

Adventist Church Accounting System

ACAS Training Manual



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Local Church Support Services

North NSW Conference of the Seventh-day Adventist Church

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Introduction

The Adventist Church Accounting System (ACAS) is a web-based system designed to assist Local Church Treasury teams complete all of the required recording and reporting functions online.

To gain access to ACAS, the ACAS New User form is to be completed and returned to the Conference. ACAS login requires a username (email address) and password. There are two levels of ACAS access available for local church treasury teams: Local Church Treasurer and Local Church Assistant Treasurer. This level of access determines what screens in the system are accessible for the user – Assistant Local Church Treasurers will only see a limited number of screens.

There are two ACAS sites: ACAS Live and ACAS Training. The ACAS Live system is for recording all the necessary treasury entries. The ACAS Training system is for processing test entries. The ACAS Training system is periodically updated from the ACAS Live system. All treasury staff will automatically have access to both sites after their ACAS New User form is processed. The websites for these pages are in the table below.

Environment	URL
ACAS Live	acas.adventist.technology
ACAS Training	acas-training.adventist.technology

This ACAS Training Manual is designed to be a detailed step-by-step guide on how to use ACAS. Please contact the ACAS support personnel at the Conference if you have any questions about the content of this training manual or using ACAS.

Note: Details and figures in this training manual have been fabricated for instructional use only.

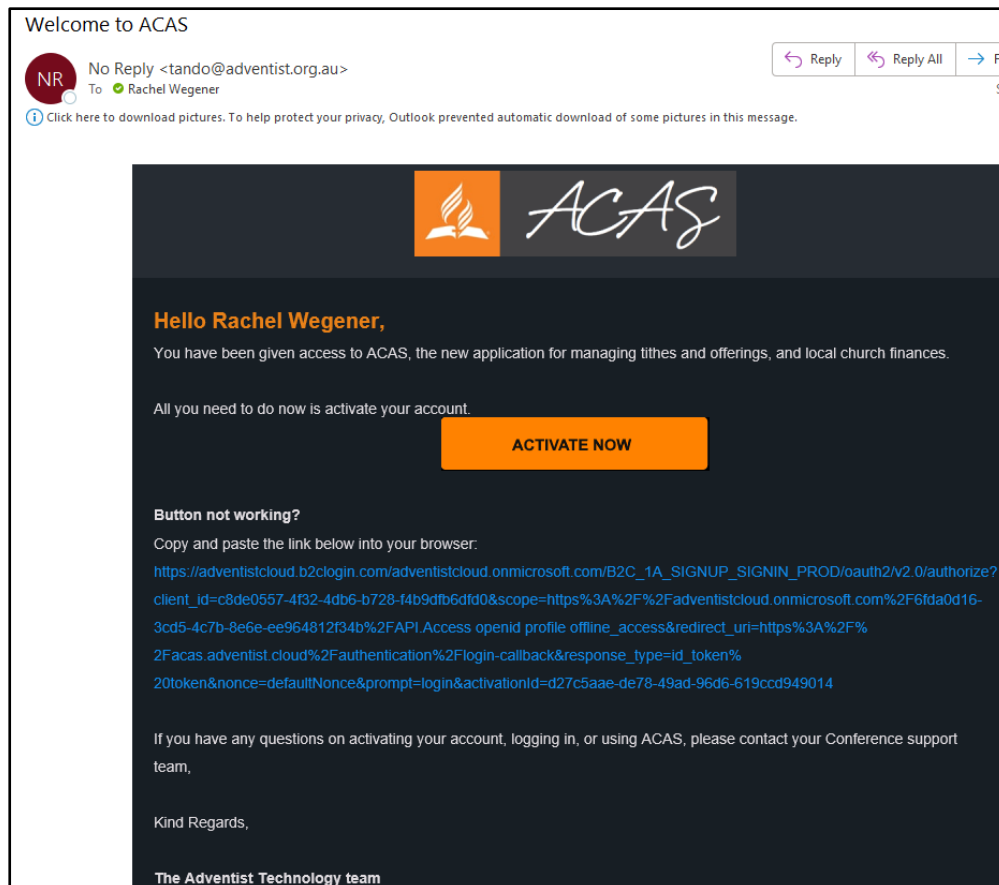
Section 1 – ACAS User Sign up

The following process is to be completed after an ACAS New User form is completed and the Conference team have set up the new user in ACAS and sent an activation email.

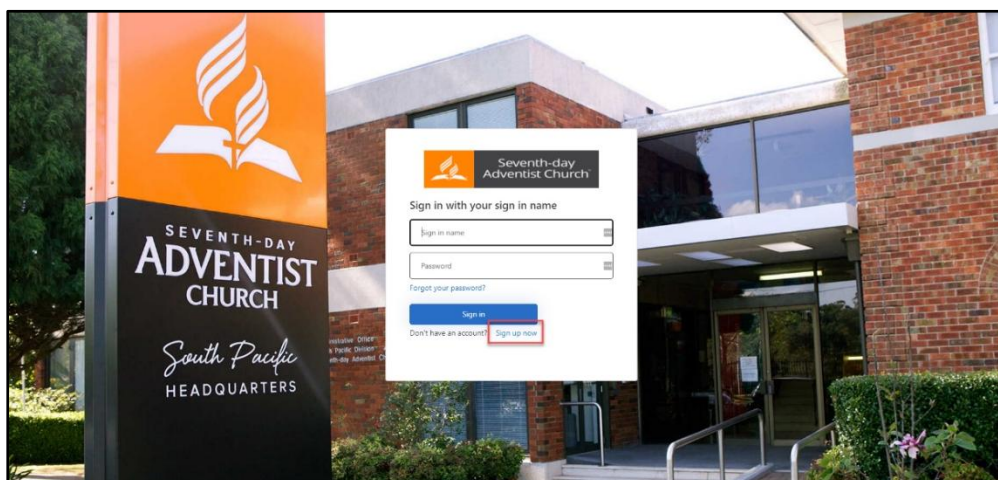
Locate the “Welcome to ACAS” email.

Select the **Activate Now** button in the email or copy and paste the link into a web browser window.


Note: this Activation link only works for 72 hours. If your activation link has expired and you require a new link sent, please contact the ACAS support personnel at the Conference office.



The Sign In page will appear. Select the ‘Sign up now’ link.



The Sign Up window will appear.



Seventh-day
Adventist Church™

Verification is necessary. Please click Send button.

Email Address

Send verification code

New Password

Confirm New Password

Given Name

Surname

Continue

Enter your **Email Address**. Ensure this is the email address that received the ACAS activation email.

Select **Send verification code**. Check your emails for a verification code. Enter this verification code and Select **Verify code**.

Enter the **New Password** that you would like to set. The password requirements are as follows:

8-16 characters, containing 3 out of 4 of the following:
Lowercase characters, uppercase characters, digits (0-9), and
one or more of the following symbols: @ # \$ % ^ & * - _ + =
[] { } | \ : ' , ? / ~ " () ; .

...

Enter the same password in **Confirm New Password**. Please make a note of the password you set.

Select **Continue**.

Upon completing this sign up process, you will be logged into the Live ACAS site.

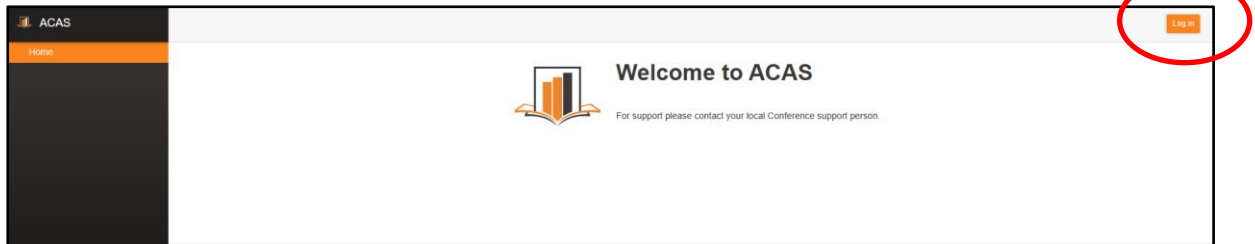
Section 2 – Log In Procedure

ACAS Live system

In a web browser (preferably Google Chrome), go to the following website:

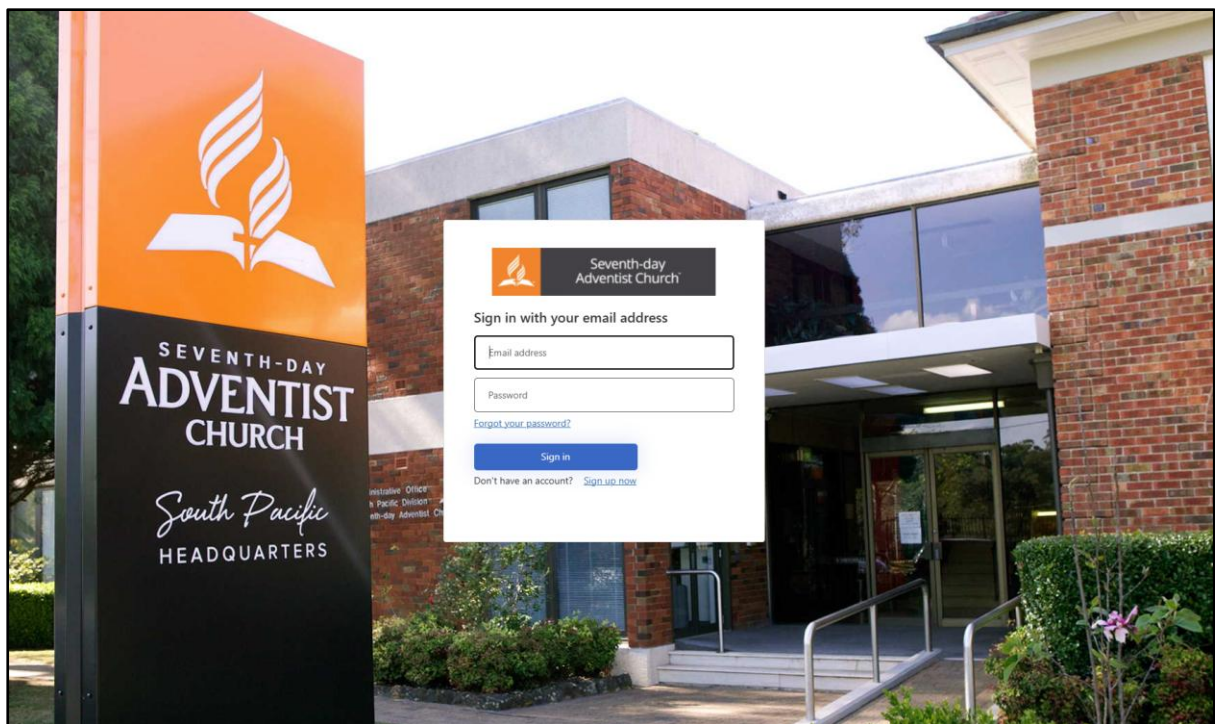
acas.adventist.technology

The Welcome to ACAS page will appear.



Select the orange 'Log in' button in the top right hand corner.

The Sign In page will appear.



Enter your **Email address** and **Password**.

Select '**Sign in**'.

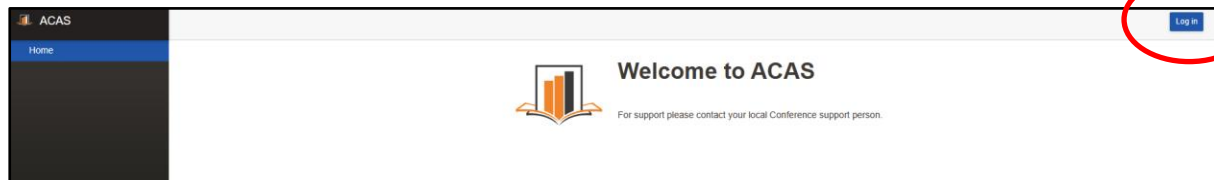
You will now be logged into the ACAS Live site.

ACAS Training system

Alternatively, if you would like to access the ACAS Training system, go to the following website:

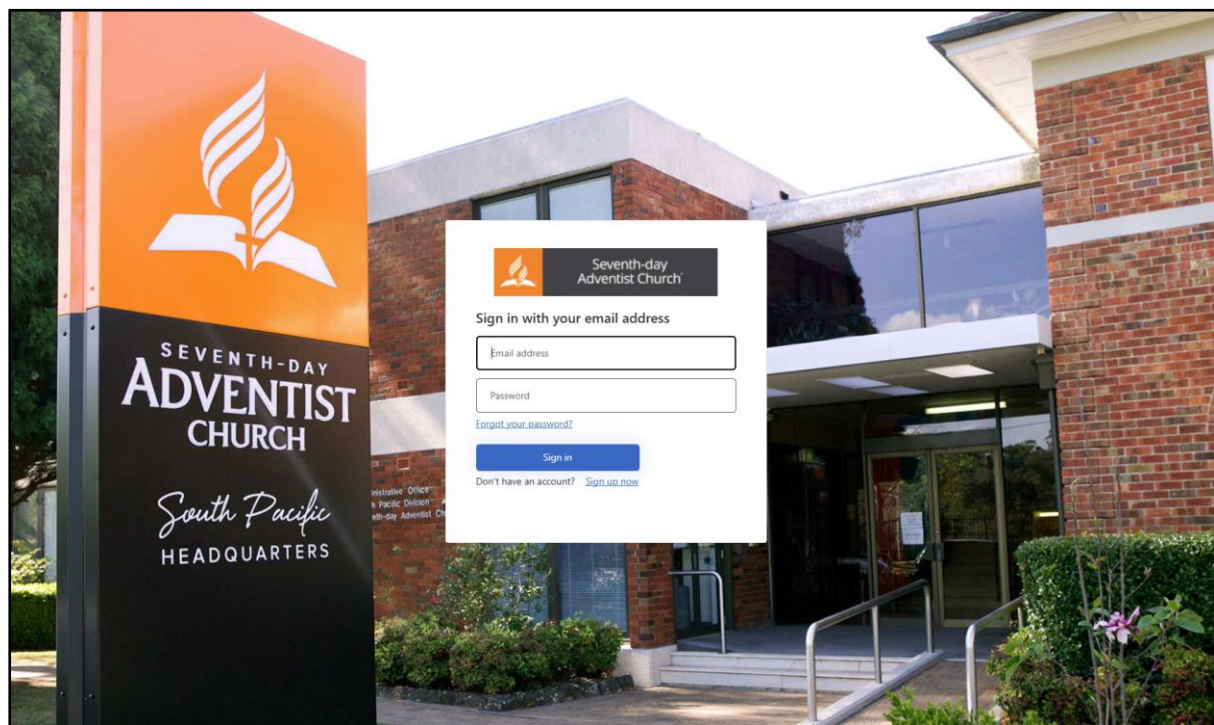
acas-training.adventist.technology

The Welcome to ACAS page will appear.



Select the blue '**Log in**' button in the top right hand corner.

The Sign In page will appear.



Enter your **Email address** and **Password**.

Select '**Sign in**'.

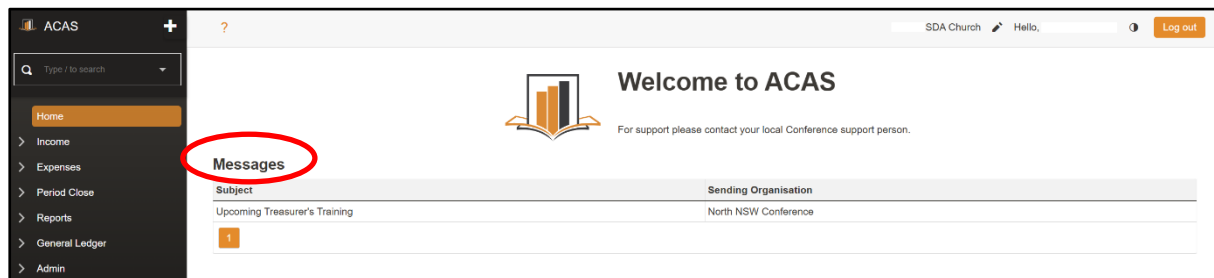
You will now be logged into the ACAS Training site.

Note: The buttons/icons will appear blue in the Training system (instead of orange).

Section 3 – Navigating ACAS

Messages in ACAS

From time to time, information and updates will be communicated to ACAS users through the message board on the home page of the ACAS site. Please regularly check the message board so that you can keep up with any new developments and information.

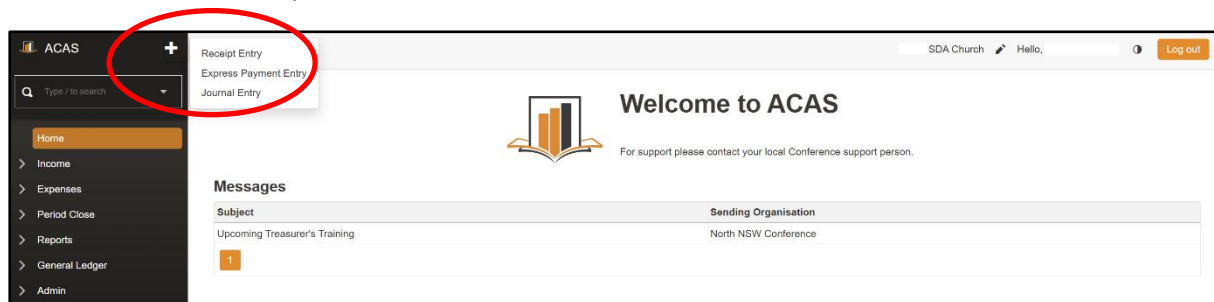


Tab Key

ACAS users will find that the 'Tab' key is very helpful in navigating through any of the ACAS screens. It reduces the chance of omitting any necessary fields of data, and presents each subsequent field for immediate entry of information.

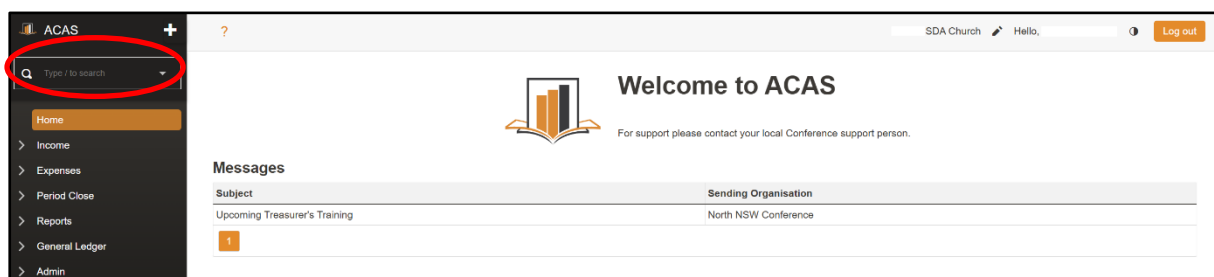
Shortcut Button

The '+' button on the top left hand side of the screen can be used as a shortcut to various screens.



Search Function

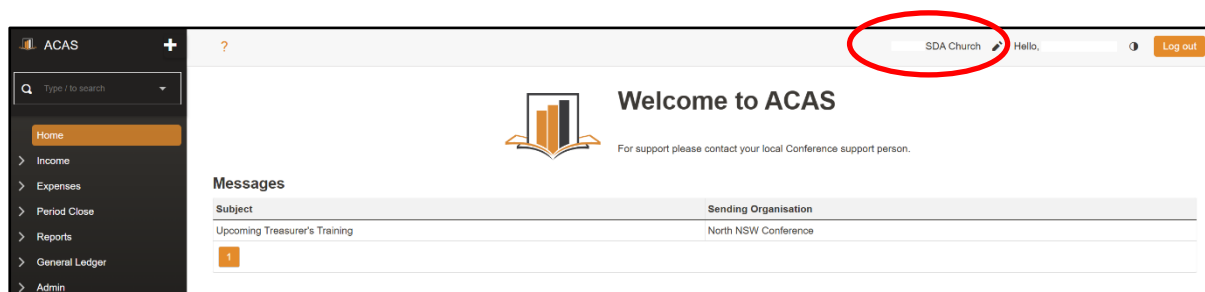
The search field can be utilised as a quick find for different menu items.



