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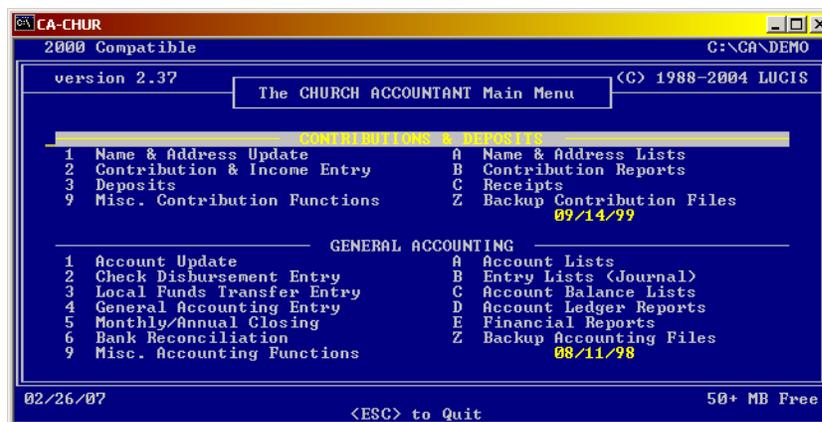
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LUCIS Software Orientation for The Church Accountant User

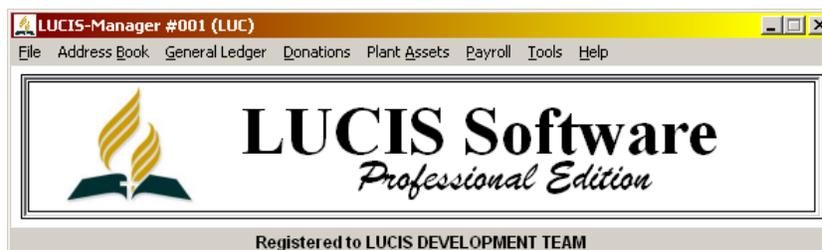
A number of differences exist between The Church Accountant and the new LUCIS Software Standard Edition. This chapter will compare the two and help you understand how to get around in the new LUCIS Software from the perspective of a Church Accountant user. This document assumes use of the LUCIS Standard Edition – higher level [editions](#) have more features.

Menus [\(Back to Top\)](#)

The Church Accountant menu is made up of two distinct modules: Contributions & Deposits, and General Accounting. The combined menus for both modules are on the Main Menu page.



The LUCIS Software has a manager screen that is available the entire time the software is active and is used to activate specific functions. Its menu contains a primary entry for each module – only modules covered by your license will appear.



The primary modules used for churches are the [Address Book](#) module (no direct equivalent in The Church Accountant), the [Donations](#) module (equivalent to Contributions & Deposits), and the [General Ledger](#) module (equivalent to General Accounting). Clicking on a menu item will cause a drop-down menu to display the menu choices for that module – the menu choices are equivalent to the number and alphabetic selections made in The Church Accountant.

DONATIONS [\(Back to Top\)](#)

The LUCIS Software Donations module is the replacement for The Church Accountant Contributions and Deposits module.

DONATIONS: Offerings [\(Back to Top\)](#)

Though the format of offering codes remains the same as The Church Accountant some major differences exist in the way offerings are set up using the new [DN Offering Editor](#) and DN Add Offering Wizard.

Offering Code vs. Account Number – The Church Accountant offering codes were actually ledger accounts – to set up an offering you set up a general ledger account that was then used directly by the contributions module.

In the new LUCIS Software the offering code and the general ledger account number to which it is posted are set up separately and then "linked" together. This allows the donation module to work with all ledger levels in the LUCIS Software, as well as third-party software, even though account number formats may be incompatible with the format of offering codes. It also allows multiple offering codes to be posted to the same ledger account (e.g., all remittance offerings should be posted to ledger account 80 – the Church Accountant required each offering to have its own ledger account).

An offering code is set up using the [DN Offering Editor](#) or [DN Add Offering Wizard](#) and "linked" to a ledger account by identifying the "Post to Acct#" (see below). *Use offering codes only for actual offerings (not misc. income)*. Remember, offering codes are separate from ledger accounts—all ledger functions (local funds) and accounts are set up using the [GL Account Organizer](#) and balance, income and expense accounts are automatically created when you set up a new function (local fund).

LUCIS-DNOEdit #001 (LUC)
File Offering Help

Offering Code: (10)
80.00 ? OK TITHE

Balance: 313,621.69 Non-Posting Tax Deductible

1 General Info | 2 Identification | 3 Report Balances

Offering Name
Full Name: TITHE
Abbreviation: TITHE

G/L Posting Account
Post to Acct#: 80.0000 ?
Conference Remittance

Offering Goal
Goal Amount: 0 Multi-year
Check Multi-year if goal amount extends beyond current year

| | | | |
|----------------|------------|-----------------------|------------|
| Total received | 313,621.69 | Current year receipts | 313,621.69 |
| Surplus | 313,621.69 | Prior year receipts | .00 |

Cancel Save Exit

C:\LUCIS\CHUR\DN-ChurchName-2005.DNO

Offering Goals – A new feature in the LUCIS Software Donations module is the ability to record a [church-wide goal](#) for any offering and compare actual giving to that goal. If a goal is not an annual goal but rather a project goal intended to span years you may indicate "Multi-year".

Offering Identifiers – With the coding system previously used it has been difficult to maintain positive identification of donor's intent for uncommon special offerings. Therefore, the LUCIS Software for Windows is piloting an identification scheme to better identify the donor's intent when remitting offerings. This scheme depends on two new identification components: the destination ID and offering purpose. A remittance ID allows the receiving organization (the conference in the case of churches) to maintain offering identifiers independent of offering codes used locally.

Offering Destination – The offering destination identifies the final recipient of the funds, NOT the organization serving as a conduit e.g., the destination of an offering for a school in Africa would be that school, not your local conference to which you remit the funds. The [Adventist Entity Query](#) contains a list of all Adventist organizations recognized by the General Conference Archives & Statistics (click). Local offerings should specify your church as the destination – all offerings coded for other than your church will automatically be included in the remittance to your conference.

Offering Purpose – The offering purpose identifies the intended purpose of the funds by the destination organization. A [Purpose Lookup](#) contains a standard list of purposes (click).

Remittance ID – You now have the ability to record an ID for remittance purposes independent of the offering code you use for your purposes. The remittance ID is a conference-assigned ID that may or may not resemble your offering code. This allows your conference to use whatever ID structure fits its needs without conflicting with offering codes you use. The remittance ID is included on the remittance report as well as the offering code you use.

Offering Lists – The [DN Offering Lists](#) (located under DN Reports in the menu) allows you to create offering lists that include some or all of the preceding information. There is no Church Accountant equivalent since offerings in that system were actually ledger accounts and part of the chart of accounts. NOTE: Donations are included in [DN Entry Lists](#).

