

**HELPFUL GUIDELINES FOR
THE "LUCIS SOFTWARE"
CHURCHES**

**GEATER NEW YORK CONFERENCE OF SDA
TREASURY DEPARTMENT**

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The LUCIS Software replaces the Church Accountant and is the recommended software for church treasurers in Greater New York Conference. Even though “Helps” are included with each active window and field, we have provided these helpful guidelines for you to follow. At all times the “helps” that come with the software take precedence over these guidelines. Please note some important points with regards to the use of the software.

IMPORTANT POINTS

1. Navigate the program with the **mouse pointer**, or the **enter key**.
2. Make sure you are always working in the correct year. Check the year at the bottom left corner of the current window.
3. Backup your data regularly:
 - a) Before weekly closings
 - b) Before monthly closings
 - c) When you are finished working each day
 - d) Before annual closing
 - e) After annual closing
4. Printing is optional so print only the reports you need. If you need to print, print the report generated before you close the window.
5. Wherever you see “?” you can look-up information.
6. Perform monthly/annual closing for both the general ledger and donation modules.
7. Do not perform a donation monthly donation closing until you have entered all donations - tithe envelopes, Adventist Giving, Zelle, etc. - for that month. You may re-close a month as often as you choose if you have not entered any donation information for the succeeding month.
8. Do not perform a general ledger monthly closing until you have closed and posted all batches; entered all disbursements (checks); electronic payments, return checks, interest, credit memos, bank charges, debit memos, bank transfers, fund your departments. In short, record all general ledger entries before you close the general ledger month.
9. Before you create a new offering create a corresponding general ledger account.
10. Post all conference remittance checks to account #80.

11. When adding local accounts, use the ranges below as a guide:

100-199	Restricted Unallocated Funds (funds available for distribution)
200-299	Church Programs (Sab. Sch., Evang., Pathfinders, VBS, Youth)
300-399	Educational Programs (Church School and Related)
400-499	Publishing Programs
500-599	Medical and Health Programs
600-699	Humanitarian Programs
700-799	Supporting Services (Office, Operation, Maintenance, Repair)
900-999	Capital (Building and Improvement – not Maint. & Repair)

DONATION FUNCTIONS

1. Inputting Weekly Tithe Envelopes

- a) Select **DN Open Batch Entry/Edit** under **Donations**. Before you enter any donation, verify that the window says **Open batch is empty** at the top.
- b) Change the date to reflect the date of the donation being entered. For tithe envelopes it will be the Date of the Sabbath being entered.
- c) Select the name of the donor. Enter the ID if you know the number and press the **Enter** key. If you do not know the number, type any portion of the last name beside name and press the “**?**” sign on your keyboard. Select the name you are looking for.
- d) Enter the amount in the specified space under **Receipt Amount**. If you are entering a check, enter the check number in the space to the right of the amount.
- e) Distribute the amount to the various offerings.
- f) Review the entries and save when they are correct.
- g) Repeat steps c through f above until you have completed all the envelopes for the week. Close the current window to check the total.
- h) Select **DN Close Open Batch** under **Donations** and check the total to ensure that it is the same amount collected and deposited for the week or deposited by Adventist Giving. **Do not proceed until the totals agree. When they agree, exit the**

current window, do a full backup and then close the open batch.

2. Backup Your Data

- a) From the main screen select **File, Backup Data Folder**. (If you are **not** in the Auto-Assist Mode it is **File, Backup, Backup Entire Folder**.)
- b) Type in or select the folder to backup in the space provided. It should appear in the following format **C:\LUCIS\????** (replace the question marks with your unique folder).
- c) Specify the Destination Location. Destination location is the device you are backing up the information to. You may backup to a folder on the computer but in addition, backup to a removable device.
- d) Click **Backup** at the top of the page. If done successfully, the computer will indicate.

3. Closing the Open Batch

- a) Select **DN Close Open Batch** under **Donations**.
- b) Select **C**lose Open Batch.
- c) Select **Y**es if you are ready to close. The program will generate the closed deposit list. You may print the list if you wish.
- d) Close the window. You will be prompted to post the batch to the general ledger. Follow the prompts and post the batch to the general ledger.

NB: You will only need to go to section 4 below if you are not in the Auto-Assist Mode and did not do section 3f above.

4. Post Closed Batch

- a) Select **DN Post Closed Batch to GL**.
- b) Select **Y**es if you are ready to post the closed batch.
- c) When you are prompted that all deposits have been posted, you

are finished with that week.

