



STREAMLINE YOUR JOB PROCESSING

2015 DDI USER GROUP MEETING
MAY 19TH-20TH

OVERVIEW

- ➔ Who is using Job Processing?
- ➔ Why Consider Using Job Processing?
- ➔ Review Common Jobs
- ➔ Setting Up Your Calendar
- ➔ Setting Up Job Processing
- ➔ Year End Processing
- ➔ Questions?



WHO IS USING JOB PROCESSING?



May 19-20, 2015

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2015 USER GROUP MEETING

WHY CONSIDER USING JOB PROCESSING?

It's fast!



It is easy



No forgotten processes!



May 19-20, 2015

COMMON JOBS

- ➔ IL219 – Print Maturity Extensions
- ➔ AP33 – Voucher Listing
- ➔ AP20 and CW04 - Create and print checks
- ➔ CW33 – Generate AP EFT
- ➔ FW20 – Posting
- ➔ IL665 - Loan Payment Due Processing
- ➔ IL227 - Print Investment Notes
- ➔ IL289 - Investment Statements



SETTING UP YOUR CALENDAR

➔ Supervisor Menu → System Administration → Calendar → Default:

February 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 MB	2 WB	3	4	5	6 WE,FIN	7
8	9 WB	10	11	12	13 WE,15TH,IN S	14
15	16 HD	17 WB,MON,16 TH,17TH	18	19	20 WE	21
22	23 WB	24	25	26	27 WE	28 ME

*MB = Month Beginning – always on the first calendar day of the month

*ME = Month Ending – always on the last calendar day of the month

*WB/WE = Week Beginning/Ending – always on the first business day of the week

*Common Date Codes: MON, TUE, WED, THU, FRI, 15th, 17th, PREEOM, EOM

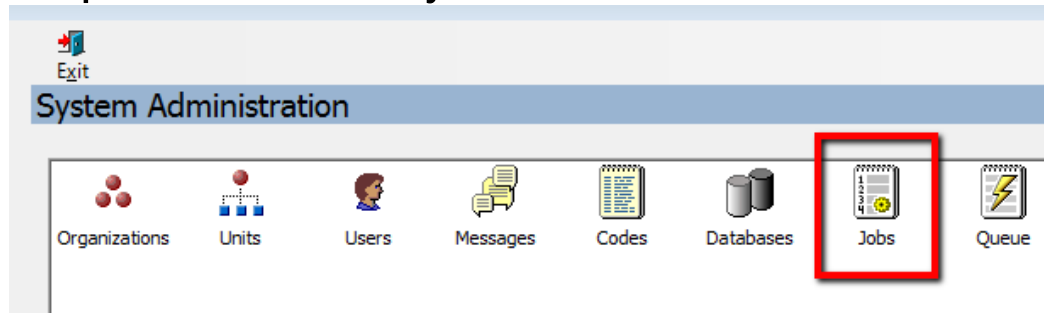
*Special Notes: If multiple date codes are on one date, use a “,” to separate. Do not put a space.

*Correct: WE,ME Incorrect: WE, ME

*Calendars can be completed as far in advance as needed.

SETTING UP JOB PROCESSING

- ➔ What programs do you need to run on a daily, monthly, quarterly basis?
- ➔ Contact DDI Support to verify that you have your jobs running in the correct order
- ➔ Supervisor Menu → System Administration → Jobs



- ➔ Click above where the new process should go → New

SETTING UP JOB PROCESSING (CONT)

➔ Click above where the new process should go → New

The screenshot shows a dialog box titled "Queue Entry Properties" with a close button in the top right corner. The dialog contains the following fields and options:

- Sequence: 88
- Date codes: MON,ME
- Program: il303
- Description: Investment Maintenance Report
- Program Type section:
 - 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)
- Recurring entry

Buttons for "OK" and "Cancel" are located on the right side of the dialog.