DONATIONS: Donors [\(Back to Top\)](#)

Donors were set up and edited in The Church Accountant using the Name & Address Update ([#1 in the Contributions section](#)). The [DN Donor Editor](#) is the new equivalent.

Donor Name/Address – The LUCIS Software for Windows uses a unique method to identify the parts of [names/addresses](#). Basically organization names are entered normally (e.g., Acme Enterprises) but a slash is used immediately before the last name of individuals to identify the last name from the first. The city, state and postal code are also separated with slashes.

The screenshot shows the 'DN Donor Editor' window. The title bar reads 'LUCIS-DNEdit #001 (LUC)'. The menu bar has 'File', 'Donor', and 'Help'. The main window title is 'DN Donor Editor (Sample Church - 2005)'. There is an 'ID' field with '140' and an 'OK' button. Below that are tabs for '1 General Info', '2 Pledge (1 & 2)', '3 Pledge (3 & 4)', and '4 Miscellaneous'. A 'Non-Posting' checkbox is on the right. The 'Name/Address' section has fields for 'Name *' (Dana/Carter), 'Addr 1' (3848 Berger Road), 'Addr 2', 'C/S/P' (Littletown/MN/12345), and 'e-Mail'. A note below these fields reads: '* see Helps: (e.g. organizations: Acme Disposal individuals: Mr & Mrs /John R /Doe Jr)'. The 'Donor Giving Unit' section has three radio buttons: 'Individual' (checked), 'Joint', and 'Not applicable'. The 'Donor Notes' section has four numbered text input fields. At the bottom are 'Cancel', 'Save', and 'Exit' buttons. The status bar shows the file path: 'C:\LUCIS\CHUR\DN-ChurchName-2005.DNO'.

Giving Unit – A new [donor unit](#) coding is being introduced that is intended to refine future per-capita analysis. Each donor record is identified as individual (a single person), joint (combined husband-wife giving), or not applicable (organizations). The inclusion of children with immaterial effect on total giving should not be considered when making these assignments.

Donor Notes – A new section has been added to allow you to record free-form notes in donor records. These notes are not meaningful to the program but can be included on [donor lists](#) for your reference. Use the notes for whatever purpose is useful to you.

Donor Pledges – A new feature of the LUCIS Software is the ability to track up to four [pledges](#) for each donor. These pledges may be for the current year or multi-year (an example of multi-year is a building project with donor pledges intended to be fulfilled over several years).

Most Frequent Offerings – Though not edited with the DN Donor Editor, a [history](#) of the most recent/frequent 9 offerings for each donor is maintained by the system and can be viewed with the Donor Editor. This history is also displayed on the [donation entry](#) screen when you identify a donor to show the donor's history.

Donor Lists – The [DN Donor Lists](#) (located under DN Reports in the menu) allows you to create donor lists that include some or all of the preceding information. The closest Church Accountant equivalent is the Name & Address List ([#A in the Contributions section](#)). NOTE: Entries posted to donors are included in [DN Entry Lists](#).

DONATIONS: Entries [\(Back to Top\)](#)

The [DN Open Batch Entry/Edit](#) replaces The Church Accountant Contributions & Income Entry ([#2 in the Contributions section](#)). However, there are some notable differences.

The screenshot shows the 'Donations Open Batch Entry' window in the LUCIS software. The window title is 'LUCIS-DNEntry #001 (LUC)'. The menu bar includes 'File', 'Entries', and 'Help'. The main area is divided into several sections:

- Date:** 1/13/2007
- Open batch is empty:** ? (Edit/Delete)
- Reference:** (Sample Church - 2005)
- Donor Information:**
 - ID:** 140
 - Name:** Dana Carter
 - Addr1:** 3848 Berger Road
 - Addr2:** Littletown MN 12345
- Receipt Amount:**

| | Receipt Amount | Reference |
|--------|----------------|------------|
| 1 | 30.00 | * CASH |
| 2 | 100.00 | * CHK 1234 |
| 130.00 | | |
- Offering Distribution:**

| | Offering Code/Name | Amount |
|----|-----------------------------|--------|
| 1 | 80.00 TITHE | 100.00 |
| 2 | 81.12 World Budget Donation | 20.00 |
| 3 | 82.13 Conferenc Advance | 10.00 |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
- Donor Giving History:**
 - 80.0000 TITHE
 - 81.1200 World Budget
 - 82.1300 Conferenc Ad
 - 82.2600 Disaster Rel
 - 82.8200 Camp Fitness
 - 82.8300 Conference C
 - 102.1000 Combined Bud
 - 364.1000 Worthy Stude
 - 602.1000 Retreat Dedu

At the bottom of the window, there are buttons for '+ line', 'Save', 'Clear Screen', and 'Exit'. The total amount '130.00' is displayed. The file path at the bottom is 'C:\LUCIS\CHUR\DN-ChurchName-2005.DNO'.

Receipt Amount – The Church Accountant allowed you to enter a single cash amount and/or a single check amount. The new entry program has a single cash amount but allows you to enter up to 10 check or money order amounts. This is useful when you are processing an offering envelope with several checks in it.

Donor Giving History – A history of the most recent/frequent 9 donation offerings for the donor being processed is noted for your review. This information is automatically maintained by the software based on entries posted. A list of the donor history information is included in [DN Donor Lists](#).

Editing – The Church Accountant allowed you to edit donations in the open batch using the Contributions & Income Entry program but the process was not obvious. The new entry program has a [?](#) button at the top of the window that will activate a [Donation Query](#) to allow you to select any entry set in the open batch for editing (an entry set is equivalent to an offering envelope). Unlike The Church Accountant, however, it also allows you to delete an open entry set (The Church Accountant only allowed you to delete the entire open batch, not selected entry sets).

Entry Lists – The [Contribution Reports](#) selection in The Church Accountant ([#B in the Contributions section](#)) was used to produce various reports and lists of donations including the remittance report. The new equivalents are [DN Entry Lists](#) and [DN Remittance Report](#) (both under DN Reports).

Deposits – The Church Accountant Deposit ([#3 in the Contributions section](#)) had three main functions: deposit lists, closing the open deposit, and posting a deposit to the General Ledger. These are separated in the new LUCIS Software. [DN Deposit List](#) (under DN Reports) is used to produce deposit lists, [DN Close Open Batch](#) is used to close the open batch, and [DN Post Closed Batch to GL](#) is used as its name indicates.

Receipts – The Church Accountant Receipts ([#C in the Contributions section](#)) is replaced by DN Donor Statements (under DN Reports).