- d) Repeat steps 1, 2, 3 and 4 above for the **four** or **five** weeks in the month.

5. Handling Return Checks

NB: If you have return donor checks, handle them in one of the three ways listed below.

- a) **Donor gives you a new check or money order with the original amount and bank fee.** Make a separate deposit for the total amount and deposit the funds in the bank. Write “Redeposit” on the deposit slip. You do not need to make any entry in the computer.
- b) **Donor asks you to redeposit the check.** Redeposit the check and make a journal entry for the bank fee. Write redeposit on the deposit slip.
- c) **Donor does not give you a new check or you cannot find the donor.** Reverse the original entry. Post a batch following the procedure outlined in #1 above. Use the original Sabbath’s date and put a minus (-) sign in front of all amounts. Process the batch as outlined in #3 above.

6. Closing the Month (Donations)

- a) Select **DN-9 Monthly/Annual Close** from **Donations**.
- b) Select **Close/Reclose selected month**.
- c) Verify that the month to close correct.
- d) Verify that the batch cutoff for the month is correct.
- e) Click **Run** if the information on the screen is correct.

NB: Kindly note that once you have selected run to close the month, the remittance report is automatically generated. Print the report. Otherwise go to section **7** below.

7. Printing Remittance Report

- a) Click on **Donations** from the main menu window.
- b) Select **DN Reports**.
- c) Select **DN Remittance Reports**.
- d) Verify that the deposits specified are correct. If not, make any necessary changes.
- e) Click on **Create Report**.
- f) Print the report.

NB: The report is due at the conference office no later than the **10th** of the month. If the 10th falls on a weekend, then it is the Monday following. Make sure you include the check for the exact amount specified as **Remittance** on the remittance report. **For those who have authorized the conference to withdraw the funds from the church's bank account, email the remittance report to treasury@gnyc.org and state that you may now withdraw authorized amount.**

GENERAL LEDGER FUNCTIONS

1. Entering Checks/Electronic Payments

- a) Click on **General Ledger** from the LUCIS Manager.
- b) Click on **GL Payments Entry** from the General Ledger drop-down menu. (If electronic payment, click on the drop-down arrow at the top left and select **EP - Electronic Payments**)
- c) Before you enter detailed information, make sure that bank account number is correct. If you did not change the number, it should be #3.
- d) Select or type the name of the person or company to whom the check was issued.
- f) Type the date when you issued the check.

- g) Verify that the check number being posted is correct.
- h) If this payment will require a 1099 at the end of the year, check the box to the left of 1099.
- g) Enter the check amount.
- h) Type a memo (This is a brief description for issuing the check).
- i) Type the account number to be charged or look up the account by clicking on the question (?) sign. One check may be charged to more than one expense account. If that is the case, select all accounts to be charged. The check amount must equal all the accounts charged.
- j) Click **Post** to post the entries. If you use the program to print checks, click on **Print 1 Stubs** to print the check. Post the entry after the check is printed.
- k) Repeat the steps d to j to post all checks issued in the month.

2. Reversing Checks

If you need to reverse checks that you have issued, follow the procedures below.

- a) Click on **Entries** at the top left and select **Get Reverse Copy**.
- b) Type the check number you want to reverse and then click **Select** at the bottom of the page. The program will retrieve the information.
- c) Click on **Post** once the information retrieved is correct. (**You may reverse general entries this way also**).

3. Making Journal Entries

There are various situations such as posting interest, bank charges, debit memo, credit memo, online payments, debit card transactions, return checks, mortgage reductions, corrections, etc., when you may need to do journal entries. Follow the procedure below.

- a) Click on **General Ledger** from the LUCIS Manager.

- b) Click on **GL General Entry**.
- c) Type a brief memo for the item being posted.
- d) Be sure to Debit (**Dr**) and Credit (**Cr.**) the appropriate account(s). You will not be able to post the entry until you have equal debits and credits.
- e) When debits and credits are equal, Post the entries.

4. Funding Departments

Depending on how your church functions, you may need to transfer money from one fund to the next. Use the GL Transfer Entry under the General ledger module to accomplish this task.

- a) Click on **General Ledger** from the LUCIS Manager
- b) Click on **GL Transfers Entry**.
- c) Click on **Open**.
- d) Change the date to the last day of the current month.
- e) Type a brief memo, eg. “Monthly Funding”.
- f) Type the primary account number from which the funds are being transferred.
- g) Type the total amount being transferred.
- h) Select each primary account to which the funds are being transferred and type the amount.
- i) Post the entries.

