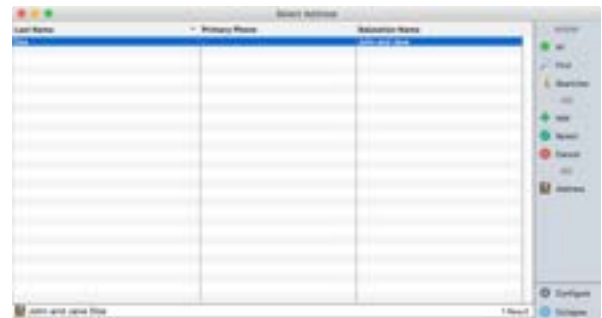
Click on the Add button; if you are adding multiple records, click the Multi-Add button to allow the entering of multiple records without clicking on the Add button each time. CDM+ will prompt you to select an Address Record for the new individual. Individual Records in CDM+ must be connected to an Address Record. After selecting the address, CDM+ will return you to the Individual Record window. Complete the information on the appropriate tabs for each individual. Click the Save button after each record; click the Finish button to complete the Multi-Add session.

## Moving an Individual to a Different Address Record

1. Key question: to which Address record is the Individual going to be moved?
2. Find the Individual record of the person who is to be moved and click on the Change button in the sidebar.



3. In the Address Information section of the pane, click the Select Address button.
4. If it is an existing address in CDM+ Membership, find it, highlight it and click OK.
5. If it is a new address, create a new Address record by clicking on the Add Address button and entering the new information; click OK when finished.
6. The individual is now moved to the new address. You may need to update their family status.
7. If there are Giving Units tied to an individual you are moving, you will be asked if you wish to update the address for the Giving Unit record also.
8. If no Individual records or Giving Unit records remain tied to the old Address record when you are finished, you may delete it.



# Membership Reports

## Print Reports from Find Results

Clicking on the **Reports** button will bring up a list of available report options related to the Membership window you have open; i.e., Address reports if the Address record window is open.

You can choose to print

- the entire results list
- a selected record (highlighted)
- multiple selected records (highlighted).

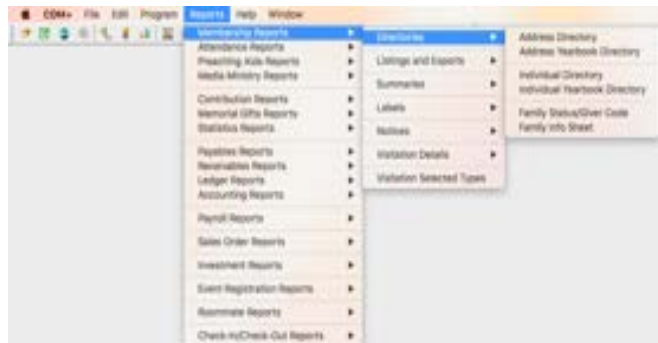
**NOTE:** Multiple records may be selected (highlighted) by holding down the Command or Control key while clicking on the desired records.



## Reports Menu

### ► Reports ► Membership Reports

CDM+ Membership Reports are grouped into seven headings for ease of use: Directories, Listings and Exports, Summaries, Labels, Notices, and Visitation Details.



<b>Directories</b>	<b>Listings and Exports</b>	<b>Summaries</b>	<b>Labels</b>	<b>Notices</b>	<b>Visitation Details</b>	<b>Visitation Selected Types</b>
Address Directory	Address Master Listing	Address Summaries	Address Labels/ Envelopes	Address Letters	Detail by Staff	
Address Yearbook Directory	Address Phone/ Email	Individual Summaries	Address Name Badges	Address Cards	Detail by Address	
Individual Directory	Address Custom Listing and Export	Visitation Summary by Type	Individual Labels/ Envelopes	Address Emails	Detail by Individual	
Individual Yearbook Directory	Visitation Custom Listing and Export	Visitation Summary	Individual Name Badges	Individual Letters		
Family Status/ Giver Code	Individual Master Listing		Pastoral Records Labels/Envelopes	Individual Cards		
Family Info Sheet	Individual Phone/ Email			Individual Emails		
	Individual Custom Listing and Export					
	New Member Listing					
	Birthdates by Month					
	Anniversary by Month					
	Pastoral Records Listing					
	Pastoral Custom Listing and Export					





# Membership Data Management

## Master Coding System

The Master Coding System allows you to customize CDM+ to meet the ministry needs of your church or organization. There are three types of code options found under the Function column: Codes, Groups, and User Fields. Select the desired option under the Program, and Field Code Types will appear. Edit or Add Codes as desired. Attendance may be taken on any Groups code and selected Codes options. The Master Coding System is found under the File menu: ►File ►Master Coding System

Tab	Action	Displays Where
<b>Codes</b>	Defines codes of system fields; (these fields cannot be deleted; some field names can be changed under System Preferences)	Appropriate fields on Address, Individual, Contribution, Attendance, Visitor, and Roommate records
<b>Groups</b> (unlimited number)	Create user-defined lists and codes	On Groups tab of Address, Individual, Visitor, and Giving Unit records
<b>User Fields</b> (unlimited number)	Create user-defined fields: text, number, date, time, Yes/No, web page (URL), raw data (documents, video, spreadsheets etc)	On User Fields tab of Address, Individual, Event Registration, and Roommate Resources records

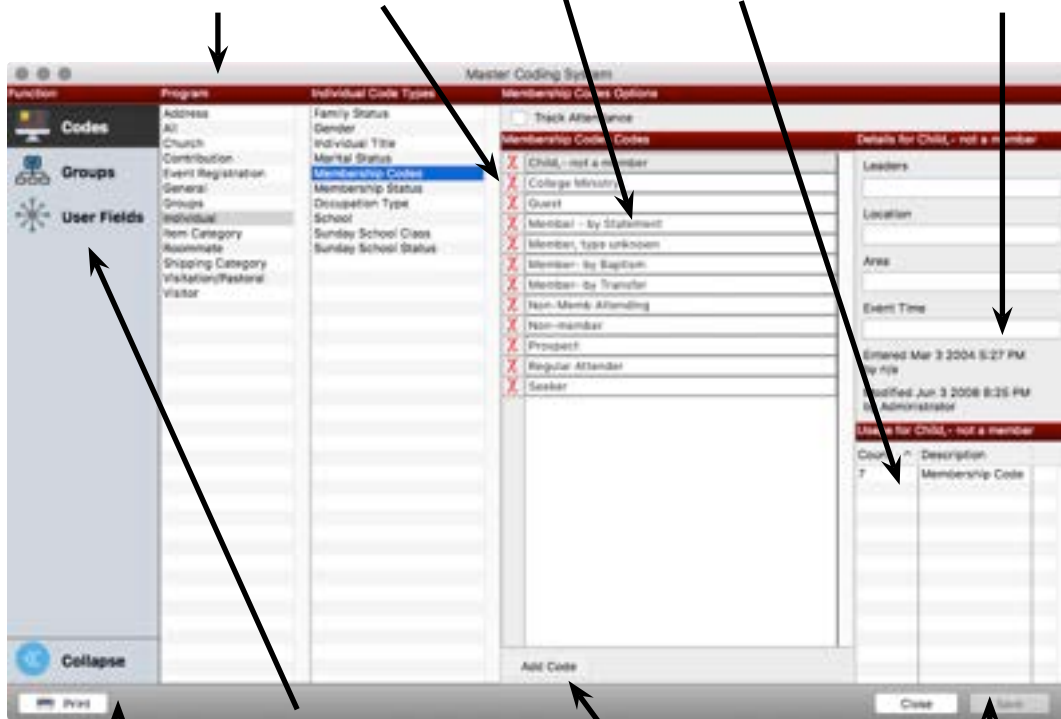
Codes are organized by program. Only programs which can be accessed will appear

Click on the red X to delete a code

Click a code to start editing it

See everywhere a code is in use

See when a code was entered and last modified



Print a report of the Master Coding System data at any time

Use the sidebar to switch between window functions

Click Add Code or click into the list and tab to a new line to add new codes

The Save button will light up when there are changes to be saved

## Codes

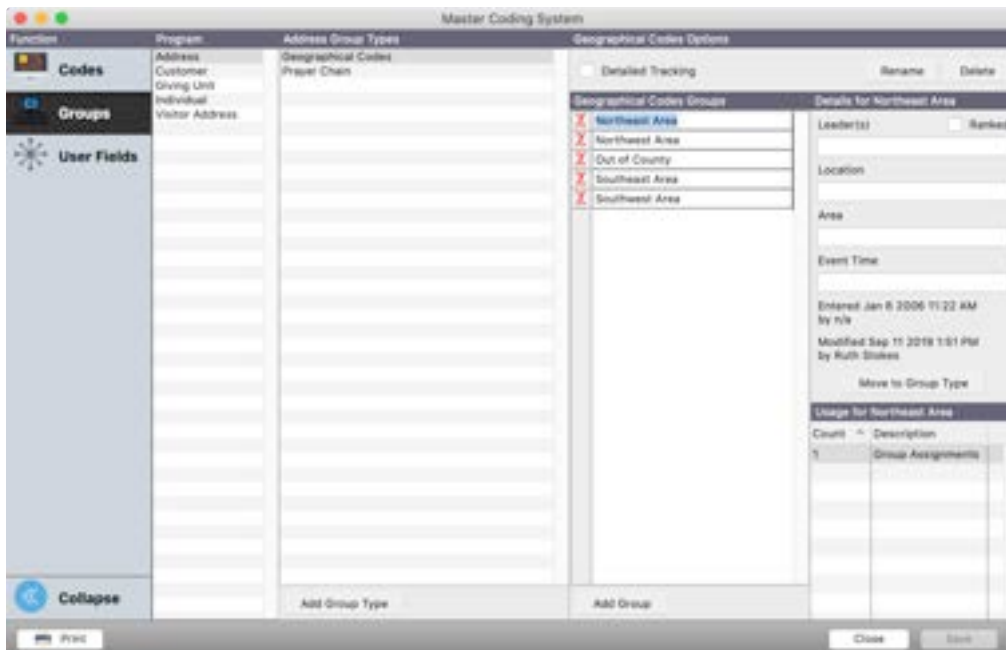
►File ►Master Coding System ►Codes tab

Because of their widespread use, some important codes to remember are:

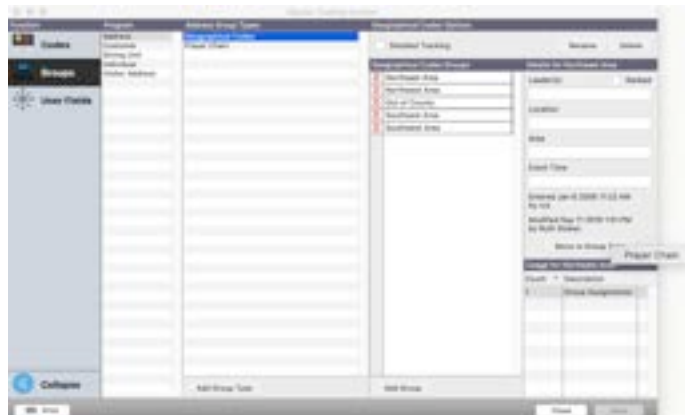
- Mailing Codes – Address records
- Care Group – Address records
- Membership Codes – Individual records
- Membership Status Codes – Individual records
- Church (Sunday) School Class Codes – Individual records
- Notice Category - All Notices

## Groups

►File ►Master Coding System ►Groups tab



**Moving Groups** - For instance, you have accidentally added the Education committee Group to Current Church Groups. You wanted it to be under Current Church Committees. Select the Group under Current Church Office Groups column and click the **Move to Group Type** button. This reveals a list of all the defined Group Types. You select the Current Church Committee and the group is moved.



**Detail Tracking** – Select this box to activate a feature to track group membership history, including terms, dates enrolled and de-enrolled, and position for each Individual group, Address group, Visitor group, or Giving Unit group.

**Track Attendance** – Select this box to activate Attendance tracking for the selected Group Type. Attendance will be entered in the Attendance program of CDM+.



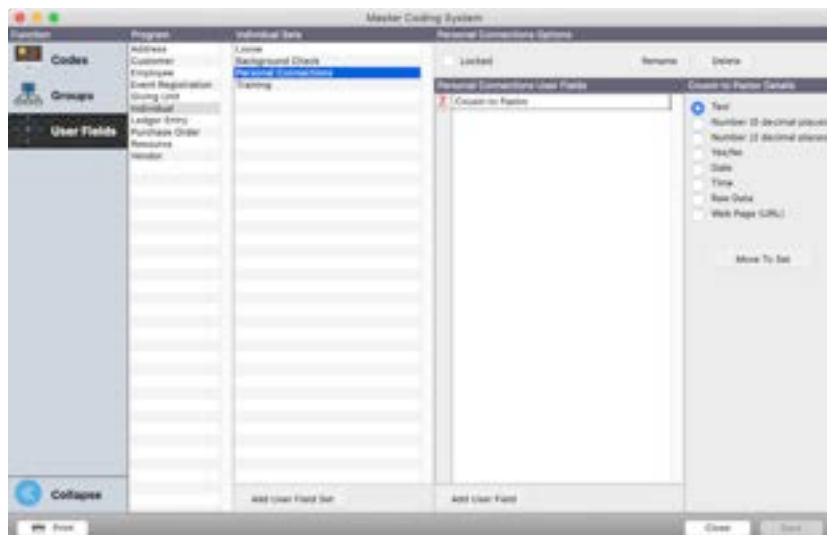
One Time Mailing: Create a Code Type (group) called “Special Temporary List” or “Temporary List” to group unrelated records together for a one-time mailing or emailing. Use Individual List Maintenance to add individuals to the Temporary List (and remove them after use); this Code Type (group) can be used over and over again.

**Ranked** – Groups normally display their assigned records in alphabetical order. If you want to specify the assignment order of a group, select the group and check the Ranked box. Use List Maintenance to re-order assignments on ranked groups.

## User Fields Codes

►File ►Master Coding System ►User Fields tab

The User Fields option allows you to create user-defined codes of various types including: text, numbers, yes/no, date, time, raw data, and web pages (URL). These fields are set up to display on various record types throughout CDM+.



User Fields Codes may be organized into Sets for ease of use.

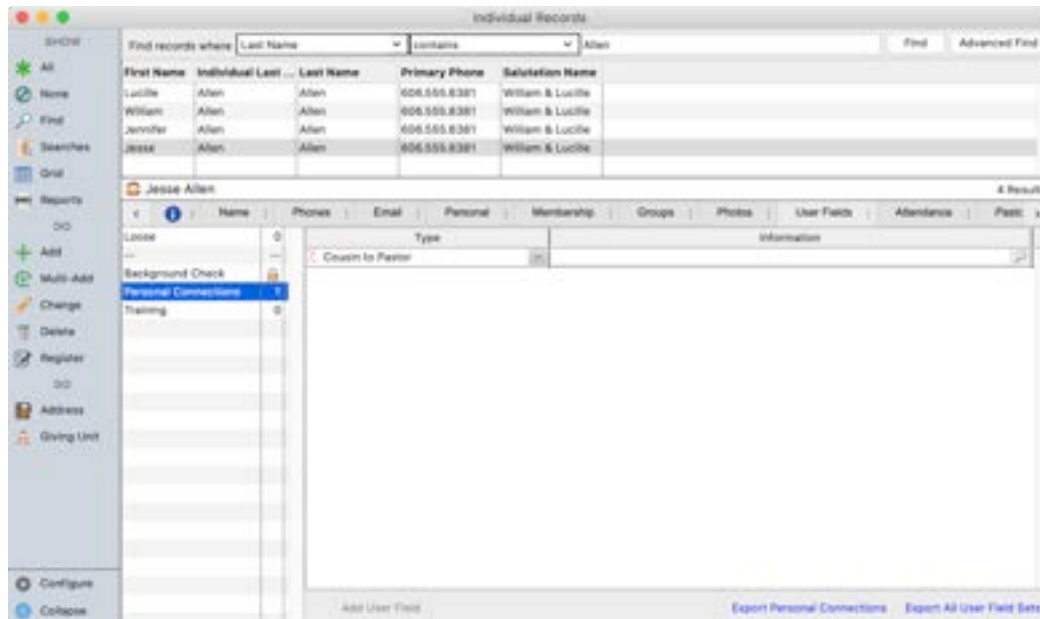
Unassigned Codes will appear by default in a Loose set. Note there is a Loose set on the User Fields tab of the Master Coding System window for each Code Type of record. Click to highlight any of the Loose sets to see all unassigned User Fields Codes for that record window type.

**NOTE:** Codes can be moved from one Set to another. Click the **Move To Set** button and select the desired Set.

To create a User Fields set, first select the record window type from the Program column on the Master Coding System window, then click the small Add User Field Set button at the bottom of the Sets column. Type a Description for this Set and click Save.

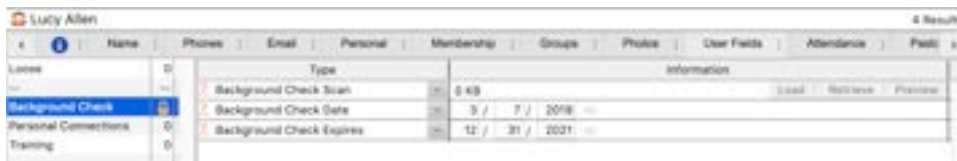
This User Fields set will now appear on the User Fields pane of the record window type you chose. But you must also add codes to the set. Users Field codes can be added by clicking the Add User Field button on the Master Coding System window or "on the fly" on a record window.

To add User Field codes to a User Fields Set on the Users Fields tab of a record window, click the Set once in the list on the left to highlight it, then click the small Add User Field button, type the description, and when finished adding, click Save.



## Locked Set

If the box in the Locked column is checked for a User Field set in the Master Coding System, all codes within that set will display on the record window when the set is selected, instead of choosing a code from a drop list. For example, the Background Check set on the Individual Record contains codes that relate to the steps of completing a background check for persons who work with youth.



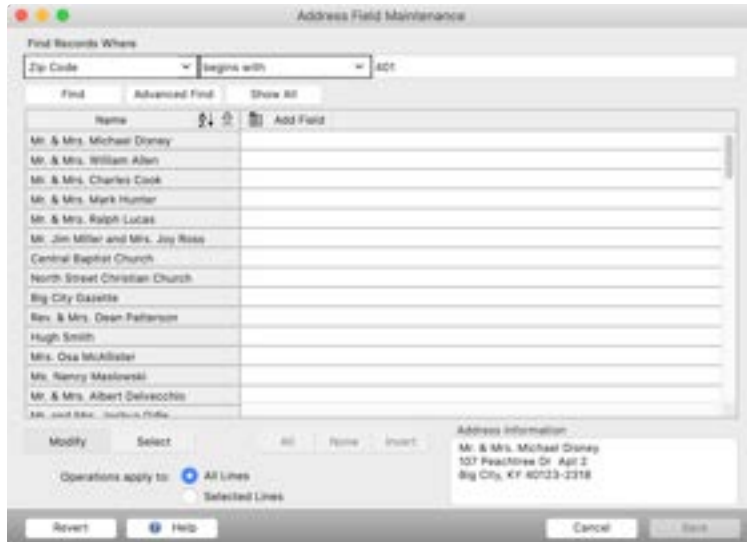
Examples of uses of User Fields codes:

- Address Text field – Comments or Diocesan code
- Address Web page – Family Web Page
- Individual text field – Medical Info (Allergies to food or medicine; medical conditions)
- Individual Raw Data field – Scanned Trip Permission Form
- Individual Date field – High School graduation, College graduation, or Completed training

## Address/Individual Field Maintenance

Address Field Maintenance and Individual Field Maintenance allow you to quickly make additions or changes to multiple records from one window. You can narrow your list of records based on a query (Standard or Advanced Find) or you can show all records in the database. To open the Address Field Maintenance window, follow these steps:

### ►Program ►Membership ►Address Field Maintenance



To add the Zipcode as shown in the example at left, click the Add Field button and choose the Zipcode from the list. With a field chosen, you can then make the additions and changes you want on multiple fields.

To replace all the data in a column, click the Pencil icon, choose Assign Columns, enter the new data, and click OK.

To find certain text and replace it with something else, click the Pencil icon on a column, and choose Find/Replace Columns.

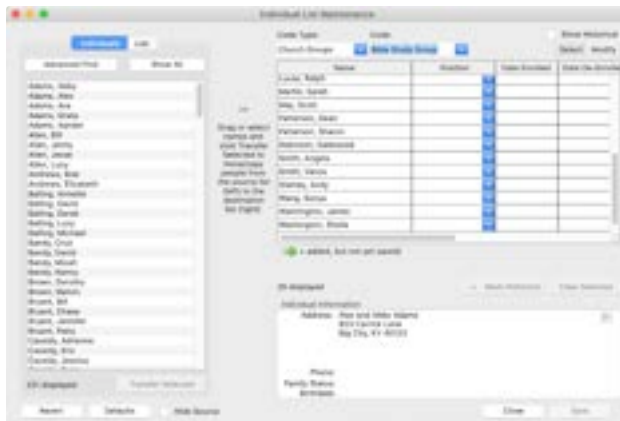
**NOTE:** You can also swap data in different fields. This is done by choosing at least two fields (they will display in different columns) and clicking the 2-Window icon beside the Pencil icon. You will be asked to choose whether you want to Swap the data or Copy the data. Choose Swap the data and the data will be moved from one column to the other.

This works exactly the same in the Individual Field Maintenance.

## Address/Individual List Maintenance

The Address and Individual List Maintenance provides a quick and easy way to add records to your groups and lists. To get to the Individual List Maintenance, follow these steps:

### ►Program ►Membership ►Individual List Maintenance



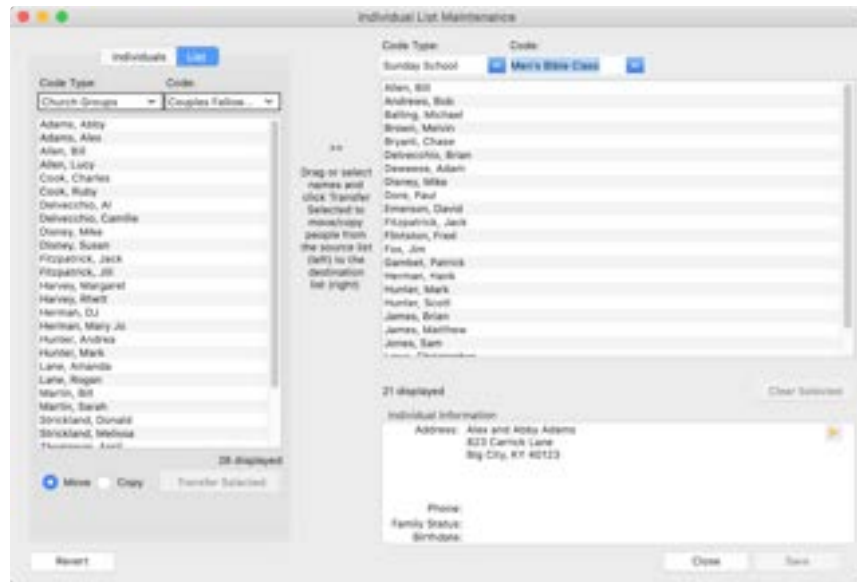
Note the Individual Information section provides Address, Primary Phone, Family Status, and Birthdate of the highlighted Individual record; this can be used to verify the correct individual has been selected.

## Adding Individuals to a Group or List

On the left side of window, you will see tabs for Individuals and List. With the Individuals tab selected, you may either Show All records or use the Advanced Find to query for a specific list of records. Select a Code Type and Code using the drop lists above the right hand panel. To assign individuals to the selected list, double-click their name on the left-hand list to transfer it to the right-hand list. Or you may select multiple names and transfer them by dragging or clicking on the Transfer Selected button. When all the individuals have been added, click Save.

### Moving Individuals from one Group to another Group — Promotion Sunday

With the List tab selected, you may choose an existing Group or List. Click on the down arrow and select a Code Type, such as Sunday School Class. Then click on the down arrow and select a Code, such as College Class. The list of all records with that assigned code will appear in the left hand panel.



Now select the Code Type above the right hand panel, again choosing Sunday School Class; now select the Code of the class the individuals are moving in to, such as Single Adult Class. To assign individuals to their new class, double-click their name on the left-hand list to transfer it to the right-hand list. Or you may select multiple names and transfer them or clicking on the Transfer Selected button.

**NOTE:** There are two modes of transfer—Move and Copy. Click on the radio button to select one. A name that is moved will be cleared from the original list; one that is copied will remain.

### Ranked Groups

When working with a ranked group, assigned records will be listed with their ranking. To adjust ranking, select one or more records and drag them to the desired position. You can also use the To Top and To Bottom buttons to easily move record(s) to the top or bottom of the list.

### Common Uses for List Maintenance

- Assigning/changing mailing codes to Address Records through Address List Maintenance
- Assigning individual membership and status codes
- Adding individuals to groups, offices, committees, etc.
- Adding individuals to Church School Classes
- Sunday School/Church School promotion


## Updating School Grades

Note that school grade promotion is done on the Membership/Address Utilities window. Note that this action does not automatically move children from one class or group to another. You must use Individual List Maintenance as explained above.

### ►Program ►Membership ►Address Utilities



This window includes three utilities to aid in maintaining your database: Update Grades, CASS Certification, and National Change of Address.

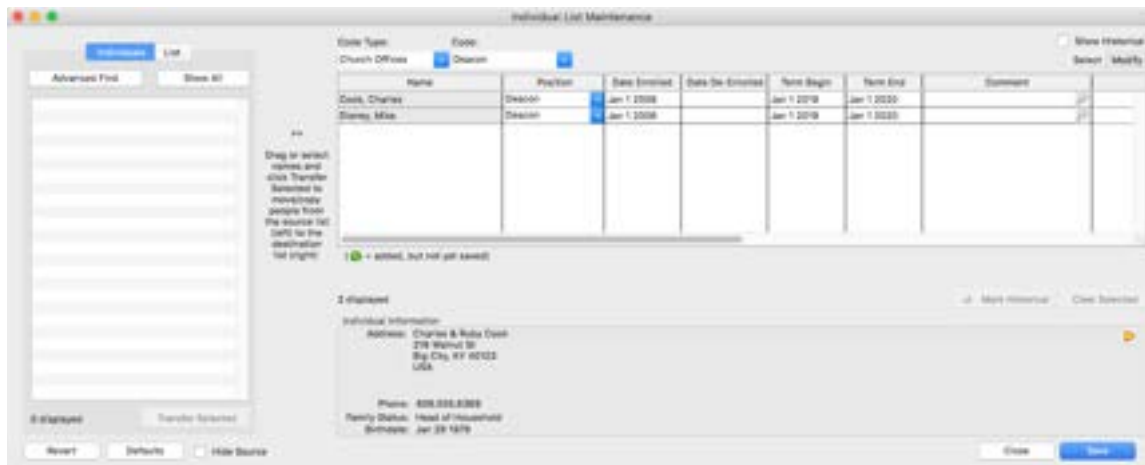
**Update Grades** facilitates the quick updating of the “Grade” field on the Personal tab of the Individual record. Set the update chart to move the Current grade to the New grade; when setup is correct, click the Update button. Clicking the Swap button reverses the grades; clicking the  displays a list of the individuals in the Current grade for previewing.

For information on the **CASS Certification** and **National Change of Address** portions of this window, see the Discount Mailing section of the online CDM+ manual.

## Detail Tracking in User-Defined Groups

This feature tracks group membership history, including terms, dates enrolled and de-enrolled, and position for each Individual group, Address group, Visitor group, or Giving Unit group. Detailed Tracking for a group type must be turned on in Master Coding System as described above (see Master Coding section).

To add detail for codes (groups) assigned to individuals, open the Individual List Maintenance window and select one of the codes (groups) for which you checked the DT box on the Master Coding window.



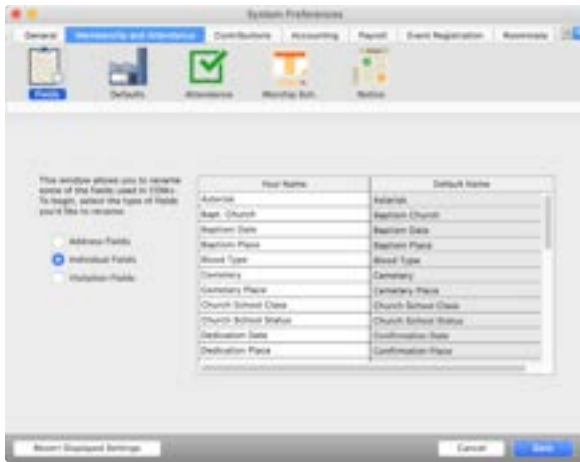
To the right of the list of individuals assigned to this code are columns for Position, Date Enrolled, Date De-Enrolled, Term Begin, and Term End. This is the detailed information you can now track. Click on Modify to change information for existing individuals. Select a Position from the drop list or type to add a new Position code, such as Member or Chair.

**NOTE:** While working on the list you may choose to hide the source list on the left, which allows you to expand the window to the right to avoid scrolling. To do this, just click the Hide Source check box.

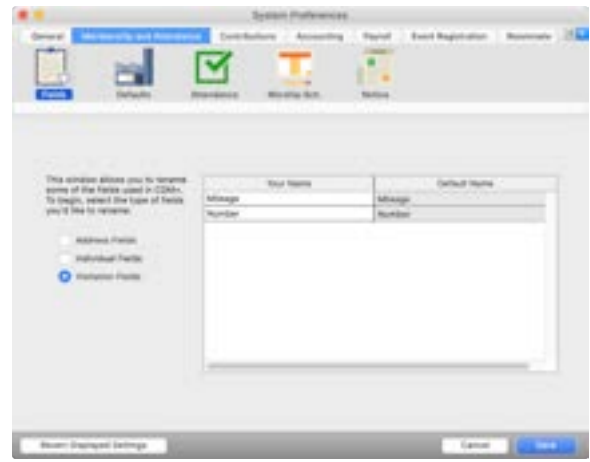
**Default values** - You may set default values for any or all 5 fields that are tracked. Click the Defaults button to open a pop-up window.







This renaming can also be done for fields in the Individual Record.



Renaming is also an option for Visitation Fields.

### Defaults icon



The defaults portion allows you to define your default city, state, ZIP, country, area code, and Mailing code.

### Notice icon



**Save Sent Notices** – allows users to optionally save sent Letter and Card from Membership, Attendance, and Contributions. Email Notices are always saved.

The screenshot to the left shows the three options for each of the notices sent from the program: Do Not Save, Save Always, and Prompt to Save. Make your selection for each item and click Save.

First Name	Individual L.	Last Name	Primary Phone	Salvation Name
Nathan	Deceased	Deceased	508.555.2154	Nathan and Cha...
Adam	Deceased	Deceased	508.555.2154	Nathan and Cha...
Charlotte	Deceased	Deceased	508.555.2154	Nathan and Cha...
Elizabeth	Disney	Disney	508.555.1739	Mike & Susan
Susan	Disney	Disney	508.555.1739	Mike & Susan
Michael	Disney	Disney	508.555.1739	Mike & Susan
Mike	Disney	Disney	508.555.1739	Mike & Susan

Type	Description	Date Sent	Name	Email
Email	Version 415	Aug 24 2023 2:58 PM	Mike Disney	mcdm@church.com
Card	Card	Feb 19 2021 1:49 PM	N/A	N/A

Once you click Save Always or Prompt to Save for any of the items, a new Notices tab will show on the Address Record, Individual Record, and/or Giving Unit Information window(s). When you send a Letter, Card, or Email Notice and it is saved, it will appear under this tab.

## User Preferences

► CDM+(macOS)/File(Windows) ► Preferences ► CDM+ User ► Membership and Attendance

### Fields icon

You have the option to include Address IDs on the Address and Individual Records window and in Find lists and Export lists.

### Visitation icon

Provides two options for the display of Visitation Reminders:

- during startup of CDM+
- checks for reminders every minute and displays the reminder at the time entered on the reminder

Set other user's access to this user's Visitation Records and Reminders using the two code lists on this tab.

### Pastoral icon

Set default access to user's Pastoral Records on this tab.

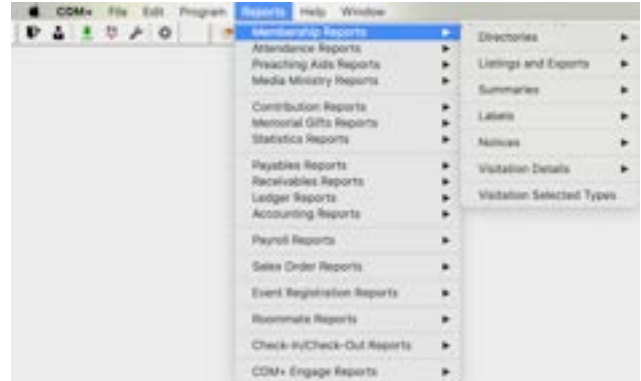
# Membership Reports

Reports in CDM+ share a common framework. This framework provides for rapid development, easier and more effective maintenance, and a lower learning curve for the user.

## Reports Menu

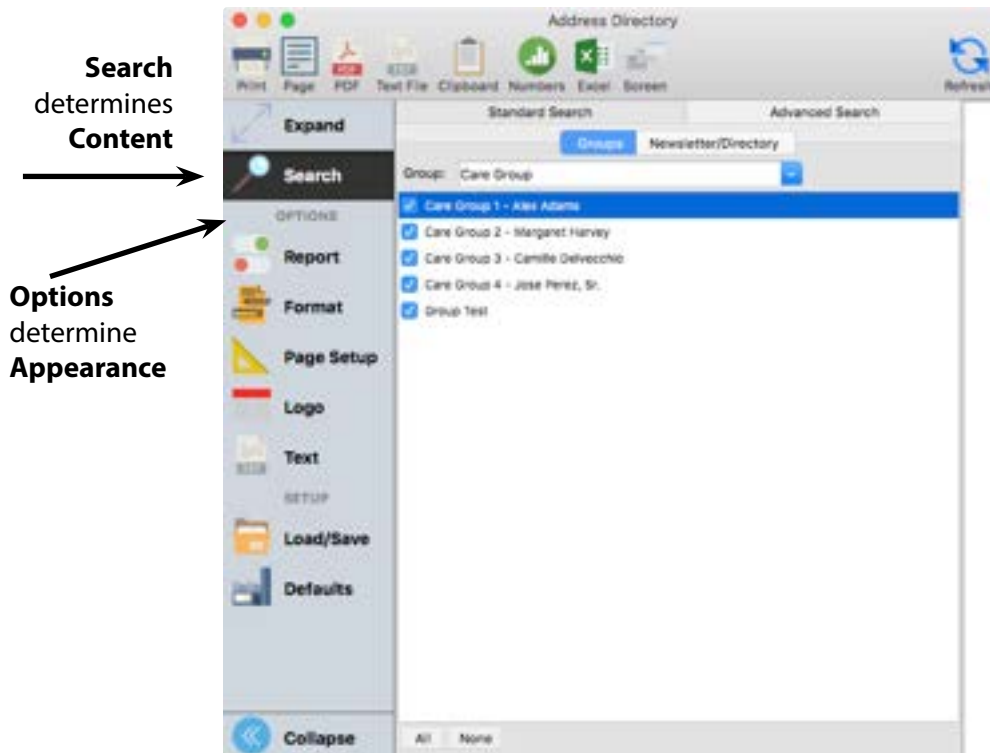
►Reports ►Membership Reports ►(selected heading)

CDM+ Membership Reports are grouped into seven headings for ease of use: Directories, Listings and Exports, Summaries, Labels, Notices, Visitation details, and Visitation Selected Types.



## Report Windows

There are two main components to a report window: the search and the options.

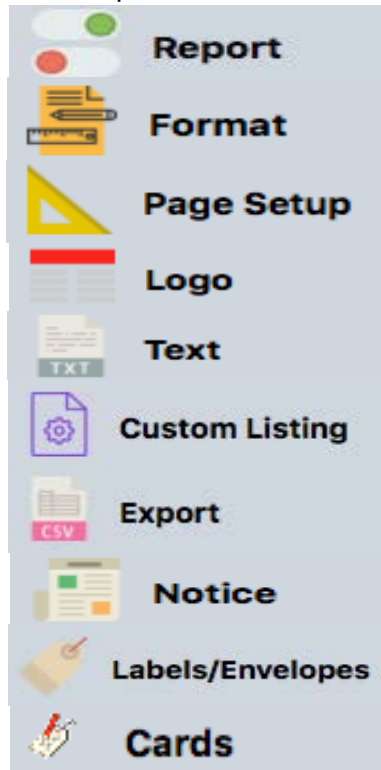


These components are available on nearly all reports in CDM+. Within each main component of this window are several other common features. In the search area, many reports offer Standard and Advanced Search options, and when opened from a record frame window, a Window Results option.



## Report Window Options

In the Options area, there are various tabs available that allow you to customize the report. Which tabs are available depends on the type of report and the specific report itself. Here are some tabs you might see on CDM+ reports:



**Report** - Report-specific options

**Format** - Make report column selections, etc.

**Page Setup** - Choose paper size, orientation, margins, and scale

**Logo**

**Text** - Set font, header/footer options, etc.

**Custom Listing**

**Export** - Select fields to export or include on a custom list

**Notice**

**Labels/Envelopes** - Select and edit the label/envelope for Labels/Envelopes and Card Notice

**Cards**

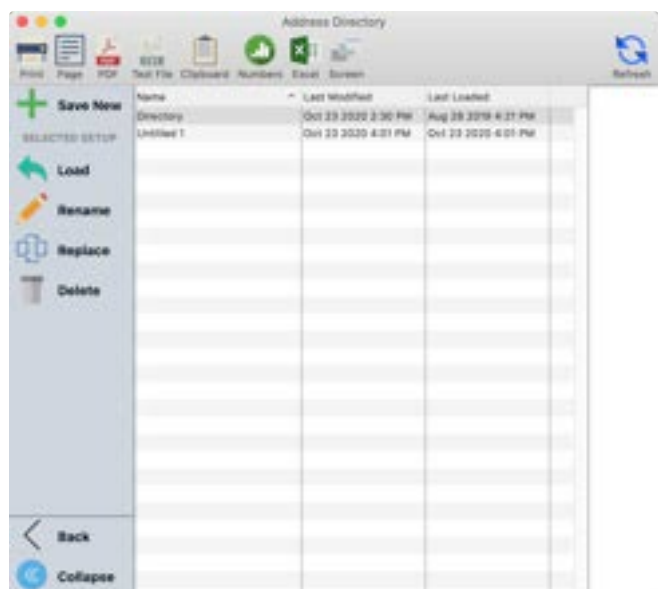
Some reports have additional report-specific options tabs.

## Load/Save Report

If your ministry is like most, you tend to need the same reports over and over. With the Load/Save Report feature, you can save the search criteria for an oft-repeated report along with its formatting and other options. What a time saver!

If you have previously set up the report you need, simply click the Load/Save Report button at the bottom of the report setup window, highlight the report in the list and click Load.

If you have not yet created the report you need, you may set up the search and formatting options for the report first, then click Load/Save Report when you're ready to save and name the report. Or, you may click Load/Save Report before creating the report and use the Load Defaults feature as a starting point for your new report.

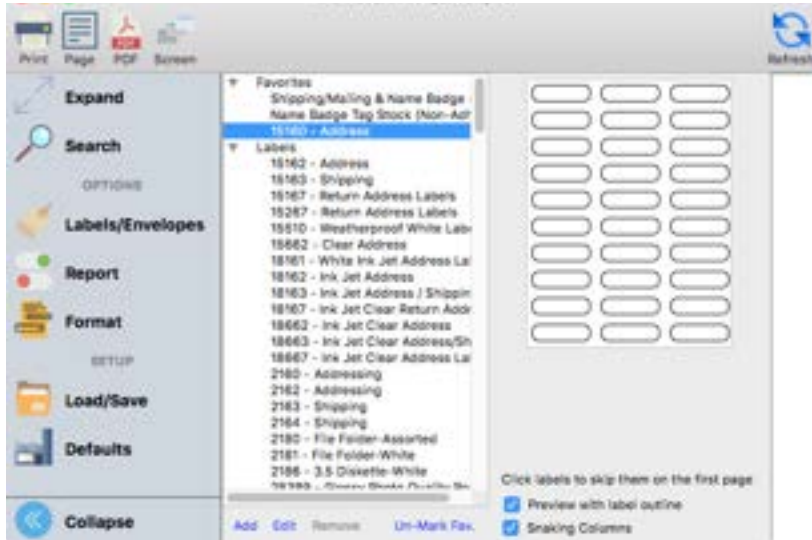


There is a Saved Reports Window for each type of report, and you're likely to return to them often. The Saved Reports Windows are also where you find options to Replace, Rename, or Delete previously saved reports.

# Labels/Envelopes

## ►Reports ►Membership Reports ►Labels ►Address or Individual Labels/Envelopes


Creating labels from CDM+ provides you with many choices. The Labels/Envelope report window allows for the selection of : Labels, Envelopes, Cards, Name Tags, Rolodex, File Folders, Electronic Media, Dymo Labelwriter, and Favorites.



Under the Labels/Envelope tab, click the arrow beside Labels, scroll down to select the appropriate label; a preview of the label shows to the right.



- Report, Format, and Text options further customize your selections
- Hundreds of editable label and media types to choose from
- Option to skip labels on the first page of printing
- Edit paper/page options and label setting for page
- Name Badge printing including Barcode

 For label formats that you use often, click the Mark Favorite button to move that label up under the Favorites section for quick re-use.

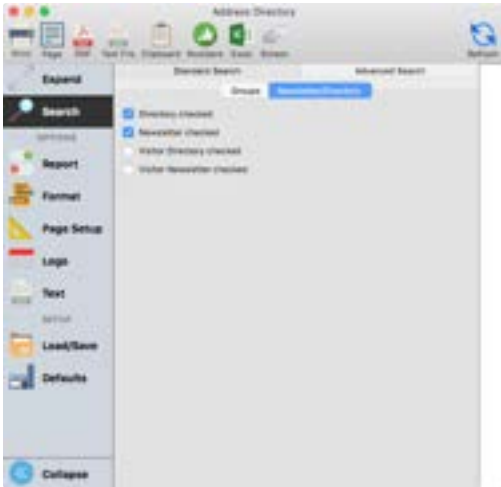


The Edit button allows you to change the setup on the selected label.

## Directories

### ►Reports ►Membership Reports ►Directories ►Address or Individual Directory

A very popular and useful report, the Directory lists the results of a Standard Search, Advanced Find, or Newsletter/Directory grouping (Address reports only) in an easy to read numbered format: Name, Address, Phone. The report is also available to print the results of a Find from the Print button on the Address or Individual record window.



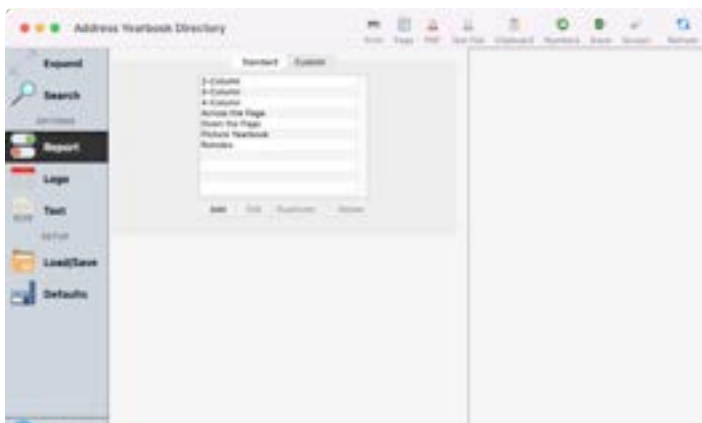
Report Options and Sort Order are selected on the Report tab.

Format tab provides selection of Individual Name Options, Address Name Options, Address Options, Unlisted Phone Numbers, and Other Phone Numbers.

Directory			
Current Church Offices equal to: Board			
Board			
Name	Address	City, State Zip	Phone Number
1. Mitchell Alexander	699 Shady Lane	Big City, KY 40123	859-864-2366
2. William Allen	1674 Stevens Lane	Big City, KY 40123	859-333-4455
3. George Baldwin	890 W Oak Lane	Big City, KY 40123	859-863-4499
4. Lincon Barrymore	450 Main Street	Big City, KY 40123	859-863-9955

## Yearbooks

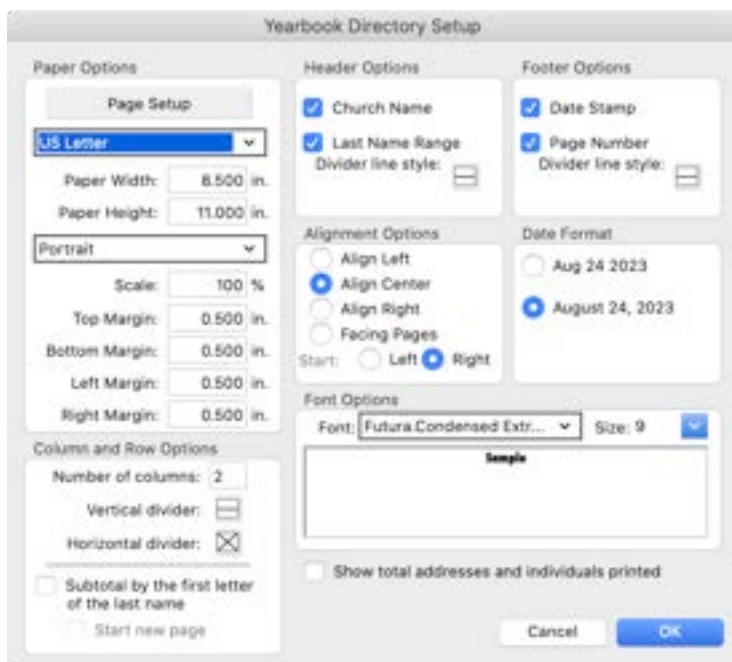
### ►Reports ►Membership Reports ►Directories ►Address or Individual Yearbook Directory



Click Add, select a template, enter a description, then click OK – OR – select an existing report and click Edit. The Modify Yearbook Directory window will open.



Create custom designed Family (Address) directories



Click Directory Setup at the bottom of the Modify Yearbook Directory window to choose page and margin, column, header and footer, and other options that apply to the overall report layout.



The report has a completely user-definable layout area. Click to select a field, then click Item Settings to change font, size, style, alignment, and other options. Click the Fields tab to click-drag and add new fields to the layout. Click the Drawing tab to add lines, shapes, text boxes, or graphics.

Some fields on the yearbook directory have additional settings under the Options tab on the Item Settings window. Those fields include:

- Address: Block
- Address: City, State, Zip, and Country
- Address: Lines 1 and 2
- Full Name
- Individuals
- Other Phones
- Phone
- Work Information

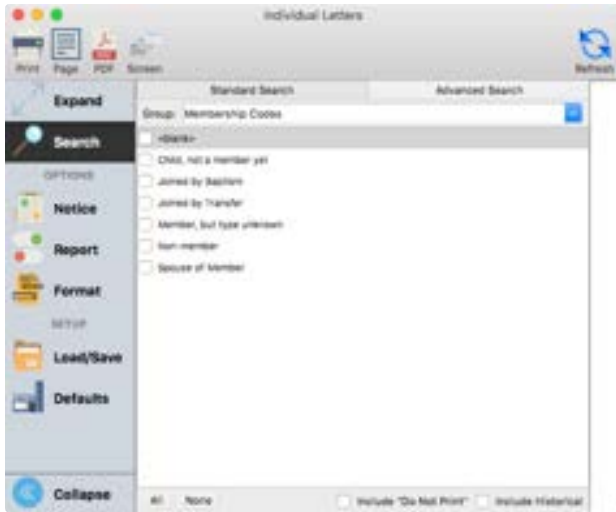
Click to select the field on the Design pane, then click the Option tab on the Item Settings window to see available options for that field.

## Notices

Notices provide the CDM+ user the option to create custom communications using Letters, Cards, or Emails. Multiple Notices (Letters, Cards, or Emails) can be created and saved for repeat use. Each option includes word processor-like capabilities and embedded data fields. A wide selection of Formats, Alignment, and Spacing selections are supported, and Graphics and signatures can be inserted into all Notices. As a result, personalized letters, cards, and Emails can be created.

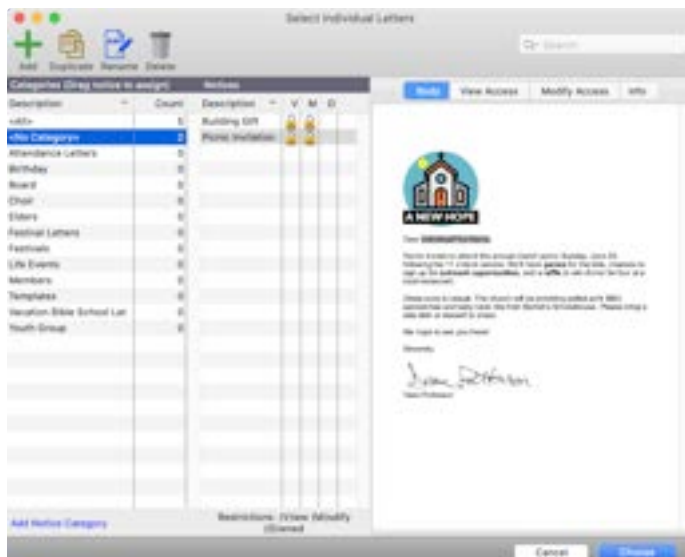
To learn more about creating/formatting notices in CDM+, take the Notices class or see that section of this manual.

### ►Reports ►Membership Reports ►Notices ►Address or Individual Letters



You may choose an existing Letter Notice to edit or use as is, or you can create a new Letter Notice. Begin by clicking the small Select/Add button.

A new window will open in which you'll see any existing notices. On this window, you have the option to choose an existing notice, add a new notice, duplicate an existing notice, rename an existing notice, or delete an existing notice.





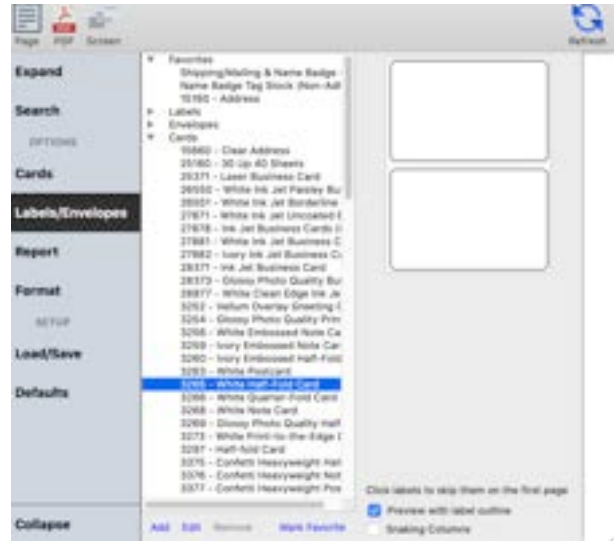
► **Reports** ► **Membership Reports** ► **Notices** ► **Address or Individual Cards**

Click Select/Add to view existing cards or add a new card.

Add, Duplicate, Rename, or Delete cards.

Click the Cards tab to select the desired card format.

The Edit button allows you to change the setup on the selected card or label format.

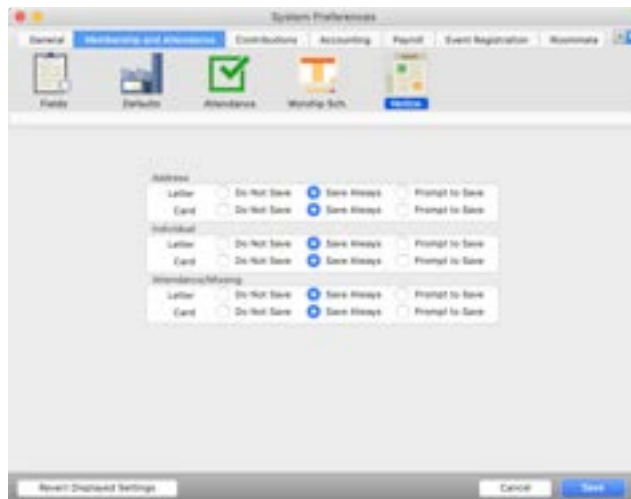


**Saving Sent Notices**

In the Membership, Attendance, and Contributions programs of CDM+, sent Letters and Cards have an optional Saved status. All letters or cards selected to be Saved will update the recipients' Individual or Address Records Notice tab with a Saved entry.

**NOTE:** All Email Notices will be automatically Saved and noted on the recipients' Notices tab.

► **CDM+(macOS)/File(Windows)** ► **Preferences** ► **CDM+ System** ► **Membership and Attendance** ► **Notice** icon



There are 3 options for each type of Letter and Card notices sent from the program: Do Not Save, Save Always, and Prompt to Save. Make your selection for each item and click Save.

After you set the Notices preference to Save Always or Prompt to Save for any of the items, a new Notices tab will show on the Address Record, Individual Record, and/or Giving Unit Information window(s). When you send a Letter or Card Notice and you marked it to be saved, it will appear under this tab. All Email Notices sent from CDM+ will be saved on the Notices tab.

Type	Description	Date Sent	Name	Email
Email	Summer Info	Aug 24 2023 2:58 PM	Mike Disney	noncopy@isuram.com

**Email Notices**

Email Notices provide an effective means to contact the groups, classes, and teams already set up in CDM+ via the efficiency of email. Select the Add button to begin a new email.

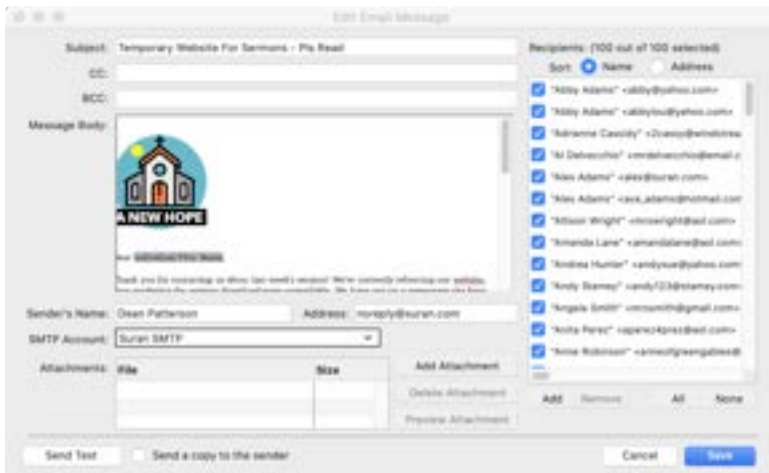
►Reports ►Membership Reports ►Notices ►Address or Individual Emails



✦ Address Email Notices use email addresses entered on both Address Records AND Individual Records windows, while Individual Email Notices use ONLY email addresses entered on Individual Records.

Select the Change button to modify an existing Email Notice; database fields, pictures, or artwork and textboxes can be added. (The Notices class covers these functions.)

Click the More Options button to preview the recipients list, add an Attachment and/or chose to "Send a copy to the Sender."



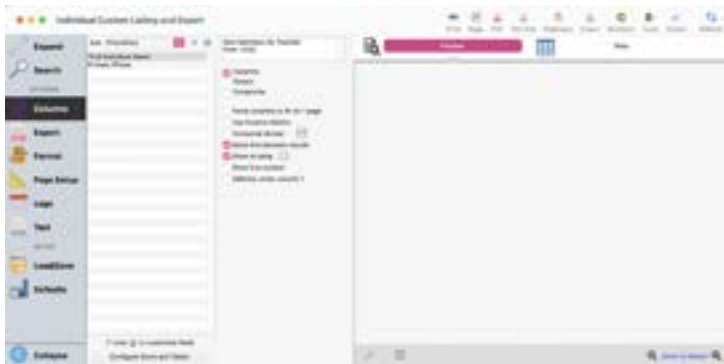
✦ Checking "Send a copy to the Sender" will result in you getting a copy of EACH email sent. To receive just one copy of an email, do not check the box and make sure your email is listed in the staff addresses on the Confirm Email window before sending.

**NOTE:** If the email is personalized with embedded database fields, any copy sent using the staff addresses will show the database field names only.



## Custom Listings and Exports

### ► Reports ► Membership Reports ► Listings and Exports ► Address or Individual Custom Listing and Export

Custom Listing and Export reports are the most versatile reports in CDM+. These reports allow the creation of user-defined sets of fields to display on a custom-titled report, as well as exports that can be opened in such programs as Numbers, Excel, or Word.



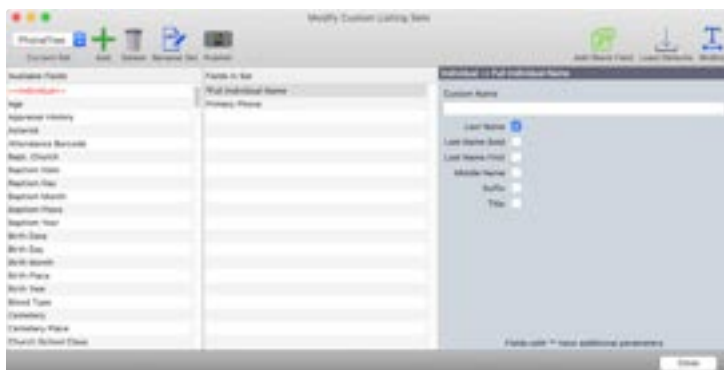
Sets can be created for one user; or shared with all users

Click the Add button  to create a new custom list set; or click Modify  to change an existing set.

Type the custom report title in the Report Title field

To set the sort order for the listing click on the Choose Sort Fields button or

The default layout of selected fields is across the page. Click the Details checkbox to have fields display



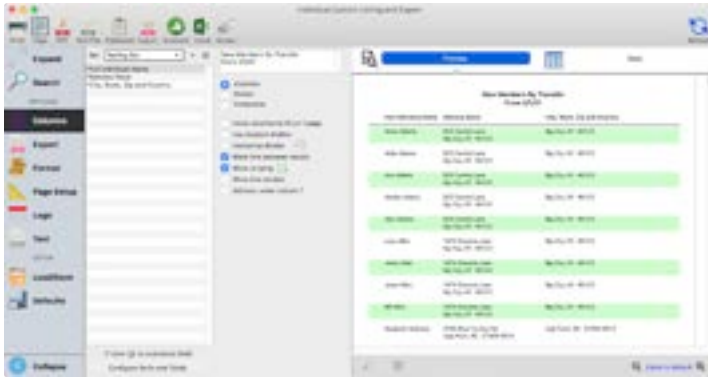
To edit the Custom Listing, click the small grey icon next to the plus sign near the Set dropdown bar. The Modify Export Sets window will open. In the Modify Export Sets window, double-click or drag fields from left to right. In the Fields in Set list on the right, click, drag, and drop fields to set their order.

Add Blank button allows for a custom blank field to be inserted in the report.

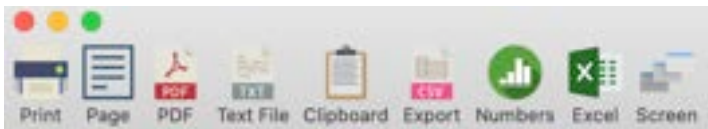
Widths button allows you to set the column widths for the report.

Check the Publish button so other CDM+ users can access your set.

Click Close when finished – set will automatically save.



To Export, click on the Export tab, and choose the settings you want. Then, click any of the options on the top of the window, to export the file, such as to a PDF, .csv, Numbers, or Excel.




## Name Badges

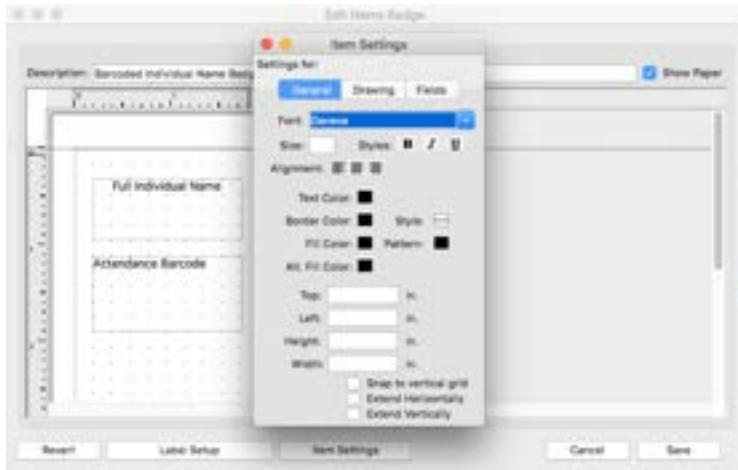
► Reports ► Membership Reports ► Labels ► Address or Individual Name Badges



Click Add on the Name Badges report window. Give the label a description and choose a label format, then click OK.



 Create a custom-designed label and use it over and over. Once a label has been created it can be Duplicated, altered appropriately and Saved with a new name.



Name Badge gives the option of adding a new badge or use an existing one. A new badge can be created by clicking Add.

Click to select a field, then click Item Settings to change font, size, style, alignment, and other options.

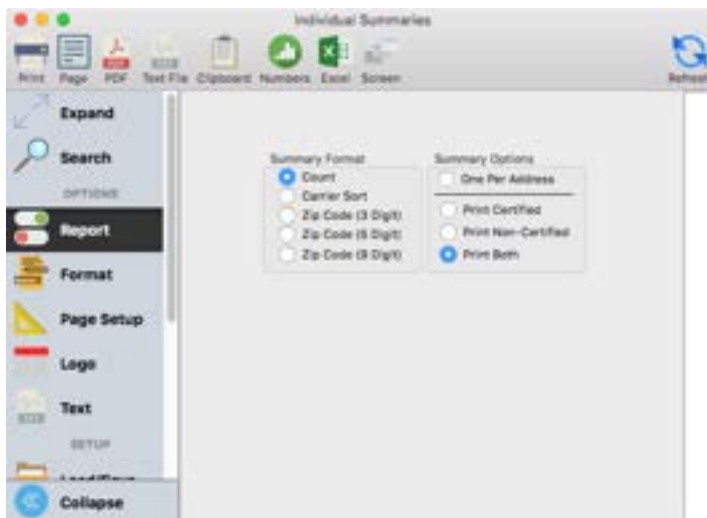
Click the Field tab to add new fields to the layout.

Working with name badges is very similar to the yearbook directory layout – you can add fields, lines, shapes, text, and graphics. Be sure to work only in the white area.

## Summaries

►Reports ►Membership ►Reports ►Summaries ►Address or Individual Summaries

Address and Individual Summaries provide “totals only” reporting on Membership information. These reports may be useful in completing annual reports.



First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

All Church Groups

---

Summary Counts: Church Groups	
Adult Choir	24
Altar Guild	11
Bible Study Group	25
Children's Choir	20
Couples Fellowship	28
...	=



# Getting Started - Attendance

The CDM+ Attendance program is designed to assist you in recording and evaluating the participation of people in the life of your church. Attendance at committee, council, board, fellowship meetings, worship services, Christian education classes, annual congregational meetings, retreats, or any other type of event can be recorded in CDM+. Recording attendance in CDM+ requires you do two things: acquire the names of those present at a particular service or event, and enter attendance for that particular service or event.

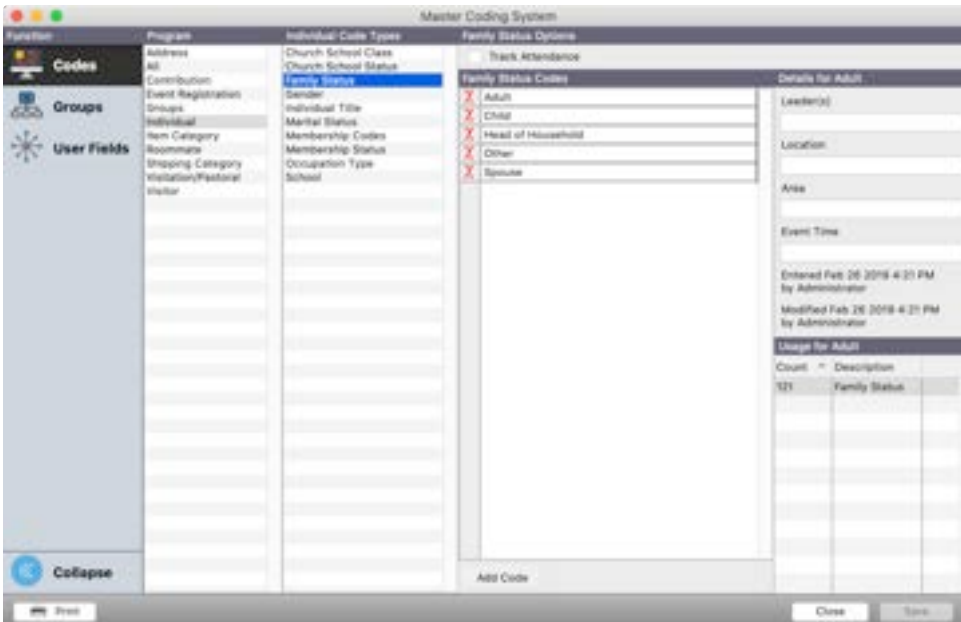
In order to begin tracking attendance in CDM+, you must have the following items in place:

- Individual Records must be entered.
- Master Codes for Services/Events, Church (Sunday) School Classes, and other groups or lists must be identified and entered.
- Membership Status codes should be set up for control of Attendance Lists.

## Setting up Class and Group Lists

In order to begin tracking attendance for a class, you must have the classes defined in the Master Coding System and individuals enrolled in the classes. To establish classes follow these steps:

►File ►Master Coding System ►Codes



With the Codes tab highlighted, click once to select Individual under the Program column. This will provide a list of the Individual Code Types in the column to the right. In this column select 'Sunday School Class'. To add a class, click the small Add Code button at the bottom of the column to the right called 'Sunday School Class Codes'. Type the description for the class in the new line. You may identify a leader, location, area, and time, if desired. To add additional classes, either click the Add button or press the tab key while your cursor is in the class description field to create a new line.

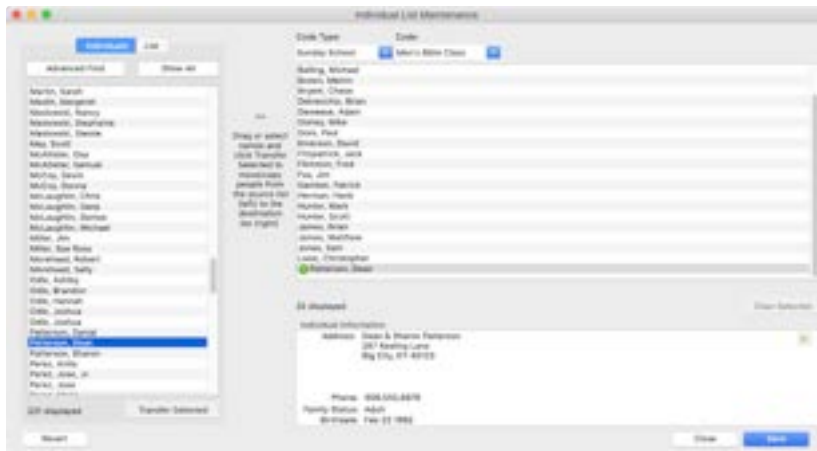
Once you have your classes defined and individuals entered in CDM+, you can assign individuals to classes. Assigning individuals to classes is done through the Individual List Maintenance window.

## Assign Individuals to Classes

### ►Program ►Membership ►Individual List Maintenance

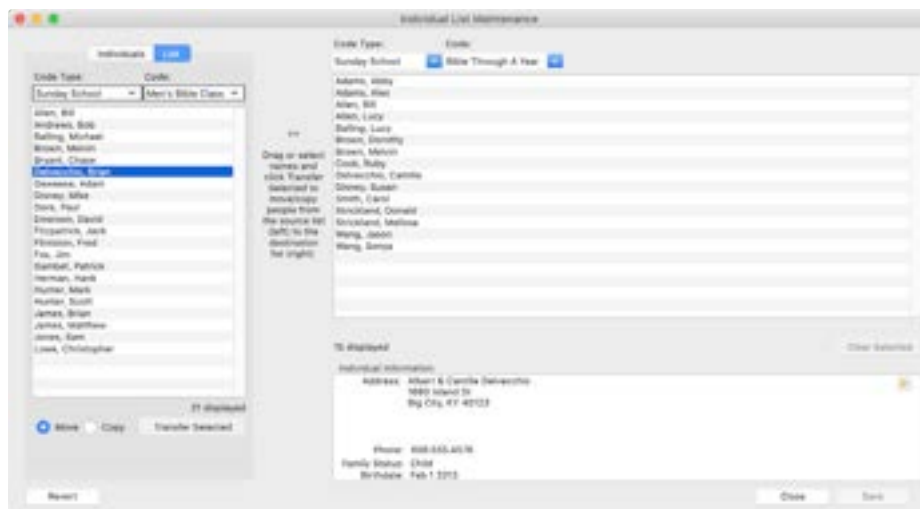
The list on the left is all the individuals you have entered in CDM+. On the right, choose the code type and code (or class) for the class in which you want to enroll individuals. You can add individuals to a class by any of three methods:

- Selecting a name in the left hand column and dragging it to the right hand column
- Double-clicking a name in the left hand column
- Selecting a name and clicking Transfer Selected button



Shift-click to select a series of multiple names in the left-hand panel or control-click to choose several names at once. When the names are selected, drag them to the right-hand panel or click the Transfer Selected button.

The Individual List Maintenance can also be used to move individuals from one class to another. This is an excellent way to perform promotions. Click on the List tab on the left hand side of the window and select the Code Type and Code for a particular class. On the right, select another Code (or class) and move the individuals from the left to the right as described above.



Note the Address record information for the individual displays when selected. This is helpful to insure the selection of the proper individual.



## Attendance Preferences

Prior to entering attendance in CDM+, it is helpful to establish the status codes you would like to see when entering data. You set this in CDM+ Preferences.

► **CDM+(Mac)/File(Windows) ► Preferences ► CDM+ System ► Membership and Attendance ► Attendance**



Here, you can set the status codes for Individuals (Events, Services, etc) and Classes. You can also tell CDM+ to load the class enrollment (based on Status Codes chosen) into the right-hand panel of the Attendance Entry windows by clicking on the **Auto Load List** checkbox. When finished, click Save.

## Taking Attendance

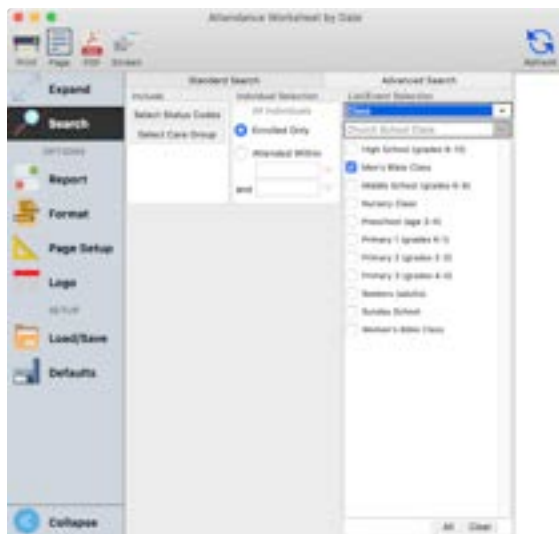
Taking attendance requires that you have the names of those present at the service, class or event. For this, CDM+ has Worksheets for marking attendance prior to inputting it. There are three Worksheets from which to choose:

- Attendance Worksheet by Date
- Attendance Worksheet
- Barcode Worksheet

In addition to attendance worksheets, you can use the CDM+ Mobile app to take attendance. The beauty of using the app is that once you "take" attendance, it is automatically entered in CDM+.

### Attendance Worksheet By Date

► **Reports ► Attendance Reports ► Worksheets ► Attendance Worksheet By Date**

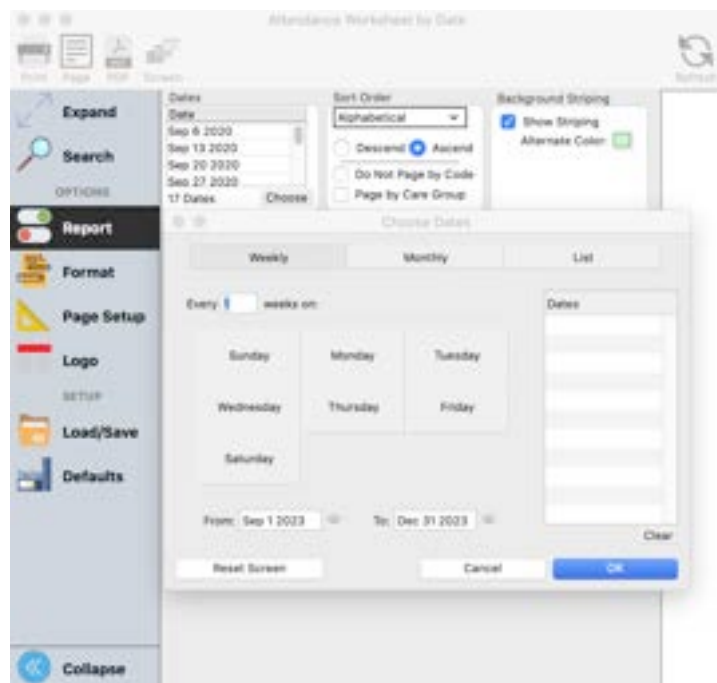


The people and classes (or events) are defined in the middle section and the items on the report and its formats are set from items under Options in the sidebar.

Under "Include" you select the Status Codes (e.g., Active, Inactive, etc.) and/or Care Groups. Under "Individual Selection," you can further define who is on the list by a range of dates an individual has attended, such as only the people who have attended this year. For example, anyone who has not attended between January 1, 2019 and September 30, 2018 would not show up on the worksheet. Under "List/Event Selection," you select the classes or events to be printed on the worksheet. If multiple classes/events are selected, each will print on a separate page or pages.

With the upper part of the window complete, move to the bottom portion of the window. The first tab is the "Report" tab. Choose the dates you want on the worksheet by clicking the Choose button.

For example, to setup a worksheet for each Sunday in the month of September, you select "Sunday" and place a "1" in the box above "Sunday." Enter the first and last Sundays in the date boxes at the bottom of the window. The weekly dates are displayed in the box to the right. When finished, click OK. When you have these parameters set, you are ready to print.



### Sample Attendance Worksheet By Date



The Worksheet lists names alphabetically down the page. As seen on this example, you can choose to add a Notes area, as well as a Totals area, to the bottom of the Worksheet.

## Barcode Worksheet

The Barcode Worksheet is an alternative to the regular worksheets, printing a barcode beside each name which you scan with a barcode reader. For information regarding CDM+ compatible barcode readers, please contact the **CDM+ Sales Department** at **(877-891-4236)**.

### ►Reports ►Attendance Reports ►Worksheets ►Barcode Worksheet

As before, you can select the Membership Status, Care Groups, the Event, Class, or Service. You can print the worksheets for a particular date range as well as sort and page the information according to your needs.

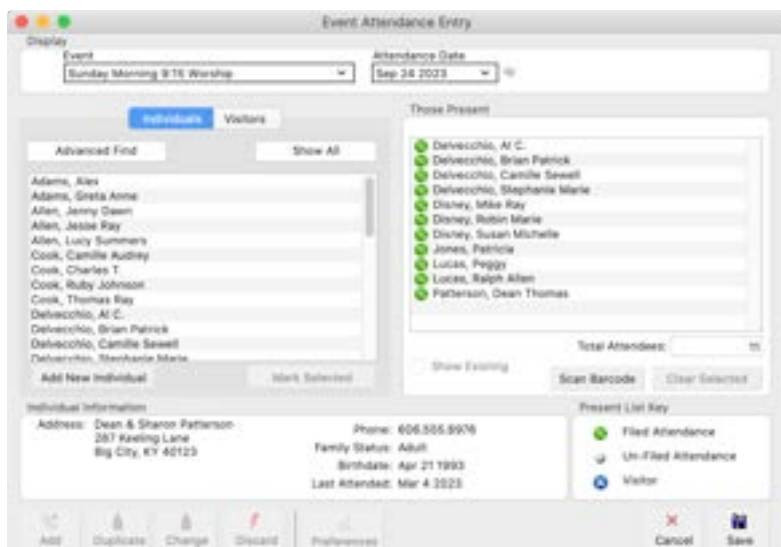


For ease in finding individuals on a long list, click on the Format tab and choose to print Last Name First and Last Name Bold.



## Entering Attendance for a Service or Event

### ►Program ►Attendance ►Event Attendance



To begin entering attendance data, you click the Add button at the bottom left of the window.

On the pop-up window, enter the date of the event and choose the Code Type and Codes. Click OK.



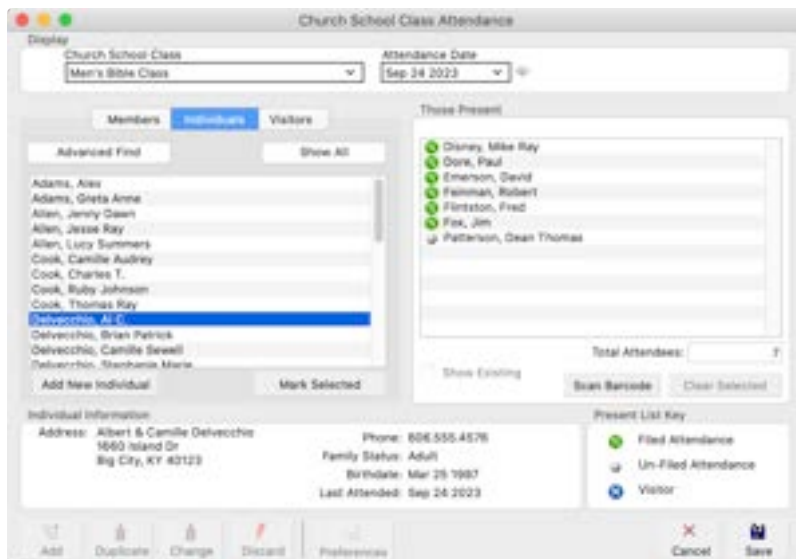
Using the Attendance Entry window is similar to the Individual List Maintenance. To mark an individual as attending a particular event, move the name from the left to the right. Refer to the Assign Individuals to Classes section above for instructions.

While you are actively moving names from the left to the right, the dot beside the name on the right will be gray. After saving the entries, the dot will turn green signifying that the attendance was saved. A blue dot indicates that a person is a visitor.

A barcode reader, in conjunction with a Barcode Worksheet, may be used to enter attendance. Click the *Scan Barcode* button at the bottom of the right-hand panel and scan the appropriate barcodes.

## Entering Attendance for a Class

### ►Program ►Attendance ►Class Attendance

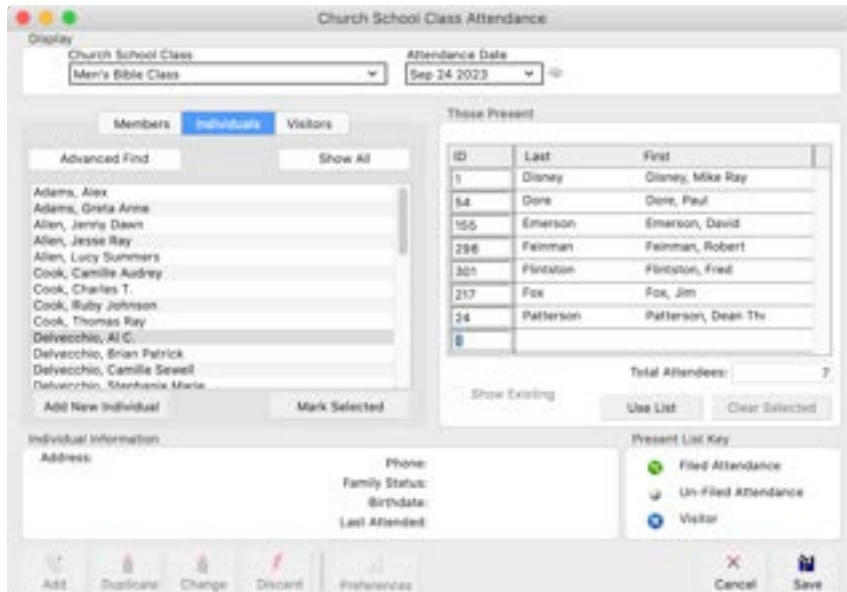


Click the Add button and select the class and date. Move names of those present to the right as previously described. When finished, click Save.

**NOTE:** If you set your System Preferences to Auto-Load class members, those enrolled in the class will display as present automatically. To mark attendance with Auto-Load selected, you will *remove people who were not present* by double-clicking the name or by selecting multiple names and clicking the Clear Selected button at the bottom of the window.

## Using a Barcode Reader to Enter Attendance

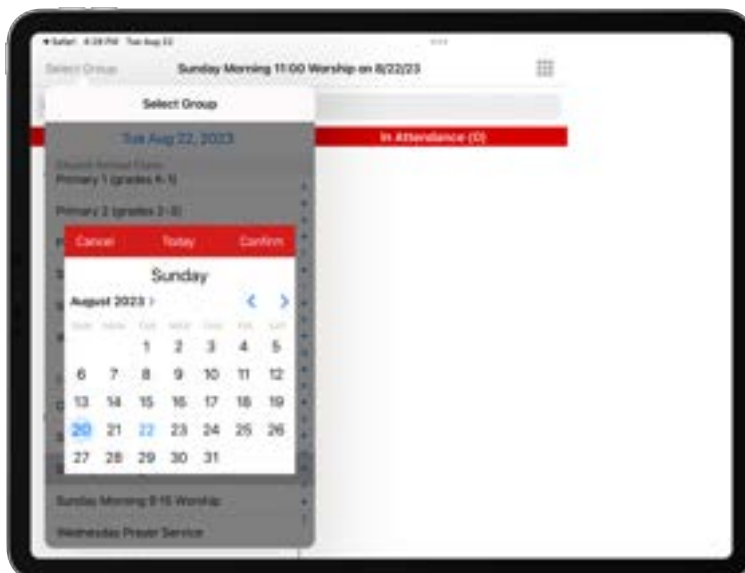
After you select an Attendance Date and Class Code, click the *Scan Barcode* button at the bottom of the right-hand panel (see below). Then use the Barcode reader to scan the appropriate barcodes. If you have class members' names auto-load, remember you are scanning the barcodes of those persons NOT present.



**NOTE:** To enter attendance using a barcode reader, you must use the Barcode Worksheet to mark attendance.

## Setting Up Attendance Taking on a Tablet or Phone

### Set Up Attendance Taking – tablet app

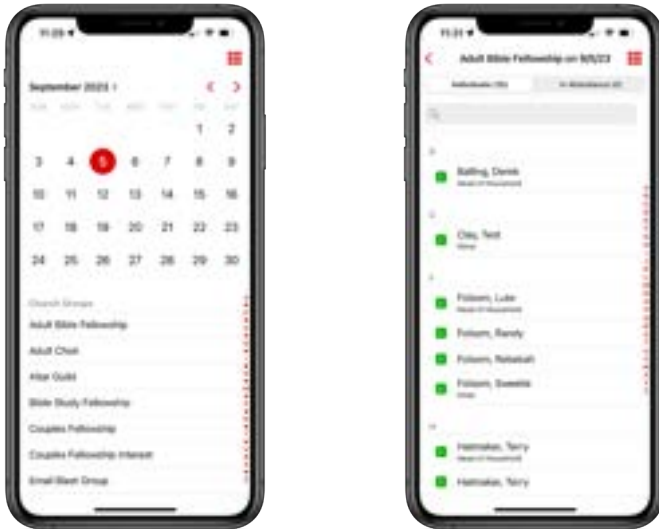


Begin by selecting the **Date** (note that it will default to today's date), then tap to select the group from the list below. This can be a group, class or event. CDM+ Mobile will display any that you specified in CDM+ can track attendance.

If you tap on a class or group, only the persons who are members of that group will appear in the list of Individuals.

If you tap an event, such as Sunday Morning Worship, the list will display all Individuals in your CDM+ Membership database.

## Set Up Attendance Taking – phone app



To accommodate the smaller screen, Attendance setup requires a second window in the phone app. Select the **Date**, then tap the **Group** button to open the **Select Group** screen and select the group.

Once you have selected a group, the app will return to the Setup screen with the group selected. Tap **Mark Attendance** to begin taking attendance.

## Using CDM+ Mobile to Enter Attendance

To take attendance, tap a name in the Individuals list to move it to the In Attendance list. If you make a mistake simply tap the name in the In Attendance list to move it back to the Individuals list.



To search for an Individual by name, tap the search bar, enter a name, and the device will display all Individuals that match that search. This is useful to mark attendance of visitors or individuals who are not listed as members of a group. Members of a group will be marked with a green 'E'; visitors will have a blue 'V' next to their names.

To search for an Individual by name, tap the search bar, enter a name, and the device will display all Individuals that match that search. This is useful to mark attendance of visitors or individuals who are not listed as members of a group. Members of a group will be marked with a green 'E'; visitors will have a blue 'V' next to their names.

Unlike in the tablet app that displays the Individuals and In Attendance lists side-by-side, you must tap buttons to switch your view of the lists when using the phone app.

**NOTE:** Marking attendance on one device does not immediately update the screen on any other device taking

attendance for the same event on the same day. However, the attendance is still saved live to the database, and reloading the attendance list on other devices will show a current list of those marked for attendance and those not in attendance.

## Barcode Attendance app

**NOTE:** This app is not available on devices that do not have a camera.

Tap the Barcode Attendance icon on the launcher page to open the Barcode Attendance app. The setup page will open and allow you to change the attendance date by tapping the **Change** button.

Select a group to start the scanner. The scanner will scan for Individual barcode. You can print name tags that include Attendance Barcodes using the Individual Name Badges report in CDM+ Membership. If CDM+ Mobile finds a valid barcode, it will mark that individual for attendance. Otherwise it will display an error.



*If your device has both front and back cameras, you can tap the **Flip** button in the bottom right corner to switch between the cameras.*

You can set the barcode attendance scanner to **Kiosk** mode on the Barcode Attendance setup page. Kiosk mode will require you to enter your PIN to exit the Barcode Attendance app, or to Flip the camera.

Barcode Attendance in CDM+ Mobile scans the same barcodes as the Barcode Attendance Worksheet.

## Update Attendance History and View

### ►Program ►Attendance ►Update Attendance History

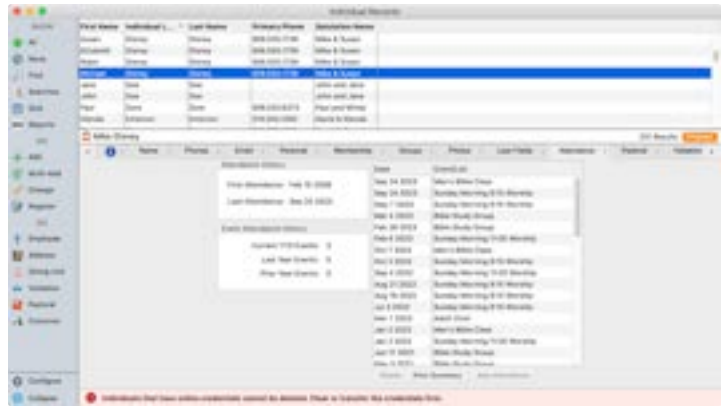
The Update Attendance History updates the attendance information displayed on the Attendance tab of the Individual Record.

Enter the Current Period and History Period date ranges. Click Update, and if you are sure you want to do this, click Yes.

**NOTE:** This only affects Event Attendance.



After running the Update Attendance History function, you can view the updated information on the Individual Record. This function can be run at any time, for example, after you discover a missing record for attendance and add it to last year's attendance records for completion sake. You must run the Update Attendance History function in order for it to display correctly on the Individual Record.



## Attendance Promotion

### ►Program ►Membership ►Individual List Maintenance

The Individual List Maintenance can be used to move individuals from one class to another. This is an excellent way to perform promotions. Click on the List tab on the left to open a pop-up window where you select the Code Type and Code for a particular class. On the right hand side, select another Code and then move the individuals from the left to the right as described above.



If classes are age-graded, start with the oldest age to be promoted. Example: Move 12<sup>th</sup> Grade to next class; then 11<sup>th</sup> grade into 12<sup>th</sup>; 10<sup>th</sup> grade into 11<sup>th</sup>; etc.



# Attendance Analysis & Reports

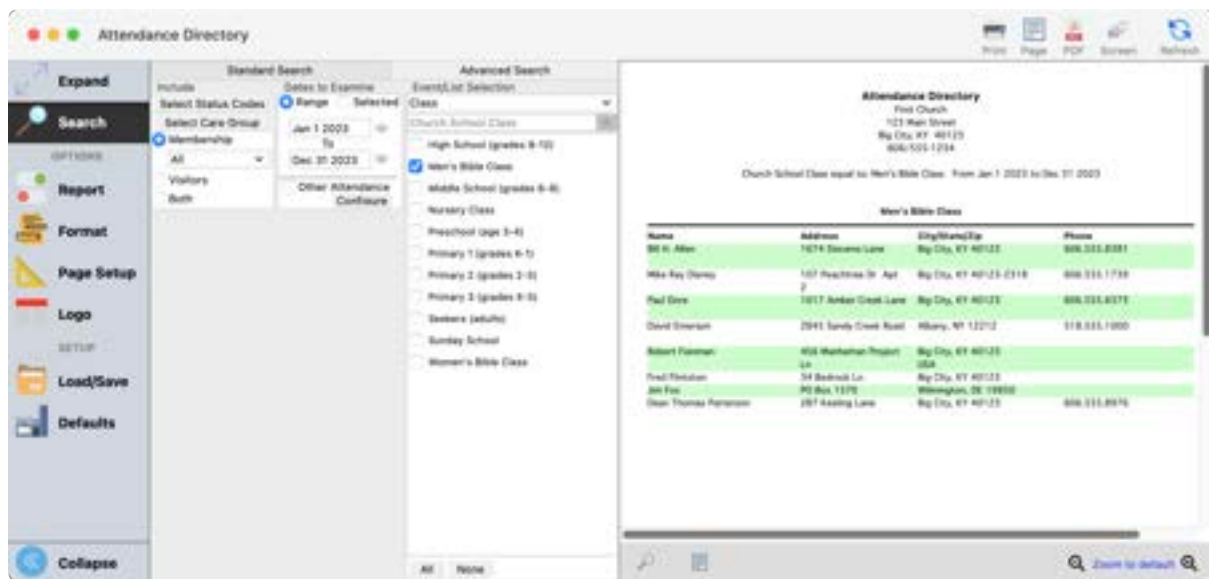
## Attendance Reports

CDM+ has a number of reports designed to track and evaluate individual attendance of members and visitors. Options include Directories, Labels, Listings, Notices, and Worksheets. Exports can be made from CDM+ to any program that can accept data in a tab-delimited or comma-separated format. All of these capabilities support the ministry efforts of your church to members and visitors alike.

## Attendance Directory

### ► Reports ► Attendance Reports ► Directories ► Attendance Directory

Use this report to give to Class leaders as a list of the members and attendees providing them with Name, Address, Phone, Other Phone Numbers, and Status information.

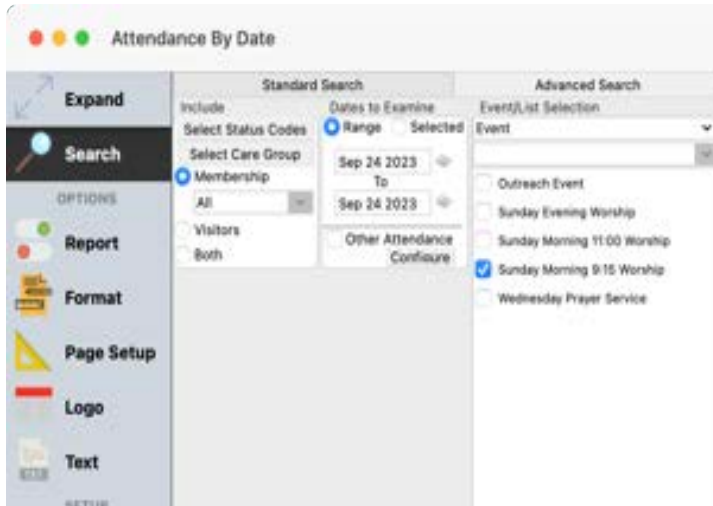


- Additional phones may be added to the report by checking the phone types on the Other Phone Types options on the Format tab, then choose the phone types to include.

- The Individual Directory report from the Membership program will also provide class member information with the ability to add selected Individual field information.

## Attendance By Date

► Reports ► Attendance Reports ► Listings and Exports ► Attendance By Date



This report allows you to select the following information to be printed:

- Membership or Visitor
- Status Code for the individuals in the class
- The Care Group
- One Class or whichever classes you want to print
- Date Ranges
- Minimum and maximum number of times attended.

The example here is for Sunday Morning Worship with a specific date range.

### Attendance By Date

First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

equal to: Sunday Morning 9:15 Worship From Sep 24 2023 to Sep 24 2023

---

#### Sunday Morning 9:15 Worship

---

##### Sep 24 2023

AJ C. Delvecchio	Stephanie Marie Delvecchio	Susan Michelle Disney	Ralph Allen Lucas
Brian Patrick Delvecchio	Mike Ray Disney	Patricia Jones	Dean Thomas Patterson
Camille Sewell Delvecchio	Robin Marie Disney	Peggy Lucas	

Total Sep 24 2023: 11

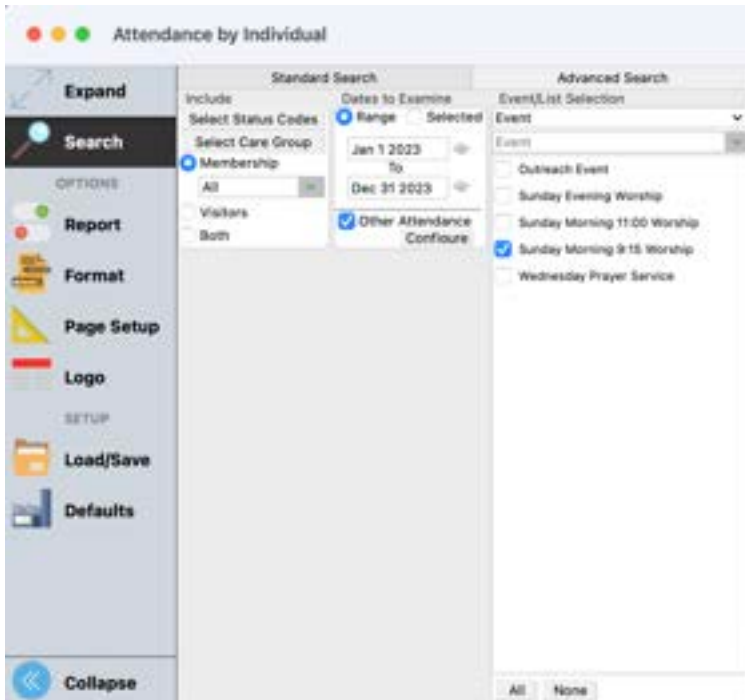
---

## Attendance By Individual

### ► Reports ► Attendance Reports ► Listings and Exports ► Attendance By Individual

This window is similar to the Attendance by Date.

In this example, the desire is to find everyone who has come to the Sunday Morning Worship Service a maximum of 5 times in July. In order to find those who attended up to 5 times in July, set the minimum Times Attended to 1 and Maximum times to 5.



## Attendance Summary

### ► Reports ► Attendance Reports ► Listings and Exports ► Attendance Summary

This report displays a summary of the attendance for a given Event, Class, or Group.



The report may be printed with or without the Address information. Selection to include the address is made under the Format tab. Printing the report with the address provides leaders with the information to contact individuals with a phone call, mailed note, or personal visit.

### Example of Attendance Summary

The screenshot shows the 'Attendance Summary' report interface. On the left is a sidebar with navigation options: Expand, Search, Report, Format, Page Setup, Logo, Load/Save, Defaults, and Collapse. The main area is divided into 'Standard Search' and 'Advanced Search' sections. The 'Standard Search' section includes filters for 'Include' (Membership, Valters, Both), 'Dates to Examine' (Sep 1 2023 to Sep 30 2023), and 'Other Attendance Conflicts'. The 'Advanced Search' section shows 'Event/List Selection' with a dropdown menu and a list of events: Outreach Event, Sunday Evening Worship, Sunday Morning 9:00 Worship, Sunday Morning 9:15 Worship (selected), and Wednesday Prayer Service. The main content area displays the report title 'Attendance Summary' for 'New Church' at '120 Main Street, Big City, NY 40123, 800-555-1234'. Below the title, it specifies the event: 'Event report for: Sunday Morning 9:15 Worship From Sep 1 2023 to Sep 30 2023'. The report table has columns for Name, Phone, and a 'Total' column with sub-columns for 'P' and 'A'. The data rows are highlighted in green and include names like 'A/C Debrahna', '1640 Island St', 'Big City, NY 40123', 'Brian Patricia Debrahna', '808-211-4576', '1640 Island St', 'Big City, NY 40123', 'Cynthia Savelle', '808-211-4576', 'Debrahna', '1640 Island St', 'Big City, NY 40123', 'Debrahna Rose', '808-211-4576', 'Debrahna', '1640 Island St', 'Big City, NY 40123', 'Wesley Ray Dancy', '808-933-1739', '127 Peachtree Dr. Apt 2', 'Big City, NY', '80123-2116', 'Action Marie Dancy', '808-933-1739', '127 Peachtree Dr. Apt 2', 'Big City, NY', and '80123-2116'. A 'Zoom to default' button is visible at the bottom right.

## Missing Analysis

One powerful feature of the Attendance program is the ability to ascertain those members and visitors that have not been coming regularly. Use the Missing Analysis Report to accomplish this task.

### ► Reports ► Attendance Reports ► Listings and Exports ► Missing Analysis

The Attended Options section provides the means to limit the report to All Individuals, or those who have Attended At Least Once since a selected date and Missed At Least a range of times.

The last option can also be limited to finding persons that missed any dates in the range or those who missed consecutive dates.

Such options provide for extensive searching and result in discovering individuals who are most in need of encouragement and ministry.



If you select All Individuals the report will give you anyone in your database who has not attended (even those who never attended).

## Example of Missing Analysis

Name	Address	Phone	Last Attended	Dates Missed in Period	Follow Up
Jerry Dean Allen	1674 Stevens Lane Big City, KY 40123	606.555.8381	No/N		1
Jason Ray Allen	1674 Stevens Lane Big City, KY 40123	606.555.8381	No/N		1
Larry Summers Allen	1674 Stevens Lane Big City, KY 40123	606.555.8381	No/N		1
Candice Audrey Cook	2718 Walnut Dr Big City, KY 40123 USA	606.555.8349	No/N		1
Charles T. Cook	2718 Walnut Dr Big City, KY 40123 USA	606.555.8369	No/N		1
Ruby Johnson Cook	2718 Walnut Dr Big City, KY 40123 USA	606.555.8369	No/N		1
Thomas Ray Cook	2718 Walnut Dr Big City, KY 40123 USA	606.555.8369	No/N		1
W C. Dehewich	1680 Island Dr Big City, KY 40123	606.555.4576	No/N		1
Wyn Patrick	1680 Island Dr	606.555.4576	No/N		1

## Notices

### ►Reports ► Attendance Reports ► Notices

Notices provide the CDM+ user the option to create custom communications using Letters, Cards, or Emails. Multiple Notices can be created and saved for repeat use. You can create Notice Categories to organize saved notices for easy repeated access.

Notices includes mail merge capabilities and embedded database fields to send personalized communication. A high degree of formatting is supported and graphics can be inserted into all Notices.

Regardless of whether it is a Letter, Card, or Email, an existing Notice is selected or a new one added in the same way. Begin by clicking the small Select/Add button in the lower half of any Notice report setup window.

A new window will open in which you'll see any existing notices.



Here you have the option to choose to use an existing notice or, using the buttons at the top of the window, Add a new notice, or Duplicate, Rename, or Delete an existing notice. Duplicate is a good choice if you want to send a variation of an existing notice, but want to also keep the original. Instead of editing the existing notice, duplicate it and change the copy.

Once you have selected or added a Notice, it will load in the report setup window. Click the Change button to type the content.

Formatting Notices is covered in the Notices class. In this class, we are just going to highlight some of the available Attendance Notices.

## Letter Notices

► Reports ► Attendance Reports ► Notices ► Attendance or Missing Letters



CDM+ Attendance provides reports for both Attendance and Missing letters.

### Sample Attendance Letter Notice

Angela Adams  
340 West  
Dry Creek, TN 40120

Dear Angela,

Thank you for making your first Church Mission Event this Saturday beginning at 8 AM. We will meet at the church and then go out as teams to serve the people of our community. We will meet back up at 1 PM for a time of fellowship and sharing.

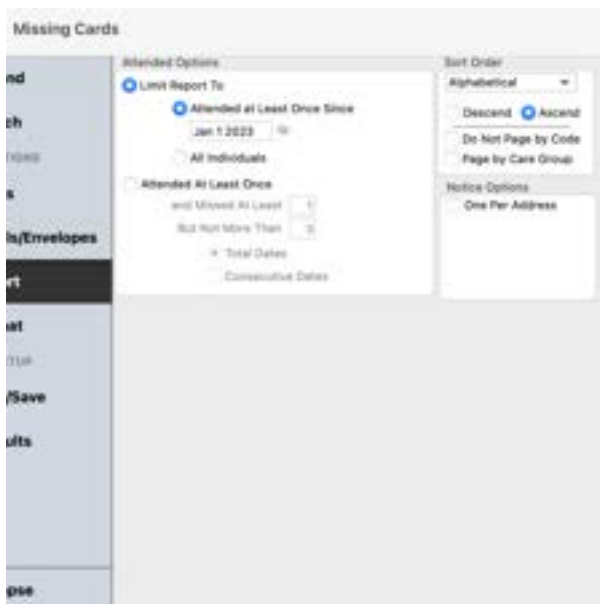
We look forward to seeing you there!

Sincerely,

Pastor Mark

## Card Notices

► Reports ► Attendance Reports ► Notices ► Missing Card



Card notices support the creation of both Attendance and Missing cards.

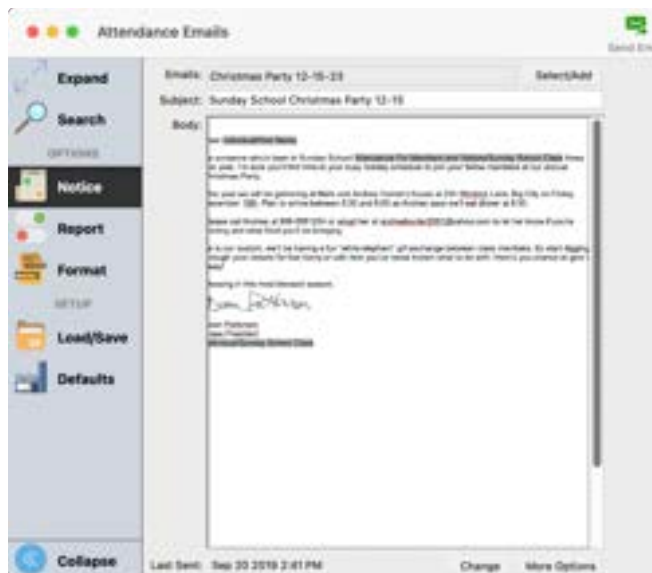
Click on the Cards tab to see an extensive list of Avery™ card and label formats from which you can choose.

Card formats can be added, edited, or marked as favorites using the small buttons below the list.

## Email Notices

CDM+ has the ability to email directly from the program.

► **Reports** ► **Attendance Reports** ► **Notices** ► **Attendance** or **Missing Emails**



Email Notices produce custom emails for one-time or repetitive use.

When the More Options button is selected on the Notice tab, a new window (see below) will open with the class attendees with email addresses in CDM+ listed on the right. In addition to those in CDM+, you can add email addresses not present in your database by clicking the Add button at the bottom of the email address list.



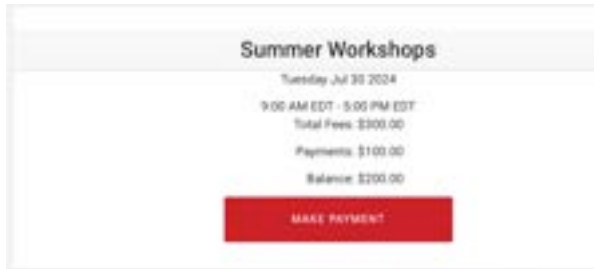
If the email is not personalized with embedded database fields, you also have the choice of sending the email as a BCC Group or Individually. If you send an email Individually, recipients will see their name in the To: field of the email rather than your email address or the church's email address. If you decide to use the Send as BCC Group option, be aware that some Internet Service Providers limit the number of recipients per email to protect against email spam.



## Attendance Export

Create custom exports that include selected Attendance fields in either of two Text export formats.

### ► Reports ► Attendance Reports ► Listings and Exports ► Attendance Membership Custom Listing and Exports

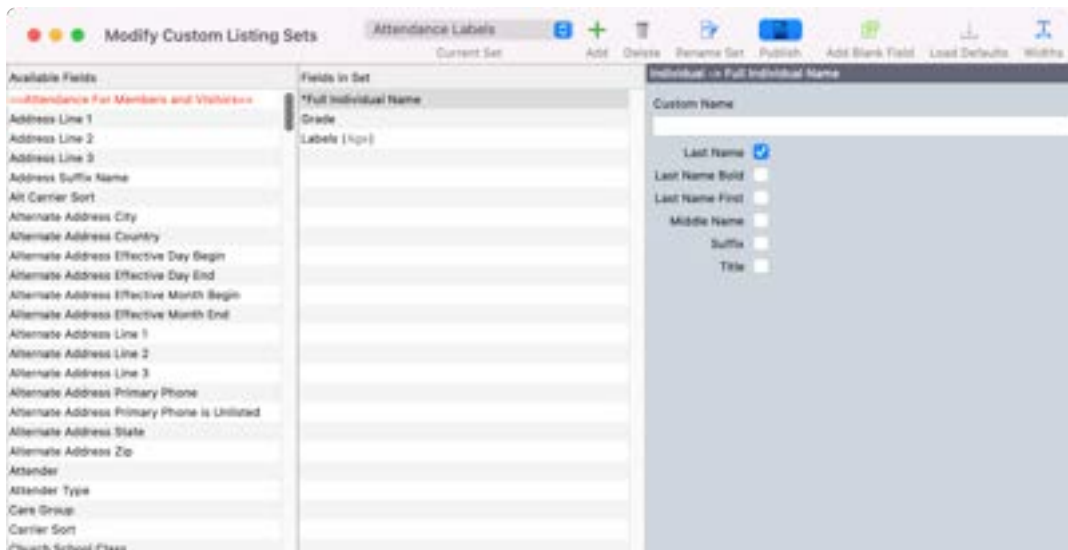


Add or Modify an export.

Select the Export format.

Sort options for exports are found under the Report tab.

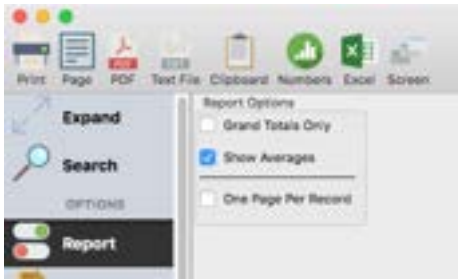
From the Available Fields (left panel) select the Fields in Set (right panel). A Blank field may be added. Check the "Publish set to other CDM+ users" to share this set with other users. Click Export to begin the export process; when prompted, enter a name and location to save the export.



Export files can be opened and manipulated in programs such as Excel® and Word®.

## Event Statistics

### ► Reports ► Statistics Reports ► Event Statistics Report



In the example at left, this setup will report the average attendance and giving of all the 11:00 a.m. Morning Worship Services that have been entered in CDM+. The report shows each event's specific information and then totals and averages the data at the end of the report.

To see only the Grand Totals and the averages, select the Grand Totals checkbox, along with the Show Averages checkbox, for the following report:

**Statistics Report**  
 First Church  
 123 Main Street  
 Big City, KY 40123  
 606/555-1234

Sep 1 2023 to Sep 30 2023; Events equal to: Sunday Morning 11:00 Worship

**Sunday Morning 11:00 Worship**

Date	Attendance	Loose Offe...	Tithes	Missions	Building	Capital	OGHS	Memorial	Other	Total
Sep 3 2023	71.00									
Sep 10 2023	101.00									
Sep 17 2023	82.00									
Sep 24 2023	99.00									
	353.00									
Averages:	88.25									

**Statistics Report**  
 First Church  
 123 Main Street  
 Big City, KY 40123  
 606/555-1234

Sep 1 2023 to Sep 30 2023; Events equal to: Sunday Morning 11:00 Worship

**Grand Totals**

Attendance	Loose Offe...	Tithes	Missions	Building	Capital	OGHS	Memorial	Other	Total
353.00									
Averages:	88.25								

# Contact Management

Churches and non-profit organizations are in the “people business.” Maintaining contact and updated information remains a high priority for your organization. This class will focus on the use of CDM+ Visitation Records emphasizing the use of reminders with the push notification feature, Pastoral Records, Individual Connections Tab, and other features as means to stay connected.

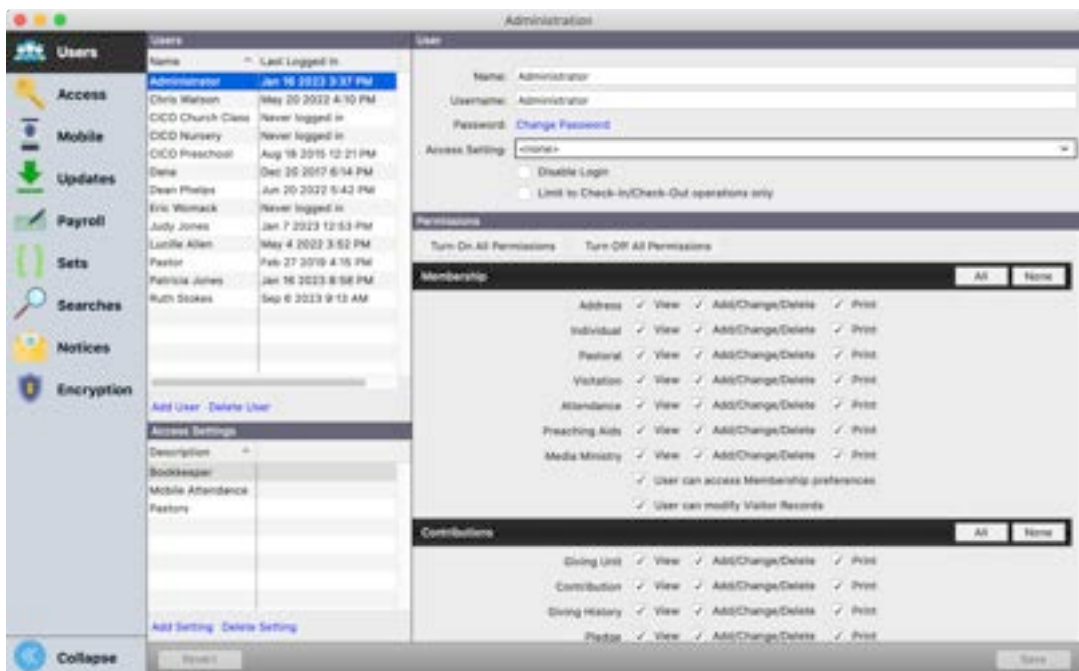
The Visitation and Pastoral records provide an effective means of tracking ministry with individuals and families in the Membership program. Ministry actions already completed may be entered or set reminders for future ministry actions, or both. By enabling push notifications on a phone or tablet, reminders can now pop up giving you real-time information.

For example, Mr. Stevens dies and entries can be made in Visitation records to track ministry to the family during this time of bereavement. Follow-up actions may be scheduled in Reminders to insure contact on an on-going basis as Mrs. Stevens adjusts to life without her husband of 55 years. One reminder may include an invitation to her to join the “Life without Spouses” class scheduled in 5 weeks. A second reminder could be scheduled to push to the Lead Pastor’s phone one year later to call Mrs. Stevens and let her know the church hasn’t forgotten.

Due to the personal nature of such information access to Pastoral and Visitation records can be limited by both a default setting or on a per entry basis. This insures people who need to view and work with this information have access while maintaining the access restrictions of other users. There are three types of access control: User Permissions, User Preferences, and the Pastoral and Visitation record Access tab.

## ►File ►Administration ►Users tab

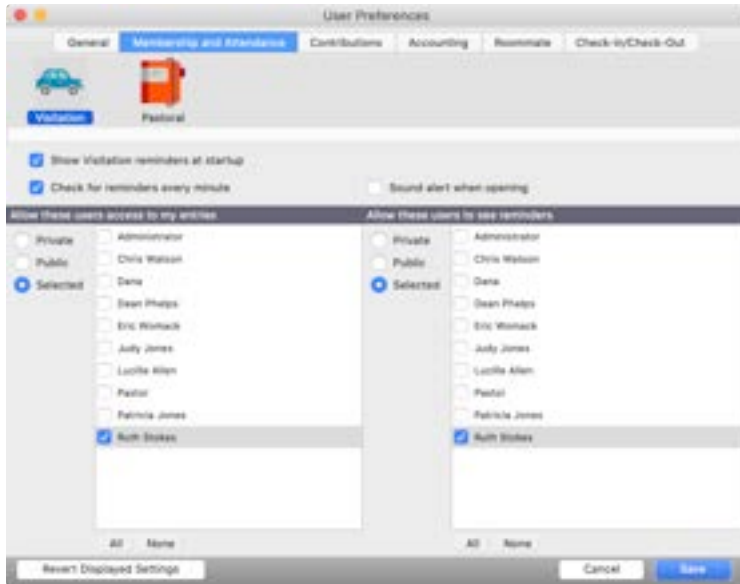
Use the Administration window to set access to all Visitation and Pastoral Records.



► CDM+(macOS)/File (Windows) ► Preferences ► CDM+ User ► Membership and Attendance tab ► Visitation icon

Use User Preferences to set the default access to Visitation and Pastoral Records created by this user. Access settings can be changed for any particular Visitation or Pastoral Record.


This screen displays the list of users defined in Administration. Click on the names you wish to set as default to see Visitation Records and/or Visitation Reminders. The option to select users as default to see Pastoral Records are accessed by clicking the Pastoral icon. All users that are selected to see reminders, that have a device with push notifications enabled, will have the reminder pop up on their device.



## Visitation Records

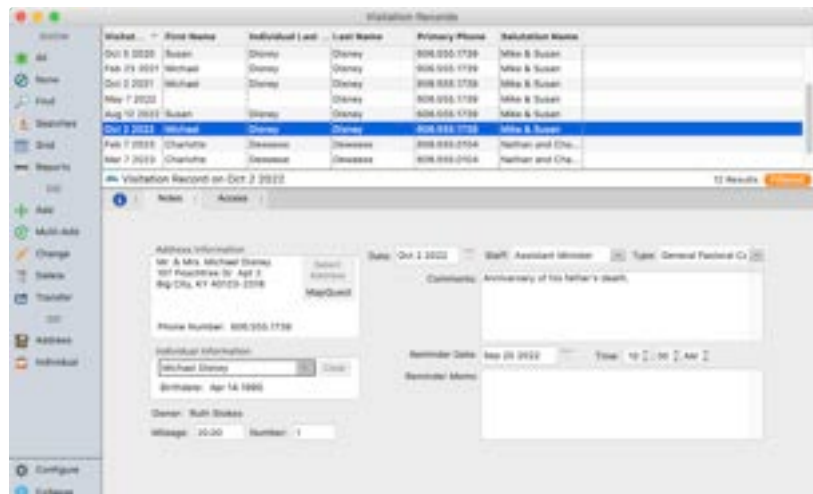
► Program ► Membership ► Visitation Records

Provides for the tracking of visits and contacts to people in the Membership program. Visitation Reminders can be created to prompt you of follow-up actions (visits, calls, or other contact) at a scheduled date and time. Staff Codes and Visit Types are defined by the Mater Coding System; reports can be printed by these codes and a Summary report printed that includes mileage and number totals.

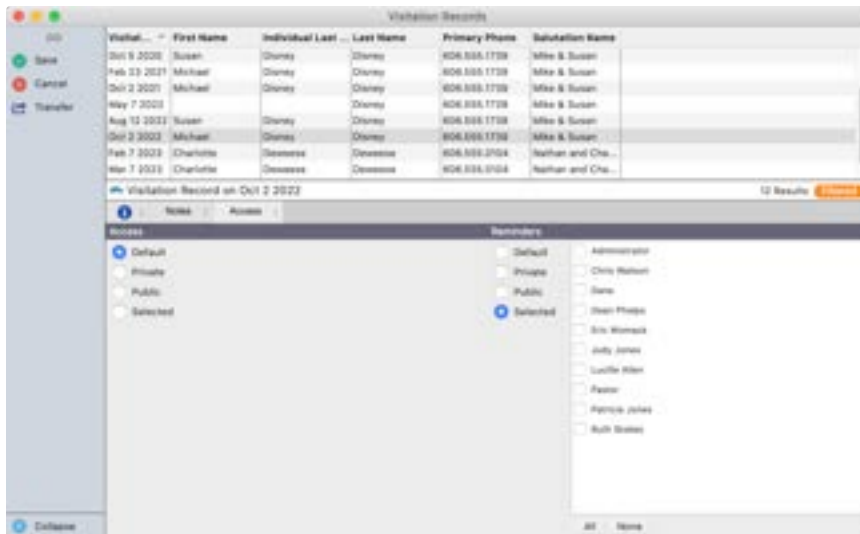
 Visitation Records may also be used to track Volunteer hours worked.

If a visit is made to only one member of the family, click the down arrow beside the Individual Information field and make your selection.

**NOTE:** You can rename "Mileage" and "Number" under **CDM+ System Preferences ► Membership and Attendance tab ► Fields icon ► Visitation Fields** radio button.



Click on the Access tab to change the access options for a specific entry; the default settings will appear. Selecting Private will allow this record to only be viewed by the user who entered it. Public will make it available to all users. Click on Selected to give limited access to persons other than your default choices.

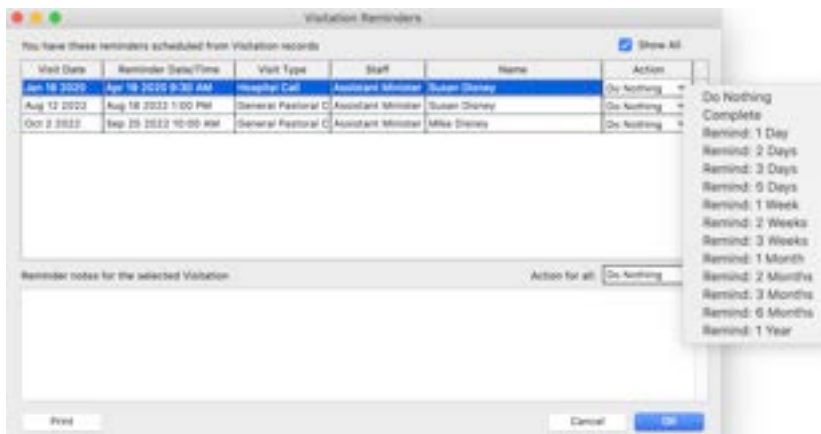


**NOTE:** Visitation of prospective members to your church may be tracked through Visitor Records in the Attendance program.

## Visitation Reminders

### ►Program ►Membership ►Visitation Reminders

Visitation Reminders may be accessed from the menu or set to display when you log into CDM+. Click the down arrow to select an Action.

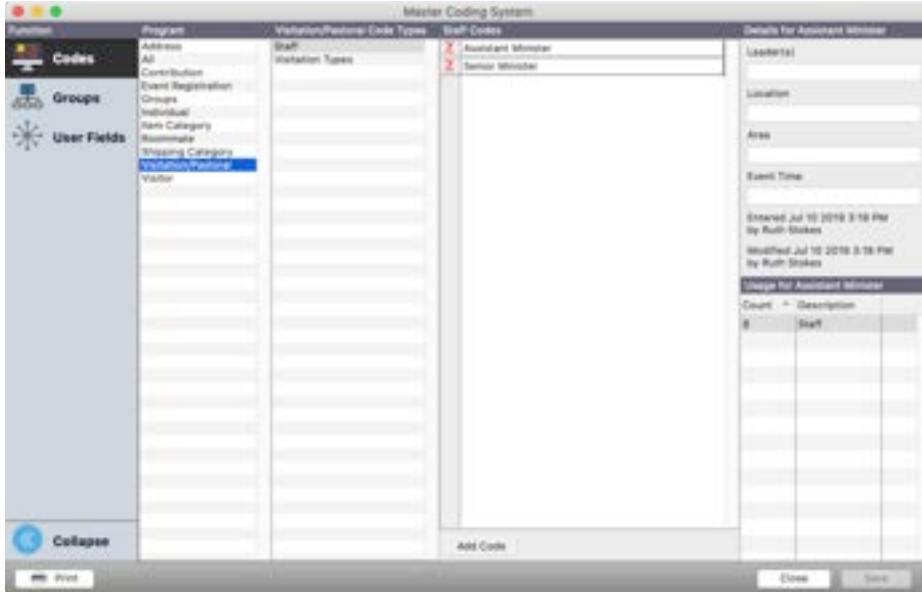


Click the Visitation icon under the Membership and Attendance tab of User Preferences to choose when Reminders will display.

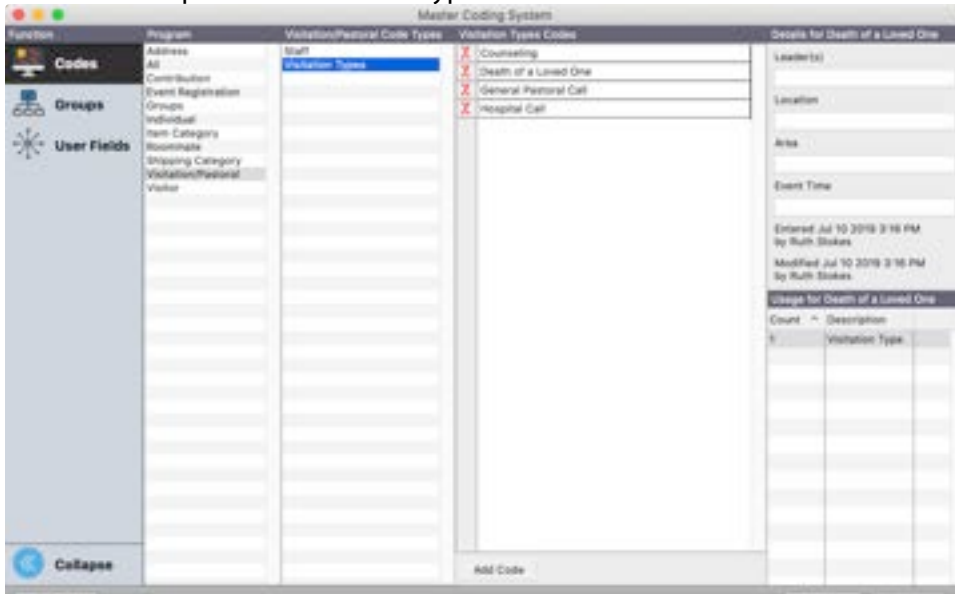
Visitation Records and Reminders may be used to track a variety of ministry applications. Some examples include: Death of Member, Grief Follow-up, New Members Assimilation, and Volunteer Tracking. The key to this multiple usage is setup in the Master Coding System:

►File ►Master Coding System ►Codes tab ►Visitation/Pastoral

The Staff and Visitation Type fields allow for specific code setup. Below is a sample of Staff codes.



Below is a sample of the Visitation type codes.



## Visitation Reports

A number of visitation reports are available and allow for effective administration of the ministry of your organization. Get Detail reports by Staff, Family, or Individual. Summary reports by Visitation Type and Staff are easily created. Standard and Advanced Searches provide complete flexibility.

### ► Reports ► Membership Reports ► Visitation Details ► Detail by Staff

**Detail Record of Visitation Calls by Staff**  
 First Church  
 123 Main Street  
 Big City, KY 40123  
 606/555-1234

All Staff  
 From Oct 1 2022 To Oct 31 2022

---

**Assistant Minister**

<b>Date</b>	Oct 2 2022	<b>Mileage</b>	20.00	<b>Number</b>	1
<b>Type</b>	General Pastoral Call				
<b>Name</b>	Michael Ray Doney 107 Peachtree Dr Apt 2 Big City, KY 40123-2318	<b>Phone</b>	606.555.1739		
<b>Comments</b>	Anniversary of his father's death.		<b>Reminder Date</b>	Sep 25 2022 Memo	

---

**Summary for Assistant Minister**

<b>Number of Calls Made</b>	1
-----------------------------	---

Details by Staff report pages by staff member and totals Miles Driven and Number of persons contacted.

### ► Reports ► Membership Reports ► Summaries ► Visitation Summary

**Summary of Visitation Records by Individual**  
 First Church  
 123 Main Street  
 Big City, KY 40123  
 606/555-1234

All Staff  
 From Oct 1 2022 To Oct 31 2022

Name	Type of Visit	Number of Calls
Mike Ray Doney	General Pastoral Call	1
	<b>Mike Ray Doney Total</b>	<b>1</b>
<b>Total</b>		<b>1</b>

Summary by Individual or Family contacts; pages by Staff Code if desired. Select the Staff codes to include and the Visitation Types.

## CDM+ Mobile Visitation

Open **Individuals**, find an individual and tap the **Visitation** tab to bring up visitation information for that individual. Note that it may be under the **More** tab.

Any visitation records you have permission to view will display by date, with a blue **Add New Visitation Record** button at the top.

If there are no Visitation Records (or any to which you have access) for this individual, the screen will read “No Visitation records found” and a blue **Create New Visitation Record** button.

### To Add a Record

Tap either the blue **Add New Visitation Record** or **Create New Visitation Record** button.

On iOS, a popover will appear. On Android, the area will change.

On this screen you can alter all, some or none of the options present. To save the visitation record, tap the **Save** button.

The visitation date is always preset to today’s date, if you want to change this, tap inside the field for iOS and with the date picker that shows up, choose the preferred date, then tap **Save Date**. On Android, tap the **Edit Date** button and a pop-up will appear with a calendar. Select the date you desire and tap **Done**.

To change the **Number** or **Mileage** of the Visit, tap into their respective input fields.



To change the staff person associated with this record, tap the **Staff Member** button and a list of staff positions will appear. You may select one or none.

To change the type associated with this record, tap the type button and a list of types of visitation will appear. Again, you may select one or none.

To add a comment to the visitation record, select **Comment**. Here you may enter a message about the visitation. When you are finished entering the message, tap **Save**.

Select **Add a Reminder** to enter a reminder message, change the date of the reminder, and set the time of the reminder. Reminders will push to all devices of the individuals who have been given access, this will only occur if push notifications are allowed on the device and settings have been set in Administration.



Just like the Visitation Date, the Reminder Date is always preset to today’s date and it can be changed in the same manner.



The Reminder Time is always preset to 9:30 am. If you want to change this time, tap inside the field for iOS and with the time picker that shows up, choose the preferred time and tap **Save Time**. On Android, tap the **Set Time** button and a pop-up will appear with a calendar. Select the time you desire and tap **Done**.

To change the access level for either viewing or reminders, tap the **Change Access Level** button. Here you may select from Default, Private, Public, or Selected for both Access or Reminder. Access and reminder are always enabled for the creator of the record, for other users, a green check mark will appear next to their names if they are selected.



Default reflects the defaults set for the user here:  
**► CDM+(macOS)/File(Windows) ► Preferences**  
**► CDM+ User ► Membership and Attendance**  
**► Visitation**

If a user is selected by Default, they will have a green check mark next to his/her name.

Private is restricted to the user who creates the record. In this case, no other users will be selected.

Public is set for everyone, including the creator of the record. In this case, everyone has green check marks.

Selected allows you to select who gets access. Simply tap on each user to whom you want to give viewing access and a green check mark will appear.

Setting Reminder access is the same process. **NOTE: Access and Reminder** are separate, so you must set both.

When all your fields are set, tap **Save** to save the record.

## To View a Record

When you have access to existing visitation records for an individual, tapping the **Visitation** tab will display a list of those records. The list will contain the date of the visitation, the staff member that made the visitation record (if set), the type of visitation (if set), and a clock icon if the visitation record has a reminder that is set for today or later.

Tap on a record and it will appear in the detail view with all the information associated with that record. **NOTE:** Records are viewable only to those that have access to the record, or have created it.



Each Mobile Provision can be linked to a user in CDM+, and thereby inherits the access that user has to visitation records set in CDM+. This user assignment is set on the Mobile Provisioning window under Administration.

## To Edit a Record

Only the creator of the record can edit or delete a record.

Tap on the record you want to edit, and on the details page, select **Edit**.

After adjusting the field(s) that you want changed, tap **Save**. The record will now be updated both in the CDM+ Mobile app and the CDM+ Visitation Records window on the Membership menu.

## To Delete a Record

There are two ways to delete a record.

1. On the Visitation Record list for iOS slide the record to the left, and a Delete button will appear. Tap it and a pop up will appear asking you to confirm the action. Once confirmed, the record will be deleted. On Android, press and hold down on the record for one second, and a pop-up will appear asking you to confirm deleting the record. Once confirmed, the record will be deleted.

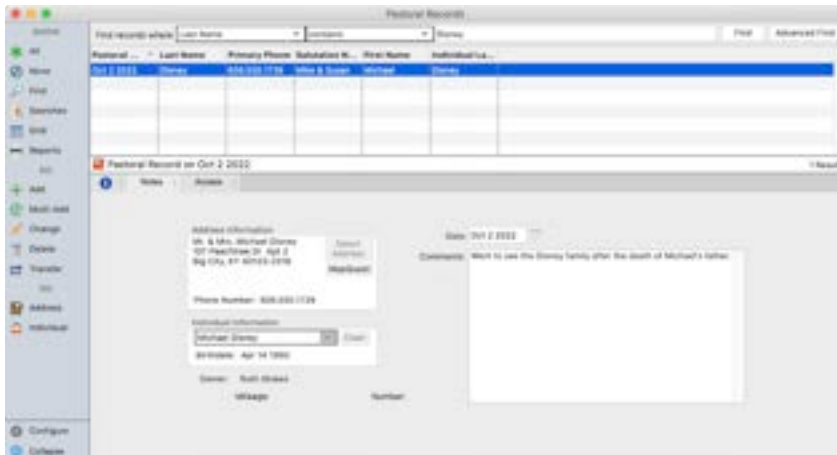
2. When viewing the detail of a record, you will see a Delete Record button at the bottom of the page. If you tap it, a pop up will appear asking you to confirm the action; once confirmed, the record will be deleted.



## Pastoral Records

Pastoral records provide tracking of ministry actions by ministerial/pastoral staff separate from Visitation records to enhance privacy. Staff members may opt to share entries made with other staff members or keep them completely private on an entry by entry basis.

► **Program** ► **Membership** ► **Pastoral Records**



Click the Access tab to set user access for this specific Pastoral entry.

## CDM+ Mobile Pastoral.

Open **Individuals**, find an individual and tap the **Pastoral** tab. Note that it may be under the **More** tab.

Viewing, adding, editing, and deleting Pastoral Records via the CDM+ Mobile app works in the same way as described above for Visitation Records.

Records are viewable only to those that have access to the record or have created it. Each Mobile Provision can be linked to a user in CDM+, and thereby inherits the access that user has to pastoral records. Default access to Pastoral Records is set for the user in **CDM+ User Preferences ► Membership and Attendance ► Pastoral** icon. The user assignment is set on the Mobile Provisioning window under Administration in CDM+. Only the creator of the record can edit or delete a record.



## Pastoral Reports

### ► Reports ► Membership Reports ► Listings and Exports ► Pastoral Records Listing

Search on key words to locate records using the “Comment” field and the “Contains” modifier in addition to standard searches on date fields, name fields, etc.



## Connections

Throughout the program, there is a tab called "Connections". Under the Connections Tab, the last tab inside the Individual Record, other records in CDM+ can be linked to track relationships.



**NOTE:** Church Records and Contacts will only appear if you have the CDM+ Regional Program.

## Individual Record Connections

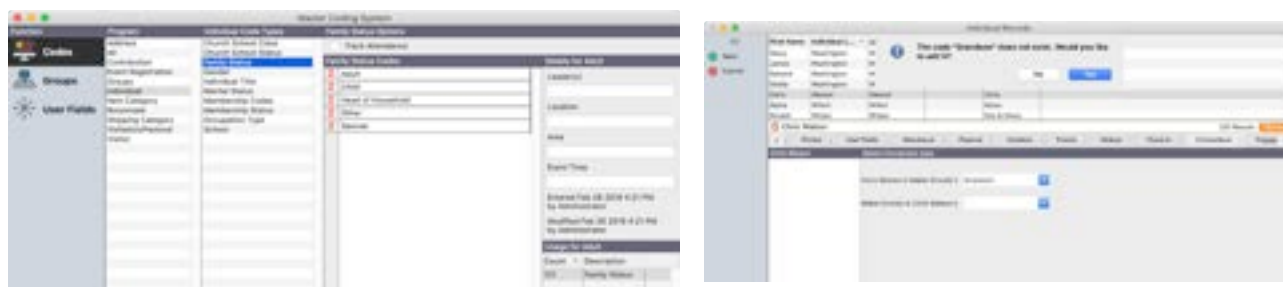
Relationships among individual records can easily be tracked and linked giving the user the ability to click and expand records to reveal the "web" of connections.

A few examples of individual Connections (Codes) could be:

Mother	Sister	Stepmother
Father	Brother	Stepfather
Grandmother	Aunt	Stepbrother
Grandfather	Uncle	Stepsister

### ►File ►Master Coding System ►Codes tab ►Individual

Inside Master Coding a list of connection types can be created and used across all connection records. Codes can also be created and added to Master Coding as connections are being created.

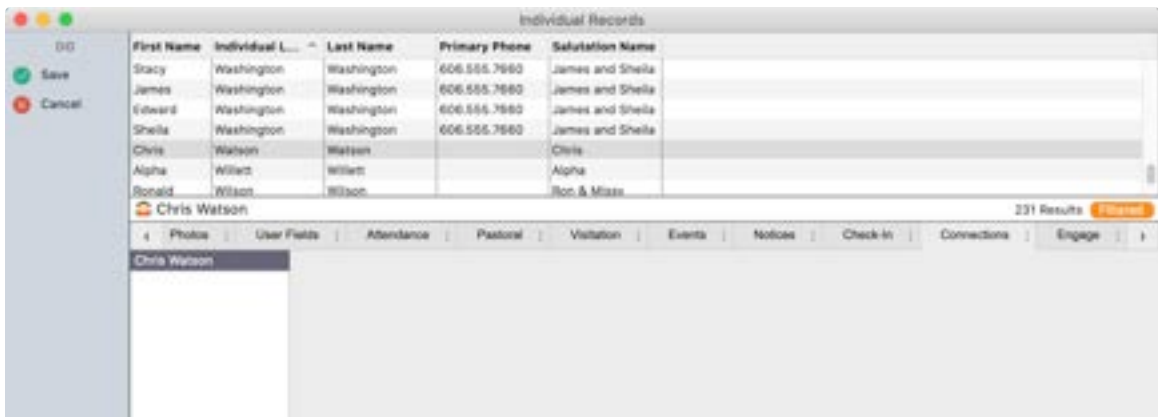


## Entering a Family Connection

### ►Program ►Membership ►Individual Records ►Connections Tab

After locating the individual for whom you would like to create a connection:

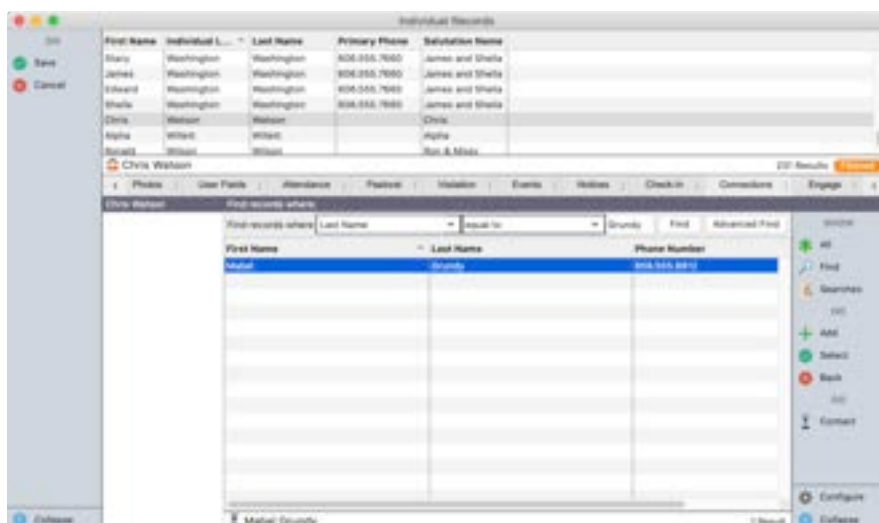
1. Change Record (located on left hand side)
2. New (located under the individuals name)



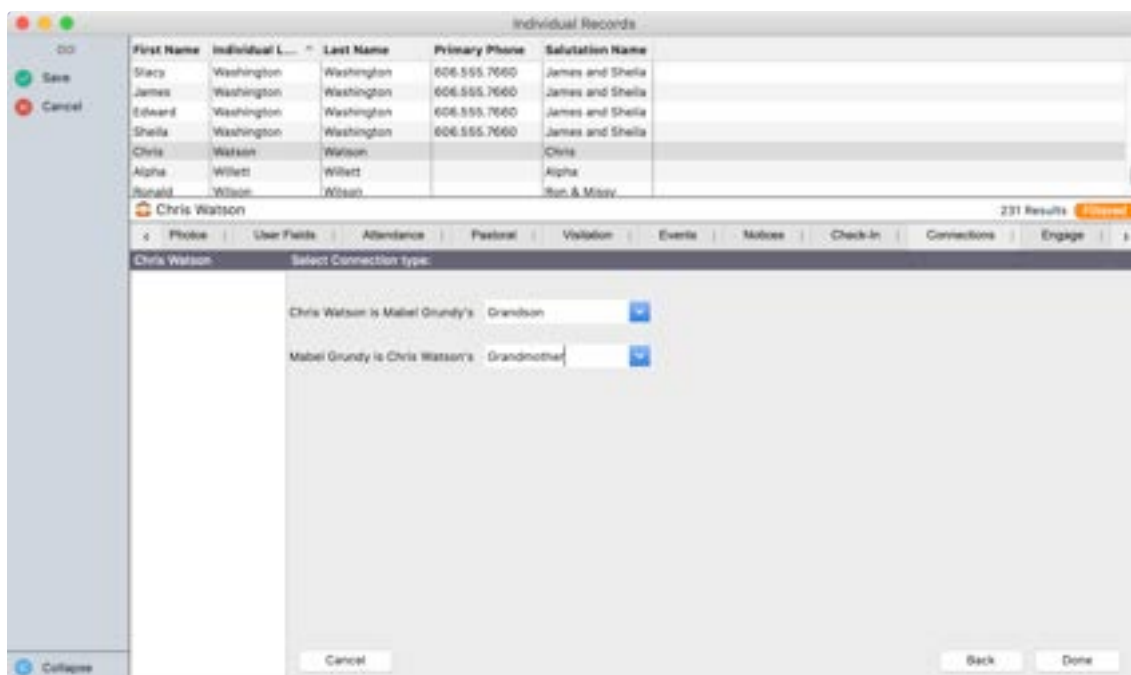
3. Select the type of connection to add, in this instance, "Individual Records"



4. Locate the individual to connect.



5. After selecting an individual, click Next in the lower right hand corner.
6. Enter or use the dropdown arrow to choose the connection code to use.