DONATIONS: Queries [\(Back to Top\)](#)

A major feature of the new LUCIS Software is the powerful [lookup queries](#). Everywhere you are required to identify a [donor](#), [offering](#) or [entry](#) you can activate a query-lookup-search window to select one (or just find information). The queries allow you to sort and search your data to locate specific records (they also have buttons to add new records or edit existing ones during the query process). It is well worth investing time studying the query [helps](#) to learn how powerful and useful they can be to you.

| Donor ID | Donor Name (by last) | City | State |
|----------|-----------------------------|------------|-------|
| 566.00 | Allen, Frank | Downs | MN |
| 735.00 | Alsup, Janet | Littletown | MN |
| 844.00 | Appelgate, Robert, Mr & Mrs | London | MN |
| 347.00 | Ashman, Ron, Mr & Mrs | Littletown | MN |
| 908.00 | Bach, Daniel | Paris | MN |
| 511.00 | Bain, James & Fran | Billings | MN |
| 794.00 | Bain, Joe & Kim | Paris | MN |
| 511.10 | Bain, Joshua | Billings | MN |
| 511.20 | Bain, Rose | Billings | MN |
| 857.00 | Baldwin, Larry & Gladys | London | MN |
| 137.30 | Banks, Bill & Mary | Paris | MN |
| 137.00 | Banks, Gerald, Mr & Mrs | Paris | MN |
| 137.20 | Banks, Jan | Paris | MN |
| 136.30 | Banks, Jim | Blatown | MN |
| 136.00 | Banks, Larry, Mr & Mrs | Blatown | MN |

Street Address: 31708 Sunrise, P.O. Box 31708

C:\LUCIS\CHUR\DN-ChurchName-2005

| Offering Code | Offering Name | Account Number |
|---------------|----------------------|----------------|
| 81.2600 | ADRA Annual: Donated | 80.0000 |
| 81.2700 | ADRA Annual: Solictd | 80.0000 |
| 81.4800 | Advent World Radio | 80.0000 |
| 240.2000 | Adventurers Dues/fee | 240.2000 |
| 81.2000 | Annual Sacrifice | 80.0000 |
| 912.1000 | Audio Visual Inc. | 912.1000 |
| 605.1000 | Ball Team Dues | 605.1000 |
| 612.1000 | Baptismal Robes Inc. | 612.1000 |
| 82.8200 | Camp Fitness Center | 80.0000 |
| 901.1000 | Capital Impr. Income | 901.1000 |
| 587.1000 | Care Fund Inc. | 587.1000 |
| 701.3000 | Ch-Expense Other Inc | 701.3000 |
| 701.5180 | Ch-Kitchen Supplies | 701.5180 |
| 301.1000 | Ch-School Donations | 301.1000 |
| 81.9000 | Chaplaincy Ministry | 80.0000 |

Destination: A11111

C:\LUCIS\CHUR\DN-ChurchName-2005.DNO

| Batch | Date (yrd) | Ref | Description | Amount | Donor ID | Donor Name |
|--------|------------|-----------|-----------------------|----------|----------|----------------------|
| 0.0001 | 2005-12-31 | *CASH | *RECEIPT CASH | 10.00 | 136.30 | Banks, Jim |
| 0.0001 | 2005-12-31 | 80.00 | TITHE | 10.00 | 136.30 | Banks, Jim |
| 0.0002 | 2005-12-31 | *CASH | *RECEIPT CASH | 50.00 | 533.30 | Wakeman, Jon |
| 0.0002 | 2005-12-31 | 80.00 | TITHE | 40.00 | 533.30 | Wakeman, Jon |
| 0.0002 | 2005-12-31 | 81.12 | World Budget Donation | 10.00 | 533.30 | Wakeman, Jon |
| 0.0003 | 2005-12-31 | *CHK 1123 | *RECEIPT CHK 1123 | 300.00 | 167.00 | Lynn, John |
| 0.0003 | 2005-12-31 | 80.00 | TITHE | 200.00 | 167.00 | Lynn, John |
| 0.0003 | 2005-12-31 | 102.10 | Combined Budget Off. | 90.00 | 167.00 | Lynn, John |
| 0.0003 | 2005-12-31 | 201.10 | Sabbath School Inc. | 5.00 | 167.00 | Lynn, John |
| 0.0003 | 2005-12-31 | 363.10 | College Assist Inc. | 5.00 | 167.00 | Lynn, John |
| 0.0004 | 2005-12-31 | *CHK 358 | *RECEIPT CHK 358 | 100.00 | 875.00 | Hurst, Colleen |
| 0.0004 | 2005-12-31 | 80.00 | TITHE | 100.00 | 875.00 | Hurst, Colleen |
| 1.0000 | 2005-01-01 | IDEP-001 | IDEPPOSIT 001 | 4,824.63 | 0.00 | |
| 1.0001 | 2005-01-01 | *CASH | *RECEIPT CASH | 20.00 | 654.00 | Whitcomb, Mickey & K |
| 1.0001 | 2005-01-01 | 80.00 | TITHE | 17.50 | 654.00 | Whitcomb, Mickey & K |
| 1.0001 | 2005-01-01 | 82.13 | Conferenc Advance | 2.50 | 654.00 | Whitcomb, Mickey & K |
| 1.0002 | 2005-01-01 | *CHK 7129 | *RECEIPT CHK 7129 | 179.72 | 413.00 | Connors, Conrad |
| 1.0002 | 2005-01-01 | 80.00 | TITHE | 179.72 | 413.00 | Connors, Conrad |
| 1.0003 | 2005-01-01 | *CHK 1133 | *RECEIPT CHK 1133 | 81.00 | 874.00 | McCoy, Ken & Peaq |
| 1.0003 | 2005-01-01 | 80.00 | TITHE | 81.00 | 874.00 | McCoy, Ken & Peaq |

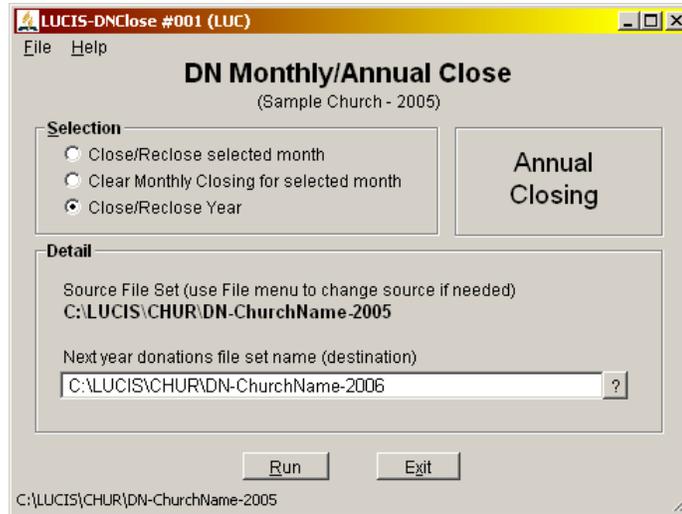
C:\LUCIS\CHUR\DN-ChurchName-2005.DNO

DONATIONS: Monthly/Annual Close [\(Back to Top\)](#)

Unlike The Church Accountant, the LUCIS Software now requires a formal monthly/annual closing for donations.