NB: If you have recorded percentages, select **GL Transfer Entry** from the general ledger drop-down menu; click on the arrow (▼) beside the blue bar; click on **CA**; click on **Open**; change the date to reflect the last day of the current month; specify the amount being transferred. The program will prompt you to recalculate the amount being transferred. Click **Yes** and post the entries.

5. **Closing the Month (General Ledger) (Do backup first)**

- a) Click on **General Ledger** LUCIS Manager
- b) Click on **GL 9 Monthly/Annual Close** from the drop-down menu.
- c) Select **Close/Reclose selected month** from the three options beside the three white circles.
- d) Review the screen that to make sure the information is correct.
- e) Click on **Run** to close the month if information is correct.

ANNUAL CLOSINGS

Once you have finished all your work for the year and you are satisfied that all your reports appear to be correct, you are ready to perform the annual closing. Follow the procedure below to perform the annual closing. Do the annual closing for the donation and the ledger at the same time.

1. **Annual Closing (Donation) (Do backup First)**

- a) Click on **Donations** from the LUCIS Manager.
- b) Click on **DN 9-Monthly/Annual Close**.
- c) Check **Close/Reclose Year** from options under new window.
- d) Verify that information that pops up is correct. If you are sure that the information is correct, click **Run**.
- f) Answer the question displayed by clicking on “**Yes**” or “**No**”.
- g) Follow the prompts to finish the process.

2. **Annual Closing (General Ledger) (Do Backup First)**

- a) Click on **General Ledger** from the LUCIS Manager.

- b) Click on **GL 9-Monthly/Annual** under **General Ledger**.
- c) Check **Close/Reclose Year** from options under new window.
- d) Verify that the information that pops up is correct. If you are sure that the information is correct, click on **Run**.
- e) Answer the question displayed by clicking on “**Yes**” or “**No**”.

(NB: DO A BACKUP FOR THE ARCHIVE)

CONGRATUALATIONS, YOU COMPLETED THE YEAR

OTHER ACTIVITIES

1. Adding Accounts (General Ledger)

- a) Click on **GL Account Organizer** under General Ledger.
- b) Select the heading under which you want to add the account or fund.
- c) If you are adding under UNALLOCATED, PROGRAMS, SUPPORT OR CAPITAL, click on the plus (+) sign to reveal all the ranges.
- d) Click on the PROGRAM GROUP under which you want to add a fund or account.
- e) Click **Add** at the bottom-left of your active screen to add a new fund.
- f) Add the primary number in the space provided. (**Nothing after the decimal point**).
- g) Add the name of the fund. (**ALL CAPS**).
- h) Fill in the space for an abbreviation of the fund name.
- i) Save the information. Once you create a fund the program automatically creates an income and expense account for that fund.
- j) Click on the any fund to add additional income or an expense accounts; income accounts fall between **.1 and .3** and expense

accounts fall between **.4 and .7**. Fill in all the fields and click the save button.

NB: Except for remittance offerings, every new offering you add in donation, you **MUST** be posted to the corresponding income account in the General Ledger. **All remittance offerings are posted to account #80.** Follow the procedure below.

2. Adding Offerings (Donations)

NB: Other than remittance accounts (accounts that fall between 80 and 82), create a corresponding ledger account before you create the donation offering.

- a) Click on **Donations** from the LUCIS Manager.
- b) Click on **DN Offering Query** from the Donations drop-down menu.
- c) Click on **Add** at the bottom of the screen.
- d) Type in the GL account to which you want this offering to link. If it is a local income, put the same ledger account you created in 1j above and click **Next**.
- e) Fill in the space with the offering code you are adding and click **Next**.
- f) Indicate if the offering is tax deductible or not by checking **yes** or **no** then click **Create**.
- g) Click **OK** to end the process.

3. Deleting Accounts

- a) Select **GL Account Editor** from General Ledger.
- b) Select the account you want to delete.
- c) Click on **Account** at the top of the active window.
- d) Click "**Delete Account**".

- e) Follow the prompts to delete the account.

NB: When you open a new income account you will need to add the same account under **donation offering query** and complete the setup screen.

4. Deleting Offering

- a) Click on **Donations** from the LUCIS Manager.
- b) Click on **DN Offering Editor** from the drop-down menu.
- c) Click on the question (?) sign from the pop-up window.
- d) Find and select the offering you want to delete.
- e) Click on **Offering** on the menu bar.
- f) Click on **Delete Offering** and follow the prompts to delete the offering.

