



# **Conference User Manual**

## **Remittance Entry 2.0**

**December 2019**

Prepared for

United Methodist Women

Prepared by

Christian Barton



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## Revision and Signoff Sheet

### Change Record

Date	Author	Version	Change reference
6/3/2014	CB	1.0	Initial version

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### Client Review

Name	Version approved	Position	Date

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## INTRODUCTION

The Remittances and SMR Entry Web Application is used by 3 types of users:

- District Users
- Conference Users
- UMW Users

This document will explain all functionalities from the point of view of a Conference user.

The LIVE web site is found on the following URL:

<https://remittance.unitedmethodistwomen.org/RemittancesManagement/>

If at any point a user can't log into the system, please contact Geraldine Garbutt, *Trainer & Giving Associate*, by phone: (212) 870-3742; by fax: (212) 870-3736 or by email: [ggarbutt@unitedmethodistwomen.org](mailto:ggarbutt@unitedmethodistwomen.org). Ms. Garbutt will be able to reset credentials for the user and assist with any REM/SMR questions.

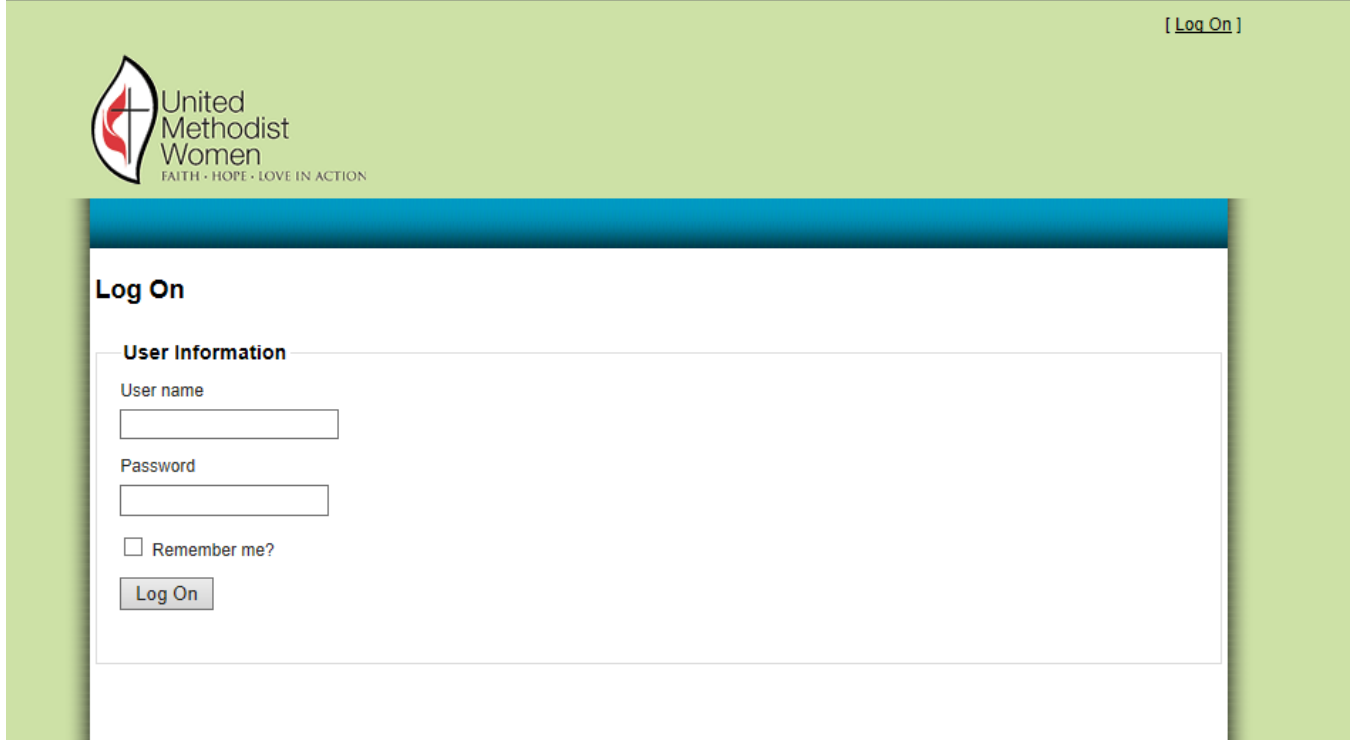
Conference users receive Remittances and SMRs submitted by District users and will have the option to consolidate those remittances and SMRs into a single one to be sent to UMW Accounting. It is important to note that the consolidation will not merge SMRs and Remittances into a single transaction (Remittances will go with Remittances and SMRs with SMRs); they will remain separated for organizational purposes.

