



# **St. Vincent de Paul Case Management System (CMS)**

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**Sample Section: Treasury  
This Sample features a significant portion  
of the CMS Treasury instructions.**

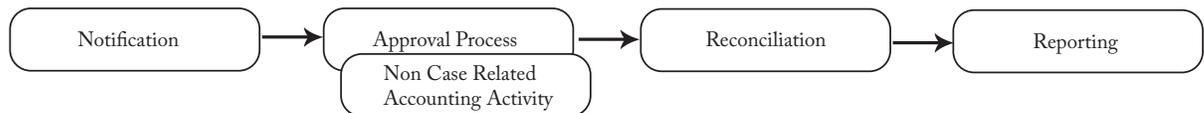
Version 3.0.000  
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## System Accounting

The Agular CMS system for St Vincent De Paul includes an integrated suite of check register and reporting functions custom designed to specifically address the requirements of the St Vincent de Paul Society. It represents a transaction accounting suite that will help to properly track and process money related to all ongoing SVdP operations both as it relates to the case management flow and other external draws on conference operational budgets.

Many of those who've volunteered to become conference treasurers at SVdP have backgrounds in working with ledgers and accounting - but many do not. For this reason this guide acts as a basic SVdP accounting primer through some of the basics of accounting as supported by the system.



What you'll find in the accounting section of the Agular CMS tool is a robust cash accounting system focused on the check register, client interaction, and the accrual based requirements of monthly and annual reporting. It has been custom tailored to the SVdP process, making it a far more appropriate solution to the needs of the conference treasurer than spreadsheets or off the shelf bookkeeping systems. Treasurers can manage their assistance and expense payments, deposits, check clearing, transaction voiding, adjusting entries, bank statement reconciliation, monthly cash statement closing and monthly financial reporting - all within CMS.

### Cash Accounting and the Check Register

The four balances represented along the top left of the check register and used throughout the accounting process are calculated on a cash accounting basis. This means that all transactions recorded in the system are applied to the balances. A check may not be cleared yet, but it will be represented in the 'Outstanding Check' field - and hence be subtracted from the available funds. The check register balance will always be the bank statement beginning balance + the amount of deposits and credits + the outstanding deposits - the amount of withdrawals and debits - the outstanding checks.

### Assistance and Expense Payments

The largest conjunction of work between casework and the treasurer occurs over the issuance of assistance payments. When a caseworker has completed collecting the assistance requests in a case (there can be more than one) - the assistance items requiring payments

are submitted to the treasurer. These assistance requests are presented to the conference treasury by caseworkers via notifications within the treasurer's message center (and by email if configured) and appear on the check requests screen accessed from the main menu section.

Treasurers have complete control over the assistance request they're working on. Whether they wish to adjust the amount, deny it in its entirety, or switch the financial transaction type associated with the request (caseworkers may incorrectly adjudge which type of financial assistance type is involved in a request). Payments to the district/diocese, payments to other conferences (non-assistance) or monies set aside for gas card vouchers and office supplies are also recorded by the treasurer in the check register.

### **Deposits**

Cash and checks can be deposited and classified by the treasurer within the check register. There are several different types of deposits - whether it's money brought in from more wealthy conferences or donations from individuals - each of the funding sources traditionally associated with keeping the conference working are available as options and are represented appropriately in the reporting.

### **Reconciliation**

This is the process by which the treasurer clears transactions recorded in the ledger. As the banks process the transactions - they need to be recorded as cleared in the CMS system so they can be properly reflected in the month's tallies. After an assistance request has been approved, and a check is cut and it has been cashed - the bank will provide details to the treasurer as to when the bank signed off on that transaction. By selecting the [Reconcile] button at the top of the check register (or by following the month-close wizard) checks and deposits may be tallied against those reported by the bank and cleared in the system. Once done - recalculating the balances will adjust for these newly cleared transactions (moving monies from 'outstanding' entries on the top right into the 'processed' columns on the left).

### **Closing the Month**

The check register has a very simple mathematical process of addition and subtraction. For elements that the conference has recorded but are yet to be processed by the bank, the system tracks outstanding checks and deposits and carries the balances of those outstanding financial elements forward month to month. For example, a check written months ago that has not cleared will be carried forward all the way into the current month, but to close each month the CMS record of the transaction must be committed.

It is important that the ledger (and resulting reports) encapsulate only the transactions and other entries related to the current month's revenues and expenses. A month must close to provide a cut-off for each month's financial activity to allow for the smooth operation of the entire system. Closing a month with uncleared checks automatically carries those checks forward into the following month, but the treasurer must take care to diligently reconcile bank statements and monthly transactions within the month in question. Months that close are closed. One does not reopen old months to adjust history and adjust the books.



**Note:** Closing months is a very important process that should be completely understood before attempting it. Please review the detailed walk-through further along in this section.

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## Reporting

There are several working reports available within the current month tab of the register itself to the treasurer that help both manage the conference finances and break down spending by categories defined by the national standards. The current state of the check register, with all transactions cleared and not cleared, can be printed to pdf at any time simply by pressing the [Print] button. As the check register itself gives the treasurer an up to the minute view of the current state of the finances - this gives the treasurer something physical to use in review if necessary. [Pledge Details] provides a current view of the assistance that the conference has committed to pay. The [Outstanding Report] generates another pdf which shows only the outstanding transactions for the month. A [Preview Financial Report] button generates a snapshot view of the register. This report segments all the transactions in the check register by showing aggregate balances for all the activities in the conference against the time period of the month.

There are a number of other reports available in the Task Pane found in the Conference Reports and the Dashboards folders. Many of these are data mining in nature, others are used to manage the creation of lists for use outside the system.

The authoritative monthly financial report is generated upon month close. This report and its larger more complicated annual financial report are there to pull the data and present it within the context of the required national standard reporting. The annual report in particular is a wizard-based report that allows the treasurer to pull from the check register data for the year, supply additional information, and generate a report to be provided to the national organization at the end of the fiscal year.

## Configuration

Conferences are initialized with someone assigned to one of the treasurer roles. Additional treasurers can be assigned by an administrator by selecting the conference, clicking the 'Roles' tab, and selecting the 'Treasurer' role. This will display any treasurers attached to the conference - and new ones may be added by pressing [Assign] at the top, supplying the name, and adding the individual to the role.

# Check Register

The check register is the section of the accounting suite where financial transactions associated with the conference are tracked and managed. You get to this by selecting the conference from the task pane (or the 'My Conference' shortcut) and then pressing the [Check Register] button. The CMS check register is a reflection of the conference bank ledger for the purpose of mapping and managing finances specifically tuned to the St Vincent de Paul environment - it is not connected to any bank accounts directly - but is connected to the client management side of this application - allowing for integration between requests and assistance provided.

Check Register - Conference South

Buttons: Back, Check Requests, Financial Reports

Current Month - April 2017 | Other Months

Buttons: Print, Pledge Details, Outstanding Report, Preview Financial Report, Alterations Report, Add Debit, Add Credit, Recalculate, Reconcile, Close April 2017

Bank Statement		Check Register		Pledged	
Beginning Balance	\$25,631.83	Outstanding Deposits	\$500.00	Outstanding	\$300.00
Deposits/Credits	\$1,000.00	Outstanding Checks	\$760.00	Adjusted Balance	\$25,771.83
Withdrawals/Debits	\$300.00	Register Balance	\$26,071.83		
Ending Balance	\$26,331.83				

C: Cleared.

C	Type	Number	Date	Debit	Credit	Payee	Client	Case
√	Utilities	47052	02/18/2017	\$100.00		Louisiana Gas and Electric	harrah, belinda	2017-00010
√	Utilities	47055	03/23/2017	\$200.00		Louisiana Gas and Electric	harrah, belinda	2017-00046

If you are familiar with general ledgers and accounting practices, this should be well established ground for you. However, many of those operating as treasurers are not certified accountants - and thus this is new material for them.



**Note:** If your conference has not had a beginning bank balance set during conference configuration, please refer to the Advanced Treasury Functions further along in this section for instructions. If you are looking to open a new conference with outstanding transactions you may want assistance.

The navigation at the top allows the treasurer to easily traverse from the check register to their check requests screen, or to the historical financial report archive to review any old report pdfs. This is important as it is common for a treasurer to move back and forth from the check requests screen to the check register to examine their balances when considering assistance requests.

The 'Other Months' tab allows the treasurer to open up the registers on screen for other months for review as well. This makes it easy to see the originating transactions related to carried forward debts or quickly look back in time at what the register looked like at the close of previous months.

