



New Features Inside DDI-Connect

2015 DDI USER GROUP MEETING
MAY 19TH-20TH

Contents

- Internal Transfers
- Custom Fields
- IL246 Enhancements
- Multiple ACH
- Query Tool (Beta)
- Bank Reconciliation (Phase 1)
- Giving Goals
- Memo Update

May 19-20, 2015

Interesting Stats (Since Last User Group)

- DDI Completed 185 Request for Change/Enhancements (RFC's)
- DDI Completed 279 Programming Changes
- DDI Completed 2,415 Support and Service Requests
- 4 New Organizations Joined the DDI Community
- 13 Client Consulting /Training Onsite Visits
- 76 Training Webinars



May 19-20, 2015

Internal Transfers

Enhancement Summary:

- Transfer funds from on Investment to a Loan, Gift, or Health Policy Record
- Transfer does not post against the Bank Account GL
- Transfer creates a mailroom batch
- Transfer automatically emails other employee to process the other half of the transfer



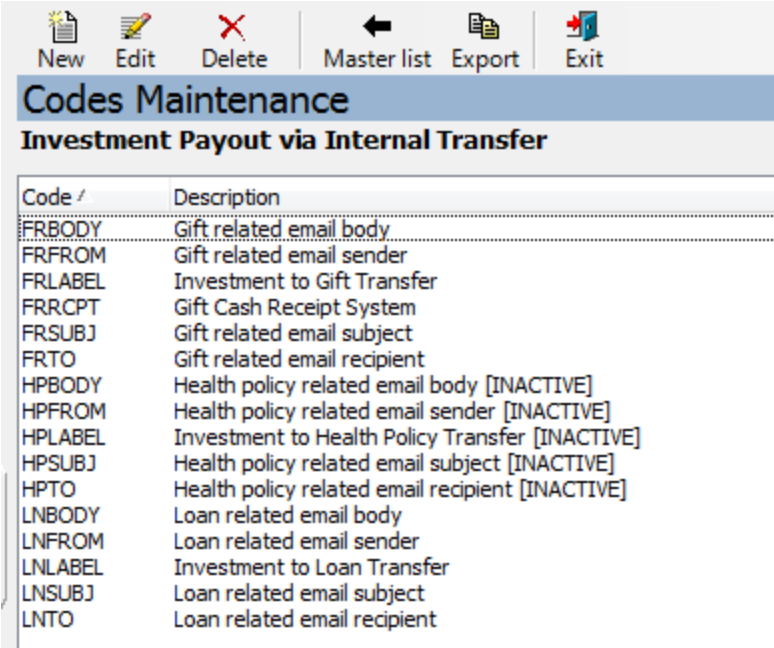
Internal Transfer Setup Instructions

Step #1:

- Go to Name/Address System → Setup → Code Maintenance. Double Click on Code #531.

Step #2:

- Update the codes that match your organizations needs.



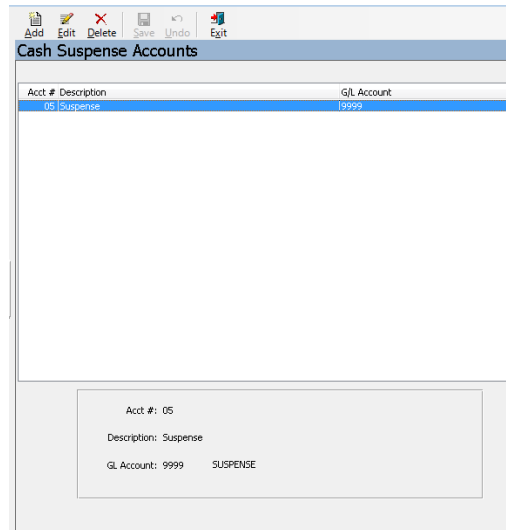
The screenshot shows a software window titled "Codes Maintenance" with a subtitle "Investment Payout via Internal Transfer". The window has a menu bar with icons for New, Edit, Delete, Master list, Export, and Exit. Below the menu bar is a table with two columns: "Code" and "Description".

Code	Description
FRBODY	Gift related email body
FRFROM	Gift related email sender
FRLABEL	Investment to Gift Transfer
FRRcpt	Gift Cash Receipt System
FRSUBJ	Gift related email subject
FRT0	Gift related email recipient
HPBODY	Health policy related email body [INACTIVE]
HPFROM	Health policy related email sender [INACTIVE]
HPLABEL	Investment to Health Policy Transfer [INACTIVE]
HPSUBJ	Health policy related email subject [INACTIVE]
HPT0	Health policy related email recipient [INACTIVE]
LNBODY	Loan related email body
LNFROM	Loan related email sender
LNLABEL	Investment to Loan Transfer
LNSUBJ	Loan related email subject
LNT0	Loan related email recipient

Internal Transfer Setup Instructions (continued)

Step #3:

- Go to Financial Services → Data Processing → Financial Services Administration → Cash Suspense Account. Setup a default suspense GL Account.
 - **Note:** *This will be the wash account when you perform the internal transfer.*



How To Process Internal Transfers

Step #1:

- Perform an investment payout. Chose the transfer option you want to perform in the Payment Method drop-down field.