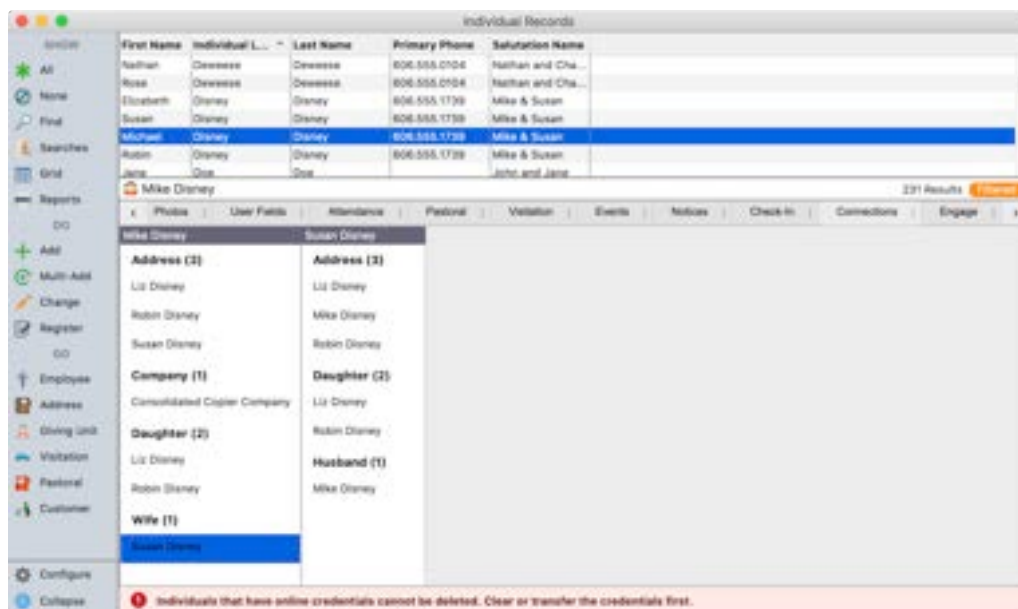
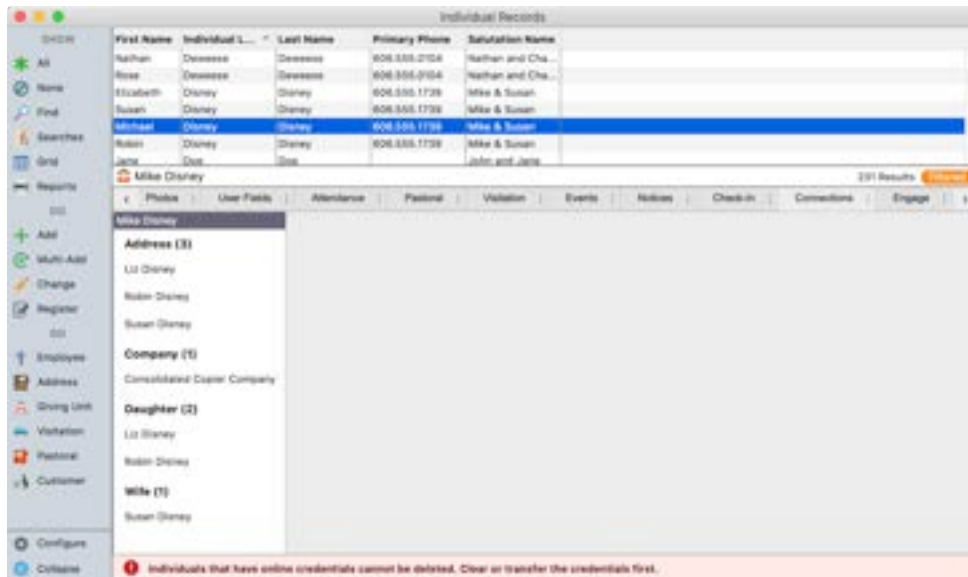


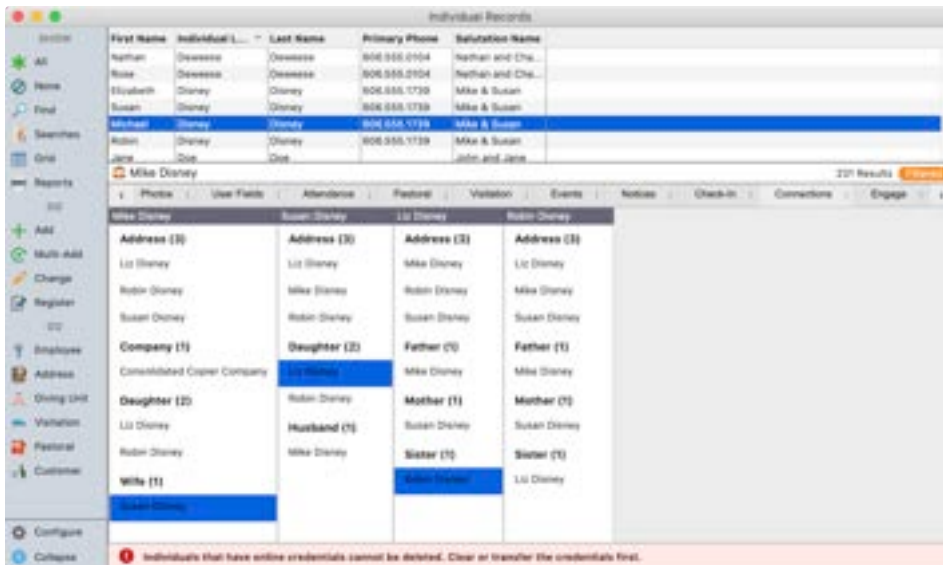
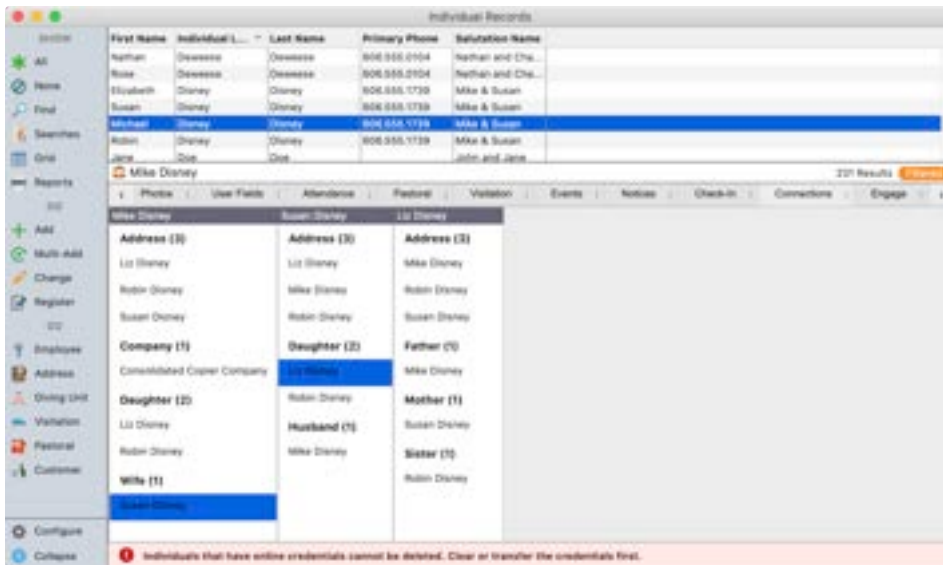
7. Click Done in bottom right-hand corner.
8. When finished adding all connections, click Save on the left sidebar.

## Viewing Connections

To expand the family connections, simply click the individual you would like to view and a second window

will open to the right showing their connections. As the viewer continues to click, windows open to follow the web of connections.





Following the same directions, Connection Types can be added for the following records:

- |                          |                         |                 |
|--------------------------|-------------------------|-----------------|
| Address                  | Event                   | Resource        |
| Check-In/Check-Out Event | Giving Unit             | Room            |
| Church                   | Individual              | Vendor          |
| Contact                  | Memorial Gift Designees | Visitor Address |
| Customer                 | Payer                   |                 |
| Employee                 |                         |                 |



# Visitor Tracking

## Ministry Application

A church that is not attracting and bringing in new members is a dying church. Whether the church is actively evangelistic or not, there will always be visitors and new people who encounter the church. An active evangelistic church that tracks those who visit will see dynamic growth in its ministry.

## Visitor Records

The Visitor Records within the CDM+ Attendance program allow for tracking of visitors while keeping the information separate from the main CDM+ Membership database. Visitor Records has special tools, such as follow-up tracking to track the response of visitors to an evangelism program of the church. As persons become interested in the church, it is easy to transfer this information over to the Membership records. The Visitor Letter features of CDM+ are used exclusively with the Visitor Records in the Attendance program.

Date of Last Atten...	Last Name	Salutation	Visitor Status
Aug 18 2022	Johnson	Johnson Family	
Aug 21 2022	Lindendorf	Dwight and Angela	
Aug 21 2022	Gernard	Bob and Phyllis	
Sep 4 2022	Thompson	Shari & Jay	First Visit

Order	First Name	Last Name	Family Status
1	George	Johnson	Head of Household
2	Ann	Johnson	
3	Janet	Johnson	

### ► Program ► Attendance ► Visitor Address Records

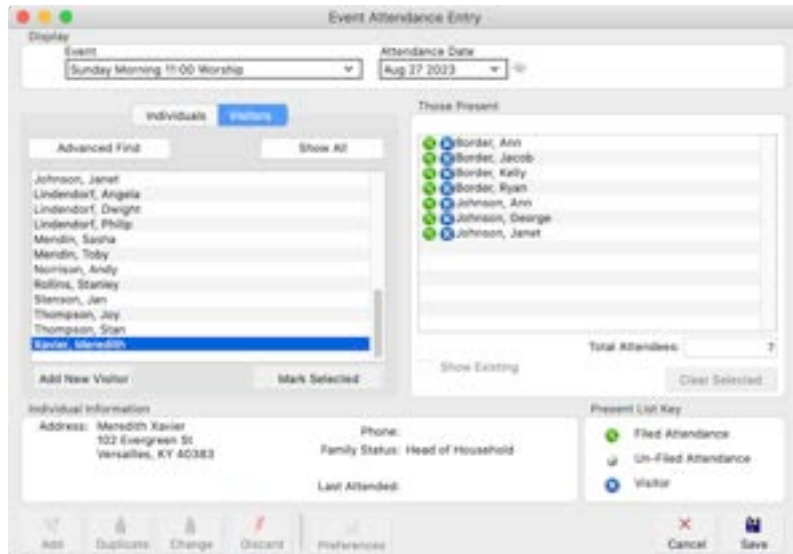
Note the additional information that can be maintained using Visitor Records, including:

- User-Defined Groups
- Follow-Up Ministry/Outreach Actions
- Additional Phones/E-mails
- Individual Attendance
- Comments

## Attendance Tracking of Visitors

►Program ► Attendance ► Event or Class or List Attendance

All attendance entry windows include a place to track the attendance of visitors to events, classes, and groups. A separate tab shows existing visitors on file and allows easy entry of new visitors.

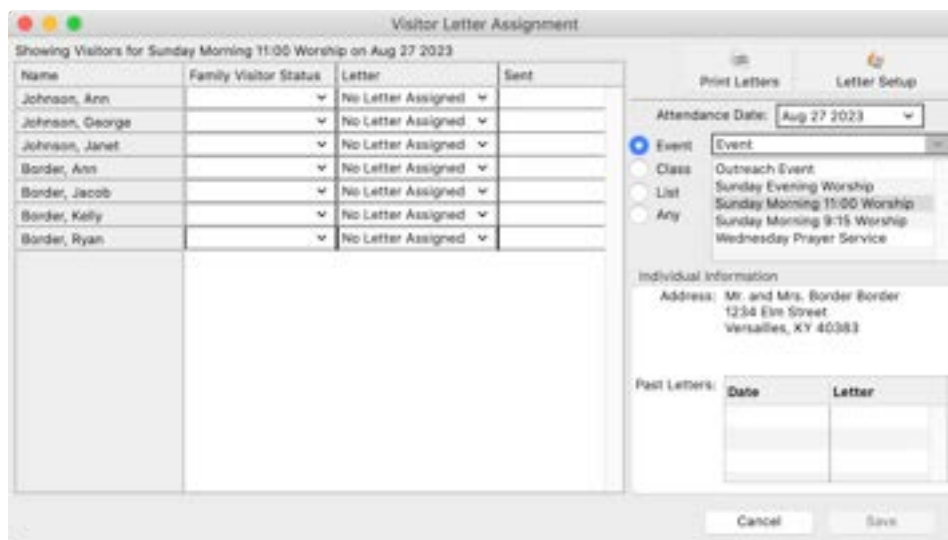


Visitor tracking is done of the individuals on the Visitor Records. When visitors are transferred to Membership, the history of their attendance as visitors will be included. In addition, to print visitor letters from Attendance, information must be entered on Visitor Records.

If the visitor is not already listed on the Visitors tab, simply click the Add New Visitor button at the bottom of the list. The Visitor Records window will open so you can enter the information. After clicking **Save** on the Visitor Records window, the name(s) will appear on the Visitors tab of the attendance entry window.

## Visitor Letters

►Program ► Attendance ► Visitor Letter Assignment



Here you assign letters to be prepared for printing by Event, Class, or Service.

## Create Visitor Letters



- Go to the Notice tab.
- Select the **Letter Setup** button at the top-right corner of the window (see image, opposite page).
- Visitor Letter Setup window will open.
- Click the **Select/Add** button. To change an existing letter, click once to highlight it, then click **Choose** to load it and make your changes.
- To add a new visitor letter, click the **Add** button to create a letter or click the **Duplicate** button to modify a copy of an existing letter.
- Click **Close** button to return to the Visitor Letter Assignment window (shown at left, top).

**NOTE:** Attend the Enhanced Notices class or refer to that section of this manual for more information on creating letters.

A list of Visitors that attended will display.

For each visitor:

- Select the **Family Visitor Status**
- Choose the letter that you want to send to the Visitor under the **Letter** column
- When all letters are assigned, click **Save**

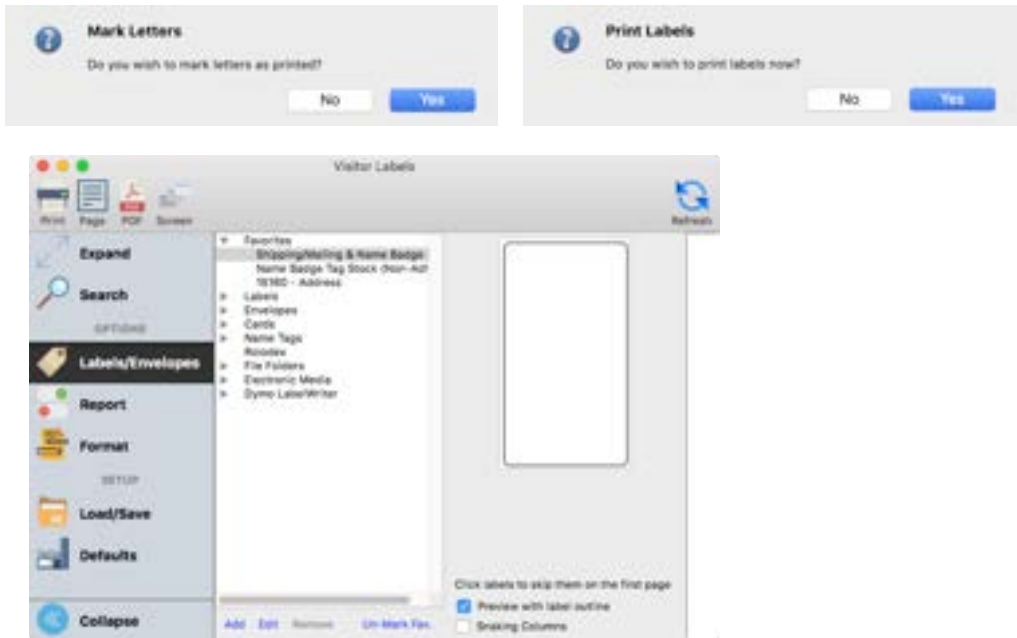
## Print Visitor Letters

- Click the **Print Letters** button.
- Click the **Print** button
- Select the report destination and click OK
- Click Yes or No to messages asking if you want to mark the letters as printed and if you want to print labels (or envelopes) for the letters. (This does not apply if you are previewing the letters.)



**NOTE:** The list of letters that will be printed can be expanded to see to whom the letters are going by clicking the triangle to the left of the check box.

If you click **Yes** to mark letters as printed and to print labels, the Visitor Labels window will open to print labels or envelopes to match the letters.



After marking letters as printed, the date the letters were printed will display in the **Sent** column of the Visitor Letter Assignment window.

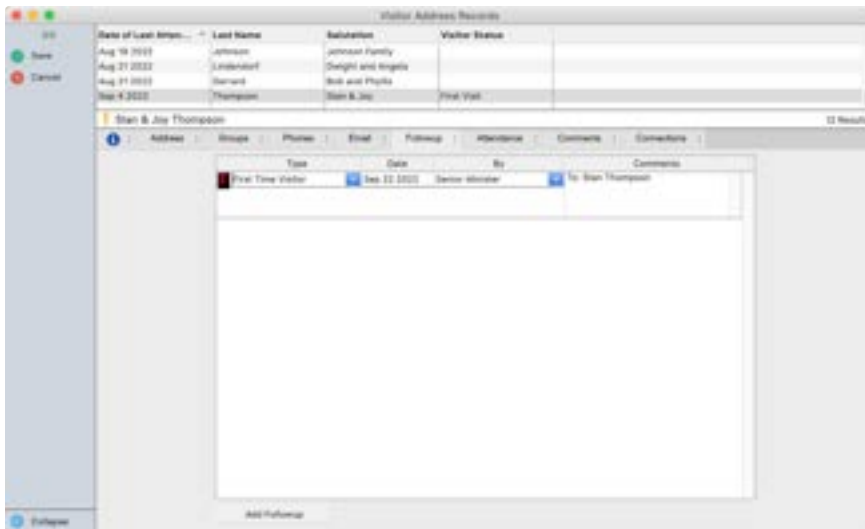
## Demographic Information and Follow-up of Visitors

### ► Program ► Attendance ► Visitor Address Records

The Groups tab on the Visitor Records window allows for an extensive tracking of information on visitors. Created through the Master Coding System, a Code Type entitled "How Visitor Discovered Church" provides valuable outreach information for your leaders. Other Code Types providing additional Visitor information or their interests or needs can be very helpful.



The Follow-up tab tracks letters that are sent from CDM+ through the visitor letters of attendance. Other types of follow-up can also be entered here, such as personal visits, phone calls, class participation, etc.



## Connections

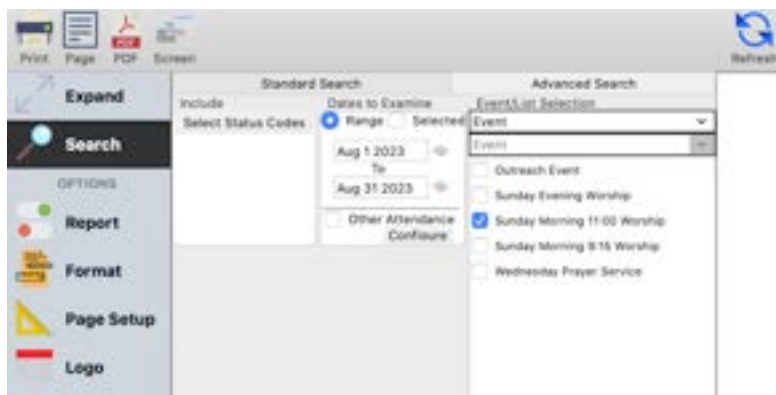
Use the Connections tab on the Visitor Records window to create a connection to the individual or individuals that invited this person to church. That information is an important part of a congregation's or organization's network of relationships.

## Reports and Analysis of Effective Evangelism

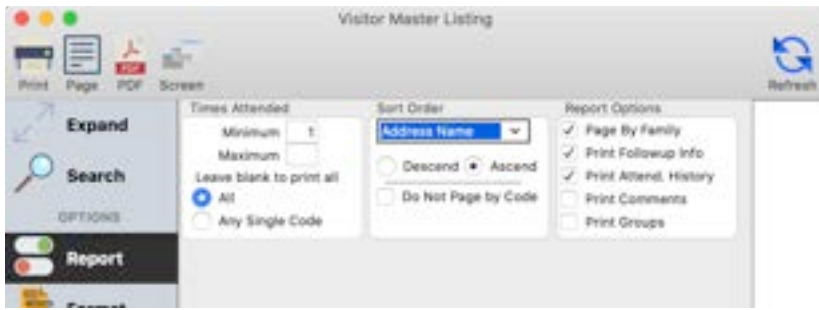
To effectively evaluate the evangelistic performance of the church, detailed record keeping must be done. If that is done, then some dynamic information can be ascertained. The use of the attendance features of CDM+ and demographic information are the two primary sources of information.

## Visitor Master Listing

► Reports ► Attendance Reports ► Listings and Exports ► Visitor Master Listing

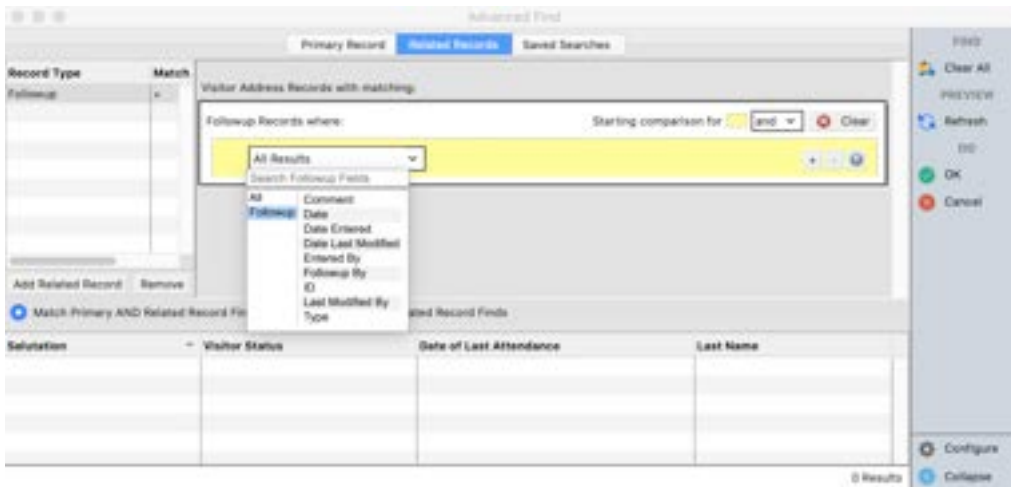


All of the attendance reports can access visitor information. It gives the most information about visitors which can be important to calling teams and those involved in church growth. The Visitor Master Listing report can be run for any date range.



## Measuring effectiveness of visitor follow-ups

Use an advanced find and related records to access the information on the follow-up tab.



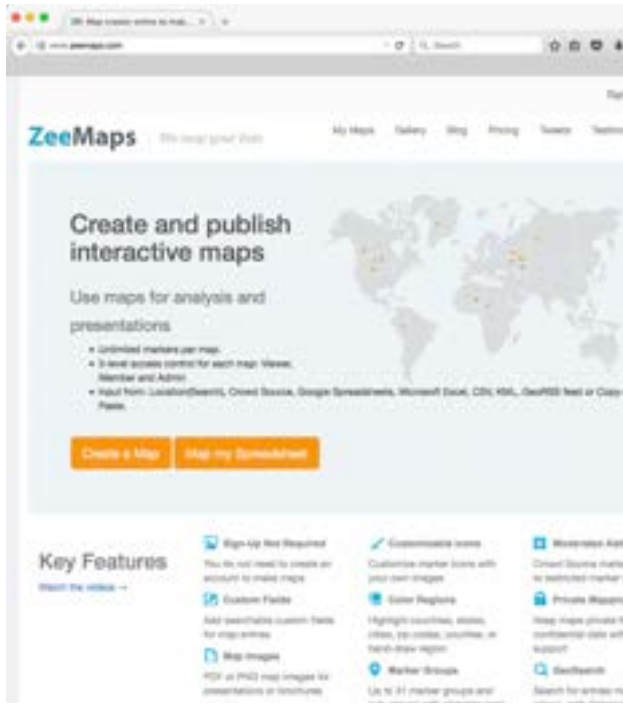
## Analysis of effective evangelism

1. How many visitors in the year?
2. How many attend more than once, in what frequency?
3. How do they find out about the church? What are their interests?
4. How many have moved from being just visitors to a more active role?
5. What small groups do they become involved in or have contact with?
6. Where are the visitors coming from?
7. How many people are involved in interacting with visitors?
8. Do you track feedback that you hear from visitors?
9. Are attendance figures growing?
10. Are the number of visitors growing?

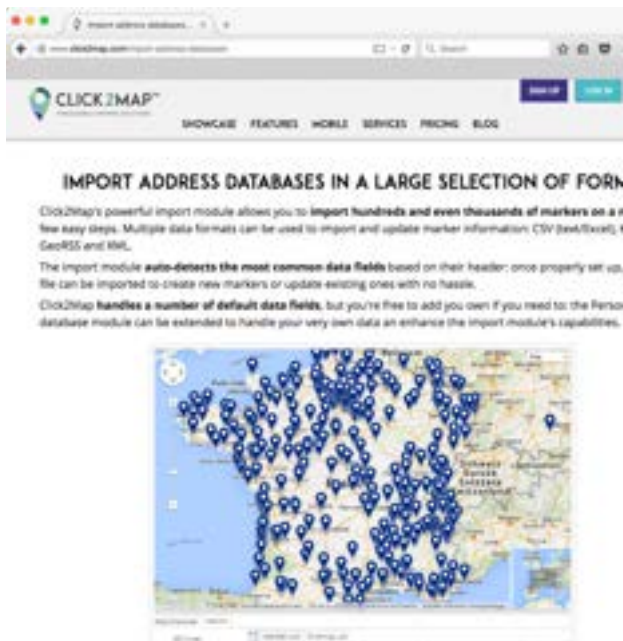
## Tracking where your visitors are coming from

Online services allows you to import lists from CDM+ and create maps. Some examples:

ZeeMaps - [www.zeemaps.com](http://www.zeemaps.com)



Click2Map - [www.click2map.com](http://www.click2map.com)



## Using Membership Records for Visitors

Using a variety of different coding possibilities, CDM+ Membership records can be used for visitor tracking. In doing this, it is imperative that the user periodically review these records to maintain a high level of integrity in the database. To begin, set up a special Mailing Code, designated as "Visitors", on the Address Record. On the Individual Record, use the Membership Code and Membership Status to track the relationship of certain individuals within a prospective family. One of the advantages of using the Membership records for visitors is the easy integration between other parts of CDM+, such as Contributions and Event Registration. Use the Visitation features of CDM+ if tracking visitors through Membership records.

Last Name	Salutation Name	Primary Phone	City
Doe	John and Jane		Big City

John and Jane Doe

Family Name Information

Last Name: Doe    Suffix:    Order: John    First Name: Doe    Last Name: Doe    Family Status: ADULT  
Mailing Name: Mr. and Mrs. John Doe    ID: 111    Jane    Doe    ADULT  
Salutation Name: John and Jane  
Label Name: Mr. and Mrs. John Doe

Address: 123 Paved Street    Mailing Code: Visitors  
City: Big City    State: ST    Zip: 40123    Care Group:    Group Text:    Country:    Certified:    Carrier Sort:    Directory:    Newsletter:    MapQuest

Example of an Address Record using the Mailing Code of Visitor/Prospect.

First Name	Individual Last	Last Name	Primary Phone	Salutation Name
John	Doe	Doe		John and Jane
Jane	Doe	Doe		John and Jane

John Doe

Membership Code: Non-member    Active:    Membership Status: Prospective  
Church School Class:    Church School Status:    Baptism Date:    Baptism Place:    Date Joined the Church:    Transfer Date:    Transfer Place:    Transferred out of Church on:    Dedication Date:    Dedication Place:

Example of Individual Record using the Membership Code and Membership Status field to indicate Visitor/Prospect.



# Getting Started - Contributions

An organization depends upon the stewardship of its people. They depend on and expect the organization to be a good steward of its resources. CDM+ supports the work of the individuals who each week have the responsibility of accurately recording contribution giving. After contributions entry is completed, a variety of effective reports providing powerful analysis of the financial support of the organization are immediately available. An unlimited number of user-defined designations for contributions (Giving Funds) can be recorded in CDM+. These Giving Funds are printed directly on Contribution Statements and reports to show exactly how much money was given for each designation for the selected time period. Contribution Statements for givers may be printed at any time and report an accurate account of their gifts to the organization.

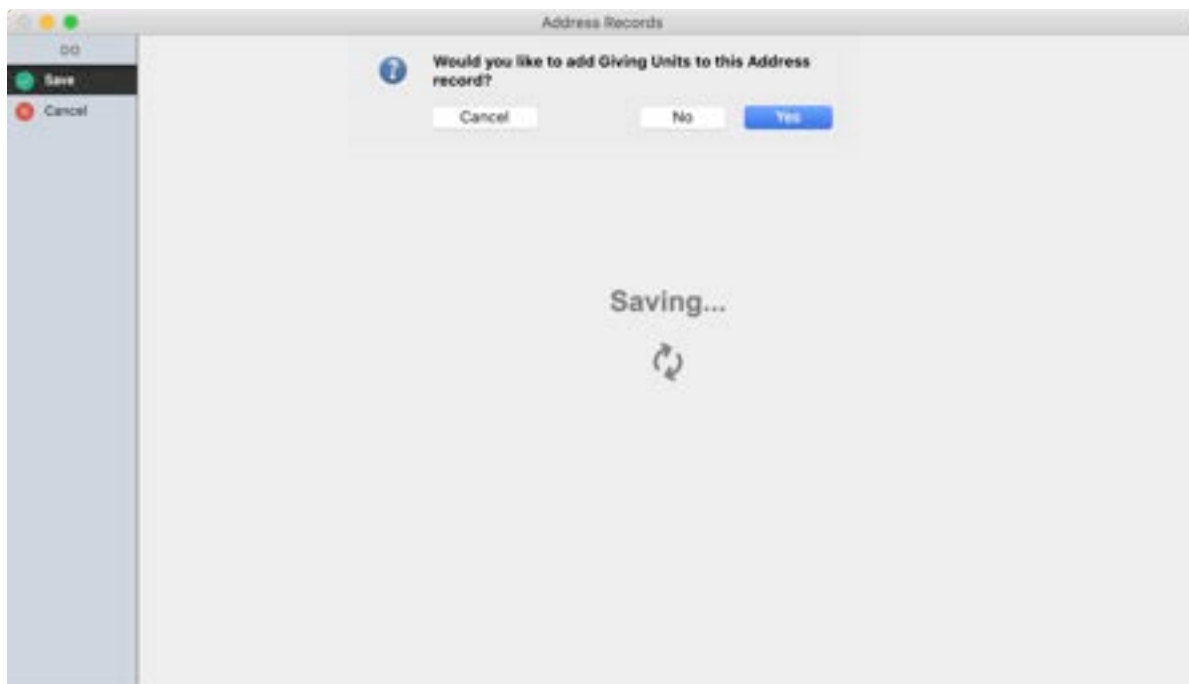
## Giving Unit Records

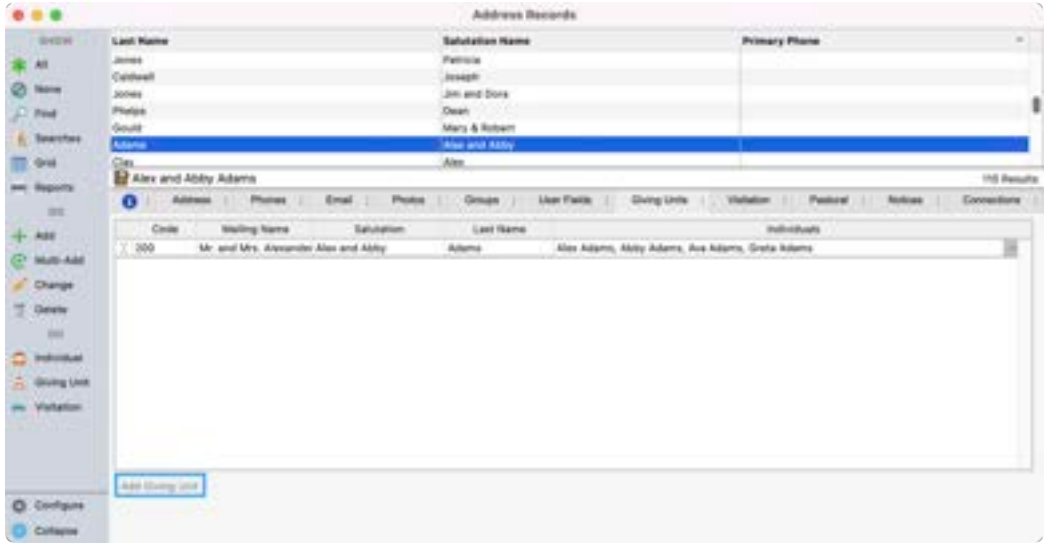
Before contributions can be entered in CDM+, a **Giving Unit Record** must be created for each giver. In order for a contribution to be posted in CDM+, a **Giving Unit Code** must be established.

Giving Unit Records are attached to Address Records and may also be linked to Individual Records. Giving Unit Records are accessible via “jump” buttons on the Individual Record and Address Record, as well as from the Contributions program menu and toolbar.

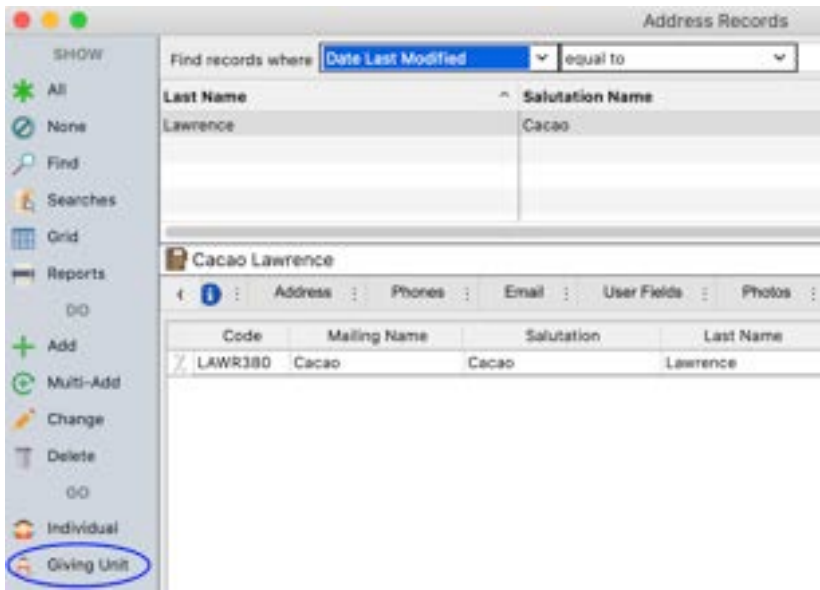
## Creating Giving Unit Records

When creating a new Address Record, you will be automatically prompted to create a Giving Unit Record. A Giving Unit Record can also be created later, in Address Records, by going to the Giving Unit tab.





►Program ►Membership ►Address Records/Individual Records ►Giving Unit jump button



You are not limited to one Giving Unit Record per household. To add an additional Giving Unit Record linked to this Address Record, select Add Giving Unit on the bottom left.

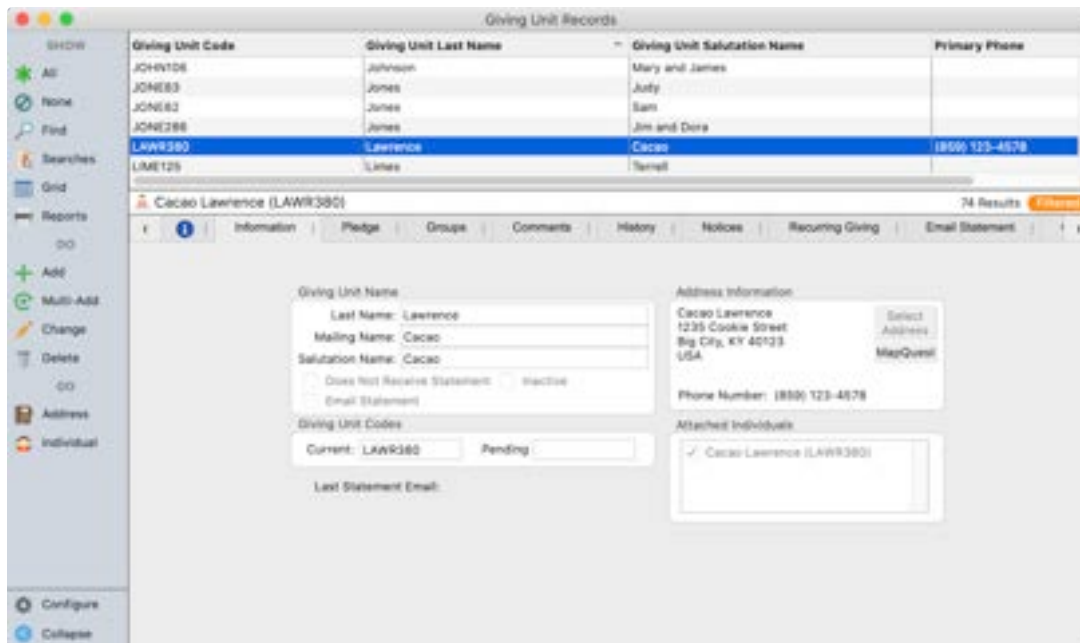
Current Giving Unit Code will be auto-filled by CDM+ and defaults to first four characters of the last name plus a number.

The Donor's Name entered here will be used on the Giving Statement and other Contribution Reports.

**NOTE:** If you don't have permissions to access Contributions, or if you choose to hide the Giving Unit tab on the Address Record, you will not be prompted to add a giving unit when adding an address record.

## Giving Unit Records

### ►Program ►Contributions ►Giving Unit Records



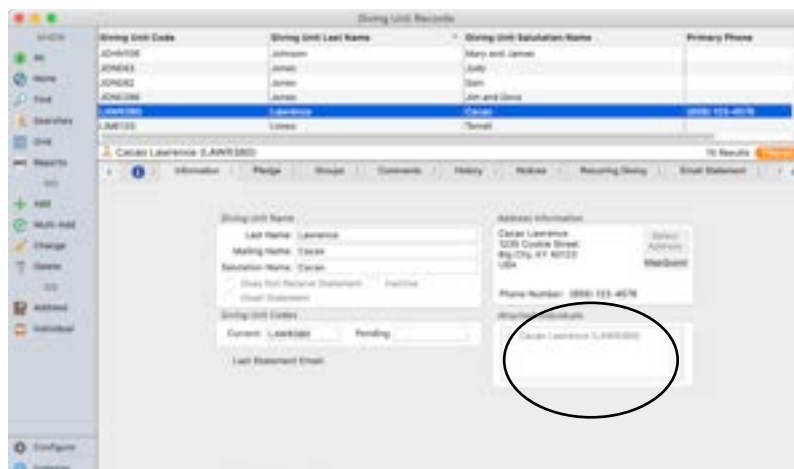
### Information tab

Click Add or Multi-Add to enter a new Giving Unit Record; click Change to edit an existing record. Name entered here will be used on the Giving Statement and other contributions reports.

Check the **Does Not Receive Statement** box to block a Giving Statement from printing for this record.

Check the Email Statement box to select this giving unit to receive a Giving Statement via email; selecting to receive an Email Statement means the giver by default will not receive a printed (paper) statement. However, an override of this default may allow a paper statement to be printed.

Check the box next to a name or names in the Attached Individuals list to link the Giving Unit record to an Individual Record or Records. This is critical when using Engage Giving for recurring giving and for any sort of analysis such as determining the giving from individuals aged 30-45 or the giving from your board members. An Individual Record may be linked to ONLY one Giving Unit Record, but multiple Individual Records may be linked to the same Giving Unit Record as is the case with married couples giving jointly.



## Groups tab

User-defined codes may be defined allowing for grouping of giving units for searching and reporting purposes. Examples may include a group of giving units that give by EFT (electronic funds transfer); or a group of giving units that should not receive envelopes. Codes may be set up in Master Coding System or added during entry.



As with all other Group codes, such as Address Record or Individual Record groups, Giving Unit Groups can be used in Finds and Advanced Finds/Searches, and various reports and exports to filter results.

## History tab

In order for information to be displayed on the History tab, go to

► **Program** ► **Contributions** ► **Update History**

Make sure you have all the years listed - if not, you can add it here. When finished, you can then re-open the Giving Unit Records and return to the History tab. View the giving unit's giving history here. Click on history description to see detail by fund. Command-click (Mac) or Control-click (Windows) to select multiple years to view—great for comparison.

The screenshot shows the 'History' tab for the giving unit 'Alex and Abby Adams (200)'. It features a 'Summary' table and a 'Detail' table.

Description	Total Giving
Current	0.00
2022	1000.00
2021	800.00
2020	800.00
2019	1188.00
2018	0.00

Detail	Amount
Giving Fund	0.00
General Fund 2023	0.00
Times	0.00
Missing	0.00
Autoblog Fund	0.00
Capital	0.00
Gifts	0.00
Memorial	0.00
A/C Fund	0.00
Remission Teams	0.00
Cash	0.00
Miscellaneous	0.00
Organ Fund	0.00
Banket Sunday Off	0.00
Christmas Offering	0.00
Easter Offering	0.00
Needy Families	0.00
Thanksgiving Offering	0.00

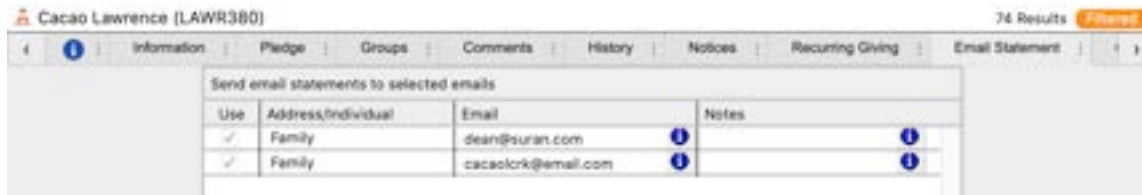
## Pledge tab

View pledge history for the giving unit. Can edit existing pledges, but cannot enter new pledges here.

## Comments tab

Note pad area to record information. Example – record conversation you might have with giver after statements are distributed.

## Email Statements tab

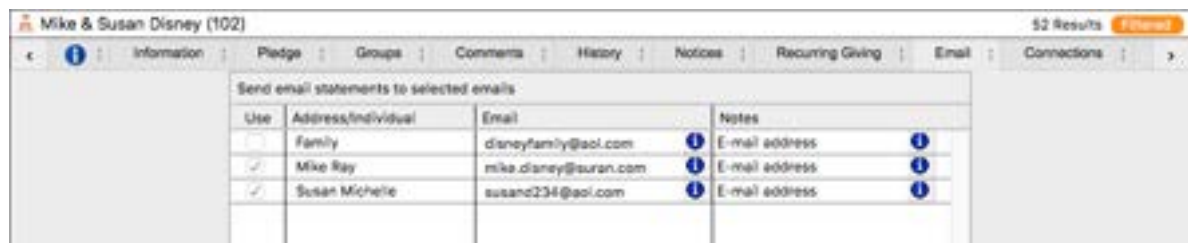


Email Maintenance can be used to select multiple Giving Unit Emails at one time.

Check the box beside the email address to which the giving statement should be sent; multiple email addresses may be selected for the same giving unit.

You can also do this in the Email Maintenance window.

## ►Program ►Contributions ►Giving Unit Email Maintenance



## Notices tab

Displays a list of all Notices (letters, cards, or e-mails) that have been sent to the giving unit's mailing or email address. View, Resend, or Delete saved Notices from this tab.

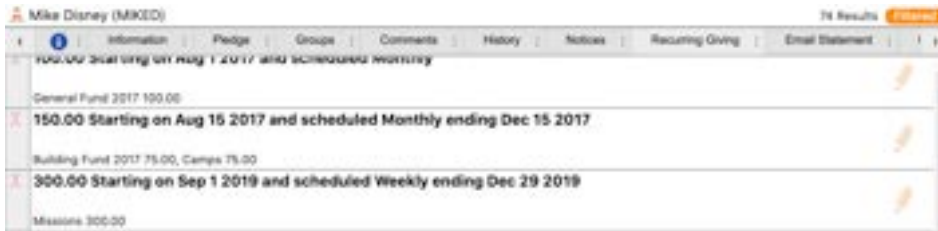
**NOTE:** This requires setup in Preferences-System to activate this pane and the tracking of notices.

## ►CDM+(Mac)/File(Windows) ►Preferences ►CDM+ System ►Contributions ►Notice icon



## Recurring Giving tab

Set up repetitive contributions for givers. These contributions may be scheduled Weekly, Bi-Weekly, Monthly, Bi-Monthly, Quarterly, Annually, or at other intervals and feature full gift breakdown and payment options.



## Connections tab

The connections tab allows you to define different relationships to giving units from many areas of CDM+. For example, if you want to identify all of the giving units that work for a particular employer in your vendor file then this would be represented here.



## User Fields tab

The user fields can store any other information that would be pertinent to the giving unit. For example, if a Charitable Gift Endowment was established the instructions on its use can be recorded here.



## Contribution Setup

►CDM+(macOS)/File(Windows) ►Preferences ►CDM+ System ►Contributions tab ►Settings icon

**Link to Accounting** – enabling this option allows for the direct posting of batch contribution totals to the Accounting Ledger. When this link is “Enabled”, the option—Post Contributions to Ledger—appears on the Contributions menu. After completion of the batch entry, go to this menu item and execute the batch posting to the Accounting Ledger (►Contributions ►Post Contributions to Ledger). This will create a Deposit ledger entry to the correct accounting ledger accounts and for the correct amounts.



**Link to Memorial Gifts** – allows the memorial contribution to automatically create a memorial gift record.

**Canadian Receipts** – enabling this option will add a special report that creates Contribution statements that comply with government standards for reporting contributions to Canadian non-profit organizations.

## Giving Funds

### Setting up Giving Funds in Contributions

►Program ►Contributions ►Giving Funds

Description	Amt Tax Deductible	Invoice	Default	Invoice Account	Fee Account
General Fund 2022				4000 Sunday Worship Offering - 2000.400	8130 Credit Card Processing - 2000.8130
Titles				4000 Sunday Worship Offering - 2000.400	8130 Credit Card Processing - 2000.8130
Missions				4710 Missions Fund Offering - 3116.4710	8130 Credit Card Processing - 3000.8130
Building Fund				4100 Building Fund Income - 2100.4100	8130 Credit Card Processing - 3000.8130
Capital				4100 Building Fund Income - 2100.4100	8130 Credit Card Processing - 3000.8130
ETA				4200 Special Fund Income - 3200.4200	8130 Credit Card Processing - 3000.8130
Memorial				4710 Missions Fund Offering - 3116.4710	8130 Credit Card Processing - 3000.8130
A/C Fund				4200 Special Fund Income - 3200.4200	8130 Credit Card Processing - 3000.8130
Recreation Teams				4200 Special Fund Income - 3200.4200	8130 Credit Card Processing - 3000.8130
Camps				4200 Special Fund Income - 3200.4200	8130 Credit Card Processing - 3000.8130
Missionaries				4710 Missions Fund Offering - 3116.4710	8130 Credit Card Processing - 3000.8130
Organ Fund				4200 Special Fund Income - 3200.4200	8130 Credit Card Processing - 3000.8130
Barren Sunday Off				4200 Special Fund Income - 3200.4200	8130 Credit Card Processing - 3000.8130
Christmas Offering				4200 Special Fund Income - 3200.4200	8130 Credit Card Processing - 3000.8130
Easter Offering				4200 Special Fund Income - 3200.4200	8130 Credit Card Processing - 3000.8130
Ready Families				4200 Special Fund Income - 3200.4200	8130 Credit Card Processing - 3000.8130
Thanksgiving Offering				4200 Special Fund Income - 3200.4200	8130 Credit Card Processing - 3000.8130
Progression Center Offering				4000 Sunday Worship Offering - 2000.400	8130 Credit Card Processing - 3000.8130
General 2000				4000 Sunday Worship Offering - 2000.400	8130 Credit Card Processing - 3000.8130
Building Fund 2020-2023				4100 Building Fund Income - 2100.4100	8130 Credit Card Processing - 3000.8130



The order that Giving Funds appear in this window from Top to Bottom is the order the Giving Funds will display throughout Contributions and on Contributions reports. This order may be changed by highlighting a link and using the red Up and Down buttons.

Giving Funds are user-defined designations for contributions. Each organization defines the Giving Funds needed based on the purposes/designations for which gifts are received.

- If you are entering pledged funds, you must create separate Giving Funds for each pledge period. For example, if people make pledges for the 2022 General Fund and may also make pledges for the 2023 General Fund, you should create a 2022 General Fund and a 2023 General Fund. Likewise, if there is a building campaign that people pledged to give to over a three year period, you might have a Building 2020–2023 Fund. In this way, you are sure to credit donations against the pledge made.
- One fund may be designated as the default for all giving. This is usually your current General Fund. Turn

on the “default” radio button for the desired fund.

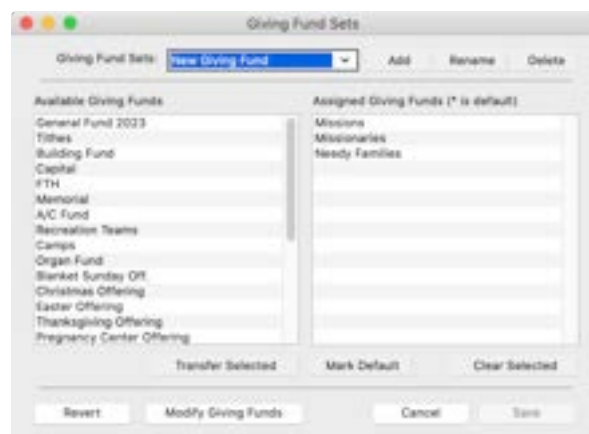
- Check the **Not Tax-Deductible** box to flag contributions to a fund as non-deductible giving. The Not Tax-Deductible checkbox can be overridden at the time a donation is entered.
- Check the **Inactive** checkbox as required to flag this fund as inactive. A Giving Fund marked as Inactive will not appear in the Giving Fund drop-down lists in Batch Contributions Setup nor Contributions Reports.
- **Income Account** – links an income account in the Ledger to this Giving Fund. When linked, posting contributions credits this income account and debits the asset number recorded on the Contributions Entry screen.
- **Fee Account** – links online giving fees to specified expense account.
- An unlimited number of giving funds can be established as necessary.
- If linking to Accounting, use caution when dealing with “Gifts-in-Kind” and gifts of stock. Make sure and mark these Giving Funds as Not Tax-Deductible. When entering Contribution Records for these type of gifts, make sure and put a checkmark in “Do Not Post to Ledger”.

## Setting up Giving Fund Sets in Contributions

### ►Program ►Contributions ►Giving Fund Sets

For ease of contribution entry and reporting, Giving Funds can be grouped into Giving Fund Sets.

- Unlimited number of Giving fund sets may be created.
- Same Giving Fund may be included in multiple Giving Fund Sets. For instance, General Fund may be included in the “Normal” Giving Fund Set as well as in the “Lenten” Giving Fund Set.
- Giving fund sets can determine which funds will automatically display in the Contributions Entry screen.
- It is always possible to use a Giving Fund not in the chosen Giving Fund Set during Batch Contributions Entry.



Click the **Modify Giving Funds** button to open a list of all Giving Funds and make your selection. A Giving Fund Set simply consists of those giving funds to which you are most likely to enter donations during a Batch entry.



## Contribution Entry

1. **Batch Contribution Entry** method – is better suited for the bulk entry of donations from events such as Sunday morning collection.
2. **Contribution Records** method – is better suited for the entry of a small number of contributions.

### Batch Contributions Entry method

#### ►Program ►Contributions ►Batch Contribution Entry

The Batch Contributions Entry window is the quickest and easiest way to enter contributions in CDM+.

A batch is simply a group of contributions defined in any number of ways. In a small-to-medium sized church, all offerings may be entered as a single batch. In a larger church, contributions may be grouped in smaller quantities.

Batch entry

- makes it easier to check accuracy of data entry
- allows work to be shared among several people
- reports can be generated by batch
- common information to all batches include asset, offering, and deposit dates
- create batch codes to differentiate multiple batches for the same date

### Setting Batch Entry Preferences

#### ►CDM+(Mac)/File(Windows) ►Preferences ►CDM+ System ►Contributions ►Entry

Specify settings during entry

- how givers' names appear; Mailing Name or Salutation.
- whether to automatically load pledge information
- enable batch date protection

#### ►CDM+(Mac)/File(Windows) ►Preferences ►CDM+ System ►Contributions ►Batches

Specify how batches appear

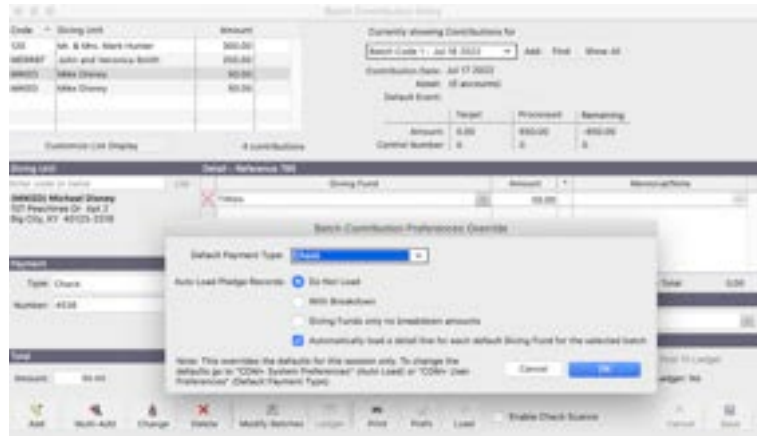
- including how many batches to show on the entry window
- whether to show or hide control methods and batch codes
- auto-load giving fund line for batch entry

►CDM+(Mac)/File(Windows) ►Preferences ►CDM+ User ►Contributions ►Entry

- Select default payment type
- link to check reader/scanner

Changing Preferences in the middle of batch entry is possible.

**Prefs** button – use to quickly change certain entry preferences such as default payment type, auto-load pledge information, and automatically create detail line for selected funds. Very helpful if you enter all checks first and then enter all cash contributions. Likewise, if you separate and enter envelope numbers first followed by entries by name, this may save you some extra keystrokes.



## Check Reader

A Check Reader can read the MICR account information on a check. Using this device will:

- reduce the number of key strokes required to make an entry
- improve accuracy of entry (especially when givers have similar names)
- increase the speed of entry.



Check Readers supported for use with the CDM+ Contributions program may be purchased through the CDM+ Sales Department. Call 877-891-4236 or email [sales@cdmplus.com](mailto:sales@cdmplus.com) for more information.

## Creating a Batch

### ►Program ►Contributions ►Batch Contribution Entry ►Add

When you select Add, the Batch Contribution Setup window will appear.

Enter appropriate information for this particular group of contributions – i.e., offering date, deposit date, which asset [checking account, savings account] to post to, a predetermined total of all contributions if known, and choice of a Giving Fund Set.

Code	Giving Unit	Amount
------	-------------	--------

Customize List Display      0 contributions

Currently showing Contributions for: [Dropdown]    Add    Find    Show All

Contribution Date: [Field]  
Asset: [Field]  
Default Event: [Field]

	Target	Processed	Remaining
Amount:	0.00	0.00	0.00
Control Number:	0	0	0

Total  
Amount: 0.00

Payment  
Type: [Dropdown]    Add Line Item

	Total	*Net Tax Deductible Total
	0.00	0.00

Event: [Field]  
Ledger: [Field]  
Do Not Post To Ledger: [Field]  
Posted to Ledger: No

Buttons: Add, Multi-Add, Change, Delete, Modify Batches, Ledger, Print, Prefs, Load, Enable Check Scans, Cancel, Save

Batch Code	Deposit Date	Contribution Date	Default Event	Asset	Amount	Control Method(No. (*)	Giving
1	Sep 4 2023	Sep 3 2023	[Dropdown]	<input checked="" type="checkbox"/>	0.00	0	[Dropdown]

- General Fund 2023
- \* Tithes
- Missions
- Building Fund
- Capital
- FTIs
- Memorial
- A/C Fund
- Recreation Teams
- Camps
- Missionaries
- Organ Fund
- Blanket Sunday Off
- Christmas Offering
- Easter Offering
- Needy Families

Buttons: Revert, Add, About Control Methods, Cancel, OK

## Entering a Batch

### ►Program ►Contributions ►Batch Contribution Entry

Giving Unit	Amount
LAWR385 Cecas Lawrence	100.00

Giving Fund	Amount	Target	Processed	Remaining
General Fund 2023	50.00			
Missions	100.00			
Building Fund	25.00			

Total	Amount
	175.00



Flag this section or copy these instructions to use as reference when entering Batch Contributions. These are also a helpful starting point for training a new person to enter contributions.

1. To begin the batch process, click the **Multi-Add** button at the bottom of the window.
2. Enter either the giver's code or giver's name.
3. If using codes, enter the appropriate Giving Unit Code or click the List button to lookup and select from a drop down list.
4. If using names, enter as much or as little of the giver's name to match or to narrow, in which case, you select from a drop down of matches.
5. If Payment Type is set in Preferences to Cash, the prompt will move to the Total Amount field.
6. If Payment Type is NOT set to Cash, select the appropriate type from the drop down and enter the necessary information. **NOTE:** You can change the preference of which type will default by clicking on the Prefs button on the bottom of the screen. You can also change the default for every batch through your User Preference settings.
7. Enter total amount, and then the breakdown by Giving Fund.
8. If linked to Memorial Gifts, can select an established Memorial or may create a new one.
9. Enter any appropriate notes.
10. Use the Entry Memo area to note name and address of any ZVISITOR type contributions.
11. Click the **Save** button to record this entry and move to the next.
12. When you have finished all entries, click the **Save** button to record the last entry and then click the **Finish** button to complete the batch entry.
13. Click the **Print** button to print a Daily Report of Contributions.

## Daily Reports

►Program ►Contributions ►Batch Contributions Entry ►Print

OR

►Reports ►Contribution Reports ►Daily Reports ►Daily Report of Contributions

### Daily Report of Contributions

Run this report after each entry session and file. Acts as a check on the accuracy of your input. If inaccuracies are found during review, go back to the batch, correct the entry or entries, and reprint the report. Lists all contributions by Giver, Type, Total gift, and Giving Fund. Select report by either deposit date, entry date, or batch code. Sort by Giving Unit Code, Giving Unit Name, or Entry Order. Totals by Payment Type and Giving Fund.

Daily Report of Giving  
Contribution Date Sep 3 2023  
First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234  
Batch for Sep 1 2023

Giver	Type	Total
Albert & Camille Devecchio -	Check	175.00
DELV21		
Carol Lammert - LAMR100	Check	100.00

Type	Amount	Giving Fund	Amount
Check	275.00	General Fund 7023	100.00
		Worship	150.00
		Building Fund	25.00
		Total	275.00

### Check Deposit Report

►Reports ►Contribution Reports ►Daily Reports ►Check Deposit Report

Lists contributions made by check or by cash and can be used as detail list with a check deposit ticket. Report created by deposit date, entry date, or batch code. Sort by Giving Unit Code, Giving Unit Name, Pending Code, Check Number..

Check Deposit Report  
Deposit Date May 30 2022  
First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234  
All Events  
All Assets  
N/A\*

Name	Amount	Check Number
Charles & Ruby Cook - 108	400.00	810
Mr. and Mrs. Alexander Adams - 200	300.00	320
Mr. and Mrs. Ryan Cassidy - CASS40	500.00	620
Albert & Camille Devecchio - DELV21	1,200.00	6245
Albert & Camille Devecchio - DELV21	100.00	
Mr. and Mrs. Jonathan Fields - FELD47	300.00	320
Mr. and Mrs. Douglas Herman - HERM09	200.00	710
Kevin Loran - LOWR112	600.00	
Stewart & Nancy Maslowitz - MASL20	485.00	
Mikhail Diney - MNIK0	350.00	483
Mr. and Mrs. Steven Shank - SHANK5	625.00	
Mr & Mrs Roger Smith - SMIT72	700.00	
Mr. & Mrs. ... - ...	...	...

## Daily Contribution Breakdown

### ►Reports ►Contribution Reports ►Daily Reports ►Daily Contribution Breakdown

Lists contributions for a selected deposit date, entry date or batch code. Lists all gifts by Name/Code, Total amount, Type (check or cash), and Giving Fund. Totals by Payment Type and Giving Fund.

## Post Contributions

If you also own CDM+ Accounting and have linked Contributions to Accounting on the **System Preferences** window, the **Post Contributions to Ledger** menu item will appear on the Contributions menu.

When you have finished entering contributions, select **Post Contributions to Ledger** from the Contributions menu.

### ►Program ►Contributions ►Post Contributions to Ledger



Turn on the checkbox next to the deposit dates of contributions that you wish to post to the ledger. Enter the transaction date either by typing or by clicking on the calendar icon and double-clicking a date.

**NOTE:** Checked dates will post together on one ledger entry.

If you are making multiple deposits on one day and do not want the deposits combined into one ledger entry, post Contributions after entering each Contribution Batch.

You may preview the posting report by clicking on the **Report Preview** tab or by clicking on the **Print Posting Report Preview** button at the bottom of the window. Both of these options will allow you to check the posting report on your screen before printing the report. Clicking the button also gives you the option to send the preview report to your printer. If you see an error in the report, correct it before posting the deposit.



Click on the **Report Options** tab and specify the header, alignment, footer, font, and date format options for the posting report.

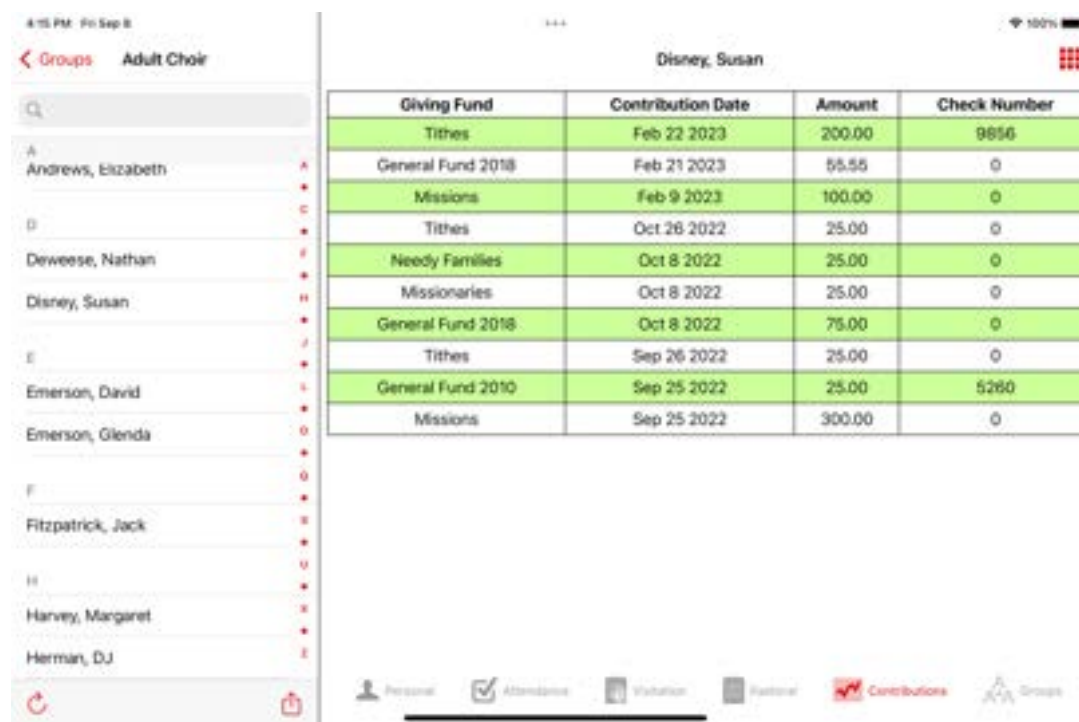
After review of the Report Preview for accuracy, click the **Post** button to execute the posting of the batch totals to the Accounting Ledger.

**Print** the final posting report after the posting is complete.

## Viewing Contributions in CDM+ Mobile

The CDM+ Mobile app for iOS and Android provides the capability to view a 12 month rolling detail listing of an Individual's contributions. Access to this can be controlled through the administration of the mobile application.

*Note: CDM+ Mobile is only available as part of the CDM+ Data Hosting Service and is included in the hosting charge.*



Tap the Contributions icon at the bottom of the window to view contributions for that individual over the past year.

**Note:** The above illustration shows CDM+ Mobile on a tablet. The phone app differs in that the Contributions icon may be found under the More tab and the list of Individuals on the left will not appear.

## Restricting Access to Contributions in the CDM+ Mobile app

Access to view Individuals contributions history is set on a per-device basis when a mobile device is provisioned to connect to your CDM+ database. For more information, attend the CDM+ Mobile class or consult that section of this manual.





# Contributions Procedures

## “Special” Giving Unit Codes

Many churches wish to record and “account” for anonymous contributions and other types of cash deposited within batch contributions entry. These may be loose cash placed in the collection plate or Sunday School offerings. Other cash might include “coffee and cookie” donations, refunds or rebates, reimbursements, etc.

Before contributions can be entered in CDM+, a **Giving Unit Record** must be created for each giver. In order for a contribution to be entered in CDM+, a **Giving Unit Code** must be established. Therefore, to control these anonymous-type monies in CDM+, create an Address Record and name it such as “ZZZZZ – Misc Giving Codes” and assign it a unique mailing code so it can easily be filtered out. Create as many Giving Unit Codes attached to this same Address Record as you need. Again, name them such as “ZZLoose”, “ZZSunday School”, or “ZZRebates”. Begin the names with ZZ to assure they fall at the very bottom of alphabetic lists, not buried in with other L’s or S’s.

During batch contribution entry, simply use these Giving Unit Codes when entering the anonymous monies. You may also want to create separate Giving Funds, which are linked to the appropriate chart of account income numbers in CDM+ Accounting.

## Visitor Giving Unit Codes

Visitor Giving Unit Codes are not much different from other “special” Giving Unit Codes, except in most cases they aren’t anonymous.

Repeat the above instructions, except type “Non-Member Offering” or “Visitor Offering” in the Last Name field and assign a current Giving Unit Code such as “ZZNon-Member” or “ZZVisitor.”

**NOTE:** These special Giving Unit Codes may all be connected to a single Address Record, with something such as “Misc. Codes” entered as the last name. Assign a Mailing Code which would NOT be included in regular mailings or directory printing.

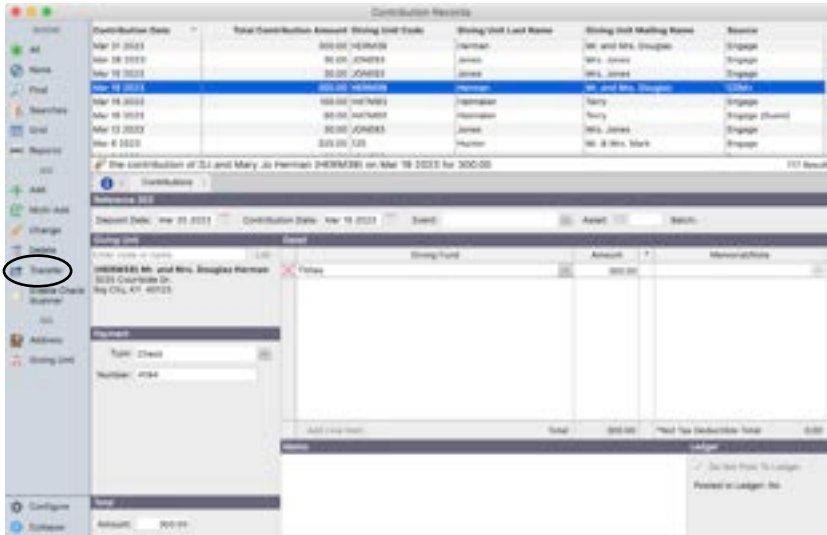
When using the Non-Member/Visitor code during contribution entry, type the giver’s name and address in the Entry Memo field on the Contribution Entry window. Later, if the giver continues to attend and contribute, he or she can be given a regular Giving Unit Code and these Non-member/Visitor contribution records can be selected and transferred to the new Giving Unit Code, making their contribution record up-to-date.

**NOTE:** We suggest that you enter names with last name first in the Entry Memo field; this will assist in later identification.

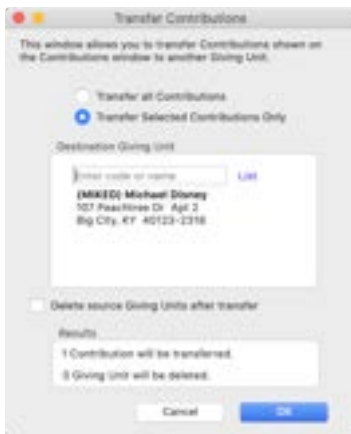
# Transferring Contributions between Giving Units

## ►Program ►Contributions ►Contribution Records

Transfer on Contributions Records window allows transfer of detail giving records (contributions) from one Giving Unit Code to another. Use to combine husband and wife when necessary; or the reverse, to split husband and wife. Also use to move contributions from ZZVisitor code to a different Giving Unit Code.



- On Contribution Records window, find contribution entries you wish to transfer.
- Click Transfer button.

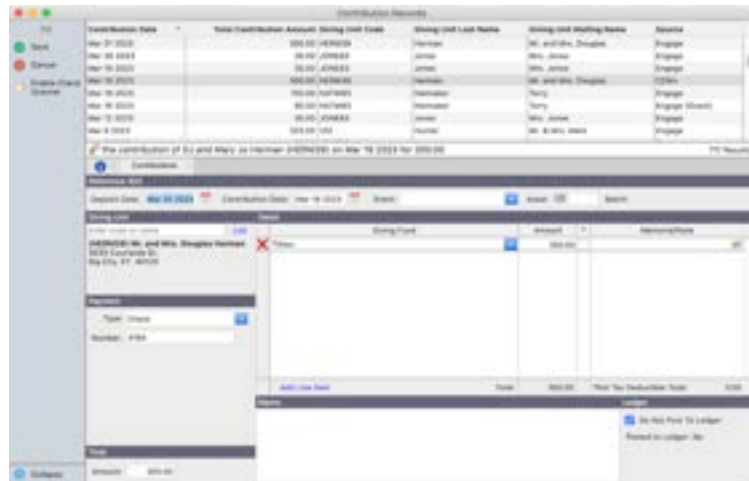


- Option to transfer all displayed contribution entries or to transfer only those selected contributions.
- If you choose Transfer Selected Contributions Only, you can select Contribution Records by Ctrl-clicking those displayed contribution entries before clicking Transfer.
- Enter destination Giving Unit Code or name, or select from list. From the list, you can “add giver”

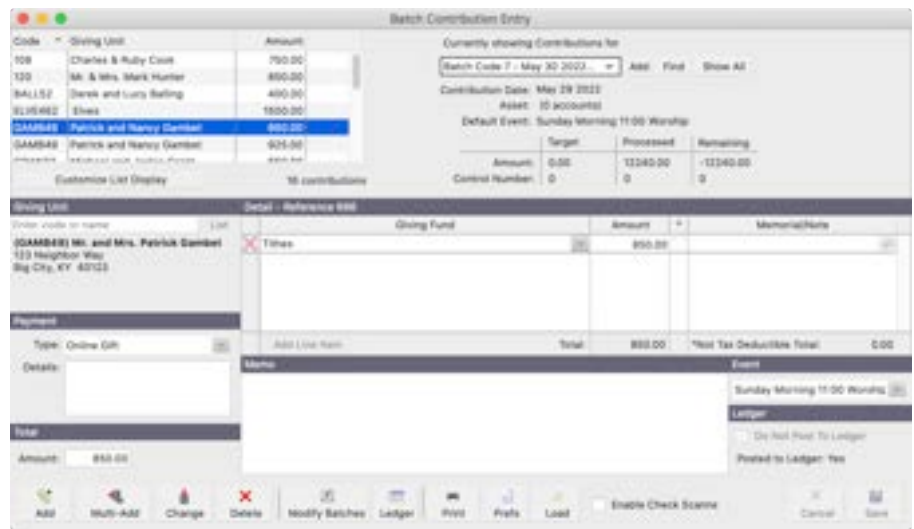
# Mass Contributions Edit

## ►Program ►Contributions ►Contribution Records

- Find the Deposit, Offering Date, or Show All.
- Edit individual entries by selecting the appropriate entry and click 'Change'.



- Delete the entries within an entire contribution batch here. To delete the batch itself, use the 'Modify Batches' function within Batch Contribution Entry.
- Changes made here **DO** make a corresponding change in Memorial Gifts



- To change deposit or contribution date for entire batch, use the 'Modify Batches' function within Batch Contribution Entry.



## Updating and Editing Giving Unit Codes [in mass]

### ►Program ►Contributions ►Giving Unit Field Maintenance

Two different Giving Unit Codes can be maintained for each giver: the current Giving Code and the Pending Code. If you need to assign new envelope numbers for all giving units or for a segment of them, this feature allows you to quickly accomplish this.

Last Name	Mailing Name	Salutation	Current Code	Pending Code	No Statement	Inactive
Diney	Michael	Mike	MK310	MK310		
Diney	Robin	Robin	ROB30	ROB30		
Allen	William & Lucille	William & Lucille	AL12			
Cook	Charles & Ruby	Charles & Ruby	108			
Hunter	Mr. & Mrs. Mark	Mr. & Mrs. Mark	102			
Lucas	Mr. & Mrs. Ralph	Mr. & Mrs. Ralph	178			
Rees	Mr. Jim Miller and Mrs. J	Jim Miller & Joy	139			
Smith	Hugh & Marcia	Hugh	SM115			
Offering	Loose	Loose	ZLO05E		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
gift	Visitor/Non-Mbr	Visitor/Non-Mbr	ZV910E			
McAllister	Mrs. Osa	Mrs. Osa	MCA119			
Mastowski	Stewart & Nancy	Nancy	MAS125			
Delvecchio	Albert & Camille	Albert & Camille	DEL121			
Utton	Mr. and Mrs. Lee	Lee and Thence	UL1029			
James	Mr. and Mrs. Matthew	Matt and Ashley	JAM130	JAM130		
Strickland	Mr. and Mrs. Don	Don & Melissa	STR121			
Grant	Mr. and Mrs. Michael	Michael and Jackie	GRAN13			
Wright	Mr. and Mrs. Charles	Chuck and Allison	WR1033			
McLaughlin	Mr. and Mrs. Michael	Mike and Dore	MCLA14			

You do not need to update ALL Giving Unit Codes at the same time. If a giver's number hasn't changed, leave the Pending Code field blank. CDM+ requires unique Giving Unit Codes, so if you mistakenly attempt to assign the same code to multiple records, CDM+ will open an error resolution box, identifying the problems, and allowing you to correct them.

This feature is helpful if you wish to re-assign adult envelope numbers at one time, children's envelopes numbers at a different time, and non-envelope givers at yet another time.

If you only need to change a few givers' codes, make those changes directly in the Giving Unit Code field on the Giving Unit Information window.

If you use envelope numbers and have giving units that are not going to receive envelopes for the next year (transferred out people, deceased people, or people who simply don't want envelopes), you will need to either archive these giving units OR change the giving unit codes in order to give the envelope number to new people. The recommended method is to simply add a letter X in front of the old envelope number. In this way, John Smith, who had envelope #123 in 2015, will have a Giving Unit Code of X123 in 2016, and you will be able to give someone else the envelope number 123. Note that all existing contributions for John Smith are not affected by this change.

## Merge Giving Funds

Sometimes it is necessary to merge two separate Giving Funds into one Giving Fund, or to move contributions entries from one Giving Fund to another. CDM+ provides a Special Function for these situations. Make sure you have a current backup of your database, then call CDM+ Support for assistance in running this Special Function. Do not attempt it on your own!

## History File and Updating

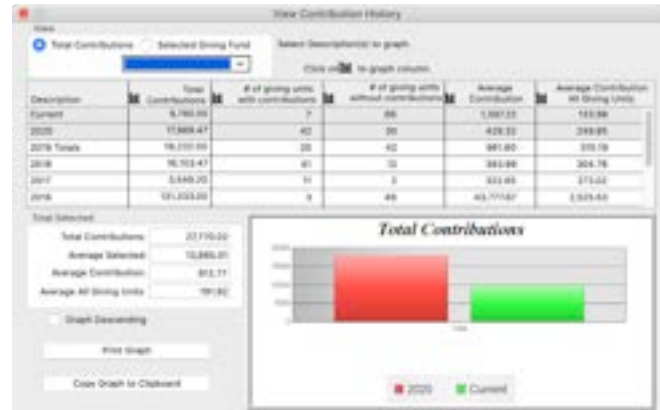
### Viewing Contribution History of a Single Giving Unit

►Program ►Contributions ►Giving Unit ►History tab

View a single Giving Unit's summary record of contributions here. Click on history description to see detail by fund. Ctrl-click (Windows) or Shift-Click (macOS) to select multiple years to view—great for comparison.

### Viewing Contribution History of all Giving Units (in Total)


►Program ►Contributions ►View Contribution History



### Creating/Updating Contributions History File

►Program ►Contributions ►Update History



 Create a Contribution History file each year as a part of the Year End Contributions process after the Contribution statements have been distributed. Don't worry – any changes made to a contribution entry after the History File for that date has been created, will update the History File.

- It is important to create your history file BEFORE performing any archive process.
- The "CURRENT" contributions period is all dates since the last History file was created. Example: If you have created a "2020" history file, then the "CURRENT" file period would include 1/1/2021 through the current date.
- Multiple history files can be created for the same date range. Example: 2020 Total Giving history; 2020 General Fund history; 2020 Building Fund history.
- History files can span several years – great for capital campaigns.
- History files can span a period less than 1 year – great for comparing first 6 months of this year against first 6 months of last year.
- In most situations, it is recommended that you do NOT check the "Skip giving units with no contributions to any giving fund" box.

## Recurring Contribution Entries

Recurring Contribution Entries allow for the control of manually entered repetitive entries or electronic giving you may receive through your bank. Recurring entries made by the member using Engage Giving or the Giver's Portal are not displayed here.

Recurring Contribution Entries not entered via the Giver's Portal are entered on the Giving Unit Information screen. All maintenance of recurring contribution entries is performed from this same window.

### Setting Up Recurring Gifts:

►Program ►Contributions ►Giving Unit Records



Click on the Recurring Giving tab. Select the desired giving unit and enter the edit mode by clicking the **Change** button. This will activate the **Add Recurring** button at bottom left.

Click the Add Recurring button to open the Recurring Contribution Setup window. There are three tabs on the setup window – **Setup**, **Schedule** and **Memo**.



On the **Setup** tab . . .

**Starting Date:** Enter the first date of the recurring contribution. The schedule of repeats begins from this date.

**Payment Type:** Select desired payment types from your defined types. You may find it beneficial to create a new type—Recurring, ACH, EFT, or some term that will enable you to differentiate these entries.

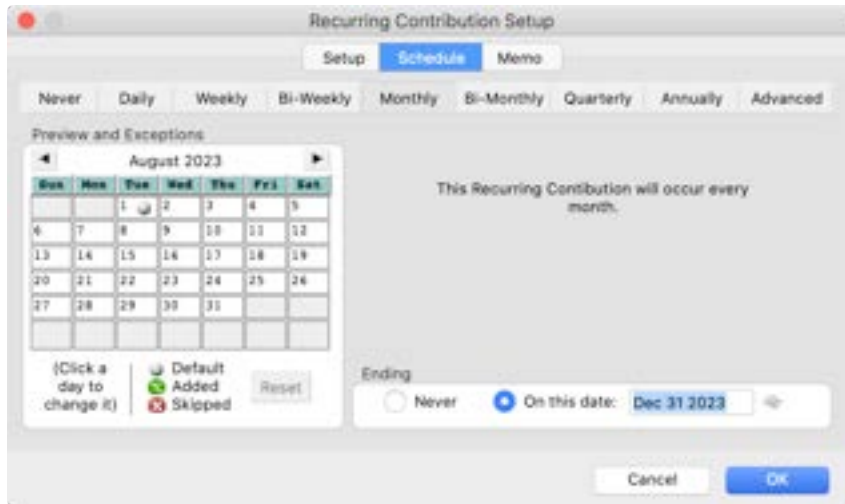
**Mark 'Do Not Post To Ledger':** Selecting this will cause each entry to be flagged as "Do Not Post To Ledger" and these will not be included in the Posting Process. Use this for contribution entries that are made through an external source to CDM+, such as outside ACH or EFT transactions, that have already be entered into the ledger as a deposit.

**Total Amount:** Just as in batch contributions entry, this is the overall total amount of the contribution.

**Giving Fund Breakdown:** Again, as in batch contribution entry, identify the giving funds and amounts per

giving fund. Note that you may enter a **Memorial** or **Note** in this fund breakdown as well.

Next, click the **Schedule** tab to define the frequency of this recurring entry. There are eight standard frequencies and an advanced frequency.



**Never** – does not repeat.

**Daily** – repeats each day

**Weekly** – repeats once each week

**Bi-Weekly** – repeats every 2 weeks

**Monthly** – repeats once each month

**Bi-Monthly** – repeats every 2 months

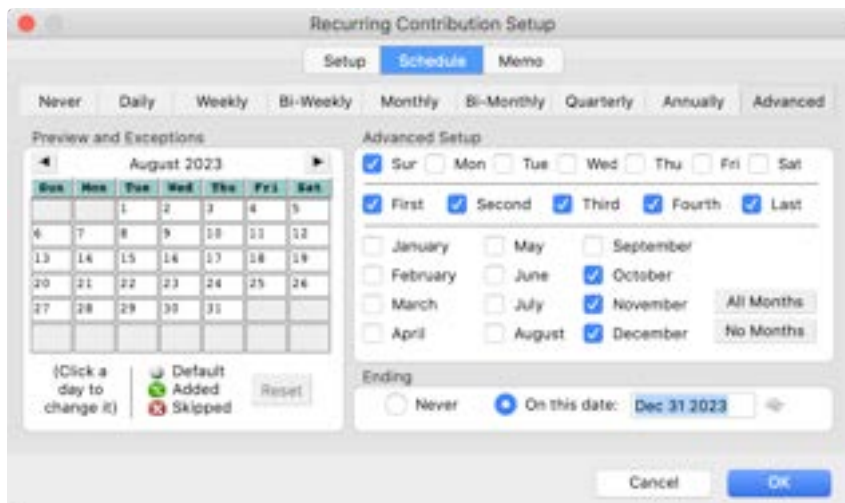
**Quarterly** – repeats once every three months

**Annually** – repeats every 12 months.

Once you have selected the desired frequency, the displayed calendar will reflect the dates of each recurring contribution. This begins with cycles based on the starting date entered on the prior **Setup** tab.

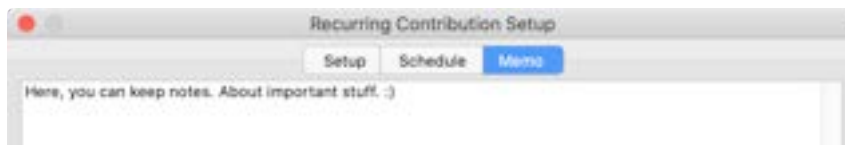
You may also enter an **Ending** date if desired.

The **Preview** calendar is a live calendar, meaning that you can mark any date to skip or you can add additional dates by clicking on those dates.



The **Advanced Schedule** tab provides you with the ability to create a custom schedule. The screen to the left illustrates a setup of a recurring contribution made on Friday of all weeks of all months.

Use the **Memo** tab to record any notes concerning this recurring entry.



After a recurring contribution is entered and saved on the **Recurring Contribution Setup** window, the Recurring Giving tab of the **Giving Unit Record** window will display the summary of the recurring entry. If you need to edit this entry, click the Change button on the bottom of the Giving Unit Record window, then click the pencil on the right side of the recurring entry you wish to change. This will open the **Recurring Contribution Setup** window.

The example to the right displays a Giving Unit with two different recurring entries in effect. This would be the case with a giver wanting to give on two different frequencies, for example.

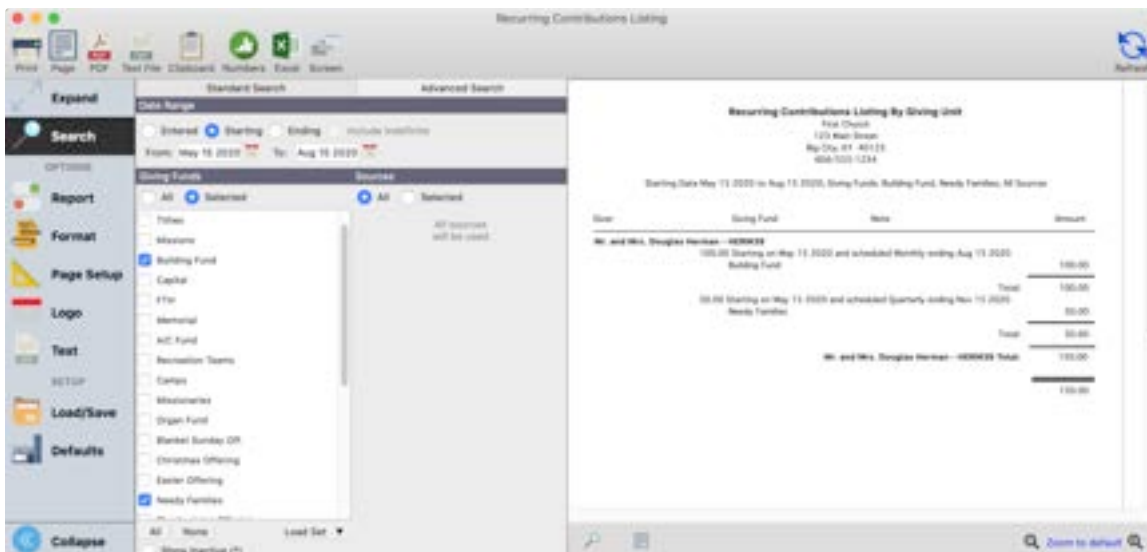


## Recurring Gifts Reports

There are two Contribution Reports for Recurring Gifts: a composite listing and a detail report.

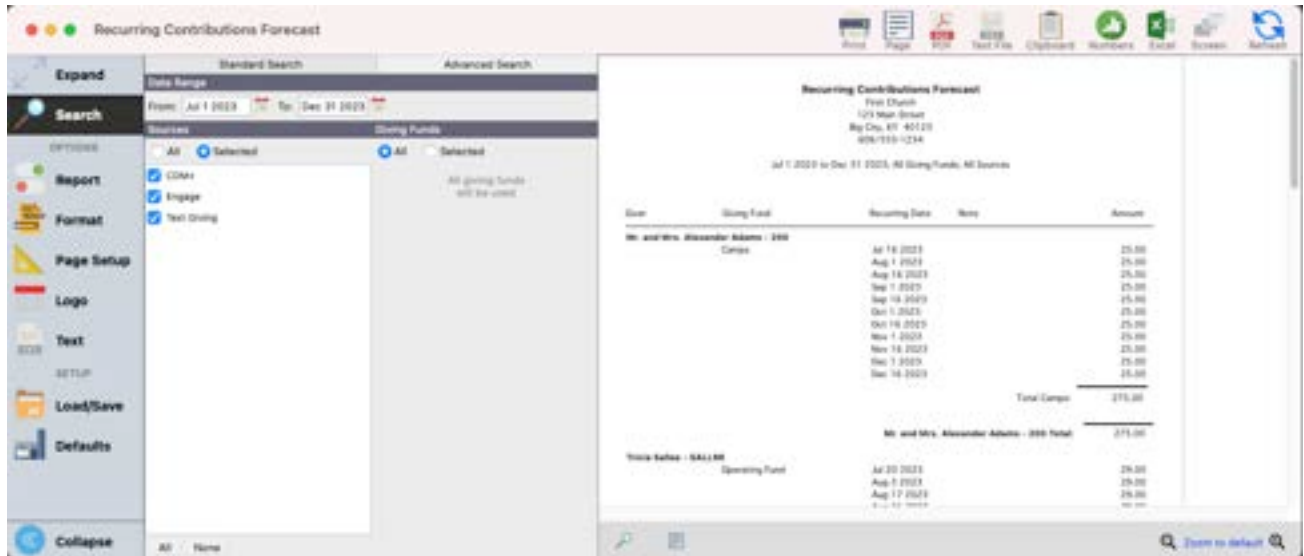
The standard Contributions Report setup window allows you to fine-tune these reports.

► **Reports** ► **Contribution Reports** ► **Recurring Contributions** ► **Recurring Contributions Listing**





►Reports ► Contribution Reports ► Recurring Contributions ► Recurring Contributions Forecast



**Initiating Recurring Gifts:**

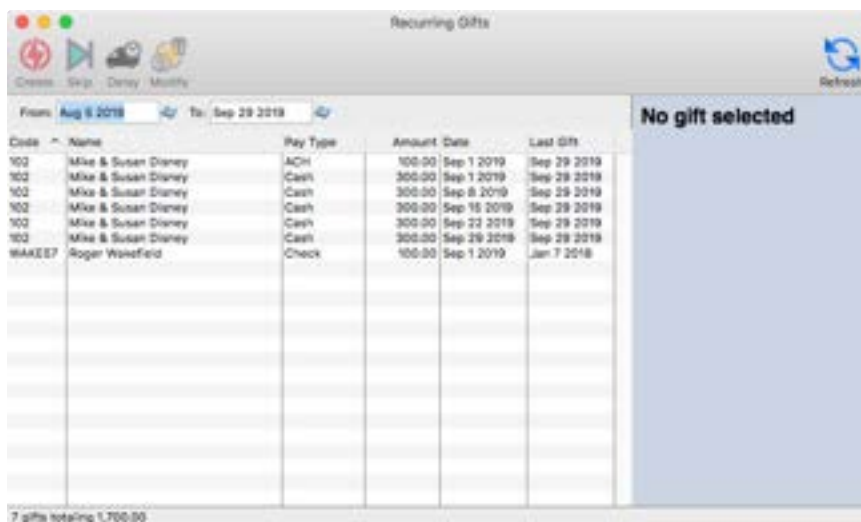
After the Recurring Contribution Entries have been set up, they can be initiated.

**NOTE: The following procedure applies ONLY to recurring gifts NOT received through Engage Giving Portal.**

►Program ►Contributions ►Batch Contribution Entry

Recurring Contribution Entries are initiated through the Batch Contribution Entry process. You may either add these recurring contribution entries to an existing batch, or you may create a new batch for these recurring entries only.

Whichever method you select, click the Load button at the bottom of the Batch Contributions Entry window. This will open the Recurring Gifts selection window shown below.



This window chooses dates based on the selected batch on the Batch Contributions window. The end date

is the offering date from the batch. To determine the begin date, CDM+ finds the last offering date used in any batch prior to the selected batch. The day after that offering date will be used as the beginning date for Recurring Gifts.

For example, consider these batches:

Batch Offering Date	Recurring Begin	Recurring End
October 26, 2019	October 20, 2019	October 26, 2019
October 19, 2019	October 13, 2019	October 19, 2019
October 12, 2019	October 6, 2019	October 12, 2019
October 5, 2019	n/a	n/a

Recurring gifts within this date range are displayed. Expand the From and/or To dates to display more or fewer entries. Selecting a specific line item displays more detailed information on the selected gift including prior activities.



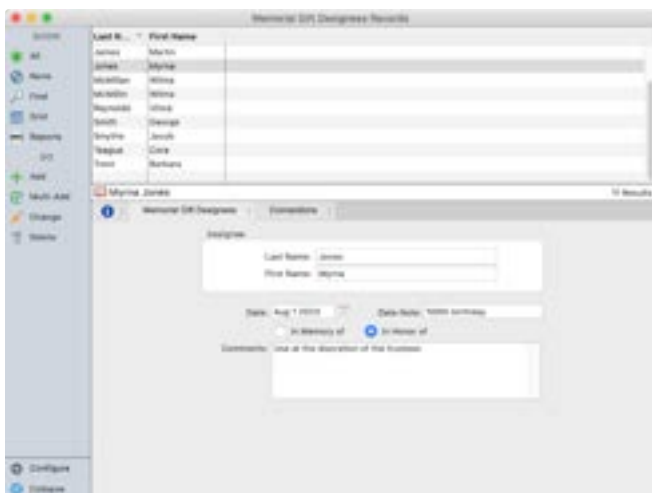
Select each recurring gift you wish to load. Use Control-click, Shift Click, Control-A, or Edit | Select All to mark each desired line. Once you've identified each desired line, click the Create button on the toolbar. This will create the contributions in the selected batch, which can viewed and modified in the Batch Contributions window like a regular contribution.

## Memorial Gifts

Memorial Gifts is a separate feature of the CDM+ Contributions program. It tracks memorial gifts given, as well as how these gifts are used. Enter a Memorial Designee, and Memorial Gifts may be linked to regular contributions for ease of entry. This link is enabled under **CDM+(Mac)/File(Window)► Preferences ► CDM+ System► Contributions tab ► Setting icon**

### Adding Memorial Designees

►Program ►Memorial Gifts ►Memorial Gift Designees Records



Enter first and last name of designee, date, specify "In honor of" or "In memory of", and add any comments.

## Entering Memorial Gifts Given

There are two methods that can be used to enter Memorial Gifts given. Contributions can be linked to Memorial Gifts. This will allow you to automatically create a Memorial Gift record during Contribution Batch Entry. If you don't activate this, you may still use Memorial Gifts, but will need to manually enter each Memorial Gift received and enter the contribution entry.

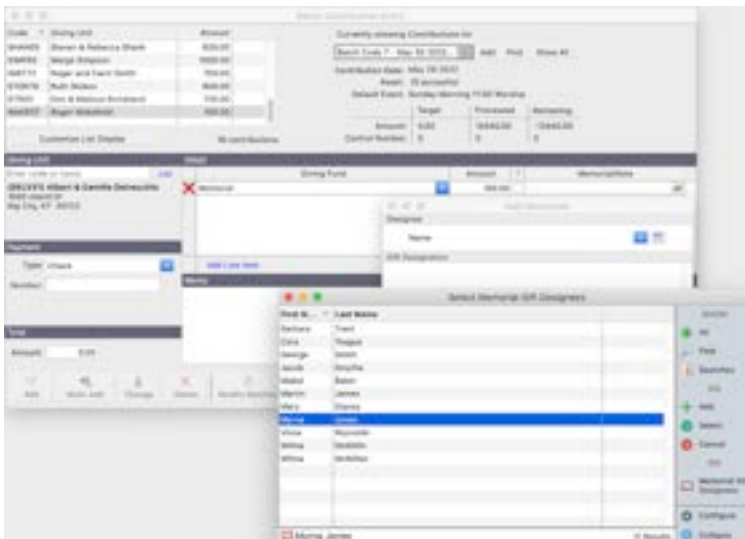
### Activating Memorial Gifts / Contribution Link


CDM+(Mac)/File(Window) ► Preferences ► CDM+ System ► Contributions tab ► Setting icon



### Entering Memorial Gifts as contributions

►Program ►Contributions ►Batch Contribution Entry



Click the “magnifying glass & paper” icon  at the right side of the fund designation line of the contribution entry. This will open the Memorial Gift Designation window.

Contribution will post in Memorial Gifts to appropriate person.

**NOTE:** Edits in Memorial Gifts **DO NOT** make corresponding changes in Contributions Entry.

## Entering Memorial Gifts not as contributions

### ►Program ►Memorial Gifts ►Memorial Gifts Given Records

Amount	Date	Ack. Sent	Date Given	Designation	Given By Last Name	Given By Working Name	Zip	First Name
50.00			Oct 8 2021		Shaw	Michael and Jackie	40123	Maria
25.00			Oct 8 2021		Thompson	Frank	40123	Maria
50.00			Oct 8 2021		Woods	Robert and Margaret	40123	Maria
100.00			May 28 2022		DeVocato	Albert & Candice	40123	Maria
25.00			Jul 18 2022		Shaw	Mike	40123-2318	Mary
30.00			Jul 18 2022		DeVocato	Albert & Candice	40123	Mary
50.00			Jul 21 2022		Shaw	Mike & Susan	40123-2318	George

- Gifts given and entered in this manner do NOT create contribution entries. If you wish for these gifts to be displayed on the member's giving statement, you will need to also enter these as contributions.
- When entering a new gift given, if the giver has an existing address record, click "Link to Address Record" and select appropriate address record from pop-up. This will ensure that as the address record address changes, it will also be updated in the Memorial Giving.

Reporting options will group givers by Memorial Designee.

## Using Memorial Gifts

### ►Program ►Memorial Gifts ►Memorial Gifts Used Records

In recording memorial gifts, it is often necessary to track how much money has been used for a specified purpose.

Amount	Date Used	Used For	First Name	Last Name
200.00	Aug 5 2021	Added to the Parlor Fund in Myrna's honor	Myrna	Jones
2000.00	Jul 1 2017	New sound system for sanctuary	Wilma	McMillin



A Memorial Gifts Used report could be printed and given to the family to inform them of how the monies were used.

# Memorial Gifts Reports

## Memorial Gifts Designee

►Reports ►Memorial Gifts Reports ►Listing and Exports ►Memorial Gift Designee Custom Listing and Export

These reports detail information on Memorial Gift Designees.

## Memorial Gifts Given

This group of reports provide detailed information on Memorial Gifts Given. These include a Custom Listing, which allows you to “build” your own report, Gift Given Letters, Cards, and Emails. These notice-type reports allow you to create personalized thank-you communications to the donor.

## Memorial Gifts Given Listing

►Reports ►Memorial Gifts Reports ►Listings and Exports ►Gifts Given Listing

This report has a number of excellent uses: give the list to family members as a record of those who have given in memorial or honor of their loved ones; provide the list for use in church publications or website; for use by committee or staff to know the source of gifts given for their use.



**Options:** The giver's Address and designation notes can be added to the report. The report can be printed with or without the Gift Detail (the amount given by the donor) by checking the Show Gift Detail button.

## Memorial Gifts Given Composite

►Reports ►Memorial Gifts Reports ►Listings and Exports ►Gifts Given Composite

Report provides a listing of the total amount given for Memorials during a selected date range. The report can include all or selected Gift Designees.

**Memorial Gifts Given Composite**  
 First Church  
 123 Main Street  
 Big City, KY 40123  
 606/555-1234

Gift Given Date May 1 2022 to May 31 2022; All Gift Designees

Designee	Amount
Myrna Jones	100.00
<b>Report Total:</b>	<b>100.00</b>

## Memorial Gifts Given Custom Listing and Export

►Reports ►Memorial Gifts Reports ►Listings and Exports ►Memorial Gifts Given Custom Listing and Export

Build your own report by choosing fields to include in a list that can be printed and provided to family members or other interested parties for data management.

**Custom Listing**  
 First Church  
 123 Main Street  
 Big City, KY 40123  
 606/555-1234

Gift Given Date May 1 2022 to May 31 2022; All Gift Designees

Date Given	Given By Last Name	Amount	In Memory/Honor Of	First Name
May 29 2022	Delvecchio	100.00	In Honor of	Myrna

## Memorial Gifts Given Labels/Envelopes

Reports ►Memorial Gifts Reports ►Labels ►Memorial Gifts Given Labels/Envelopes

Labels can be printed for selected Designees and filtered by date range. This report is a helpful tool to provide family members with labels for sending acknowledgments.

## Memorial Gifts Given Letters, Cards or Emails

►Reports ►Memorial Gifts Reports ►Notices ►Memorial Gifts Given Letters, Cards or Emails

Similar to Letter, Card, and Email Notices found elsewhere in CDM+. Embed database fields to personalize.



## Memorial Gifts Used

►Reports ►Memorial Gifts Reports ►Listing and Exports ►Memorial Gifts Used Listing or Custom Listing and Export

These reports detail information pertaining to how the Memorial Gifts given have been used.

## Memorial Gifts Given vs. Used

►Reports ►Memorial Gifts Reports ►Listings and Exports ►Gifts Given vs. Used

Designs	Given	Used	Balance
Mary Denny	0.00	0.00	0.00
Myra Jones	100.00	0.00	100.00
<b>Report Total:</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>





# Contributions Pledging

The pledging process is used by many organizations as a financial forecasting tool. Since the process often involves more members than any other one event of the year, it is important that each aspect be handled efficiently and accurately. CDM+ Contributions provides many resources to support this important endeavor.

Things to do before starting the pledge process:

- Update Address and Individual records with the most accurate information.
- Set up a Group for the committee/team responsible for the pledging process to facilitate easy communication with the group members; update members Other Phones and Emails information.
- Review and analyze past years pledge information by printing pledge reports.
- Set Pledge term preference in CDM+ System Preferences.

## Pledge Preferences

CDM+ provides the option of defining the terminology an organization uses for Pledges. Some organizations refer to pledges as Estimates, Promises, or Faith Commitments. Your choice will be set up under System Preferences.

►CDM+ (macOS)/File (Windows) ►Preferences ►CDM+ System ►General tab ►Terms icon



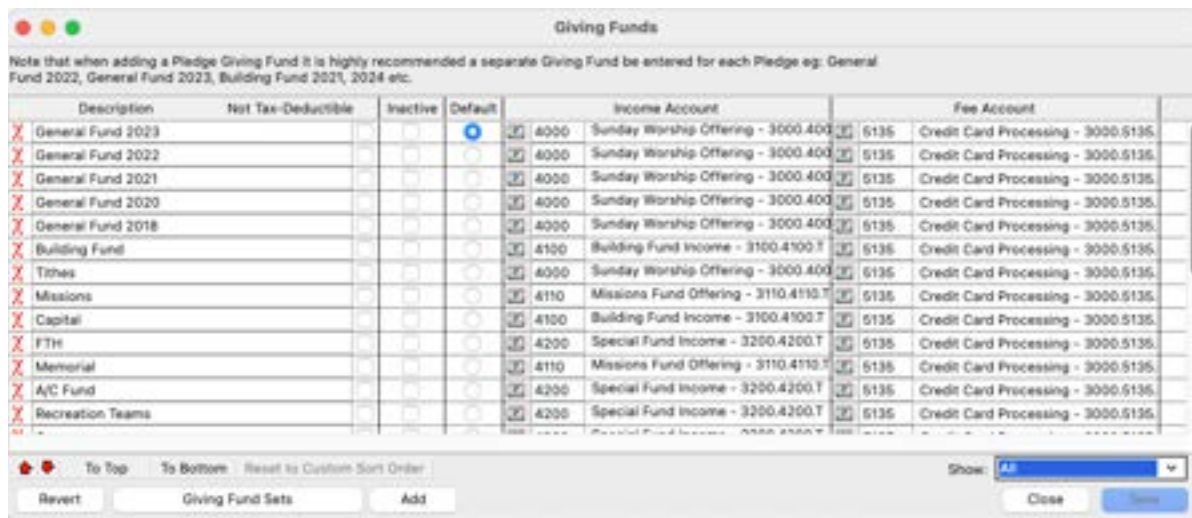
Enter the appropriate singular and plural terms to use when referring to a pledge.

We use the Default Term Pledge in this class and the CDM+ Contributions online manual.

# Giving Funds

## Setting up Giving Funds in Contributions

►Program ►Contributions ►Giving Funds

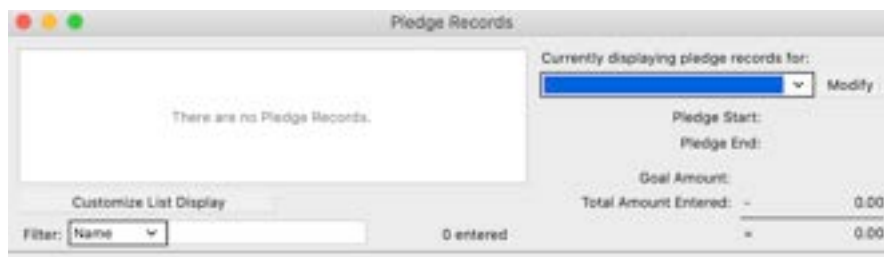


If you are entering pledged funds, you must create separate Giving Fund for each pledge period. For example, if people make pledges for the 2023 General Fund and may also make pledges for the 2024 General Fund, you should create a 2023 General Fund and a 2024 General Fund. Likewise, if there is a building campaign that people pledged to give to over a three year period, you might have a Building 2023-2025 Fund. It is important to credit donations again the pledge made.

# Pledges

## Establishing Pledge Funds

►Program ►Contributions ►Pledge Records ►Modify button




To set up a pledge for the first time, click on the Modify button and enter the pledge starting and ending dates on the Pledge Setup window. The Pledge Description will auto-fill with the Giving Fund description or it can be changed. The Goal Amount is the total amount that you have forecasted for the pledge campaign, and can be left blank.

## Entering Pledges

### ►Program ►Contributions ►Pledge Records

Pledge entry works like Batch Contributions Entry. To enter pledge information, select the desired Pledge Fund from the "Currently displaying pledge records for:" drop list; click either Add or Multi-Add to begin.

 A Filter option on the Pledge Record allows you to find specific pledges without scrolling a list. With Name chosen from the drop list, type part of a giver's name and the list above will change dynamically. To view all records, remove any filter information that has been entered.


Data entry options are controlled by the Batch Contributions Entry default preferences. Enter the Giving Unit Code or giver's Name and tab to the Total amount. Enter the total amount of the pledge. **NOTE:** Enter an amount in the "initial amt." field only if the giver is planning on giving an initial amount before the periodic pledges begin.

For example, if a three-year total pledge is for \$10,000 and the giver is planning to give \$4,000 initially and then the remainder over the next 36 months, enter \$10,000 in the Total box and \$4,000 in the initial amt. field. The program will calculate the Period Amount on the remaining \$6,000. If dividing the remaining balance by the frequency results in an unequal amount, CDM+ will enter two breakdown lines showing the monthly amount and then a final amount to accommodate the rounded difference.

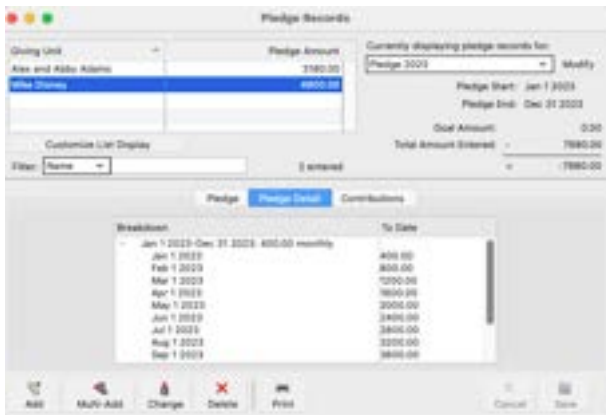
When entering pledges with a Monthly, Quarterly, Semi-Annual, Annual, or One-Time frequency, you can specify whether the year-to-date calculation should occur at the Start Date or the End Date. CDM+ defaults to the Start Date. For example, an annual pledge of \$520 is entered with the “Calc YTD” set to the Start Date. The Pledge Records window will show a Pledge-to-Date amount of \$520 on January 1st on the Pledge Detail tab and an over/under status of under on the Contributions tab until they contribute \$520. If this same pledge is entered with “Calc YTD” set to End, the giving unit will show a Pledge-to-Date of December 31 and will show the status as over if they contribute prior to December 31. You may change this setting at any time, as needed.

If pledges need to be entered by a periodic amount, leave the total amount 0.00 and enter the frequency and periodic amount. CDM+ will calculate the total amount of the pledge.

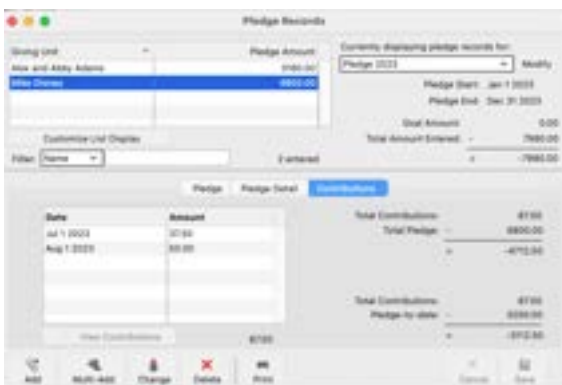
Additional pledge breakdowns can be entered to accurately reflect the anticipated giving. If the pledge needs to be changed before the end of the pledge period, change the ending date on the last line and then add a new pledge breakdown that shows the anticipated change. CDM+ will start the new line with the day following the ending date of the line above it. For example, if someone pledges \$100 a month and then indicates that for six months they will not be able to meet that, an entry can be made for that six months with a zero amount and an additional line which shows when the pledge will resume and the amount and duration of the remaining pledge commitment. The Pledge frequency O means a one-time entry and never indicates no pledge has been received.

 **Projected pledges** are estimates for those who do not provide a pledge, but faithfully give. Pledge reports will separate actual pledges from projected. This assists in forecasting the financial support of the church for the upcoming year. Only Actual Pledges are included on Giving Statements.

The Pledge Detail tab shows the year-to-date calculations that CDM+ will use in reporting.



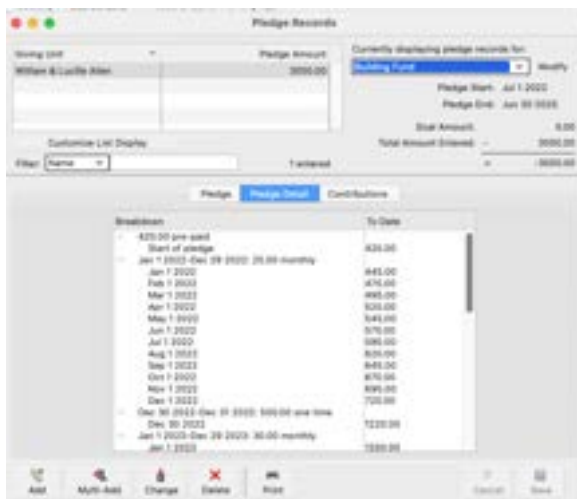
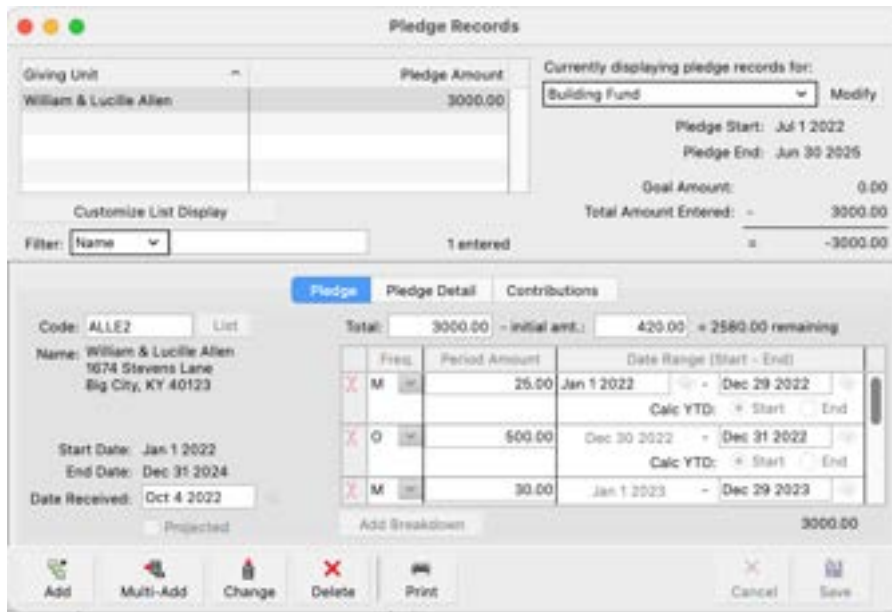
The Contributions tab shows each gift given to the pledged fund and a summary of pledge-to-giving totals.



## Pledge Example

The following example highlights the flexibility of pledging in CDM+ Contributions. Capital Campaigns will frequently result in challenging pledge wishes. For example, a member pledges a Total amount of \$3000.00, including \$25 monthly for the first year, \$30 monthly for the second year and \$30 monthly for the third year. Additionally they commit to make a \$500 annual payment at the end of each calendar year.

The illustration below demonstrates how a pledge like this can be handled in CDM+. An initial or down payment of \$420 has been recorded. The first line shows the first year \$25 monthly pledge [Note that the ending date is set back several days prior to the end of the year]. The second line shows the first \$500 annual payment [Note the beginning and ending dates are 2 days apart]. The third line shows the second year \$30 monthly pledge and so on.



The Pledge Detail tab of the Pledge Entry screen presents a chronological display of how these various pledge frequencies and dates will actually calculate.

## NOTE:

- The *Initial Amount* is an amount already given or to be given prior to the incremental pledge begin date. The actual contribution entry of this Initial Amount **MUST BE** entered via the Contribution Entry process, just as all other contributions are entered. Failure to enter the Initial Amount in Contribution Entry will result in a pledge status as unpaid for the amount, and could result in a Pledge Status of UNDER.
- Each detail line's date range begins one day after the prior detail line's date range ends. If the first detail line's date range ends on Dec. 31, the next detail line's date range **MUST** begin with Jan. 1. If you wish to "skip" a date period, you must enter a pledge of \$0 Never [or \$0 Annual, or \$0 Weekly] for the dates of the period to be "skipped".
- Some pledges may require a mix of pledge Frequency Types (Weekly, Monthly, etc.), as well as Calculation modes [Start or End] within a single pledge entry.

## Pledge Changes

Pledge changes are often more difficult to interpret than the original pledge, but generally fall into several distinct categories.

- **Simple data entry mistake.** The pledge made was \$5 monthly, but was originally entered as \$5 weekly. The correction is simple: from the pledge entry screen, use the filter line to narrow or "find" the specific giving unit's pledge entry. Then erase the amount in the total pledge and simply change the pledge frequency from weekly to monthly.
- **Change in pledge amount dating back to the start date of the pledge.** Change the pledge amount and/or frequency as required. You may need to erase the amount in the total pledge field.
- **Change in pledge amount at some point after the start of the pledge.** The issue with this type of change is the contributions made prior to the effective date of the pledge change. How these prior contributions are handled effects the Pledge Status since all contributions given prior to the change are included in Pledge Status calculation.

**Example:** Original pledge is \$10 weekly for 52 weeks – 1/1/23 through 12/31/23. The member indicates a need to change the pledge to \$5 weekly effective 7/1/23. Further, you determine that they have given \$260 through 6/30/23.

**Solution:** Change the ending date of the first detail line to be the day before the desired effective date of the pledge change. Then, add a second pledge detail line beginning on the effective date of the pledge change and ending at the end of the pledge period. In the example above, the 1st detail line is \$10 weekly from 1/1/23 through 6/30/23 and the 2nd detail line is \$5 weekly from 7/1/23 through 12/31/23. This would result in a total pledge of \$390 (\$10 weekly for the 1st 26 weeks and \$5 weekly for the 2nd 26 weeks). Since they gave \$260 through 6/30, the contributions given are equal to the pledged amount to the 6/30 date and the Pledge Status would now be current (zero)

## Pledge Cancellations

Again, there are several methods available to handle pledge cancellations:

- The specific pledge can be deleted. From the pledge entry screen, use the filter line to narrow or "find" the specific giving unit's pledge entry. Select the Delete jump button at the bottom of the window. This will remove any record this pledge existed or was changed.
- An alternative method might be to alter the ending date of the detail line to indicate when the pledge was cancelled. This is especially proper when gifts have been given toward the pledge. A variation of this approach would be to change the pledge detail line to indicate a one-time pledge for whatever amount that may have been given.
- If no gifts have been given, you might enter a pledge periodic amount of \$0 and a pledge frequency of Never, to indicate that they had responded.
- Use the Comments tab on the Giving Unit record to note this change.

# Pledge Reports

## Pledge Listing

►Reports ►Contribution Reports ►Listings and Exports ►Pledge Listing

List of persons pledging with Total Pledge amount. You may include giving units with Projected Pledges or giving units with no pledge. You may also filter by those who are ahead or behind on their pledge to date.

**Pledge Records**  
Your Organization  
123 Main Street  
My City, KY 40123  
606/555-1234  
All Pledge Funds

Giving Units	Begin	End	Initial Amount	Total Pledge
Mr. and Mrs. Alexander Adams - 200	Jan 1 2023	Dec 31 2023	0.00	3,100.00
William & Lucille Allen - ALLE	Jan 1 2022	Dec 31 2024	400.00	3,000.00
Charles & Ruby Cook - 108	Jan 1 2022	Dec 31 2022	0.00	300.00
Albert & Camille Deveschee - 28LV21	Jan 1 2022	Dec 31 2022	0.00	2,400.00
Albert & Camille Deveschee - 98LV21	Jan 1 2020	Dec 31 2020	0.00	4,800.00
Michael Doney - MK20	Mar 30 2017	Mar 29 2020	0.00	3,000.00
Michael Doney - MK20	Dec 29 2016	Dec 19 2017	0.00	5,000.00
Michael Doney - MK20	Jan 1 2020	Dec 31 2020	0.00	100.00
Michael Doney - MK20	Jan 1 2023	Dec 31 2023	0.00	4,800.00
Michael Doney - MK20	Jan 1 2022	Dec 31 2022	0.00	4,800.00
Mr. and Mrs. Wally Harvey - HARV43	Dec 29 2021	Dec 28 2022	0.00	8,000.00
Mr. Terry Hainaker - HAIN100	Jan 1 2022	Dec 30 2022	100.00	1,000.00
Mr. and Mrs. Don Strickland - STR11	Dec 29 2021	Dec 28 2022	0.00	12,000.00
<b>Total Giving Units: 13</b>				<b>Total: 52,900.00</b>

## Pledges Custom Listing

►Reports ►Contribution Reports ►Listings and Exports ►Pledge Custom Listing

Custom select fields for a totally user-defined pledge report.

**Custom Listing**  
Your Organization  
123 Main Street  
My City, KY 40123  
606/555-1234  
All Pledge Funds

Giving Unit Number(s)	Giving Unit Last Name	Giving Unit State	Total Pledge	Pledge Discontinued	Pledge To Date	Giving To Date
Mr and Mrs	Adams	200	3,100.00	(2,100.00)	1,000.00	0.00
William & Lucille	Allen	ALLE	3,000.00	(210.00)	1,400.00	890.00
Charles & Ruby	Cook	108	300.00	(75.00)	200.00	175.00
Albert & Camille	Deveschee	28LV21	4,800.00	(4,725.00)	8,000.00	75.00
Albert & Camille	Deveschee	98LV21	2,400.00	(0.00)	2,400.00	2,400.00
Mr	Doney	MK20	4,800.00	(5,112.00)	5,200.00	87.00
Mr	Doney	MK20	4,800.00	(4,550.00)	6,800.00	230.00
Mr	Doney	MK20	100.00	(0.00)	100.00	100.00
Mr	Doney	MK20	3,000.00	(3,800.00)	6,800.00	0.00
Mr	Doney	MK20	1,000.00	(4,900.00)	5,000.00	100.00
Wally and Margaret	Harvey	HARV43	8,000.00	(7,200.00)	8,000.00	100.00
Terry	Hainaker	HAIN100	1,000.00	(100.00)	1,000.00	300.00

The Pledge Listing and Pledge Custom Listing reports now allow the selection of multiple pledge funds in a single report.

## Pledge Letter Notice

►Reports ►Contribution Reports ►Notices ►Pledge Letter Notice



Dear Mike and Abby,  
 Thank you so much for your pledge of \$2100.00 to our mission. Thanks to gifts like yours we are able to reach around the world with help for the needy and hope for the oppressed. For your records, your pledge is recorded as follows:  
 \$210.00 Weekly from Jan 1 2023 to Dec 31 2023  
 Thank you for your faithfulness to our mission.  
 Sincerely,  
*Ernie J. Johnson*  
 Dear

Use this notice to encourage members who have pledged with a personalized thank-you letter. Include the amount of the pledge as a confirmation. Additional fields detailing Pledge information are available to include in pledge letters under the >**Database Fields** option in the **Formatting Palette** when creating the merge letter.

Attend the Users Conference Notices class or see the Notices section of this manual for complete details of creating personalized letter notices.

## Pledge Comparison

►Reports ►Contribution Reports ►Comparative ►Pledge Comparison

Report compare up to three pledge years and displays Difference Options of amount and percent for each giver.

**Pledge Comparison**  
 Your Organization  
 123 Main Street  
 Big City, KY 40123  
 606/555-1234

Giver	Pledge 2023	Difference	Building Fund
Mr. and Mrs. Alexander Adams - 200	3,180.00	(3,180.00)	0.00
William & Lucille Allen - ALLE2	0.00	3,000.00	3,000.00
Michael Disney - MIKED	4,800.00	(4,800.00)	0.00
<b>Total</b>	<b>7,980.00</b>	<b>(4,980.00)</b>	<b>3,000.00</b>



## Actual vs. Pledge

### ►Reports ►Contribution Reports ►Comparative ►Actual vs. Pledge

Provides detailed analysis of a specific Pledge fund. Shows Total Pledge, Giving to Date, Pledge to Date, and Over/Under amounts.

<b>Actual vs. Pledge</b>				
Your Organization 123 Main Street Big City, KY 40123 606/555-1234				
Contribution Date Through Sep 30 2023; Pledge 2023; Jan 1 2023 - Dec 31 2023				
<b>Giving Units With a Pledge</b>				
Giver	Total Pledge	Giving To Date	Pledge To Date	Over/Under
Mr. and Mrs. Alexander Adams - 200	3,180.00	0.00	2,340.00	(2,340.00)
Michael Disney - MIKED	4,800.00	87.50	3,600.00	(3,512.50)
<b>Total:</b>	<b>7,980.00</b>	<b>87.50</b>	<b>5,940.00</b>	<b>(5,852.50)</b>

## Actual vs. Pledge by Month

### ►Reports ►Contribution Reports ►Comparative ►Actual vs Pledge by Month

Compares monthly totals of Year-to-Date pledging and giving including Over/Under amount.

<b>Actual vs. Pledge By Month</b>			
Your Organization 123 Main Street Big City, KY 40123 606/555-1234			
Contribution Date Through Sep 30 2023; Pledge 2023; Jan 1 2023 - Dec 31 2023			
Month Ending	Giving To Date	Pledge To Date	Over/Under
Jan 1 2023	30.00	460.00	(430.00)
Jan 31 2023	150.00	700.00	(550.00)
Feb 28 2023	270.00	1,340.00	(1,070.00)
Mar 31 2023	790.00	1,980.00	(1,190.00)
Apr 30 2023	1,290.00	2,680.00	(1,390.00)
May 31 2023	3,910.00	3,320.00	590.00
Jun 30 2023	5,700.00	3,960.00	1,740.00
Jul 31 2023	6,187.50	4,660.00	1,527.50
Aug 31 2023	5,887.50	5,300.00	587.50
Sep 30 2023	5,007.50	5,940.00	(932.50)
<b>Total Pledge</b>			
	Pledge	7,980.00	
	Giving To Date	5,007.50	
	Over/Under	(2,972.50)	

This report can be extremely helpful in determining planned cash flow throughout the pledge period. Lending agencies frequently require this information.



# Contributions Comparison Reports

## ► Reports ► Contribution Reports

Listings and Exports	Labels	Notices	Daily Reports	Comparative	Statements/Receipts	Recurring Contributions
Giving Unit Listing	Giving Unit Labels/Envelopes	Giving Unit Letters	Daily Report of Contributions	Composite by Giving Unit	Contribution Statements	Recurring Contributions Listing
Giving Unit Directory	Contribution Labels/Envelopes	Giving Unit Cards	Check Deposit Report	Composite by Date	Contribution Statements by Email	Recurring Contributions Setup Custom Listing
Available Giving Unit Codes	Pledge Labels/Envelopes	Giving Unit Emails	Daily Contribution Breakdown	Actual vs Pledge	Contribution Statements Line	Recurring Contributions Forecast
Giving Unit Custom Listing & Export		Contribution Letters		Actual vs Pledge by Month	Contribution Statements Line Email	
Detail Contributions		Contribution Cards		Pledge Comparison	Receipts	
Contributions Totals By Date		Contribution Emails		Totals by Month	Canadian Donation Receipts <sup>†</sup>	
Lagging Giving Units		Pledge Letters		Contribution Range	Contribution Statement Report	
Contribution Memos		Pledge Cards		History Comparison		
Contribution Custom Listing & Export		Pledge Emails				
Canadian Donation Receipt Listing <sup>†</sup>						
Pending Contributions						
Pending Contributions Custom Listing & Export						
Giving Funds						
Giving Fund Sets						
Batches						
Pledge Listing						
Pledge Custom Listing & Export						
Pledge Summary Custom Listing & Export						
Contribution Worksheet						
Address Giving Unit Check						

\*Requires MICRImage Check Scanner

<sup>†</sup>Available in the Canadian custom version only.

**NOTE:** If you change the terms on the System Preferences window, report and window names will change. For example, if you choose to use "Donation" instead of "Contribution", you will have a Daily Report of Donations instead of Daily Report of Contributions.

## Determining the Content of Contribution Reports

CDM+ report setup windows have two main sections: the top section that determines content and the bottom tabbed section that determines format. The top section is the same for most Contribution reports.



### Date/Range Selection

Select the contributions to include on the report by choosing either the **Deposit Date** or **Contribution Date**. Then enter the date range to include in the report.

The basic configuration of contribution reports is to include only those giving units that have contributed within the date selected.

If you wish to include all giving units, whether they have given or not, check the **Use Ranges** box and click the **Configure** button.

Click the **Range** radio button on the Configure Ranges window. Enter 0.00 to 99999999.99 or something that exceeds your top giver's total. This will result in the report including giving units whether they have contributed or not.

**Configure Ranges** – When you check **Use Ranges** and enter the low and high end of the range, you have 3 options to select from:

1. Calculate range on any single breakdown item – this bases the range selection on any single entry line (Giving Fund).
2. Calculate range on total contribution – bases the range selection on total of any single contribution, regardless of fund split.
3. Calculate range on report date selection – bases the range selection on total of giving within date selection.



For example, Robert Jones gives \$400 total and you enter one entry splitting the gift as \$200 to General and \$200 to Building. Robert Jones also has previously given \$50 on 1/1 and \$100 on 3/31.

If you configure your range selection to include \$250 - \$999,999.99, option 1 would not include this gift nor any other gift; he would not be included on the report. Option 2 would include this gift, but would not include the other two gifts. Option 3 would include this gift and the other two gifts since the grand total (\$550) was within the range.

### Giving Funds

Be careful in your selection in this area.

The **All** radio button at the top of the Giving Funds sections applies to every giving fund defined in CDM+ Contributions, including those that are flagged as inactive on the Giving Funds window. In short and in this case – all means all!

If you do not want to include all inactive funds in your report, you must have the **Selected** radio button active.

The list of Giving Funds below the **All** and **Selected** radio buttons is, by default, all the Giving Funds that you have NOT marked as inactive.

So, if your goal is to include all Giving Funds EXCEPT those flagged as inactive, here are the steps you need to take:

1. Click on the **Selected** radio button.

2. Make sure there is NO check mark in the box next to **Show inactive** below the list.
3. Click on the small **All** button below the list of Giving Funds. This will put a check mark next to all listed Giving Funds.

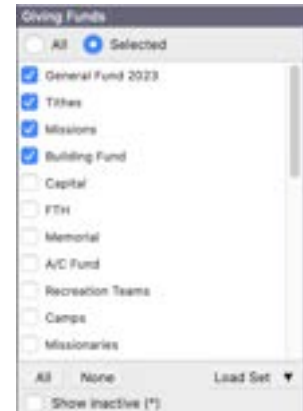
If you want your report to include only some of your active Giving Funds, take these steps:

1. Click on the **Selected** radio button.
2. Make sure there is NO check mark in the box next to **Show inactive** below the list.
3. Click the small **None** button at the bottom of the list to clear any existing check marks.
4. Scroll down the list of Giving Funds, checking only the ones you want to appear on the report.

To include some inactive Giving Funds in your report, take these steps:

1. Click on the **Selected** radio button.
2. Put a check mark in the box next to **Show inactive** below the list.
3. Click the small **None** button at the bottom of the list to clear any existing check marks.
4. Scroll down the list of Giving Funds, checking only the ones you want to appear on the report.

**NOTE:** Inactive Giving Funds will be marked in the list with an asterisk (\*).



## Event

If you enter contributions by Events, click the **Selected** button in this section and ensure that you check the appropriate Event Code(s). If you don't use Events, leave the selection set to **All**.

## Payment Types

For Statements and Receipts, you would generally leave **All** selected under Payment Type so all payment types will be included. For some other Contribution Reports, you may wish to see a report of just contributions paid by ACH, credit cards, or checks.

## Listing Reports

There are a number of different listing reports, including Custom Listing reports for giving units, contributions, and pledges. As with other listing reports, generally provides only identification information.

- |                                 |                                                                                                                        |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Available Giving Unit Codes –   | Use to quickly identify unused numeric giving unit codes. Ideal for use when entering new giving units.                |
| Detail Contributions–           | Lists giving information by Giving Fund or Giving Unit; in Detail or Composite by selected date range.                 |
| Contributions Totals by Date -  | Select date range and funds to report. Lists totals by date or by fund.                                                |
| Lagging Giving Units -          | Identifies giving units who have not contributed over a period of time. User inputs time criteria and fund selections. |
| Pledge Summary Custom Listing - | As with other "custom listing" reports, provides an extended level of analysis of pledges and contributions.           |

## Comparative Reports

Add specific contribution information to the general identification information that is printed.

- Composite by Giving Unit - Provides total giving by giving unit. User selects funds to detail. User can also configure ranges.
- Composite by Date - Similar to above, but provides total giving by date (either offering or deposit). User selects funds to detail. User can also configure ranges. Great for analysis of seasonal giving trends.
- Actual vs Pledge - Provides detailed look at specific pledge fund. Shows total pledge, giving to date, pledge to date, and status (over/under). User may elect to include pledgers only, non-pledgers only, or both. **NOTE:** report option to “Page by Frequency” applies to “Those with pledge” only.
- Totals by month - Provides totals, either \$ amount given or count of gifts, by month. User can select starting month—great for fiscal years other than calendar. User can select funds to report on. This report also computes a monthly average.
- Contribution Range - Ideal for those “how many give between \$1 - \$99.99 and \$100 - \$249.99, and so on—but note, this report is based on total giving. User selects date range to base report on, selects fund(s) to include, and sets up the giving ranges.
- History Comparison - Based upon Contribution History files. Select which History years to compare. Can print totals only or detail by giving unit. User also selects funds to include.

## Custom Listing and Exports

Create export files to be used in other programs. User select data elements to be included in the export file. Multiple export formats can be saved.

- Giving Unit Export - Can be used to provide envelope service with file. Contribution and pledge elements are not available.



- Contribution Export - User selects date period, funds to include. Data elements include detail giving and/or total giving. Use “configure ranges” to limit to non-givers, givers only, or to a range. **NOTE:** pledge elements are not available.

Pledge Export - User selects pledge FUND to report on and date period. Data may be selected from Pledge fields, Giving Unit fields, and Address fields. Pledge detail fields, such as "Remaining Balance" and "Last Payment Amount," are included to enhance pledge analyses.

## Label Reports

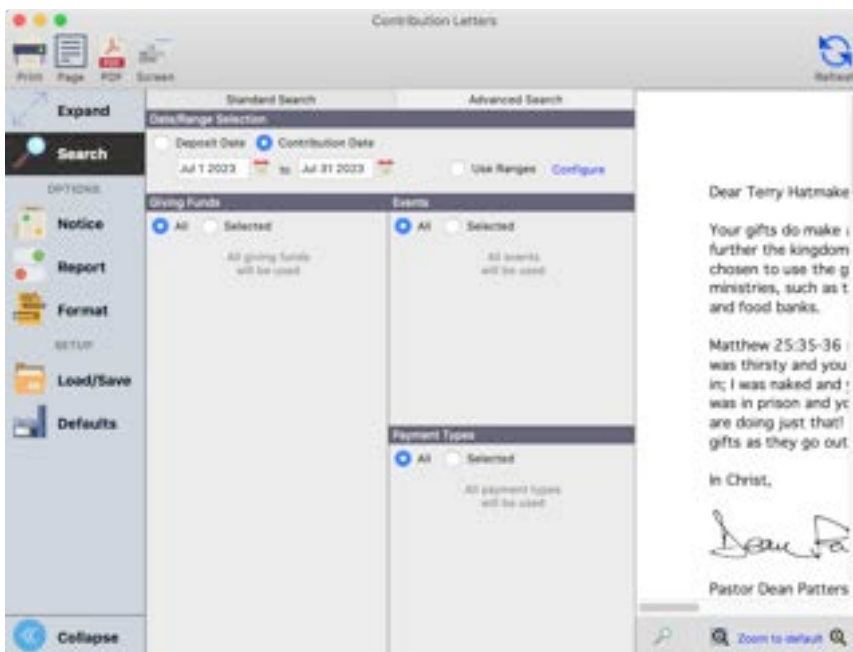
### ►Reports ►Contribution Reports ►Labels/Envelopes

Very similar to all other labels output in CDM+. Contributions labels allow the user to configure ranges to select givers, non-givers, or by range of giving. Pledge labels allow the user to select which pledge fund to include and whether to include non-pledgers and projected pledges. Pledge labels also allow the user to select one or multiple pledge funds.

## Notices

### ►Reports ►Contribution Reports ►Notices

Multiple notice formats are available (letter, card, or email). Notice text may be formatted, graphics included, as well as including variable information (database fields) within the body of the layout for personalized communication. Multiple pledge fields are available for user selection to give the donor the details of their pledge(s).



To create a new Notice, click the small Add button next to the drop list of saved notices. Type a name for the notice and click Save; the Notices editor window will then open. The Notices feature supports advanced document creation and editing. Please refer to the Notices section of this Users Conference manual or attend that class for more information.

## Receipts

### ►Reports ►Contribution Reports ►Statements/Receipts ►Receipts

Receipts are specialized versions of the contribution statement. In simplistic terms, they are a cross between giving notices and statements.

- Typically based upon event code. For instance, create an event code for China Earthquake Relief, enter contributions in batch contribution entry or contribution maintenance specifying this event code in the batch setup. Select this event code from the receipts setup window.
- Receipts are printed for EACH GIFT. If Mike Disney contributes three times to China Earthquake Relief, he will receive three receipts.
- The Report tab provides options to print receipts with or without a return stub. Use the stub to invite future gifts. You may also assign receipt numbers on the Report tab.
- Receipts offer the same capabilities of the other Notices with respect to formatting and insertion of personalized information and graphics. See the Notices section of this manual or attend the Notices class for complete details of creating personalized letter notices.
- After receipts have been printed, CDM+ can mark the records as "Receipt Printed" ensuring you won't include these the next time you print receipts.