### Check Register Balances

Above the register itself a number of different summed balance figures are presented. The bank statement beginning balance is the cash balance that the system believes was in the bank account(s) at the beginning of the month. The other numbers are all calculated based on the items entered into the check register.

The check register maintains the transaction list for all the financial items within a given month. Nine balances are maintained and updated as transactions are entered, deleted, edited and classified (cleared, uncleared, voided, etc.). These cash (bank statement) and financial (reporting) balances are :

Reconciled Tallies		Outstanding Tallies		Pledge Liabilities	
Beginning Balance	\$25,631.83	Outstanding Deposits	\$500.00	Outstanding	\$300.00
Deposits/Credits	\$1,000.00	Outstanding Checks	\$760.00	Adjusted Balance	\$25,771.83
Withdrawals/Debits	\$300.00	Register Balance	\$26,071.83		
Ending Balance	\$26,331.83				

- (A) Bank Statement Beginning Balance – prior month’s ending cash balance
- (B) Amount of Deposits / Credits – current month’s cleared deposits
- (C) Amount of Withdrawals / Debits – current month’s cleared checks
- (D) Bank Statement Ending Balance – current month’s ending cash balance.
- (E) Outstanding Deposits - uncleared deposits
- (F) Outstanding Checks - uncleared checks
- (G) Check Register Balance - D + E - F
- (H) Outstanding Pledges - total of pledged liability
- (I) Check Register Balance - G - H

Treasurers use these Balances A through D to perform monthly bank statement reconciliation. Balance (D), the Bank Statement Ending Balance is carried forward as (A) the Bank Statement Beginning Balance for the subsequent month. Balance (G), the Check Register Balance, is used in conjunction with the preparation of the Monthly Financial Report. This Balance is carried forward as the beginning balance for the subsequent month. H and I are there as warnings for outstanding liability that has not manifested as a check request at this time.

These aggregate numbers must be recalculated after changes are made to the register (and to capture entries made by any secondary treasurers) - so a [Recalculate] button is provided along the top to allow the accountant to tally up any changes that have been recorded and present new totals.



**Note:** When recording a check the treasurer applies a date that this check has theoretically been drafted by the treasurer. If the treasurer is backdating a check for some reason - it may only be backdated into an open month. So if it’s the 1st and the treasurer was processing a check request from the 28th and wanted to release the check so that it appeared in previous month - they would need to have that previous month open (which is still likely the case on the 1st). When months are closed treasurers lose the ability to post checks to them.

The system also keeps track of which ledger items have ‘cleared’ - so even if an item is listed for a certain date, it will not impact the running current balance until the item has been ‘cleared’ by the treasurer. All checks for a certain month should be cleared (or otherwise dealt with) before a month is closed.



**Example:** Let’s look at the process in a real world scenario. A check request will be generated by a caseworker for a particular case. The check request will be presented to the treasurer for authorization or amendment. If approved, it will appear in the ledger as a debit - and the date at which it was approved will be the accrued date for tracking it in the ledger. At this point, the amount of the check resides in the outstanding checks column. Later, after the check is delivered to the payee and subsequently cashed, the bank processes the check, and the check has cleared the bank - the treasurer will note that the check cleared (by verifying it against bank records and marking it as ‘cleared’ in the reconciliation process) - and the outstanding check value will move from the outstanding checks column into the aggregated amount of withdrawals column (which will be combined with the others to compose the balances).

Again - this process is reflective of the bank process - not tied directly to the bank data itself. It is up to the treasurer to review the bank log and clear the checks appropriately. Pay particular attention to the transaction type field in this grid. Many different types of transactions are tracked within this ledger - and each of them rolls up into different line items in the monthly and annual financial reporting (as dictated by the SVdP national reporting format guidelines).

<u>Transaction Type</u>		<u>Date</u>	<u>Credit</u>	<u>Client</u>				
C: Cleared.								
C	Type	Number	Date	Debit	Credit	Payee	Client	Case
✓	Utilities	47052	02/18/2017	\$100.00		Louisiana Gas and Electric	harrah, belinda	2017-00010
✓	Utilities	47055	03/23/2017	\$200.00		Louisiana Gas and Electric	harrah, belinda	2017-00046
✓	Donation - from Members		03/23/2017		\$500.00			
	Utilities	47056	04/12/2017	\$100.00		Louisiana Edison	gonzalez, julio	2017-00006
	Housing / Rent	47057	04/12/2017	\$150.00		Stephens Properties	harrah, belinda	2017-00057
Cleared State	Check Number			Debit		Payee		Related Case



**Note:** For a detailed description of each of these elements and how they map to the balances see Financial Transaction Types subsection of this guide. Many of these transaction types are related to traditional accounting practice actions - but some are unique to SVdP so a review of each of them and what they mean is important.

One of the rules of accounting is that when a month’s books are closed - they are cleared. Any adjustments you might want to make need to be made with one of the adjusting transaction types to take into account mistakes that are no longer correctable due to the month being closed. Voiding checks from past months to re-enter them in present ones and other attempted slight of hand will not work - and will only make a bigger mess with your books than making proper adjusting entries.

# Processing Payment Requests

Each time a caseworker finishes with the assistance request tab in their work-flow, all the check requests that are associated with that case are submitted to the conference treasurer. Notification messages for these requests are displayed in the message pane for all treasurers assigned to the conference - and emails are also generated and sent to the authorized email accounts (if configured to do so). These messages will remain in the message pane for a period of time determined by the conference configuration. Messages are meant as a call to action for the treasurer - and clicking on them provides a shortcut to processing the request quickly.

The primary method of reviewing and processing submitted check requests is performed by selecting 'check requests' in the main menu section. This check requests main menu item is the intended work-flow path for treasurers processing assistance requests for their conference - and thus resides in the same place as other main work-flow functions for other roles - the main menu section. (The [Check Requests] button from the top of the check register is another quick method of getting to this list.)

Selecting check requests brings up a screen with 2 tabs - and defaults to the 'Unprocessed' tab - a list of all pending check requests that have yet to be acted upon by the conference treasurer. Each of these will have a status of 'Requested'.

Check Requests							
						Check Register	Search
Unprocessed		Processed					
Status	Submitted	Client	Vendor	Amount	Type	Conference	
Requested	06/12/2017	Ings, Brendan	Jefferson Savings and Loan	\$400.00	Rent	South	
Requested	06/13/2017	Harris, Pete	Drinkwater Propane	\$45.00	Propane gas	South	
Requested	06/13/2017	Savage, Terry	Louisiana Edison	\$100.00	Electric Bill	South	

The 2nd tab shows the last 15 check requests that have been acted upon by the conference treasurer that had been submitted within the last 30 days. Requests from further in the past can be found via the [Search] button, which allows the treasurer to explore the check requests for the conference and refine the results with a number of possible parameters.

Check Requests							
						Check Register	Search
Unprocessed		Processed					
Status	Submitted	Client	Vendor	Amount	Type	Conference	
Denied	06/13/2017	Stevenson, Peter	Louisiana Gas and Electric	\$100.00	Electric Bill	South	
Paid	06/12/2017	Phillips, George	Louisiana Edison	\$120.00	Electric Bill	South	



**Note:** Treasurers who are tasked with being the treasurer for multiple conferences will see requests from all of their conferences in this list. Thus, this work-list is the easiest way to keep track of 'things that need attention' for those treasurers who have been given such a large degree of responsibility.

## Check Status

Statuses found in the check request grid reflect a number of possible states for a request. Items that have been processed will remain in this list for up to 30 days to allow easy access to reviewing them.

- In Preparation - these are requests that are being prepared by a caseworker. A request might not be finished, pending collection of an account number or vendor information - hence these requests will not appear in the treasurer's actionable item list until they've been completed and submitted by the caseworker.
- Requested - these requests have been completed by casework and submitted to the treasurer for action. They will reside in the treasurer's check requests screen until action is taken.
- Paid - Check requests that have been paid. Checks are assigned, delivery mechanism determined, etc.
- Denied - Assistance Requests that have been denied. Treasurers may deny requests for many reasons - these represent requests that were wholly refused by the conference.
- Withdrawn - Check requests may be withdrawn by the caseworker after they've been submitted - but the fact of the original request will be saved in system. Once a request has been processed by the treasurer it may no longer be withdrawn.
- Void - These would be check requests that were originally paid but later voided.
- Not Paid - Refund - These are requests that were originally paid but have since been completely refunded.

