2017 DDI User Group

Building Community Together…

Best Practices Day, Month and Year End

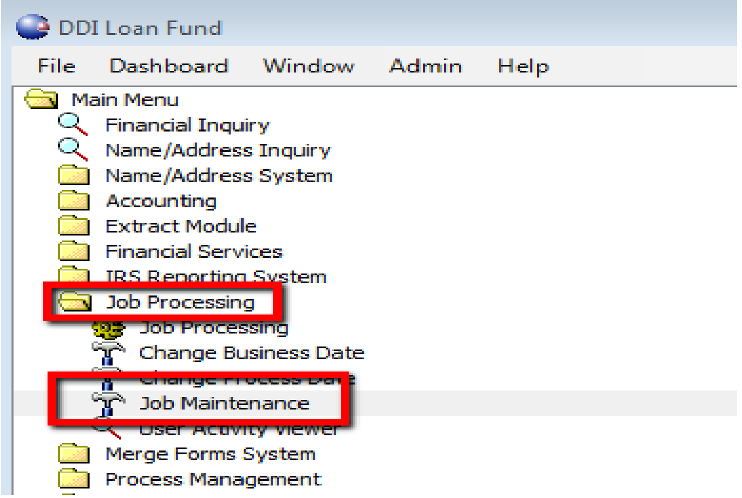
Agenda

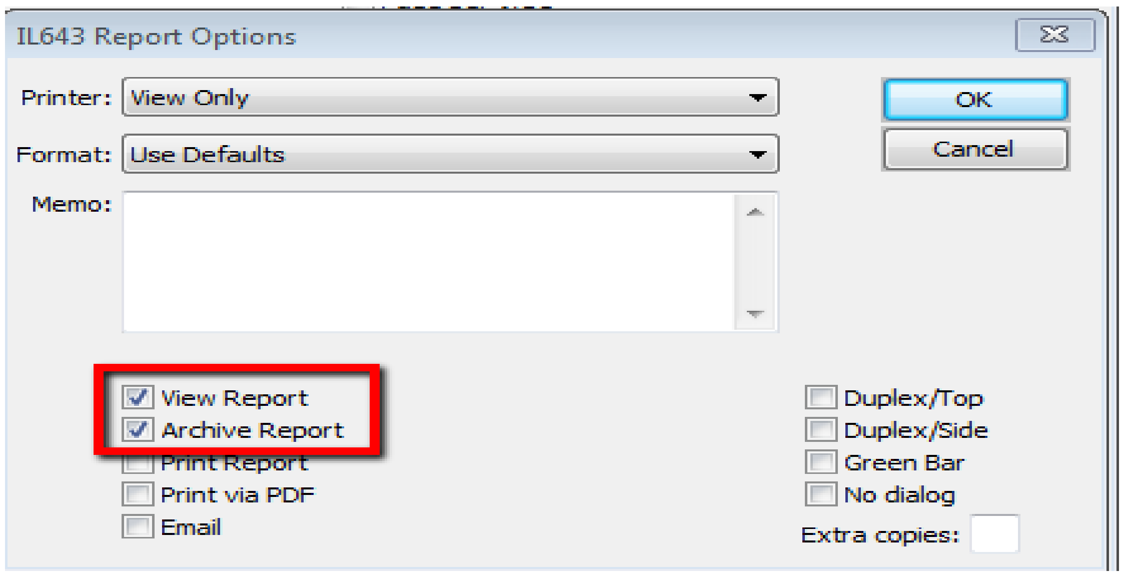
- Review your current Job Processing
- Adding Jobs to Job Processing
- Calendar
- Month End
- Year End
- Miscellaneous
- Demo (if time permits)

Review Your Job Processing

Job Maintenance

- Review your Job Processing
  - Are there reports that you no longer need or need to add?
  - Verify that all reports are being archived and that “View Report” is checked


DDI Loan Fund
File
Dashboard
Window
Admin
Help
Main Menu
Financial Inquiry
Name/Address Inquiry
Name/Address System
Accounting
Extract Module
Financial Services
IRS Reporting System
Job Processing
Job Processing
Change Business Date
Change Process Date
Job Maintenance
User Activity Viewer
Merge Forms System
Process Management


IL643 Report Options
OK
Cancel

Printer: View Only

Format: Use Defaults

Memo:

☑ View Report
☑ Archive Report
☐ Print Report
☐ Print via PDF
☐ Email

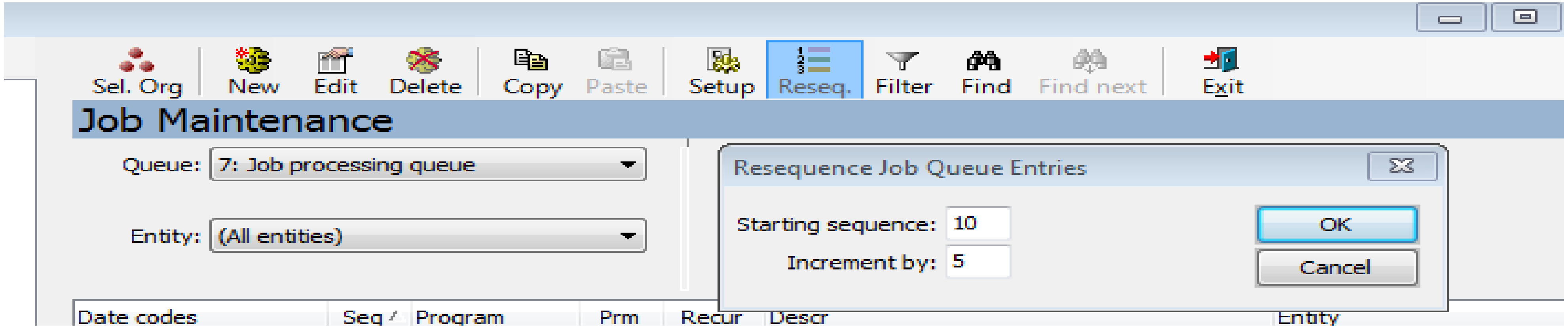
☐ Duplex/Top
☐ Duplex/Side
☐ Green Bar
☐ No dialog

Extra copies:

Review Your Job Processing

Job Maintenance Utilities

- Resequencing Job Queue Entries
- Copy/Paste
- Filter
- Find



Job Maintenance

Queue: 7: Job processing queue

Entity: (All entities)

Resequence Job Queue Entries

Starting sequence: 10

Increment by: 5

Sel. Org
New
Edit
Delete
Copy
Paste
Setup
Reseq.
Filter
Find
Find next
Exit
OK
Cancel
Date codes
Seq
Program
Prm
Recur
Descr
Entity