It will also be possible for Conference users to enter Remittances and SMRs for one or more Districts into the web application.

## FUNCTIONALITIES

The process starts by logging into the system using the following screen:

[ [Log On](#) ]



The screenshot shows a web page with a light green background. At the top left is the United Methodist Women logo. In the top right corner, there is a link labeled "[ Log On ]". The main content area is a white box with a blue header bar. Inside this box, the title "Log On" is displayed. Below the title is a section titled "User Information" which contains a "User name" label and an input field, a "Password" label and an input field, a checkbox labeled "Remember me?", and a "Log On" button.

Every user will get their User Name and Password to use in this system from UMW's IT department.

Once logged in the Conference user will be able to do the following tasks:

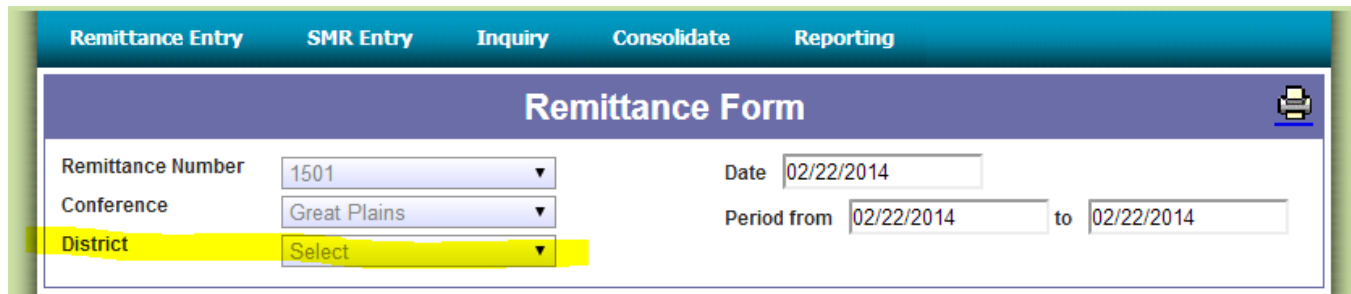
- Enter a new Remittance or modify an existing one
- Enter a new SMR or modify an existing one
- Search for a past transaction (Remittance or SMR)
- Consolidate Transactions
- Print a report of transactions (PDF) applying a search criteria
- Change password

**ENTER A NEW REMITTANCE OR MODIFY AN EXISTING ONE**

Conference Treasurers will still be able to enter Remittances and submit them to UMW exactly like they have been doing so far.

The Conference user will have 2 options when entering a new remittance:



- Select a District. If they create a new remittance selecting the district, they will be forced to later consolidate this remittance prior to submitting it to UMW Accounting.



Remittance Form	
Remittance Number	1501
Conference	Great Plains
District	Select
Date	02/22/2014
Period from	02/22/2014 to 02/22/2014

- Don't select a district. If they create a new remittance without selecting the district, the web application will understand the conference user is entering amounts pertaining to several districts (already consolidated amounts) and the transaction will be automatically eligible to be submitted to UMW Accounting.

