

# MANUAL





# HOME PAGE

# Home Page

When you log into the ACMS system, you will land on the **Home Page**, which includes several key sections and settings.

1. Each time you access the system, a welcome message appears, often featuring a Bible verse or quote from church literature.

The screenshot shows the ACMS Home Page. The top navigation bar includes the ACMS logo, a home icon, and a help icon. The user's name 'Jane Huss' and the church name 'Bac Church One District 1 - BUCDC' are displayed in the top right. A large white box with a green border contains a 'Welcome!' message with a Bible quote: "Never allow anyone's ideas to unsettle your faith in regard to the order and harmony which should exist in the church. ... The God of heaven is a God of order, and He requires all His followers to have rules and regulations, and to preserve order"—5T 274.

Below the welcome message is the 'General Information' section, which is highlighted with a green border. It contains several cards:

- Members:** 26
- Member entries (Current year):** 0
- Transfers:** 0 (Pending Transfers In (waiting on our side) and Pending Transfers Out (waiting on our side))
- Whereabouts unknown:** 1 (Whereabouts unknown and Whereabouts unknown no longer locked)

The 'Balances' section follows, featuring five cards:

- Received Cash - GBP:** 128
- Santander:** 42,144
- Conference clearing account - BUCDC:** 530
- Accounts Payable - GBP:** 0
- Unidentified deposits:** 400

Below the balances are two charts: a 'Department Balances' bar chart showing data from 01/23 to 11/23, and an 'Advance' card showing 2 (-450) Total pending and 2 (-450) Pending 15+ days. A 'Balances' horizontal bar chart is also present.

2. Below you will find an overview of local members details.

This screenshot is identical to the one above, showing the ACMS Home Page with the welcome message and general information section highlighted with a green border.

3. You can also access treasury information, balance sheets, and summary information about the departments.

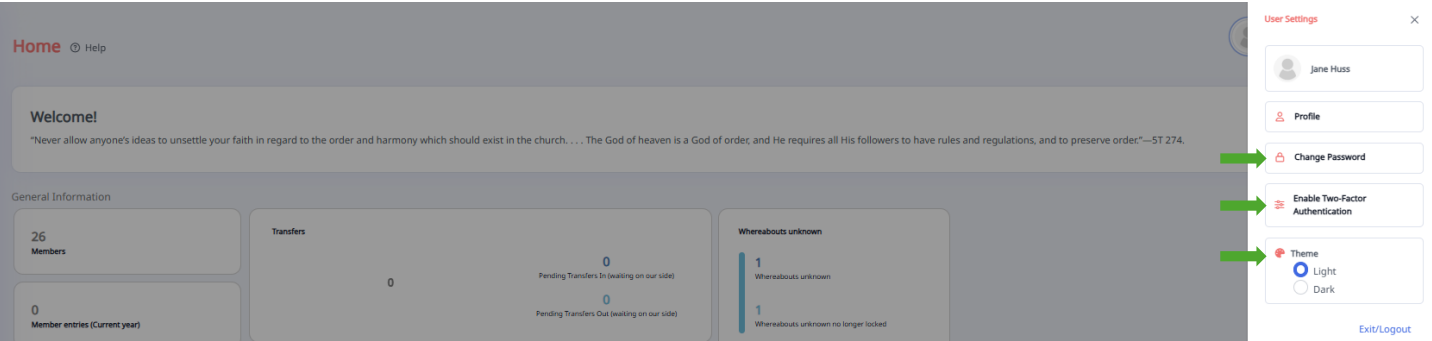
This screenshot is identical to the one above, showing the ACMS Home Page with the welcome message and general information section highlighted with a green border.

4. In the options around we have the profile.

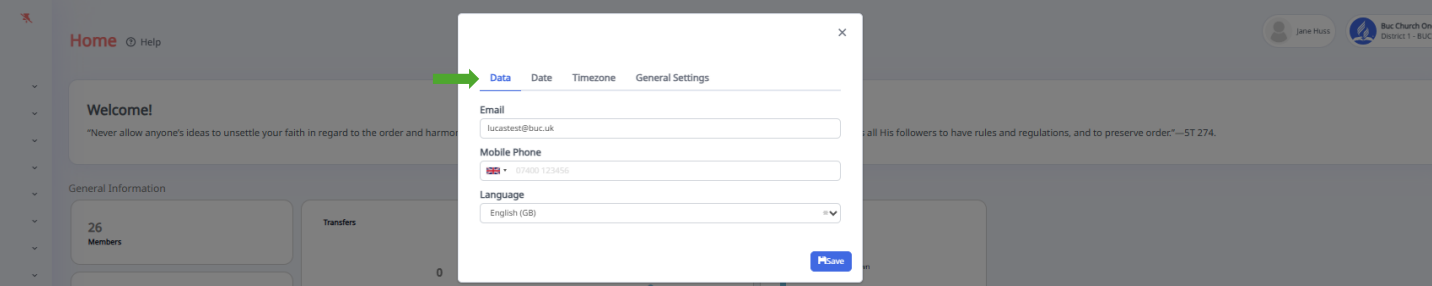


5. Clicking on the Profile menu allows your to:

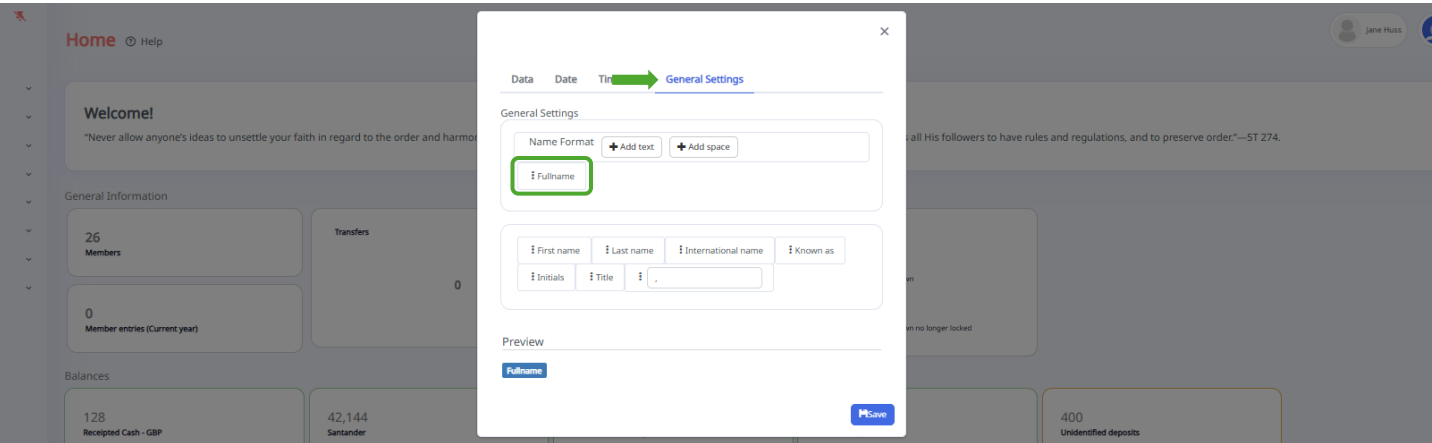
- \* **Enable Two-Factor Authentication** adds a layer of security to your account.
- \* Change the theme to either light or dark mode.
- \* **Change Password** if you need or want.



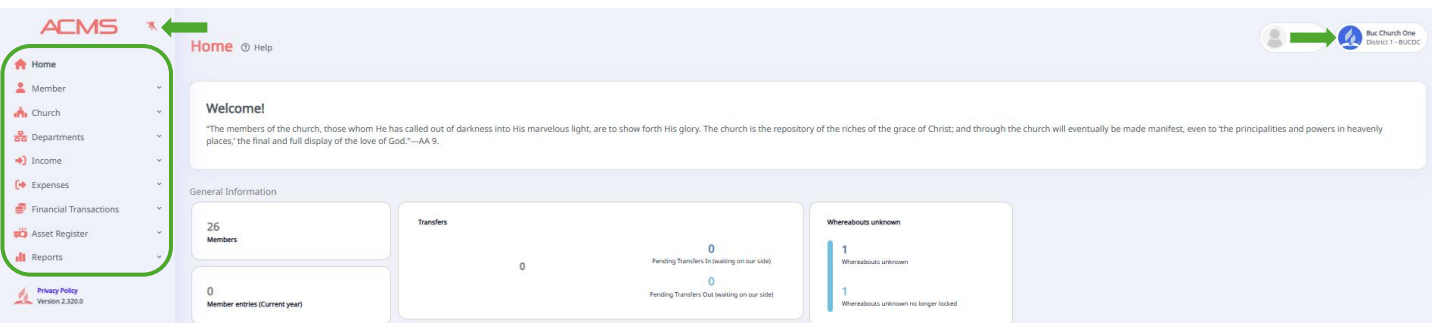
\* If you click the 'Data' tab under 'Profile' you can view and edit profile information such as email, mobile phone, language (make sure it's always set to **English GB**).



**IMPORTANT:** In the 'General Settings' ensure the **Fullname** option is selected. This is critical for proper member identification.



6. On the Home Page, you can view your church details, access menu options, and choose whether to pin or unpin the menu.





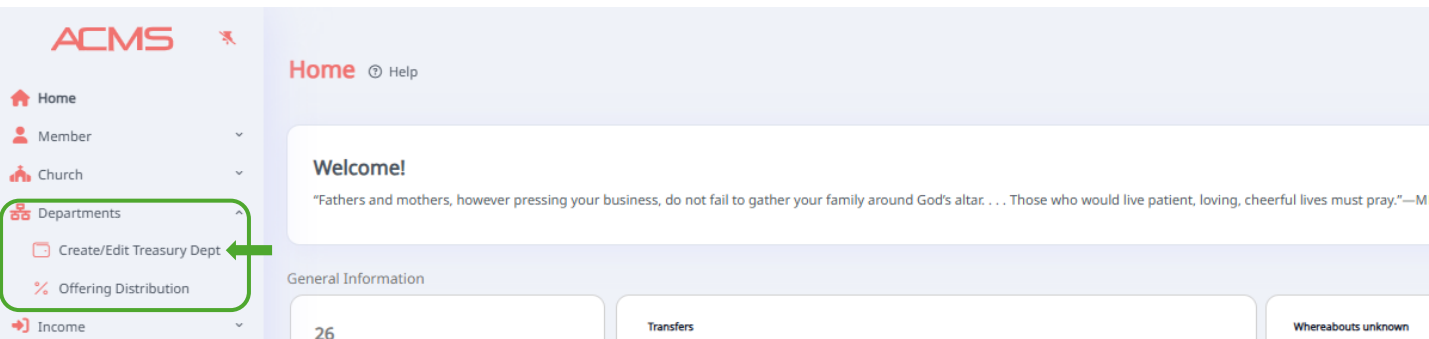
# DEPARTMENTS

Basic

# Create/Edit Treasury Departments

This section explains how to create departments, set up distribution, and manage the process between them.

Go to 'Departments', then click 'Create/Edit Treasury Dept'.



ACMS

Home Help

Welcome!

"Fathers and mothers, however pressing your business, do not fail to gather your family around God's altar. . . . Those who would live patient, loving, cheerful lives must pray."—M

General Information

26 Transfers Whereabouts unknown

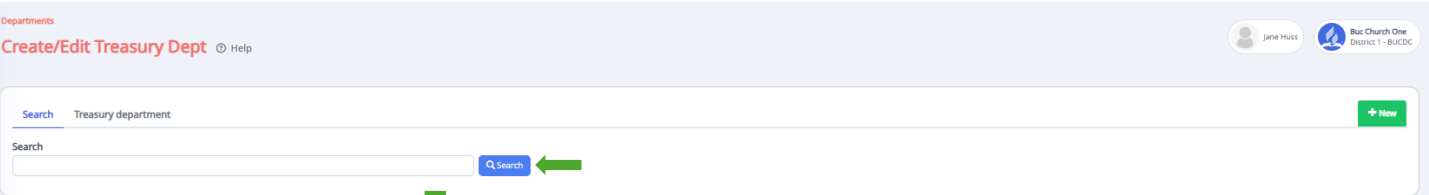
Departments

Create/Edit Treasury Dept

Offering Distribution

Income

Here, you can view all existing departments and create new ones by clicking 'Search'.



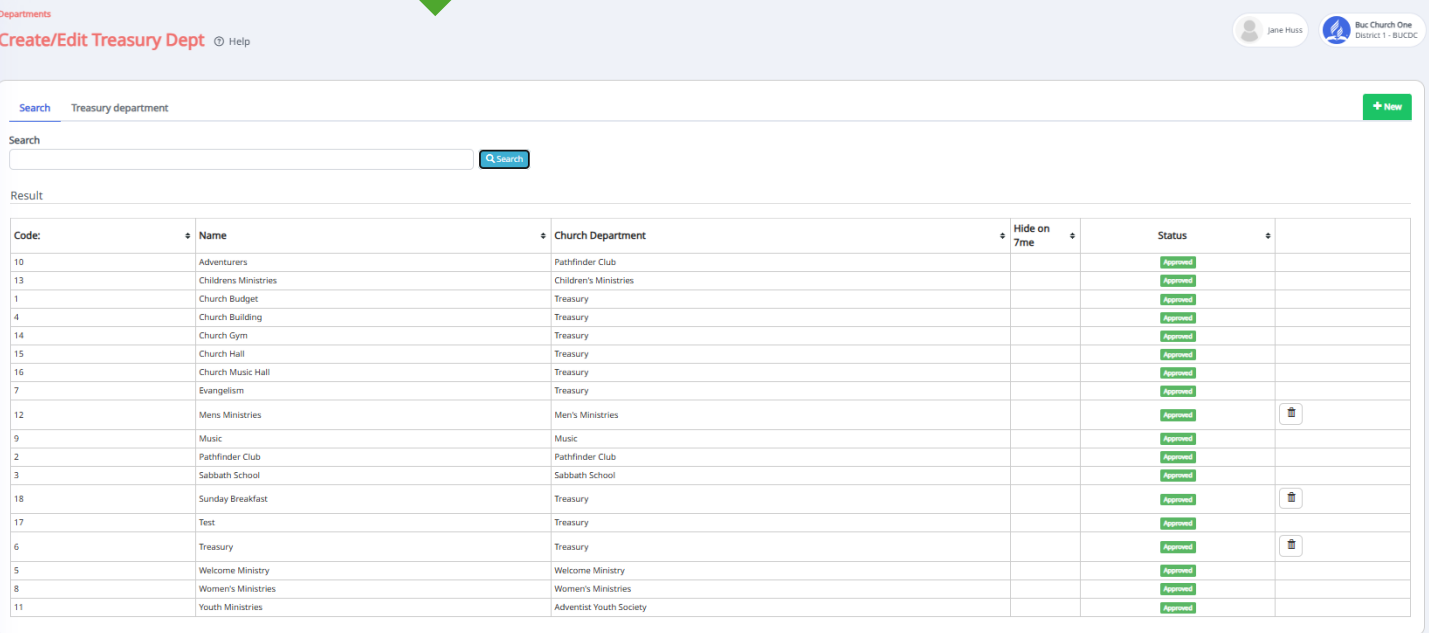
Departments

Create/Edit Treasury Dept Help

Jane Huss Buc Church One District 1 - BUCCDC

Search Treasury department

Search



Departments

Create/Edit Treasury Dept Help

Jane Huss Buc Church One District 1 - BUCCDC

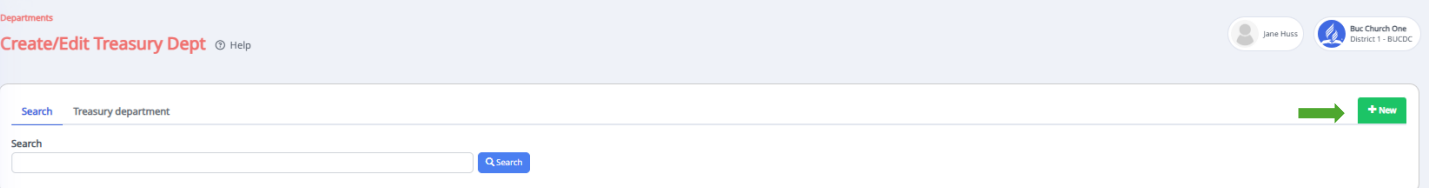
Search Treasury department

Search

Result

Code:	Name	Church Department	Hide on 7me	Status	
10	Adventurers	Pathfinder Club		Approved	
13	Childrens Ministries	Children's Ministries		Approved	
1	Church Budget	Treasury		Approved	
4	Church Building	Treasury		Approved	
14	Church Gym	Treasury		Approved	
15	Church Hall	Treasury		Approved	
16	Church Music Hall	Treasury		Approved	
7	Evangelism	Treasury		Approved	
12	Mens Ministries	Mens Ministries		Approved	
9	Music	Music		Approved	
2	Pathfinder Club	Pathfinder Club		Approved	
3	Sabbath School	Sabbath School		Approved	
18	Sunday Breakfast	Treasury		Approved	
17	Test	Treasury		Approved	
6	Treasury	Treasury		Approved	
5	Welcome Ministry	Welcome Ministry		Approved	
8	Women's Ministries	Women's Ministries		Approved	
11	Youth Ministries	Adventist Youth Society		Approved	

