

Instructions to generate a remittance report from the LUCIS software

1. Point to or click on **Donations**.
2. Scroll to Reports and select **DN Remittance Report**.
3. Just under **Selection Criteria**, put the starting batch for the month at From and the ending batch for the month at Thru. Be careful to use the correct batches.
4. Click on **Create Report**. The remittance report should be created. The batches for the month will be at the bottom of the report. Confirm that they are correct.

Instructions to Send Remittance File by email:

1. Click on compose to create a new mail.
2. Add the email address (treasury@gnyc.org).
3. Add an email subject (remittance month and church).
4. Add a message (e.g. Remittance is ready for withdrawal and the amount).
5. Click the attach button.
6. Open the LUCIS folder (It should be under the C:\ drive).

7. Open the Print folder and double click the file 001-DNO Remit. The file will have the date and time when you closed the month or when you generated the report.
8. Click send.

Instructions to post remittance withdrawn from your bank account

1. **Make the entry in the month the funds were withdrawn from the bank.**
2. Select **GL Payments Entry** under General Ledger.
3. Click the dropdown arrow beside CP Check Payments and select **EP-Electronic Payments**.
4. Proceed the same way as if you were entering a check. Except, if you are using this feature for the first time, put the number 1 in the space below e-Pay# at the top right. When the computer prompts you, reset the control.

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