Navigating Between Churches

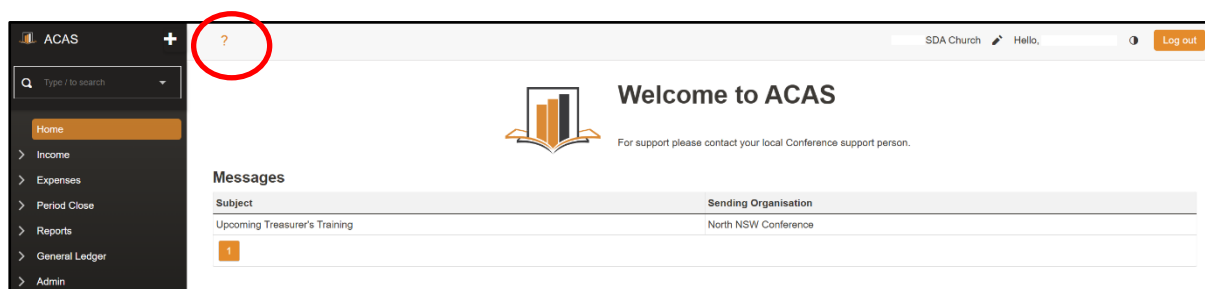
Some ACAS users will have access to more than one church in ACAS. To confirm which church site you are in, please check the church name towards the top right hand corner.

To switch between church sites, select the pencil button to the right side of the church name. Then select the relevant church from the dropdown list.



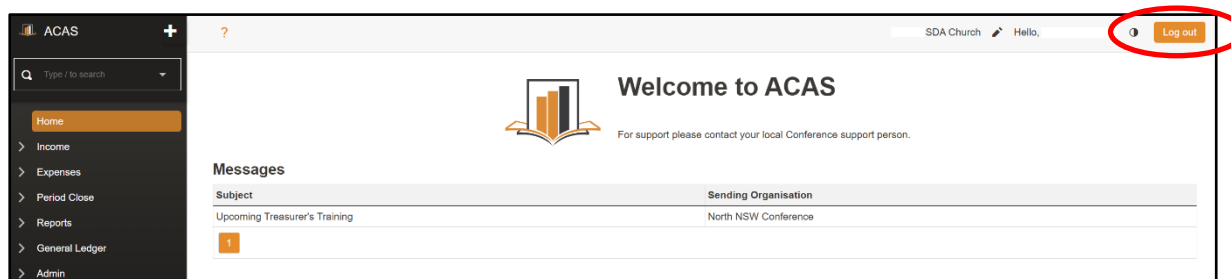
Online User Guide

Written online help for ACAS is available by selecting the '?' at the top of the screen on various pages from within ACAS. Note this Training Manual includes information from this web help, tailored to the Local Church Treasurer role.



Log Out

To Log out of ACAS, select on the orange button in the top right hand corner. Users will be automatically logged out of ACAS after one hour of inactivity.



Section 4 – Recording Income

4.1 Receipt Entry

All sources of income are to be recorded using Receipt Entry. This includes weekly tithes and offerings, bank interest (including the cash management facility distribution) and direct debit deposits.

To complete receipt entries, you will need to have all your income information ready for entry. For weekly income entries, this includes tithe envelopes, Sabbath School offerings and Church offerings.

1. In the menu list, on the left hand side of the screen, select **Income** then **Receipt Entry**.

The screenshot shows the ACAS Receipt Entry interface. On the left, the 'Income' menu is expanded, and 'Receipt Entry' is highlighted. The main form area contains the following fields:

- Period: February 2025
- Date: 12/02/2025
- Source: ACAS
- Giver: (empty)
- Amt. Received: 0.00
- Payment Method: Cash
- Bank Account: 100-140090-CD - Cash on Hand - Cash Drawer
- Details: (empty)

Below the form is a table with the following columns: Account, Allocate, Tax Category, Tax, and Allocation Details. The first row shows 'Select Account' with an Allocate value of 0.00 and Tax of 0.00. At the bottom, there are buttons for 'Save', 'Save & New', and 'Cancel', and an 'Attachments' section with a table for Name, Size, and Uploaded.

2. Confirm the **Period** and **Date** for the entry are correct – change if necessary. The date should be the date the income was collected (usually the Sabbath) and the period should match the date.
3. Choose the **Giver** from the dropdown list.

Any bulk offerings should not be written to an individual. Offering bag amounts are to be recorded against the Giver called 'Deacon'.

If the Giver is not in the list, select the + to the right of the Giver field. This will bring up the Create New Giver pop up box. Enter the Giver's Surname/Business Name, Given Name and Email (optional) in the relevant fields. Select **Create**. This new Giver will now be available on the Givers list. To edit Giver information, including adding an email address, see Section 16 Maintaining Clients.

4. Confirm the **Payment Method** is correct.

The Payment Method options of 'Cash' and 'Cheque' will default the Bank Account to the Cash Drawer. Cash and Cheque receipts will require a Bank Deposit entry to be completed to show on the Bank Reconciliation screen.

Other Payment Method options, other than 'Cash' and 'Cheque', will allow a different account to be selected in the Bank Account field.

5. If the Payment Method of Cheque has been selected, the Cheque BSB, Cheque Bank and Cheque Branch details will need to be entered.

6. Enter the **Amount Received**.

7. Confirm the correct **Bank Account** selected – change if necessary.

The Bank Account will be the Cash Drawer if the Payment Method options of 'Cash' or 'Cheque' have been selected.

8. In the **Details** field, enter a brief description of what the income is for, e.g Tithe, Local Church Budget. These details appear on the receipt for the giver.

9. In the table, complete the relevant information.

Under the **Account** heading, select the Account the funds are to be allocated to. All local income accounts and conference offering accounts will be listed.

Under the **Allocate** heading, enter the amount relevant to the account (including GST).

Under the **Tax Category** heading, review the tax category and change if necessary. All tithe and offering amounts are GST free.

Under the **Tax** heading, review the amount of GST calculated. Note this is based on the tax category selected.

Under the **Allocation Details** heading, add any specific allocation details as required.

If the amount is to be split into more than one account, proceed to add amounts using the **New Row** button until the total amount has been allocated. Alternatively, you can use the tab key to generate a new row.

Income > Receipt Entry ? SDA Church Hello, Log out

Period: February 2025 Date: 08/02/2025 Source: ACAS

Giver: DEACON - Deacon Payment Method: Cash

Amt. Received: 258.50

Bank Account: 100-140000-CD - Cash on Hand - Cash Drawer

Details: Offering 8/2/2025

+ New Row

Account	Allocate	Tax Category	Tax	Allocation Details
640-301140-000000 - Local Budget Income	234.50	N/A	0.00	Offering 8/2/2025
641-300280-000000 - Building Fund Income	24.00	N/A	0.00	Offering 8/2/2025

Rows Shown: 10

Yet to be allocated: 0.00

Save Save & New Cancel

Attachments

Name	Size	Uploaded
No data to display		

Select file Attach from Library

10. Note: If you are unsure the account name for a specific non-local offering on the offering calendar, review the Offering of the Week report.

To do this, in the menu list, select **Reports**, then **Offering of the Week**.

Confirm the **Entity** (local church) and **Year**.

Select the **Donation Bucket**. This will be 'Weekly Church Offering' for offering calendar queries.

Select **Submit**.

Reports > Report Viewer ? SDA Church Hello, Log out

1 of 2 Page Width

Adventist Church Accounting System

Weekly Church Offering of the Week

SDA Church

Offering of the Week for SDA Church and Parent Entities

Note: If no offering is set for a particular week, then the offering defaults to: "Local Church Offering"

Entity	Scheduled Date	Offering Name	Clearing Account Name	eGiving Offering Name
South Pacific Division	18/01/2025	Discipleship of Adventist Youth (SPD)	N/D Payable Discipleship of Adventist Youth (SPD)	Discipleship of Adventist Youth (SPD)
Australian Union Conference	06/02/2025	ADRA Disaster & Famine Relief (Australia)	N/D Payable ADRA Disaster & Famine Relief (Australia)	ADRA Disaster & Famine Relief (Australia)
General Conference	06/02/2025	Adventist World Radio (GIC)	N/D Payable Adventist World Radio (GIC)	Adventist World Radio (GIC)
General Conference	12/04/2025	Hope Channel (GIC)	N/D Payable Hope Channel (GIC)	Hope Channel - GIC
North NSW Conference	26/04/2025	Big Camp Offering Appeal	N/D Payable Big Camp Offering Appeal	Big Camp Appeal (NNSW Conference)
South Pacific Division	03/05/2025	South Pacific Record (SPD)	N/D Payable South Pacific Record (SPD)	South Pacific Record (SPD)
South Pacific Division	17/05/2025	Comprehensive Health Ministry (Australia) (SPD)	N/D Payable Comprehensive Health Ministry (Australia) (SPD)	Comprehensive Health Ministry (Australia) (SPD)
South Pacific Division	07/06/2025	Pacific Adventist University (SPD)	N/D Payable Pacific Adventist University (SPD)	Pacific Adventist University (SPD)
General Conference	12/07/2025	World Mission Budget (GIC)	N/D Payable World Mission Budget (GIC)	World Mission Budget (GIC)
Australian Union Conference	15/07/2025	Union Global Partnership (AUC)	N/D Payable Union Global Partnership (AUC)	Union Global Partnership (AUC)
South Pacific Division	09/08/2025	Comprehensive Media Evangelism (SPE)	N/D Payable Comprehensive Media Evangelism (SPE)	Comprehensive Media Evangelism (SPE)
Australian Union Conference	16/08/2025	Union Offering (AUC)	N/D Payable Union Offering (AUC)	Union Offering (AUC)
General Conference	13/09/2025	Annual Sacrifice (GIC)	N/D Payable Annual Sacrifice (GIC)	Annual Sacrifice (GIC)

Monday, 10 February 2025 Page 1 of 2

REPORT FILTERS

Entity: SDA Church

Year: 2025

Donation Bucket: Weekly Church Offering

RESET SUBMIT

11. On the Receipt Entry screen, if you select New Row unintentionally or over-allocate the amount, select on the line, which will be highlighted in orange. Then select on the **Cancel Row** button to remove the line.

If you wish to delete all data in the fields on the screen and begin your entry again, select on **Cancel**.

12. When the **Yet to be allocated** field (above the Save button) is **0.00**, review the data.
13. Attachments, such as tithe envelopes, weekly count sheet or an invoice, can be added to a receipt entry.

Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the desired file is saved, select the file and select **Open**.

This file is now attached to the receipt entry.

The screenshot shows the ACAS Receipt Entry interface. At the top, there's a navigation bar with 'ACAS' and a search bar. The main content area is titled 'Income > Receipt Entry'. It includes fields for 'Period' (February 2025), 'Date' (08/02/2025), 'Source' (ACAS), 'Giver' (DEACON - Deacon), 'Payment Method' (Cash), 'Amt. Received' (258.50), 'Bank Account' (100-140000-CD - Cash on Hand - Cash Drawer), and 'Details' (Offering 8/2/2025). Below these fields is a table for 'New Row' with columns: Account, Allocate, Tax Category, Tax, and Allocation Details. The table contains two rows: '640-301140-000000 - Local Budget Income' with an allocate of 234.50, and '641-300280-000000 - Building Fund Income' with an allocate of 24.00. Below the table is a 'Yet to be allocated' field showing 0.00. At the bottom, there are buttons for 'Save', 'Save & New', and 'Cancel'. Below these buttons is the 'Attachments' table, which is circled in red. It has columns for 'Name', 'Size', and 'Uploaded'. It contains one row: 'Weekly Count Sheet 8.2.25.pdf' with a size of 160.4 KB and an upload date of 12/2/2025. To the right of the file name are icons for download and delete. At the bottom of the attachments table are buttons for 'Select file' and 'Attach from Library'.

Files can be viewed by selecting on the file name.

To download a file, select on the download arrow.

To remove a file, select on the rubbish bin icon.

14. When the receipt entry is complete, select either **Save** to save the data or **Save & New** to save the data and enter a new receipt entry.

If the Receipt Entry screen is incomplete when you select Save or Save & New, you will see an error message to advise of any incorrectly entered or missing data. Correct as necessary and select Save or Save & New again.

4.2 Email/Print Receipts

All receipt entries must be emailed/printed before the entry is posted to the ledger. This is best done at the end of a batch (e.g. once a week) as it allows for the total to be emailed/printed to be checked against the total banked.

1. Under the **Income** menu, select **Receipt Search**.

The screenshot shows the ACAS software interface. On the left, a dark sidebar contains a menu with 'Income' expanded, and 'Receipt Search' highlighted with a red circle. The main content area is titled 'Income > Receipt Search'. It features search filters: 'Period From' (February 2025), 'Period To' (February 2025), 'Date From', 'Date To', 'Giver', 'Bank Account', 'Source', 'Receipt Number', and 'Journal Number'. There are checkboxes for 'Unsent Only', 'Emailed Only', and 'Printed Only'. The 'Total' is displayed as 0.00. Below the filters is a table with columns: Date, Period, Giver, Details, Amount, Payment Method, Status, Receipt No., and Journal No. The table is empty, showing 'No data to display'.

2. Select your search filters. These can either be one or a combination of the following: Period, Date, Giver, Receipt Number, Unsent Only, Emailed Only, Printed Only, Journal Number.

When receipting income entries, it is suggested to select the relevant Period and tick '**Unsent Only**'.

Select **Search**. This will show all receipts relating to the selected filters.

The screenshot shows the same ACAS interface, but now with search results. The 'Unsent Only' checkbox is checked and highlighted with a red circle. The 'Total' is now 258.50. The table below contains one entry:

Date	Period	Giver	Details	Amount	Payment Method	Status	Receipt No.	Journal No.
08/02/2025	2025/02	Deacon	Offering 8/2/2025	258.50	Cash	Not Printed		

3. Review the receipts listed. If you are up-to-date with your receipting, only recently entered receipt entries will be listed.

Above the table of listed receipts, review the **Total** of the receipt entries. If the receipt entries are for a cash/cheque bank deposit, compare this total to the amount you have for banking—they should equal.

- If a receipt entry needs deleting, select the entry and select the **Delete** button. This will bring up a message box asking if you are sure that you wish to delete the Receipt Entry. Select **OK** if you are happy to continue or **Cancel** if you wish to return to the search.

If a receipt entry needs editing, select the entry and select the **Select** button. This will take you back to the Receipt entry screen. Edit the necessary information and select **Save**.

- When satisfied that all income entries are correct and the totals are equal, select the **Email/Print Receipts** button.

The screenshot shows the ACAS Receipt Search interface. On the left is a sidebar with navigation options like Home, Income, Receipt Entry, and Receipt Search (which is highlighted). The main area contains search filters for Period From, Date From, Giver, Source, and checkboxes for Unsent Only, Emailed Only, and Printed Only. Below these filters is a table with columns: Date, Period, Giver, Details, Amount, Payment Method, Status, Receipt No., and Journal No. Two entries are visible: one for 'Anonymous' on 08/02/2025 for 80.00, and another for 'Deacon' on 08/02/2025 for 258.50. Above the table, there are buttons for '+ New', 'Select', 'Delete', 'Reverse', 'Email/Print Receipts' (circled in red), 'Export', and 'Print'.

- This will bring up the Email/Print Receipts pop-up window listing the receipts and their default sending method (Email or Print). Adjust the Send Method for any receipts if required. If all receipts are to be printed, select the **Print All** button to change the send method of all. Select **Next**.

This screenshot shows the same ACAS Receipt Search interface as before, but with a pop-up window titled 'Email/Print Receipts' open. The pop-up contains a table with columns: Giver Name, Giver Email, Amount, and Send Method. It lists the same two receipts: 'Anonymous' (80.00) and 'Deacon' (258.50), both currently set to 'Print'. There are checkboxes next to each row. At the bottom of the pop-up are buttons for 'Print All', 'Next', and 'Cancel'.

- The next window advises how many receipts have been sent. Select **Finish**.

If any receipts are to be printed, the receipt report will be displayed. Print the report. Once printed, select the X in the top right-hand corner to close the report. You will then be returned to the Receipt Search screen.

Printed receipts are to be distributed to Givers in a timely manner. When cutting the receipts, cut along the lines indicated. Be careful not to cut more than one sheet at a time as each receipt size may vary depending on the number of income splits.

4.3 Reverse a Receipt Entry with a Status of Printed/Emailed

Receipts that have been printed or emailed must be reversed if a mistake was made. Receipt entries that have not been printed or emailed can be edited or deleted if they are incorrect (see Section 4.2.4 above).

1. To reverse a Receipt Entry, go to the **Income** menu, then select **Receipt Search**.

The screenshot shows the ACAS software interface. On the left sidebar, under the 'Income' menu, 'Receipt Search' is highlighted with a red circle. The main content area is titled 'Income > Receipt Search'. It features search filters: 'Period From' (February 2025), 'Period To' (February 2025), 'Date From', 'Date To', 'Giver', 'Bank Account', 'Source', 'Receipt Number', and 'Journal Number'. There are checkboxes for 'Unsent Only', 'Emailed Only', and 'Printed Only'. A 'Total' field shows 0.00. Below the filters is a table with columns: Date, Period, Giver, Details, Amount, Payment Method, Status, Receipt No., and Journal No. The table is empty, displaying 'No data to display'.

2. Select the relevant search filters to search for the incorrect entry. These can either be one or a combination of the following: Period, Date, Giver, Receipt Number, Unsent Only, Emailed Only, Printed Only, Journal Number.

Select **Search**.

3. Highlight the relevant transaction in the table that needs reversing and select the **Reverse** button.

The screenshot shows the ACAS software interface with search results. The 'Reverse' button in the table actions is highlighted with a red circle. The table displays two entries:

Date	Period	Giver	Details	Amount	Payment Method	Status	Receipt No.	Journal No.
08/02/2025	2025/02	Anonymous	Offering 8/2/25	80.00	Cash	Printed	REC-0000000693	REC-0000000693
08/02/2025	2025/02	Deacon	Offering 8/2/2025	258.50	Cash	Printed	REC-0000000694	REC-0000000694

4. This will bring up a warning message. If you are sure you want to reverse this entry, select **OK**.

Note: If the receipt has been selected on a Bank Deposit entry, and/or reconciled on a bank reconciliation, a warning message will appear about this. The entry must be unreconciled and/or bank deposited reversed before the receipt can be reversed.

5. The Receipt Entry screen will display with the selected entry.

Review the details.

In the **Reversal Reason** field, enter the reason that the receipt is being reversed.

The screenshot shows the ACAS Receipt Entry screen. The left sidebar contains navigation links: Home, Income (with sub-links: Receipt Entry, Receipt Search, Income Summary, Bank Deposit Entry, Bank Deposit Search), Expenses, Period Close, Reports, General Ledger, and Admin. The main content area is titled 'Income > Receipt Entry'. It includes fields for Period (February 2025), Date (08/02/2025), Source (ACAS), Giver (ANON - Anonymous), Payment Method (Cash), Amt. Received (-80.00), and Bank Account (100-140000-CD - Cash on Hand - Cash Drawer). Below these is a 'Details' section with a 'Reversal Reason' field, which is circled in red. At the bottom, there is a table with columns: Account, Allocate, Tax Category, Tax, and Allocation Details. The table contains one row: 640-301140-000000 - Local Budget Income, with Allocate -80.00, Tax Category N/A, and Tax 0.00. A 'Yet to be allocated' field shows 0.00. At the bottom right, there is a 'Rows Shown' dropdown set to 10. At the bottom left, there are 'Save' and 'Cancel' buttons.

6. Select **Save** to record the reversal.

Section 5 – Recording Bank Deposits

5.1 Bank Deposit Entry

Bank deposit entries need to be processed for any cash and cheque receipt entries only – receipt entries for other payment methods do not require a bank deposit entry.

Any cash and cheque receipt entries must first be emailed/printed before the bank deposit entry can be processed.

1. In the menu list, under **Income**, select **Bank Deposit Entry**.

ACAS

Income > Bank Deposit Entry ?

SDA Church Hello, Log out

Bank Account: Cash Management Facility (CMF) Account - Depositor: [Dropdown]

Period: February 2025 Date: 12/02/2025

Cash Deposit Amount: 0.00 Cheque Deposit Amount: 0.00

Currency: AUD Status: [Dropdown]

<input type="checkbox"/>	Date	Amount	Amount to Deposit	Payment Method	Giver
<input type="checkbox"/>	08/02/2025	80.00		CASH	Anonymous
<input type="checkbox"/>	08/02/2025	258.50		CASH	Deacon

Rows Shown: 10

Total Available: 338.50 Total to Deposit: 0.00

Save Save & New Cancel

Attachments

Name	Size	Uploaded
No data to display		

Select file Attach from Library

2. Select the **Bank Account** into which the deposit was made or is going to be made.
3. Select the **Depositor**. This is the person who is taking or has taken the deposit to the bank.
The list of depositors is generated from the Client records. If the depositors name does not appear on the list, add their name following the instructions in Section 16 Maintaining Clients.
4. Confirm the **Period** and **Date** for the entry are correct – change if necessary.
5. Select the box in the left hand column of the table on the transactions that you need to deposit. This will select these lines and place a tick next to these transactions.

Alternatively, if the **Total Available** at the bottom left of the screen is equal to the amount you wish to enter as the Bank Deposit Entry, select the box in the left hand column of the table on the heading line. This will select all entries on the screen, placing a tick next to all transactions.