Investment Payout

Inv #: 967 Account: 000000003

Descr: MONTPELIER, COMMUNITY

Category: DEMAND Type: 0001

Principal: 13,298.22 Interest: 0.41

Total Value: 13,298.63

Original: 11,600.07 Purchased: 01/01/2004

Penalty %: 0.0000 Since purch: 3,990 days

Apply penalty

Interest method: Accrue Principal: 2,000.00 Remaining prin: 11,298.22

Payment method: Loan Transfer +Interest: 0.00

Loan #: 47 -Penalty: 0.00

-Withhold: 0.00

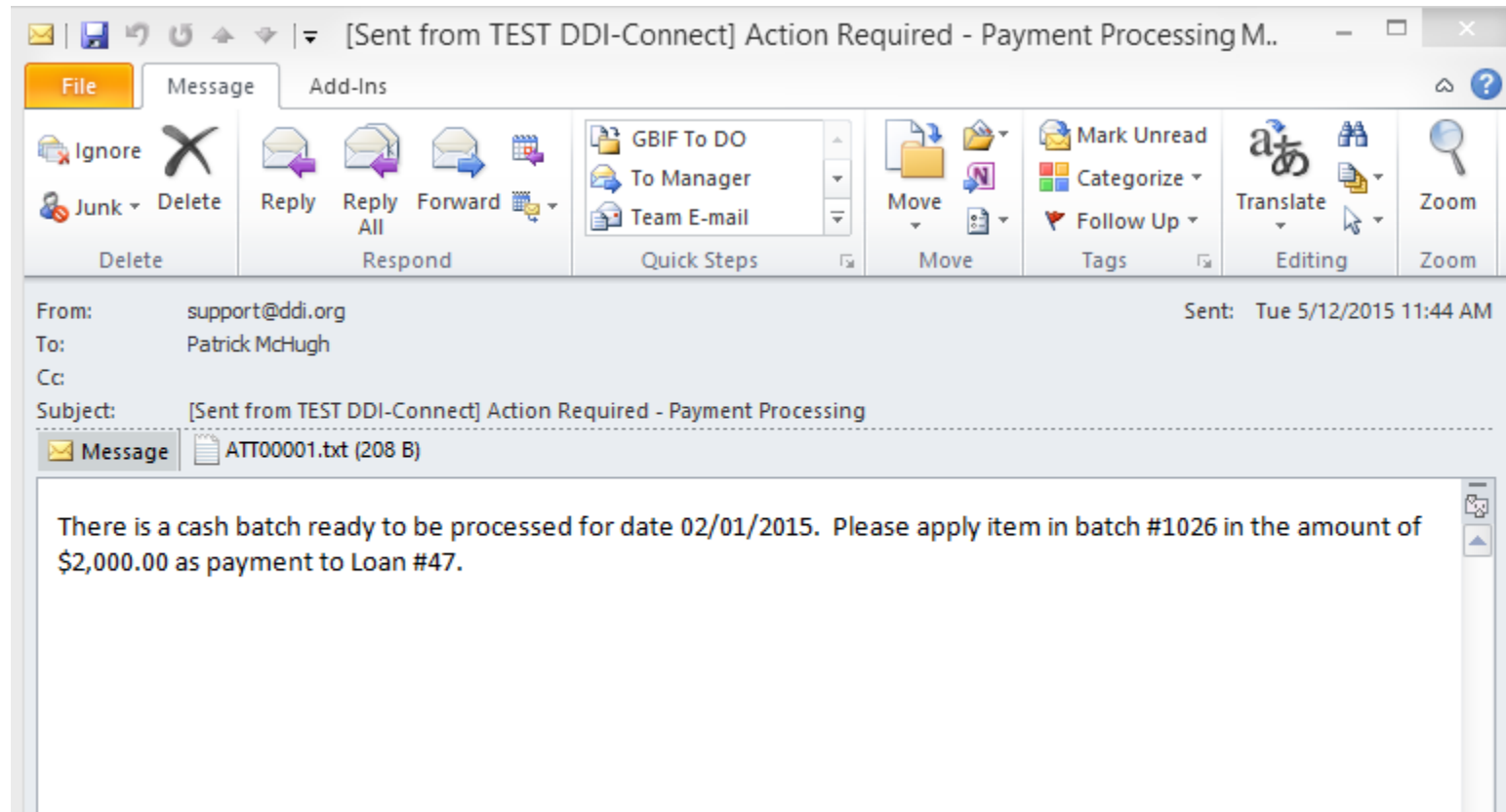
Suspense: Reversal Suspense Acco

Batch type: Loans Total Payout: 2,000.00

Cash type: Internal Transfer Taxable: 0.00

Bear Lake Community Church
134 Hillside Drive
Montpelier, ID 83254

How To Process Internal Transfers (continued)



How To Process Internal Transfers (continued)

Step #2:

- The recipient will process the cash batch to the loan, gift, or health policy account.

The screenshot displays the 'Payment Processing' window. At the top, 'Batch type' is set to 'Loans' and 'Show' is set to 'All batches'. The date range is '02/01/2015' through '02/01/2015'. A table lists batches for 02/01/2015, with the row for batch 1026 (created by pmchugh) highlighted in blue and marked as 'Reviewed'. To the right, a summary table shows 'Mail room entries' for 4,000.00 with a count of 2, and 'Unprocessed items' for 4,000.00 with a count of 2. Below the summary is a 'Detail' table with one row showing a transaction of 2,000.00 that is 'Unprocessed'.

02/01/2015			
Batch	Created by	Batch Dt	Status
1015	kfraser	02/01/15	Closed
1023	pmchugh	02/01/15	Closed
1026	pmchugh	02/01/15	Reviewed

	Amount	Count
Mail room entries:	4,000.00	2
Control total:	0.00	
Cashier adjustments:	0.00	0
Cashier entries:	0.00	0
Canceled items:	0.00	0
Processed items:	0.00	0
Unprocessed items:	4,000.00	2
Foreign currency:	0.00	0

Source	Tran	Type	Reference	Status	Check #	Amount	Processed	Remaining
4546	%F		47	Unprocessed		2,000.00	0.00	2,000.00

Custom Fields

Enhancement Summary:

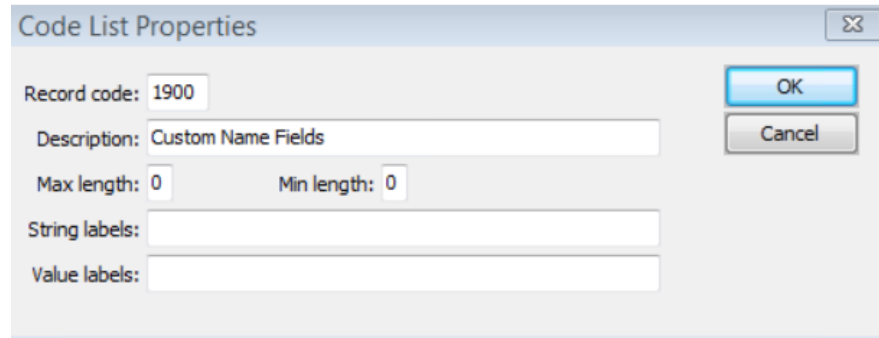
- Gave every client the ability to add a new tab to the Name/Address screen and collect additional organization specific information.
- Added 8 Character fields
- Added 2 Date Fields
- Added 2 Numeric Fields
- Added the ability to rename the tab



Custom Field Setup Instructions

Step #1:

- Go to Name/Address System → Setup → Code Maintenance. Select New and add record code = 1900.