Receipt #	Date	Check Number	Description	Amount
100	May 1 2022	100	Building Fund	100.00

Name	Address	City	State	Zip	Phone	Amount
Charles & Ruby Cook	123 Main Street	Big City	NY	10123	555-1234	100.00

Dear Charles & Ruby,

Thank you so much for your very generous gift towards the new Christian Life Center we are building at the First Community Church. Your support will help make possible the construction of a wonderful facility. God bless you!

Sincerely,  
  
 Steve Patterson  
 The Pastor

Receipt #	Date	Check Number	Description	Amount
100	May 1 2022	100	Building Fund	100.00
				Total: 100.00

100  
 Charles & Ruby Cook  
 123 Main Street  
 Big City, NY 10123  
 USA

## Daily Reports

**Daily Report of Contributions** is presented in the *Getting Started - Contributions* class.

## Report of Contributions

► Reports ► Contribution Reports ► Daily Reports ► Daily Contribution Breakdown

Lists contributions entered for a selected Deposit Date, Entry Date, or Batch Code. Includes Giving Unit Name/Code, Total Amount, Payment Type, and Giving Fund. Displays totals by Payment Type and Giving Fund.

**Report of Giving**  
**Deposit Date May 30 2022**  
 First Church  
 123 Main Street  
 Big City, NY 40123  
 406/555-1234

Events equal to: Sunday Morning 11:00 Worship  
 Assets equal to: Checking, New Checking Account, Savings, Investments, Church Building, Furnishings

Sunday Morning 11:00 Worship			
Name/Code	Total	Type Breakdown	Giving Fund Breakdown
Charles & Ruby Cook - 100	750.00	Online Gift 750.00	Tithes : 750.00
Mr. & Mrs. Mark Hunter - 120	850.00	Online Gift 850.00	Tithes : 850.00
Mr. & Mrs. Derek Baling - BA...	400.00	Online Gift 400.00	Tithes : 400.00
Kawler Dues - (L)VE462	1,500.00	Online Gift 1,500.00	Tithes : 1,500.00
Mr. and Mrs. Patrick Gambet - ...	1,775.00	Online Gift 1,775.00	Tithes : 850.00 Tithes : 925.00
Mr. and Mrs. Michael Grant - G...	650.00	Online Gift 650.00	Tithes : 650.00
Mr. and Mrs. Rhett Harway - RL...	750.00	Online Gift 750.00	Tithes : 750.00
Mr. and Mrs. Douglas Herman - ...	850.00	Online Gift 850.00	Tithes : 850.00
Kevin Lowe - LOWE112	600.00	Check 0 600.00	Tithes : 600.00
Stewart & Nancy Maslowki - ...	465.00	Check 0 465.00	Tithes : 465.00
Mr. and Mrs. Steven Shank - S...	625.00	Check 0 625.00	Tithes : 625.00
Marge Simpson - SMP60	1,000.00	Online Gift 1,000.00	Tithes : 1,000.00
Mr & Mrs Roger Smith - SMT72	700.00	Check 0 700.00	Tithes : 700.00
Ms. Stokes - STOK78	600.00	Check 0 600.00	Tithes : 600.00
Mr. and Mrs. Don Strickland - S...	725.00	Check 0 725.00	Tithes : 725.00
<b>Total of all Contributions: 12,348.00</b>			

Payment Types for all Events		Giving Funds for all Events		Checks for all Events	
6 Check	5,715.00	Tithes	12,240.00	Kevin Lowe - LOWE112	0 600.00
10 Online Gift	8,523.00			Stewart & Nancy Maslowki - MASL20	0 465.00



## Listings and Exports

### Giving Unit Listing

►Reports ►Contribution Reports ►Listings and Exports ►Giving Unit Listing

Use as a cross-reference sheet of Giving Unit Code and Giving Unit Name. Can sort by Code or Name.

Giving Unit Listing			
First Church 123 Main Street Big City, KY 40123 606/555-1234			
Giving Unit Code	Giving Unit Name	Giving Unit Code	Giving Unit Name
102	Michael & Susan Disney	ZLOOSE	Loose Offering
108	Charles & Ruby Cook	ZVISITOR	Visitor/Non-Mbr gift
118	Mr. & Mrs. Ralph Lucas	ZYL107	John & Karen Zylinski
120	Mr. & Mrs. Mark Hunter	ZZLOOSE	Loose ZZZZ Various Giving Codes
130	Mr. Jim Miller and Mrs. Joy Ross	ZZZVISITOR	Other Gving
200	Mr. and Mrs. Alexander Adams		
ALLE2	William & Lucille Allen		
BALL52	Mr. and Mrs. Derek Baling		
BRYA50	Mr. and Mrs. William Bryant		
CASS40	Mr. and Mrs. Ryan Cassidy		
DAVI90	Marvin Davis		
DELV21	Albert & Camille Delvecchio		
DOE77	Mr. and Mrs. John Doe Doo		
FIEL47	Mr. and Mrs. Jonathan Fields		
FITZ38	Mr. and Mrs. John Fitzpatrick		
FLIN61	Fred Flintston		
FOX56	Mr. and Mrs. James Fox		
GAMB49	Mr. and Mrs. Patrick Gambet		
GRAN17	Mr. and Mrs. Michael Grant		

### Contribution Worksheet

►Reports ►Contribution Reports ►Listings and Exports ►Contribution Worksheet

Contribution Worksheet						
First Church 123 Main Street Big City, KY 40123 606/555-1234						
Date: _____		Event: _____		Attendance: _____		
Giver	Check #	Total				
Michael & Susan Disney - 102						
Charles & Ruby Cook - 108						
Mr. & Mrs. Ralph Lucas - 118						
Mr. & Mrs. Mark Hunter - 120						
Mr. Jim Miller and Mrs. Joy Ross - ...						
Mr. and Mrs. Alexander Adams - ...						
William & Lucille Allen - ALLE2						
Mr. and Mrs. Derek Baling - BALL52						
Mr. and Mrs. William Bryant - BRY...						
Mr. and Mrs. Ryan Cassidy - CAS...						
Marvin Davis - DAVI90						
Albert & Camille Delvecchio - DEL...						
Mr. and Mrs. James Fox - FOX56						
Mr. and Mrs. Patrick Gambet - GAMB49						
Mr. and Mrs. Michael Grant - GRAN17						



Change the five Giving Fund columns each week to include seasonal or other special giving emphases.

This worksheet can be provided to money counters to record gifts given for the batch. Since it is run each week, the latest information is always available.

## Detail Contributions

► Reports ► Contribution Reports ► Listings and Exports ► Detail Contributions

Contribution Detail  
Detail by Giving Unit  
First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

All Giving Funds; All Events; All Payment Types  
Contribution Date May 1 2022 to May 31 2022



Also use this report to get YTD summary report of total giving by Giving Fund or by Giving Unit.

Give	Giving Fund	Amount
Charles & Ruby Cook - 108	Tithes	1,600.00
	Missions	190.00
	Building Fund	200.00
	<b>Charles &amp; Ruby Cook - 108 Total:</b>	<b>1,990.00</b>
Mr. & Mrs. Ralph Lucas - 118	Tithes	1,720.00
	<b>Mr. &amp; Mrs. Ralph Lucas - 118 Total:</b>	<b>1,720.00</b>
Mr. & Mrs. Mark Hunter - 120	Tithes	4,175.00
	<b>Mr. &amp; Mrs. Mark Hunter - 120 Total:</b>	<b>4,175.00</b>
Mr. Jim Miller and Mrs. Joy Ross - 130	Tithes	825.00
	<b>Mr. Jim Miller and Mrs. Joy Ross - 130 Total:</b>	<b>825.00</b>
Mr. and Mrs. Alexander Adams - 200	Tithes	1,653.00
	Missions	150.00
	<b>Mr. and Mrs. Alexander Adams - 200 Total:</b>	<b>1,803.00</b>
Mr. and Mrs. William Bryant - 1088	Tithes	2,425.00
	<b>Mr. and Mrs. William Bryant - 1088 Total:</b>	<b>2,425.00</b>
William & Lucille Allen - ALLE2	Tithes	850.00
	Missions	50.00
	Building Fund	190.00
	<b>William &amp; Lucille Allen - ALLE2 Total:</b>	<b>1,090.00</b>
Mr. and Mrs. Derek Balling - BALL52	Tithes	1,775.00
	<b>Mr. and Mrs. Derek Balling - BALL52 Total:</b>	<b>1,775.00</b>
Joseph Caldwell - CALD58	Tithes	2,770.00
	<b>Joseph Caldwell - CALD58 Total:</b>	<b>2,770.00</b>
Mr. and Mrs. Ryan Cassidy - CASS60	Tithes	2,770.00
	<b>Mr. and Mrs. Ryan Cassidy - CASS60 Total:</b>	<b>2,770.00</b>

## Contribution Totals by Date

► Reports ► Contribution Reports ► Listings and Exports ► Contribution Totals by Date

Contribution Date	Giving Fund	Amount
Sep 29 2018	Building Fund	120.00
	Missions	300.00
	General Fund 2018	221.00
	<b>Sep 29 2018 Total:</b>	<b>641.00</b>
Sep 30 2018	Missions	50.00
	<b>Sep 30 2018 Total:</b>	<b>50.00</b>
<b>Total All Dates:</b>		<b>691.00</b>

This report can be produced "Detail by Date" (shown), "Detail by Giving Fund", or "Composite by Date."

## Contribution Custom Listing and Export

► Reports ► Contribution Reports ► Listings and Exports ► Contribution Custom Listing and Export

**Custom Listing**  
First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

All Giving Funds; All Events; All Payment Types  
Contribution Date Sep 1 2019 to Sep 30 2019

Full Giving Unit Name	Giving Unit Last Name	Total Contributions
Michael & Susan Disney	Disney	325.00
Charles & Ruby Cook	Cook	75.00
Mr. & Mrs. Mark Hunter	Hunter	90.00
Albert & Camille Delvecchio	Delvecchio	35.00
Mr. and Mrs. John Fitzpatrick	Fitzpatrick	30.00
Mr. and Mrs. William Bryant	Bryant	80.00
Dean Phelps	Phelps	100.00

 Create field sets to make custom reports for use again and again.

## Contribution Pledge Summary Custom Listing and Export

► Reports ► Contribution Reports ► Listings and Exports ► Pledge Summary Custom Listing and Export

**Pledge Summary Custom Listing**

- Description: Current 2019

YTD Contributions: 427420.13

Total Contributions: 441620.13

Non-Pledge Contributions: 75647.84

Total Pledge: 635823.00

Pledge To Date: 189550.00

Delinquency: 18015.00

Shrinkage (%): 10.03

Number Of Pledges: 170

Number Over Pledge: 82

Total Overage: 189437.28
- Description: Capital

YTD Contributions: 14132.69

Total Contributions: 14132.69

Non-Pledge Contributions: 6327.69

Total Pledge: 36705.00

Pledge To Date: 36705.00

Delinquency: 20500.00

Shrinkage (%): 5.58

Number Of Pledges: 113

Number Over Pledge: 63

Total Overage: 106265.11
- Description: Alternate Christmas

YTD Contributions: 1280.00

Total Contributions: 1280.00

Non-Pledge Contributions: 1280.00

Total Pledge: 0.00

Pledge To Date: 0.00

Delinquency: 0.00

## Notices

### Contribution Letter Notice

► Reports ► Contribution Reports ► Notices ► Contribution Letters

Create personalized letters that include giving data to express appreciation, or encourage givers for their total donations or donations to a specific Giving Fund(s).

To create a new Contribution Letter Notice, click the small Add button next to the drop list of saved letters. Type a name for the letter and click Save; the Notices editor window will then open. The Notices feature supports advanced document creation and editing. Please refer to the Notices section of this Users Conference manual for complete details.



## Comparative

### Composite by Date

► Reports ► Contribution Reports ► Comparative ► Composite by Date

#### Composite of Giving by Date

First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

All Giving Funds; All Events; All Payment Types  
Contribution Date Sep 1 2023 to Sep 30 2023

Contribution Date	Total
Sep 3 2023	(120.00)
Sep 10 2023	(120.00)
Sep 17 2023	(120.00)
Sep 19 2023	(400.00)
Sep 24 2023	(120.00)



Use this report for comparative analysis. Print to Clipboard or Export as file and move to Excel to use data to easily create eye-popping graphs or charts.

## Totals by Month

### ►Reports ►Contribution Reports ►Comparative ►Totals by Month

Use this report to analyze giving patterns and averages by Giving Units or Giving Funds.

#### Total Giving By Month

First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

Contribution Date Jan 1 2024 to Dec 31 2024; Selected Giving Funds, Selected Events

Giving Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Mr. and Mrs. Alexander Adams - 1	0.00	0.00	3,800.00	993.00	890.00	0.00	1,711.00	0.00	0.00	0.00	0.00	0.00	6,304.00	630.40
William & Lucille Allen - 2	0.00	0.00	2,400.00	1,700.00	850.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	5,650.00	565.00
Mr. and Mrs. Derek Basing - 3	0.00	0.00	1,430.00	1,575.00	1,600.00	0.00	280.00	0.00	0.00	0.00	0.00	0.00	4,885.00	488.50
Mr. and Mrs. William Bryant - 4	0.00	0.00	1,700.00	1,800.00	1,275.00	0.00	1,140.00	0.00	0.00	0.00	0.00	0.00	5,715.00	571.50
Joseph Caswell - 5	0.00	0.00	400.00	325.00	3,245.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	4,270.00	427.00
Mr. and Mrs. Ryan Cassidy - 6	0.00	0.00	1,240.00	1,825.00	900.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	4,565.00	456.50
Charles & Ruby Cook - 7	0.00	0.00	3,700.00	1,600.00	1,000.00	0.00	1,375.00	0.00	0.00	0.00	0.00	0.00	7,675.00	767.50
Marvin Davis - 8	0.00	0.00	800.00	1,300.00	0.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00	3,300.00	330.00
Albert & Camille DeVecchio - 10	0.00	0.00	1,865.00	750.00	0.00	0.00	700.00	0.00	80.00	0.00	0.00	0.00	3,495.00	349.50
Michael Disney - 12	0.00	0.00	150.00	700.00	2,650.00	0.00	440.00	0.00	325.00	75.00	0.00	0.00	3,990.00	399.00
Liz Disney - 13	0.00	0.00	100.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	15.00
Paul Dore - 14	0.00	0.00	800.00	300.00	1,690.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,790.00	279.00
Keebler Elves - 15	0.00	0.00	0.00	0.00	4,432.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,432.00	443.20
Mr. and Mrs. Jonathan Fields - 17	0.00	0.00	1,300.00	1,675.00	825.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	4,400.00	440.00
Mr. and Mrs. John Fitzpatrick - 18	0.00	0.00	2,000.00	750.00	825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,575.00	357.50
Fred Flintston - 19	0.00	0.00	0.00	0.00	850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00	85.00

## Contribution Range

### ►Reports ►Contribution Reports ►Comparative ►Contribution Range

#### Giving Ranges

First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

All Giving Funds; All Events; All Payment Types  
Contribution Date Jan 1 2023 to Dec 31 2023

50.01 to 1000.00

Giver	Amount
Terry Hatmaker	190.00
Paul Dore	200.00
Michael Disney	355.55
Mrs. Jones Jones	660.00
<b>Total Givers: 4</b>	<b>Total Giving: 1,405.55</b>

# Contribution History Comparison

## ► Reports ► Contribution Reports ► Comparative ► History Comparison

### History Comparison

Giving Unit	Current	2022	2021	2020	2019	Total
Charles & Ruby Cook - 108	0.00	2,300.00	375.00	375.00	0.00	3,050.00
Mr. & Mrs. Ralph Lucas - 118	0.00	0.00	170.00	170.00	0.00	340.00
Mr. & Mrs. Mark Hunter - 120	2,325.00	50.00	495.00	495.00	0.00	3,365.00
Mr. Jim Miller and Mrs. Joy Ross...	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
Mr. and Mrs. Alexander Adams - ...	0.00	1,300.00	500.00	500.00	1,198.00	3,498.00
Mr. and Mrs. William Bryant - 1088	0.00	80.00	100.00	100.00	0.00	280.00
William & Lucille Allen - ALLE2	0.00	1,450.00	625.00	625.00	0.00	2,700.00
Mr. and Mrs. Derek Bailing - BAL...	0.00	100.00	0.00	0.00	0.00	100.00
Joseph Caldwell - CALD258	0.00	0.00	0.00	0.00	0.00	0.00
Mr. and Mrs. Ryan Cassidy - CA...	0.00	1,870.00	325.00	325.00	0.00	2,320.00
Marvin Davis - DAVIS0	0.00	0.00	0.00	0.00	0.00	0.00
Albert & Camille DeVecchio - D...	0.00	2,435.00	123.47	123.47	0.00	2,681.94
David Hatmaker - DHAT104	1,600.00	0.00	0.00	0.00	0.00	1,600.00
Paul Dore - DORE106	200.00	0.00	0.00	0.00	0.00	200.00
<b>Total Contributions</b>	<b>4,125.00</b>	<b>9,385.00</b>	<b>3,713.47</b>	<b>3,713.47</b>	<b>1,198.00</b>	<b>22,134.94</b>
<b>Giving Units with contributions</b>	<b>3</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>1</b>	
<b>Giving Units without contributions</b>	<b>11</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>9</b>	
<b>Average Contribution</b>	<b>1,375.00</b>	<b>1,173.13</b>	<b>412.61</b>	<b>412.61</b>	<b>1,198.00</b>	
<b>Avg Contribution - All Giving Units</b>	<b>294.64</b>	<b>762.08</b>	<b>265.25</b>	<b>265.25</b>	<b>119.80</b>	

# Recurring Contributions Listing

## ► Reports ► Contribution Reports ► Recurring Giving Unit ► Recurring Contributions Listing

**Recurring Contributions Listing By Giving Unit**  
 Your Organization  
 123 Main Street  
 Big City, KY 40123  
 606.155-1234

(Data Entered Jan 1 2017 to Sep 30 2023, Giving Funds: General Fund 2023, General Fund 2022, Building Fund; Sources: CDM)

Giver	Giving Fund	Note	Amount
<b>Mr. &amp; Mrs. Mark Hunter - 120</b>	85.00	Starting on Jan 1 2023 and scheduled Weekly ending Dec 31 2024 General Fund 2023	85.00
		<b>Total</b>	<b>85.00</b>
		<b>Mr. &amp; Mrs. Mark Hunter - 120 Total:</b>	<b>85.00</b>
<b>William &amp; Sarah Martin - MART78</b>	65.00	Starting on Jan 1 2023 and scheduled Monthly ending Dec 31 2024 General Fund 2023	50.00
		Building Fund	15.00
		<b>Total</b>	<b>65.00</b>
		<b>William &amp; Sarah Martin - MART78 Total:</b>	<b>65.00</b>
<b>Michael Disney - MIKE0</b>	150.00	Starting on Aug 15 2017 and scheduled Monthly ending Dec 15 2017 Building Fund 2017	75.00
		<b>Total</b>	<b>75.00</b>
	50.00	Starting on Oct 6 2019 and scheduled every week of Oct, Nov, and Dec in Sun ending Dec 29 2024 General Fund 2023	50.00
	<b>Total</b>	<b>125.00</b>	
		<b>Michael Disney - MIKE0 Total:</b>	<b>125.00</b>
<b>Dr. Roger Wakefield - WAKE07</b>	100.00	Starting on Jan 1 2017 and scheduled Monthly General Fund 2023	100.00
		<b>Total</b>	<b>100.00</b>
		<b>Dr. Roger Wakefield - WAKE07 Total:</b>	<b>100.00</b>
		<b>Total</b>	<b>375.00</b>

This report can also be produced in Detail format which lists each recurrence by date and/or giving unit.

**Recurring Contributions Listing ► Reports ► Contribution Reports ► Recurring Giving Unit ► Recurring Contributions Forecast**

**Recurring Contributions Forecast**

Jul 1 2023 to Sep 30 2023; Giving Funds: Giving Fund 1, Giving Fund 2; All Sources

Giving Fund	Recurring Date	Amount
<b>Giving Fund 1</b>		
	Jul 1 2023	100.00
	Aug 1 2023	100.00
	Sep 1 2023	100.00
	<b>Giving Fund 1 Total:</b>	<b>300.00</b>
<b>Giving Fund 2</b>		
	Jul 2 2023	30.00
	Jul 9 2023	30.00
	Jul 16 2023	30.00
	Jul 23 2023	30.00
	Jul 30 2023	30.00
	Aug 6 2023	30.00
	Aug 13 2023	30.00
	Aug 20 2023	30.00
	Aug 27 2023	30.00
	Sep 3 2023	30.00
	Sep 10 2023	30.00
	Sep 17 2023	30.00
	Sep 24 2023	30.00
	<b>Giving Fund 2 Total:</b>	<b>390.00</b>
	<b>Total All Funds:</b>	<b>690.00</b>

This report can also be produced by detailed by Giving Unit, detailed by Giving Fund or Composite by Giving Fund.





# Contribution Statements

CDM+ enables your organization to be good stewards of the financial resources trusted to it. The option to provide contributors with timely and accurate Contribution Statements remains a high priority for you. This class will demonstrate how to generate those statements required in a variety of formats: printed statements, email statements, and receipts.

## Determining the Content of Statements/Receipts



### Date/Range Selection

Select the contributions to include on the statement by choosing either the **Deposit Date** or **Contribution Date**. For tax purposes, Contribution Statements should be generated based on the Contribution Date, not the Deposit Date. Then enter the date range to include in the report. For tax purposes, Contribution Statements should be generated based on the Contribution Date, not the Deposit Date

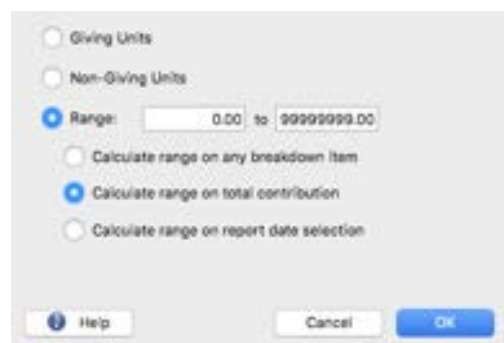
The basic configuration of contributions statements is to produce a statement for only those giving units that have **contributed** within the date selected.

If you wish to print statements for all giving units, *whether they have given or not*, check the **Use Ranges** box and click the **Configure** button.

Click the **Range** radio button on the Configure Ranges window. Enter 0.00 to 99999999.99, or something that exceeds your top giver's total. This will result in statements printing for basically all giving units, unless the Giving Unit Record is marked to not receive a statement.

**Configure Ranges** – when you check **Use Ranges** and enter the low and high end of the range you wish to print statements for, you have 3 options to select from:

1. Calculate range on any single breakdown item – this bases the range selection on any single entry line (Giving Fund).
2. Calculate range on total contribution – bases the range selection on total of any single contribution, regardless of fund split.
3. Calculate range on report date selection – bases the range selection on total of giving within date selection.



For example, Robert Jones gives \$400 total and you enter one entry splitting the gift as \$200 to General and \$200 to Building. Robert Jones also has previously given \$50 on 1/1 and \$100 on 3/31.

If you configure your range selection to include \$250 - \$999,999.99, option 1 would not include this gift nor any other gift – he would not have a statement produced. Option 2 would include this gift, but would not include the other two gifts. Option 3 would include this gift, and would include the other two gifts since the grand total (\$550) was within the range.

## Giving Funds

Be careful in your selection in this area. This is a major change from prior versions of CDM+.

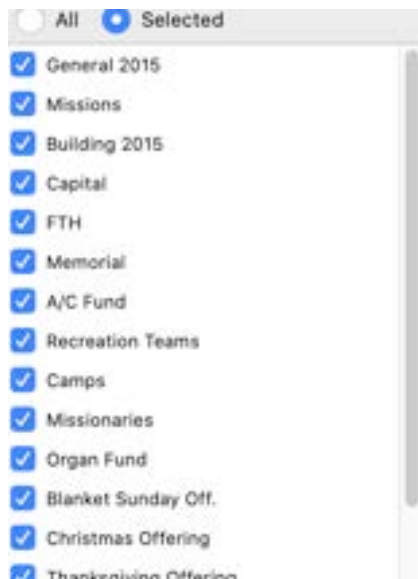
The **All** radio button at the top of the Giving Funds sections applies to every giving fund defined in CDM+ Contributions, including those that are flagged as inactive on the Giving Funds window. In short and in this case – all means all.

If you do not want to include all inactive funds in your report, you must have the **Selected** radio button active.

The list of Giving Funds below the **All** and **Selected** radio buttons is, by default, all the Giving Funds that you have not marked as inactive.

So, if your goal is to include all Giving Funds except those flagged as inactive, here are the steps you need to take:

1. Click on the **Selected** radio button.
2. Make sure there is no check mark in the box next to **Show inactive** below the list.



NOTE: Inactive Giving Funds will be marked in the list with an asterisk (\*), as noted next to A/C Fund in the image to the left.

3. Click on the small **All** button below the list of Giving funds. This will put a check mark next to all listed Giving Funds.

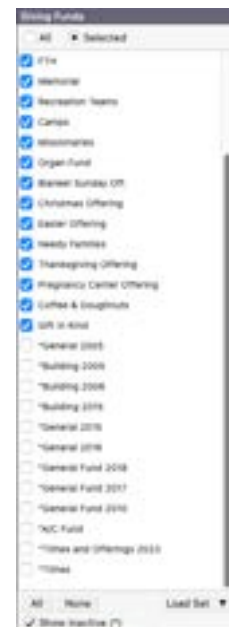
If you want your report to include only some of your active Giving Funds, take these steps:

1. Click on the **Selected** radio button.
2. Make sure there is no check mark in the box next to **Show inactive** below the list.
3. Click the small **None** button at the bottom of the list to clear any existing check marks.
4. Scroll down the list of Giving Funds, checking only the ones you want to appear on the report.

To include some inactive Giving Funds in your report, take these steps:

1. Click on the **Selected** radio button.
2. Put a check mark in the box next to **Show inactive** below the list.
3. Click the small **None** button at the bottom of the list to clear any existing check marks.
4. Scroll down the list of Giving Funds, checking only the ones you want to appear on the report.

**NOTE:** Inactive Giving Funds will be marked in the list with an asterisk (\*), as noted next to A/C Fund in the image to the right.



### Event

If you enter contributions by Events, leave the selection set to **All**. If you only want to include certain Events, click the **Selected** button in this section and ensure that you check the appropriate Event Code(s).

### Payment Types

For Statements and Receipts, you would generally leave **All** selected under Payment Type so all payment types will be included. For some other Contribution Reports, you may wish to see a report of just contributions paid by ACH, credit cards, or checks.

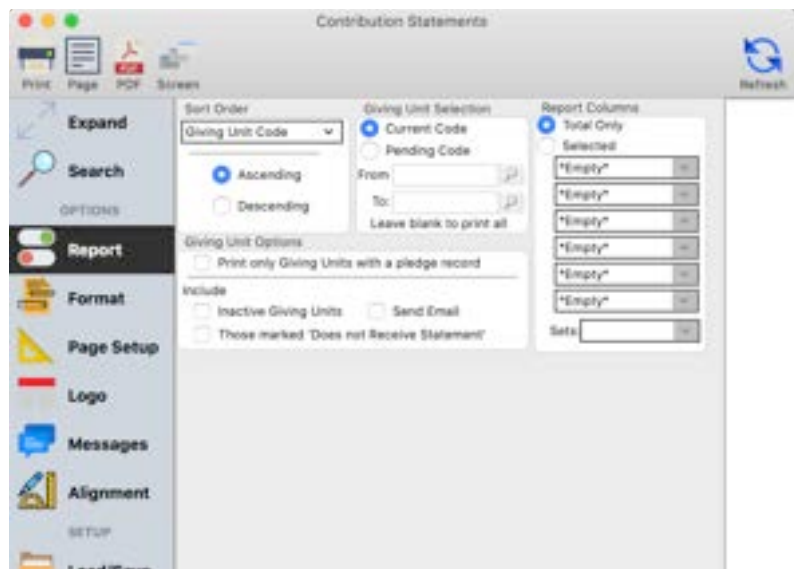
## Contribution Statements (Column Format)

### ► Contribution Reports ► Statements/Receipts ► Contribution Statements

**Report tab:** determines who and what will be printed on the contributions statement.

**Giving Unit Options:** If you wish to print statements for members that have Pledged and have not given, place a check mark in **Print only Giving Units with a pledge record** and under Search. Check "Use Ranges" in the Contribution Ranges section. Then, click **Configure** and check **Non-Givers**. This will result in statements printing for those few people that have a pledge, but who haven't contributed.

**Include:** By default, a Contributions Statement WILL NOT be printed for those giving units marked as Inactive, "Does not Receive Statement," or marked to receive an email statement; if a printed statement is desired for any of these groups, check the appropriate box(es).



**Format tab:** Choices on this tab determine how the information is presented on the statement.

**Print Options:**

Select options to be included on the statement, but it is recommended to always select Print Date Range

**Giving Unit:** Select which Giving Unit Name format to use and an **Address Option** – Primary, Alternative, Current, or None.

**Giving Unit Code:** Select Current.

**Pledge Information:** If you record pledges, check the **Show Pledge Info** box and then check the desired pledge information figures to include.

**Total Options:** without checking either of these boxes, each date that a member has contributed within the specified date range will be listed. If a member gave each week during the year, along with other times during the date range, they would have in excess of 52 detail lines printed, causing the statement to span multiple pages.

You may reduce this in some cases by checking the **Quarterly Totals** checkbox. You will specify which quarter you wish to detail. For example, selecting the 3rd Quarter will result in the detail area listing all contributions made between 7/1 and 9/30. The total section will list totals by quarter – 1st Quarter, 2nd Quarter, and so on.

Also, you may elect to not print any detail information, only providing total information by checking the **Print Totals Only** checkbox.

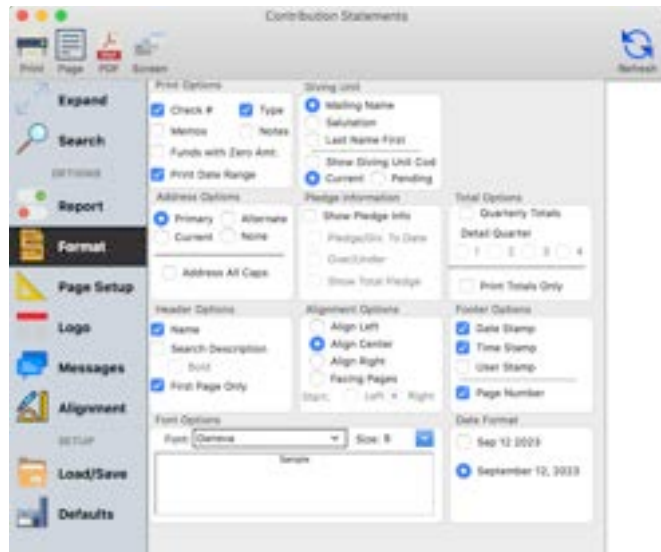
**Please note that by using either of these two options, you may not fulfill the IRS requirement for single gifts of \$250 or more.**

**Messages tab:** This report setup window tab, unique to Contributions Statements, is where you enter any message you wish to have appear on all contributions statements. If you are electing to print contributions statements for those giving units that have not made contributions in the desired date range, you may specify one message for those that have contributed and a different message for those that have not contributed.

**Total Descriptions:** Enter the terms that you want to appear in the totals area for deductible and non-deductible giving. If you leave these blank, a single colon (:) will appear.

**Alignment tab:** If double window envelopes are to be used in mailing Contribution Statements, set up the spacing as shown (a: 0.65, b: 0.65, c: 1.70, d: 2.75).

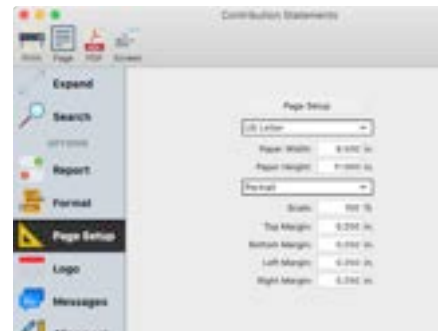
**Page Setup tab:** Set paper size, orientation, and margins. The recommended top margin is 0.90 inches and the bottom margin is 0.25 inches for Contribution Statements that will be mailed in double window envelopes. The above settings will fit most common double window envelopes. Print one contributions statement as a trial. If necessary, tweak the settings on Alignment and Page Setup tabs so both the Church Address and



Giver Address show in the envelope windows.

Once you have the proper settings for your double window envelopes, we recommend you click the **Load/Save Report** button and save this report.

**Logo:** A logo, church letterhead, or watermark can be added to your contribution statements. See the section in Chapter 1 Fundamentals of CDM+ for steps on how to add a logo to most reports in CDM+.

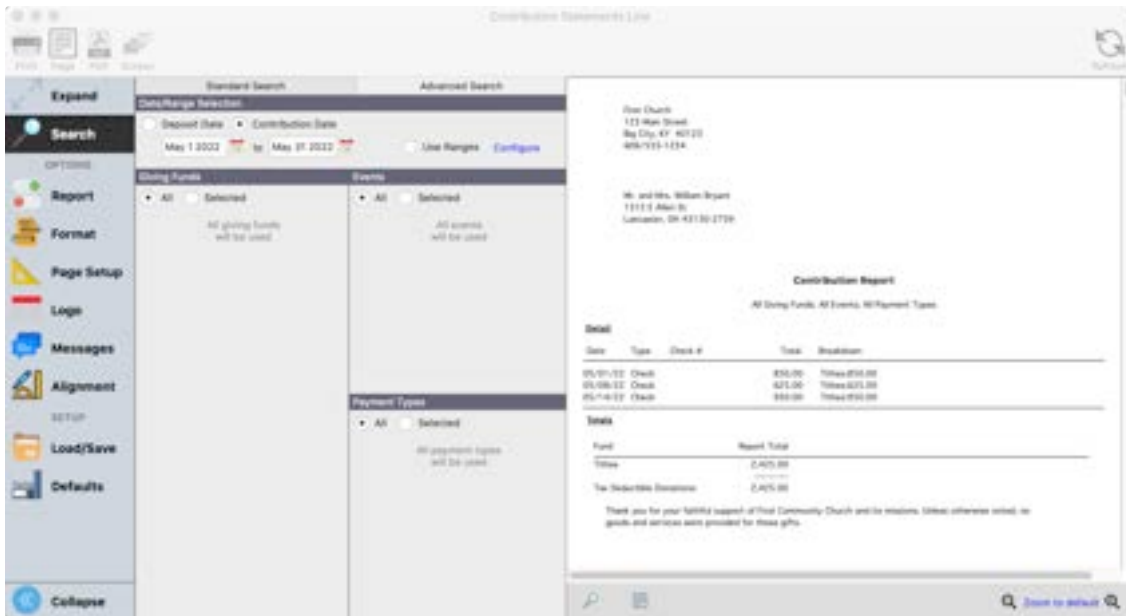


## Contribution Statements - Line

- Reports ► Contributions Reports ► Statements/Receipts ► Contribution Statements Line

The Line format of Contributions Statements is set up just as the standard column format, except that on the Format tab you do not choose columns to include on the report.



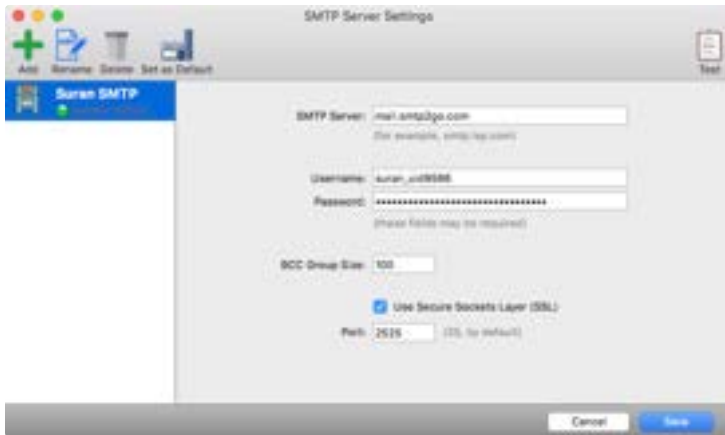


## Contribution Statements – Email (or Line Email)

### Email Statement Setup

Email Contributions Statements provide the accuracy of all CDM+ statements with the efficiency and convenience of email. In order to use Email Statements, some setup in CDM+ System Preferences must be completed. Follow this path to verify these settings are complete for your database:

► **CDM+ (macOS)/File (Windows) ► Preferences ► CDM+ System ► General tab ► Sys. Email**

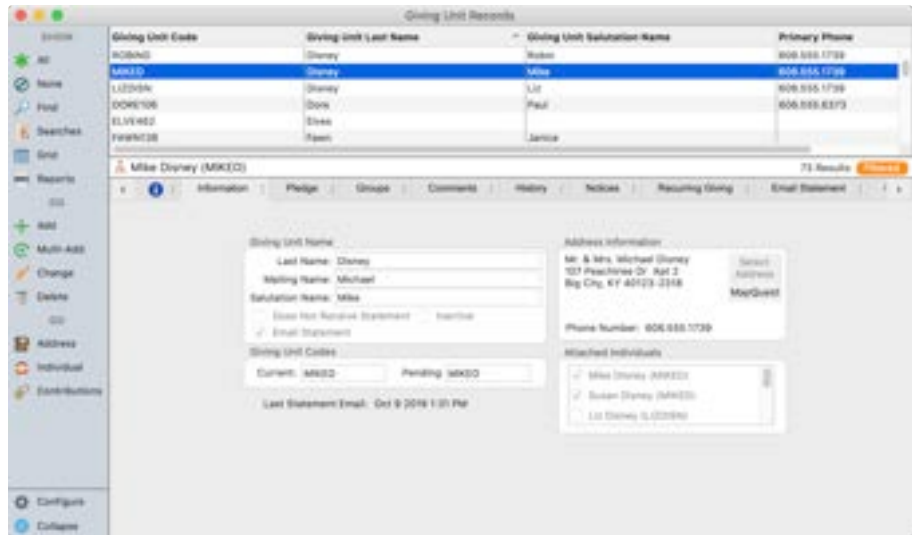


Click on the **Sys. Email** icon to open the System Email window. Click on the **Manage SMTP Servers** button to add server settings. These settings are required for all use of email via CDM+. Multiple servers settings may be entered.

Two steps must be completed to identify the Giving Units that will receive Email Contribution Statements.

►Program ►Contributions ►Giving Unit Records

First, on the Giving Unit Record Information tab, check the **Email Statement** box in the Giver's Name section. This marks the record to receive an Email statement and not print a paper copy of the Contributions Statement (a paper copy can still be printed by overriding this default).



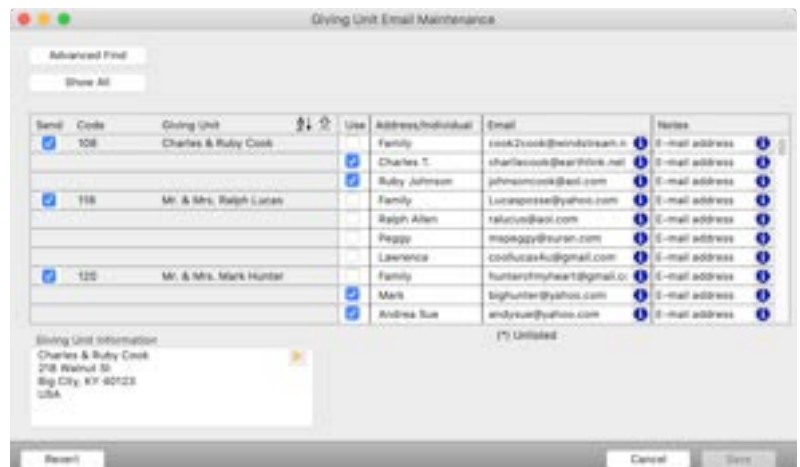
Second, on the Email Statement tab of the Giving Unit record, put a check mark in the **Use** column to mark the email address(es) that should receive an Email Contribution Statement. Multiple email addresses may be selected for each Giving Unit.

Giving Unit Code	Giving Unit Last Name	Giving Unit Salutation Name	Address Line 1
9	Davis	Marvin	123 Box Street
9B	Delvecchio	Stephania	1960 Island Dr
10	Delvecchio	Albert & Camille	1960 Island Dr
13	Disney	Elizabeth	107 Peachtree Dr Apt 2
12	Disney	Mike	107 Peachtree Dr Apt 2
14	Dure	Paul	1017 Amber Creek Lane
15	Elves		
17	Fields	Jonathan and Charity	908 Lexington St
18	Fitzpatrick	Jack and Jill	60835 Jefferson Road

►Program ►Contributions ►Giving Unit Email Maintenance

**Giving Unit Email Maintenance**

can be used to quickly identify multiple Giving Unit records to receive Email Statements. Check the **Send** box and then select the email address(s) that should receive an Email Statement.



## Generating Email Statements

Select either email statement format – default column or Line – from the Reports menu.

► **Reports** ► **Contribution Reports** ► **Statements/Receipts** ► **Contribution Statements Email** or **Line Email**

Email statements will be created for all Giving Units marked to receive Email Statements. The report setup for email statements is the same as for the printed statements with the addition of two tabs: **Notice** tab and the **Security** tab.

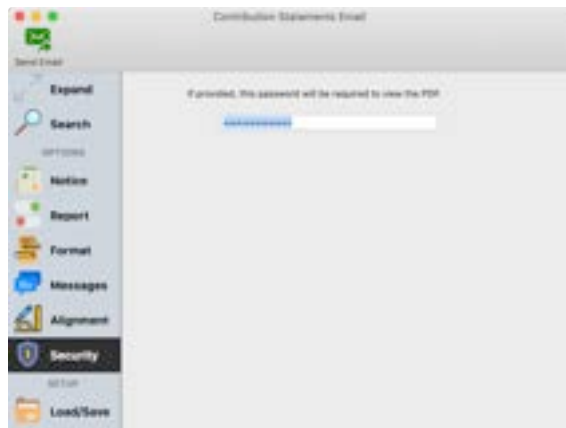


### Notice Option

Click the **Select/Add** button, then click the small **Add** button to create a new Contribution Statement notice email. Enter a name when prompted, click **OK**, and the Notice editor window will open for you to create your custom email notice.

To preview the email message, see the list of recipients, and send a test notice, click the **More Options** button on the **Notice** tab.

Please refer to the Notices class or section of the Users Conference manual for more information on creating/formatting the email notice.



### Security Option

Set the **User Password** to require the recipient to enter this password in order to view a PDF of the contributions statement (optional). If a User Password is utilized, some means of sharing this password with the recipients must be made; a separate email from CDM+ containing the User Password is a possibility. The same User Password is used by all members.

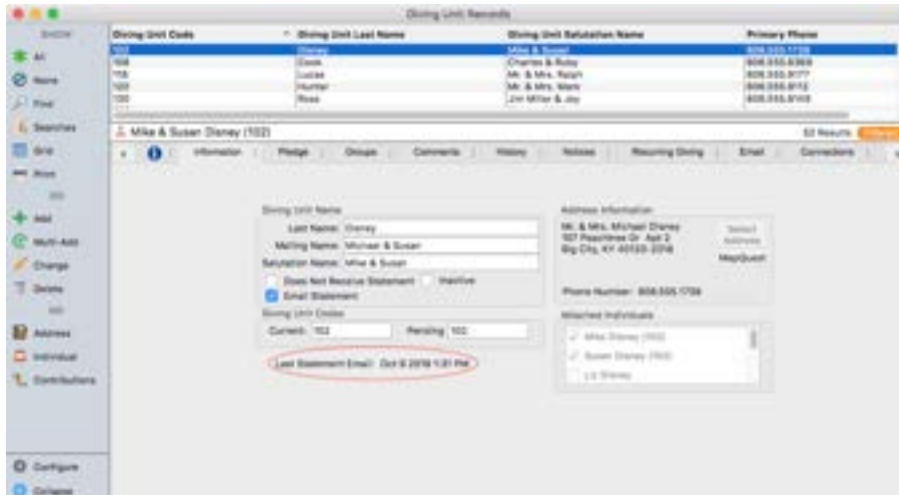
Click **Send Email** on the Notice tab to send the Email and the attached Contributions Statement PDF file.



After the Email has been sent, the Giving Unit information record will be updated with the date of the last statement emailed to the giver.



►Program ►Contributions ►Giving Unit Records ►Information tab ►Last Statement Email date



To find the Giving Units to send the optional User Password and email them, use the Giving Unit Email Notice report, create your notice, and use the Advanced Search to select the recipients.

►Reports ►Contribution Reports ►Notices ►Giving Unit Emails



## Receipts

►Reports ►Contribution Reports ►Statements/Receipts ►Receipts

Receipts are specialized versions of the contribution statement. In simplistic terms, they are a cross between giving notices and statements.

- Typically based upon event code. For instance, create an event code for China Earthquake Relief, enter contributions in batch contributions entry or contributions maintenance specifying this event code in the batch setup. Select this event code from the receipts Search window.

- Receipts are printed for each gift. If Mike Disney contributes three times to Life Center, he will receive three receipts.
- The Report option lets you choose to print receipts with or without a return stub. Use the stub to invite future gifts. You may also assign receipt numbers on the Report tab.
- Receipts offer the same capabilities of the other Notices with respect to formatting and insertion of personalized information and graphics. See the Notices section of this manual for complete details on how to personalize letter notices.
- After receipts have been printed, CDM+ can mark the records as "Receipt Printed" ensuring you won't include these the next time you print receipts.



## Sample Receipt

Receipt#	Type	Previous Donation
290	Check	
Date of Gift	Number	Description
May 1 2022	703	Building Fund
		Amount
		100.00

PLEASE INDICATE CHANGES BELOW		First Church	Designation	Amount
Name		123 Main Street		
Street Address and Apt#		Big City, NY 40123		
City State and Zip Code		606/555-1234		
Area Code and Telephone#		108		
Email		Charles & Ruby Cook		
		218 Walnut St		
		Big City, NY 40123		
		USA		
			Total Amount Enclosed:	\$

Please detach and return with next donation

Dear Charles & Ruby,

Thank you so much for your very generous gift towards the new Christian Life Center we are building at the First Community Church. Your support will help make possible the construction of a wonderful facility. God bless you!

Sincerely,

The Pastor

## Online Statements

Online statements are a new feature that was rolled out at the end of 2022 and is available on CDM+ 12.1 and above. A few benefits of online statement include:

- Easy to generate and make changes.
- Encourages your donors to login to their Engage account.
- Streamlines the online giving process.
- Most secure way to distribute the donors' statements.

## Four Stages of Generating Online Statements

There are four stages to think through when generating your online statements.

- 1. Prep** - Before generating online statements, you will want to review the list of your donors within the date range that you are generating a statement for. You will want to verify that all donations have been processed, they have an email on file, their Donor/Giving Unit record has Email Statements checked, and multiple records have been merged together. Please refer to the Getting Started- Contributions and Contribution Procedures sections in this manual for further steps and instructions.
- 2. Generate a Batch** - A batch contains statements for the donors within the date range that you select.
- 3. Review** - You will want to review the list of statements to make sure there are no alerts or changes that you need to make before publishing and sending your statements.
- 4. Send** - Here you can publish your statements so your donors can view their statements in their Engage account and then send an email letting them know their statement is ready to view.

## Navigating to Online Statements

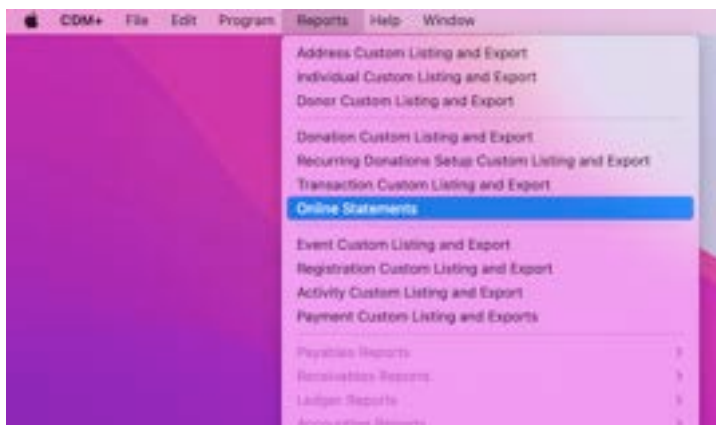
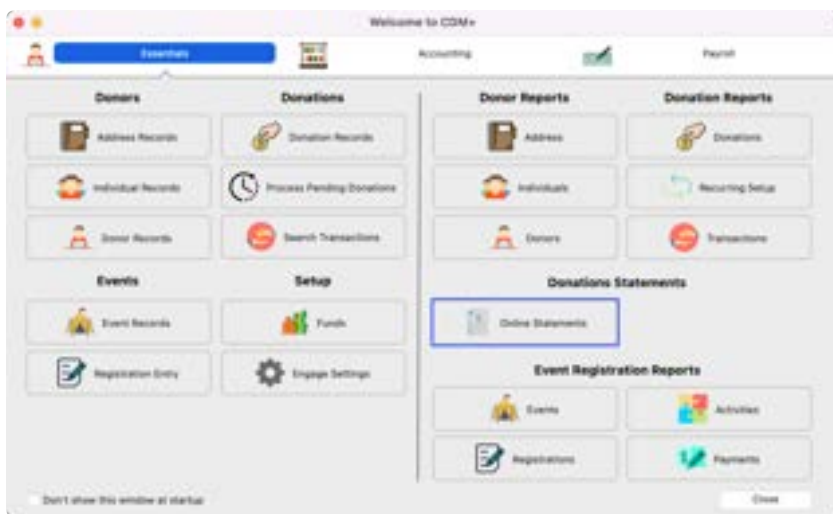
In Standard CDM+ you can navigate by going to **Program ► CDM+ Engage ► Engage Giving Statements**.



If you are logged into Engage as an Admin, you can generate statements by clicking on Giving Statement Batches under the Admin menu.



In Essentials, you can navigate to Online Statements from the Welcome to CDM+ window or by going to **Reports ► Online Statements**.



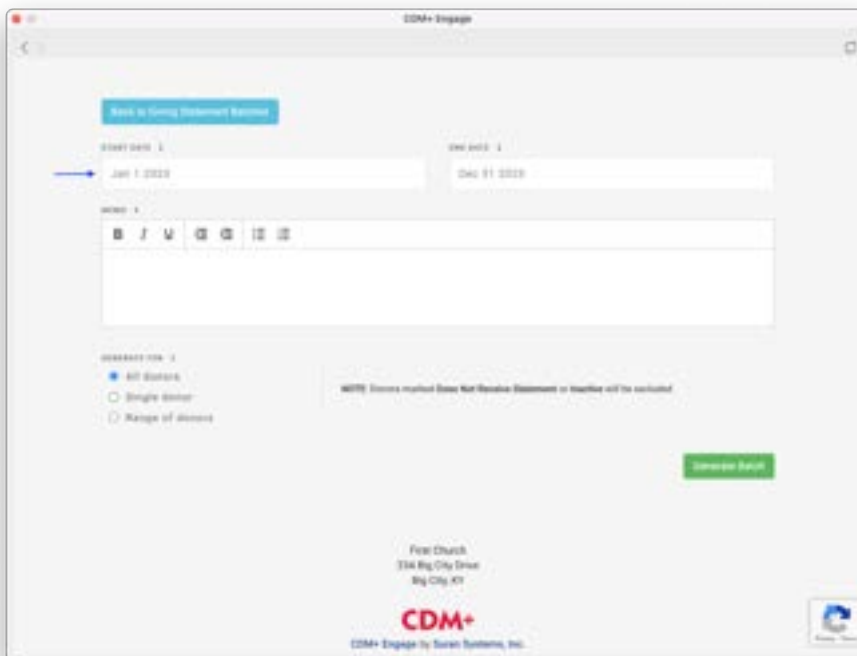
## Generate Giving Statement Batch Dashboard

This dashboard allows you to see all previously generated batches that you can view, edit, and delete. You will also create a new batch from this window.

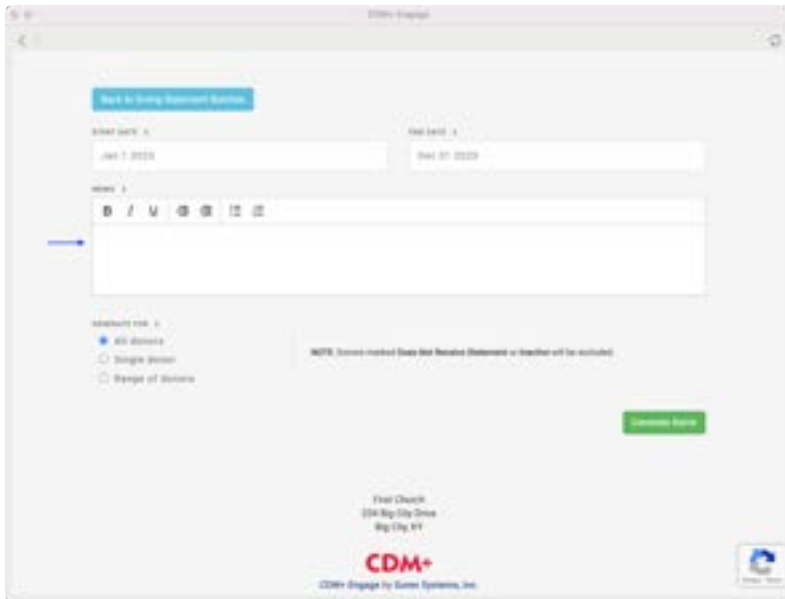


## Generating a Batch

You will first enter the Start Date and End Date for the range of donations you want to generate a batch. This date range will be based on the Donation/Contribution date.



You can then enter in text into the Memo field. This is a great place to say thank you to your donors and include any tax deductible text such as, "No goods or services were received in exchange for this contribution."



To Generate a statement for All Donors use the "All Donors" radio button.



If you want to generate a batch for a single donor, use the "Single donor" radio button and then either type in the donor's code or use the drop-down box to select the donor that you need.



If you want to select just a range of donors, use the "Range of donors" radio button and either type or use the drop-down boxes to enter in the range that you need.



Click Generate Batch when you have finished making your selections.



## Batch Details Page

The Batch Details page is where you can see the list of donors within each batched. From this page you can view or download a statement for a specific donor, publish the statements, and retract statements if need be.

## Publishing the Statements

When you publish a statement it means that it is now visible to your donor when they login to their Engage account. You can publish the batch all at once or for each individual donor.

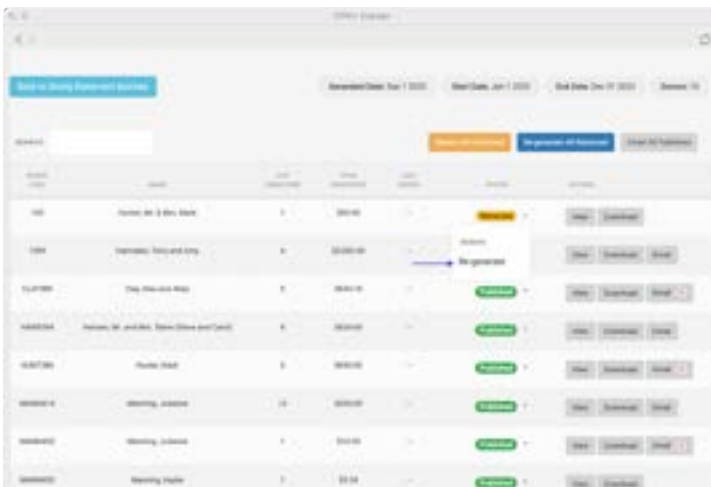
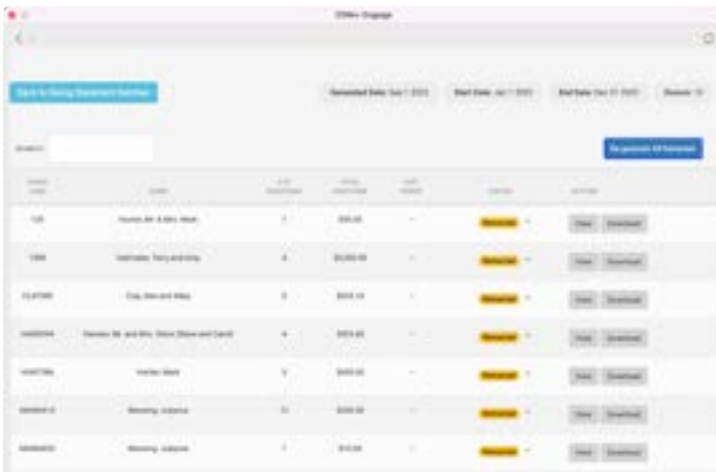


## Retracting Statements

If you realize an error was made and you need to fix an error on a statement, you can choose to Retract All Published statements or just the statement for the donor you need to correct. When you retract a statement, the donor will no longer be able to view this statement from their Engage account.

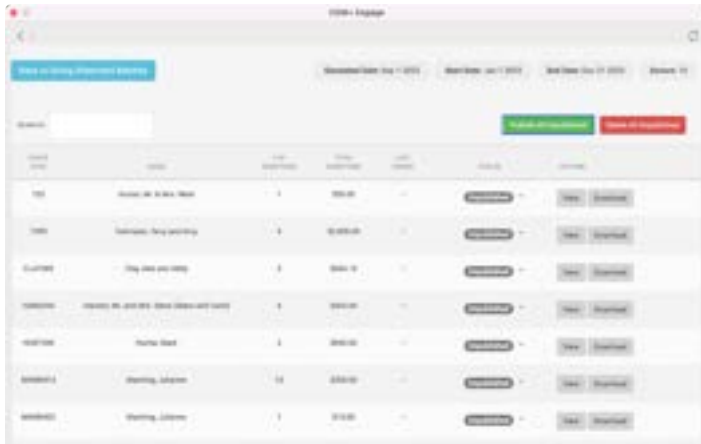


Once you fix any errors that need to be updated, you can then click on the Re-generate All Retracted button or click on Re-generate next to the donor whose statement you corrected.



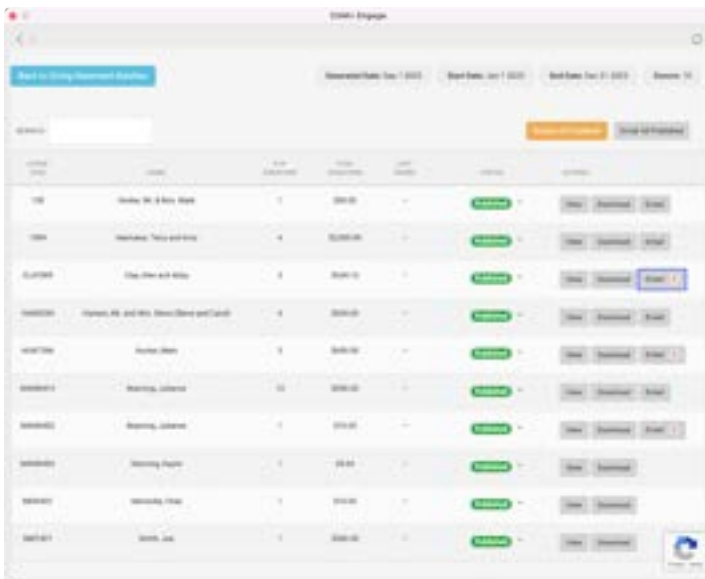


You will then click on Publish All Unpublished to make the statements visible to your donors again.



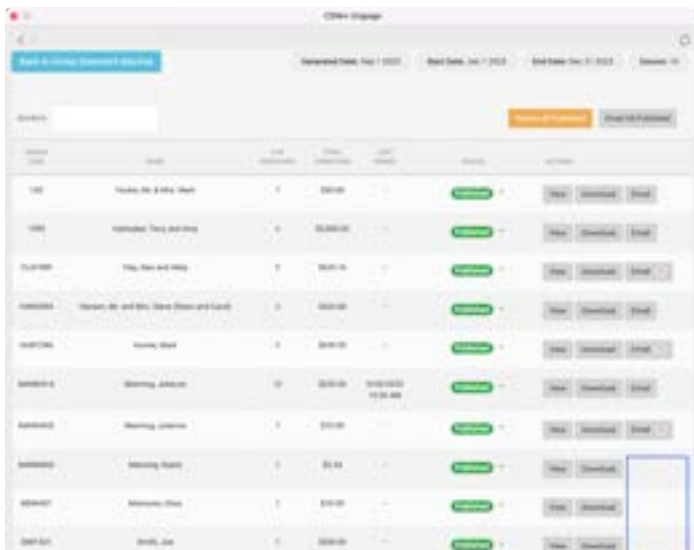
### Email Published Statements

Before emailing your statements, check the Batch Details Page to make sure there are no errors. If you see a red exclamation mark next to a donor's name, that means that the Email Statement box is not checked on their Giving Unit/Donor record. You will want to make sure to check this box on their record before continuing.





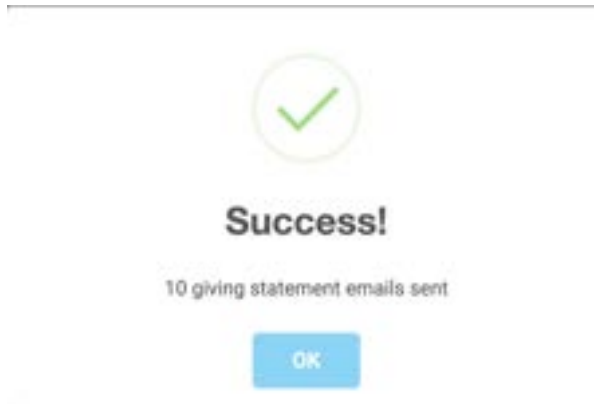
You will also want to scan through your list to make sure you see the Email button next to the donor's name. If you do not see the Email button, it means that the donor does not have an email attached to their Giving Unit/Donor record. You will want to go to their Constituent/Individual record to add their email associated with their Engage account. Please refer to the Getting Started-Membership and Engage Administration sections in this manual for further steps and instructions.



Once all alerts have been updated you can click on the Email All Published button to email your donors.



You will get a success pop-up message to let you know the emails have even successfully sent.



When you email all published statements, you are sending a notification email to your donors encouraging them to login to their Engage account to view their statements. An example of this notification is below.



## Viewing and Downloading Statements

Under the Batch Details page you are able to click on View or Download to see a specific statement for a donor.



When you click on View, you will see a preview of what your donor will see when they click to view their statement in their Engage Account. From this view, you will also have the options to Print Online Giving Statement, Download Online Giving Statement, and to Email Online Giving Statement. If you choose to "Email Online Giving Statement" your donor receives an email to login to their Engage account to view their statement.



If you click on Download, you'll be able to save the statement to your computer.



## How Donors can View their Statements in Engage

When a donor logs into their Engage account, they can view their statements from their Giving menu.



From here, they will have the option to View/Print or Download their statement.



When they view their statement, they will have the option to print or download.



If they choose to download their statement, they'll be able to save their statement to their computer.

### How to see if a Donor has viewed their statement.

On the Batch Detail page, you can use the Last Viewed column to see when or if a donor has reviewed their statement.



You can also click on the Last Viewed Column header to easily sort this list to group together those that have and have not viewed their statement. (You can click on any of the column headers to sort by that category.)



ID	Name	Amount	Date	Status	Actions
1000001	Working Station	10	2023-07-15	Viewed	View   Refresh   Delete
1000002	Working Station	5	2023-07-15	Not Viewed	View   Refresh   Delete
1000003	Working Station	5	2023-07-15	Not Viewed	View   Refresh   Delete
1000004	Working Station	5	2023-07-15	Not Viewed	View   Refresh   Delete
1000005	Working Station	5	2023-07-15	Not Viewed	View   Refresh   Delete
1000006	Working Station	5	2023-07-15	Not Viewed	View   Refresh   Delete
1000007	Working Station	5	2023-07-15	Not Viewed	View   Refresh   Delete
1000008	Working Station	5	2023-07-15	Not Viewed	View   Refresh   Delete

### Searching for a Statement

On the Batch Details page, there is a dynamic search field that allows you to search by a donor's name, amount of donation, donor code, etc so you can view a statement you are looking for.



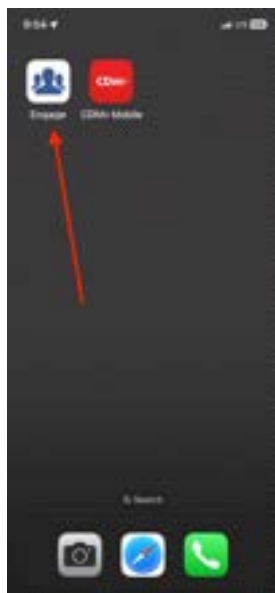
# Engage Giving & Online Payment Processing

## CDM+ Engage Giving

Suran Systems provides online giving through Engage Giving. In the first part of this class, we will cover the setup, administration, and use of Engage Giving.

Many online giving options are available to today's nonprofit and faith-based organizations, but only CDM+ Engage Giving interacts with your CDM+ database, automatically entering online gifts into CDM+ Contributions and Fund Accounting thereby freeing staff for other ministry-related activities.

With CDM+ Engage Giving, anyone can donate securely and easily to any fund(s) you designate, using a debit or credit card or an ACH withdrawal from a checking or savings account simply by visiting your website or using the smart device "app". A single gift may be split among several funds with the receipt detailing how the gift was allocated.



Engage Giving button  
on mobile device



Engage Giving link  
on organization website

CDM+ Engage Giving is not an app; it creates a URL for people to use to make electronic contributions. Mobile devices offer a procedure to "make" this URL appear as an app button on the mobile device. Engage Giving offers the same experience – a clean display, smooth operation, and the ability to make a donation in less than 30 seconds – from a smart phone, a tablet, or a browser.

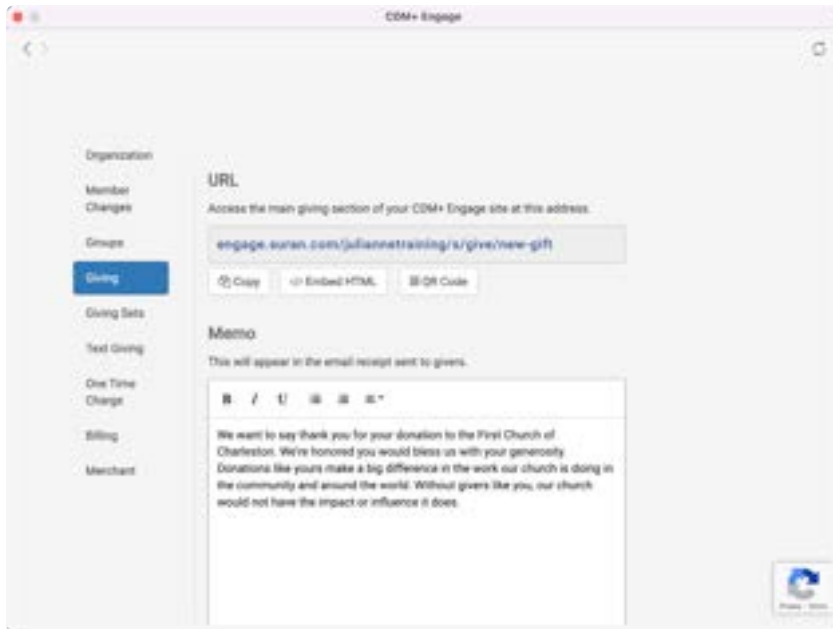
Engage Giving gives members or visitors the ability to create an account or log into their existing account, make a one-time immediate gift, set up a recurring gift schedule, maintain their payment sources, review any existing recurring setups, to view a gift history, print a giving statement all from their web access point of choice – smartphone, tablet or browser. Engage Giving integrates seamlessly with a member's Engage account, if the church/organization offers Engage Member.

## Setting Up Engage Giving

Log into CDM+. Go to **Program ► CDM+ Engage ► Settings**

### Engage Giving Options

There are many options available under the **Giving** menu in Engage Settings.



**URL** - The Giving URL is an extension of the Engage URL created as part of setting up Engage. This address can be used as the link for a **Donate Now** button on your website. It can also be converted to a **QR code** that someone can scan from a flyer, bulletin, or pew card. Use the following buttons:

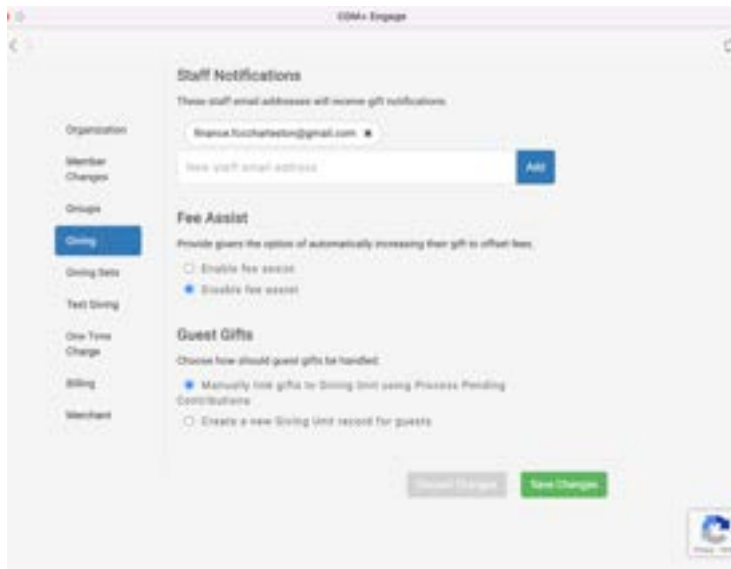
- **Copy** to copy the URL to your clipboard
- **Embed HTML** to put on your website
- **QR Code** to download a QR code that will access your giving page

**Memo** - This message will be included in the email acknowledgement to the giver. This could be a thank you note, or include text to indicate that the gift is tax deductible.

**Card Payments and ACH Payments** – select from available Payment Types. These are created in CDM+ Desktop Master Coding System. We suggest different payment types for Engage gifts and also separate types for card versus ACH gifts.

**NOTE:** The Payment Types selected here do not affect what types of payment types can be used when giving online. This setting is how you will track these payments on your reports.





**Staff Notifications** – enter staff email addresses to receive emailed notification of online giving activity. Multiple email addresses may be entered, separated by a comma.

**Fee Assist** – Enable or Disable Fee Assist. When enabled, the donor will be asked whether they wish to “pay the transaction fees” thereby ensuring that the organization receives 100% of the donation. If enabled, you will next be prompted to select a giving fund that should receive these fee assist donations. We suggest that you set up a separate giving fund for fee assist donations.

**Guest Gifts** – Engage giving provides the tool that members/donors can log into their own Engage account to make a donation but it also allows for a Guest to make a gift without logging into an account. This setting determines how CDM+ Engage handles Guest Gifts.

- Manually link gifts to Giving Units using CDM+ Desktop **Process Pending Contributions** or
- Create a new Giving Unit record for these guests.

Manually linking requires the staff to access Process Pending Contributions in CDM+ Desktop to either

- Link the gift to an existing giving unit (an existing donor that simply did not log into their Engage account)
- Create a new Giving Unit to link this gift to, or
- Link the gift to a miscellaneous giving unit, such as ZZVisitor.

Create a new Giving Unit record for these gifts. When this option is selected a guest gift will automatically create an Address record, an Individual record and a Giving Unit record and will record the donation to this new giving unit. This may result in duplicate address, individual and giving unit records in your database. CDM+ Membership and Contributions provide tools to merge duplicate records.

## Create Giving Sets and Select Giving Funds



Giving sets can also be referred to as Giving Pages and represent a collection of one or more giving funds to which a donor may give to. Each Giving Set has its own link (or URL) which enables you to populate other webpages with the direct link to a specific giving fund.

**Giving Sets** allows you to group giving funds, making it easier both for donors to find destination funds and to establish links for specific fundraising campaigns. For example, if your organization is involved with a non-profit and have a dedicated webpage on your website for them, that dedicated webpage may contain the link to the non-profit Giving Set only.

Click **New Giving Set**.



Enter the Giving Set name. This name will be displayed when making a gift to the set and on the New Gift page.

**Name**  
This name will be displayed when making a gift to the set and on the New Gift page:

Enter the Giving Set name. This name will be displayed when making a gift to the set and on the New Gift page.

Either accept the suggested URL for this Giving Set or enter a different one.

**URL**  
Access the current giving set directly at this address:

Select Giving Funds - These giving funds will be available when a giver selects the current giving set. The description will be displayed as the giving fund name on Engage. The Giving Fund Name and the Description do not need to match.

Clicking **Add Giving Fund** will open a display of each ACTIVE giving fund set up in CDM+ Desktop Contributions. You may select as many giving funds to include in the set. You must select at least one giving fund in order to have this Giving Fund Set be active. While there is no limit to the number of giving funds that may be included, it is a good practice to limit the number to what will display on one mobile phone screen.

Giving Fund Name	Description
<input checked="" type="checkbox"/> Grace Connections Non-Profit	Grace Connections
<input type="text" value="Add giving fund..."/>	
<input type="button" value="Add All Giving Funds"/>	<input type="button" value="Remove All Giving Funds"/>

The next option you have is to publish this set to the **New Gift Page**. If you do not publish this set, you will need to place the Giving Set URL (set on the prior page) somewhere on your website in order for people to use it to make donations.

**Publish to New Gift Page**

Choose whether to publish this giving set to the new gift page.

Publish this giving set to the new gift page

Do not Publish this giving set to the new gift page

Next, you have the option to enable recurring gifting for this giving set. If enabled, the donor will be able to set up an automatic, recurring donation to this giving set (weekly, monthly, annual, etc.)

**Recurring Gift**

Choose whether to allow recurring gifting for this giving set.

Enable recurring gifts

One-time gifts only

If you wish to limit payment methods that can be used with this Giving Set, make your selection here.

**Allowed Payment Methods**

Choose which payment methods are allowed for this giving set.

All

Credit/Debit Card only

Bank Account only

Upload an image to be displayed atop the giving set.

You also have the option to enter -

- Header text which will sit atop the giving set
- Footer text which will sit at the bottom of the giving set
- Background Color
- Background Image which will appear in the background of the giving set



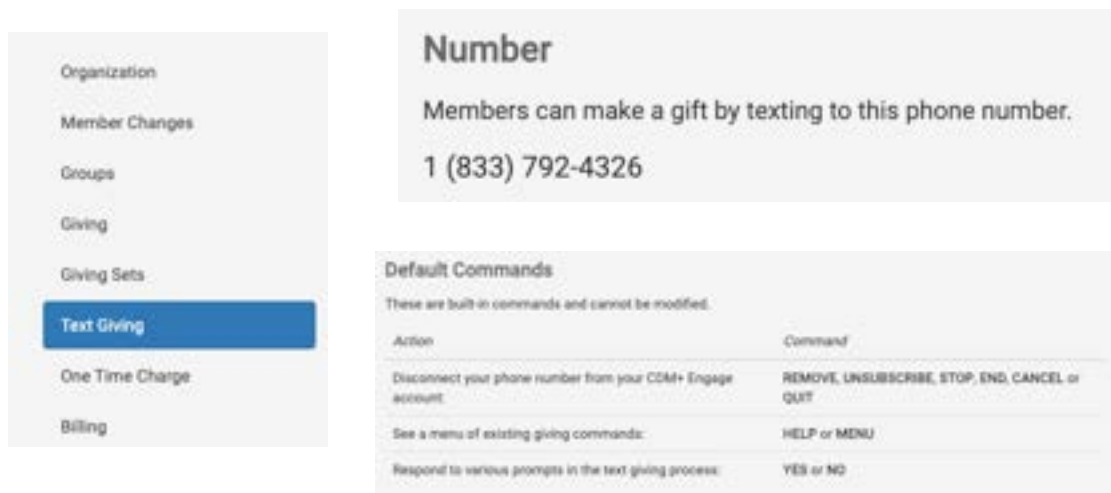
## Engage Text Giving

Engage Text Giving is an optional add-on subscription to Engage and allows donors to send a SMS text message to a phone number assigned to your organization. The text message is simple – an amount and a short code.

When you enroll, you will determine whether you want a local phone number or a toll-free phone number as the number that your donors will send a text message to with their donation. There is a registration process for both types, which can run up to a month. Toll-free numbers are recommended as they are the most cost-effective, having a lower monthly charge and no setup fees.

Once you have enrolled and received your Engage Text Giving number, Text Giving must be configured.

On the Engage Administration screen, select Text Giving.



In order for donors to make a text gift, you must first set up those giving funds that you wish to make available to text giving.

**Funds**

These funds will be eligible to receive donations through text giving.

	Fund Name	Description	Command (letters only, no spaces)
<input checked="" type="checkbox"/>	Promise 2023	Promise 2023	GEN
<input checked="" type="checkbox"/>	Lift High the Cross	Building	BLOG
<input checked="" type="checkbox"/>	Missions	Missions	MISSION
Add fund...			

Add All Funds    Remove All Funds

Click "Add fund..." to open a drop-down list of giving funds already established in CDM+ Desktop Contributions. Once selected, the Fund Name is populated. The Description field is also populated with the same description but you can alter this and provide a different description. Lastly, you will enter the command or short-code that the donor will use when making their text gift. As the command is part of the text message sent by the donor, it is recommended that you keep these commands fairly short.

In the example above, three giving funds have been selected and short code commands set up. The available giving funds are from those already set up in CDM+.

The command REMOVE is automatic and if texted to your Engage Text Giving phone number, will disconnect the mobile phone number from the donor's Engage account.

### Administering CDM+ Engage Giving

Administrators can work with member/donor Engage Giving accounts within CDM+ itself. This allows staff to:

- Create Engage accounts for members (not covered in this class)
- Create one-time electronic donations for members
- Maintain member's payment methods
- Create and maintain recurring scheduled donations for members

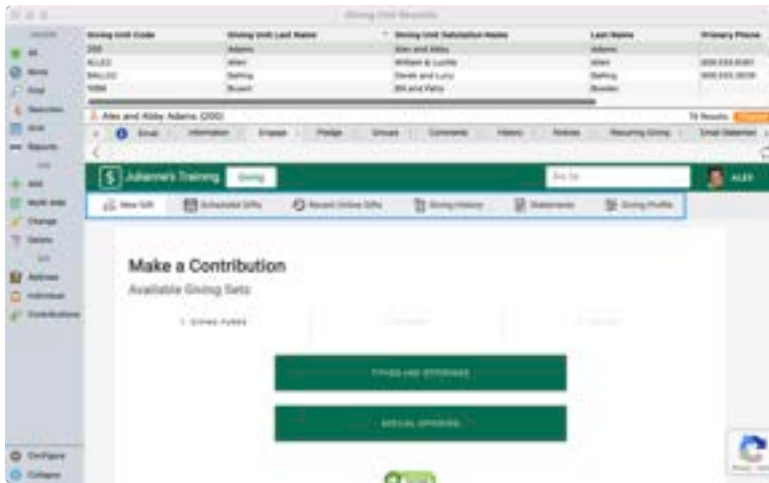
This is done on the Giving Unit Record window.

### Administering Member's Engage Giving Account

In CDM+ Contributions, the Giving Unit Record window now offers a new tab, Engage. Selecting this tab opens CDM+ Engage Giving with the giving unit selected.



Other Engage activities such as viewing **Scheduled Gifts**, repeating **Recent Online Gifts**, or viewing **Statements** can all be done through the Engage menu tools.



You may begin the process of creating an electronic gift, just as though the member logged into their own Engage Giving account.

To help manage a member's **Payment Accounts**, click their name to see the Payment Account menu to go to that page.



## Using Engage Giving – Creating a Member Account

Members initially need to visit the organization's Engage Giving website using the browser on their computer or smart device. Once there, they have an option on the smart device to add this link to the Home screen of their device.

The Engage Giving website can be provided to prospective donors as a URL or as a QR code.

### As a URL:

[https://engage.suran.com/\[your organization\]/s/login](https://engage.suran.com/[your organization]/s/login)

### As a QR code:



A QR code is simply a graphic representation of a URL. You can download a QR code directly from the Engage Settings and share it on signs, bulletins, or anywhere you want to promote Engage.

When launched, the first thing the donor will notice is that Engage Giving is personalized, displaying your organization name and logo, if uploaded, at the top of the screen.

In order to create an account, a donor does NOT need to be in your CDM+ Membership Database. If the email address used during the registration process is not located in your CDM+ Membership Database, an Address, Individual, and Giving Unit record will automatically be created and tied to the Engage account.



► **Membership** ► **Address Records** ► **Giving Unit**



Also, we recommend the Address Record for the Giving Unit to have a correctly formatted address and phone number. For an address to be complete, there must be a street address in at least one of the address lines.



A little work in your CDM+ database before or sharing the link to your Engage Giving URL will help make the login process go smoother for your members. We suggest you do the following:

**Clean up your Address Records**, checking that:

- All **Individuals** are linked to their **Giving Unit**
- **Addresses** have a street address

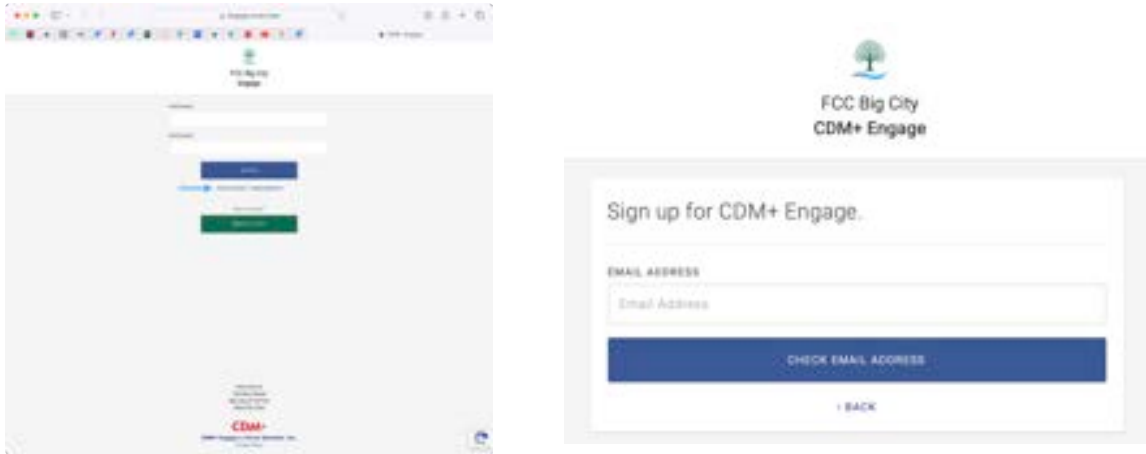
**Contact your givers** explaining:

- Their email address will be used to identify their CDM+ account to connect to Engage Giving.
- They will be able to securely view Giving History in addition to setting up recurring gifts.
- They will be able to print their giving statements.
- Their email address(es) will never be published without permission.

## Creating a New Account – Members

Your members will navigate to your Engage URL, and each person can create their own Engage account, which consists of a Username and Password of their choosing. A valid email address is required. The on-screen prompts will direct them through the following steps. The process to reset a forgotten password is the same as setting the password when the account is created and is also covered below.

When a member wants to create a new account in Engage Giving, they will select **Create Account** link from the Engage login page.



The member will enter their email address and click **Check Email Address**. If there are multiple names linked to that email address in your CDM+ database, those names will be displayed and they will select their own name from the list.



The next prompt will ask the member to create a Username. This username will be used to login into Engage





Create a username.

Please enter a username for John Smith. Further instructions will then be sent to john.smith@example.com

USERNAME

CREATE USERNAME

< BACK

An email will then be sent to the email address entered. This email will contain a password code which is then used to set (or reset) the member's password.

We received a request to reset your CDM+ Engage password.

Username: **janie.austin**

Reset Password Link: [Click Here](#)

Reset Password Code: **db854b50-3680-013d-40f5-0c4de9c946a8**

If you need help, please contact CDM+ Essentials Webinar

Enter password reset code.

A password reset code has been emailed to your email. This email will be sent from support@cdmplus.com. Please make sure any spam or junk email filters you have will allow this message through.

PASSWORD CODE

CHECK CODE

First Church 234 Big City Drive Big City, KY

CDM+

Powered by CDM+ Engage from Suran Systems, Inc.

The member will either:

Click the **Reset Password** link in the email, or

Navigate to the URL provided in the email message and copy/paste the temporary password into the Password Code box and click **Check Code**.

The member will then create a new password and click **Submit**. They will be redirected to the Engage Giving URL.

**NOTE:** The member may reset an existing (forgotten) password simply by clicking the *Forgot Password* link on the Engage Giving login page and following this procedure.

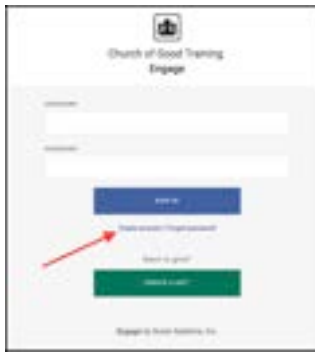
### Creating A New Account – Visitors/Guests

As mentioned above, to create an account, a donor does NOT need to be in your CDM+ Membership Database. If the email address used during the registration process is not already in your CDM+ Membership Database, the visitor/guest can still create an Engage Giving account. When the account is created in Engage, an Address record, Individual record, and Giving Unit record will be created in CDM+ and tied to the visitor/guest's Engage account.

This capability is controlled by the Engage settings. Here, the organization may elect to allow or not allow the automatic creation of visitor/guest accounts.

Obviously, the benefit of allowing this is to allow visitors/guests to make and schedule recurring contributions without having to contact the organization office.

When a donor whose email address is not in your CDM+ database creates an account in Engage Giving, they select the same **Create Account** link on your Engage Giving login page. The visitor/guest will also enter an email address and click **Check Email Address**.



Engage will alert the visitor/guest that the email address was not found and will prompt the person to **Click here to create a new account**.

Here, the account creation process differs from that faced by the member logging in for the first time.

For members, it is assumed that the member's mailing address is already in CDM+. For visitors/guests, Engage will prompt the donor to provide their mailing address. All fields are required.

After completing the required information, the visitor/guest will click **Create Account**.



The remainder of this process is the same for visitors/guests, as that described for members on the preceding pages.

The visitor/guest is prompted to create a username. An email is sent to the visitor/guest at the email address provided with a link and a Password Code. The visitor/guest can click the **Reset Password** link, or they can copy/paste the URL provided into a browser, copy/paste the Reset Password Code, and click **Check Code**.

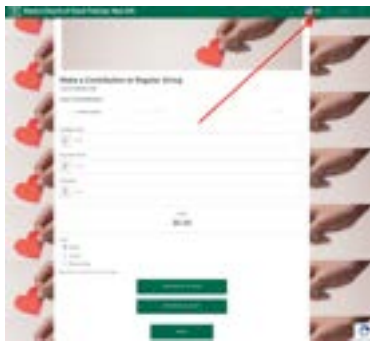
The visitor/guest is then prompted to create a password for future use.

The visitor/guest with an Engage Giving account may reset an existing (forgotten) password using the Forgot Password link on the Engage Giving login page.

## Using Engage Giving – Making a Donation

Engage Giving offers two different ways for a member or visitor to give: with or without logging into an account.

### Guest Giving (giving without logging in)



Clicking the green Create a Gift button will open the “New Gift” entry screen.

Depending on the setting for Recurring Gifts in Engage Giving Setup, the member or visitor will enter the frequency of the gift. The default is once.

**New** – Giving Pages can now translate into Spanish. Click icon in upper right area to toggle between English and Spanish.

Giving Funds selected at the time of setting up Engage Giving are presented to the donor.



The giver can choose one, multiple, or all Giving Funds for this gift.

The giver will enter the desired amounts to the selected giving funds.

The giver will enter the frequency of the gift. The default is once.

If scheduling a future or recurring gift, the giver will enter the date of the gift. The default is today's date.

If the giver does not want to Login, they can click the green "Continue as Guest" button.



The next screen prompts the donor to enter their name, postal address, and email address. This screen also offers the donor the option to **Give Anonymously**. If the Guest Gifts option in Engage Giving setup is set to automatically create a new Giving Unit for guest gifts, or the gift is recurring, Give Anonymously is disabled.

For the recipient of the funds (you, the CDM+ user), there are important differences behind the scenes between "Giving as a Guest" or giving Anonymously.

Both Guest Gifts and Anonymous Gifts use the "Process Pending Gifts" function in CDM+ Contributions to link gifts to an existing giving unit, create a new giving unit, or link to a ZZVisitor type giving unit, but:

- With an anonymous gift, the Billing name/address is NOT passed into CDM+ and the "Process Pending Gifts" process shows these as coming from an "Anonymous Giver."
- With a gift that is not anonymous, the giver's name, address, and email address are passed into CDM+.



The next screen offers the funding source – credit, debit card or bank ACH – whichever payment methods are select on the giving set setup.

The billing information “Same as Giver” checkbox defaults to checked. If the giver unchecks this box, they are prompted to provide a separate billing address.

After completing the payment information – and the billing address if they unchecked "Same as Giver – the donor will click or tap **Continue**.



Before the gift is submitted, the giver is presented with a confirmation screen asking them to verify the information captured on the preceding screens.

If FEE ASSIST is enabled, the donor check the box on the line reading - I would like to increase my donation to offset processing fees” appears. If they do, CDM+ Engage will calculate and display the added fees.

On this confirmation screen, a gift memo box is offered where the giver can make any special notation about this donation.

If needed, the giver can click or tap the **Back** button to make changes.

Once satisfied with the details presented on the confirmation screen, the giver with click or tap **Submit Contribution**.



A **Submit Gift** pop-up window appears with two options: **Cancel** or **OK**.

To proceed with the donation, the giver will click or tap **OK**.

At this point, the gift is being processed. While it processes, three dots appear and move, indicating the process is working.



Once the gift has completed processing, the **Thank you** Window appears. After clicking **Continue**, Engage will ask the giver if they want to create an account. If the giver clicks Yes, they will be directed to create an account as described above. Engage will use the email from the gift to attempt to match the giver to an existing record in your CDM+ database. If a new record is created, Engage will use the address information from the gift to create the new record. In either event, the payment information and gift will be linked to the new account once logged in.



If the giver bypasses account creation, they will have an option to Print Receipt or make a new gift.



## Sign In to Give – Donor Has (or will create) An Engage Giving Account

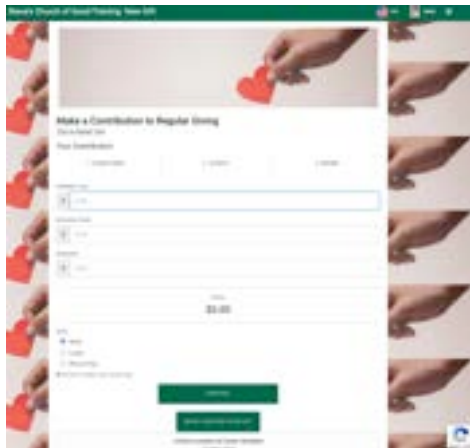


The screenshot shows the login interface for the Church of Good Training Engage system. At the top, there is a logo with three stylized figures and the text "Church of Good Training Engage". Below the logo are two input fields: "USERNAME:" and "PASSWORD:". A blue "SIGN IN" button is positioned below the password field. Underneath the button are links for "Create account" and "Forgot password". A section titled "Want to give?" contains a green "CREATE A GIFT" button. At the bottom, it says "Engage by Sunat Systems, Inc."

The donor will enter a username and password and click **SIGN IN**.

Note that the donor can also create an account or request a password reset from the login screen.

The **New Gift** entry screen appears.



The screenshot displays the "New Gift" entry screen. The header includes the church name and "New Gift". Below is a header image of hands holding red hearts. The main content area is titled "Make a Contribution to Regular Giving" and "Your Selections". It features three input fields for "Amount", "Frequency", and "Date". A "Continue" button is at the bottom. The background is decorated with a repeating pattern of hands holding hearts.

Again, the selected Giving Funds or Giving Fund Sets are presented. The donor or visitor can choose one, multiple, or all Giving Funds for this gift.

The donor or visitor will enter the desired amounts to the selected giving funds.

The donor or visitor will enter the frequency of the gift. The default is once, but may be changed to one of several common frequencies. The donor will open the dropdown menu to select a different frequency.

The donor or visitor will enter the date of the gift. The default is today's date, but the donor can schedule the gift for a later date.

When satisfied with the entries on this screen, the donor will click the green **Continue** button.

The next screen allows the donor to select the funding source.

All stored funding sources are available with the most recent account used selected by default.

The donor may select a different funding source by clicking on the dropdown menu and choosing a different payment account.

The donor may add a new funding source by clicking **Create New Payment Method** above the dropdown.

For whichever account is selected, the funding source details are displayed.

When the donor is satisfied with the choice of a funding source, he or she will click or tap **Continue**.



Next, the donor is presented with a New Gift confirmation screen containing the information entered: payment information and the details of the gift.

If FEE ASSIST is enabled, the donor check the box on the line reading - I would like to increase my donation to offset processing fees" appears. If the donor has set this as their default, CDM+ Engage will calculate and display the added fees. If they have not set as their default, they can still elect to check this at this time.

A gift memo box is offered to make any special notation for this gift.

The donor may click or tap the **Back** button to make changes, or the **Submit Contribution** button to proceed.

A final Submit Gift confirmation screen appears. The donor will click the Cancel button to exit or the OK button to proceed. Once the donor clicks the OK button, the gift is being processed. While it processes, three dots appear and move, indicating the process is working.







Once the gift has completed processing, the **Thank you** window appears. Clicking **Continue** displays a gift summary window, again providing the details of the gift and offering a **Print Receipt** button at the bottom.

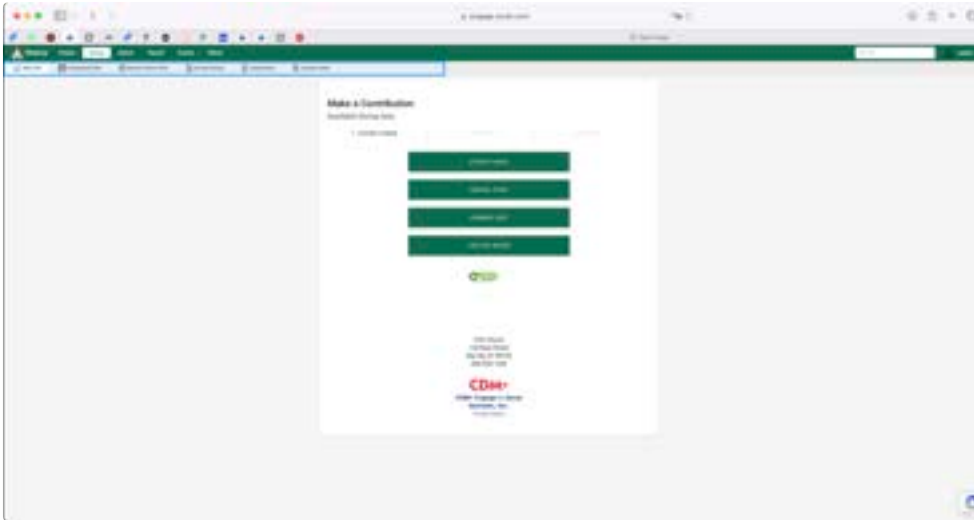


Regardless of which giving method is used, two emails are sent immediately. One, a standard receipt, is emailed to the donor at the email address used or linked to the account. The second email is sent to a staff email address, advising that an online gift has been received or a recurring gift has been established.

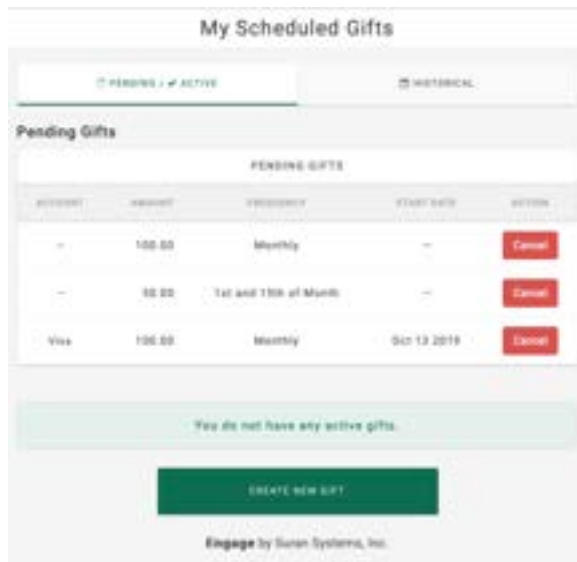


## Other Options Available in Engage Giving When Logged In

When logged in, clicking **Giving** from the top navigation menu displays several additional options. Make a gift – see prior pages.



**Scheduled Gifts** – shows two tabs: Pending/Active and Historical



**Pending Gifts** are those that have been created but not yet processed.

**Active Gifts** are those that have been created and processed at least once and which are scheduled to process again.

**Historical Gifts** are those that have been processed and will not process again.

Example 1: a one-time gift given last week is historical

Example 2: a one-time gift given today would be pending

Example 3: a recurring gift scheduled as monthly for 6 months will show as Active during those 6 months, but as historical after the 6 months.



**Recent Online Gifts** displays the last several gifts that have been made with an option to Give Again. If **Give Again** is selected, the gift confirmation window opens for the donor to confirm the gift.



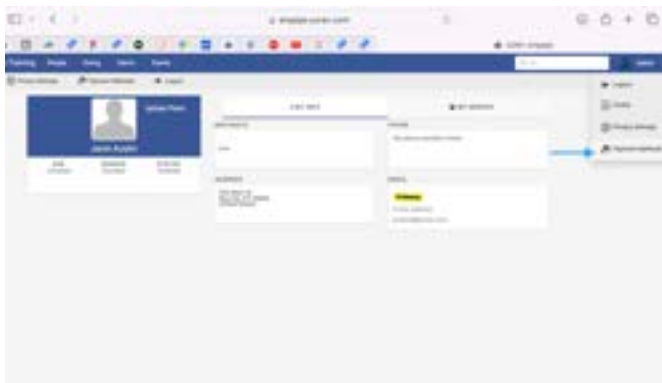
**Giving History** – displays a history of the member’s giving, both in-person and online.



**Statements** - when the organization produces a batch of online giving statements, the donor may view theirs here. The donor may simply view the statement, print the statement or download a pdf version.



Multiple batches may be shown – 1st quarter, 2nd quarter, Year-end 2022, Year-end 2023, and so on.



Pledge information will NOT be displayed on Online Statements.

**Payment Methods** – displays existing funding accounts, credit/debit cards, and bank accounts. The member may add new accounts or delete existing. You can navigate to Accounts by clicking your profile name and then clicking Payment Methods.

One account, either credit/debit or bank account, should be set as the Primary account. The donor may add new accounts or edit/delete existing.



**Profile** – select the email address where gift confirmation should be sent, enter or edit your text giving phone number, and set the Fee Assist preference..

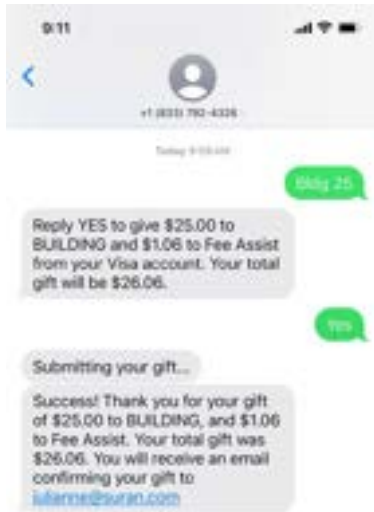
## Using Engage Text Giving

When an Engage giver wants to make a text gift, they will send a text message to your SMS Giving Number in the format [command] [amount]. So, for example, if the Text Giving command for the Building Fund is BUILD and a giver wants to make a \$100 gift to the Building Fund, they text 'BUILD 100' to your SMS Giving Number.

The first time someone uses text giving, Engage needs to connect their mobile number to their Engage account. So for the first text gift, Engage will respond with a link for the user to log into their Engage account.

Individual with this text giving number was not found. Please visit <https://engage.suran.com/juliannetraining/2ca43qAdeMZwRfRaOu9EpA> to make your gift.

Once the giver has logged into their Engage account, Engage associates the mobile number with the Engage account so that subsequent gifts from the same mobile number are credited to the giver with that Engage account. Engage will reply to subsequent gifts with a confirmation message.



A split donation to multiple giving funds is also available with Engage Text Giving. Simply enter a series of command-amount, command-amount and Engage Text Giving will interpret and display the following screen.

# Online Payment Processing

## Electronic Banking

Suran Systems, Inc. has partnered with a merchant account processor, Paragon, to allow CDM+ users to accept debit and credit card (VISA, MasterCard, American Express and Discover) payments and ACH transactions via bank drafts. These electronic transactions are initiated through CDM+ Engage, CDM+ Web Ministry Tools, or Process Treasurer Reports (for COG Regional clients).

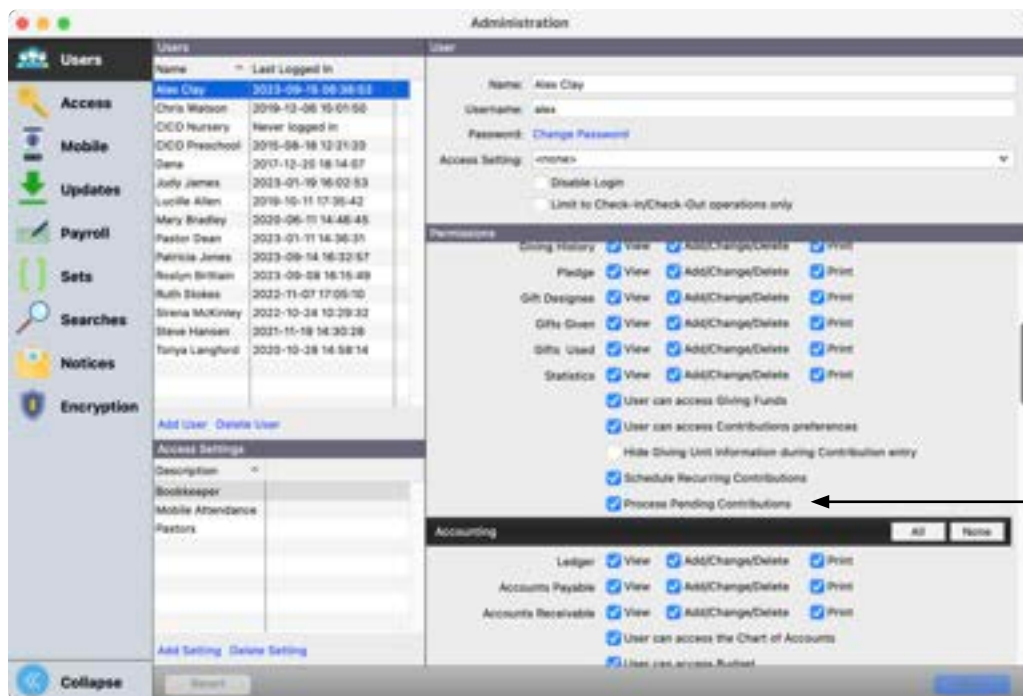
A merchant account is required for electronic banking in CDM+. There is no additional cost for a merchant account, though per-transaction fees apply. A subscription to a CDM+ SAAS or Cloud plan is required. For more information about merchant accounts, contact the CDM+ Sales Department at 877-891-4236 or sales@cdmplus.com.

CDM+ provides full integration of electronic banking from detailed transactions, such as online contributions and registrations, made through CDM+ to deposit processing of revenue and expenditures of fees. This integration reduces errors and minimizes the amount of bookkeeping required to handle electronic transactions.

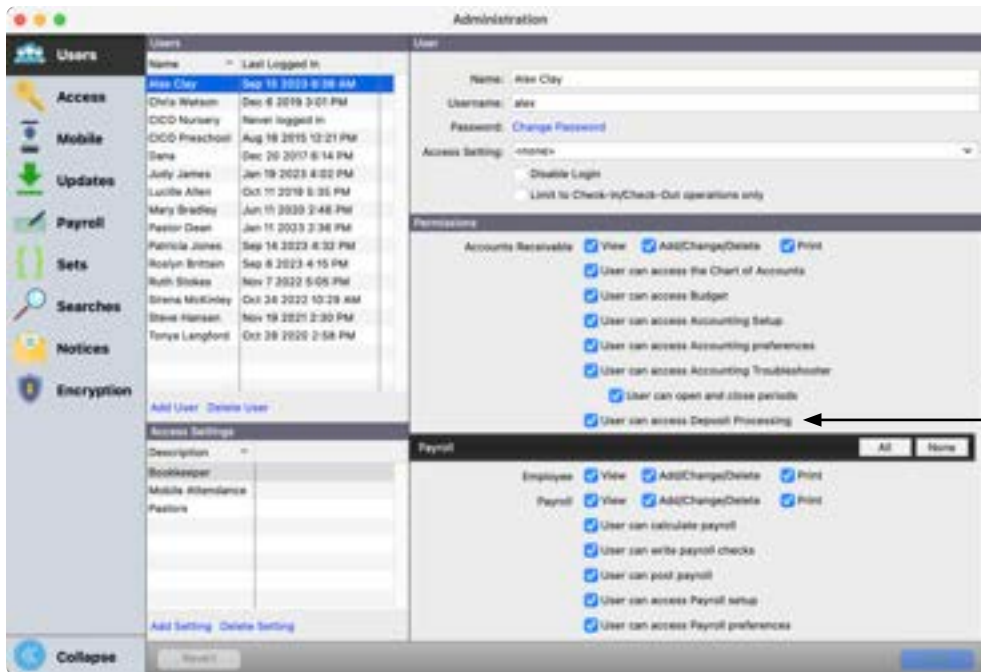
## User Access

### ►File ►Administration ►Users

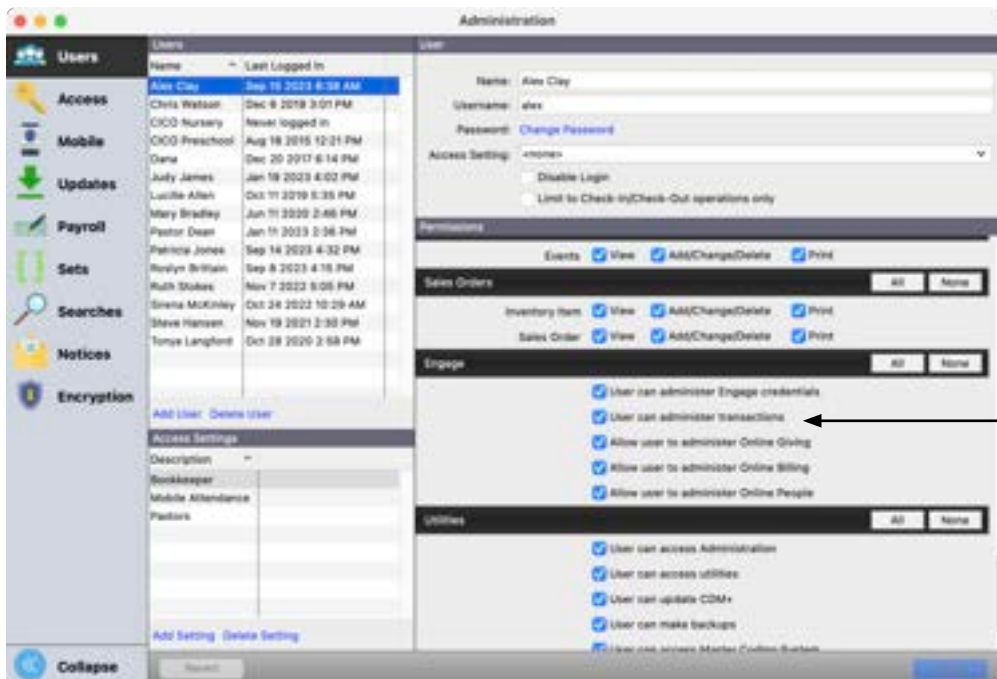
To allow a person to access the Process Pending Contributions window, you must check the box next to Process Pending Contributions under Contributions. Note: scroll down on the window to view all user access settings.



Under the Accounting on the Users pane of the Administration window, there is a Deposit Processing checkbox to control who can perform this function.



Under the Engage section there is a permission to administer transactions.



# Setting Up Accounts for Income and Fees

## Engage Giving

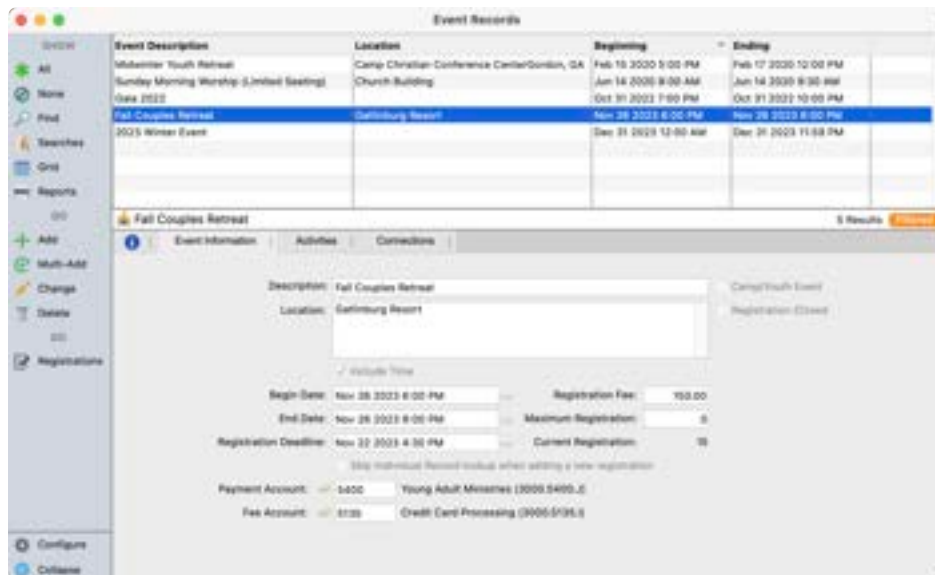
### ►Program ►Contributions ►Giving Funds



The account number where you want the merchant fees to be charged against is entered on this window. This should be an expense account to reflect the per-transaction cost to transmit funds electronically between two parties.

## Single Event Registration Tool

### ►Program ►Event Registration ►Event Records



Enter the account number where you want the merchant fees to be charged on the Event Record. This should be an expense account to reflect the per-transaction cost to transmit funds electronically between two parties.



## Engage Billing

►Program ►Engage ►Settings ►Billing

Engage Billing

Credit card surcharge percent: 3.00

ACH surcharge amount: 1.00

Surcharge Account: 4000 Sunday Worship Offering

Fee Account: 5000 Senior Minister Salary

Save Changes

Select the fee account where merchant fees will be debited. If using a processing fee, select the income account to receive those funds.

## Process Pending Contributions

►Program ►Contributions ►Process Pending Contributions

The Process Pending Contributions window displays all one-time gift online contributions that have not been processed. If a user has logged into their Engage account and made a gift through Engage Giving, their gift will not show up in the Process Pending Contribution queue; those gifts are credited directly to the giver's Giving Unit Record. There are three status options for processing gifts:

- 1) No Giving Unit Selected (red dot)
- 2) Giving Unit Selected (yellow dot)
- 3) Ready to Process (green dot)

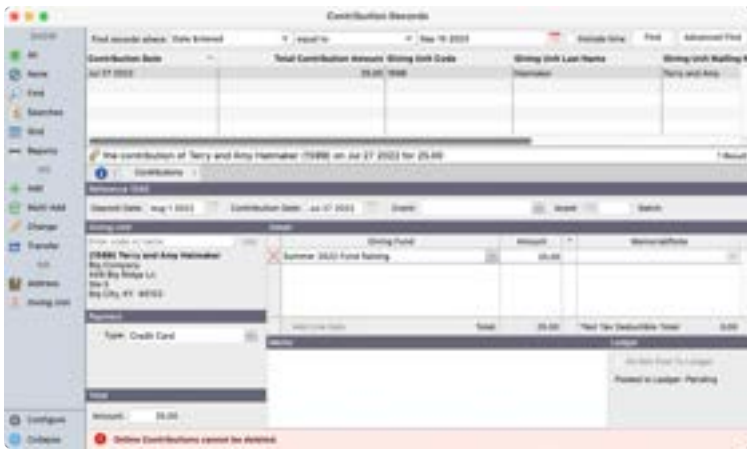
Giving Unit	Name	Date	Amount
		Apr 13 2022	100.00
		Apr 13 2022	100.00
	Alan Elze	Apr 18 2022	75.00
	Paul Nash	Apr 27 2022	8.00
	J Smith	May 28 2022	200.00
	Jerry Smith	Aug 3 2022	100.00
	Jim Smith	Apr 28 2022	200.00
	Joe Smith	Apr 28 2022	200.00
	Joe Davidson	Apr 9 2022	100.00
	Henry Hestermaker	Apr 27 2022	25.00
	Paul Walker	Nov 7 2022	15.00

Initially, all gifts will either be the first or second option. CDM+ will attempt to match an incoming gift to an existing Giving Unit record in CDM+. If it can, that gift will have a yellow dot. If it cannot, the gift will have a red dot.

When you select a gift that CDM+ cannot easily identify the source (red dot), you can either select a Giving Unit or create a new one. Selecting an existing Giving Unit is the same as in Contributions Entry: either type in part of the name or click on the List button. Once the gift is tied to a Giving Unit, it will be marked with a yellow dot.

CDM+ displays the Pending Giver (which is the information entered by the giver online), the pending gift(s) designation, and any special instructions that were entered online on the right side of this window.

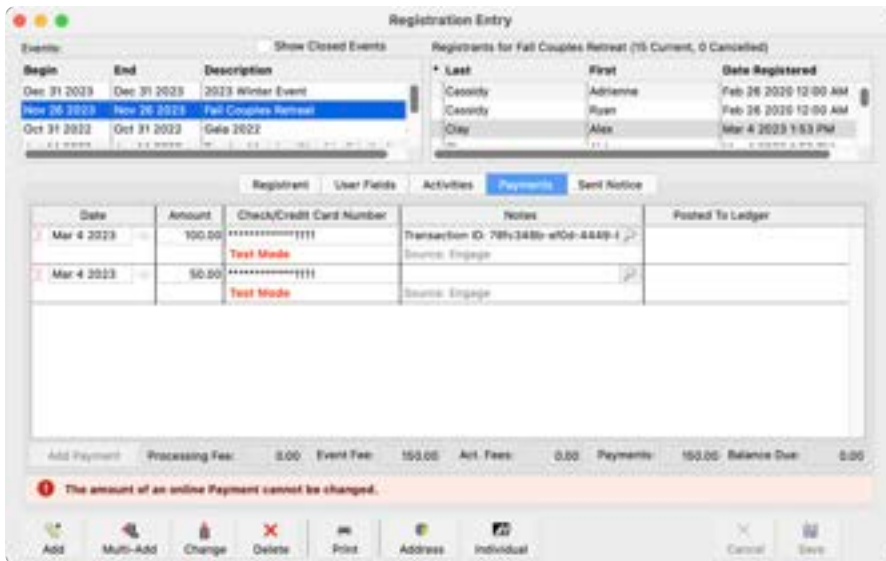
Only those gifts that you have marked as Ready for Processing (green dot) will be processed when you click the Save button. To Mark for Processing, highlight a gift and either press Cmd-K (Mac) or Ctrl-K (Windows) on the keyboard or click the Mark for Processing button on the top of the window.



When gift is Marked for Processing and saved, the contribution becomes part of the giver's giving record. All gifts processed from this window can be viewed from the Contribution Records Window.

When the Contribution record is initially created, the Deposit date and Asset information is blank. This will automatically be supplied when the funds settle into your bank account and the Deposit Processing functions are completed. CDM+ has marked the source of this contribution as Engage. Users can generate any standard Contribution report using this source. This allows for easy understanding of the giving patterns and source of online contributions.

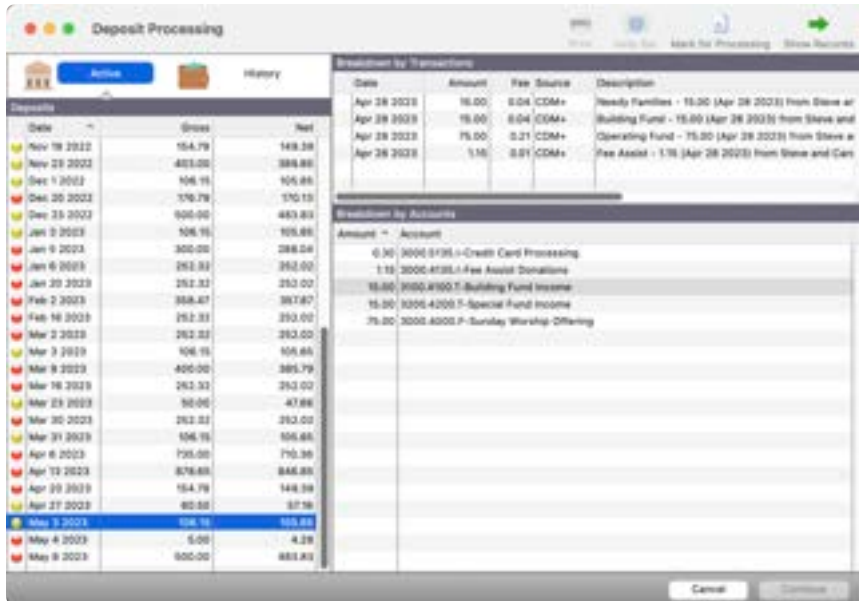
## Event Registration Payments



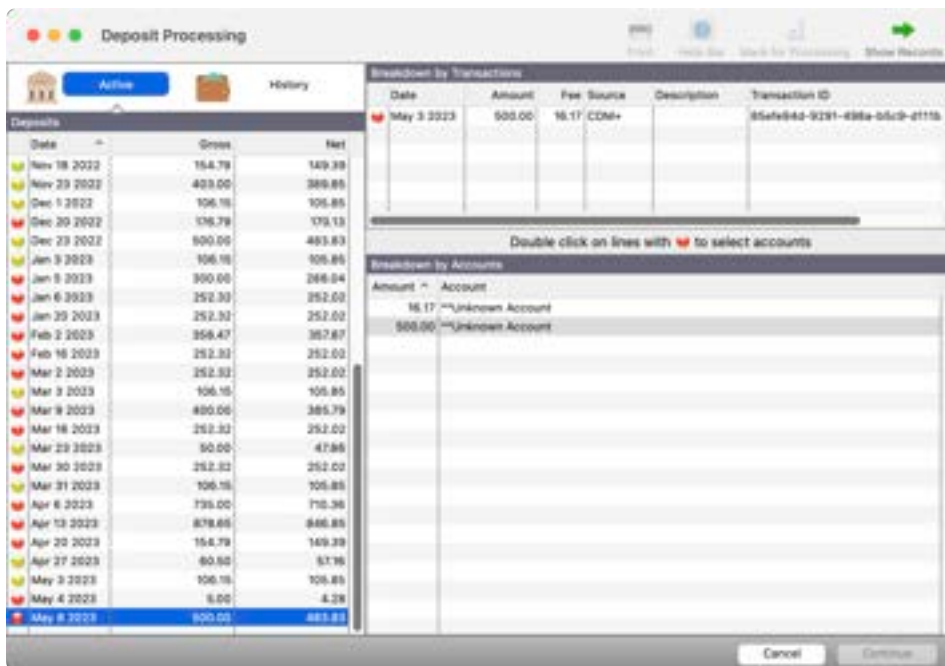
Payments for events made online automatically show up on the Payments tab. CDM+ stores the transaction ID from the payment processor with the payment. The source will read Engage. Credit card numbers will only show the last four digits of the card used.

# Deposit Processing

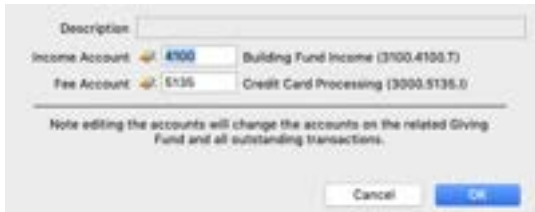
## ►Program ►Ledger ►Deposit Processing



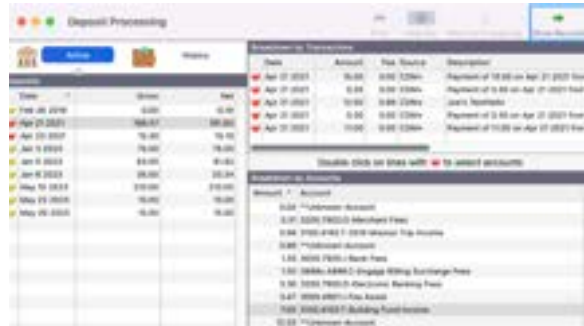
All deposits made to your bank account are listed on the left side of the window. When you select a deposit, the top list on the right displays the actual online transactions that make up that deposit. These may be from different days and be a mix of contributions, online registrations, or one-time payments, etc. The lower list on the right displays the account number breakdown including fees. A deposit marked yellow simply needs to be reviewed and then marked for processing by pressing cmd-k (Mac) ctrl-K (Windows). Deposits in red indicate missing account numbers. Missing account numbers can be from the income or fee side of the setup.



Missing account numbers can be corrected on this window. Click on a line with a red dot on the list on the left. Transactions with missing account numbers will show on the right side in Red. By double-clicking on the red dotted lines, you can supply the appropriate account numbers. CDM+ will also then correct the setup windows related to these transactions and any others that make up this deposit.



You can view the Contributions, Registrations, and so on for the selected deposit by clicking **Show Records**. This will open windows in CDM+ showing the various records for that deposits.



When all deposits have been Marked for Processing, click Continue to post these transactions to your Ledger. A preliminary Deposit Processing Posting Report will be generated to the screen with a **Post** button active. Click **Post** to continue.



After posting you can jump to the created ledger entries or return to process more deposits.

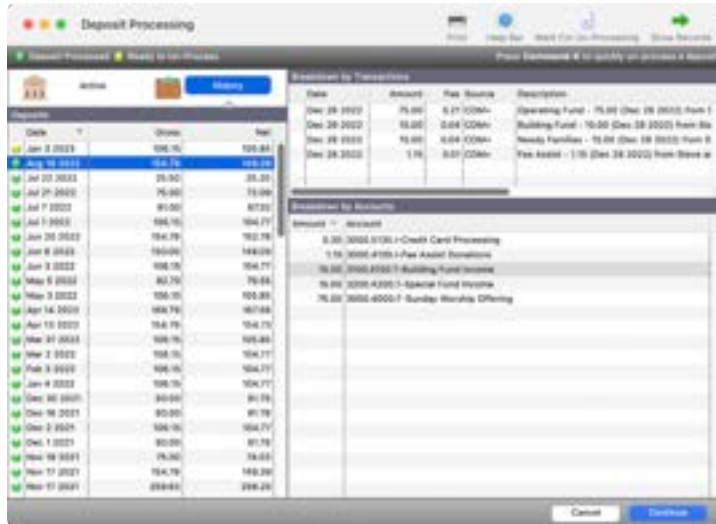
If you have been manually entering deposits and are migrating to using Deposit Processing, you may have deposits in this window you don't want to post to the ledger. Instead, you can mark the deposits as processed by following these steps:

1. Go to File -> Utilities
2. Select the Toggle Mark Already Processed Button special function
3. Click Run Special Function
4. Re-open Deposit Processing
5. Select one or more deposits you do not want to post
6. Click Mark Already Processed



You can use this same technique to clear items from the Process Pending Contributions window without creating a Contribution Record.

## Working with Processed Deposits

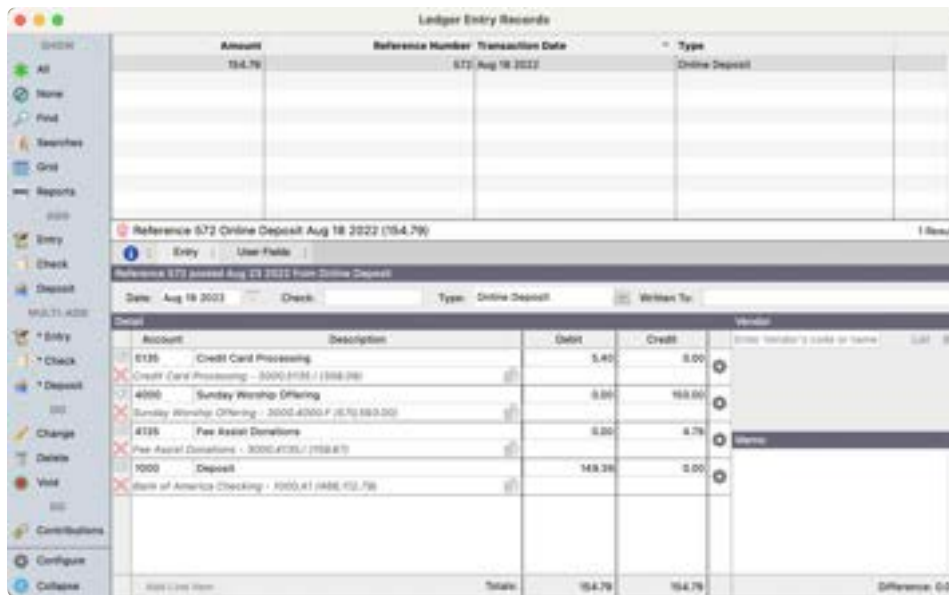


You can click the **History** tab to see a list of deposits you've previously posted. Select a deposit to see its details, and click **Print** to re-print the posting report. You can also jump to the records connected to this deposit by clicking **Show Records**. Double-click a deposit to open it Ledger Records.

If you need to re-post a deposit for any reason, you can select a deposits and click **Mark for Un-Processing**. Once you continue, the original ledger entry for the deposit will be voided and the deposit will return to the Active tab to be re-posted.

### ►Program ►Ledger ►Ledger Entry Records

Go to the Ledger Entries window to view processed deposits. The type of all deposit processing will be listed as Online Deposit.



## Payment Administration

### ►Program ►CDM+ Engage ►Search Transactions

Use the Search Transactions window to locate transactions, view their status, create receipts, and refund transactions. You can access this feature through CDM+ Desktop or by logging into CDM+ Engage.

### Search Transaction Records



The screenshot shows the CDM+ Engage search interface. It features two input fields for date ranges: "STARTING ON:" with the value "Jun 1 2023" and "ENDING ON:" with the value "Jun 30 2023". Below these fields is a "Search" button.

Enter a date range, and click **Search**.



The screenshot shows the search results table in CDM+ Engage. The table has columns for ID, Name, Amount, Transaction ID, Amount, Transaction Date, Status, and Details. The results are as follows:

ID	Name	Amount	Transaction ID	Amount	Transaction Date	Status	Details
0000	Trust Salary (SAL190)	144	003	\$12.00	Jun 2 2023	Pending	
0000	Salvina Montero (MUN1444)	0	076	\$10.00	Jun 5 2023	Processing	0 - Approved APPROVAL 076M1
0010	Trust Salary (SAL190)	144	007	\$19.00	Jun 9 2023	Pending	
0017	Trust Salary	144	008	\$10.00	Jun 9	Pending	

You can use the dynamic search field to search for a specific transaction. For example, you can search by name, amount, date, status, etc. Click the column headers to sort the results by the column. Click **Details** to view more information about a transaction.



Transaction details will show information about the payer, payment method, deposit (if funds are settled), the CDM+ record, and the transaction. You can print a receipt by clicking **Print Receipt**, though it may be better to generate a receipt specific to the CDM+ record, such as a Contribution Statement.

## Refunding a Transaction

If the transaction detail shows YES next to Is Refundable, you can issue a refund, such as for a duplicate charge made in error, by clicking the **Refund Transaction** button.



Click the **Close** button. Note the status of the charge now shows as Refunded on list of transactions.

If the charge is not refundable, the Refund Transaction button will not appear. Transactions may not be refundable after a period of time or if they were made with a merchant account that's not the active merchant.

## Transaction Custom Listing and Export

### Reports ► CDM+ Engage ► Listings and Exports ► Transaction Custom Listing and Export

This report shows the same information as Search Transactions though the powerful custom listing and export engine. You can generate reports for transactions made or deposited within a given date range, through various sources, and in specific statuses.

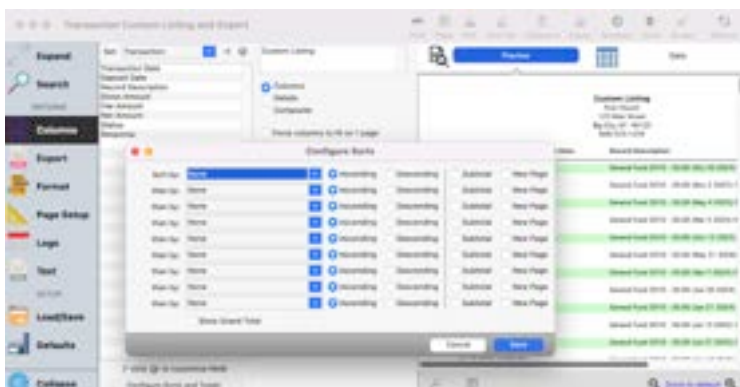
Statuses include:

- **Cleared:** Funds for the transaction have been successfully captured from the payer
- **Failed:** The transaction failed to capture funds
- **Incomplete:** A system failure prevented the transaction from being created with the payment processor
- **Pending:** This is a pre-created transaction that is awaiting transaction details from the processor (rare)
- **Processing:** The transaction has been initiated but funds have not been captured
- **Refunded:** Funds were captured, then returned to the payer
- **Returned:** Funds were captured but then returned because of payment issues (usually ACH and relating to insufficient funds or a closed/invalid account)
- **Scheduled:** The transaction is scheduled to be created at a later date (rare)

You can add a variety of columns to the report. Notable columns are:

- **Account Holder:** The entity holding the payment method (card, ACH bank account)
- **Payment Method:** The account used to pay for the transaction (card, ACH bank account)
- **Gross Amount:** Amount paid by the payer
- **Fee Amount:** Transaction Fees
- **Net Amount:** Amount received by you, the merchant
- **Record Description:** Information about the connected CDM+ record (contribution, registration payment, etc.)
- **Schedule:** Use for recurring payments
- **Account Holder ID, Deposit ID, Payment Method ID, Schedule ID, Transaction ID:** Internal identifiers for various records relating to the transaction; often used for troubleshooting

Refer to the Fundamentals of CDM+ class for help with how to use a Custom Listing and Export report. For example, here is a report subtotaling by status to show transactions over a date range.





# Expiring Cards

## CDM+ Engage ► Admin ► Expiring Cards

You can view a list of cards with active, recurring payments that will expire in the next month.



ID	ACCOUNT NUMBER	EXPIRATION	LAST DED. DATE	NEXT DED. DATE
Card:0000123	New Payment	Exp: 08/31	-	Exp: 7/31/2025

CDM+ will also notify both the account holder and staff on the 1st and 15th of the month of expiration to encourage the account holder to update their payment method and to allow follow-up.



## One Time Charge

A One Time Charge can be used to make payments that do not link to a gift, registration, customer account, etc. These payments are purely financial and do not create additional records in CDM+.

NOTE: If you need to make a gift, registration payment, or Accounts Receivable payment use the related area of Engage, such as Giving, Registration, Billing, etc.

### Accessing One Time Charge

1. Go to **Program ► CDM+ Engage ► Setting**
2. Go to the side bar menu and choose **One Time Charge**



### Create a Designation

A Designation is the term given to the specific transaction names that you can select from to label where One Time Charges are being taken from. For example, you may want a Designation for T-shirts for VBS, or media resources for members, or an annual bake sale.

1. Click New Designation
2. Enter a Name to identify the designation
3. Enter a descriptive name in the URL field making sure it does not include any spaces (e.g. 2022-spring-bake-sale).
4. Select the Income Account, which specifies where the deposit will post against
5. Select the Fee Account which is used for transaction fees for the payment
6. Click Save Changes

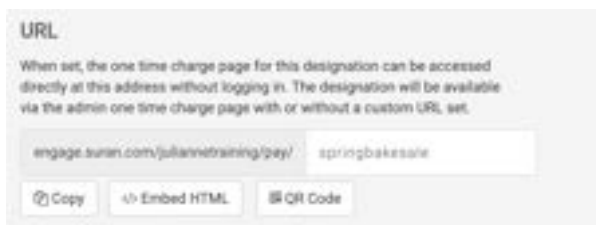


A pop-up will appear on the screen. Click OK.



## Giving Access

To begin entering charges, or to share it with someone else, copy the URL and paste into a web browser. You can also download a QR code to include on your website or event materials.



## Card Swiping

**NOTE:** This is not secure card swiping designed to be run with a mobile device or stand-alone kiosk. The swiper simply enters card data in lieu of manually typing it in. Card swiping has the same security and functionality and typing in card information using the keyboard and should be used in a staffed environment.

Any card swiper that offers keyboard emulation should work to accept a swipe. The following devices have been tested and processed swipes correctly:

- MSR90 USB Swipe Magnetic Credit Card Reader 3 Tracks Mini Smart Card Reader MSR605 MSR606 Deftun
- MagTek 21073062 Dynamag Magnesafe Triple Track Magnetic Stripe Swipe Reader with 6' USB Interface Cable, 5V, Black

## Entering a One Time Charge

Using the Designation's URL or QR code will take you to the One Time Charge window.

NOTE: Creating a one time charge will transfer funds only. It will not create a gift, registration payment, billing payment, or any other record in CDM+.

If you want to produce one of these records, please use the related area of CDM+ Engage, such as Giving, Registration, Billing, etc.

Refunds will be provided upon request and approval by Julianne's Training.

DESIGNATION: Spring Base Sale

AMOUNT: \$ Amount

CREDIT CARD  BANK ACCOUNT

ACCEPTED CARDS: VISA, Mastercard, American Express, Discover

CARD NUMBER: [Field]

CARD SWIPING: On OFF

MONTH: MM YEAR: YYYY CVV: [Field]

FIRST NAME: [Field] LAST NAME: [Field]

ADDRESS 1: [Field] ADDRESS 2: [Field]

COUNTRY: United States POSTAL CODE: [Field]

CITY: [Field] STATE: State

MEMO (OPTIONAL): Memo

For questions regarding one time charge payments, please contact Julianne's Training at [example@organization.com](mailto:example@organization.com) or (800) 633-9581.

1. Enter the Amount and tab to go to the Credit Card Number field.
2. If using a card swiper, once in the card number field, you'll see the Card Swiping toggled to On (bold "on") once you swipe the card. If you swipe the credit card, the credit card number, the card holders name and the expiration date of the card will automatically be populated. Then, the cursor will move to the CVV field. If you're not using a card swiper, simply enter in the card number.
3. Enter the CVV from the back of the card
4. Enter the postal code. It automatically fills in the city and state.
5. Click Submit One Time Charge

NOTE: Creating a one time charge will transfer funds only. It will not create a gift, registration payment, billing payment, or any other record in CDM+.

If you want to produce one of these records, please use the related area of CDM+ Engage, such as Giving, Registration, Billing, etc.

Refunds will be provided upon request and approval by Julianne's Training.

DESIGNATION: Spring Base Sale

AMOUNT: \$ Amount **1**

CREDIT CARD  BANK ACCOUNT

ACCEPTED CARDS: VISA, Mastercard, American Express, Discover

Please select the credit card number field below before swiping a card.

CARD NUMBER: [Field] CARD SWIPING: On OFF **2**

MONTH: MM YEAR: YYYY CVV: [Field] **3**

FIRST NAME: [Field] LAST NAME: [Field]

COUNTRY: United States POSTAL CODE: [Field] **4**

CITY: [Field] STATE: State

MEMO (OPTIONAL): Memo

For questions regarding one time charge payments, please contact Julianne's Training at [example@organization.com](mailto:example@organization.com) or (800) 633-9581.

**5** SUBMIT ONE TIME CHARGE

## Card Swiper Status

If the Card Swiper is turned On, you will see a yellow banner.



Please select the credit card number field below before swiping a card.

When you put your cursor in the Card Number field, the banner will turn green.



Ready to swipe.

If you swipe a card while your cursor is in a different field other than the Card Number field then the banner will turn red.



Card was swiped in the wrong field. Please try again.

A confirmation page will appear. Click Submit Another One Time Charge to return to the first screen so you can make another one-time card charge.



Designation: Spring Bake Sale  
Amount: \$20.00  
Name: Mike Doney  
Amount Schedule GUID: 1611200e-79ea-44ab-946a-d0798c2efebf  
Response Code: 0  
Transaction Status: CLEARED

[SUBMIT ANOTHER ONE TIME CHARGE](#)

## Administrator Functions

If you are an administrator, you can access One Time Charge directly, and do not need a URL or QR Code. You also do not need a designation to perform a one-time charge.

Log into Engage as an administrator. Under the navigation menu, click **One Time Charge** under Admin.

The One Time Charge window will open, but instead of having a pre-selected Designation, you as the administrator have the ability to select which Designation you want, and can switch between them as needed. Every time you finish entering a One Time Charge, you will return to this window, with no pre-selected Designation. This is especially helpful if you have two events going on at the same time.

