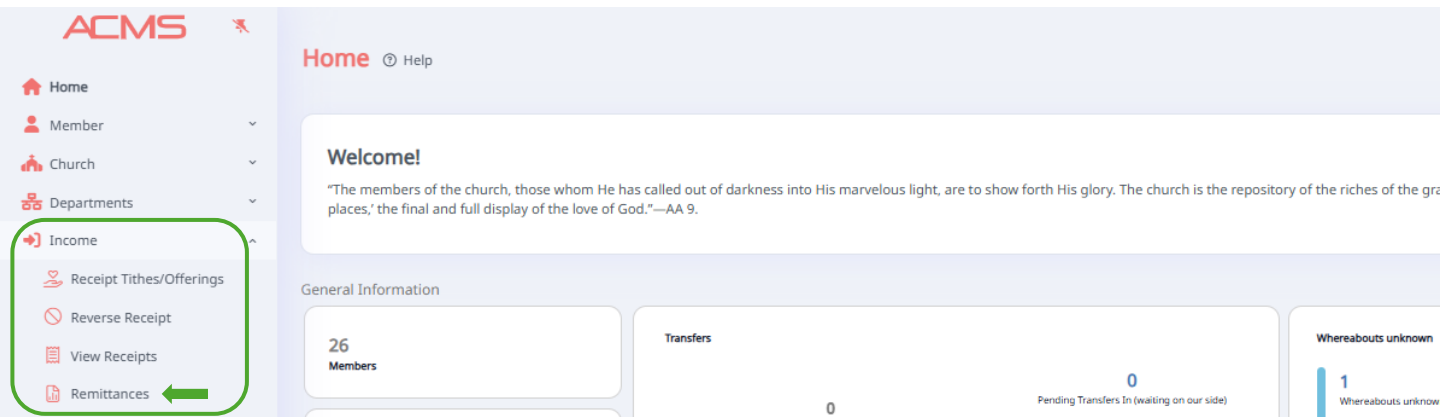


Remittances Payments

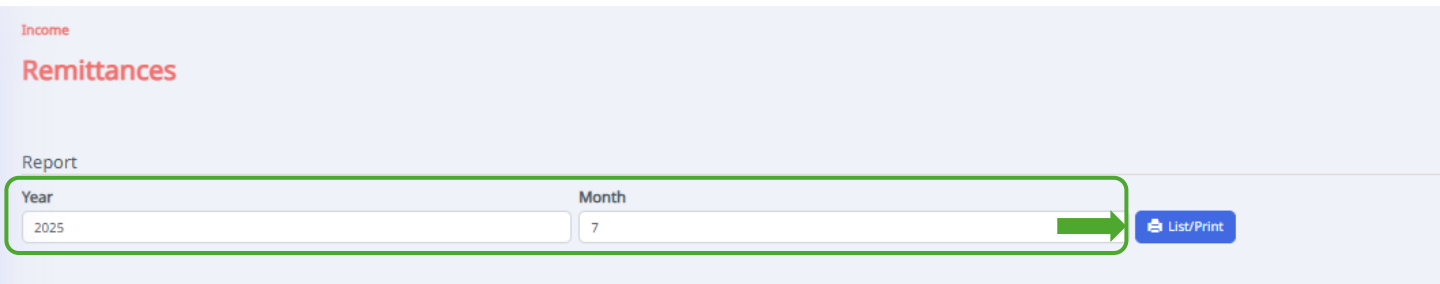
This section allows you to view all entered remittances and record corresponding payments. You can also view the **'Remittance Summary'** for all batches and the **'Transaction Report'**. In the following steps, we'll learn how.

