



CHURCH360<sup>®</sup>

Ledger

## Training Manual



*Concordia Technology Solutions*

# Overview

This section provides a general introduction to Church360° Ledger. You'll learn about the layout and how to navigate the features in Ledger.

- ▶ [General Settings](#)
- ▶ [360 Ledger Data Conventions](#)
- ▶ [Home Screen Transactions View](#)
- ▶ [Exporting from the Home Screen](#)
- ▶ [Printing from the Home Screen](#)
- ▶ [Using the Omni Bar](#)
- ▶ [Mini Graphs](#)
- ▶ [Running Balance Graph](#)
- ▶ [Date Picker](#)
- ▶ [Menu Bar](#)
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- ▶ [Deleting an Account](#)
- ▶ [Glossary of terms used in Church360° Ledger](#)

## General Settings

One of the first things you will want to enter will be your General Settings. Church information and preferred check style can both be updated from within General Settings.

### Updating General Settings

1. Click the Settings cog on and select “General.”
2. Enter the church name.
3. Enter the church address.
4. Enter the church phone number.
5. Click the “Save” button to finalize your changes.

Note: Your Customer Number is an internal number used by Church360° Ledger and is unchangeable.

## General Settings

Church Name	<input type="text" value="Christ Community Church"/>
Customer Number	70000001
Check Style	<input type="text" value="Middle"/>
Church Address	<input type="text" value="1508 Red Oak Drive&lt;br/&gt;Bakersville, MO 63027"/>
Church Phone	<input type="text" value="(314) 958-1536"/>

## Menu Bar

The Menu Bar helps you to navigate your Church360° Ledger site from any page or view.

The options in the Menu Bar remain the same across all pages.

1. Ledger icon (home button)—click this button to access the home page.
2. Books (current book name)—click this link to change the book you are viewing.
3. Print Queue—click this icon to access the print queue to print checks.
4. Pending Transactions—click this icon to access your list of pending transactions.
5. Reports—click this icon to access reports.
6. Settings Cog—click this icon to access your settings.
7. Gravatar—click this icon to access your user settings or to log out.
8. Help—click this icon to access our help system.



## Home Screen Transactions View

Transactions are used to enter financial information into the system. Transaction details appear below the graphs on the home page.

Use the date picker to select the date range for transactions appearing in your home screen.

There are five types of transactions:

1. Transfer—Used to transfer money between two accounts of the same type.
2. Deposit—Used to deposit money into your Income, Asset, or Restricted accounts.
3. Payment—Used for online or electronic payments.
4. Check—Used for writing checks.
5. Journal Entries—Used for transferring money between accounts to fix errors.

In this view, the available columns include:

- Lock Column—Voided transactions are indicated by a symbol in the lock column. Transactions that have been locked due to reconciliation are indicated by a lock symbol in the lock column .
- Date—Displays the date of the transaction.
- Type—Displays the type of transaction (transfer, deposit, payment, check, or journal entry).
- Payee—Displays the payee name. You may click on the payee name to access their payee history.
- Account—Displays the account name. You may click on the account name to view all transactions associated with this account.
- Memo—Records any memo you added to the transaction.
- Amount—Records the amount of the line item for that transaction.
- Running Balance—Records the running balances of your combined Income, Asset, Liability, and Expense accounts.

## Exporting from the Home Screen

Exporting from the Home Screen helps you to share an electronic or hard copy of your Church360° ledger information with others.

1. Select the date range for your export by using the date picker.
2. Click “Export to Excel.” Your download will begin automatically.
3. When the download is complete, click on the file name to open your transaction list in Excel.

The screenshot displays the Church360° Home Screen. At the top, there is a navigation bar with a search field containing 'Home' and a 'New transaction' button. Below this, there are buttons for 'Export to Excel', 'Print', and a date range selector set to '04/01/2016 to 04/11/2016'. The current running balance is prominently displayed as \$63,127.00. A tooltip shows the date as 04/11/2016 and the running balance as \$63,127.00. Below the balance is a table of transactions:

Date	Type	Payee	Account	Memo	Amount	Running Balance
4/11/16	Deposit		Women's Ministry	Offerings: April 9-10	60.00	63,127.00
4/11/16	Deposit		Education	Offerings: April 9-10	130.00	63,000.00
4/11/16	Deposit		Building Fund	Offerings: April 9-10	175.00	62,825.00
4/11/16	Deposit		Music	Offerings: April 9-10	125.00	62,700.00

At the bottom of the screen, a download bar shows a file named 'line-items.xlsx' and a 'Show all downloads' link.

## Printing from the Home Screen

Printing from the Home Screen helps you to share a hard copy of your Church360° ledger information with others.

1. Select the date range you would like to print by using the date picker.
2. Click “Print.” A new tab will open in your browser.
3. To print from this screen, click CTRL+P or “File” and “Print.”

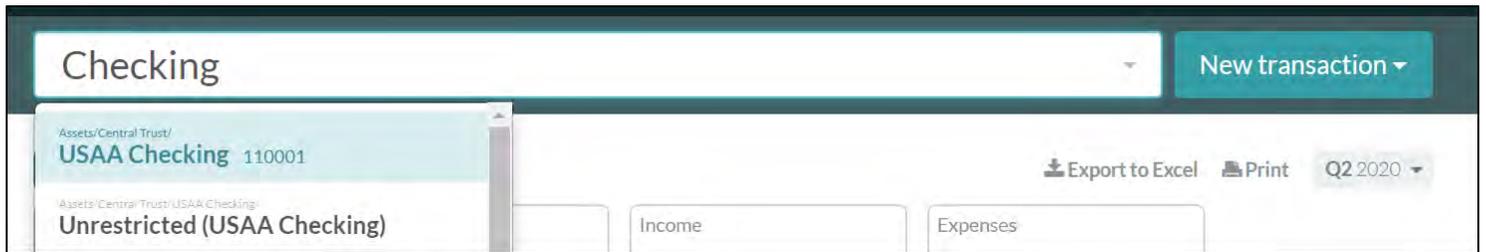
The screenshot shows the Church360° Home Screen. At the top, there is a dark green header with a dollar sign icon and the text "Church". To the right of the header are several icons: a printer, a document with a plus sign, a calendar, a gear, and a flag. Below the header is a white bar with the word "Home" on the left and a teal button labeled "New transaction" on the right. Underneath this bar, there is a "Home" dropdown menu, an "Export to Excel" icon, a "Print" icon, and a date range selector showing "04/01/2016" to "04/11/2016". The main content area features a large yellow area with a white line graph. To the right of this area, the total balance is displayed as "\$63,127.00". Below the graph is a table with the following columns: Date, Type, Payee, Account, Memo, Amount, and Running Balance. The table contains four rows of data, all dated 4/11/16, representing deposits to various accounts: Women's Ministry, Education, Building Fund, and Music. Each row includes a memo describing the transaction as "Offerings: April 9-10".

Date	Type	Payee	Account	Memo	Amount	Running Balance
4/11/16	Deposit		Women's Ministry	Offerings: April 9-10	\$ 60.00	\$ 63,127.00
4/11/16	Deposit		Education	Offerings: April 9-10	\$ 130.00	\$ 63,017.00
4/11/16	Deposit		Building Fund	Offerings: April 9-10	\$ 175.00	\$ 62,842.00
4/11/16	Deposit		Music	Offerings: April 9-10	\$ 125.00	\$ 62,717.00

## Using the Omni Bar

The Omni Bar allows you to search through your Chart of Accounts. Church360° Ledger will offer suggestions in a drop-down menu.

1. Type in the account name you are looking for.
2. Select the account's name to bring up that account's Transactions.



## Mini Graphs

Mini graphs appear in the Home screen and Asset, Liability, Income, and Expenses screens.

Mini graphs display a snapshot of your accounts types.

You may click onto the Mini Graphs to view further information on each account type.

For example, if you click the Assets mini graph, it will drill down to your Asset categories and so forth until you reach an individual account.



## Running Balance Graph

The Running Balance Graph gives you a visual representation of your church's overall financial standing.

This graph is your overall running balance of your Assets minus your Liabilities.

As you drill down into your individual accounts, the graph will follow the changes.

When looking at Income or Expense Accounts, you will see the budget line. Hovering your mouse over any point on the graph will display additional information. This applies to all account types.

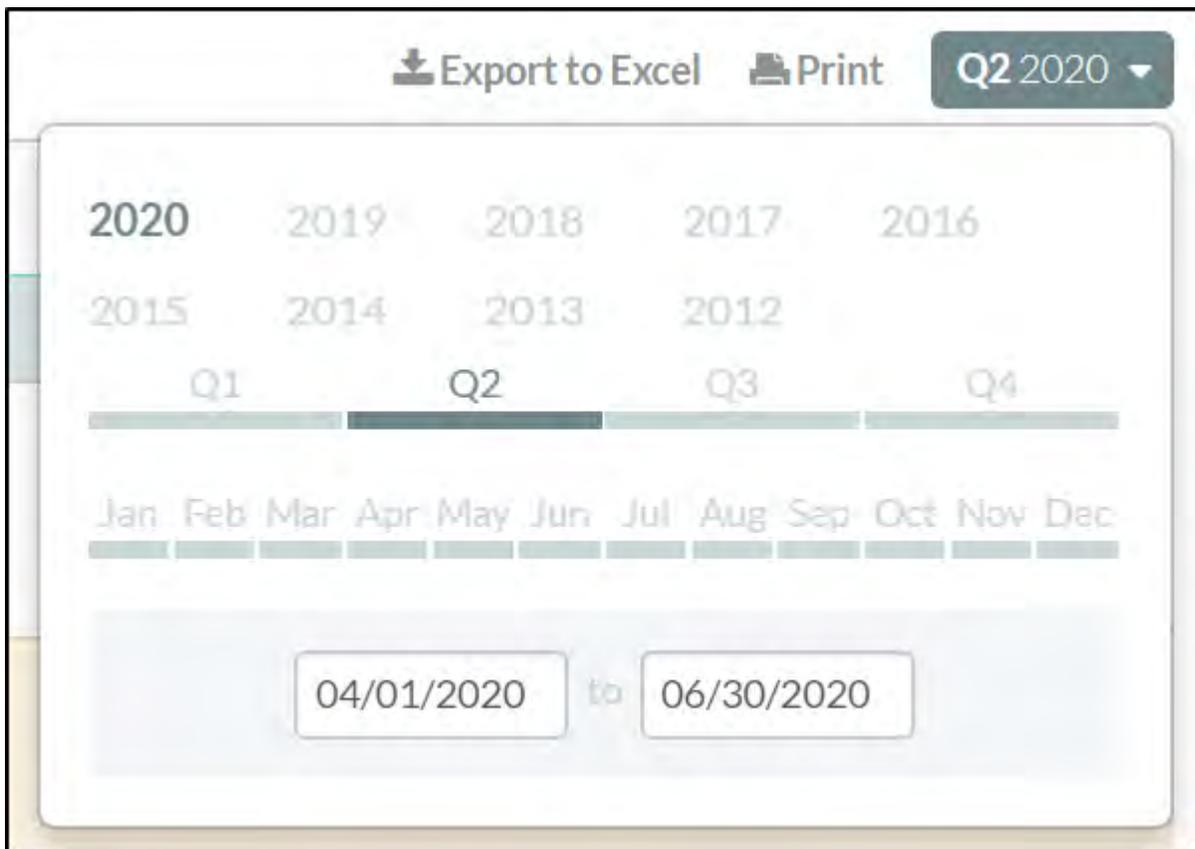


## Date Picker

The date picker is used to help refine your views and find transaction information quickly.

The date picker is located underneath the “New Transaction” button. The date picker has several viewing options:

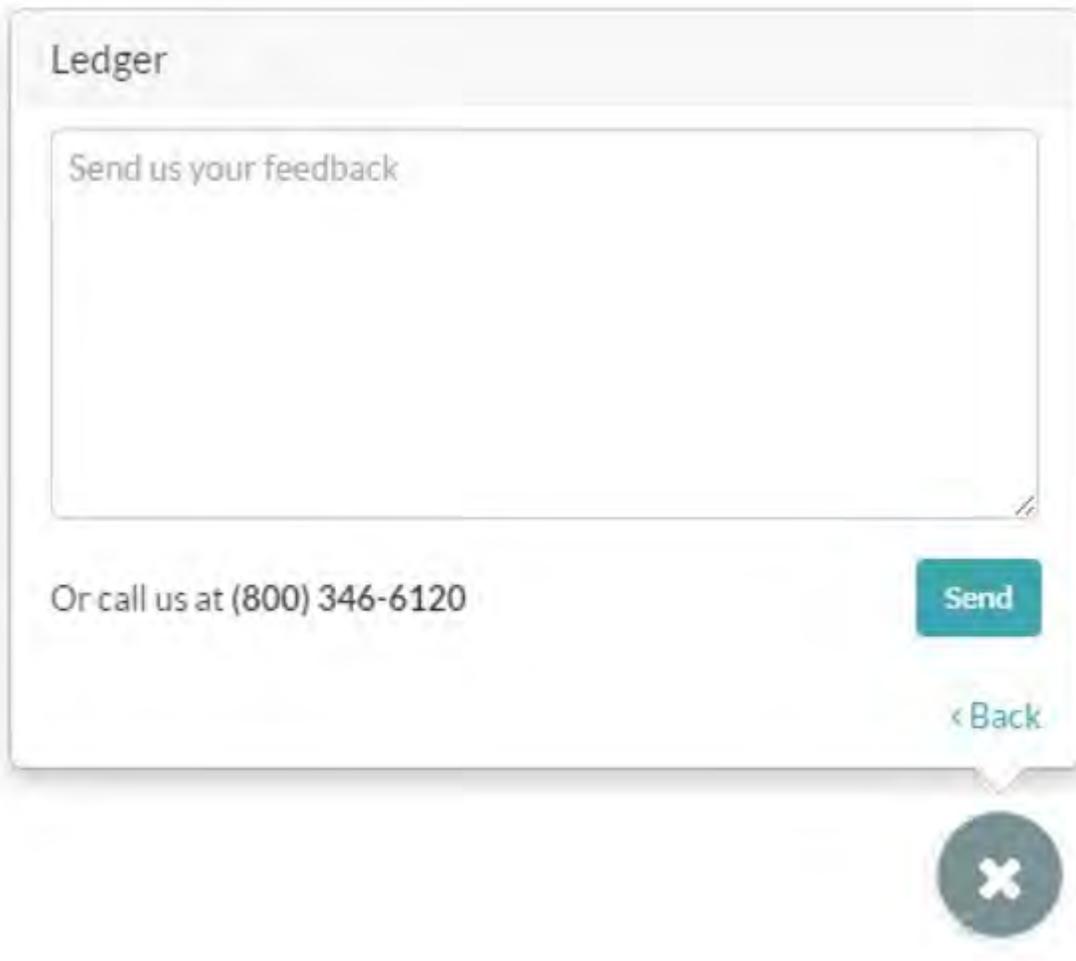
- Select the year
- Select the quarter
- Select the month
- Manually choose a specific date by typing start and end dates into the respective boxes.



## Feedback

The Feedback button can be used anytime you might have questions. Questions sent through the Feedback feature will be seen by our support team.

1. Click the information icon at the bottom of your screen.
2. Click the “Send us a Message” text.
3. Enter your feedback in the text box. When leaving feedback, be as descriptive as possible.
4. Click the “Send” button to send your feedback to our technical support team.



The screenshot shows a mobile application interface for providing feedback. At the top, the title "Ledger" is displayed. Below the title is a large text input field with the placeholder text "Send us your feedback". At the bottom left of the form, the text "Or call us at (800) 346-6120" is visible. At the bottom right, there is a teal "Send" button and a teal "< Back" button. Below the "Send" button is a circular icon with a white 'X' on a dark teal background, which is highlighted with a red circle and a white border, indicating it is the focus of the instruction.

## Deleting an Account

Church360° Ledger does not allow certain accounts to be deleted.

Various rules determine if an account can be deleted or only deactivated.

Any account that has a transaction associated with it can only be deactivated. A deactivated account will still show up on your chart of accounts and on any report, but you cannot add additional transactions to the account.

These are the rules for deletion:

- Assets and liability accounts cannot have a balance.
- Income and expense accounts cannot have any transactions.

Note: Be careful when you are creating your chart of accounts. Creating an asset or liability with a starting balance will mean you cannot delete the asset or liability later. You will have to use the “Reset” button to eliminate the account, which may cause you to lose other account information. Save often!

Here is how to delete or deactivate an account:

1. Click the settings icon.
2. Select “Chart of Accounts”.
3. Select the account type to display all categories and accounts, then select the account you want to delete or deactivate.
4. Click “Delete”. A message will display if you are unable to and will explain why. If the account cannot be deleted, a “Deactivate” button will display instead.

# Setting up

This section provides step-by-step instructions to getting started in Church360° Ledger.

- ▶ [Getting Started](#)
- ▶ [Sign Up](#)
- ▶ [Logging In](#)
- ▶ [Resend Unlock Instructions](#)
- ▶ [Forgot Your Password?](#)
- ▶ [Importing Data from Shepherd's Staff](#)
- ▶ [Creating Your First Book](#)
- ▶ [Setting Beginning Balances](#)
- ▶ [Automatic Log Out](#)

## Getting Started

One of the first things you will want to enter will be your General Settings.

1. Click the Settings cog and select “General.”
2. Enter the church name.
3. Enter the church phone number.
4. Enter the church address.
5. Click the “Submit” button to finalize your changes.

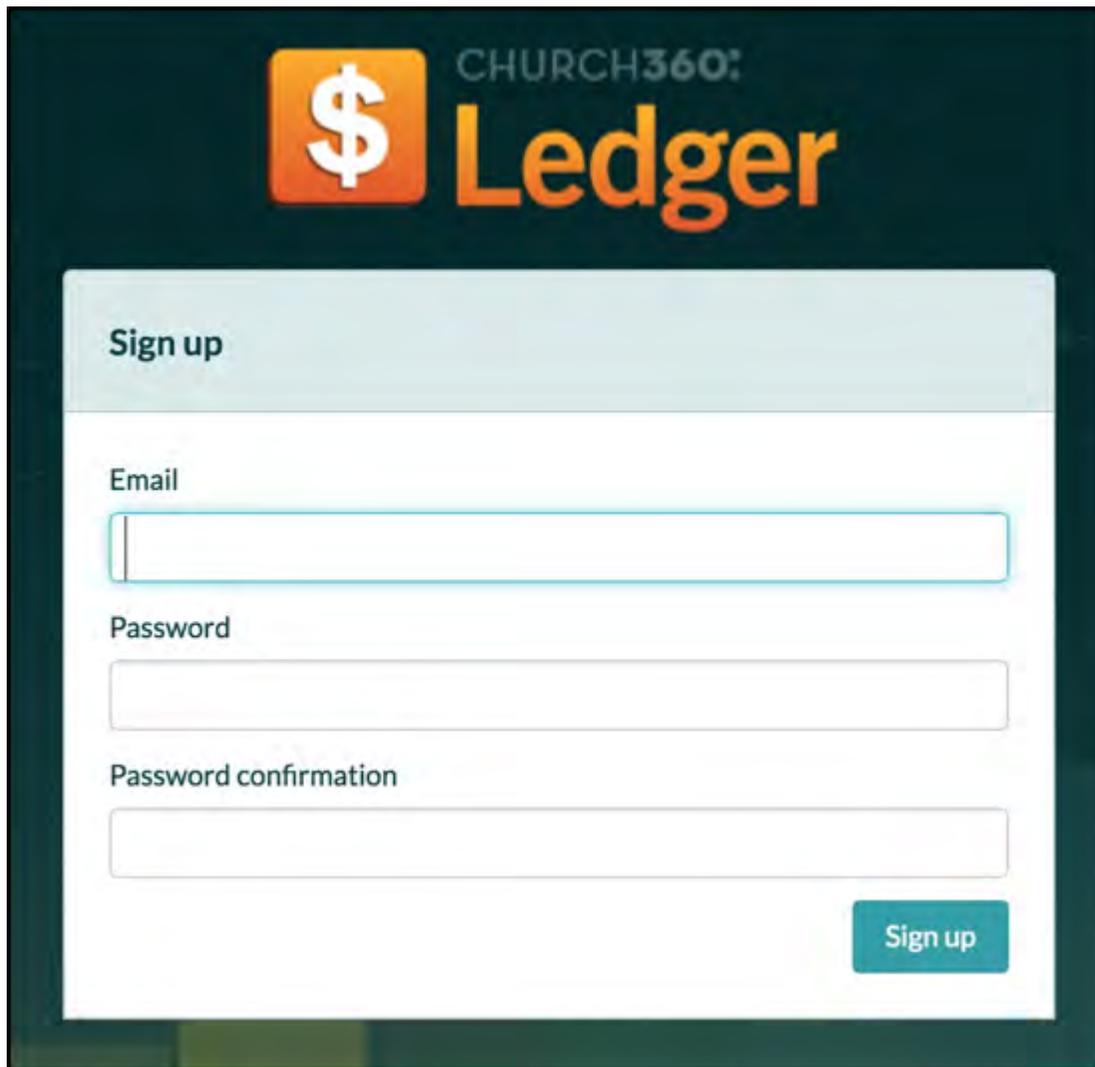


The screenshot shows the 'Church Details' form in the Church360° Ledger application. The form is set against a dark green background with the application's logo at the top. The logo consists of an orange square with a white dollar sign, followed by the text 'CHURCH360°' in a small, light blue font, and 'Ledger' in a large, bold, orange font. Below the logo, the form is titled 'Church Details' in a light blue header. The main content area is white and contains the following elements: a prompt 'Please confirm these details of your church', three input fields labeled 'Church Name', 'Church Phone Number', and 'Church Address', and a teal 'Submit' button at the bottom right. The 'Church Name' field is a single-line text input, while the 'Church Address' field is a larger, multi-line text area.