**NOTE:** If you enter a One Time Charge as (No designation selected), income and fee accounts will need to be selected in Deposit Processing.



AMOUNT: \$20.00  
NAME: Mike Doney  
AMOUNT SCHEDULE GUID: 1611200e-79ea-44ab-946a-d0798c2efebf  
RESPONSE CODE: 0  
TRANSACTION STATUS: CLEARED

[SUBMIT ANOTHER ONE TIME CHARGE](#)



# Getting Started – Accounting

## Accounting Basics

### Organization

A chart of accounts usually applies to a single organization, such as a church or non-profit organization. In accounting terms, the organization is called an accounting entity.

### Money Management

Accounts are kept in terms of money and the only math involved is addition and subtraction. Only items that can be stated in terms of money are recorded.

### Balance Sheet

The balance sheet is the foundation of everything related to accounting and shows the financial position of the organization on a specific date. The balance sheet is based on the Accounting Equation and has two sides: the left side for assets and the right side for liabilities and funds. Income and expense transactions affect the balance sheet accounts.

BALANCE SHEET	
Assets	Liabilities
	Fund

### Accounting Equation:

$$\text{Assets} = \text{Liabilities} + \text{Funds}$$

The sum of the organization's assets equal the sum of the liabilities plus the sum of the funds.

All transactions can be stated in terms of their effect on the three account types of the accounting equation.

### Transaction

A business transaction is an occurrence of an action or condition that must be recorded in monetary terms. Example: The church receives an offering and therefore it is income to the church. The utility bill is paid and therefore it is an expense to the church.

### Accounts

Accounts track transaction activity related to a defined item. Accounts are user-defined with the goal of increasing the understanding of changes in income and expenses and the resulting consequences to assets, liabilities, and funds. Example: Offering Income tracks the accumulated amount of offerings received during a selected time period; Pastor Salary tracks the accumulated amount of wages paid to the pastor during a selected time period.

## Account Types

Five types of accounts are used in the accounting process:

- **Assets** – resources owned by the organization expressed in money terms. Example: Money in a checking account; real property like building and land.
- **Liabilities** – debts or claims of parties other than the organization that must be paid or distributed (i.e., creditors who maintain rights to some asset of the organization).
- **Funds** – track the net balance of the assets of the organization. Often the organization will create multiple fund accounts to track the monetary balances for specific purposes. For example: General Fund; Building Fund; Missions Fund.
- **Income** – the revenue received from various sources by the organization. Income accounts are associated with a fund.
- **Expenses** – the costs paid for a service or disbursements made by the organization. Expense accounts are associated with a fund

## Fund Balance Accounts

In non-profit fund accounting, fund balance accounts are used to track the net balance of the assets of the organization in separate accounts to ensure proper use of the monies. Fund Balance accounts are Balance Sheet accounts and they are reported on the Balance Sheet report.

Each Fund Balance account will have both income and expense accounts associated with it; this association is created when entering income and expense accounts into the chart of accounts. The monetary value of the Fund Balance account is normally changed by an income or expense transaction. A transaction involving an income account increases the fund balance account; a transaction involving an expense account normally decreases the fund balance account. The net change between these income and expense transactions results in either an increase or decrease of the Fund Balance account.

## Income and Expense Relationship to the Accounting Equation

The net difference between the Income (revenue) and Expense (costs) either increases or decreases the Fund balance.

If INCOME exceeds EXPENSES then the FUND BALANCE = INCREASES

If EXPENSES exceed INCOME then the FUND BALANCE = DECREASES

This increase or decrease to the Fund Balance calculates automatically in CDM+ with each transaction and adjusts the total in the Fund Balance appropriately. Every transaction that includes an income or expense account affects the associated Fund Balance total. The difference between income and expenses is reported on the Income and Expenditures reports as an Over/Under amount (Increased/Decreased amount). The difference affects both the Fund Balance and Asset accounts on the Balance Sheet.

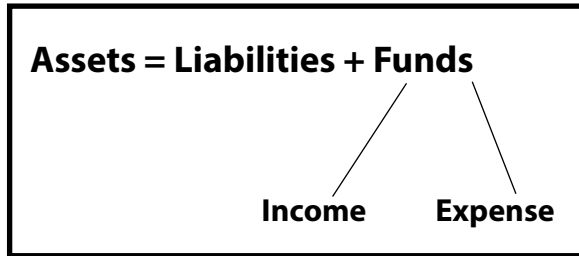
## Double Entry

The double entry principle is based on each accounting transaction affecting at least two accounts, which results in a balance of the accounting equation. The change in the two accounts is represented by a “debit” and a “credit.” The double entry recording system of accounting requires the debits and credits of each transaction to be equal. If debits and credits DO NOT equal for a transaction, something is wrong. Remember for each Transaction :

**Debits = Credits**



The charts below are basic to fund accounting:



### Double Entry Ledger

	Debit	Credit
<b>Assets</b>	+	-
<b>Liabilities</b>	-	+
<b>Funds</b>	-	+
<b>Income</b>	-	+
<b>Expenses</b>	+	-

In double-entry accounting, Debits and Credits must equal on every transaction. Example:

Transaction	Debit	Credit
Check or Expense	Expense account	Checking (Asset) account
Deposit	Checking (Asset) account	Income account
Asset to Asset Transfer	Asset the money goes into	Asset the money goes out of
Fund to Fund Transfer	Fund the money goes out of	Fund the money goes into

## Accounting Setup

### Chart of Accounts

►Program ►Accounting ►Chart of Accounts

A custom designed Chart of Accounts is set up here to meet the unique needs of the organization.



### Create Chart of Accounts

- Work in this order:
  - Categories and Sub-categories
  - Balance Sheet Accounts
  - Income/Expenses
- To add an Account, click Add and complete the Type, Number, and Description; choose a Category.
- Common Account numbers groupings:
  - Assets - 1000's
  - Liabilities - 2000's
  - Funds - 3000's
  - Income - 4000's
  - Expense - 5000's up

Once an account has activity to it, you cannot delete the account. Instead, mark the account as **Inactive**, which will prevent that account from being used on new entries.

## Categories/Sub-categories

Reached from the Chart of Accounts window by clicking on Categories/Sub-categories tab.

Categories and Sub-Categories perform three major functions:

1. Group accounts together under the Category or Sub-Category
2. Structure report design by the order of Categories and Sub-Categories
3. Sub-total amounts on reports by Categories and Sub-Categories



Structure the design of the Balance Sheet (A/L/F) by use of Categories.

Example #1:     **Account Type**                    **Asset**  
                   Category Code                    A Current Assets  
                                                           B Fixed Assets

Example #2:     **Account Type**                    **Fund**  
                   Category Code                    E Undesignated Fund  
                                   Account                                    3000 General Fund  
                   Category Code                    T Temporarily Restricted  
                                                           3100 Building Fund  
                                                           3110 Memorial Funds  
                   Category Code                    U Permanently Restricted Funds  
                                                           3200 Endowment Fund  
                   Category Code                    W Equity Funds  
                                                           3900 Church Building & Land

Structure the design of Income/Expense reports by use of Categories and Sub-Categories:

Example #3:     **Account Type**                    **Expense**  
                   Category Code                    K Property  
                                   Sub-Category Code                    K25 Utilities; K30 Maintenance & Repair  
                   Category Code                    N Personnel

Use Categories/Sub-Categories for areas of ministry, departments, or committee responsibility.

When printing financial reports, such as Ledger to date "Monthly Comparisons" or "Ledger to Budget," the print order of the accounts are grouped by:

- Asset Type
- Category Code
- Sub-Category Code
- Account Number

### Hide/Show Details on Ledger YTD Reports

Click on "Do Not Show Detail" checkbox. This will suppress by default the printing on reports of the accounts within that Category or Sub-Category. There is an option to override this default when printing.

### Sample Chart of Accounts

Asset			
	A - Cash Accounts		
		1000	General Fund Checking
		1050	Capital Reserve Checking
		1100	Savings
		1200	Investments
		1400	Accounts Receivable
	B - Fixed Assets		
		1500	Church Building
		1510	Furnishings, Fixtures & Equipment
		1520	Parsonage
		1530	Trailers
		1540	Vans
		1550	Bus
Liability			
	C - Current Liabilities		
		2000	Federal Tax Payables
		2010	FICA/Medicare Payables
		2020	State Tax Payables
		2030	Local Tax Payables
		2040	403B Pension Fund
		2500	Accounts Payable
		2550	Pass Through Account
		2560	Chase Credit Card
	D - Long Term Liabilities		
		2600	Mortgage
Fund			
	E - Undesignated Funds		
		3000	General Fund
	T - Designated Funds		
		3100	Building Fund
		3110	Missions Fund
		3120	Memorial Fund
		3130	Day Care
		3200	Special Fund (In & Out)
		3250	Next Step Fund
		3300	Adult Ministries
		3400	Family Ministries
	W - Equity Funds		
		3500	Building Equity Fund
		3510	Furnishings Equity Fund
		3520	Parsonage Equity Fund
		3530	Trailer Equity Fund
		3540	Van Equity Fund
General Fund			
Income			
	F - Regular Income		

	40000	Tithes & Offerings - Worship Services
	40001	Tithes & Offerings - Office
	40002	Tithes & Offerings - Online Giving
	40010	Loose Offering
	40900	Miscellaneous Income
G - Designated Income		
	40510	Interest Income
	40511	Wedding
	40520	Soda Machine
K - Property		
K-40 Office		
	40500	Copy and Postage Reimbursement
Expense		
H - Adult Ministries		
<Accounts Without Sub-Categories>		
	50000	Senior Minister Salary
	50010	Senior Minister Housing
	50020	Senior Minister Car Allowance
	50400	Travel Expenses
	50450	Housing
	50800	Pension
	50900	Church's FICA/Medicare Portion
I - Administrative		
	51100	Office Supplies
	51200	Office Equipment
	51300	Telephone
K - Property		
	51900	General Maintenance
	52000	Insurance
	52100	Custodial Supplies
	52200	Gas for Van
	52500	Gas - Heat
	52600	Electricity
	52700	Water and Sewer
	53500	Miscellaneous Expenses
	53550	Building Repairs
L - Outreach		
	52800	Communion Supplies
	52900	Bulletins
	53000	Special Guest Speakers
	53100	Special Services
M - Worship		
	53200	Denominational Support
	53300	World Hunger Project
	53400	Local Outreach Ministries
N - Personnel		
N-10 - Human Resources		
	50300	Secretary Salary
	50310	Custodian Salary
O - Designated Expense		
	52300	Mortgage Principal
	52400	Mortgage Interest
	7900	Electronic Banking Fees
P- Feast Day Expense		
	82100	Easter Offering Expense
	82200	Pentecost Offering Expense
	82400	Christmas Offering Expense
	82450	New Year Offering
Q - Youth Development		
	53551	Miscellaneous Expenses

## Balance Sheet Accounts

►Program ►Accounting ►Chart of Accounts ►Balance Sheet Accounts tab

Type	Number	Description	Category	Sub-Category	Inact
Asset	1000	Checking	A1 - Cash Accounts		
Asset	1010	New Checking Account	A1 - Cash Accounts		
Asset	1100	Savings	A1 - Cash Accounts		
Asset	1200	Investments	A1 - Cash Accounts		
Asset	1500	Bus	B - Fixed Assets		
Asset	1520	Church Building	B - Fixed Assets		
Asset	1540	Furnishings	B - Fixed Assets		
Asset	1580	Accounts Receivable	A2 - Short-Term As		
Asset	1800	Checking - School	A1 - Cash Accounts		
Asset	1800	General Fund			
Liability	2000	Federal Tax Payables	C - Current Liabils		
Liability	2010	FICA/Medicare Payables	C - Current Liabils		
Liability	2020	State Tax Payables	C - Current Liabils		
Liability	2030	Local Tax Payables	C - Current Liabils		
Liability	2800	Accounts Payable	C - Current Liabils		
Liability	2510	Office Credit Cards	C - Current Liabils		
Liability	2800	Mortgage	D - Long Term Lab		
Fund	3000	General Fund	E - Undesignated F		
Fund	3010	Income over Expenses Previous	E - Undesignated F		
Fund	3100	Building Fund	T - Designated		
Fund	3110	Missions Fund	T - Designated		
Fund	3120	Memorial Fund	T - Designated		

\* Data entry default - for multiple accounts with the same number, this account will be assumed when only the number is entered

Enter Asset, Liabilities, and Fund accounts here. To add an account, click Add and complete the Type, Number, and Description; choose a Category; click Save.

## Income/Expenses

►Program ►Accounting ►Chart of Accounts ►Income/Expenses tab

Type	Number	Description	Fund Balance	Category	Sub-Category	Inact
Income	4000	Sundays Worship Offering	3000 - General Fu	F - Regular Income		
Income	4010	Loaves Offering	3000 - General Fu	F - Regular Income		
Income	4020	Sunday School Offering	3000 - General Fu	F - Regular Income		
Income	4090	Miscellaneous Income	3000 - General Fu	F - Regular Income		
Income	4100	Building Fund Income	3100 - Building Fu	T - Designated		
Income	4110	Missions Fund Offering	3110 - Missions Fu	T - Designated		
Income	4120	Memorial Fund Income	3120 - Memorial F	T - Designated		
Income	4200	Special Fund Income	3200 - Special Fur	T - Designated		
Income	4210	Easter Offering	3200 - Special Fur	T - Designated		
Income	4220	Pentecost Offering	3200 - Special Fur	T - Designated		
Income	4230	Thanksgiving Offering	3200 - Special Fur	T - Designated		
Income	4240	Christmas Offering	3200 - Special Fur	T - Designated		
Income	4300	Day Care Income	3130 - Day Care	N - Miscellaneous		
Income	4400	Event Registrations	3000 - General Fu	Z - Christian Educa		
Income	4500	Capital Campaign	3100 - Building Fu	T - Designated		
Expense	5000	Senior Minister Salary	3000 - General Fu	H - Personnel		
Expense	5020	Secretary Salary	3000 - General Fu	H - Personnel		
Expense	5030	Custodian Salary	3000 - General Fu	H - Personnel		
Expense	5035	Nursery Attendant	3000 - General Fu	H - Personnel		
Expense	5040	Travel Expenses	3000 - General Fu	H - Personnel		
Expense	5045	Housing	3000 - General Fu	H - Personnel		
Expense	5050	Convention Expense	3000 - General Fu	H - Personnel		

\* Data entry default - for multiple accounts with the same number, this account will be assumed when only the number is entered

Enter Income and Expense accounts here. To add accounts, click Add and complete the Type, Number, and Description; choose a Fund and Category; click Save. All Income and Expense accounts must be associated with the appropriate Fund.

## Chart of Accounts Report

### ► Reports ► Accounting Reports ► Chart of Accounts



Sort options include: View by Fund, Category, or Sub-Category



There are several different options to filter your results: All Accounts, Selected Accounts, Active Only, or Inactive Only.

## Accounting Setup Options

### Beginning Balances

### ► Program ► Accounting ► Accounting Setup ► Beginning Balances tab

Type	Number	Description	Beginning Balance
Asset	1000	Checking - 1000.A1	9885.31
Asset	1010	New Checking Account - 1010.A1	0.00
Asset	1100	Savings - 1100.A1	2140.00
Asset	1200	Investments - 1200.A1	75000.00
Asset	1500	Bus - 1500.B	15000.00
Asset	1510	Church Building - 1510.B	75000.00
Asset	1540	Furnishings - 1540.B	60000.00
Asset	1900	Accounts Receivable - 1900.A2	490.00
Asset	1910	Checking - School - 1910.A1	0.00
Asset	1900	General Fund - 1900	0.00
Liability	2000	Federal Tax Payables - 2000.C	1377.26
Liability	2010	FICA/Medicare Payables - 2010.C	3998.14
Liability	2020	State Tax Payables - 2020.C	1105.85
Total Assets: \$2,076.31			Total Liabilities & Funds: \$2,076.31
			Difference: 0.00

Enter the Date of Beginning Balances (ex. January 1, 2021). Click the Change button and enter beginning balances for all Assets, Liabilities, and Funds. When complete the "Difference of" should be 0.00.

## Checks

### ► Accounting ► Accounting Setup ► Checks tab

Vendor	Date	Description	Invoice Number	Account	Amount
Pipes R Us	Aug 8 2023	Pipe scrubbing	548910-11-Q0879	3000.S160.C	132.50
Pipes R Us	Aug 8 2023	Refreshing console keys	548910-11-Q0879	3000.S170.C	150.00
Pipes R Us	Aug 18 2023	Dinning	549630-16-Q0879	3000.S160.C	43.67
Aug 28 2023 1028 Pipes R Us 23467 Industry Road Big City, KY 40385					356.67

Set up layout formats for checks used by Ledger and Accounts Payable.

## Accounts Receivable

►Program ►Accounting ►Accounting Setup ►Accounts Receivable

Set defaults for using Accounts Receivable.

The screenshot shows the 'Accounting Setup' window with the 'Accounts Receivable' tab selected. The window contains several configuration options:

- Service Charge for Overdue Invoices:** 0.01 Percent
- Post Service Charges to Account:** 4090 Miscellaneous Income - 3005-4090.F
- Accrual Account:** 1500 Accounts Receivable - 1500.AJ
- Invoice Defaults:**
  - Print 'Terms' Line
  - Print 'Service Charge' Line
- Customer Defaults:**
  - Terms Line:** Invoice Due Upon Receipt
  - Service Charge After:** 30 Days

Buttons at the bottom include 'Change', 'Cancel', 'Save', 'Chart Of Accounts', 'Budget', and 'Close'.

## Check Numbers

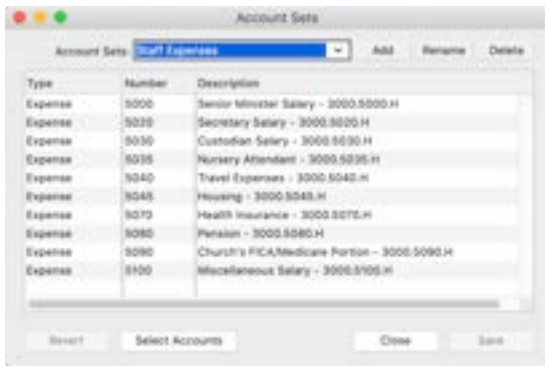
►Program ►Accounting ►Accounting Setup ►Check Numbers tab

Check Numbers tab lists all the Assets in the Chart of Accounts. Enter the **last** check number used for applicable Asset accounts. CDM+ will then use the next check number available for the starting check number in Accounts Payable, Ledger, or Payroll.

The screenshot shows the 'Accounting Setup' window with the 'Check Numbers' tab selected. It displays a table of assets with columns for 'Account #', 'Description', and 'Last Used'. Buttons for 'Change', 'Cancel', 'Save', 'Chart Of Accounts', 'Budget', and 'Close' are visible.

Account #	Description	Last Used
1000	Checking	auto
1010	New Checking Account	
1100	Savings	0
1300	Investments	0
1500	But	0
1520	Church Building	072
1540	Furnishings	0
1560	Accounts Receivable	0
1600	Checking - School	
1900	General Fund	

## Accounts Sets



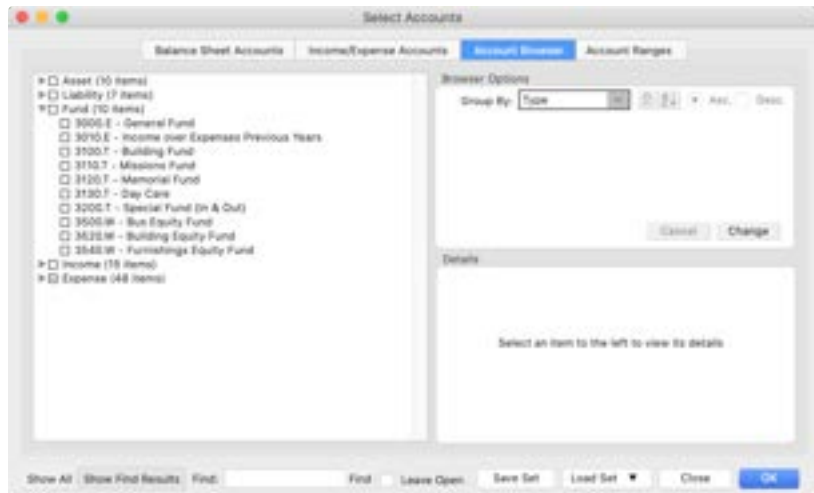
Account Sets are a user-defined selection of accounts used for reporting purposes that are saved under a set name (Save Set), and will be retained by using the Load Set option when configuring reports.

## Account Browser

The Account Browser is accessed by clicking on button on the Account Sets, "Select Accounts".

Account Browser allows for the quick selection of accounts by Type, Fund, Category, and Sub-Category; making selection of accounts to include on reports easy and accurate.

Account Range allows for selection of a range of accounts by Account Number, Fund, Category, or Sub-Category.





# Accounting General Ledger

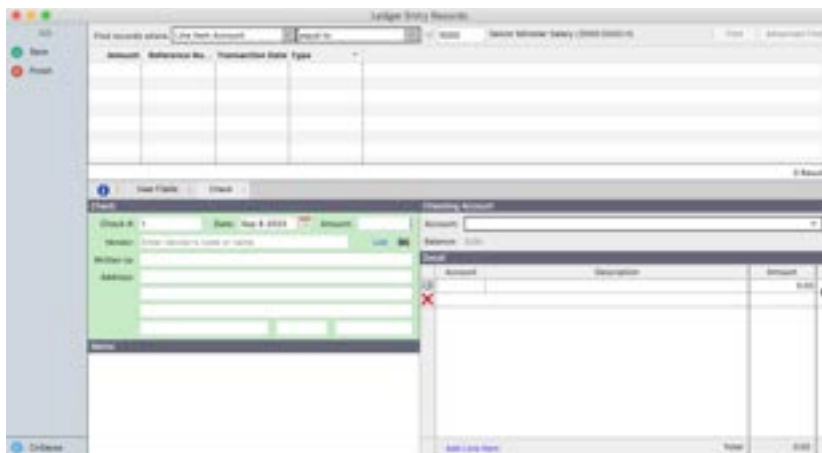
## General Ledger

### Ledger Entries

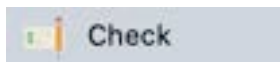
#### ►Program ►Ledger ►Ledger Entry Records

All financial transactions in CDM+ end up in the General Ledger window. Items posted from Contributions, Payroll, Accounts Payable, and Accounts Receivable can be viewed and queried here. On the Entry window, there is a source that indicates where this journal entry was created. If an entry was posted from another part of CDM+, there will also be jump buttons to take you to that source entry. In addition, Checks, Deposits, and Journal Entries can be entered directly into the ledger through this window.

**Check:** enter checks written by hand or without using CDM+ Accounts Payable system.

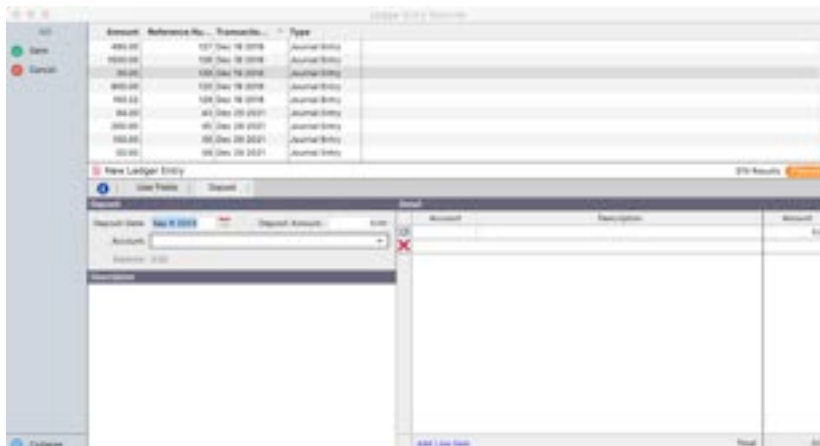


Check amounts may be split between multiple Expense accounts by adding detail lines under the Check Sources option.



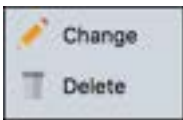
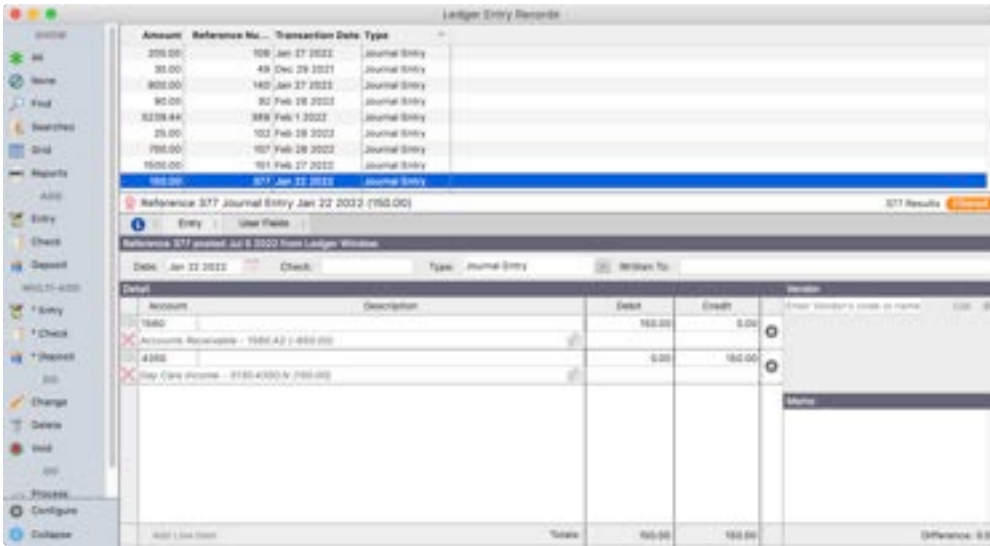
You can print a "quick pay" check from the Ledger Entries window after recording the entry by clicking on the Print Check button.

**Deposit:** to enter deposit transactions click Deposit under Add.



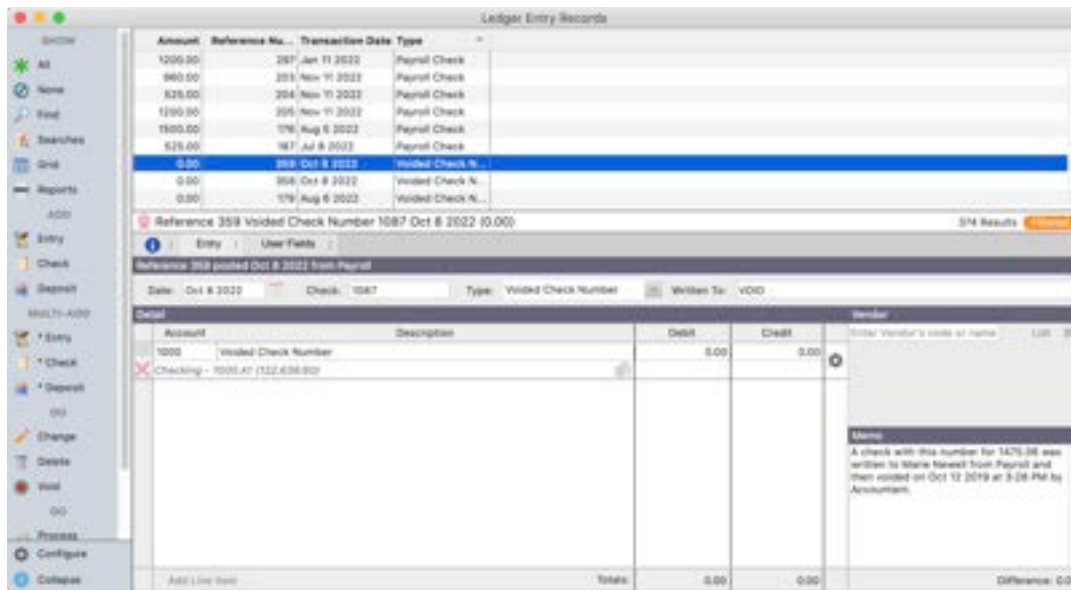
Deposit amounts may be split over multiple Income accounts by adding detail lines under Breakdown option.

**Journal Entry/Custom Type:** for transactions involving expenditures without a check number (ex., Debit Card) and adjusting journal entries.



Use when changing or correcting a ledger entry.  
When ledger entry is complete, click the Save button.

## Finding Ledger information



**Find:** use for simple queries, i.e., single search criteria.

**Advanced Find:** queries with more than one search criteria.

**All:** will display all Ledger Entries.

**Print:** Quick printing of ledger transaction using the Trial Balance report.

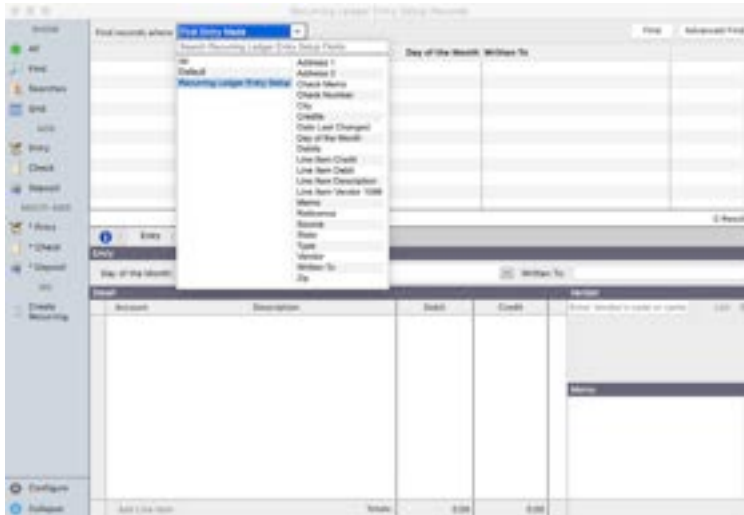
## Recurring Ledger Entries

Recurring Ledger Entries are for regularly-scheduled transactions that would manually be entered into the ledger. These may include fund-to-fund transfers or auto payments that are drafted from your checking account. The day of the month allows for certain items to be created at different times. It does not have to refer to the actual day of the auto payment.

Two steps are required for Recurring Transactions:

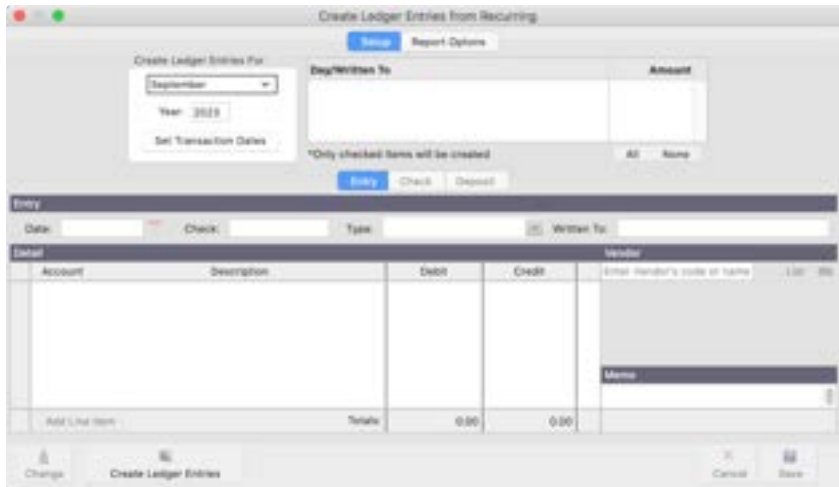
1. Set up the transaction under Recurring Ledger Entries Setup.

### ►Program ►Ledger ►Recurring Ledger Entry Setup Records



2. Select the transaction to be created from the Create Ledger Entries from Recurring.

### ►Program ►Ledger ►Create Ledger Entries from Recurring

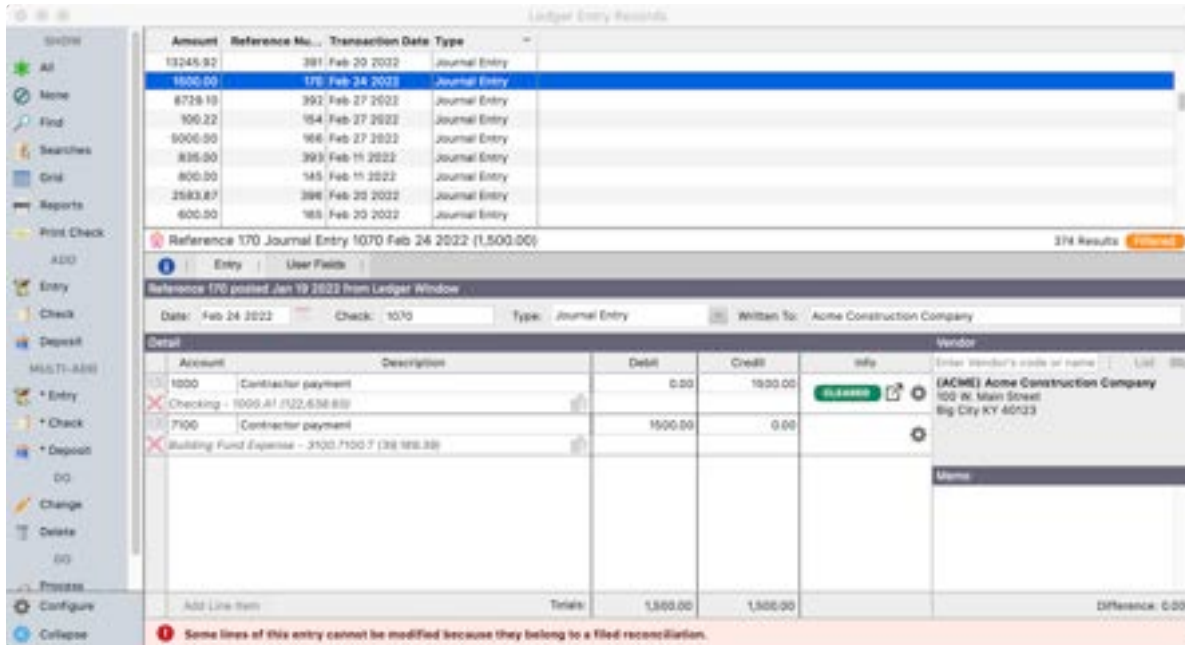


When recurring ledger entries are created, a posting report will be generated. In addition, it will prompt you to view the ledger entries created in the General Ledger window so you can easily modify the entries if need be. For example, you may need to change an amount or the transaction date.

# Ledger Changes – Voiding and Deleting

## Voiding Checks

1. **Ledger Checks:** Should I “zero out this entry” or “create an offsetting entry”?
  - a. Zero Out – changes the current transaction by zeroing out all of the debits and credits. A memo is added to the entry showing the original amount of the check.
  - b. Create Offsetting Entry – you will now have two ledger entries for this check.
    - i. Ref #583 -The original check entry with a memo that this transaction has been voided by Ref #608.
    - ii. Ref #608 - An offsetting entry with the debits and credits reversed and a memo stating this entry voids Ref #583.
    - iii. When creating an offsetting entry, the date of the offsetting entry will be the current date when it was made. This date may be changed, but not to a closed period. The date of the original entry will not be changed.



2. **Accounts Payable Checks:** The procedure is identical to voiding a ledger check, however, voiding the AP check will also delete the invoice and remove the information relating to the original check from the Vendor record.
3. **Payroll Checks – PAYROLL CHECKS CAN ONLY BE VOIDED FROM PAYROLL RECORDS WINDOW:**
  - a. Voiding in Payroll will do the following:
    - i. Place a void entry in ledger as an offsetting transaction
    - ii. Adjusts AP invoices for voided taxes if applicable.

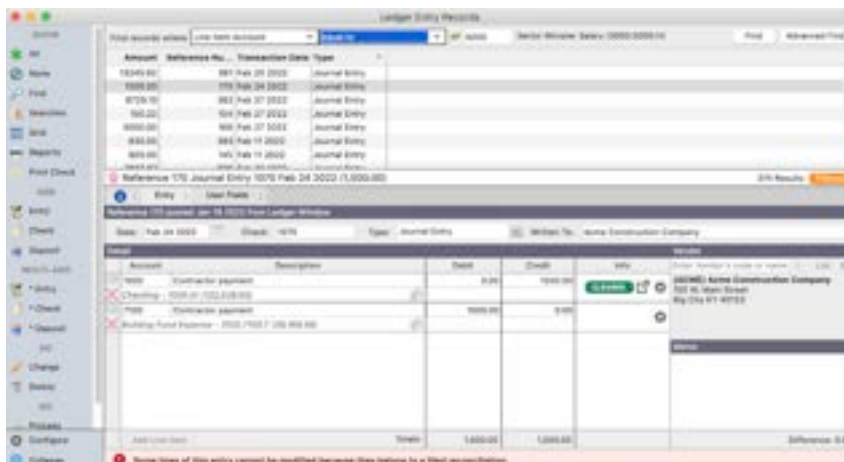


- Deleting a Ledger Entry** – If an entry is not in a closed period, CDM+ will give you an option to delete it. In doing so, the entry still exists in CDM+ and can be viewed on the Audit Trail. By deleting a transaction, CDM+ will reverse the debits and credits from the account balances and this entry will not show on any regular financial reports.

## Troubleshooting Accounting

To find Ledger Entries by Account in Ledger Entries window, search on a "Line Item" field (ex., Line Item Account, or Line Item Description)

►Program ►Ledger ►Ledger Entry Records



After the search is complete, select on a Header within the Find Results window to sort by the Header field (Transaction Date, Amount, Check Number, etc.)


## ►Program ►Accounting ►Accounting Troubleshooter

Use these functions to correct various problems in Accounting, including Check Account Balances and Recalculate Vendor Balances. These items should rarely need to be used and are there for convenience. If you find that these need to be run on a regular basis, then please contact our support team to investigate.

## Budgets

### ►Program ►Accounting ►Budget

Account	Amount	Percentage
5000 Senior Minister Salary - 3000.5000.H	24000.00	19.13%
5020 Secretary Salary - 3000.5020.H	19200.00	15.30%
5030 Custodian Salary - 3000.5030.H	11520.00	9.18%
5035 Nursery Attendant - 3000.5035.H	720.00	0.57%
5040 Travel Expenses - 3000.5040.H	2400.00	1.91%
5045 Housing - 3000.5045.H	9600.00	7.65%
5090 Church's FICA/Medicare Portion - 3000.5090.H	2400.00	1.92%
5110 Office Supplies - 3000.5110.L	6000.00	4.79%
5120 Office Equipment - 3000.5120.L	3000.00	2.39%
5130 Telephone - 3000.5130.L	1200.00	0.94%
5140 Sunday School Materials - 3000.5140.L	1500.00	1.20%
5150 Vacation Bible School - 3000.5150.L	400.00	0.32%
5160 Resource Materials - 3000.5160.L	300.00	0.24%
5170 Children's Ministries - 3000.5170.L	2000.00	1.59%
5180 Youth Ministries Expense - 3000.5180.L	1500.00	1.20%
5190 General Maintenance - 3000.5190.K.K1	2000.00	1.59%
5200 Insurance - 3000.5200.K.K1	1500.00	1.20%

CDM+ will spread the budget equally over a 12 month period. Select the Budget Inspector icon  to enter varying monthly amounts. These amounts are used to calculate YTD budget.

Month	Amount	Percentage
Jan	2,000.00	8.33%
Feb	2,000.00	8.33%
Mar	2,000.00	8.33%
Apr	2,000.00	8.33%
May	2,000.00	8.33%
Jun	2,000.00	8.33%
Jul	2,000.00	8.33%
Aug	2,000.00	8.33%
Sep	2,000.00	8.33%
Oct	2,000.00	8.33%
Nov	2,000.00	8.33%
Dec	2,000.00	8.33%

These two accounting reports are very helpful in budget planning:

- Monthly Comparison
- Monthly Summary

**Add Accounts:** Add new budget line items to existing Chart of Accounts or to a complete new year.

**Copy Year:** Copy the current Budget Year in view to a new year.

**Rename:** Change the name (year) of an existing budget to a new year. If you choose this option you will no longer have a budget for this year.

**Delete Year:** Delete

## Budget Report

### ►Reports ►Accounting Reports ►Budget Comparison

This report will print the selected budget years in columns so you can compare from prior year budgets.

<b>Budget Comparison</b>			
<b>Expenses Budget</b>			
<b>Personnel</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Senior Minister Salary	24,000.00	30,000.00	24,000.00
Secretary Salary	19,200.00	25,000.00	19,200.00
Custodian Salary	11,520.00	18,000.00	11,520.00
Nursery Attendant	720.00	720.00	720.00
Travel Expenses	2,400.00	2,400.00	2,400.00
Housing	9,600.00	9,600.00	9,600.00
Church's FICA/Medicare Portion	2,406.00	2,406.00	2,406.00
<b>Totals Personnel</b>	<b>69,846.00</b>	<b>88,126.00</b>	<b>69,846.00</b>
<b>Administrative</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Office Supplies	5,000.00	5,000.00	5,000.00
Office Equipment	3,000.00	3,000.00	3,000.00
Telephone	1,200.00	1,200.00	1,200.00
<b>Totals Administrative</b>	<b>9,200.00</b>	<b>9,200.00</b>	<b>9,200.00</b>
<b>Christian Education</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Sunday School Materials	1,500.00	1,500.00	1,500.00
Vacation Bible School	410.00	410.00	400.00
Resource Materials	300.00	300.00	300.00
Children's Ministries	2,000.00	2,000.00	2,000.00
Youth Ministries Expense	1,500.00	1,500.00	1,500.00
<b>Totals Christian Education</b>	<b>5,710.00</b>	<b>5,710.00</b>	<b>5,700.00</b>
<b>Property</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>General Property</b>			
General Maintenance	2,000.00	2,000.00	2,000.00
Insurance	1,500.00	1,500.00	1,500.00
Custodial Supplies	500.00	500.00	500.00
Gas for Van	600.00	600.00	600.00
Mortgage Principal	3,600.00	3,600.00	3,600.00
Mortgage Interest	8,400.00	8,400.00	8,400.00
<b>Totals General Property</b>	<b>16,600.00</b>	<b>16,600.00</b>	<b>16,600.00</b>

These reports compare the selected budget year to the ledger.

1. Ledger to Budget
2. Monthly Comparison
3. Quarterly Comparison

► Reports ► Accounting Reports ► Budget

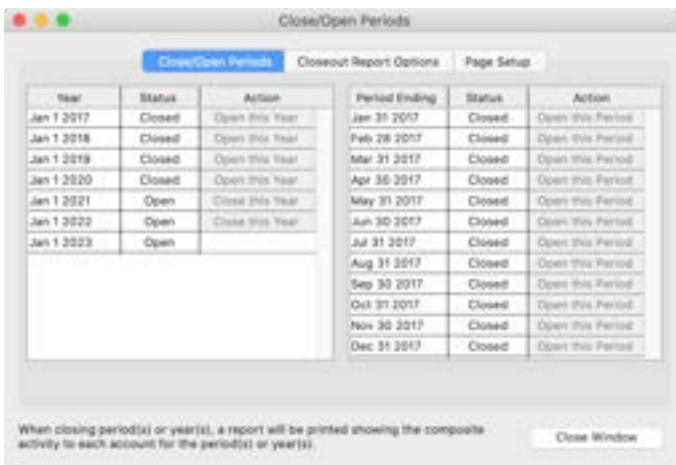


## Accounting Procedures

### Close/Open Month

Closing a Month prevents any changes to transactions in that month and stores the Month End Balances for all accounts. A closed month can be easily re-opened if necessary.

► Program ► Accounting ► Close/Open Periods



Open/Close a Month may be done one month at a time or multiple months at a time.

#### Before closing a month:

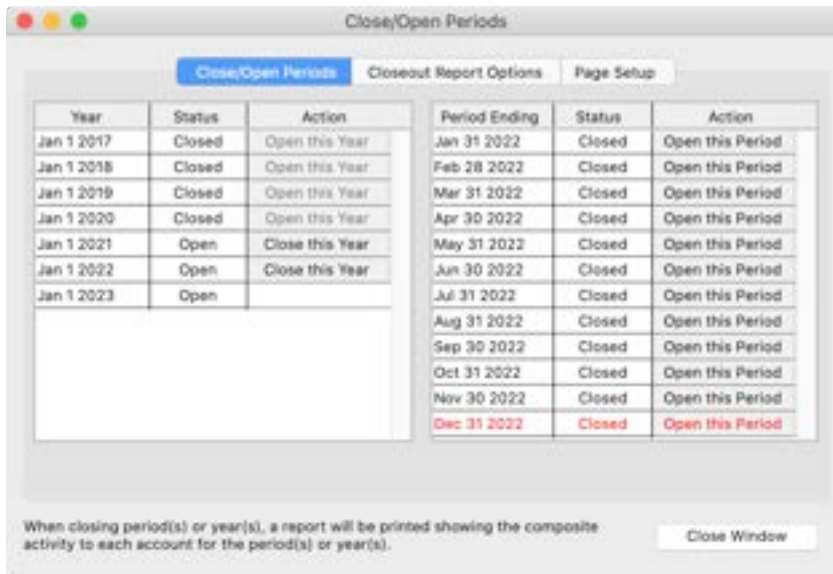
- Make any Month-End Journal Entries
- Perform the Bank Reconciliation
- Run a Balance Sheet for the last day of the month you are closing.
- Run all of your Month-End Reports and review for accuracy



## Close Year

### ►Program ►Accounting ►Close/Open Periods

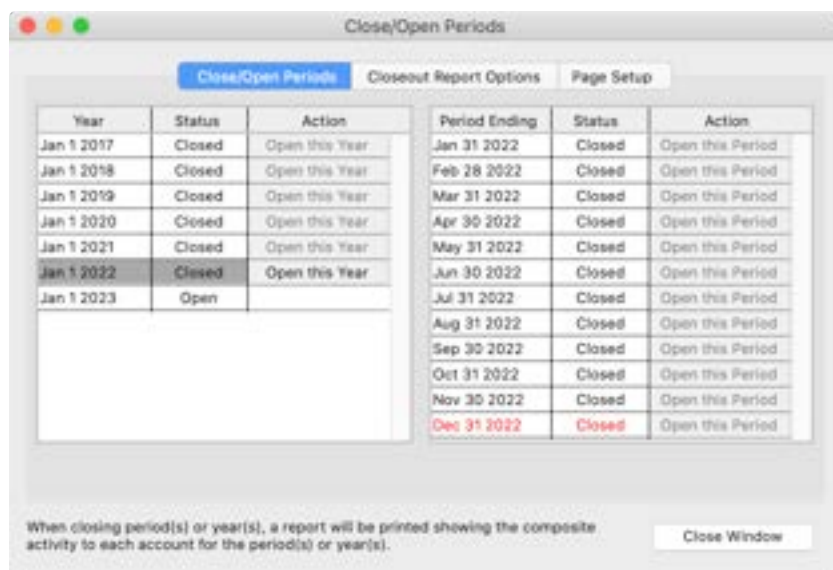
**Closing a Year** - A regular and important year-end procedure is closing the Ledger for the year. This procedure will update the Period Ending Balance for the last month of your year and set the Beginning Balances for the new year. All months of the year must be closed before running the Close this Year procedure. If necessary, a closed year can be re-opened.



## Opening Previously Closed Period

### ►Program ►Accounting ►Close/Open Periods

Click on Open this Period or Open this Year.



# Bank Reconciliation

## Start a New Bank Reconciliation

►Program ►Ledger ►Bank Reconciliation ►Add

To start a new bank reconciliation, select the Asset account and then click the Add button. Complete the End Date and Statement Ending Balance fields as reflected on the bank statement that you received from the bank.

Start	End	Balance
Aug 1 2022	Aug 31 2022	0.00
Jul 1 2022	Jul 31 2022	0.00
Jun 1 2022	Jun 30 2022	149,252.00
May 1 2022	May 31 2022	150,832.56
Apr 1 2022	Apr 30 2022	112,401.18
Mar 1 2022	Mar 31 2022	80,739.10
Feb 1 2022	Feb 28 2022	25,375.12

►Program ►Ledger ►Bank Reconciliation

Bank balance minus outstanding checks (credits) plus outstanding deposits (debits) equals reconciliation balance, which should agree with CDM+ current balance (your checkbook). To mark an item cleared that has cleared your bank.

Use the Modify button to change specific Bank Reconciliations.

Assets:	Reconciliations:																																				
1000 (1 account)	<table border="1"><thead><tr><th>Start Date</th><th>End Date</th><th>Balance</th><th>Filed</th></tr></thead><tbody><tr><td>X Aug 1 2022</td><td>Aug 31 2022</td><td>0.00</td><td></td></tr><tr><td>X Jul 1 2022</td><td>Jul 31 2022</td><td>0.00</td><td></td></tr><tr><td>X Jun 1 2022</td><td>Jun 30 2022</td><td>149252.00</td><td></td></tr><tr><td>X May 1 2022</td><td>May 31 2022</td><td>150832.56</td><td></td></tr><tr><td>X Apr 1 2022</td><td>Apr 30 2022</td><td>112401.18</td><td></td></tr><tr><td>X Mar 1 2022</td><td>Mar 31 2022</td><td>80739.10</td><td></td></tr><tr><td>X Feb 1 2022</td><td>Feb 28 2022</td><td>25375.12</td><td></td></tr><tr><td>X Jan 1 2022</td><td>Jan 31 2022</td><td>21854.50</td><td>✓</td></tr></tbody></table>	Start Date	End Date	Balance	Filed	X Aug 1 2022	Aug 31 2022	0.00		X Jul 1 2022	Jul 31 2022	0.00		X Jun 1 2022	Jun 30 2022	149252.00		X May 1 2022	May 31 2022	150832.56		X Apr 1 2022	Apr 30 2022	112401.18		X Mar 1 2022	Mar 31 2022	80739.10		X Feb 1 2022	Feb 28 2022	25375.12		X Jan 1 2022	Jan 31 2022	21854.50	✓
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X Feb 1 2022	Feb 28 2022	25375.12																																			
X Jan 1 2022	Jan 31 2022	21854.50	✓																																		

## Advanced Fund Accounting

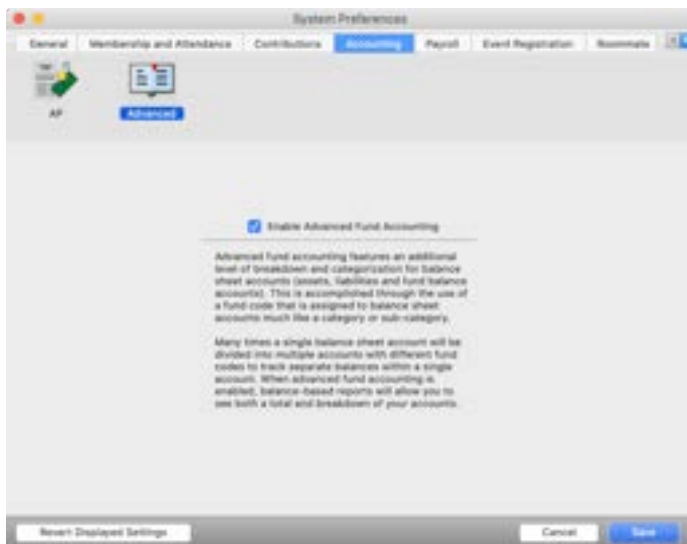
In Advanced Fund Accounting, balance sheet accounts are tied to specific Fund Codes. The overall purpose of Advanced Fund Accounting is to provide a balance sheet for each Fund and keep track of the specific location of monies for each Fund.

In Advanced Fund Accounting, there is a difference between Fund Codes and Fund Balances. A Fund Code (or the mega Fund which is trying to be tracked) will have assets, liabilities, and fund balances. Income and Expense accounts continue to be tied to specific fund balances. Therefore, a Fund in Advanced Fund Accounting will have at least one fund balance. When the Advanced Fund Accounting feature is used in CDM+, one checking account may have multiple fund designations within it. Each designation within that checking account will have its own Chart of Accounts line and balance. The use of category and sub-category designations on the balance sheet accounts in Advanced Fund Accounting are important to represent the totals of specific assets, liabilities, and fund balances.

**NOTE:** Once Advanced Fund Accounting is turned on and being used it is not an easy process to return to basic fund accounting.

## Enabling Advanced Fund Accounting

CDM+(Mac)/File(Windows) ► Preferences ► CDM+ System ► Accounting tab ► Advanced icon



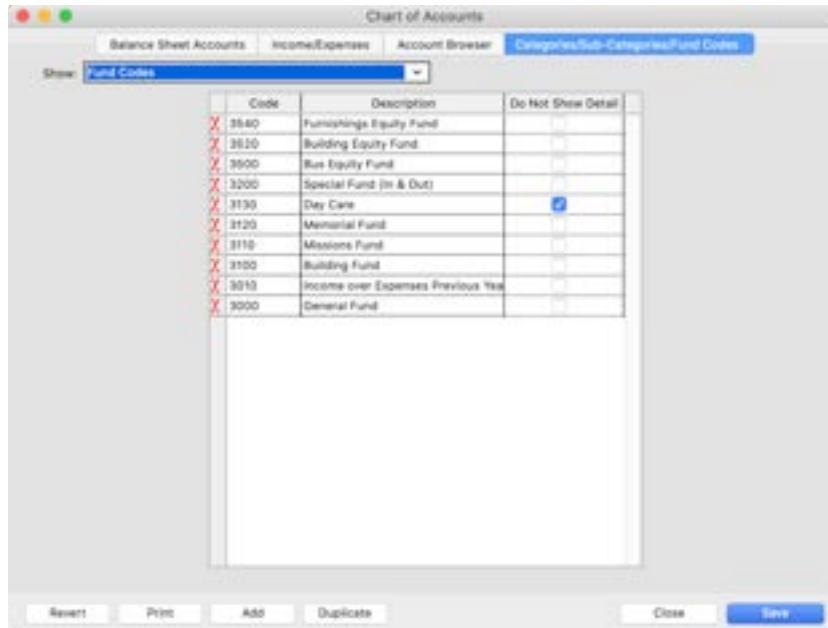
Once Advanced Fund Accounting is turned on and being used it is not an easy process to return to basic fund accounting.

You must first set up Funds under the Funds Definition window. Open the Chart of Accounts window, then select the Categories/Sub-Categories/Fund Codes tab.

## Setting Up Chart of Accounts

### ►Program ►Accounting ►Chart of Accounts

On the Chart of Accounts window, click on the Categories/Sub-Categories/Fund Codes tab. Select Fund Codes from the drop down list.



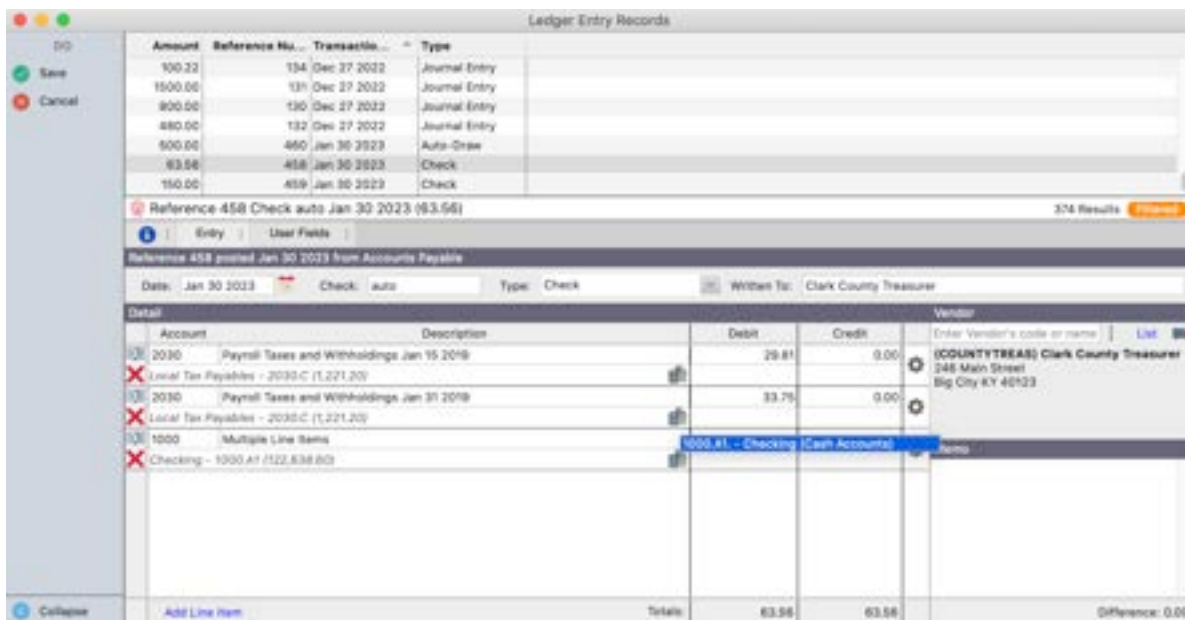
Funds that are defined here are different from fund balances to which income and expenses are tied. The purpose of Advanced Fund Accounting is to be able to create balance sheets for major funds.

Once the major funds are defined on the Fund Codes pane of the Chart of Accounts window, you may designate Assets, Liabilities, and Funds to the major funds on the Balance Sheet Accounts pane.

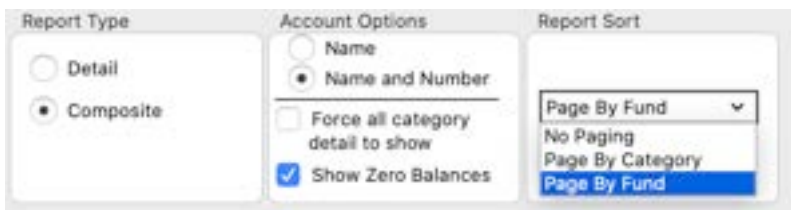
When Writing Checks from within CDM+ or doing a Bank Reconciliation, just choose the one asset.



**NOTE:** When making ledger or journal entries, the specific asset/liability/fund for the specific entry must be set.



To generate Separate Balance Sheets for each Fund, choose the Page by Fund option under Report Sort. A Single Sheet Balance Sheet report is also available.



Take a special look at the Net Change line on Balance Sheet to be certain everything is accounted for properly.

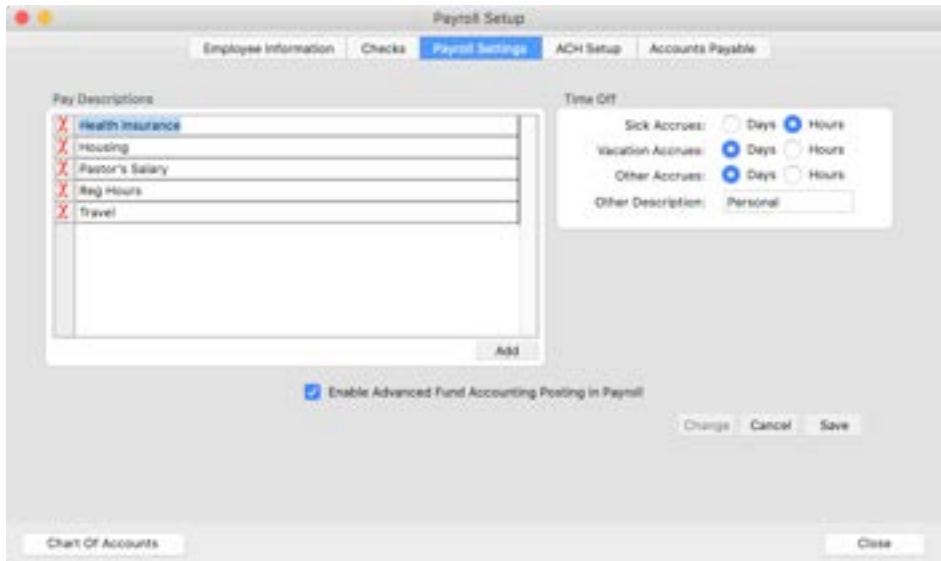
## Payroll Liabilities and Advanced Fund Accounting

If you need to charge payroll liabilities to different Fund Codes, you need to activate that function on the Payroll Setting tab of the Payroll Setup window.

Click the checkbox next to "Enable Fund Accounting Posting in Payroll."

Then, you need to specify on a per employee/liability line the liability account to which it should post. If this function is not activated, then all payroll liabilities will show on just one Fund Code balance sheet.

### ►Program ►Payroll ►Payroll Setup ►Payroll Settings tab

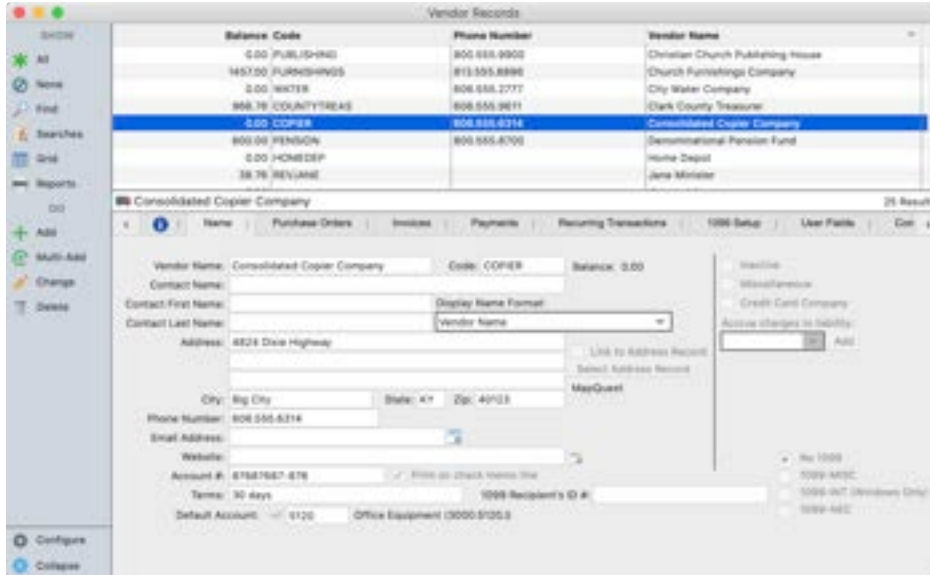



# Accounts Payable

The Accounts Payable process includes Vendor setup, invoice creation, invoice selection, check printing, and posting entries to the Ledger. A full range of reports are available for process evaluation.

## Creating Vendor Records

► Program ► Payables ► Vendor Records



 Check the Print on check memo line box to include the Vendor Account number on the check.

Add Default Account numbers to expedite data entry; Account Number can be changed during Invoice entry.

The same Vendor records are used in both Accounts Payable and Ledger Entries options.

## Vendor Types

- **Inactive**

Checking the Inactive box indicates the Vendor record is not currently in use and removes the Vendor from the selection list when entering invoices or linking Vendor records in the ledger entry window. When searching for Vendor Records, the default filter is to not show those records that are inactive. You can turn this off under the Configure window or when a filtered list appears then click on the Filtered button to show the inactives.



- **Miscellaneous one-time vendors**

Set up several MISC1, MISC2, etc. to reduce vendor list and edit name field on Invoice Entry screen.

- **Credit Card Company**

If this Vendor is a credit card against which you will pay invoices, check the Credit Card Company box and select a liability to which to accrue charges (e.g., Credit Cards).

- **1099**

Check the Receives 1099 box and enter 1099 ID # if appropriate for the Vendor.

## Vendor Records - Connections and Users Fields tabs

- **Connections tab**

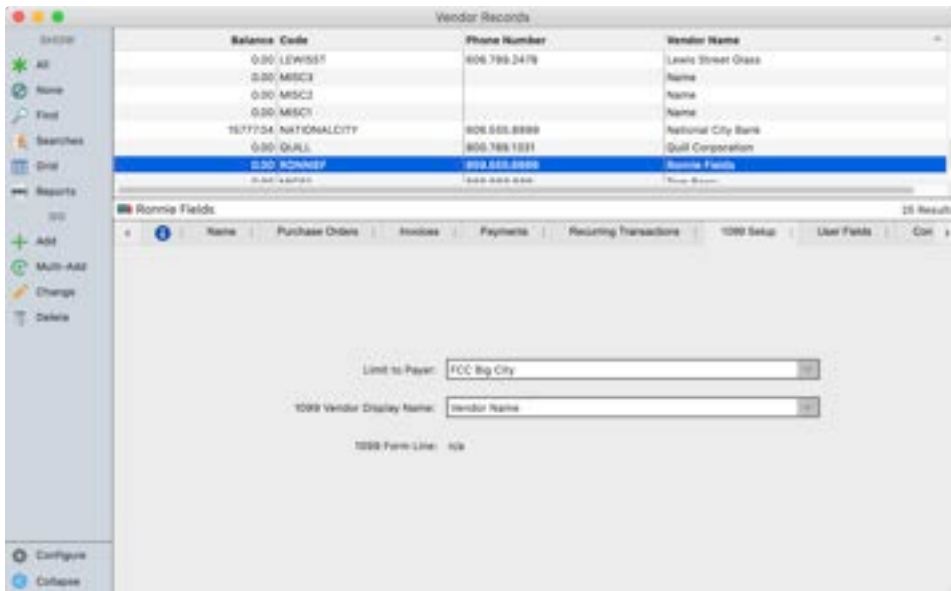
The Connections tab allows for user created relationship fields.

- **User Fields tab**

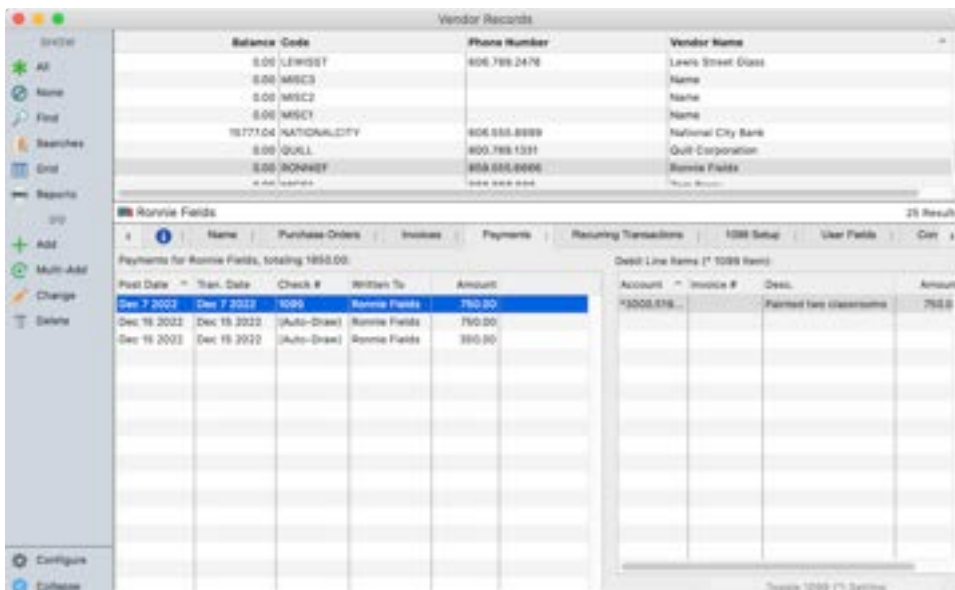
The User Fields tab allows for user created information fields in eight different field formats. These are set up under Master Coding System.

### Vendor – 1099 Setup

CDM+ effectively handles 1099 Vendors, including staff not receiving W2 and not setup in CDM+ Payroll. On the Name tab, complete the Vendor (employee) name and address information; then select the appropriate 1099 field and enter the 1099 Recipient's ID #. The 1099 Setup tab will activate; select the 1099 MISC box in which to place vendor totals.



### Marking payments as 1099 items





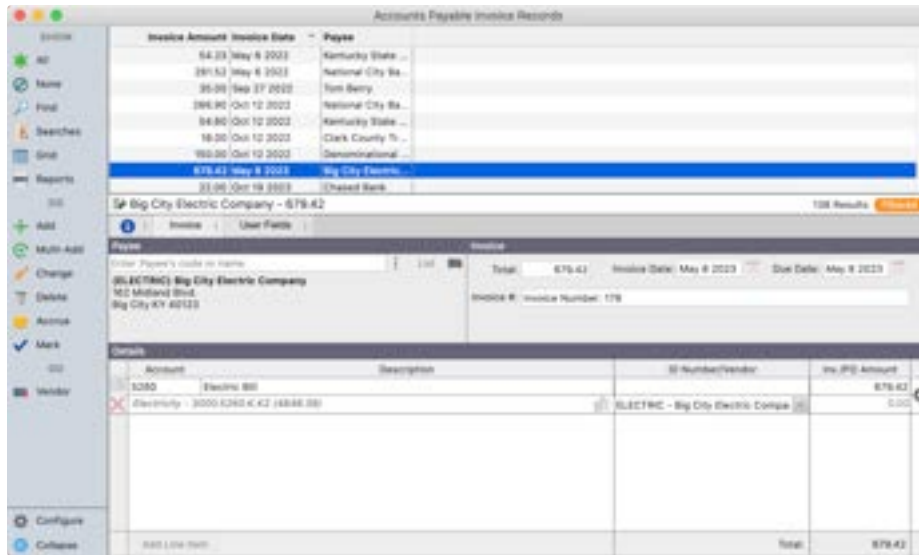
Review payments marked as 1099 items:

- Line items marked with an \* will be included in 1099 totals.
- Use the Toggle 1099 Setting button to change the status of line items.
- On some payments, one line item may be marked as a 1099 amount, while another may not be marked.

## Entering and Managing Invoices

### Adding invoices

►Program ►Payables ►Invoice Records



To view a history list of payments made to this vendor click on the Vendor icon.

### Adding/Changing/Deleting Transaction(s)

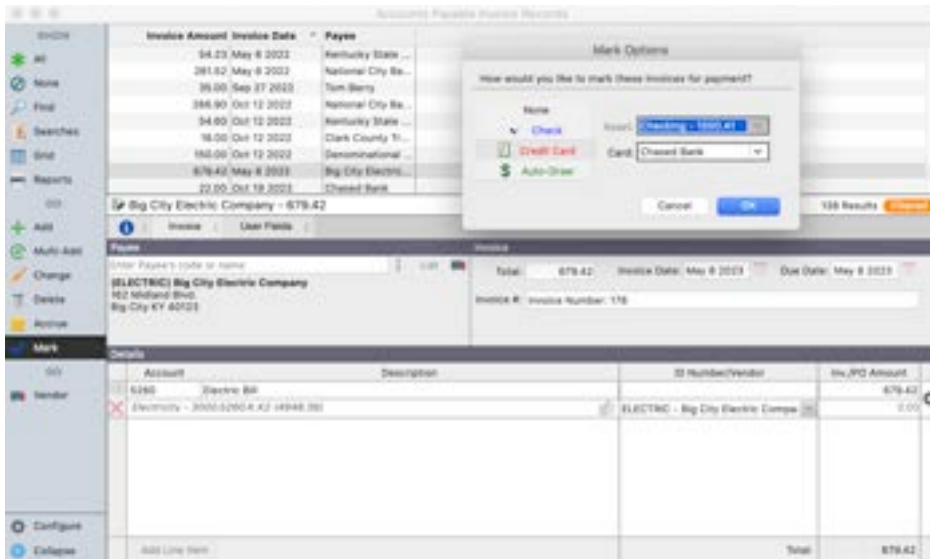
- **Add:** to add single transaction
- **Multi-Add:** to add multiple transactions
- **Change:** by selecting the Change option you may edit an existing Invoice.
- **Delete:** by selecting the Delete option you may delete an entire invoice. Use the red "X" to delete any specific distribution line on the invoice without deleting the entire invoice.

### Adding an Invoice

- **Payee Box** - If more than one vendor information (Code or Name) contained the information typed, a list of options will populate as a pop-up window that you can scroll through and double-click the vendor from the list. (**NOTE:** you can also use the up or down arrows on the keyboard to move through the available vendors found and press enter to select the vendor.)
- Enter the total amount of the invoice in the Total field.
- An Invoice Date is required; use of the Due Date and Invoice # are optional. Entering the Due Date allows for Sorting the Invoices Report by Due Date and Aging Period.
- Complete the breakdown line(s) needed for the invoice. Split the Total invoice amount between multiple Ledger accounts by use of multiple breakdown lines.
- Mark the 1099 and 941 fields as appropriate for the invoice.
- To Save - the breakdown amounts must add up to the Total field on the invoice.

## Mark Invoice

- Allows one or more invoices to be Marked for payment by selecting the Payment Type and Asset. The invoice will be marked for payment on the Mark Invoices to Pay window.

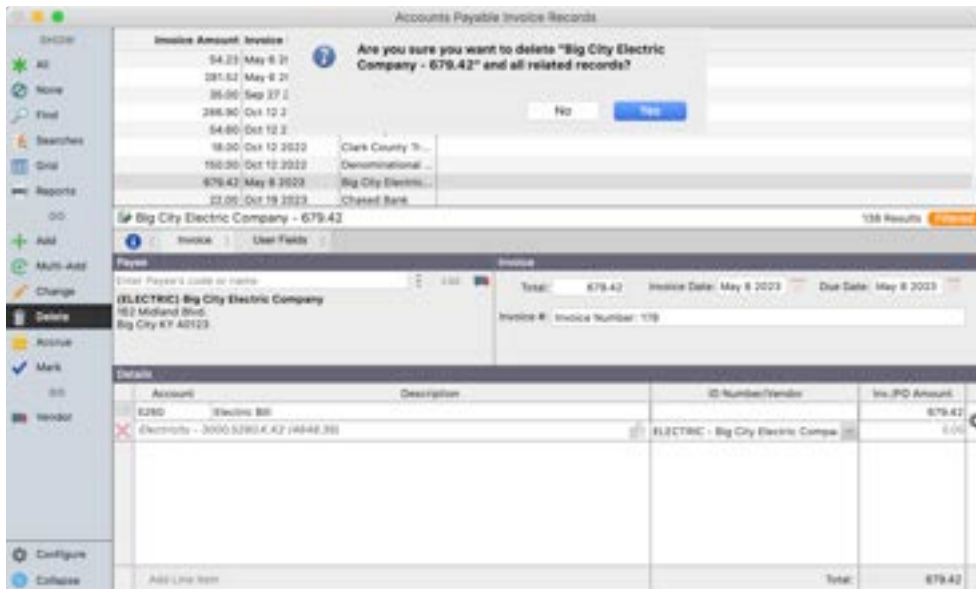


**Purchase Orders** – If you are using purchase orders, you may select which one(s) are to be paid by selecting "Load Purchase Orders." The one(s) selected will automatically populate the invoice fields.



## Deleting an Invoice (non-accrued only)

You may use the delete option to completely delete an invoice by highlighting the invoice to delete in the find window and then select Delete.



## Accrue Invoices

Only if you use accrual or modified accrual accounting.

## Accounts Payable Accrual

Optional; controlled in CDM+ System Preferences

► **CDM+(macOS)/File(Windows) ► Preferences ► CDM+ System ► Accounting tab ► AP icon**

To use Accounts Payable accrual options, make sure the "Don't show accrual options" is NOT checked.



► **Program ► Payables ► Accrue Invoices**

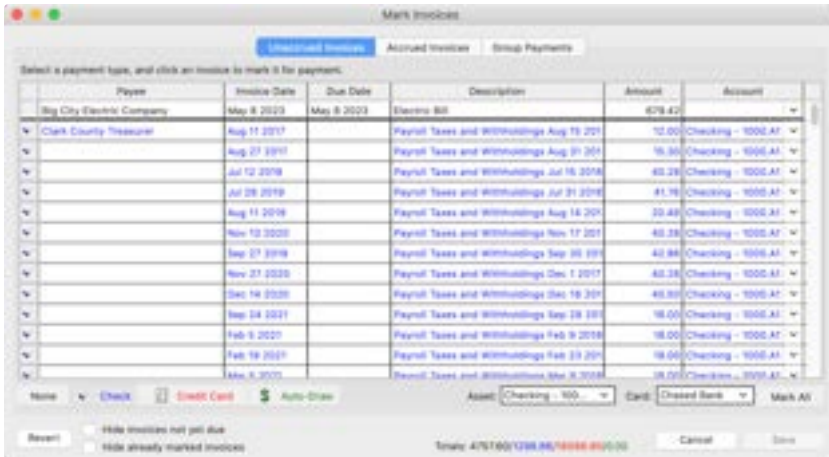


Select the Liability Account, double click the invoice(s) to accrue, and then Save.

Results of accruing affect the Balance Sheet, Income/Expenditures reports, and Budget Comparison Reports.

# Invoice Payments

►Program ►Payables ►Mark Invoices to Pay



Select the desired Asset (checking account) from the drop down at the bottom middle before making your Payment Mode selection.

## Payment mode

- Check
- Credit Card
- Auto draw

You may use the buttons on the bottom to select the mode of payment and then selecting the payee with your mouse, or you may elect to simply click on the row containing the invoice to pay. A single click will choose Check and subsequent clicks will move through the remainder of the payment modes.

When selection of checks to be paid is complete, click Save. This marks the invoices to be paid in this check run and prompts you to go on to the Write Checks window.

## Group Payments

Select the Group Payments tab to group or ungroup multiple invoices to the same vendor.




By default, all invoices selected for the same vendor will be grouped on one check.

The invoices shown to Clark County Treasurer will be printed on separate checks even though the Vendor is the same because of the grouping selected.

## Accrued Invoices



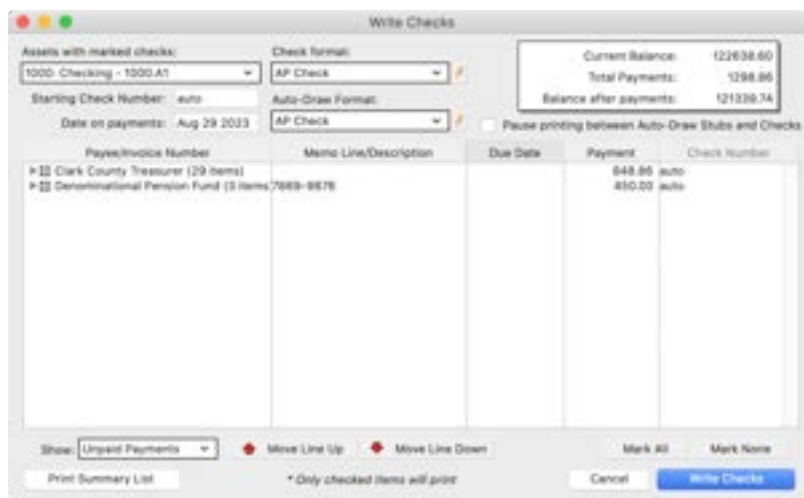
Select a payment method and click an accrued account. Changes may be made to the amount to pay by clicking on the small list icon  next to the Payment field.



This opens the Breakdown Payment window.

## Writing Accounts Payable Checks


►Program ►Payables ►Write Checks



Review:

- o Asset selection
- o Check format
- o Auto Draw format
- o Starting Check #
- o Date on payment
- o Marked checks

Click - Write Checks

- Check Format and Auto-Draw Format selections are made by using the drop down button. Click the pencil icon  to go Modify check in Accounting Setup.
- Place check in the box beside Pause Printing if you desire to pause printing between Check printing and Auto-Draw form printing.

## Reprinting Checks



### If the checks do not print correctly:

1. Reply NO when asked about going to the Post Payments window so payments will not be posted a second time.
2. You will note the screen should be indicating in the bottom left corner "**Show: Paid Payments.**"
3. Check the box(es) beside the check(s) that did not print correctly.
4. Click the **Mark Unpaid** button.
5. Respond to the dialogue window with the question "Do you want to create voided ledger entries for these check numbers?" as follows:  
NO – if the checks did not print and may still be used for printing.  
YES – if the checks are not available for printing, have been printed in error, or destroyed by the printer, etc. CDM+ will then create a VOID entry in the Ledger for the check number(s) in question.
6. Write Checks window now displays Unpaid Payments. Select checks to be printed.
7. Reset the Starting Check number to the correct check number.
8. Click the Write Checks button.

### Removing Checks Not to be Printed

#### ►Program ►Payables ►Mark Invoices To Pay

If the check is not to be reprinted, then you will need to verify that the invoice is not marked to be paid, proceed to Invoices, and edit or delete the invoice.

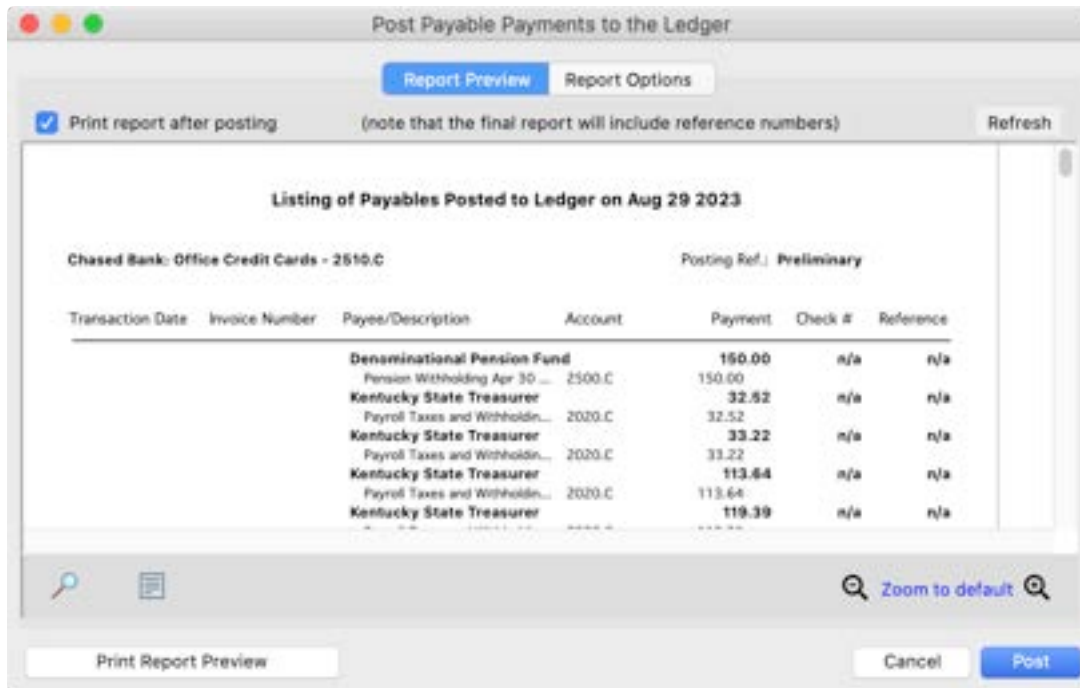
### Process Auto Draw

Directly from Mark Invoices to Pay

Going through Write Checks window

## Posting to Ledger

Program ► Payables ► Post Payable Payments to the Ledger



Review posting report before proceeding — **when in doubt DON'T POST!**

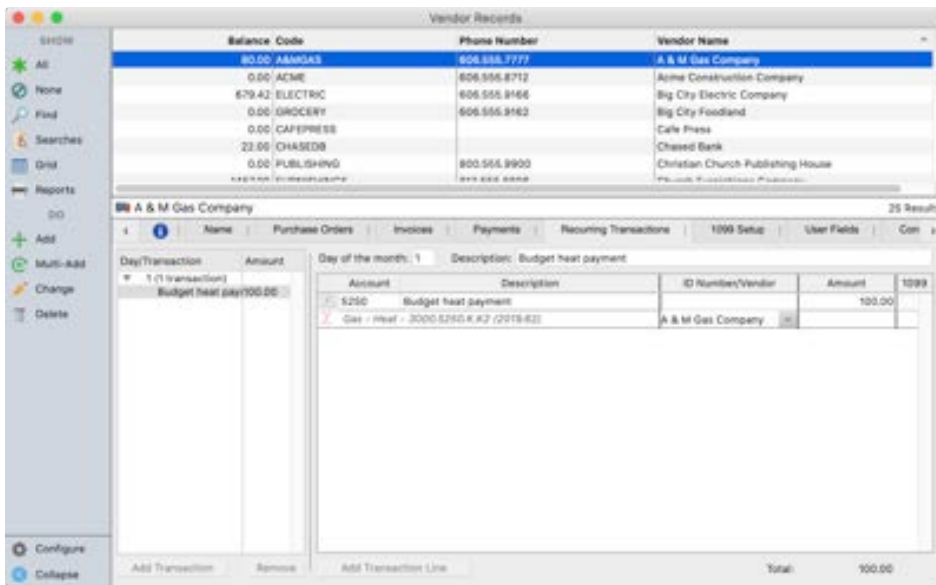
## Recurring Transactions

Recurring AP Transactions are for regularly scheduled payments, usually for the same dollar amount (e.g., quarterly insurance premiums or monthly lease/contract payments).

Two steps are required for Recurring AP Transactions:

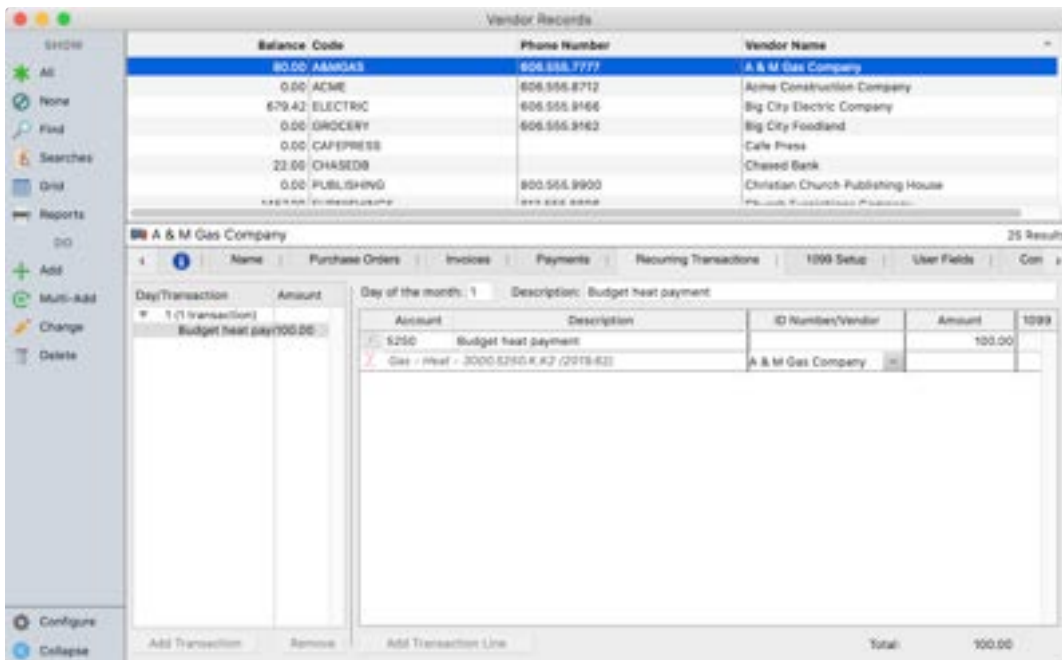
1. Set up the transaction on the Recurring Transaction tab of the Vendor Record.
2. Select and create invoices under Create Recurring Transactions in Accounts Payable.

Program ► Payables ► Vendor Records



### ►Program ►Payables ►Create Recurring Transactions

Select the Month and Year for current transactions. Select the transactions by Day and Vendor to be created. Click Create Invoices button for the invoices to be created. The invoices may be viewed immediately (and edited) by answering YES when prompted to view the invoice(s); this action opens the Invoice record window.



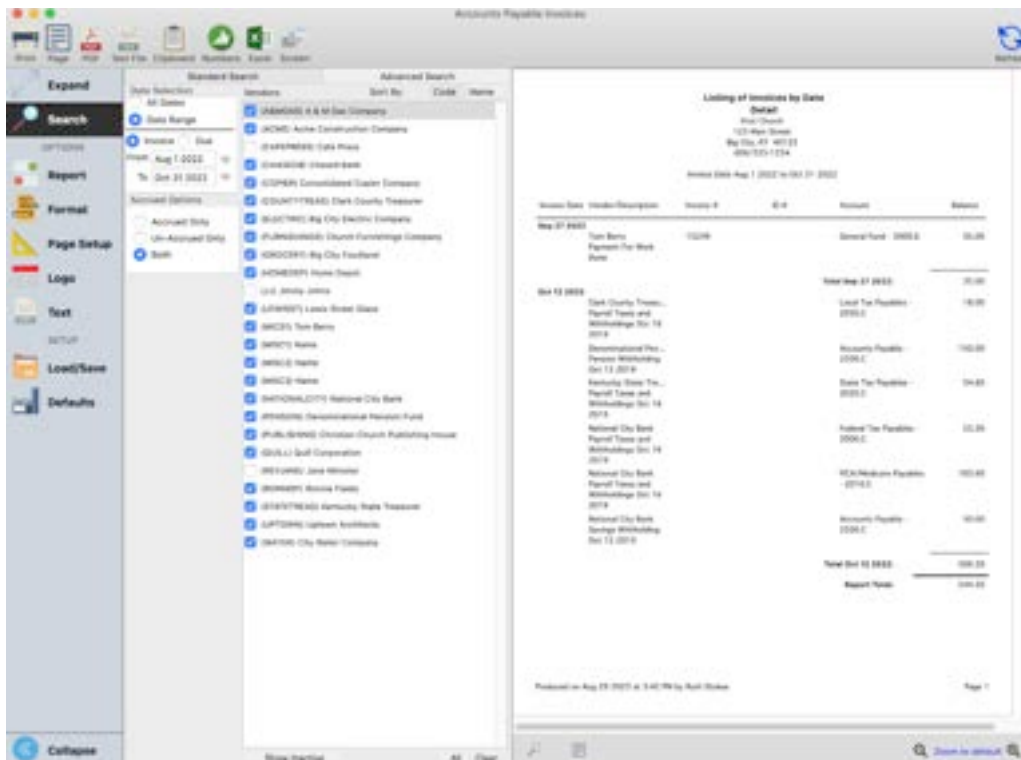


# Accounts Payable Reports

## Invoices

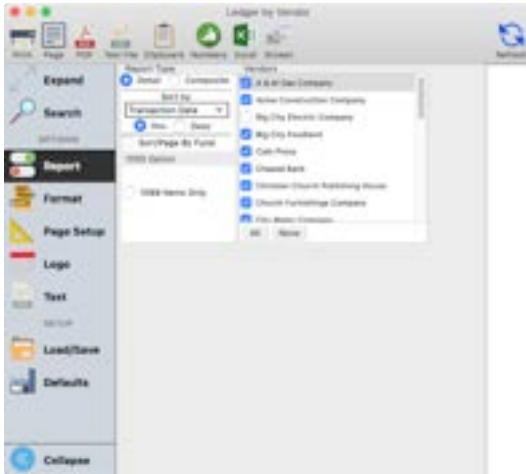
### ► Reports ► Payables Reports ► Invoice Records

Timely cash flow reports can be created after Invoices are entered. The Invoices report can be printed listing all invoices or just those for a date range; for all vendors or for selected vendors; and sorted by Invoice Date, Due Date, Vendor Name, Vendor Code, ID Number, or Aging Period. The Aging Period groups unpaid invoices by 30, 60, and 90 days past due.



## Ledger by Vendor

► Reports ► Ledger Reports ► Activity ► Ledger by Vendor



Use this report to determine which Vendors need to receive a 1099 at the end of the year. Have Report Type set to Detail, place a check mark in 1099 Items Only, and select All Vendors.

**Ledger By Vendor**  
**Detail**  
 First Church  
 123 Main Street  
 Big City, KY 40123  
 606/555-1234  
 Transaction Date Jan 1 2023 to Jan 31 2023

Ref#	Trans. Date	Check #	Written To/Description	Fund	Account	Debits	Credits
<b>Clark County Treasurer</b>							
458	Jan 30 2023	auto	Clark County Treasurer		2030	29.81	0.00
			Payroll Taxes and Withholdings Jan 15 ...				
458	Jan 30 2023	auto	Clark County Treasurer		2030	33.75	0.00
			Payroll Taxes and Withholdings Jan 31 ...				
458	Jan 30 2023	auto	Clark County Treasurer		1000	0.00	63.56
			Multiple Line Items				
<b>Clark County Treasurer Total:</b>						<b>63.56</b>	<b>63.56</b>
<b>Denominational Pension Fund</b>							
459	Jan 30 2023	auto	Denominational Pension Fund		2500	150.00	0.00
			Pension Jan 15 2019				
459	Jan 30 2023	auto	Denominational Pension Fund		1000	0.00	150.00
			Pension Jan 15 2019				
<b>Denominational Pension Fund Total:</b>						<b>150.00</b>	<b>150.00</b>
<b>Total All Vendors:</b>						<b>213.56</b>	<b>213.56</b>

## Mobile Receipts

Mobile Receipts allows staff members to easily submit expenses into CDM+ Accounts Payable from any device. You can record charges to debit cards, credit cards, or invoiced bills.

### Requirements

- CDM+ 11.1 or later
- CDM\_ Mobile 2.3 or later for iOS or
- CDM+ Mobile 2.3 or later for Android
- CDM+ Accounting

### Setting up a device to submit receipts

1. Go to File ► Administration
2. Click Mobile in the sidebar
3. Add or select an existing provision
4. Select the Receipts tab
5. Check Enabled
6. OPTIONAL If you want to receive an email when a receipt is submitted:  
Check Notify Staff of Changes  
Click Edit Staff  
Click the Add email address button to add a new line  
Enter one staff email address per line  
Use the red X button to remove extra addresses  
Click Save
7. Check Invoice if this device is allowed to create receipts paid by invoice
8. Click the down arrow and check any assets from which this device can pay an expense (for example using a debit card)
9. Click the down arrow and check any credits card from which this device can pay an expense
10. For a new device, email the provision code to the device's owner





## Submitting a receipt from a device

Use the email you received to install CDM+ Mobile and provision your device. To submit a receipt:

1. Open CDM+ Mobile
  2. Enter your PIN
  3. Tap Receipts
  4. OPTIONAL
  5. To add a scan:
    - Tap Add Scan
    - Position the receipt in the camera view
    - Tap the camera button to take a photo
    - Tap Use this image to use the photo, or
    - Tap Retake to take a new photo
    - You can repeat these steps to add additional photos of the same receipt
  6. OPTIONAL
  7. Change the Date to match the date of the expense
  8. Tap Payee
  9. Search or browse to select the vendor for this expense
- Mobile Receipts does not yet support payees that are not available in Vendor Records in CDM+.*
10. OPTIONAL
  11. Tap Number to enter an invoice number
  12. Tap Method and select how this expense was paid
- CDM+ Mobile will recall the last payment method used when adding a new receipt.*

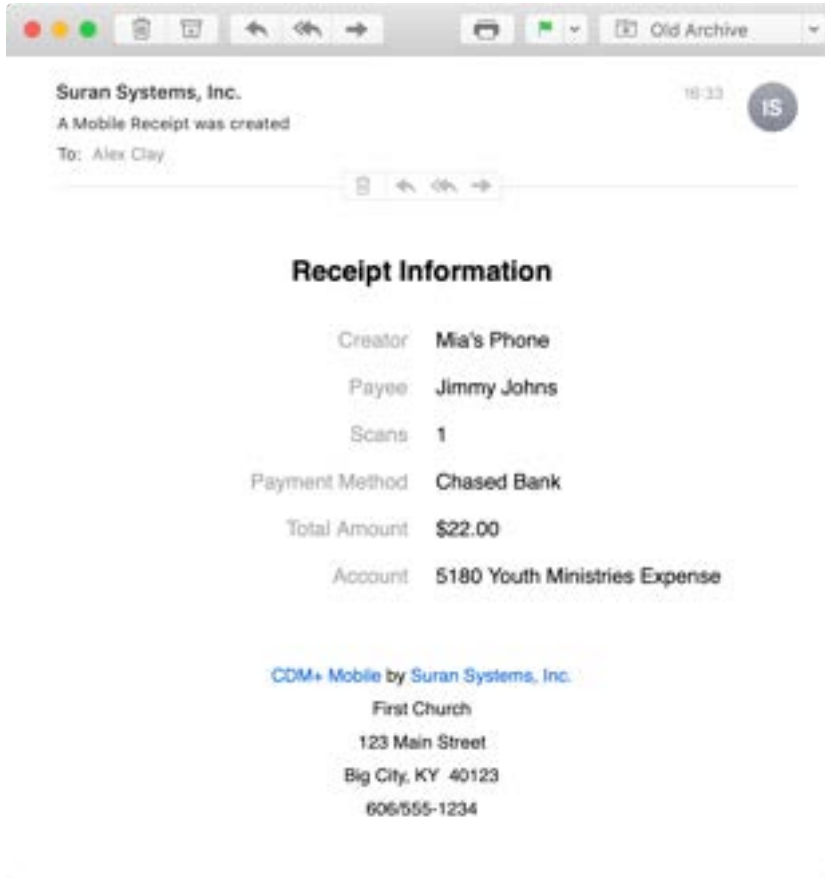
13. The default account for the vendor will load. If no account was selected or to change the account, tap Account and search or browse to select the account for this expense
14. OPTIONAL
15. Tap Description to enter a description for this expense
16. Tap Amount and enter the amount of the expense
17. OPTIONAL
18. Tap Add Breakdown to add additional account/description/amount breakdowns for this expense
19. Tap Save to submit the receipt



## Processing receipts in CDM+

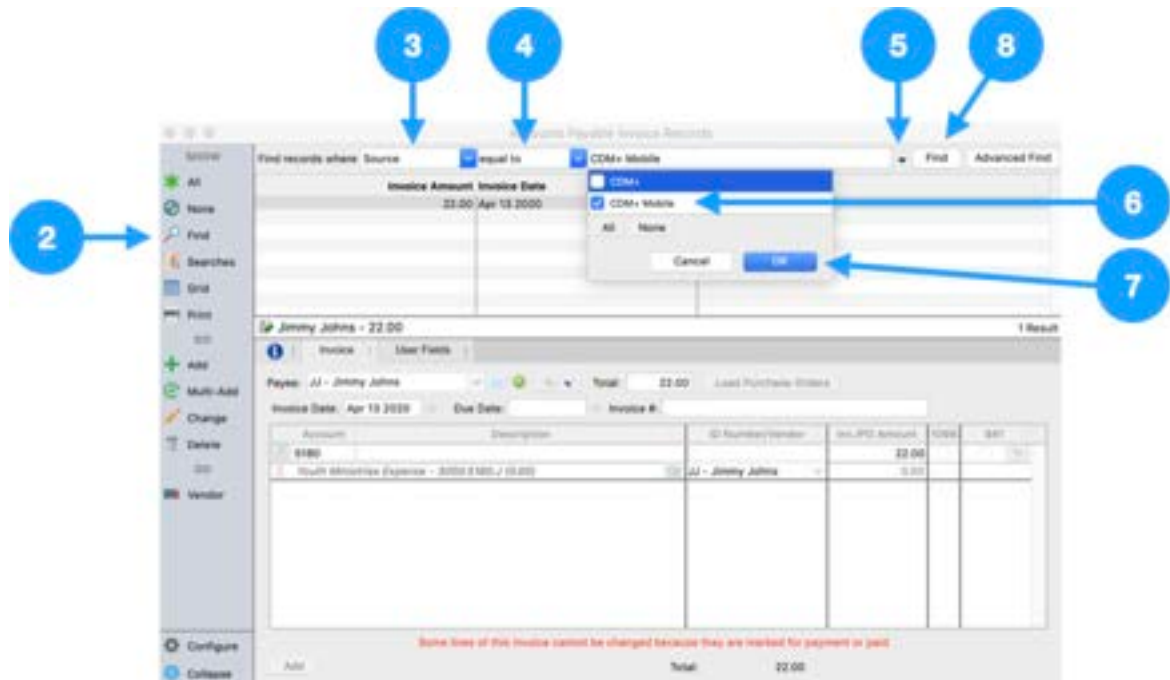
### Email notification

If you enabled staff notifications, an email will be sent to the staff addresses when a mobile receipt is submitted.



### Viewing invoices

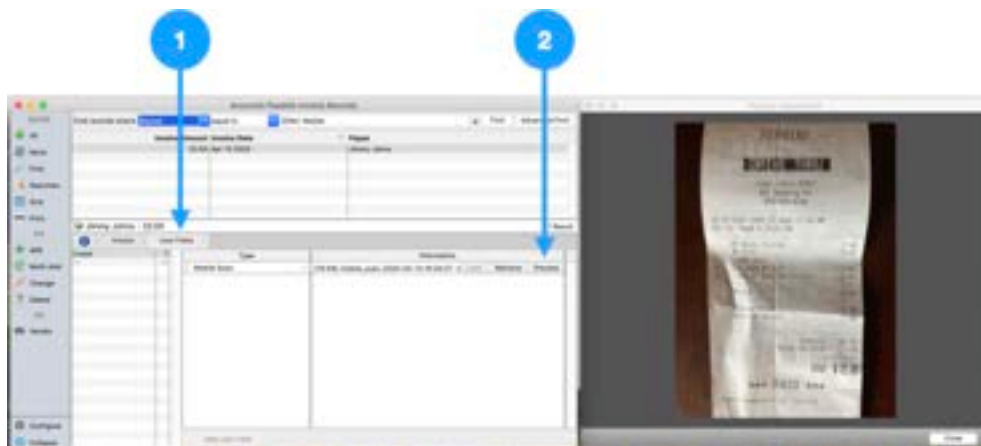
1. Go to Program ► Payables ► Invoice Records
2. Click Find in the sidebar
3. Set the find field to Source
4. Set the comparison to equal to
5. Click the down arrow for the criteria
6. Check CDM+ Mobile
7. Click OK
8. Click Find



## Viewing the scan

1. Click User Fields

Click Preview next to a Mobile Scan



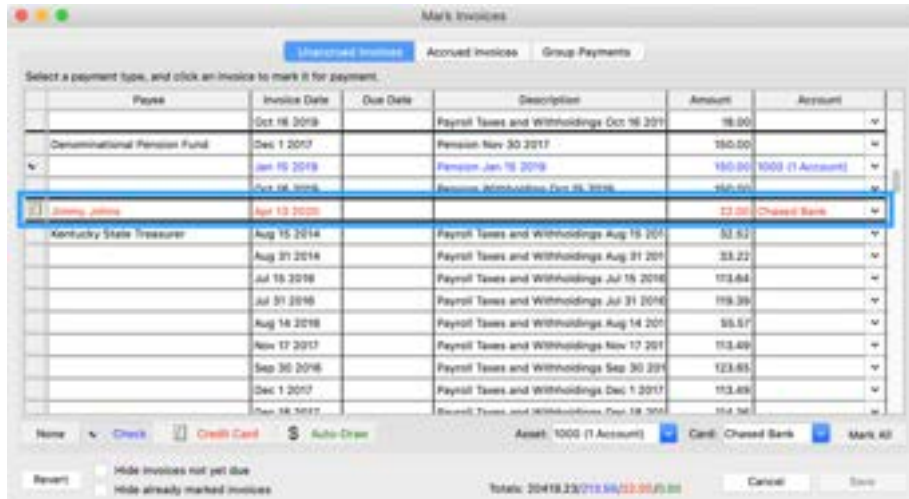
## Paying invoices

Invoices created from Mobile Receipts are paid like any other invoice under Program Payables Mark Invoices to Pay.

Depending on the payment method selected, invoices created from Mobile Receipts will be pre-marked for payment.

Method	Marked	Uses
Invoice	⊖	n/a
Asset	⊕	Auto-draw to that asset
Credit Card	⊕	Credit card to that vendor

You can adjust the payment method, asset, or credit card vendor on invoices created from Mobile Receipts just like any other invoice.



## Viewing scans after posting

After paying an invoice created from Mobile Receipts you can view the scan.

1. Go to Program ► Ledger ► Ledger Entries
2. Find the posted payment
3. Click AP Invoice in the sidebar
4. Follow the steps above for viewing a scan



## **Staff reimbursement**

Mobile Receipts can easily be used for staff reimbursement.

### **Accounting setup**

1. Create a liability account for staff reimbursement or use a general Accounts Payable liability
2. Create a vendor record for each staff person to be reimbursed
3. Mark the vendor as a Credit Card and choose the liability from step 1

### **Mobile provision setup**

1. Provision the staff person's device(s) for Mobile Receipts
2. Enable their vendor as an accepted credit card payment method

### **Filing receipts for reimbursement**

Direct staff to choose themselves as the payment method when reporting receipts.

### **Reimbursing staff**

1. Post invoices created from Mobile Receipts
2. Open Mark Invoices to Pay
3. Click the Accrued tab
4. The reimbursement will appear as accrued invoices to the staff person's vendor
5. Cut a check to reimburse these expenses

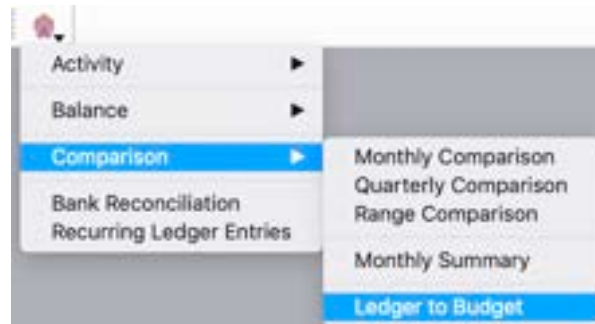
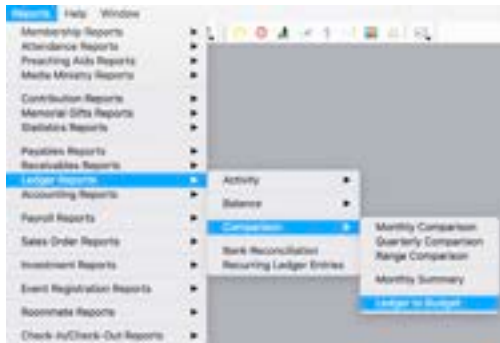


# Accounting Reports

The CDM+ Accounting program will create multiple reports for use in your organization's financial review and analysis activities. Descriptions of these reports are provided below. All reports may be accessed through Reports Menu or from the Welcome to Accounting window.

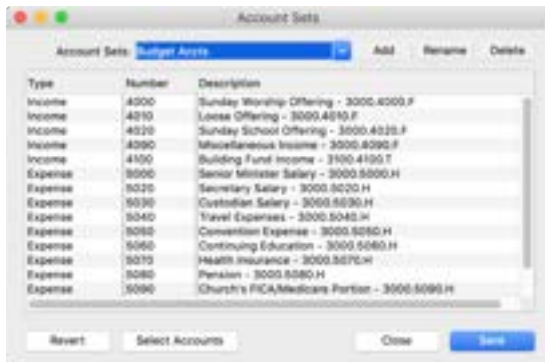
## Report Selection

Accounting Reports can be accessed by the menu or from program icons.



## Accounts Sets

►Program ►Accounting ►Accounts Sets



Account Sets are a user-defined selection of accounts used for reporting purposes that are saved under a set name (Save Set) and will be retained by using the Load Set option when configuring reports.

## Account Browser

►Program ►Accounting ►Account Sets ►Select Accounts button

To access the Account Browser, click on Select Accounts at the bottom of the Account Sets window. The Select Accounts window will automatically open to the Account Browser tab.



## Activity Reports

### ► Reports ► Ledger Reports ► Activity

Check Listing	Lists Checks by Date range or Check Number range for a selected asset. Select to include Checks, Payroll Check, Journal Entry, Auto Draw, and Custom journal types. Reference #, Transaction Date, Written To, Description, Fund, Account, Amount, and Cleared fields display in Detail or Composite format.
Deposit Listing	Lists Deposits by Transaction Date range for a selected asset. Reference #, Transaction Date, Description, Fund, Account, Amount, and Cleared fields display in Detail or Composite format. Sort by Reference # or Transaction Date.
Daily	Lists the Income and/or Expenditures by account for a specific date by entry order. Same information as the Income report and Expenditures report below (if specific date is used), but combined on one report. Transaction, Posting, and Modified dates may be used. Written To, Description, Fund, Account, and Amount fields display.
Expenditures	Lists Expenditures by account for a specific date or by date range. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Written To, Description, Fund, Account, and Amount fields display. Sort by Account or Transaction Date.
Income	Lists Income by account for a specific date or by date range. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Written To, Description, Fund, Account, and Amount fields display. Sort by Account or Transaction Date.
Income and Expenditures	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a specific date or by date range. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Audit Trail	Lists each transaction activity (Debits and Credits) including changes by Date or Reference # range. All Accounts or Selected Accounts may be included. Reference #, Posted Date, Transaction Date, Check #, Written To/Description, Fund, Account, and Note field display. Also flags deleted entries; the only report that does.
Fund Activity	Lists Fund activity for a date range for selected Funds or for all Funds. Displays Beginning Balance; Income, Expenses, Transfers In and Out for the date range, and Ending Balance. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Ledger by Accounts	Lists detailed transaction activity for accounts (Debits and Credits) for a specific date or by date range with period Total. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Reference #, Date, Check #, Written To, and Description fields display in Detail report type. Sort by Reference #, Transaction Date, or Check #. Use this report to review period posting and totals.
Ledger by Vendor	Lists transaction activity (Debits and Credits) for selected or all Vendors for a specific date or by date range. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Reference #, Date, Check #, Written To/Description, Fund, and Account fields display in Detail report type. Sort by Reference #, Transaction Date, or Check #. Option to display 1099 Items Only.
Trial Balance	Lists account activity (Debits and Credits) by Date or Reference #; by specific item or by range. All Accounts or Selected Accounts may be included. Detail or Composite report type options. All Transaction Types, Journal, Check, Deposit, or Bank Charge types may be included. Use this report to verify Debits and Credits are equal; Out of Balance and Void entries will be flagged.

## Balance Reports

### ►Reports ►Ledger Reports ►Balance

Balance Sheet	Displays Asset, Liabilities, and Fund balances for a Period Date or a Selected Date in Detail or Composite report type. A Selected Date may be any user defined date.
Current Balance Sheet	Displays Asset, Liabilities, and Fund balances for the current date in Detail or Composite report type.
Account Balances	Displays account balances for a selected date range, or multiple dates, for All Accounts or Selected Accounts. Detail or Composite report type options. Reference #, Posted Date, Transaction Date, Check #, and Written To/Description, Beginning Balance, and Current Balance fields display in Detail type. Difference Options of None, Net Change, and Debit and Credits available in Composite type. A Balance Sheet with multiple dates may be produced for comparative purposes. Difference Options of None, Net Change, and Debit and Credits available in this Balance Sheet report type.
Current Account Balances	Displays account balances for the current date for All Accounts or Selected Accounts. Account Type, Account, Description, Beginning Balance, and Current Balance fields display.

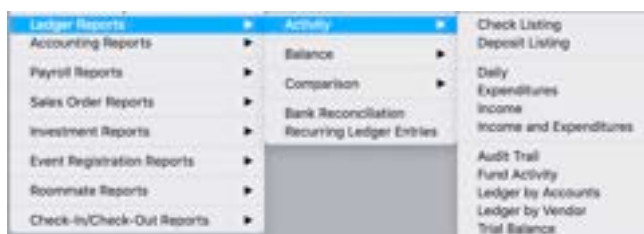
## Comparison Reports

### ►Reports ►Ledger Reports ►Comparison

Monthly Comparison	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a selected month. Select from 8 amount or comparison fields for the current or prior year. Display the Budget to Actual differences as an Amount or Percent. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Quarterly Comparison	Provides similar output as the Monthly Comparison report but for a quarter (3 months) at a time.
Range Comparison	Provides ability to compare Current Year, Last Year, 2 Years Ago, Current YTD, Last YTD, or 2 Years Ago YTD, based on date range. Also provides ability to Show the Average.
Monthly Summary	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a 6-month or 12-month period beginning from a selected date. Transaction, Posting, and Modified beginning dates may be used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Ledger to Budget	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a specific date or by date range. Compares actual Amount to Budget amount and calculates the Difference and Percent of Budget used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.

## Ledger Reports

### ►Reports ►Ledger Reports

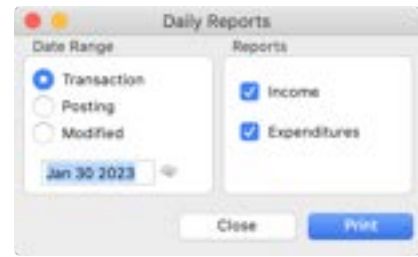


Ledger Reports provide review reports for Ledger entries completed Daily, or by Date Range.

## Daily Report

►Reports ►Ledger Reports ►Activity ►Daily

Report displays the Income and Expenditure entries made in the Ledger for the selected date. This is a good way to review your work.



## Expense Reports

►Reports ►Ledger Reports ►Activity ►Expenditures

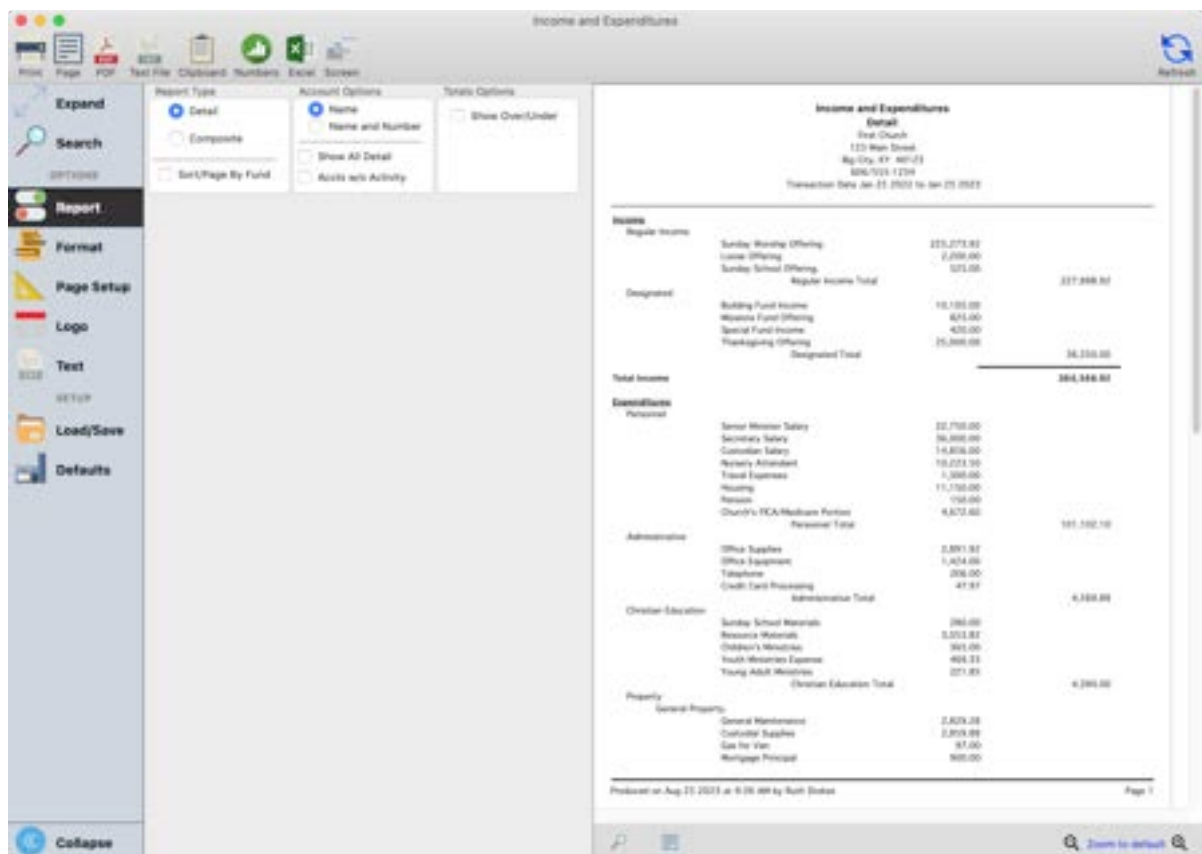
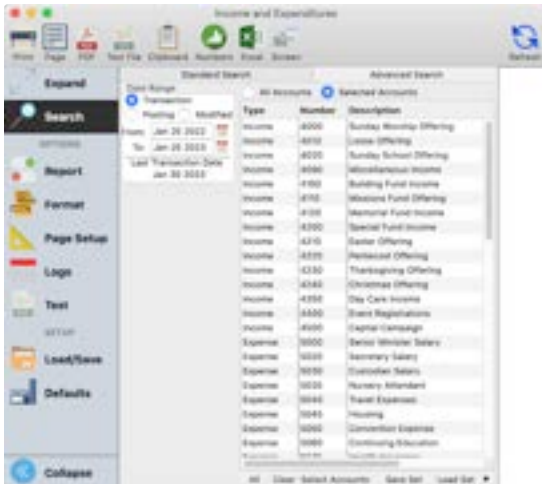
Ledger Reports, either Expense Report (shown below) or Income Report, display entries for review and reporting. The Check Listing and Deposit Listing Reports displays by Date Range entries made for these Ledger Types.

Sub	Transaction Date	Withdraw To	Description	Fund	Account	Amount
<b>Senior Minister Salary - \$206,300.00</b>						
301	Jan 27 2022	Robert Woodard	Jan 27 2022 Payroll Pastor's Salary	3000	3000	1,750.00
302	Jan 27 2022	Dean Patterson	Jan 27 2022 Payroll Pastor's Salary	3000	3000	1,500.00
141	Jan 27 2022	Dean Patterson	FEB 28 27 Payroll	3000	3000	1,000.00
146	Apr 11 2022	Dean Patterson	MAR 15 27 Payroll	3000	3000	1,000.00
111	Feb 27 2022	Dean Patterson	MAR 30 27 Payroll	3000	3000	1,000.00
436	May 4 2022	Dean Patterson	Dean Patterson Apr 30 2022 Payroll	3000	3000	1,500.00
165	Jul 4 2022	Dean Patterson	Jul 15 2022 Payroll Pastor's Salary	3000	3000	1,500.00
190	Jul 24 2022	Dean Patterson	Jul 31 2022 Payroll Pastor's Salary	3000	3000	1,500.00
179	Aug 3 2022	Dean Patterson	Aug 15 2022 Payroll Salary	3000	3000	1,000.00
191	Aug 7 2022	Dean Patterson	Aug 15 2022 Payroll Pastor's Salary	3000	3000	1,500.00
182	Aug 21 2022	Dean Patterson	Aug 27 2022 Payroll Salary	3000	3000	1,000.00
207	Sep 29 2022	Dean Patterson	Sep 30 2022 Payroll Pastor's Salary	3000	3000	1,500.00
360	Oct 12 2022		Dean Patterson Oct 15 2022 Payroll	3000	3000	1,000.00
214	Nov 29 2022	Dean Patterson	Nov 30 2022 Payroll Pastor's Salary	3000	3000	1,500.00
330	Dec 12 2022	Dean Patterson	Dec 15 2022 Payroll Pastor's Salary	3000	3000	1,500.00
288	Dec 19 2022	Dean Patterson	Dec 15 2022 Payroll Pastor's Salary	3000	3000	1,500.00
111	Dec 27 2022	Dean Patterson	JAN 26 27 Payroll	3000	3000	1,000.00
						<b>22,750.00</b>
<b>Secretary Salary - \$984,800.00</b>						
304	Jan 27 2022	Ruth Stokes	Jan 27 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
140	Jan 27 2022	Ruth Stokes	FEB 28 27 Payroll	3000	3020	800.00
342	Feb 4 2022	Ruth Stokes	Jan 31 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
110	Feb 11 2022	Ruth Stokes	MAR 15 27 Payroll	3000	3020	800.00
244	Feb 18 2022	Ruth Stokes	Feb 15 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
150	Feb 27 2022	Ruth Stokes	MAR 30 27 Payroll	3000	3020	800.00
346	Mar 4 2022	Ruth Stokes	Feb 28 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
246	Mar 18 2022	Ruth Stokes	Mar 15 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
250	Apr 1 2022	Ruth Stokes	Mar 31 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
252	Apr 15 2022	Ruth Stokes	Apr 15 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
254	Apr 29 2022	Ruth Stokes	Apr 30 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
416	May 6 2022	Ruth Stokes	Ruth Stokes Apr 30 2022 Payroll Pa.	3000	3020	1,200.00
260	May 19 2022	Ruth Stokes	May 15 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
258	May 23 2022	Ruth Stokes	May 15 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
384	Jun 17 2022	Ruth Stokes	Jun 15 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
168	Jul 6 2022	Ruth Stokes	Jul 15 2022 Payroll Admin Asst Salary	3000	3020	1,200.00
271	Jul 13 2022	Ruth Stokes	Jul 15 2022 Payroll Admin Asst Salary	3000	3020	1,200.00
180	Jul 24 2022	Ruth Stokes	Jul 31 2022 Payroll Admin Asst Salary	3000	3020	1,200.00
274	Jul 29 2022	Ruth Stokes	Jul 31 2022 Payroll Admin Asst Salary	3000	3020	1,200.00
177	Aug 3 2022	Ruth Stokes	Aug 15 2022 Payroll Salary	3000	3020	800.00
196	Aug 7 2022	Ruth Stokes	Aug 15 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
278	Aug 12 2022	Ruth Stokes	Aug 15 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00
308	Aug 17 2022	Ruth Stokes	May 31 2022 Payroll Admin Asst Sal.	3000	3020	1,200.00

# Ledger YTD Reports

## Income and Expenditures

► Reports ► Ledger Reports ► Activity ► Income and Expenditures



When only selected accounts are needed, such as only the expense accounts under the Property category, use the Account Browser, Account Range, or Accounts Sets to make selection quick and easy.

## Monthly Summary

### ►Reports ►Ledger Reports ►Comparison ►Monthly Summary

Use this report to review month by month income and expenses during the budgeting process. Note the Average column displays the current average receipts and spending amounts; very informative for budgeting and financial analysis.



You only select the beginning date for this report as it is set to show you either 6 or 12 months from that date.

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Total	Average
<b>Expenses</b>								
<b>Personnel</b>								
Service Warden Salary	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	166.67
Secretary Salary	0.00	800.00	0.00	0.00	0.00	0.00	800.00	133.33
Tuition/Staff Salary	0.00	400.00	0.00	0.00	0.00	0.00	400.00	66.67
Nursing Assistant	0.00	50.00	0.00	0.00	0.00	0.00	50.00	8.33
Travel/Supplies	0.00	100.00	0.00	0.00	0.00	0.00	100.00	16.67
Heating	0.00	400.00	0.00	0.00	0.00	0.00	400.00	66.67
Student's Health/Medical-Person	0.00	100.00	0.00	0.00	0.00	0.00	100.00	16.67
<b>Personnel Total</b>	<b>0.00</b>	<b>2,850.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,850.00</b>	<b>475.00</b>
<b>Property Utilities</b>								
Electricity	200.00	0.00	0.00	0.00	0.00	0.00	200.00	33.33
Utilities Total	200.00	0.00	0.00	0.00	0.00	0.00	200.00	33.33
<b>Property Total</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>33.33</b>
<b>Total Expenditures</b>	<b>200.00</b>	<b>2,850.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,050.00</b>	<b>508.33</b>

## Range Comparison

### ►Reports ►Ledger Reports ►Comparison ►Range Comparison

Range	Account	From	To
Range 1: Current YTD	Composite	From: Jan 1 2023	To: Sep 15 2024
Range 2: Last Year	Composite	From: Jan 1 2022	To: Sep 30 2023
Range 3: 2 Years YTD	Composite	From: Jan 1 2021	To: Sep 15 2022

Range Comparison report options:

- Compare one, two, or three ranges
- Range options include Current Year, Last Year, 2 Years Ago, and Custom
- Custom range allows for selection of the same month for the Current Year, Last Year, and 2 Years Ago
- Detail or Composite report types
- Show Average calculates the average amount for the selected range



## Ledger to Budget

### ►Reports ►Ledger Reports ►Comparison ►Ledger to Budget

This report compares actual Ledger amounts to the Budget amounts for All Accounts or Selected Accounts



You select the year you want it to show under the Report option on the left of the report record window.

	Amount	2022 Budget	Difference	Actual of Budget
<b>Revenues</b>				
Regular Income				
Sunday Morning Offering	0.00	118,000.00	118,000.00	0.00 %
Lenten Offering	0.00	1,800.00	1,800.00	0.00 %
Sunday School Offering	0.00	1,800.00	1,800.00	0.00 %
<b>Regular Income Total</b>	<b>0.00</b>	<b>121,600.00</b>	<b>121,600.00</b>	<b>0.00 %</b>
<b>Total Income</b>	<b>0.00</b>	<b>121,600.00</b>	<b>121,600.00</b>	<b>0.00 %</b>
<b>Expenditures</b>				
Personnel				
Senior Minister Salary	0.00	24,000.00	24,000.00	0.00 %
Secretary Salary	0.00	18,000.00	18,000.00	0.00 %
Cookbook Salary	0.00	11,500.00	11,500.00	0.00 %
Nursery Assistant	0.00	750.00	750.00	0.00 %
Toural Expenses	0.00	2,400.00	2,400.00	0.00 %
Housing	0.00	800.00	800.00	0.00 %
Church's P/E/Medicare Portion	0.00	2,400.00	2,400.00	0.00 %
<b>Personnel Total</b>	<b>0.00</b>	<b>49,850.00</b>	<b>49,850.00</b>	<b>0.00 %</b>
Administrative				
Office Supplies	0.00	1,000.00	1,000.00	0.00 %
Office Equipment	0.00	1,000.00	1,000.00	0.00 %
Telephone	0.00	1,000.00	1,000.00	0.00 %
<b>Administrative Total</b>	<b>0.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00 %</b>
Mission/Ministry				
Sunday School Materials	0.00	1,000.00	1,000.00	0.00 %
Technical Bible School	0.00	900.00	900.00	0.00 %
Resource Materials	0.00	200.00	200.00	0.00 %
Children's Ministries	0.00	2,000.00	2,000.00	0.00 %
Youth Ministry Supplies	0.00	1,000.00	1,000.00	0.00 %
<b>Mission/Ministry Total</b>	<b>0.00</b>	<b>5,100.00</b>	<b>5,100.00</b>	<b>0.00 %</b>
Property				
General Maintenance	0.00	2,000.00	2,000.00	0.00 %
Security	0.00	1,000.00	1,000.00	0.00 %

## Monthly Comparison

### ►Reports ►Ledger Reports ►Comparison ►Monthly Comparison

	2022 Budget	January Budget	January Actual	January B vs A	YTD Budget	YTD Actual	YTD B vs A	Balance
<b>Revenues</b>								
Regular Income								
Sunday Morning Offering	118,000.00	8,833.33	0.00	8,833.33	8,833.33	0.00	8,833.33	118,000.00
Lenten Offering	1,800.00	471.33	0.00	471.33	471.33	0.00	471.33	1,800.00
Sunday School Offering	1,800.00	130.00	0.00	130.00	130.00	0.00	130.00	1,800.00
<b>Regular Income Total</b>	<b>121,600.00</b>	<b>10,434.66</b>	<b>0.00</b>	<b>10,434.66</b>	<b>10,434.66</b>	<b>0.00</b>	<b>10,434.66</b>	<b>121,434.66</b>
<b>Total Income</b>	<b>121,600.00</b>	<b>10,434.66</b>	<b>0.00</b>	<b>10,434.66</b>	<b>10,434.66</b>	<b>0.00</b>	<b>10,434.66</b>	<b>121,434.66</b>
<b>Expenditures</b>								
Personnel								
Senior Minister Salary	24,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	24,000.00
Secretary Salary	18,000.00	1,800.00	0.00	1,800.00	1,800.00	0.00	1,800.00	18,000.00
Cookbook Salary	11,500.00	960.00	0.00	960.00	960.00	0.00	960.00	11,500.00
Nursery Assistant	750.00	60.00	0.00	60.00	60.00	0.00	60.00	750.00
Toural Expenses	2,400.00	200.00	0.00	200.00	200.00	0.00	200.00	2,400.00
Housing	800.00	60.00	0.00	60.00	60.00	0.00	60.00	800.00
Church's P/E/Medicare Portion	2,400.00	200.00	0.00	200.00	200.00	0.00	200.00	2,400.00
<b>Personnel Total</b>	<b>49,850.00</b>	<b>3,820.00</b>	<b>0.00</b>	<b>3,820.00</b>	<b>3,820.00</b>	<b>0.00</b>	<b>3,820.00</b>	<b>49,850.00</b>
Administrative								
Office Supplies	1,000.00	476.67	0.00	476.67	476.67	0.00	476.67	1,000.00
Office Equipment	1,000.00	200.00	0.00	200.00	200.00	0.00	200.00	1,000.00
Telephone	1,000.00	100.00	0.00	100.00	100.00	0.00	100.00	1,000.00



A broadly used and effective comparative Income and Expense report.



Under the format tab, you can select comparative totals from eight (8) options. The differences will display as Amount or Percentage

## Ledger by Accounts

►Reports ►Ledger Reports ►Activity ►Ledger by Accounts

**Ledger By Accounts**  
**Detail**  
First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234  
Transaction Date Jan 1 2023 to Aug 31 2023

Ref#	Trans. Date	Check #	Written To	Description	Debit	Credit
<b>Checking - 1000.A1</b>						
458	Jan 30 2023	auto	Clark County Treasurer	Multiple Line Items	0.00	63.56
459	Jan 30 2023	auto	Denominational Pension Fund	Pension Jan 15 2019	0.00	150.00
460	Jan 30 2023	(Auto-Draw)	Big City Electric Company	January Electric	0.00	500.00
<b>Checking - 1000.A1 Total:</b>					0.00	713.56
<b>Local Tax Payables - 2030.C</b>						
458	Jan 30 2023	auto	Clark County Treasurer	Payroll Taxes and Withholdings Jan 15 2019	29.81	0.00
458	Jan 30 2023	auto	Clark County Treasurer	Payroll Taxes and Withholdings Jan 31 2019	33.75	0.00
<b>Local Tax Payables - 2030.C Total:</b>					63.56	0.00
<b>Accounts Payable - 2500.C</b>						
459	Jan 30 2023	auto	Denominational Pension Fund	Pension Jan 15 2019	150.00	0.00
<b>Accounts Payable - 2500.C Total:</b>					150.00	0.00
<b>Electricity - 3000.5260.K.K2</b>						
460	Jan 30 2023	(Auto-Draw)	Big City Electric Company	January Electric	500.00	0.00
<b>Electricity - 3000.5260.K.K2 Total:</b>					500.00	0.00
<b>Total All Accounts:</b>					713.56	713.56



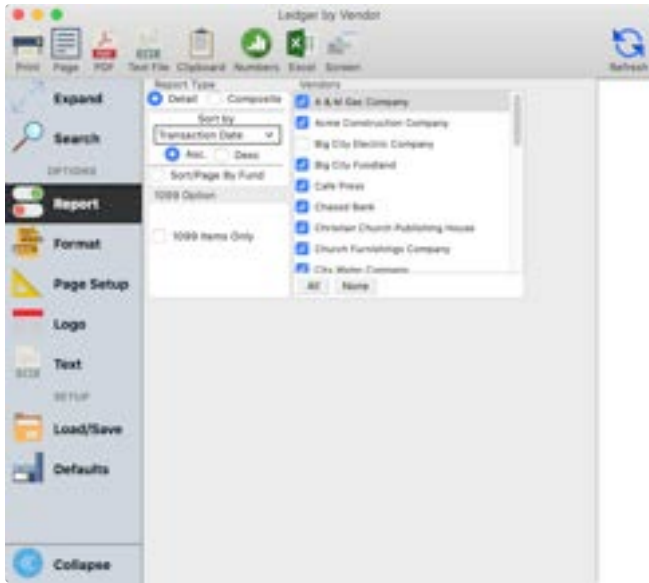
Use this report in Detail report type to review transaction activity posted to All Accounts or to Selected Accounts.

## Ledger by Vendor

►Reports ►Ledger Reports ►Activity ►Ledger by Vendor

**Ledger By Vendor**  
**Detail**  
First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234  
Transaction Date Jan 1 2023 to Aug 31 2023

Ref#	Trans. Date	Check #	Written To/Description	Fund	Account	Debits	Credits
<b>Clark County Treasurer</b>							
458	Jan 30 2023	auto	Clark County Treasurer		2030	29.81	0.00
			Payroll Taxes and Withholdings Jan 15 ...				
458	Jan 30 2023	auto	Clark County Treasurer		2030	33.75	0.00
			Payroll Taxes and Withholdings Jan 31 ...				
458	Jan 30 2023	auto	Clark County Treasurer		1000	0.00	63.56
			Multiple Line Items				
<b>Clark County Treasurer Total:</b>						63.56	63.56
<b>Denominational Pension Fund</b>							
459	Jan 30 2023	auto	Denominational Pension Fund		2500	150.00	0.00
			Pension Jan 15 2019				
459	Jan 30 2023	auto	Denominational Pension Fund		1000	0.00	150.00
			Pension Jan 15 2019				
<b>Denominational Pension Fund Total:</b>						150.00	150.00
<b>Total All Vendors:</b>						213.56	213.56



Use this report to determine which Vendors need to receive a 1099 at the end of the year. Have Report Type set to Detail, place a check mark in 1099 Items Only, and select All Vendors.

## Trial Balance

► Reports ► Ledger Reports ► Activity ► Trial Balance

### Trial Balance

First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

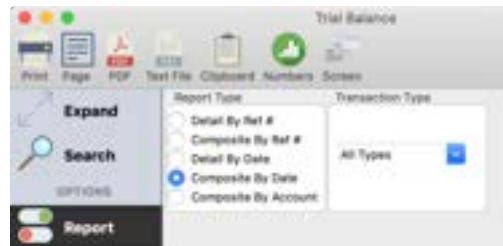
Transaction Type: All Types

Transaction Date	Debits	Credits
Aug 1 2024	650.00	650.00
Aug 2 2024	4,361.20	4,361.20
Aug 3 2024	50.00	50.00
Aug 4 2024	3,869.42	3,869.42
Aug 9 2024	3,126.16	3,126.16
Aug 14 2024	3,229.50	3,229.50
Aug 18 2024	2,598.03	2,598.03
Aug 30 2024	3,229.50	3,229.50
<b>Total All Dates</b>	<b>21,113.81</b>	<b>21,113.81</b>



This report can be used to troubleshoot issues when the Balance Sheet Difference is not zero. Use these settings: Report Type = Composite By Date; Transaction Type = All Types; select All Accounts and select the desired Date Range.

The multiple Report Type and Transaction Type options shown below make this a very versatile report.



## Audit Trail

► Reports ► Ledger Reports ► Actiity ► Audit Trail

Audit Trail reports every transaction entered into the Ledger, included Deleted entries. Use for review and analysis.

The screenshot shows the 'Audit Trail' window in a software application. The window title is 'Audit Trail'. On the left, there is a sidebar with options like 'Expand', 'Search', 'Format', 'Page Setup', 'Logo', 'Text', 'Load/Save', and 'Defaults'. The main area displays a table of transactions. The table has the following columns: Date, Period, Transaction No, Description, Fund, Account, Debit, Credit, and Rate. The data rows show various transactions with dates from 10/1/2024 to 10/31/2024, including descriptions like 'Cash Income', 'Bank of America', and 'Worshiping 100 50 87 Paved'.

## Balance Sheet

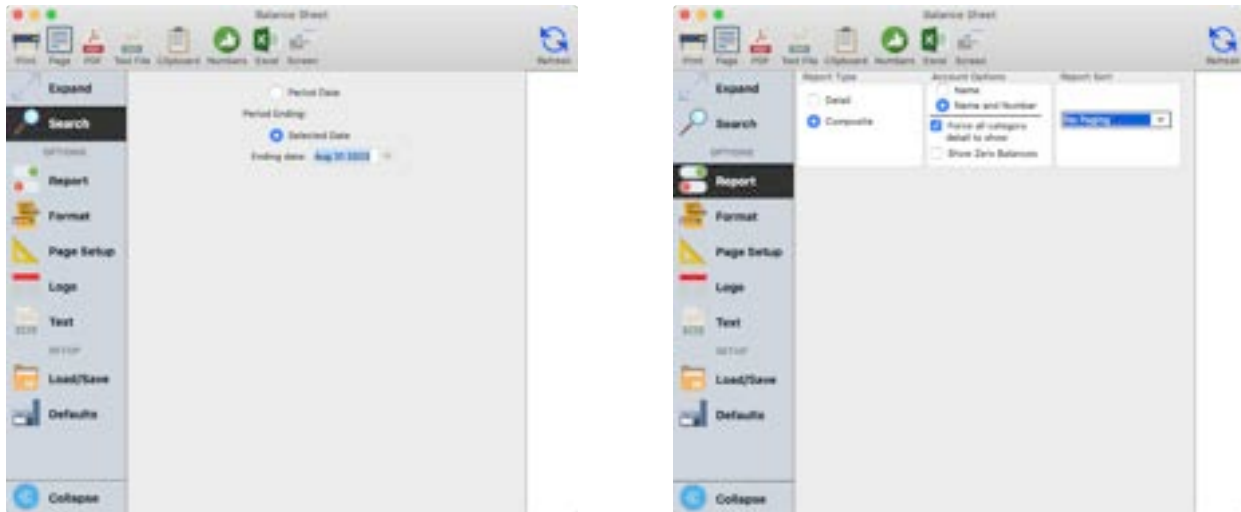
► Reports ► Ledger Reports ► Balance ► Balance Sheet

**Balance Sheet**  
First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

---

<u>ASSETS</u>		
Cash Accounts		198,778.60
Short-Term Assets		(650.00)
Fixed Assets		863,901.50
<b>TOTAL ASSETS</b>		<u>1,062,030.10</u>
<u>LIABILITIES AND FUNDS</u>		
<b>LIABILITIES</b>		
Current Liabilities		29,324.28
Long Term Liabilities		500,000.00
<b>TOTAL LIABILITIES</b>		<u>529,324.28</u>
<b>FUND BALANCES</b>		
Undesignated Funds		68,510.03
Designated		98,195.79
Equity Funds		365,000.00
<b>TOTAL FUNDS</b>		<u>532,705.82</u>
<b>TOTAL LIABILITIES AND FUNDS</b>		<u>1,062,030.10</u>
Difference		0.00

The Period Date will be based on closed periods. Use the Selected Date to display information for a specific date. The Report Type is available in either Detail or Composite format.