## Approve Check Request

Clicking on requested checks in this list will return an approve check request screen allowing the treasurer to make decisions on the assistance request - whether to approve or deny, what check number, amount, date, etc. The treasurer may navigate from this form down into the case itself to review the casework in the process of making the decision as to whether to grant the request. Details related to the vendor as well as the client receiving the assistance are provided in a quick to access read-only accordion on the screen giving the treasurer the additional ability to quickly review the details associated with the check request (allowing for a quick review).

**Approve Check Request : Ings, Brendan**

If you need to review the details behind this check request, use the Review Case button above. To return to this check request, use the "Exit" button in the top left corner of the View Pane.

Amount * \$400.00	Mailed or Delivered? * Mailed
Check Number *	Mailed on Date *
Financial Report Type Housing / Rent	
Assistance Category Housing/Storage	Assistance Resource Rent
Account No 93333	Case 2017-00065
Account Holder Brendan Ings	Case Worker Beetle, Brad
Other	

**Vendor**

Vendor Category Housing

Name Jefferson Savings and Loan

Address 5100 Main

City Jefferson State Louisiana Zip 30000

If the request is to be denied, pressing the [Deny] button will fix the status of the request to denied, move it to the 'Processed' tab, and notify the caseworker.

If the request is to be approved, treasurers are required to enter the check number and select the delivery method. The amount defaults to the value of the requested assistance but it may be altered by the treasurer. Finalizing the approval of the request requires clicking on the [Approve] button.

Check numbers must be unique in the system - and if a check number is entered that is a duplicate of one that is already present, a screen will be displayed prior to completing the approval process requiring the treasurer correct the problem before approval. This screen will display the check number, and a link to the check which shares its identification to help the treasurer understand how this mistake could have occurred.

The Check Number is Already in Use

49063 is already in use by one or more existing transactions.  
Please make requisite revisions below and try again, or cancel the approval and review the prior uses of the check number.

Check Number \* 49063

These are the prior uses of this check number:

C	Type	Number	Date	Debit	Payee	Client	Case
	Utilities	49063	06/13/2017	\$120.00	Louisiana Edison	Phillips, George	2017-00064



**Note:** for instructions on how to use combined checks, support for debit transactions, or mapping checks written in advance of casework to assistance requests see those sections within the Advanced Check Register Actions later in this section.

The [Check Requests] button cancels the process and leaves the screen, returning to the check requests screen.

The [Check Register] button cancels the process and leaves the screen, sending the user to the check register related to this check request (treasurers for multiple conferences take note).

The [Change Type] button allows the treasurer to alter the transaction type of the request if the assistance was improperly mapped by the caseworker, or if resources in the system are not properly mapped to a valid transaction type (a misconfiguration).

The [Review Case] button will bring up an advanced view of the casework - giving the Treasurer a full view of the case and the ability to message the caseworker with questions prior to approving or denying the assistance request, or to give instruction related to the case.

Case 2017-00065: Open | Client: Ings, Brendan

Reassign Send Message Back

Case Manager Case Worker \* Beetle, Brad Secondary Broward, Bill

Provide an update or message to the volunteers assigned to this case: \*

Intake Profile Visit Household Situation Requests Assistance Checks Documents Follow-Up

Map of 551 Gelpi

First Name Brendan MI Last Name Ings

Gender Male Marital Status Married

Ethnicity Caucasian Church

# Working with Pledges

When an initial pledge request comes in to a treasurer it appears much as a check request. The notification in the Messages pane will show a New Pledge Request - as does the grid of currently outstanding check requests. When selected, a screen similar to that used to approve checks appears. It has minor changes reflecting pledges. For example: these changes exclude the need for a mailed or delivered notation.

**Approve Pledge Request : Savage, Terry**

Check Requests | Check Register | Review Case | Approve Pledge | Deny Pledge

If you need to review the details behind this pledge, use the Review Case button above. To return to this pledge request, use the "Exit" button in the top left corner of the View Pane.

Pledge Amount \* \$100.00  
 Client Target \* \$100.00

Financial Report Type Utilities

Assistance Category Utilities Assistance Resource Electric Bill

Account No 93888 Case 2016-00024  
 Account Holder Terry Savage Case Worker Baxter, Blaise  
 Other

**Vendor**

Vendor Category Utilities

Name Louisiana Edison  
 Address 10000 Elm  
 City Jefferson State Louisiana Zip 30000

Once a pledge has been approved the numbers will be reflected amongst the outstanding liabilities in the check register balance columns until it is processed - and moved left - or it is withdrawn and eliminated.

Once the caseworker adjudges the client has fulfilled their part of the bargain, they will 'Execute' the pledge - transforming it into a Check Request. Note the additional information displaying pledge details such as client target amount.

**Approve Check Request (from Pledge) : Savage, Terry**

Check Requests | Check Register | Review Case | Change Type | Approve | Deny

If you need to review the details behind this check request, use the Review Case button above. To return to this check request, use the "Exit" button in the top left corner of the View Pane.

Pledge Amount \* \$100.00 Mailed or Delivered? \* Select  
 Client Target \$100.00  
 Check Number \*

Financial Report Type Utilities

Assistance Category Utilities Assistance Resource Electric Bill

Account No 93888 Case 2016-00024  
 Account Holder Terry Savage Case Worker Baxter, Blaise  
 Other



**Note:** Pledges that have been executed and become check requests will disappear from this pledges grid report even though they are not yet approved - but the amount of pledged liability will not have changed.

# Recording Additional Transactions

Treasurers must also record non-case related financial events in the ledger. These may be anything from checks issued for office supplies to the recording of deposits or refunded monies from failed assistance efforts.

This is not intended to record transactions related to assistance. The core value proposition of using the CMS system is to be able to track the relationship between monies being spent as assistance in direct aid with what sort of assistance was provided, when it was provided, and to whom it was provided. Simply recording transactions in the system as generic assistance events without having cases to map them to reduces the value of the software. That said - it may be that situations come up where money was provided to a client by a caseworker with the authority to cut checks and who for some reason was unable to use CMS to track their casework.

In the main section of the check register there are 2 buttons - [Add Debit] and [Add Credit]. Pressing these will spawn an appropriate screen allowing for the capture of the associated transaction. Debits allow you to record notes related to the transaction. Credits allow you to record extended tracking information - allowing you to supply details related to donors in donations and whether the debit should be considered tax deductible. Reports can be run to collect and export this data later in the year for donor tax/thank you letters.

**Add Credit Transaction - Conference South**

Cancel Submit

Type \* Donation - from Members

Transaction Date \* 06/13/2017

Amount \* \$600.00 (Credit)

Notes

Enable Tracking

First Name Diego Last Name Kante Email Phone

Address 1170 Elm

City Jefferson State Louisiana Zip 30000

Tax Deductable

Tracking Details Donated to fund a Bridges out of Poverty Seminar for the conference. Asked to be reminded to donate again at Christmas.

The treasurer selects the transaction type from a pulldown list of options - and each of these types have an important role in determining which line item the transaction impacts in financial reporting. In most cases this is all very simple - but making the right call as to which type of transaction type applies to any given situation is key to understanding your role as conference treasurer.

All financial items related to assistance, credit and debit adjusting entries, and other various deposit options are available. The fixed system transactions that occur as a result of some corrective actions (such as void and refund) are not available as they require the treasurer to perform those actions within the context of existing transactions.

# Corrective Actions

The vast majority of the work a treasurer is asked to perform falls into the basic functionality found in the check register and check requests screens. However, there will be times a check will be recorded in the system and it must be adjusted. The system is reasonably forgiving - but there are limits as to what sort of actions are allowed.

## Deleting or Withdrawing A Check

Treasurers cannot delete an entry from the register. So long as the month during which the transaction is recorded is still open, the treasurer can alter the amount, alter the check number, alter the date, but they cannot eliminate the entry. Allowing treasurers to alter the amounts of a recorded check is allowed even though it may violate standard accounting practice. If a treasurer wants to eliminate a check as if the check never existed - they should navigate to the transaction and void it but once a check is 'cleared' it cannot be edited. Treasurers may 'unclear' a transaction - which allows for the correction of mistakes in the check register - but they can only 'unclear' transactions prior to closing a month.

## Voiding Checks

Voiding has a very specific meaning within accounting practice - it is to cancel or reverse a transaction as if it never happened. Voiding is the process of recording that an entry in the check register needs to be eliminated. By clicking on an entry in the register one may void the check simply by hitting the 'void' button. In a GAAP sense, voiding is representative of the idea that the check never cleared and for all intents and purposes did not exist.