Annual Close – The Church Accountant automatically performed an annual close (by creating a new donation file set) when you confirmed you were closing the first batch for the new year. The LUCIS Software allows you to close the donation year before you process your first batch of the new year using [DN Monthly/Annual Close](#).

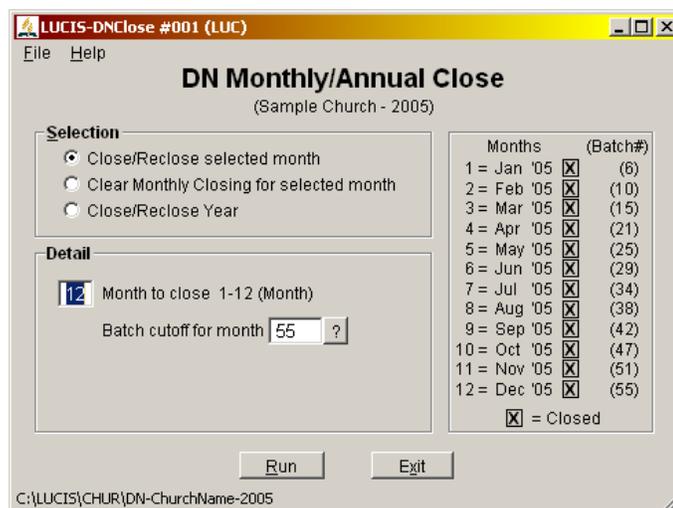
If you do not perform an annual close before entering your first batch for the new year then the entry program will allow you to close the old year before continuing.



The screenshot shows the 'DN Monthly/Annual Close' dialog box for 'Sample Church - 2005'. The 'Selection' section has three radio buttons: 'Close/Reclose selected month', 'Clear Monthly Closing for selected month', and 'Close/Reclose Year'. The 'Annual Closing' button is highlighted. The 'Detail' section shows the 'Source File Set' as 'C:\LUCIS\CHUR\DN-ChurchName-2005' and the 'Next year donations file set name (destination)' as 'C:\LUCIS\CHUR\DN-ChurchName-2006'. There are 'Run' and 'Exit' buttons at the bottom.

Monthly Close – There was no monthly close for contributions in The Church Accountant. You were expected to remember the range of batches for each month to identify months for reporting purposes. The LUCIS Software has a formal monthly close so that you do not have to remember batch ranges for each month but can refer to months for reporting.

A monthly close can be performed using [DN Monthly/Annual Close](#) before you enter your first batch for the new month. If you do not perform a monthly close before entering your first batch for the new month the entry program will allow you to close the previous month before continuing.



The screenshot shows the 'DN Monthly/Annual Close' dialog box for 'Sample Church - 2005'. The 'Selection' section has three radio buttons: 'Close/Reclose selected month', 'Clear Monthly Closing for selected month', and 'Close/Reclose Year'. The 'Close/Reclose selected month' option is selected. The 'Detail' section shows 'Month to close 1-12 (Month)' with '12' selected and 'Batch cutoff for month' with '55' entered. A table of months and batch numbers is shown on the right, with all months marked as closed. There are 'Run' and 'Exit' buttons at the bottom.

| Months | (Batch#) |
|--------------|----------|
| 1 = Jan '05 | (6) |
| 2 = Feb '05 | (10) |
| 3 = Mar '05 | (15) |
| 4 = Apr '05 | (21) |
| 5 = May '05 | (25) |
| 6 = Jun '05 | (29) |
| 7 = Jul '05 | (34) |
| 8 = Aug '05 | (38) |
| 9 = Sep '05 | (42) |
| 10 = Oct '05 | (47) |
| 11 = Nov '05 | (51) |
| 12 = Dec '05 | (55) |

☒ = Closed

DONATIONS: Reports [\(Back to Top\)](#)

Donation reports in The Church Accountant consisted of Receipts and the Contribution Reports selection.

Receipts – [DN Donor Statements](#) (under DN Reports) replaces The Church Accountant Receipts ([#C in the Contributions section](#)). The new program provides additional operator-selected options.

LUCIS-DNDStmt #001 (LUC)
 File Help
 Statement Date: 7/16/2006 ?
DN Donor Statements
 (Sample Church - 2006)

Report Options
 Print Order:
 Donor Name
 Donor ID
 Entry Set Totals
 Show receipt detail
 Show offering detail
 Summary

Text Options
 Print Return Address
 Sample Church
 123 Street Address
 AnyCity, ST 12345-6789
 Ph: (123) 456-7890
 Print Message
 Print "No goods or services have been provided..."
 Print Signature Line
 Treasurer: _____

Selection Criteria
 From: Batch(s) 1 ? Thru* 9 ?
 Donor ID(s) 735 ? 735 ?
 Alsup, Janet Alsup, Janet
 * Thru shortcuts: press = to repeat "from" selection; ~ for end of file

Closed Months
 Months (Batch#)
 1 = Jan '06
 2 = Feb '06
 3 = Mar '06
 4 = Apr '06
 5 = May '06
 6 = Jun '06
 7 = Jul '06
 8 = Aug '06
 9 = Sep '06
 10 = Oct '06
 11 = Nov '06
 12 = Dec '06
 = Closed

Buttons: Create Report, Exit
 Path: C:\LUCIS\CHUR\DN-ChurchName-2006.DNO

Donation Reports – [DN Entry Lists](#) replaces the functions of The Church Accountant Contribution Reports ([#B in the Contributions section](#)).

LUCIS-DNTList #001 (LUC)
 File Help
Donations Entry Lists (Sample Church - 2005)

List Options
 List Type: BS - Batch then Entry Set
 Standard Format
 Show Detail
 Show Subtotals (Entry Set)
 Show Totals (Batch)
 Show Grand Total
 Line Spacing Between Batches: 1 (0 - 9). 9 = Page Break.

Closed Months
 Months (Batch#)
 1 = Jan '05 (6)
 2 = Feb '05 (10)
 3 = Mar '05 (15)
 4 = Apr '05 (21)
 5 = May '05 (25)
 6 = Jun '05 (29)
 7 = Jul '05 (34)
 8 = Aug '05 (38)
 9 = Sep '05 (42)
 10 = Oct '05 (47)
 11 = Nov '05 (51)
 12 = Dec '05 (55)
 = Closed

Selection
 From: Batch Number(s) 1 ? Thru* 56 ?
 Donor: ID(s) ~ ? Name(s) Beginning of File End of File
 Offering: Code(s) ~ ? Descr(s) Beginning of File End of File
 * Thru shortcuts: press = to repeat "from" selection; ~ for end of file.