## Sign Up

Once you receive the email from automail@360ledger.com, you can begin the account setup process.

1. Click the link in your email to take you to the Church360° Ledger sign-in page.
2. Enter your email address and desired password. Click the “Sign up” button to create your account.
3. From here, you can either create your first book or import your Shepherd’s Staff finance database.

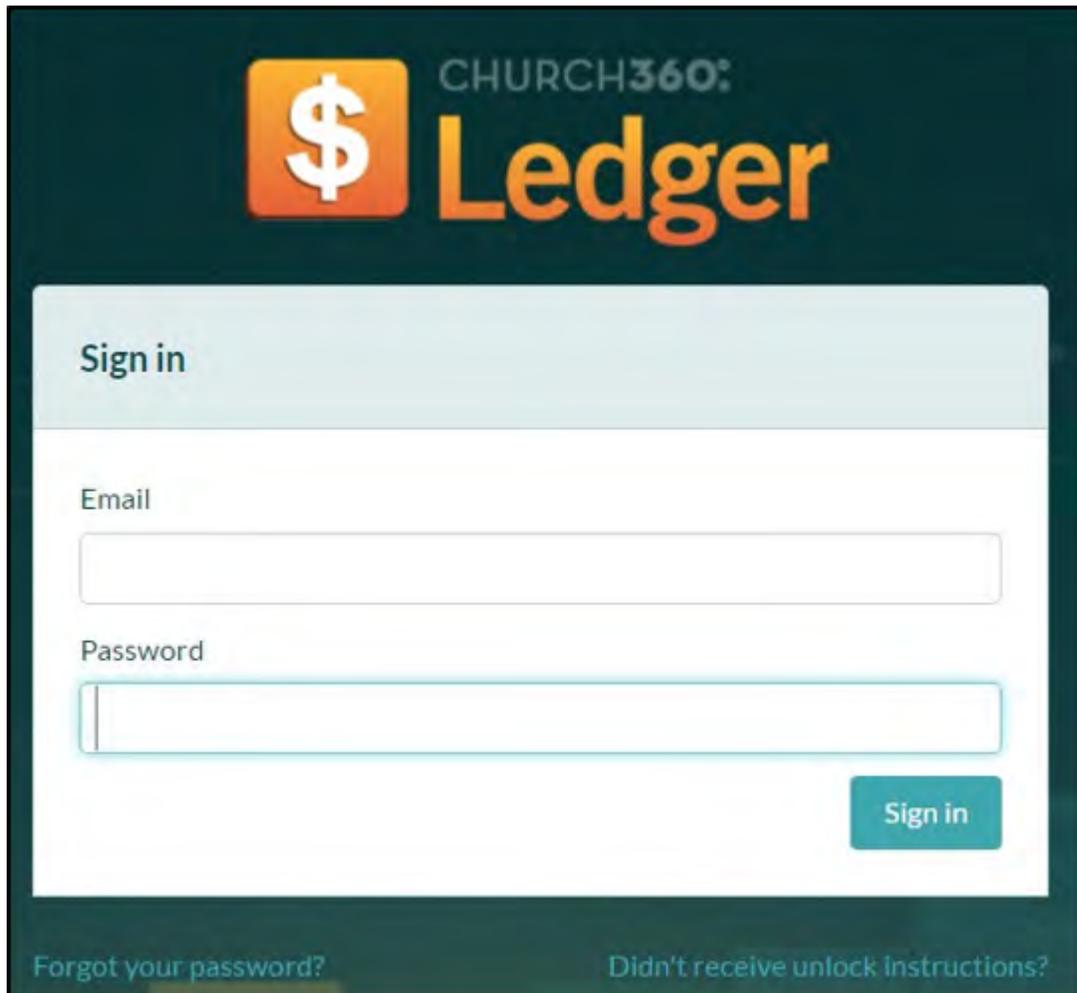


The image shows a screenshot of the Church360° Ledger sign-up page. At the top, there is a logo consisting of an orange square with a white dollar sign inside, followed by the text "CHURCH360° Ledger" in orange and white. Below the logo is a white sign-up form with a light blue header that says "Sign up". The form contains three input fields: "Email", "Password", and "Password confirmation". A teal "Sign up" button is located at the bottom right of the form.

## Logging In

After completing the sign-up process, you will use that email address and password to log into your Church360° Ledger account.

1. Enter you email address and password.
2. Click the “Sign in” button to log on.



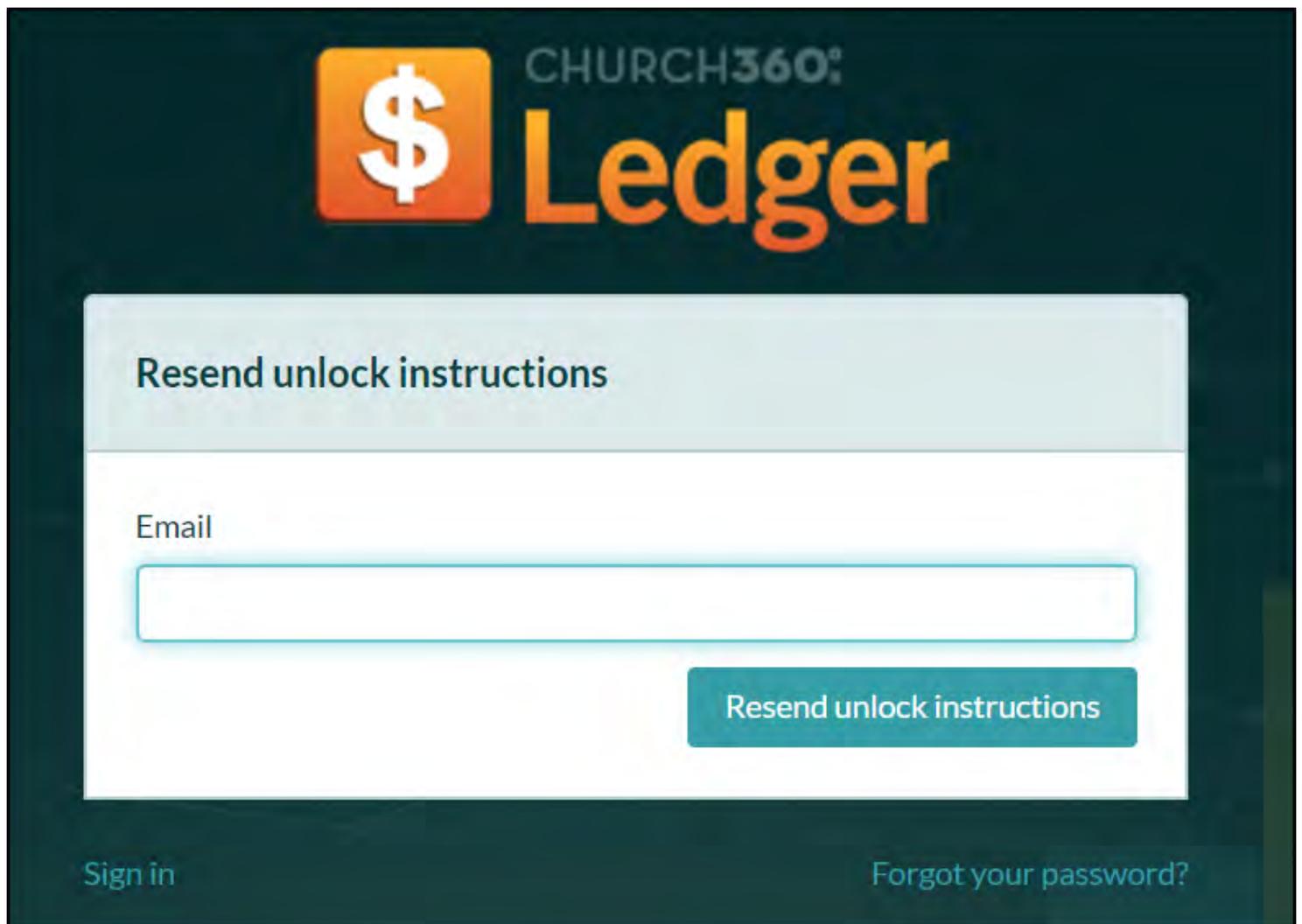
The screenshot shows the Church360° Ledger sign-in interface. At the top, there is a logo consisting of an orange square with a white dollar sign, followed by the text "CHURCH360° Ledger" in white and orange. Below the logo is a light blue header with the text "Sign in". Underneath the header are two input fields: "Email" and "Password". The "Email" field is a white rectangle with a thin border. The "Password" field is a white rectangle with a thin border and a vertical line on the left side. To the right of the "Password" field is a teal button with the text "Sign in". At the bottom of the form, there are two links: "Forgot your password?" on the left and "Didn't receive unlock instructions?" on the right.

## Resend Unlock Instructions

If you did not receive the unlock instructions, you can resend the instructions to your email address.

1. On the login page, click the “Didn’t receive unlock instructions?” link. A new page will open.
2. Enter your email address.
3. Click the “Resend unlock instructions” button.

Note: If you click this link by mistake, simply click the “Sign in” link beneath the white box to be taken back to the normal “Sign In” screen.



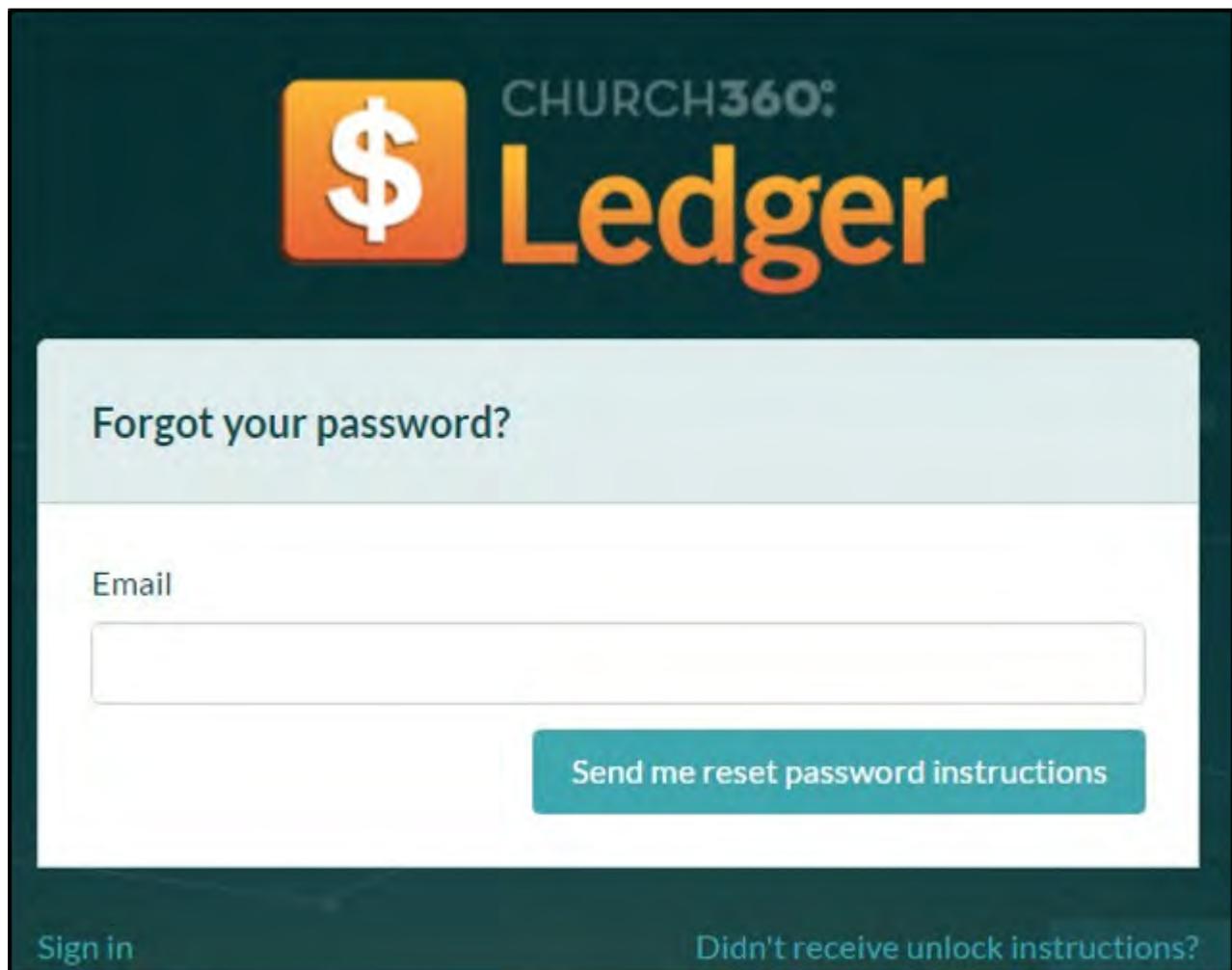
The screenshot shows a dark-themed interface for the Church360° Ledger. At the top, there is a logo consisting of an orange square with a white dollar sign, followed by the text 'CHURCH360°' in a light blue font and 'Ledger' in a large, bold, orange font. Below the logo is a white rectangular box with a light blue header that reads 'Resend unlock instructions'. Inside this box, there is a label 'Email' above a white input field with a light blue border. To the right of the input field is a teal button with the text 'Resend unlock instructions'. At the bottom of the white box, there are two links: 'Sign in' on the left and 'Forgot your password?' on the right, both in a light blue font.

## Forgot Your Password?

If you forget your password, you can use the “Forgot your password?” link to reset your password.

1. On the login page, click the “Forgot your password?” link. A new page will open.
2. Enter your email address.
3. Click the “Send me reset password instructions” button.

Note: If you click this link by mistake, simply click the “Sign in” link beneath the white box to be taken back to the normal “Sign In” screen.



The screenshot shows the 'Forgot your password?' page for Church360° Ledger. At the top, there is a logo consisting of an orange square with a white dollar sign, followed by the text 'CHURCH360°' in a light blue font and 'Ledger' in a large, bold, orange font. Below the logo, the heading 'Forgot your password?' is displayed in a dark teal font. Underneath the heading is a white input field labeled 'Email'. To the right of the input field is a teal button with the text 'Send me reset password instructions'. At the bottom left of the page, there is a teal link labeled 'Sign in', and at the bottom right, there is a teal link labeled 'Didn't receive unlock instructions?'.

## Importing Data from Shepherd's Staff

If you have financial information in Shepherd's Staff, you can import it into Church360° Ledger.

1. Click "Choose File" and select your Shepherd's Staff database.
2. Choose which option to use for the import:
  - The first option imports your Chart of Accounts, Current Balances, and Transactions History.
  - The second option imports just your Chart of Accounts and Current Balances.
3. Click the "Submit" button.
4. If you have any dedicated accounts, choose which Asset account each one belongs to.
5. Once all dedicated accounts have been selected, click the "Submit" button to finish the upload process.  
After the upload completes, you will be taken to your Home Page.

Note: If you have dedicated accounts, you will not be able to import transaction data; you will get only your Chart of Accounts and Current Balances.

### Import your Shepherd's Staff Finance database.

If you're a current Shepherd's Staff Finance user, you may import your Finance database now. To locate the database file, click Select a church in the Utilities section of the Shepherd's Staff software main menu. For support, call (800) 346-6120.

Select Database:

No file chosen

Options:

Import everything from my Shepherd's Staff Finance database (includes chart of accounts, balances, and transactions)

Import chart of accounts with current balances only

## Creating Your First Book

Books organize your finances. After you create your new account, you can create your first book.

1. Type the name of your book in the text box.
2. Enter your fiscal month's starting month.
3. Enter the start date for your book.
4. Click the "Submit" button to create your book and take you to the home page.

### Create your first book.

A book is a unique collection of accounts and transactions.

1. Name your first book
2. Select starting month (fiscal year)
3. Enter the start date for the book  

This is the date as of which all your initial balances will be set. You won't be able to create transactions prior to this date. You may change it later

## Setting Beginning Balances

1. Navigate to the Settings cog and select “Chart of Accounts.”
2. Fill in any Asset and Liability account information.
3. Click “Submit” to record changes made to each line item.
4. Once all line items have been updated, click “Save Changes.”

**Chart of Accounts**

↳ Assets

Name  Account Number  Submit ✕

Can write checks from this account

\$  Initial Balance

↳ Liabilities

↳ Income

↳ Expenses

Reset Save Changes

## Automatic Log Out

In order to keep your financial information safe, Church360° Ledger will automatically log you out after 10 minutes of inactivity.

- If you are inactive in Ledger for 9 minutes, a message will appear on your screen of inactivity asking if you would like to stay in. This message has a 60-second timer.
- If you do not click “Yes, keep me logged in,” you will be immediately logged out after the 60-second time period expires.
- Your data will be saved, but you will need to log in again to continue your session.

### Your Session Is About To Expire!

For your protection you are about to be automatically logged out in **57** seconds.

Do you want to stay logged in?

Yes, keep me logged in

No, log me out

# Chart of Accounts

Your Chart of Accounts is used to organize the accounts at your church. There are four types of accounts in Church360° Ledger: Asset, Liability, Income, and Expense. In order to start entering transactions, you need to set up your Chart of Accounts.

- ▶ [Creating a Chart of Accounts](#)
- ▶ [Adding an Asset Account](#)
- ▶ [Adding a Liability Account](#)
- ▶ [Adding an Income Account](#)
- ▶ [Adding an Expense Account](#)
- ▶ [Editing Initial Balances](#)
- ▶ [Moving a Category or Account](#)

## Creating a Chart of Accounts

Efficiently navigating the Asset Accounts section of Church360° Ledger will help you to get the most out of your data and refine it or reporting purposes.

- To access your Asset account(s) in Church360° Ledger, click on the Assets mini graph in the home screen.
- You will be taken to a main Asset Accounts page that shows all your Income account information. You may drill down to view specific Asset accounts by clicking the appropriate mini graph.
- Your transaction history will be displayed on the lower portion of the screen.
- Use the date picker to select a date range for the Income account information displayed.
- The lock icon next to a transaction indicates that the transaction has been reconciled and therefore cannot be edited.
- You may access certain sub-account, check, and payee information from the main Asset screen by clicking on its name.