6. Ensure that the **Total to Deposit** is equal to the actual Cash/Cheque Deposit Amount banked/to be banked.

If the actual banking is more than the transactions available in the system for banking, check the receipt entries for possible income omission.

If the actual banking is less than the funds available in the system, check receipt entries for income duplication.

The screenshot shows the ACAS 'Bank Deposit Entry' form. The left sidebar contains navigation links: Home, Income, Receipt Entry, Receipt Search, Income Summary, Bank Deposit Entry (highlighted), Bank Deposit Search, Expenses, Period Close, Reports, General Ledger, and Admin. The main form area includes fields for Bank Account (Cash Management Facility (CMF) Account...), Depositor, Period (February 2025), Date (10/02/2025), Cash Deposit Amount (338.50), Cheque Deposit Amount (0.00), Currency (AUD), and Status. Below these is a table with columns: Date, Amount, Amount to Deposit, Payment Method, and Giver. The table contains two entries: one for 08/02/2025 with an amount of 80.00, and another for 08/02/2025 with an amount of 258.50. The total available is 338.50, and the total to deposit is 338.50, which is circled in red. At the bottom, there are buttons for Save, Save & New, and Cancel, and an Attachments section with a table for Name, Size, and Uploaded, and buttons for Select file and Attach from Library.

Date	Amount	Amount to Deposit	Payment Method	Giver
08/02/2025	80.00	80.00	CASH	Anonymous
08/02/2025	258.50	258.50	CASH	Deacon

Total Available: 338.50
Total to Deposit: 338.50

7. Attachments, such as actual bank deposit slips, can be added to a bank deposit entry.

Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the desired file is saved, select the file and select **Open**.

This file is now attached to the express payment entry.

Files can be viewed by selecting on the file name.

To download a file, select on the download arrow.

To remove a file, select on the rubbish bin icon.

8. When the bank deposit entry is complete, select either **Save** to save the data or **Save & New** to save the data and enter a new bank deposit entry.
9. Ensure that the **Total Available** on the Bank Deposit Entry screen is regularly back to 0.00.

5.2 Reversing a Bank Deposit Entry

Bank deposit entries that are incorrect can be reversed.

1. In the menu list, go to **Income**, then **Bank Deposit Search**.

2. Select your search filters. These can either be one or a combination of the following: Bank Account, Period, Date and Depositor.

Select **Search**.

- Review the search results. In the table, highlight the relevant bank deposit entry you want to reverse.

Select **Reverse**.

The screenshot shows the ACAS 'Income > Bank Deposit Search' screen. The left sidebar contains navigation links: Home, Income (expanded), Receipt Entry, Receipt Search, Income Summary, Bank Deposit Entry, Bank Deposit Search (highlighted), Expenses, Period Close, Reports, General Ledger, and Admin. The main content area has search filters: Bank Account (Select Account), Period (February 2025), To (February 2025), Date, To, Depositor, and Status. Below the filters is an action bar with buttons: + New, Select, **Reverse** (circled in red), Export, and Print. A table displays search results with columns: Date, Period, Depositor, Bank Account, Amount, Status, and Journal No. One entry is shown: Date 10/2/2025, Period 2025/02, Depositor, Bank Account CMF Bank Account, Amount 338.50, Status Posted, Journal No BKD-0000000470. At the bottom, there is a 'Total' field showing 338.50 and a 'Rows Shown' dropdown set to 10.

- A warning pop-up message will appear. If you are sure you want to reverse this entry, select **OK**.

Note: If the Bank Deposit entry has been reconciled on a bank reconciliation, a warning message will appear advising that the specific transaction needs to be unreconciled to reverse it.

- The Bank Deposit Entry screen will display with the selected entry.

Review the details.

In the **Reversal Reason** field, enter the reason that the bank deposit entry is being reversed.

The screenshot shows the ACAS 'Income > Bank Deposit Entry' screen. The left sidebar is the same as the previous screenshot. The main content area displays the details of a bank deposit entry. Fields include: Bank Account (Cash Management Facility (CMF) Account...), Depositor, Period (February 2025), Date (10/02/2025), Cash Deposit Amount (-338.50), Cheque Deposit Amount (0.00), Currency (AUD), Status, and Journal No. (BKD-0000000470). Below these fields is a table with columns: Date, Amount, Amount to Deposit, Payment Method, and Giver. The table contains two rows: 08/02/2025 with Amount 80.00, Amount to Deposit -80.00, Payment Method CASH, and Giver Anonymous; and 08/02/2025 with Amount 258.50, Amount to Deposit -258.50, Payment Method CASH, and Giver Dascon. At the bottom, there are fields for 'Total Available' (338.50) and 'Total to Deposit' (-338.50), and buttons for 'Save', 'Cancel', and 'Reverse'. The 'Reversal Reason' field is circled in red.

- Select **Save** to record the reversal.

Section 6 – Recording and Paying Expenses

6.1 Express Payment Entry

All expenses are to be recorded under Express Payment Entry. This includes external suppliers, reimbursements and conference charges.

ACAS can be used to set up payments to suppliers from a local church's CMF account via CMF Online. This is available for EFT, BPAY and CMF Internal payment methods. To use this feature, two local church approved CMF signatories must have signatory access to CMF Online. The second signatory will need to login to CMF Online to second sign the payment.

1. In the **Expenses** menu, select **Express Payment Entry**.

The screenshot shows the ACAS Express Payment Entry form. The left sidebar has a search bar and a menu with 'Home', 'Income', 'Expenses', 'Expense Search', 'Payment Search', 'Period Close', 'Reports', 'General Ledger', and 'Admin'. The 'Expenses' menu is expanded, and 'Express Payment Entry' is highlighted. The main form has a header 'Expenses > Express Payment Entry' and a 'Log out' button. The form contains several input fields: 'Period' (February 2025), 'Invoice Date' (12/02/2025), 'Supplier' (with a dropdown arrow), 'Invoice No.', 'Amt. Payable' (0.00), 'Payment Date' (12/02/2025), 'Bank Acc.', 'Select Account', 'Payment Method', 'CMF Status', and 'Cheque/Ref. No.'. Below these fields is a table with columns: 'Account', 'Allocate', 'Tax Category', 'Tax', and 'Allocation Details'. The table has one row with 'Select Account' and '0.00'. At the bottom, there are buttons for 'Save', 'Save & New', and 'Cancel', and an 'Attachments' section with a table for 'Name', 'Size', and 'Uploaded'.

2. Confirm the **Period** the expense relates to – update if necessary.
3. Enter the **Invoice Date**.
4. Choose the **Supplier** from the supplier dropdown list.

If the payment is to the Conference, the Supplier is: Parent – North NSW Conference. See Section 6.3 Conference KCHURCH Current Account Charges for specific details on entering expenses for the Conference.

If the supplier is not in the list, select the + to the right of the Supplier field. This will bring up the Create New Supplier pop up box. Enter the Supplier's Surname/Business Name and Given Name in the relevant fields. Select **Create** and this new Supplier will be available on the Suppliers list. To edit Supplier information, see Section 16 Maintaining Clients.

If wanting to create a CMF Online payment, the Supplier's payment details (EFT, BPAY or CMF Internal details) must already be set up correctly under the Client record before processing the Express Payment Entry. See Section 16 Maintaining Clients in this manual for further information on adding supplier payment details.

5. Enter the **Invoice/Ref No.**

If creating a CMF Online payment, this is what will appear on the supplier's bank statement. If the supplier has requested a specific reference for the payment, make sure to include this in the Invoice/Ref No. field.

If the same invoice number has already been entered for this supplier, a validation message will appear when Save or Save & New is clicked. Ensure the Invoice/Ref No entered is unique. If needed, enter the month/year to the description entered.

6. Enter the **Amount Payable** including any GST.

7. Enter the **Payment Date**. If the account is still to be paid, enter today's date.

8. Select the **Bank Account** the payment was made or is to be made from.

If wanting to create an automatic CMF Online payment, the bank account needs to be **Cash Management Facility (CMF) Account**.

9. Select the **Payment Method**.

For Conference charges that have been paid via direct debit, ensure the Payment Method is **Direct Debit**. This will make sure the charge is not paid to the Conference again.

If wanting to create an automatic CMF Online payment, the payment method needs to be EFT, BPAY or CMF Internal. Ensure the payment details have been entered for the selected payment method.

10. If the Payment Method selected was Cheque, enter the **Cheque/Ref. No.** Otherwise, leave this field blank.

11. Enter the payment **Details** – what the expense was for.

12. In the table, complete the relevant information.

Under the **Account** heading, select the expense **Account** the funds are to be allocated to.

Under the **Allocate** heading, enter the amount relevant to the account (including GST).

Under the **Tax Category** heading, review the tax category and change if necessary. Note: There is no GST on Conference expenses charged through the KCHURCH current account.

Under the **Tax** heading, review the amount of GST calculated. Note this is based on the tax category selected. Ensure that this amount is equal to the GST on the tax invoice – correct the amount to match the invoice if necessary.

Under the **Allocation Details** heading, add any specific allocation details as required.

If the amount is to be split into more than one account, proceed to add amounts using the **New Row** button until the total amount has been allocated. Alternatively, you can use the tab key to generate a new row. If the total payment is made up of several invoices, it is recommended to split up the separate invoice amounts even if they are all to be allocated to the same expense account. This allows invoice and GST amounts to be recorded separately (making it easier to review the monthly GST report).

The screenshot shows the ACAS Express Payment Entry form. The left sidebar contains navigation links: Home, Income, Expenses (selected), Period Close, Reports, General Ledger, and Admin. The main form area is titled 'Expenses > Express Payment Entry'. It includes fields for Period (February 2025), Invoice Date (11/02/2025), Supplier (SUP00043 - Foodbank NSW & ACT Limited (EFT) [01]), Invoice No. (C180 106), Amt. Payable (1,373.35), Payment Date (12/02/2025), Bank Acc. (100-140120-CMF - Cash Management Facility (CMF) Account - CMF ...), Payment Method (EFT), CMF Status, and Cheque/Ref. No. Below these fields is a table for allocation details with columns: Account, Allocate, Tax Category, Tax, and Allocation Details. The first row shows the allocation to '853-400780-000000 - Food Pantry Expense' with an amount of 1,373.35 and a tax of 0.00. At the bottom, there are buttons for 'Save', 'Save & New', and 'Cancel', and an 'Attachments' section with a table for Name, Size, and Uploaded. The 'Attachments' table is currently empty, showing 'No data to display'.

13. If you select New Row unintentionally or over-allocate the amount, click on the line, which will be highlighted in orange. Then select on the **Cancel Row** button to remove the line.

If you wish to delete all data in the fields on the screen and begin your entry again, select **Cancel**.

14. When the **Yet to be allocated** field (above the Save button) is **0.00**, review the data. You may have to tab through to the end of a row for the Yet to be allocated field to update.
15. Attachments, such as payment approval or invoices, can be added to an express payment entry.

If all expense invoices are added in ACAS, it makes submitting the GST report at the end of the month much simpler. When attaching supporting documentation for GST receivable, ensure the attachment is a tax invoice, which needs to include the ABN of the company, company name and GST amount. GST can only be claimed when the supplier is registered for GST and a valid tax invoice is provided

Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the desired file is saved, select the file and select **Open**.

This file is now attached to the express payment entry.

Files can be viewed by selecting on the file name.

To download a file, select on the download arrow.

To remove a file, select on the rubbish bin icon.

16. When the express payment is complete, select either **Save** to save the data or **Save & New** to save the data and enter a new express payment entry.

If the Express Payment Entry screen is incomplete when you select Save or Save & New, you will see an error message to advise of any incorrectly entered or missing data. Correct as necessary and select Save or Save & New again.

If creating an automatic CMF Online payment, a CMF payment transfer will be created in CMF Online after the Save or Save & New button is selected. Please note no payment advice is sent to the supplier.

6.2 Authorising Payments in CMF Online

Any payments made from the CMF bank account require two approved CMF account signatories to sign off on the payment. If creating a CMF Online payment using ACAS, the first signatory on the payment will automatically be applied, if the ACAS user who set up the payment is a CMF Online account signatory and the users ACAS login email is the same as the email set for myAdventist/CMF Online. Then the second signatory will need to login to CMF Online to approve the payment. Otherwise if the ACAS user who set up the payment is not a CMF Online account signatory, the payment will require authorisation by two signatories in CMF Online. The payment will be visible in CMF Online within one minute after the payment has been setup from with ACAS.

To sign payments in CMF Online:

1. Go to the MyAdventist website:

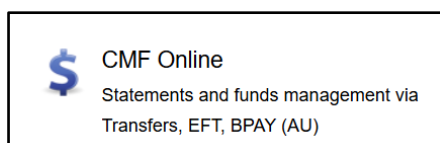
myadventist.org.au

The login page will appear. Enter your login details. Select Login.

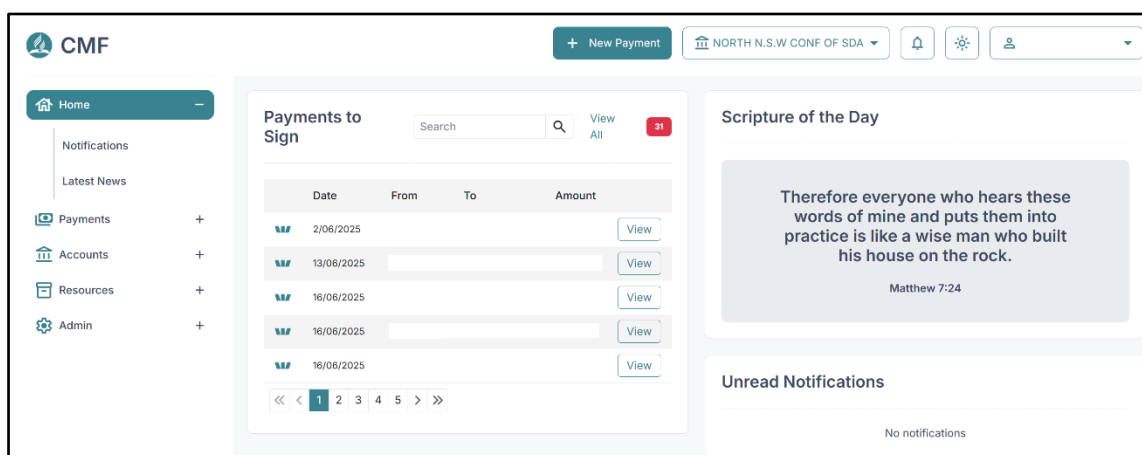
The MyAdventist portal home page will appear.

2. To go to CMF Online, select on **CMF Online**.

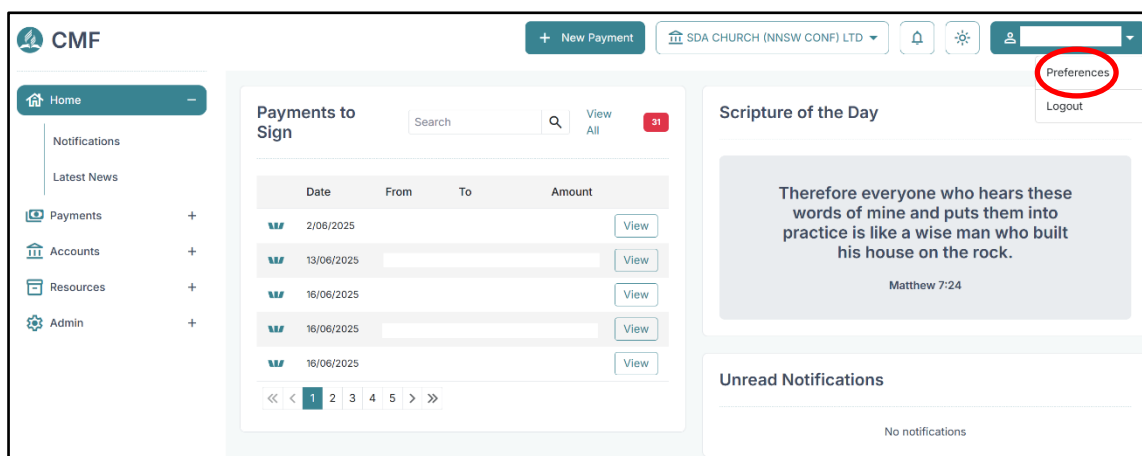
If you cannot see the CMF Online application on the 'Recent' tab, select on the 'Applications' tab.



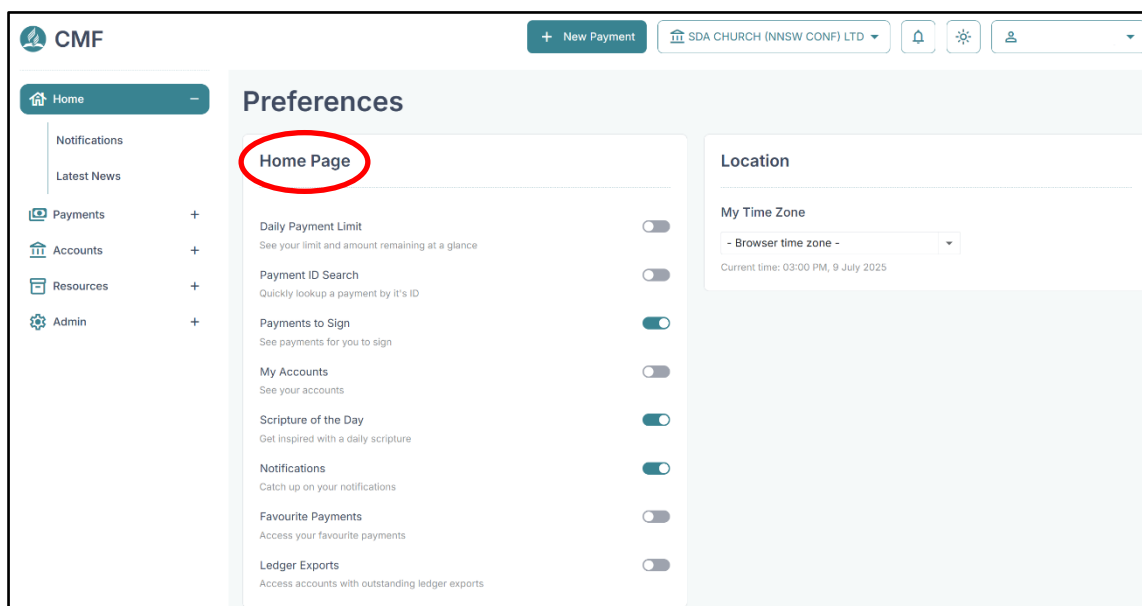
3. The CMF Online Home Page will load.



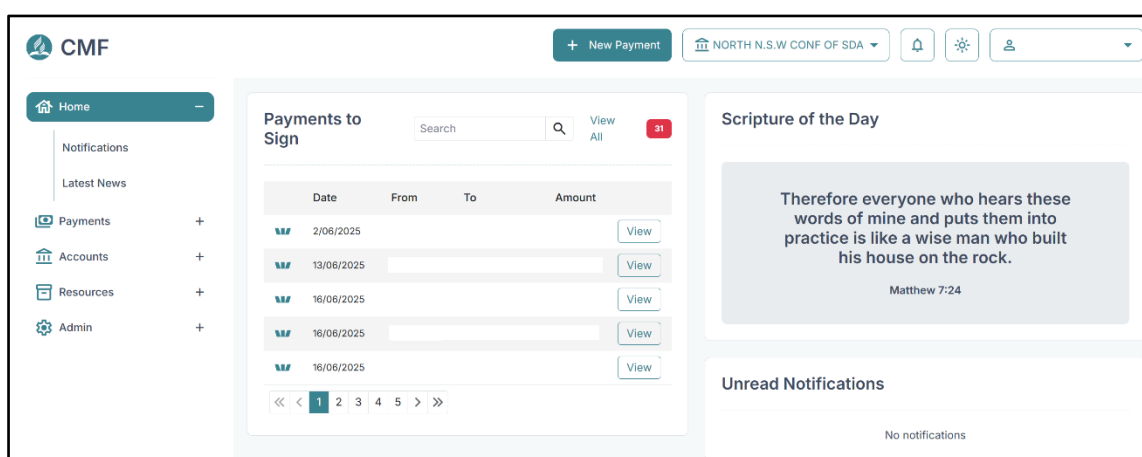
Note: You may notice that there is lots of information on the CMF Home Page. To update your Home Page Preferences, select your name in the top right hand corner of the page, then select Preferences.



Under the Home Page Preferences Heading, use the toggle buttons to display or hide different panels on the home page.