Buttons: Create Report, Exit
 Path: C:\LUCIS\CHUR\DN-ChurchName-2005.DNO

DONATIONS: Miscellaneous ([Back to Top](#))

The Church Accountant had several miscellaneous contribution functions ([#9 in the Contributions section](#)) and a Backup ([#Z in the Contributions section](#)). Their equivalents are as follows:

1) **Organization and Printer Controls** – the organization name and address are maintained using the [Company Info Editor](#) in the [File menu](#) of the main LUCIS Manager window. Printer controls are not applicable in the new LUCIS Software. The closest equivalent is the Print Setup under [Advanced Tools](#) of the [Tools menu](#) of the main LUCIS Manager window.

2) **Update Contribution Controls** – this feature was used to access general controls for the contribution module including those that were normally maintained automatically. [DN Controls Editor](#) is the new equivalent.

3) **Re-index Contribution Files** – there is no equivalent in the new LUCIS Software (see #A below).

4) **Split Contribution History Files** – not applicable in the new LUCIS Software.

5) **Update Contribution History Account Number** – not applicable in the new LUCIS Software.

6) **Rebuild Contribution History Account Table** – not applicable in the new LUCIS Software.

7) **Change Open or Closed Contribution Date** – see [Change Open Batch Date](#) in Entries menu item of [DN Open Batch Entry/Edit](#) or [Change Closed Batch Date](#) in Utilities menu item of [DN Close Open Batch](#) for new LUCIS Software equivalents.

8) **Delete Open Contribution Entries** – the equivalent in the new software is [DN Delete Open Batch](#) in the Donations menu. NOTE: to delete individual entry sets in the open batch use the [Delete](#) feature of [DN Open Batch Entry/Edit](#).

9) **Change a Deposit Date** – see #7 above.

A) **Verify Contribution History File** – a more powerful equivalent in the new software is [DN Verify Donations Data](#).

B) **NAD Offering Codes Update** – the purpose of this feature is now handled by the [Remittance ID](#) in the [DN Offering Editor](#).

C) **Account Code / NAD Code Conversion Table** – no longer applicable.

D) **Print NAD Codes/Conversion List** – no longer applicable.

Backup – A new, more flexible backup feature, [DN Backup Donation File Set](#), replaces The Church Accountant [#Z Backup Contribution Files](#).

New Stuff – Besides features already referenced, the new LUCIS Software has a donation entry import ([DN Import Entries to Open Batch](#)), data export capabilities ([DN Export Donation Data](#)), and a monthly/annual close process ([DN Monthly/Annual Close](#)) in addition to more advanced reporting features.

GENERAL LEDGER [\(Back to Top\)](#)

The LUCIS General Ledger module is the replacement for The Church Accountant General Accounting module.

GENERAL LEDGER: Accounts [\(Back to Top\)](#)

As mentioned in the [DONATIONS: Offering](#) section of this document, a major difference between The Church Accountant and the new LUCIS Software is that general ledger account numbers are now assigned independently from offering codes. Otherwise, an individual familiar with The Church Accountant chart of accounts should be comfortable with the new chart of accounts.

Accounts were set up and edited in The Church Accountant using the Account Update ([#1 in the General Accounting menu](#)). The [GL Account Editor](#) is the new equivalent and is accessed via the [GL Account Organizer](#).

The screenshot shows the 'G/L Account Editor' window in LUCIS software. The window title is 'LUCIS-GLAEdit #001 (LUC)'. The menu bar includes 'File', 'Account', 'Utilities', 'Print Screen', and 'Help'. The main area is titled 'G/L Account Editor' and shows 'Account ID: 3' and '(GENERAL FUND 7/01/1997 - 6/30/1998)'. Below this, it says 'COMMON: Checking Account' and 'Balances: .00 Beg 16,087.36 End Debit %' with a 'Non-Posting' checkbox. There are three tabs: '1 General Info', '2 Report Balances', and '3 Current Budget'. The 'General Info' tab is active, showing 'Account Names' with 'Function: COMMON', 'Class: CASH & BANK', and 'Account: Checking Account'. There are also 'Annual Budget' fields for 'Current Year' and 'Next Year', and a 'Banking Account' section with 'Last Check# 7427' and a 'Use Canadian Standard Check Format' checkbox. At the bottom, there are 'Control Codes' for 'LUCIS' and 'GC' with 'Function: 10000 00' and 'Class: 11100 0100'. The window has 'Cancel', 'Save', and 'Exit' buttons at the bottom right. The status bar shows 'Level III Ledger' and the file path 'C:\LUCIS\Data\CADemo3'.

Banking Account – The Church Accountant tracked check numbers for a single bank account. The LUCIS Software allows you to track check numbers for as many bank accounts as needed. Once initialized check numbers are automatically maintained by [GL Payments Entry](#).

Budget – Like The Church Accountant you may enter budget amounts for the current year as well as budget amounts for the next year. The "Next Year" budget will automatically become the "Current Year" budget in the new year after annual closing.

The Church Accountant used an automatic 1/12 monthly budget distribution for accounts. LUCIS Standard ledgers provide an additional [months checked option](#) (not illustrated) that allows you to indicate which months should be included for budget distribution. This option can be used with income or expense accounts and is useful for seasonal expenses such as heating, insurance, etc.

Account Lists – [GL Account Lists](#) (under GL Reports) is the replacement for Account Lists ([#A in the Accounting section](#)) of The Church Accountant.

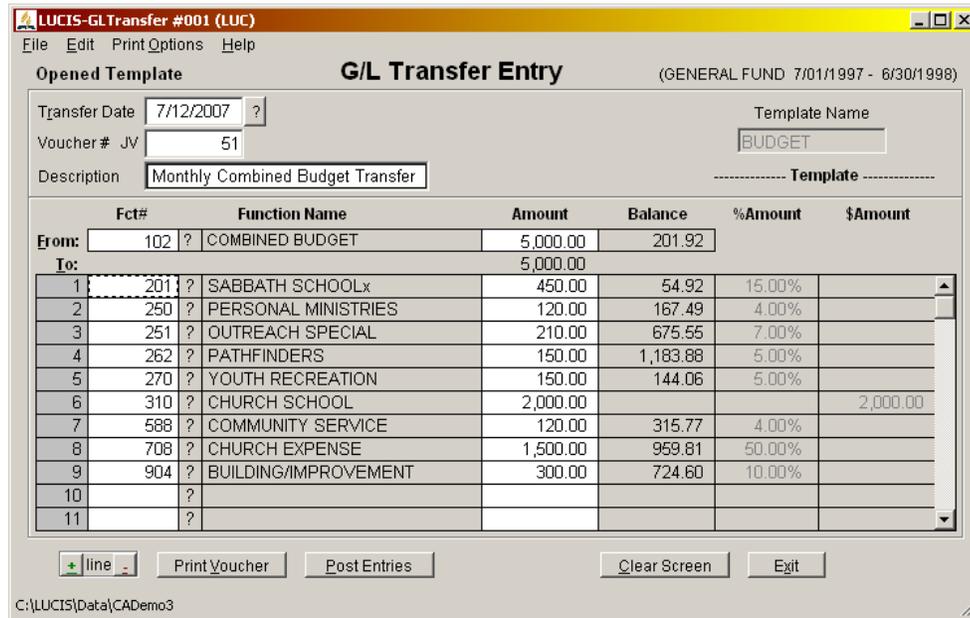
GENERAL LEDGER: Entries [\(Back to Top\)](#)

The Church Accountant has three entry processes, the LUCIS Standard Edition has four plus an entry import.