Code List Properties

Record code: 1900

Description: Custom Name Fields

Max length: 0 Min length: 0

String labels:

Value labels:

OK

Cancel

Step #2:

- Then go into the new 1900 code. Click New at the top and add the following codes:
 - **Note:** When you add a description to the code, it activates that field on the tab. You must add a description to the TAB code or your new tab will not appear on the Name/Address Inquiry screen.

Code /
CHAR01
CHAR02
CHAR03
CHAR04
CHAR05
CHAR06
CHAR07
CHAR08
DATE01
DATE02
DEC01
DEC02
TAB

Custom Field Entry

The screenshot shows a software window with a menu bar and several tabs. The 'Additional Info' tab is highlighted with a red box. Below the tabs, there are several fields for data entry.

Name	Church	Alt ID	DBA	Additional Info
Client Rep:				Custom 5: Next Visit:
Church Code:				Custom 6: Last Visit:
Custom 3:				Custom 7: Goal Amount: 0.0000
Custom 4:				Custom 8: Annual Giving: 0.0000

IL246 Enhancements

Enhancement Summary:

- Fully automate the investment/maturity process.
- Added additional codes to payout via EFT
- Added additional code to extend into any type
- Added functionality for the system to follow the interest computation code then do the redemption code function.



IL246 Setup Instructions

Step #1:

- Go to Name/Address System → Setup → Code Maintenance. Go to Code #0517. Methods 50-57 need to be active for this function to be available.

Codes Maintenance	
Investment Redemption Method	
Code #	Description
00	Redeem into a Demand Note
01	No Action Taken at Maturity
10	Redeem Principal and Interest via Check
20	Redeem Accr Int Via Check, Renew Bal into IND06
21	Redeem Accr Int Via Check, Renew Bal into IND12
22	Redeem Accr Int Via Check, Renew Bal into IND30
23	Redeem Accr Int Via Check, Renew Bal into IND48
24	Redeem Accr Int Via Check, Renew Bal into IND60
29	Redeem Accr Int Via Check, Renew Balance into same Invest Type
30	Renew Principal & Interest Into a IND06
31	Renew Principal & Interest Into a IND12
32	Renew Principal & Interest Into a IND30
33	Renew Principal & Interest Into a IND48
34	Renew Principal & Interest Into a IND60
35	Manual Principal/Int Renew
39	Renew (Prin/Int) into same Investment Type
50	Redeem investment, No action
51	Redeem investment via Check
52	Redeem investment via EFT to Checking
53	Redeem investment via EFT to Savings
56	Renew investment into same Inv Type
57	Renew investment into other Inv Type

May 19-20, 2015

How to Use the New IL246 Functions

Step #1:

- Go to Financial Services → Investments → Transactions → 210 Investment Maintenance. Choose an action:
 - **50 – Redeem Investment, No Action**
 - This code will process the interest by using the payment code, then it will not do anything else with the investment.
 - **51 – Redeem Investment via Check**
 - This code will process the interest by using the payment code, then it will redeem the investment as a check.
 - **52 – Redeem Investment via EFT to Checking**
 - This code will process the interest by using the payment code, then it will redeem the investment via EFT to Checking.
 - **53 - Redeem Investment via EFT to Savings**
 - This code will process the interest by using the payment code, then it will redeem the investment via EFT to Savings.
 - **56 – Renew Investment into Same Inv Type**
 - This code will process the interest by using the payment code, then it will renew the investment into the same type.
 - **57 – Renew Investment into Other Inv Type**
 - This code will process the interest by using the payment code, then it will renew the investment into the investment type you choose in investment maintenance area.

How to Use the New IL246 Functions (continued)

Investment Maintenance

Inv #: 1009181
Account: 000000244

Account Name/Address Block
Copper Farms Congregationalist Church
602 Golf Ln
Trucksville, PA 18708

Interest Payment Code

Settings | **Payments** | Methods | Support | ACH

Payment code: 03 - Compound, Quarterly
Renew pay code: 03 - Compound, Quarterly

Investment Maintenance

Inv #: 1009181
Account: 000000244

Account Name/Address Block
Copper Farms Congregationalist Church
602 Golf Ln
Trucksville, PA 18708

Settings | Payments | **Methods** | Support | ACH

Interest computation: 2 - actual #days in mth/ actual #days in yr
Issuance method: 01 - Book Entry
Premium method: 00 - None
Redemption method: 57 - Renew investment into other Inv Type
Renew into Inv Type: 260 Church Note - 5 Year

Multiple ACH Records

Enhancement Summary:

- Allow Investments and Loans hold more than 1 set of EFT information per record.
- Allow the ability to store default EFT information on the Account Level.
- Allow the ability for a one-time deposit and recurring deposit happen online simultaneously.