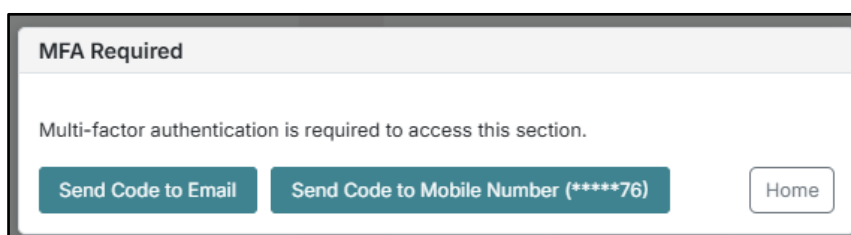


4. On the left hand side menu, select **Payments**, then **Pending**.



Alternatively, the payment may appear under 'Payments to Sign' on the CMF Online Home Page. If so, select **View**.

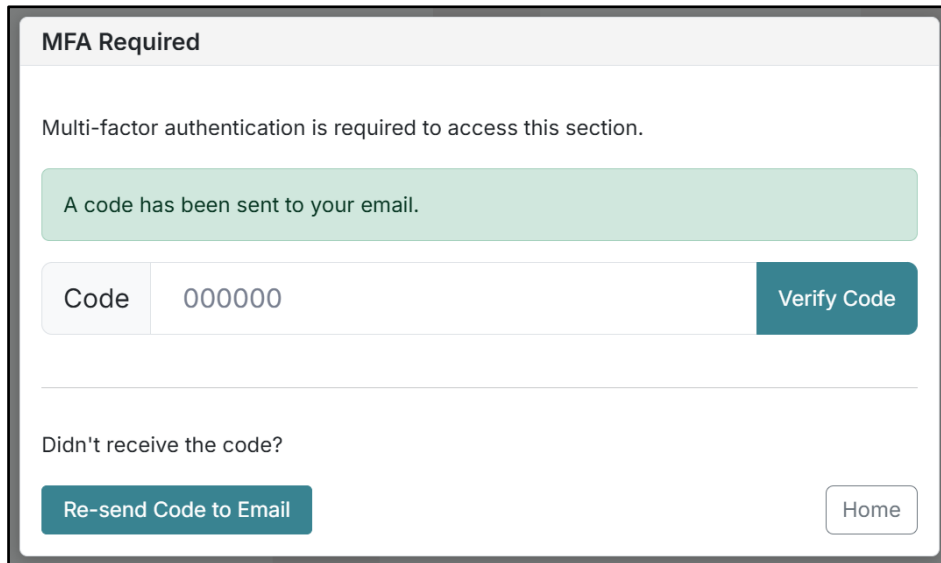
5. MFA (Multi-Factor Authentication) is required to view the Payments tabs. To proceed, select **Send Code to Email** or **Send Code to Mobile Number (*****76)**.



6. You will receive an email or a text message with a verification code for CMF Online. This code is only valid for five minutes.

Enter the code in CMF Online.

Select **Verify Code**.

A screenshot of the 'MFA Required' screen. At the top, it says 'MFA Required'. Below that, a message states 'Multi-factor authentication is required to access this section.' A green box contains the text 'A code has been sent to your email.' Below this is a form with a 'Code' label and a text input field containing '000000'. To the right of the input field is a blue button labeled 'Verify Code'. At the bottom, there is a link 'Didn't receive the code?' and a blue button 'Re-send Code to Email'. A 'Home' button is in the bottom right corner.

MFA Required

Multi-factor authentication is required to access this section.

A code has been sent to your email.

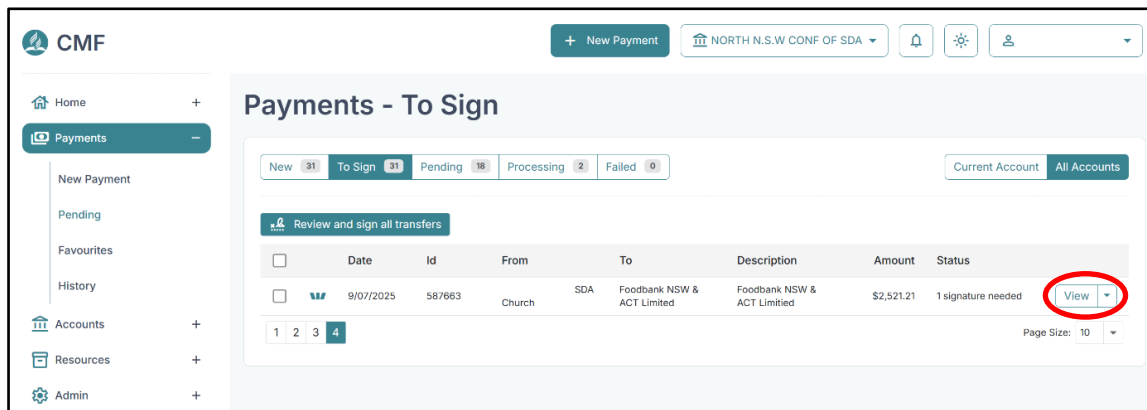
Code 000000 Verify Code

Didn't receive the code?

Re-send Code to Email Home

7. A list of 'Payments – To Sign' will appear.

Select the relevant payment by selecting on the word 'View' at the end of the line.

A screenshot of the 'Payments - To Sign' screen in the CMF system. The left sidebar shows navigation options: Home, Payments (selected), New Payment, Pending, Favourites, History, Accounts, Resources, and Admin. The main area has a header 'Payments - To Sign' and a sub-header 'Review and sign all transfers'. Below this is a table with columns: Date, Id, From, To, Description, Amount, and Status. The table contains one row with a checkbox, a date of 9/07/2025, an ID of 587663, a 'From' of Church, a 'To' of SDA, a description of 'Foodbank NSW & ACT Limited', an amount of \$2,521.21, and a status of '1 signature needed'. At the end of this row is a 'View' button with a dropdown arrow, which is circled in red. The bottom of the table shows page numbers 1, 2, 3, 4 and a 'Page Size' of 10.

CMF

+ New Payment NORTH N.S.W CONF OF SDA

Home Payments

New Payment

Pending

Favourites

History

Accounts

Resources

Admin

Payments - To Sign

New 31 To Sign 31 Pending 18 Processing 2 Failed 0

Current Account All Accounts

Review and sign all transfers

<input type="checkbox"/>	Date	Id	From	To	Description	Amount	Status	
<input type="checkbox"/>	9/07/2025	587663	Church	SDA	Foodbank NSW & ACT Limited	\$2,521.21	1 signature needed	View

1 2 3 4 Page Size: 10

8. Review the payment details, ensuring they match the details on the tax invoice/payment request.

For an EFT payment, this includes checking the BSB, Account Number, Amount and Description.

For a BPAY payment, this includes checking the Biller Code, Reference Number, Amount and Description.

For a CMF Internal payment, this includes checking the CMF Account Number, Amount and Description.

9. Once you confirm the payment details are correct, Select **Sign**.

CMF

+ New Payment

S.D.A. CHURCH

Home

Payments

New Payment

Pending

Favourites

History

Accounts

Resources

Admin

Payment Details

Direct Deposit #587663

From

S.D.A. CHURCH 100

Payer Name SDA Church

Amount AUD \$2,521.21

Date 9/07/2025

Your Reference Foodbank NSW & ACT Limited

Created By ACAS System - 9/07/2025 10:04 AM

To

BSB 012 Account Number 48

Account Name Foodbank NSW & ACT Limited

Their Reference C18

Daily Payment Limit

\$496,731.68 remaining of \$500,000.00 99%

View Account Details AUD\$

Further Actions

Sign

Forward Payment

View audit log

Repeat

Add to Favourites

Edit Payment

Print

Delete

CMF will process the payment.

- Once a payment has been processed, a CMF transfer number will appear in the Cheque/Ref No field in the Express Payment Entry in ACAS. This can be viewed under Payment Search.

If the supplier's payment details are invalid, the system will fail to automatically create the transfer request.

ACAS

Expenses > Payment Search

S.D.A. Church Hello, Log out

Period From July 2025 Period To July 2025 Date From 09/07/2025 Date To 09/07/2025 Search Clear

Supplier Bank Account Select Account

Status Journal Number

+ New Express Select Reverse Export Print

Pay Date	Period	Supplier	Bank Account	Amount	Cheque/Ref	Status	Journal Number
09/07/2025	2025/07	Foodbank NSW & ACT Limited	CMF Bank Account	2,521.2	CMF: 587663	Posted	PAY-000000680

Rows Shown 10

- Please note that no payment advice is sent to the supplier.

6.3 Conference KCHURCH Current Account Charges

All NSW Conference KCHURCH current account charges are to be entered under Express Payment Entry. The majority of charges on the KCHURCH current account are automatically paid via direct debit from a local church's CMF account.

1. In the **Expenses** menu, select **Express Payment Entry**.

2. Confirm the **Period** the expense relates to – update if necessary.
3. Enter the **Invoice Date**.
4. Choose the **Supplier** from the supplier dropdown list.
If the payment is to the Conference, the Supplier is: Parent – North NSW Conference.
5. Enter the **Invoice/Ref No**.
If the same invoice number has already been entered for this supplier, a validation message will appear when Save or Save & New is clicked. Ensure the Invoice/Ref No entered is unique. If needed, enter the month/year to the description entered.
6. Enter the **Amount Payable** including any GST. There is no GST on Conference expenses charged through the KCHURCH current account.
7. Enter the **Payment Date**.
8. Select the **Bank Account** the payment was made or is to be made from.
For direct debit charges, the bank account needs to be **Cash Management Facility (CMF) Account**.
9. Select the **Payment Method**.
For Conference charges that have been paid via direct debit, ensure the Payment Method is **Direct Debit**. This will make sure the charge is not paid to the Conference again.
10. For charges paid via direct debit, leave the **Cheque/Ref. No.** field blank.
11. Enter the payment **Details** – what the expense was for.

12. In the table, complete the relevant information.

Under the **Account** heading, select the expense **Account** the funds are to be allocated to.

Under the **Allocate** heading, enter the amount relevant to the account.

Under the **Tax Category** heading, review the tax category and change if necessary. There is no GST on Conference expenses charged through the KCHURCH current account so the Tax Category will be N/A.

Under the **Tax** heading, review the amount of GST calculated. Note this is based on the tax category selected. It should be 0.00 for expenses without GST.

Under the **Allocation Details** heading, add any specific allocation details as required.

If the amount is to be split into more than one account, proceed to add amounts using the **New Row** button until the total amount has been allocated. Alternatively, you can use the tab key to generate a new row. If the total payment is made up of several invoices, it is recommended to split up the separate invoice amounts even if they are all to be allocated to the same expense account. This allows invoice and GST amounts to be recorded separately (making it easier to review the monthly GST report).

The screenshot shows the ACAS Express Payment Entry form. The left sidebar contains navigation links: Home, Income, Expenses (selected), Express Payment Entry, Expense Search, Payment Search, Period Close, Reports, General Ledger, and Admin. The main form area has the following fields:

- Period: February 2025
- Supplier: ENT000000 - PARENT - North NSW Conference (CMF)
- Amt. Payable: 160.00
- Bank Acc.: 100-140120-CMF - Cash Management Facility (CMF) Account - CMF
- Details: Wages RCN 1111
- Invoice Date: 07/02/2025
- Invoice No.: 123
- Payment Date: 07/02/2025
- Payment Method: Direct Debit
- CMF Status:
- Cheque/Ref. No.:

Below the fields is a table with the following columns: Account, Allocate, Tax Category, Tax, and Allocation Details. The first row is highlighted in orange and contains the following data:

Account	Allocate	Tax Category	Tax	Allocation Details
850-400460-000000 - Church Cleaning Expense	160.00	N/A	0.00	

At the bottom of the form, there are buttons for Save, Save & New, and Cancel. Below these buttons is a section for Attachments with a table that has columns for Name, Size, and Uploaded. The table is currently empty, and there is a message "No data to display".

13. If you select New Row unintentionally or over-allocate the amount, select on the line, which will be highlighted in orange. Then select on the **Cancel Row** button to remove the line.

If you wish to delete all data in the fields on the screen and begin your entry again, select **Cancel**.

14. When the **Yet to be allocated** field (above the Save button) is **0.00**, review the data. You may have to tab through to the end of a row for the Yet to be allocated field to update.

15. Attachments, such as payment approval or invoices, can be added to an express payment entry.

Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the desired file is saved, select the file and select **Open**.

This file is now attached to the express payment entry.

The screenshot shows the ACAS Express Payment Entry interface. The left sidebar contains navigation links: Home, Income, Expenses (selected), Express Payment Entry (highlighted), Expense Search, Payment Search, Period Close, Reports, General Ledger, and Admin. The main area displays the 'Express Payment Entry' form for February 2025. The form includes fields for Supplier (ENT00000 - PARENT - North NSW Conference (CMF)), Amount Payable (160.00), Bank Account (100-140120-CMF - Cash Management Facility (CMF) Account - CMF), and Payment Method (Direct Debit). Below these fields is a table with one row: '850-400480-000000 - Church Cleaning Expense' with an allocated amount of 160.00 and a tax of 0.00. At the bottom, there are buttons for 'Save', 'Save & New', and 'Cancel'. Below these buttons is the 'Attachments' section, which is circled in red. It contains a table with one row: 'Invoice RCN1111.pdf' (382.0 KB, uploaded 12/2/2025). Below the attachments table are buttons for 'Select file' and 'Attach from Library'.

Account	Allocate	Tax Category	Tax	Allocation Details
850-400480-000000 - Church Cleaning Expense	160.00	N/A	0.00	

Name	Size	Uploaded
Invoice RCN1111.pdf	382.0 KB	12/2/2025

Files can be viewed by selecting on the file name.

To download a file, select on the download arrow.

To remove a file, select on the rubbish bin icon.

16. When the express payment is complete, select either **Save** to save the data or **Save & New** to save the data and enter a new express payment entry.

If the Express Payment Entry screen is incomplete when you select Save or Save & New, you will see an error message to advise of any incorrectly entered or missing data. Correct as necessary and select Save or Save & New again.

6.4 Reversing an Express Payment Entry

Express payment entries that are incorrect can be reversed.

1. In the **Expense** menu, select **Expense Search**.

ACAS

Expenses > Expense Search

Period From February 2... Period To February 2... Search Clear

Date From Date To

Supplier

Status Journal Number

+ New Express Select Reverse Pay Export Print

Invoice Date	Period	Supplier	Invoice No.	Details	Amount	Due Date	Status	Journal Number
No data to display								

Total 0.00 Rows Shown 10

2. Select the relevant search filters to search for the relevant entry. These can either be one or a combination of the following: Period, Date, Supplier, Status or Journal Number.

Select **Search**.

3. Review the search results. In the table, highlight the relevant express payment entry you want to reverse.

Select **Reverse**.

ACAS

Expenses > Expense Search

Period From February 2... Period To February 2... Search Clear

Date From 11/02/2025 Date To 11/02/2025

Supplier

Status Journal Number

+ New Express Select Reverse Pay Export Print

Invoice Date	Period	Supplier	Invoice No.	Details	Amount	Due Date	Status	Journal Number
11/02/2025	2025/02	Foodbank NSW & ACT Limited	C1869 106	Foodbank 106	1,373.35	12/02/2025	Paid	PEX-00

Total 1,373.35 Rows Shown 10

4. A warning pop-up message will appear. If you are sure you want to reverse this entry, select **OK**.

5. The Express Payment Entry screen will display with the selected entry.

Review the details.

In the **Reversal Reason** field, enter the reason that the express payment entry is to be reversed.

ACAS

Expenses > Express Payment Entry

SDA Church Hello, Log out

Period: February 2025

Supplier: SLIP00043 - Foodbank NSW & ACT Limited (EFT) [012-]

Amt. Payable: -1,373.35

Bank Acc.: 100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank ...

Invoice Date: 11/02/2025

Invoice No.: C18 106

Payment Date: 12/02/2025

Payment Method: EFT

CMF Status: Requested in CMF-Online -Signed by requester.

Cheque/Ref. No.: CMF: 55

Details: 100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank ...

Reversal Reason

Account	Allocate	Tax Category	Tax	Allocation Details
853-400780-000000 - Food Pantry Expense	-1,373.35	N/A	0.00	

Rows Shown: 10

Yet to be allocated: 0.00 Total Allocated Tax: 0.00

Save Cancel

Attachments

Name	Size	Uploaded
No data to display		

Select file Attach from Library

- Attachments, such as documentation about the reason for the reversal, can be added to an express payment entry reversal.

Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the desired file is saved, select the file and select **Open**.

This file is now attached to the express payment entry reversal.

Files can be viewed by selecting on the file name.

To download a file, select on the download arrow.

To remove a file, select on the rubbish bin icon.

- Select **Save** to record the reversal.

If the express payment entry was in the current period, the reversal entry will be in current period.

If the express payment entry was in a prior period, not the current period, the reversal entry will default to the current period.

If the reversed payment was a CMF Online automatic payment that has not been second signed in CMF Online, it needs to be deleted from CMF Online.

If the reversed payment was a CMF Online automatic payment that has already been second signed in CMF Online, this process will not reverse the funds. It only reverses the ACAS entry.

Section 7 – Processing Journal Entries

Journal Entries are used to process a number of records including bank interest, bank transfers, GST refunds/payments and some corrections.

1. In the menu list, under **General Ledger**, select **Journal Entry**.

2. Confirm the **Period** and **Date** for the entry are correct – change if necessary.
3. In the **Ref. No** field, enter the reference number/description.
4. In the **Description** field, enter a brief description of what the journal is for.
5. In the table, complete the relevant journal information:

Under the **Account** heading, select the relevant account.

Under the **Debit** heading, if appropriate, enter the amount to debit (including GST).

Under the **Credit** heading, if appropriate, enter the amount to credit (including GST). Note, you only need to enter an amount under the Debit or Credit heading.

Under the **Tax Category** heading, review the tax category and change if necessary.

Under the **Tax heading**, review the amount of GST calculated. Note this is based on the tax category selected. Ensure this is amount is correct – correct the amount if necessary.

Under the **Details** heading, add any specific allocation details.

Continue adding lines to the journal by selecting **New Row** or pressing the Tab key on the keyboard.

6. Review the journal entry and ensure the balance is **0.00**.

7. Attachments can be added to a journal entry.

Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the desired file is saved, select the file and select **Open**.

This file is now attached to the journal entry.

The screenshot shows the ACAS Journal Entry interface. On the left is a dark sidebar with a search bar and a menu including Home, Income, Expenses, Period Close, Reports, General Ledger (with sub-items like Account Search, Accounts, Clients, etc.), Journal Entry (highlighted), Journal Search, Transaction Search, Year End, and Admin. The main area is titled 'General Ledger > Journal Entry'. It contains fields for Period (February 2025), Date (12/02/2025), Balance (0.00), Ref. No., and Description. Below these is a '+ New Row' button and a table with columns: Account, Debit, Credit, Tax Category, Tax, and Details. A row is shown with 'Select account' and zeros. At the bottom of the table area are buttons: Save, Save & More, Hold, and Cancel. Below the buttons is an 'Attachments' section with a table header: Name, Size, and Uploaded. The table is currently empty with the text 'No data to display'. At the bottom of the Attachments section are buttons: 'Select file' (circled in red) and 'Attach from Library'. A 'Log out' button is in the top right corner.

Files can be viewed by selecting on the file name.

To download a file, select on the download arrow.

To remove a file, select on the rubbish bin icon.

8. When all the journal lines have been entered and it is ready to be submitted, select **Save**. This will post the journal to the ledger and it can no longer be edited.

Alternatively, if the journal is not ready to be saved, select **Hold**. This will save the journal as being in progress, but not post it. The journal can be located under the Journal Search screen and saved when ready.

7.1 Entering Bank Interest

Bank interest, including the Cash Management Facility distribution, should be entered using a journal entry.

The journal entry will take the following form:

- DR:** Cash Management Facility or relevant Bank Account, with a tax category of 'N/A - Not Applicable'
- CR:** Local Budget Income (or relevant income account), with a tax category of 'N/A - Not Applicable'

123 Church Example

123 Church has received a \$125.50 deposit on their Cash Management Facility statement for the quarterly Cash Management Facility Distribution.

The journal will be:

DR: Cash Management Facility for \$125.50, with a tax category of 'N/A - Not Applicable'

CR: Local Budget Income for \$125.50, with a tax category of 'N/A - Not Applicable'

The screenshot shows the ACAS Journal Entry form. The left sidebar contains navigation links: Home, Income, Expenses, Period Close, Reports, General Ledger (selected), Account Search, Accounts, Clients, Historical Accounts, Import Budget, Journal Entry (highlighted), Journal Search, Transaction Search, Year End, and Admin. The main form area is titled 'General Ledger > Journal Entry'. It includes fields for Period (March 2025), Date (31/03/2025), Balance (0.00), Ref. No. (CMF), and Description (CMF Distribution). Below these fields is a table with columns: Account, Debit, Credit, Tax Category, Tax, and Details. The table contains two rows: 100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account with a debit of 125.50, and 640-301140-000000 - Local Budget Income with a credit of 125.50. Both rows have a tax category of N/A and a tax amount of 0.00. The details for both rows are 'CMF Distribution 31/3'. At the bottom of the form are buttons for Save, Save & New, Hold, and Cancel. Below the buttons is an Attachments section with a table for Name, Size, and Uploaded, and buttons for Select file and Attach from Library.

