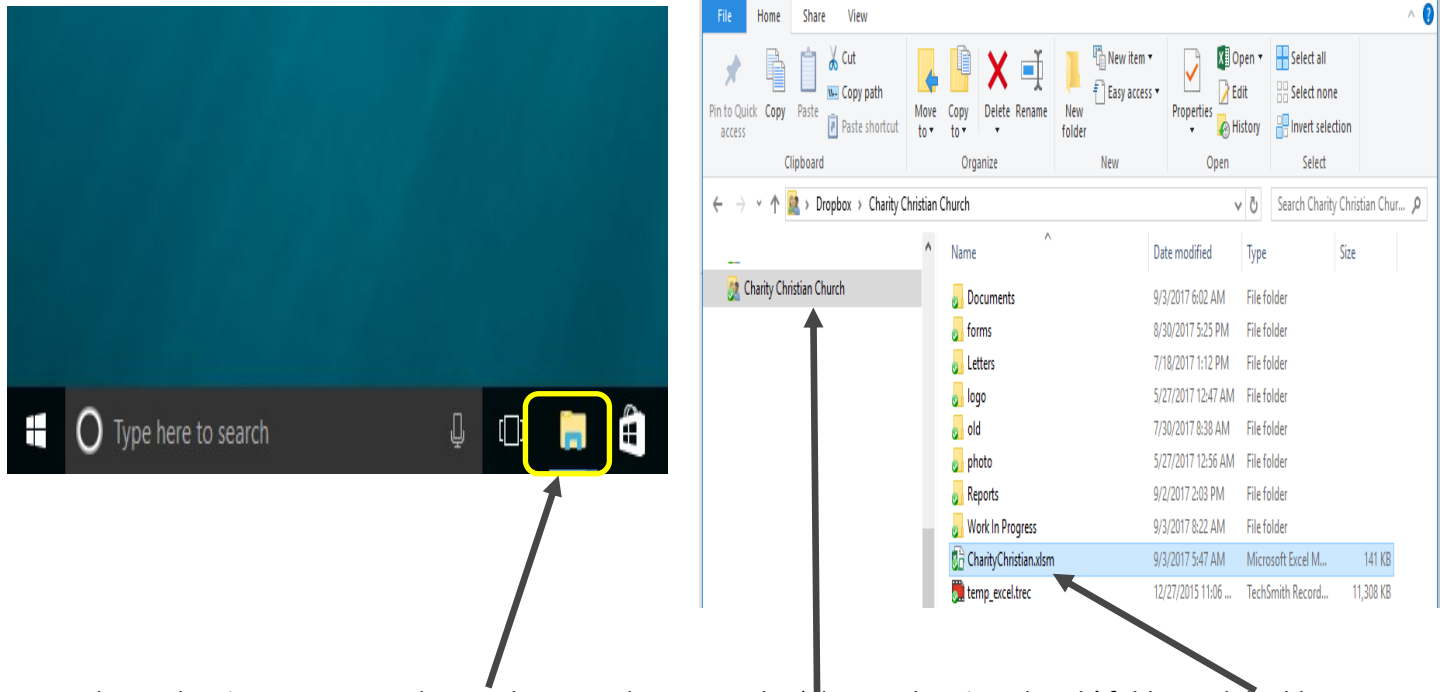


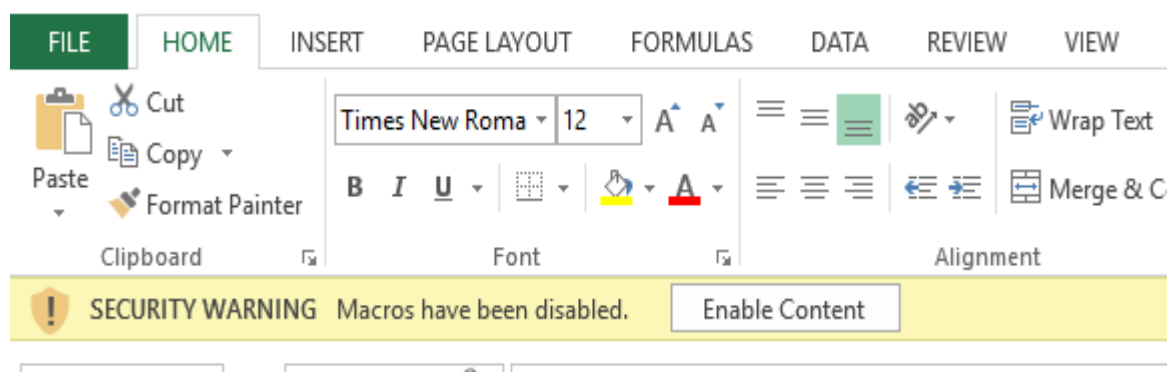
Charity Christian Church

This job aid is designed to give a quick reference on how to update the database with new visitor's information and any donations given on Bible Study or Sunday Worship Service.

Make sure you have an Internet connection so the application can update the database located in the Dropbox Directory.



To run the application, open a window explorer window, open the 'Charity Christian Church' folder and double-click on the 'CharityChristian.xlsm' file.



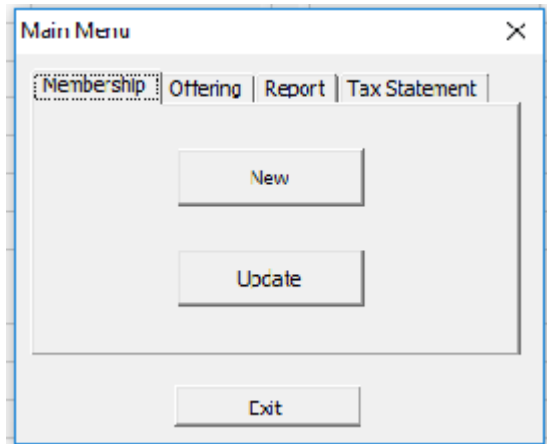
When opening the application, you may need to enable the macro by pressing the 'Enable Content' button. The main menu will appear.

If you do not have access to a mouse, using the tab key and spacebar or the touchpad, as navigation, is an alternative.