Home > **Assets** Export to Excel Print 04/01/2016 to 04/11/2016

First Checking Account

\$66,066.00

First Savings Account

\$0.00

\$66,066.00



🔒	Date	Type	Payee	Account	Memo	Amount	Running Balance
	4/11/16	Deposit		Women's Ministry	Offerings: April 9-10	\$ 60.00	\$ 66,066.00
	4/11/16	Deposit		Education	Offerings: April 9-10	\$ 130.00	\$ 66,006.00
	4/11/16	Deposit		Building Fund	Offerings: April 9-10	\$ 175.00	\$ 65,876.00
	4/11/16	Deposit		Music	Offerings: April 9-10	\$ 125.00	\$ 65,701.00

## Adding an Asset Account

Asset Accounts contain records of assets that you can easily spend to support the congregation’s mission. They include checking and savings accounts, certificates of deposit, and other assets that can be easily converted into cash.

To get the complete picture, you must subtract what you owe (liabilities) from what you own (assets).

1. Click on the Settings cog and then select “Chart of Accounts.”
2. Scroll down to the Asset section of your Chart of Accounts and then select the “New Account” or “New Category” button.
3. Enter in your account name and number (if applicable).
4. Check the box to indicate whether or not you wish to print checks from this Asset account.
5. Click “Submit” to save your Asset account.
6. Click “Save Changes” once you have finished editing your entire Chart of Accounts.

Assets

First Checking Account 123456	+ New Restricted Fund	\$66,066.00
Unrestricted (First Checking Account)		\$59,569.00
Building Fund		\$1,100.00
Education		\$1,030.00
Men's Ministry		\$550.00
Mission Fund		\$900.00
Music		\$290.00
Social Concerns		\$385.00
VBS		\$355.00
Women's Ministry		\$780.00
Young Adults Fund		\$527.00
Youth Fund		\$580.00
First Savings Account 456789	+ New Restricted Fund	\$0.00

Name:  Account Number:  Submit ✕

Can write checks from this account

\$ Initial Balance:

## Adding a Liability Account

You can divide liabilities into short- term and long-term debt.

- Short-Term Liabilities are also called short-term obligations. They can include payroll taxes that have been withheld but not submitted, or offerings received for other organizations that have not been remitted.
- Long-Term Liabilities are long-term obligations. Your congregation probably has long-term debts such as a mortgage. Long-term debts are also considered liabilities.

1. Click on the Settings cog and then select “Chart of Accounts.”
2. Scroll down to the Liabilities section of your Chart of Accounts and then select the “New Account” or “New Category” button.
3. Enter in your account name and number (if applicable).
4. Click “Submit” to save your Liability account.
5. Click “Save Changes” once you have finished editing your entire Chart of Accounts.

- Liabilities	
Payroll Tax Deductions-Statutory	\$0.00
Federal Income Tax	\$1,505.00
State Income Tax	\$462.00
City/County Tax	\$0.00
Social Security	\$777.00
Medicare	\$195.00
Payroll Deductions-Voluntary	\$0.00
Health Insurance	\$0.00
Retirement Plan	\$0.00
Other Payroll Deductions	\$0.00

Name	Account Number	\$ Initial Balance	Submit ✕
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## Adding an Income Account

For churches, income generally consists of offerings.

Income may also include interest on bank accounts or property rentals.

1. Click on the Settings cog and then select “Chart of Accounts.”
2. Scroll down to the Income section of your Chart of Accounts and then select the “New Account” or “New Category” button.
3. Enter in your account name and number (if applicable).
4. Click “Submit” to save your Income account.
5. Click “Save Changes” once you have finished editing your entire Chart of Accounts.

Income	
General Fund	\$71,265.00
Young Adults Fund	\$527.00
Youth Fund	\$680.00
Building Fund	\$1,100.00
Church at Large	\$215.00
Social Fund	\$385.00
Women's Fund	\$780.00
Education	\$1,030.00
Men's Ministry	\$600.00
Mission Fund	\$875.00
Music Ministry	\$265.00
VBS	\$355.00

## Adding an Expense Account

Expenses usually include categories such as salaries, materials for church programs, office supplies, postage, and utilities.

Purchases of assets, such as property or equipment, generally are not considered expenses because you are converting a cash asset into a physical asset without really changing your net worth.

1. Click on the Settings cog and then select “Chart of Accounts”.
2. Scroll down to the Expense section of your Chart of Accounts and then select the “New Account” or “New Category” button.
3. Enter in your account name and number (if applicable).
4. Click “Submit” to save your Expense account.
5. Click “Save Changes” once you have finished editing your entire Chart of Accounts.

Expenses	
Church Staff	\$0.00
Pastor	\$5,000.00
DCE-Children's Ministry	\$3,600.00
DCE-Youth Ministry	\$3,600.00
Music Ministry	\$0.00
Office Manager	\$2,500.00
Church Expenses	\$0.00
Electricity	\$0.00
Gas	\$0.00
Telephone	\$0.00
Internet	\$150.00
Water & Sewer	\$0.00
Youth Group	\$100.00

## Editing Initial Balances

If, after entering transactions, you realize that you made an error in entering initial balance information, you may edit your initial balance amounts.

Any changes to the initial balance amount will appear in the Event Log.

1. Navigate to the Settings cog and select “Chart of Accounts.”
2. Edit the initial balance amount and then click “Submit”
3. “Save Changes” and “Confirm” to finalize your changes.

Note: The initial balance amount will lock after each Asset account is reconciled for the first time.

This means that after you reconcile, you will not be able to change the initial balance amount from the Chart of Accounts.

If you attempt to change initial balances after the point of reconciliation, a small symbol will appear above the initial balance field, indicating that you are unable to edit the initial balance amount.

The screenshot shows the Church360° Ledger interface. At the top, there is a dark header with a dollar sign icon, the text "Your Book Name", and several utility icons (print, download, refresh, settings, user profile). Below the header is a search bar and a "New transaction" button. The main content area is titled "Chart of Accounts" and is divided into sections: "Assets", "Liabilities", "Income", and "Expenses". The "Assets" section is expanded, showing a form with fields for "Name", "Account Number", and "Initial Balance". The "Initial Balance" field has a dollar sign icon and a small "x" symbol above it, indicating it is locked. There is a "Submit" button with a close icon. At the bottom right, there are "Reset" and "Save Changes" buttons.

## Moving a Category or Account

You can move categories and rename them, or you can create sub-categories and place them there.

The process of moving accounts and categories is the same for all account types.

1. Click the Settings cog and select “Chart of Accounts.”
2. Click the category you want to move.
3. While holding the left click on your mouse, move the category to its desired location.
4. Release the left click to lock the category in its new position.
5. If you wish to reset your Chart of Accounts to its original state, click the “Reset” button.
6. Once you have completed your Chart of Accounts, click the “Save Changes” button.

Note: You will not be able to leave the Accounts page unless you select “Discard” or “Save Changes.”

- Assets	
☰ First Checking Account 456789	+ New Restricted Fund \$65,571.23
Unrestricted (First Checking Account)	\$59,074.23
Building Fund	\$1,100.00
Education	\$1,030.00
Men's Ministry	\$550.00
Mission Fund	\$900.00
Music	\$290.00
Social Concerns	\$385.00
VBS	\$355.00
Women's Ministry	\$780.00
Young Adults Fund	\$527.00
Youth Fund	\$580.00
☰ First Savings Account 456789	+ New Restricted Fund \$500.00

# Asset Accounts

Assets are items your congregation owns. They include money, building, land, and equipment.

- ▶ [Reconciling Accounts](#)
- ▶ [Printing Asset Account Information](#)
- ▶ [Exporting Asset Account Information to Excel](#)
- ▶ [Creating a Restricted Fund](#)
- ▶ [Navigating Asset Accounts](#)

## Reconciling Accounts

The reconciliation process is used to show that your Church360° Ledger account balances match your bank statements.

Note: Reconciling accounts can be done only for Asset accounts.

1. From the home page, click the “Assets” graph. Continue to click until you have selected the Asset account you want to reconcile.
2. Use the Date Picker to select the date range.
3. Once at the Account level, click the “Reconcile” button.
4. Enter your starting balance and ending balance. These will match the amounts shown on your statement.
5. Look at the list of transactions and check each transaction that appears on your statement.

Note: When the statement difference matches the amount of accounts selected, the “Off By” amount will be zero.

6. Click the “Save” button.

Note: Once you have reconciled an account, all the transactions associated with that account will be locked and can no longer be edited.

Beginning balances for Asset accounts cannot be changed after the first reconciliation.

### Reconcile First Checking Account

STATEMENT

STATEMENT DATE 03/29/2016	STARTING BALANCE \$ 0	ENDING BALANCE \$ 0	STATEMENT DIFFERENCE \$ 0.00	SELECTED DIFFERENCE \$ 255.00	OFF BY \$ (255.00)	<input type="button" value="Cancel"/> <input type="button" value="Save"/>
------------------------------	--------------------------	------------------------	---------------------------------	----------------------------------	-----------------------	---

Date	Type	Payee	Account	Memo	Amount	Running Balance
<input checked="" type="checkbox"/>	3/28/16	Deposit	Social Concerns	Easter Offerings:3/28/2016	70.00	67,850.00
<input checked="" type="checkbox"/>	3/28/16	Deposit	VBS	Easter Offerings:3/28/2016	70.00	67,780.00
<input checked="" type="checkbox"/>	3/28/16	Deposit	Men's Ministry	Easter Offerings:3/28/2016	75.00	67,710.00
<input type="checkbox"/>	3/28/16	Deposit	Youth Fund	Easter Offerings:3/28/2016	45.00	67,635.00
<input checked="" type="checkbox"/>	3/28/16	Deposit	Young Adults Fund	Easter Offerings:3/28/2016	40.00	67,590.00
<input type="checkbox"/>	3/28/16	Deposit	Mission Fund	Easter Offerings:3/28/2016	120.00	67,550.00
<input type="checkbox"/>	3/28/16	Deposit	Music	Easter Offerings:3/28/2016	40.00	67,430.00

## Printing Asset Account Information

The Print function in Church360° Ledger may be useful for sharing a hard copy of your Asset account information with others at your church.

1. Click the Assets mini graph on the home screen and then select the Asset account you wish to print.
2. Select the date range you would like to print by using the date picker.
3. Click "Print." A new tab will open in your browser.
4. To print from this screen, click CTRL+P or "File" and "Print."

The screenshot shows the 'Assets' section of the Church360° Ledger interface. At the top, there are navigation links for 'Home' and 'Assets'. On the right, there are options for 'Export to Excel', 'Print', and a date range selector set to '04/01/2016 to 04/11/2016'. Below the navigation, two asset accounts are displayed: 'First Checking Account' with a balance of \$66,066.00 and 'First Savings Account' with a balance of \$0.00. A large yellow banner at the bottom of the screen displays the total balance of \$66,066.00. Below the banner is a table of transactions.

Date	Type	Payee	Account	Memo	Amount	Running Balance
4/11/16	Deposit		Women's Ministry	Offerings: April 9-10	\$ 60.00	\$ 66,066.00
4/11/16	Deposit		Education	Offerings: April 9-10	\$ 130.00	\$ 66,006.00
4/11/16	Deposit		Building Fund	Offerings: April 9-10	\$ 175.00	\$ 65,876.00

## Exporting Asset Account Information to Excel

The Export function in Church360° Ledger may be useful for sharing a hard or electronic copy of your Asset account information with others at your church.

1. Click the Assets mini graph on the home screen and then select the Asset account you wish to export.
2. Select the date range for your export by using the date picker.
3. Click “Export to Excel.” Your file will immediately generate and download to your computer.
4. Click on the file name to open the file in Excel.

Home › Assets

Export to Excel Print 04/01/2016 to 04/11/2016

First Checking Account: \$66,066.00

First Savings Account: \$0.00

\$66,066.00

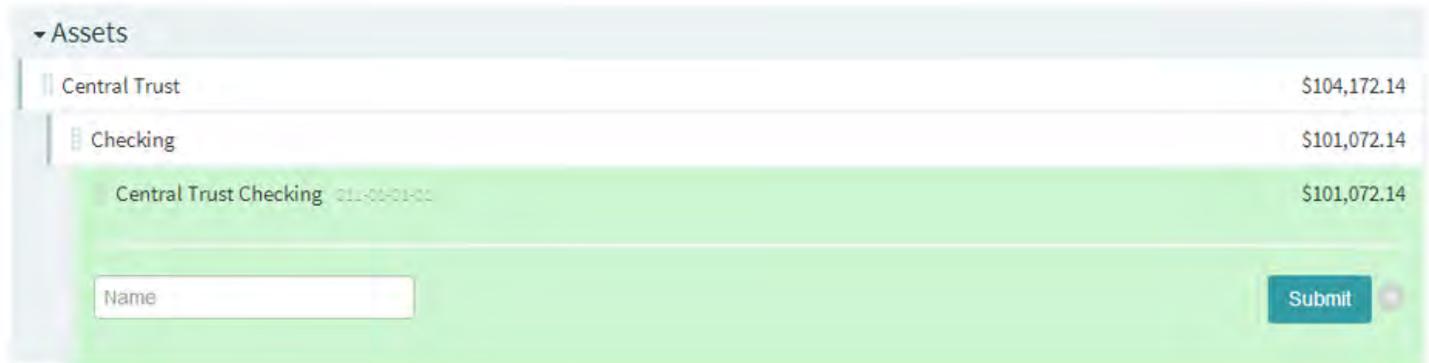
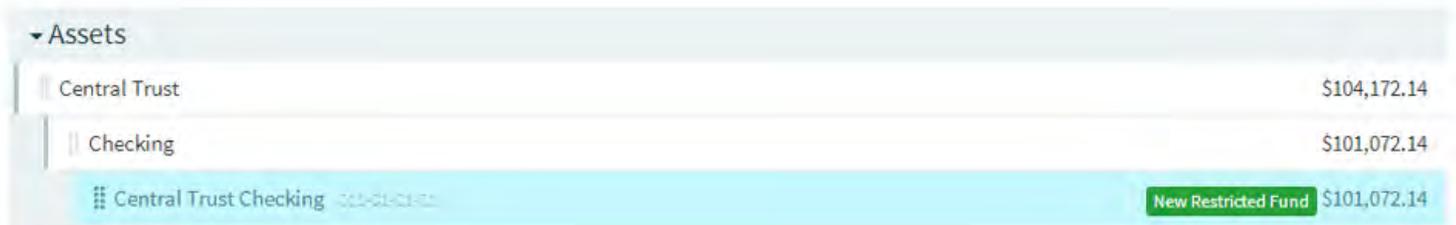
Date	Type	Payee	Account	Memo	Amount	Running Balance
4/11/16	Deposit		Women's Ministry	Offerings: April 9-10	\$ 60.00	66,066.00
4/11/16	Deposit		Education	Offerings: April 9-10	\$ 130.00	66,006.00
4/11/16	Deposit		Building Fund	Offerings: April 9-10	\$ 175.00	65,876.00
4/11/16	Deposit		Music	Offerings: April 9-10	\$ 125.00	65,701.00
4/11/16	Deposit		Young Adults Fund	Offerings: April 9-10	\$ 27.00	65,549.00
4/11/16	Deposit		Youth Fund	Offerings: April 9-10	\$ 45.00	65,549.00

line-items.xlsx Show all downloads

## Creating a Restricted Fund

Restricted Funds are a reserve of money that can be used only for specific purposes. These accounts are tied to specific Asset accounts.

1. Click the Settings cog and select “Chart of Accounts.”
2. Find the Asset account that your Restricted account will belong to. Click on the “New Restricted Fund” button on the account line.
3. Enter the account name.
4. Click the “Submit” button.



## Navigating Asset Accounts

Efficiently navigating the Asset Accounts section of Church360° Ledger will help you to get the most out of your data and refine it for reporting purposes.

- To access your Asset account(s) in Church360° Ledger, click on the Assets mini graph in the home screen.
- You will be taken to a main Asset Accounts page that shows all your Asset account information. You may drill down to view specific Asset accounts by clicking the appropriate mini graph.
- Your transaction history will be displayed on the lower portion of the screen.
- Use the date picker to select a date range for the Asset account information displayed.
- The lock icon next to a transaction indicates that the transaction has been reconciled and therefore cannot be edited.
- You may access certain sub-account, check, and payee information from the main Asset screen by clicking on its name.

Home > Assets

Export to Excel Print 04/01/2016 - 04/11/2016

First Checking Account	First Savings Account
\$66,066.00	\$0.00

\$66,066.00

🔒	Date	Type	Payee	Account	Memo	Amount	Running Balance
	4/11/16	Deposit		Women's Ministry	Offerings: April 9-10	\$ 60.00	\$ 66,066.00
	4/11/16	Deposit		Education	Offerings: April 9-10	\$ 130.00	\$ 66,006.00
	4/11/16	Deposit		Building Fund	Offerings: April 9-10	\$ 175.00	\$ 65,876.00
	4/11/16	Deposit		Music	Offerings: April 9-10	\$ 125.00	\$ 65,701.00

# Liability Accounts

The Liability Accounts feature tracks your congregation's debts.

- ▶ [Printing Liability Account Information](#)
- ▶ [Exporting Liability Account Information to Excel](#)
- ▶ [Navigating Liability Accounts](#)

## Navigating Liability Accounts

Efficiently navigating the Liability Accounts section of Church360° Ledger will help you to get the most out of your data and refine it for reporting purposes.

- To access your Liability account(s) in Church360° Ledger, click on the Liabilities mini graph in the home screen. You will be taken to a main Liability Accounts page that shows all your Liability account information.
- You may drill down to view specific Liability accounts by clicking the appropriate mini graph.
- Your transaction history will be displayed on the lower portion of the screen.
- Use the date picker to select a date range for the Income account information displayed.
- The lock icon next to a transaction indicates that the transaction has been reconciled and therefore cannot be edited.
- You may access certain sub-account, check, and payee information from the main Liability screen by clicking on its name.



Lock	Date	Type	Payee	Account	Memo	Amount	Running Balance
	4/5/16	Check	Blissful Retirement Services	Retirement Plan		(406.00)	2,939.00
	4/1/16	Check	Derek Woods	Retirement Plan	DCE Youth Ministry April	96.00	3,345.00

## Exporting Liability Account Information to Excel

The Export function in Church360° Ledger may be useful for sharing a hard or electronic copy of your Liability account information with others at your church.

1. Click the Liabilities mini graph on the home screen and then select the Liability account you wish to export.
2. Select the date range for your export by using the date picker.
3. Click “Export to Excel.” Your file will immediately generate and download to your computer.
4. Click on the file name to open the file in Excel.

The screenshot displays the 'Liabilities' section of the Church360° Ledger. At the top, there are navigation links for 'Home' and 'Liabilities', along with options to 'Export to Excel', 'Print', and a year selector set to '2016'. Below this, five liability accounts are listed with their respective balances:

- Payroll Tax Deductions-Statutory: \$0.00
- Federal Income Tax: \$1,505.00
- State Income Tax: \$462.00
- City/County Tax: \$0.00
- Social Security: \$777.00

A total balance of \$2,939.00 is shown on the right side. Below the summary is a table of transactions:

Date	Type	Payee	Account	Memo	Amount	Running Balance
4/5/16	Check	Blissful Retirement Services	Retirement Plan		(406.00)	2,939.00
4/1/16	Check	Derek Woods	Retirement Plan	DCE Youth Ministry April	96.00	3,345.00
4/1/16	Check	Derek Woods	Medicare	DCE Youth Ministry April	45.00	3,249.00
4/1/16	Check	Derek Woods	Social Security	DCE Youth Ministry April	181.00	3,204.00
4/1/16	Check	Derek Woods	State Income Tax	DCE Youth Ministry April	103.00	3,000.00
4/1/16	Check	Derek Woods	Federal Income Tax	DCE Youth Ministry April	375.00	2,920.00

At the bottom of the page, a file named 'line-items.xlsx' is shown as downloaded, with a 'Show all downloads...' link.