Account	Debit	Credit	Tax Category	Tax	Details
100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account	125.50	0.00	N/A	0.00	CMF Distribution 31/3
640-301140-000000 - Local Budget Income	0.00	125.50	N/A	0.00	CMF Distribution 31/3

7.2 Entering Bank Account Transfers

Any transfers between bank accounts are to be processed with a journal entry. The debit will be to the bank account which received the deposit and the credit will be to the bank account which received the withdrawal

The journal entry will take the following form:

DR: Relevant bank account, with a tax category of 'N/A - Not Applicable'

CR: Relevant bank account, with a tax category of 'N/A - Not Applicable'

123 Church Example

123 Church transferred \$5,000 from their Local Westpac Account to their Cash Management Facility account.

The journal will be:

DR: Cash Management Facility for \$5,000, with a tax category of 'N/A - Not Applicable'

CR: Local Westpac Account for \$5,000, with a tax category of 'N/A - Not Applicable'

ACAS

General Ledger > Journal Entry

Period: February 2025

Date: 14/02/2025

Balance: 0.00

Ref. No: Bank Transfer

Description: Transfer from Local Westpac to CMF

+ New Row - Delete Row

Account	Debit	Credit	Tax Category	Tax	Details
100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account	5,000.00	0.00	N/A	0.00	Transfer from Local Westpac Account
100-140100-BANK01 - Bank Accounts - Westpac Local	0.00	5,000.00	N/A	0.00	Transfer to CMF

Rows Shown: 10

Save Save & New Hold Cancel

Attachments

Name	Size	Uploaded
No data to display		

Select file Attach from Library

7.3 Entering a GST Refund/Payment

GST refunds and payments are to be entered by journal entry. These transactions will appear on the CMF statement – a deposit for a GST refund and a payment for GST payments.

When completing this entry, it is important to refer back to the relevant month's GST Report. The amount on your CMF statement may be a net figure from GST payable and GST receivable, and the journal will need to reflect both sides of the calculation.

The journal entry will take the following form:

DR: Cash Management Facility, with a tax category of 'N/A - Not Applicable', **IF** a deposit

CR: Cash Management Facility, with a tax category of 'N/A - Not Applicable', **IF** a payment

DR: Tax Payable, with a tax category of 'N/A - Not Applicable', if any

CR: Tax Receivable, with a tax category of 'N/A - Not Applicable', if any

If the amount of the GST return/payment does not match the GST report for the relevant month, an adjustment has been made and an adjustment journal will need to be processed (see how to process these entries below). The Conference will make contact with you if an adjustment is required – otherwise reach out to the Conference if you notice a discrepancy.

123 Church Example

123 Church has received a \$50 deposit on their Cash Management Facility statement for the January GST Report. The January GST Report had GST Payable of \$200 and GST Receivable of \$250, giving a net GST Refund of \$50.

The journal will be:

DR: Cash Management Facility for \$50, with a tax category of 'N/A - Not Applicable'

DR: Tax Payable for \$200, with a tax category of 'N/A - Not Applicable'

CR: Tax Receivable for \$250, with a tax category of 'N/A - Not Applicable'

ACAS

General Ledger > Journal Entry

SDA Church Hello, Log out

Period: February 2025

Date: 20/02/2025 Balance: 0.00

Ref. No.: GST Description: January GST Report

+ New Row - Delete Row

Account	Debit	Credit	Tax Category	Tax	Details
100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account	50.00	0.00	N/A	0.00	January 2025 GST Report
142-116310-000000 - GST Payable	200.00	0.00	N/A	0.00	January 2025 GST Report
142-116300-000000 - GST Receivable	0.00	250.00	N/A	0.00	January 2025 GST Report

Rows Shown: 10

Save Save & New Hold Cancel

Attachments

Name	Size	Uploaded
No data to display		

Select file Attach from Library

7.4 Entering a GST Adjustment

Sometimes a GST adjustment journal needs to be processed. The Conference will make contact with you if an adjustment is required after they have reviewed your monthly GST Report. The journal entry required will be different depending on whether it is a GST Receivable or GST Payable adjustment and whether or not the period it relates to has been closed. If you are unsure on the relevant entry, please contact the Conference for assistance.

Scenario 1

If the GST Receivable (GST on expense) adjustment relates to a previous month, the journal entry will take the following form:

DR: Relevant expense account for the GST amount, with a tax category of 'N/A - Not Applicable'

CR: GST Receivable for the GST amount, with a tax category of 'N/A - Not Applicable'

Scenario 2

If the GST Payable (GST on income) adjustment relates to a previous month, the journal entry will take the following form:

DR: GST Payable for the GST amount, with a tax category of 'N/A - Not Applicable'

CR: Relevant income account for the GST amount, with a tax category of 'N/A - Not Applicable'

Scenario 3

If the GST Receivable (GST on expense) adjustment relates to the current month, the journal entry will take the following form:

- DR:** Relevant expense account for the total amount, with a tax category of 'N/A - Not Applicable' and the GST amount 0.00 (assuming there should be no GST on the entry)
- CR:** Relevant expense account for the total amount, with a tax category of 'PUR – Purchases with GST' and the appropriate GST amount

Scenario 4

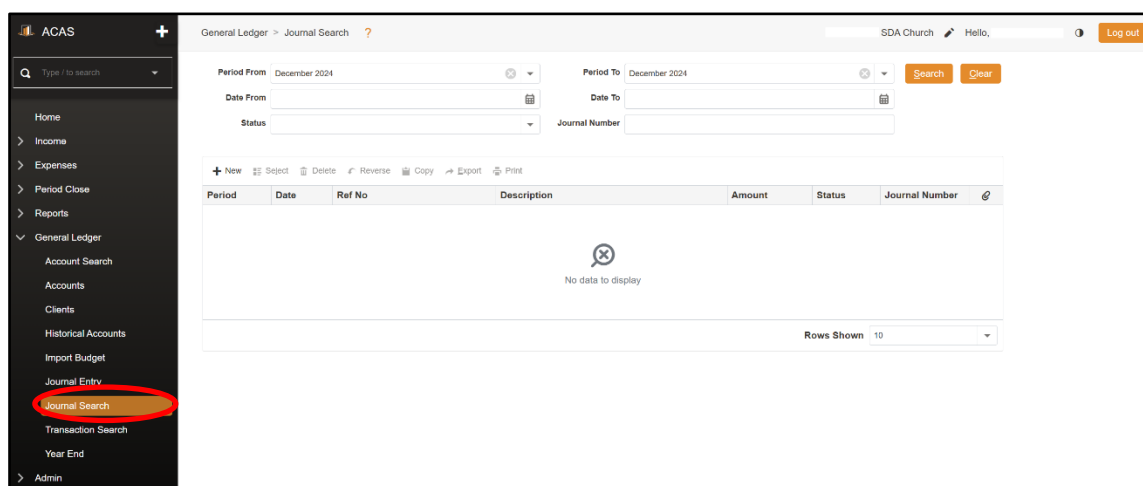
If the GST Payable (GST on income) adjustment relates to the current month, the journal entry will take the following form:

- DR:** Relevant income account for the total amount, with a tax category of 'SAL – Sales with GST' and the appropriate GST amount
- CR:** Relevant income account for the total amount, with a tax category of 'N/A - Not Applicable' and the GST amount 0.00 (assuming there should be no GST on the entry)

7.5 Reversing a Journal Entry

Once a journal has been saved, it cannot be deleted (Held journals can be deleted).

1. In the menu list, under **General Ledger**, select **Journal Search**.



2. Select the relevant search filters to search for the relevant entry. These can either be one or a combination of the following: Period, Date, Status or Journal Number.

Select **Search**.

3. Review the search results. In the table, highlight the relevant journal entry you want to reverse.

Select **Reverse**.

General Ledger > Journal Search

Period From: December 2024, Period To: December 2024, Date From: 31/12/2024, Date To: 31/12/2024, Status: , Journal Number:

Buttons: + New, Select, Delete, **Reverse**, Copy, Export, Print

Period	Date	Ref No	Description	Amount	Status	Journal Number
2024/12	31/12/2024	CMF Distribution Dec 24	CMF Distribution Dec 24	195.89	Posted	GEN-0000000119

Rows Shown: 10

4. A warning pop-up message will appear. If you are sure you want to reverse this entry, select **OK**.

5. The Journal Entry screen will display with the selected entry.

Review the details.

In the **Reversal Reason** field, enter the reason that the journal entry is being reversed.

General Ledger > Journal Entry

Period: December 2024, Balance: 0.00, Date: 31/12/2024, Description: REV. GEN-0000000119, Ref. No: CMF Distribution Dec 24

Reversal Reason

Account	Debit	Credit	Tax Category	Tax	Details
100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account	0.00	195.89	N/A	0.00	CMF Distribution
640-301140-000000 - Local Budget Income	195.89	0.00	N/A	0.00	CMF Distribution

Buttons: Save, Hold, Cancel

Attachments

Name	Size	Uploaded
No data to display		

Buttons: Select file, Attach from Library

6. Attachments, such as documentation about the reason for the reversal, can be added to an journal entry reversal.

Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the desired file is saved, select the file and select **Open**.

This file is now attached to the journal entry reversal.

Files can be viewed by selecting on the file name.

To download a file, select on the download arrow.

To remove a file, select on the rubbish bin icon.

7. Select **Save** to record the reversal.

If the journal entry was in the current period, the reversal entry will be in current period.

If the journal entry was in a prior period, not the current period, the reversal entry will default to the current period.

Section 8 – Month End Processing: Bank Reconciliations

To finalise a month in ACAS, the following tasks are to be performed:

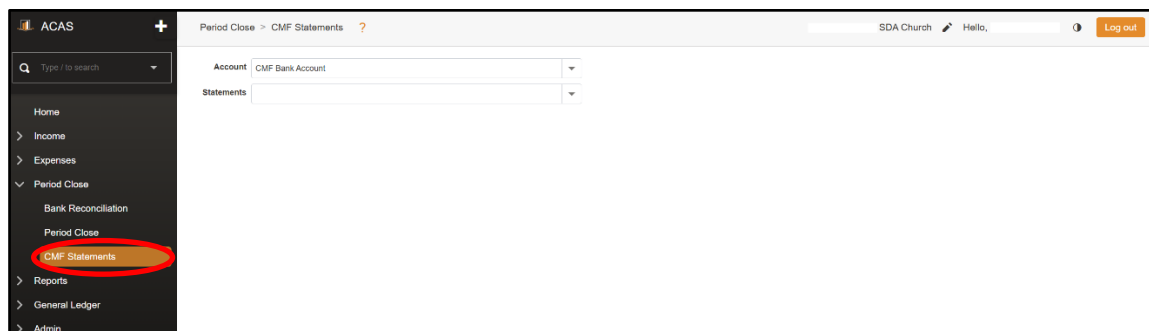
- Bank Reconciliation/s completed (for each bank account)
- GST Report finalised and submitted to the Conference
- Period Close process completed

The first step in the end of month process, is completing the bank reconciliation. A bank reconciliation confirms that all entries on the bank statement have been entered in ACAS correctly, and it helps identify an errors on the bank statement or in ACAS.

A bank reconciliation is to be completed each month on every bank account. To complete a bank reconciliation you will need the relevant bank statement.

8.1 Viewing the CMF Statement

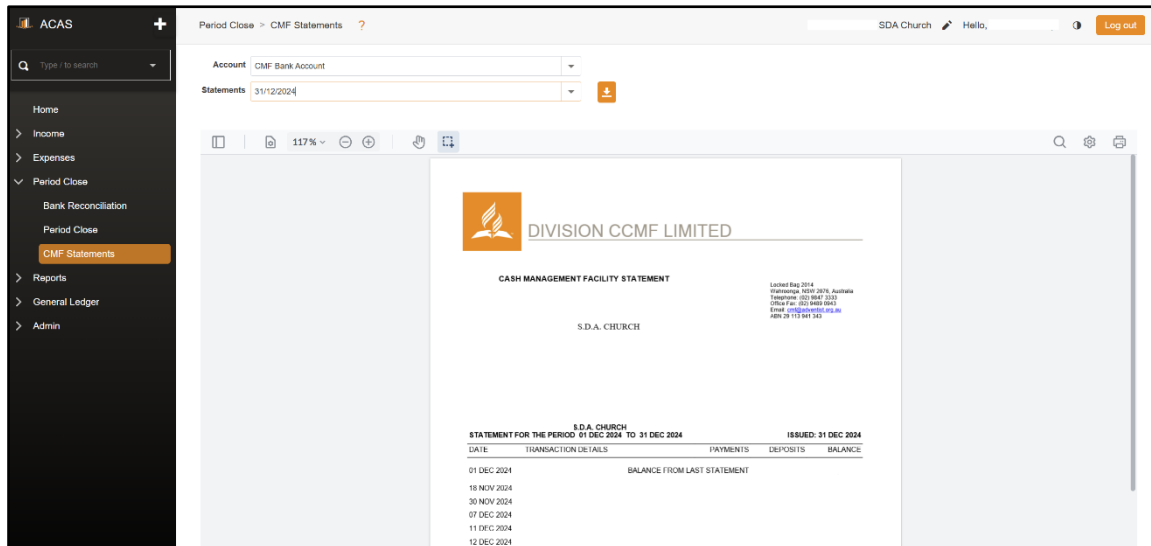
1. To view or download the CMF Statement, in the menu list, under **Period Close**, select **CMF Statements**.



2. Select the relevant CMF **Account**.

Select the required statement date from the **Statements** list.

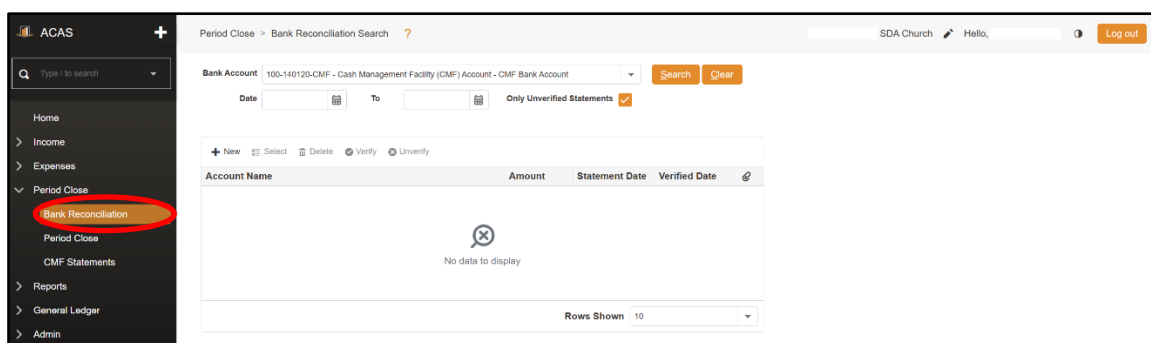
The statement will be displayed. If required, it can be downloaded by clicking the Download icon.



8.2 Complete a Bank Reconciliation – Import from CMF Method

The import from CMF method of reconciling accounts is only available for the main CMF account.

1. In the menu list, under **Period Close**, select **Bank Reconciliation**.



2. Select the **Bank Account** you wish to reconcile.

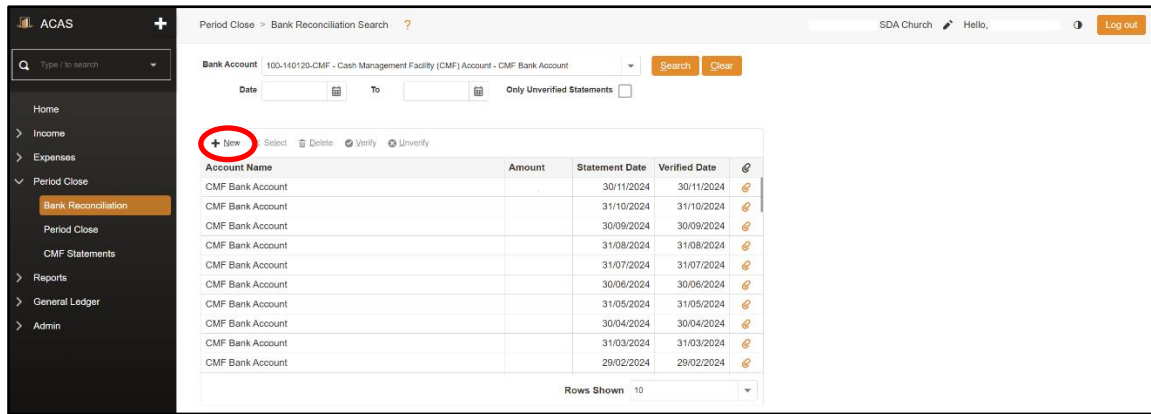
Untick '**Only Unverified Statements**'.

Select **Search**.

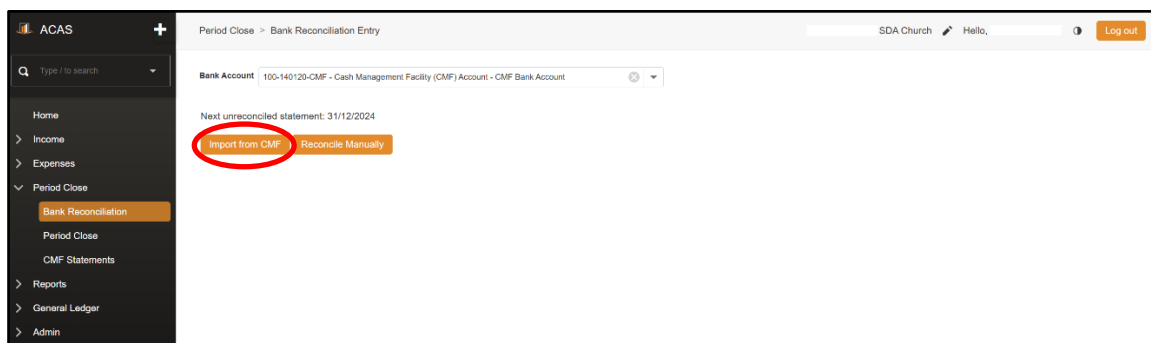
3. This will bring up a list of bank reconciliations for the selected account.

Check to see whether a bank reconciliation has already been started. If a bank reconciliation has been started, highlight and **Select** the relevant reconciliation.

If not, select **New**.



- The next unreconciled statement date will appear, along with two buttons: Import from CMF, and Reconcile Manually. Select **Import from CMF**.



- A pop-up window will appear, indicating how many transactions have been auto-matched based on the amount and reference number. Select **Ok**.
- The Bank Reconciliation screen will appear. The Statement Date and the Statement Amount, as per the CMF statement, will be completed.
- Transactions up to and including the Statement Date that have not been reconciled will be displayed. There will likely be an amount showing in the **Variance** field, which should come to 0.00 when the correct transactions have been selected.
- Working from the bank statement, select a transaction on the Bank Statement section. Then select the corresponding transaction in the ACAS Transactions section. If the amounts match, click the **Match** button.

ACAS +

Period Close > Bank Reconciliation Entry

SDA Church Hello, Log out

Bank Account 100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account

Statement Date 31/12/2024 Statement Amount

Reconciled Balance Ledger Balance

Unreconciled Balance Bank Statement Lines In Match 1 154.77

Variance ACAS Statement Lines In Match 1 -154.77

Bank Statement

Unmatched		Matched	
Date	Statement Details	Dr Amount	Cr Amount
18/11/2024	Oct GST Claim		154.77
30/11/2024			
11/12/2024			
19/12/2024			
19/12/2024			
19/12/2024			
19/12/2024			
19/12/2024			
23/12/2024			
31/12/2024			

Rows Shown 10

Fee Entry Interest Entry Deposit Entry Save Cancel Print

ACAS Transactions

Unmatched		Matched			
Date	Type	CMF Ref. No.	Detail	Dr Amount	Cr Amount
18/11/2024					
18/11/2024	General Journal		Oct GST Claim	154.77	
30/11/2024					

Rows Shown 10

Attachments

Name	Size	Uploaded
No data to display		

Select file Attach from Library

The matched transaction will then be removed from the Unmatched tab of the Bank Statement and ACAS Transactions sections and moved to the Matched tab of both sections.

- Multiple transactions may be selected by holding down the Ctrl key and clicking on the transactions. The Match button will only be active and available to click when the total of transactions selected on the Bank Statement side equals what is selected on the ACAS side. This can be seen in the Bank Statement Lines to Match and ACAS Statement Lines to Match totals in the top right-hand corner of the screen.