A treasurer should never have a reason to void a cleared check. However, in the extremely unlikely scenario where this is a necessary action, the treasurer could unclear the check and then void it.

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A voided check does not have an offsetting transaction line item (like an adjusting credit does) - it eliminates the entirety of any sort of financial outlay as if it never happened. Voiding should be a rare occurrence. Though this system is a reflection of the actual bank account - not the actual bank ledger - it is still strongly recommended that you treat voids the way you would an actual bank account ledger. Conferences should try not to overuse void for checks that are not actually being voided as it can lead to a very difficult to follow Check Register.

Voided entries are automatically cleared in the system - but pressing the recalculate button is still required to acquire properly adjusted balances taking this action into account. In situations where a check was carried forward several months, as the check is still not cleared it can still be voided. The months where the check was a provisional liability will still have that fact reflected in their monthly reports - but the amount of the liability is recaptured in the current month and should be reflected in a commensurate reduction in the outstanding checks balance.

When a check is voided, it may be voided regardless of the status of the case. A case might be recorded as 'Closed - Assistance Provided' when the check is voided. If this happens, the treasurer should manually reopen the case and inform the caseworker of events.

### Undoing a Voided Check

Checks that have been voided may have the void rolled back as long as the month is not closed. This will reinstate the original check, with the same time stamp and values as if the void action never took place. To perform this action select the voided item in the check register and simply press the [Undo Void] button at the top.

### Revisiting a Check/Pledge Request

Check and Pledge requests that had been denied may be revisited and approved - and vice versa so long as the month is not closed and the case is open. Details of these requests may also be changed so long as the transaction is uncleared and the month is not closed and the case is open. Requests that are recent will be available in the processed tab of the check requests grid whereas older requests may always be found using the [Search] function at the top. Managing check requests or reviewing them is the primary purpose of these grids. There are shortcuts to transactions themselves if there are associated transactions, but altering transactions is ideally performed via the more natural review from the check register grid.

If the request was approved, a transaction will invariably be recorded in the check register associated with this request. This transaction may be adjusted from the check register regardless of the open/closed status of the case as well - but the question of approval or denial is not germane as at that point the request will be seen as approved. If the check is voided and the case reopened the case can then be closed as 'Closed - Assistance Not Provided' regardless of whether the treasurer at one point approved the assistance.

**Check Request**

Case 2017-00064    Check Requests    Check Register    Change Status

This request has been closed as Paid.  
 If you made a mistake, and need to change the resolution, use the Change Status button above. This will bring up the corresponding transaction in the check register, where you can void the check, which will be reflected in the status of this check request.

Amount	\$120.00	Mailed or Delivered?	Mailed
Check Number	49063	Mailed on Date	06/13/2017
Assistance Category	Utilities	Assistance Resource	Electric Bill
Account No	483728	Case	2017-00064
Other	Needs this paid by Friday	Case Worker	Baxter, Blaise
Account Holder	George Phillips		

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**Transaction**

Type	Utilities	Check Number	49063
Payee	Louisiana Edison	Debit	\$120.00
Transaction Date	06/13/2017	Credit	

If working from the check requests screen, the process involves visiting the request and selecting [Change Status] (visible if the case is not closed as changing the status of requests for a closed case would be problematic for caseworkers and clients alike). Performing this action on a denied request will return the treasurer to the check request approval screen allowing the treasurer to perform actions such as approving previously denied requests. However, if the case itself is closed the treasurer should reopen the case if they're looking to perform corrections that would impact the casework and the client. Using the messaging to explain the situation to the caseworker is strongly encouraged.

### Revisiting a Transaction

Similar to revisiting a check request, this allows the review and updating of transaction information associated with a recorded transaction. Many of these transactions will be related to check requests - but operating from the register ignores the status of the casework itself. This allows treasurers to void checks or adjust amounts regardless. However, if a transaction amount has changed for some reason, it may be useful to reopen the case for the purpose of informing the caseworker of the changes - just as with voids. Transactions that are in marked cleared in closed months may not be altered. Refunds may be applied against them (which would appear in the current month).

**Edit Transaction**

Cleared  No

Type

Payee

Transaction Date \*

Check Number

Credit

Debit

New Amount  (Debit)

**Check Request**

Amount <input type="text" value="\$120.00"/>	Mailed or Delivered? <input type="text" value="Mailed"/>
Check Number <input type="text" value="49063"/>	Mailed on Date <input type="text" value="06/13/2017"/>
Assistance Category <input type="text" value="Utilities"/>	Assistance Resource <input type="text" value="Electric Bill"/>
Account No <input type="text" value="483728"/>	Case <input type="text" value="2017-00064"/>
Account Holder <input type="text" value="George Phillips"/>	Case Worker <input type="text" value="Baxter, Blaise"/>
Other <input type="text" value="Needs this paid by Friday"/>	

**Vendor**

Client: Phillips, George

### Carrying a Check Forward

Many times a check will be written in one month but it has not cleared the bank by the end of the month when the treasurer is looking to close. When a treasurer closes a month - all outstanding non-cleared transactions (debits and credits) are automatically carried forward to the next month. Once a transaction has been carried forward - it is 'locked' as if it had been cleared. The treasurer can no longer edit the entry in any way (amount, date, etc) - hence closing a month will lock everything to a read-only state.

When this is done, the amount of the carried forward check will be shown in the outstanding balance for the just closed and the newly opened month. Essentially, outstanding balance is a snapshot reflection of the recorded assets and liabilities - and as the treasurer has chosen to carry the transaction forward it will be represented in balances for both months.

If a transaction that has been carried forward is later voided - the previous month's outstanding balance amount is unaffected. The closed month is closed - the numbers for that month represent things as they stood at the moment in time when the month was closed - hence it will still suggest that the conference had the liability represented by the check at the moment in time when the month was closed. Those outstanding liabilities are clawed back when the check is voided in the current month - and as they never crossed the bank's desk they should never have impacted the bank balances at any time (merely impacted the amount of money the treasurer thought they had to work with during that period of time).

### **Adjusting Entries**

If a transaction occurred in a previous month that has been closed - and it turns out the amount of the transaction was incorrectly recorded in the ledger - then the treasurer should record an adjustment for the purpose of getting the books back in order. This happens - people mistype things and make mistakes. However, months cannot be reopened - so the only method for recording these mistakes is through the use of adjusting entries. The system allows editing of checks prior to a close - this is as far as the system is able to compromise and keep monthly reporting intact.

# Advanced Treasury Functionality

## Handling Vouchers

The CMS system does not provide a feature to inventory vouchers and gift cards - and thereby manage individual voucher IDs or their inventories - however this is a feature that will be implemented in the future. Vouchers and Gift Cards, like bags of food, can be a difficult item to properly track due to the effort involved in recording transactions and the unwillingness of volunteers to spend an inordinate amount of time recording the events.

In the interim, conferences have ways to handle vouchers. Many times a conference treasurer will purchase a number of gas cards with a single check to create a supply set aside for caseworkers to distribute as they see fit. Vouchers usually come in the form of grocery certificates, gasoline cards or thrift store redemption slips.

When caseworkers wish to record that a voucher or gift card was given to a client on a case, they will add an assistance request into the system. As there is no relationship between some balance of funds that had been set aside for these cards/vouchers, there is no double check against recorded discrete values of cards, or balances that were earmarked in a cost-accounting sort of way for thrift store voucher set-asides. The caseworker is handing out a gift card - and that gift card will have a recorded value - and there will NOT be a check request associated with it. Vouchers are tracked in CMS by selection of resource categories and resource types. As the CMS system does not inventory these resources or have a sub-balance of monies set aside for them etc - there is nothing preventing a caseworker from recording data incorrectly (as there are no inventories of discrete scrip/cards).



**Note:** Assistance Reporting can be used to capture these transactions by selecting the appropriate resource type and non-financial assistance flags. For more on this see the Assistance Reporting section later in the Reporting and Search section of the guide.

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## Using Single Checks for Multiple Assistance Items Across Clients

It is an uncommon practice for St Vincent conferences to provide a single payment to a local utility company that the company applies to several customer account balances. The efficiency of writing a single check like this is more than offset by the effort involved in tracking and managing the accounting. These sorts of aggregate checks can be recorded in the system - but using the same check number is problematic for many reasons - mostly having to do with the difference between the actual amount on the check vs the amount recorded multiple times for a single check across multiple assistance events. To allow for this to be tracked properly we altered the nature of the check number field to allow for the use of an added letter - as check numbers are unique on a per conference basis.

