



# Church Access.

## Product Information

Church Access® is the latest computer software developed by Jasmin Nights Software Solutions. This guide is a brief overview of the main features of Church Access® - Church Administration Software.

Church Access® is built on Microsoft Windows® technology and is easy to use and quick to learn. One of the aims of this program was to ensure that everyone would be comfortable using the program no matter their level of computer knowledge. Church Access® is also suitable for churches that are both small and large in number. There is no limit to the number of members that Church Access® can track.

### Security

Church Access® has built in security that will prevent unwanted or unauthorized users from seeing private and confidential information. Each user that is allowed to use Church Access® can also be assigned permissions to view or change information.

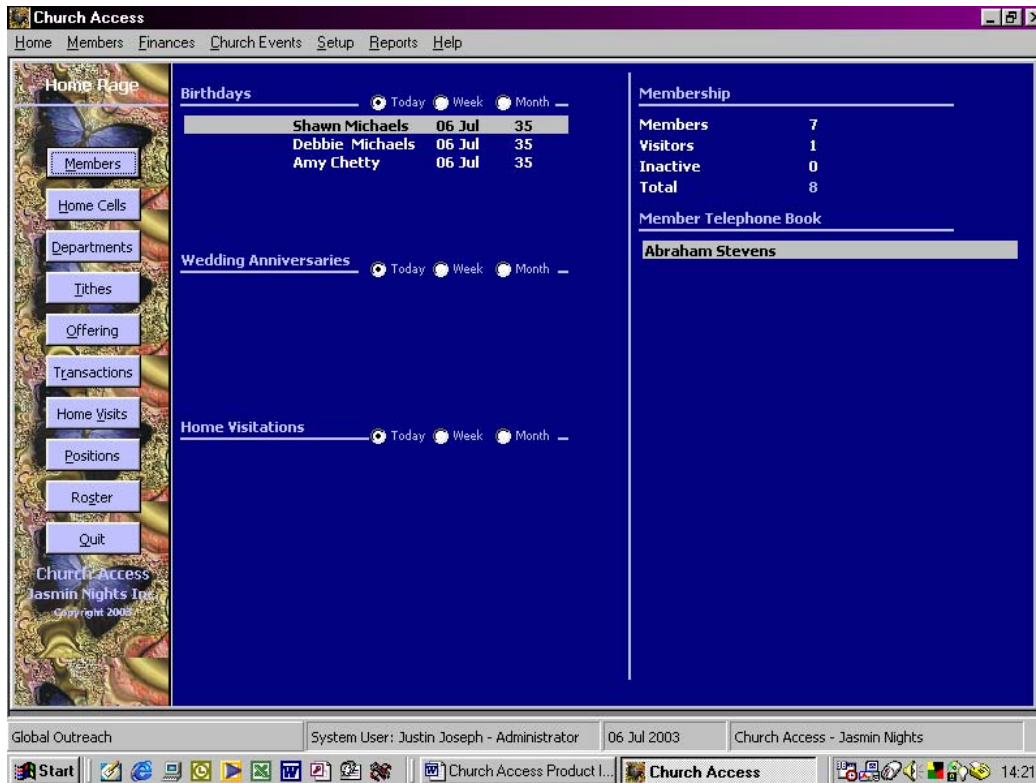


### Home Page

The Home Page is where everything starts off. This is also useful in that the members whose birthdays are being celebrated on the day will be shown in the list along with their telephone number so you can quickly give them a happy birthday wish. Also wedding anniversary dates and home visitation dates is also shown. This all happens after you log into Church Access® and there is nothing else to click.

Also on the home page is a telephone book where each members telephone and mobile number is displayed giving you quick access to members contact details.

There are quick access buttons on the home page that will help you get around without having to go through the menu items.



## Members

Church Access<sup>®</sup> records congregation members information to make knowing the people easier. This information is easily accessible through a menu or a quick access button on the home page.