1. To create a new department, click '+New'.



Departments

Create/Edit Treasury Dept Help

Jane Huss Buc Church One District 1 - BUCCDC

Search Treasury department

Search

2. Select the 'Church Department' and the 'Name', and ALWAYS select 'Approved' to use this department right away.

- \*\* Church Department – Select from the available list of church departments.
- \*\* Name – You can use the one that ACMS automatically provides or choose another that best suits you.
- \*\* Approved – Must be selected to make the department active and available for use.
- \*\* Hide on 7me – Enable this option if members should not be able to donate to this department through the 7me app.
- \*\* Code – It will be automatically created by ACMS.

6. Once you are happy to proceed, you can 'Save' and you're able to use already.

Departments

Create/Edit Treasury Dept ⓘ Help

Jane Huss | Buc Church One District 1 - BUCCD

Search Treasury department + New

Code: 19 Church Department: ADRA Name: ADRA  Approved  Hide on 7me Save

- Select
- Administration
- ADRA**
- Adventist Community Services
- Adventist Discovery Centre
- Adventist Youth Society
- Adventurer Club
- Audio Visual
- Children's Ministries
- Choir
- Communication
- Community Services
- Construction
- Deaconess
- Deacons
- Education
- Elders
- Evangelism
- Family Ministries
- Health Ministries

\*\* If you need to 'Delete' a department and create it again, return to 'Search' , select the department and select the 'Delete' option.

Departments

Create/Edit Treasury Dept ⓘ Help

Jane Huss | Buc Church One District 1 - BUCCD

Search Treasury department + New

Search  Search

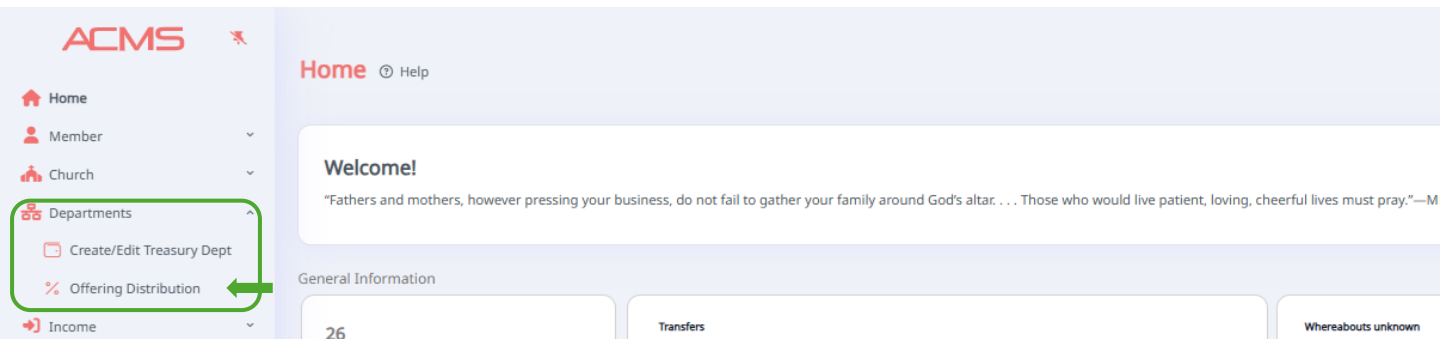
Result

Code	Name	Church Department	Hide on 7me	Status
19	ADRA	ADRA		Approved <span style="float: right;">Delete</span>
10	Adventurers	Pathfinder Club		Approved
13	Childrens Ministries	Children's Ministries		Approved
1	Church Budget	Treasury		Approved
4	Church Building	Treasury		Approved
14	Church Form	Treasury		Approved

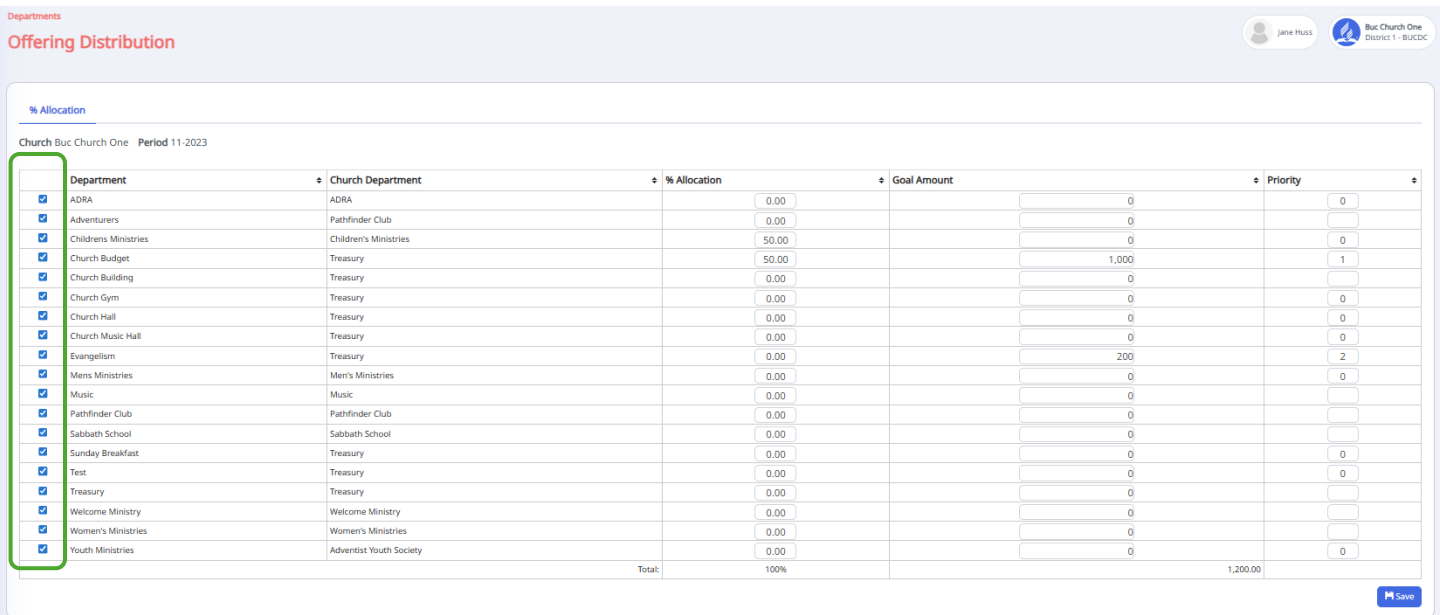
# Offering Distribution

This section we'll learn how the offering distribution works.

Go to 'Departments' and click 'Offering Distribution'.



Here you can see all the departments already created and inactivate/activate them, when click the 'Check box'.



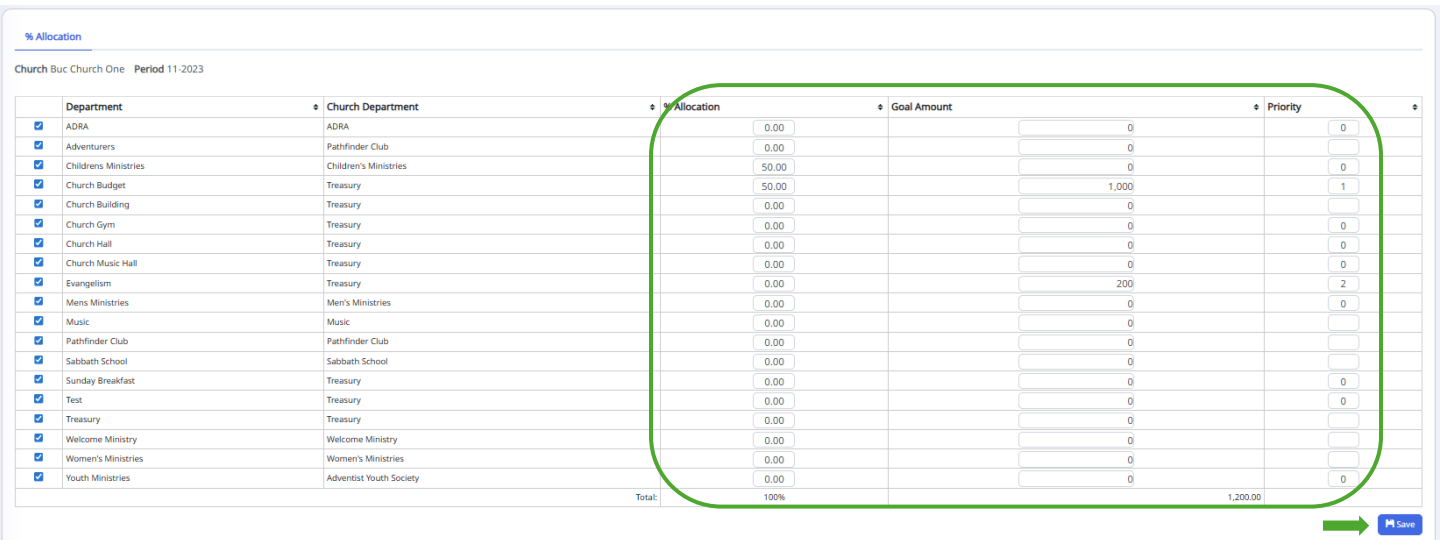
**IMPORTANT!**

If you choose use these three (Allocation, Goal Amount, Priority) ACMS will follow this order: 1. Priority, 2. Goal amount, 3. Allocation

\*\*We only use 'Goal Amount' and 'Priority' together.  
\*\* You can use just 'Allocation' if you wish.

'Offering Distribution' can be used to assign percentages, goal amounts, and priorities to different departments for offering allocation.

- \*\* Allocation – The percentage of offerings that are to be given to each department.
- \*\* Goal Amount – The target amount for the department.
- \*\* Priority – Assign the order of distribution (1 = the highest priority)



1. Once you are happy to proceed, you can 'Save' and you're able to use already.



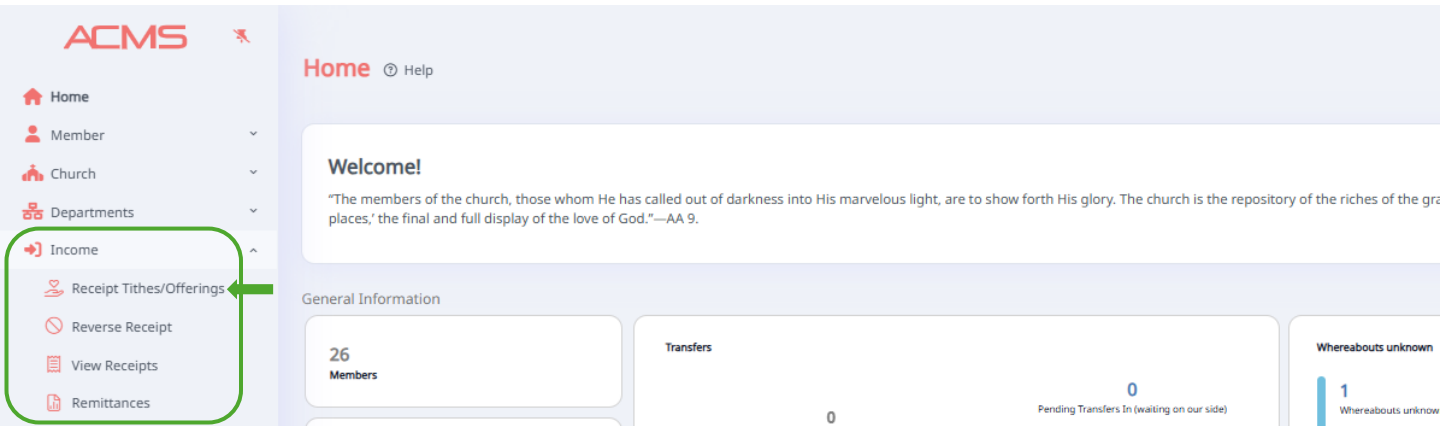
# INCOME

Basic

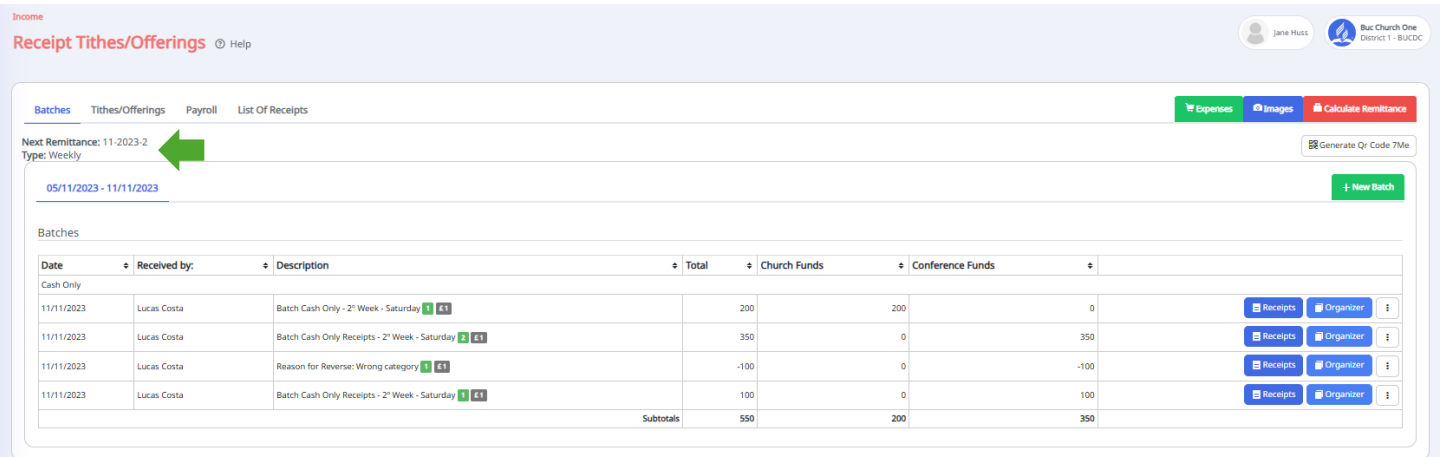
# Receipt Tithes/Offerings

This section explains how to create batches for tithes and offerings.