Charity Christian Church

1—Membership

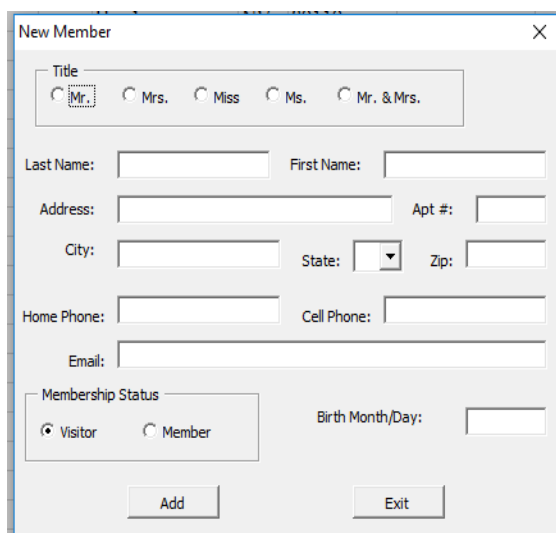
Enter in the visitor's card information first. This puts them in the database so if they make a donation they are added to the dropdown box in the Offering section.



The 'Main Menu' window has a tabbed interface with four tabs: 'Membership', 'Offering', 'Report', and 'Tax Statement'. The 'Membership' tab is currently selected and highlighted. Below the tabs, there are three buttons: 'New', 'Update', and 'Exit', arranged vertically.

New: Enter in the information on the card. Once complete, click the 'Add' button. Repeat as necessary. Click 'Exit' to close the window.

On the membership card(s), write added, your initials and the date you entered the information into the database and place the card(s) in the envelope.