The suggested way to track an aggregate payment like this in the system would be to use a single check number followed by a letter denoting the subdivided nature of the check entry. These combined payments are often culprits in account adjustment scenarios - as it is not uncommon for client account numbers to be incorrectly captured - resulting in refunded amounts being returned from the utility in question. There is a process specific to capturing refunds given back to the conference by a vendor and recording them against the transaction in question.

If the treasurer inputs a check that is already recorded in the system, a box will be spawned that will show all check numbers for this conference that are essentially similar to that which was entered. So if, for example, a half dozen check #1111 were in the system as 1111a, b, c etc - and the treasurer entered a second 1111d by mistake - they would see all the 1111 checks that are currently recorded and could correct this. This transaction will be invalid until such time as it has a unique check number, so it is important to rectify this immediately.

### Suggested Solidarity Contributions

The system calculates a suggested solidarity contribution based on a fairly simple formula. The national guideline makes it the responsibility of the Diocese to set the suggested amounts. We have installed a formula based on consultation with several diocese which may or may not work for you. This calculation reviews all receipts for a given month when the monthly financial report is complete - and records it in the 'expenses' section of the monthly financial report generation screen.

The system calculation runs as follows:

(Total Receipts - Overseas Contributions - Contributions from other conferences - Fundraising Expenses) \*.075 (where Total Receipts excludes grants and any other excluded deposits).

This is merely a suggestion and no monies are recorded as set aside from the conference in solidarity until an actual solidarity payment transaction is recorded in the check register. To capture the actual amount paid in solidarity contribution create a transaction using the Solidarity Contribution transaction type.

### Mapping Previously Written Assistance Checks to Assistance Events

There may be rare occasions where a check has been written in an emergency prior to a case advancing to a point of making a check request. Things happen in the real world and the system needs to be able to handle it when someone jumps completely out of the work-flow.

[Hide Explanation](#)

49064 is already in use by one or more existing transactions.

Please make requisite revisions below and try again, or cancel the approval and review the prior uses of the check number.

Check Number \* 49064

These are the prior uses of this check number:

C	Type	Number	Date	Debit	Payee	Client	Case
	Utilities	49064	06/13/2017	\$45.00	Drinkwater Propane		

Under certain circumstances, it may be possible to use one of these transactions to fulfill the check request. The transaction must not have been used for another check request. The transaction must be for the same amount, the same financial type, and the same payee (exact spelling). Also, if the version of the CMS it was created with was too old, it can't be used. If there are any such transactions, they will be listed below

Click on any of the transactions below, if any, to use that one to fulfill this check request:

C	Type	Number	Date	Debit	Payee	Client	Case
	Utilities	49064	06/13/2017	\$45.00	Drinkwater Propane		

When this happens, and the check request has finally been submitted for the case in question, entering a conflicting check number will return 2 grids of data. The first shows details related to the conflict - the details associated with the check number that the treasurer is attempting to use a second time.

The second grid is the result of a query of the system for outstanding transactions of an identical type that have not been associated with an existing check request. In other words, if a check was cut for funeral expenses at the beginning of a month, and in mid month the caseworker submitted the case with the check request, the treasurer will see any transactions of the type 'funeral/burial expense' that has not been associated with a request. If the treasurer kept good notes related to the check, they can connect the check to the check request at this time.



**Note:** the matching criteria will only display checks of the exact amount - if a check was written for \$52.11 and the request is NOT for \$52.11 then the option of matching it to the outstanding check will never appear.

### Recording a Refund

When reviewing cleared transactions in the check register, a [Refund] button is presented along the top allowing treasurers to map an adjustment to the transaction in question and have it display as a line item in the check register. There are times a conference receives a refund check from a vendor related to a payment made for assistance on behalf of a client. As these transactions are actual, they are recorded as items in the check register itself. However - to record them the treasurer should navigate to the transaction against which the refund is to be applied - and press the [Refund] button. This will only work against cleared transactions - and will make an appropriate credit to the conference accounts.

Record Refund		Cancel	Submit
Refund Amount *	<input type="text"/>	Date *	<input type="text"/>
Type	<input type="text" value="Utilities"/>		
Payee	<input type="text" value="Louisiana Gas and Electric"/>		
Transaction Date	<input type="text" value="02/18/2017"/>	Check Number	<input type="text" value="47052"/>
Credit	<input type="text"/>	Debit	<input type="text" value="\$100.00"/>

There are some limitations to refunds relative to originating transactions but these common sense constraints should never occur (for example, the treasurer cannot void a transaction that's had a refund applied to it). If refunds are issued, treasurers are encouraged to communicate with caseworker associated with the transaction that this has transpired. In reviewing the casework, the amount of the refund is automatically deducted from the amount of the assistance in the assistance request (even if the case has been closed).

### Using Debit-Card Transactions

Sometimes debit-card transactions are used in lieu of checks for assistance. However, due to the way banks process debit transactions, often not supplying transaction ids until much later, these can represent a difficult tracking burden on treasurers. In an effort to help provide some relief for this scenario, CMS allows the use of the specific phrase "Debit Transaction" inside the check number field - which will skip the unique constraint applied to check numbers.

If the transaction clears before the end of the month, it is strongly recommended that this provisional check number description be replaced with the actual electronic transaction ID. However, it may be that the transaction is not cleared by the bank at month end at which point this electronic transaction record will go through as a carried forward debit just like a check. This, just like a check, will also lock the transaction for editing.

This should be a very rare event, but we will provide a facility for correcting the transaction ID for these closed month non-cleared transactions in a later release.

### **Initializing the Check Register**

The first time you login to the system as a conference treasurer a button will be available to you to allow you to set a beginning bank balance for the conference accounts. This number should match the number on the bank statement. It may be configured for you during training or during configuration, but if not then pressing this button allows the treasurer to set the baseline balance themselves.

The initial treasurer visit to the check register for a conference requires initialization and the recording of a beginning balance. The system recognizes it has not been initialized - and so the first time a treasurer visits the check register they will be given the option to set the beginning bank balance. If there are no outstanding transactions for the month where CMS is to be instantiated then the treasurer can set the bank statement balance as the monthly financial report balance without issue. However, if this is not the case then any outstanding transactions should be added to the first month as if they occurred in that month.

### **Treasurer Only Search Functions**

There are several powerful search tools in the CMS system to be found by pressing [Search] at the top of the screen. Some of these are restricted based on role - and one is specific to the treasurer role. The 'Search for Check Requests' is a search in the system that can be used by treasurers to track down transactions associated with assistance requests.



**Note:** a detailed explanation of the search options is available under the heading Understanding Search within the Non-Workflow Functionality section near the start of this guide.

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# Transaction Types

The taxonomy for recording transactions in the system has several layers - one for the description of the aggregate used in reporting, several for granular types of direct aid, Categories for that direct aid, and check register level labeling. Caseworkers may make a decision as to what sort of direct aid an assistance effort is, but it not be the way the treasurer wants to record it. In addition, there are many types of transactions that have nothing to do with direct aid (deposits and expenses) which all have their own transaction types and end up appropriately in the financial reports.



## Receipts

These are transactions that account for income into the conference - whether as donations from individuals and institutions or transfers of monies from other conferences.

**Donation - from Members** - Financial contributions from Active, Associate and Contributing Members including blue bag collections taken in conference meetings. These monies appear on line 2) Donations from members (active/associate/contributing) of the Monthly Financial Report.

**Donation - Church and Poor Box Collections** - This includes any monies drawn as support from church collections, alms distribution at the church door, and any actual poor box collections. Any money transferred from the parish treasury to the conference should also be recorded using this entry. These donations appear on line 3) Church & Poor Box Collections of the Monthly Financial Report.

**Funds Receipt - Fundraising Projects** - Money collected from fundraising and special works. These credits appear on line 4a) Fund Raising - Special Works of the Monthly Financial Report.

**Funds Receipt - SVdP Thrift Store** - Money deposited from the thrift store accounts for the use of the conference in assistance projects. These transactions appear on line 4b) Fund Raising - Stores of the Monthly Financial Report.

**Funds Receipt - Special Events/Other** - This transaction type is for recording donations not made in church and financial support from activities not directly or exclusively church related - such as memorial donations, dinners, or Friends of the Poor Walks. It appears on line 4c) Fund Raising - Special Events Other of the Monthly Financial Report.