ACAS +

Period Close > Bank Reconciliation Entry

SDA Church Hello, Log out

Bank Account 100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account

Statement Date 31/12/2024 Statement Amount

Reconciled Balance Ledger Balance

Unreconciled Balance Bank Statement Lines In Match 6 6,760.40

Variance ACAS Statement Lines In Match 6 -6,760.40

Bank Statement

Unmatched		Matched	
Date	Statement Details	Dr Amount	Cr Amount
30/11/2024			
19/12/2024	DEPOSIT		91.30
19/12/2024	DEPOSIT		2,683.80
19/12/2024	DEPOSIT		442.25
19/12/2024	DEPOSIT		947.10
19/12/2024	DEPOSIT		1,388.00
23/12/2024	DEPOSIT		1,207.95

Rows Shown 10

Fee Entry Interest Entry Deposit Entry Save Cancel Print

ACAS Transactions

Unmatched		Matched			
Date	Type	CMF Ref. No.	Detail	Dr Amount	Cr Amount
19/12/2024	Bank Deposit		Bank deposit	442.25	
19/12/2024	Bank Deposit		Bank deposit	1,388.00	
19/12/2024	Bank Deposit		Bank deposit	947.10	
19/12/2024	Bank Deposit		Bank deposit	2,683.80	
19/12/2024	Bank Deposit		Bank deposit	91.30	
23/12/2024	Bank Deposit		Bank deposit	1,207.95	

Rows Shown 10

Attachments

Name	Size	Uploaded
No data to display		

Select file Attach from Library

Any reversal or contra transactions need to be selected with matching entries by holding down the Ctrl key and clicking on the transactions.

The screenshot shows the ACAS Bank Reconciliation Entry interface. The top navigation bar includes the ACAS logo, a search bar, and user information (SDA Church, Hello, Log out). The main content area is divided into several sections:

- Bank Account:** 100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account
- Statement Date:** 31/12/2024
- Statement Amount:** 100.00
- Unreconciled Balance:** 100.00
- Bank Statement Lines in Match:** 1
- Reconciled Balance:** 100.00
- Ledger Balance:** 100.00
- Variance:** 0.00
- ACAS Statement Lines in Match:** 3

The **Bank Statement** section shows a table with columns: Date, Statement Details, Dr Amount, and Cr Amount. A single row is visible for 30/11/2024 with a Cr Amount of 100.00. A **Match** button is present next to the row.

The **ACAS Transactions** section shows a table with columns: Date, Type, CMF Ref. No., Detail, Dr Amount, and Cr Amount. Three rows are visible, all with a Cr Amount of 100.00 or 80.00. A **Match** button is present next to the first row.

At the bottom, there is an **Attachments** section with a table for Name, Size, and Uploaded. A **Select file** button and an **Attach from Library** button are also present.

The aim is to obtain a **Variance of 0.00** on the bank reconciliation screen.

- If you have incorrectly matched one or more transactions, you can unmatched them (only on unverified bank reconciliations).

To do this, select the Matched tab (from either the Bank Statement or ACAS Transactions section).

Locate one of the incorrectly matched transactions and select it. All transactions matched with it will be highlighted.

Click the **Unmatch** button. The selected transactions will then be unmatched and can be correctly rematched.

The screenshot shows the ACAS Bank Reconciliation Entry interface. The top navigation bar includes the ACAS logo, a search bar, and user information (SDA Church, Hello, Log out). The main content area is divided into several sections:

- Bank Account:** 100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account
- Statement Date:** 31/12/2024
- Statement Amount:** 154.77
- Unreconciled Balance:** 154.77
- Bank Statement Lines in Match:** 1
- Reconciled Balance:** 154.77
- Ledger Balance:** 154.77
- Variance:** -154.77
- ACAS Statement Lines in Match:** 1

The **Bank Statement** section shows a table with columns: Date, Statement Details, Dr Amount, and Cr Amount. A single row is visible for 18/11/2024 with a Cr Amount of 154.77. A **Match** button is present next to the row.

The **ACAS Transactions** section shows a table with columns: Date, Type, CMF Ref. No., Detail, Dr Amount, and Cr Amount. A single row is visible for 18/11/2024 with a Cr Amount of 154.77. A **Unmatch** button is present next to the row, highlighted with a red circle.

At the bottom, there is an **Attachments** section with a table for Name, Size, and Uploaded. A **Select file** button and an **Attach from Library** button are also present.

11. If there are entries on the bank statement that are not appearing in ACAS, they must be entered into the system by Receipt Entry, Express Payment Entry or Journal Entry (see the relevant sections of this manual for more information).

The Fee Entry, Interest Entry, Deposit Entry and Payment Entry buttons can be used as shortcut buttons to complete these relevant entries.

Always select **Save** on the Bank Reconciliation screen before moving to another screen.

Return to the bank reconciliation after completing the necessary entries.

12. When the bank reconciliation screen shows a **Variance of 0.00**, select **Save**.

It is possible to finish the bank reconciliation and still have items not ticked in ACAS because they have not shown on your bank statement yet, but you cannot have items on your bank statement that are not ticked in ACAS.

If there are non-current entries on the bank reconciliation screen that have not appeared on any statements and will not appear on any future statements, the entries should be investigated and the relevant adjusting entry processed in ACAS – contact the Conference for assistance with this.

The screenshot shows the ACAS Bank Reconciliation interface. At the top, the 'Period Close > Bank Reconciliation Entry' header is visible. The 'Bank Account' is set to '100-140130/CMF - Cash Management Facility (CMF) Account - CMF Bank Account'. The 'Statement Date' is '31/12/2024'. The 'Reconciled Balance' and 'Ledger Balance' fields are empty. The 'Unreconciled Balance' field is empty, and the 'Variance' field is circled in red, showing '0.00'. The 'Bank Statement Lines in Match' and 'ACAS Statement Lines in Match' fields both show '0'. Below this, the 'Bank Statement' section has a table with columns 'Date', 'Statement Details', 'Dr Amount', and 'Cr Amount'. The table is empty, and a message 'No data to display' is shown. The 'ACAS Transactions' section has a table with columns 'Date', 'Type', 'CMF Ref. No.', 'Detail', 'Dr Amount', and 'Cr Amount'. The table contains one row: '30/11/2024', 'Roll-Up', 'Cash and Cash Equiv - CMF Bank Account', and empty 'Dr Amount' and 'Cr Amount' fields. Below the tables, there are buttons for 'Fee Entry', 'Interest Entry', 'Deposit Entry', 'Save', 'Cancel', and 'Print'. At the bottom, the 'Attachments' section has a table with columns 'Name', 'Size', and 'Uploaded'. The table is empty, and a message 'No data to display' is shown. Below the table, there are buttons for 'Select file' and 'Attach from Library'.

13. Attachments, such as a bank statement, can be added to a bank reconciliation. Files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To do this, select **Select file**.

Navigate to where the desired file is saved, select the file and select **Open**.

This file is now attached to the bank reconciliation.

Files can be viewed by selecting on the file name.

To download a file, select on the download arrow.

To remove a file, select on the rubbish bin icon.

14. To view the Bank Reconciliation report, select **Print**.

The Bank Reconciliation report will be generated. This can be printed or saved. To close this report, select the X in the right hand corner.

15. When the reconciliation is complete and no further changes are required, the bank reconciliation needs to be verified. This verification process ensures that the reconciliation cannot be edited (unless it is unverified).

To verify a bank reconciliation, under the **Period Close** menu, select **Bank Reconciliation**.

Select the relevant search filters to search for the relevant reconciliation. These can either be one or a combination of the following: Bank Account, Date or Only Unverified Statements.

Select **Search**.

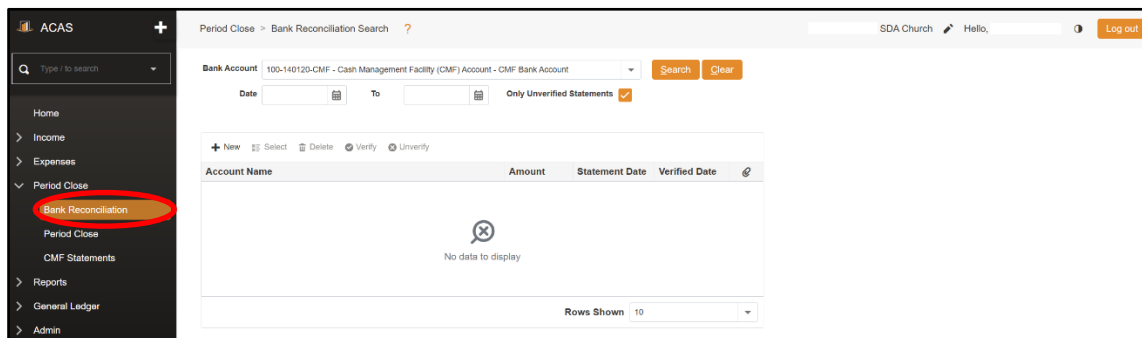
Highlight the reconciliation to be verified. Select **Verify**.

The Verified Date will appear in the Verified Date column in the table of reconciliations.

8.3 Complete a Bank Reconciliation – Manual Method

Use this method of reconciling accounts for bank accounts other than the main CMF account or for manually reconciling the CMF account.

1. In the menu list, under **Period Close**, select **Bank Reconciliation**.



3. Select the **Bank Account** you wish to reconcile.

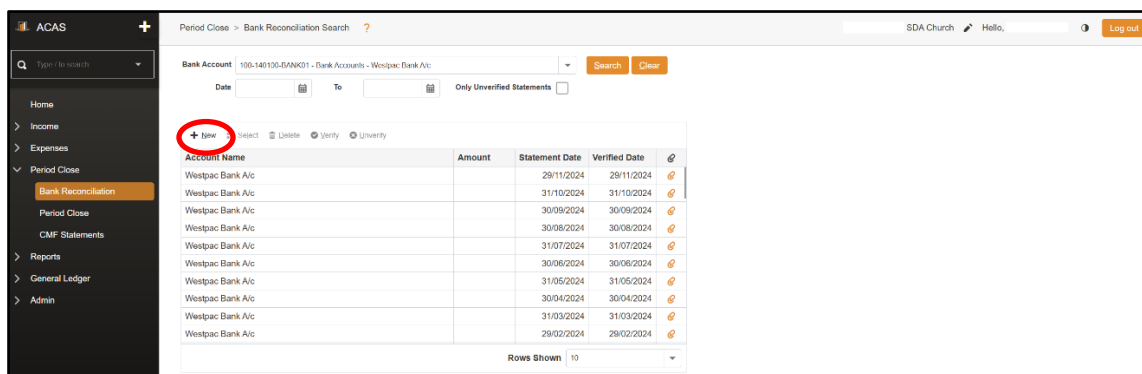
Untick 'Only Unverified Statements'.

Select **Search**.

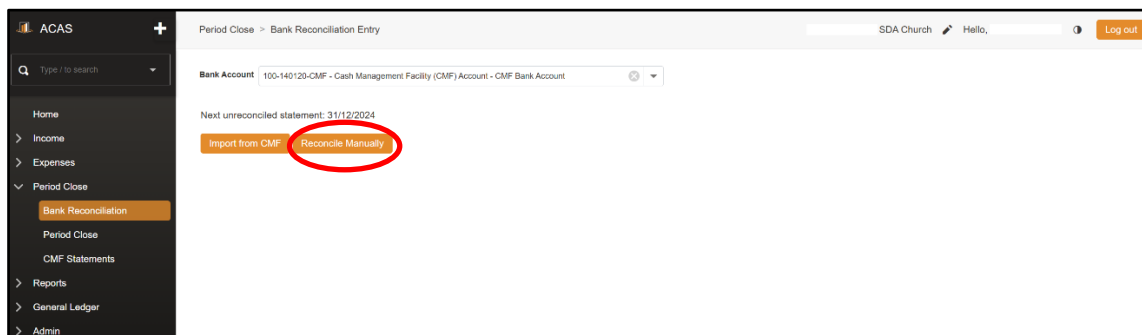
4. This will bring up a list of bank reconciliations for the selected account.

Check to see whether a bank reconciliation has already been started. If a bank reconciliation has been started, highlight and **Select** the relevant reconciliation.

If not, select **New**.



5. If the bank account is the main CMF account, two buttons will appear: Import from CMF, and Reconcile Manually. Select **Reconcile Manually**.



6. The Bank Reconciliation screen will appear.

If starting a new reconciliation, enter the **Statement Date** – the last day of the month regardless of the date of the last transaction on the bank statement.

Enter the bank balance at the end of month in the **Statement Balance** field.

7. Transactions up to and including the Statement Date that have not been reconciled will be displayed. There will likely be an amount showing in the **Variance** field, which should come to 0.00 when the correct transactions have been selected.
8. Working from the bank statement, select on the checkbox beside each transaction that shows on the bank statement. Also, tick the transaction on the bank statement (it may be easiest to work from a printed copy).

The aim is to obtain a **Variance of 0.00** on the bank reconciliation screen.

9. If there are entries on the bank statement that are not appearing in ACAS, they must be entered into the system by Receipt Entry, Express Payment Entry or Journal Entry (see the relevant sections of this manual for more information).

The Fee Entry, Interest Entry, Deposit Entry and Payment Entry buttons can be used as shortcut buttons to complete these relevant entries.

Always select **Save** on the Bank Reconciliation screen before moving to another screen.

Return to the bank reconciliation after completing the necessary entries.

10. When the bank reconciliation screen shows a **Variance of 0.00**, select **Save**.

It is possible to finish the bank reconciliation and still have items not ticked in ACAS because they have not shown on your bank statement yet, but you cannot have items on your bank statement that are not ticked in ACAS.

If there are non-current entries on the bank reconciliation screen that have not appeared on any statements and will not appear on any future statements, the entries should be investigated and the relevant adjusting entry processed in ACAS – contact the Conference for assistance with this.

Period Close > Bank Reconciliation Entry

Bank Account: 100-140100-BANK01 - Bank Accounts - Westpac Bank A/C

Statement Date: 31/12/2024

Statement Amount:

Unreconciled Balance: 0.00

Reconciled Balance:

Ledger Balance:

Variance: 0.00

<input checked="" type="checkbox"/>	Date	Type	Detail	Dr Amount	Cr Amount
<input checked="" type="checkbox"/>	19/12/2024	Bank Deposit	Bank deposit		
<input checked="" type="checkbox"/>	19/12/2024	Bank Deposit	Bank deposit		
<input checked="" type="checkbox"/>	19/12/2024	Bank Deposit	Bank deposit		
<input checked="" type="checkbox"/>	19/12/2024	Bank Deposit	Bank deposit		
<input checked="" type="checkbox"/>	20/12/2024	Bank Deposit	Bank deposit		
<input checked="" type="checkbox"/>	23/12/2024	Bank Deposit	Bank deposit		

Fee Entry Interest Entry Deposit Entry Save Cancel Print

Attachments

Name	Size	Uploaded
No data to display		

Select file Attach from Library

11. Attachments, such as a bank statement, can be added to a bank reconciliation. Files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To do this, select **Select file**.

Navigate to where the desired file is saved, select the file and select **Open**.

This file is now attached to the bank reconciliation.

Period Close > Bank Reconciliation Entry

Bank Account: 100-140100-BANK01 - Bank Accounts - Westpac Bank A/C

Statement Date: 31/12/2024

Statement Amount:

Unreconciled Balance: 0.00

Reconciled Balance:

Ledger Balance:

Variance: 0.00

<input checked="" type="checkbox"/>	Date	Type	Detail	Dr Amount	Cr Amount
<input checked="" type="checkbox"/>	19/12/2024	Bank Deposit	Bank deposit		
<input checked="" type="checkbox"/>	19/12/2024	Bank Deposit	Bank deposit		
<input checked="" type="checkbox"/>	19/12/2024	Bank Deposit	Bank deposit		
<input checked="" type="checkbox"/>	19/12/2024	Bank Deposit	Bank deposit		
<input checked="" type="checkbox"/>	20/12/2024	Bank Deposit	Bank deposit		
<input checked="" type="checkbox"/>	23/12/2024	Bank Deposit	Bank deposit		

Fee Entry Interest Entry Deposit Entry Save Cancel Print

Attachments

Name	Size	Uploaded
Westpac Local Statement Dec.pdf	1.3 MB	13/2/2025

Select file Attach from Library

Files can be viewed by selecting on the file name.

To download a file, select on the download arrow.

To remove a file, select on the rubbish bin icon.

12. To view the Bank Reconciliation report, select **Print**.

The Bank Reconciliation report will be generated. This can be printed/saved.

To close this report, select the X in the right hand corner.

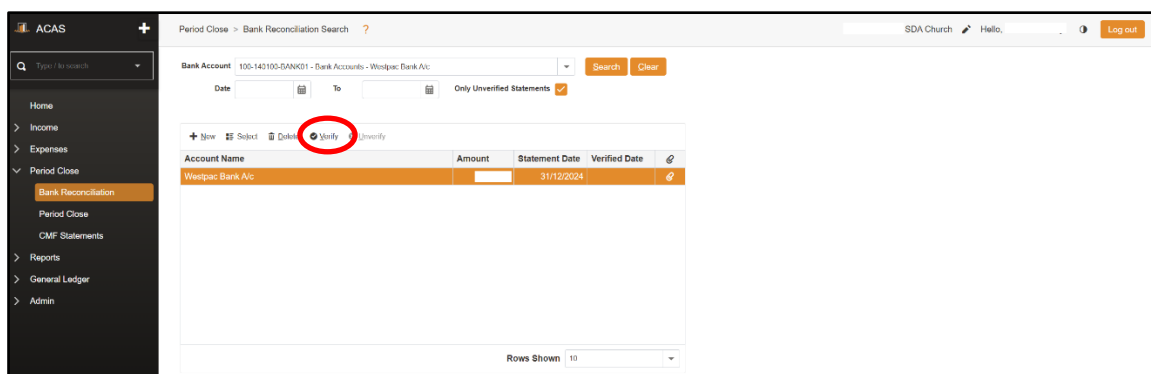
13. When the reconciliation is complete and no further changes are required, the bank reconciliation needs to be verified. This verification process ensures that the reconciliation cannot be edited (unless it is unverified).

To verify a bank reconciliation, under the **Period Close** menu, select **Bank Reconciliation**.

Select the relevant search filters to search for the relevant reconciliation. These can either be one or a combination of the following: Bank Account, Date or Only Unverified Statements.

Select **Search**.

Highlight the reconciliation to be verified. Select **Verify**.

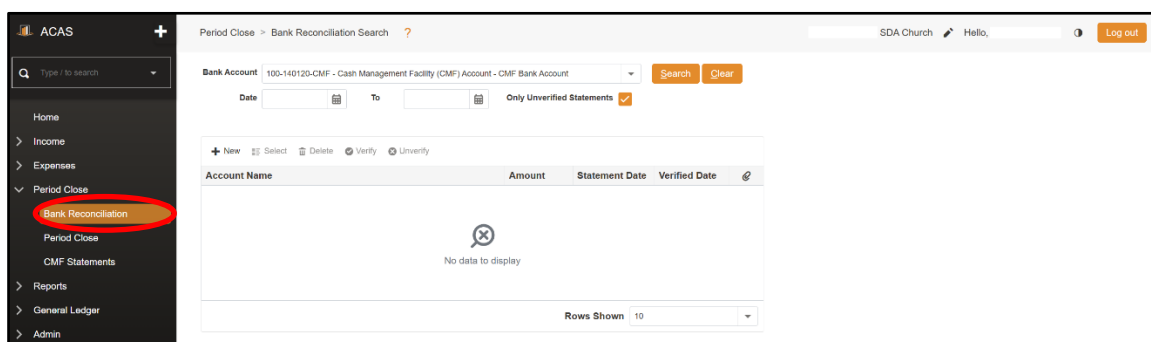


The Verified Date will appear in the Verified Date column in the table of reconciliations.

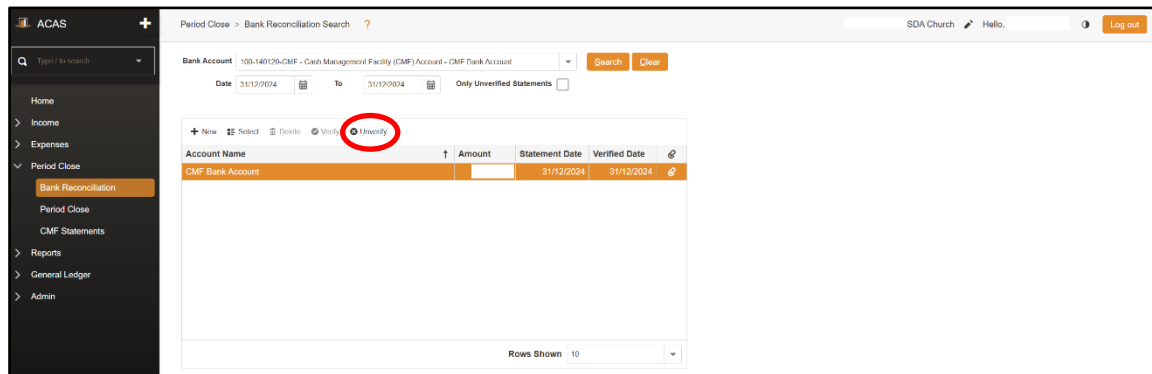
8.4 Un-verify and Edit a Bank Reconciliation

If you need to edit a verified (saved) reconciliation, it must be unverified first. Contact the Conference if you require assistance about whether this needs to be done.