## Account Balances

### ► Reports ► Ledger Reports ► Balance ► Account Balances

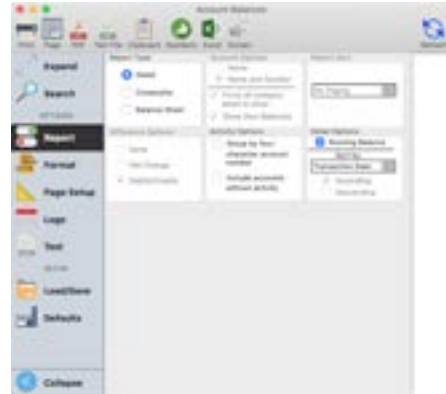
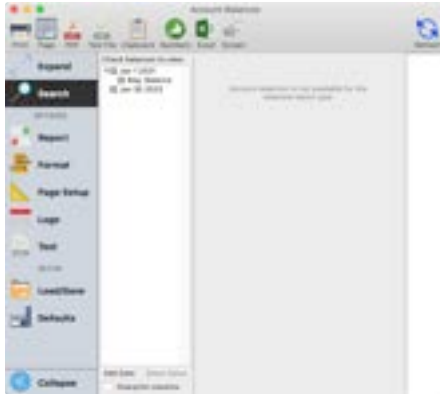
Versatile report displays account balances for a single date or date range. You can also select a date range or multiple dates to print a multi-column balance sheet displaying optional "differences," such as net change or debits/credits.

Account Balances		Jan 31, 2022
<b>ASSETS</b>		
*Accounts Without Balances		
1000	Special Fund	0.00
*Accounts Without Balances Total		0.00
<b>Bank Accounts</b>		
1001	Checking	117,039.00
1010	New Checking Account	0.00
1020	Savings	1,140.00
1030	Investments	71,000.00
1040	Checking - Other	0.00
Bank Accounts Total		189,179.00
<b>Other Bank Accounts</b>		
1050	Accounts Receivable	2910.00
Other Bank Accounts Total		2910.00
<b>Fixed Assets</b>		
1060	Acc	14,000.00
1070	Church Building	748,901.00
1080	Furniture	100,000.00
Fixed Assets Total		862,901.00
<b>TOTAL ASSETS</b>		<b>1,052,080.00</b>
<b>LIABILITIES AND EQUITY</b>		
<b>LIABILITIES</b>		
*Current Liabilities		
2000	Federal Tax Payable	0.00
2010	PCA/Paid-in-Advance Payables	13,794.00
2020	State Tax Payable	2,880.00
2030	Local Tax Payable	1,201.00
2040	Accounts Payable	0.00
2050	Other Credit Cards	0.00
Current Liabilities Total		17,875.00
*Long Term Liabilities		
3000	Mortgage	880,000.00
Long Term Liabilities Total		880,000.00

## Account Balances – Check Register

►Reports ►Ledger Reports ►Balance ►Account Balances

Use Account Balances report to create a check register for any date range. Use the settings shown below on the Account Balances report setup window to create the check register.



This screenshot shows the 'Account Balances' window with the 'Report' menu item selected. The 'Report Data' section is visible, showing a table of transactions for the account 'Checking - 10000 40'.

Trans No	Date	Check #	Description	Jan 1 2021	Debit	Credit	Jan 30 2021
39	Dec 29 2021		January Income		10,000.00	0.00	6,890.31
37	Dec 29 2021		January office supplies		0.00	400.00	10,890.31
40	Dec 29 2021		January office equipment		0.00	200.00	10,690.31
43	Dec 29 2021		January telephone		0.00	84.00	10,296.31
46	Dec 29 2021		January SO materials		0.00	100.00	10,196.31
49	Dec 29 2021		January resource materi...		0.00	30.00	10,266.31
50	Dec 29 2021		January children's mes...		0.00	150.00	10,116.31
53	Dec 29 2021		January youth resource		0.00	100.00	10,016.31
58	Dec 29 2021		January general main...		0.00	80.00	10,936.31
296	Jan 3 2022		Deposit	6,823.47	0.00		25,759.78
311	Jan 3 2022		Deposit	1,810.00	0.00		27,569.78

## Fund Activity

### ►Reports ►Ledger Reports ►Activity ►Fund Activity

This report is an effective tool in troubleshooting issues with the balance in any fund. It also has an option to display detail transactions by account number, as well as display totals posted directly to the fund balance account.

Fund Activity Composite	
Vine Church 111 Main Street Big Dry, KY 40119 806/355-1234	
Transaction Date: Jan 1, 2021 to Jun 30, 2023	
(2000) General Fund	
Beginning Balance - Jan 1, 2021	75,888.00
<b>Income</b>	
Regular Income	201,148.00
Christian Education	0.00
<b>Total Income</b>	<b>201,148.00</b>
<b>Expenses</b>	
Personnel	119,121.27
Administrative	5,213.00
Christian Education	4,710.00
Property	
General Property	8,836.18
Utilities	1,420.01
Property	16,256.17
Worship	427.40
Outreach	8,010.00
Miscellaneous	11,785.00
<b>Total Expenditures</b>	<b>185,803.03</b>
General Fund Transfers	
Transfer In	700.00
Transfer Out	8,096.39
<b>Ending Balance - Jun 30, 2023</b>	<b>94,315.02</b>
Reconciler	76,808.00



# Accounts Receivable

## Introduction

The Accounts Receivable module of CDM+ Accounting allows users to create invoices, track payments, and generate statements. Payments can be entered and a deposit entry made in the General Ledger or the receivables module can be used without direct posting into the ledger. The module consists of four primary areas: customer records, invoices, payments, and statements. Finance charges can be generated from the Accounts Receivable module if desired.

Some primary uses of this module can be for daycare billing, property rental, weddings, and special outside functions which are billed by the church.

## Setting up the Customer Record

►Program ►Receivables



Be sure to enter a valid **Email Address** if you wish to e-mail Invoices or Statements to a customer.

Code	Name
CUST1	Mr. & Mrs. Charles Cook
CUST100	Ruth Stokes
CUST2	Mr. & Mrs. Michael Disney
CUST3	Dana McLaughlin
CUST98	Mrs. L. Torley
CUST99	Mr. H. Graham

Code: CUST3	Inactive	Balance: 800.00
Name: Dana McLaughlin		
Address: 2007 Sewell Street	Link to Address Record Select Address Record	
City: Big City	State: KY	Zip: 40123
Country:	MapQuest	
Phone Number: 606.555.4176	Email Address: dana.mclaughlin@gmail.com	
Default Terms: Invoice Due Upon Receipt		
Finance charge after: 30 Days No Finance Charge		

## Name tab

Click **Add** or **Multi-Add** to enter new customer information: name, address, phone, and e-mail. For a customer with address information in CDM+ Membership, you may click the **Select Address** button. This opens a new window where you can find and select any address in the CDM+ Membership database to auto fill this information.

A **Default Chart of Account** number and **Default Terms** can be entered if the invoices for this customer are to be charged to the same account most of the time. The last statement date and customer account balance displays.

## Billing tab

Displays lists of **Invoices** and **Payments** for this customer. Double-click on an invoice or payment to see its details.



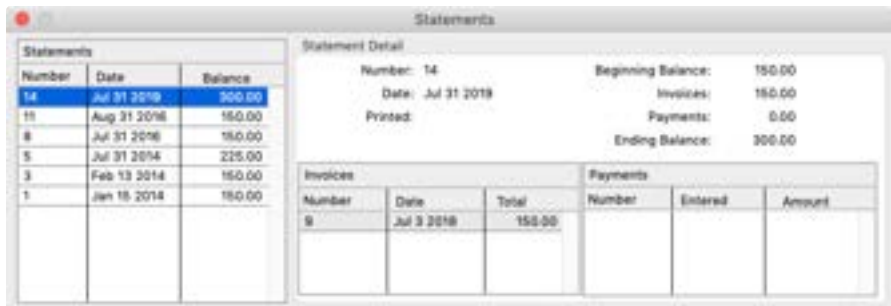
The screenshot shows the Billing tab interface with two tables: Invoices and Payments.

Invoices			
Number	Date	Total	Balance
7	Apr 18 2021	300.00	300.00
12	Feb 18 2023	600.00	300.00

Payments			
Number	Entered	Posted	Total
8	Jun 29 2021	Jun 29 2021	150.00
3	Jul 30 2017	Aug 13 2017	150.00

## Statements tab

Displays lists of **Statements** for this customer, including detail of each Invoice and Payment.



The screenshot shows the Statements tab interface. On the left is a list of statements, and on the right is a detailed view for statement number 14.

Statements		
Number	Date	Balance
14	Jul 31 2019	300.00
11	Aug 31 2018	150.00
8	Jul 31 2018	150.00
5	Jul 31 2014	225.00
3	Feb 13 2014	150.00
1	Jan 18 2014	150.00

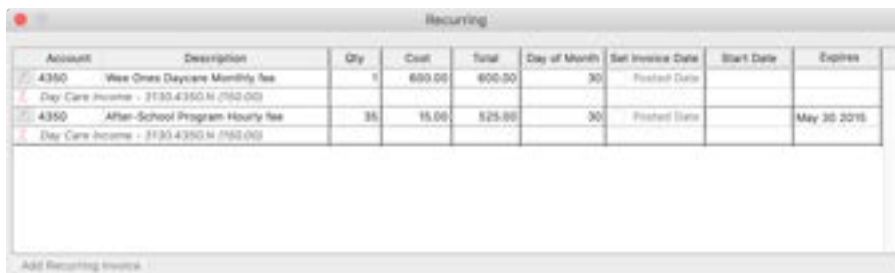
**Statement Detail**

Number: 14      Beginning Balance: 150.00  
Date: Jul 31 2019      Invoices: 150.00  
Printed:      Payments: 0.00  
Ending Balance: 300.00

Invoices			Payments		
Number	Date	Total	Number	Entered	Amount
9	Jul 3 2018	150.00			

## Recurring tab

This feature is used for customers who are billed on a regular basis. A **Recurring Invoice** can be entered by clicking **Change**, then **Add**, and entering the recurring transaction information.



The screenshot shows the Recurring tab interface with a table of recurring invoices.

Account	Description	Qty	Cost	Total	Day of Month	Set Invoice Date	Start Date	Expires
4350	Wec Care Daycare Monthly fee	1	600.00	600.00	30	Posted Date		
Day Care Income - 3130.4350 N (760.00)								
4350	After-School Program Hourly fee	35	15.00	525.00	30	Posted Date		May 30 2018
Day Care Income - 3130.4350 N (760.00)								

If you check the "Posted Date" box in the Set Invoice Date Column it will date the invoice for the day you post it. If unchecked, it will set the date for the day of the month you have set for the recurring invoice to take place

Click on pencil icon to choose the **Account** number from the Select Account window. Enter a **Description**, **Qty**, **Cost**, and the **Day of Month** the invoice is to be generated. If this recurring invoice is for a limited time, enter the date of the last invoice to be created. If it is ongoing, leave the **Expires** field blank. If you want to schedule a recurring invoice to begin on a certain date, enter a **Start Date**.

## Connections tab

Use Connections to link customers to each other or to other records.

## Individuals tab

Use this tab to allow individuals logged into Engage to make payment on this customer's account.

## User Fields tab

This tab allow you to add an unlimited number of extra fields to customers. Store text, date, numbers, and files. For childcare, keep permission slips, vaccination dates, and custom notes on students.

## Groups tab

Organize customers into groups. For child care, this is a great way to track grades, allergies, or denote accounts who pay on a given fequency.

## Events tab

You can link customer to Roommate events and generate invoices for facility usage. Any events to which the customer is linked will appear on this tab.

## Notices tab

The Notices tab will display notices sent to this customer.

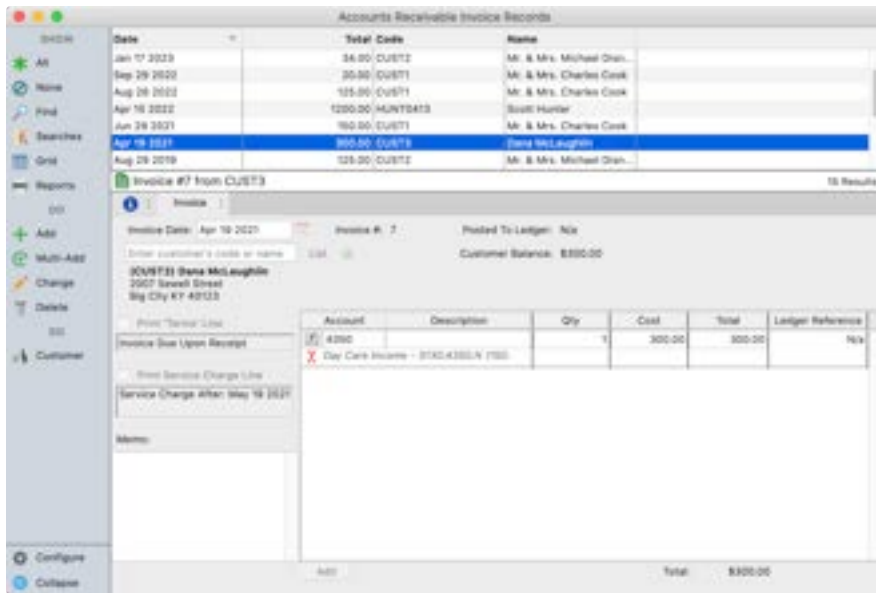
## Creating Invoices

There are three ways to create invoices in Accounts Receivable. They are:

1. Entering them on the Invoices window, accessible by
  - clicking the Invoices jump button on the Customer Records window or
  - menu (► **Program** ► **Receivables** ► **Invoices**), toolbar, or Welcome to Accounting (Windows) selection
2. Creating Recurring Invoices
3. Generating Invoices from Roommate

### Creating an Invoice on the Invoices Window

**NOTE:** If the customer has any invoices connected to their account, you will see the Invoices button at the bottom of the Customer Records window. When you click that button, any existing invoices for that customer will display in the results list at the top of the window.



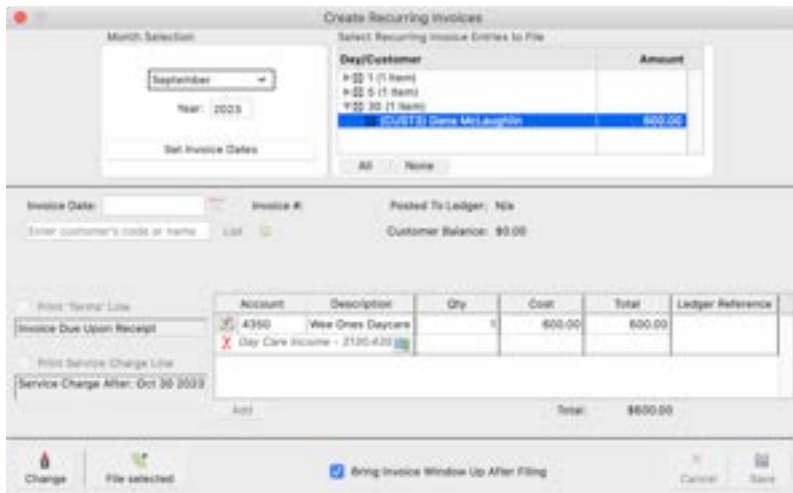
Choose the **Add** or **Multi-Add** button and complete the invoice information. The **Customer** can be chosen from the list resulting from clicking or by typing in the name of the customer and clicking Tab on your keyboard. the small List button. A **Memo** may be entered and the **Print 'Terms' Line** and **Print 'Service Charge' Line** check boxes can be selected. Choose the appropriate Income account by clicking on the hand icon and complete the **Description, Quantity, and Cost** fields. More than one account breakdown can be added if necessary. Click **Save**.

The Invoice can then be printed from this window by clicking the **Print** button and selecting Invoices. A **Selected Record** invoice can be printed, or you can print all the invoices shown in the **Results** list at the top of the window.

## Creating Recurring Invoices

This feature is used for Customers who get billed on a regular basis. Setup for these invoices is done on the Customer Records window under the Recurring tab.

► **Program** ► **Receivables** ► **Create Recurring Invoices**



Placing a check in the "Bring Invoice Window Up after Filing" box will automatically open the Invoices

In the **Month Selection** box, choose the month and year for which you desire to create invoices and reset the invoice dates for that month. Changes to the amount or line items can be made here after clicking the **Change** button. Any changes here will only affect the invoices being created at this time. Click the **File Selected** button to create and file these invoices. This creates new invoices for these customers in the Invoices window and updates the Billing tab of the relevant Customer Records.

### Generating Invoices from Roommate

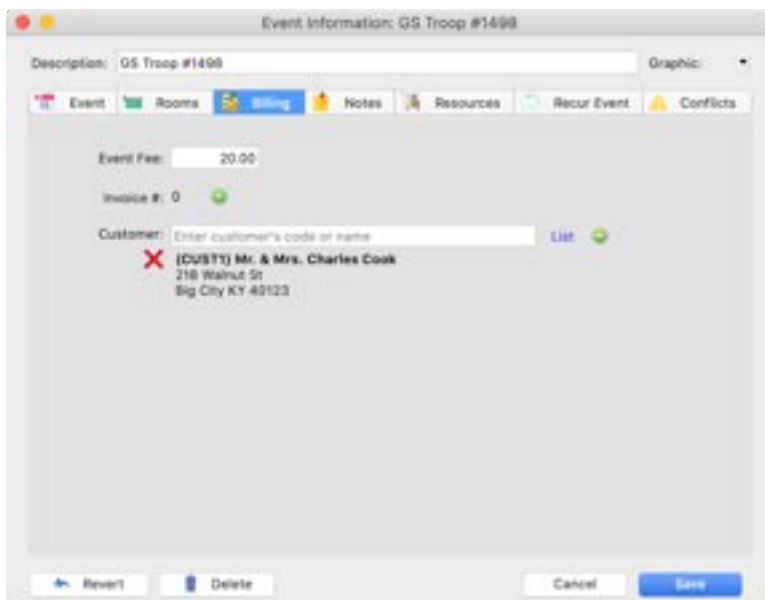
Roommate is a powerful tool to manage your facilities and resources. If you charge for the use of your space, you can easily generate Accounts Receivable Invoices from events tracked in Roommate.

This features requires you own both the Roommate and Accounting programs.

### Setting Up Events

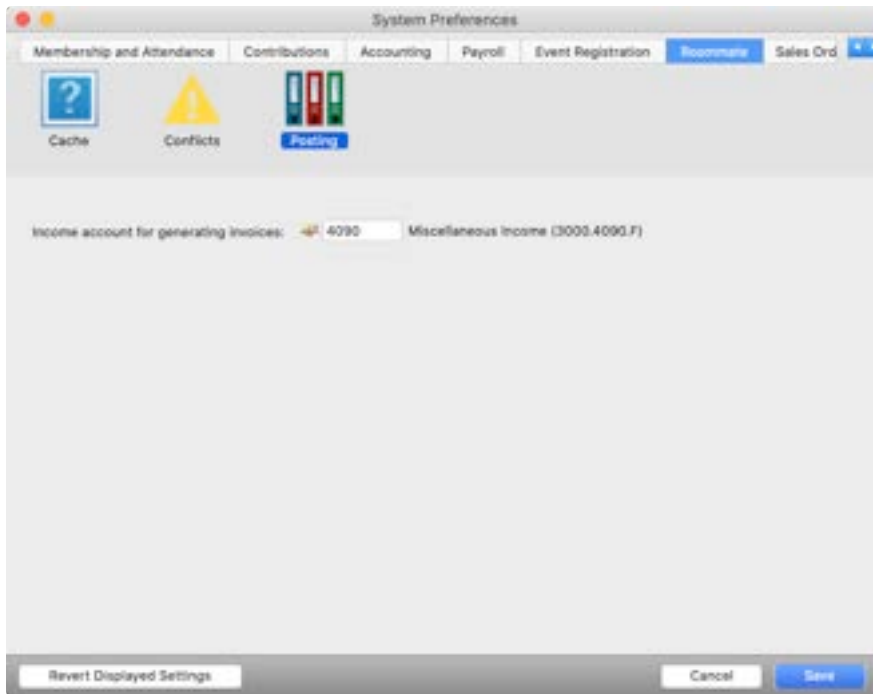
Begin by creating or editing a Roommate event. For more information on Roommate, refer to the Roommate chapter in this book.

Select the **Billing** tab, enter an amount and select a customer.



Save your changes. If this is a recurring event and the customer will be billed each time, apply the change to all future events.

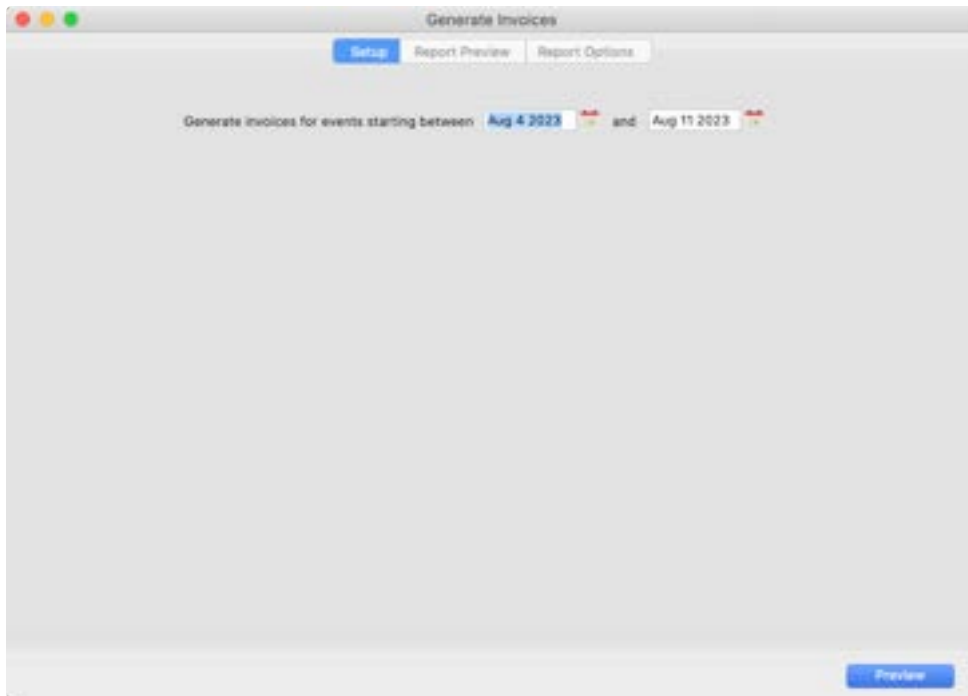
► **CDM+(macOS)/File(Windows) ► System Preferences ► Roommate ► Posting**



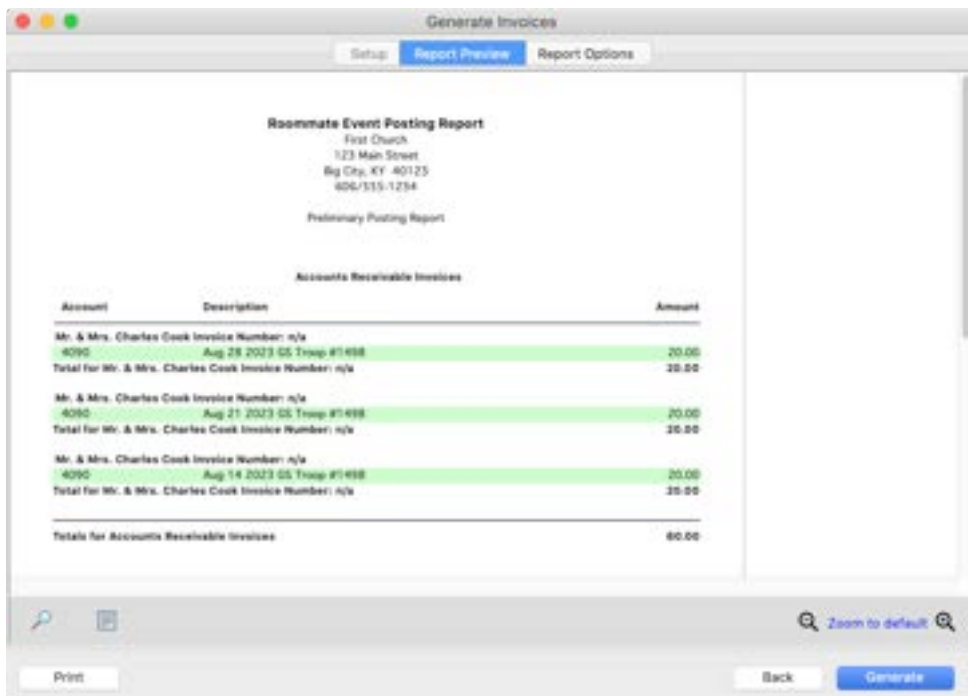
Select the income account use on invoices generated from Roommate.

► **Program ► Roommate ► Generate Invoices**

Enter the date range of Events for which you will generate invoices.



Click **Preview** to see a preview of a report of invoices that will be generated.



Click **Generate** to create the invoices. Once an invoice is created from an event, that event cannot be deleted and the billing information cannot be changed.

## Entering Payments

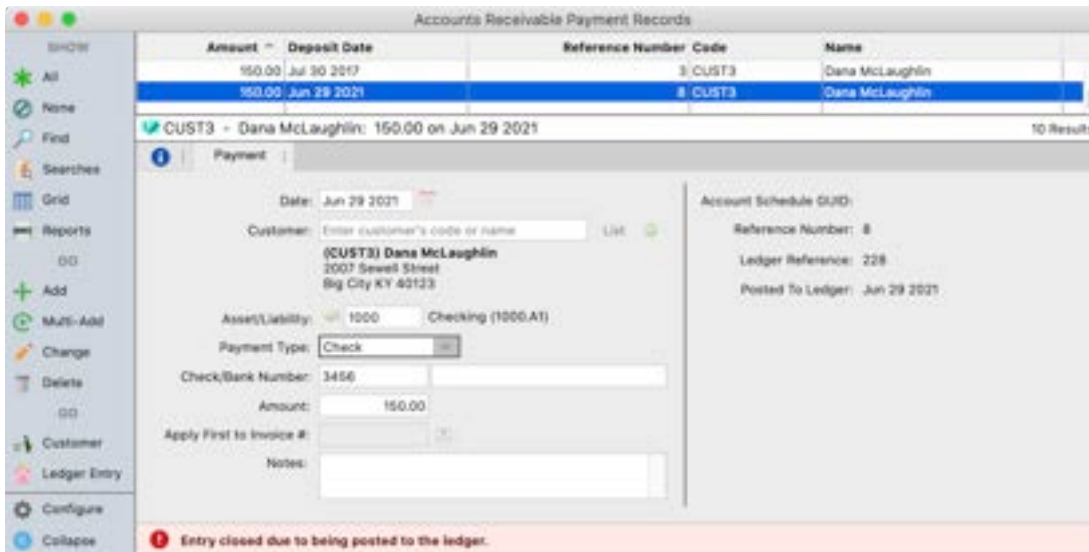
There are two ways to open the Payments window. They are:

1. Clicking the Payments jump button on the Customer Records window or
2. Use the menu (► **Program** ► **Receivables** ► **Payment Records**), toolbar, or Welcome to Accounting (Windows) to select Payments

**NOTE:** If you use the **Payments** jump button on the Customer Records window, the Results section at the top of the Payments window will display all existing payments for the customer you had selected.

Regardless of how you open the Payments window, to enter a payment, choose the **Add** or **Multi-Add** button and complete the payment information. The customer can be chosen using the **List** button. **Notes** can be entered, if desired.

Payments can be identified as five types: check, cash, credit card, credit memo, and bank transfer. This is optional information, but different reports for each type can be generated. Use the drop-down list to identify the type of payment received. After the information is entered, click on the **Save** button.



Amount	Deposit Date	Reference Number	Code	Name
150.00	Jul 20 2017	3	CUST3	Dana McLaughlin
150.00	Jun 29 2021	8	CUST3	Dana McLaughlin

Payment Form Fields:

- Date: Jun 29 2021
- Customer: (CUST3) Dana McLaughlin, 2007 Sewell Street, Big City KY 40123
- Asset/Liability: 1000 - Checking (1000.A1)
- Payment Type: Check
- Check/Bank Number: 3456
- Amount: 150.00
- Apply First to Invoice #: [ ]
- Notes: [ ]

Account Schedule GUID:  
Reference Number: 8  
Ledger Reference: 228  
Posted To Ledger: Jun 29 2021

Entry closed due to being posted to the ledger.

This creates a new payment for the customer on the Payments window and updates the Billing pane of the Customer Records window. CDM+ will credit payments to the most outstanding invoice balance. However, you have the option to select the specific invoice(s) to which the payment will be credited by choosing which invoice you want the payment applied to in the Apply First to Invoice # field.

The Results list at the top of the Customer Payments window displays each payment after it is entered and saved. A Payment Summary list of the payments displayed there can be printed by clicking the **Print** button, choosing **Results List**, and clicking **OK**.



**Multi-Add** button allows you to enter as many payments as needed without repeatedly clicking on the **Add** button.





## Engage Billing

Engage Billing is a complimentary service to Accounts Receivable that allows customers to make electronic payments on their account using a credit card, debit card, or bank transfer.

There are a number of requirements for Engage Billing:

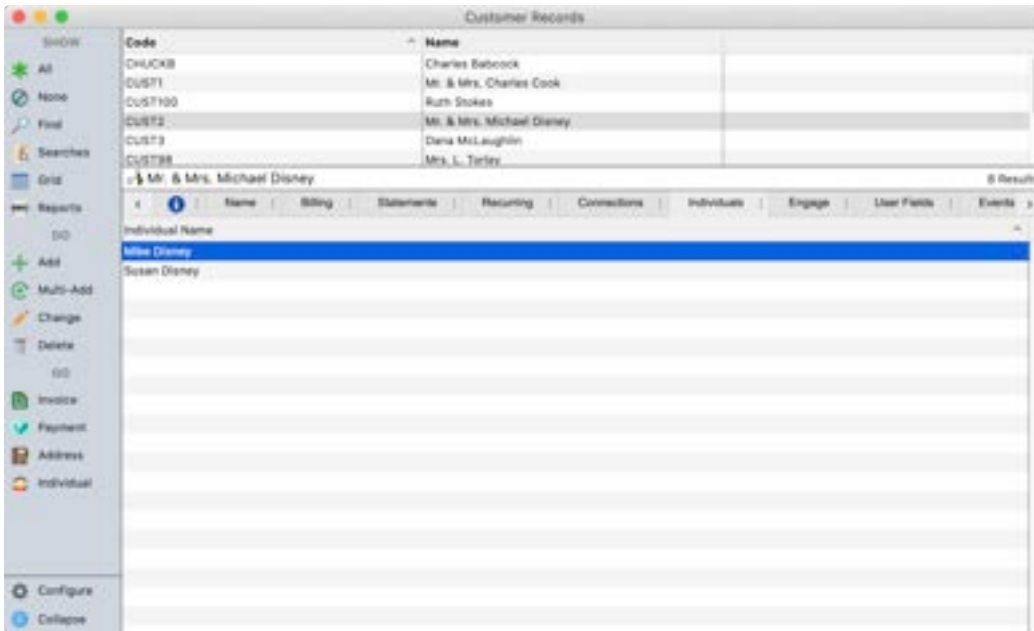
- ▮ Accounting Program
- ▮ Membership Program
- ▮ Data Hosting or SAAS
- ▮ Engage Subscription
- ▮ Merchant Account with Paragon

If you have a Paragon Merchant Account for online giving, registration, or payroll, that same account can be used for Engage Billing.

## Linking Customers

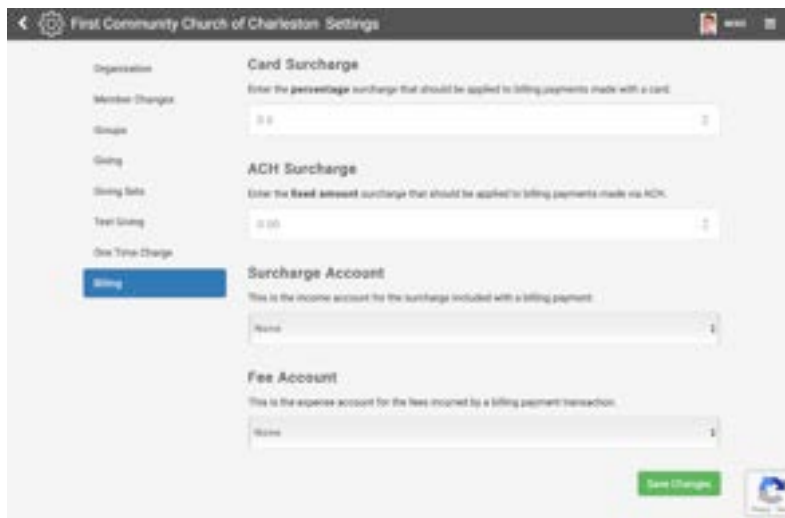
Begin by linking customers to individuals. This linkage determines for which customer(s) an individual can make payments after logging into Engage. You can link an individual to multiple customers, and multiple individuals to one customer. This allows, for example, parents of multiple children to each log into Engage and make payments on each of the children.

► **Program** ► **Receivables** ► **Customer Records** ► **Individuals** tab



Find a customer and click **Change** or **Add** a new customer. On the Individuals tab, click **Add** and find an individual. Select the individual and click **Save**. That individual will now be able to make payments for this customer when logging into Engage.

**Program ► CDM+ Engage ► Settings ► Billing**



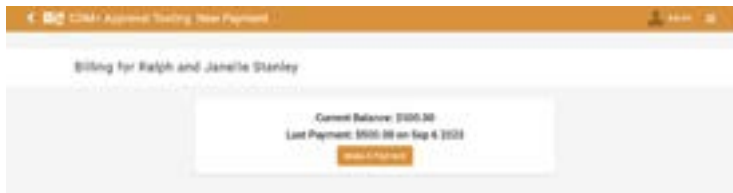
Click on the Billing options in Settings. At minimum, select an expense account to use for fees. You can also add an optional surcharge to recoup processing fees. If you do not specify a surcharge, no fees will be added. You can specify a surcharge for credit/debits cards, ACH transactions, or both. If using a surcharge be sure to select an income account to receive the surcharge funds.

## Invoices



When you create an invoice for the customer it will automatically show up for them to view on their Engage account. Clicking on details will provide them with the line items you listed on the invoice.

## New Payment



The New Payment section of Engage Billing will provide the customer their total balance due as well as the amount and date of their last payment. When you click on the Make a Payment button they will have the option to pay the balance in full or pay a specific amount towards their balance.

## New Payment Method



When they make a payment in Engage Billing it will show them the payment methods they have saved in their Engage account. They can choose one of those methods or create a new payment method to use. You can make one of the payment methods as the primary one you want to use for billing.

## Payments



This section of Engage Billing will show all payments that have been made for that customer whether paid online or manually put into the system. They can click on the details button and see the detail of that specific payment.

### Payment in CDM+

Engage will create an Accounts Receivable Payment Record in CDM+ for the amount of the payment. Any surcharges will be omitted from this record, but will be added to the deposit from Deposit Processing.

Engage Billing assumes invoices are accrued to the ledger using the system-wide accrual account.

The payment will appear in Deposit Processing after a few days. Once processed, the ledger will be affected thusly:

Account	Debit	Credit
Checking Asset	Net payment + surcharge after fees	
Accounts Receivable Asset		Gross Payment
Surcharge Income		Surcharge Amount
Fee Expense	Total Fee	

## Printing Statements

Statements can be generated at any time. Usually this is done on a monthly basis. A cut-off date is entered when statements are created. All invoices and payments from the last statement date up to this date will print. When the statements are finished printing, the user is asked if the statements are to be marked as printed.

### ►Program ►Receivables ►Create Monthly Statements



**NOTE:** Once statements have been generated, invoice and payment records cannot be entered for the period covered by the statement. If you need to delete accidentally-generated statements, please contact CDM+ Support for help deleting statements.

There are two ways to print statements after they have been created:

1. From the Statements section of the Receivables Reports menu.
2. From the Detailed Statements section of the Receivables Reports menu.

## Print Statements

► Reports ► Receivable Reports ► Statements ► Statements



Statements can be printed for all customers or for one customer. Select the statement to be printed using the **Statement Ending** drop-down box.

## Print Detail Statements

► Reports ► Receivable Reports ► Statements ► Detail Statement

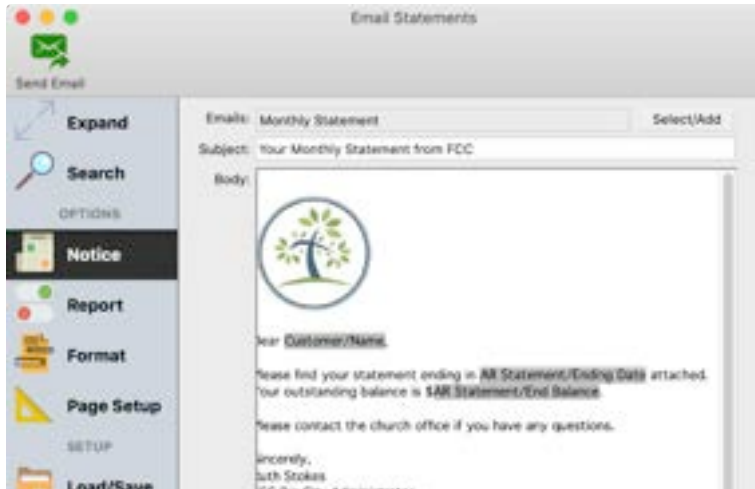


This report allows the printing of a list of Invoices and Payments that have different dates by selecting the Begin Date and the Ending Date. A Detail Statement may be printed for all customers, selected customers, or for a single customer.

## Email Statements

### ►Reports ►Accounting Reports ►Statements ►Email Statements

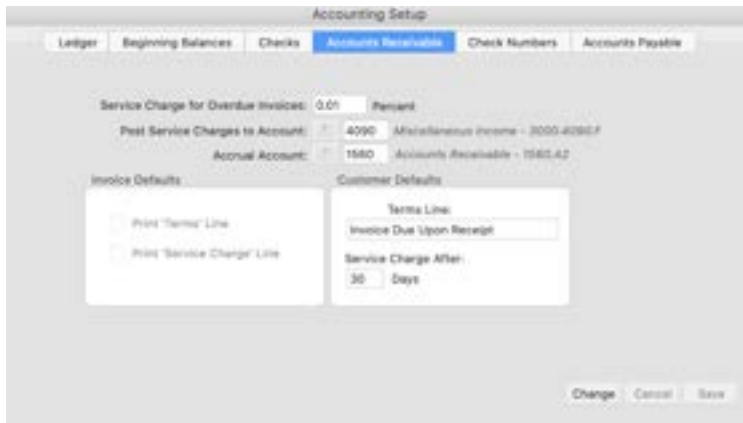
Email Statements allows you to send statements to customers via email. Configure email statements just like you would for print.



## Posting Accounts Receivable to the Ledger

To post accounts receivable payments to the ledger, some information must be entered on the Accounting Setup window. A receivables asset must be defined. If you want to charge finance charges, you can enter the rate and income account for the finance charge.

### ►Accounting ►Accounts Setup ►Accounts Receivables tab



## Accrue Receivables

### ►Accounting ►Receivables ►Accrue Receivables

This option allows the user to show income in the General Ledger for items that have been billed, but not yet paid. A listing of all outstanding invoices will be displayed. Click on the items to be accrued or click on the Mark All button to accrue all items. A listing of line items to be accrued will be printed.

Customer	Invoice Date	Transaction Date	Amount	Invoice #	Post
Mr. & Mrs. Michael Daney	Jul 26 2017		100.00	3	NO
Mr. & Mrs. Charles Cook	Jul 26 2017		75.00	4	NO
Mr. & Mrs. Michael Daney	Aug 28 2018		135.00	5	NO
Mr. & Mrs. Michael Daney	Aug 29 2018		135.00	6	NO

## Post Payments

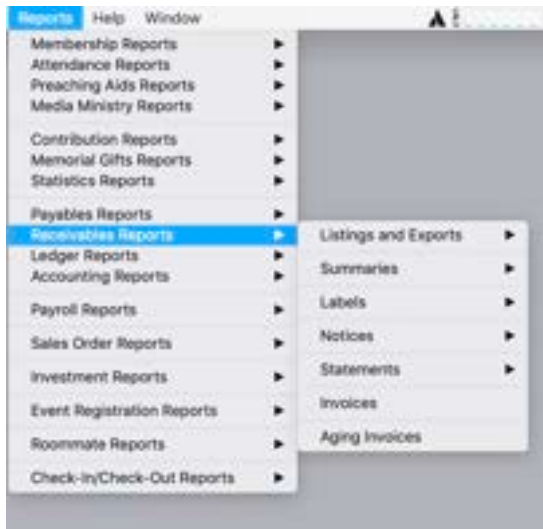
► Accounting ► Receivables ► Post Payments

Customer	Payment Date	Transaction Date	Amount	Asset	Post
Mr. & Mrs. Charles Cook	Sep 3 2022		70.00	Checking - 1000.A1 (122638.60)	INQ

On the Post Payments window, click the Mark All button to select the payments to post. Click the Post button. Print the posting report to the screen to review before actually posting the payments to the Ledger.

## Reports

► Reports ► Receivable Reports



►Reports ►Receivable Reports ►Summaries ►Invoice Summary

**Invoices by Customer**  
First Church  
123 Main Street  
Big City, UT 40123  
800-555-1234  
Invoice Date: Jan 1 2017 to Aug 31 2023

Check	Name	Date	Invoice #	Invoice Total	Balance
0071	Sara McLaughlin	Jan 19 2017	1	500.00	500.00
<b>Sara McLaughlin Total:</b> 500.00 500.00					
0071	Mr. & Mrs. Charles Cook	Jan 09 2017	4	75.00	75.00
		Jan 09 2017	5	120.00	120.00
		Aug 29 2022	10	121.00	121.00
		Nov 09 2022	11	20.00	20.00
		Aug 19 2023	11	20.00	20.00
		Aug 29 2024	12	20.00	20.00
		Aug 31 2023	13	20.00	20.00
<b>Mr. &amp; Mrs. Charles Cook Total:</b> 456.00 456.00					
0072	Mr. & Mrs. Michael Sherry	Jan 19 2017	2	400.00	20.00
		Jan 09 2017	3	100.00	0.00
		Aug 29 2017	6	120.00	120.00
		Aug 29 2018	8	120.00	120.00
		Jan 17 2020	20	20.00	20.00
<b>Mr. &amp; Mrs. Michael Sherry Total:</b> 760.00 500.00					

►Reports ►Receivable Reports ►Summaries ►Payment Summary

**Payments by Customer**  
First Church  
123 Main Street  
Big City, UT 40123  
800-555-1234  
Payment Date: Jan 1 2017 to Aug 31 2023

Check	Name	Date	Check Number	Amount	Type
0071	Sara McLaughlin	Jan 09 2017	10340	100.00	Check
		Jan 29 2017	3458	120.00	Check
<b>Sara McLaughlin Total:</b> 220.00					
0071	Mr. & Mrs. Charles Cook	Jan 09 2017	9876	75.00	Check
		Jan 9 2022	1000	70.00	Check
<b>Mr. &amp; Mrs. Charles Cook Total:</b> 145.00					
0072	Mr. & Mrs. Michael Sherry	Jan 07 2017		100.00	Check
		Jan 09 2017		100.00	Check
		Nov 7 2018	0340	120.00	Check
		Jan 29 2021	0340	100.00	Check
<b>Mr. &amp; Mrs. Michael Sherry Total:</b> 420.00					
<b>Report Total:</b> 685.00					

►Reports ►Receivable Reports ►Aging Invoices

**Accounts Receivable Aging By Customer**  
First Church  
123 Main Street  
Big City, UT 40123  
800-555-1234  
Balance as of: Aug 31 2023

Check	Name	Current	31-90	91-180	181-360	Total
0071	Sara McLaughlin	0.00	0.00	0.00	500.00	500.00
0071	Mr. & Mrs. Charles Cook	50.00	0.00	0.00	376.00	426.00
0072	Mr. & Mrs. Michael Sherry	0.00	0.00	0.00	200.00	200.00
0072	Scott Hunter	0.00	0.00	0.00	1,200.00	1,200.00
<b>Report Total:</b> 50.00 0.00 0.00 2,484.00 2,484.00						
<b>Total Receivables and Credits:</b>		2,634.00				



# Getting Started - Payroll

## Payroll Set Up

### Prerequisites for payroll setup

- Chart of Accounts setup
- Salary/wage expense account numbers defined
- Expense accounts for church's portion of FICA/Medicare
- Tax Liability account numbers defined
- Vendors in **Accounts Payable** setup for tax payments and User Deductions

The following items also need to be set up prior to entering **Employee Information**:

### Default Payroll Preferences

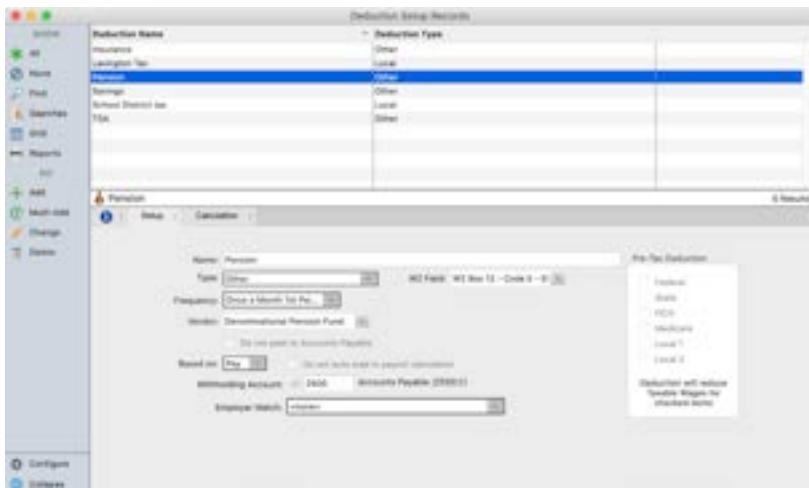
► CDM+ (macOS)/File (Windows) ► Preferences ► CDM+ System ► Payroll



Click checkbox for "Post taxes and other deductions to Accounts Payable" to enable CDM+ to AUTOMATICALLY create Accounts Payable invoices for these withholdings.

## Deduction Setup

► Program ► Payroll ► Deduction Setup Records



Deductions Codes – Create appropriate Local taxes and Other Deductions. User defined deductions may be calculated on hours worked and employer matching amounts.

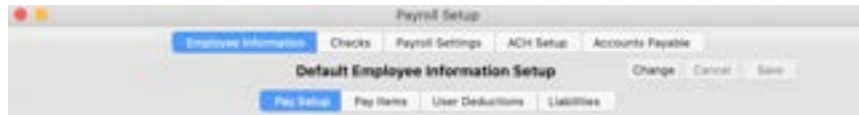
- Deductions can be calculated on Pay or Hours.
- Option to NOT post a deduction to Accounts Payable.
- The deduction type of Employer Matching will not be deducted from the employee's gross pay. Rather, it will be expensed to the account number listed on this window.

## Default Employee Information Setup

►Program ►Payroll ►Payroll Setup ►Employee Information tab



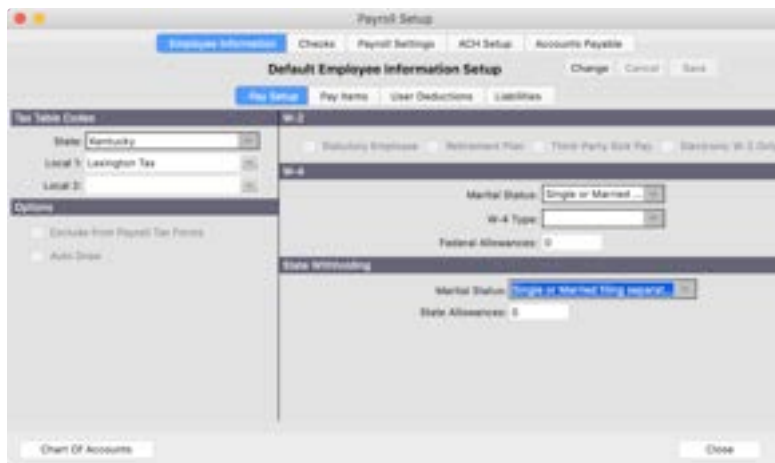
When setting up Default Employee Information here, this information will be populated when adding new employees.



The Payroll Setup window is made up of four sections, as shown above outlined by a rectangle. The first section, the **Employee Information** tab, is comprised of four sections (circled above). The first Employee Information section is **Pay Setup** and it should be completed with information likely pertain to the *average employee*.

Create default setups on the Pay Setup tab that will be loaded automatically for each new employee entered. All default settings may be changed as needed during the employee entry process.

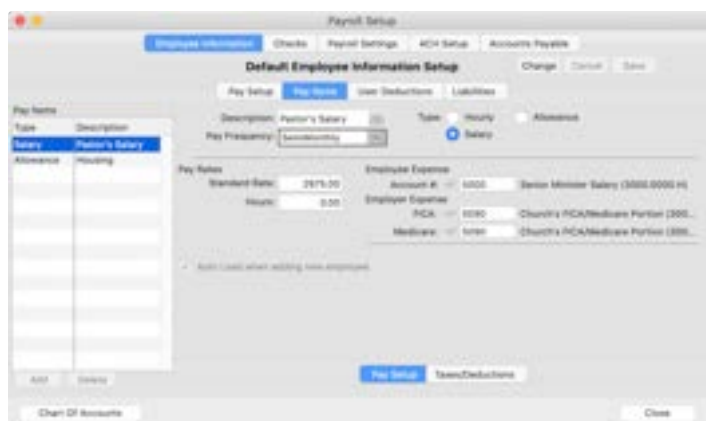
## Pay Setup



Click the Change button to enter default employee setup.

Enter the personal information required by federal and state tax reporting forms.

## Pay Items

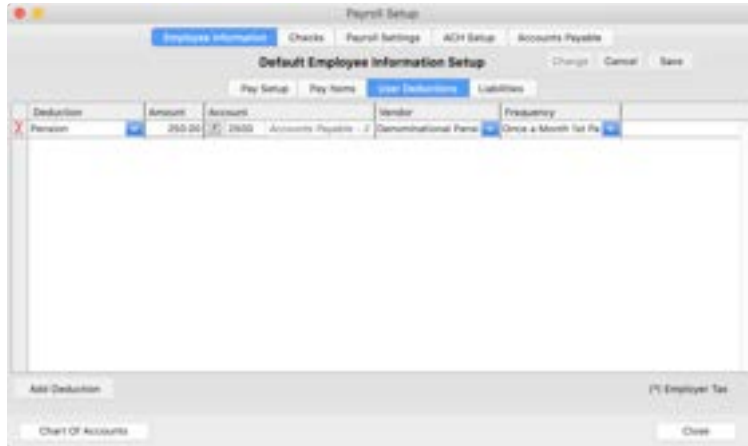


Pay Items determine how the employee is paid, e.g., salaried, hourly, etc, including pay frequency, amounts paid, and distinction between federal and state taxable, and non-taxable sources of payment, along with ledger accounts for proper posting to ledger.

On this tab, create all possible types of pay that may be needed by any of your organization's employees, e.g., housing allowance, Social Security supplements payments, utility allowance, etc.

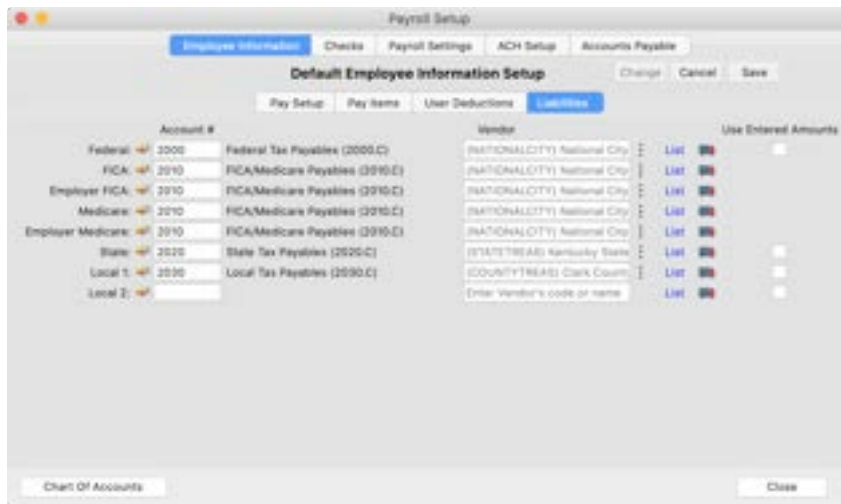
Complete the required information for the DEFAULT EMPLOYEE by adding the appropriate pay items from the "Payroll Settings" tab. Be sure to enter the General Ledger expense accounts for Salary and employer Expense Accounts for FICA/Medicare.

## User Deductions



Enter the appropriate deductions, other than taxes, that were created in Deduction Setup, e.g., pension withheld, employee health insurance premiums, and other miscellaneous deductions.

## Liabilities

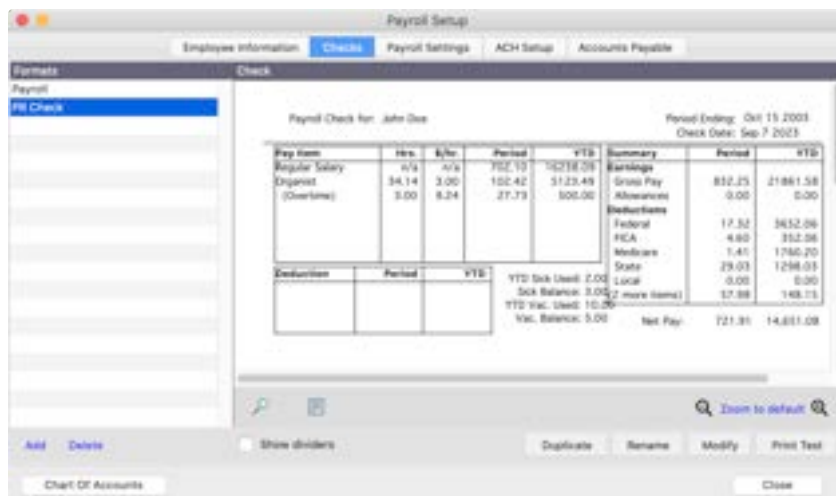


Select the appropriate Liability accounts and vendors for all applicable withholding. This will automatically complete the Liabilities tab of each new employee.

## Payroll Checks Setup

►Program ►Payroll ►Payroll Setup ►Checks tab

Select and modify Payroll checks



- Select the ADD button at the bottom of the Formats column to create a new check setup; name the check setup when prompted and then choose the appropriate check format.



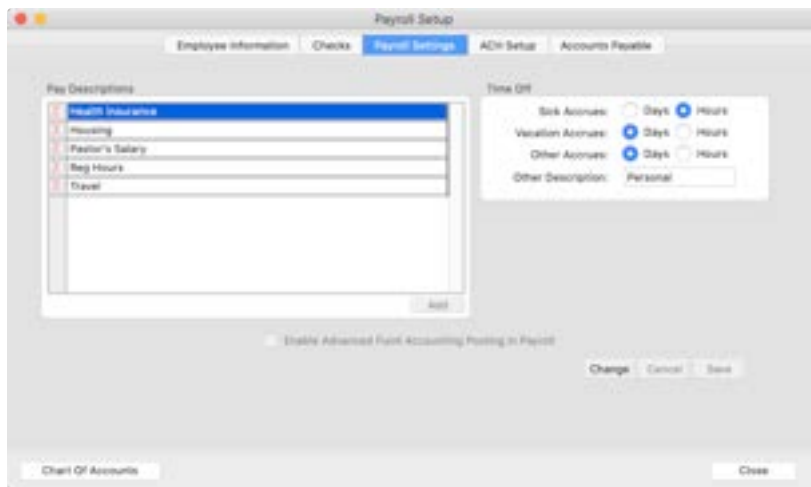
- Select the MODIFY button to change an existing check setup.

- Change the check format by dragging and dropping the fields in the desired location.

- **NOTE:** Remove any reference to Social Security Numbers from the Payroll Stubs.

## Payroll Settings

►Program ►Payroll ►Payroll Setup ►Payroll Settings tab



Set defaults for Time Off here.

**NOTE:** This section needs to be configured *prior* to entering information for employees on the Pay Items tab under Employee Information, as the default employee may not qualify for the various allowances and specialized pay items.

## ACH Setup

►Program ►Payroll ►Payroll Setup ►ACH Setup

If you have this CDM+ add-on feature, you will need to enter the appropriate information provided by your bank for creating the ACH file to upload to your bank for processing. Setup details are in the Payroll Procedures section of this manual. Call **CDM+ Sales** at **877-891-4236** for ACH Direct Deposit Payroll purchase information.

**NOTE:** IF YOU USE THE DIRECT DEPOSIT FEATURE BUILT INTO CDM+, THEN YOU DO NOT NEED TO COMPLETE THIS SECTION. THE INFORMATION ON THIS TAB IS ONLY USED TO POST A NACHA FILE TO YOUR BANK.

## Tax Forms Payer Info

### ►Program ►Payroll ►Payer Records

Complete all required items (marked with an asterisk).

Enter all the information needed by Aatrix to properly prepare all tax forms for federal, state, and local taxing authorities.

**NOTE:** Even if your state does not withhold taxes, you will want to indicate a state.


### ►Program ►Payroll ►Tax Tables

## Updating Payroll Federal/State Tax Tables

Federal and State tax tables are *automatically updated* when selecting Calculate Payroll, View Payroll Tax Tables, or Tax Forms for the first time in a day. **NOTE:** You must be connected to the Internet and currently enrolled in CDM+ Premier Support to use CDM+ Payroll. This ensures you are using correct tax tables and forms.

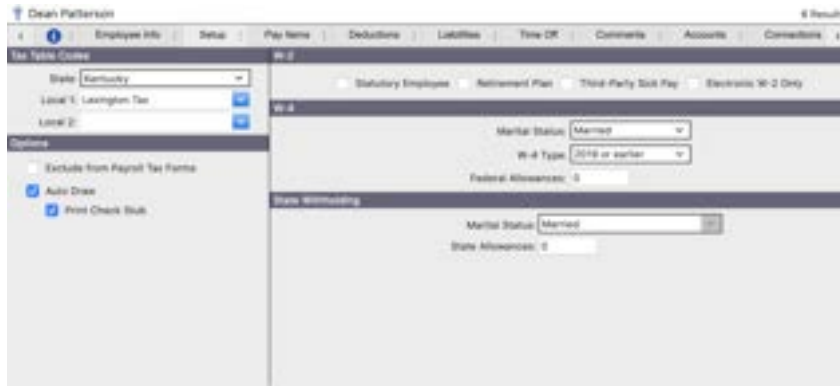
## Set up Employee Information

### ►Program ►Payroll ►Employee Records

 The Employee ID field must be completed. This field is user-defined and may be used to categorize employees by departments, etc.


Check “Link to Address Record” (to the right of the address block) for access to member’s address information. When the window opens, find the Address record, click OK, and auto-fill the employee address and phone. When changes are made to the address in Address Records, the information will be updated on the Employee Information window when this is linked to an Address Record.

After entering the basic Employee Information, click on the Setup tab for the next screen of data to fill in:

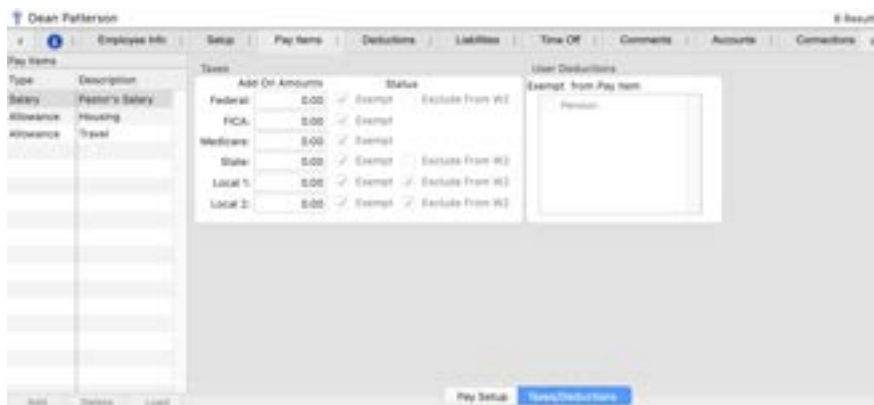


Upon completing the Setup information, click the Pay Items tab to open the window:



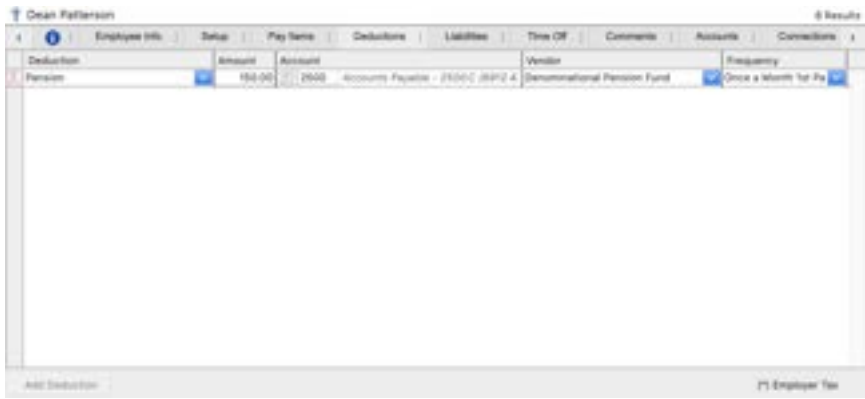
 Pay Items determine how the employee is paid, e.g., salaried, hourly, etc, including pay frequency, amounts paid, and distinction between federal and state taxable, and non-taxable sources of payment, along with ledger accounts for proper posting to ledger.

Click on the Taxes/Deductions button and complete the information:



1. **Add On Amounts** – An amount to be deducted in addition to the amount calculated by the tax tables based upon their applicable allowances.
2. **Exempt** box – A check here will eliminate any calculation by the tax tables.
3. **Exclude from W2** box – A check here will prevent the pay amount from displaying in the appropriate box on the W2. For example, if the box on the line for Federal is selected, the amount of the pay will not be printed in the Federal Wages box on the W2, currently named Box 1.
4. **Deductions Exempt** – If you have deductions setup for this employee and check this box, then this deduction will never be taken from this particular Pay Item(s).

Upon completing the Pay Items information, click on the Deductions tab and add the appropriate deductions for the employee.



Next, click on the Liabilities tab to review and change the Liability information as needed.



Click on the Time Off tab to set up Time Off. There are three different types of Time Off that you can track: Sick, Vacation, and Other. In this case, Personal. Time off can be accrued or a set number of days can be entered.



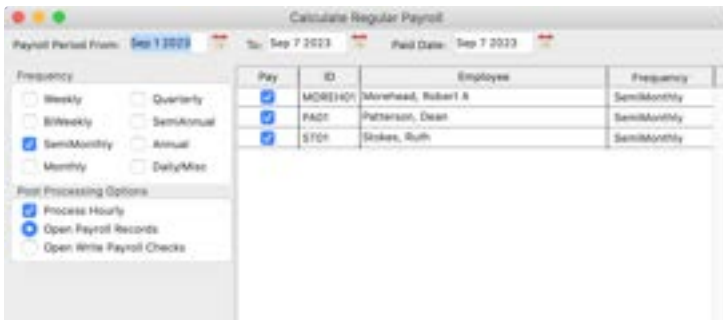
Comments is a good place to track pay increases and other information related to a change in payroll.



# Calculate Payroll

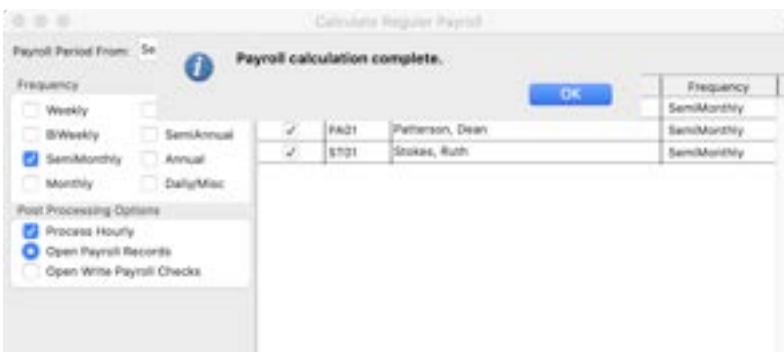
## ►Program ►Payroll ►Calculate Regular Payroll

Enter the Payroll Period dates and select the Frequency to pay. Click the Pay box to insert a check mark beside the employees to pay. Select the appropriate Pay Processing Options, then click Calculate.



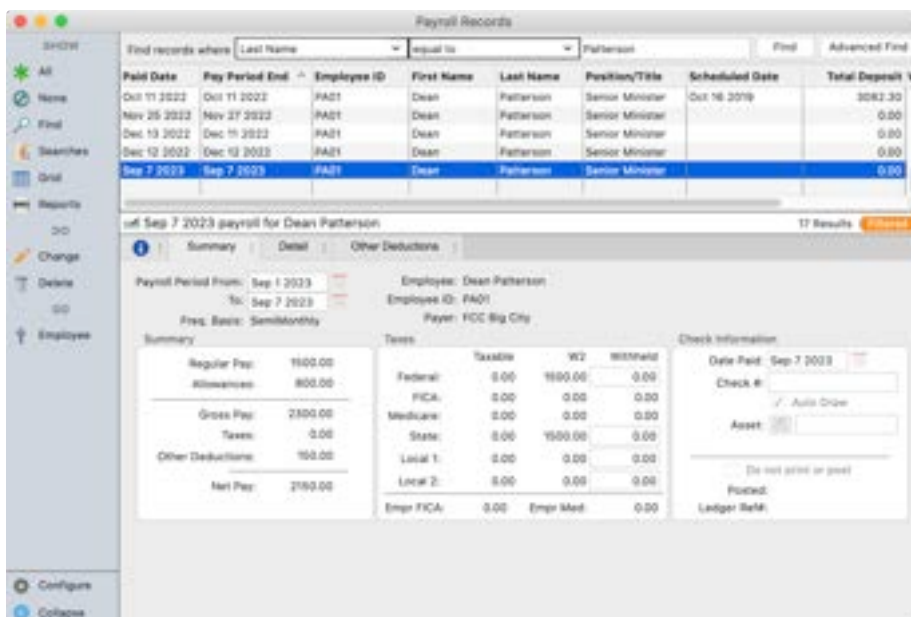
**BE SURE** to enter the correct Pay Period date range and the Paid Date here. Remember, 941s and W2s use only the Paid Date for reporting period purposes.

If you have checked the box "Process Hourly," after calculating the regular payroll (salaried personnel), CDM+ will ask if you would like to calculate hourly payroll next.



Click the Pay box to insert a check mark beside the employees to pay and enter their hours worked. Click Calculate. If you checked Open View Payroll in the Post Processing Options section of the Calculate Hourly Payroll, the View Payroll screen will appear after the payroll calculates.

Or go to: ►Program ►Payroll ►Payroll Records



If any errors are found, you may use the Change button here to make adjustments or corrections prior to printing the paychecks. Once corrections/adjustments have been made, you are ready to Write Payroll Checks.

**NOTE:** Some changes may need to be made on either the "Detail" or "Other Deductions" tabs to effect change on the summary tab.



## Write Payroll Checks

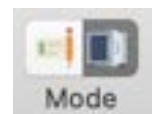
### ►Program ►Payroll ►Payroll Write Checks

Choose the Paid Date from the drop down list and verify all information on this screen before clicking the Write Checks button. After the checks are written, CDM+ will ask if you want to go to the Post Payroll window.



## Reprinting Checks

1. Choose NO to going to the Post Payments windows; therefore, payments will not be posted.
2. Note the Mode Mark Unpaid icon will be highlighted in the top right corner.
3. Check the box(es) beside the check(s) that did not print correctly.
4. Click the Mark Unpaid button at the bottom of the window.



5. Respond to the dialogue window with the question: Do you want to create voided ledger entries for these check numbers?  
NO – if the checks did not print and may still be used for printing  
YES – if the checks are not available for printing, have been printed in error, or destroyed by the printer, etc. CDM+ will then create a VOID entry in the Ledger for the checks.
6. The Write Payroll Checks window now highlights the yellow pencil Write Checks icon in the bottom right corner of the window. Select the checks to be printed.
7. Reset the Starting Check number to the correct check number.
8. Click the Write Checks button.
9. If you have posted Payroll to the Ledger, you can find the check in Ledger Entries, select Print on the left sidebar, and reprint the check.

## Payroll Direct Deposit in CDM+

### ►CDM+ (macOS)/File (Windows) ►Preferences ►CDM+ System ►General

The direct deposit feature in CDM+ allows the user to schedule and transmit payroll directly to an employee's bank account(s). Payroll is calculated normally. Instead of printing checks, a transmittal is created that will electronically transfer funds from the organization's bank account to the employee's account(s).

Please note: Payroll Direct Deposit requires a compatible merchant account. As of this writing, new merchant accounts for Payroll Direct Deposit are not available, but it is anticipated this will change in the near future. Contact [sales@cdmplus.com](mailto:sales@cdmplus.com) to be added to a waiting list for a merchant account that is compatible with Payroll Direct Deposit. The process to create and work with Payroll Direct Deposit as presented in this manual will be the same once compatible merchant accounts are again available.

## Employee Setup

### ►Program ►Payroll ►Employee Records ►Accounts tab

The screenshot shows the 'Accounts' tab for an employee named Dean Patterson. At the top, there are navigation tabs: Employee Info, Setup, Pay Items, Deductions, Liabilities, Time Off, Comments, Accounts, and Connections. Below the tabs, there are radio buttons for 'Split Net by: Amount' (selected) and 'Percent'. A table titled 'Bank Account Information' is displayed with the following columns: Order, Routing Number, Account Number, Type, Amount, and Notes. The table contains two rows:

Order	Routing Number	Account Number	Type	Amount	Notes
1	042100146	254268758	Checking <input checked="" type="radio"/> Savings	200.00	
2	042100146	142336675	<input checked="" type="radio"/> Checking <input type="radio"/> Savings	0.00	

Below the table, there is an 'Add' button and a 'Total: 200.00' label.

CDM+ provides for an employee's payroll check to be split between multiple accounts. If an employee wants a certain amount to be distributed to a savings account and the remainder to go into a checking account, then two lines would be entered on this tab. Splits can be done on a flat rate or a percentage.

If there is no split, the amount would be left zero so all funds will be deposited into the account listed.

If multiple splits are needed, the amount for at least one account should be left blank. The amount remaining after the specified deposits are made would be deposited to the account with the blank amount. In the example above, CDM+ would deposit \$500 from each payroll to the employee's savings account (amount specified) and the remainder to checking (amount left blank).

Be very careful that you have entered your employee's banking information correctly. CDM+ will validate the bank routing number, but it cannot validate an account number. Please note, the name on the bank account entered must match the employee's name. Most banks will reject transactions if this information does not match. A return fee will be assessed if the bank rejects the ACH transaction.

## ►Program ►Payroll ►Employee Records ►Setup tab

Under the setup tab, there is a check box for Auto Draw. Auto Draw must be checked when using payroll direct deposit. If you need to create a payroll check for someone who ordinarily uses direct deposit, then uncheck this box either before payroll is generated or on the View Payroll window.



## Other Required Information

When a direct deposit is scheduled, CDM+ will check the employee records for certain required information:

- Complete address information
- Account information under the accounts tab
- Chart of Accounts numbers for all pay items included under the deductions and liabilities tab

## Scheduling a Payroll Direct Deposit

After creating your payroll, choose Direct Deposit from the Payroll menu.

## ►Program ►Payroll ►Direct Deposit Processing



There are three buttons on the left of this window: **Drafts**, **Transmitted**, and **Bank Holidays**. When the window is first opened, the Draft view is opened.

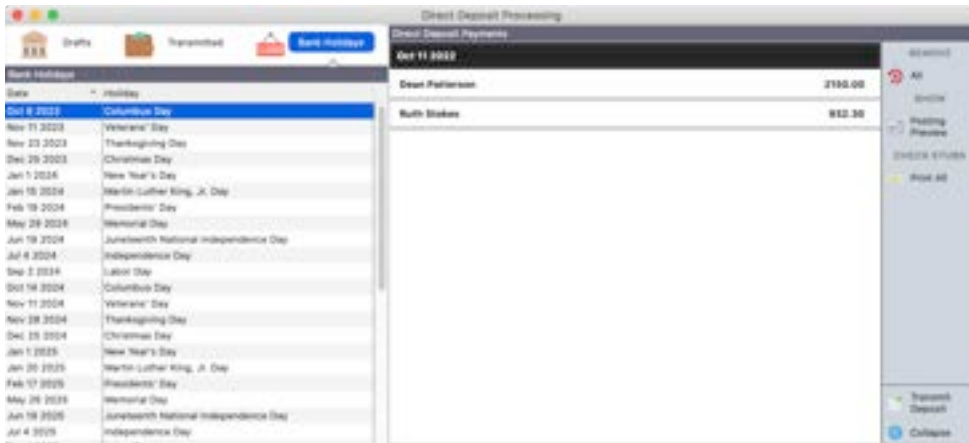


If a payroll is scheduled, but has not been processed, it will be listed with a progress status of In progress. Click on the line to see the details. Here you can change the transmittal date, if needed, by clicking on the edit button on the bottom of the window. To cancel a direct deposit that is scheduled, click on Delete Direct Deposit.

If the Transmitted button is selected, then a history of all direct deposit transmittals will be displayed. By selecting a transmitted deposit, the details of that transmittal will be displayed.

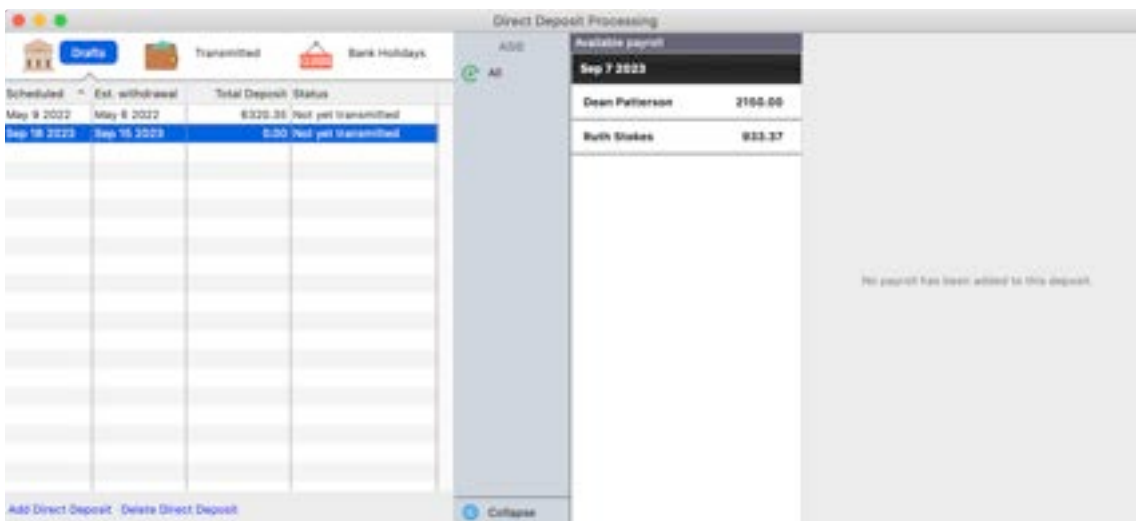
Payroll stubs can be generated from the Transmitted list.

To schedule a direct deposit, click on add direct deposit in the lower left corner of the window. Enter in the date that you want the funds to settle in the employee's account. **NOTE:** Your direct deposit must be scheduled by 2PM ET two business days before you want the funds to settle in the employee's account. CDM+ will validate that the date entered meets these criteria. Please be aware of banking holidays that may affect this schedule when needing to schedule your transmittal. Direct deposit can be transmitted up to one year in advance. Click the Bank Holidays tab to see a list of upcoming Bank Holidays that affect transmittal dates.



Funds are transmitted to your employees' bank accounts by 5 a.m. ET on the day you scheduled. Some banks may process these transmittals at different intervals. Generally, your employees should see these funds in their account early in the day on the date you scheduled. If the account entered is incorrect, or if the employee's bank rejects the ACH transaction, it will take 2-3 banking business days for those funds to be returned to the payment processor. The amount of the payroll deposit will then be placed back into your account, and a return fee will be assessed.

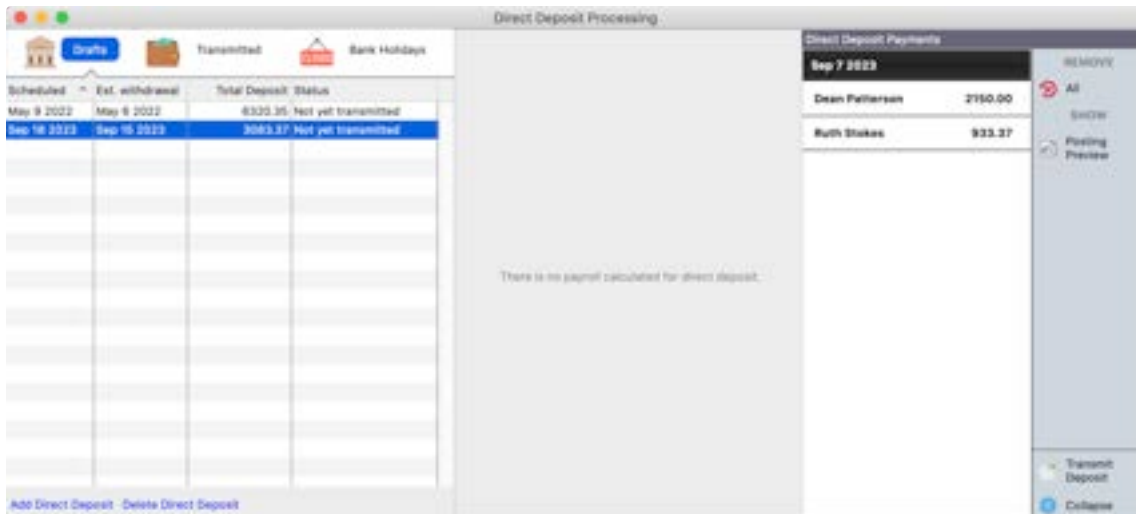
After entering a valid date, a list of available payrolls will be displayed on the left.



To schedule all of the payroll items, activate the radio button next to the word **All**. The list will be moved over to the To Be Scheduled list.

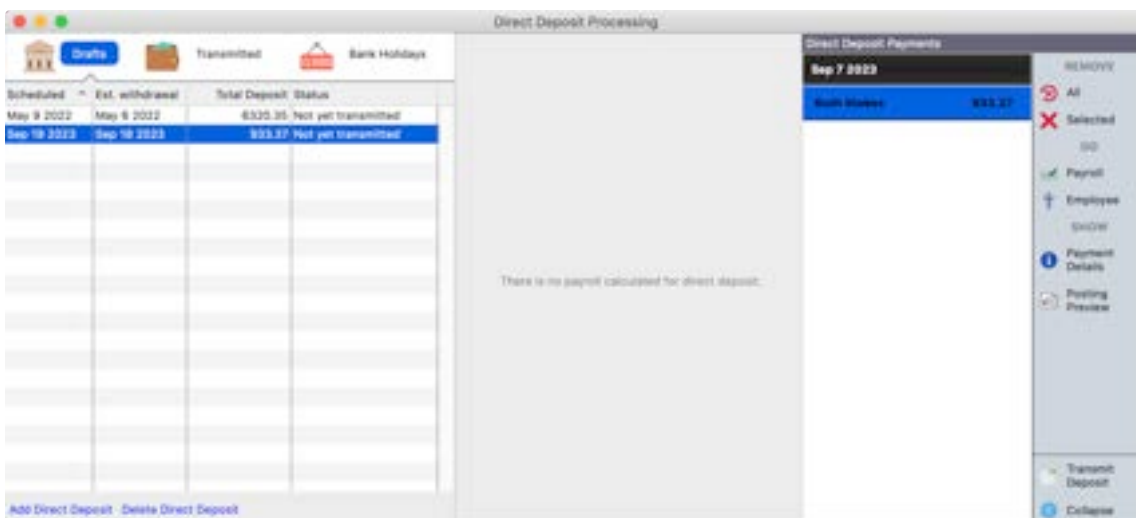
You can schedule payroll for different dates by double-clicking on a single payroll line or shift-clicking to select multiple lines and click on the **Selected** option only.

You can also see the details of the payroll accounts by clicking on a payroll and selecting **Details**. Jump buttons to the view payroll window and employee window will also activate when a payroll line is selected.



If changes to the payroll or employee setup need to be made after a payroll is calculated and before being transmitted, then simply make the changes and the direct deposit record will be updated accordingly.

If you need to generate a payroll check for a payroll marked for direct deposit, then open the View Payroll window and uncheck the Auto Draw checkbox. The payroll does not need to be deleted and re-calculated.



A posting report will be generated after the transmittal. To view the posting report prior to the transmittal, click **Posting Preview**.

### Transmitting the Direct Deposit Payroll

When you are ready to transmit the payroll direct deposits to your employees' bank accounts, click **Transmit Deposit** on the bottom right of the window. A new window will appear to confirm the deposit date and total amount of the payroll. Click OK.



CDM+ will verify that all employee information is complete. If something is missing, a window will appear indicating what needs to be fixed. Click on Employee to jump easily to the employee's record and enter any missing information. Once all information is complete, you will be prompted to continue with the transmittal.



**NOTE:** Once a payroll has been transmitted it cannot be undone.

## Posting Payroll to the Ledger

►Program ►Payroll ►Post Payroll



### PRINT the POSTING REPORT

After the Post button is clicked the option to print the Posting report comes up—select Printer and print a copy of the report. The report details the payroll posting including ledger entries and AP invoices created.

- Click the “Print Report Preview” button to preview report
- Click “Post” button to complete posting to ledger

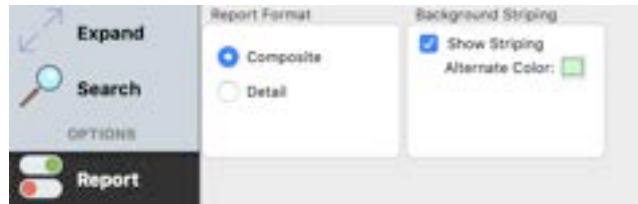
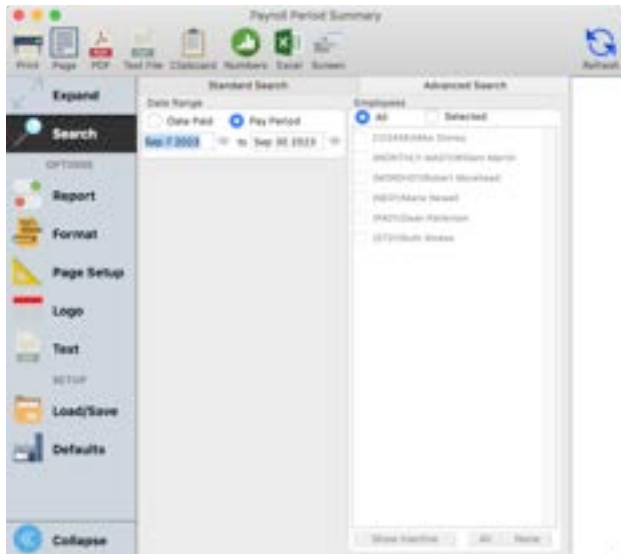
The Listing of Payroll Report may be previewed before the payroll is posted; this report will print after the Payroll is posted.



## Payroll Period Summary/Detail

►Reports ►Payroll Reports ►Summaries ►Payroll Period Summary

Reports of payroll activity for the current or any Payroll Period may be printed; note the Payroll Period Summary report.



**Payroll Period Summary**  
 First Church  
 123 Main Street  
 Big City, KY 40123  
 606/555-1234

Pay Period  
 Sep 7 2023 to Sep 30 2023

Payroll Period	Hours	OT	Reg Pay	Allowances	Total Ded.	Net Pay	Taxes						
							Federal	FICA	Medicare	State	Local 1	Local 2	Other
Sep 7 2023	8.00	0.00	4,450.00	1,350.00	416.63	5,583.37	40.42	74.40	17.40	48.41	18.00	18.00	200.00
<b>Total</b>	8.00	0.00	4,450.00	1,350.00	416.63	5,583.37	40.42	74.40	17.40	48.41	18.00	18.00	200.00
<b>Employer Total:</b>								74.40	17.40				
<b>FICA/MED Total:</b>								148.80	34.80				
<b>Total Federal Liability:</b>													224.02

(Note the same report format may be printed in detail. "Payroll Period Detail")

## Engage Payroll

The Payroll feature in Engage gives employees browser-based web access to view pay history in CDM+ Payroll. The organization will create the Engage URL and share the link with employees. *For more on setting up Engage, take Engage Administration or see Chapter 28 of this manual.*

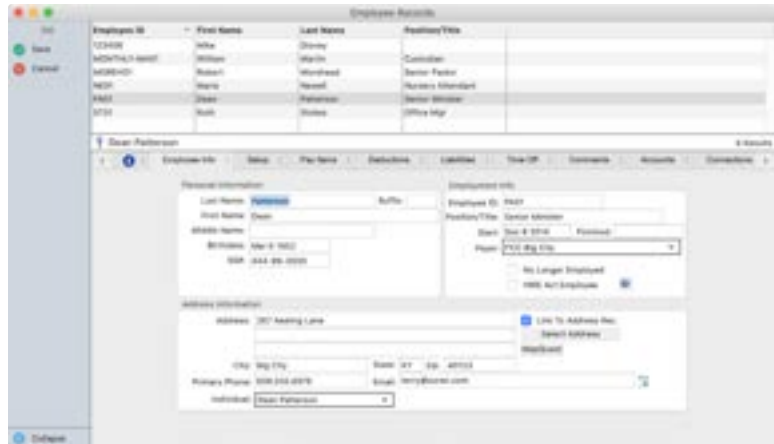
In the organization's CDM+ database, the employee's payroll record must be linked to the their individual record.

## Linking An Employee to An Individual Record

In order to access Payroll History in Engage, the Employee Record in CDM+ Payroll must be linked to the employee's Individual Record in CDM+ Membership.

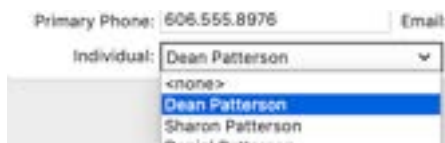
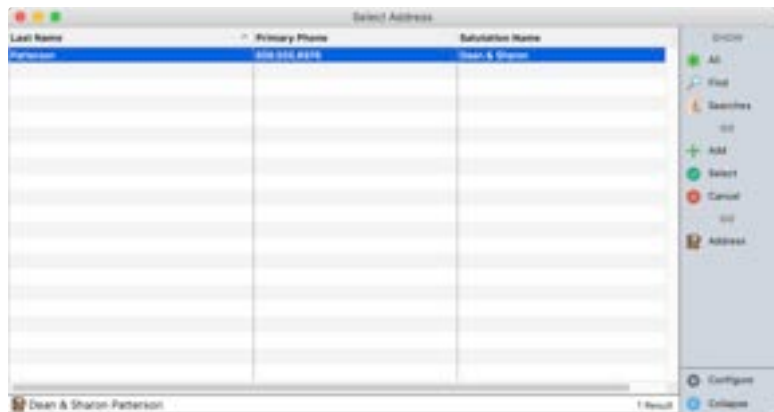
### ►Program ►Payroll ►Employee Records

Click **Change** and check the box next to **Link to Address Record**, then click **Select Address**.



This will bring up a search window from which you can **Find** the employee's **Address Record** in your **Membership** database. Select the appropriate Address Record and click **OK**.

In the lower-left portion of the **Employee Info** tab, you will now see the option to **Choose the Individual** from a drop-down menu. Select the individual and click **Save**. Repeat this process for each employee.



The employees' records in Payroll are now linked to their Individual Records in Membership. Your employees can now use their Engage logins/passwords to access their **Pay History** from a web browser on a smartphone, tablet, or computer.



## Using Engage Payroll – Employee Access

Each employee will create their own password-protected account to log into **Engage**. For more on how employees/members create Engage logins, please take the Getting Started in WMTs and Engage class, or consult that section of this manual.

If the individual has already created an account at the organization's Engage URL, the same login will be used for all Engage features (member access, payroll history, events, and online giving through Engage). Once logged in, the employee will choose **Payroll**.



## Information Available to Employees in Engage Payroll



**Check Listing.** The first screen in Engage Payroll is a listing of recent Paid Dates with the Gross and Net pay amounts and the payroll check number or Direct Deposit transaction ID number (*Payroll Direct Deposit is NOT required to use Engage Payroll*).



**Check Detail.** Click or tap the **Paid Date** to see the details for that pay period (paycheck).



**YTD Summaries.** Click or tap the four digit year to year-to-date summaries for the current or previous year.

**Other Info.** Clicking or tapping the tabs for **Pay Items**, **Withholdings**, and **Deductions** reveals additional year-to-date amounts for the year selected.



# Payroll Procedures & Reports

## Overview

The focus of this class is to understand the inner workings of CDM+ Payroll to help deal with situations that you may encounter. We will look at the process of voiding a payroll, reissuing a payroll check, correcting payroll not set up correctly, validating 941 and W-2 information, and verifying balance sheet payroll liabilities. An overview of the optional ACH direct payroll deposit payroll process will be presented. If time permits we will take an in depth look at using the features in payroll to track employee sick, vacation, and comp time.

## Voiding a Payroll

Once payroll has been posted to the ledger the only way to void a payroll check or checks is from the **Payroll Records**.

### ►Program ►Payroll ►Payroll Records

The screenshot displays the 'Payroll Records' window. At the top, there is a table with columns: Paid Date, Pay Period End, Employee ID, First Name, Last Name, Position/Title, Scheduled Date, and Total Deposit. Below this, a detailed view for 'Sep 7 2023 payroll for Robert A Morehead' is shown. This view includes a 'Summary' section with 'Regular Pay: 1750.00' and 'Allowances: 750.00', resulting in a 'Net Pay: 2500.00'. A 'Taxes' section lists 'Federal: 0.00', 'FICA: 0.00', 'Medicare: 0.00', 'State: 0.00', 'Local 1: 0.00', and 'Local 2: 0.00'. A 'Check Information' section shows 'Date Paid: Sep 7 2023' and 'Check #:'.

Paid Date	Pay Period End	Employee ID	First Name	Last Name	Position/Title	Scheduled Date	Total Deposit
Dec 31 2022	Dec 31 2022	MOREH01	Robert	Morehead	Senior Pastor		0.00
Jul 21 2023	Jul 21 2023	123456	Mike	Disney			0.00
Aug 4 2023	Aug 4 2023	123456	Mike	Disney			0.00
Aug 18 2023	Aug 18 2023	123456	Mike	Disney			0.00
Sep 1 2023	Sep 1 2023	123456	Mike	Disney			0.00
Sep 7 2023	Sep 7 2023	MOREH01	Robert	Morehead	Senior Pastor		0.00
Sep 7 2023	Sep 7 2023	PA01	Dean	Patterson	Senior Minister		0.00

Summary	Taxes	Check Information
Regular Pay: 1750.00	Federal: 0.00	Date Paid: Sep 7 2023
Allowances: 750.00	FICA: 0.00	Check #:
Gross Pay: 2500.00	Medicare: 0.00	<input type="checkbox"/> Auto Draw
Taxes: 0.00	State: 0.00	Asset:
Other Deductions: 0.00	Local 1: 0.00	<input type="checkbox"/> Do not print or post
Net Pay: 2500.00	Local 2: 0.00	Posted:
	Empr FICA: 0.00	Ledger Ref#:
	Empr Med: 0.00	

VOID payroll checks written and posted to the Accounting Ledger in PAYROLL from the Payroll Records (see above). Voiding payroll checks from the Payroll Records will:

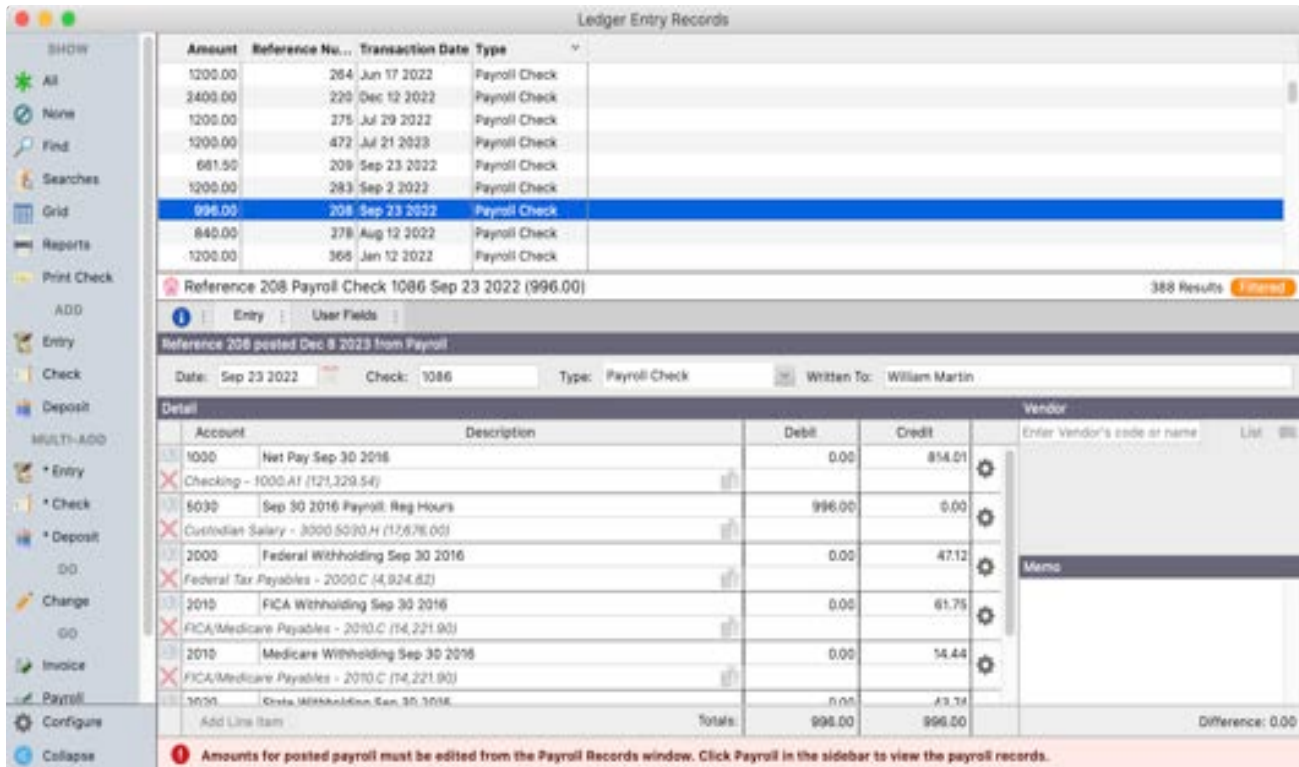
- Place a Void entry in the Ledger as an offsetting transaction
- Adjusts AP Invoices for the voided taxes, if applicable
- Remove the payroll entry(s) from Payroll

**Note:** Voiding a payroll check in a quarter/year after 941s and W-2s have been reported to the IRS may require you to file a replacement 941 or corrected W-2s. There are ledger options to re-print lost or destroyed payroll checks without voiding them.

## Reissuing a Payroll Check

There are two ways to reissue a payroll check. First, you can void the check, recalculate the payroll, and print a new check as usual. The second way, find the check in Ledger Entries. In the Entry Memo window, make a note of the check number you changed. Then, change the check number, select Print Check on the left sidebar, and reprint the check.

### ►Program ►Ledger ►Ledger Entry Records



**Ledger Entry Records**

Amount	Reference No...	Transaction Date	Type
1200.00	264	Jun 17 2022	Payroll Check
3400.00	220	Dec 12 2022	Payroll Check
1200.00	275	Jul 29 2022	Payroll Check
1200.00	472	Jul 21 2023	Payroll Check
661.50	209	Sep 23 2022	Payroll Check
1200.00	283	Sep 2 2022	Payroll Check
996.00	208	Sep 23 2022	Payroll Check
840.00	378	Aug 12 2022	Payroll Check
1200.00	366	Jan 12 2022	Payroll Check

Reference 208 Payroll Check 1086 Sep 23 2022 (996.00) 388 Results Filtered

Entry | User Fields

Reference 208 posted Dec 8 2023 from Payroll

Date: Sep 23 2022 Check: 1086 Type: Payroll Check Written To: William Martin

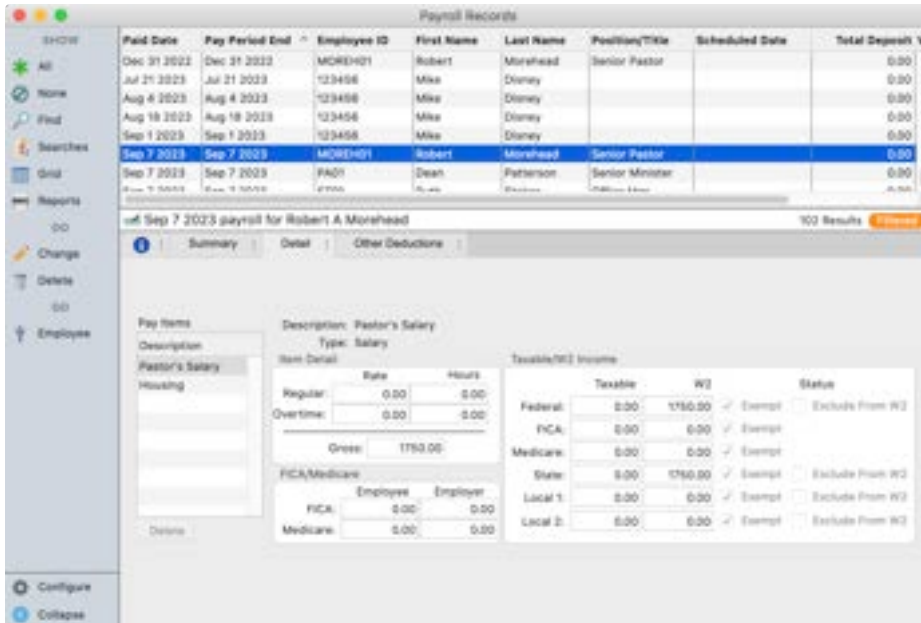
Account	Description	Debit	Credit	Vendor
1000	Net Pay Sep 30 2016	0.00	814.01	
	Checking - 1000.A1 (121,329.54)			
5030	Sep 30 2016 Payroll Reg Hours	996.00	0.00	
	Custodian Salary - 3000 5030.H (126,76.00)			
2000	Federal Withholding Sep 30 2016	0.00	47.12	
	Federal Tax Payables - 2000.C (4,924.62)			
2010	FICA Withholding Sep 30 2016	0.00	61.75	
	FICA/Medicare Payables - 2010.C (14,221.90)			
2010	Medicare Withholding Sep 30 2016	0.00	14.44	
	FICA/Medicare Payables - 2010.C (14,221.90)			
3030	State Withholding Sep 30 2016	0.00	13.74	
	Add Line Item			
<b>Totals:</b>		<b>996.00</b>	<b>996.00</b>	<b>Difference: 0.00</b>

Amounts for posted payroll must be edited from the Payroll Records window. Click Payroll in the sidebar to view the payroll records.

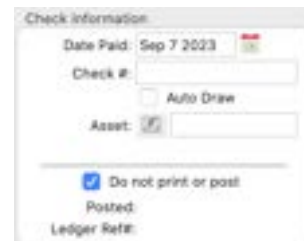
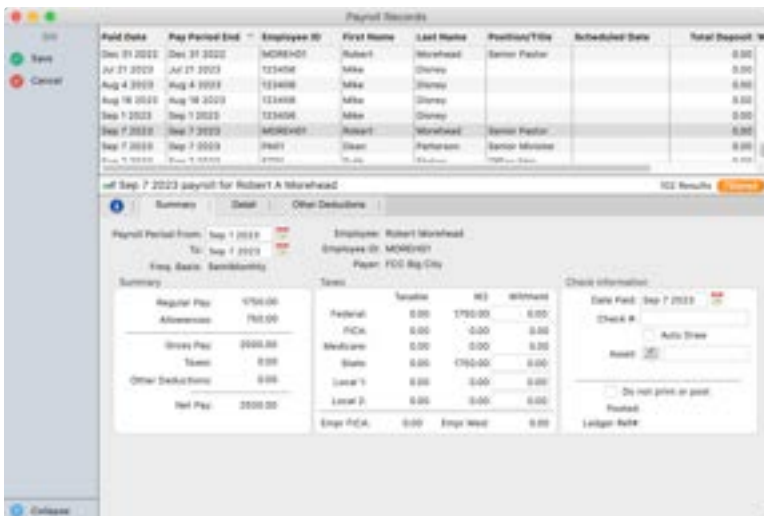
## Correcting Taxable or W-2 Information Not Set Up Correctly

Once a payroll is posted, the amounts on the payroll cannot be changed. On the detail tab, the W2 information can be changed. For example, a Minister's Housing was not marked as being exempt from Box 1 of the W2. This can be changed on the payroll record.

### ►Program ►Payroll ►Payroll Records



Another option is to enter in a payroll record to adjust the W-2 totals. If an adjusting record is entered in, the Date Paid must be filled in and the Do not print or post checkbox would be checked on.



## Validating 941 and W-2 Information

Use the Taxable Income Summary report, with the Date Paid option, to validate information on 941 and W-2 forms. This report may be printed in a Detail format displaying each payroll check, or as a composite of all payroll checks that were created for the date range specified, for example, for the month, quarter, or year. Taxable income amounts and the figures that constitute salaries included on 941 and W-2 forms are generated from the detail lines.

► Reports ► Payroll Reports ► Summaries ► Taxable Income Summary

**Taxable Income Summary**  
 First Church  
 123 Main Street  
 Big City, KY 40123  
 606/555-1234

ID	Employee	Gross	Allowances	Total Gross	Federal			FICA			Medicare		
					Taxable	W2	Withheld	Taxable	W2	Withheld	Taxable	W2	Withheld
123456	Mike Disney	1,905.00	0.00	1,905.00	1,905.00	1,905.00	163.22	1,905.00	1,905.00	118.11	1,905.00	1,905.00	27.62
<b>Total Employees: 1 Total:</b>		1,905.00	0.00	1,905.00	1,905.00	1,905.00	163.22	1,905.00	1,905.00	118.11	1,905.00	1,905.00	27.62
<b>Employer Total:</b>										118.11			27.62
<b>FICA/Med Total:</b>										236.22			55.24
<b>Total Federal Liability:</b>		454.68											

The total of all four quarterly 941 forms for a year should equal the amounts on the W-3 form.

	<b>Taxable Wages</b>	<b>Withheld</b>	<b>FICA/MED Wages</b>	<b>Fica Calculation</b>
1st Quarter	178,186.87	13,838.31	182,514.70	22,631.82
2nd Quarter	179,323.13	14,006.24	183,683.90	22,776.80
3rd Quarter	170,109.99	12,861.78	173,716.69	21,540.87
4th Quarter	165,988.31	12,415.53	169,566.85	21,026.29
	693,608.30	53,121.86	709,482.14	87,975.78
			1/2 of FICA/MED	43,987.89
W-3	693,608.30	53,121.86	709,482.14	43,989.69
Differences	0.00	0.00	0.00	-1.80

## Verifying Balance Sheet Payroll Liabilities

Payroll is done on an accrual basis of accounting. What this means is that at the time payroll is calculated, the GROSS amount of pay is expensed, but the reduction in cash only reflects the NET amount of the pay. The total amount of all withholding items is held in a liability account. When taxes and other withholding items are paid, then the liability account is debited and cash is credited.

### ►Reports ►Ledger Reports ►Activity ►Trial Balance

**Trial Balance**  
First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

Transaction Type: All Types

Transaction Date	Debits	Credits
Sep 1 2023	1,291.80	1,291.80
Sep 15 2023	758.93	758.93
<b>Total All Dates</b>	<b>2,050.73</b>	<b>2,050.73</b>

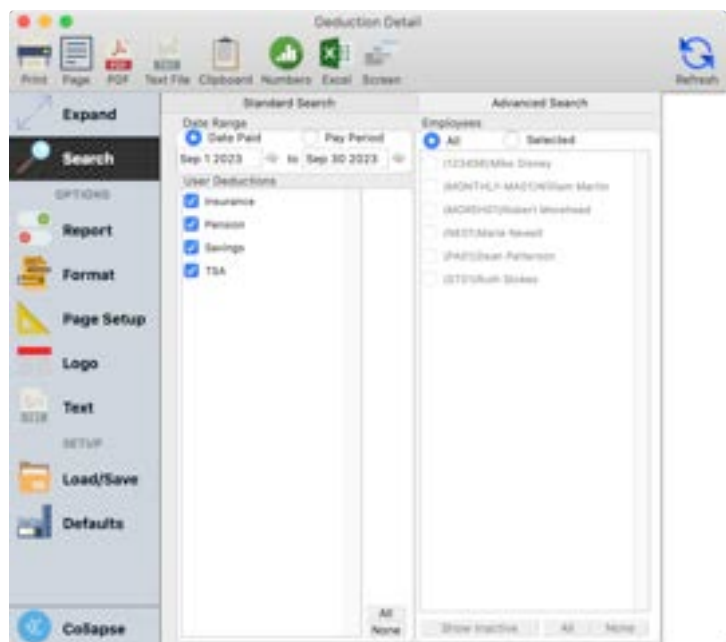
The balance sheet should always reflect the actual amount of taxes and withholding that is outstanding. If all of the taxes are paid up-to-date, the liabilities on the balance sheet should be zero. If this is not the case, do the following:

1. Check that the beginning balance of the liability account was entered correctly.
2. Run the Ledger by Accounts report for the liability account to see where the mistake occurs.

## User Deductions

### ►Reports ►Payroll Reports ►Details ►Deduction Detail

The Deduction Detail report can summarize user deductions in a variety of ways. They can be summarized by deduction or by employee. This report is helpful to check the accounts payable and/or liabilities section of the balance sheet.



## Aatrix and Payroll Tax Forms

CDM+ partners with a third party provider, Aatrix, to produce all state and Federal Forms. Information from CDM+ payroll is passed onto the Aatrix form viewer. Corrections to tax forms can be done through the Aatrix form viewer, but it is highly recommended that all corrections be made in CDM+.

### Tax Forms Payer Information

#### ►Program ►Payroll ►Payer Records

Prior to using the tax forms report, you must enter the required tax payer information on the Payroll Records window.

**NOTE:**  
\* required information

### Using Aatrix Tax Forms

#### ►Reports ►Payroll Reports ►Payroll Tax Forms

The first time you produce your form in CDM+, you will be prompted to follow the on-screen steps to install the Aatrix Form Viewer. Next, select the report desired from the Tax Forms window. For example, to produce the 2nd quarter 2023 Form 941, choose 2023 941/Schedule B/941-V Report in the list, enter 2023, and select Quarter 2.

History Cancel Show Form



## Continuous Updates

Aatrix will automatically check for updates to your existing forms. Click Internet Update. Updates are not available any other way.



If there are new forms to install for faster updating, check only Federal and your State in the list of Forms Packages that appears.

## 941 Form

CDM+ payroll will load your quarterly information directly into the 941 form. However, additional information may be required and those areas will be color coded. A blue highlight will indicate where additional information may be needed. A red highlight will indicate missing "required" information, and you will not be able to proceed without entering this information.

Form **941 for 2023: Employer's QUARTERLY Federal Tax Return** 950122  
OMB No. 1545-0047

Employer identification number (EIN) **61-7495739**

Name (not your trade name) **FIRST COMMUNITY CHURCH**

Trade name (if any)

Address **123 MAIN ST**

City **BIG CITY** State **KY** ZIP code **40123-**

Foreign country name Foreign province/state Foreign postal code

Report for this Quarter of 2023 (Check one)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Go to [www.irs.gov/Form941](http://www.irs.gov/Form941) for instructions and the latest information.

Foreign Country

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1. Answer these questions for this quarter.**

1 Number of employees who received wages, tips, or other compensation for the pay period including Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) **0**

2 Wages, tips, and other compensation **32615.50**

3 Federal income tax withheld from wages, tips, and other compensation **1164.18**

4 If no wages, tips, and other compensation are reported, enter 0.00 for each column.

Column 1	Column 2	Column 3
5a Taxable social security wages*	24615.50	3052.32
5a (i) Qualified sick leave wages*	0.00	0.00
5a (ii) Qualified family leave wages*	0.00	0.00
5b Taxable social security tips	0.00	0.00
5c Taxable Medicare wages & tips	24615.50	713.85
5d Taxable wages & tips subject to Additional Medicare Tax withholding	0.00	0.00
5e Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d.		3766.17
5f Section 3121(g) Notice and Demand Tax due on unreported tips (see instructions)		0.00
6 Total taxes before adjustments. Add lines 5, 5e, and 5f.		4930.35
7 Current quarter's adjustment for fractions of cents		-1878.03
8 Current quarter's adjustment for sick pay (enter as a negative number)		0.00
9 Current quarter's adjustments for tips and group-term life insurance		0.00
10 Total taxes after adjustments. Combine lines 6 through 9.		4930.35
11a Qualified small business payroll tax credit for increasing research activities (attach Form 8874)		.
11b Nonrefundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021		.
11c Reserved for future use		.

\*Include taxable qualified sick and family leave wages just in this quarter of 2023 for leave taken after March 31, 2021, and before October 1, 2021, on line 5a. Use lines 5a(i) and 5a(ii) only for taxable qualified sick and family leave wages just in this quarter of 2023 for leave taken after March 31, 2021.

Qualified sick leave wages for leave taken 3/31/21 - 9/30/21 0.00  
 Qualified family leave wages for leave taken 10/1/21 - 9/30/21 0.00

This amount in line 7 is calculated based on LIABILITY amounts in either line 19 of Form 941 or Schedule E if applicable. To adjust these amounts from the combined LIABILITY amounts in either line 19 or the Schedule E.

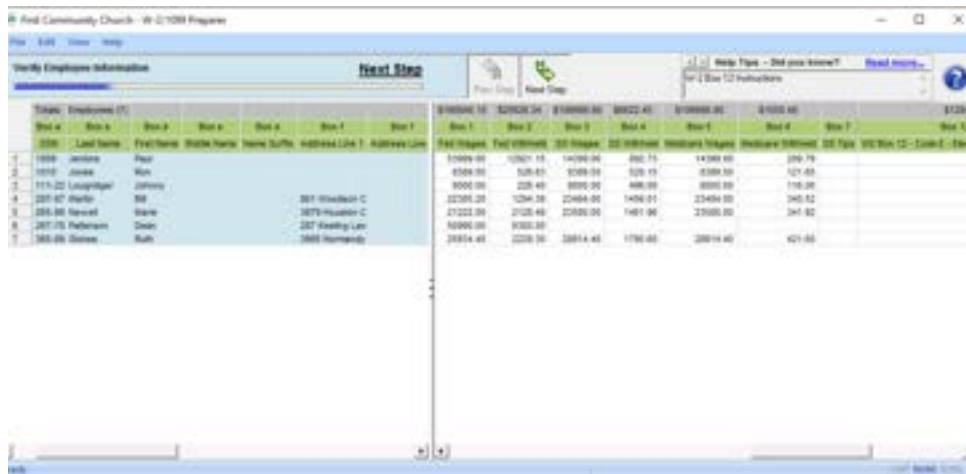
## W-2/W-3 Forms

Correcting W-2 errors is easier than ever with Aatrix. Simply make the changes directly on the W-2 form (Mac) or information grid (Windows). If you submit a W-2 and subsequently discover an error, you can complete a replacement W-2 form in CDM+ using Aatrix.

Please note that Aatrix on macOS cannot produce a corrected W-2 form (W-2C). If you have access to a Windows-based computer, please consider generating W-2s from that computer as Aatrix on Windows can produce a W-2C.

Please note the difference in the grids between the Mac and Windows operating systems:

Using Windows:



The screenshot shows the Aatrix software interface for 'First Step'. The window title is 'First Community Church - W-2/1099 Reports'. The interface includes a menu bar (File, Edit, View, Help), a toolbar with 'Print List' and 'Send Step', and a 'Verify Employee Information' section. The main area contains a grid with columns for employee details and W-2 data.

Totals: Employees (%)							\$10000.00	\$27000.00	\$10000.00	\$9000.00	\$10000.00	\$10000.00	\$10000.00	\$10000.00
Emp #	Emp #	Emp #	Emp #	Emp #	Emp #	Emp #	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 13
1000	Last Name	First Name	Middle Name	Name Suffix	Address Line 1	Address Line 2	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 13
1	1000	Jacobs	Paul				\$1000.00	1000.15	1000.00	800.75	1000.00	1000.75		
2	1010	Jacobs	Man				\$500.00	500.01	500.00	500.75	500.00	500.75		
3	110.00	Livingston	Johnny				\$500.00	200.40	500.00	400.00	500.00	500.00		
4	207.67	Harbo	Bob		307 Woodloch C		22000.00	1000.00	22000.00	1400.01	23400.00	340.00		
5	205.86	Revered	Walter		3075 Mission C		27000.00	2700.40	27000.00	1401.90	27000.00	341.00		
6	207.70	Palmerston	David		207 Wooding Ln		50000.00	5000.00						
7	205.00	Stevens	Ruth		3000 Normandy		20000.00	2000.00	20000.00	1700.00	20000.00	401.00		

Using a Macintosh:

22222		Employer's social security number 287-87-1435	For Official Use Only OMB No. 1545-0048	
Employer identification number (EIN) 61-7495739		1 Wages, tips, other compensation 14316.00		2 Federal income tax withheld 542.13
Employer's name, address, and ZIP code FIRST COMMUNITY CHURCH 123 MAIN ST BIG CITY KY 40123 -		3 Social security wages 14316.00		4 Social security tax withheld 887.59
		5 Medicare wages and tips 14316.00		6 Medicare tax withheld 207.58
Control number MONTHLY-MA01		7 Social security tips 0.00		8 Allocated tips
Employer's first name and initial WILLIAM A		Last name MARTIN		9 Dependent care benefits
901 WOODSON CT BIG CITY KY 40123 -		10 Nonqualified plans		11a See instructions for box 12
Employer's address and ZIP code		13a Retiree Retirement		13b
		13c Retiree Retirement		13d
		13d Other		13e
				13f
14 State KY	Employer's state ID number 245678	15 Total wages, tips, etc. 14316.00	16 Total income tax 605.17	17 Total wages, tips, etc. 14316.00
				18 Local income tax 214.74
				19 County name LEXING

Form **W-2** Wage & Tax Statement  
 Copy A For Social Security Administration- Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.  
 2022  
 0000/1048  
 Department of the Treasury - Internal Revenue Service  
 For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.  
 Do Not Cut, Fold, or Staple Forms on This Page

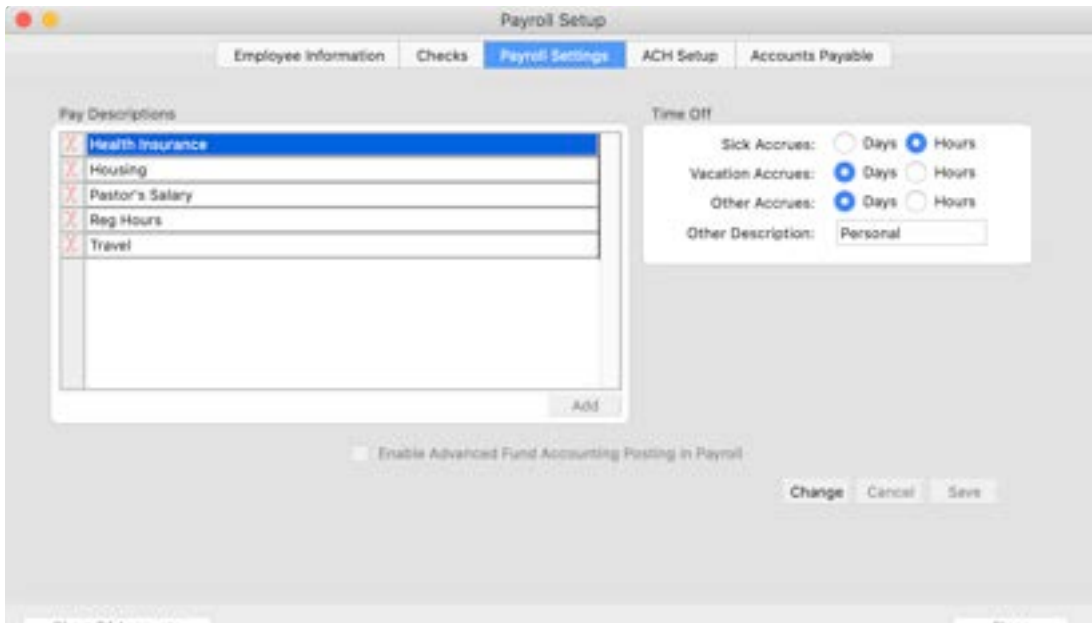
### State Forms

The Fed/State drop list on the Tax Forms window will allow you to choose the state(s) you selected in the Tax Forms Payer Info window. Then select the form from the list on the left.

### Sick, Vacation, and Comp Time

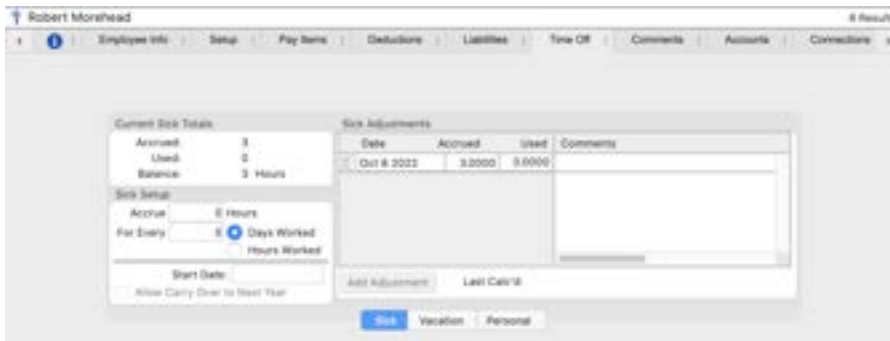
CDM+ can keep track of an employee's accrued and used sick, vacation, and comp time. This information can either be manually entered for each employee as it is accrued or taken, or CDM+ can automatically calculate this information with each payroll. If CDM+ is to automatically calculate available time off with each payroll, you will need to set whether time off is based on number of days or hours worked on the Payroll setup window. By default, CDM+ keeps track of sick and vacation time. A third reporting section can be activated by defining it on this window.

►Program ►Payroll ►Payroll Setup



The Time Off tab on the Employee Records window is where you can manually enter this information and/or record time used. It is also the place to make any necessary adjustments to this information. This is also where the parameters of the automatic calculations are set. There are sub-windows to view Sick and Vacation time and, if it was defined on the Payroll setup window, a third type of time off, such as PTO.

►Program ►Payroll ►Employee Records ►Time Off tab

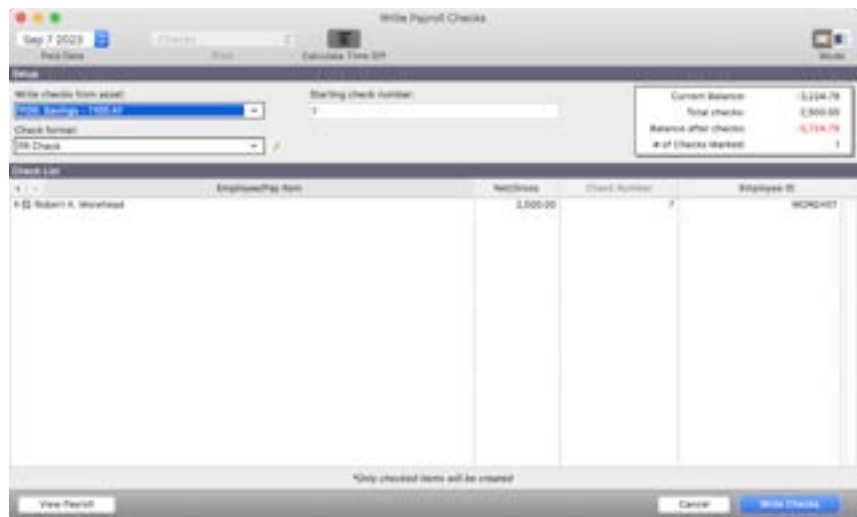


Automatic calculations of sick and vacation time can be done either at the time of payroll check writing or at any other time. Select Calculate Time Off from the Payroll menu to have CDM+ calculate this on your time schedule (e.g. once a month).

►Program ►Payroll ►Calculate Time Off



If you want CDM+ to perform this function each time you write payroll checks, select that option from the Write Payroll Checks window.



## Payroll Reports

It is one thing to know the information contained on a report, but knowing how to use the reports and when to use them is more productive. The following chart is not intended to list all of the uses, only some of the more common ones.

Report Name	Common Uses
Employee Listing	Employee Record – Verification of information entered in Employee Information. Composite – List of employees with no pay information.
Payroll Period Summary	Verification of payroll information prior to posting.

Taxable Income Summary	Trouble shooting 941 or State Tax info by date range. Detail Report may be used in conjunction with Ledger by Accounts for problems with Tax Liability accounts.
Pay Item Summary	Verification of pay grouped by Pay Item, e.g., salary, housing allowance, auto allowance, bonus, etc.
Payroll Employee Detail	Verification of payroll information prior to posting.
Taxable Income Detail	Trouble shooting 941 or State Tax info by date range. Trouble shooting of W-2.
Deduction Detail	Trouble shooting of liability holding accounts for deductions. Verification to Employee of YTD deductions.
State Detail	Trouble shooting State Tax info by date range. Trouble shooting of W-2 for State Tax box.
Payroll Worksheet	Use to verify pay items setup by employees.
Percentage Report	Originally designed for states with a tax deduction based upon number of hours worked. That function is now supported by the program.
Time Off Remaining	Verification and updating Employee Information.
Time Off Accrued Log	Verification and updating Employee Information.
Payroll Tax Forms	Required Reporting

## ACH Payroll Direct Deposit

**The information that follows is for those users who DO NOT use the built in Direct Deposit feature of CDM+. This section is helpful for those who upload a NACHA file to their bank.**

### ACH Setup

**NOTE:** CDM+ currently allows you to use ACH with only one bank per data set.

►Program ►Payroll ►Payroll Setup ►ACH Setup tab



- 1- Using the information provided by your banking institution, complete the fields on this window. Click Save when you are finished.

### **General Section**

**Company Name** - Your Church Name - 16 Character limit, so you may need to abbreviate.

**Discretionary Data** (not required) - 20 Character limit - Example: "Payroll"

**Company ID** - Unique identifier **assigned to you by your bank**

**Company Entry Description** 20 Character limit – Similar to Company name above

**\*Do Not Create Credit Line** – Normally this box is left unchecked. If your bank indicates that the file should not include a credit line at the end of the file then click this box on.

**Company Routing Number** - **Provided by your bank**

**Company Account** - The bank account number (*not the CDM+ Account number*) from which the money will be paid.

### **Immediate Destination/Immediate Origin**

This identifies the name of the bank and the routing number is usually the same as entered under Company Routing Number. Name Example: BANKOFAMERICA, CHASE, etc.

### **Export File Defaults**

**Directory** - The folder for the ACH file will be saved in this location after it has been created and prior to uploading to the bank. Consideration needs to be given to this folder location for following reasons:

**Security** - this file will include sensitive information, similar to the Information contained in CDM+. Therefore, this folder location must be protected where access is controlled.

**Backup** - you will want to maintain a backup of the ACH file prior to uploading to the bank. Once it has been uploaded and you have your confirmation of this, you may want to consider moving this ACH file to a different folder (e.g., "Processed ACH" folder) for a period of time, allowing for all employees to receive their funds.

**Name Prefix** - The ACH file will be created with the date automatically included in the file name. However, you may prefer to insert a "prefix" to the default file name. Examples:

Church - file name would appear as "Church06112007.txt"

Daycare - file name would appear as "Daycare06112007.txt"

Mission - file name would appear as "Mission06112007.txt"

**File after writing Checks** - A check in this box would automatically open a window to create the ACH file after executing "Write Payroll Checks." Without this box checked, you would have to use the Payroll menu item "Create ACH File" prior to posting the payroll to ledger. SEE CREATE ACH FILE SECTION OF THIS DOCUMENT.

\*Do not put returns at the end of the line - This option, along with the option to enter a credit line shown above are determined by the bank processing your ACH file. *Therefore, you will need to check with your bank if you encounter problems with the bank reading your ACH file.*

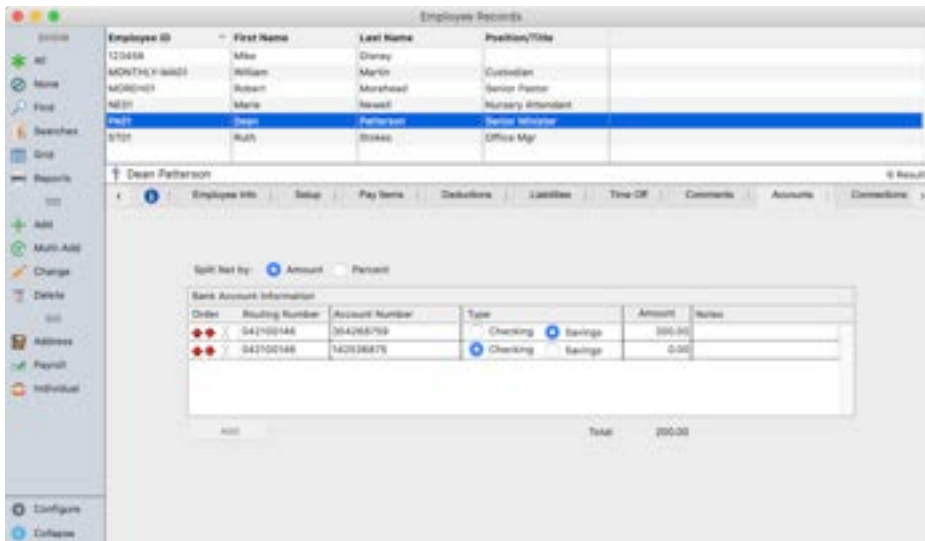
2- Click the "Create test ACH File" to generate a sample file for your banking institution.

**DO NOT CREATE TEST ACH FILE UNTIL YOU HAVE COMPLETED ITEM 7 IN THE "SETUP EMPLOYEE INFORMATION" SECTION**, as the ACH file is created only for employees with the "Auto draw" option selected and contains required information from the "Accounts" tab.

## Set Up Employee Information

### ►Program ►Payroll ►Employee Records

1. Select an employee who wishes to have ACH Direct Deposit Payroll set up.
2. Click on the **Accounts** tab and click the **Change** button at the bottom of the window.
3. Click the small **Add** button.



4. Enter information for each bank account to which the employee wishes to deposit funds. The red up and down arrows in the **Order** column allows you to adjust the order of priority for deposit if more than one account is specified.

If the employee wishes to have his or her pay deposited to a single bank account, click the Amount button and leave the amount as zero.

**Split Net by:** You may chose to split the net pay amount between 2 or more bank accounts (e.g., checking and savings) either by a flat amount or a percentage by selecting the appropriate radio button.

**Amount** - For flat amounts, enter the amount in column 4 that is to be deposited to the account selected. Entry order is important, as the flat amounts must be entered first. In the event the employee's pay varies from pay period to pay period, as in the case of an hourly employee with varying hours each pay period, the flat amounts need to be entered on the first line(s). For the remaining



line enter a zero, which would indicate the balance of the net pay amount. If the net pay is ever less than the flat amount(s) indicated, the net pay amount would be deposited in the accounts in order until all funds had been paid.

**Percentage (%)** - Enter the percentage amount in each row used, making sure the total equals 100%.

5. Choose the **Setup** tab on the Employee Information window and check the **Auto Draw** checkbox under **Check Option**.



6. When finished, click the **Save** button.
7. Repeat the process for all employees desiring ACH Direct Deposit Payroll.



For a quick check to verify Auto Draw has been selected for the correct employees, select "Show All" and select the Grid view from the Employee Information window.

		Employee Records				
DO		Employee ID	First Name	Last Name	Position/Title	Auto Draw
<input type="button" value="Cancel"/> <input type="button" value="Reports"/> <input type="button" value="FIND"/>	1	ST01	Ruth	Stokes	Office Mgr	<input type="radio"/> No <input checked="" type="radio"/> Yes
	2	PA01	Dean	Patterson	Senior Minister	<input type="radio"/> No <input checked="" type="radio"/> Yes
	3	MONTHLY-MA01	William	Martin	Custodian	<input checked="" type="radio"/> No <input type="radio"/> Yes
	4	NE01	Marie	Newell	Nursery Attendant	<input checked="" type="radio"/> No <input type="radio"/> Yes
	5	MOREH01	Robert	Morehead	Senior Pastor	<input checked="" type="radio"/> No <input type="radio"/> Yes

8. Create ACH Test file - (See Item 3 in **ACH Setup** above.)

### Employee Selection

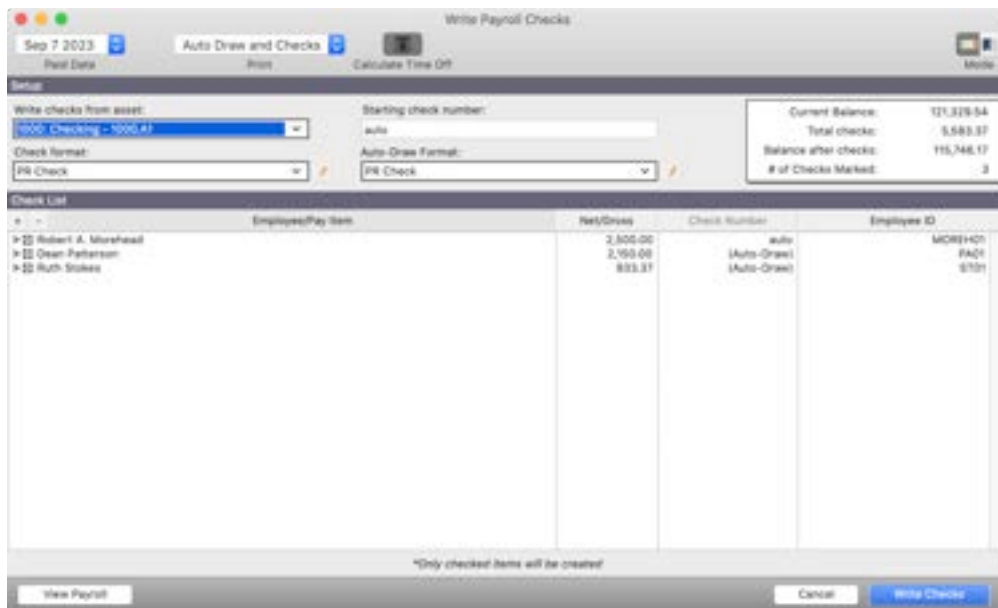
**All Employees** - selecting this will create a file that can be uploaded with zero dollar amounts to the bank for testing the routing numbers and bank account numbers for all employees with the auto draw feature selected. Should one of these be incorrect, your bank should notify you.

**Modified Date Range** - selecting this creates the ACH file for just those employees whose Employee Information file has been changed in the date range selected and they have the auto draw feature selected.

### Processing Payroll for ACH Deposit

1. Calculate payroll as you would normally.
2. Select **Payroll Checks** from the Payroll menu.

You will note that instead of a check number, direct deposited payroll will be marked (Auto-Draw).



- Continue with the payroll check writing as usual. You will be given the option to print "Auto-Draw Checks". These can be printed separately on plain paper.



Consider adding a new payroll check layout for auto draw using "Full Page Stub" or "Stub."

## Create ACH File

### ►Program ►Payroll ►Create ACH File

**NOTE:** If you selected "File after writing Checks" in the ACH Setup, **Create ACH File** will automatically open after "Writing Checks." (See *ACH Setup, item 1 above.*)

After writing payroll checks and **BEFORE POSTING** payroll:

- Select **Create ACH File** from the Payroll menu.

# Event Registration

CDM+ Event Registration handles the registration of persons for any type of event, conference, retreat, or camp. Registrations can be for people who are in the CDM+ Membership program or who are not. A history of event registrations is tracked for individuals tied to the Membership program. The CDM+ Event Registration program can optionally interface with the CDM+ Engage for online registration for events on your website. You can also connect a CDM+ Event Record to a Web Ministry Tool's Single Event Registration Tool to provide online registration options.

User-defined Activities are created to track the many types of information associated with each Event, such as workshops, materials, or T-shirts and sizes. Reports including lists, mailing labels, name badges, monies received and due, notices and confirmation letters, or emails may be created. The total number of persons registered for an event or activity can be easily viewed with limitations placed on either an event or activity.

## Add an Event

### ►Program ►Event Registration ►Event Records

Before adding any registrations, an **Event Record** must be created. The Event Record includes a description, location, beginning and ending dates, and registration deadline. You can set a maximum registration limit to prevent over-committing event space. A registration fee for the event may be set here also. If there are various fees associated with the event, you would set up the different fees structures under Activities, and not under Event Information, Registration Fee. The Beginning/End/Deadline times are optional. Online registration times, including the deadline, will render in the visitor's local time zone. If times are omitted, the deadline will be US/Eastern.



Event Registration Payments may be posted to the Accounting Ledger. Select the appropriate Income account from the drop-down list on the Payment Account field.

The Fee Account is used to record transaction fees for online payments.

Checking the **Camp/Youth Event** box will enable a Contacts entry tab on each registration record where information on two contacts (parent, guardian, or other) may be maintained. This checkbox may be used any time contact information would be helpful.

Event registrations can be linked to individuals in CDM+ Membership. This link provides a list of events for which an individual registered on the Events tab of their Individual Record. Turn on the **Skip Individual Record lookup when adding a new registration** checkbox only if you do not want the program to **automatically** open to the **Select Individual** window when adding a new registration.

## Setting Up Activities

### ►Program ►Event Registration ►Event Records ►Activities

After entering the Event Information, create any Activities related to this event. Activities may or may not have costs associated with them. Example: T-shirt, cost \$12.00; Workshop A, no cost—just an assignment.



If you offer discounts for an event, you can create one or more activities with a *negative fee* that can be applied to reduce the Registration Fee. For example, you can apply an Early Bird Registration discount with an activity fee of  $-\$75.00$ .

Click the **Add Activity** button to create a new activity.

To change the order activities are displayed, highlight an activity in the list and use the **red arrows** to move it up or down. This will affect how Activities are displayed in an online registration also.

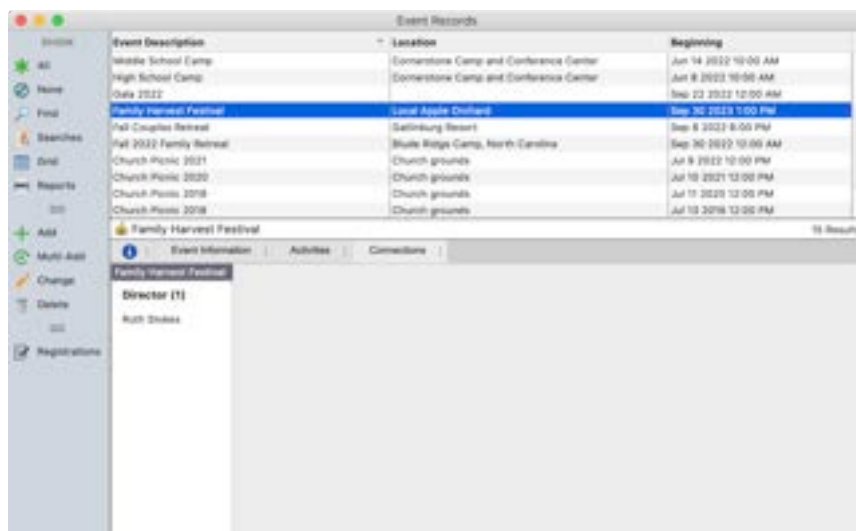
The activity Details are optional, but the **Category** drop-down list can be very helpful. Assigning a Category code to similar Activities will group them on the Registration Entry window and during online registration. Event Category codes can be added in the Master Coding System or by typing the code in the Category box.