Payments Entry – The [GL Payments Entry](#) is the equivalent of Check Disbursement Entry ([#2 in the Accounting section](#)) of The Church Accountant. Each payment can include up to 99 lines of account distribution. Checks may be printed and posted or, if already written manually, just posted.

Receipts Entry – A new entry procedure with no Church Accountant equivalent is [GL Receipts Entry](#). This entry is intended for income that does not need to be included in donations, e.g., interest income, sales, etc. A demand receipt can be printed if desired.

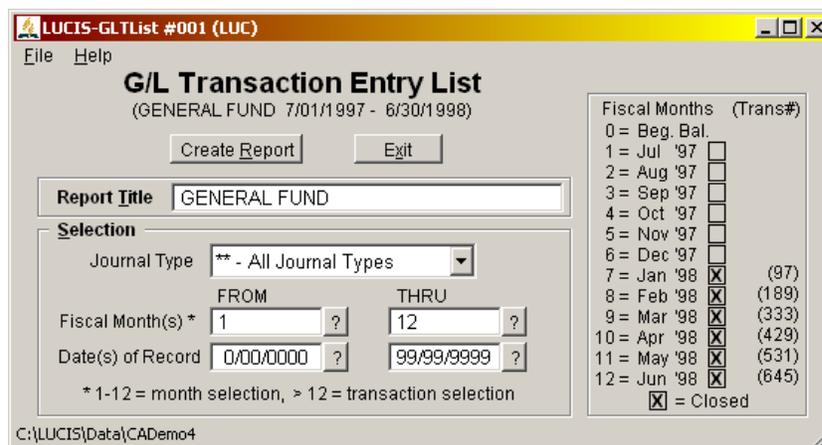
Transfers Entry – The new [GL Transfer Entry](#) feature replaces the Local Funds Transfer ([#3 in the Accounting section](#)) of The Church Accountant. Besides allowing for a significant increase from 30 to 99 lines of entry, the new program makes setting up and using distribution templates more useful and allows you to set up multiple templates whereas The Church Accountant only allowed one. The balance of each local fund referenced is also shown to allow you to modify your distribution at the time of posting if circumstances warrant it. You would do well to study the [helps](#) for this feature.



General Entry – The [GL General Entry](#) (not illustrated) is a replacement for the General Accounting Entry ([#4 in the Accounting section](#)) of The Church Accountant. The General Entry is used for miscellaneous entries that are not applicable for the other entry features.

Import Entries – A new [GL Import Entries](#) feature (not illustrated) has no Church Accountant equivalent. This is used automatically with the [DN Post Closed Batch to GL](#) feature of the Donations module and can be accessed manually if needed.

Entry Lists – the [GL Entry List \(Journal\)](#) (under GL Reports) replaces the like-named feature ([#B in the Accounting section](#)) of The Church Accountant.



GENERAL LEDGER: Queries: [\(Back to Top\)](#)

Like the donations lookup queries, the [lookup queries](#) for the general ledger are a major feature of the new LUCIS Software. Everywhere you are required to identify an [account](#) or [entry](#) you can activate a query-lookup-search window to select one (or just find information). These queries allow you to sort and search your data to locate specific records (the query also has buttons to add new records or edit existing ones during the query process). It is well worth investing time studying the query [helps](#) to learn how powerful and useful they can be to you.

LUCIS-GLALookup #001 (LUC)

File Print Screen Help

G/L Account Query

(GENERAL FUND 7/01/1997 - 6/30/1998)

| Acct Number | Account Name | (Db) | Acct Bal | (Cr) |
|-------------|---------------------------------|-----------|----------|----------|
| 1 | COMMON: Cash | | 00 | |
| 2 | COMMON: Petty Cash | | 00 | |
| 3 | COMMON: Checking Account | 16,087.36 | | |
| 3.5 | COMMON: Building Fund Ck.Acc | | 00 | |
| 4 | COMMON: C.D. Mutual Fed. | | 00 | |
| 49 | COMMON: Special Assets | | 00 | |
| 80 | COMMON: Conference Remittance | | | .00 |
| 102 | COMBGT: COMBINED BUDGET Balance | | | .00 |
| 102.1 | COMBGT: Combined Budget Off. | | | 2,290.55 |
| 102.3 | COMBGT: Interest Income | | | 488.91 |
| 102.9201 | COMBGT: SABBATH SCHOOL | | 00 | |
| 102.9250 | COMBGT: PERSONAL MINISTRIES | | 00 | |
| 102.9262 | COMBGT: PATHFINDERS | | 00 | |
| 102.9364 | COMBGT: STUDENT AID | | 180.00 | |
| 102.9708 | COMBGT: CHURCH EXPENSE | | 2,397.54 | |

Edit Add Entries Select Exit

C:\LUCIS\Data\CADemo3

LUCIS-GLTLookup #001 (LUC)

File Print Screen Help

G/L Ledger Query

(GENERAL FUND 7/01/1997 - 6/30/1998)