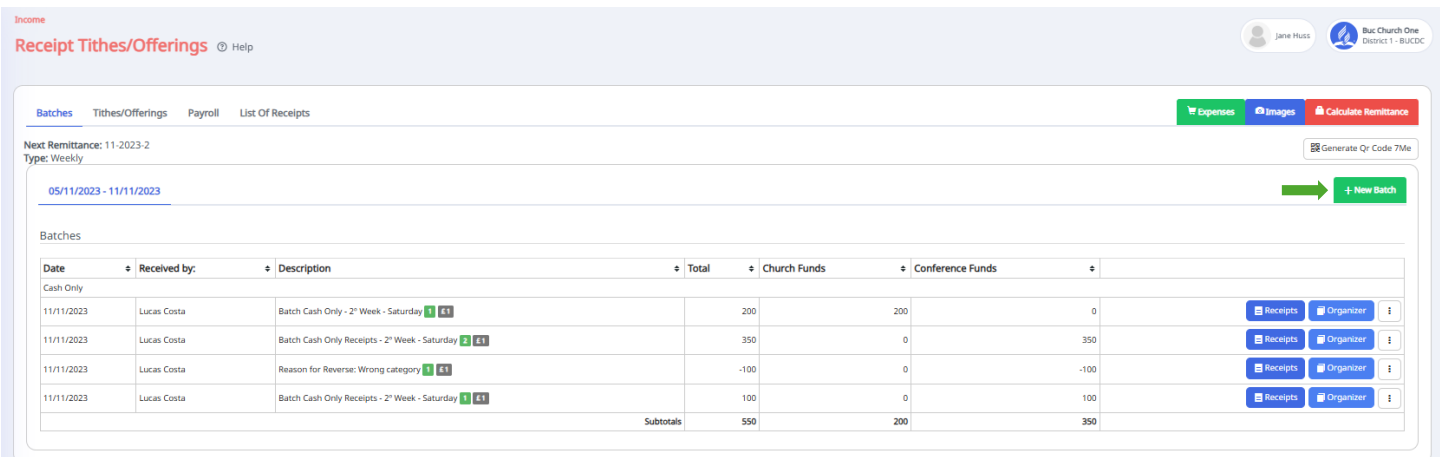
Go to 'Income' and click 'Receipt Tithes/Offerings'



This page allows you to view existing batches, create new ones, and access remittance details, including batch type (weekly or monthly).



1. To create a new batch, click '+New Batch'

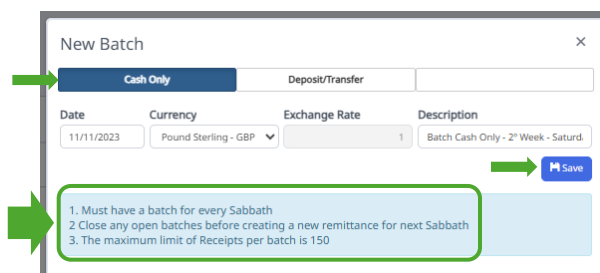


2. A new window will open, and you can select one of the two batch types;

\* **Cash Only** – this option is for offerings collected in person at church.

\* **Deposit/Transfer** – this option is for funds are for funds received via bank transfer into the church account.

The system automatically sets the date, currency, and description, but you may change them if required.



**IMPORTANT!**

You can create batches for any date, but there must be at least ONE batch for each Saturday of the week.

3. Choose your preferred batch type, click 'Save', and the batch will be created.

\* In the 'Cash Only' example, the batch will display the date, user, description, total amount, church funds, and conference funds.

Income  
Receipt Tithes/Offerings © Help

Success! Success!

Batches Tithes/Offerings Payroll List Of Receipts

Next Remittance: 11-2023-2  
Type: Weekly

05/11/2023 - 11/11/2023

Batches

Date	Received by:	Description	Total	Church Funds	Conference Funds
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	0		
11/11/2023	Lucas Costa	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	200	200	0
11/11/2023	Lucas Costa	Batch Cash Only Receipts - 2 <sup>nd</sup> Week - Saturday	350	0	350

4. Click 'Capture' to proceed.

\*You will be presented with fields that need to be filled in.

Batches Tithes/Offerings Payroll List Of Receipts

Batch Cash Only - 2<sup>nd</sup> Week - Saturday - 11/11/2023

Giver  Loose Offering  Not Yet a Member/Anonymous

Email Optional

Category Hit enter to save Tithes/Offering

Amount 0 Notes

Receipt Total: 0  
Batch Total: 0

Save Line Save Receipt

Tithes/Offerings

\* Check Box:

*Loose Offering* – for general, unassigned contributions. This option is already set up for convenience.

*Not Yet a Member/Anonymous* – when the donor's name or details are not available.

Batches Tithes/Offerings Payroll List Of Receipts

Batch Cash Only - 2<sup>nd</sup> Week - Saturday - 11/11/2023

Giver  Loose Offering  Not Yet a Member/Anonymous

Email Optional

Category Hit enter to save Tithes/Offering

Amount 0 Notes

Receipt Total: 0  
Batch Total: 0

Save Line Save Receipt

Tithes/Offerings

\* **Loose Offering** – This option is preconfigured and ready to use whenever needed.

Select it and press 'Enter'. The 'Giver' and 'Category' fields will be filled automatically (you can modify them if necessary).

Enter the 'Amount', then click 'Save Line' and 'Save Receipt' to confirm.

\*\* You can edit or delete an entry at any time if corrections are needed.

\*\* Use the 'Notes' field to add clarifications when necessary.

\*\*A maximum of 150 entries can be added per batch.

Income  
Receipt Tithes/Offerings © Help

Batches Tithes/Offerings Payroll List Of Receipts

Batch Cash Only - 2<sup>nd</sup> Week - Saturday - 11/11/2023

Giver  Loose Offering  Not Yet a Member/Anonymous

Email Optional

Category Hit enter to save Tithes/Offering

24 - Loose Offering

Amount 0 Notes

Receipt Total: 100  
Batch Total: 0

Save Line Save Receipt

Tithes/Offerings

Batches **Tithes/Offerings** Payroll List Of Receipts Expenses Images Calculate Remittance

Batch Cash Only - 2<sup>nd</sup> Week - Saturday - 11/11/2023 + Categories

Giver  Loose Offering  Not Yet a Member/Anonymous

Email Optional

Category  Hit enter to save Tithe/Offering

Amount  Notes

Receipt Total: 0 Batch Total: 100 Save Line Save Receipt

Tithes/Offerings

Item #	Name	Amount	Saved
1	Loose Offering	100	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Total		100	

**\* Not Yet a Member/Anonymous** – Use this option when the donor’s name or details are unknown. Select and just click ‘Enter’ on your keyboard. The ‘Giver’ field will be automatically filled (you can edit if necessary), choose the ‘Category’ and enter the ‘Amount’.

Enter the **Amount**, then click ‘Save Line’ and ‘Save Receipt’ to confirm.

- \*\* You can **edit** or **delete** an entry at any time if corrections are needed.
- \*\* Use the ‘Notes’ field to add clarifications when necessary.
- \*\* A maximum of **150 entries** can be added per batch.

Income Receipt Tithes/Offerings Help Jane Huss Buc Church One District 1 - BUCDC

Batches **Tithes/Offerings** Payroll List Of Receipts Expenses Images Calculate Remittance

Batch Cash Only - 2<sup>nd</sup> Week - Saturday - 11/11/2023 + Categories

Giver  Loose Offering  Not Yet a Member/Anonymous

Email Optional

Category  Hit enter to save Tithe/Offering

Amount  Notes

Receipt Total: 200 Batch Total: 100 Save Line Save Receipt

Tithes/Offerings

Item #	Name	Amount	Saved
1	Loose Offering	100	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Total		100	

Income Receipt Tithes/Offerings Help Jane Huss Buc Church One District 1 - BUCDC

Batches **Tithes/Offerings** Payroll List Of Receipts Expenses Images Calculate Remittance

Batch Cash Only - 2<sup>nd</sup> Week - Saturday - 11/11/2023 + Categories

Giver  Loose Offering  Not Yet a Member/Anonymous

Email Optional

Category  Hit enter to save Tithe/Offering

Amount  Notes

Receipt Total: 0 Batch Total: 300 Save Line Save Receipt

Tithes/Offerings

Item #	Name	Amount	Saved
2	Not Yet a Member/Anonymous	200	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1	Loose Offering	100	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Total		300	

**\* Member** – You can type the member code or the member's name.

Select and just click 'Enter' on your keyboard, the 'Email' will be automatically setup (is the member use the 7me app or was setup by the clerk), choose the 'Category' and the 'Amount' (you can select more then one categories).

Enter the **Amount**, then click 'Save Line' and 'Save Receipt' to confirm.

\*\* You can **edit** or **delete** an entry at any time if corrections are needed.

\*\* Use the 'Notes' field to add clarifications when necessary.

\*\* A maximum of **150 entries** can be added per batch.

Income

## Receipt Tithes/Offerings

Jane Huss Buc Church One District 1 - BUCDC

Batches Tithes/Offerings Payroll List Of Receipts

Batch Cash Only - 2<sup>nd</sup> Week - Saturday - 11/11/2023

Giver  Loose Offering  Not Yet a Member/Anonymous

Giver: ja

Jason Smith  
James Peters  
Smith Jason  
Jane Huss

Hit enter to save Tithes/Offering

Categories

Item: 3.

Category	Amount
	0

Income

## Receipt Tithes/Offerings

Jane Huss Buc Church One District 1 - BUCDC

Batches Tithes/Offerings Payroll List Of Receipts

Batch Cash Only - 2<sup>nd</sup> Week - Saturday - 11/11/2023

Giver  Loose Offering  Not Yet a Member/Anonymous

Giver: Jane Huss

Email Optional: lucastest@buc.uk

Category: Hit enter to save Tithes/Offering

Amount: 0

Notes:

Receipt Total: 320  
Batch Total: 300

Categories

Item: 3.

Category	Amount
1 - Tithe	250
19 - Combined Offering	70
<b>Total</b>	<b>320</b>

Save Line Save Receipt

Income

## Receipt Tithes/Offerings

Jane Huss Buc Church One District 1 - BUCDC

Batches Tithes/Offerings Payroll List Of Receipts

Batch Cash Only - 2<sup>nd</sup> Week - Saturday - 11/11/2023

Giver  Loose Offering  Not Yet a Member/Anonymous

Email Optional

Category: Hit enter to save Tithes/Offering

Amount: 0

Notes:

Receipt Total: 0  
Batch Total: 620

Categories

Item: 4.

Category	Amount
	0

Tithes/Offerings

Item	Name	Amount	Saved
3	Jane Huss	320	<input checked="" type="checkbox"/>
2	Not Yet a Member/Anonymous	200	<input checked="" type="checkbox"/>
1	Loose Offering	100	<input checked="" type="checkbox"/>
<b>Total</b>		<b>620</b>	

Save Line Save Receipt

\*\* Each time you choose the '55 Category', ACMS will automatically create a new field where you must select the church department to which this offering will be allocated.

\*\* Only departments that have been activated will appear in the list. (If you need to use a different department or create a new one, go to the **DEPARMENTS** section).

Income

## Receipt Tithes/Offerings

Jane Huss Buc Church One District 1 - BUCDC

Batches Tithes/Offerings Payroll List Of Receipts

Batch Cash Only - 2<sup>nd</sup> Week - Saturday - 11/11/2023

Giver  Loose Offering  Not Yet a Member/Anonymous

Giver: Justin Welby

Email Optional

Category: Hit enter to save Tithes/Offering

Amount: 0

Notes:

Receipt Total: 0  
Batch Total: 620

Categories

Item: 4.

Category	Amount
	0

55 - Department Offering

Department

08 - Women's Ministries  
09 - Music  
10 - Adventurers  
02 - Pathfinder Club  
03 - Sabbath School  
04 - Church Building  
05 - Welcome Ministry

Tithes/Offerings

Item	Name	Amount	Saved

Save Line Save Receipt

5. Once that you finished the entries, click 'Batches' to proceed (Or Menu **Income** → **Receipt Tithes/Offerings**).

Income **Receipt Tithes/Offerings** Help

Batches ← Offerings Payroll List Of Receipts

Expenses Images Calculate Remittance

Batch Cash Only - 2<sup>nd</sup> Week - Saturday - 11/11/2023

Giver  Loose Offering  Not Yet a Member/Anonymous

Item: 4

Email Optional

Category Amount 0

\* Click 'Capture' to add more entries or click 'Close' if all details are correct and the total amount matches.

Income **Receipt Tithes/Offerings** Help

Batches Tithes/Offerings Payroll List Of Receipts

Expenses Images Calculate Remittance

Next Remittance: 11-2023-2  
Type: Weekly

Generate Qr Code 7Me

05/11/2023 - 11/11/2023

+ New Batch

Date	Received by:	Description	Total	Church Funds	Conference Funds
Cash Only					
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	680		
11/11/2023	Lucas Costa	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	200	200	0

Capture Close Receipts Organizer

\*\* Next to 'Close' you will find 'More Options', here you can;

\* View a PDF 'Checklist' of the actions you have completed

\* 'Edit' details within the open batch if necessary.

Income **Receipt Tithes/Offerings** Help

Batches Tithes/Offerings Payroll List Of Receipts

Expenses Images Calculate Remittance

Next Remittance: 11-2023-2  
Type: Weekly

Generate Qr Code 7Me

05/11/2023 - 11/11/2023

+ New Batch

Date	Received by:	Description	Total	Church Funds	Conference Funds
Cash Only					
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	680		
11/11/2023	Lucas Costa	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	200	200	0

Checklist Edit Record EFT/Deposit/Mobile Capture Close Receipts Organizer

Income **Receipt Tithes/Offerings** Help

Batches Tithes/Offerings Payroll List Of Receipts

Expenses Images Calculate Remittance

Next Remittance: 11-2023-2  
Type: Weekly

05/11/2023 - 11/11/2023

+ New Batch

ACMS Tithes/Offerings Batch: 11/11/2023 - POUND STERLING - GBP

Item	Giver	Category	Department/Project	Amount
1	-	24 - Loose Offering		100
2	-	1 - Tithe		200
3	25.552.103 Jane Huss	19 - Combined Offering		70
				<b>320</b>
4	12.374.180 Justin Welby	55 - Department Offering	Music	60
Batch total				<b>680</b>



**Buc Demo Conference**  
**Buc Church One**

**Tithes/Offerings**  
Batch : 11/11/2023 - POUND STERLING - GBP

Item	Giver	Category	Department/Project	Amount
1	-	24 - Loose Offering		100
2	-	1 - Tithe		200
3	25.552.103 Jane Huss	19 - Combined Offering		70
				<b>320</b>
4	12.374.180 Justin Welby	55 - Department Offering	Music	60
Batch total				<b>680</b>

6. Once you are happy to proceed, you can 'Close' the batch.  
 \*\* ACMS will ask you if want proceed and close batch, click 'OK'.

www.acmsnet.org says  
Close batch?  
OK Cancel

Date	Received by:	Description	Total	Church Funds	Conference Funds
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	680		
11/11/2023	Lucas Costa	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	200	200	0

\*\* Once closed, different options will show up.