## Printing Liability Account Information

The Print function in Church360° Ledger may be useful for sharing a hard copy of your Liability account information with others at your church.

1. Click the Liabilities mini graph on the home screen and then select the Liability account you wish to print.
2. Select the date range you would like to print by using the date picker.
3. Click “Print.” A new tab will open in your browser.
4. To print from this screen, click CTRL+P or “File” and “Print.”

Home > Liabilities Export to Excel Print 2016

Payroll Tax Deductions-Statutory	Federal Income Tax	State Income Tax	City/County Tax	Social Security
\$0.00	\$1,505.00	\$462.00	\$0.00	\$777.00
				<b>\$2,939.00</b>

Date	Type	Payee	Account	Memo	Amount	Running Balance
4/5/16	Check	Blissful Retirement Services	Retirement Plan		\$(406.00)	2,939.00
4/1/16	Check	Derek Woods	Retirement Plan	DCE Youth Ministry April	\$ 96.00	3,345.00
4/1/16	Check	Derek Woods	Medicare	DCE Youth Ministry April	\$ 45.00	3,249.00

# Income Accounts

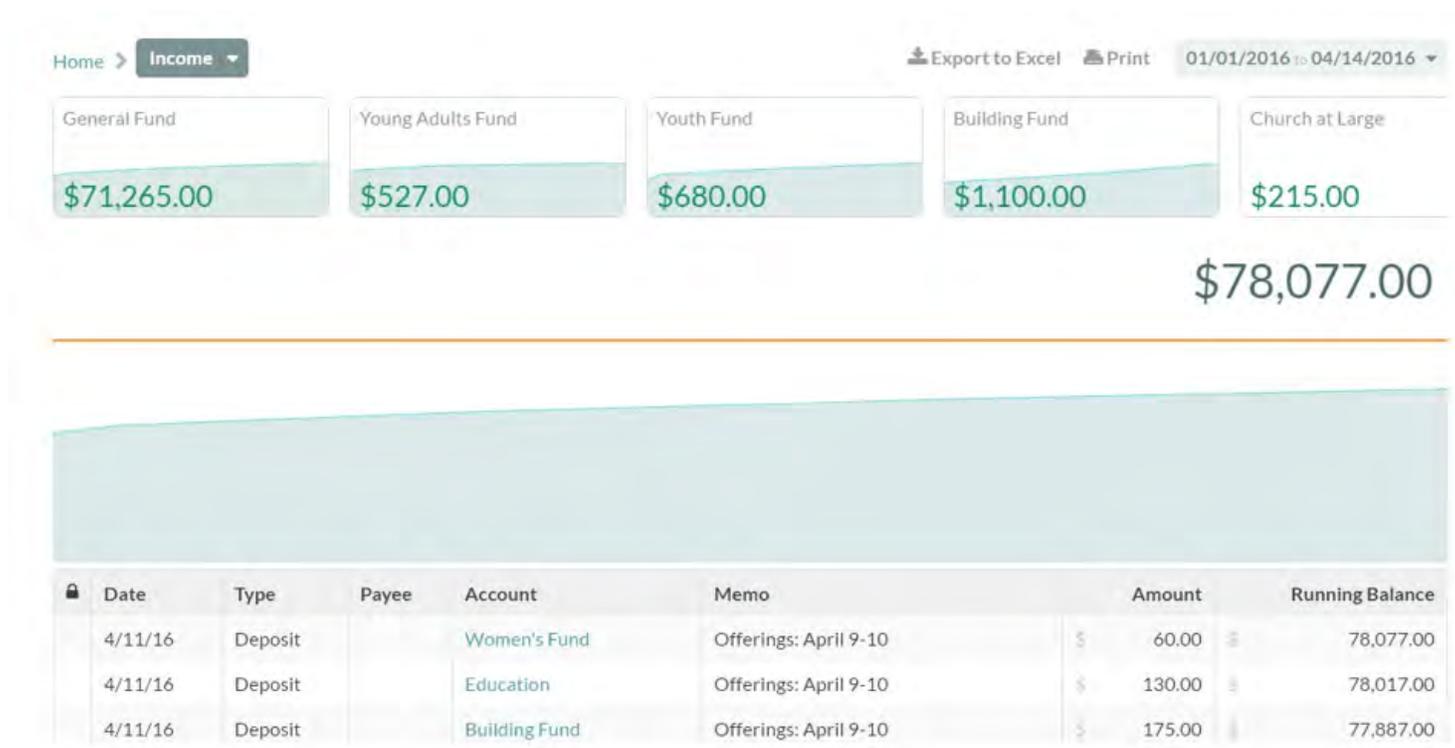
The Income Accounts feature records the sources or revenues received.

- ▶ [Navigating Income Accounts](#)
- ▶ [Exporting Income Account Information to Excel](#)
- ▶ [Printing Income Account Information](#)

## Navigating Income Accounts

Efficiently navigating the Income accounts section of Church360° Ledger will help you to get the most out of your data and refine it for reporting purposes.

- To access your Income account(s) in Church360° Ledger, click on the income mini graph in the home screen.
- You will be taken to a main Income Accounts page that shows all your Income account information. You may drill down to view specific Income accounts by clicking the appropriate mini graph.
- Your transaction history will be displayed on the lower portion of the screen.
- Use the date picker to select a date range for the Income Account information displayed.
- The lock icon next to a transaction indicates that the transaction has been reconciled and therefore cannot be edited.
- You may access certain sub-account and deposit information from the main Income screen by clicking on the account name or memo information.



## Exporting Income Account Information to Excel

The Export function in Church360° Ledger may be useful for sharing a hard or electronic copy of your Income account information with others at your church.

1. Click the Income mini graph on the home screen and then select the Income account you wish to export.
2. Select the date range for your export by using the date picker.
3. Click “Export to Excel.” Your file will immediately generate and download to your computer.
4. Click on the file name to open the file in Excel.

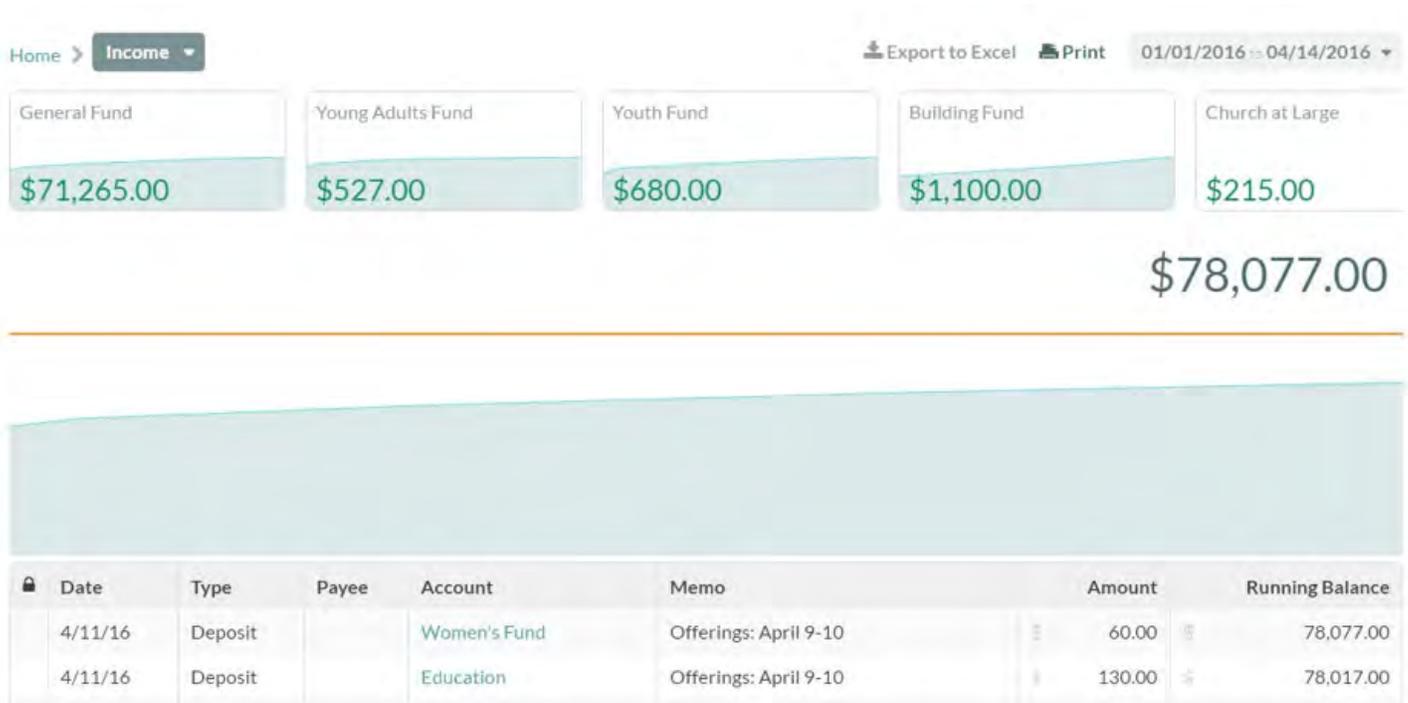
The screenshot displays the 'Income' section of the Church360° Ledger. At the top, there are navigation links for 'Home' and 'Income'. A date range of '01/01/2016' to '04/14/2016' is selected, along with an 'Export to Excel' button and a 'Print' icon. Below this, five income accounts are listed with their respective balances: General Fund (\$71,265.00), Young Adults Fund (\$527.00), Youth Fund (\$680.00), Building Fund (\$1,100.00), and Church at Large (\$215.00). A total balance of \$78,077.00 is shown on the right. A large, light blue area below the accounts is partially obscured by a table of transactions. The table has columns for Date, Type, Payee, Account, Memo, Amount, and Running Balance. The visible rows show deposits from April 11, 2016, for Women's Fund, Education, Building Fund, and Music Ministry, all with a memo of 'Offerings: April 9-10'. A file named 'line-items.xlsx' is shown in the download bar at the bottom, with a 'Show all downloads...' link.

Date	Type	Payee	Account	Memo	Amount	Running Balance
4/11/16	Deposit		Women's Fund	Offerings: April 9-10	60.00	78,077.00
4/11/16	Deposit		Education	Offerings: April 9-10	130.00	78,017.00
4/11/16	Deposit		Building Fund	Offerings: April 9-10	175.00	77,842.00
4/11/16	Deposit		Music Ministry	Offerings: April 9-10	125.00	77,717.00

## Printing Income Account Information

The Print function in Church360° Ledger may be useful for sharing a hard copy of your Income account information with others at your church.

1. Click the Income mini graph on the home screen and then select the Income account you wish to print.
2. Select the date range you would like to print by using the date picker.
3. Click "Print." A new tab will open in your browser.
4. To print from this screen, click CTRL+P or "File" and "Print."



# Expense Accounts

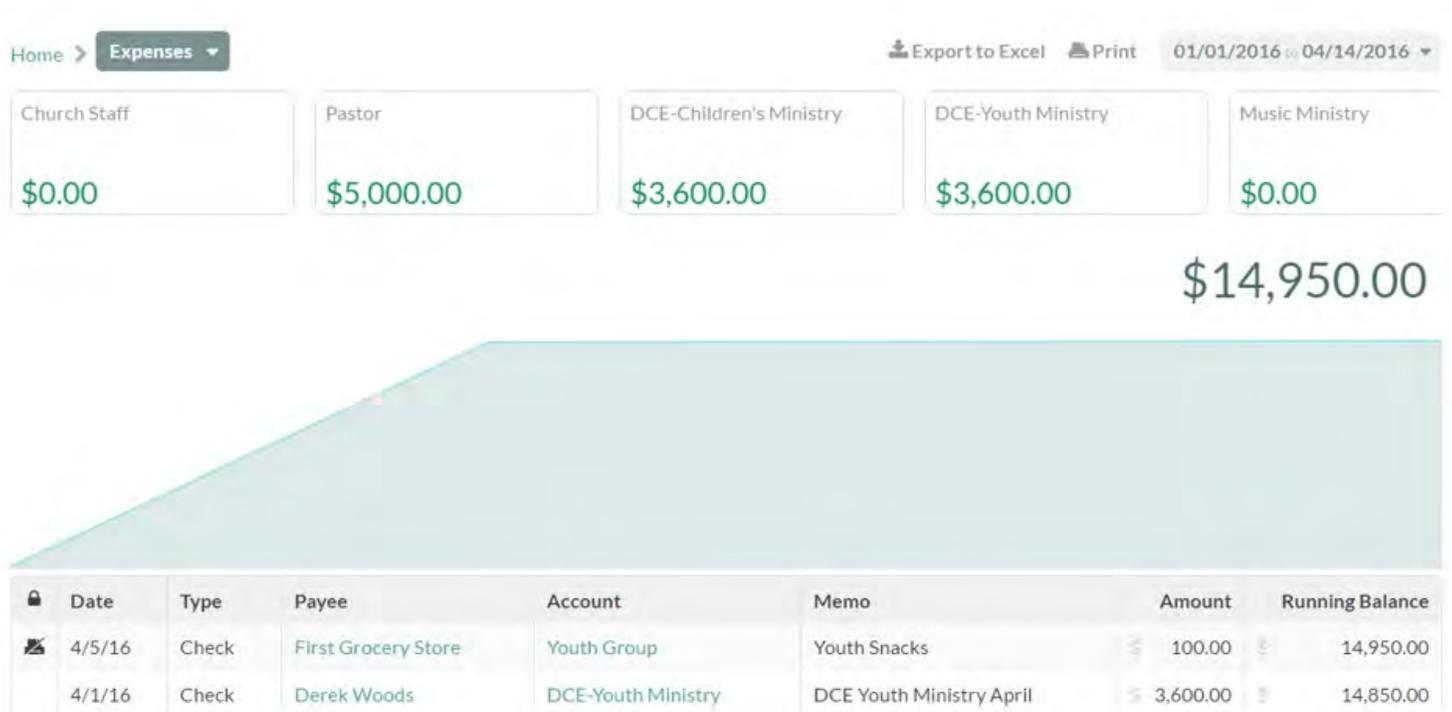
The Expense Accounts feature records how money in your church was spent.

- ▶ [Navigating Expense Accounts](#)
- ▶ [Exporting Expense Account Information to Excel](#)
- ▶ [Printing Expense Account Information](#)

## Navigating Expense Accounts

Efficiently navigating the Expense Accounts section of Church360° Ledger will help you to get the most out of your data and refine it for reporting purposes.

- To access your Expense account(s) in Church360° Ledger, click on the Expenses mini graph in the home screen.
- You will be taken to a main Expense Accounts page that shows all your Expense account information. You may drill down to view specific Expense accounts by clicking the appropriate mini graph.
- Your transaction history will be displayed on the lower portion of the screen.
- Use the date picker to select a date range for the Expense Account information displayed.
- The lock icon next to a transaction indicates that the transaction has been reconciled and therefore cannot be edited.
- You may access certain sub-account, check, and payee information from the main Expense screen by clicking on its name.



## Exporting Expense Account Information to Excel

The Export function in Church360° Ledger may be useful for sharing a hard or electronic copy of your Expense account information with others at your church.

1. Click the Expense mini graph on the home screen and then select the Expense account you wish to export.
2. Select the date range for your export by using the date picker.
3. Click “Export to Excel.” Your file will immediately generate and download to your computer.
4. Click on the file name to open the file in Excel.

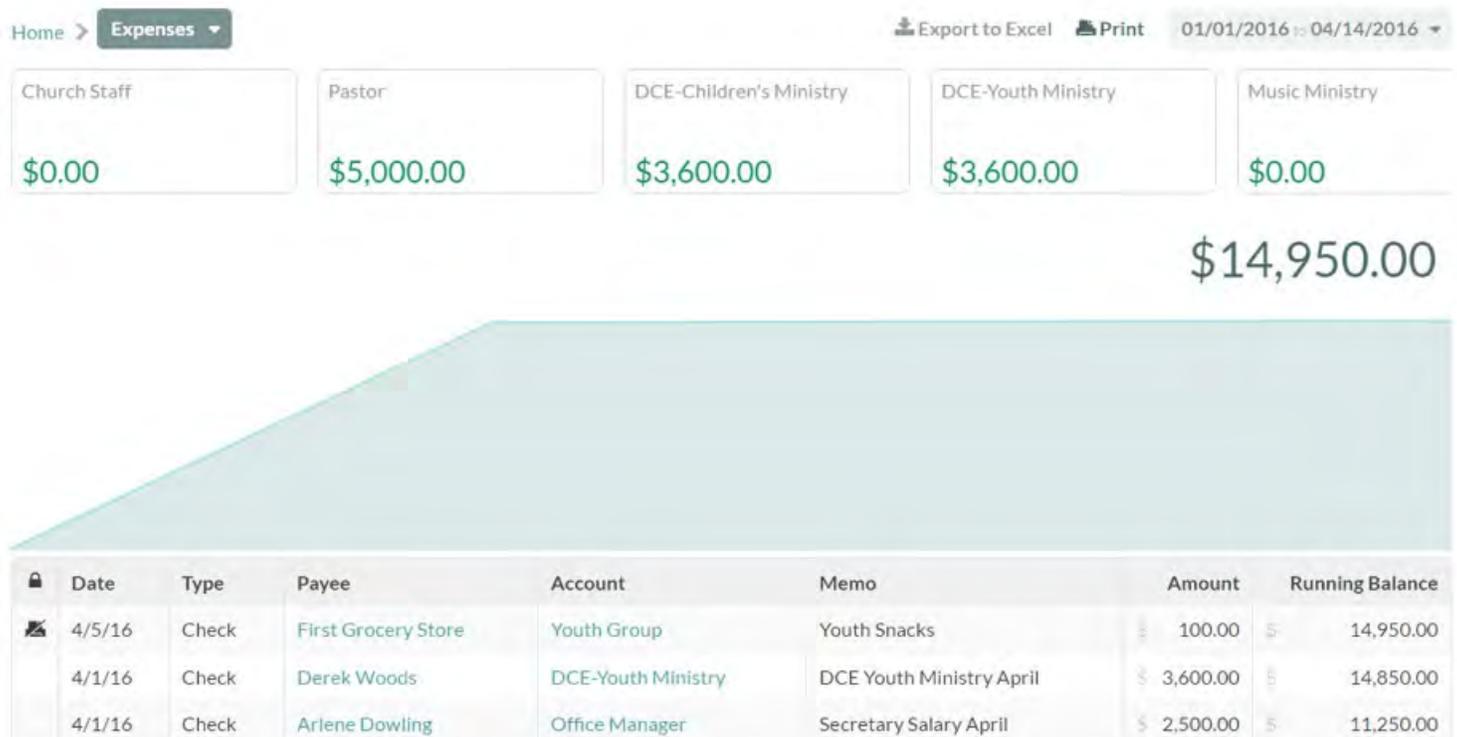
The screenshot shows the 'Expenses' section of the Church360° Ledger interface. At the top, there are navigation links for 'Home' and 'Expenses'. On the right, there are options for 'Export to Excel', 'Print', and a date range selector set to '01/01/2016 to 04/14/2016'. Below these are five expense account cards: 'Church Staff' (\$0.00), 'Pastor' (\$5,000.00), 'DCE-Children's Ministry' (\$3,600.00), 'DCE-Youth Ministry' (\$3,600.00), and 'Music Ministry' (\$0.00). A large arrow points to the right, and a total amount of '\$14,950.00' is displayed. Below the cards is a large teal area, likely a graph. At the bottom, a table lists transactions with columns for Date, Type, Payee, Account, Memo, Amount, and Running Balance. The table shows four transactions from 4/1/16 to 4/5/16. A file named 'line-items.xlsx' is shown as downloaded at the bottom of the browser window.