JOURNAL QUERY Ledger Exit

| Seq # | Date (yrd) | Ref 1 | Ref 2 | Memo/Description | (Db) | Amount | (Cr) | Account Name |
|-------|------------|--------|-------|--------------------------|--------|--------|--------|-----------------------|
| 61 | 1991-01-26 | JV7 | | Deposit # 6 for 01/26/91 | | | 41.00 | COMBGT: Combined B |
| 62 | 1991-01-26 | JV7 | | Deposit # 6 for 01/26/91 | | | 5.23 | SABSCH: S.S. Exp. |
| 63 | 1991-01-26 | JV7 | | Deposit # 6 for 01/26/91 | | | 3.89 | YTHREC: Youth Rec. |
| 64 | 1991-01-26 | JV7 | | Deposit # 6 for 01/26/91 | | | 5.00 | P-MINS: PerMin Don |
| 65 | 1991-01-26 | JV7 | | Deposit # 6 for 01/26/91 | | | 5.00 | CH-EXP: Ch.Expense |
| 66 | 1991-01-26 | JV7 | | Deposit # 6 for 01/26/91 | | | 22.00 | BLDIMP: BldgImp. |
| 67 | 1991-01-26 | JV7 | | Deposit # 6 for 01/26/91 | 681.29 | | | COMMON: CHECKING A |
| 68 | 1991-01-31 | JV8 | | Int.income | | 78.79 | 78.79 | COMBGT: Interest I |
| 69 | 1991-01-31 | JV8 | | Int.income | 78.79 | | | COMMON: CHECKING A |
| 70 | 1991-01-31 | JV9 | | Spec. Path. trans. | 150.00 | | | FRUIT: PATHFD |
| 71 | 1991-01-31 | JV9 | | Spec. Path. trans. | | | 150.00 | PATHFD: FRUIT |
| 72 | 1991-01-04 | CP1 | | John Q Doe | | | 55.00 | COMMON: CHECKING A |
| 73 | 1991-01-04 | CP1 | | Church cleaning | 55.00 | | | CH-EXP: Ch.Custodi |
| 74 | 1991-01-18 | CP7062 | | Jane R Doe | | | 30.00 | COMMON: CHECKING A |
| 75 | 1991-01-18 | CP7062 | | Tapes for Pathfinders | 30.00 | | | PATHFD: Pathfdr Suppl |
| 76 | 1991-01-20 | CP7063 | | Gas Company | | | 131.00 | COMMON: CHECKING A |
| 77 | 1991-01-20 | CP7063 | | Church gas bill | 131.00 | | | CH-EXP: Ch.Utiliti |
| 78 | 1991-01-20 | CP7064 | | Power & Electric Co | | | 42.16 | COMMON: CHECKING A |
| 79 | 1991-01-20 | CP7064 | | Church electric bill | 42.16 | | | CH-EXP: Ch.Utiliti |
| 80 | 1991-01-20 | CP7065 | | Kinko's | | | 18.42 | COMMON: CHECKING A |

C:\LUCIS\Data\CADemo3

LUCIS-GLTLookup #001 (LUC)

File Print Screen Help

G/L Ledger Query

(GENERAL FUND 7/01/1997 - 6/30/1998)

3 COMMON: Checking Account Journal Exit

| Seq # | Date (yrd) | Ref 1 | Ref 2 | Memo/Description | (Db) | Amount | (Cr) | Acct Bal (Db) |
|-------|------------|--------|-------|--------------------------|--------|-----------|----------|---------------|
| 12 | 1991-01-01 | JV1 | | Start up balances | | 15,106.09 | | 15,106.09 |
| 28 | 1991-01-05 | JV2 | | Deposit # 1 for 01/05/91 | | 1,191.06 | | 16,297.15 |
| 41 | 1991-02-01 | JV3 | | Deposit # 2 for 02/01/91 | | 898.24 | | 17,195.39 |
| 51 | 1991-01-19 | JV4 | | Deposit # 3 for 01/19/91 | | 1,132.51 | | 18,327.90 |
| 53 | 1991-01-24 | JV5 | | Deposit # 4 for 01/24/91 | | 2,255.50 | | 20,583.40 |
| 55 | 1991-01-24 | JV6 | | Deposit # 5 for 01/24/91 | | 548.00 | | 21,131.40 |
| 67 | 1991-01-26 | JV7 | | Deposit # 6 for 01/26/91 | 681.29 | | | 21,812.69 |
| 69 | 1991-01-31 | JV8 | | Int.income | | 78.79 | | 21,891.48 |
| 72 | 1991-01-04 | CP1 | | John Q Doe | | | 55.00 | 21,836.48 |
| 74 | 1991-01-18 | CP7062 | | Jane R Doe | | | 30.00 | 21,806.48 |
| 76 | 1991-01-20 | CP7063 | | Gas Company | | | 131.00 | 21,675.48 |
| 78 | 1991-01-20 | CP7064 | | Power & Electric Co | | | 42.16 | 21,633.32 |
| 80 | 1991-01-20 | CP7065 | | Kinko's | | | 18.42 | 21,614.90 |
| 82 | 1991-01-20 | CP7066 | | Forever Flowers | | | 8.00 | 21,606.90 |
| 84 | 1991-01-20 | CP7067 | | Conference of S.D.A. | | | 257.50 | 21,349.40 |
| 87 | 1991-01-20 | CP7068 | | Adventist Book Center | | | 52.42 | 21,296.98 |
| 90 | 1991-01-24 | CP7069 | | Golden Harvest Fruit Co. | | | 2,772.67 | 18,524.11 |
| 92 | 1991-01-25 | CP7070 | | Dave Herrina | | | 25.00 | 18,499.11 |
| 94 | 1991-01-31 | CP7071 | | Bell Telephone | | | 26.19 | 18,472.92 |
| 96 | 1991-01-31 | CP7072 | | Conference of S.D.A. | | | 3,208.31 | 15,264.61 |

C:\LUCIS\Data\CADemo3

GENERAL LEDGER: Monthly/Annual Close [\(Back to Top\)](#)

The [GL Monthly/Annual Close](#) is the LUCIS equivalent of The Church Accountant Monthly/Annual Closing ([#5 in the Accounting section](#)). Like The Church Accountant the new LUCIS Software requires a monthly close to generate monthly amounts for reports.

LUCIS-GLClose #001 (LUC)
File Print Screen Help

G/L Monthly/Annual Close

(GENERAL FUND 1/01/2006 - 12/31/2006)

Selection

- Close/Reclose selected month
- Clear Monthly Closing for selected month
- Close/Reclose Year

Detail

Month to close 1-12 (Month)

Entry cutoff for month ?

List Budget Amounts
 List Zero Balance Accounts

Closed Months

Fiscal Months (Trans#)

- 0 = Beg. Bal.
- 1 = Jan '06
- 2 = Feb '06
- 3 = Mar '06
- 4 = Apr '06
- 5 = May '06
- 6 = Jun '06
- 7 = Jul '06
- 8 = Aug '06
- 9 = Sep '06
- 10 = Oct '06
- 11 = Nov '06
- 12 = Dec '06

= Closed

Run Exit

C:\LUCIS\DATA\GL Church 2006 (III)

The annual close sets up a ledger for the new year. However, unlike The Church Accountant that only maintained ledger detail for three years (current, last, and previous), the new software will maintain ledger detail indefinitely.

LUCIS-GLClose #001 (LUC)
File Print Screen Help

G/L Monthly/Annual Close

(GENERAL FUND 1/01/2006 - 12/31/2006)

Selection

- Close/Reclose selected month
- Clear Monthly Closing for selected month
- Close/Reclose Year

Annual Closing

Detail

Source Ledger (use File menu to change source ledger if needed)
C:\LUCIS\DATA\GL Church 2006 (III)

Next year ledger filename (destination)

Run Exit

C:\LUCIS\DATA\GL Church 2006 (III)

GENERAL LEDGER: Bank Reconciliation [\(Back to Top\)](#)

[GL Account Reconciliation](#) is the equivalent of The Church Accountant Bank Reconciliation ([#5 in the Accounting section](#)) and works in a similar fashion.

