Self-Help Resources for PDS Church Office and Ledger

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Accessing Documentation from within a PDS program:

* Context-sensitive documentation: Within the PDS program, press the F1 key on your keyboard to bring up the context-sensitive online ACS Technologies documentation. The webpage that opens should be related to the part of the program in which you were working.
* User Guide: Click on “File” in the top left corner of the PDS program. Click on “User Guides”. Click on “User Guide” in the list on the right. The online ACS Technologies documentation webpage will open. You can look through a Table of Contents on the left side of the screen or use the Search box toward the upper right corner of the webpage.

Computer Services webpage resources:

* There are documentation, files, and videos on the Computer Services webpage.
* Link: <https://www.buffalodiocese.org/computer-services/>

Ledger Operations Reference Manual:

* This was created by the Diocese.
* One of the most important areas of this manual is the Month End Processing section.
* Go to the Computer Services webpage to get the most recent version.

Internal Audit webpage resources:

* There are documentation and files on the Internal Audit webpage.
* Link: <https://www.buffalodiocese.org/internal-audit/>

ACS Technologies – PDS Video Library:

* Link: <https://help.acst.com/en/pds/popular-resources/pds-video-library>