Date	Type	Payee	Account	Memo	Amount	Running Balance
4/5/16	Check	First Grocery Store	Youth Group	Youth Snacks	\$ 100.00	\$ 14,950.00
4/1/16	Check	Derek Woods	DCE-Youth Ministry	DCE Youth Ministry April	\$ 3,600.00	\$ 14,850.00
4/1/16	Check	Arlene Dowling	Office Manager	Secretary Salary April	\$ 2,500.00	\$ 11,250.00
4/1/16	Check	Kent Williams	Pastor	Pastor Salary for April	\$ 5,000.00	\$ 8,750.00

## Printing Expense Account Information

The Print function in Church360° Ledger may be useful for sharing a hard copy of your Expense account information with others at your church.

1. Click the Expense mini graph on the home screen and then select the Expense account you wish to print.
2. Select the date range you would like to print by using the date picker.
3. Click "Print." A new tab will open in your browser.
4. To print from this screen, click CTRL+P or "File" and "Print."



# Fiscal Years

Fiscal Years track your church's reporting periods. Church360° Ledger allows you to select the start month for your church's fiscal year.

- ▶ [Creating a New Fiscal Year](#)
- ▶ [Locking a Fiscal Year](#)

## Creating a New Fiscal Year

Fiscal Years show your current fiscal year and any prior fiscal years. Your initial fiscal year will be set when you first set up Church360° Ledger.

1. Click the Settings cog and select “Fiscal Years.”
2. Choose the starting month of your fiscal year by selecting the month from the drop- down menu.
3. Click the “Save” button.

Note: Fiscal years always start on the first day of the month. You cannot choose a specific day to start your fiscal year.

### Fiscal Years

Current Fiscal Year:

**2016**  
Jan 2016 - Sep 2016

Change the starting month of the next fiscal year to

January

Save

History

**2016** Jan 2016 - Sep 2016

## Locking a Fiscal Year

Locking a fiscal year is the last step of the year-end process. This will prevent any transactions from being edited or reconciled, and it will not allow new transactions to be made to that year. In addition, income and expense accounts are set back to \$0.00. If your account totals are off in the Chart of Accounts, it may be because previous fiscal years are not locked.

A fiscal year in Church360° Ledger is a designated 12-month period used for preparing financial statements.

The fiscal year is considered either calendar or non-calendar. A calendar fiscal year runs from January 1 through December 31. A non-calendar fiscal year starts any time during the year and ends 365 days later (for example, August 1 through July 31).

There are three icons related to fiscal years that may appear:

- Green unlock—Clicking this icon unlocks the fiscal year so transactions can be added and edited.
- Red lock—Clicking this icon locks the fiscal year so transactions cannot be added or edited.
- Grey lock—This icon means that the fiscal year is locked and cannot be edited. To unlock the fiscal year, you will first need to unlock all newer fiscal years.

Here is how to lock a fiscal year:

1. Click the settings icon in the upper right corner, and click “Fiscal Years”.
2. Click the red locked icon.
3. The icon will change to a green unlock icon. Clicking this icon will unlock the year so transactions can be edited.

New transaction ▾

## Fiscal Years

Current Fiscal Year:

2016  
Jan 2016 - Dec 2016

Change the starting month of the next fiscal year to

Save

### History

- 2012 Jan 2012 - Dec 2012
- 2013 Jan 2013 - Dec 2013
- 2014 Jul 2014 - Dec 2014
- 2015 Jan 2015 - Dec 2015
- 2016 Jan 2016 - Dec 2016

# Books

Books are used to organize transactions for organizations that have completely different accounts and income sources, such as a church and a school.

- ▶ [Adding a New Book](#)
- ▶ [Switching Books](#)
- ▶ [Deleting a Book](#)

## Adding a New Book

When you first set up your site, you created a new book by either manually creating one or importing data from Shepherd's Staff.

You may add additional books, as necessary, from this screen.

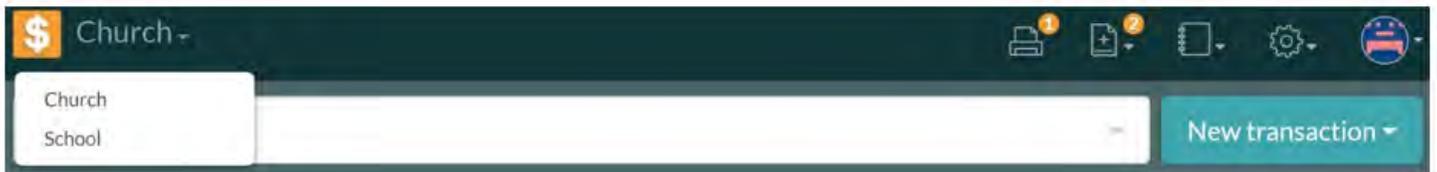
1. Click the Settings cog and select "Books."
2. Click the "Add a new one" button.
3. Type your new book name in the first text box.
4. Select your starting month for your fiscal year by using the drop-down box.
5. Click the "Submit" button to create your new book.

The screenshot shows the 'Books' management interface. At the top left is the title 'Books'. Below it is a search bar with the placeholder text 'Filter..'. Underneath is a 'Church' section, which contains a 'School' text input field and a dropdown menu currently set to 'January'. To the right of these fields is a teal 'Submit' button with a close icon (X). At the bottom right of the form area is a teal button with a plus sign and the text '+ Add a new one'.

## Switching Books

If you have created more than one book in Church360° Ledger, you may need to switch between books to update transaction and account information for each book separately.

1. Click on the book name next to the Church360° Ledger icon at the top of the screen.
2. Select the book you wish to open, using the drop-down box. Once selected, your new book will open immediately.



## Deleting a Book

You may wish to delete a book that is no longer in use by your church. Deleting a book is not encouraged, since it deletes all transaction history from within that book.

1. Click the Settings cog and select “Books.”
2. Click on the gray minus sign next to the book you wish to delete.
3. Click the red “Delete” button to confirm your deletion.

### Books



# Budgets

Enter Budgets into Church360° Ledger to help manage your church's income and expenses throughout the year.

- ▶ [Adding a Budget](#)
- ▶ [Pasting Budgets from Excel](#)
- ▶ [Exporting Budgets to Excel](#)

## Adding a Budget

Creating a budget is an important function in maintaining the finances of your church. Church360°® Ledger makes this easy by allowing you to copy and paste a budget from Excel, use previous fiscal years' budgets or actuals, or even manually enter a total for each month. The budget feature can be found under the settings icon.

Note: In the budget view, you can change which year's budget you are looking at by clicking the drop-down in the upper right under the search bar.

The budget view is a large chart with several automated features to make building a budget easier. Income and expense accounts are as they appear in the Chart of Accounts with all accounts, categories, and restricted funds.

The dark gray rows are the totals for the given account and cannot be edited. The far left column lists the names of the accounts. The next column lists the total for the year for each account.

For a quick budget, you can enter the yearly total in the "Total" column to divide that amount evenly across all months. For a more detailed budget, you can enter the total for each month individually. Clicking on a cell will enlarge the cell and display the previous year's budget and actuals for reference; clicking on the budgeted or actual number will fill the cell with the number you clicked on.

Note: You can use tab, enter, or the arrow keys to navigate the grid as you can in Excel.

Here is how to create a budget:

1. Click the settings icon in the upper right corner.
2. Select "Budgets".
3. To use last year's budget or actuals, use the drop-down on the left side above the budget grid. To enter amounts manually, select a white cell in the "Total" column and enter the year's total budget, or enter the amount for each month manually.
4. Click "Save Changes" at the bottom of the view to save your work, or click "Reset" to reset the view to the previous saved version.



## Exporting Budgets to Excel

You may wish to export your budget to Excel to share an electronic or hard copy of your information with others.

1. Click on the Settings cog and then select “Budgets.”
2. Select your desired date-range drop-down box on the right.
3. Click “Export to Excel.” Your download will begin automatically.
4. When the download is complete, click on the file name to open your budget in Excel.

The screenshot shows the 'Budgets' page in Church360°. At the top right, there is a 'New transaction +' button. Below it, there is an 'Export to Excel' button and a year selector set to '2016'. The main table is titled 'Budgets' and has a 'Change all to...' dropdown on the left. The table columns are: Total, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec. The rows include: Income, General Fund, Young Adults Fund, Youth Fund, Building Fund, Church at Large, Social Fund, Women's Fund, Education, Men's Ministry, Mission Fund, Music Ministry, VBS, and Interest Income. The 'Interest Income' row has a value of 0.00 in the Dec column, which is highlighted with a blue circle and an information icon. At the bottom of the screenshot, a file named 'budgets.xlsx' is shown in a download bar, and a 'Show All' button is visible on the right.

	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Income	606150.00	50700.00	50700.00	50700.00	50700.00	50700.00	50700.00	50700.00	50650.00	50650.00	50650.00	50650.00	50650.00
General Fund	600000.00	50000.00	50000.00	50000.00	50000.00	50000.00	50000.00	50000.00	50000.00	50000.00	50000.00	50000.00	50000.00
Young Adults Fund	600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Youth Fund	600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Building Fund	600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Church at Large	600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Social Fund	600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Women's Fund	600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Education	600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Men's Ministry	600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Mission Fund	600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Music Ministry	600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
VBS	600.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Interest Income	350.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00

# Payees

Payees are people or organizations whom your church regularly conducts business with. You may organize your list of payees through the Payees utilities in Church360° Ledger settings.

- ▶ [Adding a Payee](#)
- ▶ [Editing Payee Information](#)
- ▶ [Deactivating a Payee](#)
- ▶ [Reactivating a Payee](#)
- ▶ [Viewing Payee History](#)

## Adding a Payee

Basic information is stored about each vendor in the Payees view.

1. Click the Settings cog and select “Payees.”
2. Click “Add a new one.”
3. Enter payee name, address, phone number, and any notes about the payee.
4. Click the “Submit” button to save your changes.



The screenshot shows a dark-themed form for adding a new payee. The form is titled "Add a new one" in the top right corner. It contains several input fields: "Name", "Address" (with a sub-field for "Street"), "City", "State", "Zipcode", and "Phone". There is also a "Notes" text area on the right side. A "Submit" button with a close icon is located in the top right corner of the form. Below the form, there is a teal button with a plus icon and the text "Add a new one".

## Editing Payee Information

The Payees view stores basic information about each of your vendors or payees.

1. Click the Settings cog and select “Payees.”
2. Use the search box to find the name of the payee whose information you wish to edit.
3. Click on the payee name to open their record.
4. Enter updated address, phone, or note information as desired.
5. Click “Submit” to save your changes.



The screenshot shows a dark-themed form for editing a payee's information. At the top left, there is a text input field containing "Fast Internet Company". To the right of this field is a teal "Submit" button with a close icon (X). Below the company name, the "Address" section is labeled. It contains a text input field with "85 Speed of Light Dr". Underneath the address field are two input fields: "City" and "State". At the bottom of the address section are two more input fields: "Zipcode" and "Phone". To the right of the address fields is a large, empty text area labeled "Notes".

## Deactivating a Payee

Payees that are no longer in use should be deactivated, not deleted. These payees cannot be deleted because of their associated transaction history.

1. Click the Settings cog and select “Payees.”
2. Select the payee account that you want to deactivate.
3. Click the “Deactivate” button.

### Payees

Fast	
Fast Internet Company	<a href="#">Deactivate</a>

## Reactivating a Payee

Deactivating a payee does not delete their contact information or history. If a deactivated payee does business with your church in the future, you may wish to reactivate them.

1. Click the Settings cog and select “Payees.”
2. Select the payee that you want to reactivate.
3. Click the “Activate” button.



The screenshot shows a dark-themed user interface for editing a payee. At the top, a text input field contains "Fast Internet Company". To the right of this field are three buttons: a green "Activate" button, a blue "Submit" button, and a small grey "X" icon. Below the name field is the "Address" section, which includes a "Street" input field, a "City" input field, a "State" input field, a "Zipcode" input field, and a "Phone" input field. On the right side of the form is a large white "Notes" text area.

## Viewing Payee History

You can view a list of transactions associated with certain payees through their history.

1. Click the Settings cog and select “Payees.”
2. Hover your mouse over the payee.
3. Click “History” to open the payee’s transaction history.
4. A payee’s history can be printed or exported to Excel. Use the date picker to choose a specific date range.

Payees > Derek Woods

[Export to Excel](#) [Print](#) March 2016 ▾

2006 Ashton Lane  
Farris, MO 63035  
958-1905

Account		Credits		Debits
Medicare	\$	24.16	\$	0.00
Social Security	\$	103.34	\$	0.00
State Income Tax	\$	44.00	\$	0.00
Federal Income Tax	\$	190.20	\$	0.00
Unrestricted	\$	1,304.96	\$	0.00
Staff Salary	\$	0.00	\$	1,666.66

# Users

You may manage the accounts of all individuals who use Church360° Ledger from within the Users view.

- ▶ [Changing User Settings](#)
- ▶ [Deleting a User](#)
- ▶ [Editing a User's Roles](#)
- ▶ [Resending a User Invitation](#)
- ▶ [Adding a New User](#)

## Changing User Settings

Access User Settings to change your password or preferred email address.

1. Click on your gravatar icon in the Menu bar and then select “User Settings.”
2. Enter in your new email address, if you wish to change your email.
3. Enter in your current and new password information to change your password.
4. Click “Save” to save your changes. Your changes will be applied the next time you log in.

### User Settings

Email

Current password

New Password

New Password confirmation

Save

## Deleting a User

You may wish to delete users who leave your church or are no longer involved with your church's finances.

1. Click the Settings cog and select "Users."
2. User the filter box to search for the user or select the user you wish to delete.
3. Click the minus sign on the right-hand side of the user's name.
4. Click "Delete" to delete that user.

Users

Filter...

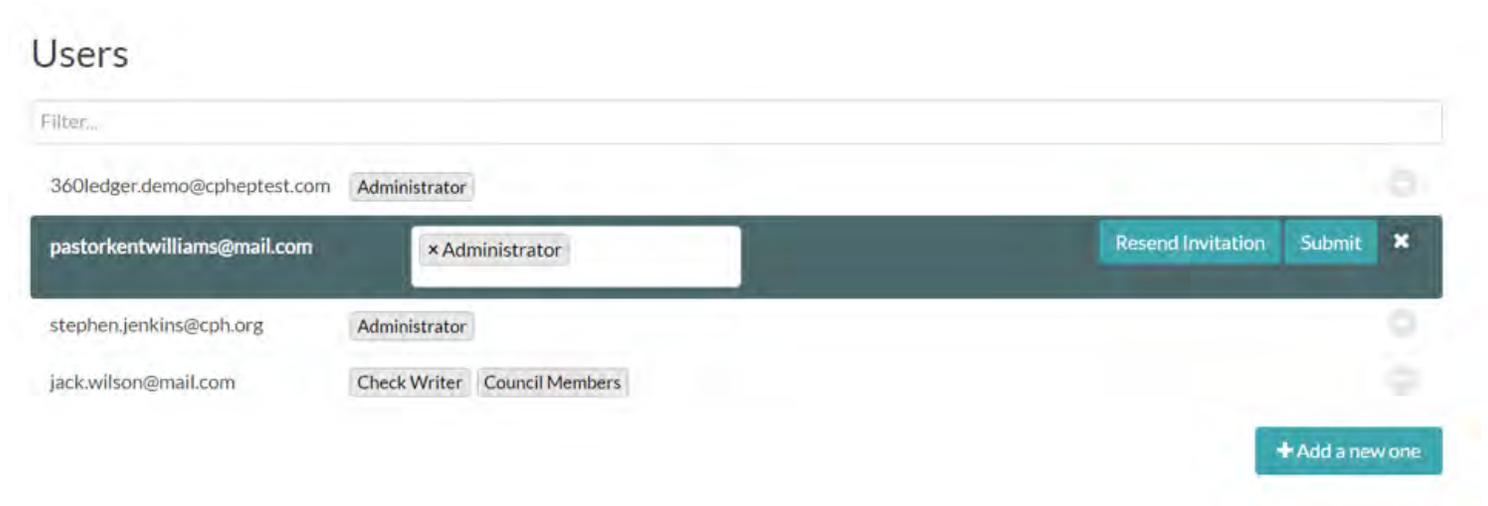
360ledger.demo@cpheptest.com	Administrator	
pastorkentwilliams@mail.com	Administrator	Delete
stephen.jenkins@cph.org	Administrator	
jack.wilson@mail.com	Check Writer	Council Members

+ Add a new one

## Editing a User's Roles

A user's responsibility or position at church may change over time, making it necessary to change the user's role in Church360° Ledger.

1. Click the Settings cog and select "Users."
2. Use the search box to help find the user whose role you wish to edit.
3. Click on the user's email address.
4. In the roles portion, type in any additional roles you wish to add. Remove any existing roles by clicking the small "x" next to the role name.
5. Click "Submit" to save your changes.



## Resending a User Invitation

If a user invitation gets mistakenly deleted or lost in someone's inbox, you may resend the invitation from within Church360° Ledger.

1. Click the Settings cog and select "Users."
2. Select the user and click the "Resend Invitation" button. A new email will be sent to that user.
3. Once the email is received, the user can get the account set up.

### Users

The screenshot displays the 'Users' management page. At the top, there is a search bar labeled 'Filter...'. Below it, a list of users is shown. Each user entry includes an email address and one or more role tags. The user 'abbottd@teleworm.us' is highlighted in a dark teal bar. This bar contains a search input with the text 'x Council Members', a 'Resend Invitation' button, a 'Submit' button, and a close icon (x). The other users listed are:

- 360ledger.demo@cpheptest.com (Administrator)
- pastorkentwilliams@mail.com (Administrator)
- stephen.jenkins@cph.org (Administrator)
- jack.wilson@mail.com (Check Writer, Council Members)

## Adding a New User

The Users feature allows other people to have access to your site.

Filters are used to filter your list of users. If you are looking for a specific user, you can use this feature.

1. Click the Settings cog and select “Users.”
2. Type the new user’s email address in the text box.
3. Choose a role for the user from the drop- down menu.
4. To give users access to only specific accounts, select the accounts you want them to have access to from the drop-down menu. If you want them to have access to all accounts, do not select an account.
5. Click the “Submit” button to add the new user. Once you click “Submit,” an email will be sent to the email address that was entered.

The screenshot displays the 'Users' management page. At the top, there is a 'Filter...' search bar. Below it, a list of users is shown with their email addresses and assigned roles. The roles are displayed as buttons: 'Administrator', 'Check Writer', and 'Council Members'. At the bottom of the list, there is a form to add a new user. This form includes an email input field containing 'robertc@guerrillamail.com', a role selection dropdown menu, and a 'Submit' button with a close icon. A '+ Add a new one' button is located at the bottom right of the form area.

Email Address	Role(s)
360ledger.demo@cpheptest.com	Administrator
pastorkentwilliams@mail.com	Administrator
stephen.jenkins@cph.org	Administrator
jack.wilson@mail.com	Check Writer, Council Members
abbottd@teleworm.us	Council Members

robertc@guerrillamail.com [Role Selection] [Submit] ✕

+ Add a new one

# Roles

Roles are used to manage the permission levels of different users in Church360° Ledger. You may manage account visibility or the types of transactions each user can create or edit from within roles.

- ▶ [Deleting a Role](#)
- ▶ [Editing a Role](#)
- ▶ [Adding a Role](#)
- ▶ [Navigating Roles](#)
- ▶ [How do I delete a role?](#)

## Deleting a Role

If a role is no longer in use, you may wish to delete it.

Note: The Administrator role is required by Church360° Ledger and cannot be deleted.

1. Click the Settings cog and select “Roles.”
2. Click the gray minus sign next to the role you wish to delete.
3. Click the red “Delete” button to confirm your deletion.

**Check Writer** Delete 

Applies to

Preschool Christ Community Church

Management

Can see subset of accounts

Transactions

Can create checks      Can print checks

## Navigating Roles

Roles give users specific access to different portions of the site.

Additional roles can be added, edited, or deleted, based on your church's needs.