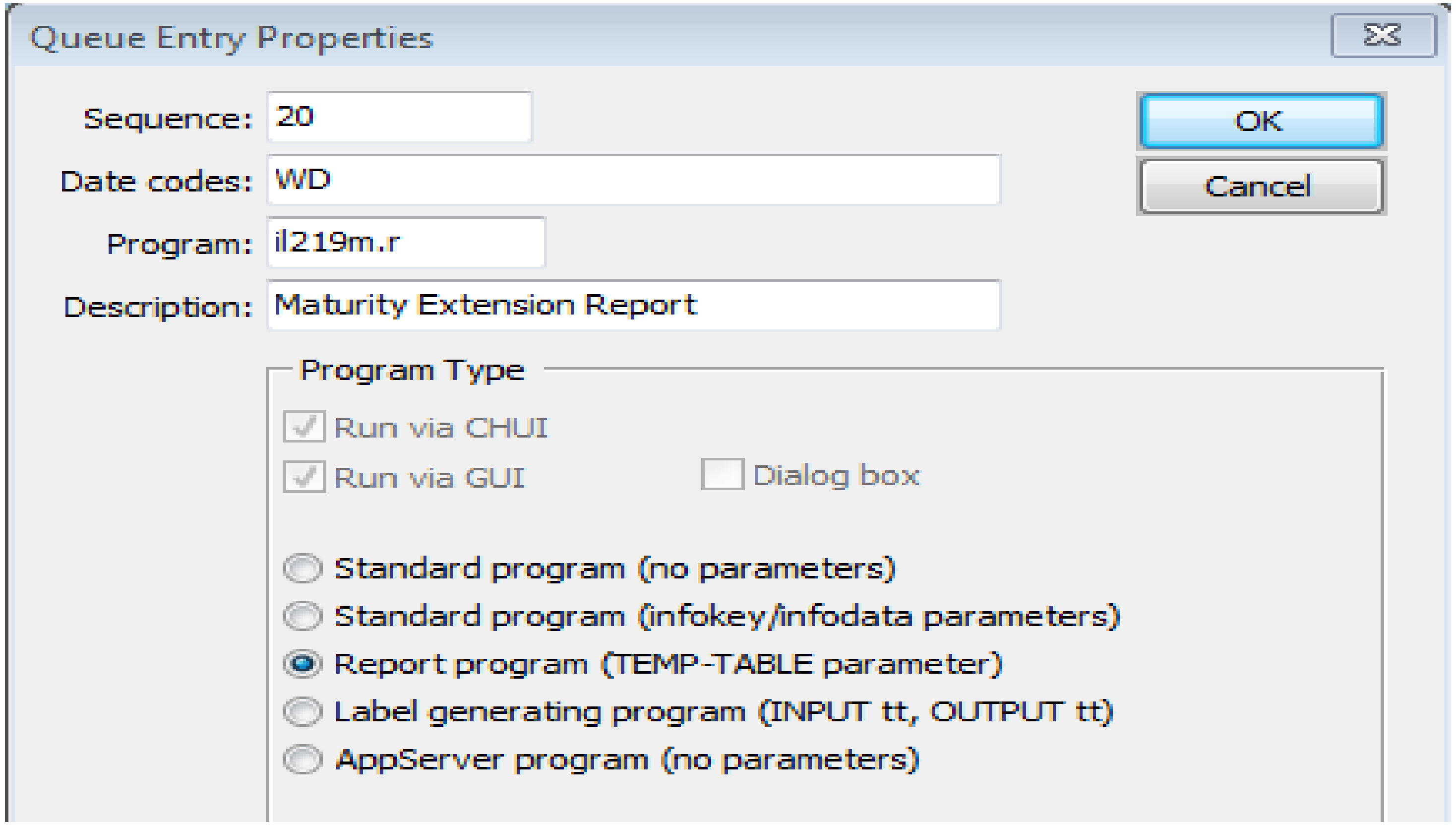
Add Jobs

Most Common Program Extensions

- Pro.r – Processing Jobs (ex. Loan Payment Due Processing)
- M.r – Processing and View Combined (ex. Statements, receipts, etc)
- Rpt.r – View only (ex. Close Account Period)
- Print.w – Merge form records (ex. Print Merge Requests)

Add Jobs

Program Type Explanation



Sequence: 20
Date codes: WD
Program: il219m.r
Description: Maturity Extension Report

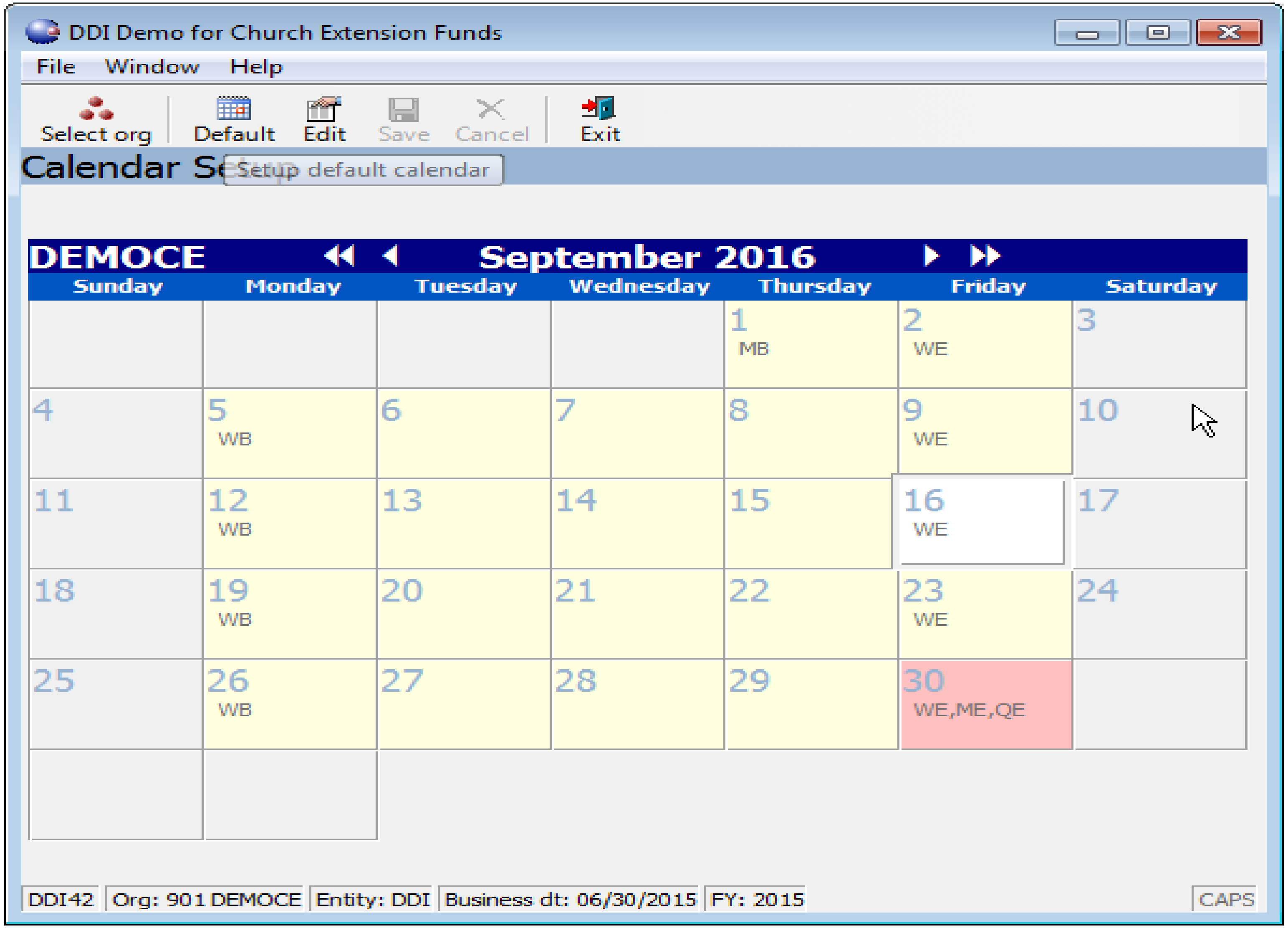
Program Type

☑ Run via CHUI
☑ Run via GUI ☐ Dialog box

○ Standard program (no parameters)
○ Standard program (infokey/infodata parameters)
● Report program (TEMP-TABLE parameter)
○ Label generating program (INPUT tt, OUTPUT tt)
○ AppServer program (no parameters)