The Remittance Entry form is shown in the image below:

Remittance Entry	SMR Entry	Inquiry	Consolidate	Reporting
<b>Remittance Form</b> 				
Remittance Number	<input type="text" value="1501"/>	Date	<input type="text" value="02/22/2014"/>	
Conference	<input type="text" value="Great Plains"/>	Period from	<input type="text" value="02/22/2014"/>	to <input type="text" value="02/22/2014"/>
District	<input type="text" value="Select"/>			
<b>MISSION GIVING</b>				
PLEDGE TO MISSION	<input type="text" value="47.00"/>			
GIFT TO MISSION	<input type="text" value="45.00"/>			
GIFT IN MEMORY	<input type="text" value="0.00"/>			
WORLD THANK OFFERING	<input type="text" value="0.00"/>			
<input type="button" value="New"/>				
<b>Category Description</b>	<b>Amount</b>	<b>Actions</b>		
Administrative, Membership & Development % <input type="text" value="0.00"/> <input type="text" value="10.00"/>				
<b>Mission Giving Total</b>				<input type="text" value="82.00"/>
<b>SUPPLEMENTARY GIFTS</b>				
CALL TO PRAYER AND SELF DENIAL	<input type="text" value="0.00"/>			
Designated Gifts	A BRIGHTER FUTURE FOR CHILDREN AND YOUTH	<input type="text" value="0.00"/>		
	ASSEMBLY OFFERING	<input type="text" value="0.00"/>		
	SCARRITT-BENNETT CENTER	<input type="text" value="0.00"/>		

This Form is split into 4 sections:

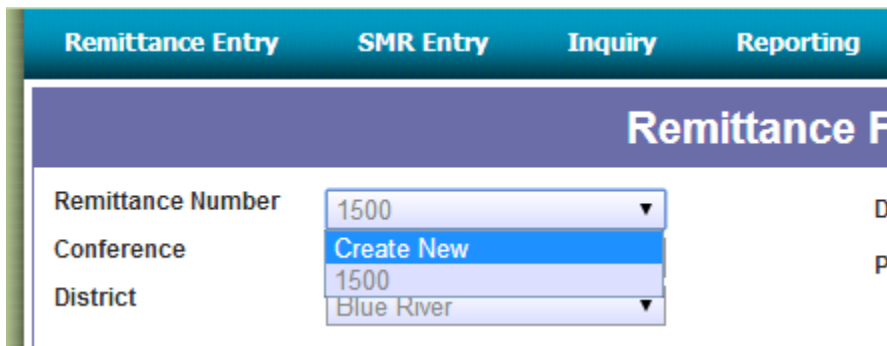
- Header Section

As can be seen on the image above, the remittance transaction will be available for printing to a PDF file by clicking on the printer icon located on the top right corner of the title.

The rest of the header includes the following fields:

**Remittance Number:** This field is assigned automatically by the Remittance Entry system whenever a user logs into the system.

If the user selects the arrow to expand the options of this Drop-Down List, an option saying “Create New” appears on the list, as shown on the next image:



Remittance Entry    SMR Entry    Inquiry    Reporting

**Remittance Form**

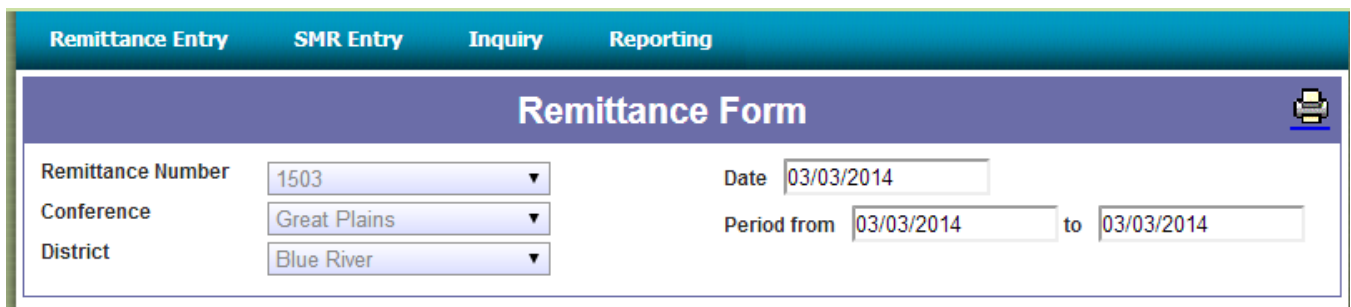
Remittance Number: 1500 ▼

Conference: Create New

District: 1500

Blue River ▼

This option can be used by the user to create a new Remittance whenever necessary. Note that the creation of a new remittance will only tell the system to assign a new Remittance ID, the old remittance will still exist and the user will be able to re-select it. In the example above, the remittance number “1500” is the one the system created automatically and will still exist after the user selects “Create New”. The image above shows the header after having selected “Create New”:



Remittance Entry    SMR Entry    Inquiry    Reporting

**Remittance Form**

Remittance Number: 1503 ▼

Conference: Great Plains ▼

District: Blue River ▼

Date: 03/03/2014

Period from: 03/03/2014 to 03/03/2014

The new Remittance Number “1503” was created (and initialized with all values set to zero).

**Conference:** Identifies the Conference the user belongs to. This field is non editable and it sets automatically from the user’s profile.




**District:** Identifies the District the user belongs to. This field is editable, the conference user will be able to select any district belonging to his or her conference; or leave the field blank to enter amounts pertaining to several districts.

**Date:** Date of the remittance. This field will default to the date the remittance is created but the date can be changed by the user.

**Period From and To:** This period identifies the days the remittance covers, it defaults to the date the remittance is created but can be changed by the user.

- Mission Giving Section

MISSION GIVING		
PLEDGE TO MISSION	<input type="text" value="47.00"/>	
GIFT TO MISSION	<input type="text" value="45.00"/>	
GIFT IN MEMORY	<input type="text" value="0.00"/>	
WORLD THANK OFFERING	<input type="text" value="0.00"/>	
<input type="button" value="New"/>		
Category Description	Amount	Actions
Administrative, Membership & Development % <input type="text" value="0.00"/>		<input type="text" value="14.00"/>
Mission Giving Total		<input type="text" value="78.00"/>

The section above includes a section to enter “Fund Raising Initiatives”. The idea behind this requirement is to allow users a way to enter the source of the money donated to the different projects (Pledge to mission, Gift to mission, Gift in memory, World thank offering). The user is able to enter as many records as required and it is only for informational purposes, it is not mandatory to enter any initiatives information. The user will be able to select the project, enter a description (free text) and an amount.

The AM&D fields included above will allow the conference and district to specify the amounts each one will keep out of the money that will be later sent to UMW Accounting. It is important

to note that only money from the Mission Giving section can be deducted with the AM&D fields.

**AMD Amount:**


The following rules guide the logic behind the AMD amount:

- The Original Amounts column in the header section will hold the amount for each line of the mission giving section prior to the application of the AMD amount. This column will have all zeroes when the remittance is created by the conference user.
- The New Amounts column will hold the value after the application of the AMD amount.
- The New Amounts column will be editable by the user.
- The Original Amounts column will not be editable by the user.
- The “Administrative, Membership & Development \$” field allows the Conference user to enter a flat reduction amount.
  - o Once an amount is entered in this box the system will spread it proportionally to the original contribution entered on each line (using 2 decimal places when rounding). All lines with a value greater than zero will suffer a reduction. Below we include an example using a flat AMD reduction of \$16,000:

## Remittance Form

Remittance Number	<input type="text" value="22404"/>	Date	<input type="text" value="04/02/2014"/>
Conference	<input type="text" value="Western North Carolina"/>	Period from	<input type="text" value="04/02/2014"/>
District	<input type="text" value="Select"/>	to	<input type="text" value="11/22/2014"/>

### MISSION GIVING

	Original Amount	New Amount	
PLEDGE TO MISSION	102,300.00	<input type="text" value="86,300.00"/>	
GIFT TO MISSION	20,150.00	<input type="text" value="20,150.00"/>	
GIFT IN MEMORY	80,500.00	<input type="text" value="8,050.00"/>	
WORLD THANK OFFERING	10,700.00	<input type="text" value="10,700.00"/>	