SETTING UP JOB PROCESSING (CONT)

- ➔ On the job maintenance screen, click on the job that was just created and click the Setup button to set parameters. Click on the Calendar icon and select the desired date.

IL303 - Investment Maintenance Report

Start date: 08/31/2011

End date: 08/31/2011

Investment:

Include new investments

OK Print Options Cancel

IL303 Business dt: 03/31/2014 CAPS

Date Parameters

Current

First calendar day of semi-yr
First calendar day of year

Work Day

First day of week

First day of month
First day of quarter
First day of semi-year
First day of year
First day in acct. period
First day in acct. pd. by year

August 2011

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

OK Cancel Reset

First Last +0

Days Weeks Months Years



YEAR END PROCESSING

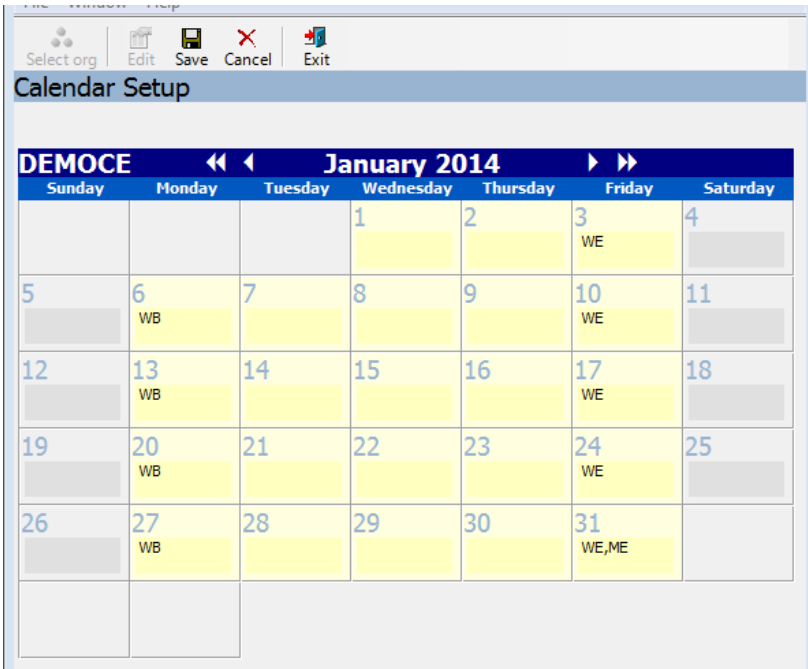
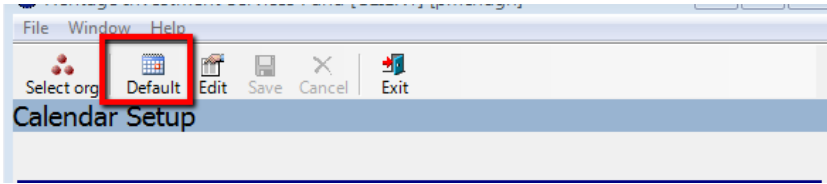
- Section 1: Calendar Year End Instructions
- Section 2: Fiscal Year End
- Section 3: 1099's, Year End Tips, Backups, FAQ



SECTION 1: CALENDAR YEAR END INSTRUCTIONS

NOTE: A MAJORITY OF THESE STEPS CAN BE COMPLETED IN ADVANCE!