### Role information and Permissions:

**Name**—records the name of your role.

**This role applies to**—allows you to select which book(s) the role applies to.

### Management:

- **Can manage chart of accounts**—allows the user to add/edit/delete categories/accounts and change category/account placement.
- **Can view all accounts**—allows the user to view all accounts for selected book(s).
- **Can view**—allows the user to view a subset of accounts for the selected book(s).

### Transactions:

- **Can create deposits**—allows users to enter deposits into the system.
- **Can create payments**—allows users to enter payments into the system.
- **Can create transfers**—allows users to transfer money between accounts.
- **Can create checks**—allows users to write checks.
- **Can create journal entries**—allows users to create journal entries.
- **Can edit transactions**—allows users to modify transactions.
- **Can print checks**—gives users the ability to print checks.

## Editing a Role

You may wish to edit the functions of a specific role as that role's duties change over time.

Note: The Administrator role is required by Church360° Ledger and cannot be edited.

1. Click the Settings cog and select "Roles."
2. Click inside the role you wish to edit.
3. Make your desired changes.
4. Click "Submit" to save your changes.

The screenshot shows the 'Editing a Role' interface in Church360° Ledger. At the top, there is a text input field containing 'Ministry Leader' and a teal 'Submit' button with a close icon. Below this, a section titled 'This role applies to' contains two tags: 'x Preschool' and 'x Christ Community Church'. The interface is divided into two main sections: 'Management' and 'Transactions'. Under 'Management', there are three radio button options: 'Can manage chart of accounts' (unchecked), 'Can view all accounts' (checked), and 'Can view selected accounts' (unchecked). Under 'Transactions', there are eight checkbox options: 'Can create deposits' (checked), 'Can create payments' (checked), 'Can create transfers' (checked), 'Can create checks' (checked), 'Can create journal entries' (checked), 'Can edit transactions' (checked), 'Can print checks' (checked), and 'Can create checks' (checked).

## Adding a Role

Roles give users specific access to the site. Roles can be applied to one or more books.

1. Click the Settings cog and select “Roles.”
2. Click the “Add a new one” button.
3. Enter the name of this role
4. Enter which book(s) the role applies to. Roles can be shared across books.
5. Select the appropriate Management options.
6. Select the appropriate Transaction levels.
7. Click the “Submit” button to create your new role.

Note: If you would like a role to view only a subset of accounts, you must first select the “Can view” option and then click Submit.

After submitting your changes, click back in the role to select the specific subset of accounts this role can view.

The screenshot shows a form for adding a new role. At the top, there is a text input field containing "Church Council" and a "Submit" button with a close icon. Below this is a section titled "This role applies to" with a dropdown menu showing "Church". Underneath, there are two sections: "Management" and "Transactions". The "Management" section has three radio button options: "Can manage chart of accounts" (unchecked), "Can view all accounts" (unchecked), and "Can view" (checked). The "Transactions" section has six checkbox options: "Can create deposits" (checked), "Can create payments" (checked), "Can create transfers" (checked), "Can create checks" (checked), "Can create journal entries" (checked), and "Can edit transactions" (checked). "Can print checks" is also checked.

# Transfers

Transfers are used to move money between the same type of accounts.

- ▶ [Recording a Transfer](#)
- ▶ [Editing a Transfer](#)
- ▶ [Copying a Transfer](#)
- ▶ [Voiding a Transfer](#)

## Recording a Transfer

Transfers can occur only from Asset to Asset, Liability to Liability, Income to Income, or Expense to Expense accounts.

1. Click the “New Transaction” drop-down menu and select “Transfer.”
2. Enter the memo (optional).
3. Enter the date.
4. Type the name of the first account and enter the amount.
5. Type the name of the second account. The amount entered for the first account will automatically be entered for the second account.
6. If you wish for the transfer to recur, click the “Make Recurring” button and then enter your recurring information.
7. Verify your information in the Debits and Credits sections; then click the “Save” button.

Note: After you select your first account, the system will allow you to select only the same type of account. For instance, if you select an Income account for your first account, you will only be able to select an Income account for your second account.

**Transfer** ▾

MEMO Transfer to Savings		DATE 04/14/2016	
ASSET Unrestricted (First Chec	AMOUNT \$ 500	ASSET First Savings Account	AMOUNT \$ 500.00
	\$		\$

Account	Debits	Credits
Unrestricted (First Checking Account)		500.00
First Savings Account	500.00	

## Editing a Transfer

If you make a mistake when recording a transfer, you can go back and make a change to that transfer.

Editing transfers automatically creates journal entries in your General Ledger.

1. From the home page, find the transfer you need to edit. Click the transfer name to open the transaction window.
2. Edit the amount.
3. Enter the Amendment Memo.
4. Click the “Save” button.
5. A message will appear to notify you that your edit is complete.

Note: Once a transfer has been edited, a small triangle denoting the change will appear next to the amount on the home page. Clicking that triangle will show the change that was made to the transaction.

### Editing Transfer

MEMO Transfer to Savings		DATE 04/14/2016	
ASSET, EXPENSE, INCOME, OR LIABILITY Unrestricted (First Chec	AMOUNT \$ 500	ASSET, EXPENSE, INCOME, OR LIABILITY First Savings Account	AMOUNT \$ 500
	\$		\$
AMENDMENT MEMO			

Void
Make Recurring
Copy
Save

Account	Debits	Credits
Unrestricted (First Checking Account)		\$ 500.00
First Savings Account	500.00	

## Copying a Transfer

You may wish to copy information from a transfer deposit to make subsequent entry easier. After copying the transfer, you may edit specific details before saving.

1. From the home page, find the transfer you need to copy. Click the transfer name to open the transaction window.
2. Click the “Copy” button. A new window will open with the information copied from the original transfer.
3. Edit information as desired.
4. Click “Save” to save your copied transfer.

### You're creating a copy of a Transfer

MEMO Transfer to Savings		DATE 04/14/2016	
ASSET, EXPENSE, INCOME, OR LIABILITY Unrestricted (First Chec	AMOUNT \$ 500	ASSET, EXPENSE, INCOME, OR LIABILITY First Savings Account	AMOUNT \$ 500
	\$		\$

Make Recurring

Save

Account	Debits	Credits
Unrestricted (First Checking Account)		500.00
First Savings Account	500.00	

## Voiding a Transfer

If you mistakenly enter a transfer, you may void the transfer to return your account balances to their previous state.

1. From the home page, find the transfer you need to void. Click the transfer name to open the transaction window.
2. Click the red “Void” button.
3. You will be returned to your home screen. The voided transfer line item(s) will be light gray and have a void symbol next to it.

### Editing Transfer

MEMO Transfer to Savings		DATE 04/14/2016	
ASSET, EXPENSE, INCOME, OR LIABILITY Unrestricted (First Chec	AMOUNT \$ 500	ASSET, EXPENSE, INCOME, OR LIABILITY First Savings Account	AMOUNT \$ 500
	\$		\$
AMENDMENT MEMO			
<input type="button" value="Void"/>		<input type="button" value="Make Recurring"/> <input type="button" value="Copy"/> <input type="button" value="Save"/>	
Account	Debits	Credits	
Unrestricted (First Checking Account)			500.00
First Savings Account	500.00		

# Payments

Payments are used to enter electronic transactions.

- ▶ [Recording a Payment](#)
- ▶ [Editing a Payment](#)
- ▶ [Copying a Payment](#)
- ▶ [Voiding a Payment](#)

## Recording a Payment

Only Asset, Liability, and Expense accounts can be used with the Payments utility.

1. Click the “New Transaction” drop-down menu and select “Payment.”
2. Enter the memo (optional).
3. Enter the date.
4. Enter the payee (optional).
5. Choose your Asset or Liability account and enter the payment amount.
6. Choose your Expense account(s) and adjust the amounts as needed.
7. If you wish for the payment to recur, click the “Make Recurring” button and then enter your recurring information.
8. Verify your information in the Debits and Credits sections; then click the “Save” button.
9. A message will appear to notify you that your payment is complete.

**Payment** ▾

MEMO Electric Bill		DATE 04/14/2016	
PAYEE (OPTIONAL) Ben Franklin Electric Company			
ASSET OR LIABILITY Unrestricted (First Chec	AMOUNT \$	EXPENSE OR LIABILITY Electricity	AMOUNT \$
ASSET OR LIABILITY	AMOUNT \$	EXPENSE OR LIABILITY	AMOUNT \$

Account	Debits	Credits
---------	--------	---------

## Editing a Payment

If you have made a mistake when recording a payment, you can go back and make a change to the payment.

Editing payments automatically creates journal entries in your General Ledger.

1. From the home page, find the payment you need to edit. Click the payment name to open the transaction window.
2. Edit the amount.
3. Enter the Amendment Memo.
4. Click the “Save” button.
5. A message will appear to notify you that your edit is complete.

Note: Once a payment has been edited, a small triangle denoting the change will appear next to the amount on the home page. Clicking that triangle will show the change that was made to the transaction.

### Editing Payment

MEMO March Internet Bill		DATE 03/30/2016	
PAYEE (OPTIONAL) Fast Internet Company			
ASSET OR LIABILITY Unrestricted (First Chec	AMOUNT \$ 150	EXPENSE OR LIABILITY Internet	AMOUNT \$ 150
	\$		\$

AMENDMENT MEMO

Void

Internet Bill recurs the 30th of every month Copy

Save

Account	Debits	Credits
Unrestricted (First Checking Account)		150.00
Internet	150.00	

## Copying a Payment

In certain cases, you may wish to copy payment information from one month to the next. After creating the copy, you will be able to edit the new transaction by adding any new details.

1. From the home page, find the payment you need to copy. Click the payment name to open the transaction window.
2. Click the “Copy” button. A new window will open with the information copied from the original payment.
3. Edit any information as desired.
4. Click “Save” to save your copied payment.

### You're creating a copy of a Payment

MEMO March Internet Bill		DATE 04/14/2016	
PAYEE (OPTIONAL) Fast Internet Company			
ASSET OR LIABILITY Unrestricted (First Chec	AMOUNT \$ 150	EXPENSE OR LIABILITY Internet	AMOUNT \$ 150
	\$		\$

Internet Bill recurs the 30th of every month

Save

Account	Debits	Credits
Unrestricted (First Checking Account)		\$ 150.00
Internet	\$ 150.00	

## Voiding a Payment

If you mistakenly enter a payment, you may void the payment to return your account balances to their previous state.

1. From the home page, find the payment you need to void. Click the payment to open the transaction window.
2. Click the red “Void” button.
3. You will be returned to your home screen. The voided payment line item(s) will be light gray and have a void symbol next to it.

### Editing Payment

MEMO March Internet Bill		DATE 03/30/2016	
PAYEE (OPTIONAL) Fast Internet Company			
ASSET OR LIABILITY Unrestricted (First Chec	AMOUNT \$ 150	EXPENSE OR LIABILITY Internet	AMOUNT \$ 150
AMOUNT TO AVAIL	AMOUNT \$	AMOUNT TO AVAIL	AMOUNT \$

AMENDMENT MEMO

Void
Internet Bill recurs the 30th of every month
Copy
Save

Account	Debits	Credits
Unrestricted (First Checking Account)		150.00
Internet	150.00	

# Deposits

Deposits are used to add money to your Asset accounts.

- ▶ [Recording a Deposit](#)
- ▶ [Editing a Deposit](#)
- ▶ [Copying a Deposit](#)
- ▶ [Voiding a Deposit](#)

## Recording a Deposit

Asset and Income accounts are the only accounts that can have deposits recorded.

1. Click the “New Transaction” drop-down menu and select “Deposit.”
2. Enter the memo (optional).
3. Enter the date.
4. Enter the payee (optional).
5. Choose your Asset account(s) and enter the deposit amount.
6. Choose your Income account(s) and adjust the amounts as needed.
7. If you wish for the deposit to recur, click the “Make recurring” button and then enter your recurring information.
8. Verify your information in the Debits and Credits sections; then click the “Save” button.
9. A message will appear to notify you that your deposit is complete.

### Deposit - ✕

MEMO <b>General Fund Offering</b>		DATE <b>08/01/2016</b>	
PAYEE (OPTIONAL)			
ASSET <b>First Savings Account</b>	AMOUNT \$	INCOME <b>General Fund</b>	AMOUNT \$500
ASSET	AMOUNT \$500.00	INCOME	AMOUNT \$

Make Recurring
Save

Account	Debits	Credits
General Fund		\$ 500.00

## Editing a Deposit

If you make a mistake when recording a deposit, you can go back and make a change to the deposit.

Editing deposits automatically creates journal entries in your General Ledger.

1. From the home page, find the deposit you need to edit. Click the deposit to open the transaction window.
2. Edit the amount.
3. Enter the Amendment Memo.
4. Click the “Save” button.
5. A message will appear to notify you that your edit is complete.

Note: Once a deposit has been edited, a small triangle denoting the change will appear next to the amount on the home page. Clicking that triangle will show the change that was made to the transaction.

**Editing Deposit**

MEMO 4.4.2016 Deposit		DATE 04/04/2016	
PAYEE			
ASSET	AMOUNT		INCOME
Education	\$ 155		Education
ASSET	AMOUNT		INCOME
Building Fund	\$ 125		Building Fund
ASSET	AMOUNT		INCOME
Women's Ministry	\$ 60		Women's Fund
ASSET	AMOUNT		INCOME
VBS	\$ 185		VBS
ASSET	AMOUNT		INCOME
Men's Ministry	\$ 75		Men's Ministry
ASSET	AMOUNT		INCOME
Youth Fund	\$ 55		Youth Fund
ASSET	AMOUNT		INCOME
Mission Fund	\$ 120		General Fund
ASSET	AMOUNT		INCOME
Unrestricted (First Chec	\$ 5045		Mission Fund
	\$		\$

AMENDMENT MEMO

## Copying a Deposit

You may wish to copy information from a previous deposit to make subsequent entry easier. After copying the deposit, you may edit specific details before saving.

1. From the home page, find the deposit you need to copy. Click the deposit name to open the transaction window.
2. Click the “Copy” button. A new window will open with the information copied from the original deposit.
3. Edit any information as desired.
4. Click “Save” to save your copied deposit.

### You're creating a copy of a Deposit

MEMO 4.4.2016 Deposit		DATE 04/14/2016	
PAYEE			
ASSET Education	AMOUNT \$ 155	INCOME Education	AMOUNT \$ 155
ASSET Building Fund	AMOUNT \$ 125	INCOME Building Fund	AMOUNT \$ 125
ASSET Women's Ministry	AMOUNT \$ 60	INCOME Women's Fund	AMOUNT \$ 60
ASSET VBS	AMOUNT \$ 185	INCOME VBS	AMOUNT \$ 185
ASSET Men's Ministry	AMOUNT \$ 75	INCOME Men's Ministry	AMOUNT \$ 75
ASSET Youth Fund	AMOUNT \$ 55	INCOME Youth Fund	AMOUNT \$ 55
ASSET Mission Fund	AMOUNT \$ 120	INCOME General Fund	AMOUNT \$ 5045
ASSET Unrestricted (First Chec	AMOUNT \$ 5045	INCOME Mission Fund	AMOUNT \$ 120
\$		\$	

Make Recurring

Save

## Voiding a Deposit

If you mistakenly enter a deposit, you may void the deposit to return your account balances to their previous state.

1. From the home page, find the deposit you need to void. Click the deposit name to open the transaction window.
2. Click the red “Void” button.
3. You will be returned to your home screen. The voided deposit line item(s) will be light gray and have a void symbol next to it.

### Editing Deposit

MEMO 4.4.2016 Deposit		DATE 04/04/2016	
PAYEE			
ASSET	AMOUNT		INCOME
Education	\$ 155		Education
Building Fund	\$ 125		Building Fund
Women's Ministry	\$ 60		Women's Fund
VBS	\$ 185		VBS
Men's Ministry	\$ 75		Men's Ministry
Youth Fund	\$ 55		Youth Fund
Mission Fund	\$ 120		General Fund
Unrestricted (First Chec	\$ 5045		Mission Fund
	\$		\$

AMENDMENT MEMO

Void
Make Recurring
Copy
Save

# Checks

This type of transaction is used for printing paper checks or recording handwritten checks.

- ★ [Check Printing Overview](#)
- ▶ [Creating a Check](#)
- ▶ [Choosing a Check Style](#)
- ▶ [Editing a Check](#)
- ▶ [Copying a Check](#)
- ▶ [Printing a Check](#)
- ▶ [Voiding a Check](#)

## Check Printing Overview

Church 360° Ledger can be used to print checks. We have two options for printing checks. These include Top Check / Stub / Stub and Stub / Check / Stub. This setting is changed under General in the Global Settings menu.

Recommnd checks to use are from FormsPlus (<http://www.formsplusinc.com/category/church-supplies>)

## Creating a Check

This type of transaction is used for printing paper checks or recording handwritten checks. Checks are limited to Asset, Liability, and Expense accounts.

1. Click the “New Transaction” drop-down menu and select “Check.”
2. Enter the memo (optional).
3. Enter the date.
4. Select the payee.
5. Enter the check number.
6. Select your first account and enter the amount.
7. Select your second account and adjust the amounts as necessary.
8. If you wish for the check to recur, click the “Make Recurring” button and then enter your recurring information.
9. Verify your information in the Debits and Credits sections and on your sample check; then click the “Save” button. The check will be saved to your print queue.
10. To print the check, click the “Print Queue” link in the notification at the top of the screen. On the Print Queue page, select the check and click the “Print” button.

**Check -**

MEMO Youth Snacks		DATE 04/14/2016	
PAYEE First Grocery Store		CHECK # 100	
ASSET OR LIABILITY Youth Fund	AMOUNT \$ 50	EXPENSE OR LIABILITY Youth Group	AMOUNT \$ 50.00
ASSET OR LIABILITY \$	AMOUNT \$	EXPENSE OR LIABILITY \$	AMOUNT \$

Bank Account	# 100
	April 14, 2016
Pay to the order of	Amount
First Grocery Store	\$50.00
	Fifty and 0/100 dollars
Memo	
Youth Snacks	

Make Recurring Save

## Choosing a Check Style

You have two options for check printing—top check or middle check.

1. Click the Settings cog and select “General.”
2. Under Check Style, select either “top” or “middle.”
3. Click the “Save” button.

Note: Church360° Ledger check printing was designed to be compatible with Checks from Forms Plus. To order checks from Forms Plus, please visit their website: [www.formsplusinc.com](http://www.formsplusinc.com).

### General Settings

Church Name	<input type="text" value="Christ Community Church"/>
Customer Number	70000001
Check Style	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Middle ▾</div><div style="padding: 2px;">Top</div><div style="background-color: #007bff; color: white; padding: 2px;">Middle</div></div>
Church Address	<input type="text" value="1500 Red Oak Drive&lt;br/&gt;Bakersville, MO 63027"/>
Church Phone	<input type="text" value="(314) 958-1536"/>

## Editing a Check

If you make a mistake when recording a check, you can go back and make a change to the check.

Editing checks automatically creates journal entries in your General Ledger.

1. From the home page, find the check you need to edit. Click the check name to open the transaction window.
2. Edit the amount.
3. Enter the Amendment Memo.
4. Click the “Save” button.
5. A message will appear to notify you that your edit is complete.

Note: Once a check has been edited, a small triangle denoting the change will appear next to the amount on the home page. Clicking that triangle will show the change that was made to the transaction.

### Editing Check

MEMO Youth Snacks		DATE 04/05/2016	
PAYEE First Grocery Store		CHECK #	
ASSET OR LIABILITY Youth Fund	AMOUNT \$ 100	EXPENSE OR LIABILITY Youth Group	AMOUNT \$ 100
AMOUNT	\$	AMOUNT	\$

Bank Account  
**First Checking Account** April 5, 2016

Pay to the order of  
**First Grocery Store** Amount  
**\$100.00**

One hundred and 0/100 dollars

Memo  
**Youth Snacks**

AMENDMENT MEMO

Void Make Recurring Copy Save

## Copying a Check

In certain cases, you may wish to copy check information from one transaction to another. After creating the copy, you will be able to edit the new check before saving to make room for any additional details.