1. In the menu list, under **Period Close**, select **Bank Reconciliation**.



2. Select the **Bank Account** you wish to view.
Select **Search**.
3. This will bring up a list of bank reconciliations for the selected account.
4. Highlight the reconciliation to be unverified and select **Unverify**.



5. A warning pop-up message will appear, indicating if any previous reconciliations will also be unverified. Select **Ok** to continue.
6. The Verified Date will be removed from the relevant reconciliation/s. When an unverified reconciliation is double-clicked on, the reconciliation can now be edited.
7. Once the edits have been completed and the Variance is 0.00, remember to verify the reconciliation again.

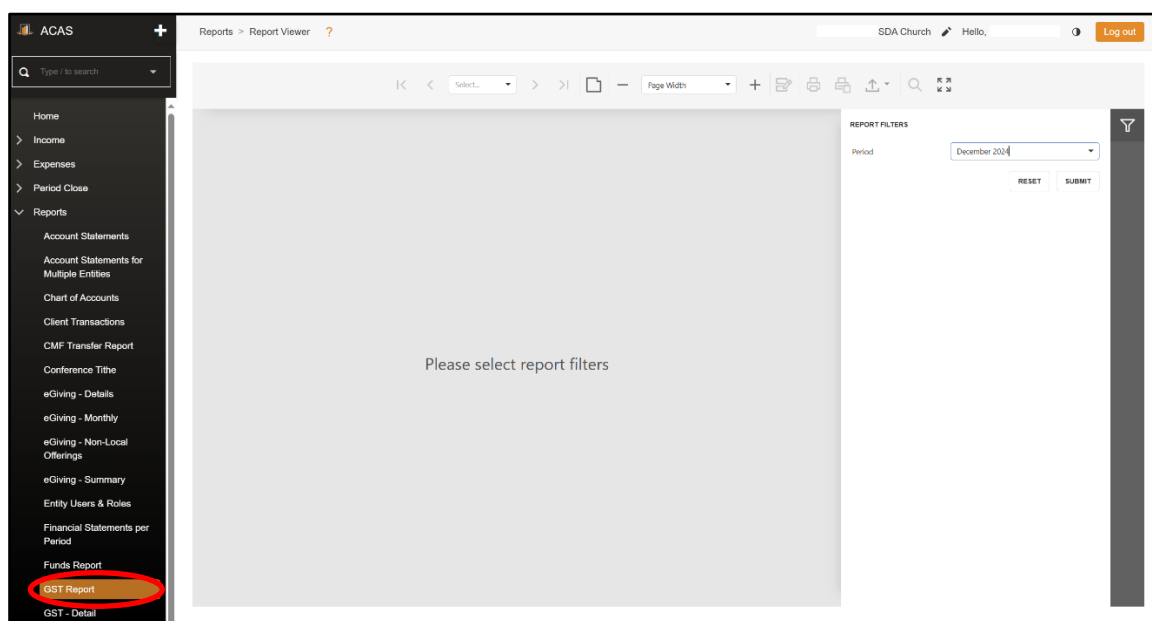
Section 9 – Month End Processing: GST

To finalise a month in ACAS, the following tasks are to be performed:

- Bank Reconciliation/s completed (for each bank account)
- GST Report finalised and submitted to the Conference
- Period Close process completed

The second step in the end of month process, is completing the GST Report. ACAS automatically generates this monthly GST Report. The GST Report, and supporting documentation for GST Receivable, is to be submitted to the Conference each month for processing.

1. In the menu list, under **Reports**, select **GST Report**.



2. Select the **Period**. It will default to the current period – change if necessary.

Select **Submit**.

3. The GST Report will show.

Review GST Report. Process any adjustments if necessary.

Entries with attachments added with show a “Y” in the Attachments column.

Adventist Church Accounting System
GST Report (Accrual method)
SDA Church / December 2024

Printed on 13/02/2025
 December 2024

Client / Account	ABN	Particulars	Date	Journal No.	Tax Code	Invoice No.	Total (Inc GST)	GST	Attachment
INCOME							0.00	0.00	
TOTAL GST PAYABLE								0.00	
EXPENSE PAYMENTS									
Kopi		period for loan	01/12/2024		FE5-000000751	PUR	71.30	6.47	Y
Better Books & Food		SS Lesson Pamphlets	09/12/2024		FE5-000000753	PUR	108.90	9.80	Y
Tabitha Aunt M		Mitrosage	18/12/2024		FE5-000000754	PUR	44.47	4.04	Y
TOTAL GST RECEIVABLE								20.41	
GST Receivable / (Payable)							1015L	20.41	

Page 1 of 1

- Submit the GST Report along with supporting documentation to the Conference. Supporting documentation for GST Receivable is a tax invoice, which needs to include the ABN of the company, company name and GST amount. GST can only be claimed when the supplier is registered for GST and a valid tax invoice is provided.

There are two ways to submit your monthly GST Report.

Option 1: Print/Download the GST Report from ACAS. Submit this GST Report along with relevant supporting documentation (tax invoices for GST Receivable).

Option 2: If all expense tax invoices have been attached in ACAS, email the Conference saying that the relevant months GST Report is ready for reviewing.

Section 10 – Month End Processing: Period Close

To finalise a month in ACAS, the following tasks are to be performed:

- Bank Reconciliation/s completed (for each bank account)
- GST Report finalised and submitted to the Conference
- Period Close process completed

The final step in the end of month process, is completing the Period Close. This can be done when all income and expenses are entered and all bank reconciliations are completed. This period close process finalises the month and automatically processes the monthly tithes and offerings transfer to the Conference.

1. Under the **Period Close** menu, select **Period Close**.

2. Ensure the **Period** listed is the month that is to be closed.
3. Tick the checkboxes to confirm each item has been done:

Have all offerings been recorded?

Have all payments been recorded?

Have all bank statements been reconciled? This can be confirmed by looking at the Bank Reconciliation Verification table to the right hand side of the screen. Each bank account's last verified date should be the last day of the period being closed.

4. Ensure the **Payment Method** is CMF Internal and the **Bank Account** is CMF Bank Account.

5. Select **Save & Continue**.

Select **Preview Report**.

The screenshot shows the ACAS 'Period Close' interface. On the left is a navigation menu with options like Home, Income, Expenses, Period Close, Bank Reconciliation, CMF Statements, Reports, General Ledger, and Admin. The 'Period Close' section is active, showing a list of tasks: 'Have all offerings been recorded', 'Have all payments been recorded', and 'Have all bank statements been reconciled', all marked as complete. Below this, a summary table shows 'Tithes & Offerings Payable' as 3,515.00, 'Total Expense Payments' as 0.00, and 'Total Payable' as 3,515.00. A section for 'Conference Expenses Payable' is also visible but contains no data. At the bottom right, there are two buttons: 'Save Draft' and 'Save & Continue', with the latter being circled in red.

6. The Monthly Report Preview will appear detailing the current month's income and transfer to the conference.

Review the report.

Once you are sure the report is correct, select on the **Close Period** button, which is above the report. This closes the period from further entries being made and transfers the monthly tithes and offerings payable from the Local Church to the Conference.

The screenshot displays the 'Monthly Report of Tithes & Offerings Preview' in the ACAS system. At the top, the title 'Adventist Church Accounting System' is followed by the report title. The preview is for January 2025 for SDA Church. It includes metadata: 'Printed on 17/02/2025', 'Currency AUD', and 'A/c: CMF Bank Account'. It also specifies 'Paid by: CMF Internal' and 'To be processed by North NSW Conference in January 2025'. A table at the bottom lists offerings: 'ADRA Community Projects' with 120.00 received and remitted, and 'Discipleship of Adventist Youth (SPD)' with 5.00 received and remitted. Above the report preview, a 'Close Period' button is circled in red.

7. The Period Close process is now complete.

The finalised Monthly Report of Tithes & Offerings will show.

ACAS

Period Close > Period Close

SDA Church Hello, Log out

Home

> Income

> Expenses

> Period Close

Bank Reconciliation

Period Close

CMF Statements

> Reports

> General Ledger

> Admin

Adventist Church Accounting System

Monthly Report of Tithes & Offerings

For January 2025

SDA Church

To be processed by North NSW Conference in January 2025

Printed on 17/02/2025

Currency AUD

A/c: CMF Bank Account

Paid by: CMF Internal

Offering	Received	Remitted
ADRA Community Projects	120.00	120.00
Discipleship of Adventist Youth (SPD)	5.00	5.00

Section 11 – ACAS Reports

There are a number of ACAS reports available for presenting to the Local Church Board and/or Business Meeting. Exploration of the **Reports** menu will show all these reports. These reports are available in PDF format or can be exported to Excel.

Funds Report

The Funds Report is a useful report that gives an up-to-date picture of the local church's financial situation. It lists all the departments and the operations within each department for the period selected and the balances in each at the end of the period.

There is an option to run the Funds Report as a Summary Report, which gives a single line summary of operations for the period chosen.

The report can also be run to include a reconciliation section at the end of the report. This is a summarised trial balance report. This should be regularly reviewed to check the balances of the GST Receivable and GST Payable accounts. The balance of these GST accounts should always equal the total of all outstanding GST reports.

Income & Expense Statement

The Income and Expense Statement shows the budget and actual figures for a selected period for selected income and expense accounts. This report is to be used if utilising the accounts budget function – see Section 12 Budgeting in ACAS. Note this report does not show any carried forward balance in the fund account.

Trial Balance

The Trial Balance report shows the total debits and total credits to each account for the selected period, as well as Year-To-Date amounts.

Section 12 – Budgeting in ACAS

Approved budgets can be set in ACAS by using the accounts budget function or by journal entry transfer. Where possible it is best to set the budget after running the year end process (see Section 13 Year End Processing).

Accounts Budget Function

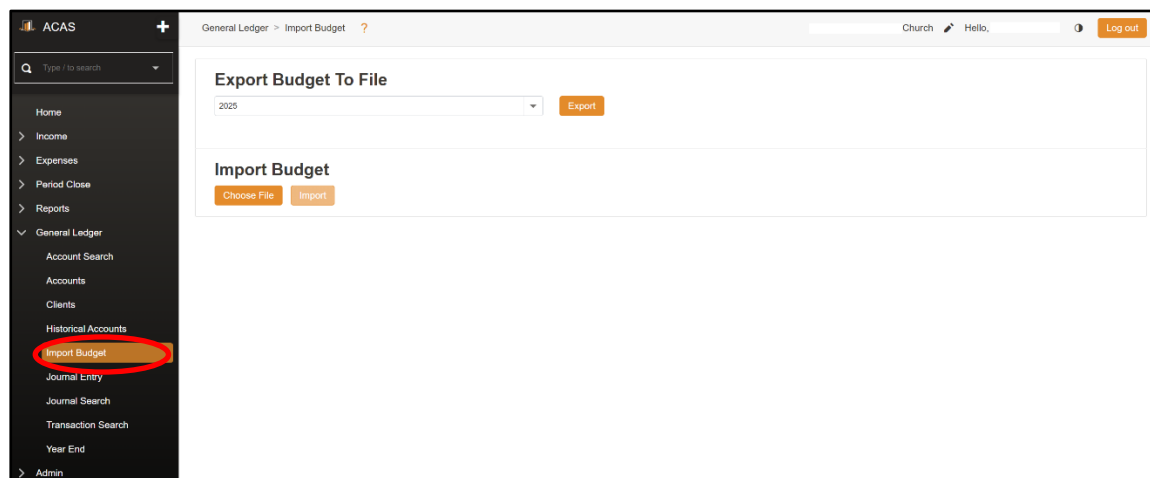
ACAS allows budgets to be set up under **Accounts**. When using the accounts budget function, the budget figures will only flow through to the Income and Expense Statement Report. If there is a carried forward balance in the Fund account, this will not show on the Income and Expense Statement.

To change the financial year start period, please contact the Conference for assistance.

There are two options to enter a budget using this accounts budget function. They can be imported from Excel in bulk or manually entered per account. Both of these methods are outlined below.

To Import the Budget from Excel

1. Under the **General Ledger** menu, select **Import Budget**.



2. Under the **Export Budget to File** section, choose the year that the budget is to be created for. Select **Export**.

3. A file with all Income and Expense accounts will download.

Open this file in Microsoft Excel.

4. In the Excel file, enter the budget figures for the required period/s for the required accounts.

Note: Do not make modifications to the formatting or names of accounts or similar, as this will make the import template invalid and it will not work.

Save this file.

5. In ACAS, on the Import Budget screen, select **Choose File**.

Navigate to the saved Excel budget file. Select this file.

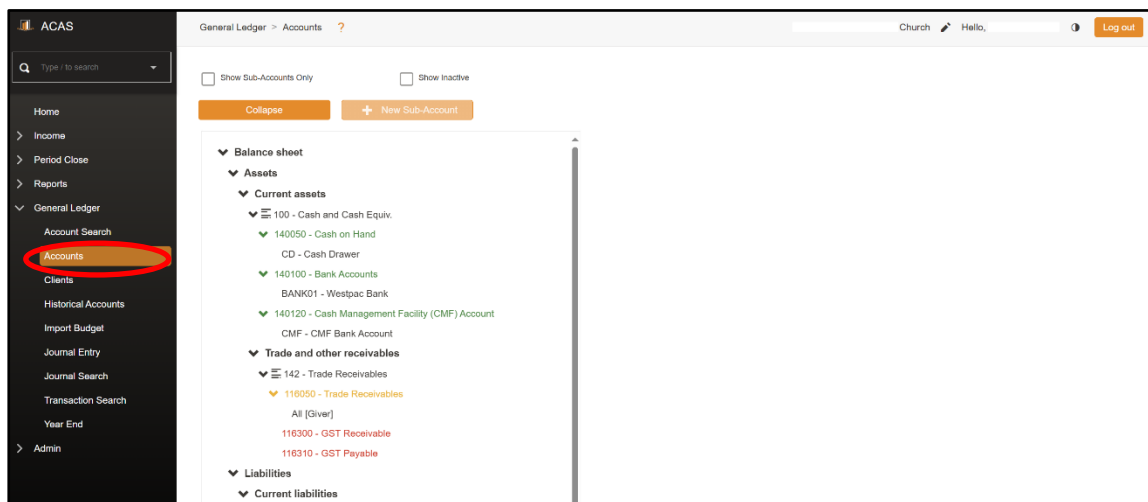
6. The file will be validated to ensure the figures are in the required format. A message will indicate that the validation completed successfully or that there are errors that need correcting. If required, correct any errors in the Excel file, save and rechoose file in ACAS.

Once the validation successfully passes, select **Import**.

7. The budget figures will be imported. They can be reviewed in Accounts under the Budget tab of an income or expense account. The budget figures will show on the Income and Expense Statement Report.

To Manually Enter the Budget per Account

8. Under the **General Ledger** menu, select **Accounts**.



9. Scroll to the relevant Income/Expense section of accounts.

Select the relevant income/expense account.

10. The Account Details will show to the right of the screen.

Select the Budget tab.

11. The **Year** is defaulted to the current year. Change using the drop-down if required.

Enter the **Total Budget** amount for the account.

Choose the **Allocation Method** – Monthly or Quarterly or leave blank. **Monthly**: equally splits the total budget across 12 months. **Quarterly**: splits the total budget across four quarters of the year. Leave this **blank** if you would like to split the budget using another method.

If you selected the Allocation Method as Monthly or Quarterly, select **Calculate**.

If you would like to copy the previous budget, select **Copy Previous**.

12. Results will appear in the **Period Budgets** table.

If the allocation method was left blank, enter the budget per month under the **Curr Budg \$** column in the table.

Review the results and edit as necessary.

13. Confirm **Yet to be allocated** is **0.00**.

Select **Save**.

Disbursements via Journal Entry

Funds can be distributed to church departments with a journal entry. The debit will be to the expense account that the money is to be taken from, such as Local Budget Disbursements. The credit will be to the various departmental income accounts who are receiving the funds.

ABC Church Example

The balance of ABC Church accounts at the beginning of their financial year is:

Local Budget FUND	40,000.00 CR
Local Budget Income	0.00 CR
<u>Local Budget Disbursements</u>	<u>0.00 DR</u>
FUND Total	40,000.00 CR

Church Operating FUND	0.00 CR
Church Operating Income	0.00 CR
Cleaning Expense	0.00 DR
Electricity Expense	0.00 DR
Rates Expense	0.00 DR
Insurance Expense	0.00 DR
Miscellaneous Expense	0.00 DR
<u>Water Expense</u>	<u>0.00 DR</u>
FUND Total	0.00 DR

Sabbath School FUND	0.00 CR
Sabbath School Income	0.00 CR
<u>Sabbath School Expense</u>	<u>0.00 DR</u>
FUND Total	0.00 CR

Pathfinders FUND	2,000.00 CR
Pathfinders Income	0.00 CR
<u>Pathfinders Expense</u>	<u>0.00 DR</u>
FUND Total	2,000.00 CR

ABC Church's budget has been approved by the church. They now need to distribute by journal entry a budget of \$8,000 to the Church Operating fund, \$3,500 to the Sabbath School fund and \$1,500 to the Pathfinders fund. The journal would be as follows:

DR: Local Budget Disbursements	13,000.00
CR: Church Operating Income	8,000.00
CR: Sabbath School Income	3,500.00
CR: Pathfinders Income	1,500.00

The updated account balances for ABC Church are:

Local Budget FUND	40,000.00 CR
Local Budget Income	0.00 CR
Local Budget Disbursements	13,000.00 DR
FUND Total	27,000.00 CR

Church Operating FUND	0.00 CR
Church Operating Income	8,000.00 CR
Cleaning Expense	0.00 DR
Electricity Expense	0.00 DR
Rates Expense	0.00 DR
Insurance Expense	0.00 DR
Miscellaneous Expense	0.00 DR
Water Expense	0.00 DR
FUND Total	8,000.00 CR

Sabbath School FUND	0.00 CR
Sabbath School Income	3,500.00 CR
Sabbath School Expense	0.00 DR
FUND Total	3,500.00 CR

Pathfinders FUND	2,000.00 CR
Pathfinders Income	1,500.00 CR
Pathfinders Expense	0.00 DR
FUND Total	3,500.00 CR

Section 13 – Year End Processing

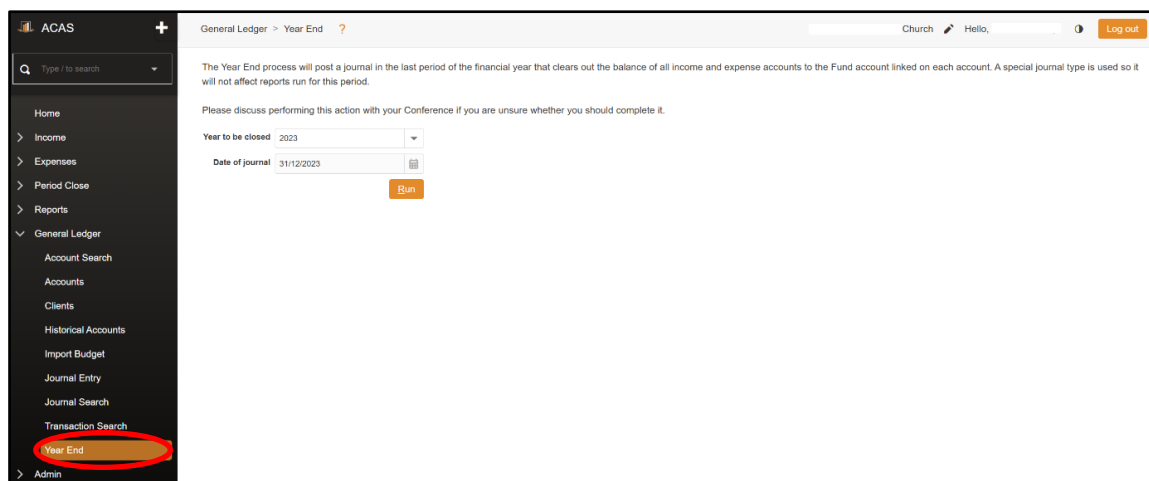
It is recommended that the income and expense accounts be cleared at the end of every financial year. This allows the balance of the income and expense accounts to be related to the current financial year. The equity fund account will contain previous year's surplus/deficits.

The year end process is an automatic process in ACAS. Running this year end process will post a journal in period 12 that clears out the balance of all income and expense accounts to the fund account linked to that account. A special journal type is used so it will not affect period 12 reports. The year end process can be run after the last month of the financial year has been closed.