Multiple ACH – Account Level

Add Edit Delete History Exit

Account EFT Setup Investor Online Access Memos

EFT Records for Account: 00010300 - Abbott Methodist Church

ABA #	Bank Acct	Description	Type	Format	Status
123123123	12345	Chase	Checking	ACH	Active
123123123	98765	Bank of America	Checking	ACH	Active

Bank name: Bank Of America

ABA (Routing) number: 123123123

Bank account: 98765

Bank account description: Bank of America

Account type: Checking

Savings

Status: Inactive

Require pre-note

Bank Template ID:

Format: ACH

Multiple ACH – Investment Level

Inv #: 100003

Account: 000010001

Account Name/Address Block

Black Lake Church of God
1100 Holdrege
Grand Prairie, TX 75052

Settings | Payments | Methods | Support | **ACH**

Autopayments Scheduled							
Status	Next Dt	Frequency	Amount	ABA Num	Bank Acct	Bank Name	Acct Type
Active	05/19/2015	Weekly	500.00	188914364	283748539		Checking

Active Inactive

Deposit frequency: Weekly

Next deposit date: 05/19/2015

Deposit amount: 500.00

Deposit account: ACH CHK

[Add](#) [Edit](#) [Delete](#)

1

May 19-20, 2015

Query Tool

Enhancement Summary:

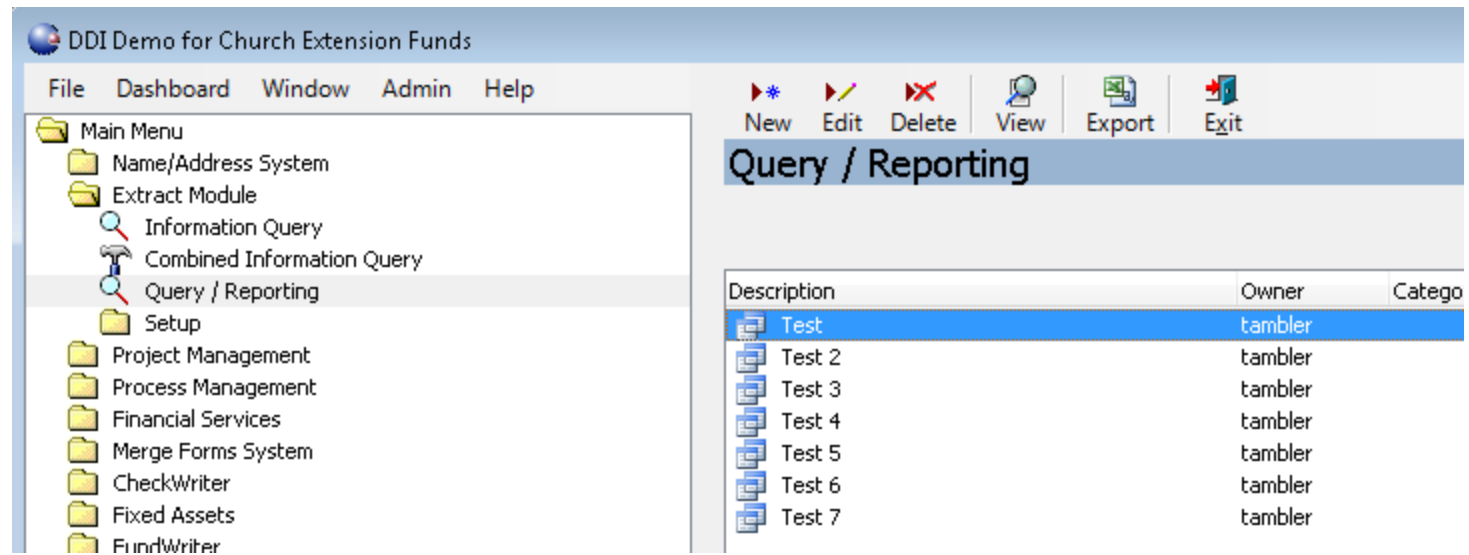
- Allow users to create their own data extracts.
- Exports to a workable grid
- Grid interfaces with the database for researching purposes
- Exports into a variety of formats (.csv, pdf, xml...)