**IMPORTANT!**  
 Once closed, it cannot be changed.  
 If you need to make changes, please visit the REVERSE RECEIPT section.

Success! Success!

Date	Received by:	Description	Total	Church Funds	Conference Funds
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	680	162	518
11/11/2023	Lucas Costa	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	200	200	0

\*\* The 'Receipts' sections allows you to see a PDF of all entries that you have made.

Loose Offering Receipt  
 Church: 1 - Buc Church One  
 24 Loose Offering 100  
 Total £ 100

**Loose Offering**

Tithe: £ \_\_\_\_\_

Offerings: £ \_\_\_\_\_

+ Other: \_\_\_\_\_

£ \_\_\_\_\_

+ Other: \_\_\_\_\_

£ \_\_\_\_\_

+ Other: \_\_\_\_\_

£ \_\_\_\_\_

Date: / / \_\_\_\_\_

Total Amount: £ \_\_\_\_\_

Signature: \_\_\_\_\_

**Delivery Receipt**  
 Church: 1 - Buc Church One

**Receipt**

Loose Offering

Church: 1 - Buc Church One

24 Loose Offering 100

Total £ 100

**7me App is in the App Stores**

Scan this QR Code to check if this receipt is Authentic.

**DEMO**

Business ID: 11/11/2023  
 Date: 11/11/2023  
 Receipt: BUC-ONE - 102  
 Prepared by: Jane Huss

Buc Demo Conference  
 123 Main St LONDON E999999

\*\* Next to 'Organizer' we have 'More Options', here you can see same PDF 'Checklist' of what you have done, and you can now see the distribution once the batch is closed on 'Transactions Report'.

Income  
Receipt Tithes/Offerings Help

Batches Tithes/Offerings Payroll List Of Receipts

Next Remittance: 11-2023-2  
Type: Weekly

05/11/2023 - 11/11/2023

Batches

Date	Received by:	Description	Total	Church Funds	Conference Funds
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>o</sup> Week - Saturday	680		518

Expenses Images Calculate Remittance

Generate Qr Code 7Me

Insert/Edit Document  
Checklist  
Display Donations  
Transactions Report  
Record EFT/Deposit/Mobile  
Receipts Organizer

Income  
Receipt Tithes/Offerings Help

Batches Tithes/Offerings Payroll List Of Receipts

Next Remittance: 11-2023-2  
Type: Weekly

05/11/2023 - 11/11/2023

Batches

Date	Received by:	Description	Total	Church Funds	Conference Funds
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>o</sup> Week - Saturday	680		518

Expenses Images Calculate Remittance

Generate Qr Code 7Me

New Batch

Financial Transaction

Buc Demo Conference

Bank Account	Period	Date	Description	Amount
<b>Batch: 11/11/2023 - 5 - Batch Cash Only - 2<sup>o</sup> Week - Saturday</b>				
Received Cash - G	11-2023	11/11/2023	Total Tithes/offerings From Batch Date 11/11/2023	680
Conference clearing	11-2023	11/11/2023	Rem. 11/11/2023	-518
Total				162

\*\* This report displays the selected 'Description' and the details of the distribution (Batch: 11/11/2023 - 5 - Batch Cash Only - 2<sup>o</sup> Week - Saturday).  
**£680 Received Cash** – The total amount that was entered.  
**£518 Conference clearing account** – The total amount that belongs to the conference.  
**£162 Total** – The difference between them, belongs to the church.



### Financial Transaction



**Buc Demo Conference**  
Buc Church One

Bank Account	Period	Date	Description	Amount
<b>Batch: 11/11/2023 - 5 - Batch Cash Only - 2<sup>o</sup> Week - Saturday</b>				
Received Cash - G	11-2023	11/11/2023	Total Tithes/offerings From Batch Date 11/11/2023	680
Conference clearing	11-2023	11/11/2023	Rem. 11/11/2023	-518
Total				162

### 7. \* Deposit/Transfer

New Batch

Cash Only  Deposit/Transfer

Date: 11/11/2023 Currency: Pound Sterling - GBP Exchange Rate: 1 Description: Batch Deposit/Transfer - 2<sup>o</sup> Week -

Save

1. Must have a batch for every Sabbath  
 2. Close any open batches before creating a new remittance for next Sabbath  
 3. The maximum limit of Receipts per batch is 150

**IMPORTANT!**

You can open batches in any date, BUT you must ALWAYS have ONE on each Saturday of the week.

Select the 'Deposit/Transfer' option and click 'Save' to create a new batch.

\* Once the batch has been created you can view details such as the date, who is typing, description, total, church funds, conference funds.  
 \*\* NOTE: Deposit/Transfer funds are kept separate from the 'Cash Only' batches.

Income  
Receipt Tithes/Offerings Help

Success! Success!

Batches Tithes/Offerings Payroll List Of Receipts

Next Remittance: 11-2023-2  
Type: Weekly

05/11/2023 - 11/11/2023

Batches

Date	Received by:	Description	Total	Church Funds	Conference Funds
11/11/2023	Jane Huss	Batch Deposit/Transfer - 2 <sup>o</sup> Week - Saturday	0		
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>o</sup> Week - Saturday	680		518

Expenses Images Calculate Remittance

Generate Qr Code 7Me

New Batch

Capture Close

Receipts Organizer

8. Click 'Capture' to proceed.

\* You'll see some spaces to fill up.

Income Jane Huss

Receipt Tithes/Offerings Help

Batches Tithes/Offerings Payroll List Of Receipts Expenses Images Calculate Remittance

Batch Deposit/Transfer - 2<sup>nd</sup> Week - Saturday - 11/11/2023 + Categories

Giver  Loose Offering  Not Yet a Member/Anonymous Item: 1.

Email Optional  Category

Link this receipt to an amount already recorded/imported as Unidentified Deposit

Bank Account	Date	Description
Santander	11/11/2023	

Category  Hit enter to save Tithes/Offering

Amount  Notes

Receipt Total: 0  
Batch Total: 0 Save Line Save Receipt

\* **Check Box:**  
(same as 'Cash Only')

*Loose Offering* – for general, unassigned contributions. This option is already set up for convenience.  
*Not Yet a Member/Anonymous* – when the donor's name or details are not available.

\* **Member** – Select this option and press **Enter** on your keyboard. The member's email will be automatically populated (if set up in 7me or by the clerk). Choose the **Category** and enter the **Amount**. You can select more than one category if necessary.

\* **Not Yet a Member/Anonymous** – Select and just click 'Enter' on your keyboard, the 'Giver' field will be filled automatically (you may update it if needed). Choose the **Category** and enter the **Amount**.

\* **In the Blue Section** provide the following details - 'The **Church Bank Account**' where the donation was received, the **'Date'** of the transaction and a **'Description'** to make the donation easily identifiable.

Enter the **Amount**, then click 'Save Line' and 'Save Receipt' to confirm.

\*\* You can **edit** or **delete** an entry at any time if corrections are needed.

\*\* Use the **'Notes'** field to add clarifications when necessary.

\*\*A maximum of **150 entries** can be added per batch.

Income Jane Huss

Receipt Tithes/Offerings Help

Batches Tithes/Offerings Payroll List Of Receipts Expenses Images Calculate Remittance

Batch Deposit/Transfer - 2<sup>nd</sup> Week - Saturday - 11/11/2023 + Categories

Giver  Loose Offering  Not Yet a Member/Anonymous Item: 1.

Email Optional  Category

Link this receipt to an amount already recorded/imported as Unidentified Deposit

Bank Account	Date	Description
Santander	11/11/2023	

Category  Hit enter to save Tithes/Offering

Amount  Notes

Receipt Total: 0  
Batch Total: 0 Save Line Save Receipt

Income Jane Huss

Receipt Tithes/Offerings Help

Batches Tithes/Offerings Payroll List Of Receipts Expenses Images Calculate Remittance

Batch Deposit/Transfer - 2<sup>nd</sup> Week - Saturday - 11/11/2023 + Categories

Giver  Loose Offering  Not Yet a Member/Anonymous Item: 2.

Email Optional  Category

Link this receipt to an amount already recorded/imported as Unidentified Deposit

Bank Account	Date	Description
Santander	11/11/2023	

Category  Hit enter to save Tithes/Offering

Amount  Notes

Receipt Total: 0  
Batch Total: 500 Save Line Save Receipt

Item	Name	Bank Account	Amount	Saved
1	Lucas Cota	Santander	500	

9. Once that you finished the entries, click 'Batches' to proceed (Or Menu Income → Receipt Tithes/Offerings).

Income Receipt Tithes/Offerings Help

Batches Offerings Payroll List Of Receipts

Expenses Images Calculate Remittance

Batch Deposit/Transfer - 2<sup>nd</sup> Week - Saturday - 11/11/2023

Giver  Loose Offering  Not Yet a Member/Anonymous

Item: 2

Category  Amount

Small Optional

\* You can click 'Capture' if you need to enter anything else, and you can click 'Close' if everything is ok (total value matches).

Income Receipt Tithes/Offerings Help

Batches Tithes/Offerings Payroll List Of Receipts

Expenses Images Calculate Remittance

Next Remittance: 11-2023-2 Type: Weekly

Generate Qr Code 7Me

05/11/2023 - 11/11/2023

+ New Batch

Batches

Date	Received by:	Description	Total	Church Funds	Conference Funds
11/11/2023	Jane Huss	Batch Deposit/Transfer - 2 <sup>nd</sup> Week - Saturday	500		
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	680	162	518

Capture Close

\*\* Next to 'Close' you'll find the 'More Options' menu where you download a PDF 'Checklist' of all the actions completed and you can also 'Edit' something on the open batch if needed.

Income Receipt Tithes/Offerings Help

Batches Tithes/Offerings Payroll List Of Receipts

Expenses Images Calculate Remittance

Next Remittance: 11-2023-2 Type: Weekly

Generate Qr Code 7Me

05/11/2023 - 11/11/2023

+ New Batch

Batches

Date	Received by:	Description	Total	Church Funds	Conference Funds
11/11/2023	Jane Huss	Batch Deposit/Transfer - 2 <sup>nd</sup> Week - Saturday	500		
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	680	162	518

Capture Close Checklist Edit

Income Receipt Tithes/Offerings Help

Batches Tithes/Offerings Payroll List Of Receipts

Expenses Images Calculate Remittance

Next Remittance: 11-2023-2 Type: Weekly

Generate Qr Code 7Me

05/11/2023 - 11/11/2023

Batches

ACMS Tithes/Offerings

Batch: 11/11/2023 - POUND STERLING - GBP

Item	Giver	Category	Department/Project	Amount
1	Lucas Cota	1 - Tithe		500
Batch total				500



Buc Demo Conference  
Buc Church One

Tithes/Offerings  
Batch : 11/11/2023 - POUND STERLING - GBP

Item	Giver	Category	Department/Project	Amount
1	Lucas Cota	1 - Tithe		500
Batch total				500

10. If you're happy to proceed, you can 'Close' the batch.  
 \*\* ACMS will ask you if want proceed and close batch, click 'OK'.

www.acmsnet.org says  
Close batch?

OK Cancel

Date	Received by:	Description	Total	Church Funds	Conference Funds
Deposit/Transfer					
11/11/2023	Jane Huss	Batch Deposit/Transfer - 2 <sup>nd</sup> Week - Saturday	500		
Cash Only					
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	680	162	518

\*\* Once closed, different options will show up.

**IMPORTANT!**  
 Once closed, it cannot be changed.  
 If you need to make changes, please visit the  
**REVERSE RECEIPT** section.

Success! Success!

Receipts Organizer

\*\* On 'Receipts' you can see a PDF of all entries that you have made.

Lucas Cota

Church: 1 - Buc Church One

1 Tithe 500

Total £ 500

7me App is in the App Stores

21344642 F02-88C



**Delivery Receipt**  
 Church: 1 - Buc Church One

Lucas Cota

Tithe: £ \_\_\_\_\_

Offerings: £ \_\_\_\_\_

+ Other: \_\_\_\_\_

+ Other: \_\_\_\_\_

+ Other: \_\_\_\_\_

+ Other: \_\_\_\_\_

Date: / /

Total Amount: £ \_\_\_\_\_

Signature: \_\_\_\_\_

**Receipt**

Lucas Cota

Church: 1 - Buc Church One

1 Tithe 500

Total £ 500

7me App is in the App Stores

21344642 F02-88C

Business ID: BUC-ONE-106  
 Date: 11/11/2023  
 Receipt: BUC-ONE-106  
 Prepared by: Jane Huss

Buc Demo Conference  
 123 Main St. LONDON E999999

\*\* Next to 'Organizer' we have 'More Options', here you can see same PDF 'Checklist' of what you have done, and you can now see the distribution once the batch is closed on 'Transactions Report'.

Income Receipt Tithes/Offerings Help

Batches Tithes/Offerings Payroll List Of Receipts

Next Remittance: 11-2023-2 Type: Weekly

05/11/2023 - 11/11/2023

Date	Received by:	Description	Total	Church Funds	Conference Funds
11/11/2023	Jane Huss	Batch Deposit/Transfer - 2 <sup>o</sup> Week - Saturday	500	0	500

Expenses Images Calculate Remittance

Generate Qr Code 7Me

More Batch

- Insert/Edit Document
- Checklist
- Display Donations
- Transactions Report

Receipts Organizer

Income Receipt Tithes/Offerings Help

Batches Tithes/Offerings Payroll List Of Receipts

Next Remittance: 11-2023-2 Type: Weekly

05/11/2023 - 11/11/2023

Date	Received by:	Description	Total	Church Funds	Conference Funds
11/11/2023	Jane Huss	Batch O			

Expenses Images Calculate Remittance

Generate Qr Code 7Me

New Batch

Financial Transaction

Buc Demo Conference

Buc Church One

Bank Account	Period	Date	Description	Amount
<b>Batch: 11/11/2023 - 6 - Batch Deposit/Transfer - 2<sup>o</sup> Week - Saturday</b>				
Santander	11-2023	11/11/2023	Lucas Cota	500
Conference clearing	11-2023	11/11/2023	Shipment Value From Deposit Donation 11/11/2023	-500
Total				0

Receipts Organizer

\*\* This report displays the selected 'Description' and details of the distribution (**Batch: 11/11/2023 - 6 - Batch Deposit/Transfer - 2<sup>o</sup> Week - Saturday**).

**£500 Santander** – The total amount that was entered (need to match with the bank).

**£500 Conference clearing account** – The total amount allocated to the conference.

**£0 Total** – The difference between them, belongs to the church.

**\*\*Please note that worship was processed as tithe, the entire amount goes to the conference, leaving no so there will be no allocation for the local treasury.**



### Financial Transaction



### Buc Demo Conference

Buc Church One

Bank Account	Period	Date	Description	Amount
<b>Batch: 11/11/2023 - 6 - Batch Deposit/Transfer - 2<sup>o</sup> Week - Saturday</b>				
Santander	11-2023	11/11/2023	Lucas Cota	500
Conference clearing	11-2023	11/11/2023	Shipment Value From Deposit Donation 11/11/2023	-500
Total				0

# Calculate Remittance

Now that you know the process, we're going to 'Calculate Remittance' and this means that we are closing all the batches that was entered and now we'll be able to see the amount to pay/receive in the conference on these batches and released distributions.