STEP # 1



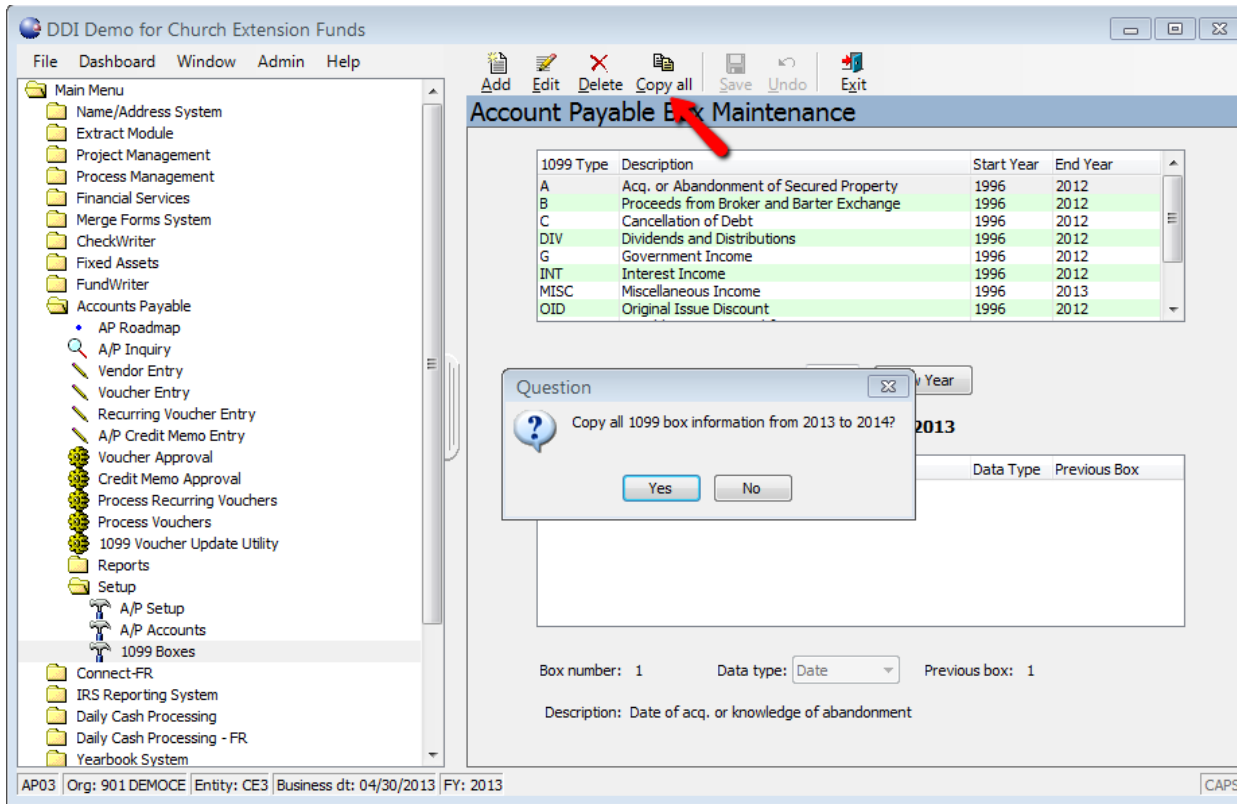
Go to the Supervisor Menu → System Administration → Click the Calendar Icon → Default. Then click Save. Then click edit and add any custom/unique Jobs for your organization to the calendar.

Enter your job processing codes in each month of your calendar.

Warning: If multiple date codes are on one date, use a “,” to separate. Do not put a space.