The 'New Member' form contains the following fields and options:

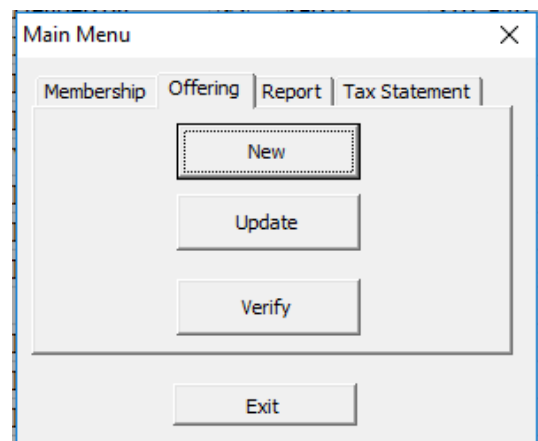
- Title:** Radio buttons for Mr., Mrs., Miss, Ms., and Mr. & Mrs.
- Last Name:** Text input field
- First Name:** Text input field
- Address:** Text input field
- Apt #:** Text input field
- City:** Text input field
- State:** Dropdown menu
- Zip:** Text input field
- Home Phone:** Text input field
- Cell Phone:** Text input field
- Email:** Text input field
- Membership Status:** Radio buttons for Visitor (selected) and Member
- Birth Month/Day:** Text input field

At the bottom are 'Add' and 'Exit' buttons.

Fill out the donation sheet with the donation information.

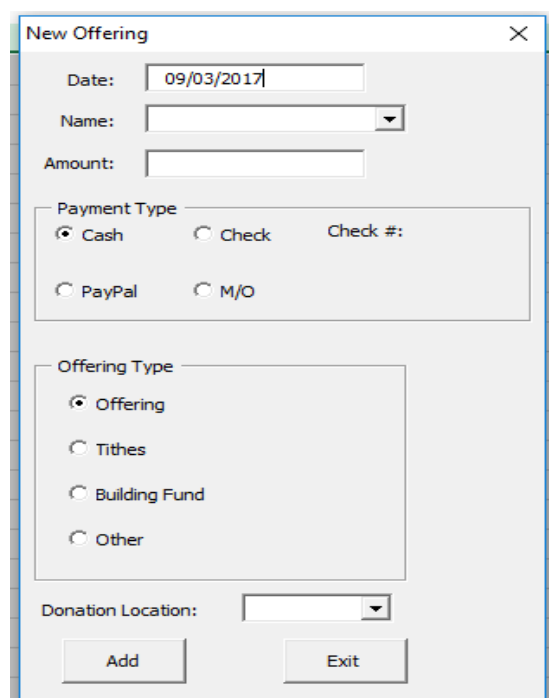
2—Offering

Click on the Offering tab, you can enter in new data or update existing data or verify the donation amount for a specific date.



The 'Main Menu' window has a tabbed interface with four tabs: 'Membership', 'Offering', 'Report', and 'Tax Statement'. The 'Offering' tab is currently selected and highlighted. Below the tabs, there are four buttons: 'New', 'Update', 'Verify', and 'Exit', arranged vertically.

New: The date defaults to the current date. The dropdown contains the names from the membership listing. You can type the beginning of the last name or click the dropdown and chose the name. Enter the donation amount, type of payment, offering type (default is Offering) and donation location. Click the 'Add' button to add information to the database. Repeat as necessary. Click 'Exit' to close the window.