GENERAL LEDGER: Reports [\(Back to Top\)](#)

General Ledger reports in The Church Accountant consisted of Account Balance Lists, Account Ledger Reports ([#D in the Accounting section](#)), and Financial Reports ([#E in the Accounting section](#)).

Account Balance Lists – [GL Account Balance List](#) (under GL Reports) replaces The Church Accountant Account Balance Lists ([#C in the Accounting section](#)).

Account Ledger Reports – [GL Ledger Report](#) (under GL Reports) replaces The Church Accountant Account Ledger Reports ([#D in the Accounting section](#)).

Financial Reports – [GL Financial Reports](#) (under GL Reports) provides for powerful financial reporting tool than its Church Accountant counterpart ([#E in the Accounting section](#)). There are selections for each category of financial report to choose from.

Balance Sheet – this is the standard report showing Assets, Liabilities, and Net Assets (the new name for Fund Balance).

Financial Activity – the "Financial Activity STATEMENT" in The Church Accountant. It lists the financial activity from the perspective of your church as a whole.

Function Summary – the "Financial Activity SUMMARY" in The Church Accountant. It is a spreadsheet-type report showing single line for each function (i.e., local fund) with columns for balance, income, expense, transfers, etc.

Function Detail – the "Financial Activity SCHEDULES" in The Church Accountant. It shows the full account detail for each function (i.e., local fund). As in The Church Accountant you may select specific functions or all. The new LUCIS Software also allows you to select a range of functions.

The screenshot displays the 'LUCIS-GLFReports #001 (LUC)' window. The title bar includes 'File', 'Print', and 'Help' menus. The main area is titled 'G/L Financial Reports' and is divided into several sections:

- Base Year Ledger** (from File menu): C:\LUCIS\Data\CADemo3 (GENERAL FUND 7/01/1997 - 6/30/1998)
- Prior Year Ledger** (leave blank if not applicable): [Empty field with a question mark icon]
- For Fiscal Month**: 12 June. There is a checkbox for 'Multi-Fund' which is currently unchecked.
- Fiscal Months (Trans#)**: A list of months from 0 to 12. Months 7 through 12 are checked, indicating they are closed. The counts for these months are: 7 = Jan '98 (97), 8 = Feb '98 (189), 9 = Mar '98 (333), 10 = Apr '98 (429), 11 = May '98 (531), 12 = Jun '98 (629). A legend indicates that a checked box means 'Closed'.
- Financial Report Options**: Four report types are listed with checkboxes and dropdown menus:
 - Balance Sheet: BS 2-4 TD : Balance Sheet YTD: BaseYR PriorYR
 - Financial Activity: FA 2-4 AA+ : Inc/Exp/Trans Activity: 2yr Actual +/-
 - Function Summary: FS 2-4 MOA : Basic Function Summary MONTH Actual
 - Function Detail: FD 2-4 AA+ : Function Detail: 2yr Actual +/- (Pg)
- Detail for Function(s)**: 0 thru 999999999
- Buttons: 'Create Report(s)' and 'Exit'
- Bottom left corner: C:\LUCIS\Data\CADemo3

GENERAL LEDGER: Miscellaneous [\(Back to Top\)](#)

The Church Accountant had several miscellaneous accounting functions ([#9 in the Accounting section](#)) and a Backup ([#Z in the Accounting section](#)). Their equivalents are as follows:

1) **Organization and Printer Controls** – the organization name and address are maintained using [Company Info Editor](#) in the [File menu](#) of the main LUCIS Manager window. Printer controls are not applicable in the new LUCIS Software. The closest equivalent is the Print Setup under [Advanced Tools](#) of the [Tools menu](#) of the main LUCIS Manager window.

2) **Update Accounting Controls** – this feature was used to identify the most active checking account and the ledger fiscal. [GL Controls Editor](#) is the new equivalent with a few added items.

3) **Re-index Accounting Files** – there is no equivalent in the new software (see #4 below).

4) **Verify Account Ledger** – [GL Verify Ledger Data](#) is a more powerful equivalent.

5) **Edit Account Transactions** – [GL Entries Editor](#) is an easier to use equivalent.

6) **List Unused Accounts** – there is no equivalent yet in the new software.

7) **Reverse Annual Closing** – this feature is not applicable in the LUCIS Software since it allows an infinite number of years of accounting data rather than a rotating three-year period used by The Church Accountant. Use Delete File in the [File Menu](#) of the [LUCIS Software Manager](#) to get rid of an unwanted ledger year.

Backup – A new, more flexible backup feature, [GL Backup Ledger Files](#), replaces The Church Accountant [#Z Backup Contribution Files](#).

Vendor Names/Addresses – Vendor names and addresses were exclusively used and maintained from the Payee entry area of Check Disbursement Entry ([#2 in the Accounting section](#)) in The Church Accountant. Since this feature was somewhat hidden many did not know of its existence. The new LUCIS Software has a separate [Address Book](#) module for names and addresses. Churches primarily use this for vendors. Various address lists can be produced from this module.

The Address Book is linked to the General Ledger (via [GL Controls Editor](#)) for access to vendor names and addresses. This link also allows Address Book records to be added and edited indirectly via the [AD Query](#) when looking up addresses from the [General Ledger entry programs](#).

| Addr ID | Address Name | City | ST | Postal Code |
|---------|---------------------------------|-----------------|----|-------------|
| 101 | 20th Century Plastics | Brea | CA | 92822-2376 |
| 106 | A Business Conference-Call Inc | Chaska | MN | 55318 |
| 144 | A Traveler's Choice | Berrien Springs | MI | 49103 |
| 105 | ABC Christian Book Center | Lansing | MI | 48901 |
| 117 | ACE Hardware | St. Joseph | MI | 49085 |
| 111 | ACT | Iowa City | IA | 52243-0168 |
| 133 | Adams Remco, Inc. | South Bend | IN | 46619-0968 |
| 122 | Advanced Imaging Solutions Inc | South Bend | IN | 46624 |
| 137 | Advent Source | Lincoln | NE | 68506 |
| 109 | Adventist Chaplain Ministries | Silver Spring | MD | 20904-6600 |
| 120 | Adventist Health System | WINTER PARK | FL | 32789-3675 |
| 136 | Adventist Retirement Plans | Silver Spring | MD | 20904 |
| 134 | Adventist Risk Management, Inc. | SILVER SPRING | MD | 20904-6600 |
| 149 | Adventist Virtual Learning Net | LINCOLN | NE | 68516-1876 |
| 151 | Adventist World Aviation | Berrien Springs | MI | 49103 |

Street Address for ID 101: PO Box 2376

Buttons: Select, Add, Edit, Exit

Status: C:\LUCIS\Data\AddrBook\X

NEXT [\(Back to Top\)](#)

To review the ongoing use of the software for churches see [Using LUCIS Software: Churches](#).