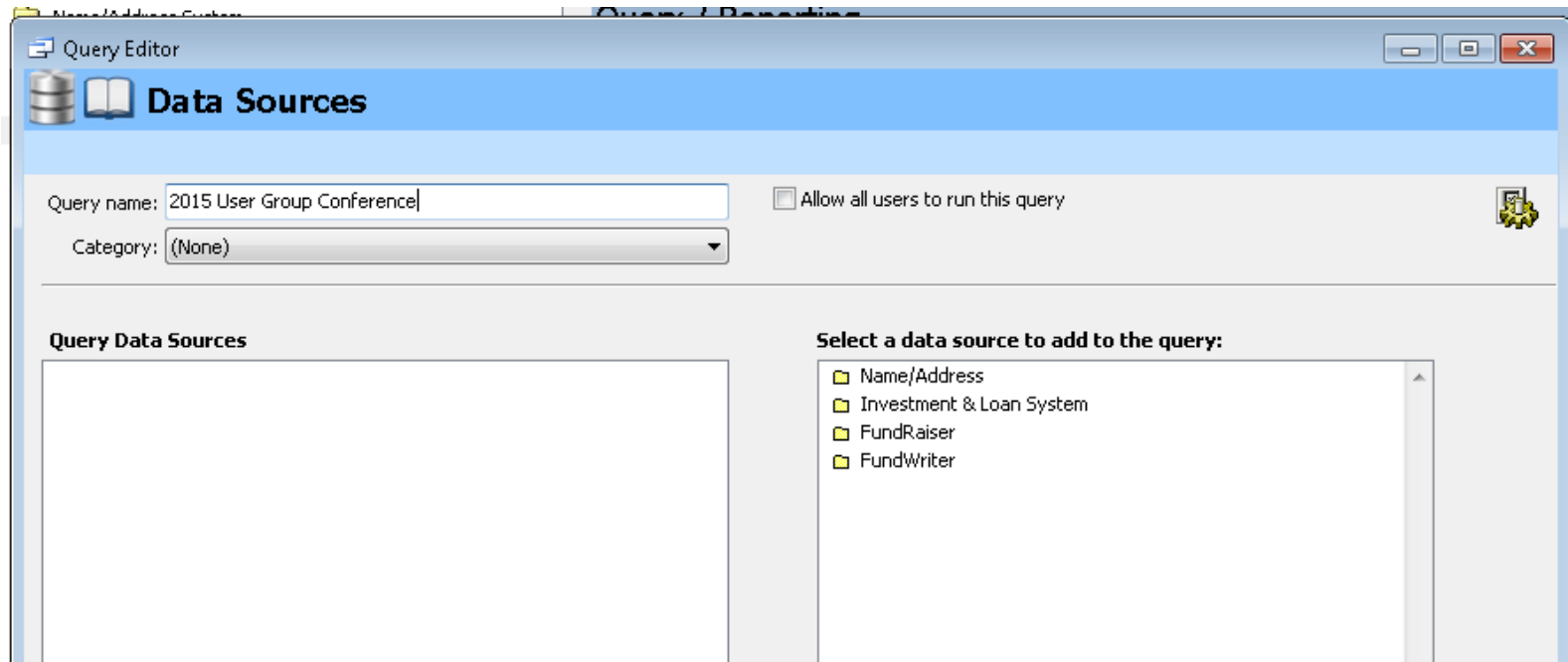
Query Tool

Location

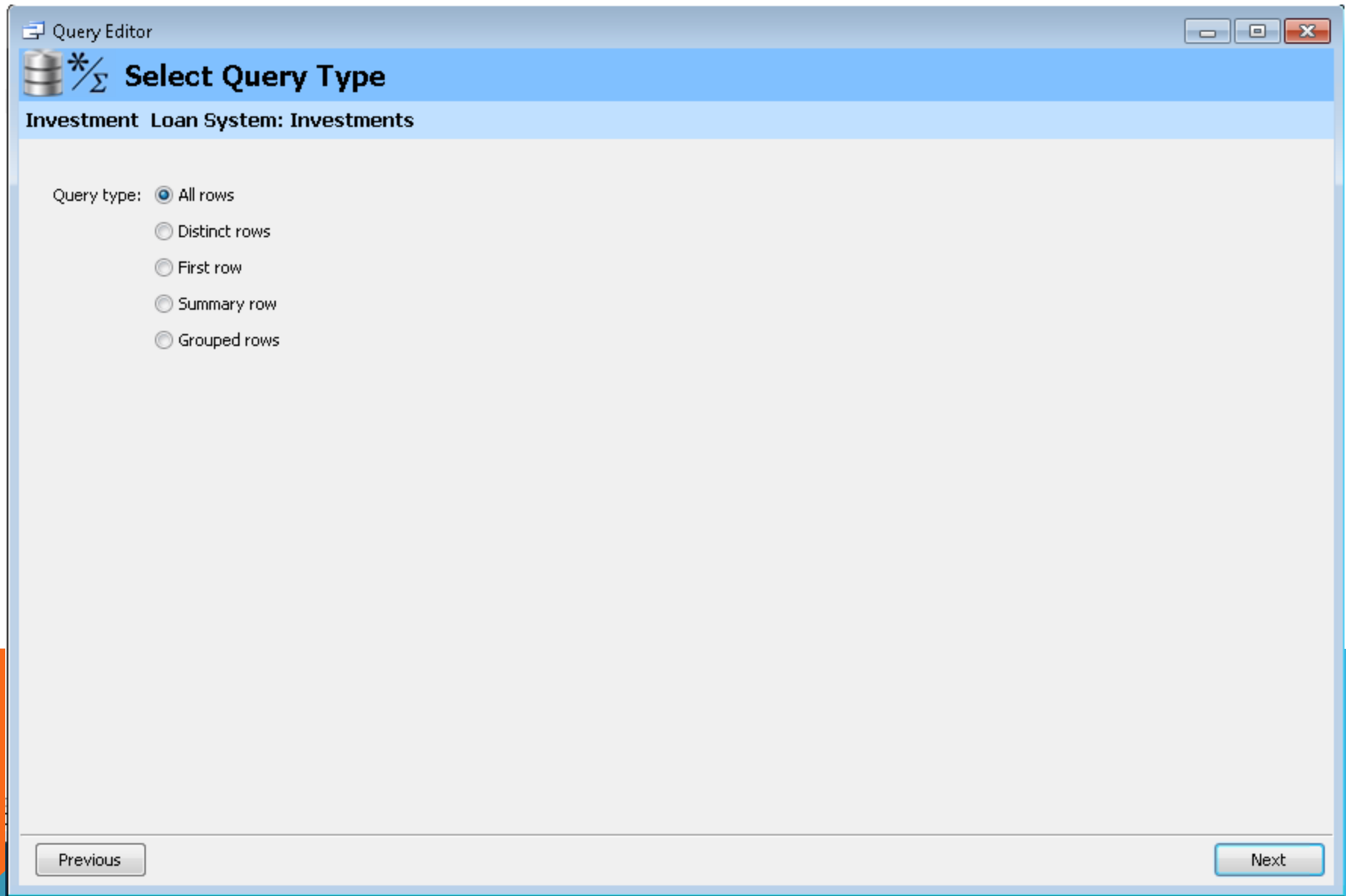
- Extract Module → Query / Reporting



Query Tool



Query Tool



Query Tool

Query Editor

Selection Criteria

Investment Loan System: Investments

▶* Add | ▶/ Edit | ▶/ Edit Value | ✕ Delete

Move Line: ▲ ▼

Account ID
Investor account label
Investment number
Investment drill-down
Investment type
Investment type description
Rate
LSP account ID
LSP loan number
Line of credit number
Current maturity date
Original maturity date
Last transaction date
Original principal balance
Principal net change
Principal net change YTD
Interest earned
Interest earned YTD
Interest earned TTD
Accrued interest
Purchase date
Last statement balance
Interest payment code
Interest payment code description
Registration code
Registration code description
Description
G/L account
G/L account description
Investment status code
Investment status description