1. From the home page, find the check you need to copy. Click the check name to open the transaction window.
2. Click the “Copy” button. A new window will open with the information copied from the original check.
3. Edit any information as desired.
4. Click “Save” to save your copied check.

### You're creating a copy of a Check ✕

MEMO Youth Snacks		DATE 04/14/2016	
PAYEE First Grocery Store		CHECK #	
ASSET OR LIABILITY Youth Fund	AMOUNT \$ 100	EXPENSE OR LIABILITY Youth Group	AMOUNT \$ 100
AMOUNT	\$	AMOUNT	\$

Bank Account  
**First Checking Account** April 14, 2016

Pay to the order of  
**First Grocery Store** Amount  
**\$100.00**

One hundred and 0/100 dollars

Memo  
**Youth Snacks**

Make Recurring

Save

## Printing a Check

Pending checks appear in your print queue. You can print one check or multiple checks at a time.

If you do not wish to print a check in your print queue, you may select the “Mark as Printed” button to remove it from the queue.

1. Click the printer icon to open the Print Queue.
2. Select the check(s) that you want to print.
3. Click the “Print” button. A print preview of all your checks will appear.
4. Click the “Print” button in the middle of the menu bar at the top of the screen.
5. Confirm your check numbers and click the “Confirm” button.
6. The print window will open. Verify your printer and click “Print.”
7. Once the checks have printed, you will be taken back to the Print Queue screen. If the checks printed correctly, select the checks and click the “Remove Selected” icon to remove them from the print queue.



## Voiding a Check

If you mistakenly enter a check, you may void the check to return your account balances to their previous state.

1. From the home page, find the check you need to void. Click the check to open the transaction window.
2. Click the red “Void” button.
3. You will be returned to your home screen. The voided check line item(s) will be light gray and have a void symbol next to it.

### Editing Check

MEMO Youth Snacks		DATE 04/05/2016	
PAYEE First Grocery Store		CHECK #	
ASSET OR LIABILITY Youth Fund	AMOUNT \$ 100	EXPENSE OR LIABILITY Youth Group	AMOUNT \$ 100
	\$		\$

Bank Account	
<b>First Checking Account</b>	April 5, 2016
Pay to the order of	Amount
<b>First Grocery Store</b>	<b>\$100.00</b>
	One hundred and 0/100 dollars
Memo	
<b>Youth Snacks</b>	

AMENDMENT MEMO

**Void**      Make Recurring      Copy      **Save**

# Journal Entries

Journal Entries transactions are used for correction purposes.

- ▶ [Creating a Journal Entry](#)
- ▶ [Editing a Journal Entry](#)
- ▶ [Copying a Journal Entry](#)
- ▶ [Voiding a Journal Entry](#)

## Creating a Journal Entry

If you notice that a payment or other transaction is off by a few dollars, you can do a journal entry to make the change to the account information.

Journal entries can be used for all account types.

1. Click the “New Transaction” drop-down menu and select “Journal entry.”
2. Add the memo (optional).
3. Enter the date.
4. Select the payee (optional).
5. Select your first account and enter the amount.
6. Enter your second account and additional accounts you might have.
7. If you wish for the journal entry to recur, click the “Make Recurring” button and then enter your recurring information.
8. Verify your information in the Debits and Credits sections; then click the “Save” button.
9. A message will appear to notify you that your transaction is complete.

**Journal entry -**

MEMO Bank Interest for March	DATE 03/31/2016
PAYEE (OPTIONAL)	

ACCOUNT	DEBITS	CREDITS
Interest Income		5.23
Unrestricted (First Chec	5.23	
	5.23	5.23

Make Recurring

## Editing a Journal Entry

If you make a mistake when recording a journal entry, you can go back and make a change to the journal entry.

1. From the home page, find the journal entry you need to edit. Click the journal entry to open the transaction window.
2. Edit the debit and credit amounts.
3. Enter the Amendment Memo.
4. Click the “Save” button.
5. A message will appear to notify you that your edit is complete.

Note: Once a journal entry has been edited, a small triangle denoting the change will appear next to the amount on the home page. Clicking that triangle will show the change that was made to the transaction.

### Editing Journal entry

MEMO Bank Interest for March	DATE 03/23/2016
PAYEE (OPTIONAL)	
AMENDMENT MEMO	

ACCOUNT	DEBITS	CREDITS
Interest Income		5.23
Unrestricted (Central Tr	5.23	
	0	0

Void

Make Recurring
Copy
Save

## Copying a Journal Entry

In certain cases, you may wish to copy journal entry information from one transaction to another. After creating the copy, you will be able to edit the new journal entry before saving it to make room for any additional details.

1. From the home page, find the journal entry you need to copy. Click the journal entry name to open the transaction window.
2. Click the “Copy” button. A new window will open with the information copied from the original journal entry.
3. Edit any information as desired.
4. Click “Save” to save your copied journal entry.

### You're creating a copy of a Journal entry

MEMO Bank Interest for March		DATE 04/14/2016
PAYEE (OPTIONAL)		

ACCOUNT	DEBITS	CREDITS
Interest Income		5.23
Unrestricted (Central Tr	5.23	
	0	0

## Voiding a Journal Entry

If you mistakenly make a journal entry, you may void the journal entry to return your account balances to their previous state.

1. From the home page, find the journal entry you need to void. Click the journal entry to open the transaction window.
2. Click the red “Void” button.
3. You will be returned to your home screen. The voided journal entry line item(s) will be light gray and have a void symbol next to it.

### Editing Journal entry

MEMO Bank Interest for March	DATE 03/23/2016
PAYEE	

AMENDMENT MEMO
----------------

ACCOUNT	DEBITS	CREDITS
Interest Income		5.23
Unrestricted (Central Tr	5.23	
	0	0

Void

Make Recurring

Copy

Save

## Other Transaction Types

In certain circumstances, there may be variations in the way you enter certain types of transactions. These variations may include recurring transactions, pending transactions from Church360° Members, and imported files from Paychex.

- ▶ [Recurring Transactions](#)
- ▶ [Editing a Recurring Transaction](#)
- ▶ [Deleting a Recurring Transaction](#)
- ▶ [Pending Transactions from Church360° Members](#)
- ▶ [Importing Paychex Files](#)

## Recurring Transactions

Recurring transactions are organized within your Church360° Ledger settings.

Once created, your recurring transactions will generate in your Pending Transactions view at the appropriate time of recurrence.

1. To create a recurring transaction, click the “New Transaction” button and then select which type of recurring transaction you would like to create.
2. Enter in the transaction information and then click the “Make Recurring” button to enter the recurrence information.

Note: More information about specific types of transactions can be found in the appropriate transaction type sections of this manual.

3. At the time of the recurrence, the transaction will appear in your Pending Transactions section. Click on the transaction name, make any final changes, and then click “Save” to edit the specific instance of this recurring transaction.

### Payment -

MEMO Water Bill		DATE 04/15/2016		
PAYEE (OPTIONAL)				
ASSET OR LIABILITY	AMOUNT \$		EXPENSE OR LIABILITY	AMOUNT \$

#### New Recurring Transaction

NAME

Water Bill

OCCURS EVERY

Single

Month

on the

1st

Day

Cancel

Save

## Editing a Recurring Transaction

Although you may create recurring transactions individually, by type, you may also find it necessary to view your entire list of recurring transactions.

Use the Recurring Transactions view in Settings to manage your list of recurring transactions.

1. Click on the Settings cog and select “Recurring Transactions.”
2. Use the filter box to search for a specific transaction, or click on the transaction name to open the edit screen.
3. Enter your desired edit information and then click on the “Update” button.

### Editing Phone bill ✕

MEMO March Phone Bill		DATE 04/15/2016	
PAYEE (OPTIONAL) Bell Phone Company			
ASSET OR LIABILITY Unrestricted (First Chec	AMOUNT \$ 100	EXPENSE OR LIABILITY Telephone	AMOUNT \$ 100
	\$		\$

#### Recurring Transaction

NAME  OCCURS EVERY   on the  Day

[Update](#)

Account	Debits	Credits
Unrestricted (First Checking Account)		\$ 100.00
Telephone	\$ 100.00	

## Deleting a Recurring Transaction

Some recurring transactions may expire or change due to time. Access these recurring transactions from within Settings to delete them.

1. Click on the Settings cog and select “Recurring Transactions.”
2. Find the transaction you wish to delete by using the search box at the top of the screen.
3. Click on the gray minus sign  next to the name of the recurring transaction you wish to delete.
4. Click the red “Delete” button to confirm your deletion.

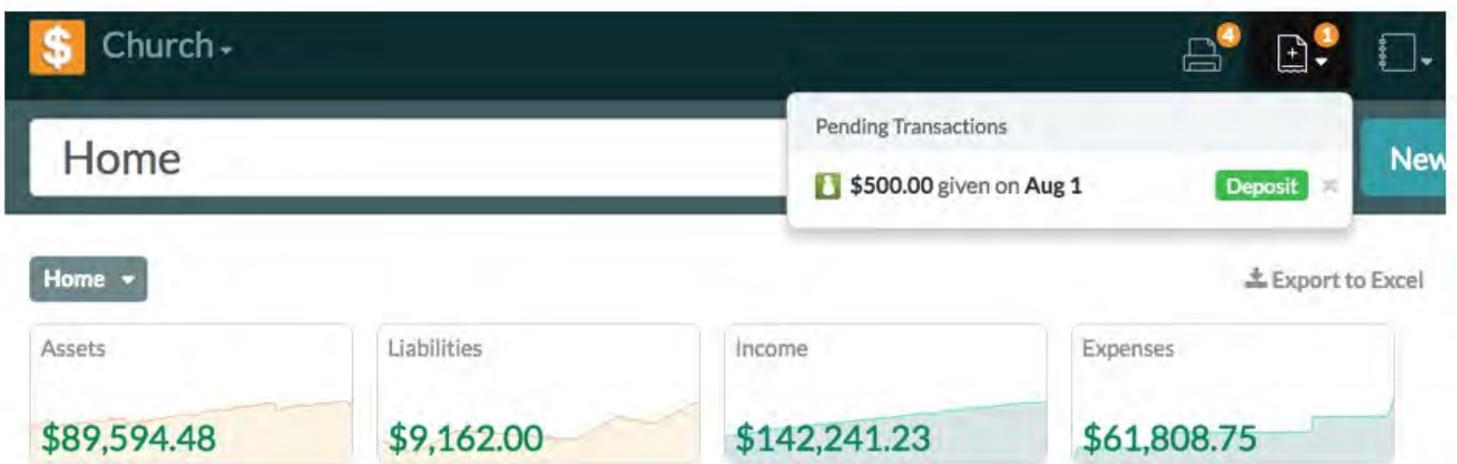


## Pending Transactions from Church360° Members

Offering batches from Church360° Members can be imported into Church360° Ledger. Offering batches are date and event specific.

1. Click the Pending Transactions icon in the Menu Bar.
2. Select the deposit from Church360° Members that you want to deposit.
3. Click the “Deposit” button to open a Deposit transaction window.
4. Add the memo (optional).
5. Enter the date and payee (optional).
6. Enter the Asset account and Income account(s).
7. Click the “Save” button.
8. A message will appear to notify you that your transaction is complete.

Note: When depositing contributions from Church360° Members, you will see which Fund the money was given to. This feature helps you decide which Fund to apply the money to in Church360° Ledger. This process is completely optional; if you do not wish to add the Deposits, click the “x” to remove it from the list.



## Importing Paychex Files

Church360° Ledger has the capability to import payroll information from the Paychex online website. Please note that payroll details and all other payroll processing is performed in Paychex.

Once the checks are created in Paychex, they can be exported to a .txt file. Then that file can be imported into Church360° Ledger. After the file is imported, Church360°

Ledger will automatically update your account balances by creating a matching payroll transaction for each employee.

1. Go to the Settings cog and select “Imported Transactions.”
2. Click on the “Import Paychex File ...” button.
3. Click on Browse to search for your saved Paychex file.
4. Select the file you wish to import.
5. Link these files to the appropriate accounts within Church360° Ledger by clicking on “Select an account” and matching the Paychex account with the appropriate Church360° Ledger account name.
6. Once the accounts have been mapped, click on “Confirm.” The system will bring up a screen that says “Reviewing Transaction 1 of .”
7. Review transactions and click “Continue” to go to the next transaction.
8. Repeat the same process for all subsequent transactions.

Note: If you do not want to import a specific transaction, click on “Skip this transaction” to exclude it.

9. Once all transactions have been reviewed, you will be redirected to the Finish Import page. Click on “Import” to bring the transactions into your site.

Note: After this process, your information should populate in Church360° Ledger and your import appear in the Previous Imports section of Imported Transactions.

# General Ledger Report

The General Ledger Report lists all transactions and changes made across all your accounts in Church360° Ledger.

- ★ [360 Ledger Report Basics](#)
- ▶ [Navigating the General Ledger Report](#)
- ▶ [Exporting the General Ledger Report to Excel](#)

## Navigating the General Ledger Report

The General Ledger Report lists all transactions and changes made across all your accounts in Church360° Ledger and details Checks, Journal Entries, and Deposits.

Access the General Ledger Report by clicking on the Reports icon and selecting “General Ledger.”

There are a variety of ways to customize your General Ledger Report. Choose from any of the following options to customize your report:

**Date Picker**—allows you to select the specific time frame for your report (Fiscal Year, Month, or Quarter).

**Type**—pick a single transaction type or a combination of transactions.

**Payee**—choose a single payee or a combination of payees.

**Group by Payee**—group the transactions by payee.

**Account**—sort by specific accounts or a combination of accounts.

**Group by Account**—group your transactions by account.

### General Ledger

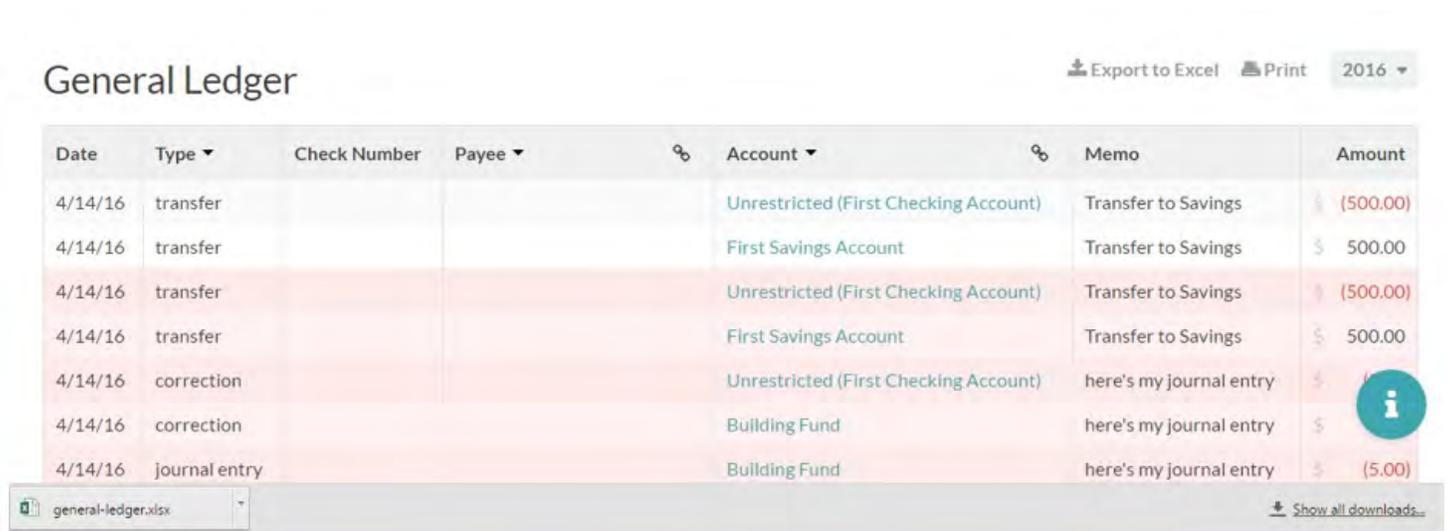
[Export to Excel](#) [Print](#) 04/01/2016 - 04/05/2016

Date	Type	Check Number	Payee	Account	Memo	Amount
4/5/16	check		First Grocery Store	Youth Fund	Youth Snacks	\$ (100.00)
4/5/16	check		First Grocery Store	Youth Group	Youth Snacks	\$ 100.00
4/5/16	correction		Blissful Retirement Services	Retirement Plan		\$ 394.00
4/5/16	correction		Blissful Retirement Services	Unrestricted (First Checking Account)		\$ 394.00
4/5/16	check		Blissful Retirement Services	Unrestricted (First Checking Account)		\$ (800.00)
4/5/16	check		Blissful Retirement Services	Retirement Plan		\$ (800.00)
4/4/16	deposit			Education	4.4.2016 Deposit	\$ 155.00
4/4/16	deposit			Building Fund	4.4.2016 Deposit	\$ 125.00
4/4/16	deposit			Women's Fund	4.4.2016 Deposit	\$ 60.00
4/4/16	deposit			VBS	4.4.2016 Deposit	\$ 185.00

## Exporting the General Ledger Report to Excel

You may wish to export your General Ledger Report to Excel to share an electronic or hard copy of your information with others.

1. Click on the Reports icon and then select “General Ledger.”
2. Select your desired date range by using the date picker.
3. Click on “Export to Excel.” Your download will begin automatically.
4. When the download is complete, click on the file name to open your General Ledger Report in Excel.



The screenshot displays the 'General Ledger' report interface. At the top right, there are buttons for 'Export to Excel', 'Print', and a year selector set to '2016'. Below these is a table with the following columns: Date, Type, Check Number, Payee, Account, Memo, and Amount. The table contains seven rows of data, including transfers and journal entries. A download bar at the bottom shows a file named 'general-ledger.xlsx' and a 'Show all downloads...' link.

Date	Type	Check Number	Payee	Account	Memo	Amount
4/14/16	transfer			Unrestricted (First Checking Account)	Transfer to Savings	(500.00)
4/14/16	transfer			First Savings Account	Transfer to Savings	\$ 500.00
4/14/16	transfer			Unrestricted (First Checking Account)	Transfer to Savings	(500.00)
4/14/16	transfer			First Savings Account	Transfer to Savings	\$ 500.00
4/14/16	correction			Unrestricted (First Checking Account)	here's my journal entry	(5.00)
4/14/16	correction			Building Fund	here's my journal entry	\$
4/14/16	journal entry			Building Fund	here's my journal entry	(5.00)

# Income & Expense Report

The Income & Expense Report provides you with a summary of your income and expenses by account. Use the Income & Expense report to compare actual vs. budgeted expenses.

- ▶ [Navigating the Income & Expense Report](#)
- ▶ [Exporting the Income & Expense Report to Excel](#)
- ▶ [Printing the Income & Expense Report](#)

## Navigating the Income & Expense Report

The Income & Expense Report displays a breakdown of income versus expense.

- Accounts can be collapsed into their respective categories by clicking the triangles.
- Clicking on the triangles next to the account name will expand or collapse your accounts.
- Access the Income & Expense Report by clicking on the Reports icon and selecting “Income & Expense.”