- Birthdays
- Wedding Anniversaries
- Contact Telephone Numbers
- Email Address
- Home Address
- Employment
- College
- School

With this information on computer you can generate a member contact list. Other reports include

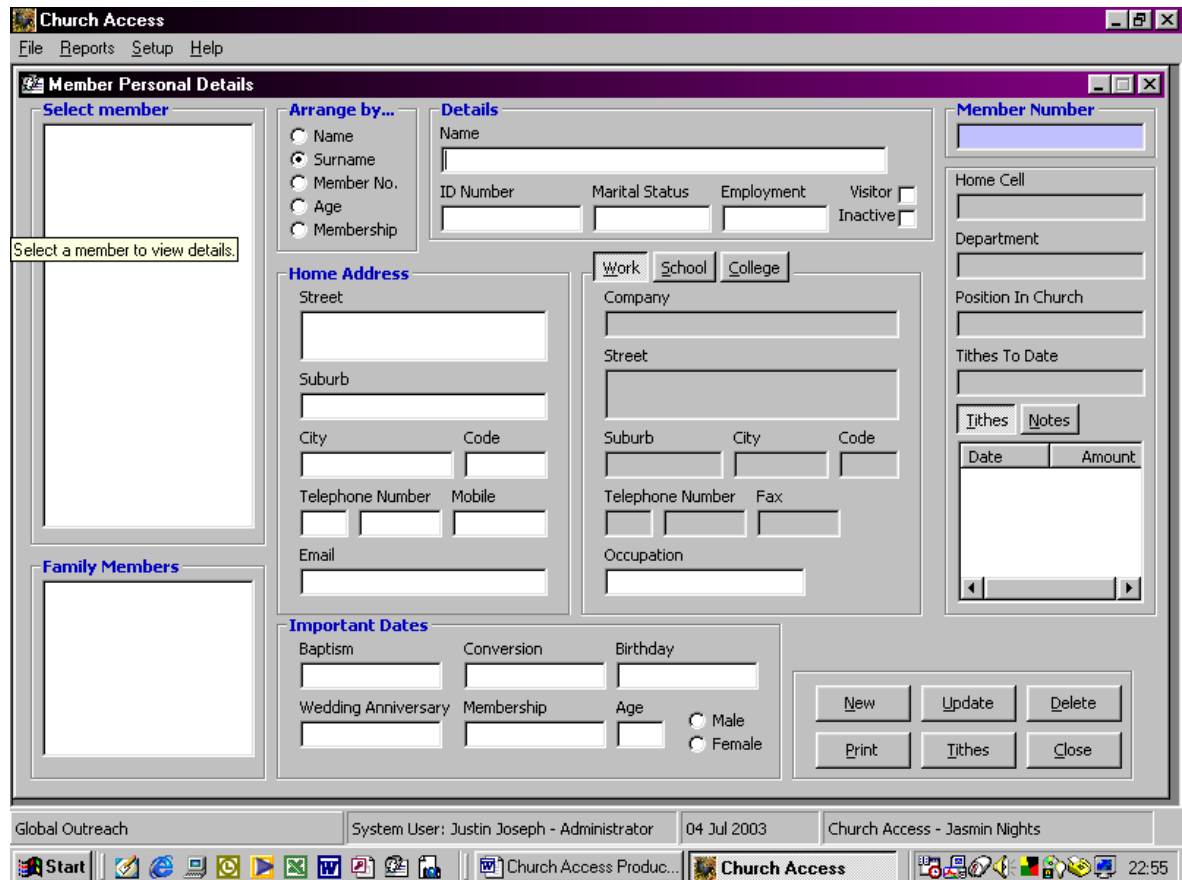
- Visitor List (with telephone numbers and email addresses)
- Member Birthdays and other important information report.
- Member personal details report.
- Report on the members that are in a particular occupation, grade or tertiary course.

You can also print membership/people information forms that can be given to members or visitors so that their information can be entered into Church Access<sup>®</sup>

Another advantage of using Church Access<sup>®</sup> is that it is designed to work closely with Microsoft<sup>®</sup> Office 2000<sup>®</sup>. Using Microsoft<sup>®</sup> Word 2000<sup>®</sup> you can quickly do a mail merge. This involves typing a letter, for example, that you wish to send to members and then using the

Mail Merge feature of Microsoft® Word 2000® you can prepare this letter for each member in Church Access®. You can also take advantage of Microsoft® Word 2000® to print the envelopes with the addresses as well!

