

New Year Fund Advancement in PDS Church Office

Last Updated: December 2023

The **New Year Fund Setup** process helps you set-up the details of a new fund period for existing funds.

It also determines which families will have the fund period automatically added to their record. This process can also be used to:

1. Transfer the fund keywords from the current fund period into the new fund period.
2. Transfer billing addresses from the current fund period into the new fund period.
3. Transfer current fund terms and rates for the families or set up new terms and rates for families based on current rates or on information about family members.

To Advance your Fund for the New Year:

1. Click on Information near the top left corner of the screen.
2. Click on Contributions.
3. Click on Processes on the left side of the screen.
4. Click on New Year Fund Setup.
5. It is required to create and save a backup on a USB Flash Drive for a permanent record. A pop-up box regarding creating a backup should appear. Click on Yes and then complete the backup creation process to a USB flash drive. It is recommended that you should manually navigate to the USB flash drive through Windows (outside of Church Office) to verify that you see the backup file in the specified location.
6. Use the "Select the Fund to Process" drop-down box to select the fund to advance. Some of the information shown below that drop-down box will be updated. Funds are advanced individually. The combinations of fund ID and the 2-digit fund year identifier with the associated date ranges will appear with the label "Periods" just below that drop-down box. (If that already shows the next year, that means the advancement has already been done for that fund.) The 2-digit fund year identifier for the next year should appear in the box on the line labelled New Fund Identifier and to the right of the fund ID. Goal may remain as \$0.00. The next line below that will show the date range for the next year. That should be January 1st through December 31st. For tax purposes, contributions are tracked by calendar year, not fiscal year.

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7. Make the following selections:

- “Families to be Transferred” drop-down box: Select “Families With Any Type of Payment”
- “Transfer Inactive Families” radio button: Select “No”
- “Transfer Fund Keywords” radio button: Select “Yes”
- “Transfer Billing Addresses” radio button: Select “Yes”
- “Transfer/Change Rates” drop-down box: Select “No Terms & Rates”. You may want to select “Transfer Same Terms & Rates as Last Period” or one of the “Set up...” choices as desired if one of the following exceptions applies:
 - Your Parish is involved in an extended giving campaign and you have entered rates for individual families.
 - Your Parish is using Parish commitment letters.
 - You have eGiving information that you would like transferred to the new fund year.
- Transfer Current Billing Periods: Select “No” unless there are billing periods that you would like to carry forward.
- New Billing Period: If you selected “No” for the Transfer Current Billing Periods and would like to specify a new billing period, enter the desired start date and end date. If you do not want to specify a new billing period, the start date and end date can remain blank. Per ACS Technologies documentation, “The default date range for a new billing period is the same as the date range for the new fund period.”
- Transfer eGiving Information: Select “Yes” if you have eGiving information that you would like to bring into the new Fund Year. Otherwise, select “No”. (“Transfer eGiving Information” would be grayed out with “No” selected when the “No Terms & Rates” is selected for the “Transfer/Change Rates” drop-down box.)
- “How to handle the Last Period” should remain blank. (“Last Period” refers to the oldest period for the fund.)

8. Click on the Process button on the lower right corner.

9. A pop-up box will appear asking if you would like to process the fund. Click on Yes to begin the processing.

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10. There will be a pop-up box asking if you would like to print a summary of what will be processed. You may choose whether or not to print the summary. After the selection has been made, the processing will begin. Complete the printing if you chose that option.

11. There will be a pop-up box indicating that the processing finished and asking if you would like to advance another fund. Click on Yes if there is another fund needing advancement. Otherwise, click on No to exit this process.

12. Repeat Steps 6 through 11 for additional funds as needed.