**Funds Receipt - from Other SVdPs** - monies transferred from within the diocese from another conference to this one. This can include thrift stores and special works run by other conferences as well as direct financial assistance. Many times wealthier conferences donate money to ones exhibiting greater need that lack the financial capability to deliver necessary assistance. Friends of the Poor Grants should use this Transaction Type. These credits are considered exempt from suggested solidarity contribution calculations. They appear on line 5) Other SVdP Contributions of the Monthly Financial Report.

**Funds Receipt - Grants** - grant money given to the conference often for specific needs, or deposits earmarked for the conference for specific programs. These can originate from foundations, government agencies, or private sector groups. These funds appear on line 6a) Other - Grants of the Monthly Financial Report.



**Note:** the Agular CMS system does not store earmarked funds in a special balance. It is up to the conference treasurer to manage monies that have been collected for specific purposes.

**Funds Receipt - Disaster Funds** - This is used to record money received for local disasters for which a special non-operating fund has been established. These funds appear on line 6b) Other - Disaster Funds of the Monthly Financial Report.

**Funds Receipt - Capital Campaign Funds** - This transaction type is to record money received and earmarked for formally defined non-operating credits for construction and renovation of conference facilities (Thrift Stores/Food Pantries/ etc). These funds appear on line 6c) Other-Capital Campaign Funds of the Monthly Financial Report.

**Funds Receipt - Other Restricted Funds** - This is a transaction type for designating deposits that have been received specifically for the use of particular campaigns. It is money that has been brought into the conference earmarked for the purpose of conducting a special event or fund raising event. These monies tally to line 6d) Other - Other Restricted Funds of the Monthly Financial Report.

**Funds Receipt - Miscellaneous** - This transaction type is a catchall for other sources of income (legacies, bank adjustments, interest, etc). These appear on line 6e) Other - Misc Receipts in the Monthly Financial Report.

**Adjustment - Credit** - These are 'adjusting entries' - a way to balance the books to account for mistakes in previous months that are closed. As months do not re-open for the purpose of changing ledger entry details - it may become necessary to enter an adjusting entry (either credit or debit) to bring the books back into line. These entries are there specifically to offset errors to get the systems balances to reflect reality. They also appear on line 6e) Other - Misc Receipts in the Monthly Financial Report.



### **Direct Aid**

Direct Aid transactions are driven primarily by caseworkers making assistance requests. As such they arrive on the treasurers desk mapped to categories of direct aid and with pre-determined transaction types. The treasurer has the ability to override these (if for some reason the caseworker's categorization of assistance is deemed incorrect. These are neither in-kind donations nor are they vouchers - these are entries related to financial assistance rendered to the client only.



**Note:** Direct Aid does not include in-kind assistance. Items purchased and distributed by caseworkers in the field (such as gas cards) should count as a direct aid expense. On the other hand, vouchers for the thrift store - where the conference receives items at no cost and passes them directly to individuals are not direct aid. Consult with your district treasurer if you have questions as to what should and should not be considered a direct aid transaction.

**Burials / Funeral** - Burial expenses (headstones, plots, etc) and Funeral expenses (mortuary costs, service related costs etc). Burial / Funeral transactions map to line 8) Burials/Funeral in the Monthly Financial Report.

**Education / Daycare** - Transactions related to education related expenses (books, tuition, etc) and daycare services. These debits supply line 9) Education/Day Care (Tuition & Books) in the Monthly Financial Report.

**Medical / Prescriptions / Counseling** - Transactions related to helping pay medical related costs. As with legal fees, any non-financial assistance provided by membership can be delineated in casework - but only financial transactions affecting the treasurer through the use of a check request will appear here. This will appear on line 10) Medical/Prescriptions/Counseling of the Monthly Financial Report.

**Clothing / Household Items** - Monetary assistance falling within the Clothing, Furniture, and Household item set of resources. These transactions contribute to line 11) Clothing/Furniture/Appliances/Household Items in the Monthly Financial Report.

**Food / Groceries** - Transactions related to Food and Grocery purchases. These are direct aid food purchases and financial outlays by the conference associated with stocking the food pantry. Appears on line 12) in the Monthly Financial Report.

**Housing / Rent** - Transactions related to rent, mortgage, and temporary lodging assistance. These figures feed line 13a) Housing (Rent, Mortgage, Storage fees) on the Monthly Financial Report.

**Temporary Lodging** - Transactions related to temporary lodging or hotel assistance. These debits map to line 13b) Temporary Lodging (Hotel/Motel, Shelter) in the Monthly Transaction Report.

**Transportation** - Transactions related to transportation related assistance (vehicles, vehicle repair, and gasoline). Often gas cards are purchased in lots and distributed to the needy as non-financial assistance - and the purchase of these could be recorded as a line item here. This maps to line 14) Transportation (Tokens, gas, bus/plane tickets, vehicle repair) in the Monthly Financial Report.

**Utilities** - transactions related to making utility payments for individuals. These map to line 15) Utilities (Gas, Electric, Water, Propane, Firewood) in the Monthly Financial Report.

**Legal Fees / Licenses** - The payment of Fines, Licenses and financial support with legal bills. Non-financial legal work performed by SVdP members can be defined by caseworkers as non-financial assistance, which should not be recorded here and should not appear in the check register. These transactions appear on line 16) Legal Fees (Licenses, Fines, Court Costs, Lawyer Fees) of the Monthly Financial Report.

**Recreation / Camp Fees** - monies related to recreation or camp expenses for youth or the elderly. These appear on line 17) Recreation (Camp Fees, Parties/Outings for Elderly/Youth) in the Monthly Financial Report.

**Miscellaneous Expenses** - If from casework, these transactions will either be for disaster relief that is being covered specifically by the conference outside of any disaster relief fund set aside or for other financial assistance that is not covered by any of the other resource categories. The transactions here feed line 18) Miscellaneous in the Monthly Financial Report.

**Special Works - Direct Aid** - Conference money spent on direct service to those in need. This is non-operational - and should only encapsulate money that is actually spent on items given to those in need through special works. For example, money spent on families in a Christmas event. Special Works events are not driven from the casework - so these are more likely recorded as large treasury level checks. This will appear on line 19) Special Works (Direct Aid) in the Monthly Financial Report.



### Expenses

These are mostly operational in nature and in some cases are directly related to receipts of a similar nature.

**Disaster Relief** - This includes all monies expended for disaster relief locally, nationally, and internationally. Transactions recorded here appear on line 21) Expense: Disaster Relief in the Monthly Financial Report.

**Twinning - Domestic** - donated money from your donating conference to a recipient conference. It maps to line 22a) Domestic Twinning in the Monthly Financial Report.

**Twinning - International** - similar to domestic twinning, these represent funds given to an SVdP group outside of the United States. These map to line 22b) International Twinning in the Monthly Financial Report.

**Solidarity Contribution** - As per the national guidelines: "Faithful to the spirit of non-accumulation of wealth, the next higher Council may determine annually the percentage of the funds of each Council or Conference within their area that may be made available to them." Each conference records its actual solidarity support in the ledger using this transaction type. This links to line 23) Council Solidarity Support in the Monthly Financial Report.

**Contribution to Upper Councils** - Funds sent to an upper council over an above solidarity, twinning, and disaster relief contributions. This links to line 24) Contributions to Upper Councils in the Monthly Financial Report.

**Special Works Expenses** - These include all funds expended to operate Special Works (such as holiday programs). This does NOT include money used to purchase items delivered as assistance to those in need. This appears on line 25a) Operational Expense - Special Works in the Monthly Financial Report.

**Fund Raising Expenses** - these are special events expenses and monies spent in fundraising activities (dinners, Friends of the Poor Walk, etc). They appear as a cost item on line 25b) Operational Expense - Special Events of the Monthly Financial Report.

**Operational Expenses** - transactions related to costs related to ongoing operations. Often these reflect office supplies, postage, office rent and utilities or other office equipment expenses. They appear on line 25c) Operational Expense - Other of the Monthly Financial Report.

**Other Expense** - Miscellaneous expenses that are non-tangible in nature (Bank fees, dues, subscriptions, etc.) These contribute to line 26) Other in the Monthly Financial Report.

**Other Expense - Using Member Donations** - This is for the dedicated use of member donations for member activities and costs. For example, meal costs for a conference dinner that has had money set aside specifically for this purpose. These appear on line 26) Other of the Monthly Financial Report.