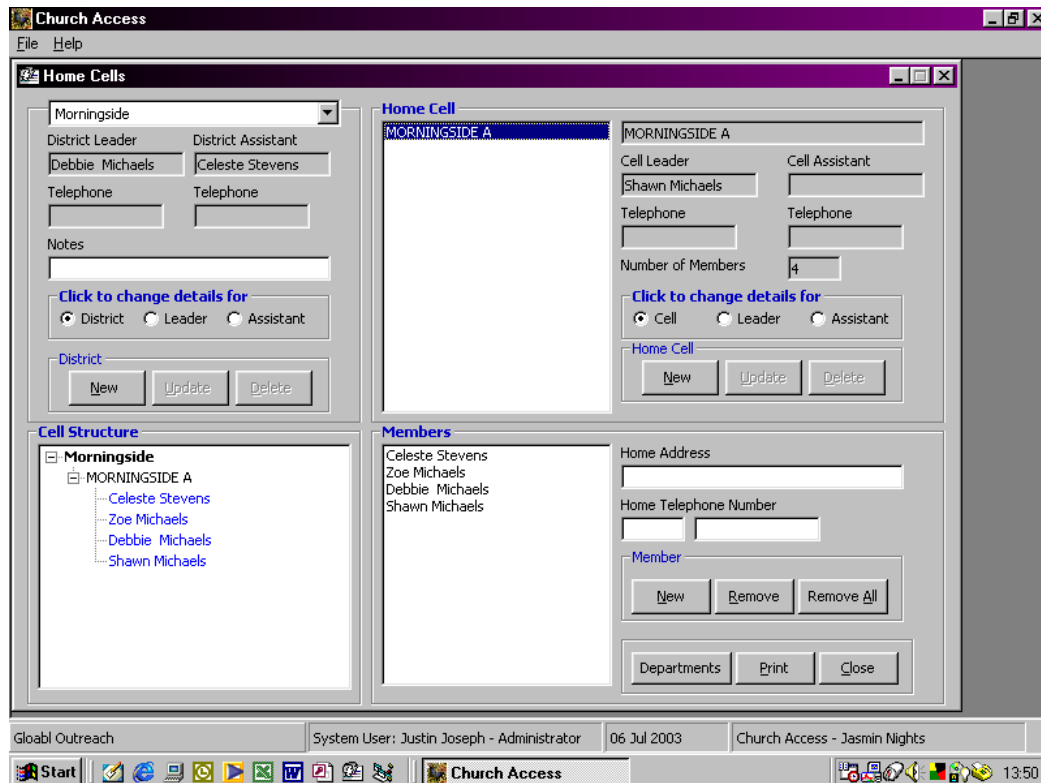
Once all the information about the members is entered retrieving it easy and simple. This save you time and it makes administration more efficient.



## Home Cells

You can create districts and home cell within these districts to represent the home cell structure of the church. Leaders and assistant leaders for districts and home cells can also be entered and of course the people that make up home cell. This is available for viewing in home cell structure window that you can “drill down” to view at a glance the structure of the home churches.

Telephone numbers of leaders, assistants and members are shown as well so that you can contact them without having to go back to the Members Personal Details window.