Correct Example: WE,ME
Incorrect Example: WE, ME

STEP # 2

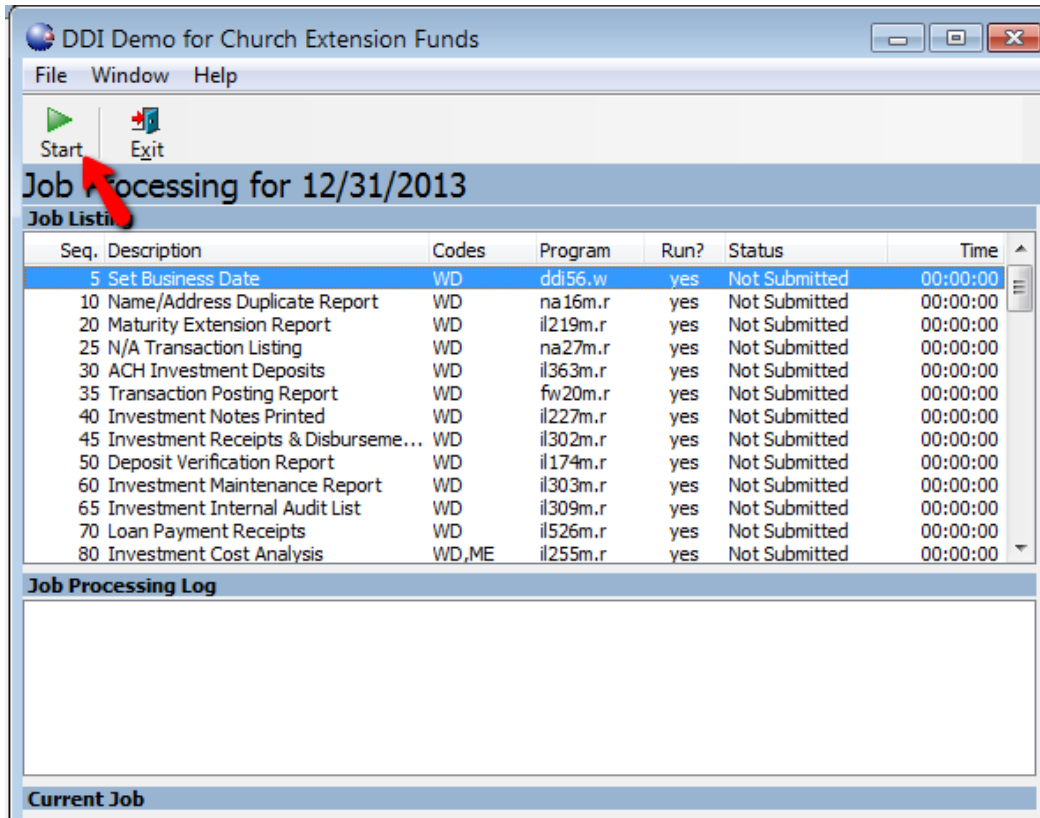


Go to the Accounts Payable Menu → Setup → 1099 Boxes.

Then click the “Copy All” button. Then click “Yes” to Copy all 1099 box information from 2014 to 2015.

Note: *This Step can be completed weeks prior to Month End.*

STEP # 3



Go to Job Processing and run your normal Daily, Monthly, and/or Quarter End Processing. Also, process your Year End processing job.

*Note: This Step **cannot** be completed prior to Month End.*



Attention:

*If your fiscal year does not start on January 1st, **STOP**, you now are completed with year end! Please see **Section III** for additional **critical** year end information!*