The Capacity of an Activity is for this Activity only, whereas the Maximum Registration under Event Information applies to the entire event. Leaving the Capacity for an Activity at zero will result in it being marked as overbooked when even one person is registered for the Activity.

## Building Connections to Events

### ►Program ►Event Registration ►Event Records ►Connections



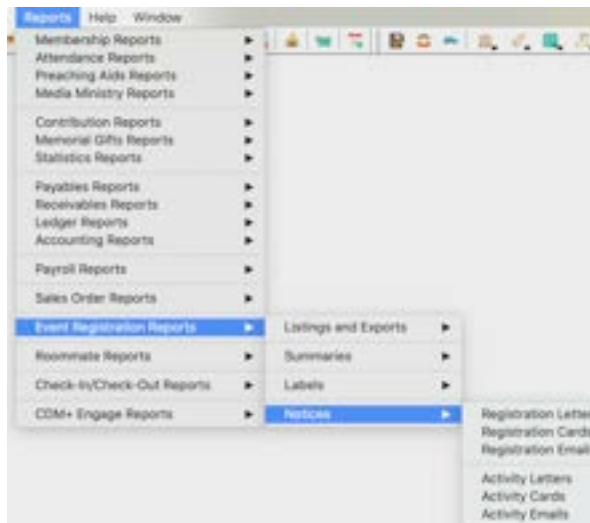
Connections gives you the ability to connect information from different CDM+ programs and from within the same program. For example, you can connect an event in Event Registration with an event record in CDM+ Check-In/Check-Out. You can connect this event to other events in CDM+ Event Registration, such as the same event held in earlier years.

You can connect the event to individuals in CDM+ Membership who are involved with the event, or employees

in CDM+ Payroll who do work for the event. Perhaps the event is funded by a memorial gift that is recorded in CDM+ Contributions; building a connection to that memorial gift designation can help maintain those records for future reference and reporting. You can even connect the event to rooms and resources in CDM+ Roommate.

## Setting Up Registration Notices

### ► Reports ► Event Registration Reports ► Notices



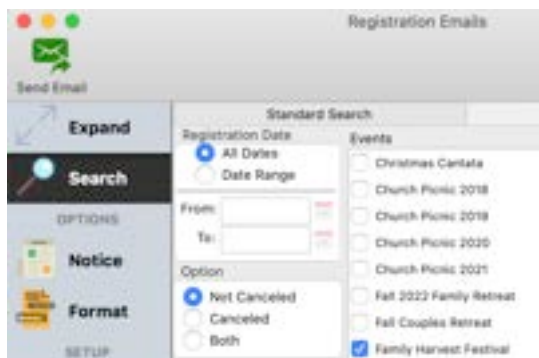
Both Event and Activity Notices (letters, cards, and emails) are created here.

Registration Notices can be sent to all registrants for this event. But if you need to communicate with just those registrants who have signed up for a particular activity, create an Activity Notice.

For example, if you create an Activity of "Chaperone" for a youth event, you can easily email all the chaperones using an Activity Email Notice.

If you want to send a confirmation email for registrations as they come in, you will need to create that Registration Email notice *before* you begin taking registrations (or, if accepting online registrations, before creating the tool and posting it on your website.)

There is no limit to the number of Registration or Activity notices that can be created, saved, and sent for an event.



Registration and Activity Notices are created the same as other Notices in CDM+. Select the **Notice Button** in the left-hand sidebar to create or view your notice. (Refer to the Notices section in this manual.)

Here you can select an existing notice, add a brand new notice, or duplicate and edit an existing notice.

Check the **Event** to select registrants to receive the notice.

Use the **Date Range** to avoid sending a confirmation notice to previous registrants. Note "Last Sent" date at bottom of the Notice tab or refer to the Sent Notices Window. By creating an **Advanced Search**, you can use registration notices to send reminder emails to people who may have not yet paid for the event.



The Event Registration Notices support advanced email, document creation, and editing. Attend the Notices class or refer to the Notices section in this manual for details on

## Web Ministry Tools – Event Registration

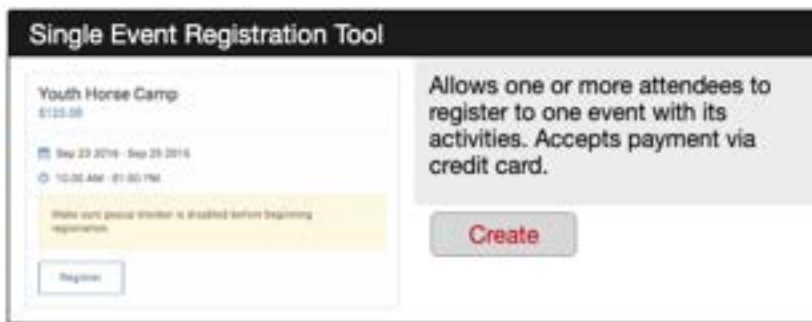
Requirements to use the CDM+ Single Event Registration Tool:

- Event Registration program in your CDM+ suite
- Subscription to a SAAS or Cloud plan
- And, if you elect to take online payments, a merchant account

### The Event Registration Web Ministry tool gets its data from: CDM+ Event Registration and, optionally, Membership

How you set up your event and activities in CDM+ determines much of how your tool for event registration functions. Before creating the Event Registration tool, set up your event and associated activities in CDM+ Event Registration. Remember, each event requires its own Event Registration Tool.

Once you have the event and its associated activities set up in CDM+, open your web browser and log into the Web Ministry Tools administration page at [wmt.suran.com](http://wmt.suran.com). Click the **New Tool** button, then click the **Create** button for the Single Event Registration Tool.



When you create the event, first scroll down to the **Options**, where you will use Option 1 to connect the tool to your event and define the options for the event. The dropdown list displays all events in your database that are not closed.



Then, scroll back up to the Attendees section. The First Name and Last Name fields on the **Attendees window** will always be required. If the event is marked as a Camp/Youth Event in its event record, First Name and Last Name will also be required on the **Contacts window**.

## Filters

Under the **Filters** section, is where you define the appearance of the registration tool starting with the information for the event attendee.

For the remaining fields on the Attendees and Contacts windows, you have three options:

- **Required:** The field will be marked with an asterisk (\*) and must be completed before the registrant can move on to the next step.
- **Not Required:** The field will display but completing it is optional.
- **Hidden:** The field will not display on the window. Marking unnecessary fields as hidden will make the online registration process quicker to provide a better experience for your registrants.

**NOTE:** You can also change the field labels. For example, you can change the label for 'Zip' to read 'ZIP Code' or 'Postal Code'.

As part of the fully customizable features, we have added a new feature to add multiple/ custom genders for registrants to choose from. If you select "All", all the options will be visible. If you select "Selected", you can choose which genders you want to appear on the registration tool.

## Options

After setting the form appearance for attendee and contact information, the Options section lets you set other options for how this tool will function.

You should have set option 1, the link to the Event Record, in an earlier step.

**NOTE:** If you publish the tool to Engage and members access the tool through Engage, Engage will use the information in their Individual Record to complete the Attendee section.

## Option 3 - Available Activities

Active	Price	Description	Maximum Quantity per Registrant	Activity Capacity	Notes
<input checked="" type="checkbox"/>	\$0.00	Key Notes	1	100 - Allow Overbooking	<input type="radio"/> No notes <input type="radio"/> Notes are optional <input type="radio"/> Notes are required
<input checked="" type="checkbox"/>	\$0.00	Apple Picking	1	100 - Allow Overbooking	<input type="radio"/> No notes <input type="radio"/> Notes are optional <input type="radio"/> Notes are required
<input checked="" type="checkbox"/>	\$0.00	Headband Making	1	25 - Allow Overbooking	<input type="radio"/> No notes <input type="radio"/> Notes are optional <input type="radio"/> Notes are required
<input checked="" type="checkbox"/>	\$0.00	Hot Air Balloon Ride	1	25 - Allow Overbooking	<input type="radio"/> No notes <input type="radio"/> Notes are optional <input type="radio"/> Notes are required
<input checked="" type="checkbox"/>	\$0.00	Clay Pottery	1	100 - Allow Overbooking	<input type="radio"/> No notes <input type="radio"/> Notes are optional <input type="radio"/> Notes are required

For each activity, check the box in the leftmost column to have that activity appear as option on the event registration form. For each activity, you can also set a maximum quantity that each attendee or registrant can select. For example, if registrants can order up to three T-shirts in any given size, set the maximum quantity to three.

If you are limited by space or inventory for a given activity, you should set the Capacity on the event's Activities tab and leave 'Allow Overbooking' unchecked'. If this box is checked, the tool will allow a person registering to choose the activity, even if capacity has been reached.

A text field for notes can be included with each activity on the registration form. If notes are entered, these will be stored in the Notes field on the Activities tab of the Event Registration record that is created. For each activity, you can specify whether no notes can be entered, notes are optional, or notes are required.

## Categories

Note that the activities in the tool are grouped according to the categories that were specified for the activities on the Event Record. This demonstrates why it is important to begin with the end in mind, and to be thinking about how you want the registration form to appear when you are creating the Event Record in CDM+. For each category, you have three heading options:

**Display category header:** This option will simply show the Category name as it is defined in the CDM+ Master Coding System in a heading above the activities in this category.

**Don't display Category Name:** Choosing this option will result in just a list of available activities with no heading.

**Display custom headers:** This option will allow you to enter alternate text to display in the header for a category of activities.

For each category, you may choose to limit a registrant's choice to one activity and/or force registrants to choose at least one activity. If you do not check '*Registrant must select at least one activity in the category*', although he or she would be registered for the event, a person could click through the Activities window in your tool without registering for an activity. Checking both boxes will force registrants to choose one, and only one, activity within the category.

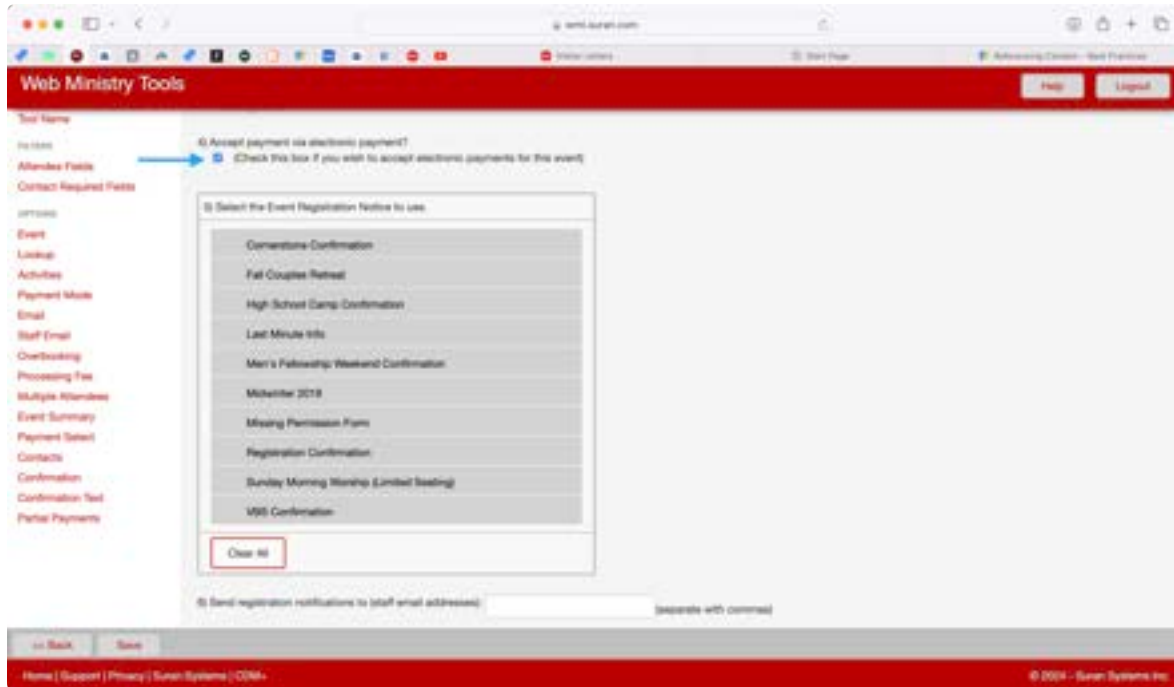


To include instructions for the category, simply type them in the box below Instructions. The text you enter will appear below the category header on the Activities page of your registration tool.

If you need to use a different term or heading for the activities associated with your event, you can enter that text as an **Alternate name for "Activity"**.

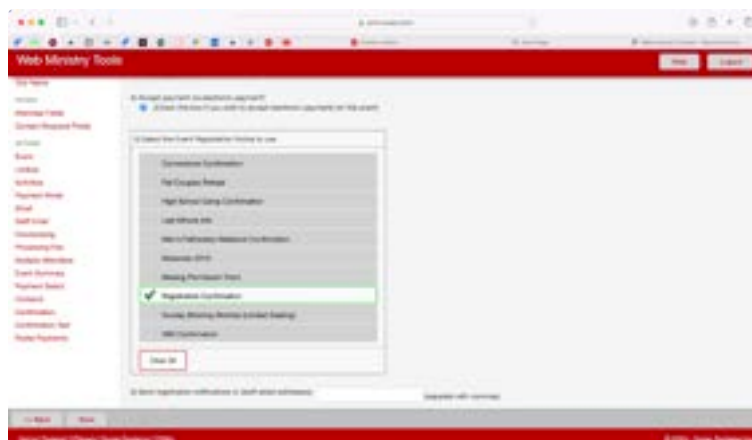
### Option 4 - Payment Options

Check the box if you have a merchant account and you plan to accept payments online with Event Registration Web Ministry Tool. You will set the types of payment to accept in Option 11.

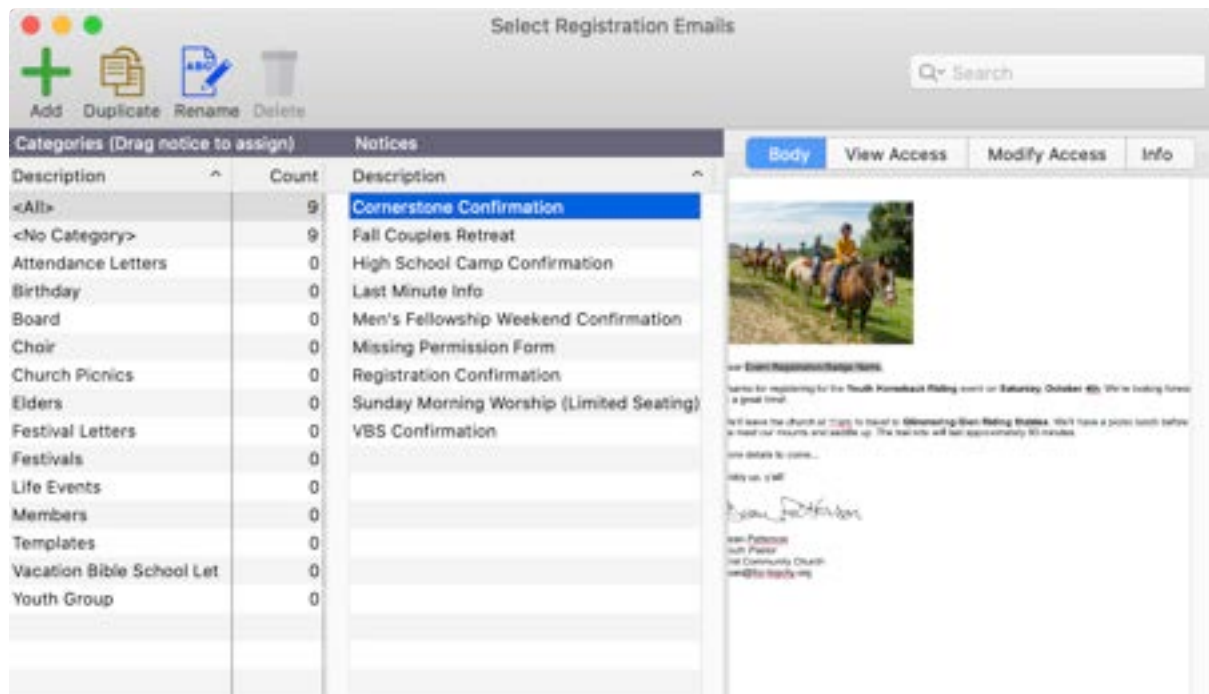


### Option 5 - Email Confirmation

You can choose to have the Event Registration Tool send a confirmation email once a registration is completed. The tool will display all Registration Email notices from your CDM+ database. Choose the confirmation email from this list in the Web Ministry Tool.

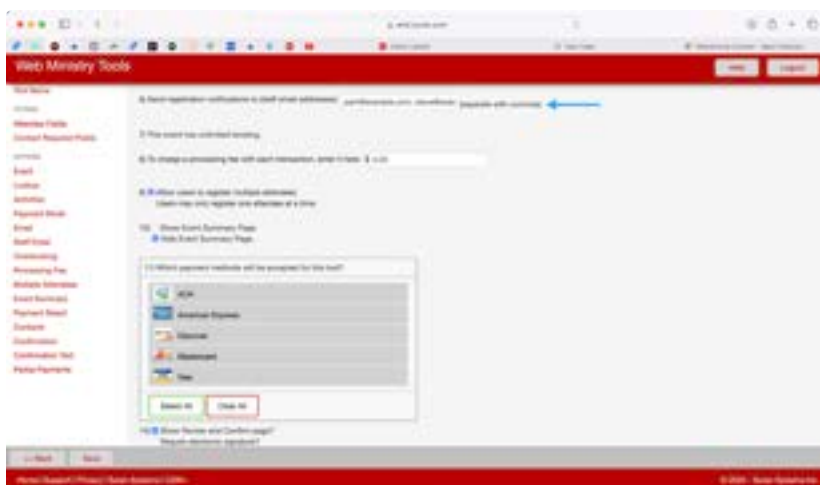


You will need to create the confirmation email at **Reports ► Event Registration Reports ► Notices ► Registration Emails** before creating the Web Ministry Tool.



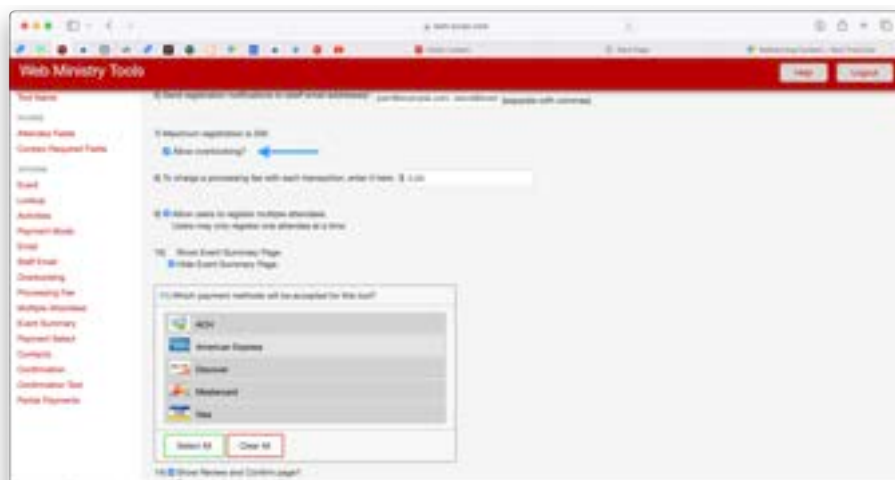
## Option 6

Opt to send registration notifications *to staff* by entering email address(es) in the space provided. Separate addresses with commas. An email will be sent to each staff member with an address in this field each time someone registers for the event.



## Option 7

Opt to **allow overbooking** for the event. Check the box if you would like to allow overbooking for the entire event. If not, make sure the box is empty. If the event has been set up with unlimited capacity in CDM+, there will not be a box to check.



## Option 8

If you elect to charge a *processing fee*, enter the amount here.

Please note that when adding a processing fee that it is a single amount added to the entire registration total. It is not calculated based on how many attendees register. If you set the processing fee as \$5.00 and one person registers, they will be charged \$5.00. If 10 people register, they still will only be charged a \$5.00 processing fee. If you're trying to recoup some of the expense associated with taking online transaction, you may be better served by increasing the cost of the event or its activities. .



## Options 9 through 17

**9.** Choose whether or not to allow **multiple attendee registrations** in the same session. Allowing this feature saves registrants time, and means that fees for attendees registered together can now be paid in one online transaction. Families will appreciate the ability to enter address information just once by choosing "Address Same As . . ." when adding attendees after the first.

**10.** Choose whether or not to show the **Event Summary Page**. This page of the tool appears before the rest of the tool and provides event details prior to the registration process.

**11.** Choose the **payment types** for this tool. You may opt to only accept certain types of credit cards or ACH debiting of Checking and/or Savings bank accounts.

**12.** This option, **whether or not to show a contacts page and how many contacts to require** per registrant, will only appear for events already designated Youth/Camp events in CDM+ Event Registration



**14-15.** This option, whether or not to show a **confirmation page** and, if so, whether to require an electronic signature, is especially useful for Youth/Camp events. By clicking the electronic signature check box, the registrant signs the “agreement.” You may customize the text of the agreement to suit your situation.

**16.** Allow Partial Payment. Use this option to allow registrants to make partial payments and to set the minimum amount for any partial payments made.

**17.** CDM+ Regional program users have the option of showing a church selection drop list of all churches marked as “Congregation” in their CDM+ Regional Church Records.

Once you have set all the options for your tool, click **Save**. To prevent losing work as you are developing the tool, you should click Save at various points in the process, for example, after setting up the activities.



## Testing Your Single Event Registration Tool

Before you make your new Single Event Registration Tool available, test the tool.

Click **Publish** and then the **Preview Link** that appears at the bottom of the page. A preview of the **Launcher** appears.



Click the the Register button in the Launcher to proceed to the event summary screen, or to the Attendee Information screen if you elected not to display the event summary.

**NOTE:** When testing your Web Ministry Tool, we recommend that you testing with payments disabled. Once you are ready to publish, go back and enable the payments option.



The screenshot shows the 'Attendee Information' form for a 'High School Camp' event in 'TEST MODE' with a cost of '\$295.00'. The form is divided into several sections: 'Personal Information' with fields for First Name, Last Name, Sex, Email Address, and Phone Number; 'Address Information' with fields for Address Line 1, Address Line 2, City, State, and Zip; and 'Contact Information' with fields for Gender (Male/Female), Email, and Website. A 'Next Step >>' button is located at the bottom right.

Fill out the Fields, and then click "Next Step" to proceed. If this is a Camp/Youth Event, it will go to the Contact Information window.



The screenshot shows the 'Contact Information' form for the same 'High School Camp' event. It includes a 'Remove Contact' link at the top right. The form has a 'Fields marked with \* are required' note. It contains fields for First Name, Last Name, Address Line 1, Address Line 2, City, State, Zip Code, Phone Number, and Email Address. There is a 'Notes' text area. Below these are sections for 'Primary Contact For' (Parent, Guardian, Other) and 'Secondary Contact For' (Stepfamily Relationship). An 'Add Contact' button is at the bottom center. Navigation buttons 'Previous Step <<' and 'Next Step >>' are at the bottom left and right respectively.

The Contacts function in the Single Event Registration WMT is very flexible. It accommodates multiple contacts; always a good idea, but especially important for blended families. Each contact has a **Notes** field, allowing the registrant to give any info he/she thinks is important.

Enter all the contact information and click **Next Step**.

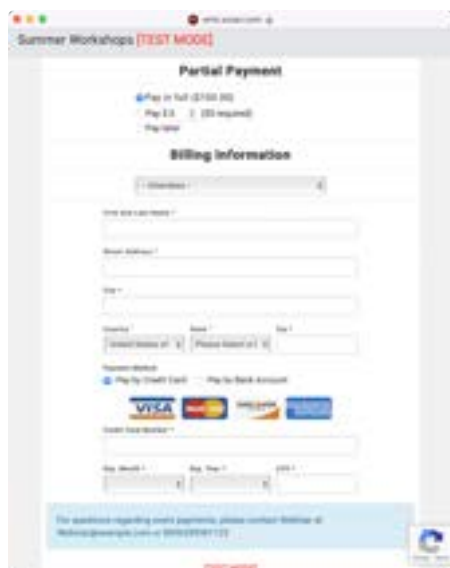
The **Activities** window appears.



Here the registrants enter information for the various activities created in the Event Registration record and specified in the Web Ministry Tool.

Click **Next Step** to proceed to payment.

The **Payment** window appears.

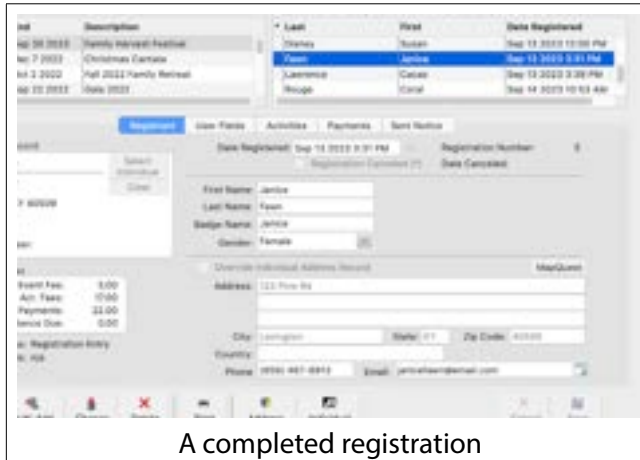


Click Next Step. A successful test brings up the Registration Complete window, which may be printed.

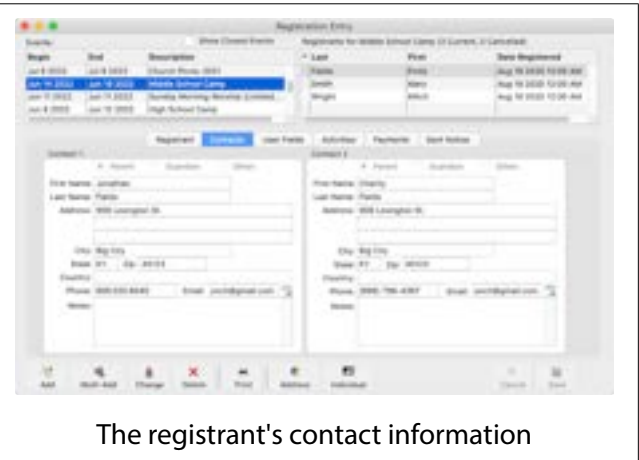
If, in options, you set up an **Email Confirmation Notice** for the tool, an email will be sent to the email address you entered for testing purposes. If you entered email address(es) for staff, who should be notified of registrations, they will receive a notice, too.

# The Single Event Registration Tool and CDM+

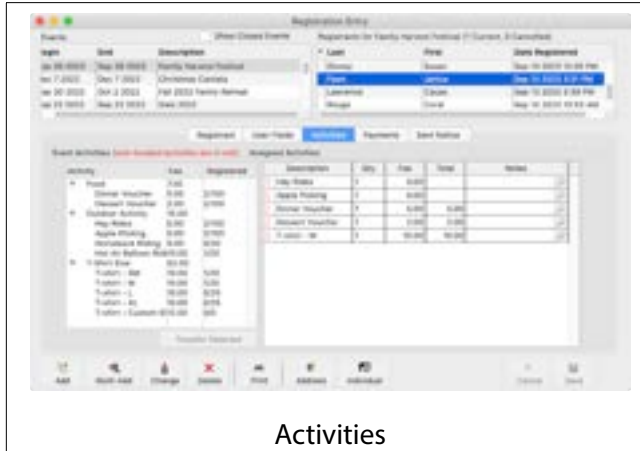
One of the major advantages of the Single Event Registration Tool is that online registrations and payments are automatically entered in CDM+ Event Registration.



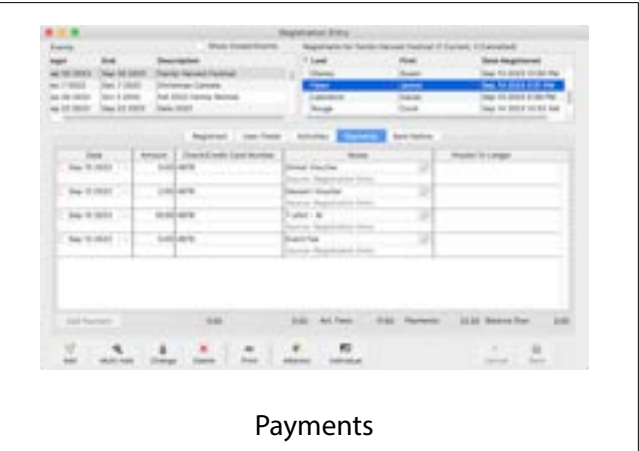
A completed registration



The registrant's contact information



Activities



Payments

## Publishing your tool

When you're ready to receive registrations, you'll need to publish the tool.

**NOTE:** If your tool accepts payments, remember to switch the payment mode back to live before accepting registrations. Otherwise, registration payments will not cause any funds to transfer from the registrant to your organization.

### Publish this tool using these options:

**Embedded HTML**

Copy and paste this HTML tag into your website. This will embed the tool directly onto your website.

```
<script type="text/javascript" src="https://web.enroll.com/tool?id=70148aa2ee81e9918d03d79cc1915"></script>
```

**Example HTML Link**

Copy and paste this HTML tag into your website. This will provide a simple html link that will open your tool in a new window or tab.

```
<a target="_blank" href="https://web.enroll.com/tool?id=70148aa2ee81e9918d03d79cc1915">New Single Event Registration Tool</a>
```

**Direct Link**

This is an absolute link to your tool that can be copied and used to attach to a button or image on your site. This can be useful for Content Management Systems.

```
https://web.enroll.com/tool?id=70148aa2ee81e9918d03d79cc1915
```

**Preview Link**

Note: that this link will be displayed from inside the Web Ministry Tools Metadata.

```
https://web.enroll.com/ministrypreview/8121
```

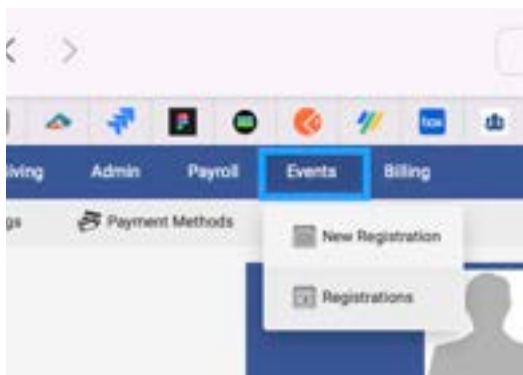
**Publish to Engage**

Publish this tool to Engage. Members will be able to register for this event through Engage.

In Web Ministry Tools, click the Publish link for your tool. Here you can use a direct link to share the registration on your website, social media, or in an email. You can also use the embed link to display the tool inline on your website.

You can also download a QR code that opens the registration tool. This is a great way to promote the event on signs, bulletins, newsletters, and posters.

If you want members to register for the tool via Engage, check the option to Publish to Engage. In Engage, members will now see Events under the navigation menu.







## Using the Event Registration Tool with Engage

The Event Registration Web Ministry Tool can be used with Engage to allow members to register from their Engage account. When a member registers from Engage, Engage uses the information from their Individual Record to complete the Attendee page.

Members can also use the 'My Registrations' link in Engage to review all events that they have registered for. If the event has a balance due, the total fees, payments to date, and the outstanding balance will be shown along with a button to 'Make a Payment'.

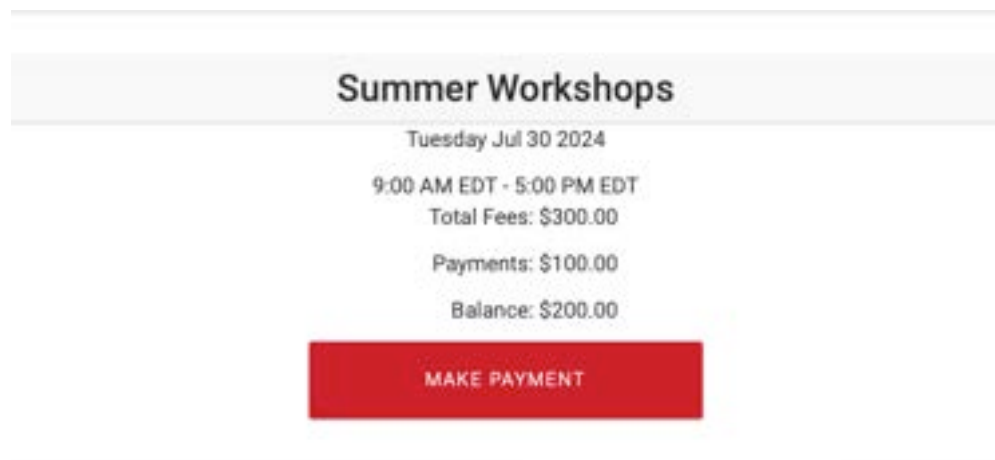
## Making Payments

Members can log into Engage and make payments on their registrations that carry a balance. These registrations can come from an online tool or be manually entered into CDM+. As long as the registration is linked to the same individual record as the Engage user, it will appear in Engage.

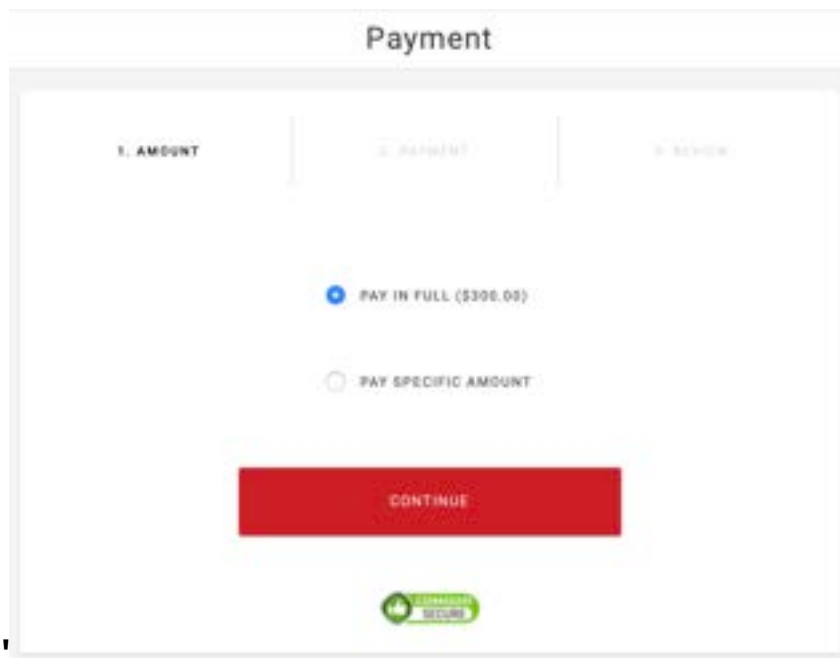
Log into Engage and go to **Events ► Registrations** from the navigation menu.



Registrations will appear and if there is a balance, a **Make Payment** button will be available.



Click Make Payment and you can pay the full amount or a specific amount.

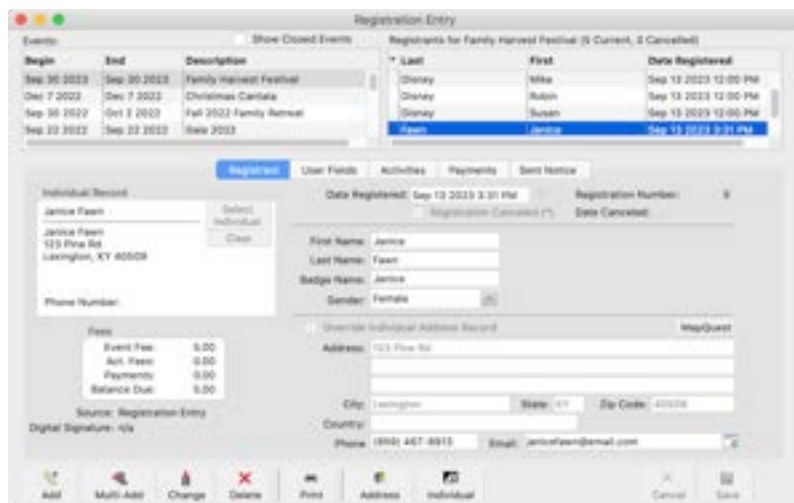



Follow the steps to complete the payment. If the Engage account has saved payment methods for giving or billing, they can be used to make the payment.

Once the payment is made, a payment will appear on the registration record in CDM+.

## Adding Registrations for an Event

### ►Program ►Event Registration ►Registration Entry

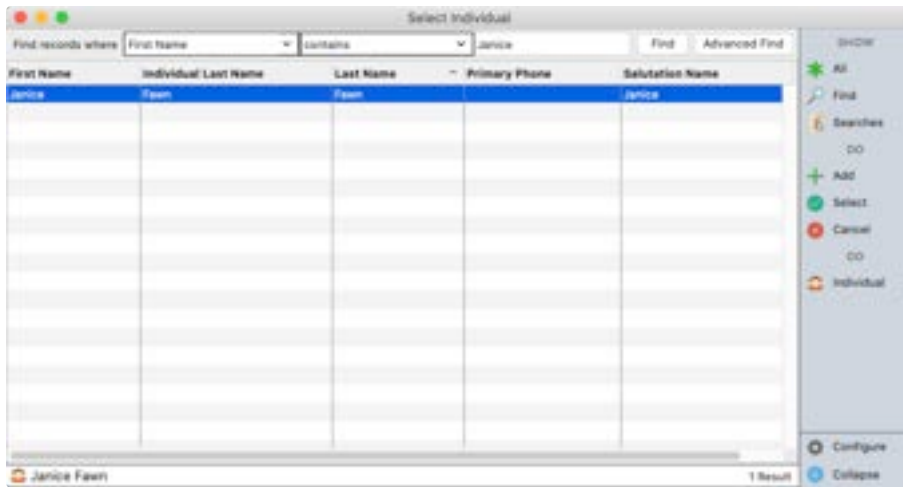


 If you already have at least one registration entered for an event, you can click the Registrations jump button on the Event Records window to quickly open the Registration Entry window for that event.

On the Registration Entry window, you can double-click an event in the listing to open the Event Record window.

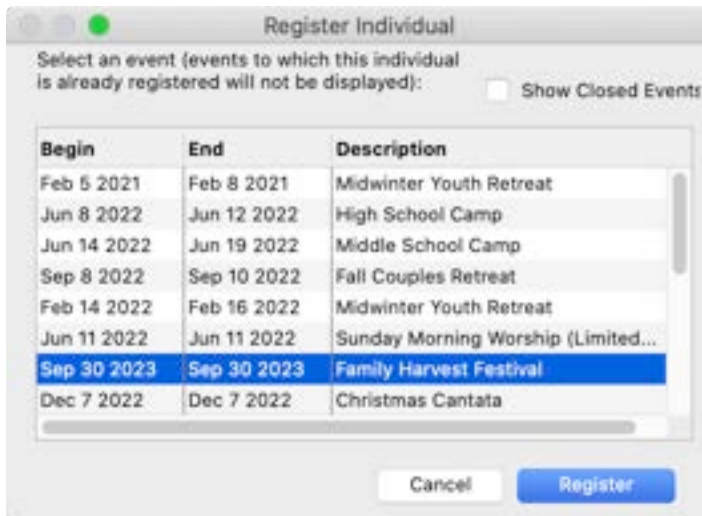
The Registration Entry window displays Events in the Events Listing pane; click once to highlight the Event to which you are adding registrations. Persons already registered for the chosen Event will display in the Registrant listing pane on the right. Click Add or Multi-Add and complete the registrant information.

If the **Skip Individual Record lookup when adding a new registration** box is unchecked on the Event Record, the Select Individual window will open when you begin adding a new registration. Otherwise, you can click the Select Individual button to register a person from the Membership program.



Use a **Find** on the Select Individual window to locate the person, click **OK**, and their Individual Record information will load in the Registration Entry window.

If applicable, you may Override Individual Address record and enter another address for the registrant.



You can also begin a new registration for a person in the CDM+ Membership program from their Individual Record. In Individual Records, find the record for the person you want to register, and then click on the **Register** button from the sidebar. Select the event from the Register Individuals window that opens.

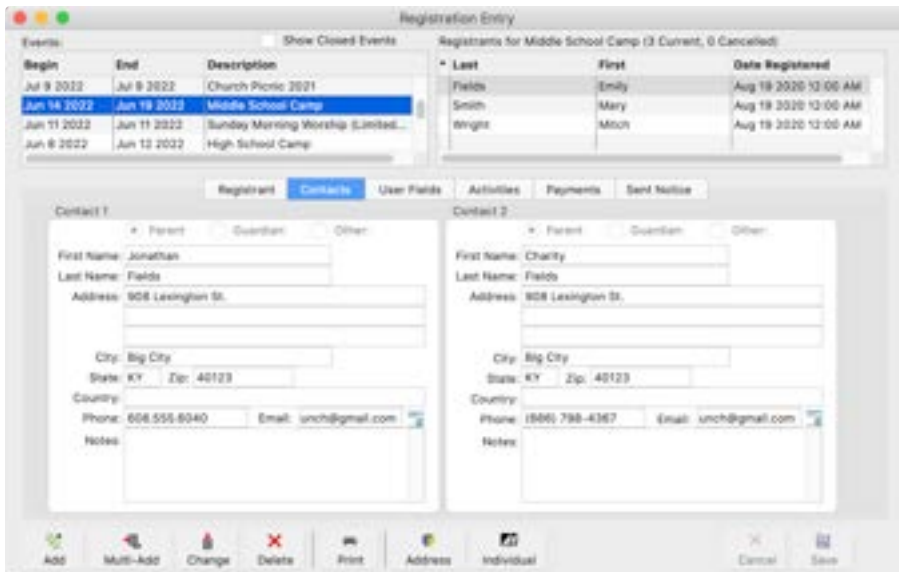
To register a person **NOT** in the Membership program:

- Click **Add** or **Multi-Add**.
- If the Select Individual window opens, click **Cancel**.
- Complete the registrant's information on the Registration pane.
- Click **Save**.

## Entering Contact Information (Youth/Camp events only)

### ►Program ►Event Registration ►Registration Entry ►Contacts

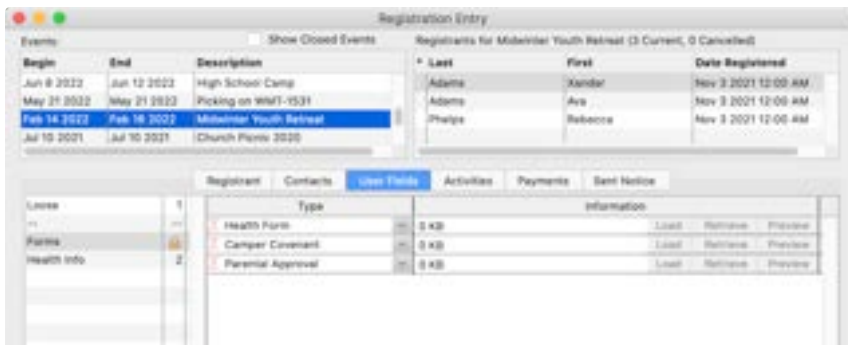
Enter the contact information for this registrant. If the individual is selected from the Membership program, the name of the primary contact, pulled from the family Address Record, will be automatically loaded as Contact 1. An additional Contact may be added. A Notes field is available for each Contact.



## Entering User Fields

### ►Program ►Event Registration ►Registration Entry ►User Fields

This User Fields tab functions the same as the User Fields tabs on Address and Individual Records (see the Getting Started – Membership section of this manual). Codes can be "Loose" or assigned to User Fields Sets to group information. For example, the Forms set includes Health Form, Parental Consent, and Camper Covenant.



User Fields Sets must be created in the **Master Coding System** before you can add Codes.

Codes not assigned to a Set will appear under "Loose" on the User Fields tab. Once created, a Code can be moved to a different set in the Master Coding System.

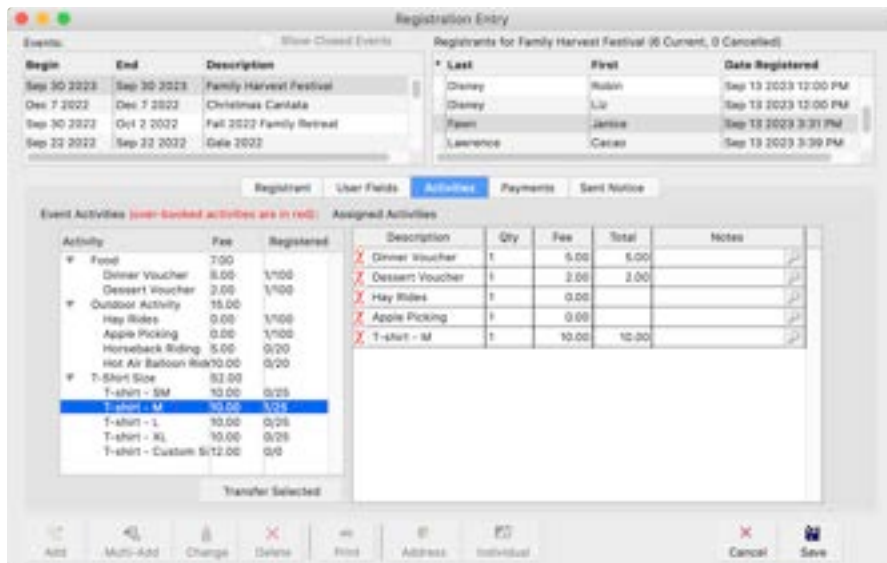
To enter information for a registrant, select either Loose or a Set on the left and either choose an existing Code from the drop list under Type or create a new Code "on-the-fly" by typing in the field.



This example shows the use of raw data user fields to store scans of completed forms. You can also create text fields, date fields, and yes/no fields. The content of text and yes/no fields can be included on name badges and custom listings. User fields are also included in the Master List Detail Report.

## Registering Persons for Activities

### ►Program ►Event Registration ►Registration Entry ►Activities

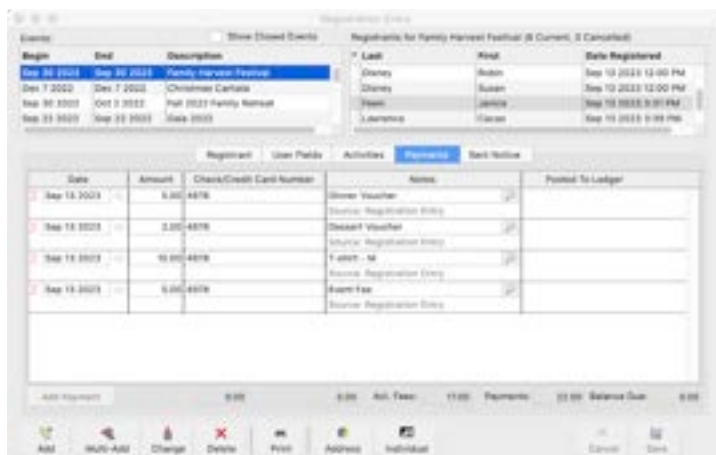


The Activities window is divided into Event Activities and Assigned Activities. The Registered column shows the number of people Registered for an activity followed by the Activity Capacity. Double-click an Activity to register an attendee for it. By default, the Quantity will be 1 and the Fee amount will be as assigned in the Event Record, but either or both may be changed here if needed. A Notes field is available for each Activity.

## Recording Payments

### ►Program ►Event Registration ►Registration Entry ►Payments

The Fees section at the bottom of the Payments tab summarizes the Fees and Payments recorded and totals a Balance Due amount. This summary is also displayed on the Registrant tab.



To add a payment, click the **Change** button, then the **Add Payment** button and complete the fields: Date, Amount, Check/Credit Card Number, and Notes. The Fees section will automatically be updated.

For security reasons, we strongly suggest you NOT include complete credit card information. Note the type of card (Visa, MasterCard, etc.) and the last 4 digits of the number to reference it.

If a registration was entered and paid for via online registration, the payment information will be automatically entered and the Source will show as Engage instead of Registration Entry.

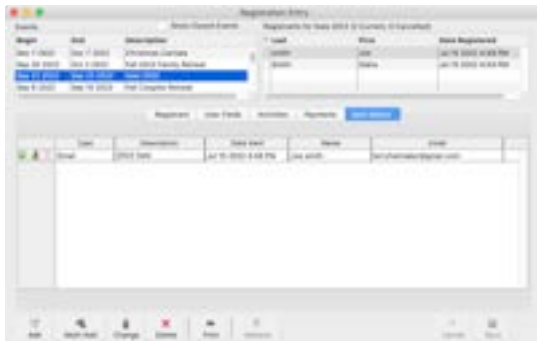


**NOTE:** A Registration Entry with payment made via online registration cannot be deleted. To exclude the person from reports, click the **Registration Cancelled (\*)** checkbox on the registration. This marks the name with an asterisk in the list of registrants and adjusts the total registrations count. Reports give you the option not to include cancelled registrations.

### Viewing Sent Notices

#### ►Program ►Event Registration ►Registration Entry ►Sent Notice

The Sent Notice tab lists both the Registration Notices and Activity Notices sent to this registrant for this Event.



**NOTE:** Registrations made online that trigger an automatic confirmation email, will display a Sent Date of the date the registration was made.

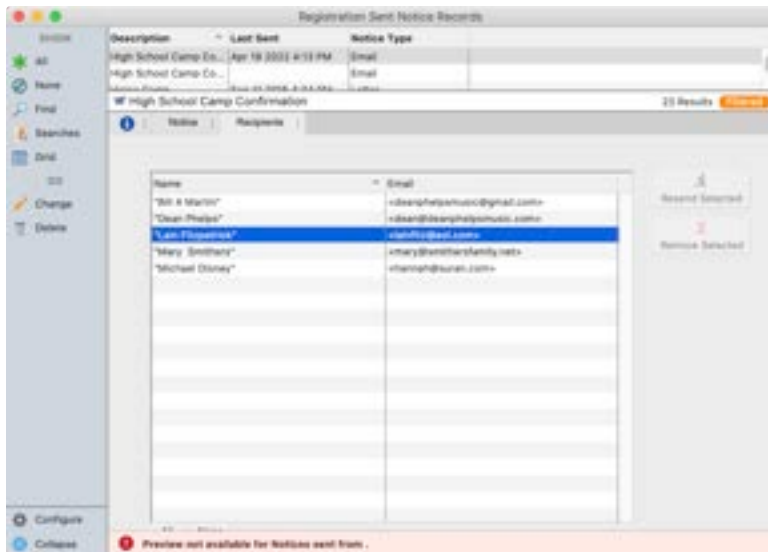
- Click the running man icon next to a notice to send it to just this registrant again.
- Click the round green icon next to a notice to open it in the Registration Sent Notices window.



Email Notices are automatically saved. However, if you want the *option* to save Letter and Card Notices, you must set it on the CDM+ System Preferences window (►CDM+(macOS)/File(Windows) ►Preferences ►CDM+ System ►Event Registration ►Notices).

### Registration Sent Notices

#### ►Program ►Event Registration ►Registration Sent Notice Records or Activity Sent Notice Records



The Notices tab displays detail of highlighted Registration or Activity Notice.

The Recipients tab lists the registrants to which the highlighted Registration or Activity Notice was sent. You may re-send notices by selecting all or some recipients on the list and clicking the Resend Selected button.

**NOTE:** If you send the same email, such as a registration confirmation, multiple times, you will see it appear in the list repeatedly displaying the date and time it was sent. You can use this to know what date range to set when sending the email notice again to avoid sending it to a registrant more than once.

## Post Payments to Ledger

If an income account was entered in the Payment Account field on the Event Record, the payments made for this event may be posted to the Ledger (this is optional). If you are using online registrations with electronic payment, you'll want to assign the proper expense account for the credit card or ACH fees in the Fee Account field.

### ►Program ►Event Registration ►Post Payments to Ledger

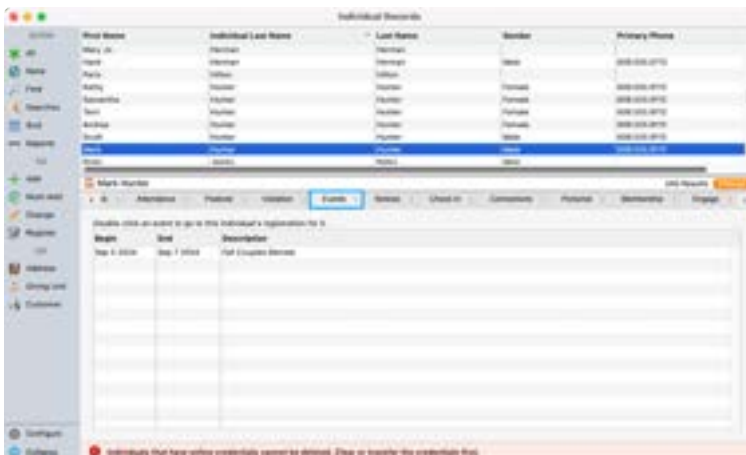


If you are using CDM+ Accounting, you can post the deposit of cash and check payments directly to the ledger. Choose the date range for the payments to be posted, enter a transaction date, and select the asset account for posting the payments. Use the Report Preview tab, or use the Print Posting Report Preview to review the action prior to posting. Click **Post** when you are satisfied the posting will be correct.

## Viewing Historical Event Registration for Members

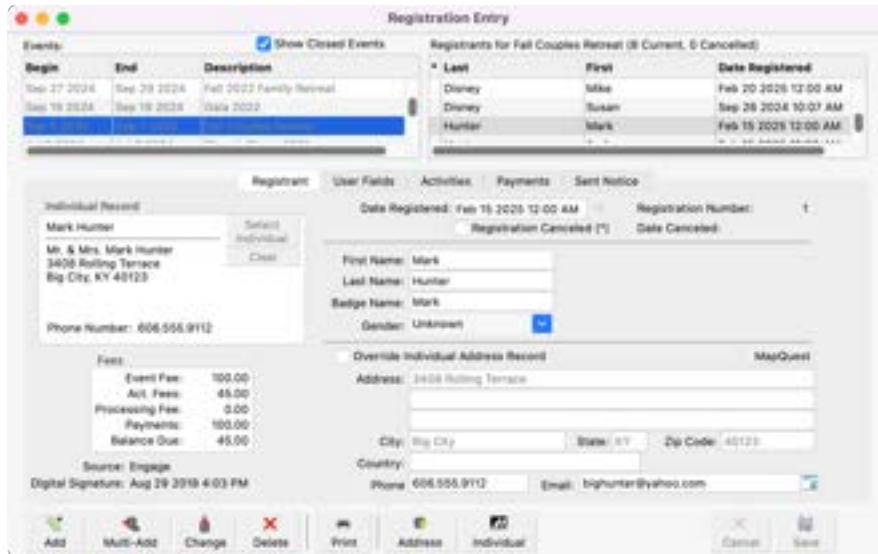
### ►Program ►Membership ►Individual Records Records ►Events

You can see historical event registrations for members in CDM+ Membership.



If you double-click on the Event's description on the Individual record, you'll be taken to that individual's registration entry.



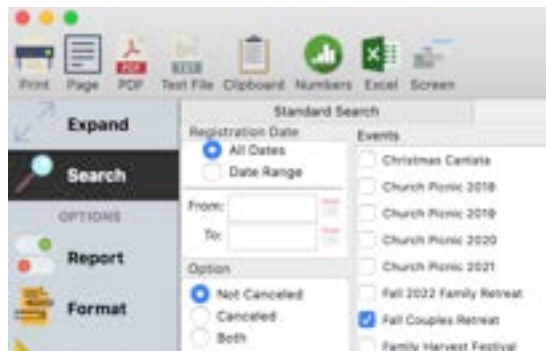


## Registration Reports

### Master List

► Reports ► Event Registration Reports ► Listings and Exports ► Master List

The Master List report includes the registrant's Name, Address, and Phone. You can optionally include Age, Grade, Fees, Payments, and Amount Due.





## Master List Detail

### ► Reports ► Event Registration Reports ► Listings and Exports ► Master List Detail

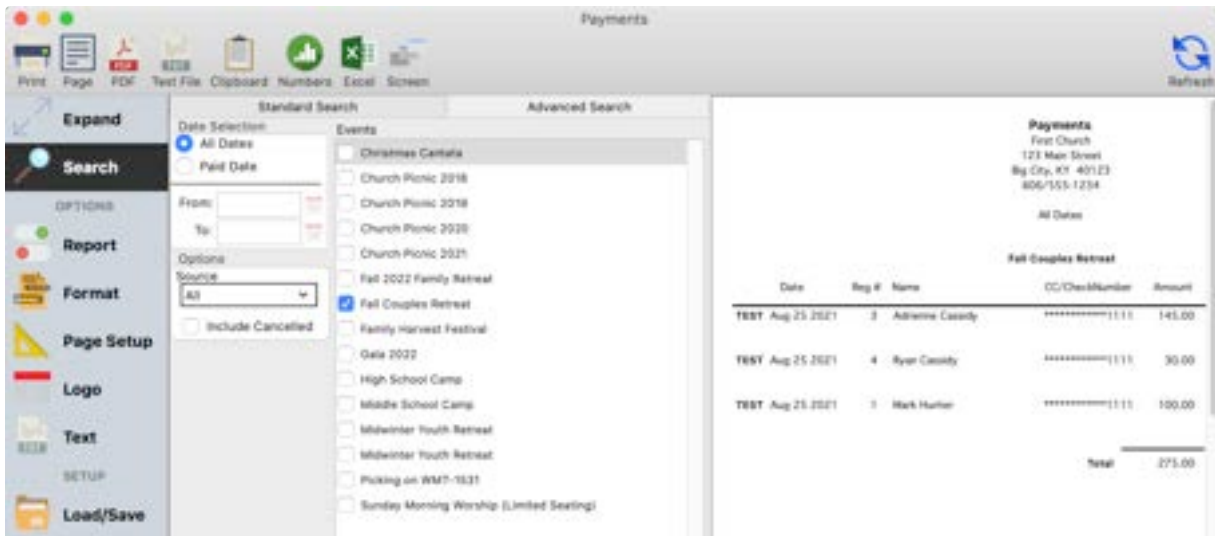
This version of the Master List report includes the information on the Master List report, plus any Activity registration and detailed payment information. User Fields, Contact, and Activity Notes are optional.

Master List Detail					
First Church 123 Main Street Big City, KY 40123 606/555-1234					
All Dates:					
Fall Couples Retreat					
Reg #	Name	Address/Phone/Email	City	State	Zip
3	Adrienne Cassidy	601 E. Richmond St. 606.555.4425 2cassyl@windstream.net Digital Signature: Aug 29 2018 4:57 PM	Big City	KY	40123
		Activity	Qty.	Cost	Total
		Registration Fee	1	100.00	100.00
		Horseback Riding	1	20.00	20.00
		Dinner Reception	1	25.00	25.00
		<b>Total Fees:</b>			<b>145.00</b>
		Paid Date	CC/CheckNumber	Remarks	Amount
		Aug 25 2021	*****1111	Transaction ID: e2c66ea2...	145.00
		<b>Processing Fee:</b>	<b>0.00</b>	<b>Total Payments:</b>	<b>145.00</b>
		<b>Balance Due for Adrienne Cassidy:</b>			<b>0.00</b>
4	Ryan Cassidy	601 E. Richmond St. 606.555.4425 classycassy@windstream.net Digital Signature: Aug 29 2018 4:57 PM	Big City	KY	40123
		Activity	Qty.	Cost	Total
		Registration Fee	1	100.00	100.00
		Horseback Riding	1	20.00	20.00
		Dinner Reception	1	25.00	25.00
		<b>Total Fees:</b>			<b>145.00</b>
		Paid Date	CC/CheckNumber	Remarks	Amount
		Aug 25 2021	*****1111	Transaction ID: e2c66ea2...	30.00
		<b>Processing Fee:</b>	<b>0.00</b>	<b>Total Payments:</b>	<b>30.00</b>
		<b>Balance Due for Ryan Cassidy:</b>			<b>115.00</b>

## Payments

### ► Reports ► Event Registration Reports ► Summaries ► Payments

The Payments report lists payments received for any or all events. You can filter the report by Event, Paid Date, and Source on the Standard Search tab. Filtering on Source makes it possible to print reports for payments entered through CDM+ desktop separately for payment received by credit/debit card through CDM+ Engage. Using the Report Options to show the deposit date and ledger reference number, the report provides a connection to the entries in CDM+ Accounting.



## Custom Listing Reports

► **Reports** ► **Event Registration Reports** ► **Listings and Exports** ► **Registration Custom Listing and Export** or **Activity Custom Listing and Export**

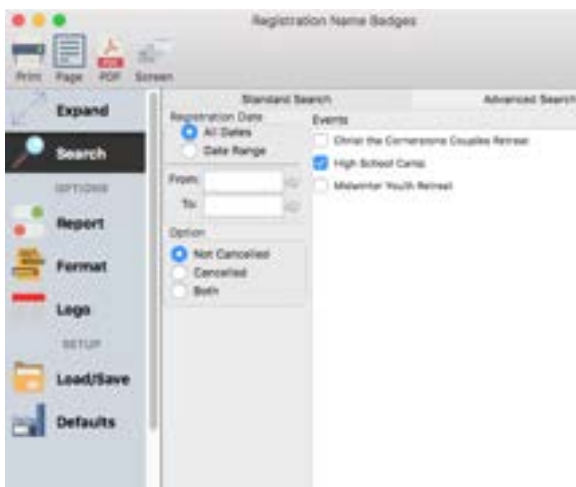
For even more control over the content of an Event Registration report, use either the Registration Custom Listing or Activity Custom Listing report. Attend the Membership Custom Reports class to learn how to set up custom listing reports.

## Name Badges

Name badges either for all Event registrants or just for registrants of a selected Activity can be printed. To print name badges for all registrants select Registration Name Badges from the report menu; select Activity Name Badges to print name badges for a selected Activity. The illustration below is for all registrants so the Registration Name Badges report is selected.

► **Reports** ► **Event Registration Reports** ► **Labels** ► **Registration** or **Activity Name Badges**

Select the event or activity from the **Search tab**. On the **Report tab**, you can choose the format or add/edit the badge you want to create.



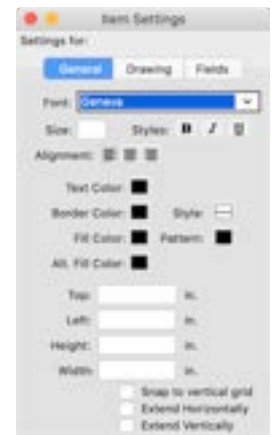
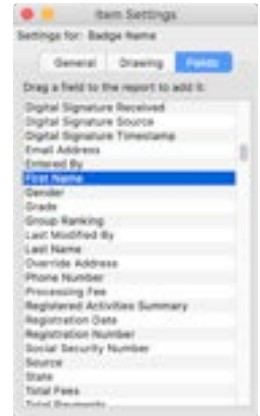
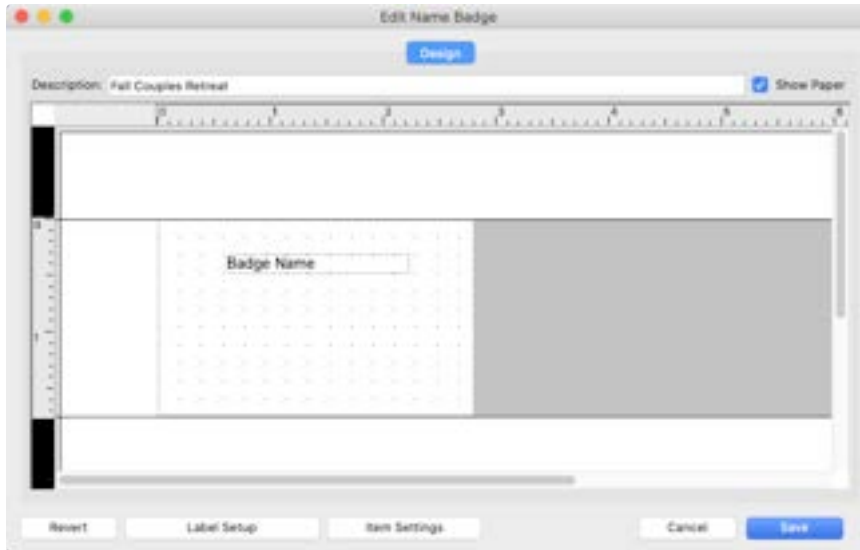
Click small **Add** button to create a new name badge. Choose the Avery format, give it a name, and click **OK**.



Or highlight an existing badge in the list and click either the small **Edit** or **Duplicate** button.

## Edit Name Badge

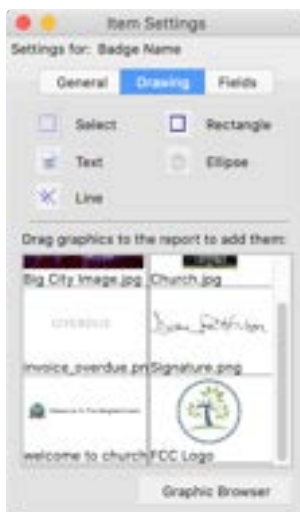
To begin adding content and formatting the name badge, click the **Item Settings** button. Add a field from the Event Registration by clicking the **Fields** tab, then dragging the field name onto the badge palette.



Drag the field name on the palette to adjust its position, and use the anchors to adjust the size of the item on the badge.

Use settings on the General tab to select the font, text size, color and alignment.

Images can be added using the **Drawing** tab of the Item Settings window. Drag the image to the palette, and use the anchors to resize it. The image aspect will be maintained.



## Labels/ Envelopes

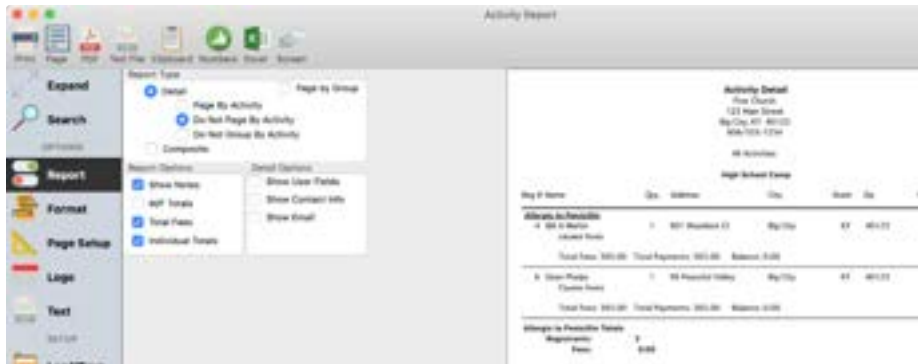
### ►Reports ►Event Registration Reports ►Labels ►Registration or Activity Labels/Envelopes

Use Registration or Activity Labels/Envelopes to prepare mailings to registrants for an event or participants in one or more activities. Select the event or activity from the **Search** tab. On the **Report** tab, you can choose the sort order, specify all upper case for the label, or include an attention line, such as "To the Parents of;," for a youth event. Checking the **One Per Household** box saves postage by combining all registrants for an event into one envelope.



## Activity Report

### ►Reports ►Event Registration Reports ►Listings and Exports ►Activity



The Activity Report is searched by Event and then by selected Activity (or Activities). By default, the report includes Detail and prints one Activity per page. Your selections under Report Type, Reports Options, and Detail Options on the Report tab determine what information is included in the report. The **Composite** version is useful to supply a count to persons setting up an activity.

# Roommate Facilities Manager

## Introduction

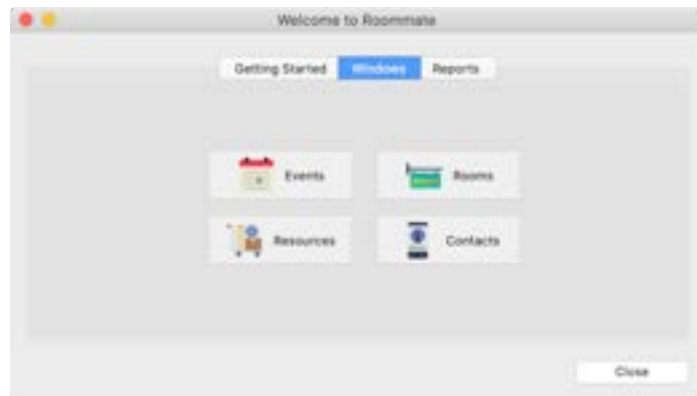
What is Roommate?

- Calendar
- Resource manager (inventory)
- Contact manager

Roommate is a powerful, effective scheduling tool for events and resources. Church-wide calendars or ministry specific calendars may be viewed or printed. Special event calendars, such as a wedding calendar, can be easily maintained. Reports include both calendar and list format, and can be produced by date range and departments.

Events from CDM+ Roommate can be viewed online using the Monthly Calendar and Event Listing tools. For more information on publishing tools, see the Getting Starting in Web Ministry Tools and Engage class.

The Welcome to Roommate window provides easy selection of the major Roommate functions; the Getting Started tab provides steps to initial setup; the Reports tab groups reports together by options for easy access. These items are also available from the Roommate menu under Programs in CDM+.



## Setting Up: Master Coding System

►File ►Master Coding System ►Codes tab

### Room Configurations

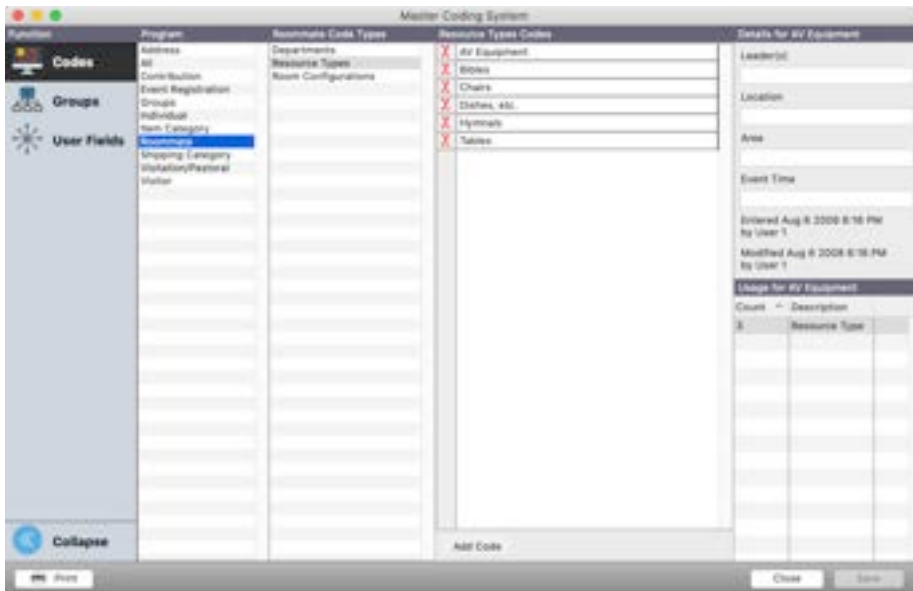
Room Configurations are codes you create to classify room setup, room type, or purposes. Room Configurations are associated with specific rooms.


### Departments

Departments are Codes you create that are assigned to events for selection and grouping purposes on calendar views and reports. Departments are used to customize views on the Event Schedule and select content on Roommate reports.

### Resource Types

Resource Types are used to group resources together and for selection purposes on Roommate reports. Resources are assigned to a Resource Type, e.g., AV Equipment would include televisions, DVD players, stereos, etc. Resource Types can be added on-the-fly or added, changed, or deleted on the Codes tab of the Master Coding System window.

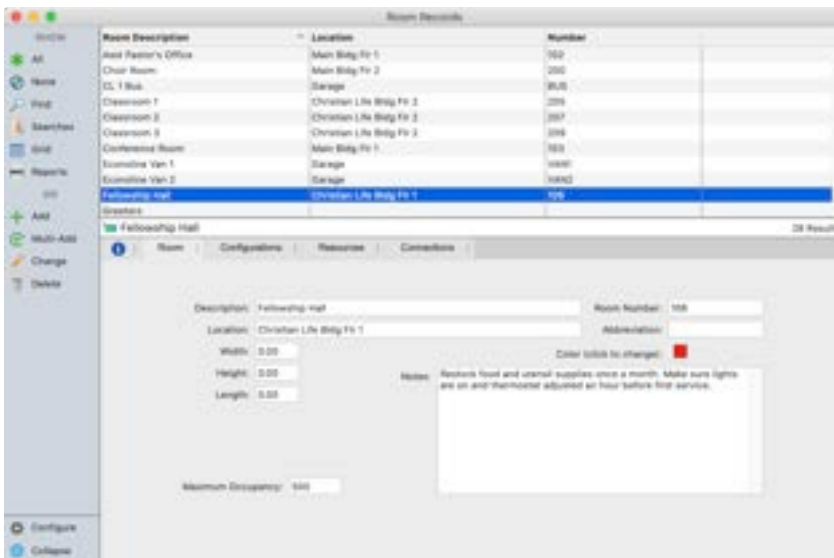


 Use Resource Type descriptions to categorize resources. This will allow for the creation of Inventory lists by category (Resource Type).

## Rooms

### ►Program ►Roommate ►Room Records

Define all the areas of your facility that will be scheduled for use. Although the term “room” is used throughout the program, use CDM+ Roommate to schedule more than just rooms. For example, the list may include the church bus or van, the preschool playground, or the Prayer Garden. Don’t be limited by walls!



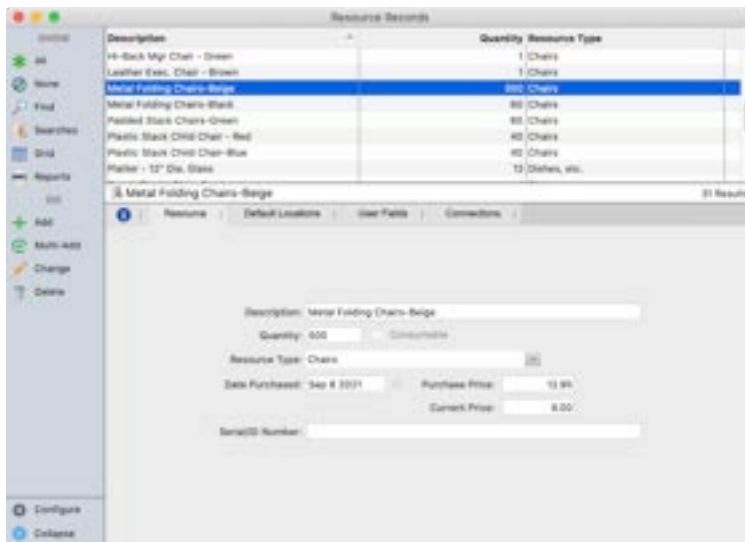
Detail view of Configurations tab


## Resources

The Resource Records window displays the inventory or resources used when scheduling Events. In addition to a resource description, the quantity owned, purchase date, price, serial #, and Resource type are tracked. User-defined information can be maintained on the User Fields tab.

## Resource Records

►Program ►Roommate ►Resource Records



 Create a Photo field under the User Fields tab and attach a scanned photo of the resource to the record.

## Default Locations

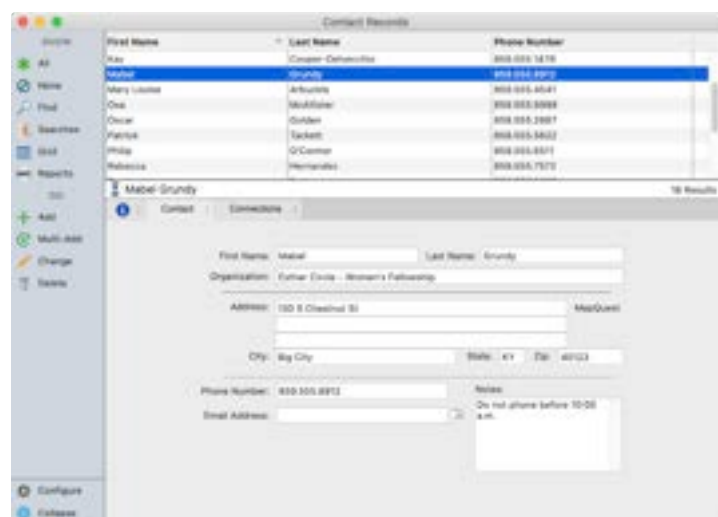
Specify the “normal” or “base” location for the selected resource. Multiple default locations can be tracked for a resource, so a group of 500 chairs could be split across multiple rooms. Check the “AA” box to Auto Assign the resource to scheduled Events in this room.



## Contacts

►Program ►Roommate ►Contact Records

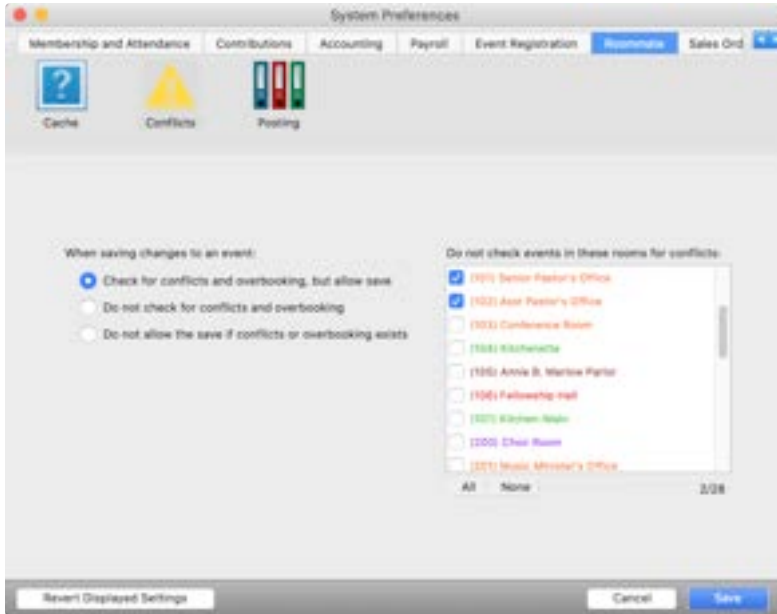
Information on contact persons for the organizations that use your facility— leaders of your church, community groups, and professionals (such as wedding coordinators and caterers).



## System Preferences

CDM+(Mac)/File(Windows) ► Preferences ► CDM+ System ► Roommate tab

### Conflicts

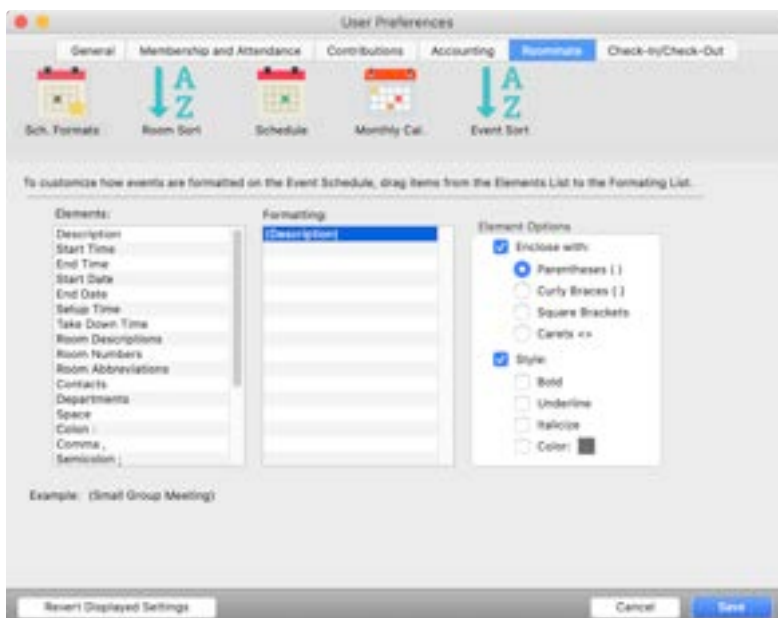


Select from three options to handle schedule conflicts.

## User Preferences

CDM+(Mac)/File(Windows) ► Preferences ► CDM+ User ► Roommate tab

### Monthly/Weekly Schedule Formats

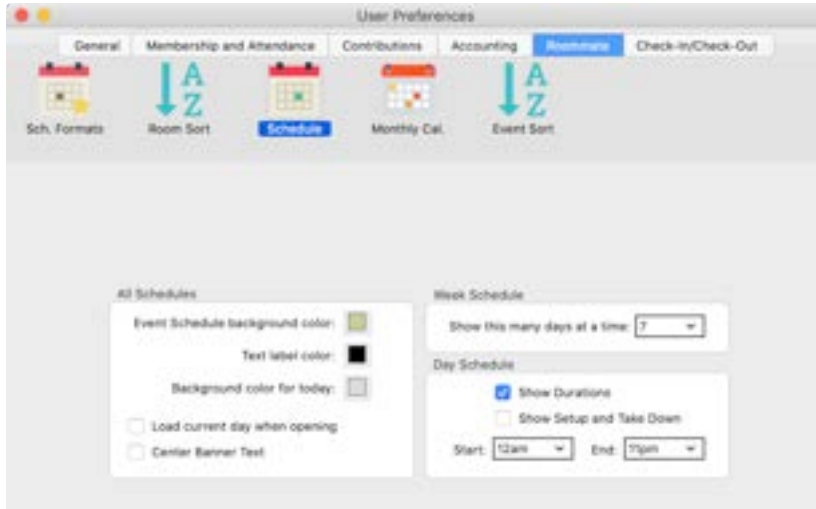


Click on the Schedule Formats icon to specify what information is displayed for events on the Weekly or Monthly schedule. Drag desired elements from the Elements list on the left to the Formatting list on right.

You can select an item in the Formatting list and further customize it under the Element Options. For example, add parenthesis to separate a room number from its description, or bold the setup time.

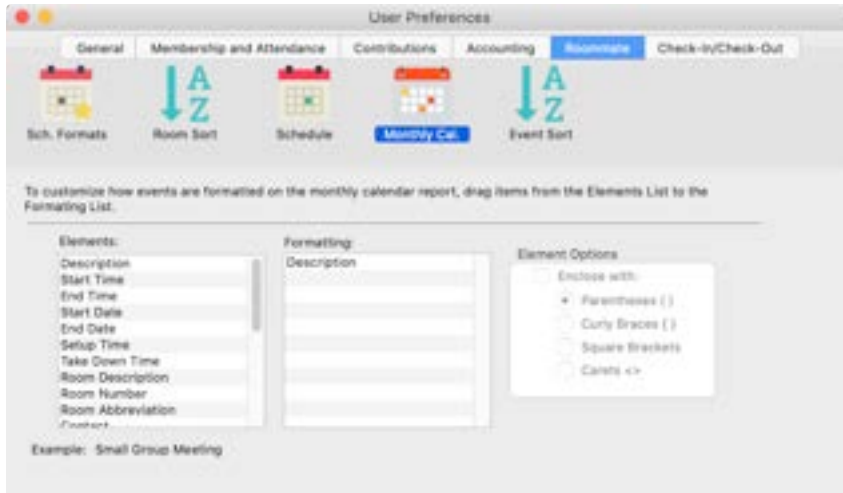


## Schedule



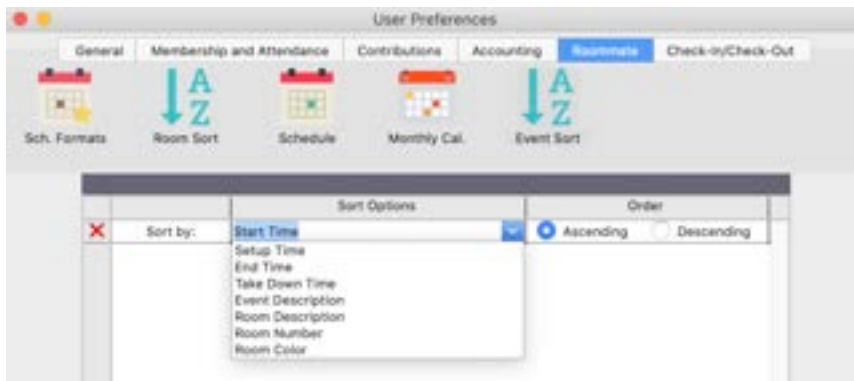
Click on the Schedule icon to select the color settings, the week schedule, and day schedule defaults

## Monthly Calendar



Click on the Monthly Cal. icon to customize how events are formatted on the monthly calendar report by dragging items from the Elements List to the Formatting List. The Example below the lists changes dynamically to preview how the current Formatting would appear on a calendar report.

## Event Sort



By default, events within a day on the schedule sort by start time. You can override this by adding sorts to this list. This example sorts events by start time, then by room number.

# Scheduling Events

## Event Schedule

### ►Program ►Roommate ►Schedule

The Event Schedule allows for 3 views of the same information: Month, Week, and Day. Click tab in lower right to switch views.

## Month Schedule

There are two ways to place an event on the Month Schedule:

- Double-click an open area while on the selected day.
- Click the Inspector on the selected day and then click Add.

The Event Information window will open; type the description and then complete all the tabs that apply.



To Change an event, double-click the event to open the Event Information window and make changes; click Save.

To Delete an event, double-click the event to open the Event Information window and click Delete. In addition, either the Inspector or the contextual menu can be used to delete. You can also delete an event by clicking it on the month or week view and pressing the delete key on your keyboard.

## Week Schedule

The Week Schedule displays 1-7 days at a time; otherwise, it is identical to the Month Schedule.



## Day Schedule

Each event will appear on the Day Schedule as a colored bar to indicate its assigned room; the length of the bar indicates the duration of the event measured on the time scale header.




## Navigating and Finding Events on the Event Schedule

Navigation and search tools can be found at the bottom of the Event Schedule window. There are tools to quickly navigate month-to-month or jump to a specific day. There is also the option to look up an event by description using the search field.



## Inspector

Click on the small Inspector icon  at the top of a day on the Month or Week Schedule to display a listing of all scheduled events for that day. Click the Add button to add a new event; click the Duplicate or Modify buttons to change or create a duplicate event; click the Delete button to remove an event.

## Views

Views are custom-defined combinations of Rooms and/or Departments that filter the schedule to display just events for those rooms and/or departments. Views are also available for use on Event reports as search options. Views are user specific, but may be published for use by other users.



To create a View:

- Click the Modify button
- Then click the Add button and name the view
- Select the combination of Rooms and Departments desired
- Click Save

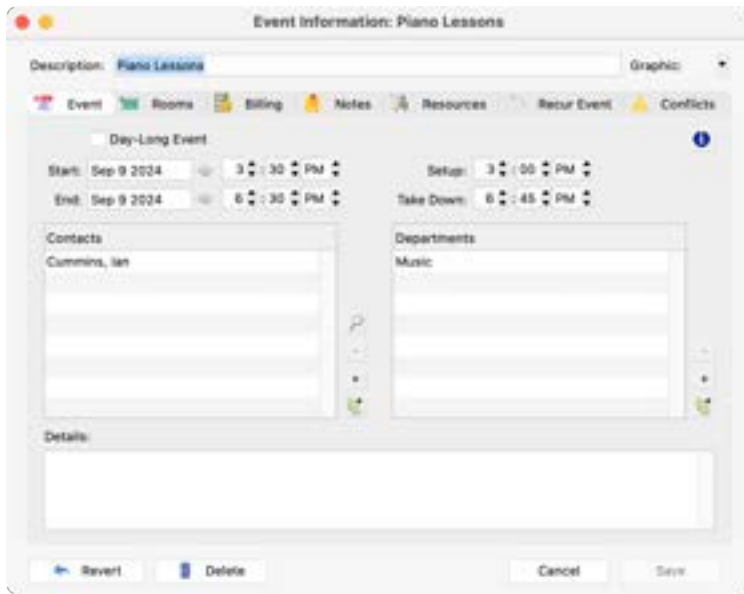
## Creating Events

- Double-click in an open area of the Event Schedule window
- Or Add from the Inspector



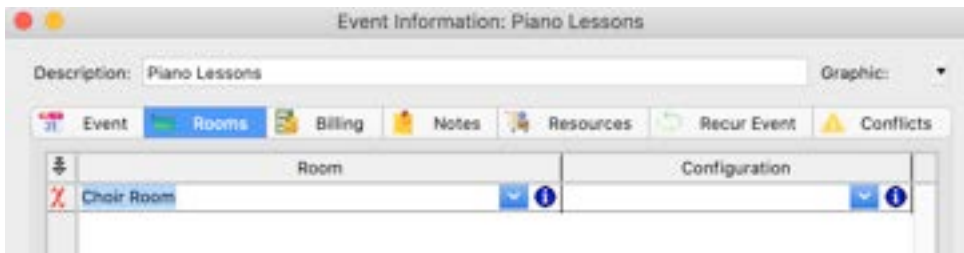
Events on all three schedules (month, week, and day) of the Event Schedule have **Contextual Menus** available. Control-click (Macintosh) or right-click (Windows) on an event to access contextual menu. From the contextual menu, you can open the Event Information window by selecting Modify, delete the event by selecting Delete, or duplicate the event by selecting Duplicate. The assigned Rooms, Contacts, and Departments for the event will be checked and can be changed by selecting different Rooms, Contacts, or Departments.

## Event Information



The Event Information window contains the description of the Event and a series of tabs that contain all the details of the Event. Select the appropriate tab to add, view, or change Event details.

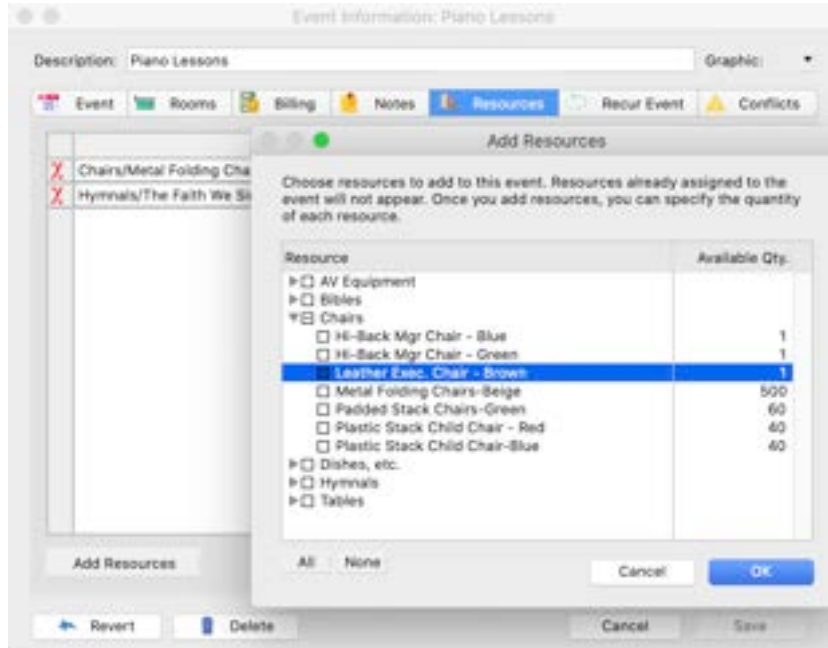
## Room Selection



## Billing

Roommate Events can be linked to Customers in Accounts Receivable and invoices generated to bill facilities usage. See the Accounts Receivable manual for more information.

## Resources



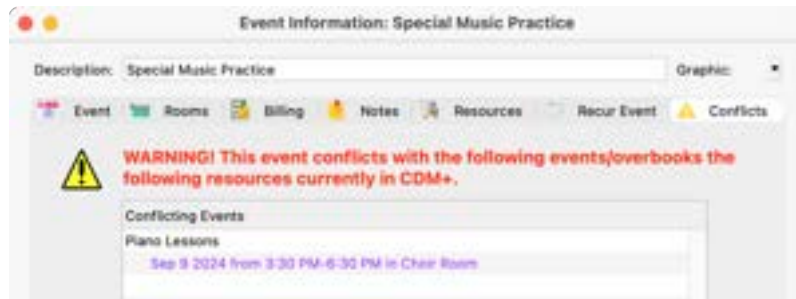
Click Add to select Resources for use in this Room. If the selected room has resources marked to Auto Assign (AA) on the Default Location tab of the Resources record, as soon as you click on the Resources tab of the Event Information window, a pop-up window will ask if you wish to assign them.



If you leave the box checked and click OK, the Resources tab for the Event will be auto-filled with Auto Assign (AA) resources. You can edit the list. If you uncheck the box and click OK, no resources will be assigned. Resources may be added by clicking Add Resources.

## Dealing with Conflicts

The Conflicts tab displays any Room conflicts or Resources over-booking. Every time this tab is selected, Roommate re-checks for conflicts.

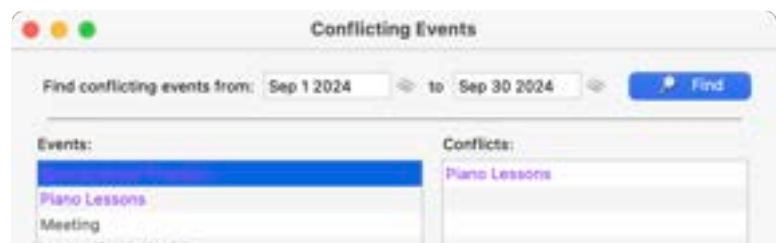


Settings selected in Systems Preferences determine how CDM+ Roommate handles conflicts. There are three choices for dealing with conflicts.

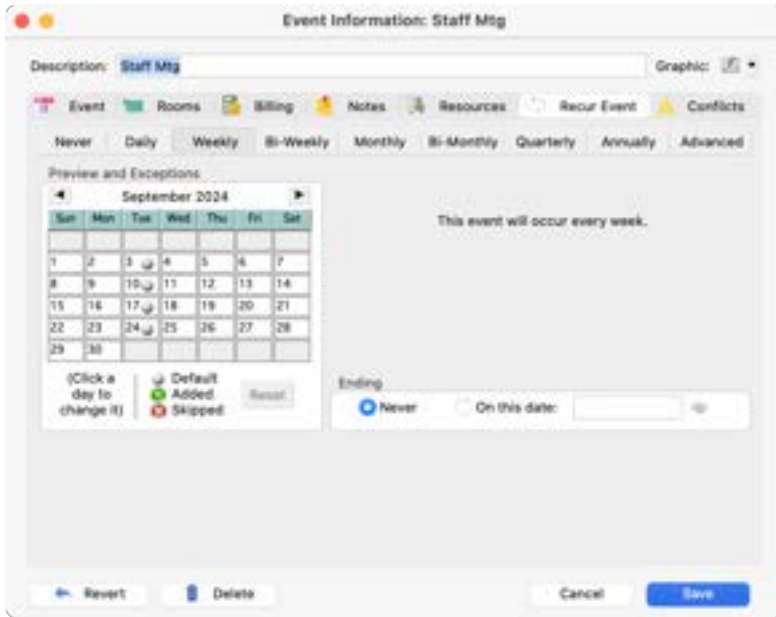
## Search for Conflicting Events

### ►Program ►Roommate ►Conflicting Events

The Conflicting Events window allows for date range searches for Event conflicts.

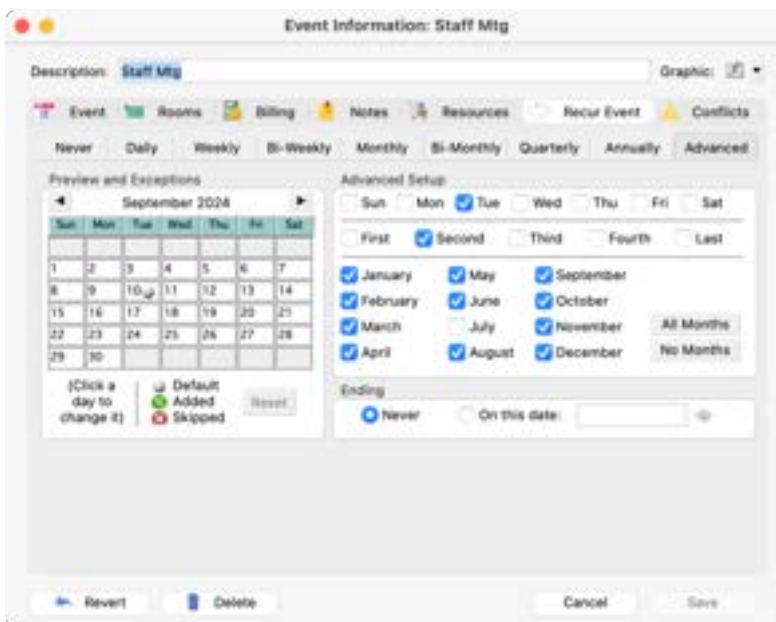


## Recurring Events



Schedule an Event to recur on selected time intervals, either ending on a specific date or recurring indefinitely. Use the Advanced option to create complex recurring event schedules.

Use the Preview and Exceptions calendar to add or remove an occurrence of this event outside the standard occurrences. Colored dots indicate the exceptions and defaults.

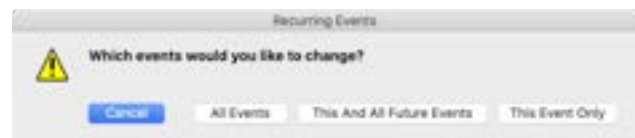


The settings under the Advanced tab should be used only when the date requirements are more unique than weekly, daily, monthly, etc. If you are setting up an event that is to meet once a month with no more specificity, set it up on the Monthly tab.

## Changing a Recurring Event

Changing a recurring event in CDM+ has multiple options for the way it handles the changes upon saving.

If you select an occurrence of an existing recurring event from the schedule and change it, when you click Save the window at right will open. You must choose one of the 3 options shown:.



All Events, This and All Future Events, or This Event Only

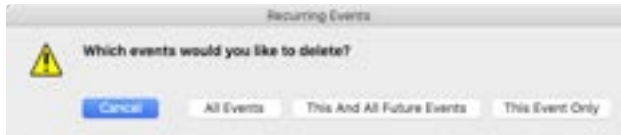
If you select **All Events**, CDM+ Roommate will save this change to the original event and update the preview calendar. It will delete all existing occurrences of the event and create new occurrences within the defined range.

If you select **This Event Only**, the program will create a new event for the specific day you selected and changed, and it will keep all other occurrences of the event with the original event settings.

If you select **This Event and All Future Events**, CDM+ will change the end date of the original event to the last occurrence prior to the date you selected and changed. Any occurrence of the event set for the date you changed and all occurrences after that date will be deleted. Roommate will then recalculate occurrences of the event for the date you changed and future dates based on the settings you saved.

## Deleting a Recurring Event

Likewise, deleting a recurring event in CDM+ has the same multiple options.



When you double-click open an occurrence of an existing recurring event from the schedule and click Delete, the window at left will open. You must choose one of the 3 options shown:

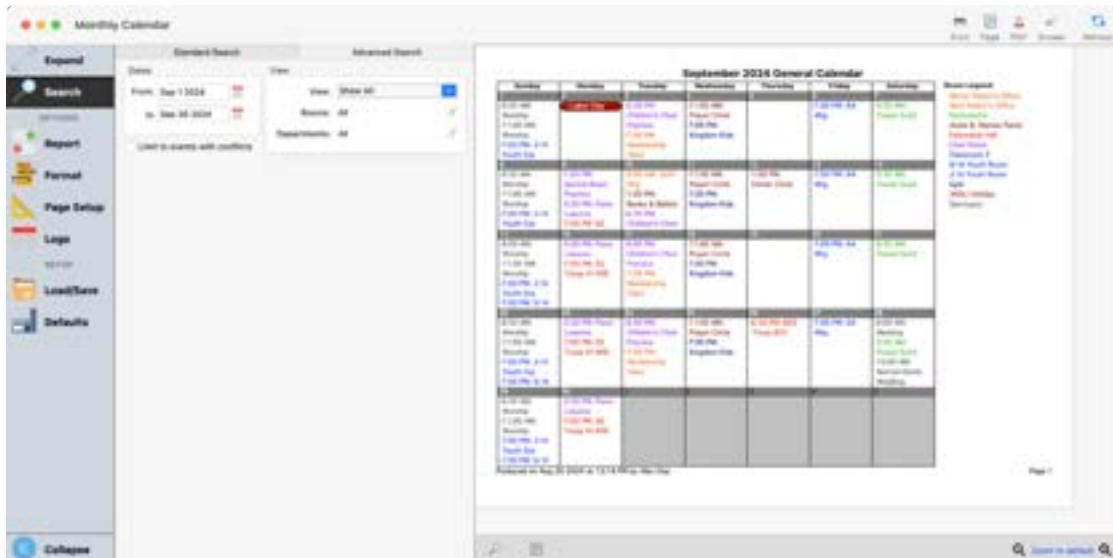
- **All Events** – deletes all existing occurrences of the event.
- **This and All Future Events** – deletes the occurrence you opened and all occurrences after that date will be deleted. Previous occurrences will remain on the schedule.
- **This Event Only** – deletes only that specific occurrence of the event you opened. All other occurrences of the event will remain on the schedule.

## Roommate Reports

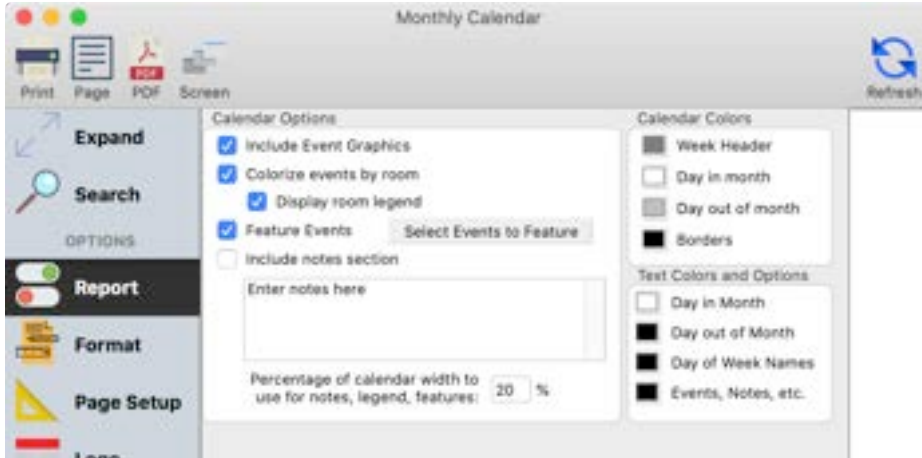
Directories of Rooms, Contacts, and Resources and Event Schedules in a number of different formats

### Monthly Calendar Report

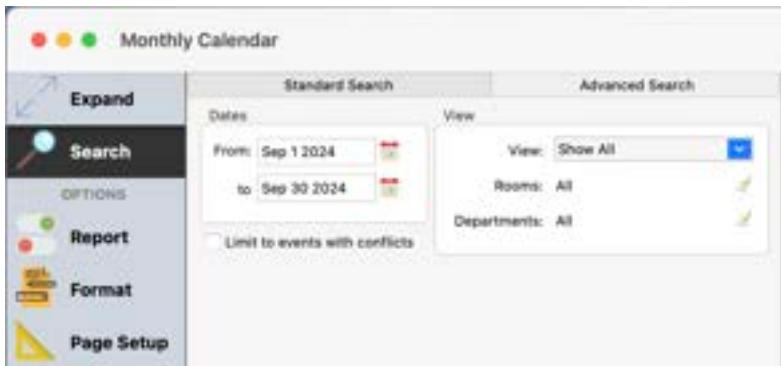
► Reports ► Roommate Reports ► Monthly Calendar



Page formatting options are found on the Report tab:

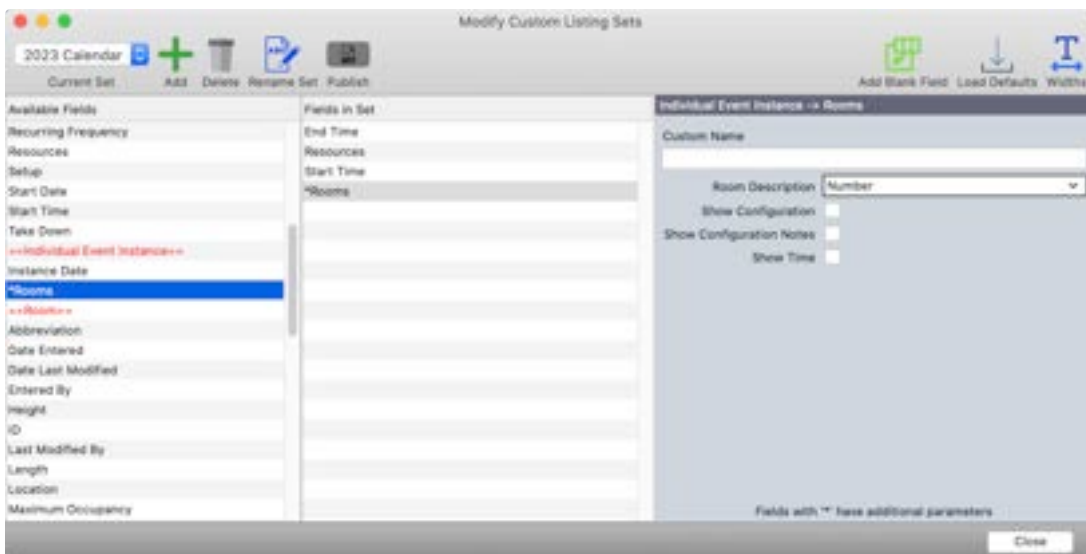


Click the **Search** tab to select the date range and which rooms and departments will be shown:

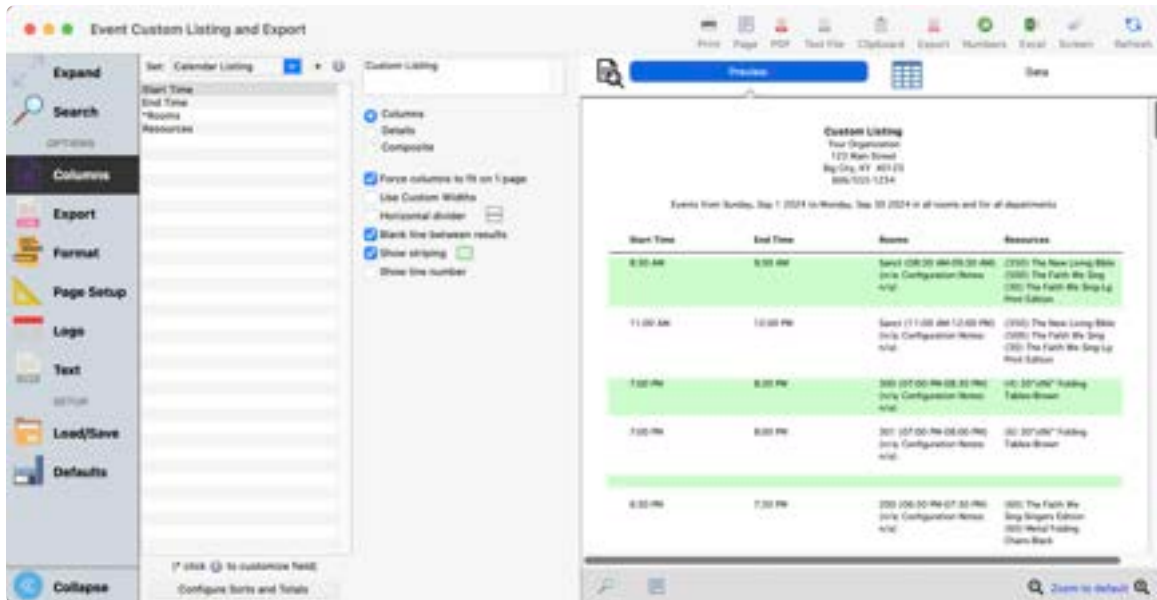
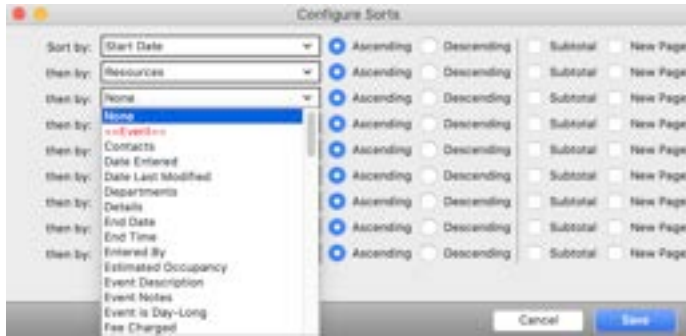


## Event Custom Listing and Export Report

►Reports ►Roommate Reports ►Listings and Exports ►Event Custom Listing and Export

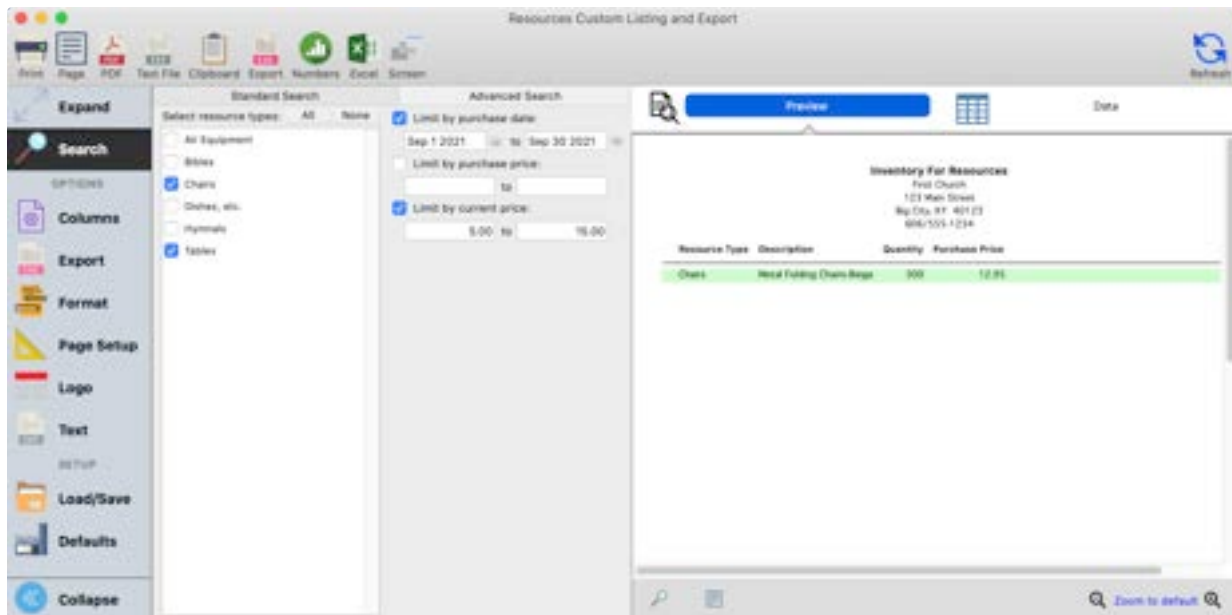






## Resources Reports

► Reports ► Roommate Reports ► Listings and Exports ► Resources Custom Listing and Export



## Web Ministry Tools – Basic Toolkit Tools Using Roommate

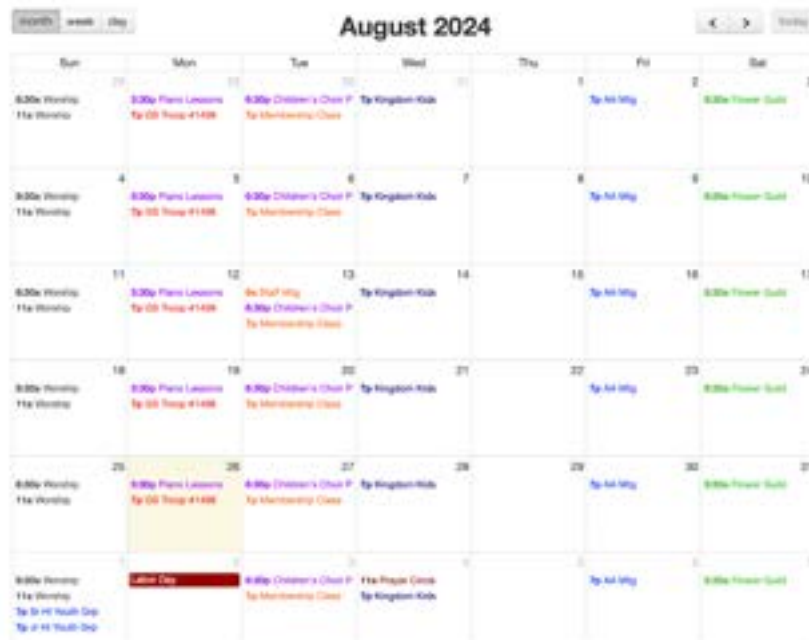
Calendars created in Roommate are easily published and automatically updated on your church's website using Web Ministry Tools Basic Toolkit.

### Calendar Tool in WMT

The Calendar Tool can show events in a monthly or weekly view. When you edit your event using Roommate, the changes you make automatically appear on your website in the published tool.



In the Calendar tool, changes to events made in CDM+ Roommate appear automatically on your website. However, if you add a department or room in Roommate, you must go into Tool Options and select the new department or room before the events in it will show up.



**Weekly View**



Click an event to view more details. Add notes for view online using the Details field on Event information.

**Daily View**





# Check-In/Check-Out

**Check-In/Check-Out** can be customized to meet the needs of your church. A few examples are:

- Sunday Morning Nursery
- Children's Church
- Sunday School Classes
- Vacation Bible School
- Church Picnics
- Outreach Programs such as AA or Celebrate Recovery
- Training Meetings
- Ministry Luncheons
- Small Group Meetings
- Church Business Meetings

You have the ability in Check-In/Check-Out to create what you want. Name badges, parent pickup slips, drawing entry forms, etc.; the possibilities are endless. With CDM+ in the cloud, you have the ability to run Check-In/Check-Out using iPhones, iPads, or Android devices, thus eliminating the need for extra computers and scanners.

## Check-In/Check-Out Event Records

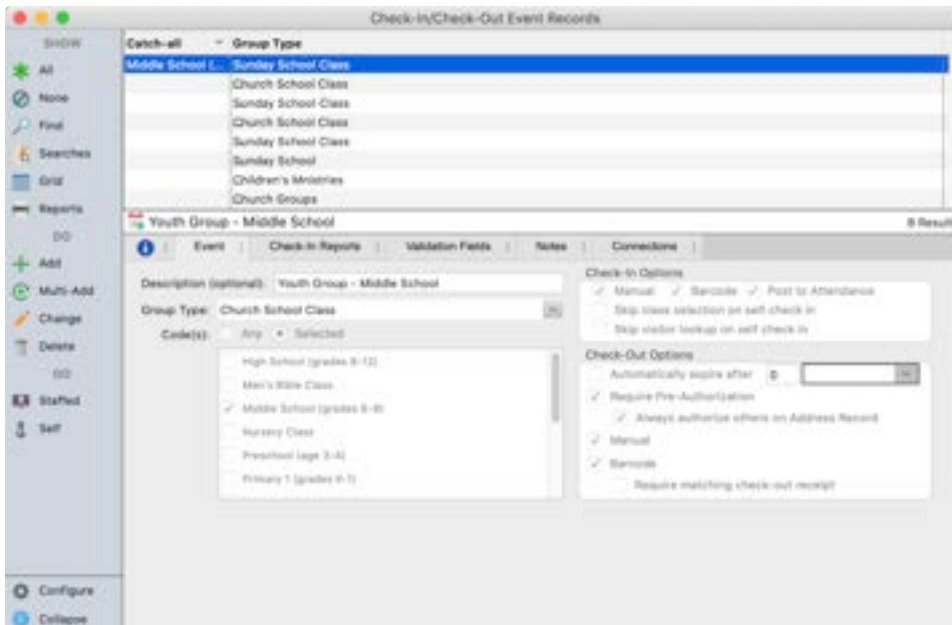
**Check-In/Check-Out Event Records** are the foundation of **CDM+ Check-In/Check-Out**. These records combine codes from your **Master Coding System** with preferences for how check-in and check-out are to be performed, along with settings for name badges to print and fields to validate during check-in. Consider the meetings and gatherings where you'll use CDM+ Check-In/Check-Out. You'll want to create a **Check-In/Check-Out event record** for each of these gatherings.

You can create as many events as you'd like and easily switch between them during **Staffed Check-In**, or create **Events Sets** that group everything together on a mobile device or computer using **Self Check-In**.

## Basic Event: Adult Sunday School (Check-In Only)

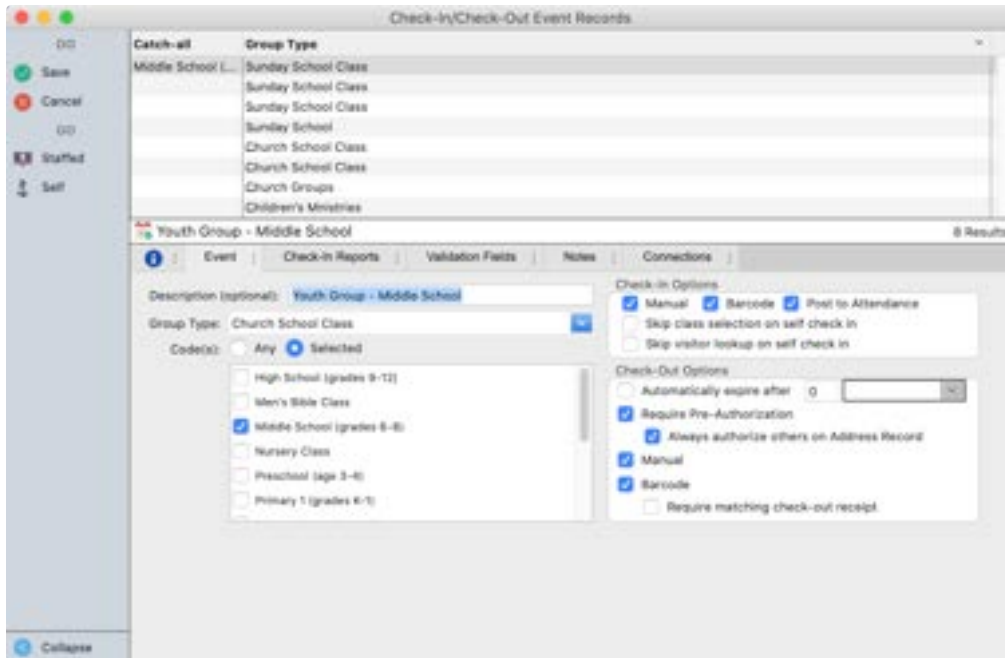
### ►Program ►Check-In/Check-Out ►Check-In/Check-Out Event Records

First step is to create a Check-In/Check-Out Event. This can be a one-time event or one that repeats indefinitely, such as worship services or Sunday School.



## Add Post to Attendance

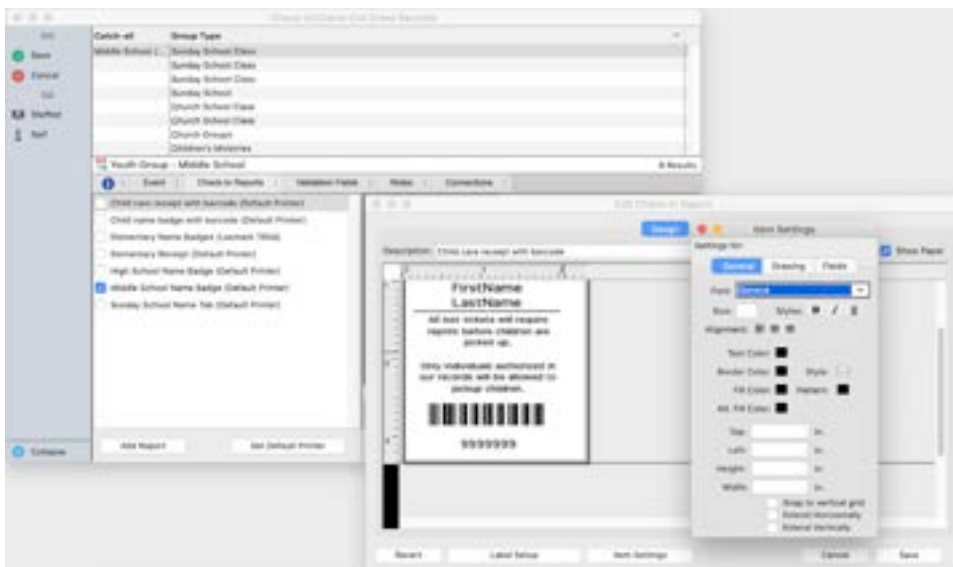
Putting a check mark beside **Post to Attendance** will result in attendance records being automatically filed for the group and date after check-in.



## Add Name Badges

Under the **Check-In Reports Tab**, highlight a report, such as a name badge or report, to modify it. Put a check in the box beside it to print it at each check-in.

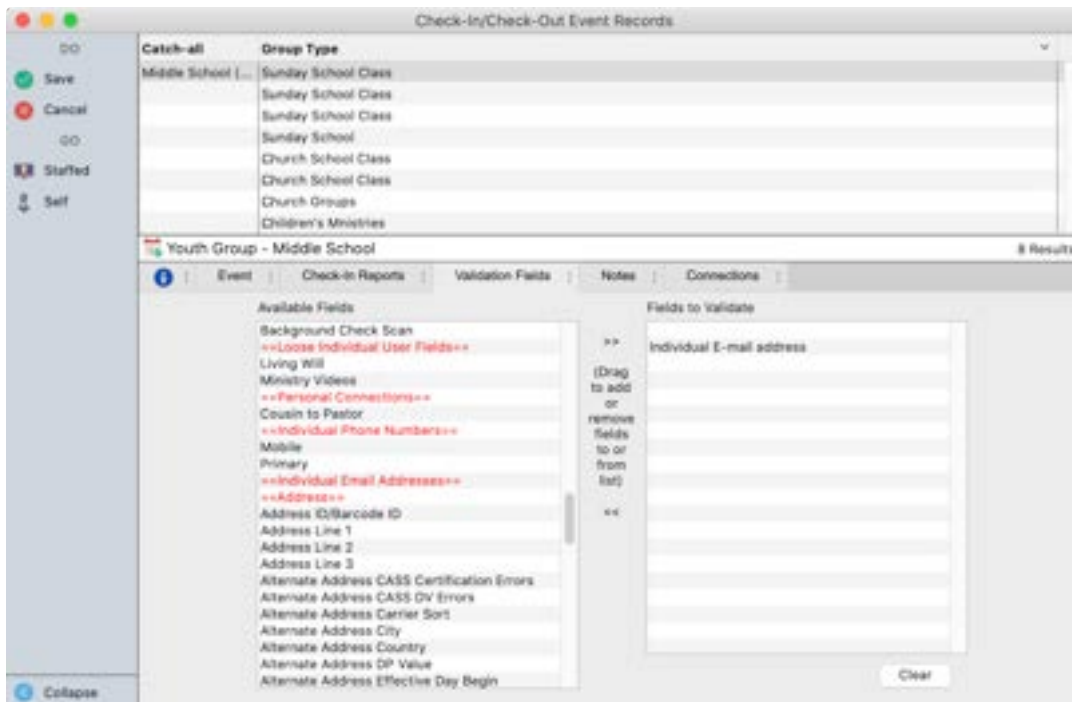
You can easily add data fields and custom class or church logos to any Check-In Report using the editor.



## Add Validation Fields

Verifying information during staffed event check-in is an easy way to reach most, if not all, the people in a group. Setup is easy, and the program will prompt staff during every check-in to ask for the information. Changes and additions made during check-in will automatically save in your Membership records.

The example shows the settings you would use to verify Individual Email addresses. To choose a field for use during an event check-in, click and drag the field from the left column into the right column. To deselect a field, click and drag it from the right column to the left, or click Clear to start fresh.



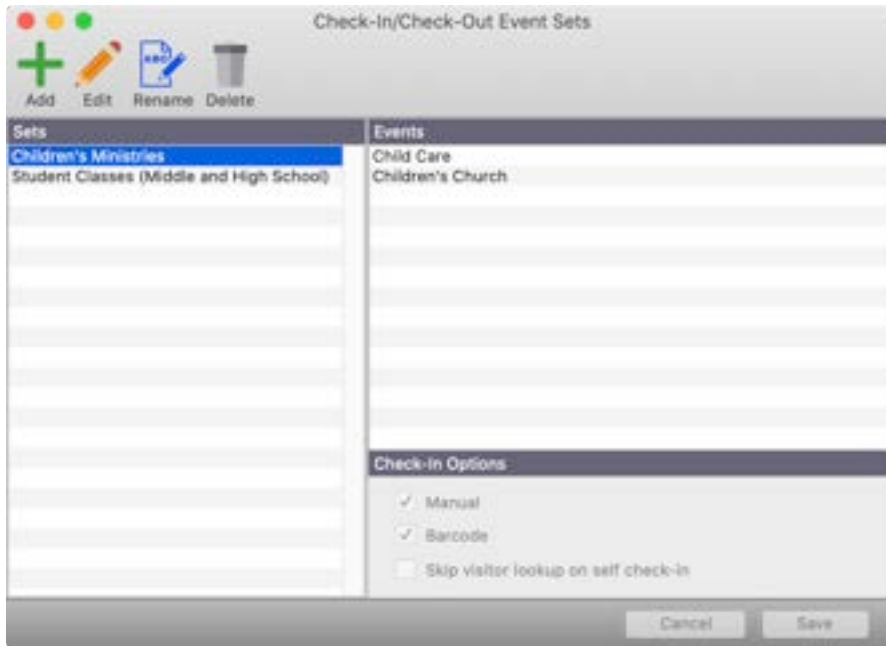
The screen at right appears as part of the Staffed Check-In sequence when validation fields have been selected (as shown above). You can employ as many validation fields as you want, but keep in mind that the more information you try to verify, the longer each individual check-in will take.



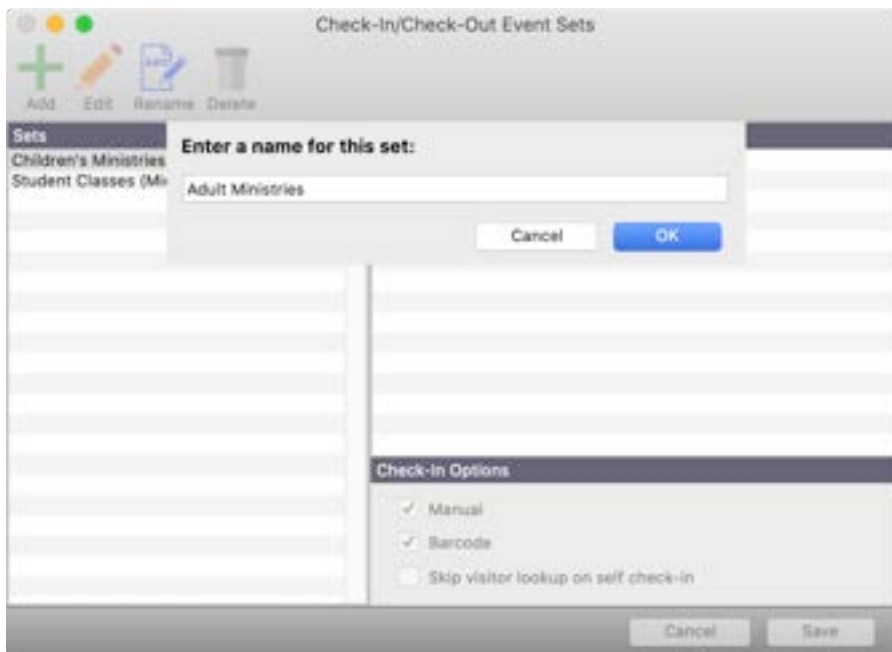
## Event Sets

Create sets of events that have a common check-in, such as Sunday School classes.

### ►Program ►Check-In/Check-Out ►Check-In/Check-Out Event Sets

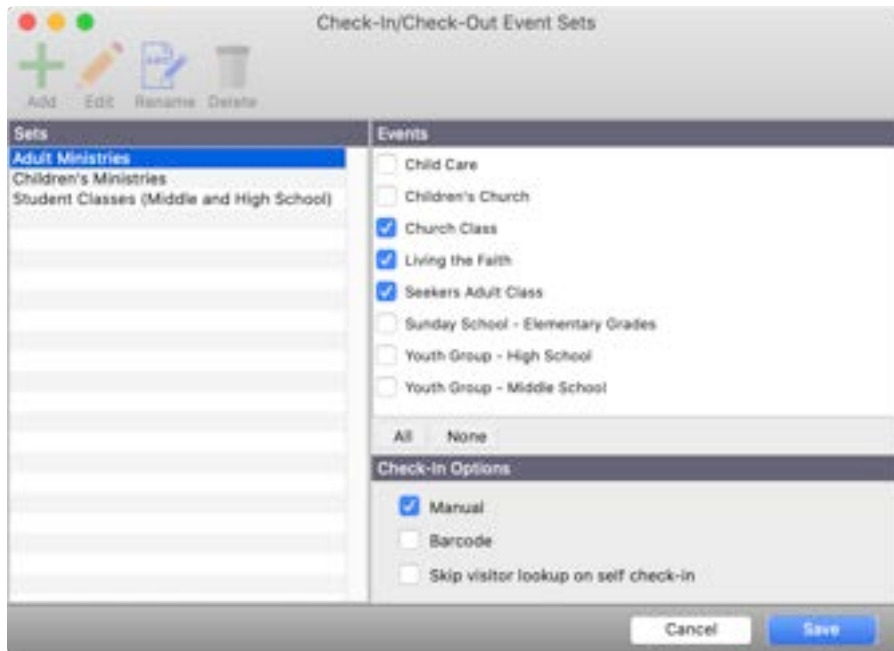


Click the Add button and enter a name for the set.

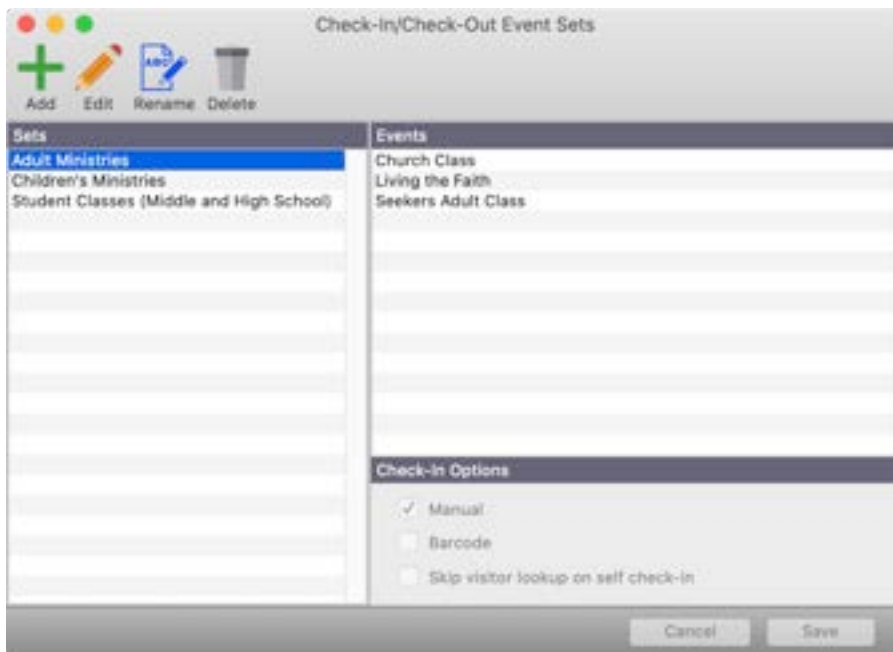




From among CICO events you've already created, select the events that will make up this set. Also choose the appropriate Check-In Options. Click Save when finished.

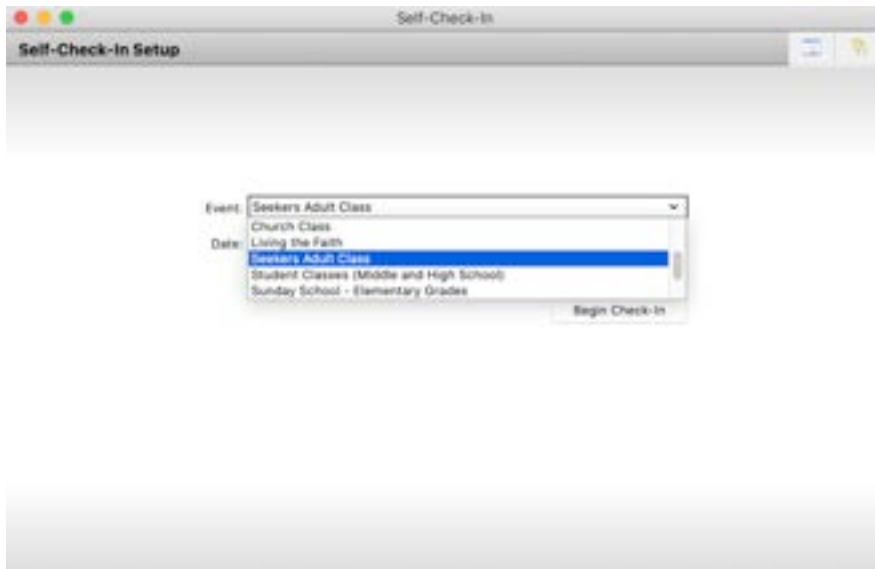


Here you see the Set and the Events associated with the set.



## Setting up Self Check-In to use an Event Set

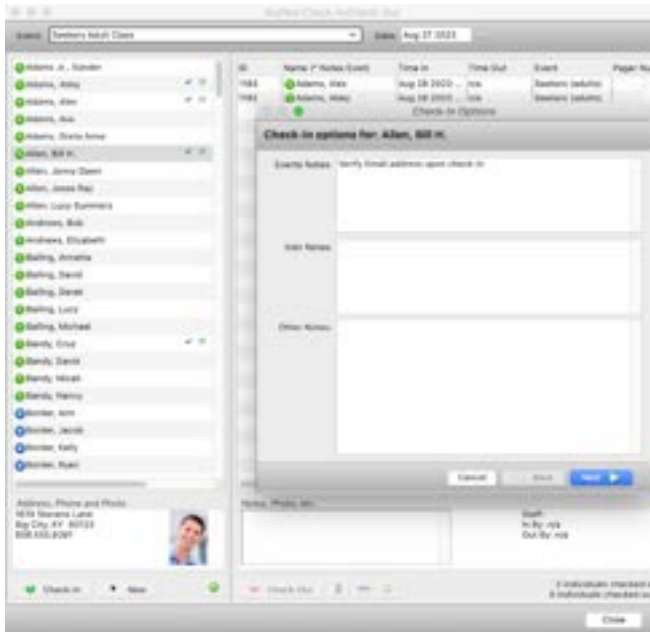
Choose the created set from the drop list. The drop list includes both events and event sets, so use unique descriptions for sets to differentiate from events.



Click the Begin Check-in button and the kiosk is ready for Self Check-In to student classes.



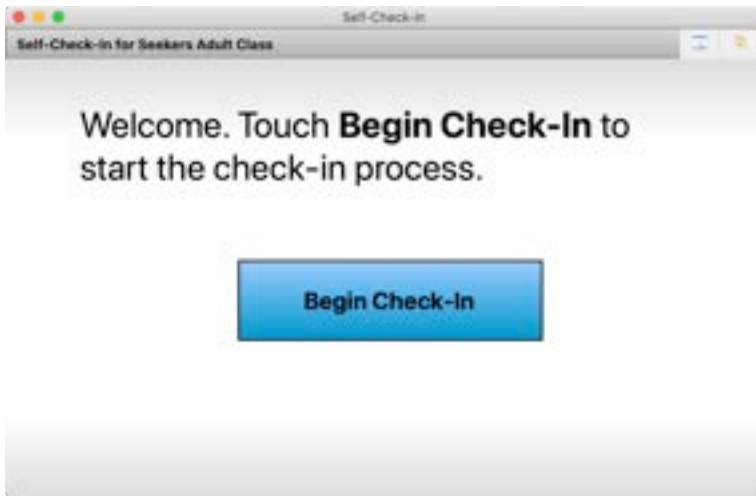
## Staffed Check-In Sequence of Windows



1. Initiate Check-In by double-clicking the person's name, or highlighting the name and clicking Check-In. You can also click and drag the name into the list of checked-in individuals on the right. Notes will appear in the first Check-In Options screen.
2. Select class or group, and who is checking this individual in (usually "Self" for adults).
3. If using Validation Fields, this window will appear next. Click Finish and Check-In is complete. Any Check-In Reports, such as name badges, will print at this time.