= <>
> <
>= <=
EMPTY
NOT EMPTY
RANGE
BEGINS
MATCHES
LIST
INCLUDES
EXCLUDES
()
AND
OR

	Column	Condition	Value
1	Current principal balance	>	10,000.00

Previous Next

Query Tool

Query Editor

Select Columns to Output

Investment Loan System: Investments

Available Output Columns

- Investor account label
- Investment drill-down
- Investment type
- Investment type description
- LSP account ID
- LSP loan number
- Line of credit number
- Original maturity date
- Last transaction date
- Original principal balance
- Principal net change
- Principal net change YTD
- Interest earned
- Interest earned YTD
- Interest earned TTD
- Purchase date
- Last statement balance
- Interest payment code
- Interest payment code description
- Registration code
- Registration code description
- Description
- G/L account
- G/L account description
- Investment status code
- Investment status description
- Number of extensions
- Maturity extension code
- EFT routing number
- EFT bank account
- Bank name

Add >

< Remove

Selected Output Columns

	Column	Function
1	Account ID	
2	Investment number	
3	Rate	
4	Current maturity date	
5	Current principal balance	
6	Accrued interest	
7	Purchase state	

Previous

Next

Query Tool

Query Editor

Select Sort Order

Investment_Loan System: Investments

Available Sort Columns

- Account ID
- Rate
- Current maturity date
- Current principal balance
- Accrued interest
- Purchase state

Add >

< Remove

Selected Sort Columns

	Column	Order
1	Investment number	Ascending

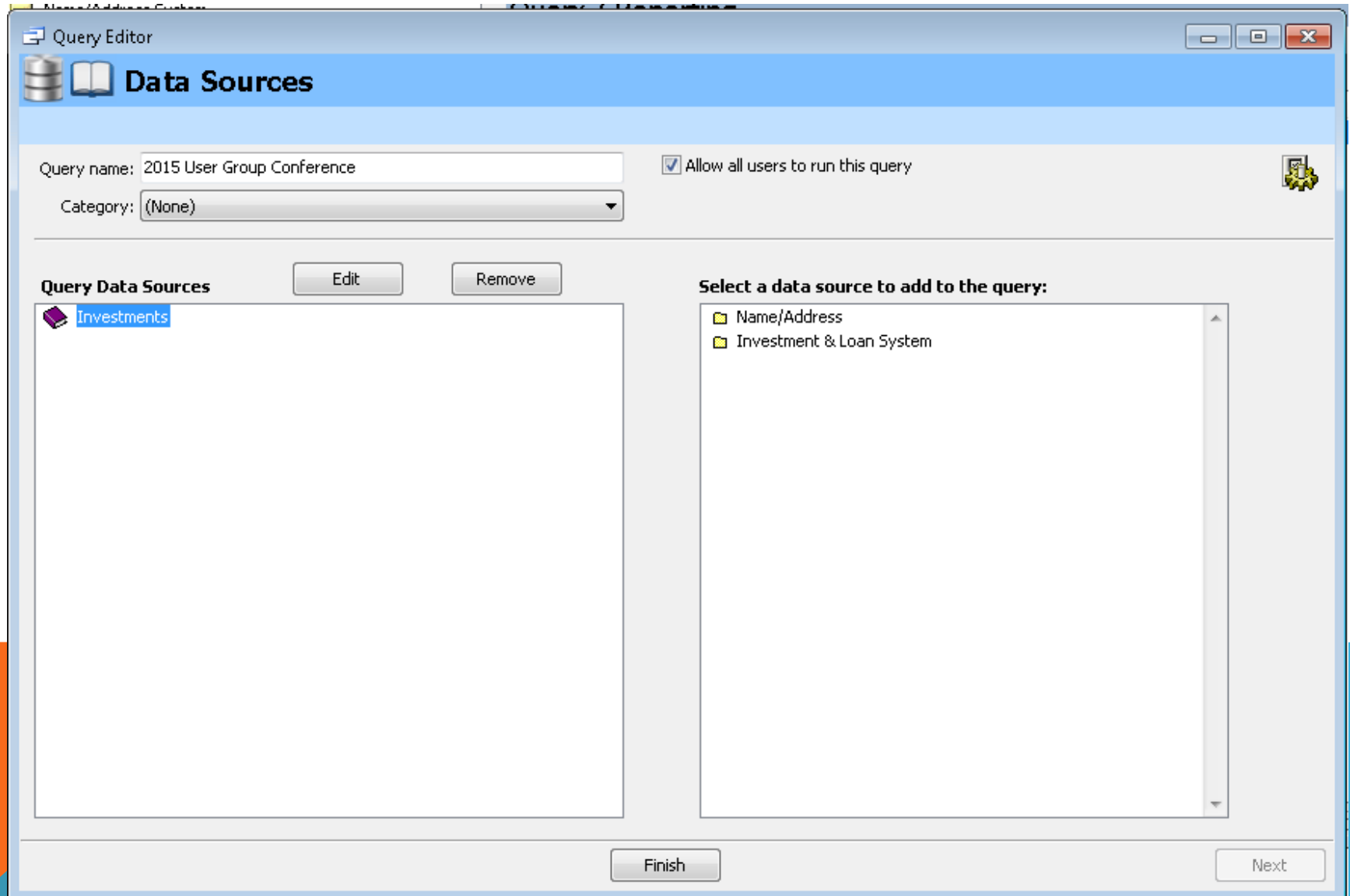
▲

▼

Previous

Next

Query Tool



Query Tool

DDI Demo for Church Extension Funds

File Dashboard Window Admin Help

Main Menu

- Name/Address System
- Extract Module
 - Information Query
 - Combined Information Query
 - Query / Reporting
- Setup
- Project Management
- Process Management
- Financial Services
- Merge Forms System
- CheckWriter
- Fixed Assets
- FundWriter
- Accounts Payable
- Connect-FR