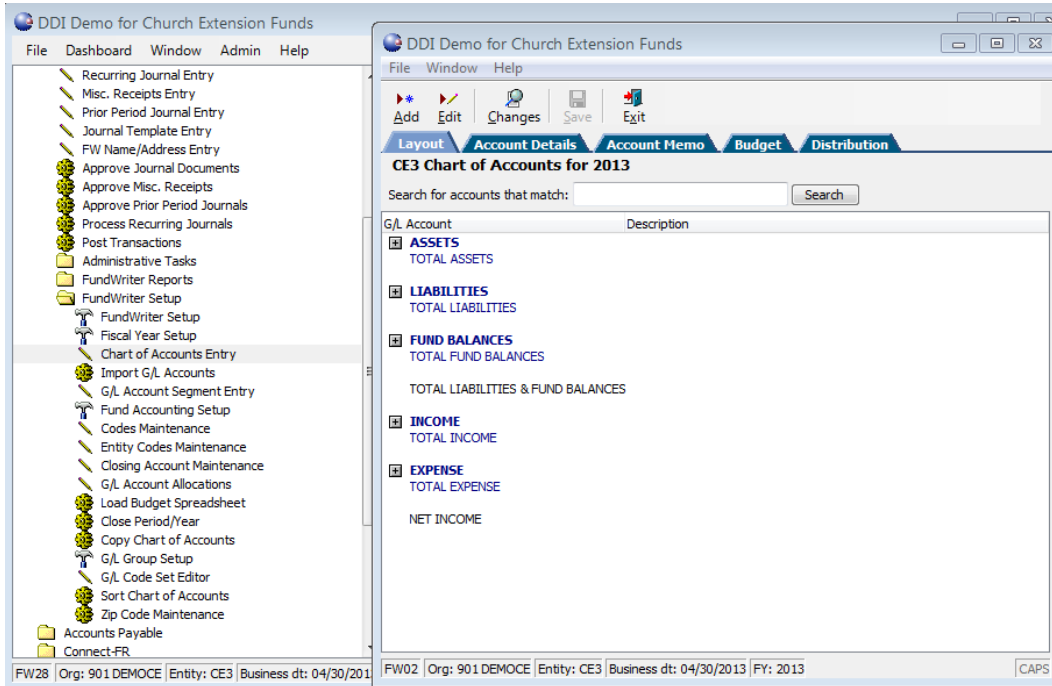
SECTION 2: FISCAL YEAR END INSTRUCTIONS



NOTE: A MAJORITY OF THESE STEPS CAN BE COMPLETED IN ADVANCE!

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STEP # 4



Review your chart of accounts. If needed, make any changes to them prior to copying them over to the new fiscal year

Note: *This Step can be completed weeks prior to Month End.*

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STEP # 5

Exit

Copy Chart of Accounts

Current Settings For Entity 3

Fiscal year: 2013
Accounting period: 4

i This program will copy the chart of accounts and related tables for the current year into a new year, overwriting any existing settings, balances, and posted detail in the new year.

The primary use of this program is to allow users to work in a new fiscal year while keeping the current fiscal year open.

- Note: Only the current entity will be copied unless the "Copy all entities" box is checked.

Copy from fiscal year: 2013 Open fiscal year
To fiscal year: 2014 New fiscal year - no G/L activity

Include inactive accounts without activity
 Copy all entities

Start

FY: 2013 CAPS

Go to the FundWriter Menu
→ Administrative Tasks →
Copy Chart of Accounts. Click
Start.

Note: This Step can be completed weeks prior to Month End.

POST YEAR END PROCESSING NOTE:

Make a note or calendar reminder to perform a fiscal year close for the previous year. This is typically done after you have completed all your year end general ledger adjusting entries.

To complete this process, go to FundWriter → Administrative Tasks → Close Current Period

Close Current Period

Current Settings For Entity 3

Fiscal year: 2013
Accounting period: 4

Changing settings for fiscal year: 2013 Open fiscal year
Current period: 4

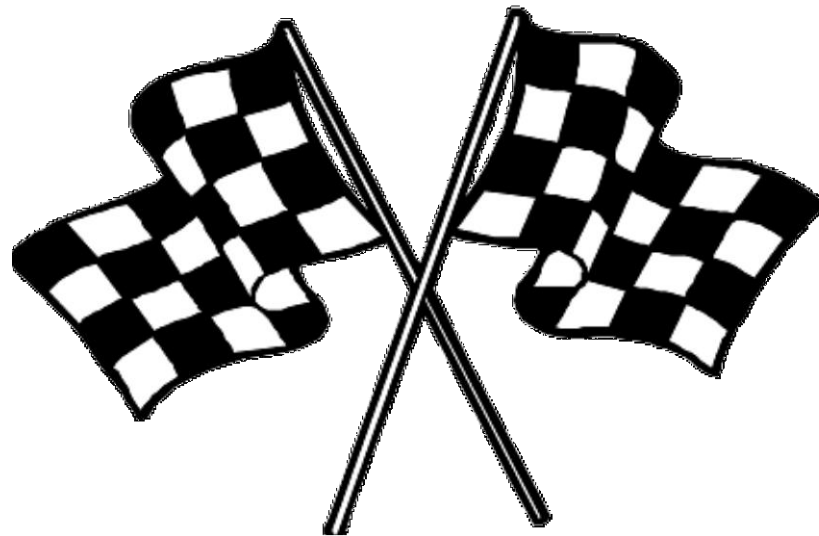
Available Actions:

Close Current Period
New period will be 5 (05/01/2013 - 05/31/2013)

Change Current Period
Change current period for 2013 to:

Close Fiscal Year
Close fiscal year 2013. New year will be 2014 (01/01/2014 - 01/31/2014)

YEAR END PROCESSING IS COMPLETE



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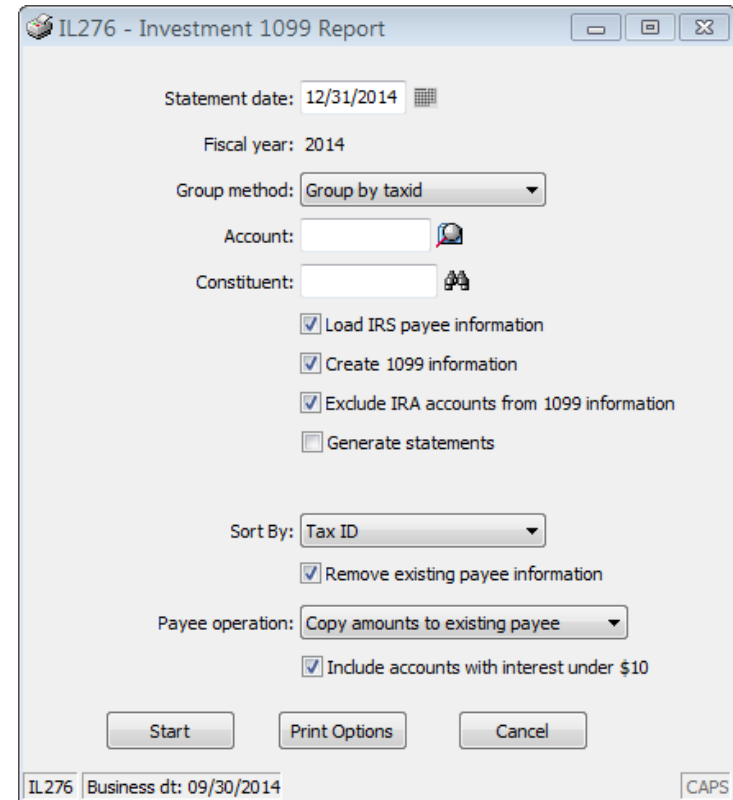
SECTION 3: 1099'S, YEAR END TIPS, BACKUPS, FAQ



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1099 PROCESSING FOR INVESTMENTS

1. Run IL276. This program will load the IRS data into the IRS Reporting Module. In the IRS Reporting Module you can modify/correct the 1099 information prior to sending it to the government. Some organizations generate their official 1099 documents from this program. This is acceptable but not our recommendation. We recommend you run your statements from the IRS reporting module to ensure the 1099 statement you send to your investors match the file you send to the government.



The screenshot shows the 'IL276 - Investment 1099 Report' dialog box. It contains the following fields and options:

- Statement date: 12/31/2014
- Fiscal year: 2014
- Group method: Group by taxid
- Account: [empty]
- Constituent: [empty]
- Load IRS payee information
- Create 1099 information
- Exclude IRA accounts from 1099 information
- Generate statements
- Sort By: Tax ID
- Remove existing payee information
- Payee operation: Copy amounts to existing payee
- Include accounts with interest under \$10

Buttons: Start, Print Options, Cancel

Footer: IL276 Business dt: 09/30/2014 CAPS

1099 PROCESSING FOR INVESTMENTS

2. Go to IRS Reporting System → Payee Entry. You can modify any records if necessary here prior to reporting. You should use this rarely but sometimes it is necessary to modify a record.