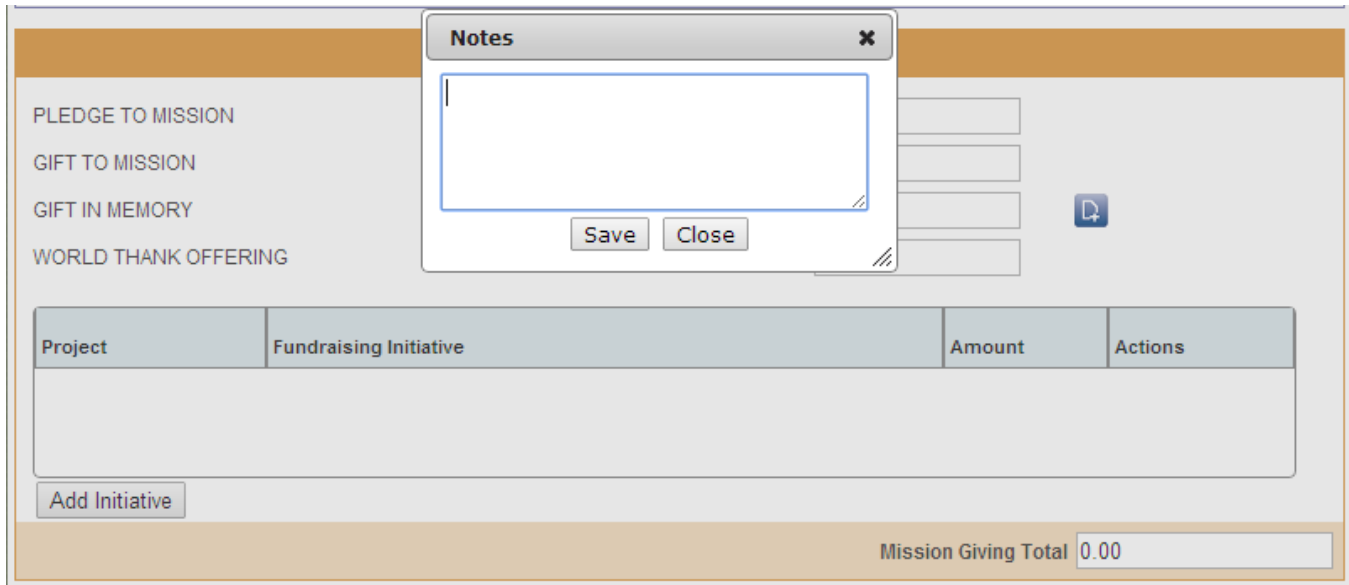
Project	Fundraising Initiative	Amount	Actions

Apply the A&MD only to Pledge To Mission?

\$

**Mission Giving Total**

The system allows adding notes to the Gift in Memory project by using the following screen available through the button located to the right of the project's amount field:



The screenshot shows a web application interface. On the left, there is a vertical list of options: PLEDGE TO MISSION, GIFT TO MISSION, GIFT IN MEMORY, and WORLD THANK OFFERING. In the center, a 'Notes' window is open, containing a text input field and two buttons: 'Save' and 'Close'. Below the notes window is a table with four columns: 'Project', 'Fundraising Initiative', 'Amount', and 'Actions'. The table is currently empty. Below the table is an 'Add Initiative' button. At the bottom right, there is a 'Mission Giving Total' label followed by a text input field containing '0.00'.

The Notes window shows two buttons:

- Save: To indicate the text entered in the window needs to be saved. Note that if we want to delete a note, we just need to delete the text and hit Save.
- Close: This button will simply close the window without saving the changes entered by the user.