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



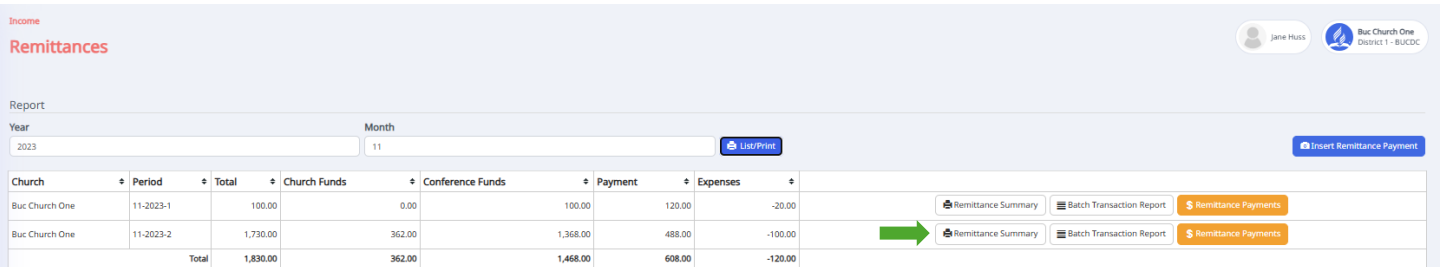
Here you can see all the remittances already inserted.

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



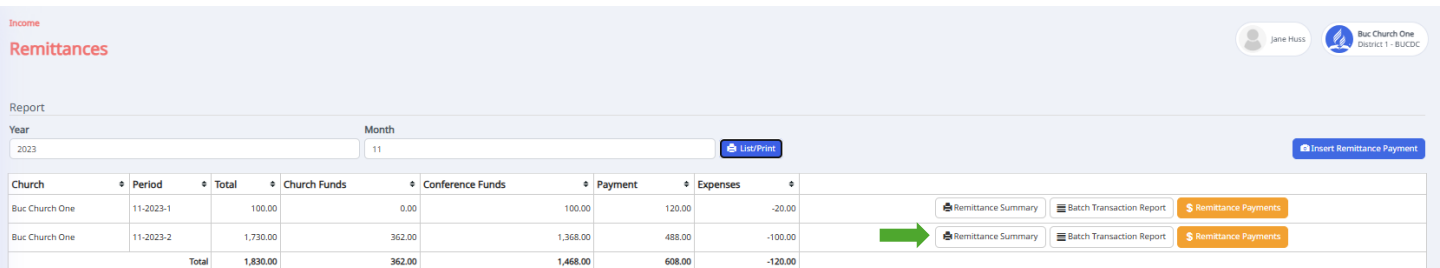
2. To view a summary of the closed remittances, click **'Remittance Summary'**.

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



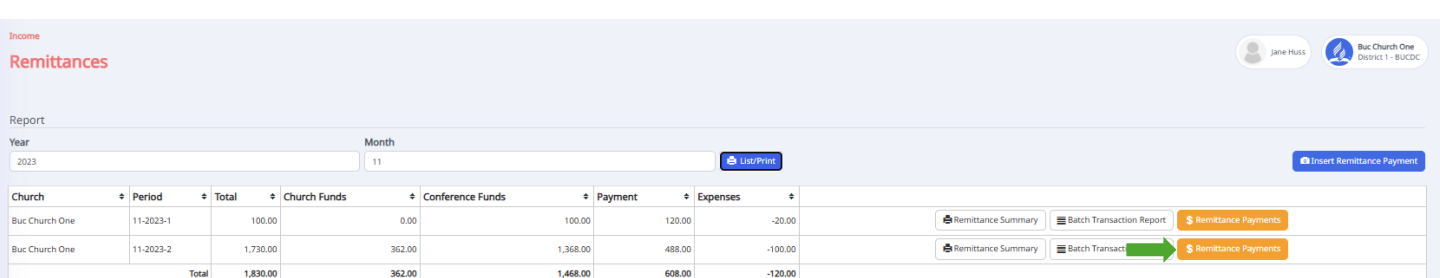
3. To view a summary of the closed remittance and distribution click **'Transaction Report'**.

** 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).



**** 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.

Once the remittance payment is recorded, the amount owed to the Conference for tithes and offerings (known as the Conference Clearing Account) will decrease. You can then verify the updated balances in the financial reports.