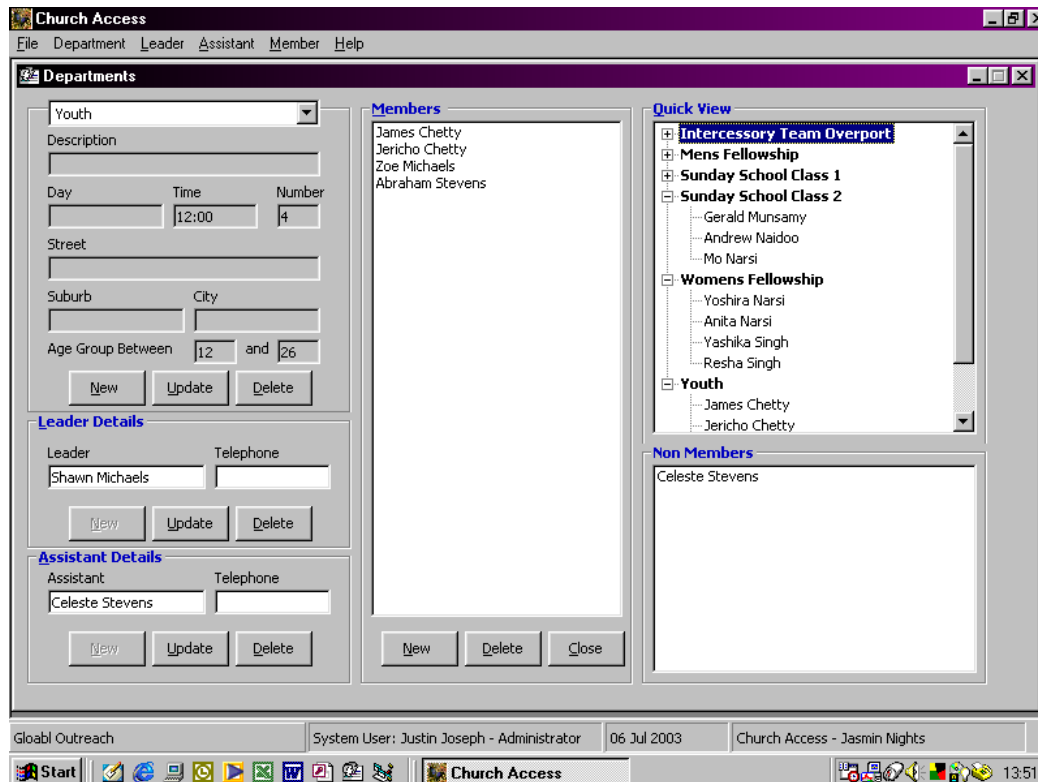


## Departments

Departments can be entered to show the structure of the church from a departmental view. This also has leaders and members and you can create as many departments as you require.

Department information such as meeting date and time is also recorded as well as an optional department age grouping. Using the age grouping you can show all members that are within a specific age group but are not in the department. These non-members will be shown in a separate list so you can view at a glance those members in the church that are not in the selected department.

Adding new members and removing is an easy process. Reports can also be printed for each department, showing the list of members that make up the department.



## Church Roster

The church roster is also a year planner where events of the church can be recorded. Future events and details of these events can be entered to view daily, monthly or yearly. Also the worship service details can also be entered like who is ministering and leading the praise and worship.

**Church Access**  
File Print Email Export Help

**Meeting/Service Roster**

Select Date: **May 2003**

#	Meeting	Date	Start	End	Message	Praise & Wor
44	Family M...	02 Apr 2003	19:00:00	21:00:00		
41	Morning ...	04 May 2003	09:00:00	11:00:00	Pastor Rakesh Si...	Ivan John
42	Bible Coll...	05 May 2003	19:00:00	21:00:00		
43	Prayer M...	06 May 2003	19:00:00	20:00:00		

**Event Details**

Event/Meeting:  Preaching/Message:

Date: 10 Jun 2003 Praise and Worship:

Start Time: 00:00:00 Notes/Memo:

End Time: 00:00:00

[New] [Update] [Delete] [Print] [Close]

System User: Justin Joseph - Administrator | 06 Jul 2003 | Church Access - Jasmin Nights