- \*\* The type (weekly or monthly) will indicate the time or frequency with which you need perform this process.
- \*\* Weekly – Should be done week by week ((the best option for viewing reports and distribution).
- \*\* Monthly – Should be done once a month.

Income  
Receipt Tithes/Offerings Help

Jane Huss Buc Church One District 1 - BUCCD

Batches Tithes/Offerings Payroll List Of Receipts

Next Remittance: 11-2023-2  
Type: Weekly

05/11/2023 - 11/11/2023 + New Batch

Date	Received by:	Description	Total	Church Funds	Conference Funds
Deposit/Transfer					
11/11/2023	Jane Huss	Batch Deposit/Transfer - 2 <sup>nd</sup> Week - Saturday	500	0	500
Cash Only					
11/11/2023	Jane Huss	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	680	162	518
11/11/2023	Lucas Costa	Batch Cash Only - 2 <sup>nd</sup> Week - Saturday	200	200	0
11/11/2023	Lucas Costa	Batch Cash Only Receipts - 2 <sup>nd</sup> Week - Saturday	350	0	350
11/11/2023	Lucas Costa	Reason for Reverse: Wrong category	-100	0	-100
11/11/2023	Lucas Costa	Batch Cash Only Receipts - 2 <sup>nd</sup> Week - Saturday	100	0	100
Subtotals			1,730	362	1,368

1. After confirming all information, click 'Calculate Remittance' to proceed

\*\* ACMS will show you another page, with some information.

**IMPORTANT!**

*The 'Amount to Pay' will not always match the actual value of the total remittance. The value is calculated on the current processing date and may include other entries.*

- \*\* **Total** – Reflects the total of all the batches for the selected period.
- \*\* **Church Funds** – Displays the amount that belongs the local church.
- \*\* **Conference Funds** – Displays the amount that belongs the conference.
- \*\* **Expenses** – Displays the total expenses entered for the selected period.
- \*\* **Amount to Pay** – Displays the amount that needs to be paid in this period.

**Always check the FINANCIAL REPORTS!!!**

Income  
Receipt Tithes/Offerings Help

Jane Huss Buc Church One District 1 - BUCCD

Batches Tithes/Offerings Payroll List Of Receipts Calculate Remittance

Remittance to Close : 11-2023-2

Payment type	Total	Church Funds	Conference Funds	Expenses
MANUAL	1,730	362	1,368	-100

Amount To Pay: -488 ← This Remittance Amount is due to the Conference.

The amount to be paid is the current balance of the Conference Clearing account.  
The amount payable may include Remittance charges, Clearance Account, Unidentified deposits, or other charges from the Conference.

Remit Expenses

The amount to be paid is the current balance of the Conference Clearing account.  
The amount payable may include Remittance charges, Clearance Account, Unidentified deposits, or other charges from the Conference.

2. After confirming all the details, click 'Remit'.

\*\* ACMS will ask you if want proceed, click 'OK'.

Income  
Receipt Tithes/Offerings Help

Jane Huss Buc Church One District 1 - BUCCD

Batches Tithes/Offerings Payroll List Of Receipts

Remittance to Close : 11-2023-2

Payment type	Total	Church Funds	Conference Funds	Expenses
MANUAL	1,730	362	1,368	-100

Amount To Pay: -488 ← This Remittance Amount is due to the Conference.

The amount to be paid is the current balance of the Conference Clearing account.  
The amount payable may include Remittance charges, Clearance Account, Unidentified deposits, or other charges from the Conference.

Remit Expenses

www.acmsnet.org says

ATTENTION: Are your Bank Statement Balance(s) the same as they are in ACMS Treasury Reports? If they are not, click "Cancel" and correct, but if everything is Balanced, click "OK" to continue.

OK Cancel

3. Once this process is complete, the ACMS will display two new buttons 'Remittance Summary' and 'Remittance Payments'.

\*\* Remittance Summary – Provide a summary of what we have done during this period.

\*\* Remittance Payments – The option that we use to record the payment we have made on this remittance to the conference.

Income Receipt Tithes/Offerings Help

Success Success

Jane Huss Buc Church One District 1 - BUCDC

Batches Tithes/Offerings Payroll List Of Receipts

Remittance to Close : 11-2023-2

Payment type	Total	Church Funds	Conference Funds	Expenses
MANUAL		1,730	362	1,368
Amount To Pay	-488	←- This Remittance Amount is due to the Conference.		

The amount to be paid is the current balance of the Conference Clearing account.  
The amount payable may include Remittance charges, Clearance Account, Unidentified deposits, or other charges from the Conference.

Remittance Summary Remittance Payments Expenses

\*\* Remittance Summary

Income Receipt Tithes/Offerings Help

Open New Window Save PDF

Jane Huss Buc Church One District 1 - BUCDC

Batches Tithes/Offerings Payroll List Of Receipts

Remittance to Close : 11-2023-2

Payment type	Total
MANUAL	
Amount To Pay	-488

The amount to be paid is the current balance of the Conference Clearing account.  
The amount payable may include Remittance charges, Clearance Account, Unidentified deposits, or other charges from the Conference.

Remittance Summary Remittance Payments Expenses

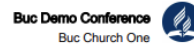
**TF Remittance Report**

Church: 1 - Buc Church One  
District: District 1  
Period: 11/2023 Conference Funds: 2

Batch - Pound Sterling - GBP

Date	Received by:	Type	Description	Total	Church Funds	Conference Funds
11/11/2023	Lucas Costa	Regular	Batch Cash Only Receipts - 2 <sup>o</sup> Wee	100	0	100
11/11/2023	Lucas Costa	Regular	Reason for Reverse: Wrong categ	-100	0	-100
11/11/2023	Lucas Costa	Regular	Batch Cash Only Receipts - 2 <sup>o</sup> Wee	350	0	350
11/11/2023	Lucas Costa	Regular	Batch Cash Only - 2 <sup>o</sup> Week - Satur	200	200	0
11/11/2023	Jane Huss	Regular	Batch Cash Only - 2 <sup>o</sup> Week - Satur	680	162	518
11/11/2023	Jane Huss	Regular	Batch Deposit/Transfer - 2 <sup>o</sup> Week -	500	0	500
Packages typed by the Treasurer				1,230	362	868
Package generated by 7me				0	0	0
<b>Total</b>				<b>1,730</b>	<b>362</b>	<b>1,368</b>

TF Remittance Report



Church: 1 - Buc Church One  
District: District 1  
Period: 11/2023 Conference Funds: 2

Batch - Pound Sterling - GBP

Date	Received by:	Type	Description	Total	Church Funds	Conference Funds
11/11/2023	Lucas Costa	Regular	Batch Cash Only Receipts - 2 <sup>o</sup> Wee	100	0	100
11/11/2023	Lucas Costa	Regular	Reason for Reverse: Wrong categ	-100	0	-100
11/11/2023	Lucas Costa	Regular	Batch Cash Only Receipts - 2 <sup>o</sup> Wee	350	0	350
11/11/2023	Lucas Costa	Regular	Batch Cash Only - 2 <sup>o</sup> Week - Satur	200	200	0
11/11/2023	Jane Huss	Regular	Batch Cash Only - 2 <sup>o</sup> Week - Satur	680	162	518
11/11/2023	Jane Huss	Regular	Batch Deposit/Transfer - 2 <sup>o</sup> Week -	500	0	500
Packages typed by the Treasurer				1,230	362	868
Package generated by 7me				0	0	0
<b>Total</b>				<b>1,730</b>	<b>362</b>	<b>1,368</b>

\* MAN : Packages typed by the Treasurer --- ON : Online generated by 7me

Percent of Tithes /Offerings Checked: 0%

Remittance to Pay: 488

\*\*Package with Deposits

Remittance Status

Date	Remittance Steps	Username
08/07/2025	Remittance Generated	Jane Huss

Expenses

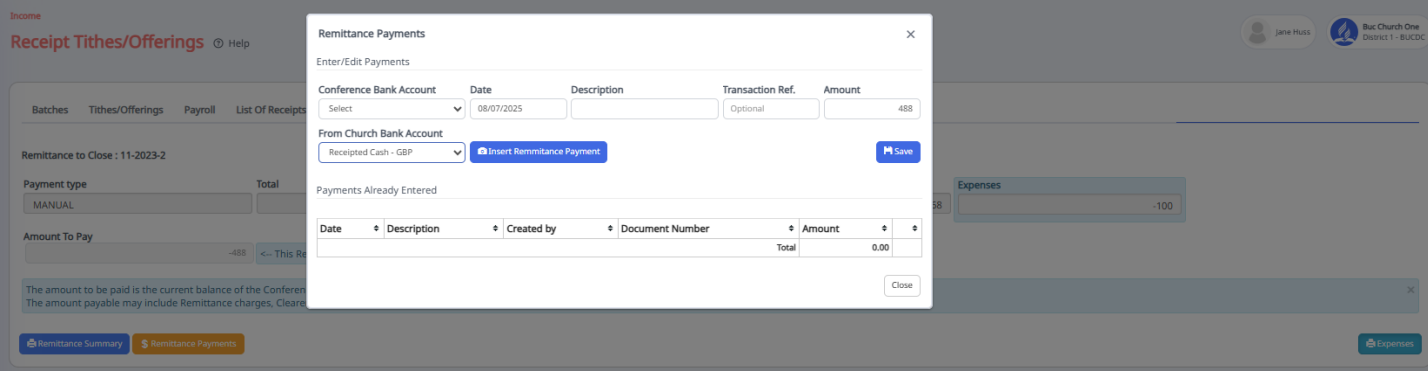
Department	Category	Description	User	Amount
Church Budget	100 Building Acquisition	Invoice zz zzz - Zzz	lucas.hcosta	100

**Total** **100**

7me Batches

7me batches are generated automatically by ACMS, so don't worry about them. The entire process and calculation follow the configuration rules defined by the development team. You have access to all reports related to these packages for analysis and verification.

**\*\* Remittance Payments (If you haven't paid yet or just want to do this step later, that's fine, this option can be found again)**

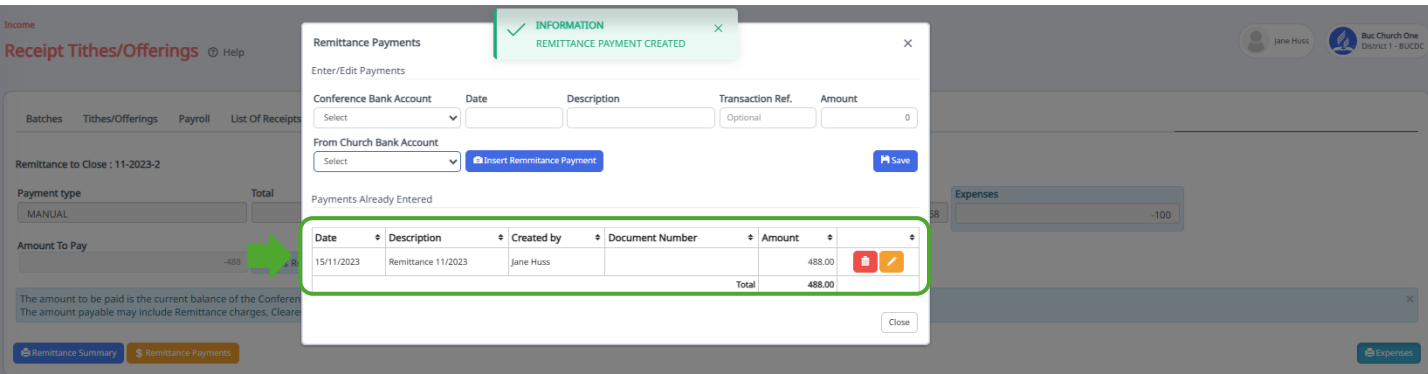


**\*\* Remittance Payments**

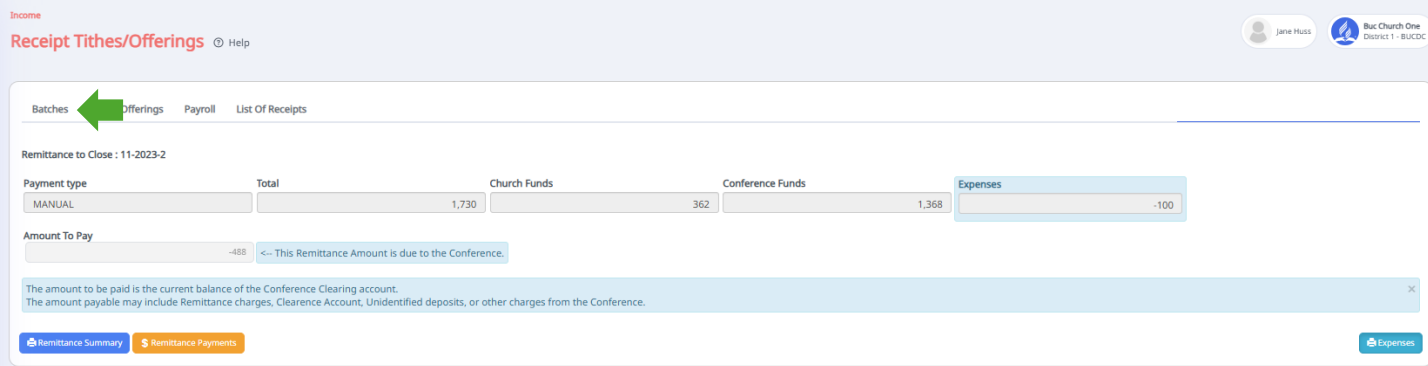
- \*\* *Conference Bank Account* – The bank account that you are depositing/transferring the money to.
- \*\* *Date* – The exact date the transaction was made.
- \*\* *Description* – *Information* to help you identify the transaction.
- \*\* *Amount* – The payment amount (ACMS will automatically fills the remittance value, but you can change it if needed).
- \*\* *From Church Bank Account* – Whether it was a cash deposit or bank transfer.
- \*\* *Insert Remittance Payment* – If desired, you can provide proof by uploading a picture.

Fill in the details and click **'Save'**.

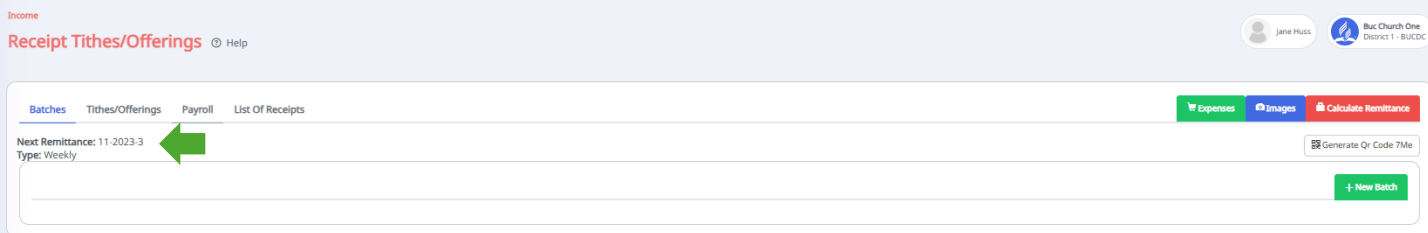
Once saved, the entry will be listed below, and you can edit or delete it if needed.