Calendar

Setup Calendar


DDI Demo for Church Extension Funds
File
Window
Help
Select org
Default
Edit
Save
Cancel
Exit
Calendar Se
Setup default calendar

DEMOCE September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 MB	2 WE	3
4	5 WB	6	7	8	9 WE	10
11	12 WB	13	14	15	16 WE	17
18	19 WB	20	21	22	23 WE	24
25	26 WB	27	28	29	30 WE,ME,QE	

DDI42 | Org: 901 DEMOCE | Entity: DDI | Business dt: 06/30/2015 | FY: 2015 | CAPS

Calendar

Default Dates

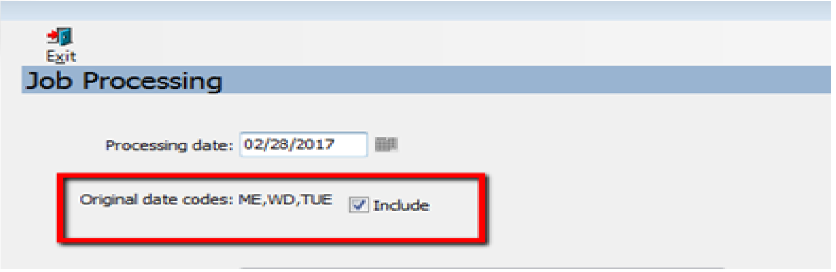
- WD – Every week day
- MON, TUE, WED, THU, FRI, SAT, SUN
- WB, WE – Week Beginning and Week End
- MB, ME - Month Beginning, Month End
- QB, QE – Quarter Beginning, Quarter End
- SB, SE – Semi-Annual Beginning, Semi-Annual End
- YB, YE – Year Beginning, Year End

Month End

Common Month End Tasks

Before Starting Job Processing:

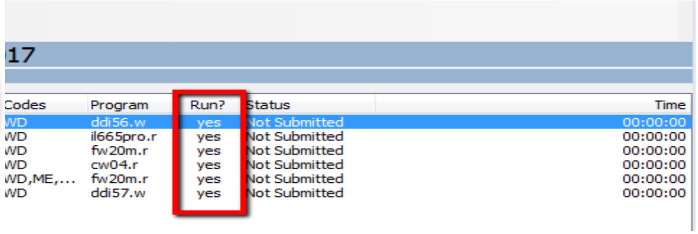
- Call DDI Support to request a backup
- Verify that all items have been approved
- Verify the Business and Process dates
- Verify the correct date codes are selected
- Verify that all jobs in the queue are at a Run status of "yes"
- If there are any errors during Job Processing, call DDI Support immediately
- After job processing, verify that your interest programs have run successfully (IL230 and IL602)



Job Processing

Processing date: 02/28/2017

Original date codes: ME,WD,TUE ☑ Include



17

Codes	Program	Run?	Status	Time
WD	ddi56.w	yes	Not Submitted	00:00:00
WD	il665pro.r	yes	Not Submitted	00:00:00
WD	fw20m.r	yes	Not Submitted	00:00:00
WD	cw04.r	yes	Not Submitted	00:00:00
WD,ME,...	fw20m.r	yes	Not Submitted	00:00:00
WD	ddi57.w	yes	Not Submitted	00:00:00

Year End

Common Year End Tasks

- Setup 1099 boxes in accounts payable*
- Copy chart of account to new fiscal year after any necessary changes to the current chart have been made*
- Add TAXN AI code to churches*
- Call DDI support to get a back up
- Run year end job processing
- Close current period
- Make prior year journal entries, if necessary
- 1099/1098 processing

DEADLINE
Don't Forget Your
Year-End Deadlines!