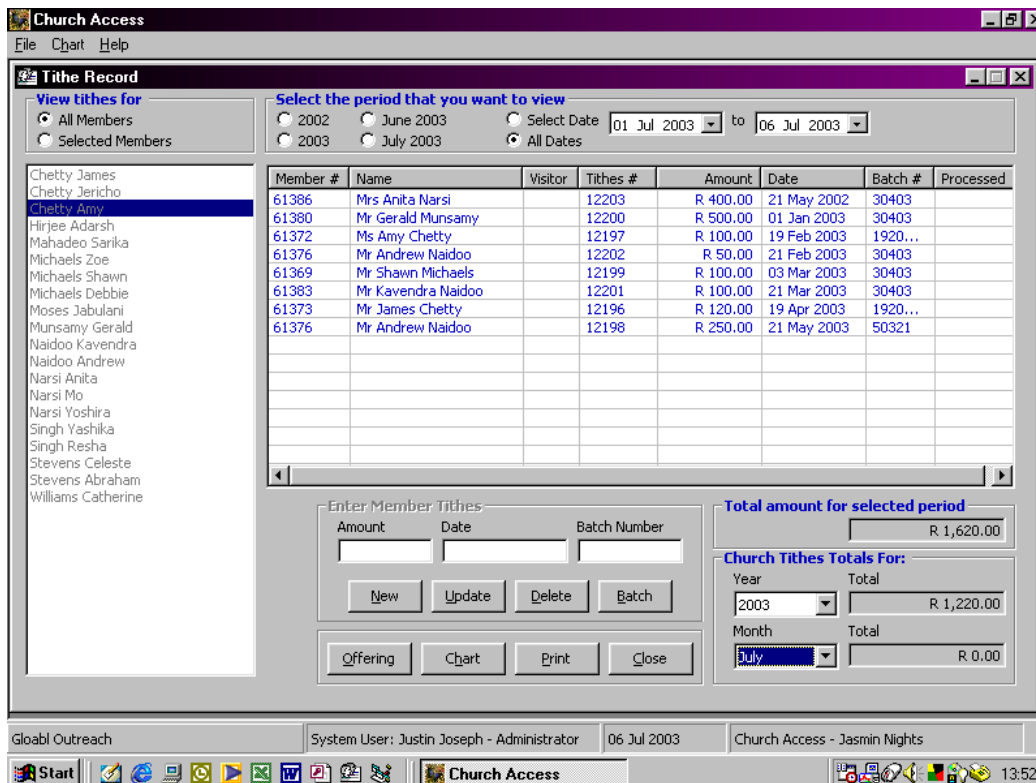
## Tithes & Offering

Tithes are tracked on a per member basis. This shows amount collected from each person for the entire duration of using Church Access<sup>®</sup>. Totals are calculated and shown on screen so that you know exactly the amount given by a member. You can also view tithes paid in form the entire church and see totals for specific periods for the whole church. A chart is also available for viewing and printing that shows annual and monthly tithe totals in a graph.

Offering records can be entered to keep amounts collected for each meeting. You can also keep track of offerings that are collected on a per department basis. There is an offering chart with which you can view offerings collected for specific periods in time showing you totals immediately.

For tithes and offering a Batch Process Wizard helps you “deposit” monies collected into a bank account. Blank tithes and offering forms can be printed to make recorded and counting easier. This includes the names of the tithe payers, offering amounts and a money denomination section to make filling in bank deposit slips an even easier process.

## Tithes Record



**Church Access**  
File Chart Help

**Tithe Record**

View tithes for  
 All Members  
 Selected Members

Select the period that you want to view  
 2002  June 2003  July 2003  All Dates  
Select Date 01 Jul 2003 to 06 Jul 2003

Member #	Name	Visitor	Tithes #	Amount	Date	Batch #	Processed
61386	Mrs Anita Narsi		12203	R 400.00	21 May 2002	30403	
61380	Mr Gerald Munsamy		12200	R 500.00	01 Jan 2003	30403	
61372	Ms Amy Chetty		12197	R 100.00	19 Feb 2003	1920...	
61376	Mr Andrew Naidoo		12202	R 50.00	21 Feb 2003	30403	
61369	Mr Shawn Michaels		12199	R 100.00	03 Mar 2003	30403	
61383	Mr Kavendra Naidoo		12201	R 100.00	21 Mar 2003	30403	
61373	Mr James Chetty		12196	R 120.00	19 Apr 2003	1920...	
61376	Mr Andrew Naidoo		12198	R 250.00	21 May 2003	50321	

Enter Member Tithes  
Amount Date Batch Number  
New Update Delete Batch

Total amount for selected period  
R 1,620.00

Church Tithes Totals For:  
Year Total  
2003 R 1,220.00  
Month Total  
July R 0.00

Offering Chart Print Close

Global Outreach System User: Justin Joseph - Administrator 06 Jul 2003 Church Access - Jasmin Nights

Start Church Access 13:52





## Financial Transactions

You can keep track of bank accounts and petty cash accounts for payments and deposits made. Any numbers of "accounts" can be entered into Church Access®.