5. Printing Financial Statements

As a treasurer, you are required to give regular financial information to the church board, the church in regular business meetings and, occasionally, the conference. Always give current information. Generally, the following reports are the most likely ones; balance sheet with schedules, financial activity statement, function summary and detail function for a specific fund. Follow the procedures below to print reports.

- a) Click on **General Ledger** from the LUCIS Manager.
- b) Click on **GL Repots** from the drop-down menu.
- c) Verify that the proper month and year are displayed
- d) Check the square for **Balance Sheet**.
- e) Click in the arrow (▼) to the right of the highlighted space and choose the report you want to print. It is best to print the one with the schedules.

- f) Check the square beside **Financial Reports** from the displayed options. Once you have checked the box, the arrow to the right gives various formats that you may print. Select the one that best suit the church board's needs and click **Create Report(s)**.
- g) Print the report when you are satisfied.

NB: The option for **Function Detail** is designed to give further breakdown of any function. Check the square at **Function Detail**; select a format by clicking on the arrow (▼) on the right; specify the function number; create and print the report.

6. Printing Donor Statements

As an entity that receives donor contributions, the church is required to give receipts to its donors at the end of the year (not later than January 31 of the following year) or as often as the donor ask for a receipt. Giving receipts also allows each donor to have confidence in the system. Follow the procedure below to print a donor statement.

- a) Click on **Donations** from the LUCIS Manager.
- b) Point to **DN Reports** under the donation module.
- c) Select **DN Donor Statements** from the options.
- d) Ensure that the year for which you want to print receipt is displayed at the lower left-hand corner of the current window. If not, click on file at the upper left-hand corner of the current window and select the correct year.
- e) Uncheck **Entry Set Totals**.
- f) If you want to include a brief message on the receipt, check the box at Print Message and type the message. Do not type in the space beyond what you can see.
- g) Verify that the batches displayed are the correct ones for the receipt period.
- h) If not displayed, type in the treasurer's name in the space provided

- i) Click on **Create Report** to produce receipts for all donors. To print for a specific donor, specify the ID then create the report.
- j) Print and sign all receipts.

7. Entering Budgeted Amounts

Follow the procedure below to enter budgeted items. Budgeted items are the estimated income and expense for the entire year.

- a) Click on **General Ledger** from the LUCIS Manager.
- b) Click on **GL Account Budget Editor**.
- c) Specify the function number (eg. 708) you want to enter information for and press enter.
- d) At the top of the window select the year you want to enter information for (Current or Next).
- e) Enter the budgeted amounts for all income and expense accounts. Put a negative sign (-) before all expense accounts.
- f) Click on **Save** to save the data.
- g) Repeat steps c to f until you have entered the entire budget.

8. Editing Data

It may become necessary for you to edit posted information. Follow the procedure below to edit.

- a) Click on **General Ledger** from the LUCIS Manager.
- b) Click on **GL Entries Editor**.
- c) Click on the question (?) sign to the right of **Sequence #**.
- d) Highlight the transaction you want to edit and **enter** or double-click on it. You will need to edit two or more transactions; in some instances; it could be several.
- e) Make the changes under **Change(s)** and click **Uppdate**.

9. Adding Donor Names

- a) Click on **Donations** from the LUCIS Manager.
- b) Click on **DN Donor Query**.
- c) Click on **Add** at the bottom of the current window.
- d) Type in the number you are assigning this person in the space provided at the right of **ID** and click **OK**. The program will generate a message informing you if the number assigned already exist. If not, click on **Yes** to add a new donor or use a different number or choose a new number if the number already exists. Be sure to use a new primary number (the numbers before the decimal point) for each new donor. Code dependent children under the parents' ID.
- e) Type the name with a forward slash (/) between the first and the last name. Do not leave any blank spaces (e.g. **John/Doe**).
- f) Type in the address.
- g) Type in the city, state and postal code by putting a forward slash between each one and without any blank space(s) (e.g. **Manhasset/NY/11030**).
- h) Check one of the options under **Donor Giving Unit** and click **Save** to save the data.

10. Deleting Donor Names

- a) Click on **Donations** from the LUCIS Manager.
- b) Click on **DN Donor Editor** from the drop-down menu.
- c) Click on the question (?) sign from the pop-up window.
- d) Find and select the donor you want to delete.
- e) Click on **Donor** on the menu bar.
- f) Click on **Delete Donor** and follow the prompts to delete the donor.