There are a variety of columns in your Income & Expense Report. Here is a short explanation of each column:

**Date Picker**—allows you to select the specific time frame for you report (Fiscal Year, Quarter, or Month).

**YTD Budget**—displays your budget amounts year to date (current month and any prior months).

**YTD Actual**—displays your actual income amounts year to date (current month and any prior months).

**% of Budget**—compares your YTD Actual to your YTD Budget and gives you a percentage.

**Remaining**—shows the difference between your YTD Actual and YTD Budget.

**Income Less (Expense)**—the difference between your Income and Expense.

Income & Expense Export to Excel Print 04/2016 - 04/2016

Account	04/2016 to 04/2016 Budget	04/2016 to 04/2016 Actual	% of Budget	Remaining
▼ Income	\$ 25,000.00	\$ 10,227.00	40.91%	\$ 14,773.00
General Fund	\$ 25,000.00	\$ 8,605.00	34.42%	\$ 16,395.00
Young Adults Fund	\$ 0.00	\$ 27.00	---	\$ (27.00)
Youth Fund	\$ 0.00	\$ 100.00	---	\$ (100.00)
Building Fund	\$ 0.00	\$ 300.00	---	\$ (300.00)
Church at Large	\$ 0.00	\$ 0.00	---	\$ 0.00
Social Fund	\$ 0.00	\$ 90.00	---	\$ (90.00)
Women's Fund	\$ 0.00	\$ 120.00	---	\$ (120.00)
Education	\$ 0.00	\$ 285.00	---	\$ (285.00)
Men's Ministry	\$ 0.00	\$ 150.00	---	\$ (150.00)
Mission Fund	\$ 0.00	\$ 190.00	---	\$ (190.00)
Music Ministry	\$ 0.00	\$ 125.00	---	\$ (125.00)
VBS	\$ 0.00	\$ 235.00	---	\$ (235.00)
Interest Income	\$ 0.00	\$ 0.00	---	\$ 0.00
▼ Expense	\$ 0.00	\$ 14,800.00	---	\$ (14,800.00)

## Exporting the Income & Expense Report to Excel

You may wish to export your Income & Expense Report to Excel to share an electronic or hard copy of your information with others.

1. Click on the Reports icon and then select “Income & Expense.”
2. Select your desired date range by using the date picker.
3. Click on “Export to Excel.” Your download will begin automatically.
4. When the download is complete, click on the file name to open your Income & Expense Report in Excel.

Income & Expense 
[Export to Excel](#) [Print](#) 04/2016 -- 04/2016

Account	04/2016 to 04/2016 Budget	04/2016 to 04/2016 Actual	% of Budget	Remaining
Income	25,000.00	10,227.00	40.91%	14,773.00
Expense	0.00	14,800.00	---	(14,800.00)
Church Staff				
Pastor	0.00	5,000.00	---	(5,000.00)
DCE-Children's Ministry	0.00	3,600.00	---	(3,600.00)
DCE-Youth Ministry	0.00	3,600.00	---	(3,600.00)
Music Ministry	0.00	0.00	---	0.00
Office Manager	0.00	2,500.00	---	(2,500.00)

income-expense.xlsx [Show all downloads...](#)

## Printing the Income & Expense Report

You may wish to print your Income & Expense Report in order to share a hard copy of your information with others.

1. Click on the Reports icon and then select “Income & Expense.”
2. Select your desired date range by using the date picker.
3. Click “Print.” A new tab with the print preview will open in your browser.
4. To print from this screen, click CTRL+P or “File” and “Print.”

### Income & Expense

Export to Excel Print 04/2016 to 04/2016

Account	04/2016 to 04/2016 Budget	04/2016 to 04/2016 Actual	% of Budget	Remaining
Income	\$ 25,000.00	\$ 10,227.00	40.91%	\$ 14,773.00
Expense	\$ 0.00	\$ 14,800.00	---	\$(14,800.00)
Church Staff				
Pastor	\$ 0.00	\$ 5,000.00	---	\$(5,000.00)
DCE-Children's Ministry	\$ 0.00	\$ 3,600.00	---	\$(3,600.00)
DCE-Youth Ministry	\$ 0.00	\$ 3,600.00	---	\$(3,600.00)
Music Ministry	\$ 0.00	\$ 0.00	---	\$ 0.00
Office Manager	\$ 0.00	\$ 2,500.00	---	\$(2,500.00)
Church Expenses				

# Chart of Accounts Report

The Chart of Accounts Report shows a summary of changes to your Asset, Liability, Income, and Expense accounts over a given time frame. Use this report to get a picture of your church's overall financial standing.

- ▶ [Navigating the Chart of Accounts Report](#)
- ▶ [Exporting the Chart of Accounts Report](#)
- ▶ [Printing the Chart of Accounts Report](#)

## Navigating the Chart of Accounts Report

The Chart of Accounts report displays the beginning and ending balances, with a few other options. Asset, Liability, Income, and Expense accounts are included.

- Accounts can be collapsed into their respective categories by clicking the triangles.
- Access the Chart of Accounts Report by clicking on the Reports Icon and selecting “Chart of Accounts.”

There are a variety of columns in your Chart of Accounts Report. Here is a short explanation of each column:

**Date Picker**—allows you to select the specific time frame for your report (Fiscal Year, Quarter, or Month).

**Starting Balance**—shows the starting balance, based on the selected date range.

**Ending Balance**—shows the ending balance based on the selected date range.

**Debits**—shows the total debits for the selected date range.

**Credits**—shows the total credits for the selected date range.

**Change +/-** —displays the difference between the starting and ending balance.

**Change %**—displays the difference between the starting and ending balance.

Chart of Accounts Export to Excel Print 04/01/2016 - 04/05/2016

Name	Starting Balance	Ending Balance	Debits	Credits	Change +/-	Change %
▼ <b>Assets</b>	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	\$ (6,041.00)	-8.92%
First Checking Account	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	\$ (6,041.00)	-8.92%
Unrestricted (First Checking Account)	\$ 62,730.23	\$ 56,014.23	\$ 5,439.00	\$ 12,155.00	\$ (6,716.00)	-10.71%
Building Fund	\$ 800.00	\$ 925.00	\$ 125.00	\$ 0.00	\$ 125.00	15.63%
Education	\$ 745.00	\$ 900.00	\$ 155.00	\$ 0.00	\$ 155.00	20.81%
Men's Ministry	\$ 400.00	\$ 475.00	\$ 75.00	\$ 0.00	\$ 75.00	18.75%
Mission Fund	\$ 710.00	\$ 830.00	\$ 120.00	\$ 0.00	\$ 120.00	16.90%
Music	\$ 165.00	\$ 165.00	\$ 0.00	\$ 0.00	\$ 0.00	0.0%

## Exporting the Chart of Accounts Report

You may wish to export your Chart of Accounts Report to Excel to share an electronic or hard copy of your information with others.

1. Click on the Reports icon and then select “Chart of Accounts.”
2. Select your desired date range by using the date picker.
3. Click on “Export to Excel.” Your download will begin automatically.
4. When the download is complete, click on the file name to open your Chart of Accounts Report in Excel.

Chart of Accounts [Export to Excel](#) [Print](#) 04/01/2016 to 04/05/2016 ▾

Name	Starting Balance	Ending Balance	Debits	Credits	Change +/-	Change %
▼ <b>Assets</b>	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	(6,041.00)	-8.92%
First Checking Account	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	(6,041.00)	-8.92%
Unrestricted (First Checking Account)	\$ 62,730.23	\$ 56,014.23	\$ 5,439.00	\$ 12,155.00	(6,716.00)	-10.71%
Building Fund	\$ 800.00	\$ 925.00	\$ 125.00	\$ 0.00	\$ 125.00	15.63%
Education	\$ 745.00	\$ 900.00	\$ 155.00	\$ 0.00	\$ 155.00	20.81%
Men's Ministry	\$ 400.00	\$ 475.00	\$ 75.00	\$ 0.00	\$ 75.00	18.75%
Mission Fund	\$ 710.00	\$ 830.00	\$ 120.00	\$ 0.00	\$ 120.00	16.90%
Music	\$ 165.00	\$ 165.00	\$ 0.00	\$ 0.00	\$ 0.00	0.0%

chart-of-account-bal...xl... [Show all downloads...](#)

## Printing the Chart of Accounts Report

You may wish to print your Chart of Accounts Report in order to share a hard copy of your information with others.

1. Click on the Reports icon and then select “Chart of Accounts.”
2. Select your desired date range by using the date picker.
3. Click “Print.” A new tab with the print preview will open in your browser.
4. To print from this screen, click CTRL+P or “File” and “Print.”

Chart of Accounts Export to Excel Print 04/01/2016 - 04/05/2016

Name	Starting Balance	Ending Balance	Debits	Credits	Change +/-	Change %
▼ <u>Assets</u>	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	\$ (6,041.00)	-8.92%
First Checking Account	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	\$ (6,041.00)	-8.92%
Unrestricted (First Checking Account)	\$ 62,730.23	\$ 56,014.23	\$ 5,439.00	\$ 12,155.00	\$ (6,716.00)	-10.71%
Building Fund	\$ 800.00	\$ 925.00	\$ 125.00	\$ 0.00	\$ 125.00	15.63%
Education	\$ 745.00	\$ 900.00	\$ 155.00	\$ 0.00	\$ 155.00	20.81%
Men's Ministry	\$ 400.00	\$ 475.00	\$ 75.00	\$ 0.00	\$ 75.00	18.75%
Mission Fund	\$ 710.00	\$ 830.00	\$ 120.00	\$ 0.00	\$ 120.00	16.90%
Music	\$ 165.00	\$ 165.00	\$ 0.00	\$ 0.00	\$ 0.00	0.0%

# Balance Sheet Report

The Balance Sheet Report gives a summary of your assets and liabilities. Assets less liabilities gives you a picture of your church's equity.

- ▶ [Navigating the Balance Sheet Report](#)
- ▶ [Exporting the Balance Sheet Report to Excel](#)
- ▶ [Printing the Balance Sheet Report](#)

## Navigating the Balance Sheet Report

The Balance Sheet Report lists your assets and liabilities.

- Clicking on the triangles to the left of the account names will expand or collapse your accounts.
- Access the Balance Sheet Report by clicking on the Reports icon and selecting “Balance Sheet.”

There are a variety of columns in your Balance Sheet Report. Here is a short explanation of each column:

**Date Picker**—allows you to select the specific time frame for your report (Fiscal Year, Quarter, or Month).

**Starting Balance**—shows the starting balance, based on the selected date range.

**Ending Balance**—shows the ending balance, based on the selected date range.

**Debits**—shows the total debits for the selected date range.

**Credits**—shows the total credits for the selected date range.

**Change +/-** —displays the actual difference between the starting and ending balance.

**Change %**—displays the percentage difference between the starting and ending balance.

**Assets less Liabilities**—displays the difference between Assets and Liabilities.

### Balance Sheet

Export to Excel Print 04/01/2016 to 04/05/2016

Name	Starting Balance	Ending Balance	Debits	Credits	Change +/-	Change %
▼ <u>Assets</u>	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	\$ (6,041.00)	-8.92%
First Checking Account	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	\$ (6,041.00)	-8.92%
First Savings Account	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	---
▼ <u>Liabilities</u>	\$ 0.00	\$ 2,939.00	\$ 800.00	\$ 3,739.00	\$ 2,939.00	---
▼ <u>Payroll Tax Deductions-Statutory</u>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	---
Federal Income Tax	\$ 0.00	\$ 1,505.00	\$ 0.00	\$ 1,505.00	\$ 1,505.00	---
State Income Tax	\$ 0.00	\$ 462.00	\$ 0.00	\$ 462.00	\$ 462.00	---
City/County Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	---
Social Security	\$ 0.00	\$ 777.00	\$ 0.00	\$ 777.00	\$ 777.00	---



## Exporting the Balance Sheet Report to Excel

You may wish to export your Balance Sheet Report to Excel to share an electronic or hard copy of your information with others.

1. Click on the Reports icon and then select “Balance Sheet.”
2. Select your desired date range by using the date picker.
3. Click on “Export to Excel.” Your download will begin automatically.
4. When the download is complete, click on the file name to open your Balance Sheet Report in Excel.

### Balance Sheet

[Export to Excel](#) [Print](#) 04/01/2016 -- 04/05/2016

Name	Starting Balance	Ending Balance	Debits	Credits	Change +/-	Change %
<b>▼ Assets</b>	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	\$ (6,041.00)	-8.92%
First Checking Account	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	\$ (6,041.00)	-8.92%
First Savings Account	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	---
<b>▼ Liabilities</b>	\$ 0.00	\$ 2,939.00	\$ 800.00	\$ 3,739.00	\$ 2,939.00	---
<b>▼ Payroll Tax Deductions-Statutory</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	---
Federal Income Tax	\$ 0.00	\$ 1,505.00	\$ 0.00	\$ 1,505.00	\$ 1,505.00	
State Income Tax	\$ 0.00	\$ 462.00	\$ 0.00	\$ 462.00	\$ 462.00	
City/County Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	---

balance-sheet.xlsx
[Show all downloads...](#)

## Printing the Balance Sheet Report

You may wish to print your Balance Sheet Report in order to share a hard copy of your information with others.

1. Click on the Reports icon and then select “Balance Sheet.”
2. Select your desired date range by using the date picker.
3. Click “Print.” A new tab with the print preview will open in your browser.
4. To print from this screen, click CTRL+P or “File” and “Print.”

### Balance Sheet

Export to Excel Print 04/01/2016 to 04/05/2016

Name	Starting Balance	Ending Balance	Debits	Credits	Change +/-	Change %
<b>▼ Assets</b>	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	(6,041.00)	-8.92%
First Checking Account	\$ 67,705.23	\$ 61,664.23	\$ 6,214.00	\$ 12,255.00	(6,041.00)	-8.92%
First Savings Account	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	---
<b>▼ Liabilities</b>	\$ 0.00	\$ 2,939.00	\$ 800.00	\$ 3,739.00	\$ 2,939.00	---
<b>▼ Payroll Tax Deductions-Statutory</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	---
Federal Income Tax	\$ 0.00	\$ 1,505.00	\$ 0.00	\$ 1,505.00	\$ 1,505.00	---
State Income Tax	\$ 0.00	\$ 462.00	\$ 0.00	\$ 462.00	\$ 462.00	---
City/County Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	---
Social Security	\$ 0.00	\$ 777.00	\$ 0.00	\$ 777.00	\$ 777.00	---



# Event Log

The Event Log is used to keep track of everything done in Church360° Ledger.

- ▶ [Navigating the Event Log](#)
- ▶ [Exporting the Event Log to Excel](#)
- ▶ [Printing the Event Log](#)

## Navigating the Event Log

Every time you enter a transaction, edit a transaction, print checks, or create/edit payees, the Event Log tracks these changes.

There are a variety of columns in your Event Log. Here is a short explanation of each column:

**Date Picker**—used to select the specific time frame for your report (Fiscal Year, Quarter, or Month).

**Timestamp**—displays the time and date an event happened.

**Action**—the check boxes allow you to filter by the type of action (Created, Updated, Printed).

**Type**—the check boxes allow you to filter by the type of transaction that was recorded (Payee, Transaction, Tenant).

**User**—the check boxes allow you to filter by which user was involved in the change.

**Message**—gives a brief summary of the event.

- Access the Event Log—To access the Event Log, click on the Reports icon and then select “Event Log.”
- Filtering the Event Log—You may filter the event log by action, types of transaction, or user. Click on the arrow next to the column heading and then check the boxes you wish to appear in the Event Log.
- Accessing Transactions—To access a specific transaction from the Event Log, click on the transaction number in the Message column. You will be taken to that transaction to see the details.

## Exporting the Event Log to Excel

You may wish to export your Event Log to Excel to share an electronic or hard copy of your information with others.

1. Click on the Reports icon and then select “Event Log.”
2. Select your desired date range by using the date picker.
3. Click on “Export to Excel.” Your download will begin automatically.
4. When the download is complete, click on the file name to open your Event Log in Excel.

The screenshot shows the 'Event Log' interface. At the top right, there are buttons for 'Export to Excel', 'Print', and a date picker set to 'March 2016'. Below these is a table with the following data:

Timestamp	Action	Type	User	Message
3/29/2016 11:11:57 AM	created	Transaction	pastorkentwilliams@mail.com	created a new transaction: #335220
3/29/2016 10:55:00 AM	created	Transaction	pastorkentwilliams@mail.com	created a new transaction: #335209
3/23/2016 1:17:33 PM	created	Transaction	pastorkentwilliams@mail.com	created a new transaction: #334415
3/23/2016 1:16:46 PM	created	Transaction	pastorkentwilliams@mail.com	created a new transaction: #334414
3/23/2016 1:15:36 PM	created	Account	pastorkentwilliams@mail.com	created a new account: Bank Fees

At the bottom of the interface, a download bar shows a file named 'event\_log.xls' and a button labeled 'Show all downloads...'. A circular information icon is also visible on the right side of the table area.

## Printing the Event Log

You may wish to print your Event Log in order to share a hard copy of your information with others.

1. Click on the Reports icon and then select “Event Log.”
2. Select your desired date range by using the date picker.
3. Click “Print.” A new tab with the print preview will open in your browser.
4. To print from this screen, click CTRL+P or “File” and “Print.”

Timestamp	Action	Type	User	Message
3/29/2016 11:11:57 AM	created	Transaction	pastorkentwilliams@mail.com	created a new transaction: #335220
3/29/2016 10:55:00 AM	created	Transaction	pastorkentwilliams@mail.com	created a new transaction: #335209
3/23/2016 1:17:33 PM	created	Transaction	pastorkentwilliams@mail.com	created a new transaction: #334415
3/23/2016 1:16:46 PM	created	Transaction	pastorkentwilliams@mail.com	created a new transaction: #334414
3/23/2016 1:15:36 PM	created	Account	pastorkentwilliams@mail.com	created a new account: Bank Fees

Event Log Export to Excel Print March 2016



## Glossary of terms used in Church360° Ledger

### Assets

Items your congregation owns. Assets could include money, buildings, land, and equipment. There are two types of assets, current and fixed.

### Books

The means through which your church organizes its accounts and records transactions for the entire organization. Most churches will require only one church book for use in Church360° Ledger.

### Budgets

Means for tracking projected and actual income and expenses for any given fiscal year.

### Chart of Accounts

Collection of your income, expense, asset, and liability accounts.

### Checks

Type of transaction used for printing paper checks or recording hand-written checks.

### Current Assets

Assets that you can easily spend to support the congregation's mission. Current Assets could include checking and savings accounts, certificates of deposit, and other assets that can be easily converted into cash.

### Current Liabilities

Short-term financial obligations of your congregation. These can include payroll taxes that have been withheld but not submitted or offerings received for other organizations that have not been remitted.

### Deposits

Type of transaction used to record money that is deposited into an asset account, such as a checking or savings account.

### **Expense Accounts**

Accounts that record how money was spent. Expenses accounts may be created to track money spent on salaries, materials for church programs, office supplies, postage, and utilities.

### **Fiscal Year**

Twelve-month financial-reporting period for your church or organization.

### **Fixed Assets**

Nonmonetary assets. Fixed assets could include buildings, pews, and organs. Fixed Assets are normally used directly in support of your congregation's ministry, and the congregation doesn't intend to sell them.

### **General Settings**

The option that allows you to record and update key information about your Church360° Ledger account, such as church name, preferred check style, church address, and church phone number.

### **Journal Entry**

Type of transaction most often used to note account balance corrections, interest payments, or bank fees.

### **Imported Transactions**

Transactions imported from another service, such as Paychex.

### **Income Accounts**

Accounts that record the source or revenues received. Income Accounts may be created to track money given through offerings, interest on bank accounts, or property rental income.

### **Liabilities**

Sources of your congregation's debts. You can divide liabilities into short-term and long-term debts.

### **Long-Term Liabilities**

Long-term financial obligations of your congregation. These could include long-term debts, such as a mortgage.

### **Payees**

People or organizations to whom your congregation makes checks or payments.

### **Payments**

Type of transaction used to record online and electronic payments.

### **Recurring Transactions**

Transactions that occur repeatedly throughout a given time period.

### **Restricted Accounts**

Accounts that hold money reserved for a special or specific purpose. Restricted accounts may be created to track memorial money, grant money, or offerings that were given to a specific ministry need.

### **Roles**

Ways of expanding limiting access for your Church360° Leger users.

### **Transactions**

Ways of recording how your church receives and spends money. There are five main transaction types in Church360° Ledger: deposits, transfers, payments, checks, and journal entries.

### **Transfers**

Type of transaction that allows the user to move money between similar account types (e.g., asset to asset, income to income, or expense to expense).

### **Users**

Individuals who have login rights for your Church360° Ledger site.