The 'New Offering' form contains the following fields and options:

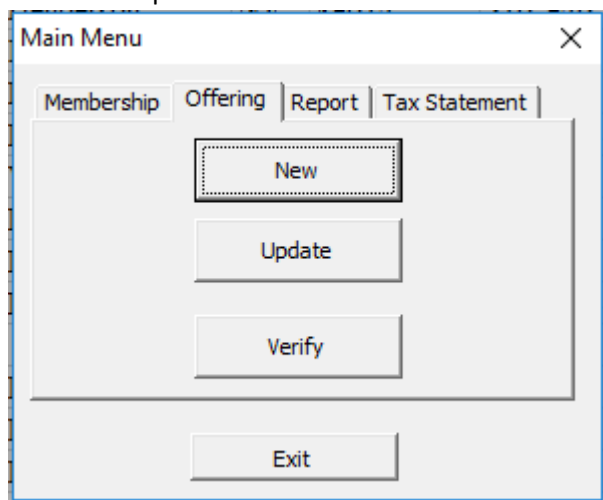
- Date:** Text input field (09/03/2017)
- Name:** Dropdown menu
- Amount:** Text input field
- Payment Type:** Radio buttons for Cash (selected), Check, PayPal, and M/O. A 'Check #' field is next to the Check option.
- Offering Type:** Radio buttons for Offering (selected), Tithes, Building Fund, and Other
- Donation Location:** Dropdown menu

At the bottom are 'Add' and 'Exit' buttons.

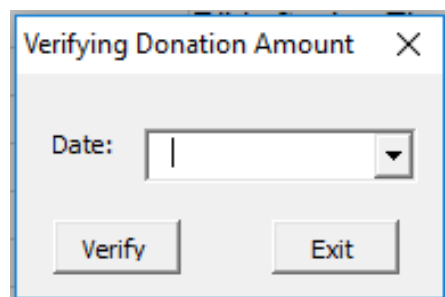
Charity Christian Church

3—Verify Membership

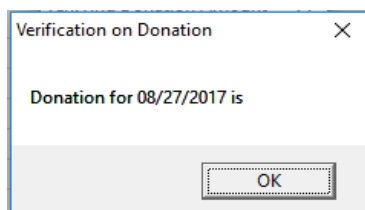
Verify: Click 'Verify' to verify the donation amount for a particular date. This information should match the amount on the donation sheet and write the same information written on the outside of the envelope.



Choose a date to verify the amount of money donated to the church. Dates are listed by the most current date first. Click 'Verify' to display this amount or 'Exit' to close the screen.

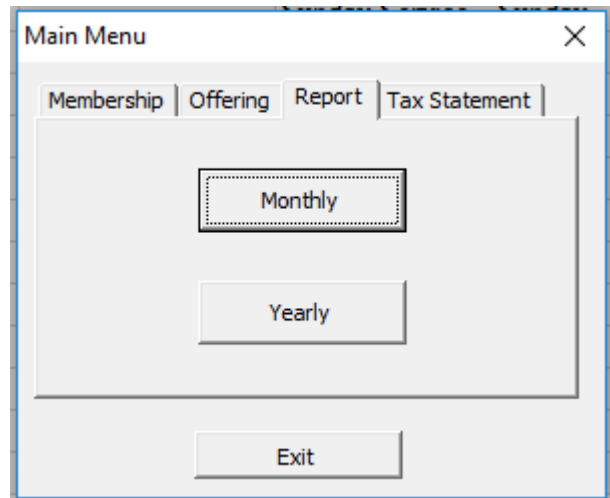


Displays the amount of money donated for any given date. Use this amount verify the amount on the donation sheet and write this on the outside of the envelope.

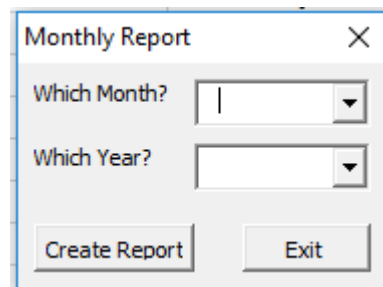


4—Reports

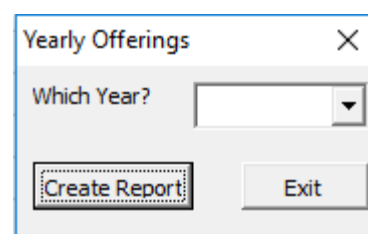
There are 2 reports that can be generated; Monthly (donations given in any given month and year) and Yearly (monthly totals with a grand total for the year chosen).