IRS Payee Update

Tax year: 2014
Form code: 1099-INT
Payee number: 0
Tax ID:
Control name:
Account code:

Name 1:
Name 2:
City:
State:
Zip:
AI code(s):

Form name:

Payee Number	Tax ID	Name 1	Account Code
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General | Boxes 1-8 | Boxes 9-16 | Other

Tax year: 0000
Form code:
Payee number: 0
Tax ID:
Tax ID type: EIN SSN
Control name:
Account code:

Name 1:
Name 2:
Address:
City:
State:
Zip:
 Foreign?
AI code(s):

1099 PROCESSING FOR INVESTMENTS

IRS04 - IRS Extract

Tax year: 2014

Form code: 1099-INT

Payer: 1

Transmitter: 2

State:

Only include records which have state tax withheld

AIC include:

AIC exclude:

File mode: Original

Test count: 0

Extract filename: M:\irs1099extract.dat

Start Print Options Cancel

IRS04 Business dt: 09/30/2014 CAPS

3. Send your 1099 File to the IRS. Go to IRS Reporting System → Reports → IRS Extracts. Then go to the IRS FIRE Website and upload your file.

1099 PROCESSING FOR INVESTMENTS

4. Create/Print your 1099INT Statement. Go to the IRS Reporting System → Reports → Mailmerge. Then merge/print from merge systems.

IRS14 - IRS Mail Merge

Tax year: 2014

Form code: 1099-INT

Payer: 1

State:

AIC include:

AIC exclude:

Exclude if amount is zero

Exclude punctuation

Output format: Load to Merge System

Output form name: 1099-INT

Start Print Options Cancel

IRS14 Business dt: 09/30/2014 CAPS

1099-MISC PROCESSING FOR ACCOUNTS PAYABLE

1. Accounts Payable → Reports → Vendor Listing by 1099 Type. Run this report to load 1099-Misc into the IRS Reporting system.

Then follow steps 2-4 in the previous 3 slides to complete. Choose 1099-MISC instead of 1099-INT.

The screenshot shows a software dialog box titled "AP34 - Vendor Listing by 1099 Type". The dialog contains the following fields and options:

- Base date: 12/31/2014 (with a calendar icon) (Base date is used to determine tax year.)
- 1099 type: INT (with a dropdown icon)
- Vendor type: USA (dropdown menu)
- Sort by: Name (dropdown menu)
- Load IRS payee information
- Remove existing payee information
- Payee operation: Copy amounts to existing payee (dropdown menu)

At the bottom of the dialog are three buttons: "Start", "Print Options", and "Cancel". The status bar at the bottom left shows "AP34 Business dt: 09/30/2014" and the bottom right shows "CAPS".

BACKUPS



We recommend each organization ask DDI to create a backup prior to both month end and year end and after year end. To do this, email or call (preferred) DDI support and tell them you want a backup done for Pre-EOY (before you start). Once complete, start your end of year processing. Once complete, ask DDI to create an End-EOY backup. The backup takes 30 seconds and if something errors out during year end, DDI can restore back to that point of Pre-EOY and you can try again. We ask if you do year end and want backups from DDI, you do this during our normal business hours, 7:30 AM – 5PM EST. If you cannot meet that time frame, please let DDI know in advance so they can be prepared to address your needs timely after normal business hours.

CLEAR YTD INTEREST TOTALS

All Church Extension Fund organizations must clear out their YTD buckets at year end. If you fail to do this, your YTD buckets will be inflated by the amount earned in the previous year. To correct this error, it will require a script to be created by DDI to fix. This would be a billable service request. Here are the clear YTD programs that need ran at year end (if applicable):



IL290 – Clear Investment YTD Information

IL528 – Loan Clear YTD

IL718 – Portfolio Clear YTD Values

IL828 – LOC YTD Values



Discussion, Questions, Comments



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