**4.** Once you are happy to proceed, click on **Batches** (Or Menu **Income** → Receipt Tithes/Offerings).



**\*\* You are in the next week and can continue with the records.**



# Reverse Receipt

This section explains how to reverse a transaction if a mistake was made, the wrong distribution was selected, or a member requested a refund.

On **Income** click '**Reverse Receipt**'.

The screenshot shows the ACMS Home dashboard. On the left sidebar, the 'Income' menu is highlighted with a green box, and an arrow points to the 'Reverse Receipt' option. The main content area shows a 'Welcome!' message and a 'General Information' section with statistics: 26 Members, 0 Transfers, 0 Pending Transfers In, and 1 Whereabouts unknown.

Here you can see all the batches already inserted and revert them.

1. Select the '**Year**' and '**Month**' you are looking for and click '**Search**'.

The screenshot shows the 'Reverse Receipt' search interface. The 'Year' and 'Month' fields are highlighted with a green box. The 'Year' field is currently empty, and the 'Month' field is set to '11'. The 'Search' button is highlighted with a green arrow.

2. Find the entry you want to reverse and select the '**Check Box**' next to the entry and click '**Reverse Selected**'.

**\*\*If you need to reverse multiple entries, select all the required check boxes before proceeding.**

The screenshot shows the search results table for 'Reverse Receipt'. The table has columns for 'Year', 'Month', 'Conference Funds', 'Giver', 'Receipt', 'Giver name', 'Amount', and 'Select'. The row for entry 105 is highlighted with a green box, and the 'Select' checkbox is checked. The 'Reverse Selected' button is highlighted with a green arrow.

Year	Month	Conference Funds	Giver	Receipt	Giver name	Amount	Select
2023	11	All		04/11/2023 - Batch Cash Only Receipts - 1 <sup>st</sup> Week - Saturday			
				96	Wederly Agular	100	<input type="checkbox"/>
				11/11/2023 - Batch Cash Only Receipts - 2 <sup>nd</sup> Week - Saturday			
				97	jason Smith	100	<input type="checkbox"/>
				11/11/2023 - Reason for Reverse: Wrong category			
				98	Jason Smith	-100	<input type="checkbox"/>
				11/11/2023 - Batch Cash Only Receipts - 2 <sup>nd</sup> Week - Saturday			
				99	Altah Barki	100	<input type="checkbox"/>
				100	Wederly Agular	250	<input type="checkbox"/>
				11/11/2023 - Batch Cash Only - 2 <sup>nd</sup> Week - Saturday			
				101	Tom Wilson	200	<input type="checkbox"/>
				11/11/2023 - Batch Cash Only - 2 <sup>nd</sup> Week - Saturday			
				102	Loose Offering	100	<input type="checkbox"/>
				103	Not Yet A Member/anonymous	200	<input type="checkbox"/>
				104	Jane Huss	370	<input type="checkbox"/>
				105	Justin Welby	60	<input checked="" type="checkbox"/>
				11/11/2023 - Batch Deposit/Transfer - 2 <sup>nd</sup> Week - Saturday			
				106	Lucas Cota	500	<input type="checkbox"/>

2. ACMS will ask you a reason why, and you can write something just to clarify. Click 'Save'.

Cancel/Reverse a Receipt

Are you sure you want to cancel this Receipt?

Reason

Wrong Category 56/70

+ Refund Details

Save Cancel

3. Once completed, return to 'Receipt Tithes/Offerings'. ACMS will automatically create a reverse batch, and you'll see it in the current period.

ACMS

Income

Reverse Receipt

Reverse Manual Tithes/Offering

Year: 2023, Month: 11, Conference Funds: All, Giver: [dropdown]

Receipt	Giver name
04/11/2023 - Batch Cash Only Receipts - 1 <sup>st</sup> Week - Saturday	
96	Wederly Aguiar
11/11/2023 - Batch Cash Only Receipts - 2 <sup>nd</sup> Week - Saturday	
97	Jason Smith
11/11/2023 - Reason for Reverse: Wrong category	

Income

Receipt Tithes/Offerings Help

Batches Tithes/Offerings Payroll List Of Receipts

Expenses Images Calculate Remittance

Next Remittance: 11-2023-3  
Type: Weekly

05/11/2023 - 11/11/2023 + New Batch

Date	Received by:	Description	Total	Church Funds	Conference Funds
Cash Only					
11/11/2023	Jane Huss	Reverse: Wrong Category 11 63	-60	-60	0
Subtotals			-60	-60	0

Receipts Organizer

# View Receipts

This section demonstrates how to view and print 'Receipts' for all batches or individual ones. You can also view the 'Check List' for all batches and the 'Transaction Report'. In the following steps, we'll learn how.

On **Income** click '**View Receipts**'.

ACMS Home Help

Welcome!

"The members of the church, those whom He has called out of darkness into His marvelous light, are to show forth His glory. The church is the repository of the riches of the great places," the final and full display of the love of God."—AA 9.

General Information

26 Members

Transfers

0 Pending Transfers In (waiting on our side)

Whereabouts unknown

1 Whereabouts unknown

Here you can see all the batches already inserted.

1. Select the 'Year' and 'Month' you are looking for and click 'Search'.

Income View Receipts

Search

Sort receipt by: Number  Batches only

Year: 2023 Month: 11 Filter type: Remittance Date Giver: Receipt:  Reverse only

Receipt	Giver	Email	Amount	Attachment
04/11/2023 - Batch Cash Only Receipts - 1 <sup>st</sup> Week - Saturday				
96	Wederly Aguiar	memos@adventist.uk	100.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>
11/11/2023 - Batch Cash Only Receipts - 2 <sup>nd</sup> Week - Saturday				
97	Jason Smith		100.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>
11/11/2023 - Reason for Reverse: Wrong category				
98	Jason Smith		-100.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>
11/11/2023 - Batch Cash Only Receipts - 2 <sup>nd</sup> Week - Saturday				
99	Alfabb Barki	alfab_barki@hotmail.com	100.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>
100	Wederly Aguiar	memos@adventist.uk	250.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>
11/11/2023 - Batch Cash Only - 2 <sup>nd</sup> Week - Saturday				
101	Tom Wilson		200.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>
11/11/2023 - Batch Cash Only - 2 <sup>nd</sup> Week - Saturday				
102	Loose Offering		100.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>
103	Not Yet A Member/anonymous		200.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>
104	Jane Huss	lucastest@buc.uk	320.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>
105	Justin Welby		60.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>
11/11/2023 - Batch Deposit/Transfer - 2 <sup>nd</sup> Week - Saturday				
106	Lucas Cota		500.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>
11/11/2023 - Reverse: Wrong Category				
107	Justin Welby		-60.00	<input type="button" value="Print"/> <input type="button" value="Receipt"/> <input type="button" value="Send"/>

## \*\* View Receipts

- \*\* 1. *Transaction Report* – Same report when you close the batch \* (**INCOME** section).
- \*\* 2. *Check List* – Same report when you close the batch \* (**INCOME** section).
- \*\* 3. *Organizer* – Available if you want to organize the papers received from the worship services.
- \*\* 4. *Receipt* – Same report when you close the batch \* (**INCOME** section).
- \*\* 5. *Forward (Email)* – Available if you want to send worship receipts by email.

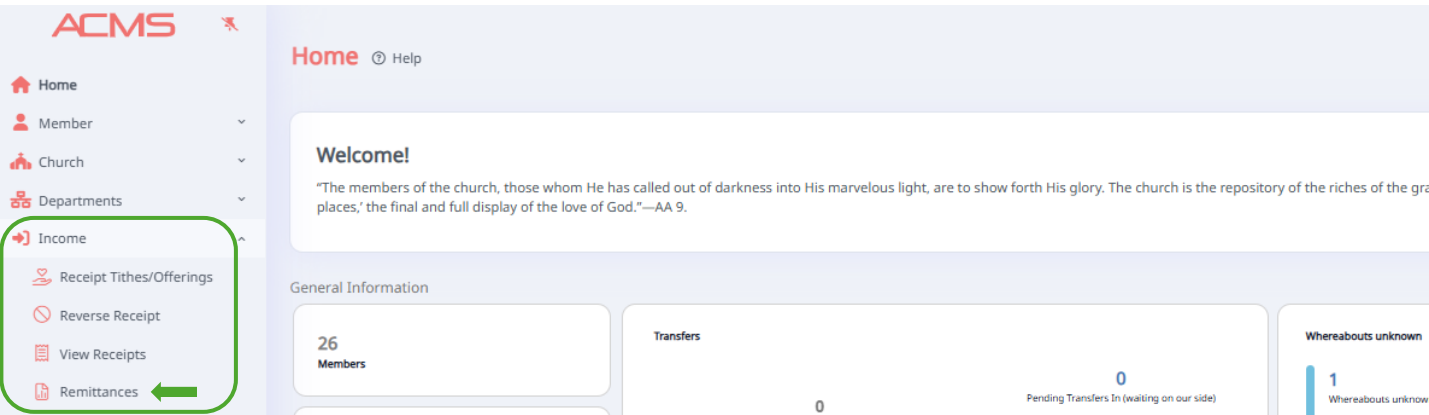
Attachment

1 2 3 4 5

# Remittances

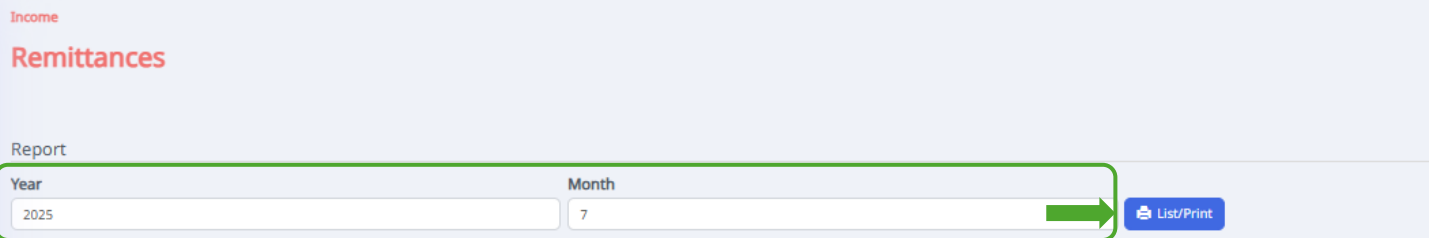
This section allows you to view all entered remittances and record corresponding payments. You can also view the **'Remittance Summary'** for all batches and the **'Transaction Report'**. In the following steps, we'll learn how.

On **Income** click **'Remittances'**.



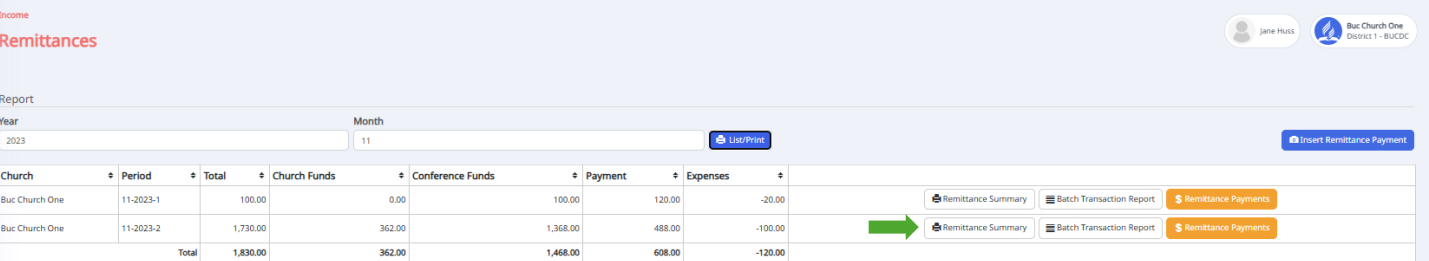
Here you can see all the remittances already inserted.

1. Select the **'Year'** and **'Month'** you are looking for and click **'List'**.



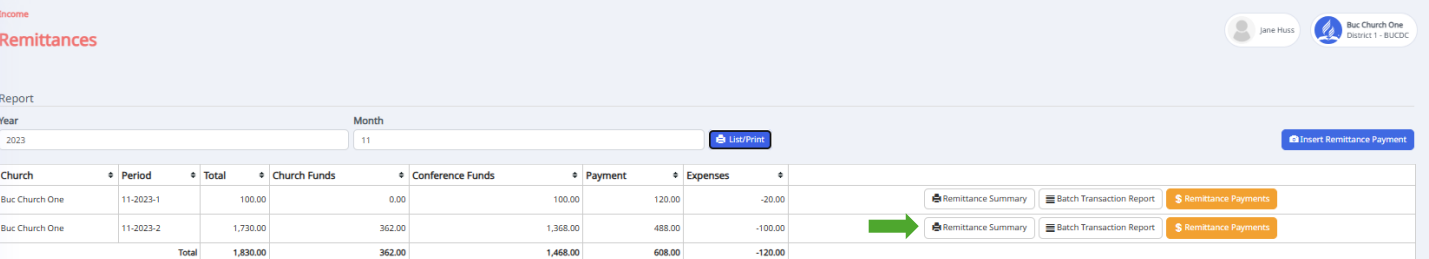
2. To view a summary of the closed remittances, click **'Remittance Summary'**.

\*\* the same report as when you close the batch will appear\* (**CALCULATE REMITTANCE** section).



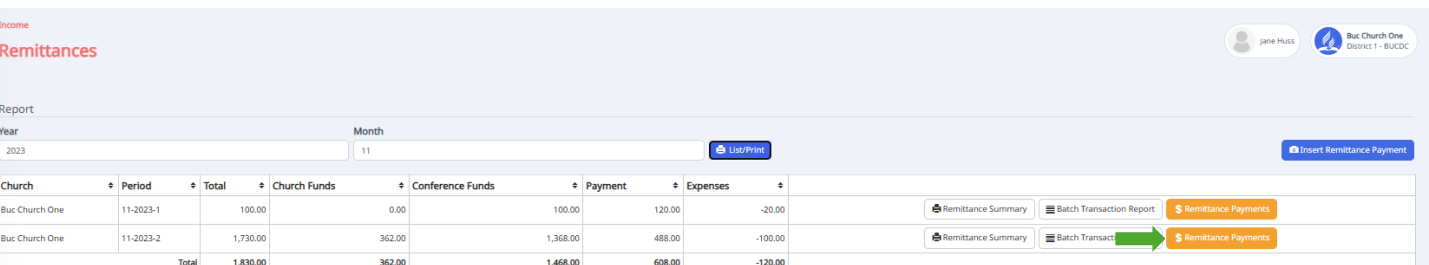
3. To view a summary of the closed remittance and distribution click **'Transaction Report'**.

\*\* Same report as when you close the batch \* (**CALCULATE REMITTANCE** section).



4. To view a summary of the closed remittance and distribution click **'Transaction Report'**.

\*\* Same report when you close the batch \* (**CALCULATE REMITTANCE** section).





# EXPENSES

Basic

# Expenses

This section explains how to record expenses (bills/outgoing).

On **Expenses** click '**Expenses**'.

ACMS Home

Home Member Church Departments Income Expenses Advances Expenses Installation Payments

Home Help

Welcome!

"that those who are keeping His commandments must be brought into sacred relationship to Himself, and that by temperance in eating and drinking they...

General Information

26 Members

Transfers

0

Pending Transfers In (waiting on our side)

0

Here you can see all the expenses already inserted.