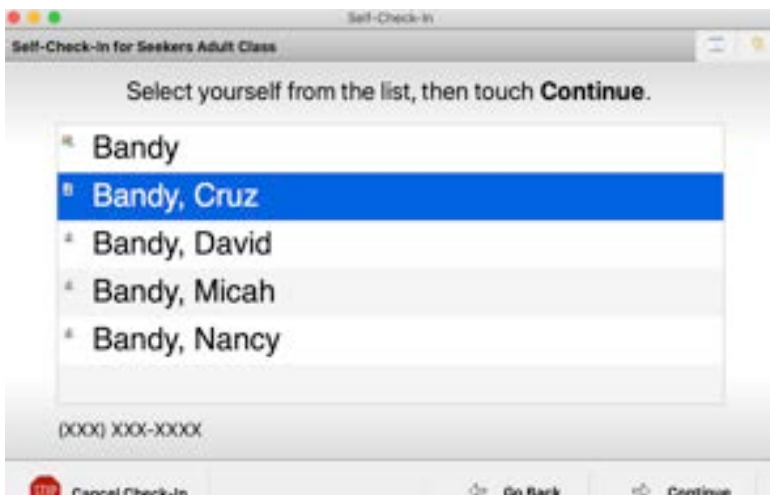
## Self Check-In Sequence of Windows



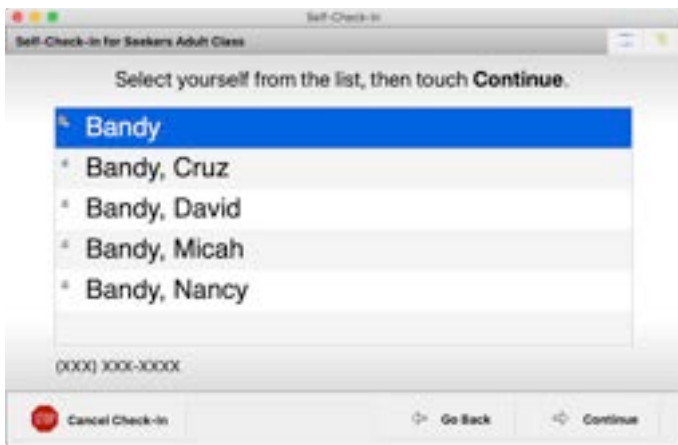
1. Click or touch Begin Check-In.



2. Type on keyboard or click or touch letters on screen to enter first few letters of your last name.



3. The screen will automatically change to a list of individuals and also families, whose last names begin with the letters you typed.



4. If checking only yourself in, touch or click to select your name from the list and then touch or click Continue and skip to Step 6.

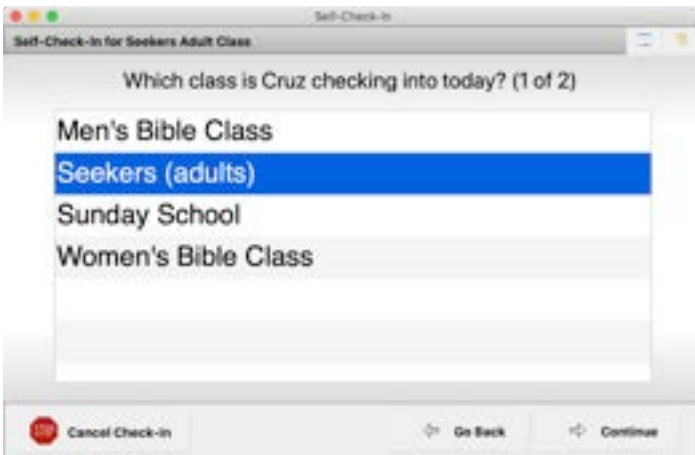
Or, if you wish to check in multiple members of your family, touch or click to select your family from the list and then touch or click Continue.

**Note:** Multi-family check-in is available only in self check-in mode, not staffed check-in.



5. Touch or click to select the family members you wish to check in. If all persons listed are checking in, you can click the All button to select all of them.

Click Continue.

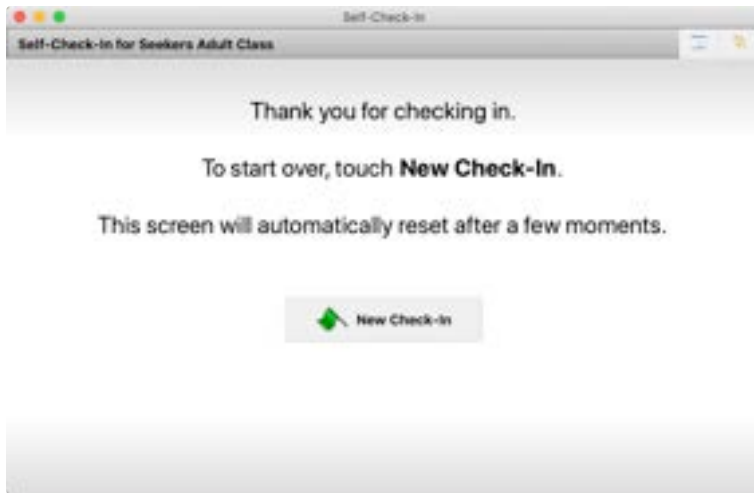


6. If you are checking into an event with codes assigned, such as Sunday School, touch or click to select the class you are checking into and then touch or click Continue.

If you are checking in multiple family members, additional family members will appear for selection after clicking Continue.



If you have assigned a code, such as a Sunday School Class, on the person's Individual Record, that code will be pre-selected for that person, so he/she simply needs to click the Continue button.



6. Check-in is complete. Any Check-In Reports, such as name badges, will print at this time.

This screen will automatically change to the Begin Check-In after a few moments. If you need to start a new check-in faster, touch or click New Check-In.

## Check-In Using CDM+ Mobile

*Using CDM+ Mobile with your database requires enrollment in the CDM+ Data Hosting service.*

Check-in may also be performed using the CDM+ Mobile App. This section will show the Check-in process using a tablet or smartphone.

### Setting Up Kiosk Mode

Please note that the CDM+ Mobile app itself cannot prevent a user from exiting the app. To use your mobile device in Kiosk Mode, you will need to use other software or hardware to limit broader access to the device. For iOS, the Restricted Access setting will sufficiently block visitors from accessing the rest of the device. For Android, you will need a third party app, such as SureLock. Please note that on Android, rooting the device may be required to get an effective kiosk experience. Rooting the device is done at the discretion of the user, as doing so can void the device's warranty.

### Check-In App - Tablet

Tap the **Check-In** icon on the launcher page to open the Check-In app. Select a **Check-In Event** or **Set**, then tap **Begin Check-In** in the top right corner.



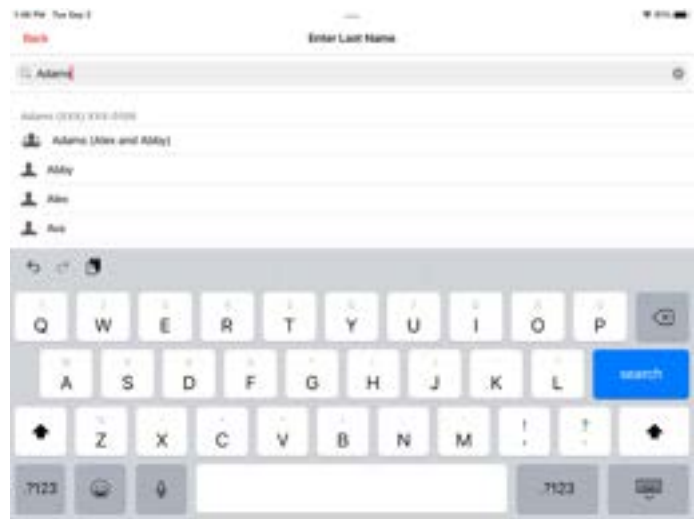
**NOTE:** Check-In on a tablet is meant to be run in Kiosk Mode, although staff members can use this app to check-in individuals or families. Once you open the Check-In app on a tablet, you must enter your PIN to return to the CDM+ Mobile launcher and access other features of CDM+ Mobile.

The **Enter Last Name** screen appears with the cursor in a search field.

Begin typing a last name. It is not necessary to type the whole name.

Tap **Search** (on the keyboard).

Tap on the family, or individual you wish to check in.



The **Select Classes** screen appears.

Each family member who is eligible to be checked into the event will be available to select. If the person is already checked into an event or he/she is pending check-in to a class, a green check mark will appear next to the name along with the class name. To check an individual into a class, select the name, the event to be checked into, and then the class. If someone is marked to be checked in that you do NOT want to check in, tap **Skip** beside the name or select the person and tap **Skip Check-In** under Classes. If all appears correct, tap **Confirm** at the top right of the screen.



The **Check-In Complete** screen appears.

This screen displays the family members who have been checked in, and also indicates whether there are badges to pick up for any of the persons checked in. After a moment, the **Welcome to Check-In** screen reappears automatically so that the next family can begin check-in.



Indicates there are badges to pick up.

## Check-In App - Phone

Tap the **Check-In** icon on the launcher page to open the **Check-In** app.

Tap to select a Check-In Event or Set, then tap **Begin Check-In** in the top right corner. Unlike on a tablet, the phone Check-In app doesn't prompt you to enter a PIN to return to the launcher. It is expected that, due to the small, personal screen size, staff members or volunteers will use Check-In on their phones to check in other families or individuals.

Begin typing a last name. Tap **Search** (on the keyboard). Tap the name of the family or individual you wish to check in.

If a family is selected, each family member who is eligible to be checked into the event will be listed. Select all the individuals you wish to check in and tap **Continue** at the top right of the screen. If you selected an individual, the event/class selection will appear next.

The app will now loop through the available events and classes. If only one event is available, it will be picked automatically. Select the **Event/Class** that you wish to check each individual into and tap **Confirm**.

This will continue until every individual pending Check-In is checked in.

At this point, the **Check-In Complete** screen appears.

This screen displays the family members who have been checked in and also indicates whether there are badges to pick up for any of the persons checked in.





## Printing Name Badges for Mobile Check-In

CDM+ can print name badges and other check-in reports when check-in occurs on CDM+ Mobile. This requires a computer running CDM+ Desktop that is connected to the printer. One computer can print to multiple printers located around your facility ensuring name badges are conveniently close to check-in stations.

Note: the computer will locate the default printer for the name badge by name, just like when using Staffed or Self Check-In. Ensure your printer is configured consistently across workstations.

Log into CDM+ and go to Program -> Check-In/Check-Out -> Name Badge Print Server. You can use a Check-In/Check-Out user for this feature. Select the Check-In/Check-Out Events for which name badges will be printed. You might want separate computers or CDM+ instances to print badges for different sets of events.



Click OK and CDM+ will start monitoring for new mobile check-ins that need a name badge printed. Once a check-in occurs, the badge will print. At anytime you can click Pause to pause printing, such as when servicing a printer.

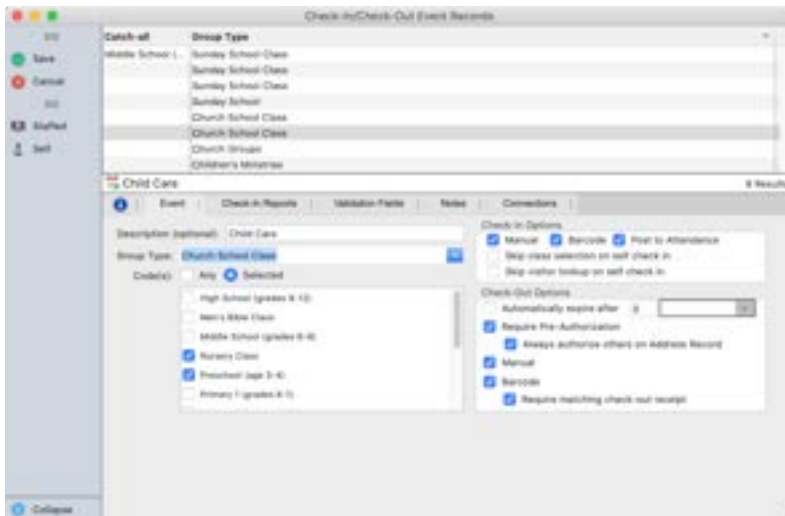
You can also select a printed name badge and click Reprint to print a new copy, such as when a badge is damaged.



## Child Care Event (Check-In and Check-Out)

For events where more security at check-out is necessary, you will need to set some more options in the Check-In/Check-Out Event Records window.

This time, we selected some group codes and turned on some of the Check-Out Options. We put a check next to Require Pre-Authorization to turn on that feature. We checked to turn on Always authorize others on Address Record. We also checked to turn on Manual Check-Out, which is required to do Check-Out without using barcodes and scanners.



We also need to set options on the Check-In Reports Tab. For this event, we will tell the program to print two reports per check-in. One is a name badge for the child. The other is a receipt to give to the parent/guardian, which they will need to present at check-out.



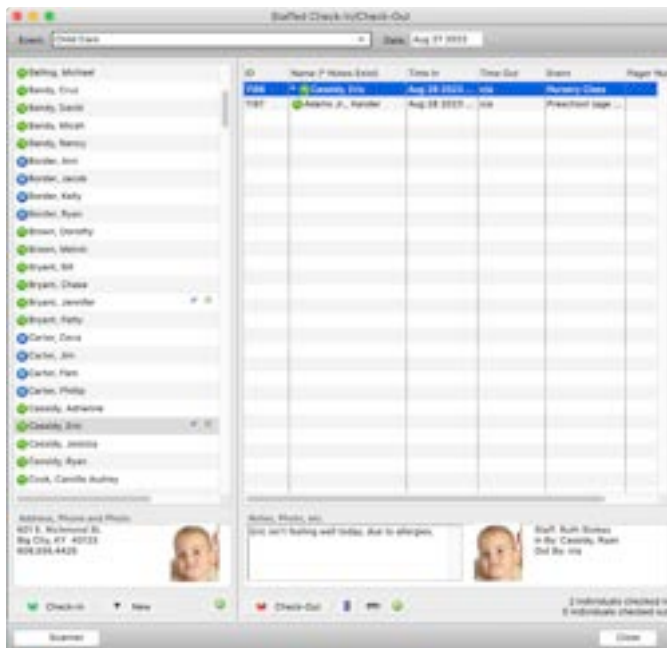
If you are using CDM+ Mobile for Check-in, you can setup a Name Badge Server to centrally print badges.

## Child Care Event Check-In

The Check-In process is very similar to the Adult event, but there are some features to the program that likely will be used more often when working with events involving children.



On the screen above, we have selected Ryan Cassidy as the person checking in Eric Cassidy. Since Eric is only 3 years old, he likely won't be checking in himself the way it was shown in the adult event example. Ryan also told the staff during check in that Eric isn't feeling well today. Staff can enter these notes during check in, and they will appear for all staff members during the event.



Note the "Klife, \_\_\_\_\_" records that have been created in Visitor Records that can be used to print a blank name label for guest children.

Also on this screen, note that at anytime, you can see which staff member performed check-in, the name of the person who dropped off the child, and the name of the person who picked up the child.

## Child Care Event Check-Out

Performing Check-Out is similar to the Check-In sequence. Double-click a name or highlight it, and click Check-Out to initiate the Check-Out process.



You will be asked to select who is checking out the child. This is where the Pre-Authorization comes in. Since the Require Pre-Authorization and the Always authorize others on Address Record features are checked on the Event Record, Jarod's parents (John and Tammy), along with other family members listed on the Address Record, are authorized to check him out of the event. With these options turned on, only people whom you have authorized appear on this list.

## Check-Out Using CDM+ Mobile

The CDM+ Mobile app may be used for the Check-Out process.

Tap the **Check-Out** icon on the launcher page to open the Check-Out app. A screen will open with a button for manual Check-Out and a camera preview (if you are running on an Android without a back-facing camera, you will not see the camera preview).

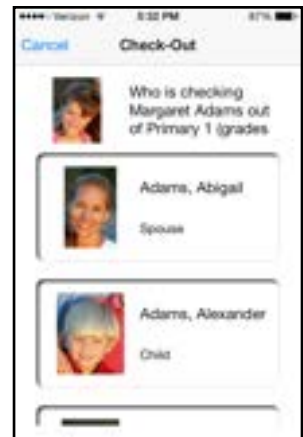
You can use the camera preview to scan a Check-In barcode. **NOTE:** Scanning on devices with low resolution cameras or no auto-focus can be difficult. In these situations, it is better to use the manual entry check-out option (see below).

Point the device's camera at the Check-In barcode that was produced when the individual checked in. This barcode can be on a name badge, parent receipt, or any other check-in report produced at check-in. The camera will recognize the barcode and proceed with check-out.

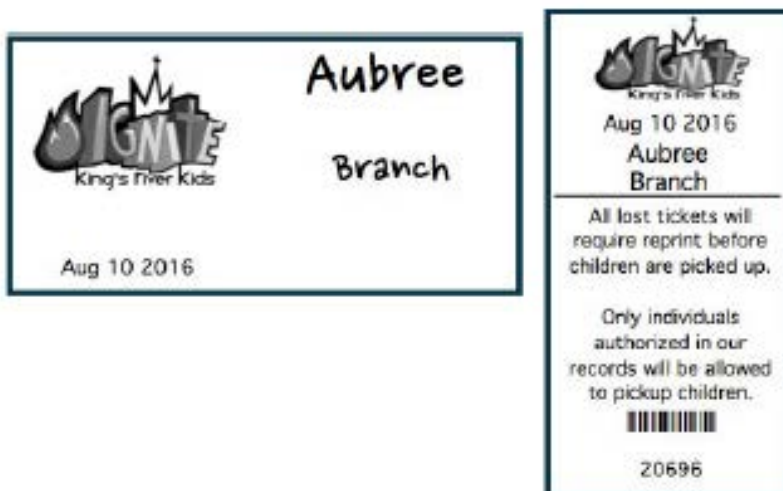
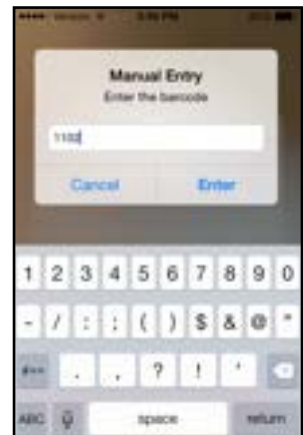
There are a several scenarios that could arise from the scan:

1. If the Check-In record associated with the barcode indicates the person is already checked out, a message will appear telling you so. If you are sure that the individual was not checked out, you may rescan the barcode; under some conditions the barcode may not scan correctly. If this does not work, you may need to go to the staffed check-in station to confirm the individual's check-in status.
2. If the Check-In record is found, but you do not have rights to check out individuals from the class that the individual is checked into, you will receive an error message. To correct this, the Administrator will need to grant access for this specific event on the Mobile Provisioning window under Administration.

3. If the Check-In record is not found, CDM+ Mobile will display "Check In Not Found". Tap the button to **Re-Scan** the barcode. If you still get the error message, the check in record does not exist.
4. If the Check-In record is found, you have access to check-out of the event. If the individual is not checked out and the event does not require matching (set on the CDM+ Check-In/Check-Out Event Record), a screen will appear with all the people that can check the person out. If the class allows for anyone to check-out, an option for other will appear, which will list everyone from the database. Tap on the name that you want to use to check the individual out and confirm. You are done!
5. If the Check-In record is found, you have access to check-out of the class, and the individual is not checked out, but the class does require matching (set on the CDM+ Check-In/Check-Out Event Record), another camera preview will appear and you will have to scan another matching barcode. There are two scenarios here:
  - a. If the barcodes match, a screen will appear with all the people that can check the person out. If the class allows for anyone to check-out, an option for other will appear, which will list everyone from the database. Tap on the name that you want to use to check the individual out and confirm. You are done!
  - b. If the barcodes do not match, you will get an error. In this case, you can either rescan the last barcode or both barcodes.



You may also perform a manual entry to check an individual out. To do this, tap the **Manual Entry** button. A pop-up will open. Enter the check-out ID number, which usually appears under the barcode displayed on the badge. You will get the same results as above with the addition of an error check that checks to see if the event allows for manual check-out (set on the CDM+ Check-In/Check-Out Event Record).



## Check-In Tab in Individual Record



Clicking the green arrow button on the Staffed Check-In Window will open the selected person's Individual Record. On this tab, you can authorize other people to check-in/check-out a child.



Great's sister Ava also attends this church and occasionally checks her in and out of the child care events. By going into Great's Individual Record and adding her sister Ava Adams, you can approve Ava to check Greta in, out, or both.



This tab also can house information about people you do NOT want to check out a child. To do this, add the person to the child's Individual Record, but do NOT put check marks in the boxes. Also, add notes saying he/she cannot check-out. These notes will appear every time the child is checked in/out.

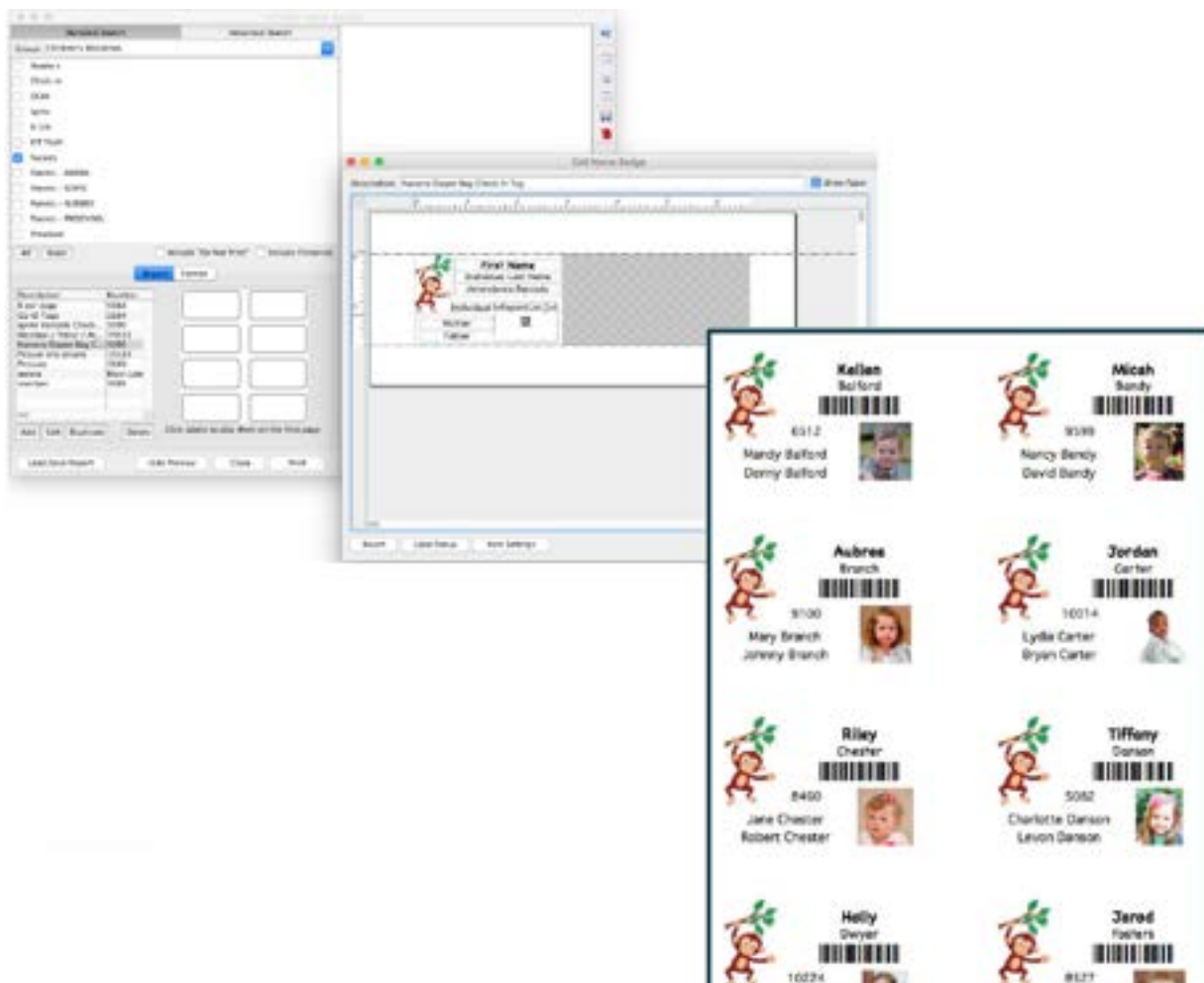
## Barcode Check-In

Mobile Check-In contains a Barcode Check-In feature that gives you the ability to setup a mobile device, much like you see at the Annual Users Conference when you enter a classroom.

An example using this feature could be creating Diaper Bag Tags, for your regular attending babies, that can be scanned as they enter to streamline the Check-In process. The tags can be created using the Individual Name Badge Report.



## ► Reports ► Membership Reports ► Labels ► Individual Name Badges



All barcode fonts necessary for barcode printing are located in the CDM+ package contents but must be installed on the computer from which you are printing. If you need help with this process, call **CDM+ Tech Support** at **800-633-9581**. The installation process only takes a few minutes.

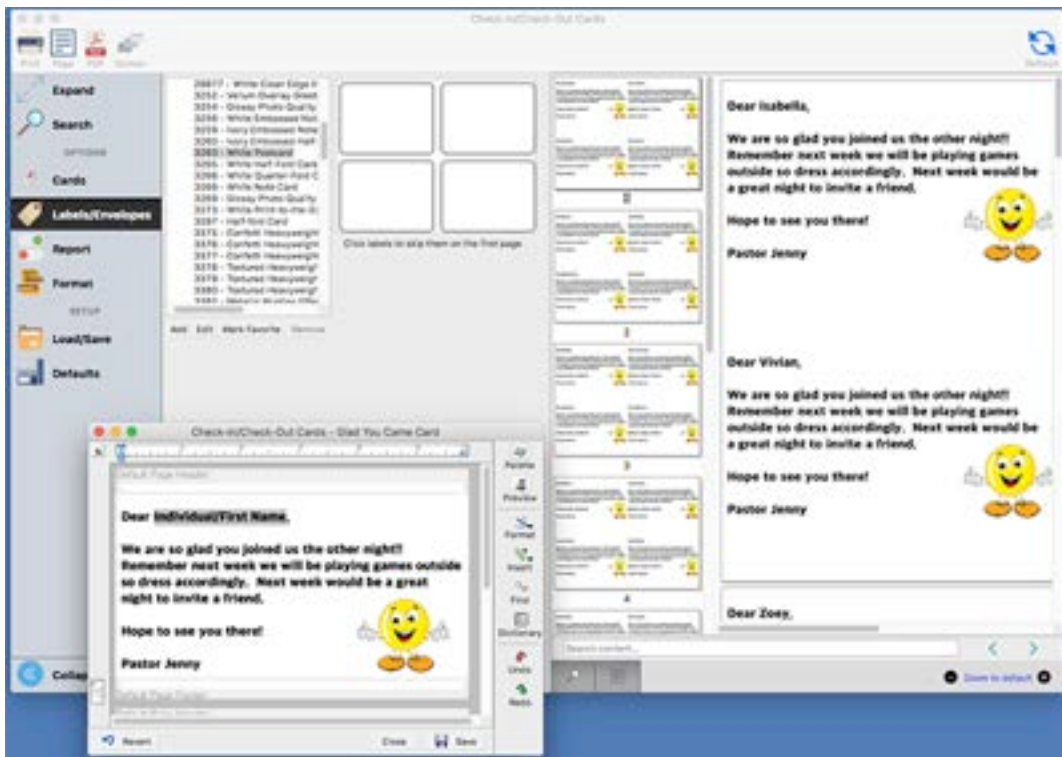
## Ways CICO has been used:

King's River's annual church picnic has been held off campus at a local park for years. Their parishioners had expressed the need for name badges to ease the relationship building process. They use an iPhone as a mobile hotspot to connect a laptop to data hosting. As families arrive, an iPad is used to check the entire family in at once. A Dymo printer prints name badges for each family member, along with a second badge containing each individual's birthdate, phone number, address, and email information. They ask that attendees to correct any wrong information and drop the slip into a basket for a few drawings. For the price of a few labels and a couple of gift cards, they get updated information on 90% of the congregation.



## Many report options available:

Below is an example of the many report options available through CICO. In this example, a postcard has been created to print for everyone who attended an event the night before giving a special reminder about next week.





# Administering CDM+

## CDM+ Structure

- **CDM+ Desktop**
  - Primary platform for managing CDM+ data
  - Download from [get.cdmpius.com](https://get.cdmpius.com)
  - Contains windows, reports, program logic
- **CDM+ Engage and WMT**
  - Web-based access to your data
  - Member's portal
  - Online giving
  - Registrations
- **CDM+ Mobile**
  - Data access from a mobile device
  - Download from the App Store/Google Play/Amazon
- **CDM+ Hosting**
  - Service managed and provided by Suran
  - Hosted in data centers around the US and internationally
  - Manages backups, including separate off-site backups
  - Communicates between CDM+ Desktop, Engage, WMT, Mobile, and your data
  - Also contains certain server-based functions for CDM+
- **Database**
  - Main Database or Archive
  - Contains all your information

## Maintenance

- **CDM+**
  - Consistent data entry (see Archiving & Data Cleanup Manual)
  - Security

## Installing CDM+

CDM+ installers are available at [get.cdmpius.com](https://get.cdmpius.com). This page will always show the current published version. If your organization uses a different version, such as an Early Adopter Beta, CDM+ will update to that version when you connect to your account.



Download and install the version for your computer, either macOS or Windows. You can find step-by-step installation instructions at: <https://help.cdmplus.com/ucd/installing-cdm>

**Please note that you will need to authenticate as an administrator on your computer to install CDM+.**

## Connecting to your account

When you open CDM+ for the first time on a computer, you will see the setup assistant. Complete the setup by providing your hosting ID and password.

If you don't have your hosting ID and password, please contact CDM+ support. If you are a named contact with Suran, we will provide the hosting ID and password. If you are not yet added to our contact database, we will ask for documentation from your organization authorizing you to access your CDM+ account.

You can find step-by-step setup instructions here: <https://help.cdmplus.com/ucd/client-setup>

## Logging in to CDM+

The Login window will open each time you launch the CDM+ desktop application, and it will display a list of users and the name of the database CDM+ is currently accessing.



At the very least, the username for the Administrator you defined during the initial program setup will appear in the user list on the Login window.

If additional people will use CDM+, the Administrator must log in first and set up the other users on the Users pane of the Administration window.



**TIP:** Create a User-for Each Person Who Uses CDM+

We strongly recommend that the Administrator create a user for each individual who uses CDM+. Besides limiting access to particular areas of CDM+, users retain their own specific settings.

Most preferences, report setups, and even how you arrange the CDM+ windows on your desktop are user-specific. Logging into CDM+ with your own user lets you create your own work environment within CDM+.

Finally, unique users allows the program administrator to see a log of who was using the program, actions each user took, and when each user was logged into the program.

Any user with administrative access can open Administration under the File menu and view, create, and edit user profiles on the Users pane.

## Alternate Log In Method

The CDM+ administrator may choose to require all users to enter their usernames and passwords each time they log in. With this method, a user cannot see a list of all users or who is already logged into CDM+.

The CDM+ Administrator can change the log in method under System Preferences.

►CDM+ (macOS)/File (Windows) ►Preferences ►CDM+ System ►General tab ►Login icon



Any user logging into CDM+ will now need to enter both a username and its related password to access the program.

## User Login

You must log into CDM+ each time you launch the program.

To log into CDM+, click once to select your name from the user list, enter your password, and click Log In.

**NOTE:** Users who are already logged in will appear in gray, and you will not be able to select one of those usernames from the list.

Note that both usernames and passwords are case-sensitive (*make sure your caps lock is not on*).



## Passwords

Each CDM+ user can change their own password on the Login window, regardless of what program access permission the user has. Click Change next to the password field.



Enter your current password, the new password you wish to use (confirming that password by re-entering), and click **OK**.

If you have lost your password, ask your CDM+ system administrator to give you a new one. If you are the system administrator and have lost your password, contact CDM+ Technical Support for help resetting your password.

# Administration



Go to File -> Administration to manage users, permissions, and more. Anyone with access to this window is considered an administrator.

**Users** allows you to create users and manage their permissions. It is strongly recommended to create accounts for each person using CDM+ and not roles, such as "Bookkeeper". CDM+ licenses are enforced by concurrent logins, not the number of users added, and the user name is used to track audit log activity.

For new people or positions, try starting with fewer permissions, then gradually add permissions as you discover what that user will need.

When a user leaves your organization, we recommend you:

- Disable their login
- Re-assign or delete saved searches
- Re-assign or delete saved sets
- Review pastoral records, visitation records, and notices

You can use the **Access**, **Updates**, and **Payroll** sections on this window to view log activity. **Mobile** is used to provision CDM+ Mobile devices, which is covered in the CDM+ Mobile class.

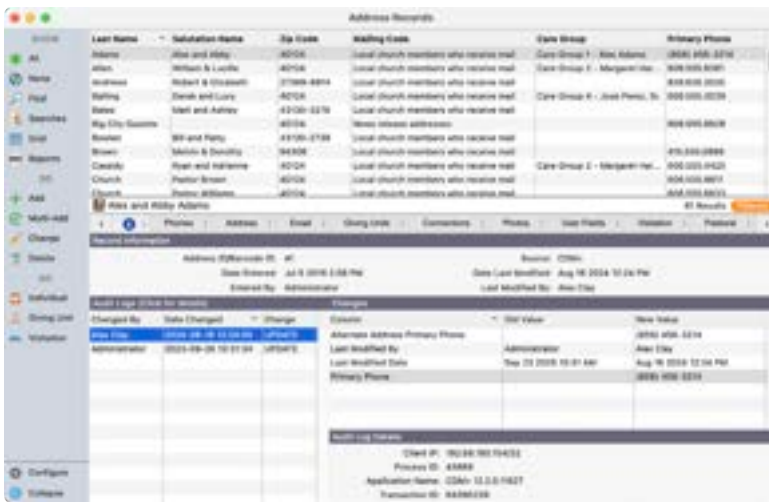
**Sets**, **Searches**, and **Notices** allow you to reassign ownership of saved sets, searches, and notices. You can also delete unused entries from this area, even if you don't own that entry.

## Audit Log

CDM+ tracks nearly every change to every record using a system called the Audit Log. This is an invaluable tool to track down data issues and find out how and when changes occurred.

The audit log tracks complete information, and there is a limited interface in CDM+ Desktop to view these changes. Every record window has an Info tab that shows changes to the primary record. Click a change to see its details.

Only changes to the primary record are displayed here. Changes to connected records, like email addresses or groups, will not be displayed. The audit log tracks these changes, so if you need information on a specific change, contact CDM+ Support and our Data Services team can extract a report of changes from the backend. You can even request (within reason and not always possible) that Data Services use the audit log to undo changes, including deleting records.



## Preferences

CDM+ allows for both User Preferences and System Preferences to be setup, which determine how selected features work within the programs. System Preferences affect all users; User Preferences are chosen by the individual user and affect only that user. To access Preferences, select CDM+ (macOS) or File (Windows) on the menu.

## User Preferences

In addition to accessing the CDM+ programs through the menus, you can choose to display toolbars. The Program toolbar will display at the top by default.

### Toolbars

- ▶ CDM+ (macOS) or File (Windows)
- ▶ Preferences ▶ CDM+ User ▶ General
- ▶ Toolbars



## Defaults

Use these preferences to customize your CDM+ experience. The At Startup setting controls what window opens when you first log into CDM+. You can change your default paper size and preferred font for all reports.



## User Email

All users of CDM+ should click the User Email icon on the General tab and enter their individual work email information. SMTP setup is done on the CDM+ System Preferences window.

## Enter Key functions like Tab Key

On selected data entry windows, the numeric Enter key may be set to function as the Tab key to facilitate easy entry. To activate this function, go to User's Preference window, click on the General tab, click the Keyboard icon, and check the box.



## System Preferences

► CDM+ (macOS) or File (Windows) ► Preferences ► CDM+ System

## Name

Enter the name and address of your church or organization as you want it to appear on the top of CDM+ reports.



## Terms

CDM+ allows for the user to rename some of the terms used in the software.

**Terminology changes made here affect all users.**



## System Email

Complete the system SMTP settings for sending email from CDM+.



On the Additional Staff Addresses tab, enter the email addresses of staff members; by default, outgoing emails will be sent to these addresses. You can edit the list at the time you send the email.

A privacy notice may be added under the Privacy Notice tab that will append to the end of outgoing emails. You can edit this notice at the time you send the email.

## Suran Support

### Open a ticket directly

Whether you use the Help Center, email, or call, you'll create a ticket in our support queue. The most direct path to our support team is using the Help Center.

1. Click Contact Support in the lower right-hand corner of this page
2. Fill out the form
3. Submit

You'll get an email reply letting you know the ticket was created.

**TIP:** You can use this form to indicate your need is urgent. This will put your ticket towards the top of the queue.

You can also open a ticket by emailing us at [support@cdmplus.com](mailto:support@cdmplus.com) with the following information:

- Your name
- Your organization's name
- Your callback number
- Your availability

## Share some details

If you have a screenshot, PDF report, or other example, you can include those in the Contact Support form or your email. The more details you provide, the faster we can help you get a solution.

## Skip the line, even if you want a call

We're happy to work with you via phone, email, or both. If you would prefer a phone call, the fastest way to get on our call back queue is to open a ticket and let us know you prefer a callback.

**NOTE:** Please know we endeavor to respond to requests within 8 business hours, which are 8:30 a.m. to 5:00 p.m. Monday - Friday. If you request help within the last 8 business hours of the day, please let us know the next day and time you will be available as well.

We are always happy to speak with you if you call us at 800-633-9581. When you call, a receptionist will take your information and open a ticket for you. This ticket goes into the same queue that receives emails, so clicking Contact Support or emailing us to request a callback will skip the line to have a receptionist enter a ticket on your behalf.

Our support team will respond as soon as possible, following the order in which tickets were opened, regardless of if the ticket came from an the Help Center, email, or was created by a receptionist.

## Schedule calls in advance

If you prefer a phone call and have limited availability or need special personnel present for your call, such as an IT person or CPA, try scheduling a callback. Calls are prioritized based on when they are received, so emailing us on a Tuesday to schedule a callback on a Thursday will prioritize your call ahead of any call requests that come in the day of the callback.

To schedule a callback, simply open a ticket with your name, organization name, phone number, and requested callback time. While we can't guarantee the exact minute we'll call you back, a scheduled call is much more predictable and can often arrive within a 30-minute window.

## Leave complete voicemails

If you prefer to have a receptionist create a callback ticket for you but are unable to reach a receptionist, please be sure to include ALL this information in your voicemail:

- Your church or organization's mailing zip code
- Your church or organization's name
- Your church or organization's city
- Your name
- Your callback number
- Your email address
- Your availability
- A brief description of what you need help with

You can always email [support@cdmplus.com](mailto:support@cdmplus.com) to request a callback as well.



# Engage Administration

## What is CDM+ Engage?

- A web-based service from Suran Systems
- Allows accessing information from CDM+ online
- Lets you set up forms to collect giving and event registrations, and more from your website
- A companion product to CDM+ Desktop and CDM+ Mobile

## What can you do with CDM+ Engage?

- Accept online gifts (either one-time or recurring)
- Allow your members to view giving history securely online
- Publish a church directory online
- Set up registration forms for camps and events (with or without online fee payment)
- Give your staff a simple directory search without teaching them CDM+
- Share a monthly calendar of events that is automatically updated
- Accept online payment for customers in Accounts Receivable
- Give employees access to view their payroll history and print pay stubs

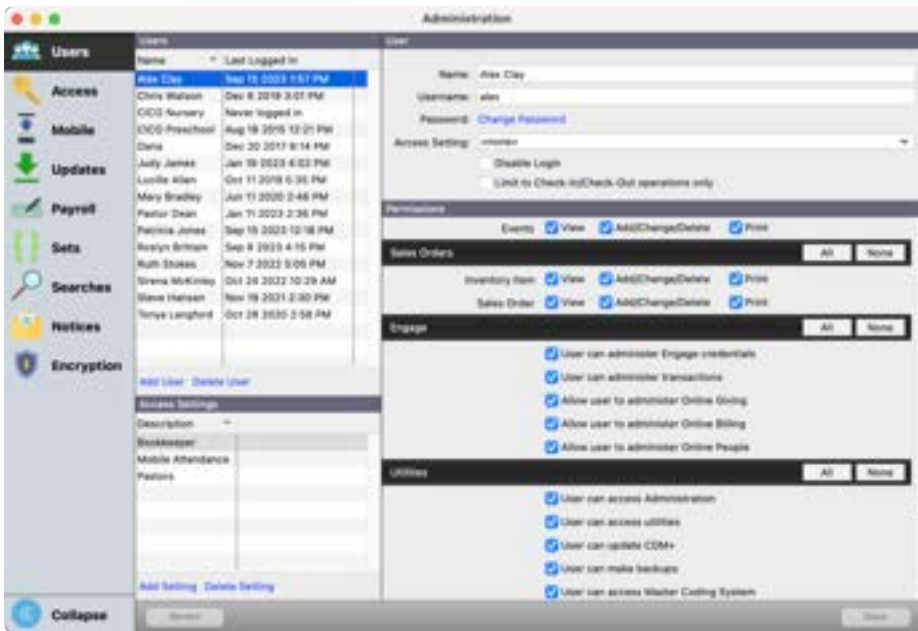
## Getting Started with CDM+ Engage

CDM+ Engage is available at no additional cost with any SAAS or Cloud plan. Contact CDM+ Sales to request Engage be activated on your account. You can optionally add a merchant account to accept online payments. The merchant account is available at no charge, though each electronic transaction has a fee. See the manual for Engage Giving and Online Payment Processing for more information on merchant accounts.

Your organization will be assigned a unique URL for CDM+ Engage which will be provided once Engage is setup. The next step is for you to configure CDM+ Engage. This can be done either directly from within CDM+ Desktop or through the Engage website. Using CDM+ Desktop is the recommended method.

## User Permissions

There are several permissions in CDM+ Desktop that control access to Engage features. Go to **File ► Administration** and select a user who need access to CDM+ Engage Administration.



Under the Engage Header you can choose from the following options:

**User can administer Engage credentials** allow managing the usernames and passwords members use to access their Engage account.

**User can administer transactions** allows viewing and refunding online payments.

**Allow user to administer Online Giving** allows viewing Engage on behalf of a giver.

**Allow user to administer Online Billing** allows viewing Engage on behalf of a customer.

**Allow user to administer Online People** allows viewing Engage on behalf of an individual.

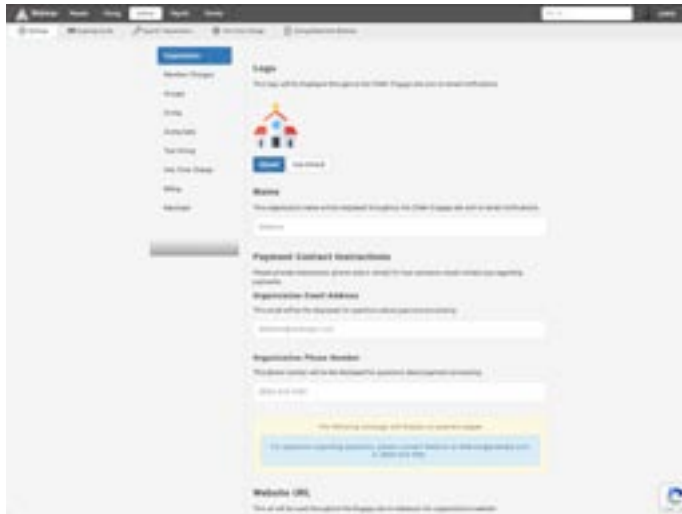
## Engage Settings

**Program ► CDM+ Engage ► Settings**

Click each section on the left to configure those options.

# Organization

The Organization settings configure accessing and branding Engage for your organization.



## Logo

Engage can display a custom logo for your organization. This logo will appear:

- On the Organization Directory
- On your Engage login page
- When using Engage
- On email notifications from Engage

You can upload virtually any type of image file. Recommended settings are:

- PNG, JPG, or GIF
- Square dimensions
- 512px by 512px or smaller (at least 196 x 196, then it will resize as needed)

To upload a logo:

- Click Upload
- Choose your image
- Click Select or OK

To clear your custom logo click Use Default.

## Name

Enter your organization's name. This will appear:

- On the Organization Directory
- On your Engage login page
- When using Engage
- On email notifications from Engage

## Payment Contact Instructions

The payment contact Organization Email Address and Organization Phone number lets your givers know who to contact if they have a question about their payment. At least one of these fields must be filled out before saving your changes as this is a requirement from our payment processor.

## Website URL

Enter the URL of your organization's website. This is different from your organization's Engage website and when clicked it will take website users back to your website.

## CDM+ Engage URL

The CDM+ Engage URL determines how visitors will access your Engage account. A URL should:

- Contain letters, numbers, and dashes
- Be brief and easy to remember
- Uniquely identify your church or organization
- Be unique across all CDM+ clients who use Engage.

Simply enter a URL to set it.

**NOTE:** Existing bookmarks and links will break if you change the URL. If you have already published your Engage URL be prepared to communicate the new URL to anyone who might have your previous URL saved.

You can also use the following buttons:

- **Copy** to copy the URL so you can paste it into your web page so when clicked it will take the web user to the Engage Giving page.
- **Embed HTML** to copy a URL so you can embed the Engage Giving page into your existing web page.
- **QR Code** to download a QR code that will open your Engage account.

## Email Sender Name

Enter the email sender name that will be displayed on all email notifications.

## Reply-To Email Address

Enter the email that will be the reply-to for all email notifications.

## Publish

By default your organization will appear in the Organization Directory, and can be searched for by name. If you do not want your organization published, check Do not publish my organization.



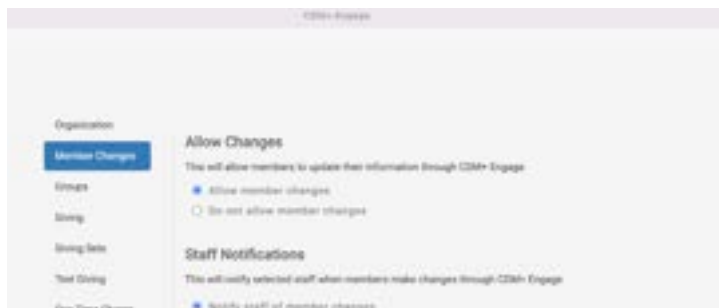
The screenshot shows a 'Publish' section with the following text: 'List your organization in the directory at engage.suran.com. Publishing will help visitors locate your CDM+ Engage site.' Below this text are two radio button options: 'Publish my organization' (which is selected) and 'Do not publish my organization'.

## Save

Be sure to save your changes when you are ready. Click Discard Changes to revert to the previously-saved changes.

## Member Changes

Click on the Member Changes tab. These settings affect changes members can make to their Engage profile



The screenshot shows the 'Member Changes' settings in CDM+ Engage. On the left is a navigation menu with 'Member Changes' selected. The main content area has two sections: 'Allow Changes' and 'Staff Notifications'. Under 'Allow Changes', there are two radio button options: 'Allow member changes' (selected) and 'Do not allow member changes'. Under 'Staff Notifications', there are two radio button options: 'Notify staff of member changes' (selected) and 'Do not notify staff of member changes'.

## Allow Changes

Check Allow members to change their information to allow individuals to update their own:

- Phone numbers
- Email addresses
- Physical address
- Photo

This can be helpful for maintaining current contact information in your database.

## Staff Notifications

If you want one or more staff people to be notified when an individual changes their information, check the box for Notify staff for member changes.

If you do not want staff to be notified, check the box for Do not notify staff for member changes. Underneath the check boxes is a section for email addresses that will receive the notifications. To add an email address, type the address in the provided box and click Add. To delete an email address, click the little x next to their email address in the list.

## Save

Be sure to save your changes when you are ready. Click Discard Changes to revert to the previously-saved changes.

## Groups

See the Membership manual for information about configuring Engage Groups.

## Giving/Giving Sets/Text Giving

See the Engage Giving and Online Payments Processing manual for information about configuring Engage Giving.

## One Time Charge

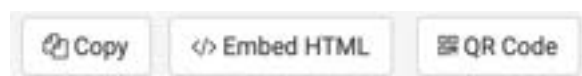
See the Engage Giving and Online Payment Processing manual for information about using One Time Charges.

## Billing

See the Accounts Receivable manual for information about Online Billing.

## Publishing Engage

There are several ways to publish Engage, and you can use multiple techniques to meet different needs.



**Direct Link:** You can copy the URL for any page in your Engage site and link to it. If the page requires a login, the user will be required to login and then will be redirected to the page you linked.

This is a great option to share a link to your Online Directory Group or a page to make a payment for an invoice.

**QR Code:** Download a QR code print a scannable link to your Engage Account. This makes it easy to promote Engage when you launch it to your organization or to promote online giving for a specific cause. Look for the QR Code button in Engage settings to download a QR code.

**Embed:** You can copy a code snippet to embed Engage within your website. This works especially well for giving set and one-time payment designations to add your own branding. Look for the Embed link in Engage Settings to copy this code.

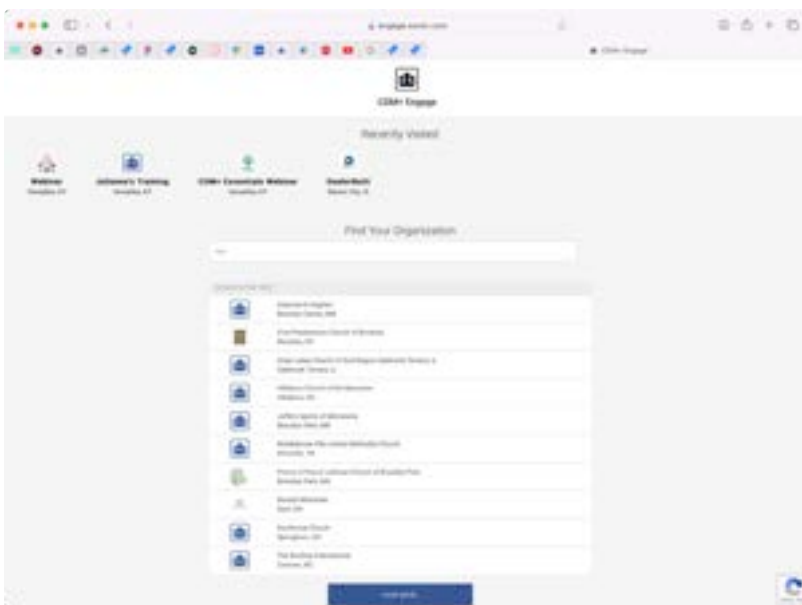
**Mobile “App”:** When visiting your Engage Site on a mobile device, visitors can create a pseudo-app to allow easily accessing Engage.

Visit the Suran Help Center for downloadable flyers and videos you can share to promote CDM+ Engage: <https://help.suran.com/engage/latest/publishing-and-promoting-engage>

## Organization Directory

Go to <https://engage.suran.com>. You will see:

- Recently visited organizations
- A search feature to find your organization



### Recently Visited

Engage accounts you've recently visited appear at the top. This will help visitors locate your Engage account if they've previously visited it but have lost the direct link.

**NOTE:** Upload a logo on your Organization settings to help visitors locate your organization's Engage account.

### Find Your Organization

You can search for organizations by name, city, state, or URL.

### Hiding Your Organization

If you do not want your organization to appear in the search results, access your Organization settings and disable the setting List my organization when searching for organizations on [engage.suran.com](https://engage.suran.com).

**NOTE:** If a visitor has accessed your engage account it will still appear under Recently Visited even if the organization is not listed in search results.

# Logging Into Engage and Creating Your Account

## Logging In

To log into Engage, visit your Engage URL, enter your username and password, and click Sign in. If you do not have an Engage account, click the Create account link to create one.

## Creating an Account

To create a new Engage account, start by selecting Create Account from the Engage login page. Engage will then ask for an email address. Engage uses the email address to reference the CDM+ database to see if there is an individual record with a matching email address. Enter your email address, and click Check Email Address.



## Matching Email Address

If there are one or more names linked to the email address, Engage will ask the user to select the correct name for this Engage account. When the user selects a name, Engage will associate this account with that individual record in the CDM+ database, and the user will be asked to create a user name.

The user can also tap or click Not you? to connect this email address and create an Engage account for a new individual. Tapping this link will follow the same path as if the email address had not been found in the CDM+ database, asking the user to enter name and address information.





## Email Address Not Found

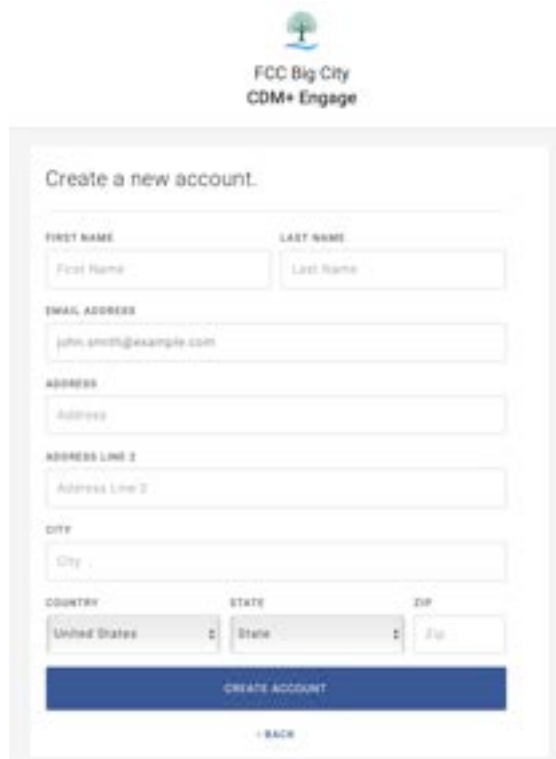
If the entered email address does not match an email address attached to an individual record in the CDM+ database, the user will receive a message that no users were found for the email address. The user will have the opportunity either to enter a different email address and click Check Email Address, or to use the **Click here to create a new account** link. If the user chooses to create a new account, Engage will create new Address, Individual, and Giving Unit records for that user.



The screenshot shows the 'Sign up for CDM+ Engage' page. At the top, there is a logo for 'Webinar CDM+ Engage'. Below the title, there is a 'New User?' link. The main form has an email address field containing 'john.smith@example.com'. Below the field, a red error message reads: 'No users found for john.smith@example.com'. Underneath the error message is a blue button labeled 'Click here to create a new account'. At the bottom of the form, there is a blue button labeled 'CREATE ACCOUNT' and a link labeled '< BACK'.

## Enter Name and Address

If Engage needs to create a new individual with related address and giving unit records in the CDM+ database, it will ask the user to enter name and address information. Once this information is entered, the user clicks the Create Account button. Engage will then prompt them to create a username.



The screenshot shows the 'Create a new account' page for 'FCC Big City CDM+ Engage'. The form is titled 'Create a new account.' and contains several input fields: 'FIRST NAME' (with a sub-field 'First Name'), 'LAST NAME' (with a sub-field 'Last Name'), 'EMAIL ADDRESS' (containing 'john.smith@example.com'), 'ADDRESS', 'ADDRESS LINE 2', 'CITY', 'COUNTRY' (a dropdown menu with 'United States' selected), 'STATE' (a dropdown menu with 'State' selected), and 'ZIP' (a dropdown menu with 'Zip' selected). At the bottom of the form, there is a blue button labeled 'CREATE ACCOUNT' and a link labeled '< BACK'.

## Create a Username

Enter a username, and click the Create Username button. This name must be unique among individuals in the CDM+ database. Engage does not enforce a character restriction on the username, but it should be easily remembered.

Once the user name is created, Engage will send the user instructions for creating or resetting a password for their Engage account



The screenshot shows the 'Create a Username' interface. At the top, there is a logo for 'FCC Big City CDM+ Engage' featuring a tree icon. Below the logo, the heading 'Create a username.' is followed by a message: 'Please enter a username for John Smith. Further instructions will then be sent to john.smith@example.com.' There is a text input field labeled 'USERNAME' with the placeholder text 'Username'. Below the input field is a blue button labeled 'CREATE USERNAME'. At the bottom of the form, there is a link labeled '+ BACK'.

## Setting the Password

When a user needs to create or reset the password to their Engage account, Engage sends an email that contains the username and instructions for resetting the password. The user can reset their password by clicking the Reset Password link in the email.

Thank you for registering for CDM+ Engage owned by First Church. The next step in the registration process is to create a password.

Username: xanderc  
Create Password Link: [Click Here](#)  
Create Password Code: 7bd50000-3714-0130-3eac-288e24a483d7

If you need help, please contact Webinar.

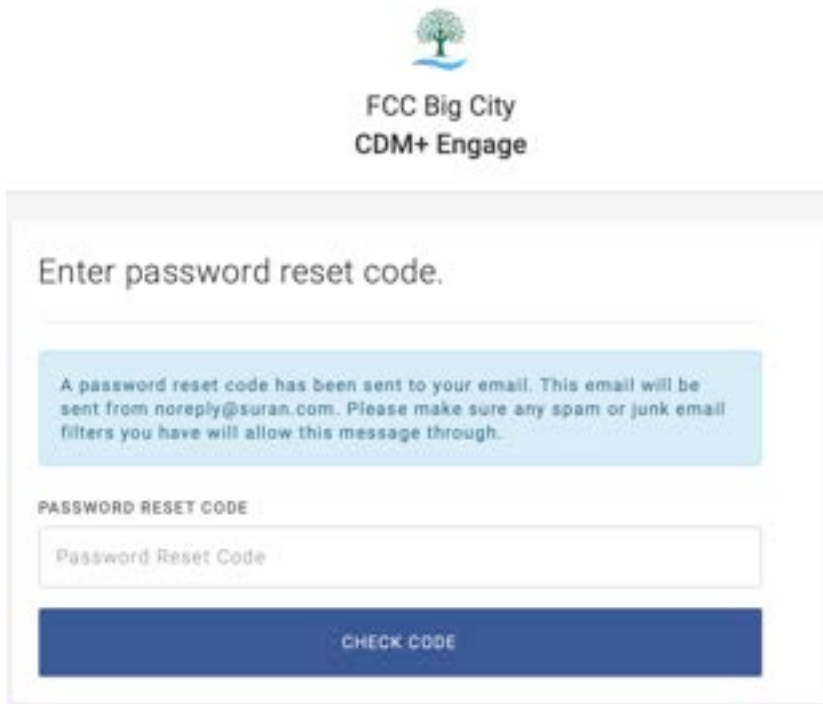


First Church  
123 Main Street  
Big City, KY 40123  
806555-1234

**CDM+**

Powered by CDM+ Engage from Suran Systems, Inc.

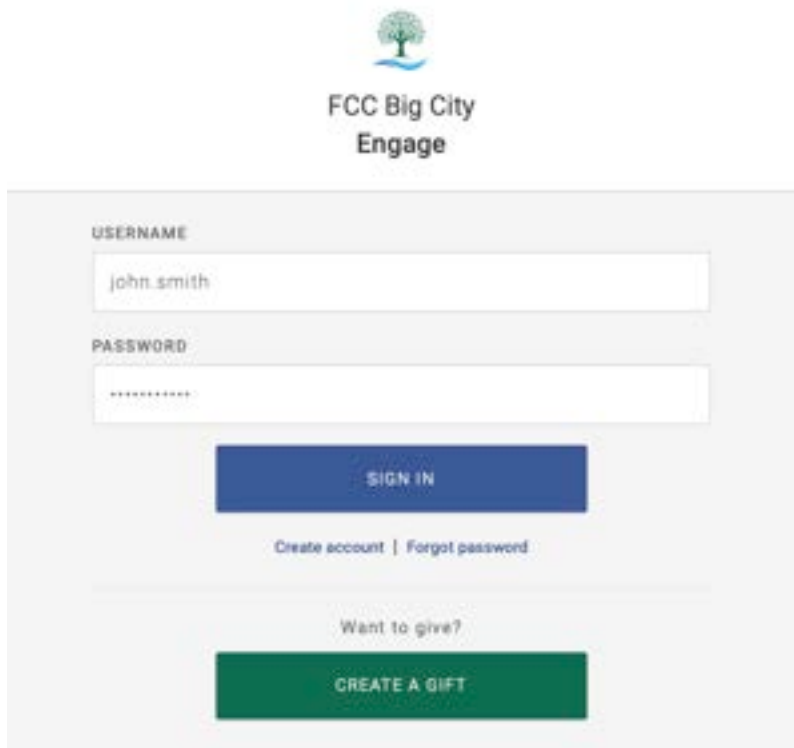
Alternatively, the user can copy the password code in the email, paste it into the Password Code field, and click the Check Code button.



The screenshot shows the FCC Big City CDM+ Engage logo at the top. Below it, the text "Enter password reset code." is displayed. A light blue box contains the message: "A password reset code has been sent to your email. This email will be sent from noreply@suran.com. Please make sure any spam or junk email filters you have will allow this message through." Below this is a text input field labeled "PASSWORD RESET CODE" with the placeholder text "Password Reset Code". At the bottom is a blue button labeled "CHECK CODE".

## Log In

After creating or resetting the password, the user will be returned to the Engage login screen where they can log into Engage with their username and password.



The screenshot shows the FCC Big City Engage logo at the top. Below it, the login form includes a "USERNAME" field with the text "john.smith" and a "PASSWORD" field with masked characters "\*\*\*\*\*". A blue button labeled "SIGN IN" is positioned below the password field. Underneath the button are the links "Create account" and "Forgot password". At the bottom of the form, there is a green button labeled "CREATE A GIFT" with the text "Want to give?" above it.

## Engage Privacy Settings

After signing into Engage, open the menu in the top right corner and click Privacy Settings.



The Privacy Settings page has two sections:

- Profile Settings
- Profile Preview

The Profile Settings section lets you edit what is visible on your public profile.

The Profile Preview section shows what the public profile will look like as you make the changes.

To change what is visible on the public profile, toggle the options under Profile Settings. In this example, Address is toggled off, which causes it to not be visible on the public profile.

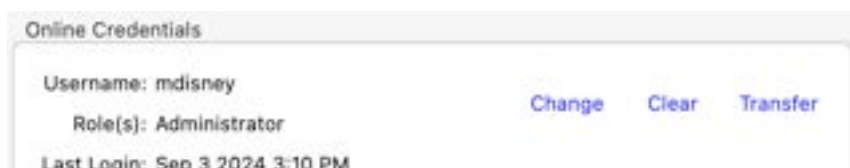


At the top right of the Privacy Settings window, you have the option to Hide All or Show All in the public profile. Show All will make everything visible on the public profile. Hide All will hide everything except the name.

## Managing Engage Credentials

All logins into CDM+ Engage are based on individuals in CDM+. Use Individual Records in CDM+ Desktop to manage credentials for users. This requires the **User can administer Engage credentials permission**.

When this permission is granted, the CDM+ user can view the individual's Engage username on the Name tab of the Individual Record. CDM+ displays the Engage username in a panel labelled Online Credentials, located under the Address Information.



Along with the Engage username, the CDM+ user has three actions to use for administering the individual's Engage account.

- **Change** - changes the individual's Engage username and role
- **Clear** - clears the Engage username and has the effect of deleting the individual's Engage account.
- **Transfer** - moves the individual's Engage account to a different individual record. This can be helpful in the case where duplicate individual records may have been created.

**NOTE:** The password for the Engage account cannot be changed. The individual has to change their password from the Engage login screen.

### Engage Roles

There are two roles available to individuals:

- Standard
- Administrator

When an individual creates an Engage account they are assigned the **Standard** role by default. This allows the individual full access to their information in Engage.

The **Administrator** role allows authorized staff access to additional features in Engage, such as:

- Engage Setup
- Searching for and refunding transactions
- Initiating one-type payments
- Viewing expiring credit/debit cards
- Create and send online statements.

To modify an individual's Engage role:

1. Find the individual in Individual Records
2. Click **Change** in the Online Credentials box
3. Change the individual's role
4. Click **OK**

The next time the individual logs into Engage or refreshes their browser the new role's access will be in effect.

## Searching Usernames

When a user has permission to administer Engage credentials, they can also build simple and advanced finds with the Username field.



## Deleting Individuals With Credentials

When an individual creates an account with Engage, their account credentials--username and password--are stored as part of their individual record in CDM+. Deleting an individual record with an Engage username would also cause removal of the individual's Engage account, and so CDM+ prevents this.

Attempting to delete an individual record that has an Engage username will result in this error: Cannot delete individuals with non-empty username.



## Processing New Accounts and Merging Duplicates in CDM+

When a giver creates a new account through Engage they produce new individual, address, and giving unit records in CDM+. If the giver is new to your organization, you do not need to do anything and can use the new records as if you entered them directly into CDM+.



However, if there are existing address, giving unit, or individual records for this giver, you may now have duplicate records in CDM+.

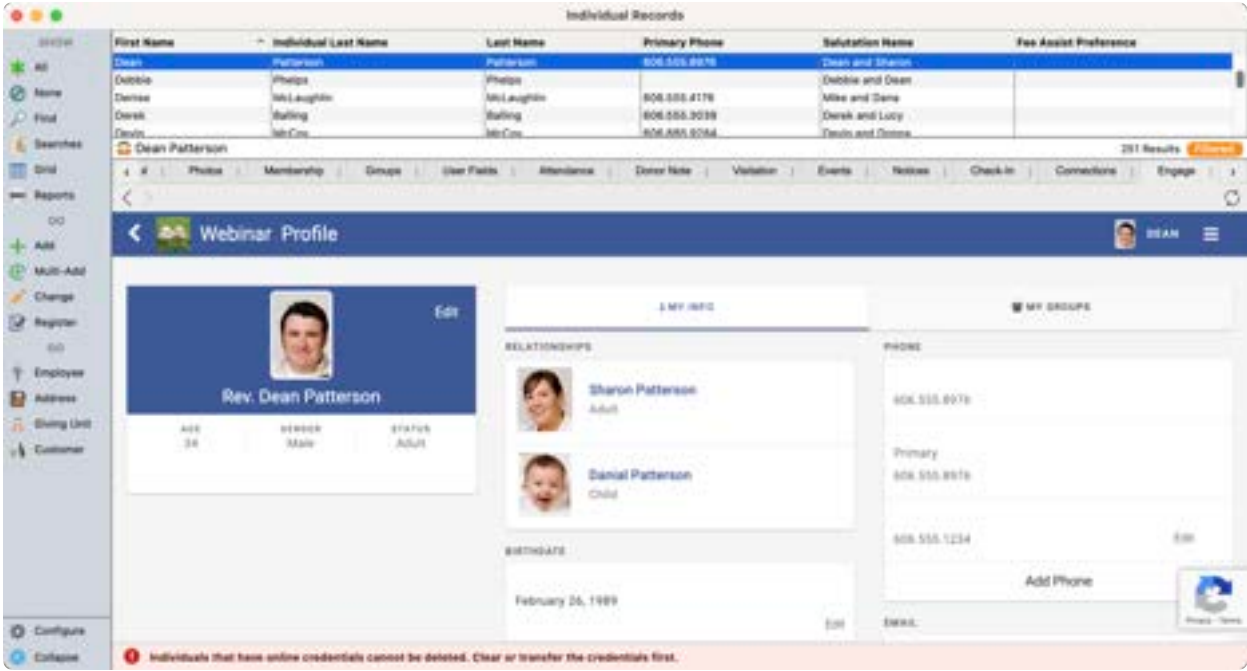
To see instructions and tips when Processing new accounts in CDM+ please visit <https://help.cdmplus.com/ea/processing-new-accounts-in-cdm> in our Help Center or scan the QR code below.



### Accessing Engage on a User's Behalf

CDM+ allows administrators to access Engage for individuals, givers, and customers as if they were that entity. This is called impersonation and requires the related CDM+ user permission to access Engage People, Engage Giving, or Engage Billing.

With this permission enabled, locate an Individual Record, Giving Unit record, or Customer Record. Use the Engage tab to access that record's Engage tab. From that tab you will be limited to access the related areas of Engage only. You can interact with Engage just as the user would, though changes to any records will be recorded as being done by your CDM+ user record.



## Getting Started with Web Ministry Tools

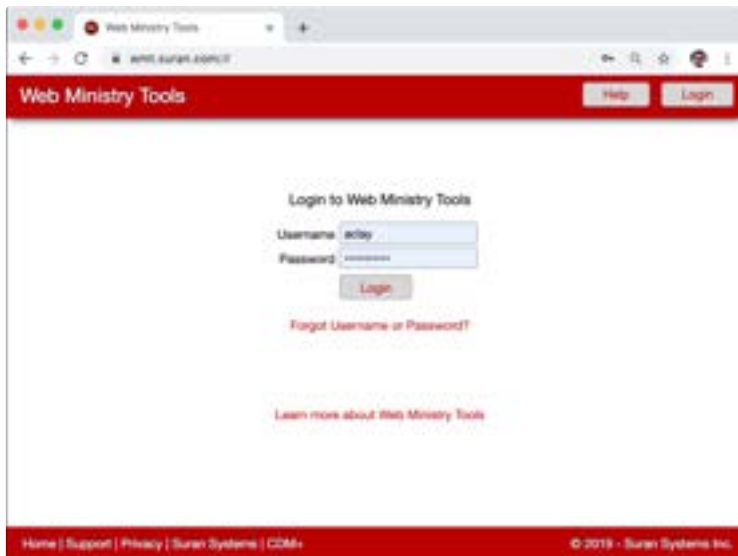
Web Ministry Tools (WMT) is Suran's legacy online product. Features in WMT have been moving to Engage over time. As of this writing, WMT is still used for 4 functions:

- Online Registration
- Online Calendar (Roommate)
- COG Women's Reports (Church of God Regional feature)
- Congregational Profile (Disciples of Christ Regional feature)

Anyone with an Engage account can request a WMT account at no extra charge. Contact CDM+ Support to request access.

**WMT Website: <https://wmt.suran.com>**

### Login Page





## Create Tools



Click **New Tool** button at top of webpage, then click **Create** on the type of tool you want. Name the tool (name can be changed later under Options) and click **Create**.

## Options

Available Options will vary according to the type of tool you are creating; this can be changed later.

Choose from 3 levels of access security:

## Login Settings



1 – ANYONE can access the tool - useful for tools that publish non-sensitive information, such as event listings or registration for an event open to the public.

2 – Only individuals in your CDM+ Membership database (log in required). The tool verifies that a person is in your CDM+ database using their email address. If a person's email address is not on either her or his Individual or Address record, the tool will prompt him/her to contact the organization office.

3 – Only individuals belonging to a specific group in CDM+ (log in required). Useful for restricting access to a tool with sensitive information to a select group of people.

## Publish

When you are ready to publish your tool on your website, click Publish to the right of the tool. You can publish your tool in any of three ways:



The screenshot shows the 'Web Ministry Tools' interface with a red header. In the top right corner, there are 'Help' and 'Logout' buttons. Below the header, the text reads 'Publish this tool using these options:'. There are five sections, each with a black header and a white body:

- Embedded HTML:** 'Copy and paste this HTML tag into your website. This will embed the tool directly onto your website.' Below is a code block: `<script type="text/javascript" src="https://web.ministrytools.com/web/?guid=7b0168a2ee811e9918d03d79cc1913"></script>`
- Example HTML Link:** 'Copy and paste this HTML tag into your website. This will provide a simple text link that will open your tool in a new window or tab.' Below is a code block: `<a href="https://web.ministrytools.com/web/?guid=7b0168a2ee811e9918d03d79cc1913" target="_blank">Direct Registration Tool</a>`
- Direct Link:** 'This is an absolute link to your tool that can be copied and used to attach to a button or image on your site. This can be useful for Content Management Systems.' Below is a text input field containing: `https://web.ministrytools.com/web/?guid=7b0168a2ee811e9918d03d79cc1913`
- Preview Link:** 'Note: that this link will be displayed from inside the Web Ministry Tools Website.' Below is a red text link: `https://web.ministrytools.com/web/preview/1121`
- Publish to Engage:** 'Publish this tool to Engage. Members will be able to register for this event through Engage.' Below is a checkbox.

1. Embedded HTML – Copy the code and paste it in an email to your webmaster. He/she will paste it into the appropriate place on your website so that either the tool itself or the tool's Launcher will load directly into the web page.
2. Example HTML Link – this is some example HTML code that creates a link using the direct link.
- 3a. Direct Link – for tools with a Launcher, this bypasses the Launcher and may be used if your website builder, such as Clover, that does not allow pasting HTML code since you are creating a link to a new webpage.
- 3b. QR Code - Click the QR Code icon to download a QR code. When scanned, this code will open the direct link to the tool.
4. Preview Link – Copy the link and send it to people who need to see the tool. The tool does not even need to reside on your website to be used via this method. We recommend using the Preview Link to test tools in various browsers, if possible.
5. Publish to Engage (Single Event Registration Tool only) - Check this box to allow members to sign up for this event through Engage.

## Activate (Deactivate) Tools

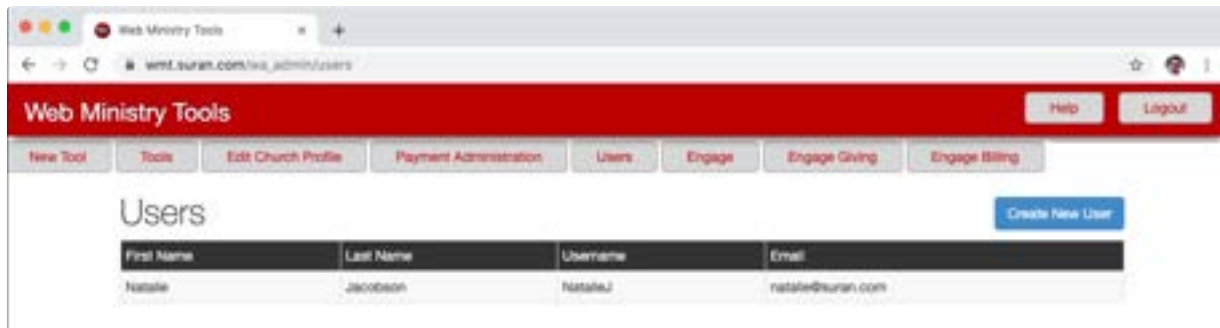
Clicking this button toggles between activating and deactivating the tool. It does NOT remove it from your website. When you deactivate a published tool, it will no longer appear on your website. Instead, a message saying, "This tool is currently inactive" will appear in its place.

## Church Profile

Click Edit Church Profile button on main Tools window. You can change the user name and password to log into WMT website here.

## WMT User Accounts

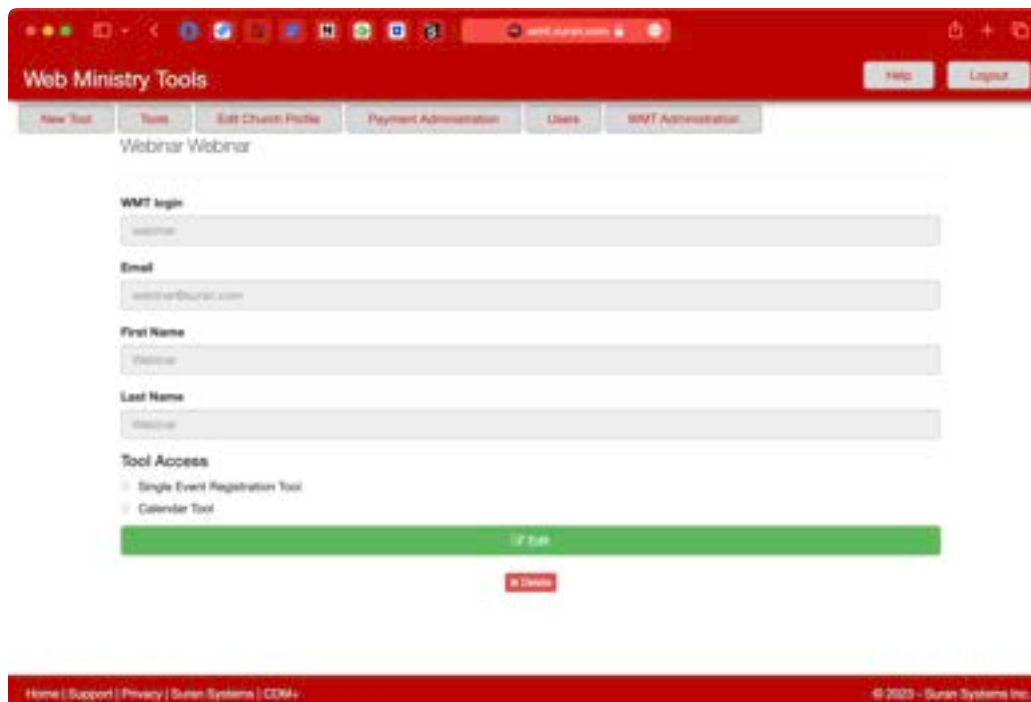
The WMT Users Accounts tab gives you the ability to create other WMT Users to access your Web Ministry Tools account without having to share the username and password provided to you. Additionally, you have the ability to set which tools a user may access.



To get started, click the **Users** tab at the top. This will allow you to see all the user accounts you have created:

To create a new user, click the blue **Create New User** button. 

This will open a new web page where you will input information for the user account you are creating. Simply type in a username, email, first and last name, and click which parts of WMT this person is allowed to see. When you are satisfied with the account details, click **Submit**.





# CDM+ Mobile

This class introduces the CDM+ Mobile app for iPad®, iPhone®, and Android™, and covers how to connect your device to your database and control what features each device can use. CDM+ Mobile Basics will review the Individuals app, sending emails, and sending SMS messages from CDM+ Mobile. We will also explore Notifications in CDM+ Mobile and demonstrate how to enable this feature. Use of specific features in CDM+ Mobile is also covered in the class relevant to that feature. For example, the Check-In/Check-Out class covers using both CDM+ and CDM+ Mobile versions for check-in and check-out.

## Overview

**CDM+ Mobile** is a companion app to CDM+ Church Management Software. With CDM+ Mobile, you can connect to your data in meaningful and useful ways wherever you are from your Apple® iPad, iPhone, or Android device (running Android 5.1 or later). It can be used with any CDM+ database running the current version of CDM+. You must be on CDM+ Data Hosting to use the CDM+ Mobile app.

CDM+ Mobile use multiple "apps-within-the-app" to access various areas of your CDM+ database. You only need to install and keep one app updated to access people, attendance, reminders, and more.

Each mobile device's access to your CDM+ data is controlled from within CDM+. CDM+ administrators control the level of access to data on each device.

## Availability

The CDM+ Mobile app is free to download from the Apple App Store, Google Play, and the Amazon Appstore for Android.

You can install CDM+ Mobile on an unlimited number of devices, and any number of devices can connect concurrently. Devices connected through CDM+ Mobile do not count as concurrent users for your CDM+ Desktop license.

The CDM+ suite must be licensed for the particular program the app is accessing, e.g., CDM+ Membership.

## CDM+ Mobile Apps

There are currently eight available apps within CDM+ Mobile: Individuals, Attendance, Barcode Attendance, Check-In, Check-Out, Reminders, Receipts, and Churches (for CDM+ Regional users).

**Membership/Attendance** – Individuals, Attendance, and Barcode Attendance apps

The Individuals app accesses information on the Phones, Email, Personal, Photos, Groups, Attendance, Pastoral, and Visitation tabs of the Individual records. Through this app, the user has the ability to add or change photos, phone numbers, email addresses, and addresses. The Individuals app can be used to add and remove group assignments. The Individuals app can also view, add, edit, and delete Visitation/Pastoral notes on the Visitation and Pastoral tabs respectively (CDM+ access settings apply). Finally, the Individuals app can also send group emails and SMS messages. The Attendance app accesses Attendance records. The Barcode Attendance app scans individual barcodes to mark individuals for attendance.

iPad, iPhone, iPad touch, and iTunes are trademarks of Apple, Inc. Android and Google Play are trademarks of Google, Inc.

*Use of the Visitation and Pastoral apps are covered in the Contact Management class and the Attendance app in the Getting Started in Attendance class.*

**Contributions** - Individuals app

*From the Individuals app, CDM+ Mobile can access the giving history for individuals.*

**Check-In/Check-Out** – Check-In and Check-Out apps

The Check-In and Check-Out apps work with the Check-In/Check-Out program. The Check-In app works as a kiosk to allow users to check themselves and family members into their respective classes. A staff member can also check in individuals or families using Check-In. Check-Out is used by staff members or volunteers to scan Check-In barcodes to check out individuals.

*Use of the Check-In and Check-Out apps are covered in the Check-In/Check-Out class.*

**Reminders** - Reminders app

The Reminders app gives the user quick access to birthdays, anniversaries, and reminders that are setup in Visitation Records. CDM+ Regional users can also see ordination anniversaries for clergy in the Reminders app. With push notifications enabled, reminders will automatically push to your phone. Reminders can be used in numerous ways to help improve communication and aid in closing the "cracks" that individuals fall through.

*Use of the Reminders app is covered in the Contact Management class.*



*CDM+ Mobile App Launcher*

**Accounting** - Receipts app

The Receipts app allows users to track expenses and save receipts. This makes it easier to balance and reconcile expenses charged to credit cards or other corporate accounts.

*Use of the Receipts app is covered in the Accounts Payable class.*

**Regional** – Churches app

The Churches app provides access to information about churches and their members. The Churches app also allows mass emailing to the Churches from within the app.

*Use of the Churches app is covered in the CDM+ Regional class.*

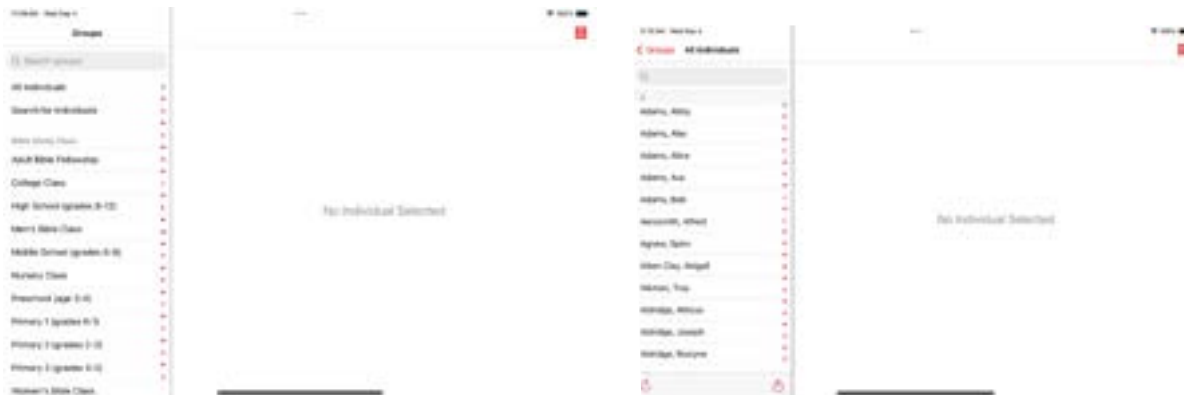
## Launching CDM+ Mobile

Whether using CDM+ Mobile on your iPad, iPhone, or Android device, you begin using it the same way—tap the CDM+ Mobile icon. Enter your four-digit PIN and tap GO. This will open the app launcher screen. Tap the icon for the app you wish to use.

On the app launcher, you will only see those apps for which you have the corresponding CDM+ program and for which a CDM+ administrator has granted access through the provisioning process.

## Individuals App

When you select the Individuals app, CDM+ Mobile will display the list of Groups available to the user. The available groups are set up on the provision in CDM+ Administration. On this screen, you can search groups, and you can also select All Individuals or Search for Individuals if the device has access to all individuals. The CDM+ administrator may limit the device's access to only specific groups.



Tap the All Individuals group and the menu changes from a list of church groups to a list of all individuals in your CDM+ Membership database, listed alphabetically. When you select Search for Individuals, CDM+ Mobile opens a search window that lets you search for individuals by first or last name.

Scroll to find the person you wish to view and tap on their name.

## Individuals ► Personal tab – tablet app

When you tap on an Individual, the initial view will default to the Personal Tab (or tap the **Personal** icon at the bottom), which displays the following information from the Individual Record in CDM+ Membership:

- Family Members
- Phones/Email Addresses
- Street Address and Map
- Personal History (birth, school, work, marital status, death)



To jump to another family member's Personal tab, tap on their name in the Family section.

Tap the red **i** icon to show a street address in your tablet's mapping app.

Tap an email address to send an email.

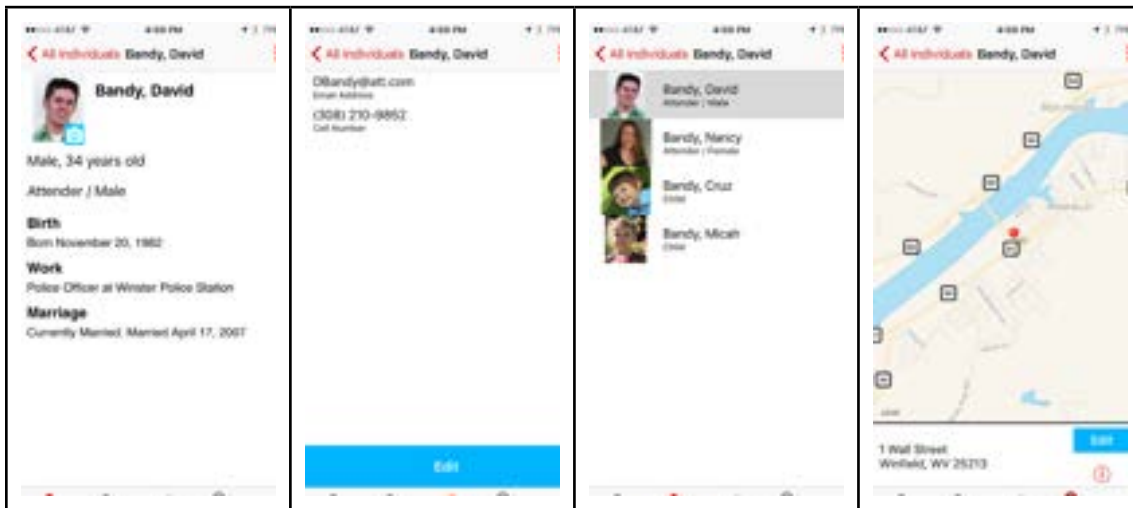
**NOTE:** *The email will be sent using the device's default email application and will not appear on the Sent Notices tab in CDM+.*

Tap the blue **Edit** to add or edit phone numbers, email addresses, or addresses.

It's possible that another user could be updating contact information for an individual. To have CDM+ Mobile retrieve the latest contact information for this individual from the database, tap the green Refresh button.

### Individuals ► Personal tab – phone app

To accommodate the smaller screen, the personal information found on the tablet app's Personal tab is broken into multiple tabs in the phone app. The **Personal** tab contains the individual's personal history, the **Family** tab displays family members, the **Contact** tab contains email addresses and phone numbers, and the **Address** tab shows the person's street address and map.



On the Contacts tab, tap an email address to send an email from your phone's email app. **Note:** This email is not saved in Sent Notices in CDM+.

If the device can make outgoing calls and text messages, tap a phone number to dial that number or send a text message to that number.

On the Personal tab, the blue camera icon can be tapped, allowing the user to take a photo or select a photo saved in their device. **This photo will be uploaded to the individual record in CDM+.**



**Individuals ► Attendance tab** (tablet app shown)



Tap the **Attendance** icon at the bottom of the window to view this person's attendance history.

**Note:** The phone app differs in that the Attendance icon may be found under the **More** tab and the list of Individuals will not appear.

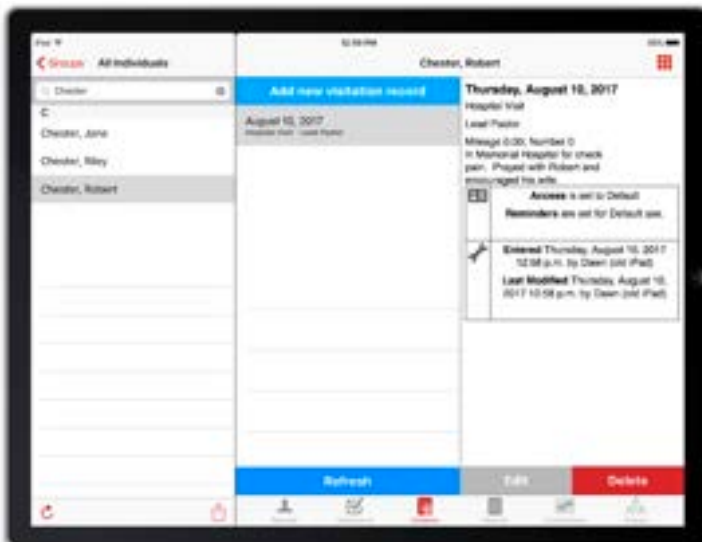
**Individuals ► Contributions tab** (tablet app shown)



Tap the **Contributions** icon at the bottom of the window to view contributions for that individual over the past year.

**Note:** The phone app differs in that the Contributions icon may be found under the **More** tab and the list of Individuals will not appear.

**Individuals ► Visitation and Pastoral tabs – tablet app**



Tap the **Visitation** or **Pastoral** icon at the bottom of the window (may be under the **More** tab) to view, add, edit, or delete Visitation and Pastoral records.

For more information about using the Visitation and Pastoral apps, take the Contact Management class or see that section of this manual.

## Individuals ► Groups tab – tablet app

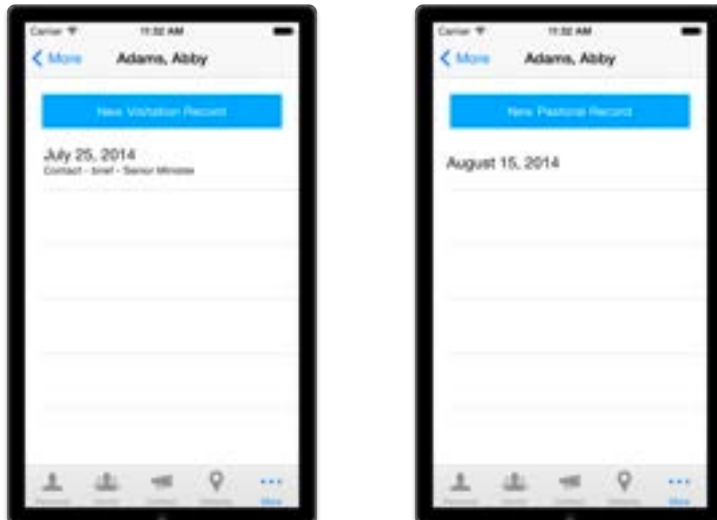


Tap the **Groups** icon at the bottom of the window to see a list of all groups in which the individual is enrolled.

You can use the Groups tab in CDM+ Mobile to change group membership for individuals. Tap the blue Edit button to add or remove group assignments.

It is possible that another Mobile or Desktop user may be updating group assignments. Tap the green Refresh button to have CDM+ Mobile retrieve the latest group assignments for this individual from the database.

## Individuals ► Visitation and Pastoral tabs – phone app




Tap the **Visitation** or **Pastoral** icon at the bottom of the window (may be under the **More** tab) to view, add, edit, or delete Visitation and Pastoral records.

Unlike on a tablet, in the phone app, you will need to tap the entry to view details in a new window.

**For more information about using the Visitation and Pastoral apps, take the Contact Management class or see that section of this manual.**



## Sending Group Emails

After selecting a group, you will notice a **Share** icon in the bottom iOS toolbar or the Android  option menu. Tap the **Share** icon and then choose **Email** from an option list. When selecting Email, you will have the option to **Email All** or **Email Selected**. If **Email All** is chosen, a window will open to enter the subject and body of the email to send. If **Email Selected** is chosen, a list will appear allowing the sender to select the individuals to receive the email.

If a person has an email address on their Individual Record in CDM+ Membership, it will be displayed under the name and the individual can be selected to receive an email.

If an individual does not have an email address, a red warning mark will be displayed and that individual will not be able to be selected.

You can select multiple individuals with email addresses, or you can tap **Select All** to select every individual with an email address in the list.

After you have selected the individuals you want to email, click the **Compose** email icon  or  to open the email composition screen. Type a subject and body for your email, click **Send** to queue the emails in your database.

You can view the emails you sent using the Individual Sent Notices or the Notices tab of the Individual Records window in CDM+ Membership.

Sending email through CDM+ Mobile works the same whether you are using the tablet or phone app.

## Sending Group SMS Messages

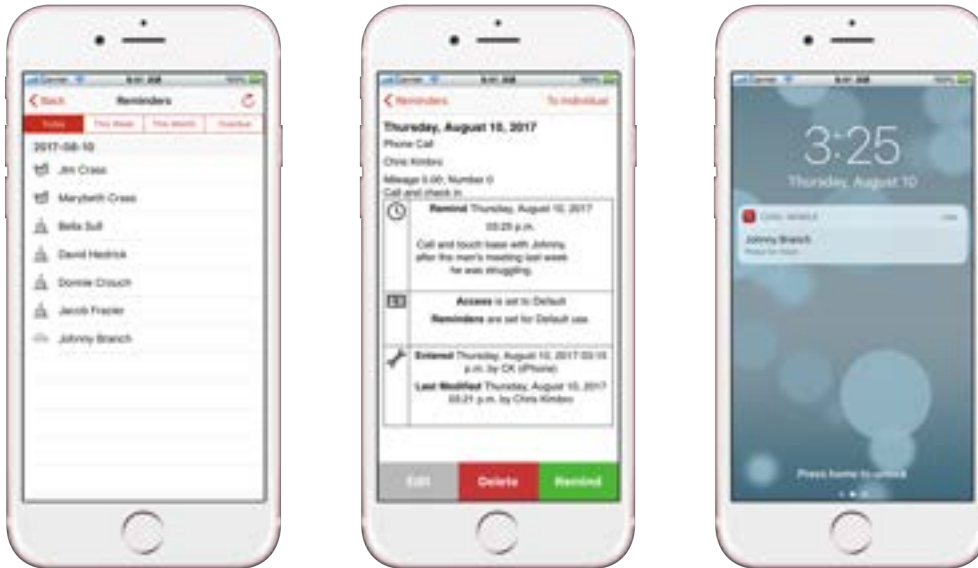
Follow the directions above except choose the SMS option. Once SMS is selected, a list will appear allowing the sender to choose the individuals and phones numbers to send the message to.





## Reminders App

Tap the **Reminders** icon to open the Reminders app. Birthdays, Anniversaries, Ordination Anniversaries (for Regional users), and Reminders added to Visitation Records can be displayed under tabs for Today, This Week, This Month, and Overdue.

With push notifications enabled in **Administration ► Mobile** and enabled in Settings on the device, Reminders will pop up and "remind" the user of various things. Some examples of Reminders could be hospital visits, phone calls to make, homes to visit, or appointments to keep. This use of the Reminders app will be covered in the Contact Management" class.



## Attendance App

Tap the **Attendance** icon to open the Attendance app, or, if you are in the Individuals app, tap the Home icon  or  in the top right corner, then tap the **Attendance** icon.

### Set Up Attendance Taking – tablet app

Begin by selecting the **Date** (note that it will default to today's date), then tap to select the group from the list. This can be a group, class, or event. CDM+ Mobile will display any that you specified in CDM+ can track attendance.

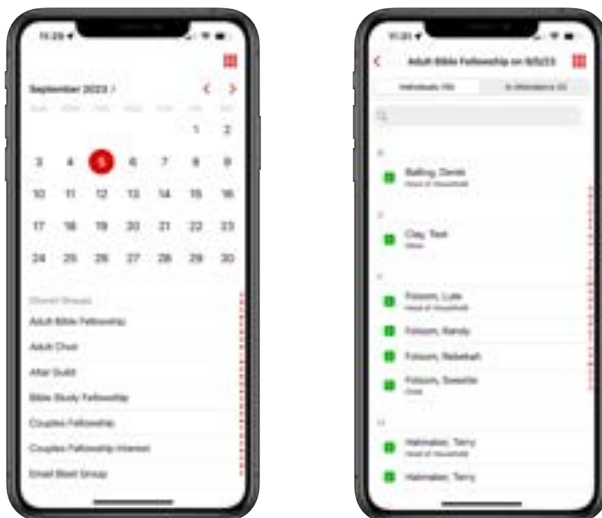


If you tap on a **class or group**, only the persons who are members of that group will appear in the list of Individuals.

If you tap an **event**, such as Sunday Morning Worship, the list will display all Individuals in your CDM+ Membership database.

### Set Up Attendance Taking – phone app

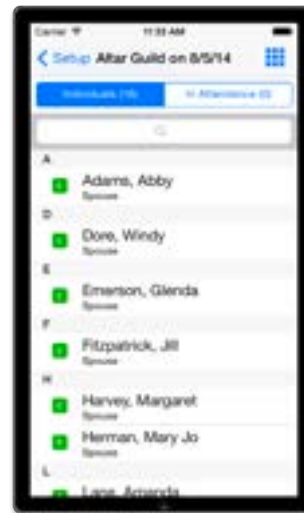
To accommodate the smaller screen, Attendance setup requires a second window in the Attendance phone app. Select the **Date**, then tap the **Group** button to open the **Select Group** screen, and select the group.



Once you have selected a group, the app will return to the Setup screen with the group selected. Tap **Mark Attendance** to begin taking attendance.

### Entering Attendance

To take attendance, tap a name in the **Individuals** list to move it to the **In Attendance** list. If you make a mistake, simply tap the name in the **In Attendance** list to move it back to the **Individuals** list.



You may also search for an Individual by name by using the search bar. Simply tap the search bar, enter a name, and the device will display all Individuals that match that search. This is how you would mark individuals, who are not listed as members of a group, as attending that group or mark visitors for attendance in groups. Those individuals that are part of a group will be marked with a green 'E', and visitors will have a blue 'V' next to their name.

**Note:** Unlike in the tablet app that displays the Individuals and In Attendance lists side-by-side, you must tap buttons to switch your view of the lists when using the phone app.

**NOTE:** Attendance that is marked on one device will not immediately update the screen for any other device taking attendance for the same event on the same day. However, the attendance is still saved live to the database, and reloading the attendance list on other devices will show a current list of those marked for attendance and those not in attendance.

## Barcode Attendance app

**Note:** This app is not available on devices that do not have a camera.

Tap the Barcode Attendance icon on the launcher page to open the Barcode Attendance app. The setup page will open and allow you to change the attendance date by tapping the **Change** button.

Select a group to start the scanner. The scanner will scan for Individual barcode. You can print name tags that include Attendance Barcodes using the Individual Name Badges report in CDM+ Membership. If CDM+ Mobile finds a valid barcode, it will mark that individual for attendance. Otherwise, it will display an error.

*If your device has both front & back cameras, you can tap the **Flip** button in the bottom right corner to switch between the cameras.*



You can set the barcode attendance scanner to **Kiosk** mode on the Barcode Attendance setup page. Kiosk mode will require you to enter your PIN to exit the Barcode Attendance app or to Flip the camera.

Barcode Attendance in CDM+ Mobile scans the same barcodes as Check-In (individuals only; not address) and the Barcode Attendance Worksheet.

## Logging In/Out of CDM+ Mobile

Tap on the CDM+ Mobile app icon on your device. The Log In screen will appear. Enter your four-digit PIN to log in.

CDM+ Mobile will connect after you enter your PIN. If you switch out of CDM+ Mobile or let your device go to sleep, CDM+ Mobile will disconnect after 10 minutes. CDM+ Mobile will try to reconnect when you switch back.

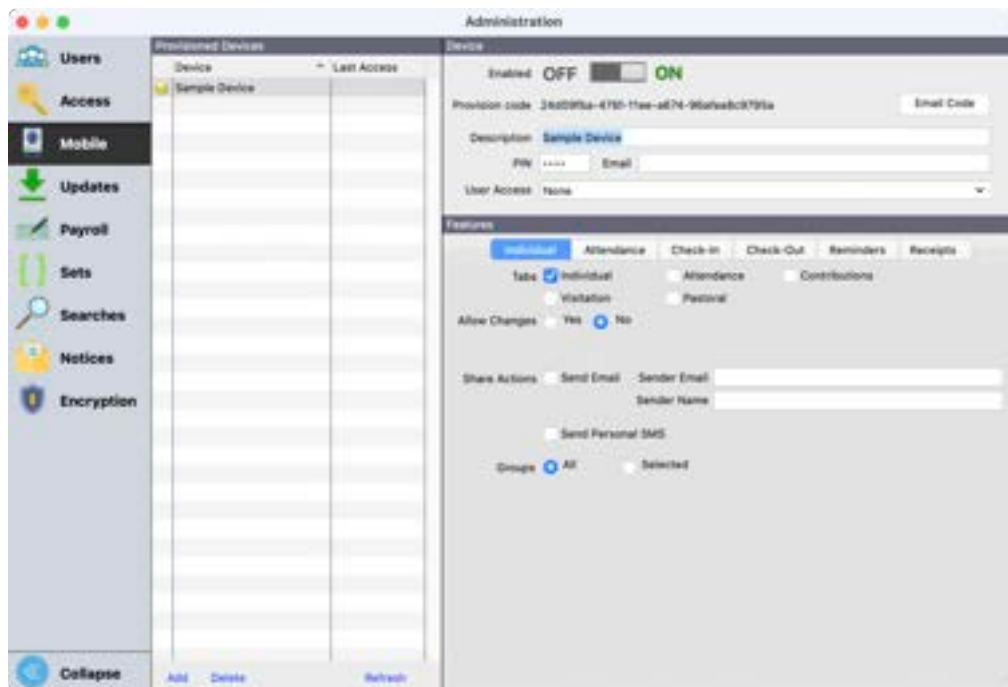
## Provisioning Provides Security and Customization

- Pairs a device with your CDM+ database
- Ensures the device has access to to the right data and only to the right data
- Allows you to customize a device for only certain features
  - Attendance entry for specific classes
  - Viewing visitation and pastoral notes
  - View contact details for specific groups
  - Tablets set up as Self Check-In or Barcode Attendance kiosks
- Allows you to remotely disable CDM+ Mobile access from a device

## Setting Up a Device to Use CDM+ Mobile with your database

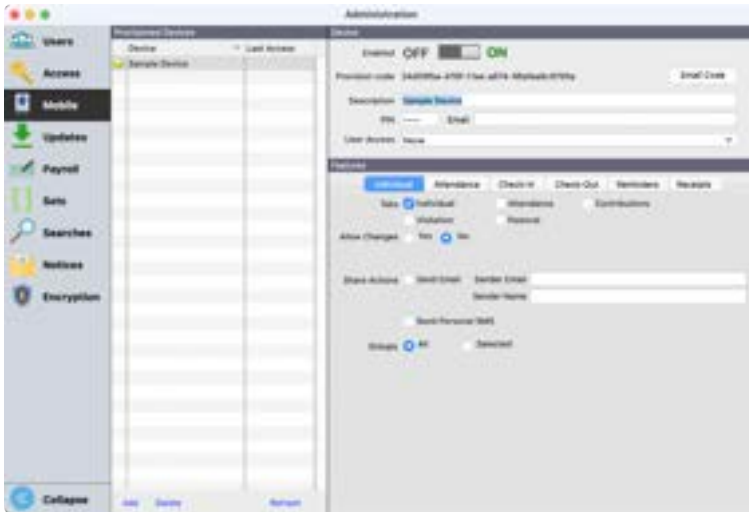
- 1) Go to ► **File** ► **Administration** ► **Mobile** tab

Here you enter information to allow a mobile device to access your CDM+ database. The settings can restrict access on a device to certain CDM+ Mobile features and can filter the information displayed.

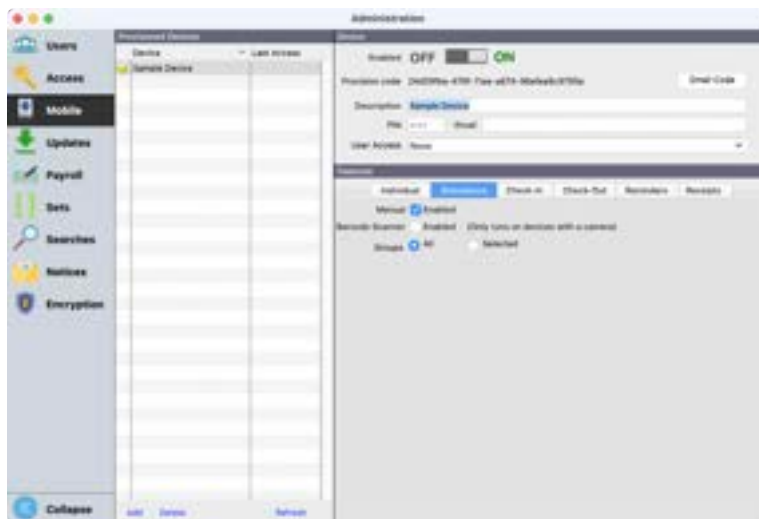


- 2) Click on the **Add** button in the bottom left corner under **Provisioned Devices** to add a device.

- 3) Enter a **Description** for the device.
- 4) Enter a 4-digit **PIN** number and **Email** address (one that can be accessed on the device).
- 5) Choose the device owner's CDM+ User Name from the **User Access** drop list to ensure he/she can access appropriate Visitation and Pastoral records in CDM+ Mobile. This also records the Mobile user as the person who modified the record in the database.
- 6) Click the appropriate checkboxes to set access to **Individuals** for this device.

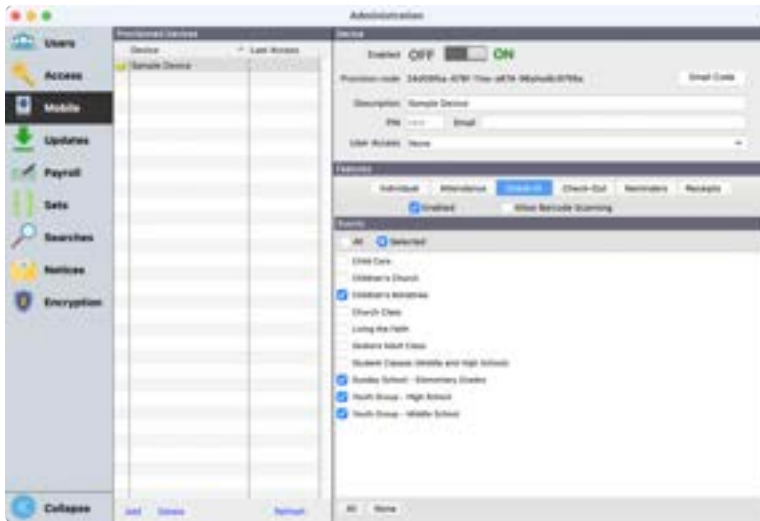


- 7) If this device will be used to take attendance, click on the **Attendance** tab and make your selections. Note that the device you are provisioning must have a camera to use the Barcode Attendance app.

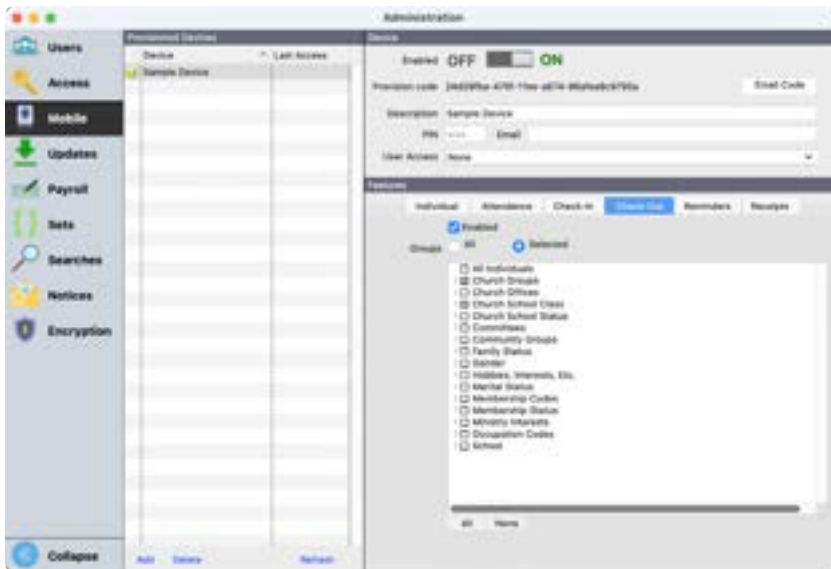


- 8) If this device will be used for check-in, click on the **Check-In** tab and make your selections.

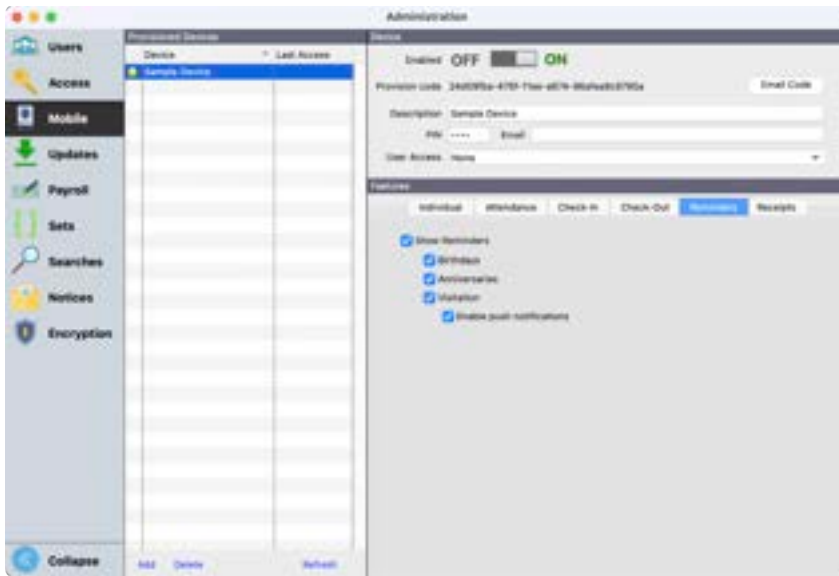




- 9) If this device will be used for check-out, click on the **Check-Out** tab and make your selections. Note that the device you are provisioning must have a camera to use the CDM+ Mobile Check-Out app.



- 10) If this device will need access to **Reminders** including Birthdays, Anniversaries, and Visitation push notifications, make the appropriate selections under the Reminders tab. Note that Notifications must also be enabled in Settings on the device for push notifications to work.
- 11) If this device will be used to track expenses and store receipt images for Accounts Payable, make the appropriate selections under the Receipts tab.



12) The final tab, **Churches**, will only appear if you have the CDM+ Regional program. You must check the **Enabled** box to use the Churches app.



13) When you are finished refining your settings, click on the **Individuals** tab again.



14) In the **Share Actions** section, check **Send Email** and enter the **Sender Email** address and **Name**. (NOTE: *If a Sender Email address is not entered, the user will not be able to send group emails*).

15) If this device should be able to send SMS messages to individuals, check the Send Personal SMS box.

16) Enable the device by sliding the slider from **OFF** to **ON**.

17) Click the **Email Code** button to send an email with the provisioning code.

### On the device that you are setting up:

- 1) Open the CDM+ Mobile provision email.



- 2) If you need to install CDM+ Mobile on this device, tap a link in the email to install it from either Apple iTunes, Google Play, or the Amazon Appstore.
- 3) Once you have the CDM+ Mobile app installed, tap the **Click here to provision device** link the body of the provision email to load the provision code.
- 4) CDM+ Mobile will launch.
- 5) Enter the 4-digit PIN assigned to this device to log in.

### Disabling a Device

If at any time you wish to prevent access to your CDM+ database from a device through CDM+ Mobile, simply highlight the device in the list on the Mobile tab of the Administration window and move the **Enable** slider to the **OFF** position.



The device will still have the CDM+ Mobile app installed, but the PIN to access your CDM+ database will no longer work.

### Changing Settings for a Device

To change a device's access settings for CDM+ Mobile, simply highlight the device in the list on the Mobile tab of the Administration window and make the changes on the tabs under Features. The changes will take effect *the next time* someone logs in to CDM+ Mobile on that device.

## Transferring Provision Codes

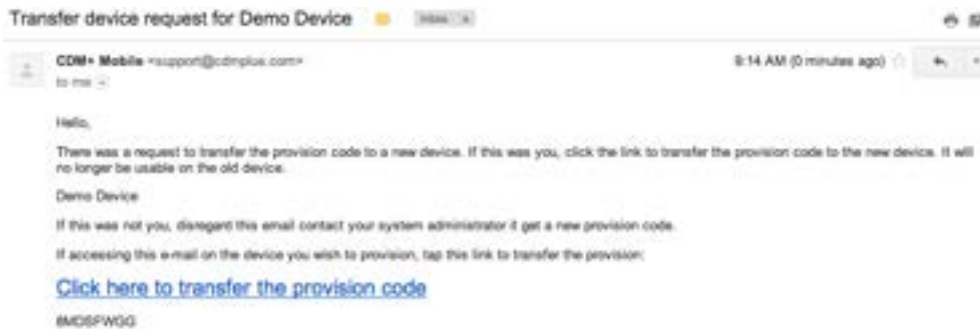
On occasion, it may be beneficial to transfer one provision code to another device. Such scenarios would include getting a new device or deleting and re-installing CDM+ Mobile. In these cases, it can be much faster to just transfer a provision code as opposed to getting a new one.

To transfer a provision code, use the email that contained your provision code, and click the link.

If the device is not recognized, a pop-up will appear asking you if you want to transfer your provision code. Tap **Yes**, and an email will be sent to the email address associated with the account (typically the one you used when got your original provision code).



Close out of the CDM+ Mobile app and open your email app to find your transfer device request email.



Tap the **Click here to transfer the provision code** link in the email.

CDM+ Mobile will open and display a message telling you that you have transferred your provision code to this device.

**Note 1:** The provision will only work on one device at a time, so if you transfer codes from one device to another, the previous device will no longer work until it has its own provision.

**Note 2:** A provision code can be deleted. If you no longer want a provision to be used, you can delete it and transferring will no longer work.

You can also enter the transfer code manually if you cannot access the transfer email on the device running CDM+ Mobile.

## Reordering Information on an iPhone/Android

You have to option to reorder the information display order when viewing individuals on an iPhone or Android. Choose the "More" option inside the window then choose "Edit".



# Searches/Custom Listings

At its core, CDM+ is a database, storing and organizing your organization's critical information. Learning how to query that database and report your findings will unlock the true power of CDM+.

CDM+ Desktop offers a powerful and consistent set of features to do just that—Advanced Finds and Custom Listings. Once you learn how to use these tools in one area of CDM+, you can easily apply those skills through the CDM+ suite.

## Where to Begin

When you want to find or report on information in CDM+, the first question to ask is “what is the base record I want to find/report?” An example of a record is an Individual, Contribution, Vendor, etc. Generally, any window ending in “Record” means that type is a record you can report on.

**Base record** specifies which record shows up on each line of your report or window. Say you have a giving unit with 5 contributions. Do you want one row per contribution or one per giving unit? This distinction is **critical** to knowing which custom listing or window to use to build your report.

## Example Scenario

Consider this request from a board member:

“Can you give me a report of people under 45 who gave to the outreach fund last year?”

This request could refer to several different record types in CDM+:

- “People under 45” could mean Individuals
- “People who gave” could mean Giving Units
- “Giving” could mean Contributions
- “Outreach fund” could mean Giving Fund

Which of the following would you use?

1. Individual Custom Listing and Export
2. Giving Unit Custom Listing and Export
3. Contributions Custom Listing and Export

Ultimately, it depends on that the board member wants. Does “people” mean individuals, or giving units? If you use individuals, joint givers will appear twice on the report. If you use giving units, you may have results for a couple where one person is under 45 and the other is over 45. If you use contributions, you will see a list of gifts, and the givers will be repeated, once for each of their gifts.

There isn't a right or wrong answer—what matters is that you clarify the reporting request so that you provide accurate and expected results. This example shows how important a subtle difference in language can be when translating requests like this to the CDM+ database.

## Searching Related Data

You may want to search for information that isn't on your base record type. For example, you may want to report on individuals by searching the city from their address record. The Advanced Find tool allows you to easily search across related tables, even across CDM+ programs. You can also search for the absence of records, such as vendors without invoices.

## Reporting Related Data

If you want to report on data from a related table, ensure that it is a **parent** of your base record. A parent means the base record links to one, and only one, parent record. If you want a list of individuals that includes the city from their address record, that's no problem since each individual has one address record.

However, if you want to report giving units and their detail contributions, you can't include the detail contribution data on a giving unit since each giver could have multiple contributions. This is a **child** relationship, where one giving unit has multiple contributions. You would need the base record to be the contribution, so use Contribution Custom Listing and Export to run your report instead of Giving Unit Custom Listing and Export.

**NOTE:** There are some fields that will aggregate child data on the parent, generally labelled as "Total". Other fields are function driven and provide a customized set of data on a record, which could include child data. Examples are provided in class. Contact CDM+ support if you need additional assistance using aggregate or function fields.

## CDM+ Database Layout

The more familiar you are with the CDM+ Database layout the better you can find exactly the information you need. See the CDM+ Database Layout appendix for textual and visual representations of the most common CDM+ records.

The visual diagrams express parent and child relationships using connecting lines with arrows. The arrow points to a parent, and different line styles indicate if the relationship is optional, alternative, or required. See the legend on the diagram for details.

You can use the following technique with the layout diagrams to build your report:

- Identify the base record type
  - Find that record type on the CDM+ Database Layout diagram
- Identify the record type(s) for the data you want to search
  - Follow the connections to ensure those record types are connected to your base record
- Identify the record type(s) for the data you want on your report
  - Follow the connections to ensure they are a parent of the base record type
  - If not, you may need to choose a different base record type (unless you can use an aggregate)

## Explore Freely

Using Advanced Finds and Custom Listings in CDM+ will not affect your data in any way—you are simply viewing information. Use these tools to explore your database and learn how to best find the information you need. If you ever get stuck, the CDM+ support team is ready to help!

## Advanced Finds and Searches

Advanced Finds allows you to identify a specific group of records (people, ledger entries, contributions, attendance, etc.) to be displayed in a window or printed on a report. Specifically, you can:

- Find information by searching multiple fields at once
- Combine finds from multiple programs
- Easily save and reuse advanced finds throughout CDM+
- Build quick listing reports of information
- Enhance your ministry

**NOTE:** The terms “Advanced Find” and “Advanced Search” will often refer to the same interface in CDM+. However, “Advanced Search” tends to refer to the full find (primary find plus any related finds), and it also is used on reports to complement “Standard Search”.

There are several components to the Advanced Find. This course will begin with a brief overview of the fundamentals of finding data in CDM+, and then build on those fundamentals to introduce the ideas of Boolean searching, sub-grouping, and expanding your finds across related records. Don't worry if these terms seem overly technical; they are all easy-to-understand concepts and this course will bring you up to speed on them all. Specifically, you will learn:

- How to construct basic advanced finds
- How to mix comparisons (and/or) within a single advanced find
- How to pull together finds from multiple programs into a single find
- How to use saved searches
- How to master the advanced find window

By the end of the session, you will be able to quickly and easily target specific sets of information in CDM+, allowing you to put your database to work for you!

## Simple Finds

Simple finds are found at the top of many windows in CDM+. At its most basic level, **an Advanced Find is a collection of simple finds**. So, Simple Finds are:

- Made of three parts:
  - Find Field
  - Modifier
  - Criterion
- Used to construct advanced finds, making them:
- Key to understanding advanced finds



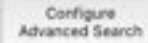


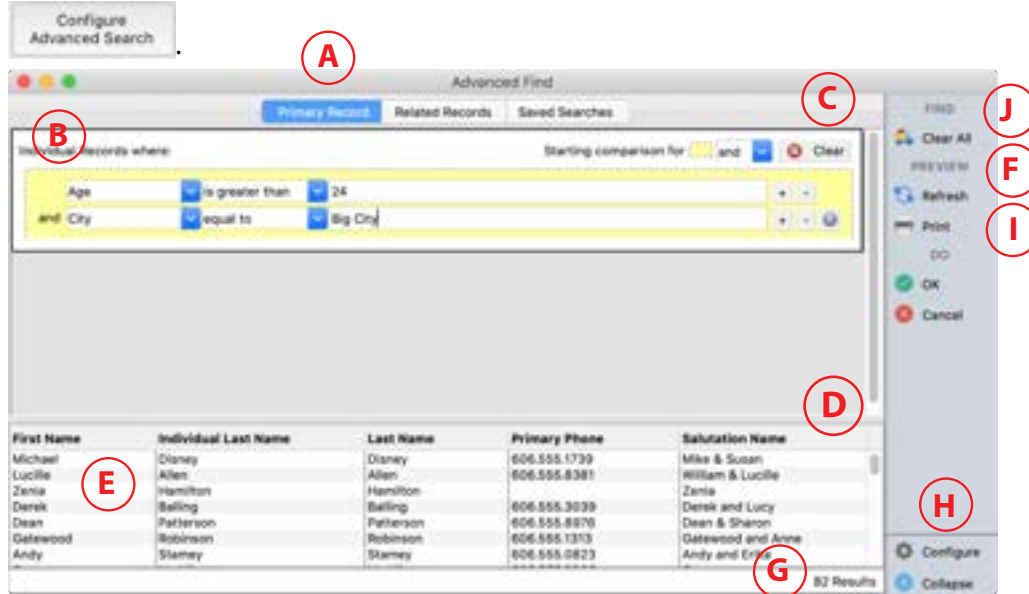
**A – Find Field** - dependent on the type of record you're finding

**B – Modifier** - dependent on the find field's type

**C – Criterion** - which is driven by your data and highly dependent on what you want to find

## Advanced Find Window

To access the Advanced Find on many windows, click the Advanced Find button . For reports, choose the Advanced Search tab , then click Configure Advanced Search .



- A** – Primary Record, Related Records, and Saved Searches Tabs
- B** – Primary Find
- C** – Clear Primary Find
- D** – Resizable divider between tabs and preview
- E** – Preview of find results
- F** – Refresh preview results
- G** – Number of results in preview
- H** – Window Options for preview
- I** – Print preview results
- J** – Clear Primary Find and Related Record Finds



- A** – Primary Record Type description
- B** – Starting Comparison for master group (C)
- C** – Master Group (yellow box)
- D** – Add Search Line
- E** – Remove Search Line
- F** – Add Sub-Group

## Building a Simple Advanced Find

- Create a series of simple searches (field + modifier + criterion)
- Link them using *and* or *or*



Individual Records where: Starting comparison for

Age	is greater than	24	
and	City	equal to	Big City

## Choosing AND vs. OR

- AND means that results match every simple search
- OR means that results match at least one simple search
- OR generally gives you more results
- AND generally gives you more specific results

*Example 1: 24 years old AND living in Big City*

Individual Records where: Starting comparison for

Age	is greater than	24	
and	City	equal to	Big City

*Example 2: 24 years old OR living in Big City*

Individual Records where: Starting comparison for

Age	is greater than	24	
or	City	equal to	Big City

## Using Sub-Groups: Mixing ANDs and ORs

- Sub-Groups allow you to mix ANDs and ORs
- Sub-Groups are like parentheses in algebra
- Sub-Groups can be understood using the concept of “substitution”
- You only need a Sub-Group when you want to change from AND to OR or vice-versa

Let’s say we want people who match both these traits:

- *Sing in the choir*
- *24 or 27 years old*

In CDM+ this would be:

*Current Church Groups equal to Adult Choir and ?*

**PROBLEM!** There is no single simple search for “age is 24 or age is 27”.

**Solution:** Use a Sub-Group!



The sub-group allows us to create an entity that is treated like a single search line and can be compared with other search lines. CDM+ will use the results of the sub-group to compare with the other search lines to get the find results list. There are a couple ways to think of sub-groups: parentheses and using substitution.

## Sub-Groups as Parentheses

The above search could be written using parentheses, as one does in algebra:

*Current Church Groups equal to Adult Choir and (Age equal to 24 or Age equal to 27)*

The "order of operations" means that you evaluate the contents of the parentheses first. So, you evaluate the sub-group (blue box) first, and then use its results with the single search line.

Consider this – everything on an advanced find is in a yellow box. So, you can think of boxes equalling parentheses. The example above then becomes:

*(Current Church Groups equal to Adult Choir and (Age equal to 24 or Age equal to 27))*

Advanced Finds, therefore, are one big sub-group. They are a sub-group of your entire database. See, you've been using them all along!

## Sub-Groups as Substitution

Another way to think of sub-groups is using substitution. Begin by writing out the advanced find in terms of the colored boxes:

1. = Current Church Groups equal to Adult Choir and
2. = Age equal to 24 or Age equal to 27

To execute the find, get the results of the blue box in line 2, and substitute the blue box in line 1 with those results.

## Sub Group Examples

Example 1: In the Choir and 24 or 27 years old



Example 2: 24 years old or is in the choir and is a greeter

Individual Records where: Starting comparison for **and** Clear

Age equal to 24

**and**

Church Groups equal to Adult Choir

or Church Groups equal to Greeter

## This and This or That and That

Individual Records where: Starting comparison for **or** Clear

City equal to Buffalo

or State equal to NY

**or**

City equal to Lexington

and State equal to KY

- Begin by adding two Sub-Groups
- Remove the initial search line
- Change the starting comparison
- Enter your search

## Related Records

A related record is something that links to your primary record. Some example primary/related record combinations include:

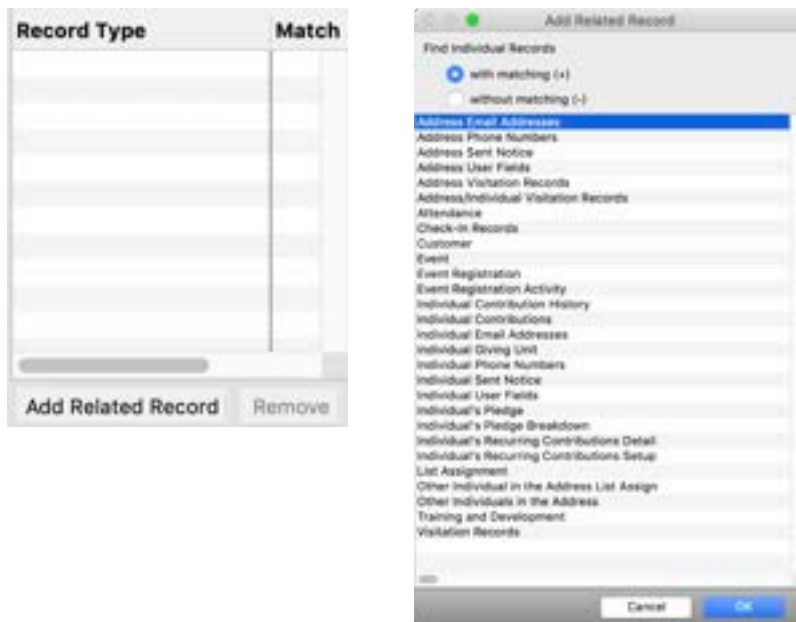
Primary	Related
Individuals	Attendance Other Phones Other Individuals in that household
Giving Unit	Contributions Pledges Attendance
Ledger Entries	Bank Reconciliations Payroll Vendors

There are two ways to add a related record find to your overall advanced find. These are the **matching options**, and are:

- “With matching” means you find results that match the related record find.
  - o Example: *Individuals with Attendance for last Sunday*
- “Without matching” means you find results that don’t match the related record find.
  - o Example: *Capital Campaign Pledges without Giving to the Capital Campaign*

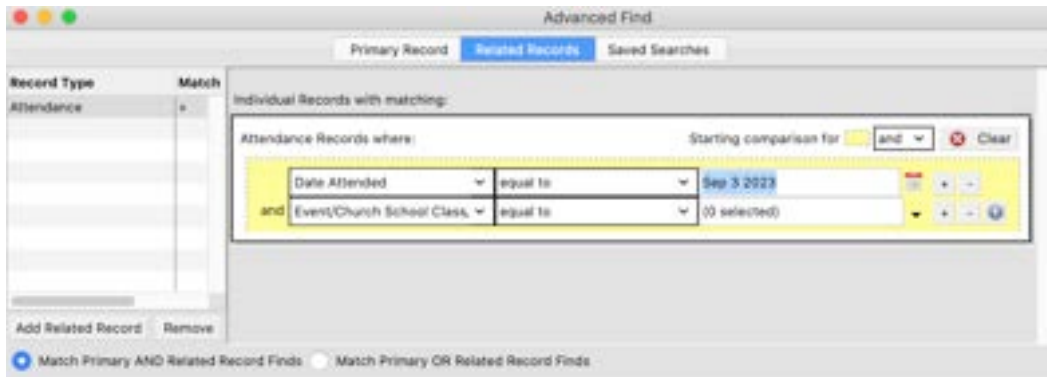
## Adding a Related Record Find

- Switch to the Related Records tab
- Click Add Related Record
- Choose your matching option, the related record, and click OK
- Repeat as needed
- You can add a related record twice; once with each matching option
- All related record finds on the search are used, not just the selected one

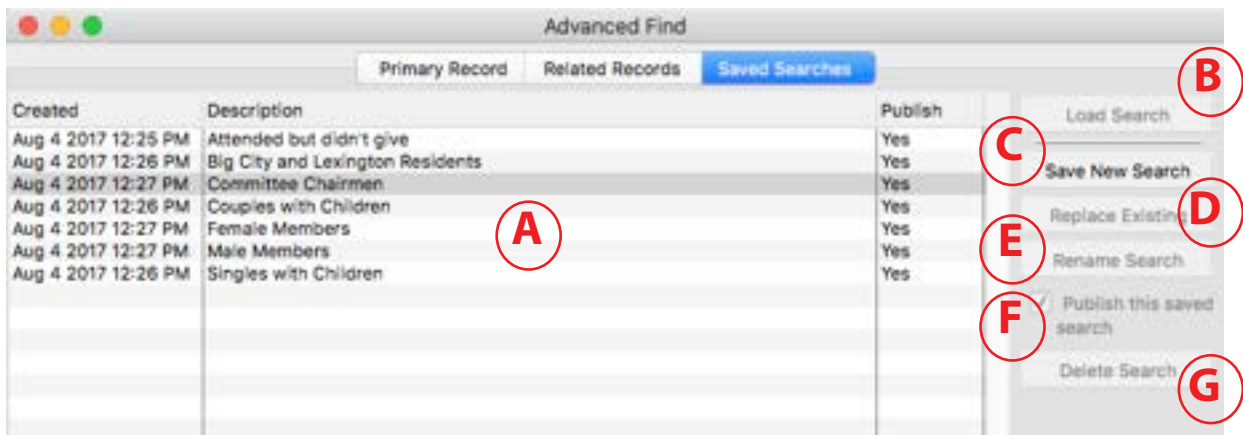


## Examples

This advanced find will find individuals who attended last Sunday, but did not give anything. You could further customize this using the primary find to limit it to people that are members of the church, or are in a certain age group.



Double click the + or - under the Match column to change its value.



## Saved Searches

- A** – List of saved searches
- B** – Load the selected search
- C** – Saves the search on the Primary and Related Record tabs as a new search
- D** – Replaces the selected search with the current search
- E** – Renames the selected search
- F** – Publishes the search so other CDM+ users can access it
- G** – Deletes the selected search

## Publishing and Sharing

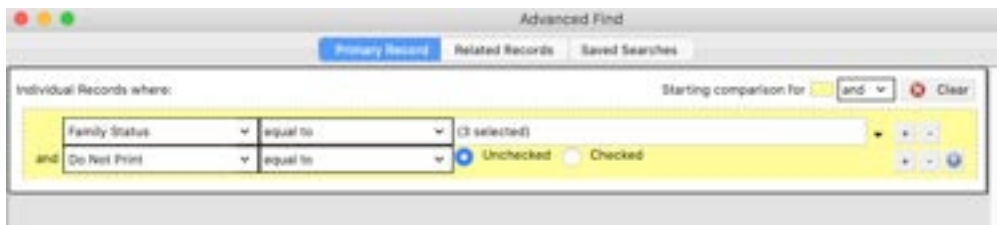
- By default, new searches are published.
- All users can access a published search.
- An unpublished search can only be accessed by the person that creates it.
- Regardless of publish status, only the person that creates a saved search can change it.
- However, you can load someone else's published search, tweak it, and save it as a new one.
- Saved Searches are common across reports and windows; save a search on Individual Records and it will be available on Individual-based reports.

## Examples of Advanced Finds

Following are examples of useful Advanced Finds in different CDM+ programs:

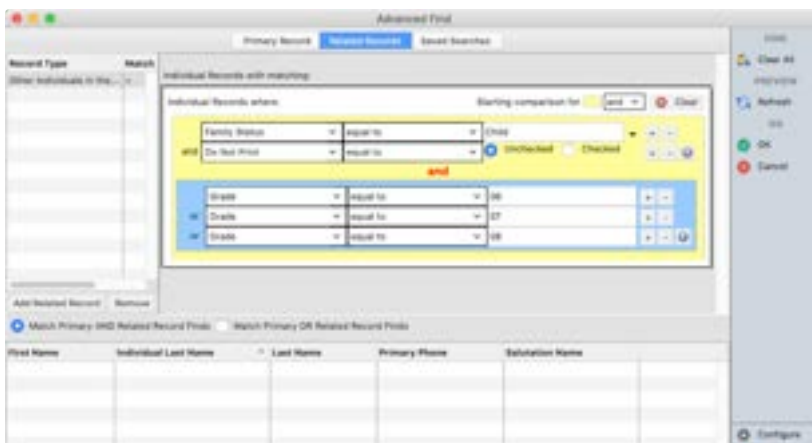
### Membership – Parents of Middle Schoolers

► Program ► Membership ► Individual Records ► Advanced Find button



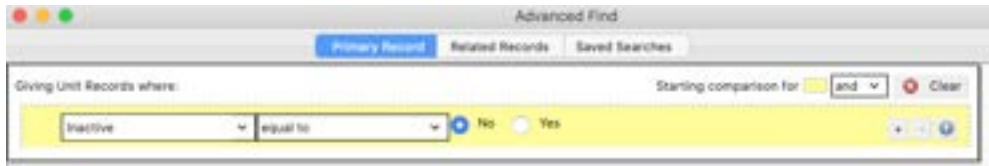
Click on Related Records tab.

Click on Add Related Record button under Record Type and select Other Individuals in the Household.



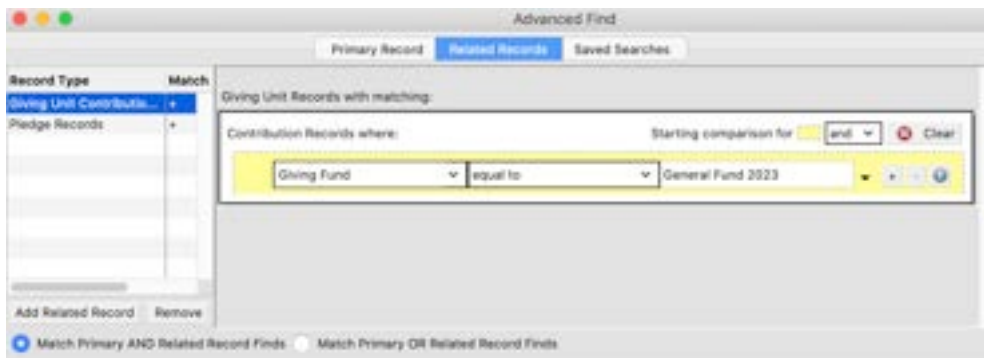
## Contributions – Non-pledging Givers

►Program ►Contributions ►Giving Unit Records ►Advanced Find button

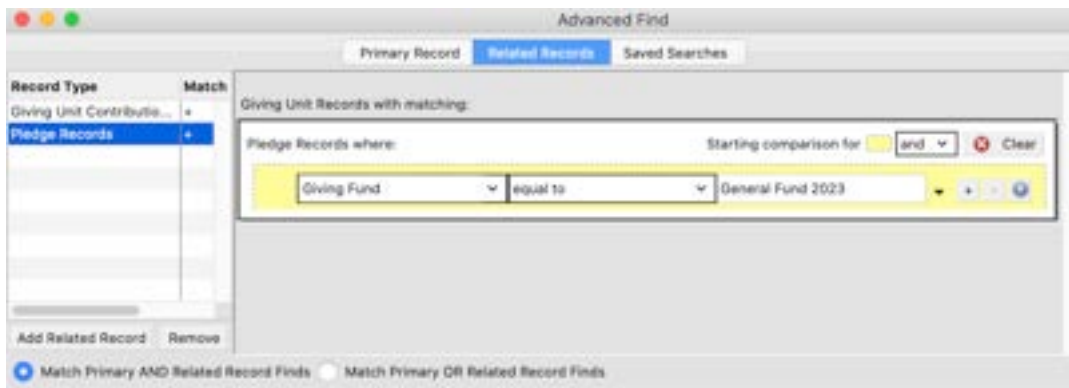


Click on Related Records tab.

Click on Add Related Record button under Record Type and select Giving Unit Contribution Records.

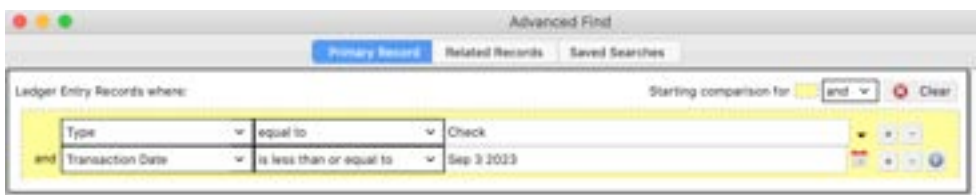


Click on Add Related Record button again and select Pledge Records from Record Type.