1. Before running the Year end process, review the Funds Report for the full financial year. Ensure all income and expense accounts are grouped under the correct fund – request the Conference to assist with making any account grouping changes if required. Review the balances of the accounts.

Save a copy of the Funds Report, showing dollars and cents, for the full financial year.

2. Under the **General Ledger** menu, select **Year End**.



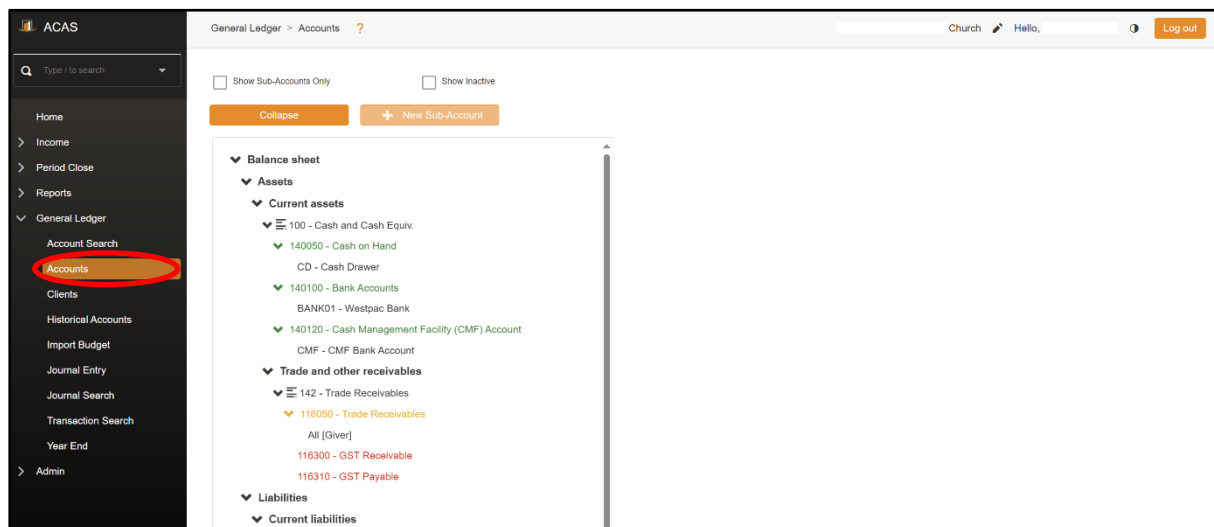
3. Confirm the **Year to be closed**.
Select **Run**.
4. A report will be displayed. Please save/print this report as this report is only available at the time of running Year End.
5. Rerun the Funds Report for the full financial year to ensure all income and expense accounts are now showing a balance of zero.

Section 14 – Chart of Accounts

There are five types of accounts:

- **Assets.** These accounts show the value of what the church owns including bank accounts and trade receivables. In ACAS, these accounts start with a 1.
- **Liabilities.** These accounts show the value of what the church owes including tithes and offerings payable and trade payables. In ACAS, these accounts start with a 3.
- **Equity.** These accounts are the control account for the funds – all income and expense accounts are linked to an equity/fund account. In ACAS, these accounts start with a 5.
- **Income.** These accounts are used to record income to the funds. In ACAS, these accounts start with a 6.
- **Expense.** These accounts are used to record expenses from the funds. In ACAS, these accounts start with an 8.

The chart of accounts is managed under **General Ledger, Accounts**. Local Church Treasurers have read only access to their chart of accounts. Any changes to the chart of accounts are required to be made by the Conference. These changes include updating account names, creating new accounts and making accounts inactive.

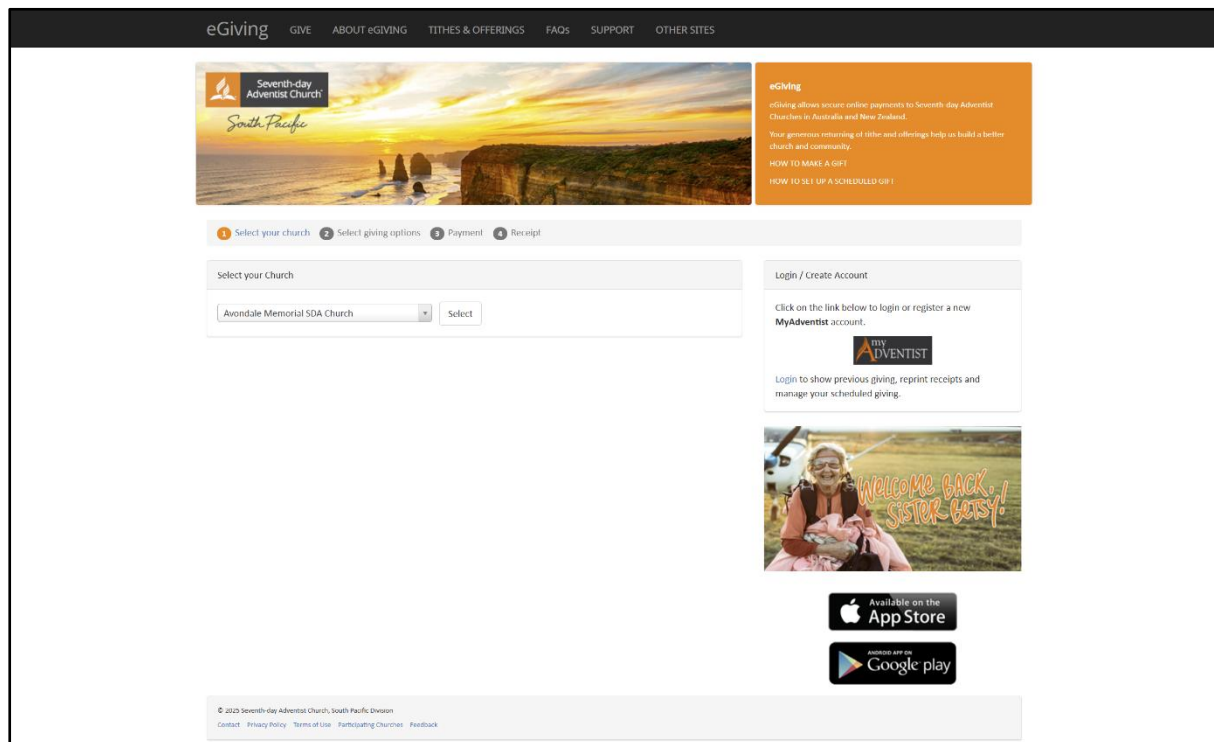


Section 15 – eGiving and ACAS

eGiving allows secure online payments to Seventh-day Adventist Churches in Australia and New Zealand. Payments can be made once-off or recurring from a credit or debit card and by BPAY.

The eGiving website is:

egiving.org.au



The local church offering accounts available on eGiving are managed through ACAS. Any local church income account can be listed on eGiving. Each church is permitted one featured offering – this offering will appear in the top group of offerings listed on eGiving.

Any changes to the offerings on eGiving are to be made by the Conference. These changes include updating offering names, images and descriptions, adding new offerings and removing offerings from eGiving.

Section 16 – Maintaining Clients

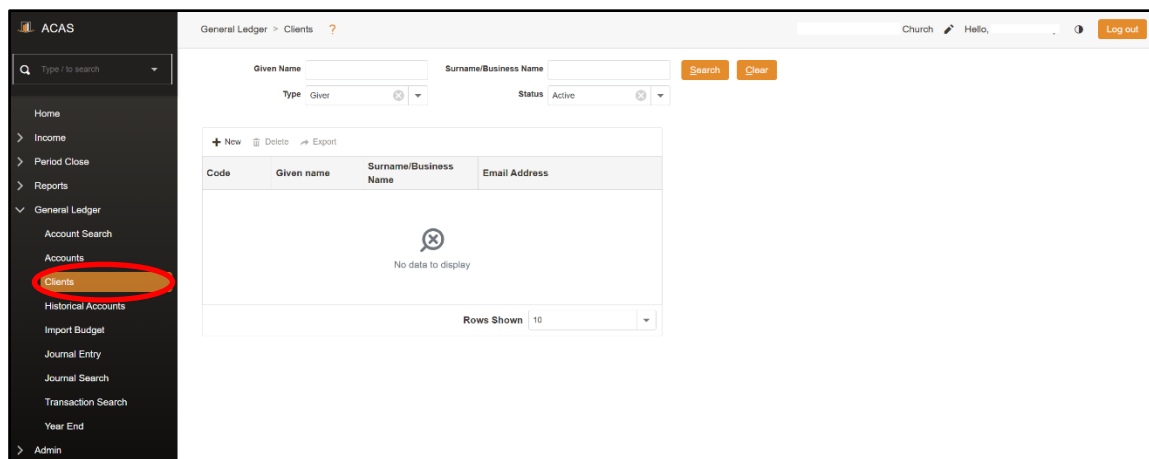
There are two types of Clients in ACAS:

- Givers – these names appear in the income related screens
- Suppliers – these names appear in the expense related screens

Givers can be easily added on the Receipt Entry screen and Suppliers easily added on the Express Payment Entry Screen by selecting the “+” symbol in the Giver/Supplier field.

Clients can be created and maintained through the **Clients** menu.

1. Under the **General Ledger** menu, select **Clients**.



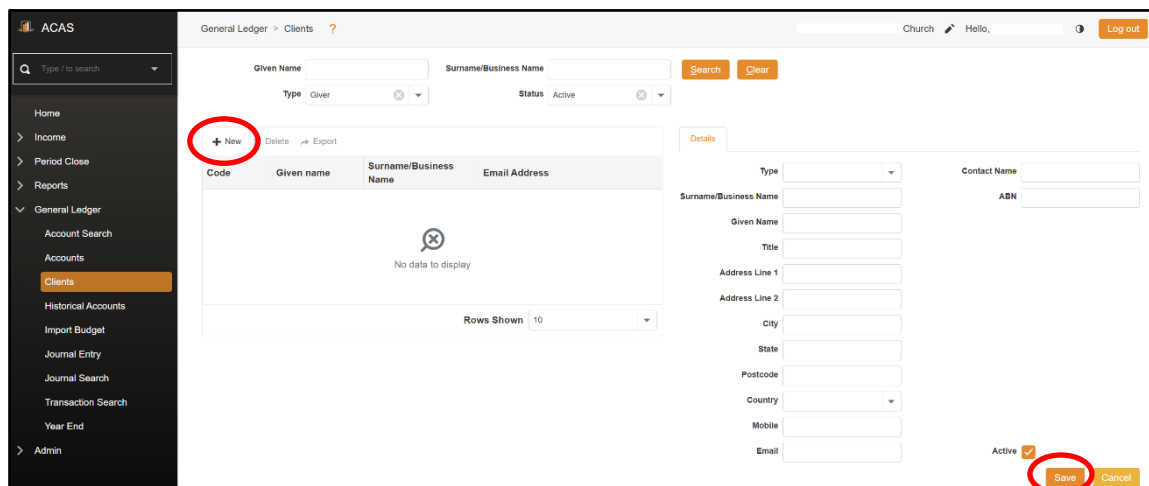
Create a New Client

2. To create a New Client, select **+ New**.

Select the **Type** of client – Giver or Supplier.

Enter the relevant information regarding the client including **Name**.

Select **Save**.



Edit a Client

3. To update details for an existing Client, under the **General Ledger** menu, select **Clients**.

Select the relevant search filters. These can either be one or a combination of the following: Given Name, Surname/Business Name, Type and Status.

Select **Search**.

Highlight the desired client that needs updating. This will bring up the client's details.

Make the necessary edits. Select **Save**.

Attachments can be added to a client record. To do this, select on the **Attachments** tab. Files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

The screenshot shows the ACAS software interface. On the left is a dark sidebar with a menu. The main area is titled 'General Ledger > Clients'. At the top, there are search filters for 'Given Name' (NEIL), 'Surname/Business Name', 'Type' (Giver), and 'Status' (Active). Below these is a table with columns: Code, Given name, Surname/Business Name, and Email Address. A row is highlighted with an orange background, showing 'GIV000', 'Neil', and '@Gmail.com'. To the right of the table are tabs for 'Details', 'Transactions', and 'Attachments'. The 'Attachments' tab is circled in red. Below the tabs are various form fields for client details, including 'Surname/Business Name', 'Given Name', 'Title', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Postcode', 'Country', 'Mobile', 'Email', 'Contact Name', 'ABN', 'Tax Giver ID', 'MyAdventist ID', 'Is Depositor', and 'Active' (checked). At the bottom right are 'Save' and 'Cancel' buttons.

Update a Givers Email Address

Receipts can only be emailed to givers who have an email address listed in their client record.

To maintain this:

4. Under the Client record for the Giver, in the **Email** field enter/amend the Email address.

Select **Save**.

ACAS General Ledger > Clients

Given Name: NEIL Surname/Business Name: Search Clear

Type: Giver Status: Active

Code	Given name	Surname/Business Name	Email Address
GIV000	Neil		@Gmail.com

Rows Shown: 10

Details Transactions Attachments

Type: Giver

Surname/Business Name: Contact Name: ABN:

Given Name: Neil

Title: Tax Giver ID:

Address Line 1: MyAdventist ID:

Address Line 2:

City:

State:

Postcode:

Country:

Mobile:

Email: @Gmail.com

Is Depositor: ☐ Active: ☒

Save Cancel

Update a Giver to be a Depositor

The Depositor listing on the Bank Deposit Entry and Bank Deposit Search screens is maintained through the client records. Any Giver can be updated to be a Depositor.

To update a Giver to a Depositor:

- Under the Client record for the Giver, tick 'Is Depositor'.

Select **Save**.

ACAS General Ledger > Clients

Given Name: NEIL Surname/Business Name: Search Clear

Type: Giver Status: Active

Code	Given name	Surname/Business Name	Email Address
GIV000	Neil		@Gmail.com

Rows Shown: 10

Details Transactions Attachments

Type: Giver

Surname/Business Name: Contact Name: ABN:

Given Name: Neil

Title: Tax Giver ID:

Address Line 1: MyAdventist ID:

Address Line 2:

City:

State:

Postcode:

Country:

Mobile:

Email: @Gmail.com

Is Depositor: ☒ Active: ☒

Save Cancel

Suppliers & Payment Details

If wanting to create a CMF Online payment when processing an Express Payment Entry, the Supplier's payment details (EFT, BPAY or CMF Internal details) must already be set up correctly under the Client record before processing the entry.

- Under the Client record for the Supplier, select the **Usual Payment Method**.

For an EFT payment, select EFT.

For a BPAY payment, select BPAY.

For a CMF Internal payment, select CMF Internal.

The screenshot shows the ACAS General Ledger > Clients page. The 'Details' tab is active. The 'Usual Payment Method' dropdown is highlighted with a red circle. The 'Customer Ref. No.' field is also visible.

Code	Given name	Surname/Business Name	Email Address
SUP00002		Better Books & Food	

Rows Shown: 10

Details:

Type: Supplier
Surname/Business Name: Test Supplier
Given Name:
Title:
Address Line 1:
Address Line 2:
City:
State:
Postcode:
Country:
Mobile:
Email:
Active: ☒
Usual Expense Acc: Select Account
Save Cancel

7. For an EFT payment, enter all of the following details for the payment to work correctly:

BSB – the supplier's BSB

Account No – the supplier's bank account number

Account Name – the supplier's bank account name

The screenshot shows the ACAS General Ledger > Clients page. The 'Details' tab is active. The 'Usual Payment Method' dropdown is highlighted with a red circle, showing 'EFT' selected. The 'Customer Ref. No.' field is also visible.

Code	Given name	Surname/Business Name	Email Address
SUP00002		Better Books & Food	

Rows Shown: 10

Details:

Type: Supplier
Surname/Business Name: Better Books & Food
Given Name:
Title:
Address Line 1:
Address Line 2:
City:
State:
Postcode:
Country:
Mobile:
Email:
Active: ☒
Usual Expense Acc: Select Account
Save Cancel

Customer Ref. No.:
Usual Payment Method: EFT
BSB: 03
Account No.: 14
Suffix:
Account Name: SDA Church (NSW) Ltd

For a BPAY payment, enter all of the following details for the payment to work correctly:

Customer Ref. No. – the supplier's BPAY reference number

BPAY Biller Code – the supplier's BPAY biller code

BPAY Ref. – the supplier's BPAY reference number

Account Name – the supplier's account name

ACAS General Ledger > Clients

Given Name: Surname/Business Name: ORIGIN Search Clear

Type: Supplier Status: Active

Code	Given name	Surname/Business Name	Email Address
SUP00020		Origin Energy NSW	

Rows Shown: 10

Details Transactions Attachments

Type: Supplier Contact Name: Surname/Business Name: Origin Energy NSW ABN: Given Name: Title: Address Line 1: Address Line 2: City: State: Postcode: Country: Mobile: Email: Usual Expense Acc: Select Account

Customer Ref. No.: Usual Payment Method: BPAY BPAY Biller Code: 11 BPAY Ref.: 123 Account Name: Origin Energy Active: ☒ Save Cancel

For a CMF Internal payment, enter the following details for the payment to work correctly:

Account No. – the supplier’s CMF account number

Account Name – the supplier’s CMF account name

8. Select **Save**.

Make a Client Inactive

If a client is no longer needed, it can be made inactive so that it does not appear in the income and expense screens.

To do this:

9. Under the Client record, untick ‘**Active**’.

Select **Save**.

ACAS General Ledger > Clients

Given Name: NEIL Surname/Business Name: Search Clear

Type: Giver Status: Active

Code	Given name	Surname/Business Name	Email Address
GIV000	Neil		@Gmail.com

Rows Shown: 10

Details Transactions Attachments

Type: Giver Contact Name: Surname/Business Name: Given Name: Neil Title: Address Line 1: Address Line 2: City: State: Postcode: Country: Mobile: Email: @Gmail.com

Is Depositor: Active: ☒ Save Cancel

Section 17 – Petty Cash Procedure

It is the local church's decision whether or not they wish to run a petty cash account. All risks need to be considered and evaluated.

Any local church petty cash accounts are to be recorded in ACAS.

Setting up Petty Cash

1. Request the Conference to create an asset account in ACAS called Petty Cash.
2. Write a cheque to 'Cash' for the amount of the petty cash float.

Cash the cheque and hold the cash in a safe place.

3. In ACAS, journal the transfer of funds from the bank of withdrawal to the new Petty Cash account:

DR: Petty Cash

CR: Bank account cheque drawn from

Operating Petty Cash

4. Issue petty cash only if tax invoices are provided.

At any given time, the total of cash on hand and the total of all tax invoices should equal the float amount.

5. Regularly write out a cheque for 'Cash' to replenish the cash back to the float amount. The cheque amount should equal the total of all tax invoices reimbursed from petty cash.
6. In ACAS, record this cheque via an Express Payment Entry. Choose the relevant bank account from which the cheque was drawn and allocate each tax invoice separately to the appropriate expense account.

Section 18 – Reloadable EFTPOS Card Procedure

A church may decide to use a reloadable EFTPOS card for some expenses. All risks need to be considered and evaluated if using this payment method.

Any local church reloadable EFTPOS cards are to be recorded in ACAS.

Setting up a Reloadable EFTPOS Card

1. Request the Conference to create an asset account in ACAS called Reloadable EFTPOS Card.
2. Obtain a Reloadable EFTPOS Card and organise for the initial payment onto the Card (Card limit).
3. In ACAS, journal the transfer of funds from the bank of withdrawal to the new EFTPOS Card account:

DR: Reloadable EFTPOS Card

CR: Bank account the payment was made from

Operating a Reloadable EFTPOS Card

4. Ensure tax invoices are obtained for all purchases on the Reloadable EFTPOS Card.

At any given time, the total balance of the Reloadable EFTPOS Card and the total of all tax invoices should equal the total limit of the Card.
5. Regularly top up the Reloadable EFTPOS Card back to the total limit of the Card. This payment amount should equal the total of all invoices paid from the Card.
6. In ACAS, record this top up payment via an Express Payment Entry. Choose the relevant bank account from which the payment was made from and allocate each tax invoice separately to the appropriate expense account.

Section 19 – Loan Account Procedure

Any local church loans are to be disclosed in ACAS using a loan payables account. This loan account will show the balance of the loan at any point in time.

Setting up Loan

1. Request the Conference to create a Loan Payables liability and Loan Interest Expense account in ACAS.

2. In ACAS, enter the opening journal:

DR: Bank account the money came into for the amount of the loan

CR: Loan Payables account for the amount of the loan

Recording Loan Repayment & Interest Entries

3. In ACAS, enter the appropriate journal when payment is made on the loan:

DR: Loan Payables

CR: Bank account payment is made from

4. In ACAS, enter the appropriate journal when interest is applied to the loan:

DR: Loan Interest Expense

CR: Loan Payables