1. Select the '**Year**' and '**Month**' you are looking for and click '**Search**' (You can also use the other filters ... **Department...Amount**).

Expenses Expenses Help

Search

+ New + Quick Expense + Use Imported Bank Transactions

Initial Date Final Date Department Amount

01/11/2023 30/11/2023

Search

Expenses Expenses Help

Search

+ New + Quick Expense + Use Imported Bank Transactions

Initial Date Final Date Department Amount

01/10/2023 30/11/2023

Search

Department	Category	Date	Conference Funds	Period	Amount	Advance	Discount	Description	
Church Budget	Electricity	01/10/2023	11-2023-1	10-2023	-20.00	0.00		Invoice 0-British Gas Oct23 Bill	\$
Church Budget	Building Acquisition	01/10/2023	11-2023-2	10-2023	-100.00	100.00		Invoice zz-zzz Zzz	\$

2. Now we going to create new expenses, same page click '**+New**'.

Expenses Expenses Help

Search

+ New + Quick Expense + Use Imported Bank Transactions

Expenses

Department Category Date Amount

SEARCH DEPARTMENT SEARCH CATEGORY

Type Number Supplier Description

SEARCH TYPE

+ Include

Cancel Payments

- \*\* *Department* – All active departments will be displayed for you to select.
- \*\* *Category* – All configured by ACMS, you can select the one that best describes the expense.
- \*\* *Date* – The same as the date on the receipt.
- \*\* *Amount* - The same as the date on the receipt.
- \*\* *Type, Number, Supplier* – The same as the date on the receipt.
- \*\* *Description* – Something that should be easily recognized.

Fill in the details and click '**+Include**'.

You will see the saved data below and can edit or delete it if needed.

Search + New + Quick Expense + Use Imported Bank Transactions

Expenses This department has an advance balance -300

Department: 01 - Church Budget - (Balance: 19,858) Category: 501-Rent Date: 15/11/2023 Amount: 2000

Type: 6 - Bank Transfer Number: 11/2023 Supplier: Real Estate Description: Church's Rent 11/2023

+ Include Cancel Payments

Expenses Help

Search + New + Quick Expense + Use Imported Bank Transactions

Expenses

Department: SEARCH DEPARTMENT Category: SEARCH CATEGORY Date: Amount: 0

Type: SEARCH TYPE Number: Supplier: Description:

Department	Category	Date	Amount	Discount	Advances	Total	Description
01 - Church Budget - (Balance: 19,858)	Rent	15/11/2023	-2,000		0	-2,000	6 - Bank Transfer 11/2023 - Real Estate
<b>Totals</b>			<b>-2,000</b>		<b>0</b>	<b>-2,000</b>	

+ Include Payments

3. Once you are happy to proceed, you click 'Payments'.
- \*\* ACMS will ask you how do you want to record the payment... (Expense paid with)...
  - \*\* *Receipted Cash* – Money you have in hand.
  - \*\* *Bank Account* – Money in the bank account.
- \*\* Select payment method, a good description (to clarify), click 'Pay' and 'Confirm'.

Payment

Payment with Receipted Cash - GBP - (Balance: 260)

Payment with Santander - (Balance: 42,644)

Custom Payment ⓘ

Cancel Pay

Payment

Payment with Receipted Cash - GBP - (Balance: 260)

Date: 15/11/2023 Description: Rent

Payment with Santander - (Balance: 42,644)

Custom Payment ⓘ

Cancel Pay

Payment

**Confirm?**

Confirm payment the expenses with Receipted Cash - GBP - (Balance: 260)?

Cancel Confirm?

4. The expense has been saved, and you can add more if you need.

Expenses Help

✔ Success Completed successfully

Search + New + Quick Expense + Use Imported Bank Transactions

Initial Date: 01/10/2023 Final Date: 30/11/2023 Department: Amount: 0

Department	Category	Date	Conference Funds	Period	Amount	Advance	Discount	Description
Church Budget	Electricity	01/10/2023	11-2023-1	10-2023	-20.00	0.00		Invoice 0-British Gas Oct23 Bill
Church Budget	Building Acquisition	01/10/2023	11-2023-2	10-2023	-100.00	100.00		Invoice 20-222 Zzz
Church Budget	Rent	15/11/2023		11-2023	-2,000.00	0.00		Bank Transfer 11/2023-Real Estate Church's Rent 11/2023

**IMPORTANT!**

**You can include more than one expense and make just one payment, but the best experience is to do it one by one.**

Expenses [Help](#) Jane Huss Buc Church One District 1 - BUCCDC

Search + New + Quick Expense + Use Imported Bank Transactions

Expenses

Department: 06 - Treasury - (Balance: 0) | Category: 502-Social Activities | Date: 15/11/2023 | Amount: 500

Type: 1 - Invoice | Number: 000 | Supplier: 000 | Description: Social Activities + Include

Department	Category	Date	Amount	Discount	Advances	Total	Description
Church Budget	Rent	15/11/2023	-2,000			0	Bank Transfer 11/2023 - Real Estate
Totals			-2,000			0	-2,000

Delete batch Cancel Save batch Payments

Expenses [Help](#) Jane Huss Buc Church One District 1 - BUCCDC

Search + New + Quick Expense + Use Imported Bank Transactions

Expenses

Department: SEARCH DEPARTMENT | Category: SEARCH CATEGORY | Date: | Amount: 0

Type: SEARCH TYPE | Number: | Supplier: | Description:

Department	Category	Date	Amount	Discount	Advances	Total	Description
Church Budget	Rent	15/11/2023	-2,000			0	Bank Transfer 11/2023 - Real Estate
06 - Treasury - (Balance: 0)	Social Activities	15/11/2023	-500			0	1 - Invoice 000 - 000
Totals			-2,500			0	-2,500

Delete batch Cancel Payments

5. If you want to 'Delete' or correct something, just click 'Edit' (Pencil symbol).

Expenses [Help](#) Jane Huss Buc Church One District 1 - BUCCDC

Success  
Completed successfully

Search + New + Quick Expense + Use Imported Bank Transactions

Initial Date: 01/10/2023 | Final Date: 30/11/2023 | Department: | Amount: 0 Search

Department	Category	Date	Conference Funds	Period	Amount	Advance	Discount	Description
Church Budget	Electricity	01/10/2023	11-2023-1	10-2023	-20.00	0.00		Invoice 0-British Gas Oct23 Bill
Church Budget	Building Acquisition	01/10/2023	11-2023-2	10-2023	-100.00	100.00		Invoice zz-zzz Zzz
Church Budget	Rent	15/11/2023		11-2023	-2,000.00	0.00		Bank Transfer 11/2023-Real Estate Church's Rent 11/2023

Cancel Payments



# REPORTS

Basic

# Financial

## Treasury Transactions/Statements

This report displays all transactions recorded in the church's account and provides a clear picture of the church's financial health. This report is a breakdown of the home page balances.

On **REPORTS** click **'Financial'** then **'Treasury Transactions/Statements'**.

The screenshot shows the 'Financial' menu on the left with 'Treasury Transactions/Statements' highlighted. The main area displays 'Balances' with three boxes: 'Member entries (Current year)' at 0, 'Received Cash - GBP' at -1,740, and 'Conference clearing account - BUCDC' at 0. Below is a 'Department Balances' bar chart for 'All departments' from 01/23 to 11/23.

- Now you must select the **'Bank Account'**, the **'Initial Period'** and **'Final Period'**.  
\*\* You can do it by date as well... click **'Use Date'**.  
\*\* You can select one **'Bank Account'** or just let the option **'All'** selected.

→ **'List/Print'**

The screenshot shows the filter options for the report. 'Bank Account' is set to 'All'. 'Initial Period' and 'Final Period' are both set to '11-2023'. The 'Use date' checkbox is checked. The 'List/Print' button is highlighted with a green arrow.

The screenshot shows the report table for 'Buc Demo Conference' for the period '10/2023 Until 11/2023'. The table includes columns for Date, Period, Description, Conference, Income, Outflow, and Balance.

Date	Period	Description	Conference	Income	Outflow	Balance
<b>Bank Account: Conference clearing account</b>			<b>Opening Balance</b>			<b>0</b>
07/10/2023	10/2023	Remittance Amount From Batch 07/10/2023			-152	-152
07/10/2023	10/2023	Shipment Value From Deposit Donation 07/10/20			-610	-762
11/10/2023	10/2023	Payment Description - Test		1,466		704
14/10/2023	10/2023	Shipment Value From Deposit Donation 14/10/20			-100	604
14/10/2023	10/2023	Shipment Value From Deposit Donation 14/10/20			-200	404
14/10/2023	10/2023	Shipment Value From Deposit Donation 14/10/20		200		604
21/10/2023	10/2023	Remittance Amount From Batch 21/10/2023			-1,066	-462
21/10/2023	10/2023	Shipment Value From Deposit Donation 21/10/20			-300	-762
25/10/2023	10/2023	Payment Description - Oct 23 T&o		762		0
28/10/2023	10/2023	Remittance Amount From Batch 28/10/2023			-20	-20
04/11/2023	11/2023	Remittance Amount From Batch 04/11/2023			-100	-120
06/11/2023	11/2023	Payment Description - 1st Week Of October	10-2023-1	1,000		880

# Treasury Transactions/Statements

Period: 15/11/2023 Until 30/11/2023

Date	Period	Description	Conference I	Income	Outflow	Balance
<b>Bank Account: Conference clearing account</b>			<b>Opening Balance</b>			<b>0</b>
15/11/2023	11/2023	Remittance 11/2023	11-2023-2	488		488
				<b>488</b>	<b>0</b>	<b>488</b>
<b>Bank Account: Receipted Cash - GBP (Poun</b>			<b>Opening Balance</b>			<b>0</b>
15/11/2023	11/2023	Rent			-2,000	-2,000
15/11/2023	11/2023	Remittance 11/2023	11-2023-2		-488	-2,488
				<b>0</b>	<b>-2,488</b>	<b>-2,488</b>
<b>Bank Account: Santander (Pound Sterling -</b>			<b>Opening Balance</b>			<b>0</b>
20/11/2023	11/2023	Sunday Breakfast Special			-500	-500
<b>* Reconciled Transactions</b>				<b>0</b>	<b>-500</b>	<b>-500</b>

- \*\* **Bank Account: Conference Clearing Account** – Tracks the balance between your church and the conference, showing how much is owed or receivable.
- \*\* **Bank Account: Receipted Cash** – Represents the cash on hand from offerings and tithes collected.
- \*\* **Bank Account: Santander** – Shows the funds deposited in the church's Santander bank account.



**Always ensure your entries are accurate and up to date!!!**  
**This report reflects data only up to the most recently recorded entries, so keeping information current is essential for an accurate and reliable overview.**

Welcome!

"And the things that you have heard from me among many witnesses, commit these to faithful men who will be able to teach others also" (2 Tim. 2:2).

General Information

26 Members	Transfers 0	0 Pending Transfers In (waiting on our side)	Whereabouts unknown 1 Whereabouts unknown
0 Member entries (Current year)		0 Pending Transfers Out (waiting on our side)	1 Whereabouts unknown no longer locked

Balances

-1,740 Receipted Cash - GBP	41,744 Santander	0 Conference clearing account - BUCDC	0 Accounts Payable - GBP
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1

2

3

Treasury Transactions/Statements

Buc Demo Conference   
Buc Church One

Period: 11/2023

Date	Period	Description	Conference I	Income	Outflow	Balance
<b>Bank Account: Conference clearing account</b>			<b>Opening Balance</b>			<b>-20</b>
04/11/2023	11/2023	Remittance Amount From Batch 04/11/2023			-100	-120
06/11/2023	11/2023	Payment Description - 1st Week Of October	10-2023-1	1,000		880
11/11/2023	11/2023	Rem. 11/11/2023			-100	780
11/11/2023	11/2023	Rem. 11/11/2023		100		880
11/11/2023	11/2023	Rem. 11/11/2023			-350	530
11/11/2023	11/2023	Rem. 11/11/2023			-518	12
11/11/2023	11/2023	Shipment Value From Deposit Donation 11/11/20			-500	-488
15/11/2023	11/2023	Remittance 11/2023	11-2023-2	488		0
				<b>1,588</b>	<b>-1,568</b>	<b>-</b>
<b>Bank Account: Receipted Cash - GBP (Poun</b>			<b>Opening Balance</b>			<b>-522</b>
04/11/2023	11/2023	Total Tithes/offerings From Batch Date 04/11/202		100		-422
11/11/2023	11/2023	Total Tithes/offerings From Batch Date 11/11/202		100		-322
11/11/2023	11/2023	Total Tithes/offerings From Batch Date 11/11/202		350		28
11/11/2023	11/2023	Total Tithes/offerings From Batch Date 11/11/202			-100	-72
11/11/2023	11/2023	Total Tithes/offerings From Batch Date 11/11/202			-60	-132
11/11/2023	11/2023	Total Tithes/offerings From Batch Date 11/11/202		200		68
11/11/2023	11/2023	Total Tithes/offerings From Batch Date 11/11/202		680		748
15/11/2023	11/2023	Rent			-2,000	-1,252
15/11/2023	11/2023	Remittance 11/2023	11-2023-2		-488	-1,740
				<b>1,430</b>	<b>-2,648</b>	<b>-1,740</b>
<b>Bank Account: Santander (Pound Sterling -</b>			<b>Opening Balance</b>			<b>42,744</b>
06/11/2023	11/2023	Payment Description - 1st Week Of October	10-2023-1		-1,000	41,744
11/11/2023	11/2023	Lucas Cota		500		42,244
20/11/2023	11/2023	Sunday Breakfast Special			-500	41,744
<b>* Reconciled Transactions</b>				<b>500</b>	<b>-1,500</b>	<b>41,744</b>
<b>Total</b>				<b>3,518</b>	<b>-5,716</b>	<b>40,004</b>

3

1

2

# Financial

## Monthly Summary

This report displays all income and expenses categorized accordingly.  
You can view the data by month, by remittance, or through graphical representations.

On **REPORTS** click **'Financial'** then **'Monthly Summary'**.

Reports

- Member
- Financial ←
- Treasury Transactions/St...
- Monthly Summary
- Departmental Treasury
- Income
- Expenses
- Remittance
- Stewardship
- Accounting

Member entries (Current year) 0

Pending Transfers Out (waiting on our side) 0

Balances

-1,740 Received Cash - GBP

42,144 Santander

0 Conference clearing account - BUCDC

Department Balances

All departments

01/23 02/23 03/23 04/23 05/23 06/23 07/23 08/23 09/23 10/23 11/23

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1. Now you must select the **'Type'** of report that you want.

- \*\* Group Monthly – View of the monthly entries and exits by category.
- \*\* Group by Remittance – View the category of entries and exits by remittance.
- \*\* Financial Graphs – View of the monthly entries and exits by graphs.

Select the **'Initial Period'** and **'Final Period'**.