Payments and deposits can be recorded for each account. From here you can print an Income & Expense Statement for a particular period. Cheque and deposit numbers can also be recorded to make querying the bank statement easier.

Income and Expenses are divided into categories and subcategories so when printed makes understanding the receiving and spending of money easier. This can also be presented at the church's AGM.

You can also view payments and receipts based on categories so you can see the amounts spent for each. A chart is available for viewing this information in a graph.

**Church Access**  
 Transactions Payees Accounts Categories Reports Help

**Account Transactions**

Select Bank Account  
 View all accounts  Select Account  
 Main Cheque Account

View transactions for  
 2002  June  Select Date 01 Jul 2003 to 06 Jul 2003  
 2003  July  All dates

Income Total: R 50,000.00    Expense Total: R 2,310.00    **R 47,690.00**

TRX	Date	Name	Category	Sub-Category	Payment	CHQ #	Deposit	Dep #	Balance
31238	19 Jan 2002	Telkom	Vehicles	Petrol	R 100.00				(R100.00)
31239	21 Jan 2002	Go-Go Motors	Vehicles	Petrol	R 250.00				(R350.00)
31240	23 Jan 2002	Go-Go Motors	Vehicles	Petrol	R 100.00				(R450.00)
31241	27 Jan 2002	Go-Go Motors	Vehicles	Petrol	R 100.00				(R550.00)
31233	19 Dec 2002	Telkom	Telephone	Rental	R 100.00				(R650.00)
31234	19 Dec 2002	Durban Metro	Music Departm...	Cable Repair	R 100.00				(R750.00)
31235	19 Dec 2002	Durban Metro	Music Departm...	Drum Sticks	R 10.00				(R760.00)
31236	19 Dec 2002	Durban Metro	Music Departm...	Guitar Strings	R 1,000.00				(R1,760.00)
31237	19 Dec 2002	Telkom	Vehicles	Petrol	R 100.00				(R1,860.00)
31232	19 Feb 2003	Telkom	Telephone	Rental	R 100.00				(R1,960.00)
31242	27 Apr 2003	Durban Metro	Vehicles	Petrol	R 100.00				(R2,060.00)
31231	19 May 2003	Durban Metro	Bills	Electricity	R 250.00				(R2,310.00)

Payment Deposit

Name: [ ] Date: 06 Jul 2003  
 Category: [ ] Amount: [ ]  
 Cheque #: [ ] Notes: [ ] VAT:

Payment    Enter    Cancel    Delete

Accounts    Payees  
 Category    Sub-Cat  
 Category Details  
 Print    Close

Global Outreach    System User: Justin Joseph - Administrator    06 Jul 2003    Church Access - Jasmin Nights

Start    Church Access    13:55



## Events Planning

Should you have events that are being planned such as camps and conferences you can use the Church Access<sup>®</sup>. Event planner to register attendees for these events. Information such as event dates and locations are recorded.

Also post payments for these events and see the number of available spaces left as you register new attendees. You can add new attendees and see which events these attendees have already attended.

#	Event Name	Location	Start	End	Available
44	Youth Camp ...	Camp David	24 Oct 2003	26 Oct 2003	49
45	Prayer Fire C...	ICI Durban	03 Nov 2003	07 Nov 2003	100

Name	Location	Reg. Amount	
Youth Camp 2003	Camp David	R 250.00	
Description	Type	Staff	Available Space
Youth's Annual Camp. Bring A f	Camp	5	49
Start	End	Confirmed	
24 Oct 2003 15:00:00	26 Oct 2003 17:00:00	<input checked="" type="checkbox"/>	

Attendee	Reg. Amount	Paid	Balance
Andrew Naidoo	R 250.00		R 0.00

## Reports

There are various reports that can be printed. Also certain reports are available for emailing from Church Access<sup>®</sup>. You may also export information to a spreadsheet for further manipulation. Here you can arrange the information according to your preference.

## Jasmin Nights Software Solutions

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