Miscellaneous

- Publishing to Online CEF
- Common Auditor Reports
- Webinars and Touchbases

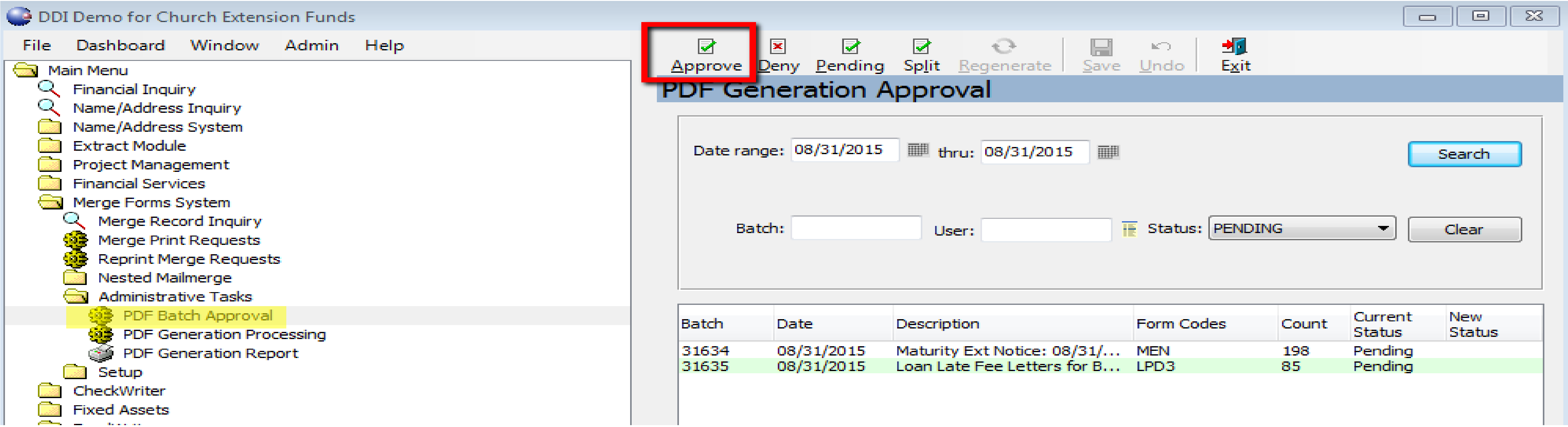
Adding PDF/Email Generation

5 Programs to Run – in this order (after you’ve merged your forms)

1. wp10upd.w – PDF Batch Approval
2. wp13pro.r – PDF Generation Processing
3. wp12rpt.r – PDF Generation Report (optional)
4. na48pro.r – Email Generation Processing
5. na49rpt.r – Email Statistical Report

Adding PDF/Email Generation

Step #1: PDF Batch Approval


DDI Demo for Church Extension Funds
File
Dashboard
Window
Admin
Help
Main Menu
Financial Inquiry
Name/Address Inquiry
Name/Address System
Extract Module
Project Management
Financial Services
Merge Forms System
Merge Record Inquiry
Merge Print Requests
Reprint Merge Requests
Nested Mailmerge
Administrative Tasks
PDF Batch Approval
PDF Generation Processing
PDF Generation Report
Setup
CheckWriter
Fixed Assets
Approve
Deny
Pending
Split
Regenerate
Save
Undo
Exit
Search
Clear

PDF Generation Approval

Date range: 08/31/2015 thru: 08/31/2015

Batch: User: Status: PENDING

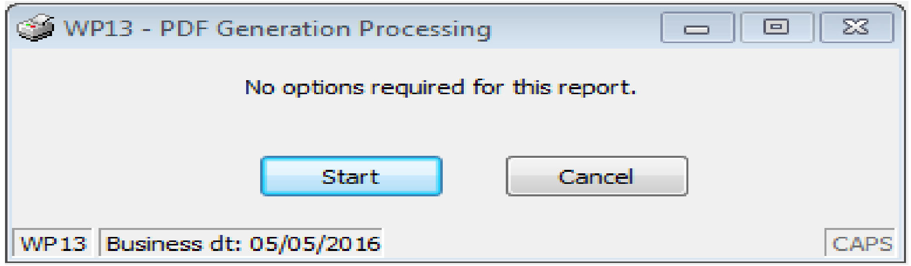
Batch	Date	Description	Form Codes	Count	Current Status	New Status
31634	08/31/2015	Maturity Ext Notice: 08/31/...	MEN	198	Pending	
31635	08/31/2015	Loan Late Fee Letters for B...	LPD3	85	Pending	

Adding PDF/Email Generation

Step # 2: PDF Generation Processing

1. Merge Forms System → Administrative Tasks → PDF Generation Processing

2. Click Start on the screen.

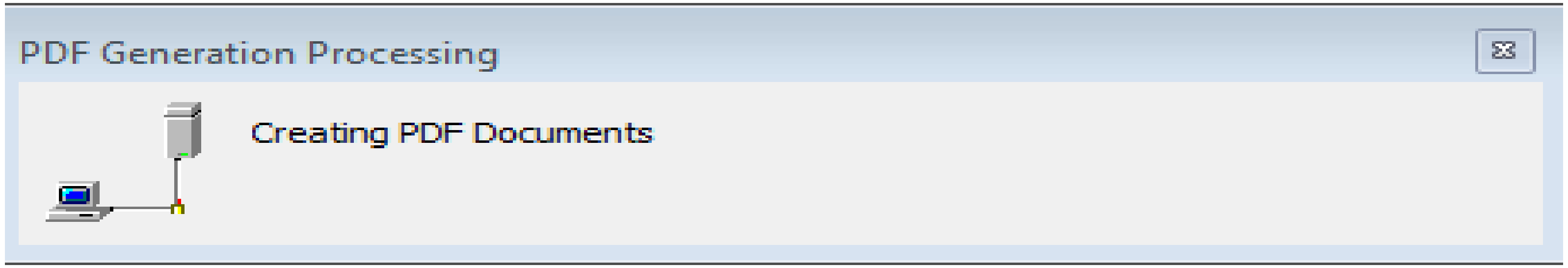


WP13 - PDF Generation Processing
Start
Cancel
WP13
CAPS

No options required for this report.

