

# LUCIS Software Q&A

Answers to commonly asked questions:

## Generic:

[How do you make the most of the software?](#)

[What is the address book used for?](#)

[Is there a way to duplicate an account or amount without typing it over again?](#)

## Donations Module:

[What is the quickest way to enter my tithe envelopes?](#)

[Can donors be added on-the-fly?](#)

[How do you edit or delete an envelope that is still in the open batch?](#)

## General Ledger Module:

[Can accounts be added on-the-fly?](#)

[How do you know what number to assign for a transfer account?](#)

[How do you start the account reconciliation process?](#)

[What if you start the reconciliation then realize you did not post a service charge or interest amount?](#)

[What do I do if I need to make an adjusting entry to a prior year?](#)

### Q: **How can I make the most of the software?**

A: Learn to use the queries and helps. With queries you can do fast searches in most columns by clicking the column heading then start typing what you are looking for in the column. Learning to use the helps can be very valuable in learning make the most of the software. Click "Help" in the menu at the top of any window to display the full helps for that window. Links at the top of the help screen will advance you to the section of the help covered by the link, links within the document will describe the text of the link. The software also has many report possibilities. Experiment with report options. Creating reports is very fast, the results will display on-screen so you only need to print those you want to, and creating reports will not change the data in any way.

### Q: **What is the address book used for?**

A: For all software editions it is used by the General Ledger module for reoccurring check payees and receipts. For Standard Plus and more advanced editions it is also used for accounts receivable names/addresses. For security reasons it is not presently used by the Donations module. There are plans to add features to the address book to accommodate general mailing in the future.

### Q: **Is there a way to duplicate an account or amount without typing it over again?**

A: Yes. Throughout the software the [=] key (or [\*] key on the numeric keypad) will duplicate the account, memo, or amount immediately above (or in the case of checks and receipts the total of the detail below). This is especially useful for check payments that involve a single expense account, or for checks that involve multiple expense accounts where you do not want to add up the detail yourself. However, entering in the amounts manually does serve as a double-check similar to re-entering information for verification.

You can also use the highlight, copy, and paste features available in most Windows software.

**Q: What is the fastest way to enter title envelopes?**

A: Use the mouse as little as possible when using DN Open Batch Entry/Edit.

To find a donor, type in the first three or so characters of the last name then press the [?] key to activate the query. Use the [Up-/Down-Arrow] keys to locate the specific donor if it is not the first one in the list then press [Enter] to select the highlighted name

Once you have selected the Donor press [Enter], the program will advance to the first check line (skips CASH - if the envelope contains cash press [Up-Arrow] to get to the cash entry). For checks, enter the amount, press [Enter], then the check number. Press [Enter] to advance to the next line. Once you enter the last money line press [Enter] to advance to the offering distribution.

The fastest way to enter the offering distribution if you know the offering code is to enter the code (the Donor History to the right of the offering distribution entry area will list the offerings most used by the donor). To use the query to locate an offering, type in the first few characters of the offering name (or number) then press [?]. Use the arrow keys if necessary then press [Enter] to select the highlighted offering. Once the offering has been entered or selected press [Enter] to advance to the amount column then enter the amount. Press [Enter] to advance to the next offering distribution line.

**Q: Can donors be added on-the-fly?**

A: Yes. There are two ways to add donors on-the-fly. The DN Donor Query is available anywhere a donor needs to be identified. Activate the query then click the [Add] button at the bottom of the query window (the DN Donor Editor will be activated to allow the entry of the donor information).

Another way to add a donor on-the-fly is to leave the entry window open then select DN Donor Editor directly from the LUCIS Manager. Once you have added the donor you may return to the entry screen to use it. In this case you can leave the DN Donor Editor window open for continued use if you wish.

**Q: How do you edit an envelope that is still in the open batch?**

A: In the DN Donations Open Batch Entry is a [?] button at the top-center of the window next to the number of sets in the open batch note. Click this button to activate the open batch query, locate any line of the envelope you wish to edit then select it (double-click it or press [Enter] if it is highlighted). The envelope entries will be retrieved in the entry window. Edit it then save the results.

To delete the retrieved envelope, click "Edit" in the menu at the top of the Entry window, then "Delete Displayed Set" (Set=Envelope).

**Q: Can accounts be added on-the-fly?**

A: Yes. There are two ways to add accounts on-the-fly. The GL Account Query is available anywhere an account needs to be identified. Activate the query then click the [Add] button at the bottom of the query window (the GL Account Editor will be activated to allow the entry of the account information).

Another way to add an account on-the-fly is to leave the entry window open then select the GL Account Editor directly from the LUCIS Manager. Once you have added the account you may

return to the entry screen to use it. In this case you can leave the GL Account Editor window open for continued use if you wish

**Q: How do you know what number to assign for a transfer account?**

A: You do not need to assign numbers for transfer accounts. If you use the GL Transfer Entry you merely identify the function activity area that is the source of the funds then one or more function activity areas receiving the funds. The GL Account Organizer serves as the function activity query to select functions if needed. The Transfer Entry will automatically create accounts if necessary to accomplish the transfer.

New function activity areas may be added on-the-fly from the GL Account Organizer.

**Q: How do you start the bank reconciliation process?**

A: Select GL Account Reconciliation from the LUCIS Manager General Ledger menu. Click "Help" in the menu at the top of the window. Read the "First Time Reconciliation" section.

**Q: What if I start the reconciliation then realize I did not post a service charge or interest amount?**

A: Leave the GL Account Reconciliation window open, activate the appropriate entry feature from the General Ledger menu in the LUCIS Manager, post the entries, then click the [Refresh] button in the GL Account Reconciliation window. The new entries will appear at the end of the list.

**Q: What do I do if I need to make an adjusting entry to a prior year?**

A: Select an entry feature from the General Ledger menu in the LUCIS Manager then select the prior year ledger from the "File" menu at the top of the window. Post your adjusting entries then use GL Monthly/Annual Close to re-close the prior year to force an update of the beginning balances for the following year.