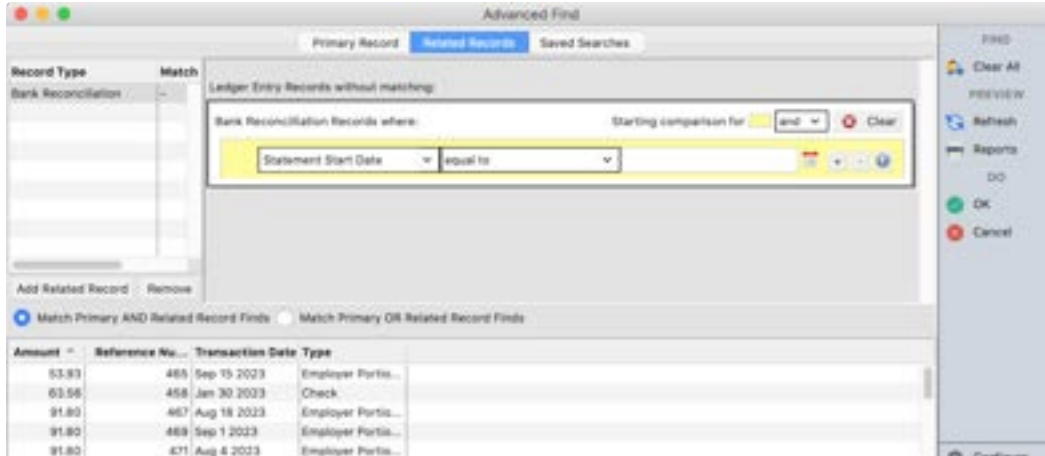
## Accounting – Outstanding Checks

►Program ►Ledger ►Ledger Entry Records ►Advanced Find button



Click on Related Records tab.

Click on Add Related Record button under Record Type and select Bank Reconciliation.



## Custom Listings and Exports

Custom listings build reports to be printed to exported from CDM+. You control:

- Which records appear
- The columns that appear
- Formatting (spacing, fonts, etc.)
- Sorting, subtotaling, and paging
- Detail/Composite views
- And more...

Many of the built-in “canned” CDM+ reports can be produced using a Custom Listing, then further customized to meet your needs. Custom Listings are the ultimate choice in flexibility when reporting from CDM+.

## Creating a Custom Listing

Using the Custom Listing report involves 5 steps:

1. Locate the custom listing report for your base record type
2. Configure the search (standard and/or advanced)
3. Choose the columns (called a set)
4. Set the sort and subtotals
5. Format the report to your liking

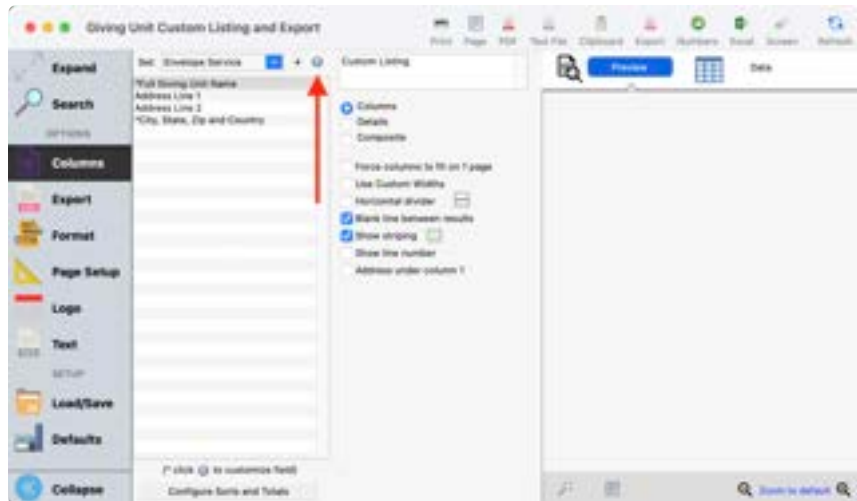
Use the information in this manual to accomplish the first two steps. **NOTE:** You do not have to use an advanced find if the standard search will suffice.

## Custom Listing Sets

A set controls which fields (columns) appear on your custom listing. You can choose an existing set or add a new one. Some sets may be published by other users for you to use (but not change). Sets are configured by clicking the button next to the set list.



**Tip:** Use the Administration window to re-assign ownership of sets or delete unused sets in bulk.

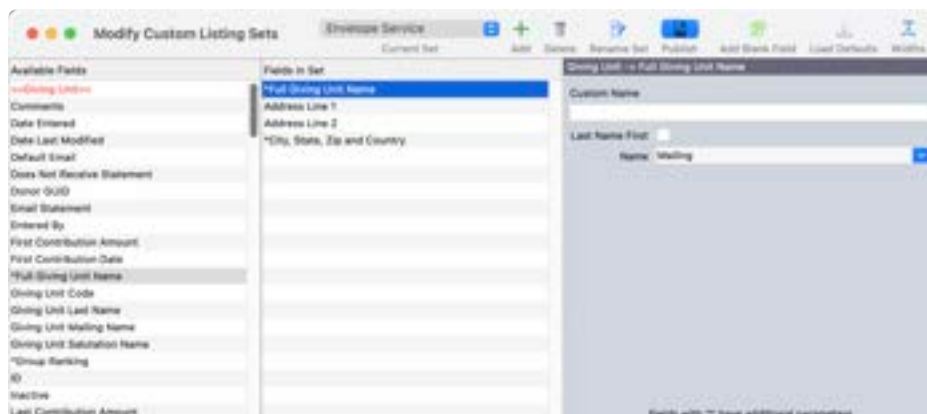


A list of available fields from one or more record types will appear on the left. Record types will include:

- The base record type
- Parent records
- Ancillary records like groups or phones

Drag or double-click a field to add it to the set. Double-click, drag, or select and press the delete key to remove a field from the set. You can drag fields up and down to reorder them.

Select a field in the middle column to customize it. You can rename all fields. If the field is function-based and has additional parameters, the field name will have an asterisk (\*).

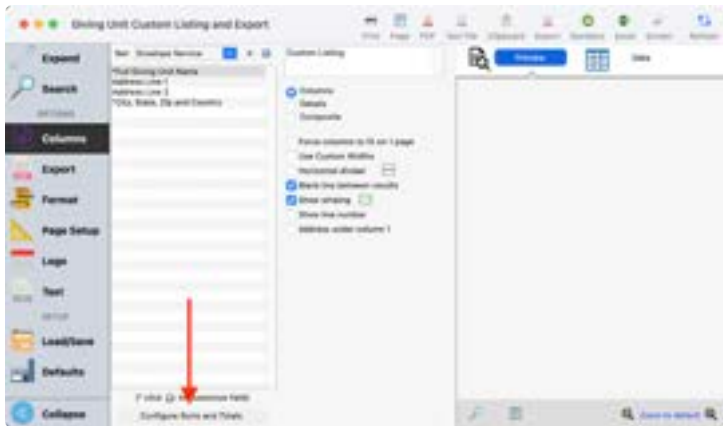


The window toolbar allows you to:

- Add/Delete/Rename sets
- Publish a set so other CDM+ users can use it
- Add blank fields
- Adjust the width when printing
- Load defaults for that record type

## Sorting and Subtotalling

Click **Configure Sorts and Totals** on the Custom Listing and Export window to adjust these settings.



Custom listings let you sort by up to 9 fields in ascending or descending order. Available sort fields are generally the same as fields available on the set.

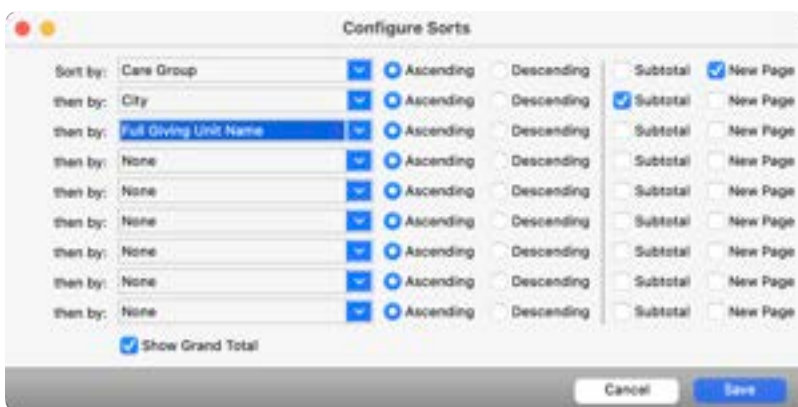
Choose **Subtotal** to group results by that field. Numeric fields will be subtotaled by group and a count for that group will be printed. When using the Composite format, only subtotaled fields will be printed.

Choose **New Page** to start a new page when that field changes.

Choose **Show Grand Total** to total all numeric fields and include a count across all records.

The example in this screenshot will:

- Product a new page for each care group
- Group givers by their city
- Sort givers by their full name



## Formatting the Custom Listing

When printed or copied to the clipboard, Custom Listing reports can use one of three formats:

- Columns displays each record in a row with fields in the set as columns (akin to a spreadsheet or window results in CDM+)
- Details displays one record at a time with one field per line
- Composite displays subtotal and total values only

Full Billing Unit Name	Address Line 1	Address Line 2	City, State, Zip and Country	YTD Contributions
Mr. and Mrs. Alexander Adams	823 Canal Lane		Ry City, KY 40124	4,870.00
William B Lucile Allen	1679 Stevens Lane		Ry City, KY 40124	3,225.00
Mr. and Mrs. Derek Belling	3030 Mount Tabor Road		Ry City, KY 40124	4,286.00
Mr. and Mrs. William Bryant	1112 E. Allen St.		Lansdale, OH 43138-2758	5,815.00
Joseph Caldwell	4937 Volunteer Landing		Ry City, KY 40124	5,170.00
Mr. and Mrs. Ryan Caswell	401 E. Richmond St.		Ry City, KY 40124	4,286.00
Charles B Ruby Cook	218 Walnut St.		Ry City, KY 40124 USA	4,376.00
Harold Davis	125 Bee Street		Ry City, KY 40124	4,156.00
Miss Deborah Ann Swisher	1660 Walnut St.		Ry City, KY 40124	875.00

- Full Billing Unit Name: Mr. and Mrs. Alexander Adams  
 Address Line 1: 823 Canal Lane  
 Address Line 2:  
 City, State, Zip and Country: Ry City, KY 40124  
 YTD Contributions: 4870.00
- Full Billing Unit Name: William B Lucile Allen  
 Address Line 1: 1679 Stevens Lane  
 Address Line 2:  
 City, State, Zip and Country: Ry City, KY 40124  
 YTD Contributions: 3225.00
- Full Billing Unit Name: Mr. and Mrs. Derek Belling  
 Address Line 1: 3030 Mount Tabor Road  
 Address Line 2:  
 City, State, Zip and Country: Ry City, KY 40124  
 YTD Contributions: 4286.00
- Full Billing Unit Name: Mr. and Mrs. William Bryant  
 Address Line 1: 1112 E. Allen St.

Group Name	Count	YTD Contributions
Case Group 1 - Alex Adams	10	\$3,824.00
Case Group 2 - Margaret Harvey	8	\$6,100.00
Case Group 3 - Candice Swisher	10	\$1,474.00
Case Group 4 - Josh Perez, Sr.	7	\$4,868.00

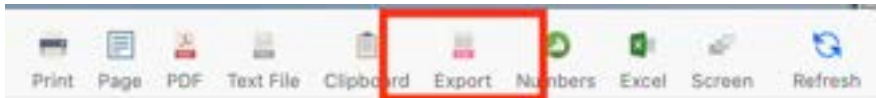
Additional options control printed output, such as striping, spacing, and fitting data on the page.

**NOTE:** If printing the report or copying to the clipboard and there isn't enough space to display all the data, consider using a smaller font, larger paper, or including fewer columns.

## Printing vs. Exporting

All Custom Listing reports provide an Export option. Exporting saves the data in a standard CSV (comma separated value) format which ideal for loading into spreadsheets and other programs.

For cleaner data, consider using an export to send data to Excel or Numbers instead of the standard Excel or Numbers features, which reproduce the printed format of the report and format data to fit paper.



# CDM+ Notices

## **Professional and Personalized Communication** *(from within CDM+)*

CDM+ Notices make it easy for you to upgrade the appearance of letter, card, and email communications with your congregation and staff members. A powerful word-processing interface is built directly into **Notices** reports throughout CDM+, so you don't need to open multiple programs to create nice layouts. Since the **Notices** interface also lets you drag and drop database fields right into your text, there's no need for data or mail merges, either. With CDM+ Notices, personalized, professional communication is suddenly simple.

This class deals with creating and formatting notices. Determining who gets a notice is covered in other classes, such as, Advanced Finds and Searches, and program-specific classes, such as Membership Notices and Exports.

## **Where to Find Notices**

Notices with word processing and data merge capabilities are found throughout CDM+, generally on the Reports menu under Notices (with some exceptions noted below):

**Membership Notices** – Address or Individual Letters, Cards, and Emails

**Attendance Notices** – Attendance or Missing Letters, Cards, and Emails

**Visitor Notices** – Visitor Letters (accessed from the Visitor Letter Assignment window on the Attendance program menu)

**Contributions Notices** – Giving Unit, Contribution, and Pledge Letters, Cards, and Emails; Giving Statement (column and line) Emails and Receipts Letters under Statements/Receipts

**Memorial Gifts Notices** – Gifts Given Letters, Cards, and Emails

**Accounting Notices** – Accounts Receivable Email Invoices

**Event Registration** – Registration or Activity Letters, Cards, and Emails

**Check-In/Check-Out Notices** – Letters and Cards

**Church Notices** – Letter, Card, and Email (for CDM+ Regional users)

**Church Position Notices** – Letter, Card, and Email (for CDM+ Regional users)

## What's Possible?

Colors, graphics, special fonts, and more! This **Address Letter Notice** illustrates some of the ways CDM+ Notices can change an organization's communications.

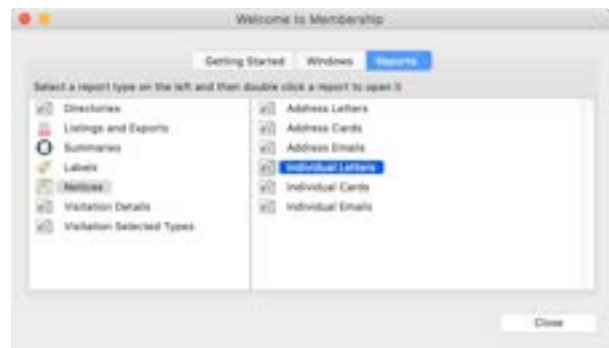
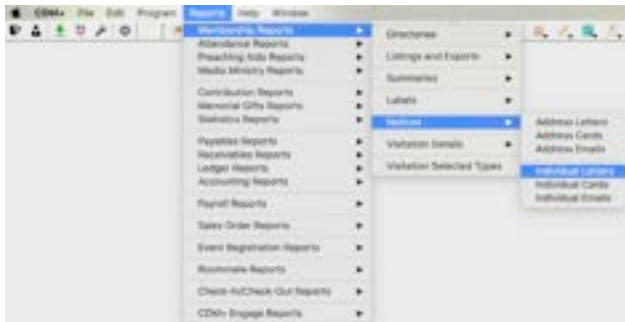
A personalized letter is much more likely to be read as the same letter addressed to "Dear Parent." The addition of text formatting and a photo further increases its likelihood of being noticed.



## Creating Notices

The example below is an **Individual Letter Notice** from the **Membership Reports** menu, but the steps apply to any notice (letter, card, or email) in CDM+. However, be aware that your control over the final appearance of an email is limited. Recipients' email programs may display your email notice differently than you expect.

Begin by selecting **Individual Letter Notices**, either from the menu or the Welcome to CDM+ Membership window.



Click **Notice** from the left sidebar. You may choose an existing Letter Notice to edit or duplicate, or you may create a new Letter Notice. In any case, first click the **Select/Add** button next to the name of the last letter notice that was used.



A new window will open in which you'll see any existing notices. On this window you have the option to choose an existing notice, add a new notice, duplicate an existing notice, rename an existing notice, or delete an existing notice.



If the letter you want to send already exists or if there is an existing letter you can edit, highlight its name and click **Choose**.

To create a new letter notice, click the **Add** icon at the top right of the window.

If you want make changes to an existing notice, but not lose the original version, highlight it in the list of Notices and click the **Duplicate** icon at the top of the window.



When you choose to Add or Duplicate a notice, you will be prompted to name it.

Give the letter a name that will help you identify it when you wish to use it again. This name does not appear on the notice itself. Click **OK**.

The name of the new notice will be added to the Notices list and highlighted.

Before leaving the select notice window, you may optionally set access to the new notice you have just named and/or assign it to a category.

## Setting Access to Notices

Access to a notice in CDM+ can be restricted by the person who creates it. Administrators can change notice ownership and delete notices under File ► Administration ► Notices.

### View Access

With your notice selected in the list, click on the **View Access** tab. This setting restricts who can see and use this notice as you created it.

If you leave the View Access set to **Default**, all CDM+ users will see this notice displayed in the Notices list and can use the notice as you created it.

If you wish this notice to be **Private**, to only appear in the Notices list for you when you are logged in, click the radio button next to Private. No other users will even know this notice exists.

If you click on the radio button next to **Selected**, you can then choose specific users you wish to give View Access to for this notice.



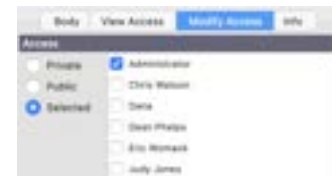
### Modify Access

With your notice selected in the list, click on the **Modify Access** tab. This setting restricts who can modify a notice you created.

If you leave the Modify Access set to **Default**, all CDM+ users will be able to make changes to the notice.

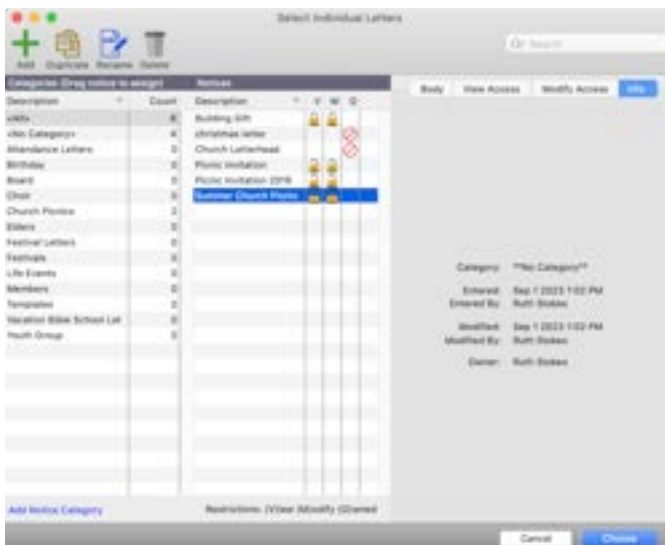
If you don't want anyone else to be able to make changes to this notice, click the radio button next to **Private**.

If you click on the radio button next to **Selected**, you can then choose specific users you wish to give Modify Access to for this notice.



### Info

With a notice highlighted, click on the **Info** tab to view more information about this notice.





## Notice Categories

- Optional
- Apply to all types of Notices (Letter, Card, and Email) in all CDM+ programs

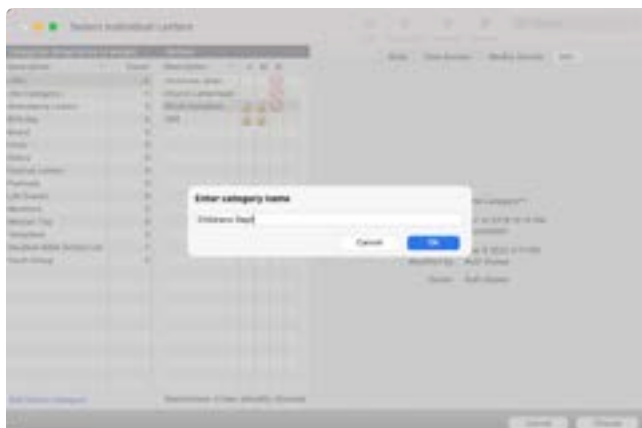
### Creating Notice Categories

- Creating notice categories can be done in two different ways, On-the-Fly and through the Master Coding System

#### On-the-Fly

With the Select Notice window open, click Add Notice Category.

Enter the category name, e.g. Children's Dept., and click **OK**.

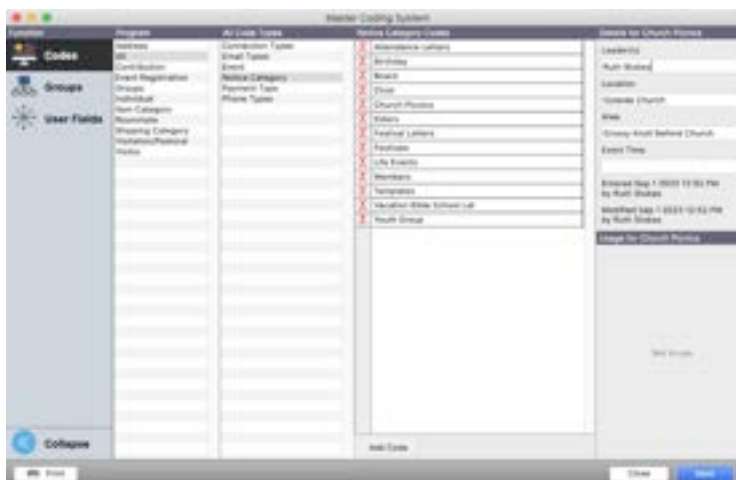


#### Master Coding System

- ▶ **File ▶ Master Coding System**
- ▶ **Codes tab**

Highlight **Notice Category** in the list of code types. Click the small **Add** button below the list of code, type the category name under Description, and click **Save**.

You may also **Edit** or **Delete** categories here.

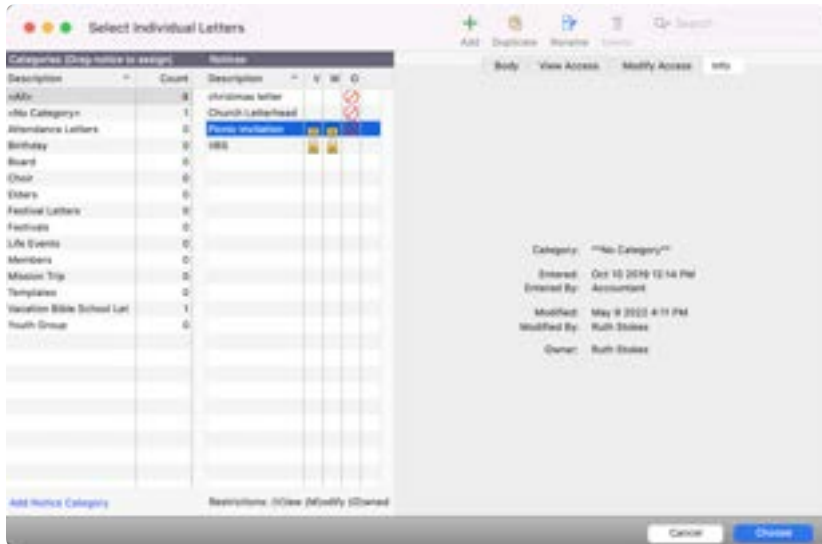



To enter multiple codes, press Tab to move the cursor to the next line between entries. Click **Save** when finished.

## Assigning Notice Categories

- Click on **<No Category>** to see which notices have not been assigned.

**Existing Notices** can be assigned to categories at any time. Click on **<No Category>** in the Categories list to see all notices that have not been assigned to a category. To assign a notice, simply click it in the Notices list once to highlight and drag it to the appropriate category.



 Save time by selecting multiple notices at once and dragging them to a category.

**New Notices** automatically assign a new notice by highlighting desired the category *before* clicking the **Add** button.

## Finding Categorized Notices

Once you have assigned notices to categories, to find a particular type of notice, such as Christian Education, click on the category at left and all assigned notices will display in alphabetical order in the list to the right.

You can always click on **<All>** to see all saved Notices, both assigned and not.

## Tracking and Resending Notices

CDM+ provides the ability to track when and to whom notices have been sent. For email notices, under the Body section of the Email notice window, CDM+ shows Last Sent: with the date the selected notice was last sent.



Record windows that relate to people in CDM+ contain a Notices tab. For example, on the Notices tab for an individual, address, or giving unit, CDM+ displays the list of notices sent with the notice type, description, and date sent. For email notices, CDM+ also shows the name and email address of the recipient.



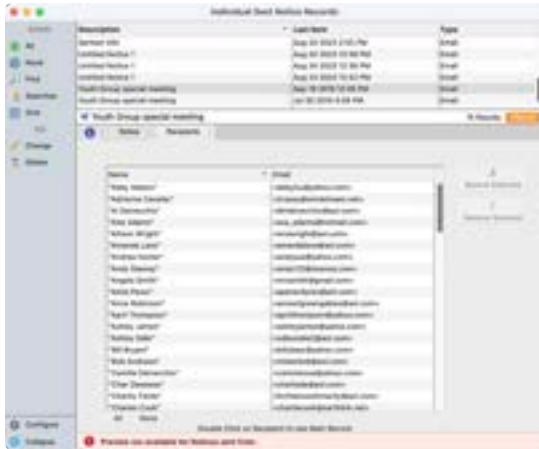
To bypass saving this information for letter or card notices, check the Do Not Save Sent Information box on the Notice window.

Each line of the Notices tab contains buttons to get more information about the notice, resend the notice, or delete that notice line for that particular record.



From the Program menu in CDM+, you can access Sent Notice Records for the various record types. For example, you can go to **Program ► Membership ► Individual Sent Notice Records** to search for notices that were sent to individuals. Sent Notice Record windows contain two tabs. The Notice tab shows the description, type, and last sent date and time for the notices. Letter notices show a thumbnail of the notice.

The Recipients tab shows the list of recipients. To resend the notice, select recipients from the list who need to receive the notice again, and click the Resend Selected button. You can also remove the sent notice from recipients by selecting them in the list and clicking Remove Selected.



## Formatting/Editing in the Notice Editor

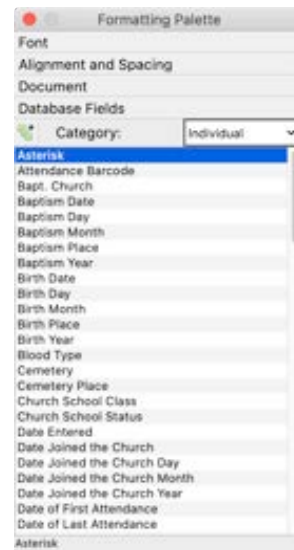
Either double-click the name of your notice on the select notice window or highlight it and click the **Choose** button. The notice report window will reopen with your selected notice displaying.

Click the small **Change** button below the Body field to open the editor window. Click inside the window to place your cursor and begin typing.

There are two ways to style the text in the notices editor window:

1. The **Formatting Palette**, which opens to the right of the notice editor window
2. The **Format** button (3rd from the top in the series of buttons at the top right of the editor window)

Clicking the **Format** button brings up windows with options to style the Font, Paragraph, Document, and more.



### The Formatting Palette:

- Opens automatically with the **Notice Editor Window** and maintains its position to the right edge of the notice editor when you move or re-size the editor window.
- Contains sections that will be familiar to all who have used a word processing program: **Font**, **Alignment and Spacing**, and **Document**.
- Also has a **Database Fields** section, which allows the quick insertion of information from CDM+ into a letter or other notice. The Database Fields function eliminates the need for data merges or mail merges.
- Styles existing text when text is highlighted or sets defaults for text yet to be entered.

The following topics describe each section of the Formatting Palette. Remember that most of these styling

options are also available by clicking the Format button and choosing a menu item. Clicking a menu item after clicking the Format button opens a new window with formatting options.

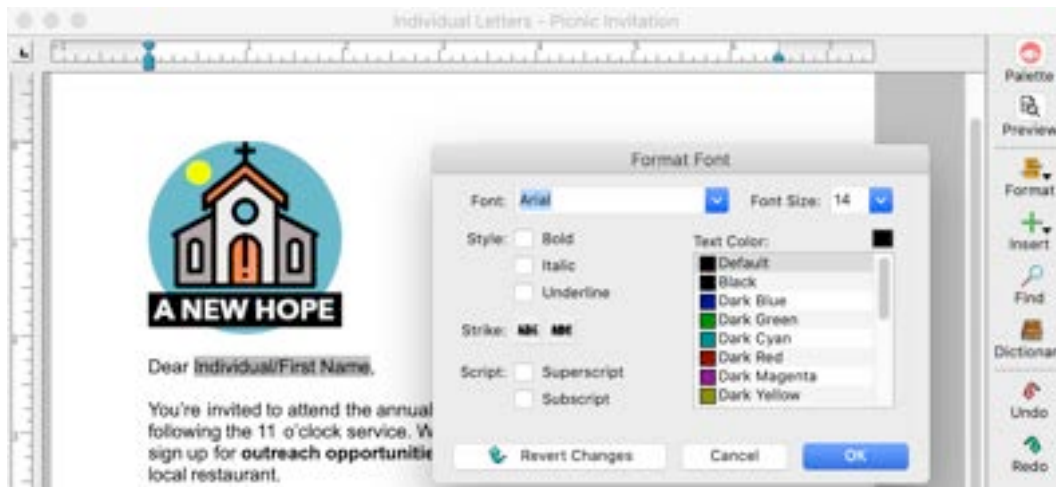
## Font

Choose your **Fonts** and **Point Sizes** from the drop list. All fonts installed on your computer are available for use in CDM+ Letter Notices.

**NOTE:** Be aware that “special” fonts used in an Email Notice will be replaced with another font if recipients do not have access to that same font on the computers or mobile devices where they are viewing the email.

Click on the box next to **Color** to display a color palette. Then choose to style your text with any of these **Face** options:

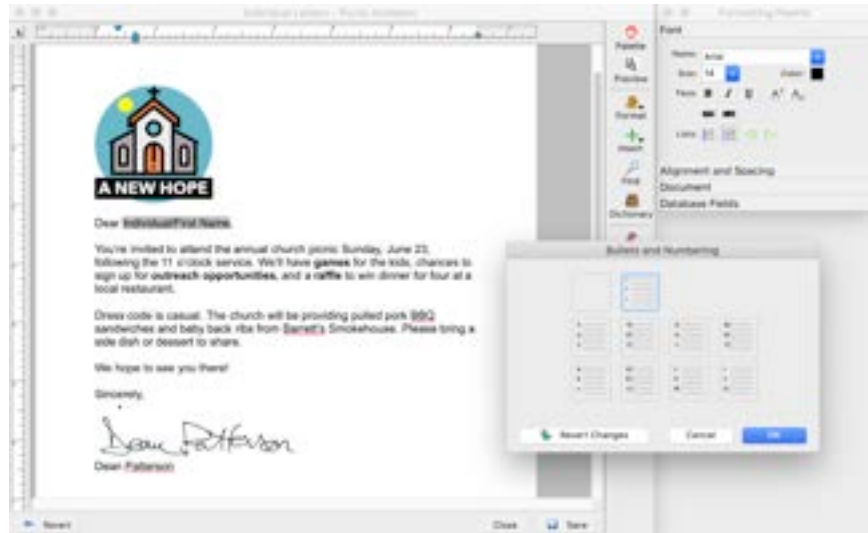
- Bold
- Italicize
- Underline
- Superscript
- Subscript
- Strike-through and/or double strike-through



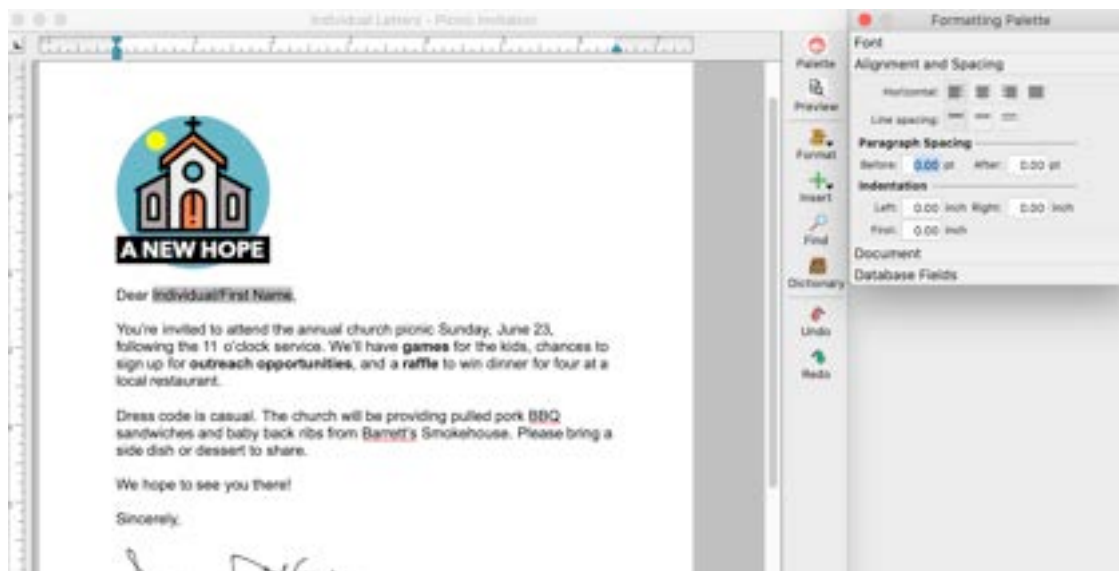
These settings can also be specified by clicking on the **Format** button at the side of the notice editor window and choosing **Font**.

## Numbered or Bullet List

Also in the Fonts section of the Formatting Palette are buttons to change text to a **numbered or bullet list**. The left and right arrows next to the list buttons adjust the **indentation** of the list. Click on the **Format** button and choose **Bullets and Numbering...** to set the style of a list.



## Alignment and Spacing

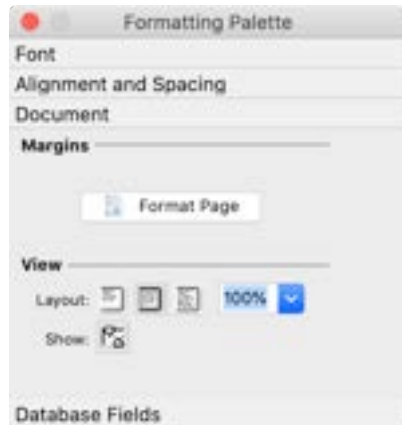


Expand the **Alignment and Spacing** section of the **Formatting Palette** and select options there to:

- **align text** (left-, center-, right-, or full-justified)
- set **line spacing** (single, one-and-a-half, or double)
- set **paragraph spacing** and **indents**

These same **Alignment and Spacing** settings can be set in the **Paragraph Properties** window accessed through the **Format** button. Additionally, you may set tabs in the **Paragraph Properties** window by specifying them numerically. Indents and tabs can be set using a ruler in the **Document** section of the Formatting Palette.


## Document



The **Document** section of the Formatting Palette is where you:


- Set **margins**
- Choose a standard **paper size** and **orientation** or a custom paper size
- Control **how the page is displayed** and the **magnification** of the page
- Choose whether or not to show **rulers** (the top ruler is where to set **indents and tabs**)

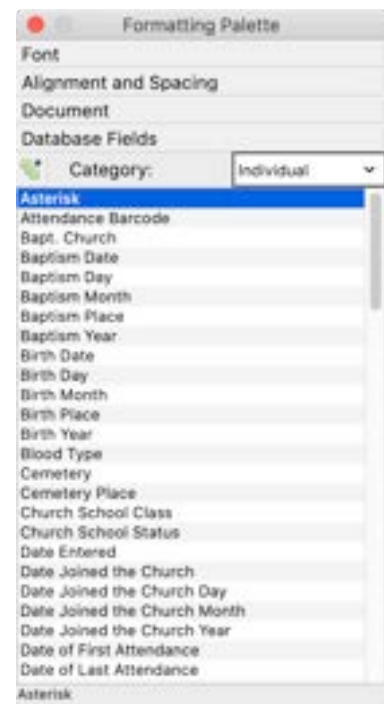


Click the **Tab icon**  to change the type of tab (left-justified, right-justified, centered, decimal).

## Database Fields

This section of the **Formatting Palette** contains what really sets CDM+ Notices apart from using a word processor to send letters to your congregation. **Here you select information found in CDM+ to insert in your letter** without the steps of exporting and data merging.

Click on the drop list to see a Category of **database fields**. Select a **Category** to see a list of available fields to insert in your letter. For instance, place your cursor in the letter at the point you want to insert the name of each individual's Sunday School Class in a letter and either double-click "Sunday School Class" in the list of fields or highlight it and click on the **Insert Field Icon** 



The **selected field** will be added to your letter:

We're asking all members of Adult Sunday School Classes to bring food to share (enough for at least 8-10 people). Please note below what type of food members of the **Individual/Sunday School Class** are assigned. Also be sure to bring place settings for your family. The church is supplying the meat and beverages, so please call the office or e-mail [info@fcc-bigcity.org](mailto:info@fcc-bigcity.org) and let Ruth know how many of you are coming.

If you click the **Preview** button at the side of the notice window, you will see an example of the result:

and potato salad and baked beans. . . you get the idea).

We're asking all members of Adult Sunday School Classes to bring food to share (enough for at least 8-10 people). Please note below what type of food members of the **Seekers Class** are assigned. Also be sure to bring place settings for your family. The church is supplying the meat and beverages, so please call the office or e-mail [info@fcc-bigcity.org](mailto:info@fcc-bigcity.org) and let Ruth know how many of you are coming.

Clicking the **Preview** button again will return you to the notice entry mode.

Inserted **Database Fields** may be formatted just like any other text in a notice. Highlight the field name and choose the font, size, color, etc.

We're asking all members of Adult Sunday School Classes to bring food to share (enough for at least 8-10 people). Please note below what type of food members of the **Individual/Sunday School Class** are assigned. Also be sure to bring place settings for your family. The church is supplying the meat and beverages, so please call the office or e-mail [info@fcc-bigcity.org](mailto:info@fcc-bigcity.org) and let Ruth know how many of you are coming.

Click the **Preview** button again, to see an example of the result of the formatting:

We're asking all members of Adult Sunday School Classes to bring food to share (enough for at least 8-10 people). Please note below what type of food members of the **Seekers Class** are assigned. Also be sure to bring place settings for your family. The church is supplying the meat and beverages, so please call the office or e-mail [info@fcc-bigcity.org](mailto:info@fcc-bigcity.org) and let Ruth know how many of you are coming.



To avoid blank lines in addresses, use the Address Block field from the Address database field list, instead of:

Address Line 1  
Address Line 2  
Address Line 3  
City, State and Zip

The above format will result in a blank line in the address if any of the Address Line fields is empty.

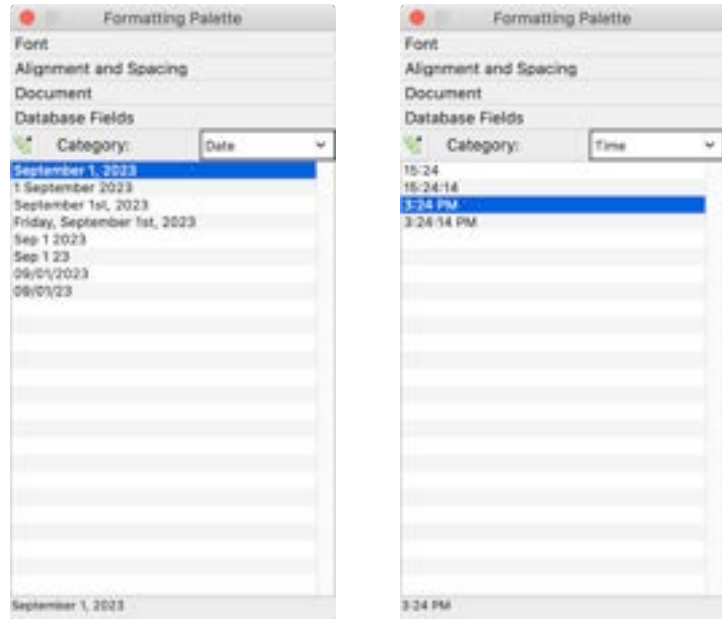
**NOTE:** Some fields, such as Full Individual Name, have options that can be controlled from the Format tab on the report window.



## Date and Time

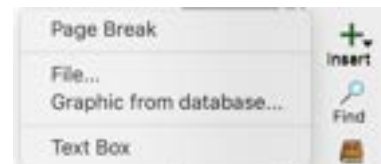
Two of the categories available in Database Fields are **Date** and **Time**. Choose from the formats listed to insert the *current date or time when the notice is printed* (or emailed) into the document.

**NOTE:** If you want a specific date or time printed on the notice, do not use the Date or Time field, but rather type it in the notice.



## Inserting Page Breaks, Files, Text Borders, and Hyperlinks

CDM+ Notices have the ability to insert **Page Breaks**, **Files (text and graphics)**, and **Text Boxes** into the body of the notice.



### Page Break

Place your cursor where you want to add a page break, click the **Insert** button on the side of the Notice window, and click on **Page Break** in the pop-up window.

paddle boats and, of course, **PIE** (and burgers and dogs and potato salad and baked beans. . . you get the idea).

Page break \_\_\_\_\_

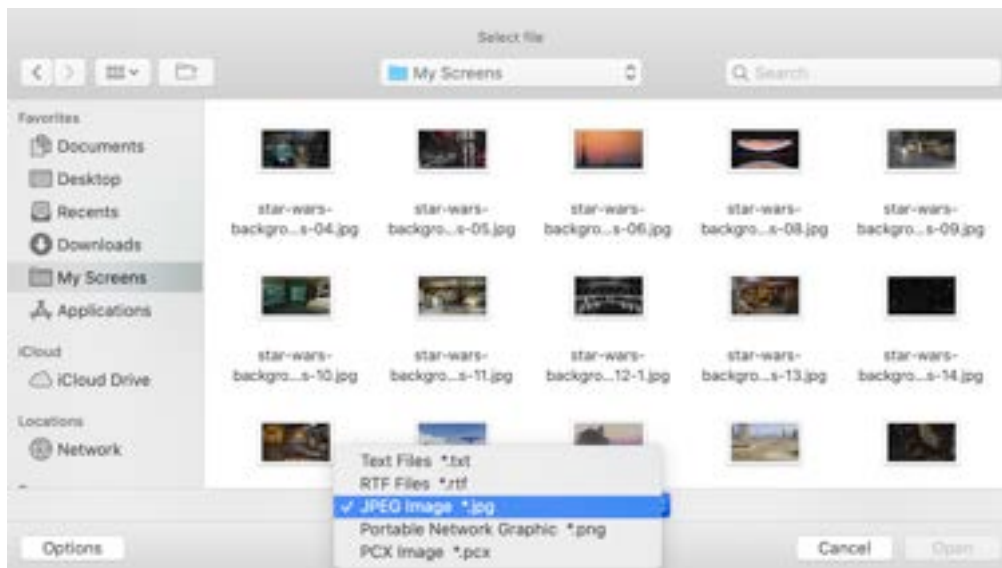
To remove a **Page Break**, highlight it and press **Delete** on your keyboard.

**Note:** *It is possible to insert Page Breaks into card and email notices, but they have no meaning for those reports. It is recommended you only use Page Breaks in letter notices.*

## File

To insert a file:

1. Place your cursor where you want to add either a graphic (.jpg, .png, or .pcx) or text (.txt or .rtf) file.
2. Click the **Insert** button on the side of the Notice window.
3. Click on **File** in the pop-up window and select the type of file you wish to insert from the drop list.
4. Browse to select the file.



## Graphic from Database

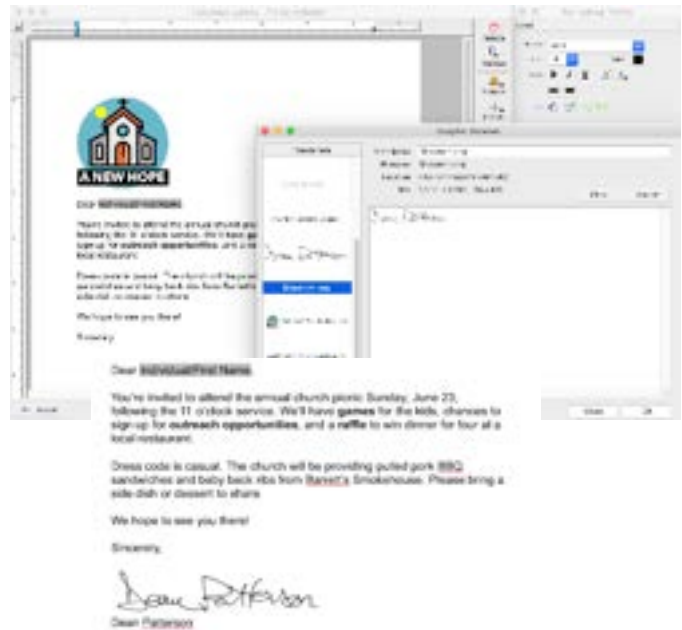
Selecting this **Insert** option allows you to insert a graphic from the **CDM+ Graphic Browser**. You can import as many graphic files in the Graphic Browser as you like so that they are always readily at hand for use in CDM+. Examples of graphics you might want to import include:

- A scan of the pastor's signature
- A graphic of your church's logo

The **Graphic Browser** is also used in name badges, checks, and the yearbook directory, so images added to the graphic browser here are available in all these locations.

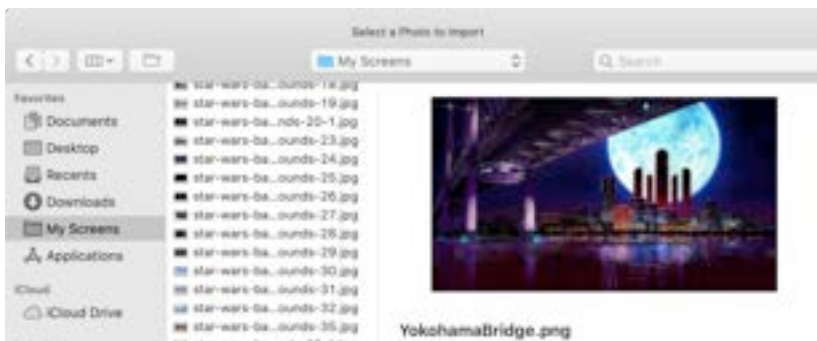
To insert a graphic from your CDM+ database:

1. Place your cursor where you want to add the graphic.
2. Click the **Insert** button on the side of the Notice window.
3. Click on **Graphic from database...** in the pop-up window. The **Graphic Browser** will open.
4. Choose an existing graphic from the **Thumbnails** on the left side of the **Graphic Browser**
5. Click **OK**.



To **add** a graphic file to the CDM+ Graphic Browser:

1. Click the **Add** button on the bottom of the Graphic Browser window **or** the **Import** button at the top right of the Graphic Browser window.
2. Browse to find the graphic file, select it, and click **Open**.



The graphic appears in the Graphic Browser window.

3. Type a **Description** of the graphic.



4. Click **OK**. The new graphic will appear in your notice wherever you last placed the cursor.

**NOTE:** CDM+ will import all graphics at 96 dpi. If your original graphic was at a higher resolution, such as 300 dpi, you will notice the Size indicated on the Graphic Browser window after importing will be larger than the original. Re-sizing the graphic back to the original size once you have placed it in the notice will return it to a print-quality resolution of 300 dpi.

If you plan to use a graphic in Email Notices ONLY, you may wish to save it at the size you want at 96 dpi resolution to avoid having to re-size it and ensure it will appear in email messages as you desire. However, be aware that a 96 dpi graphic, when used full size, will NOT print well.

To remove a graphic from the Graphic Browser, select the thumbnail on the left and click the **Delete** button at the bottom of the window.

## Formatting Inserted Graphics

Once you have inserted a graphic in the notice, either from a file or the database, you may format that graphic.

Click the graphic once to highlight it. Click the **Format** button on the side of the notice window and choose **Picture** from the drop list. This opens the **Format Picture** window. You can also double-click the graphic to open this window.



**Layout tab** – Choose the **Wrapping Style** for your graphic by clicking on the appropriate icon. If you choose to keep the graphic in line with the text of your notice, click a radio button to choose in line alignment of the graphic.

The 4 fields under **Space from text** allow you to set a margin between your graphic and the surrounding text.

**Size tab** – Click the **Size** tab to adjust the sizing of the inserted graphic. You may either type a **Height** and **Width** (in inches) or type a percentage to reduce or enlarge the graphic.

**Warning!** Enlarging a graphic may result in poor quality, depending on the resolution (dpi) of the original graphic file. 300 dpi is the ideal resolution for printing graphics, though slightly lower resolution graphics may be acceptable. A resolution of 72 to 96 dpi provides acceptable quality for on-screen viewing (such as in an email ) ONLY. Since you are viewing the graphic on screen in CDM+, we recommend you print a test copy of your letter or card to check it.

Clicking the checkbox next to **Lock aspect ratio** will prevent you from changing the proportions of the graphic when you re-size it. If you check this box, type a number in the Height or Width fields, and press tab, CDM+ will automatically enter the other proportionate dimension. This is a good way to make sure you don't stretch photos and end up with distorted faces!

If the graphic is set to "In line with text" wrapping, you cannot drag it. Instead, cut and paste the graphic as if it were a piece of text. For all other wrapping options, you can drag the graphic using the (left) mouse button.

**Data tab** - In email notices, click the Data tab to add Alt Text to the images in the email notice. Alt text should describe the image or its purpose in a few words. The alt text is displayed when the recipient hovers over the image in the email.

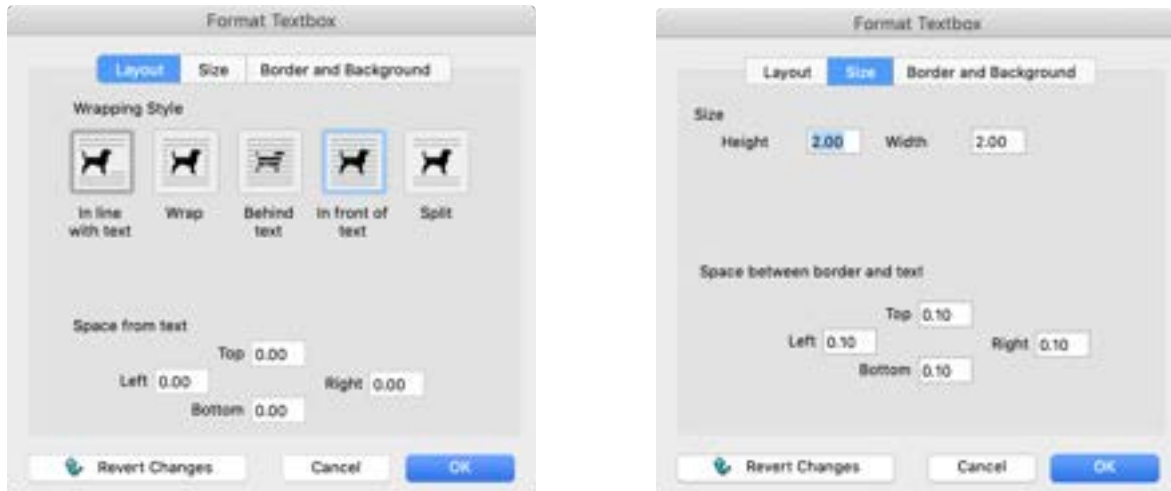


Alt text with images is important for accessibility and understanding. Recipients who are visually impaired may use a text reader to read email content to them. The text reader will read the alt text so that the recipient knows about and understands the image. Also, if for some reason the image does not load for the recipient, the email client can display the alt text.

**Helpful hint:** Providing alt text with your images not only helps visually impaired readers, but it also reduces the risk of the email notice going to their spam or junk folder.

## Text Box

To insert a **Text Box** in your notice, place the cursor in the desired location, click the **Insert** button on the right of the notice editor window and select **Text Box**.



**Layout tab** – Functions the same as the **Layout** tab of the **Format Picture** window (see above).

## Find and Replace Function

**Size tab** – Set the **size** of the text box in the top section of this window. You can also manually change the size of a text box in the notice editor window by placing your cursor on the edges or corners, holding down the (left) mouse button, and dragging.

The remaining 4 fields on this window set the amount the text is inset from the edges of a text box.

**Border and Background tab** – Use the radio buttons to select a Border Style and Line Style. If you wish to create a text box with no border, for instance to place a caption under a photo, leave the Border Style as None. With no Border Style chosen, the Line Style selected is immaterial.

Choose a color for the lines in the border by highlighting one of the color swatches in the **Line Color list**. The **Line Size** sets the width of the lines in the border.

Highlight a color swatch and name in the **Fill Color** list to set the color of the **text box fill** (background).

## Adding Hyperlinks

In email notices, you can set text in the email body to be a hyperlink to a web URL. In the Notice Editor, select the text that should serve as the hyperlink. Click the Insert button, and choose Hyperlink from the list. This will open the Insert Web Link window. You can modify the text in the notice by changing the Display Text value. Enter the target URL for the hyperlink, being sure to include the http:// or https:// prefix. Add Tooltip text. This text will display when the recipient hovers their cursor over the hyperlink text in the email.

When done, click the Insert button.

**Helpful hint:** Providing tooltip text helps reduce the risk that your email notice will go to the recipient's spam or junk folder.



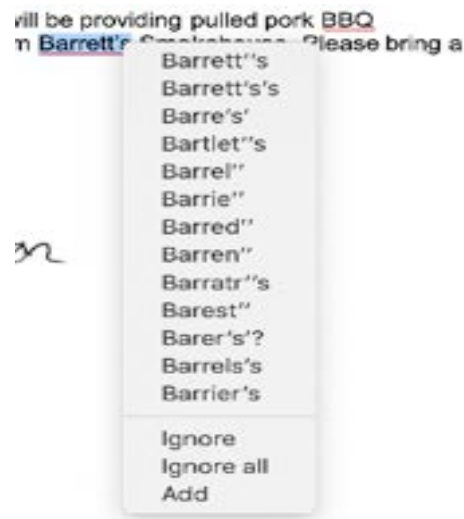
CDM+ Notices include a find and replace function. You can search (and optionally replace) the text in a Notice based on a particular word or phrase.

## Dictionary and Spell Check

CDM+ Notices include an automatic **Spell Check** feature that works while you type so you'll never forget to use it.

The spell check system includes a **Custom Dictionary** to which you can add words, which the spell check function "learns" so they won't be marked in all notices.

Words that are not in the spell check dictionary are marked with a red squiggle underline. Right-clicking (or control-clicking on a Mac) on the suspect word brings up alternative suggestions, as well as options to **Ignore** this instance of the word, **Ignore All** instances of the word, or **Add** the word to the Custom Dictionary.







# Archiving & Data Cleanup

## Archiving

### What is archiving and why do it?

- Archiving moves some information out of your main database into a separate database.
- It is used to section off historical information while keeping it readily available.
- It is part of a control process for your database, much like closing an accounting year or filing giving history.

### So, what can you archive? *Pretty much anything!*

### CDM+ Program Organization

CDM+ is a relational database program. This means much of the information in the different programs areas is interconnected. The advantage of this is that a change usually needs to be only made in one place. For example, if an address is changed in the Address records, then the contribution statements for the Giving Unit(s) connected to that family would be mailed to the new address. The charts on pages 13-14 of this section represent the inter-connectedness of the CDM+ database.

In archiving, it is very important to know the relationships of different records. In relational database programs, relationships are referred to as parent-child relationships. For example, an Address Record is a parent record. Individual Records are child records to an address record; Attendance Records are child records to Individual and Address Records.

When archiving parent records that have a relationship to child records, both the parent and child records are archived at the same time. For example, if you archive Attendance Records, only Attendance Records are removed. The archive utility will copy all of the related information needed for attendance (i.e., individual records, address records, master coding system), but will only remove the Attendance Records. However, if you archive out an Individual Record, CDM+ will remove ALL related Attendance Records (and all other child records of Individual Records) in addition to the Individual Records. The parent-child relationship of records is important to keep in mind so that you understand what is removed when you archive.

### Archiving Considerations

#### When

Archiving can be done at anytime, but consideration needs to be given to certain reports that need to be generated at year end. Usually date-sensitive records, such as contributions, ledger entries, and attendance, are archived at the end of a calendar or fiscal year. It is helpful to leave the most recent 2-3 years of data in CDM+. Often, leaders want to look at reports during those periods for comparative reasons. It is easier to do that if they are in one database and not split between your current file and an archive file.

Membership records for deceased persons and those who have moved out of the church family are a different matter. CDM+ provides ways to keep those people in your active database, but not show up on reports. However, at some point, you will want to archive them out. If you need to report on deceased members and those who have transferred out for an annual denominational report, keep those records in your active CDM+ database until the report has been completed. This may require that you have multiple archive codes, such as one for 'Pending Archive' and another for 'Ready to Archive'.

## Special Preparation Steps

For some records that will be archived, there are some other special considerations.

Before archiving attendance records, run the Update Attendance History function.

Before archiving contribution detail records, you need to run the Update History function. This stores totals of giving to each fund to provide dynamic information of financial support. The contribution history records are not compromised even if the giving units are archived out for people who are no longer in the church.

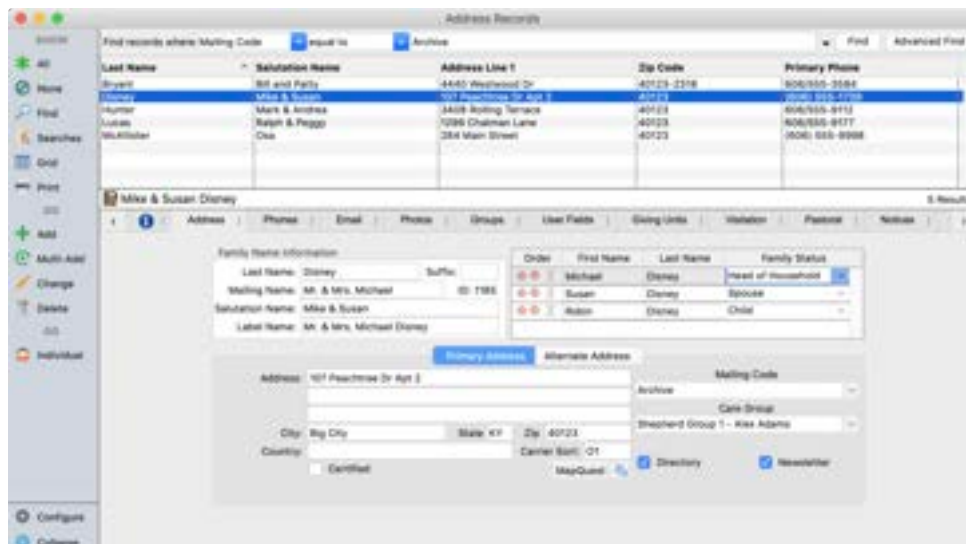
Before archiving ledger records, be certain that all ledger items have been cleared on bank reconciliation statements for the period to be archived. If there are any offsetting voided entries, check that both sides of the voided entries are in the records to be archived. Use the record skip feature of the archive utility to preserve both sides of a voided ledger entry. See "Setting up an archive" section below for more information on this feature.


## Prepare Records for Archiving

The purpose of Archiving is to move obsolete or unwanted records from the active database to another database, but still have access to it. Archives are similar to the file cabinet kept in an archive room to store important papers away from daily use.

Address Records, Individual Records, and Visitation Records may be archived from the Membership program. Records to be archived must be selected during the Archive process by a Standard Search or an Advanced Find. This means the records must be identified by a code for searching. Examples of such codes are:

- Address Mailing Code – ex. "Ready to Archived"
- Individual Membership Status – ex. "Individual to be Archived"
- Visitation Record – ex. by Visitation Type and date range.



 One Archive database should be used to Archive all of your CDM+ data. There is no need to have separate Archive databases for membership, contributions, etc. Neither is there a need for separate Archives per year.

Membership records should be archived anytime after:

1. A backup of your CDM+ database has just been made.
2. Contributions and Attendance histories have been created.

## Multiple Archive Database Sets vs. One Archive Database

CDM+ can handle an unlimited number of archive database sets. Although there is no set rule on the strategy of archiving everything from year to year into one archive set or creating separate archive sets for each year, *we recommend that you have just one archive database and add to it each year.* If you decide to have multiple archives, name the archive in such a way so that when you want to access it later, you will know which one to select. For example, you can create an archive file for all accounting records or one for each year of accounting records. For membership records, it is best to have one master membership archive file that you add to from year to year.

## User Management and Login

During the archive process, the most recent user management files will be copied into the archive file. Once an archive is completed, it is a good idea for the administrator to go into the archive and set the access rights to read only, and perhaps limit who can access an archive file. It is also important to maintain password management in the archive file. If an employee leaves, you will want to remove them from archive files as well as your active database.

## Archive Database Backups

Archive databases should also be backed up and a copy of the backup file maintained off site. Important and historical information is contained in archive databases, so treat them accordingly. Since archive databases change infrequently, they are well suited to backing up to more permanent media such as a CD.

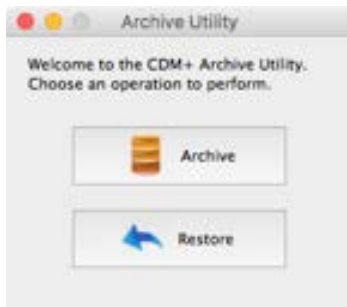
## The Three Options in CDM+ Archiving

1. **Standard Archive** – This function will copy the selected data to the archive file and delete the parent and child records from the active CDM+ database.
2. **Copy Only** – This function will copy the selected data to the archive file and NOT delete the parent and child records from the active CDM+ database.
3. **Delete Only** – Although an archive database is selected, this function WILL NOT copy any data from the active database into the archive file. This function WILL delete the parent and child records from the active database. **USE WITH CAUTION.**

## Archive Process

1. Prep your database:
  - Update Contribution and Attendance Histories.
  - In Accounting Ledger:
    - 1) Complete Bank Reconciliations, clearing ALL appropriate entries.
    - 2) Close all months and years to be archived.
  - In Membership, mark Address and Individual records to be archived with a archive code.
2. Back up your active CDM+ database.
3. Decide whether to create a New Archive or to Archive to Existing file.
4. Select which records to archive.
5. Check the archive preview and settings.

## ►File ►Archive



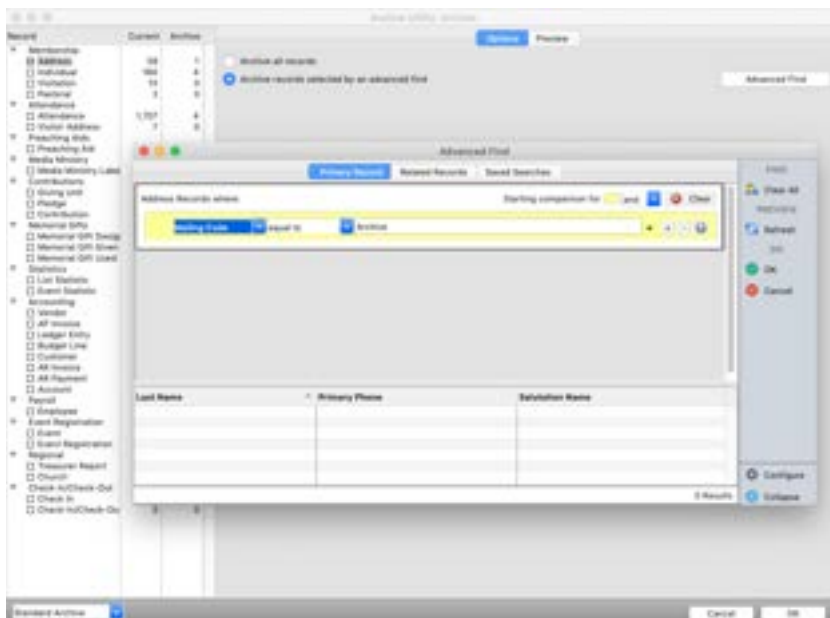
1. Click the Archive button.
2. Click to select either an existing archive database or create a new archive database. Click OK.
3. If creating a new database, enter the name and click OK.



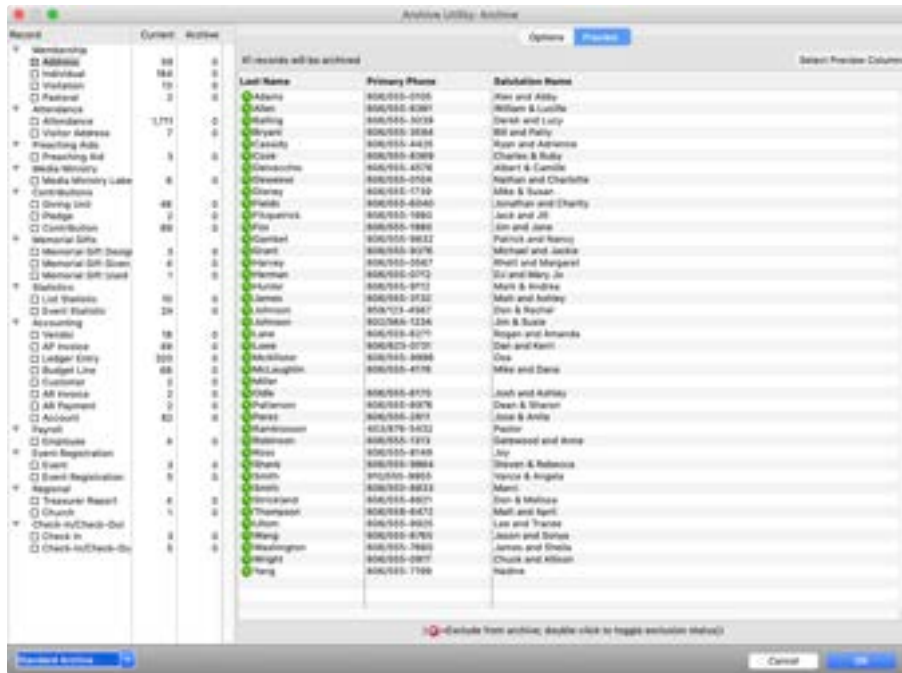
## Setting up an Archive

1. Check a record type to archive (e.g. Address Records).  
**NOTE:** You will only see record types for which you have data in CDM+.
2. Choose Archive All, Advanced Find, or Standard Search.
3. Configure the Advanced Find or Standard Search.

Example of a Membership archive:



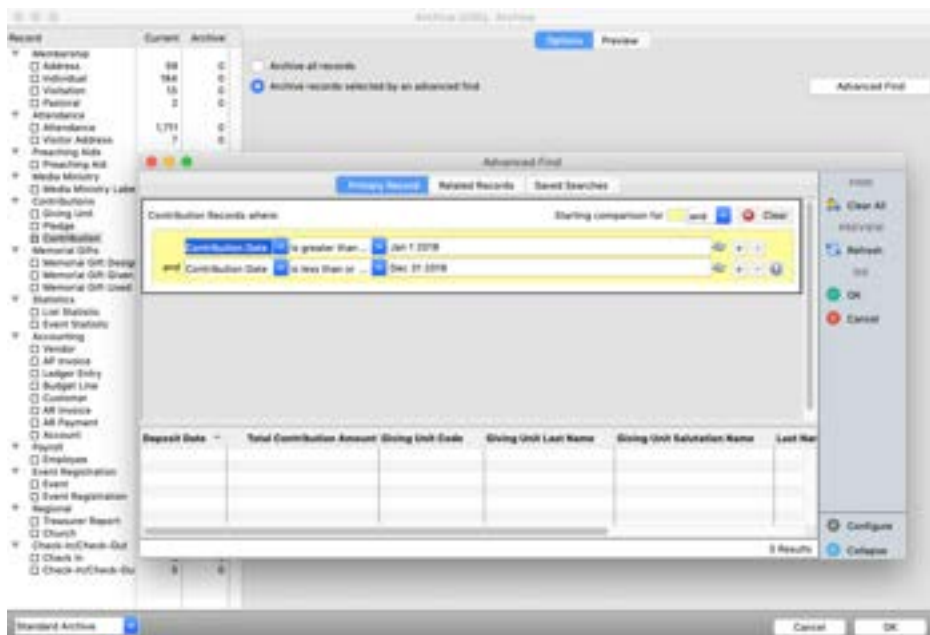
4. Select Preview to see records to be archived.
5. Double-click a record to exclude it from the archive.



6. Choose the Archive Mode from the drop-down field; **be intentional**.
  - a. **Standard Archive** to move data to the archive file and remove from the main file.
  - b. **Copy Only** to move data to the archive file and leave in the main file.
  - c. **Delete Only** to remove data from the main file. **THIS WILL PERMANENTLY DELETE YOUR DATA.**
7. Click OK and verify that you've selected the right records by clicking Continue.

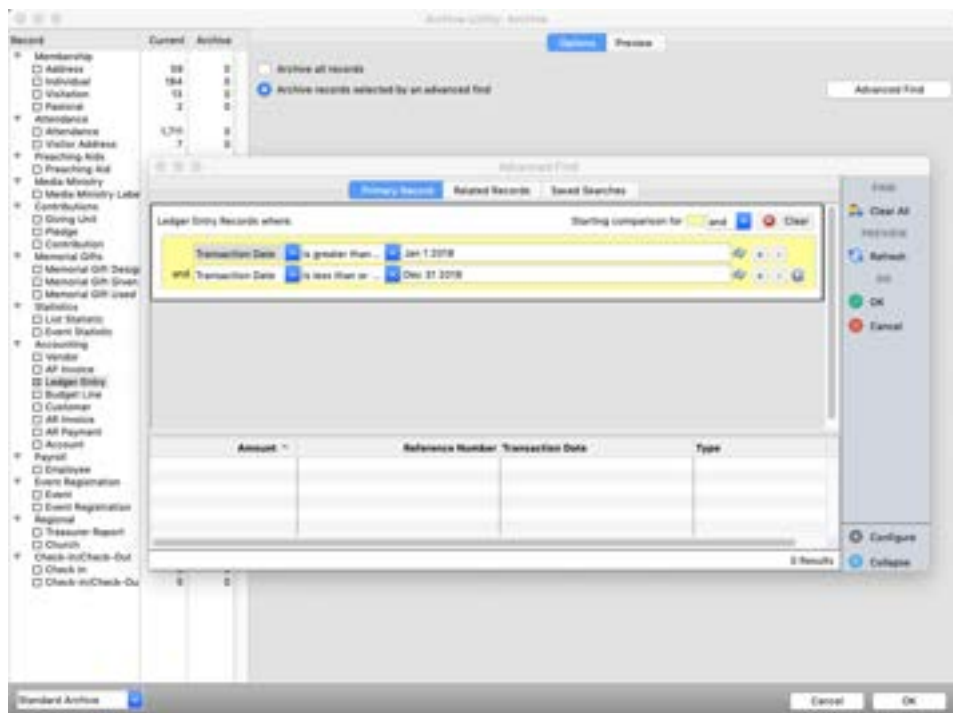
## Setting up a Contributions Archive

Example of Contribution entries to archive selected by Standard Search – Date Range

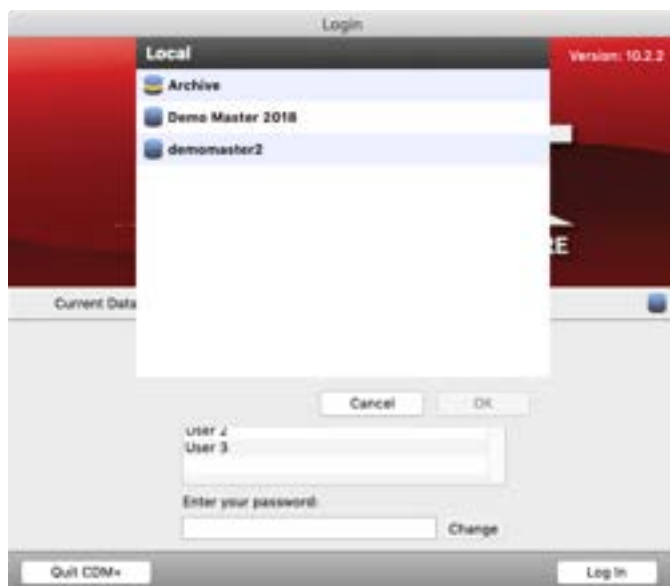



## Setting up an Accounting Archive

Example of Ledger Entries archive selected by Standard Search – Date Range



## Accessing Archived Data



On the login screen, click the database icon  to the right of Current Database.

Click to select the archive database you wish to open. Archive databases have bluish-green icons to distinguish them from current databases that have golden icons.

**Note:** Archives made in previous versions of CDM+ may need to be converted to the current version before you can access them. Contact CDM+ Tech Support for assistance.

Then, click OK and log into CDM+.

When accessing an archived database, you have all the functions of CDM+ available to you. If some functions are not active, then your User Management record settings has limited your access. Contact your CDM+ administrator for assistance.



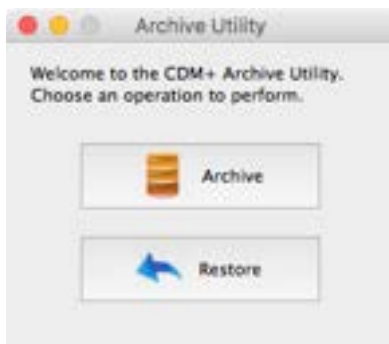
While you are working in a CDM+ archive file, a big bold yellow box will remain on your screen to remind you that you are in an archive file. You can move this box as needed by clicking on its top bar and dragging with your mouse button held down.

To exit the archive database and return to the active CDM+ database, select Logout from the File menu or simply exit the CDM+ application. The next time you launch CDM+, your normal login screen will appear.

## Restoring Data from an Archive Database

You can restore data from an archive database back into your active CDM+ database. *This action should only be done with extreme caution.* If you intend to restore ledger entries and there have been significant changes to the Chart of Accounts, then undesirable results may occur. Before restoring archived data, always be certain to have a valid **BACKUP OF YOUR ACTIVE DATABASE.**

**SPECIAL NOTE ABOUT PROGRAM VERSIONS:** If you are upgrading and converting data from an earlier CDM+ version, it is strongly recommended you archive **AFTER** you convert. This will allow you to restore from the archive file, if need be. **DO NOT ATTEMPT TO RESTORE DATA FROM AN ARCHIVE CREATED IN CDM+ 8.0 OR EARLIER.** If you must access a CDM+ archive created in a version prior to CDM+ 8.1, contact CDM+ Tech Support for assistance. We suggest that each time you upgrade your main CDM+ database, you also upgrade any archive databases so they remain accessible in the CDM+ version you are currently running.

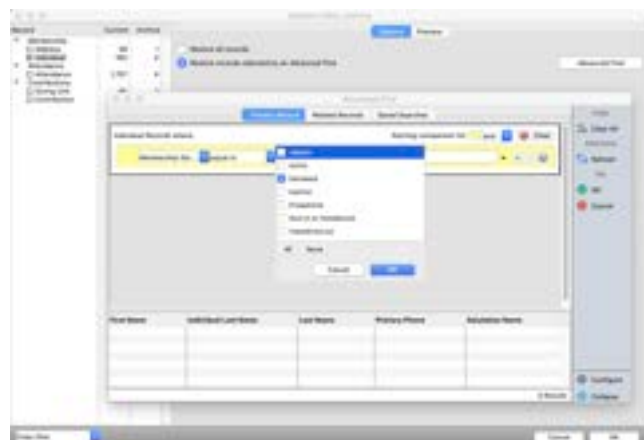


To restore data select Archive from the File menu and click the Restore button.

Select the archive database and click OK.

Select the records you wish to restore, just as you did in archiving them. Then, make sure you have set the Archive Mode from the drop list in the lower left. Click OK.

Before restoring the archived records, CDM+ will ask you to confirm your selection. If it is correct, click Continue.







# Navigating CDM+

CDM+ gives you options in how you move around in and access different areas of the software. Programs and sub-programs can be selected using buttons on welcome windows, toolbars, and traditional drop down menus. You can also set shortcut keys to open menu items.

## Welcome to CDM+ Window

After logging into CDM+, you will be presented with the Welcome to CDM+ window. This window has a button for each program and sub-program of CDM+ on it. Move your cursor over each button to see a description of that program or sub-program. If a button is grayed out, you either do not own a license to that CDM+ program, or you don't have permission to access it set on the Users pane of the Administration window.



**NOTE:** Payroll is an optional sub-program of the Accounting program. Payroll may be unavailable even if you have a license for and access to the Accounting program.

You may check the box at the bottom next to Don't Show This Window at Startup to avoid seeing it again.

To re-enable the automatic opening of this window at any time, choose Open the application Welcome window from the Startup options of the General User Preferences window.

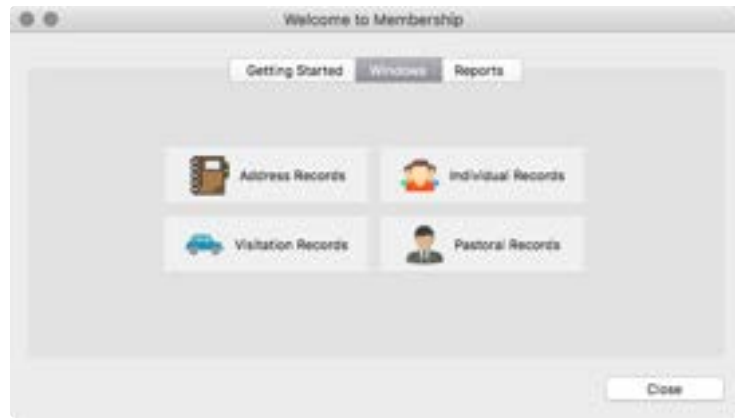
To view this welcome window at any time, select Welcome to CDM+ Window from the Help menu.

## Program Welcome Windows

Click on one of the buttons to open a new Welcome to [Program or Sub/Program] window. The Getting Started tab lists steps to begin using that program or sub-program. Click on a numbered button to open the relevant CDM+ data entry window.



Click on the Windows tab to open a new pane. Click on one of the buttons found here to open that record window.



Click on the Reports tab to open another pane, listing the reports within this particular program or sub-program. Click on a report type to see a list of reports. Double-click on the desired report name to open the report setup window.



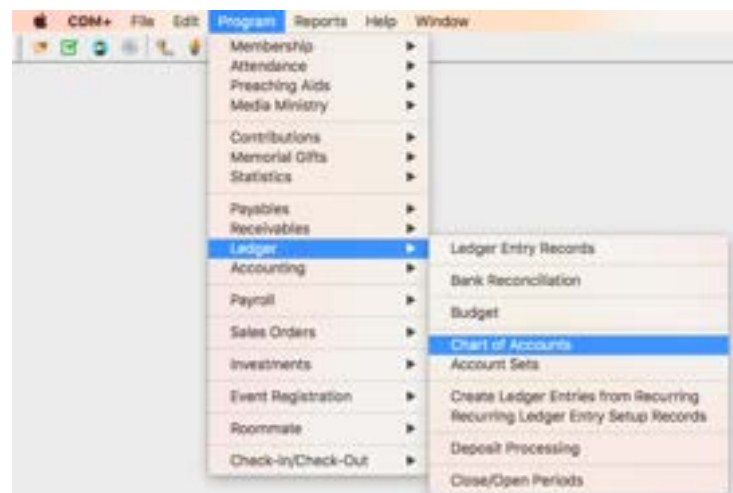
**NOTE:** Depending on the CDM+ programs in your suite and/or your user access settings, these windows may appear slightly differently from those shown above. Those programs or sub-programs for which you do not have a license or have not been given access to will be grayed out. Users' program access is set by the CDM+ administrative user on the Users pane of the Administration window.

## Menus

The menus in CDM+ are perhaps the easiest way to see all available record windows and reports at a glance

### Program Menu

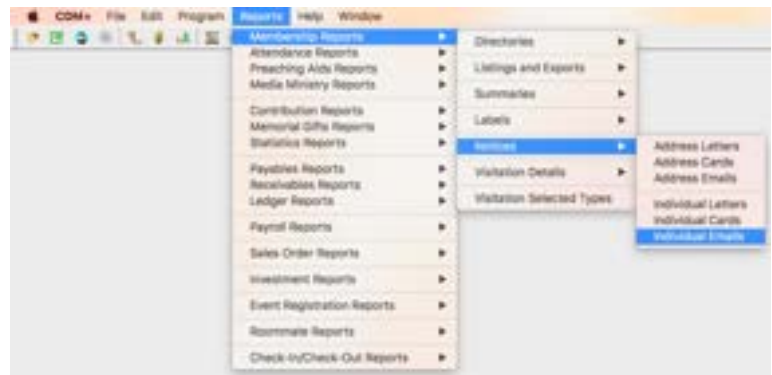
Click on **Program** in the menu bar to display a drop list of CDM+ programs and sub-programs. Move your mouse to highlight a menu item and a secondary menu will display. Click an item on that menu to open that record window.



**NOTE:** Those programs and sub-programs for which you do not have a license or user access to will appear on the menus but will be grayed out and not selectable.

## Reports Menu

Click on Reports in the menu bar to display a drop list of CDM+ program and sub-program reports. Move your mouse to highlight a menu item and a secondary menu of the available reports or report types for that program or sub-program will display. Many report types, such as Notices, will have a third menu of the reports within that type.



## Help Menu

The Help menu provides access to user support for CDM+, including the electronic manual, links to the Tech Support email address, CDM+ website, a screen-sharing website optionally used during a tech support call, and a form for providing feedback on the program.



**Open Help Center** – Click to open your web browser to the online CDM+ help manuals. You may enter a keyword and click the Search button to bring up a list of relevant entries.

**NOTE:** On the Suran Help Center website, you do not need to login to access CDM+ Manuals or Videos.

**Email Tech Support** – Click to open your email program to send an email to the CDM+ Tech Support Department. Be as specific as possible when asking your questions about using CDM+. Also, please include your name and the name and location of your church or organization in the email message so we can identify you. All instances of CDM+ Tech Support are logged with a CDM+ User Record in our database so it helps to connect your email to the correct church or organization.

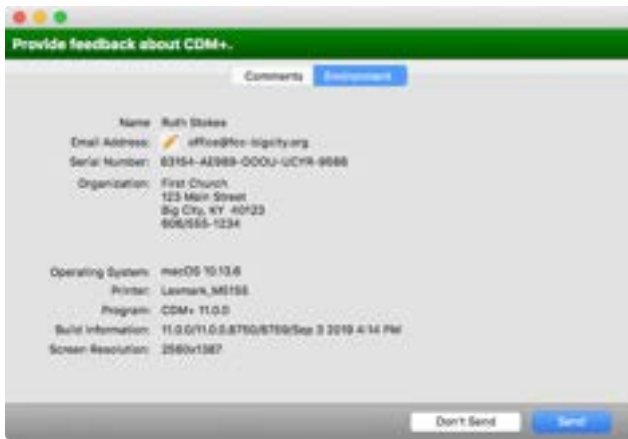
**NOTE:** Whether you use the Help Center, email, or call, you'll create a ticket in our support queue. The most direct path to our support team is using the Help Center at [help.suran.com](http://help.suran.com). Click Contact Support in the lower right-hand corner of help center website or use the Support Requests link at the top of the page. Fill out the form and include screenshots if available. If you have an urgent need please feel free to call CDM+ Tech Support (Monday-Friday 8:30 AM - 5:00 PM Eastern time at 800-633-9581).

**Visit the CDM+ Website** – Click to open the CDM+ website with your web browser.

**Open Screen Sharing** – When prompted by a Suran support technician or while waiting for a callback, click to open a screen-sharing website with your web browser to facilitate assistance.

**Provide CDM+ Feedback** – Select to report a bug, make a suggestion, or provide any other type of feedback (other than requesting tech support).

To use the Provide CDM+ Feedback feature, just type a detailed description of your feedback on the **Comments** pane. You may also include pertinent screenshots of open windows by checking them in the Include these screenshots list. Choose the type of Feedback from the drop down list.

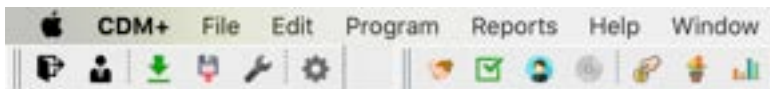


Click on the **Environment** tab and make sure the information there is correct. Particularly be sure to include your correct email address in case our development team has any questions. Click Send.

**NOTE:** The Provide CDM+ Feedback function does NOT take the place of contacting CDM+ Tech Support. You will not get a response from the CDM+ software developer working on the issue unless they have a question. For timely help with a problem, please call (800-633-9581) or email (support@cdmplus.com) CDM+ Tech Support.

## Toolbars

In addition to accessing the CDM+ programs through the welcome windows and menus, you can use toolbars.



**Default Toolbar - macOS**

The Program toolbar will display at the top of your screen by default. Hover your mouse over an icon to see its description.

### ► CDM+ (macOS)/File (Windows) ► Preferences ► CDM+ User ► General ► Toolbars

Use User Preferences to customize your CDM+ workspace. You can: select other toolbars, change their location, or choose to show text. Each time you log into CDM+ your toolbars will display as you set them.

For example, the Financial Administrator who only works in the Contributions program may choose to set his CDM+ User Preferences to display only the Contributions toolbar. In order to have the maximum amount of space top to bottom on his screen, he chooses to display the toolbar on the left side. He also wants a reminder of what each icon opens, so he clicks the Show Text checkbox.

If you choose Floating as the Location of a toolbar, it will display as a movable, re-sizable palette.



To re-size a floating toolbar palette, hover your mouse over a corner until the cursor changes to a line with arrows, then drag to re-size the palette. Floating toolbar palettes can be dragged to any location on your desktop. Toolbars with all other Location options selected are anchored to the edges of your screen.



**NOTE:** Toolbars are not automatically displayed just because you have added a program to your CDM+ suite or your administrator has given you access to a new program area. You must set your User Preferences to display them.

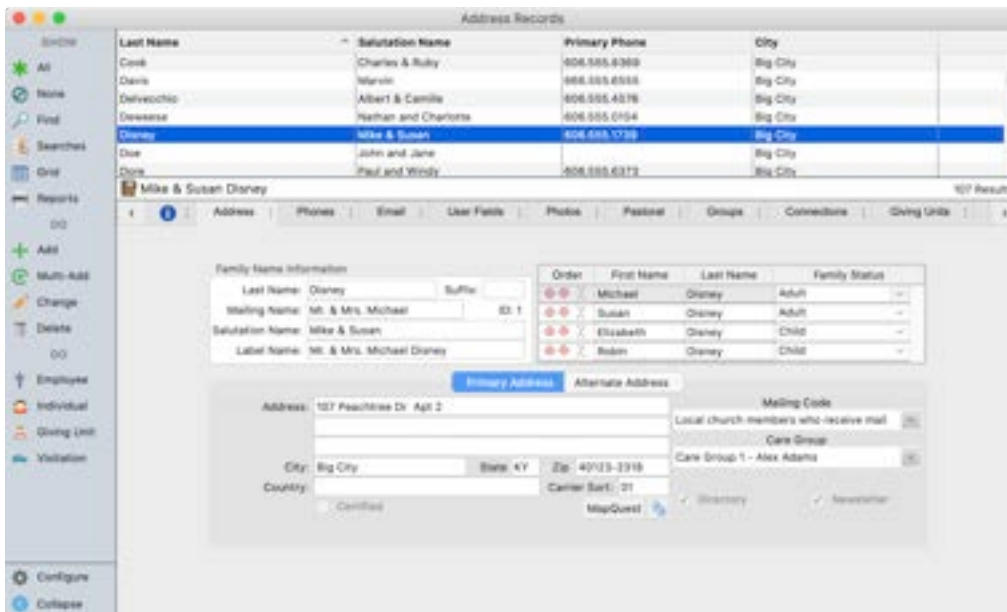


# Record Windows

Many of the data entry windows in CDM+ are "Record Frame" windows and share common features. Windows with names ending in "Records" are record frame windows.


## Re-sizing the Window

A record frame window may be re-sized by placing your cursor on the border of the window until it changes to a double-arrow, then clicking and dragging it larger or smaller. The results list area may be enlarged by placing your cursor on the line above the menu tabs until it changes to arrows, then clicking and dragging it larger or smaller.



## Tabs

Every record frame has at least two tabs. Each tab displays specific information on the record or for related records.

Every record frame has a Record tab, displayed with a blue icon . On the record tab you will find:



**ID/Reference** - The unique identifying number for this record

**Source** - Where this record was added, such as CDM+ or Engage

**Date Entered** - When the record was entered

**Date Last Modified** - When the record was last modified

**Entered By** - Who entered the record

**Last Modified By** - Who last modified the record

**NOTE:** Some record frames may not display entered and modified data since they are comprised of multiple records. This includes Contribution Records, Purchase Order Records, Accounts Payable Invoice Records, and Ledger Entry Records.

The Record tab also displays the Audit Logs for the selected record. Audit logs track each change to a record and what was changed. They also track record insertions and deletions.

**NOTE:** Audit Logging was added in CDM+ 11. Only changes made in that version or later will be displayed in the audit log.

After clicking the Record tab you will first see a list of changes including who and when the change was made. Click a change to see more details.

Audit Logs (Click for details)			Changes		
Changed By	Date Changed	Change	Column	Old Value	New Value
Patricia Jones	2022-12-16 12:20:02	UPDATE	Last Modified By	Ruth Stokes	Patricia Jones
n/a	2019-09-19 12:12:52	UPDATE	Last Modified Date	Oct 5 2022 01:29 PM	Dec 16 2022 12:20 PM
			Mailing Code	Ready to Archive	Local church members who receive mail
			System: faddress.mailingcode	333	15

Audit Log Details
Client IP: 23.124.9.27/32
Process ID: 49891
Application Name: CDM+ 12.0.8.10744
Transaction ID: 126907790

A list of changed columns will appear displaying an old and new value. CDM+ tracks changes to every piece of data and will attempt to display a friendly name. Note that some internal fields may display their system name.

Below the list of columns you will find more details about the change, including:

**Client IP** - The IP address of the client program performing this change

**Process ID** - The backend process ID of the server connection making this change

**Application Name** - The name of the application making this change

**Transaction ID** - An identifier used to link related changes

**NOTE:** CDM+ only displays changes made to the primary record. Changes to related records like groups or connections will not be displayed. However the audit logs track these changes and a future update to CDM+ will allow you to view them.

## Navigating Tabs

To move between tabs simply click a tab. If there are more tabs visible than can be displayed, left and right arrows will appear on the tab bar.



Click or hold down on these arrows to scroll the tab bar left or right until you see the desired tab. You can also position your cursor over tabs and on macOS, scroll left or right to scroll the tabs. On Windows, hold down the shift key and scroll up and down to move the tabs left or right.



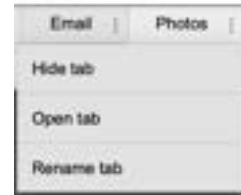
## Moving Tabs

Tabs can be re-positioned to put frequently-access tabs next to each other. To move a tab, click and hold on it, then drag the tab to the desired position. This position will be recalled for your user each time you open that record frame window.

You can also re-arrange tabs and restore them to their default order under Configure.

## Renaming Tabs

You can rename a tab to give it a more meaningful name. Click the three dots next to a tab and choose Rename tab. Enter the new name when prompted. This custom name will be recalled for your user on this record frame. You can also rename tabs and see their original name under Configure.



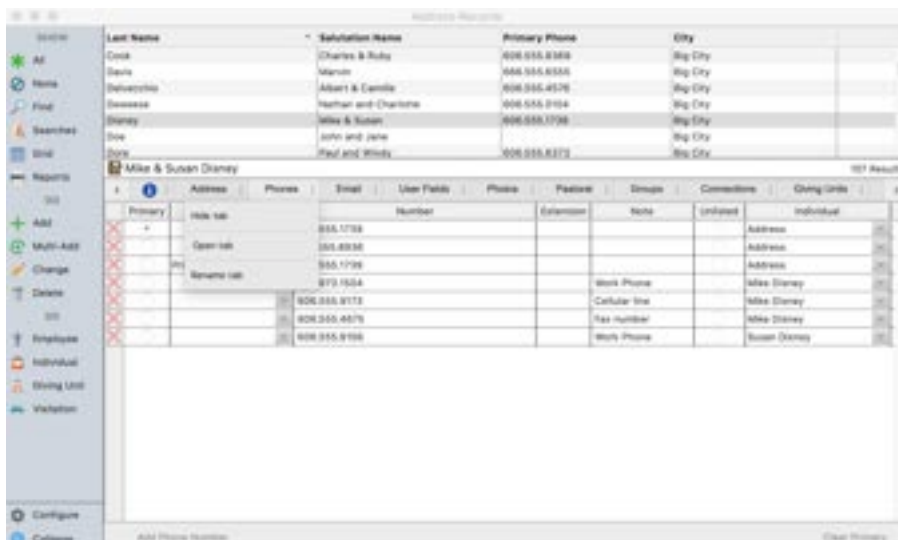
## Hiding Tabs

If a tab represents a function of CDM+ that you do not want to use, you can choose to hide that tab to simply the interface. Click the three dots next to a tab and choose Hide tab. That tab will remain hidden for your user on that record frame. You can un-hide tabs under Configure.

**NOTE:** Some tabs like the default tab and tabs on Ledger Records cannot be hidden.

## Exploded View of Windows

Many windows in CDM+ have additional panes accessed by clicking on tabs. This is a lot of information in a small amount of desktop real estate. However, sometimes you need to be able to see more than one pane at a time. The secondary panes can be separated from the main window by clicking on the three dots next to the desired tab's name.

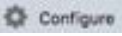


This will open the pane in a separate window.

Primary	Type	Number	Extension	Note	Unlisted
		813.555.8036			
	Primary	806.555.1739			
		806.873.1004		Work Phone	
		806.555.9173		Cellular line	
		806.555.4870		Fax number	
		806.555.8156		Work Phone	

As you change records in the main data entry window, the exploded windows will change accordingly.

To restore an exploded pane, simply close it.

If you wish this tab to always open in a separate window, click the Configure button  on the record window and check the box to save the exploded state. Otherwise, exploded tabs will automatically return to the main window when closing and re-opening the record frame.



**NOTE:** The primary tab of a record frame window cannot be exploded.

## Grid View



Although most often you will view information in the basic record windows, CDM+ does allow you to view the information in another way. The Grid View displays records in a familiar spreadsheet-like format. This format lets you easily modify multiple records.

The Grid View allows for viewing and changing the results list data in a grid format. This may be a substitute to scrolling the results list when there are a large number of results.

Some data fields may be changed while in the Grid View, making updating your data more simple. A Grid Report may also be printed from the Grid View screen.

**NOTE:** Contributions, Purchase Orders, Invoices, and Ledger Grids will not allow cells to be edited.

ID	Last Name	Surname Name
1	Olney	Mike & Susan
2	Allen	William & Lucille
3	Cook	Charles & Ruth
4	Humbert	Mark & Andrea
5	Lynch	John & Peggy
6	Boas	Jim and Jan
7	Johnson	Peter Bruce
8	Johnson	Peter Williams
9	Big City Seattle	
10	Andrews	Robert & Elizabeth
11	Parsons	Dean & Sharon
12	Smith	James & Angela
13	Smith	Hugh
14	Johnson	David & Blenda
15	Brown	Alvin & Doris
16	McArthur	Clay
17	Westwood	Randy
18	Delacorte	Robert & Camille
19	1222 Avenue Irving Center	
20	Olds	Josh and Ashley
21	Lane	Roger and Amanda
22	Dore	Paul and Wendy
23	Devesse	Harlan and Charlotte
24	Lane	Don and Karen
25	Robinson	Salvador and Anne
26	Allen	Jim and Tracey
27	Banks	Alan and Nancy
28	Brinkland	Don & Melissa
29	Grant	Michael and Janice

An Address Records grid

Select which columns to view by clicking on Configure. Select the column fields to be changed or added.

Click Print to open the Grid Report window where the report may be re-named, sort criteria selected, and printed.

To work with specific data, you can select all or part of the grid. To select a column, move your cursor to the top of the column until it becomes a down arrow and click. Command-click (macOS) or Control-click (Windows) to select multiple columns.



To select just one row, move your cursor to the left of the row until it becomes a horizontal arrow and click. Command-click (macOS) or Control-click (Windows) to select multiple rows.



To select all the columns and rows, place your cursor in the corner of the box and the top left of the grid. Move it until it turns into a diagonal arrow and click.



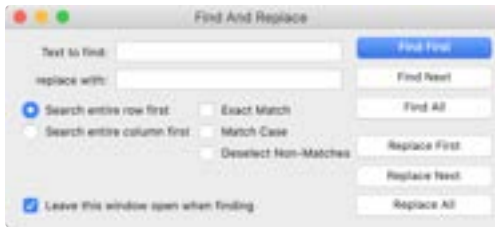
To edit the content of a cell, select it by double-clicking. Once you are in the edit mode, you may use the tab key, shift+tab keys, or arrow keys to navigate the grid.

Click Save to save your changes and return to the main window. Click Cancel to discard your changes and return to the main window.

## Grid View Sidebar

Tools to manipulate the data in the grid are accessible on the sidebar on the left of the window. The available actions are:

**Find and Replace** – Select the cells containing the text you want to find or change and click on this icon.



**Find Again** – Repeats the most recent Find.

**Replace Again** – Repeats the most recent Find and Replace.

**Add Rows** – Adds row(s) to the end of the list. (This tool is disabled on the View Payroll grid.) Note: Columns are added or removed using the Choose Columns button.

**Delete Rows** – Removes the records represented by each row from the database

**Swap Lines** – Select 2 lines or columns and click on this icon to swap the 2 lines or columns.

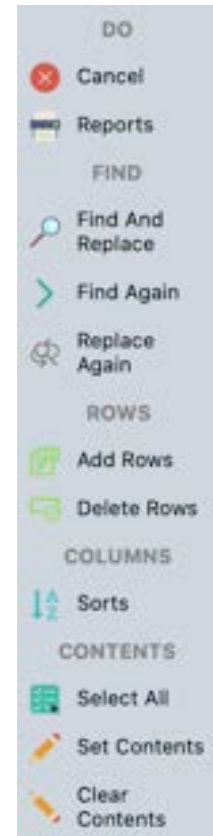
**Sorts**– Select the columns to sort and click on this icon. This opens a Sort Grid window where you may select columns to sort by in either ascending or descending order.

**Select All** – Selects all cells

**Set Contents** – Select the cells you wish to change and click on this icon.

**Clear Contents** – Select the cell(s), column(s), or row(s) you wish to clear and click this icon to delete the content only, not the cell(s). **USE THIS FUNCTION WITH CAUTION!** It will permanently clear data from records.

**Revert** – Undoes all changes to the list since the last Save. This is the same as clicking on the Revert button at the bottom of the window.



**TIP:** All the sidebar functions are also accessible from a contextual menu. Control-click (macOS) or right-mouse click (Windows) on the grid to bring up the menu.

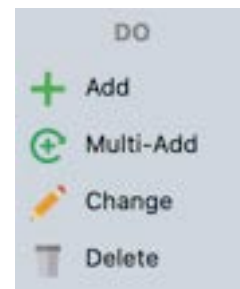
Click Save to save your changes and return to the main window. Click Cancel to discard your changes and return to the main window.

## Data Entry Function Buttons

To add one or more records or change any information on an existing record, you must first select one of these four buttons at the left of the data entry window.

### ADD

To add a new record to your database, click Add. You may now begin entering information in the various data entry fields, tabbing from field to field. When you are finished entering all the required information on the first pane of the main data entry window, move to the next pane by selecting the next tab at the top of the data entry section. When you have finished entering all the necessary data for this record in all the panes of the data entry window, click Save. You have added one record to your database



### MULTI-ADD

To add more than one new record at a time, click Multi-Add. You'll notice that your choices at the left of the window are Save and Finish. Enter information as you would for just one record. When you are finished entering data for the first record, click Save or press the Return key on your keyboard. Because you have chosen Multi-Add Mode, the first data entry pane will automatically reappear, ready for you to enter information for the next record. You do not have to click anything except Save between records. When you have input all information for all of the records you are adding and clicked Save after the last record, click Finish to exit Multi-Add Mode.

**NOTE:** Make sure to click Save after entering the last record! *Clicking Finish does not save the currently displayed record; it simply exits the multi-add mode.*

### CHANGE

Click Change to change information for an existing record or to add information to an existing record. Do not click Add if the information you wish to add is for a record that already exists (for example, to add phone numbers to an individual, click Change, then click Add Other Phone/E-Mail). The Add button inserts an entirely new record in the database.

### DELETE

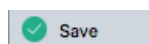
Use Delete to remove an entire record. CDM+ safeguards you from accidentally deleting the record by forcing you to navigate through several warning screens before the program will actually allow you to delete the record.

### CANCEL



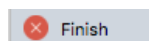
Ends a data entry session without saving the changes you have made.

### SAVE



Ends a data entry session by updating the data (Change mode) or adding a new record (Add or Multi-Add modes).


### FINISH



Ends a data entry session in Multi-Add mode.

## Configure

Each user of CDM+ can customize the display of find results on data entry windows in CDM+, choosing which fields to include, and what order they display across the window. You can also adjust the order, name, and selections made in Configure will be saved for that particular data entry window for a user until they change them.

 **Configure** To change or add to the columns shown on a record window, click on the **Configure** button.



To select a different column to display, click on the Down Arrow on the right of the drop-down menu and choose the column you wish to include.

Click the red **X** to remove a column field.

Click on the red up or down arrows to change the column order.

Click on Revert on the Configure window to return the view to the original columns. You will be prompted to revert changes to tabs, columns, or all settings. Choose Columns or All to reset your column selection.

When you have finished making your changes, click Save to save them or Cancel to discard them.

**NOTE:** You can also change the width of the columns. From the main window, move your cursor to the line between headers until it changes to a double line with an arrow on either side. Click and hold the mouse button down and you can make the column wider or narrower.

Use the scroll bar at the bottom of the columned list window to view more columns, if necessary. To have CDM+ automatically size the columns to fit the contents of the results list, move your cursor to a line between columns and when it changes to a double line with an arrow on each side, double-click.

## Configure Find Options

Also, you may specify in Configure the Find Options:

1. What you want displayed when this window is opened (Show all records, Load last find or Show no records),
2. Number of previous searches to save for quick access
3. Save pane in exploded state
4. Switch the view of a record window to the primary tab when finding
5. Set the Filter for Simple Find Results

**NOTE:** These settings are user-specific and tied to the user that is logged in. CDM+ will save your most recent

settings when you log out of the program and automatically load them the next time you log in.

## Filtering Options for Windows

Filtering can be turned off or set on each window. There are two types of filters: filters that control what shows when a window is first opened and filters that affect Simple Find Results.

### Opening the Window with an Initial Find

Click on the radio button under Initial Find labeled "Load Initial Find:" and click on the Configure button. An Advanced Find window will appear. Define the criteria to limit a select list of results to appear on the window when it is first opened. Make sure you select the OPTION for Initial Find in Configure, and then click the SECOND Configure button.



### Filtering Simple Find Results

Some windows will have a default option. For example, the default filter on Individual Records is not to show records where Do not print is checked. A custom filter can also be set up or filtering can be turned off. If a filter is selected and you do a find on that window if there are filtered results then a Filtered button will show next to the number of results that were displayed. Click on the Filtered button to see the results unfiltered.



## Finding Data on Record Frame Windows

CDM+ has a powerful **Find** feature that allows you to locate and work with the exact information you want. This Find feature is on all CDM+ record frame windows.

After performing a find, the search results display in a results list in the pane just below the definition area. Select a line in the results list to work with that record.

### Show All

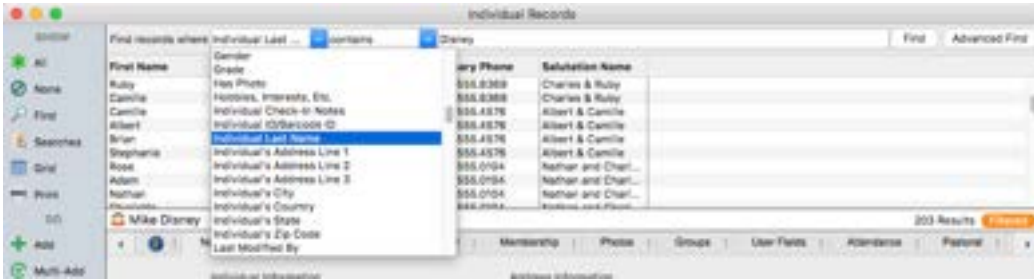
Click on the **Show All** button to display all items in the columned results list.



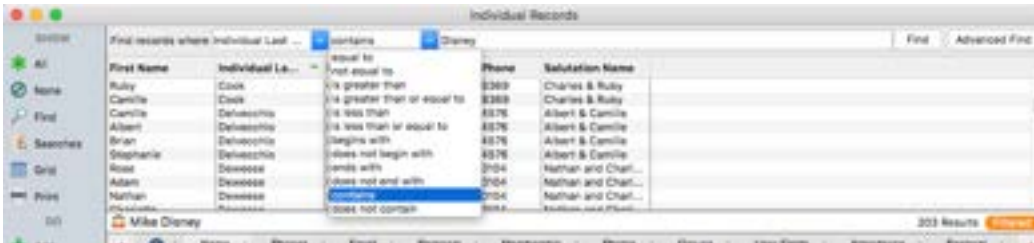
You may sort on a column by clicking on the header bar. Once the column header is selected, click on it to toggle the sort order between ascending and descending. See the Configure section of the manual for more information about setting what columns display in the Find Results List.

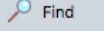
## Fields

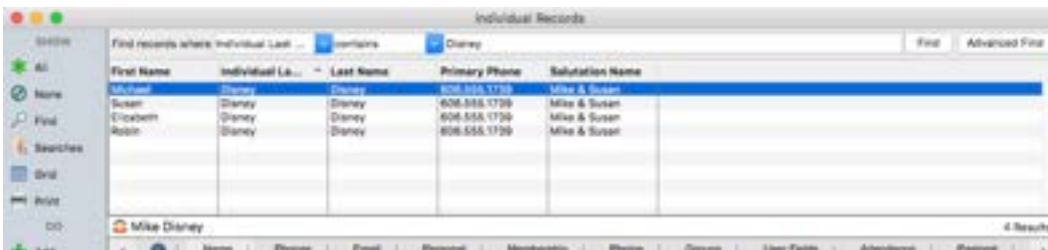
Fields are grouped together for easier selection by headings such as Address, Individual, etc.



Select the modifier from the drop down menu at the center top arrow.



Enter the criteria in the third field and click **Find**  or press **Return/Enter**. The search results appear in the results list below.




## Advanced Find

To perform a more complex search, a powerful Advanced Find is included in CDM+. To learn more about Advanced Finds, take the Advanced Finds class or see the chapter for that class in this manual.



## Find Interfaces

**Find interfaces** assist in the selection of the criteria; click the interface icons at the end of criteria field for detail.

**Date** fields include a desk calendar icon  to allow date selection via the mouse. Click the icon to open a calendar pop-up window. Date fields will default to the current date/time.

**Date/Time** - you may optionally choose to include Time on the date field by checking the include Time box next to the Date/Time icon.



**Partial Date fields** – Individual Records offer a number of partial date fields, including Birth Date, Married Date, Baptism Date, etc. These fields allow you to track the month and day of an individual's birth date, but not the year.

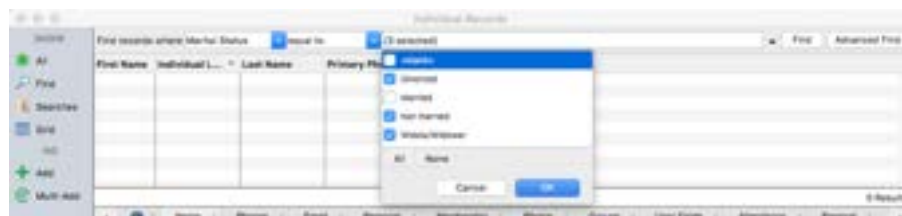


**Time** – a time find interface simplifies finding a time.

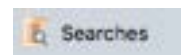


Up and down arrows for hour, minute, and AM/PM allow you to select the time via the mouse, or you can enter simply type in the time.

**List** – Perhaps the most useful and time-saving find interface is the list interface. The list interface appears for many types of fields, including built-in codes (such as Family Status, Mailing Code or Ledger Entry Type), user-defined groups, and a variety of other fields in CDM+, such as giving funds in Contributions. When you select a field that uses this list interface, a small down arrow appears next to the entry field. Click the arrow to display the list. Click the box or boxes of the items you wish to include and click OK. To find records that have nothing entered in the field, click the checkbox for <blank>.



Searches stored in the Previous Searches list are accessed by clicking on the Searches icon.



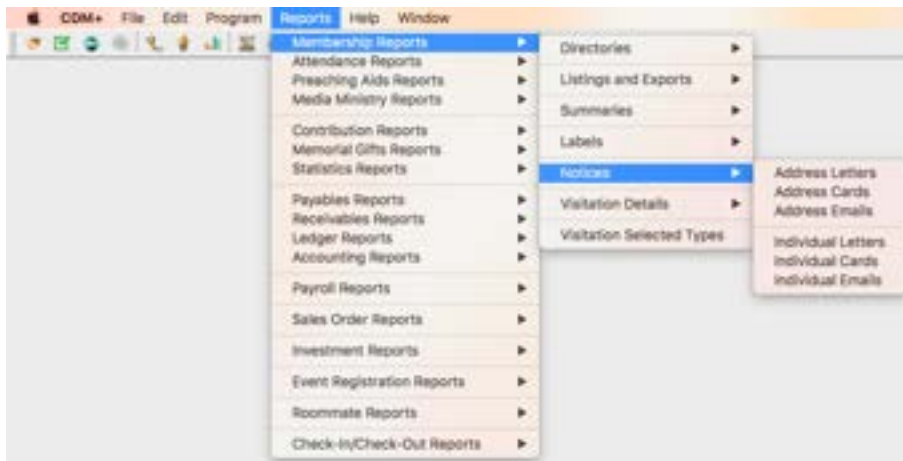


# CDM+ Reports

CDM+ allows you to generate a variety of reports in a number of different formats. All reports are highly customizable by search criteria, information included, and fonts and colors used. Each report setup window will allow you to see a preview of the report before you send it to the printer.

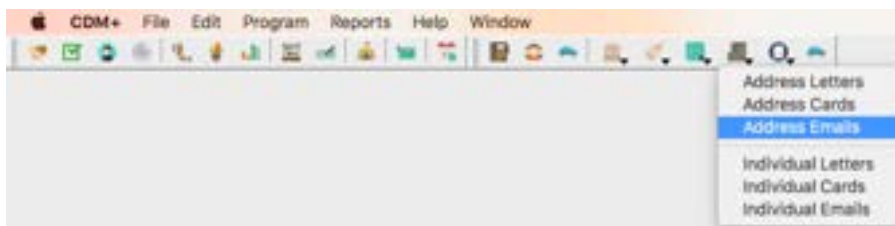
## Accessing Reports

All reports may be accessed from the Reports Menu. Note that some menus will have sub-menus.



## Accessing Reports from the Toolbar

Reports are accessible from the Toolbar if you have specified in Toolbars section of the Preferences window to display the relevant program toolbar(s).



## Accessing Reports from the Reports pane of the Welcome to [Program] window

The Welcome to... window for any program can be opened by selecting it from the program menu.


Or, if you work exclusively in one program, you may wish to set your User Preferences Defaults to open that window at startup (as shown opposite):



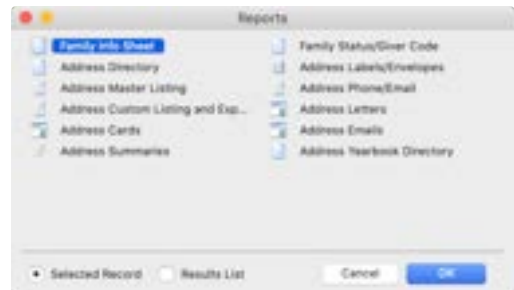
Set your User Preferences General Defaults to open a Welcome to [Program] window at startup:



## Print Reports from Find Results

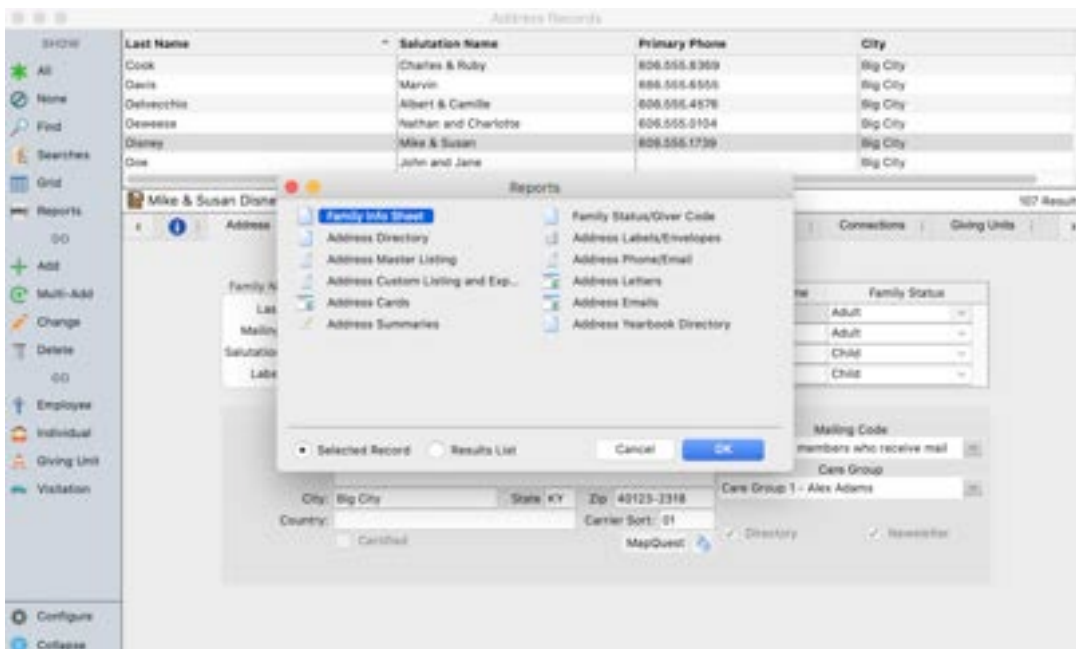
Clicking on the Reports button  on the left of a record window will bring up a list of available report options. Click to highlight the report you wish to print. By clicking the appropriate radio button (Results List or Selected Record), you can choose to print:

- the entire results list
- a selected record (highlighted)
- multiple selected records (highlighted).



## Print Selected Records from Find Results

Multiple records may be selected (highlighted) by holding down the Control or Command key while clicking on the desired records. Click OK and the Report Setup window will open. Note that the search description will state that results from the record window will be used to produce the report.



You can also quickly print the results list by right-clicking it and choosing Print.

## Report Setup Window

Report setup windows in CDM+ share a common interface from program to program in your suite. This means the user sees the same format on all report setup windows, making CDM+ easier to use. Report settings are user-specific. Once you have printed a report, CDM+ will remember your settings for that report for the next time.



There are three main areas in a report setup window: the **Search**, **Options**, and **Setup**. These areas are available on nearly all report setup windows in CDM+, and are listed on the left sidebar of the window. Depending on what report you are trying to run, the number of options may vary under these headers.

## Report Preview

All CDM+ reports also have a preview that lets you review your report before printing to screen, saving to a PDF, or sending to a spreadsheet program.



Click the blue circular arrow, the Refresh icon, in the top right corner of report setup windows to refresh the Report Preview section. To see more of the preview, enlarge the window or use the scroll bars. To see a revised preview after making a change, click the Refresh icon or press Command-R (macOS) or Control-R (Windows). You can also use the Preview to refine reports before printing.

## Search Within the Report Preview

Click the magnifying glass icon below the preview pane to open a search box. Results of your search will be highlighted in the report preview.



73. Alice Thompson	307 Veterans Way	Big City, CA
74. April Thompson	307 Veterans Way	Big City, CA
75. Angela Olson	8423 Michigan Ave	Big City, CA USA
76. Tracee Olson	8423 Michigan Ave	Big City, CA USA
77. Sonya Wang	662 Bryan Ave	Big City, CA USA

Produced on Aug 29 2017 at 6:06 PM by Dana

### Preview Page Thumbnails

Click the page icon below the preview to open a pane of page thumbnails.

Click on a thumbnail to jump to that page.

Click the black magnifiers to zoom in.



### Search Button

Within each area of the window are several other common features. In the Search area, many reports offer Standard and Advanced Search options accessible by clicking the tabs at the top of the window.

If a report setup window is opened by performing a search on a Record window, and then clicking on Print, the report will reflect the results of the search criteria you entered on the Record window.

### Standard Search

The options under the Standard Search will vary from report to report. Some reports have sub-tabs to access other panes. However, reports that are accessing the same record type will have identical or nearly identical Standard Search options.

For example, two reports that include information from Address Records will both have a **Groups** tab with a drop list to select a group and checkboxes to select codes within that group.



In addition, both will have a Newsletter/Directory tab where you make selections based on the Newsletter and/or Directory check boxes on the Address Records and Visitors Records windows.

### Advanced Search

The Advanced Search option on the Report Setup windows in CDM+ allows you to further fine-tune your report contents.

Click on the Configure Advanced Search button to open the Advanced Find window. This window is the same as the Advanced Find window accessed by clicking on the Advanced Find button on data entry windows. Because of all the options inherent in Advanced Searches, this is covered in a separate class, Advanced Finds, summarized elsewhere in this manual.

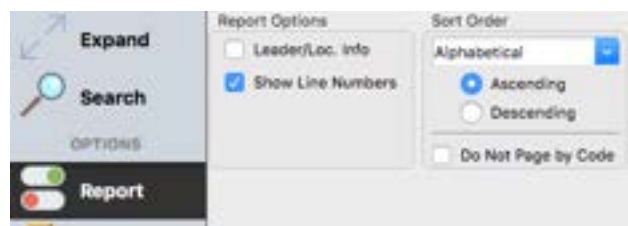
### Options Buttons

The items under Options on the left sidebar of most CDM+ report setup windows allow you to further customize the content and the appearance of a report. The Options will vary depending on the report type you have chosen and the program—such as Membership or Accounting—you are currently using.

When setting up a report in CDM+, be sure to review all of the options available and make the appropriate choices in each one. Most reports do have the following options: Report, Format, and Page Setup. Other reports – such as Custom Listings, Exports, and Labels/Envelopes reports – have specialized options.

### Report Options

The Report option is where you make additional choices specific to the report you are creating. Options under Report will vary greatly from report to report. Options for sorting the report are located here.



### Format Option

The Format option, found on most CDM+ report setup windows, varies according to the report. In general, it allows you to precisely specify how information appears on the report. As noted above, the content of a report is primarily controlled by what is specified under Search on the report setup window, but the Format tab controls how that content is displayed.

For example, the Format Options pane on the Address Directory report setup window (shown below) lets you specify Individual Name and Address (Family) Names, which (if any) address to print, how to treat Unlisted Phone Numbers, and provides an option to include Other Phone Numbers or Email Addresses on the report.

In addition to specifying content of a report, Format Options also allows you to customize the appearance of a report. Here you can select:

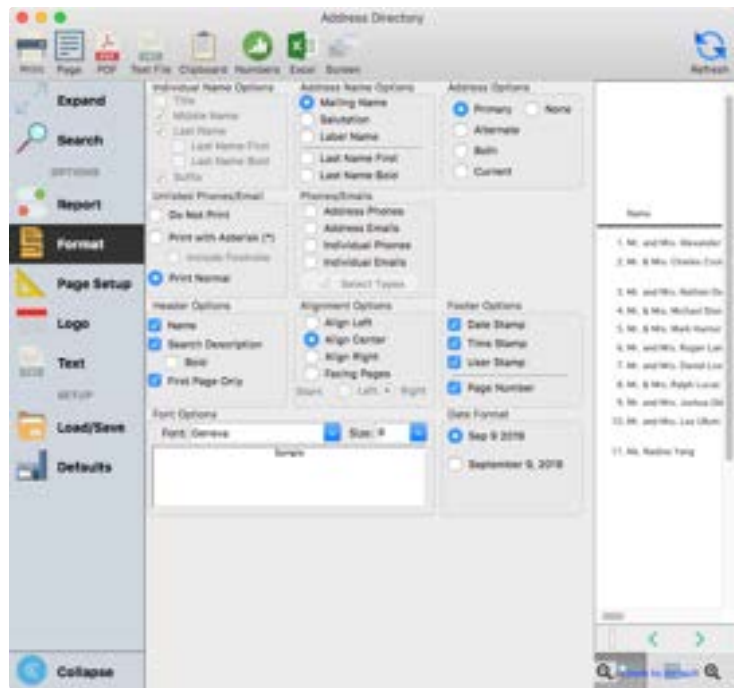
**Header Options:** The checkboxes in the Header Options section allow you to specify whether or not to print the Church Info and Search Description at the top of a report. The information you choose will appear on all pages unless you select First Page Only.

**Alignment Options:** Here, you can select the alignment of text on a report – left, center or right. Also, you can choose Facing Pages. The Facing Pages option is ideal if you are going to print a multi-page report on both sides of the paper and 3-hole punch it for placement in a ring binder.

**Footer Options:** The checkboxes in the Footer Options section allow you to specify the information you wish to have printed at the bottom of a report.

**Font Options:** In this section of the General tab, you can select from droplists the font and its point size to be used on the report. CDM+ shows you a preview of your font selection in the box.

**Date Format:** In this section of the General tab, you can select the date format you wish to use on the report.

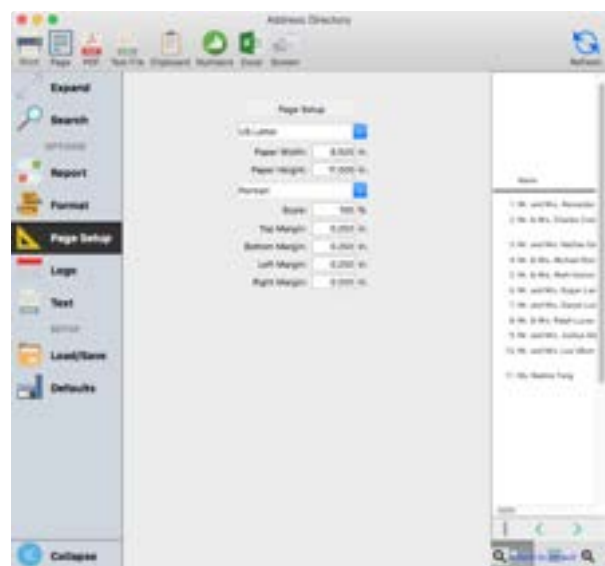


## Page Setup

Page Setup provides much flexibility when printing a report. Here you can specify the paper size, orientation, and margins.

1. Either select one of the standard paper sizes from the droplist or enter the dimensions for a custom paper size.
2. Select the orientation of the paper. Some reports are better suited to a wider Landscape orientation.
3. If desired, change the scale at which the report prints.
4. Enter the desired margins for this report.

**NOTE:** Clicking on the Page Setup button on this pane will open your computer's standard page/print setup window. This is an alternative to making your paper size selections here.





## Logo

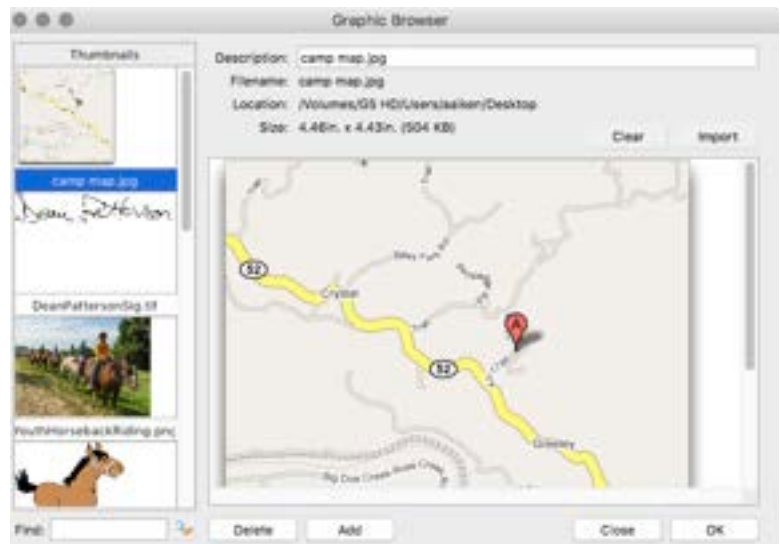
Select the Logo tab on the report Options menu to place graphics on most reports in CDM+.

The Logo tab accesses graphic files added to your CDM+ database in Graphic File Browser. To choose a graphic to include on your report, click Select Graphic below the graphic preview pane.

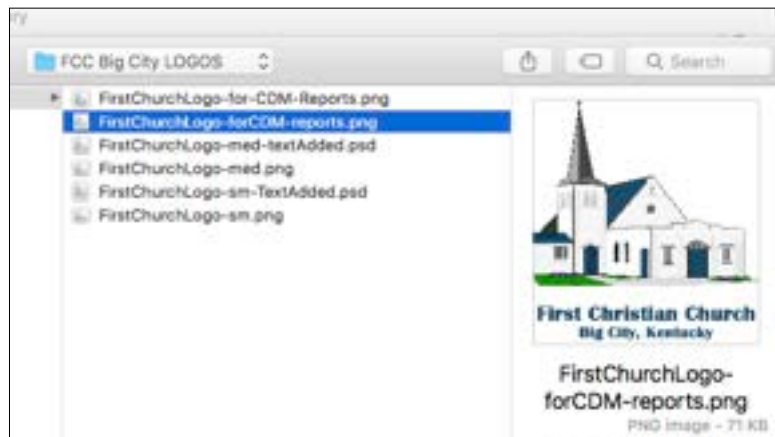


This action will launch the Graphic Browser. You will see thumbnails of the images already in your CDM+ database .

If the image you wish to place on your report is not already in the CDM+ Graphic Browser, click Add.



On your computer, locate the file you wish to add to the CDM+ Graphic Browser, click on the file name, and click Open. This action will import the selected file to your CDM+ database.



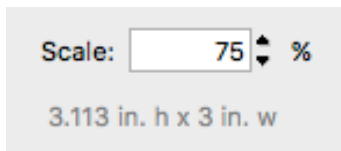
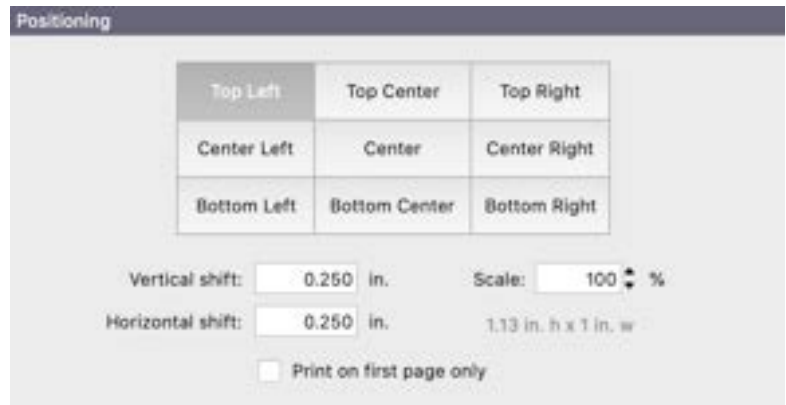
You should now see a thumbnail for the graphic you imported. Select (click on) the thumbnail and click OK.



You will now see the selected graphic, positioning controls, and, if you click Refresh, you will see the graphic on your report preview window.



Use the positioning controls to fine-tune your selections. Adjust the size using Scale. If the image is too large, scale it to less than 100%. If it is too small, scale it to more than 100%. Enter the percentage and hit the tab to see the new dimensions for your selection below the Scale percentage, or use the up/down arrows to the right of the percentage.



You can also use the Positioning palette to place the image on a specific area of the page. Select an area of the page, such as Top Left, and use Vertical Shift and Horizontal Shift to adjust the placement of the image within that area.

Again, use the Refresh option to preview the effects of your changes. It may be necessary to return to the Page Setup option to adjust where the contents of the report appear in relation to the report header and Logo graphic.

## Columns

Custom Listing and Export reports let you choose one or more columns to print or export. These columns are organized into sets.

Select which field(s) of information to include in the export by choosing a Set from the drop list. To modify a set, select the appropriate Set, then select the arrow next to the set, and Modify Custom Listing Sets will open in a new window. Under Available Fields, select the fields that you would like to include, and double click the field to add it to the Fields in Set. If no sets appear in the list, you will need to create one by selecting the "+" sign and create a new set.

If you click on Refresh for an Export report, you will see the first record in the preview area. Scroll over to see all the fields. To view other records in the list in the Preview pane, click on the right and left arrows at the bottom.

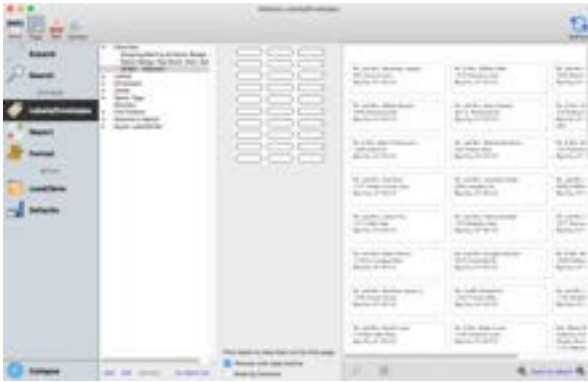
## An Individual Export, with Preview:



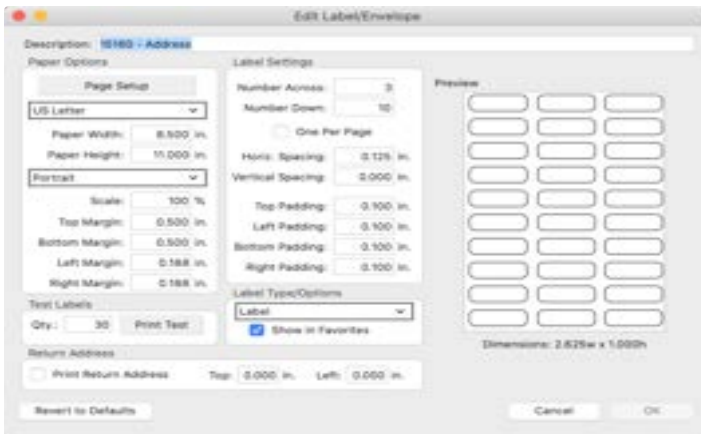
Click Export in the top left to complete the export. When prompted, enter a name and location to save your exported file.

## Labels/Envelopes

Labels/Envelopes reports have an additional icon under Options where you can select from pre-defined label formats, including every label sold by Avery®. Click on a numbered label format in the list on the left and you'll see a graphical representative of it on the right.



You can edit this list of label and envelope formats. Click on either the small Add or Edit button below the list to open a window where you can add your own custom label format or edit an existing one.



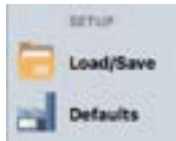
Highlight a label or envelope format and click the Mark Favorite button to move it to the top of the list under Favorites.



A useful feature in printing sheets of labels from CDM+ is the ability to mark individual labels on the page you want to skip. In that way, you can easily use a sheet of labels that may be missing one or two labels. Just click on the location(s) of the missing label(s) to highlight them on the graphic.

**NOTE:** The skip labels function only applies to the first page of a report.

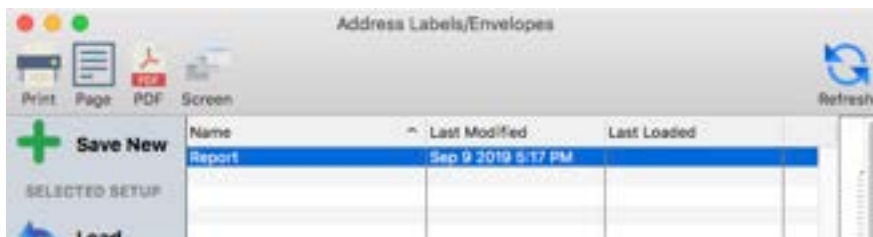
## Report Setup Buttons



### Load/Save

If your office is like most, you tend to need the same reports over and over. With the **Load/Save** report feature, you can now save the search criteria for an oft-repeated report, along with its formatting and other options.

If you have previously set up the report you need, simply click the Load/Save icon, highlight the report in the list, and click Load.



If you have not yet created the report you need, you may set up the search and formatting options for the report first, then click Load/Save Report when you're ready to save and name the report. Or, you may click Load/Save Report before creating the report and use the Load Defaults feature as a starting point for your new report. There is a Saved Reports Window for each type of report, and you're likely to return to them often. The Saved Reports Windows are also where you find options to Replace, Rename, or Delete previously saved reports.

## Outputting Your Report



You have access to several report output options directly from the Report Setup/Preview window.

**Printer:** To send your report to a printer, select Print on the Select Report Destination window and click OK. You will then see your computer's print dialog box. Make necessary setup adjustments and print the report.

**Page** – Click to send only the page showing in the Preview screen to the printer.

**PDF:** To save the report as a PDF file, select PDF on the Select Report Destination window and click OK. Give the file a name, such as FCC Directory, browse to select the desired location, and click Save. A PDF file preserves all your formatting of the report, including fonts, regardless of whether the computer it is opened on has that font file or not. This makes the PDF report option ideal for distributing reports via email to board or committee members.

**Text File:** To save the report to a plain text file (.txt) that can be opened by any program that can read a tab-delimited format (such as a word processor or spreadsheet), select Text File on the Select Report Destination window and click OK. Give the file a name, browse to select the desired location, and click Save. This option preserves the original columns and spacing.

**Clipboard:** To save the entire report to the clipboard for copying and pasting directly into a document, select Clipboard and click OK. After copying the report or a portion of the report, switch to the destination program and paste.

**Numbers:** On a macOS computer, reports that support a text output can be sent to Numbers, if installed. Click the Numbers icon and the text version of the report will be opened in Numbers.

**Excel:** Many reports can be sent directly to Microsoft Excel®. If CDM+ detects that Excel is installed on your computer and the report supports a text output, an Excel icon will appear. Click Excel to open the text version of the report in Excel.

**Screen:** If you wish to only copy a portion of the report to your Clipboard, first send it to the Screen. Then drag your mouse to select the area of the report you wish to copy and click the Clipboard icon. After copying the report or portion of the report, switch to the destination program and paste. This option also produces a tab-delimited format that preserves original columns and spacing.

# CDM+ Database Layout

The following charts are designed to represent the major record structures in each program of CDM+. Listed underneath each major record (Parent) structure are its related record (Child) types. When deleting or archiving Parent records from CDM+, the related record (Child) types will also be removed. Note that some records also have related record types that have additional related records tied to them. For example, when deleting or archiving out Address Records, all of the record types listed below it will be removed, plus all of the related records under Individual Records, Giving Units, and Visitation Records.

Some records have *soft links* related to them. A soft link refers to shared information or reference links tied together. When archiving or deleting records, those records that are soft linked are not deleted or archived. An Employee Record can have a soft link to an Address Record. When an Address Record for an employee is updated, the Employee Information Record is also updated. However, when an Address Record is deleted or archived, the related Employee Information Record will not be removed.

## MEMBERSHIP

- **Address Records**
  - Address Phones/E-Mail
  - Address Groups
  - Address Other Information
  - Individual Records (also a Parent)
  - Giving Unit Records (also a Parent)
  - Visitation Records
  - *Soft Links*
    - Vendor Records
    - Payroll Records
    - Customer Records in Accounts Receivable
- **Individual Records**
  - Individual Phones/E-mails
  - Individual Groups
  - Individual Other Information
  - Pastoral Records
  - Visitation Records
  - Attendance Records
  - Event Registration Records (also a Parent)
    - *Soft Links*
      - Giving Unit Record
- **Pastoral Records**
- **Visitation Records**
- **Preaching Aids**
- **Media Ministry**

## ATTENDANCE

- **Attendance Records**
- **Visitor Records**
  - Visitor Phones/E-mails
  - Visitor Groups
  - Visitor Follow-up
  - Attendance Records
- **Attendance History Records**

## CONTRIBUTIONS

- **Giving Units Records**
  - Groups
  - Contribution Records
  - Estimates/Pledges
- **Contribution Records**
  - *Soft Links*
    - Memorial Gifts
    - Ledger Entries
- **Contribution History Records**
- **Estimate/Pledge Records**

## MEMORIAL GIFTS

- **Gift Designees**
  - Gifts Given
  - Gifts Used
- **Gifts Given**
- **Gifts Used**

## STATISTICS

- **Event Statistics**
- **Class Statistics**

## ACCOUNTING

### Accounts Payable

- **Vendor Records**
  - Invoices
  - Payments
  - Recurring Transactions
- **Purchase Orders**
- **Invoices**
- **Recurring Transactions**

### Accounts Receivable

- **Customer Records**
  - Invoices
  - Payments
  - Statements

### Ledger

- **Ledger Entries**
- **Bank Reconciliation**
- **Chart of Accounts**
- **Budgets**

### Payroll

- **Employee Information**
  - Payroll Records (also a Parent)
  - Pay Items
  - Pay Deductions
  - Sick/Vacation Time
- **Payroll Records**
  - Pay Items
  - Pay Deductions
  - *Soft Link*
    - Ledger Entries
- **Other Deductions**
- **Sick/Vacation Time**

## EVENT REGISTRATION

- **Event Records**
  - Activities
  - Registration Notices
- **Registration Records**
  - Contacts (if camp)
  - Other Information
  - Activities
  - Payments
  - Notices

## ROOMMATE FACILITIES MANAGER

- **Events**
  - Resources (also a Parent)
  - Rooms (also a Parent)
  - Contacts
  - Instances of Events
- **Resources**
  - Default Room Assignments
- **Rooms**
  - Configurations
- **Contacts**



# CDM+ Membership, Contributions, and Registration Database Layout