**Adjustment - Debit** - Much like Adjustment - Credit, this is to record adjustments to the system that balance the books in the event of mistakes in the register. These transactions appear on line 26) Other of the Monthly Financial Report

Receipts		
Transaction Type	Description	Reporting
Donation - From Members		Line 2
Donation - Church and Poor Box Collections		Line 3
Funds Receipt - Fundraising Projects	Proceeds from Fund Raising - Special Works (Gross)	Line 4a
Funds Receipt - SVdP Thrift Store	Thrift store contribution to conference (Net)	Line 4b
Funds Receipt - Special Events Other	Proceeds from Special Events (Gross)	Line 4c
Funds Receipt - from Other SVdPs		Line 5
Funds Receipt - Grants		Line 6a
Funds Receipt - Disaster Funds		Line 6b
Funds Receipt - Capital Campaign Funds		Line 6c
Funds Receipt - Other Restricted Funds		Line 6d
Funds Receipt - Miscellaneous	Miscellaneous Receipts (Bank Interest, etc)	Line 6e
Adjustment - Credit	Adjusting Entries	Line 6e

Direct Aid				
Transaction Type	Resource Category	Resource	Description	Reporting
Burials / Funeral	Burials / Funeral Expenses	Burial	Headstones, Caskets etc	Line 8
		Funeral	Mortuary costs etc	
Education / Day Care	Education / Day Care	Day Care		Line 9
		School Supplies		
		Textbooks		
Medical / Prescriptions / Counseling	Medical / Prescriptions / Counseling	Counseling		Line 10
		Dentist		
		Doctor		
		Other Medical		
Clothing / Household Items	Clothing/Household Items	Clothing	Financial assistance for clothing	Line 11
		Clothing Voucher	Financial assistance for a gift card	
		Furniture	Financial assistance for furniture	
		Household Items		
Food / Groceries	Food/Groceries	Diapers/Sanitary Items		Line 12
		Food	Not 'In Kind' Assistance for food	
		Groceries	Not 'In Kind' Assistance for food	
Housing / Rent	Housing/Storage	Home Insurance		Line 13a
		Lodging > 1 Month		
		Mortgage		
		Rent		
		Renter's Insurance		
		Storage Unit		
Temporary Lodging	Temporary Lodging	Hotel Overnight		Line 13b
		Hotel Weekly		
		Hotel up to 1 month		
		Night Shelter		

Direct Aid				
Transaction Type	Resource Category	Resource	Description	Reporting
Transportation	Transportation	Airfare		Line 14
		Bus Ticket		
		Car Insurance		
		Car Payment		
		Car Tag		
		Drivers License Renewal		
		Gasoline		
		Moving Expenses		
		Public Transport - Passes		
		Public Transport - Tokens		
		Vehicle		
		Vehicle Repair		
Utilities	Utilities	Electric Bill		Line 15
		Firewood		
		Natural Gas Bill		
		Phone Bill		
		Propane Gas		
		Trash Service		
		Water Bill		
Legal Fees / Licenses	Legal Fees	Court Costs		Line 16
		Fines		
		Licenses		
Recreation / Camp Fees	Recreation	Camp		Line 17
		Recreation for Elderly/Youth		
Miscellaneous Expenses	Miscellaneous	Disaster Relief	Specific disaster related direct aid	Line 18
		Other Financial Assistance	Other uncategorized direct aid	
Special Works - Direct Aid	Holiday Programs	Angel Tree	Direct Aid Assistance	Line 19
		Christmas		
		Thanksgiving		

Expenses				
Transaction Type		Description		Reporting
Disaster Relief				Line 21
Twinning - Domestic				Line 22a
Twinning - International				Line 22b
Solidarity Contribution				Line 23
Contributions to Upper Councils				Line 24
Special Works Expenses				Line 25a
Fund Raising Expenses				Line 25b
Operational Expenses				Line 25c
Other Expense				Line 26
Other Expense - Using Member Donations				Line 26
Adjustment - Debit	Miscellaneous Expenses			Line 26

# Reconciliation

Each month the treasurer comes to the end of the monthly billing cycle and must close the month's books. To perform this action, every check register transaction that has been recorded in the month must be reviewed against the bank statement to complete the calculations for the end of month closing balance, and thus the beginning of the next month's opening balance.

However, during the course of the month the treasurer may choose to get ahead of the process by reviewing bank balances on-line - and clear checks as they are reported cleared by the bank rather than clearing them upon receipt of a physical monthly bank statement.

To reconcile the check register the treasurer simply clicks the [Reconcile] button in the check register. This will bring you to a transaction clearance screen - which will display all the non-cleared transactions outstanding for the conference. Everything from carried forward debits related to checks written in prior months that remain outstanding, to deposits recorded moments before are available to be reviewed.

**Reconcile Current Month - South**

Back   Clear Selected Transactions

Bank Statement Beginning Balance	\$25,631.83		
Amount of Deposits/Credits	\$1,000.00	Outstanding Deposits	\$500.00
Amount of Withdrawals/Debits	\$300.00	Outstanding Checks	\$760.00
Bank Statement Ending Balance	\$26,331.83	Check Register Balance	\$26,071.83

The following are all the outstanding transactions in the conference. Please place a checkmark next to those that have cleared, and use the button above to clear them in the database.

Clear	Check No	Date	Credit	Debit	Payee
<input checked="" type="checkbox"/>	47056	04/12/2017		\$100.00	Louisiana Edison
<input type="checkbox"/>	47057	04/12/2017		\$150.00	Stephens Properties
<input type="checkbox"/>	47058	04/12/2017		\$120.00	Louisiana Gas and Electric



**Note:** The pledge details are not represented in the reconciliation screen. They are not relevant to the close process - which is focused solely on actual transaction-related debits and credits within the check register.

The act of clearing checks is essentially a validation step. As treasurers, the responsibility lies with you to only clear checks that have actually been processed by the bank. The goal is to capture what has actually happened within the month in question relative to the bank statement for the month. If a check is written that has not cleared the bank, and you wait to close the month for that check to clear - but that check did not appear on the monthly bank statement (as it did not clear until a number of days into the next month) then the check register balance that appears in the month close process will be off by the value of that check. Hence, treasurers want to close months and clear transactions with an eye to what the bank has asserted has actually happened within the period.

The reconciliation process that can be accomplished via the [Reconcile] button is part of the [Close Month] process as well. It is unnecessary to clear checks using this button as the reconciliation process inherent in closing months will prompt you then if there are outstanding transactions.

# Closing a Month

Each month the treasurer comes to the end of the monthly billing cycle and must close the month's books. To close the active month, the treasurer simply clicks the [Close Month] button related to the current month found on the check register screen.

This will begin a four stage process - and during this time the month in question for the check register will be locked for any transactions. Once this has begun for the conference any secondary treasurers will not be able to record additional transactions into the closing month. This does not prevent caseworkers from submitting check requests nor does it prevent a conference treasurer from processing these requests mapped to later months that are not being closed.

The first step in the process is reconciliation. Any outstanding non-cleared transactions that have not been reconciled up to this point will be displayed to the treasurer. Any transactions that the bank statement asserts have been processed should be checked and cleared.

Close April 2017

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Reconcile Bank Statement Financial Report Closed

Clear Selected Transactions

Bank Statement Ending Balance \* \$26,291.83 From the April 2017 bank statement.

Note: The Bank Statement Ending Balance will also be calculated from the Beginning Balance and the cleared transactions this month. By providing the amount as it appears on the actual bank statement, these two amounts can be compared as a secondary validation that all the transaction details in the register are correct.

The following are all the outstanding transactions in the conference. Please place a checkmark next to those that have cleared the bank.

The transactions that are left without a check mark will be carried forward to the next month.

Clear	Check No	Date	Credit	Debit	Payee
<input checked="" type="checkbox"/>	47056	04/12/2017		\$100.00	Louisiana Edison
<input checked="" type="checkbox"/>	47057	04/12/2017		\$150.00	Stephens Properties
<input checked="" type="checkbox"/>	47058	04/12/2017		\$120.00	Louisiana Gas and Electric
<input checked="" type="checkbox"/>	47059	04/12/2017		\$100.00	Louisiana Gas and Electric
<input checked="" type="checkbox"/>		04/12/2017	\$500.00		
<input checked="" type="checkbox"/>	47060	04/18/2017		\$70.00	Louisiana Gas and Electric
<input type="checkbox"/>	47061	04/19/2017		\$45.00	Drinkwater Propane
<input type="checkbox"/>	49062	04/19/2017		\$175.00	Louisiana Gas and Electric

Any checks or deposits the bank has not cleared will automatically be carried forward into the next month upon close. This means they'll show up in the next month register for the purpose of outstanding debits/credits - however they are 'locked' at the point of closing. If an error was made in the recording and creation of the checks, adjusting debits/credits will need to be applied in the month where the bank statement shows the actual amount. When the transactions have been checked against the bank statement, [Clear Selected Transactions] will clear any checked items from the list. Finally, a box is presented to the treasurer which represents what the check register balance should be at this point given the transactions that have been cleared. The treasurer should simply input the bank statement balance in this box.