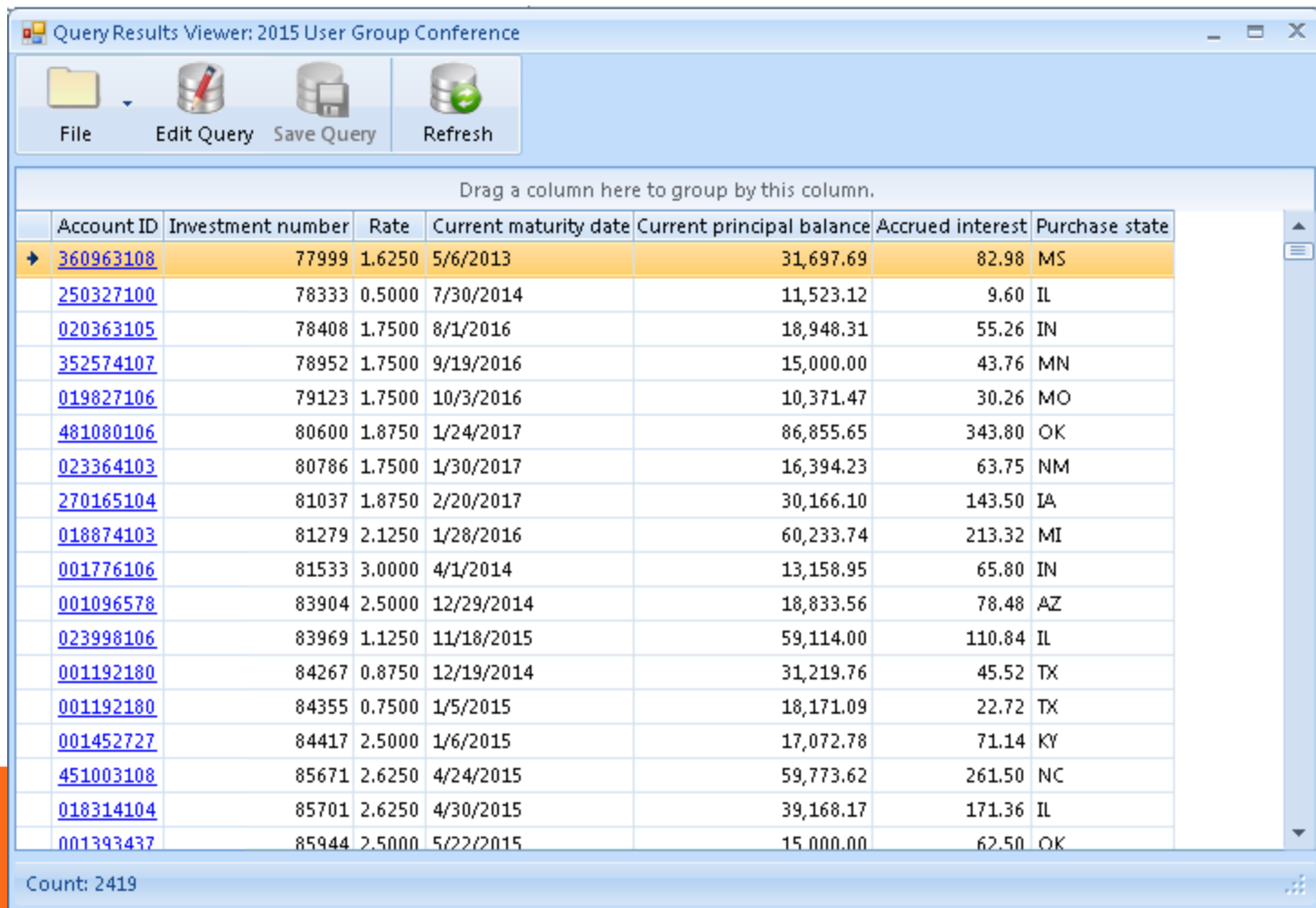
New Edit Delete View Export Exit

Query / Reporting

Description	Owner	Category
Test	tambler	
Test 2	tambler	
Test 3	tambler	
Test 4	tambler	
Test 5	tambler	
Test 6	tambler	
Test 7	tambler	
2015 User Group Conference		

May 19-20, 2015

Query Tool



Query Results Viewer: 2015 User Group Conference

File Edit Query Save Query Refresh

Drag a column here to group by this column.

	Account ID	Investment number	Rate	Current maturity date	Current principal balance	Accrued interest	Purchase state
▶	360963108	77999	1.6250	5/6/2013	31,697.69	82.98	MS
	250327100	78333	0.5000	7/30/2014	11,523.12	9.60	IL
	020363105	78408	1.7500	8/1/2016	18,948.31	55.26	IN
	352574107	78952	1.7500	9/19/2016	15,000.00	43.76	MN
	019827106	79123	1.7500	10/3/2016	10,371.47	30.26	MO
	481080106	80600	1.8750	1/24/2017	86,855.65	343.80	OK
	023364103	80786	1.7500	1/30/2017	16,394.23	63.75	NM
	270165104	81037	1.8750	2/20/2017	30,166.10	143.50	IA
	018874103	81279	2.1250	1/28/2016	60,233.74	213.32	MI
	001776106	81533	3.0000	4/1/2014	13,158.95	65.80	IN
	001096578	83904	2.5000	12/29/2014	18,833.56	78.48	AZ
	023998106	83969	1.1250	11/18/2015	59,114.00	110.84	IL
	001192180	84267	0.8750	12/19/2014	31,219.76	45.52	TX
	001192180	84355	0.7500	1/5/2015	18,171.09	22.72	TX
	001452727	84417	2.5000	1/6/2015	17,072.78	71.14	KY
	451003108	85671	2.6250	4/24/2015	59,773.62	261.50	NC
	018314104	85701	2.6250	4/30/2015	39,168.17	171.36	IL
	001393437	85944	2.5000	5/22/2015	15,000.00	62.50	OK

Count: 2419

May 19-20, 2015

Bank Reconciliation

Enhancement Summary:

- Create a screen to aid reconciling a bank account or any other GL account on the system
- Be able to highlight multiple entries and have it total up like excel
- Be able to add a note to an entry
- Be able to put your bank statement total on the screen to calculate a variance
- Location: FundWriter → Bank Reconciliation

Bank Reconciliation

Switch to GL accounts

Check acct: DCEF Standard Checking Account

Date range: 02/28/2014 thru: 03/31/2014

View: Outstanding Items

View Items

Clear date: 03/30/2014 Clear Item(s)

Account balance: 1,100,000.89

GL balance: 26,956.60

Outstanding debits: 5,254,411.89

Outstanding credits: 6,366,273.18

Outstanding items from bank: 0.00

Variance: -38,817.00

****Maximize screen for best view.****

Debits				
Tran dt	Src	Debit	Clear dt	Notes
02/28/2014	AR	715.09		
02/28/2014	DN	76.00		
02/28/2014	JN	373,407.19		
02/28/2014	JV	17,984.48		
02/28/2014	LC	598.21		
02/28/2014	LN	60,584.03		
02/28/2014	PF	2,542,345.04		
03/03/2014	AR	4,281.70		
03/03/2014	DN	812.50		
03/03/2014	JN	134,804.33		
03/03/2014	LC	6,759.46		
03/03/2014	LN	818,456.19		
03/03/2014	PF	65.91		
03/04/2014	CK	1,627.91		
03/04/2014	IN	725.00		
03/04/2014	JV	500.00		
03/04/2014	LN	5,205.86		
03/04/2014	PF	210,633.56		
03/05/2014	AR	1,627.52		
03/05/2014	CK	7,178.85		
03/05/2014	DN	3,863.78		
03/05/2014	IN	349,164.32		
03/05/2014	JV	251.51		
03/05/2014	LC	65.36		
03/05/2014	LN	25,710.45		
03/05/2014	PF	69.10		
03/06/2014	AR	1,609.71		
03/06/2014	DN	489.29		

Displayed debit total: 5,254,411.89

Highlighted debit total: 0.00

Credits				
Tran dt	Src	Credit	Clear dt	Notes
02/28/2014	CK	31,233.94		
02/28/2014	CW	257,141.66		
02/28/2014	JV	57,782.38		
03/03/2014	CK	23,203.00		
03/03/2014	CW	4,652,879.03		
03/03/2014	JV	131.80		
03/03/2014	LN	272.38		
03/04/2014	CK	7,127.91		
03/04/2014	CW	179,454.52		
03/04/2014	JV	768.52		
03/05/2014	CK	589,234.44		
03/05/2014	CW	7,069.10		
03/06/2014	CK	93,595.53		
03/06/2014	CW	149,402.61		
03/07/2014	CK	31,367.14		
03/07/2014	CW	13,820.20		
03/07/2014	JV	58.72		
03/10/2014	CW	15.70		
03/11/2014	CW	5,371.99		
03/11/2014	JV	266,292.61		
03/13/2014	CK	50.00		

Displayed credit total: 6,366,273.18

Highlighted credit total: 0.00

May 19-20, 2015

Giving Goals

Enhancement Summary:

- Giving goals is a yearly amount that a person or organization says they will give.
- The giving goal is tied to a type of goal which classifies the gift as part of the goal if it matches the designation codes selected.
- A statement can be run to show the amount given vs the goal amount.

Giving Goals Setup

Location:

- Connect-FR → Giving Goals → Goal Group Maintenance

Goal Type Maintenance

Group code: BMS-GA

Group name: BMS G.A.

Presbytery:

Not Used:

Category: 02,05 Created by cbrown on 10/16/2014

Project Cd: Modified by cbrown on 10/16/2014

Group Code	Group Name	Presbytery	Not Used	Category	Project Cd
BMS-GA	BMS G.A.			02,05	
BMS-PR	BMS Presbytery			04,07	
BMS-SP	BMS Synod Partnership			03,06	
CM-Test	Courtenay's Test				

Giving Goals Maintenance

New Edit Delete Save Undo Exit

Yearly Goals Maintenance

PIN: Master ID: Auburn Presbyterian Church
13025 Bell Air Dr.
Auburn, CA 95603-9583

Year: 2015 Group: Amount: 5,000.00

Created by pmchugh on 02/01/2015 Modified by pmchugh on 02/01/2015

Year	Group Name	Amount
2015	BMS G.A.	\$5,000.00

May 19-20, 2015

Memo Enhancements

Enhancement Summary:

- Added fields to the memo screen for contact management information
- Added a type field where you can track correspondence type (phone, email, etc...)
- Added a person responsible field to track the person responsible for the contact
- Added a Primary Contact dropdown, which you will be able to select any person that the PIN has a relationship to
- Added a Subject line to the memo
- Added a list of topics you can select from that you covered during the contact



Memo Screen

Memos | All Attachments

Entered on ▾	Category	Code	Memo
! 04/22/2008		URGENT	NO W/Ds without approval from Peyton Manniing

Pop-up from: to: Date occurred: 05/20/2015 Type: (None)

Memo code: Person responsible: pmchugh

Value: Primary contact: Caldwell Esther L

Category: Donor Development

Subject: Donation Follow-up Topics:

Memo Text | Attachments

Created by: Modified by:

May 19-20, 2015

Other Notables

- Financial Inquiry Updates
- Added Accounts Payable to the Name/Address Status Tab
- Added a Debt Securities Report (IL350)
- Online Security Enhancements
- Filter Memo Codes by Area
- IL643 Update to Handle Extra Payments through ACH
- Ability to Print a Receipts or a Check at the time of an Investment Payout
- Ability to Print a Receipt at the time of an Investment Deposit
- Added a Summarized version of IL289 – Investment Statement
- And Much More....



Discussion, Questions, Comments



Patrick McHugh
pmchugh@ddi.org
support@ddi.org
317.713.2480

May 19-20, 2015