→ **'List/Print'**

Financial

### Monthly Summary

Jane Huss Buc Church One District 1 - BUCDC

Remittance Reports

Group Monthly [1st to last Day]  Group by Remittance  Financial Graphs [Income & Expenses]

Period

Initial Period: 11-2023 Final Period: 11-2023

Report Type

.pdf file  Excel

List/Print

Open New Window Save PDF

1 of 1

Monthly summary

Group Monthly [1st to last Day] Period: 11-2023

Buc Demo Conference Church: Buc Church One

2023 / 11 - Income - Pound Sterling - GBP

Week	Category	Destination	Tithes/offerings	7me Transfers	Total
Total	1	Tithe	1,400	0	1,400.00
	2	World Mission (GC)	34	0	34.00
	12	Conference development	17	0	17.00
	13	Voice of Prophecy	0	0	0.00
	18	Missionary projects	17	0	17.00
	51	Local Church Offerings	302	0	302.00
	55	Department Offering	0	0	0.00
		<b>Total Conference</b>	<b>1,488</b>	<b>0</b>	<b>1,488</b>
		<b>Total Church</b>	<b>302</b>	<b>0</b>	<b>302</b>
		<b>Total</b>	<b>1,770</b>	<b>0</b>	<b>1,770</b>

## Monthly summary

Group Monthly [1st to last Day] Period: 11-2023

Buc Demo Conference  
Church: Buc Church One



### 2023 / 11 - Income - Pound Sterling - GBP

Week	Category	Destination	Tithes/offerings	7me Transfers	Total	
Total	1	Tithe	Conference	1,400	0	1,400.00
	2	World Mission (GC)	Conference	34	0	34.00
	12	Conference development	Conference	17	0	17.00
	13	Voice of Prophecy	Conference	0	0	0.00
	18	Missionary projects	Conference	17	0	17.00
	51	Local Church Offerings	Church	302	0	302.00
	55	Department Offering	Church	0	0	0.00
		<b>Total Conference</b>		<b>1,468</b>	<b>0</b>	<b>1,468</b>
		<b>Total Church</b>		<b>302</b>	<b>0</b>	<b>302</b>
		<b>Total</b>		<b>1,770</b>	<b>0</b>	<b>1,770</b>

### Total - Income

Week	Category	Destination	Tithes/offerings	7me Transfers	Total	
Total	1	Tithe	Conference	1,400	0	1,400.00
	2	World Mission (GC)	Conference	34	0	34.00
	12	Conference development	Conference	17	0	17.00
	13	Voice of Prophecy	Conference	0	0	0.00
	18	Missionary projects	Conference	17	0	17.00
	51	Local Church Offerings	Church	302	0	302.00
	55	Department Offering	Church	0	0	0.00
		<b>Total Conference</b>		<b>1,468</b>	<b>0</b>	<b>1,468</b>
		<b>Total Church</b>		<b>302</b>	<b>0</b>	<b>302</b>
		<b>Total</b>		<b>1,770</b>	<b>0</b>	<b>1,770</b>

### 2023 / 11 - Expenses

Week	Category	Total	
Total	501	Rent	2,000.00
	502	Social Activities	500.00
		<b>Total</b>	<b>2,500</b>

This report displays weekly or monthly balances, including all income and expenses organized accordingly by categories.

\*\* 2023 / 11 - Income – Lists all batches and remittances recorded during the current period.

\*\* 2023 / 11 - Expenses – Lists all expenses entered during the current period.

\*\* Category / Destination – Displays how offerings are distributed, and which department or entity receives them.

# Departmental Treasury

## Department Balances

This report displays all income and expenses by department.  
You can view the configured percentage allocations and corresponding balances.

On **REPORTS** click **'Departmental Treasury'** then **'Department Balances'**.

Reports

- Member
- Financial
- Departmental Treasury ←
- Department Balances
- Departmental Statements
- Income
- Expenses
- Remittance
- Stewardship
- Accounting

0 Member entries (Current year)

0 Pending Transfers Out (waiting on our side)

Balances

-1,740 Received Cash - GBP

42,144 Santander

0 Conference clearing account - BUCDC

Department Balances

All departments

01/23 02/23 03/23 04/23 05/23 06/23 07/23 08/23 09/23 10/23 11/23

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1. Now you must select the **'Initial Period'** and **'Final Period'** that you want.

**\*\* By Department** – Provides a monthly summary of income and expenses by department. (Recommended option for the most detailed view.)

→ **'List/Print'**

Departmental Treasury

Department Balances Help

Period

Initial Period: 11-2023 Final Period: 11-2023

Report

By department (selected) By Departments Name Annual Budget

List/Print Export to Excel

Departmental Treasury

Department Balances

Open New Window Save PDF

Department Balances

Period: 11/2023

Department	% Allocation	Opening Balance	Direct	Distributed	Expenses	Transfer out	Transfer in	Cancel	Advance	Closing balance
ADRA	-	-	-	-	-	-	-	-	-	-
Adventurers	-	1,100	-	-	-	-	-	-	-	1,100
Childrens Ministries	50 %	996	-	-	-	-	-	-	-	996
Church Budget	50 %	19,556	-	302	-2,000	-	-	-	-	17,858
Church Building	-	4,219	-	-	-	-	-	-	-	4,219
Church Gym	-	55	-	-	-	-	-	-	-	55
Church Hall	-	200	-	-	-	-	-	-	-	200
Church Music Hall	-	10,000	-	-	-	-	-	-	-	10,000
Evangelism	-	2,000	-	-	-	-	-	-	-	2,000
Mens Ministries	-	-	-	-	-	-	-	-	-	-
Music	-	50	-	-	-	-	-	-	-	50
Pathfinder Club	-	2,780	-	-	-	-	-	-	-	2,780
Sabbath School	-	1,350	-	-	-	-	-	-	-	1,350
Sunday Breakfast	-	-	-	-	-500	-	-	-	-	-500
Test	-	250	-	-	-	-	-	-	-	250
Treasury	-	-	-	-	-	-	-	-	-	-

By department (selected) Annual Budget

List/Print

## Department Balances

Period: 11/2023

Department	% Allocation	Opening Balance	Direct	Distributed	Expenses	Transfer out	Transfer in	Cancel	Advance	Closing balance
ADRA	-	-	-	-	-	-	-	-	-	-
Adventurers	-	1,100	-	-	-	-	-	-	-	1,100
Childrens Ministries	50 %	996	-	-	-	-	-	-	-	996
Church Budget	50 %	19,556	-	302	-2,000	-	-	-	-	17,858
Church Building	-	4,219	-	-	-	-	-	-	-	4,219
Church Gym	-	55	-	-	-	-	-	-	-	55
Church Hall	-	200	-	-	-	-	-	-	-	200
Church Music Hall	-	10,000	-	-	-	-	-	-	-	10,000
Evangelism	-	2,000	-	-	-	-	-	-	-	2,000
Mens Ministries	-	-	-	-	-	-	-	-	-	-
Music	-	50	-	-	-	-	-	-	-	50
Pathfinder Club	-	2,780	-	-	-	-	-	-	-	2,780
Sabbath School	-	1,350	-	-	-	-	-	-	-	1,350
Sunday Breakfast	-	-	-	-	-500	-	-	-	-	-500
Test	-	250	-	-	-	-	-	-	-	250
Treasury	-	-	-	-	-	-	-	-	-	-
Women's Ministries	-	-354	-	-	-	-	-	-	-	-354
<b>Total</b>	<b>100 %</b>	<b>42,202</b>	<b>-</b>	<b>302</b>	<b>-2,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,004</b>

### Department Report

This report lists all transactions recorded in the church's accounts by department, giving a clear overview of the church's financial health.

**Department** – The name of the department.

**% Allocation** – The percentage assigned to this department for the selected period.

**Opening Balance** – The balance at the start of the period.

**Direct** – The amount directly allocated to this department.

**Distributed** – The amount received during this period based on allocation rules.

**Expenses** – All expenses recorded for this department during the period.

**Transfer Out** – Funds transferred out of this department.

**Transfer In** – Funds transferred into this department.

**Cancel** – Any reversed or cancelled receipts.

**Advance** – Advances made for this department during the period.

**Closing Balance** – The final balance. *(This total must match the **Financial Statement** → **Treasury Transactions** shown on page 4.)*

# Departmental Treasury

## Departmental Statements

This report displays all income and expenses by department.  
You can also view the details of each donation and its distribution.

On **REPORTS** click **'Departmental Treasury'** then **'Departmental Statements'**.

1. Select the **'Initial Period'** and **'Final Period'** you want to review.

\*\* Church Department – Displays a monthly summary of income and expenses, showing how funds were distributed by department.

→ **'List/Print'**

Date	Period	Description	Income	Expense	Amount
<b>Department: Adventurers</b>					<b>1,100</b>
<b>Department: Childrens Ministries</b>					<b>998</b>
<b>Department: Church Budget</b>					<b>19,858</b>
11/11/2023	11/2023	Budget Distribution Batch: 11/11/2023	200		19,756
11/11/2023	11/2023	Budget Distribution Batch: 11/11/2023	102		19,858
15/11/2023	11/2023	Bank Transfer 11/2023 Real Estate - Church's Rent 11/2023		-2,000	17,858
<b>Closing balance</b>			<b>302</b>	<b>-2,000</b>	<b>17,858</b>
<b>Department: Church Building</b>					<b>4,219</b>
<b>Department: Church Gym</b>					<b>55</b>
<b>Department: Church Hall</b>					<b>200</b>

# Departmental Statements



Date	Period	Description	Income	Expense	Amount
<b>Department: Adventurers</b>					<b>1,100</b>
<b>Department: Childrens Ministries</b>					<b>996</b>
<b>Department: Church Budget</b>					<b>19,558</b>
11/11/2023	11/2023	Budget Distribution Batch: 11/11/2023	200		19,756
11/11/2023	11/2023	Budget Distribution Batch: 11/11/2023	102		19,858
15/11/2023	11/2023	Bank Transfer 11/2023 Real Estate - Church's Rent 11/2023		-2,000	17,858
<b>Closing balance</b>			<b>302</b>	<b>-2,000</b>	<b>17,858</b>
<b>Department: Church Building</b>					<b>4,219</b>
<b>Department: Church Gym</b>					<b>55</b>
<b>Department: Church Hall</b>					<b>200</b>
<b>Department: Church Music Hall</b>					<b>10,000</b>
<b>Department: Evangelism</b>					<b>2,000</b>
<b>Department: Music</b>					<b>50</b>
11/11/2023	11/2023	Department Offering Receipt No: 213083839 - Justin Welby	60		110
11/11/2023	11/2023	Department Offering Receipt No: 213230833 - Justin Welby		-60	50
<b>Closing balance</b>			<b>60</b>	<b>-60</b>	<b>50</b>
<b>Department: Pathfinder Club</b>					<b>2,780</b>
<b>Department: Sabbath School</b>					<b>1,350</b>
<b>Department: Sunday Breakfast</b>					<b>0</b>
20/11/2023	11/2023	Invoice 00 00 - 00		-500	-500
20/11/2023	11/2023	Sunday Breakfast Special - Justin Welby		-500	-1,000
20/11/2023	11/2023	00 - Justin Welby	500		-500
<b>Closing balance</b>			<b>500</b>	<b>-1,000</b>	<b>-500</b>
<b>Department: Test</b>					<b>250</b>
<b>Department: Women's Ministries</b>					<b>-354</b>
<b>Department Total</b>			<b>862</b>	<b>-3,060</b>	<b>40,004</b>

40,004

This report outlines all transactions recorded in the church balance, organised by department.

**Department** – The name of each department.

**Description** – A brief note explaining each transaction type, tailored to its specific process.

**Income** – Funds received by the department during the selected period, in accordance with allocation rules.

**Expenses** – Includes all expenses entered for the department during the period, as well as any inter-department transfers or reversed/cancelled receipts.

**Amount** – The department's net balance for the selected period.

**Department Total** – The final total balance for each department. This should match the total shown in the *Financial Statement* → *Treasury Transactions* (Page 4)

# Income

## View All Receipts

This section explains how to **'View'** and **'Print'** receipts for all batches or individual entries. You can also view the **'Check List'** for all batches and the **'Transaction Report'**. In the following steps, we'll learn how.

Same as → Income ... **'View Receipts'**.

The screenshot shows the ACMS Home dashboard. On the left is a navigation menu with 'Income' selected and 'View Receipts' highlighted with a green box and arrow. The main content area includes a 'Welcome!' message, a 'General Information' section with a '26 Members' card, and a 'Transfers' section with a '0 Pending Transfers In' card.

Reports click **'Income'** then **'View All Receipts'**.

The screenshot shows the ACMS Reports section. The 'Income' menu item is highlighted with a green box and arrow, and 'View All Receipts' is selected. The main content area includes a 'Balances' section with three cards: '-1,740 Receipted Cash - GBP', '42,144 Santander', and '0 Conference clearing account - BUCDC'. Below this is a 'Department Balances' bar chart showing data from 06/23 to 11/23.

Month	Balance
06/23	~1,000
07/23	~1,000
08/23	~2,000
09/23	~1,500
10/23	~2,000
11/23	~1,500

# Income

## 7me Tithes/Offerings

This section allows you to view all completed 7me donations. You can also view the **'Category'** for all donations, church and donor. In the following steps, we'll learn how.

On **REPORTS** click **'Income'** then **'7me Tithes/Offerings'**.

1. Now you must select the **'Remittance Report'** and enable **'Show Categories'** option.

**\*\* Processes at Conference** – This option displays donations that have been completed and approved (automatically processed batches).

**\*\* Initial and Final Date** – Set the desired date range for your report.

**\*\* Payment Method** – Choose the payment method used for the donations.

**\*\* Status** – Filter by donation status (Approved, Denied, Pending, Not Finished). For a comprehensive view, it's recommended to select 'All'.

→ **'List/Print'**

## 7me Tithes/Offerings



Status	Church	Giver	Conference Funds	Amount	RATE	Total
Capitation Date: 15/09/2025						
PAID	Dublin	-	-	2,00	-0,34	1,66
	55	Sabbath School				2,00
			Subtotal 1	2,00	-0,34	1,66
			Total 1	2,00	-0,34	1,66

# Expenses

## Expenses

This section enables you to generate an **'Expenses Report'**.  
 You can also view all the **'Categories'** available to use.  
 In the following steps, we'll learn how.

On **REPORTS** click **'Expenses'** then **'Expenses'**.

1. Now you have some filters to use:

**\*\*Initial and Final Date** – You can select the best range for your search.

**'Category'** – You can have a view of all the available categories on expense side.

You can use another **'Filters'**:

**\*\*Value Only** – Run a search with a specific value.

**\*\*Type** – Run a search with a specific type of expense.

**\*\*Status** – Always select **'ALL'**.

**\*\*Department** – Run a search with a specific department.

→ **'List/Print'**

# Remittance

## Remittance Report

This section allows you to view all entered remittances and record corresponding payments. You can also view the **'Remittance Summary'** for all batches and the **'Transaction Report'**. In the following steps, we'll learn how.

Same as → **Income ... 'Remittances'**.

**ACMS**

Home Help

**Welcome!**

"The members of the church, those whom He has called out of darkness into His marvelous light, are to show forth His glory. The church is the repository of the riches of the graces, the final and full display of the love of God."—AA 9.

General Information

- 26 Members
- 0 Transfers
- 0 Pending Transfers In (waiting on our side)
- 1 Whereabouts unknown

Reports click **'Remittances'** then **'Remittance Report'**.

**Reports**

- Member
- Financial
- Departmental Treasury
- Income
- Expenses
- Remittance
- Remittance Report**
- Stewardship
- Accounting

0 Member entries (Current year)

0 Pending Transfers Out (waiting on our side)

Balances

- 1,740 Received Cash - GBP
- 42,144 Santander
- 0 Conference clearing account - BUCDC

Department Balances

All departments

01/23 02/23 03/23 04/23 05/23 06/23 07/23 08/23 09/23 10/23 11/23