The second stage represents the test for whether the bank statement balance matches the calculated bank statement ending balance from the CMS system. If this matches a screen showing all the outstanding balances is displayed.

Close April 2017

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Reconcile **Bank Statement** Financial Report Closed

Check Register PDF Outstanding Transactions PDF

The printed (PDF) Check Register and Outstanding Reports are available above for review.

Calculated Values:

Bank Statement Beginning Balance	\$25,631.83	Outstanding Deposits	
Amount of Deposits/Credits	\$1,500.00	Outstanding Checks	\$220.00
Amount of Withdrawals/Debits	\$840.00	Check Register Balance	\$26,071.83
Bank Statement Ending Balance	\$26,291.83		

If the numbers do NOT match there is likely an inconsistency between what the treasurer has recorded in the check register as cleared and what is recorded by the bank.

Close April 2017

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Reconcile **Bank Statement** Financial Report Closed

Check Register PDF Outstanding Transactions PDF

The calculated Bank Statement Ending Balance does not match the Bank Statement Ending Balance that was entered from the actual bank statement:

From Bank Statement	\$26,290.83	Calculated	\$26,291.83
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These two values must be equal to proceed. The fact that they are different is an indicator that there are errors in the April 2017 check register.

It could be as simple as the actual Bank Statement Ending Balance was keyed in incorrectly in the previous tab. If so, simply use the Previous button to go back and re-enter this value.

However, it is also possible that there are errors in the transaction data. Double-check that all transactions from the bank statement have been cleared, and that no additional transactions have been cleared. Furthermore, make sure that the amounts are correct.

Finally, there is an outside chance that the error is in a prior month. Double-check that the Bank Statement Beginning Balance matches the actual beginning balance on the bank statement.

If you need to make changes to any transactions (or add transactions), please use Cancel to re-enable edits in the check register, otherwise, you can use the Previous button to go back and correct any entered balances or clear additional transactions.

If it is necessary to make changes to a prior month, or you are otherwise unable to find the culprit, please contact support.

The printed (PDF) Check Register and Outstanding Reports are available above for review.

Calculated Values:

Bank Statement Beginning Balance	\$25,631.83	Outstanding Deposits	
Amount of Deposits/Credits	\$1,500.00	Outstanding Checks	\$220.00
Amount of Withdrawals/Debits	\$840.00	Check Register Balance	\$26,071.83
Bank Statement Ending Balance	\$26,291.83		

Regardless - the process will stop at this point if the numbers are wrong. If the books do not balance correctly it's important to find out 'why' before the month is closed.

Once the treasurer has successfully matched the register balance with the bank statement step 3 begins - which is report review. Three reports will be generated when the month is closed and each is archived historically - the monthly financial report, a snapshot pdf of the check register for the month at the moment of the close, and a pdf of all outstanding transactions. These reports are available for review at this point - providing the treasurer a chance to examine the documents before they're published for the conference officers.

Close April 2017

Back Cancel Previous Close

Reconcile Bank Statement **Financial Report** Closed

Check Register PDF Outstanding Transactions PDF View Monthly Conference Report

The Check Register Balance and the Monthly Financial Report Ending Balance are equal:

Check Register Balance	\$26,071.83	Financial Report Ending Balance	\$26,071.83
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The month is ready to be closed. This will publish the reports, carry forward all outstanding transactions, carry forward the ending balances, and activate the following month.

Use the buttons above to review the reports that are about to be published. Note that only the Monthly Financial Report will be made available to members of the conference other than officers.

When you are ready, click Close.

When satisfied, pressing close will close the month and instantiate the next. The check register balance which was properly arrived at through the reconciliation process will be inserted as the new month's bank statement beginning balance and the treasurer is returned to the check register (unlocking it in the process). At this point the monthly financial report is published to the conference reports section of the Documents area of CMS and is available to all conference membership.

The next unclosed month will now be presented in the register as the 'Current Month' - carrying forward any transactions that remain in the register as uncleared.

Back    Check Requests    Financial Reports

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Current Month - May 2017    Other Months

Print    Pledge Details    Outstanding Report    Preview Financial Report  
Add Debit    Add Credit    Recalculate    Reconcile    Close May 2017

Bank Statement	Check Register	Pledged
Beginning Balance <input type="text" value="\$26,291.83"/>	Outstanding Deposits <input type="text"/>	
Deposits/Credits <input type="text"/>	Outstanding Checks <input type="text" value="\$220.00"/>	Outstanding <input type="text" value="\$300.00"/>
Withdrawals/Debits <input type="text"/>	Register Balance <input type="text" value="\$26,071.83"/>	Adjusted Balance <input type="text" value="\$25,771.83"/>
Ending Balance <input type="text" value="\$26,291.83"/>		

C: Cleared.

C	Type	Number	Date	Debit	Credit	Payee	Client	Case
	Utilities	47061	04/19/2017	\$45.00		Drinkwater Propane	Sandburg, Carlos	2017-00050
	Utilities	49062	04/19/2017	\$175.00		Louisiana Gas and Elect	Ryan, Patricia	2017-00042



**Note:** a month that has not actually ended cannot be closed. Closing a month requires knowing end of month balances that cannot be accurately known until a calendar month actually ends.

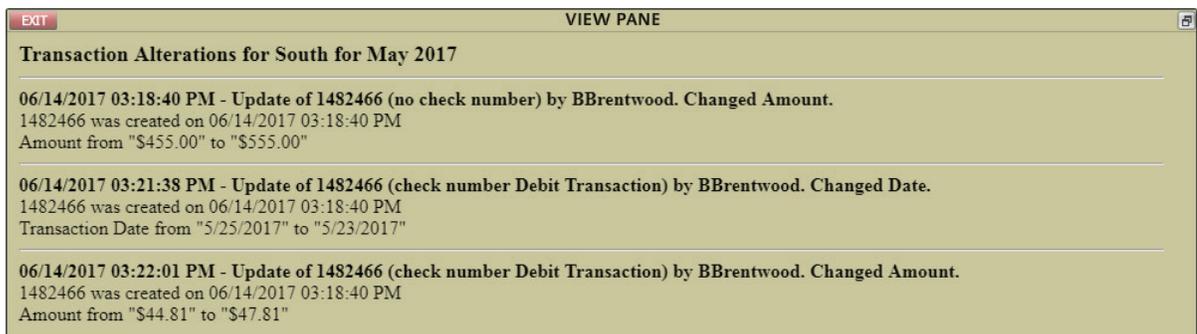
# Check Register Reports

There are a number of treasurer-oriented printable reports that are available from the check register screen. The [Print] button simply renders the check register's current state as a pdf for physical review. Often conference treasurers deliver printed signed check register details to their district and diocese leadership.

The [Pledge Details] report which lists all the pledges that have been approved by the treasurer but have not been executed. This is useful in helping treasurers to chase down pledges that have been outstanding for long periods of time.

The [Outstanding Report] is a simple report that provides a formatted PDF showing all non-cleared transactions in the register. Often treasurers are looking for something on paper they can use to look through their checkbooks or work through with their bank. Transactions shown in this report would be carried forward if the month were to be closed at this time. A version of this report is automatically generated at the time of a month's close and that version is stored in the financial report library. The automatically generated and stored version will reflect the actual carried forward transactions at the time of month close.

One button that only shows up once the report is available is the [Alterations Report]. When a date has been changed on a check, or an amount altered, or a check voided, these details will be logged into this monthly Alterations Report.



The alterations report is a transaction log of uncommon actions that the conference treasurer has recorded against the check register. Potentially problematic actions, such as voids or changing check numbers, are collected here to help in review and in helping keep track of the little changes that might otherwise make keeping the books balanced difficult.

The [Preview Financial Report] button generates a preview monthly report with the current state of the ledger. A preview financial report can be run early, but is not very valuable in the middle of the month or prior to receiving the bank statement and reconciling. In some cases it might be useful for the purpose of trying to nail down discrepancies at the very end of the month end process if they crop up so it can always be run at any time.

These reports are commonly printed for the purpose of review prior to closing months - especially in larger conferences with multiple treasurers. However, working from the screen of the check register itself should provide more than enough utility to successfully complete the month-end treasury work.