Monthly: To generate a monthly report, select the month and year. It creates a new sheet named Year Month Monthly sheet.



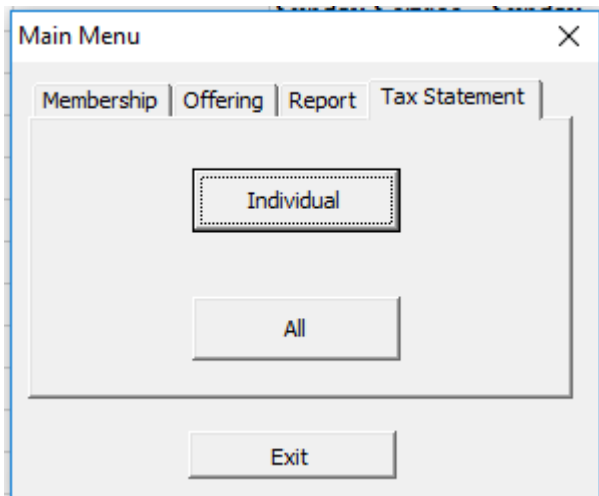
Yearly: To generate a yearly report, for each month with a grand total, select the year. It creates a new sheet named whatever year that was selected.



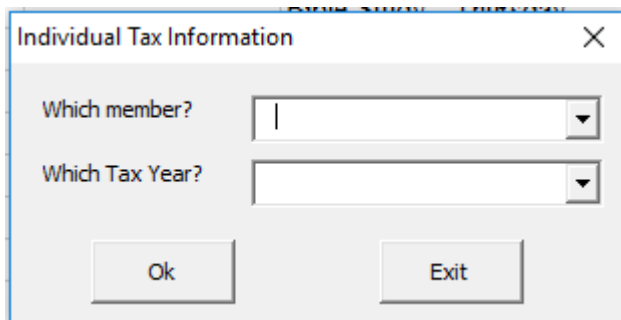
Charity Christian Church

5—Tax Information

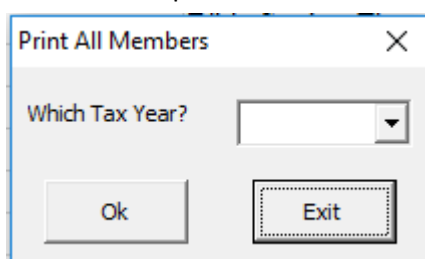
From Tax Statement Tab, you can run either an individuals tax statement or everyone for the year. Click 'Exit' to close the window.



Individual Tax Report: Choose the member and what year you want to run. You will need to select and print the sheet. Click 'OK' to run the report or 'Exit' to close the screen.'

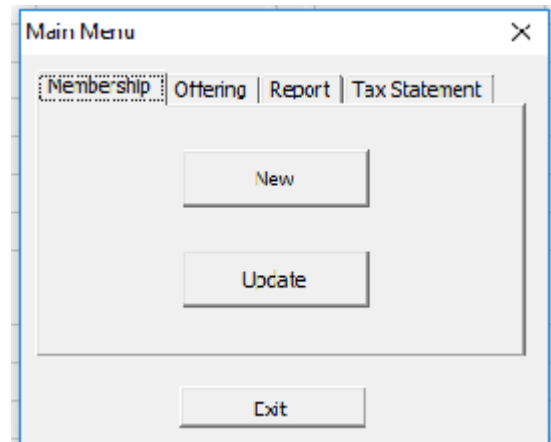


All Members: Choose the year to run the reports. You will need to select all the sheets and print them. Click 'Ok' to run the report or 'Exit' to close the screen.



6—Exit Application

Click 'Exit' button to close the database.



To close the Excel application, click the X in the upper right hand corner. Make sure you say 'Yes' to save the changes. Make sure you have an Internet connection so the application can update the database located in the Dropbox Directory.