Business dt: 05/05/2016

3. The PDF Generation Processing screen begin. This screen will go away when the process is complete.

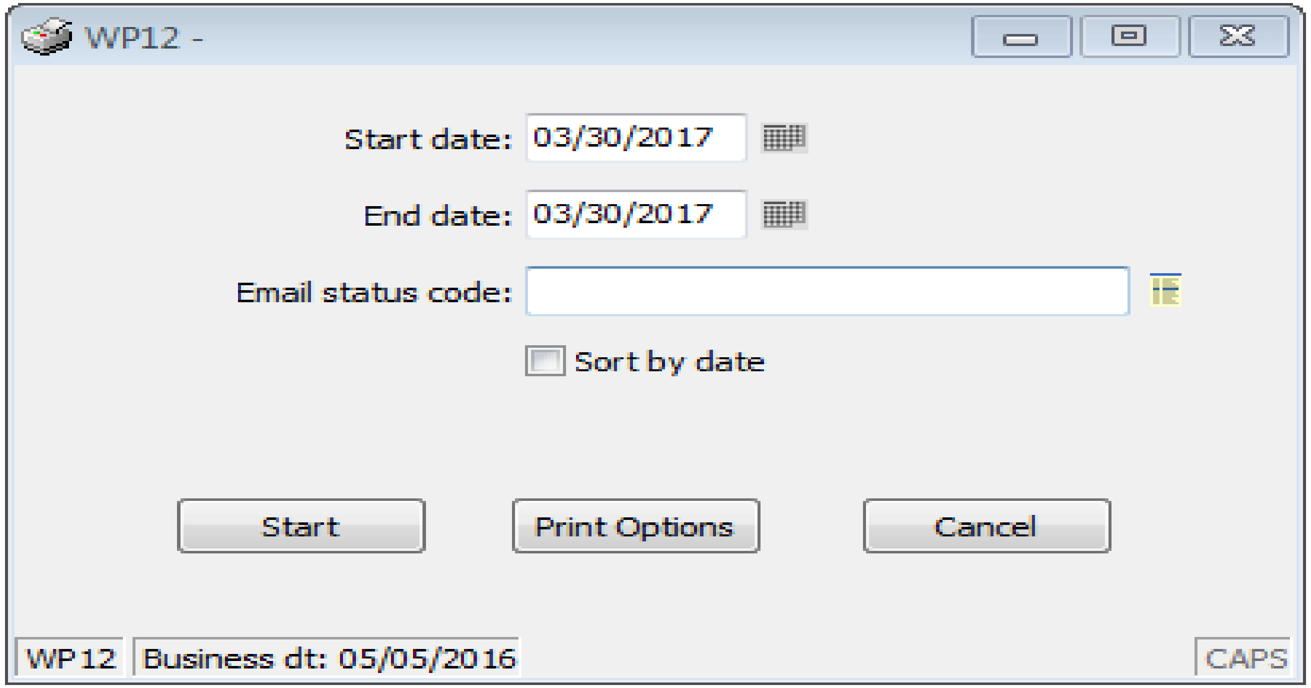


PDF Generation Processing

Creating PDF Documents

Adding PDF/Email Generation

Step # 3: PDF Generation Report



WP12 -

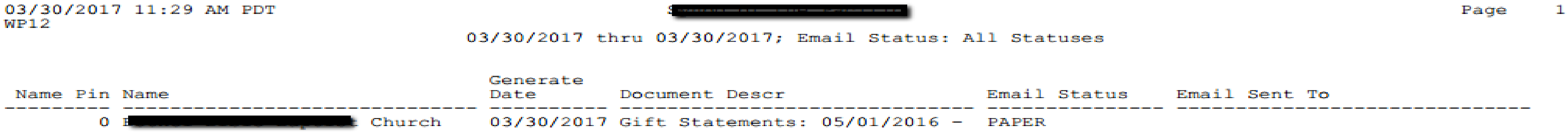
Start date: 03/30/2017

End date: 03/30/2017

Email status code:

☐ Sort by date

Start
Print Options
Cancel
WP12
Business dt: 05/05/2016
CAPS

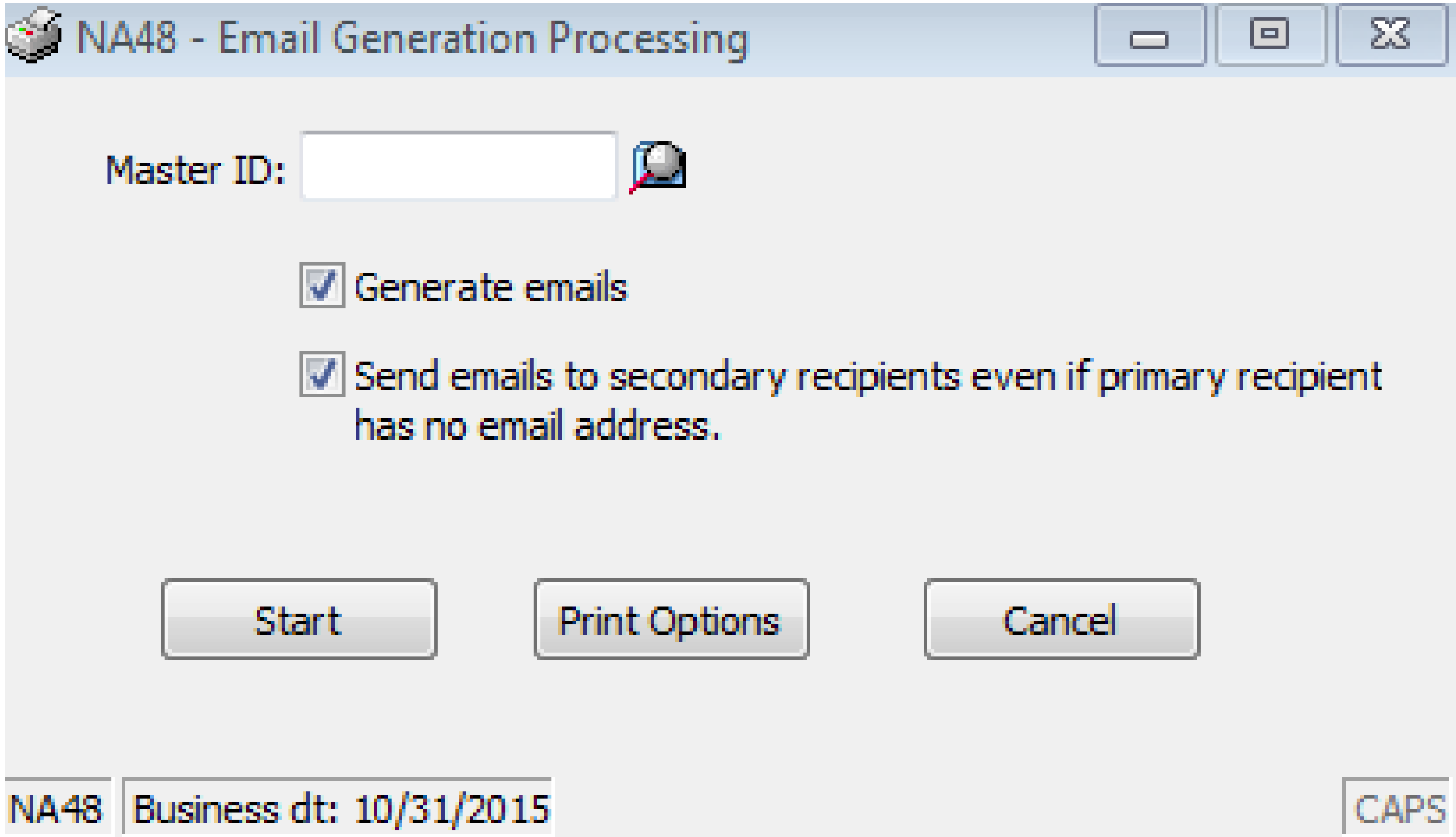


```
03/30/2017 11:29 AM PDT                         [redacted]                                      Page     1
WP12
                         03/30/2017 thru 03/30/2017; Email Status: All Statuses

                                            Generate
 Name Pin Name                              Date       Document Descr                 Email Status     Email Sent To
--------- -------------------------------- ---------- ------------------------------ ---------------- --------------------------------
        0 [redacted] Church                03/30/2017 Gift Statements: 05/01/2016 -  PAPER
```

Adding PDF/Email Generation

Steps # 4: Email Generation Processing



NA48 - Email Generation Processing

Master ID:

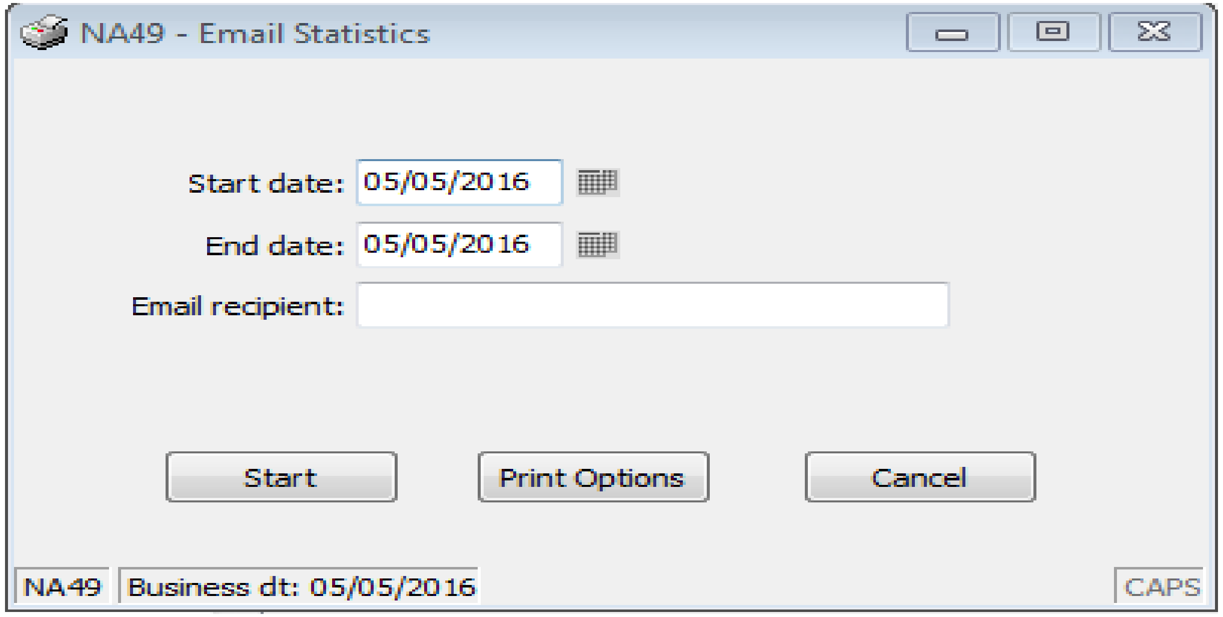
☑ Generate emails

☑ Send emails to secondary recipients even if primary recipient has no email address.

Start
Print Options
Cancel
NA48
Business dt: 10/31/2015
CAPS

Adding PDF/Email Generation

Step # 5: Email Statistical Report



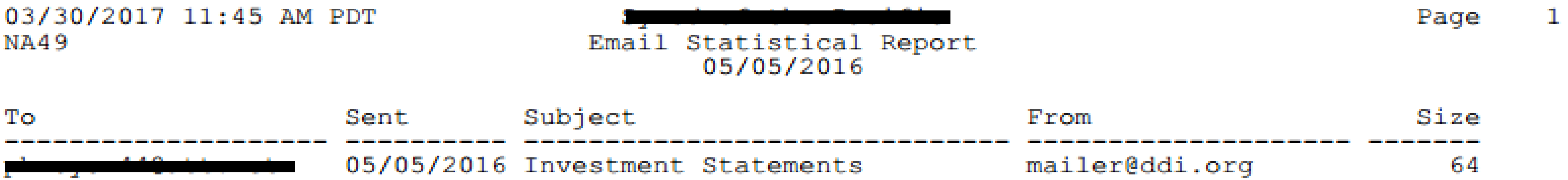
NA49 - Email Statistics

Start date: 05/05/2016

End date: 05/05/2016

Email recipient:

Start
Print Options
Cancel
NA49
Business dt: 05/05/2016
CAPS



```
03/30/2017 11:45 AM PDT                 [redacted]                              Page     1
NA49                                 Email Statistical Report
                                            05/05/2016

To                   Sent       Subject                        From                    Size
-------------------- ---------- ------------------------------ -------------------- -------
[redacted]           05/05/2016 Investment Statements          mailer@ddi.org            64
```

Adding PDF/Email Generation

Automate the Process

All of the previous steps can be added to your job processing so that you do not have to do them manually. This does require a programming changes and the estimated billable time is between 2 and 4 hours. Please contact DDI Support if you are interested in automating this process.

Auditor Reports

Common Investment Reports for Auditors

- IL251 – Investment Balance by Reporting Entity
  - Displays investment balance info based on the tax reporting PIN associated with the account
- IL310 – Investment Master Report
  - Can be exported to .CSV
- IL318 – Investment Registration Payee Report
  - Subtotals investment principal, accrued interest and interest earned to date as of the date entered in parameters
- IL351 – Investors by Investment Size and Age
  - Locates investments and breaks down information by total principal balance and age of the investor

Auditor Reports

Common Loan Reports for Auditors

- IL325 – Loan Detail Report by Type
    - Provides loan summary information, sorted by loan type or region
- IL426 – Loan Analysis Report
    - Displays current loan information based on loan type, status, GL account, maturity date and interest rate criteria
- IL443 – Future Loan Collection Estimation Report
    - Estimates the amount of principal and interest expected to be collected through a specified year

End
Demo

Webinars and Touchbases

Webinars:

- Monthly hour long sessions
- Open Q&A time at the end of the session
- Link to the webinar for future viewing
- PDF setup and checklist guide
- Cost per organization: $75/month

Touchbases:

- Free hour long sessions
- Monthly, Bi-Monthly, or Quarterly
- Discuss open or new requests, software needs, etc.
- Use allotted time for training on DDI-Connect™

LET'S WORK TOGETHER

DDI™

Discussion, Questions, Comments

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