- Supplementary Gifts

SUPPLEMENTARY GIFTS			
CALL TO PRAYER AND SELF DENIAL			<input type="text" value="0.00"/>
Designated Gifts			
A BRIGHTER FUTURE FOR CHILDREN AND YOUTH			<input type="text" value="0.00"/>
ASSEMBLY OFFERING			<input type="text" value="0.00"/>
National, International & UMCOR Projects			
Project Name	Notes	Amount	Actions
<input type="button" value="Add Project"/>			
Designated Gifts Total			<input type="text" value="0.00"/>
Supplementary Gifts Total			<input type="text" value="0.00"/>

This section allows the user to add project lines by using the screens below:

Add Project
✕

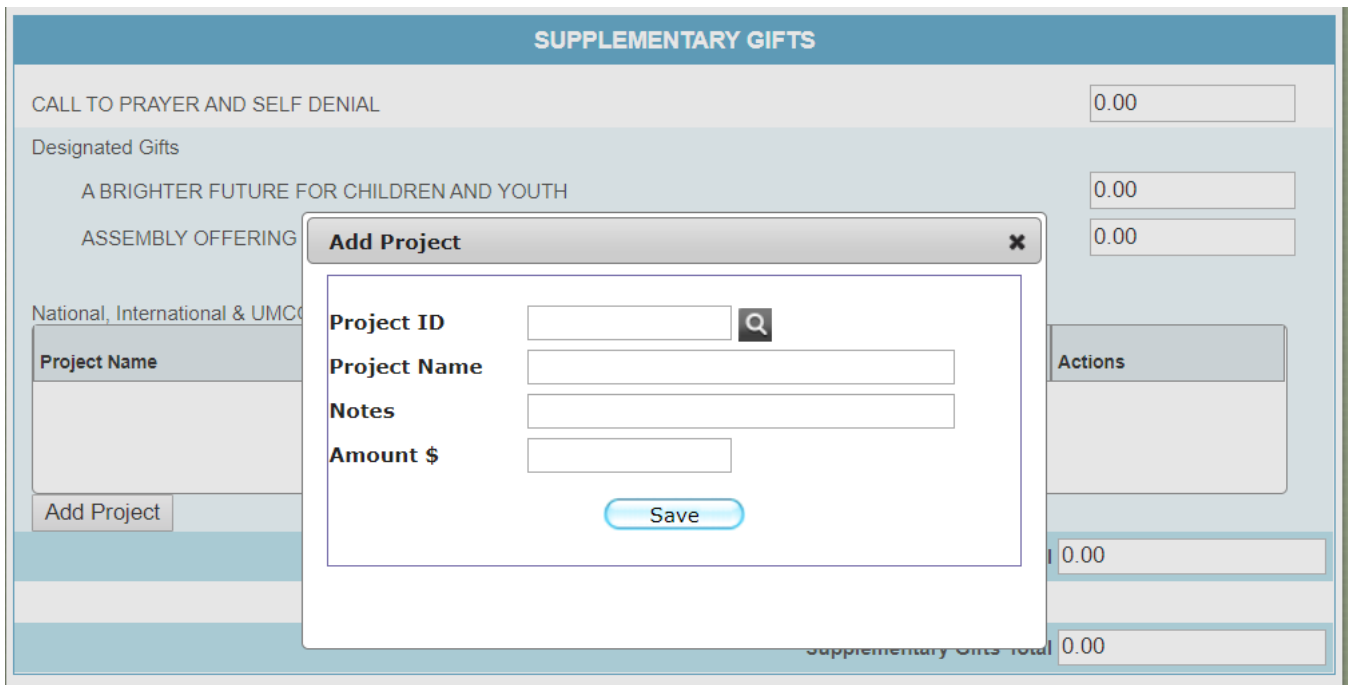
**Project ID**

**Project Name**

**Notes**

**Amount \$**

The user may no longer send in funds for the Legacy Fund on the remittance form. A separate check should be made payable to United Methodist Women and sent directly to the UMW National Office, 475 Riverside Drive, 15<sup>th</sup> floor, NY, NY 10115, along with the donor's name and address for acknowledgement by UMW. It is very important that you **do not send legacy fund checks to our lockbox address.**



As stated previously this window also has two buttons:

- **Save:** To indicate the text entered in the window needs to be saved. Note that if we want to delete a note, we just need to delete the text and hit Save.
- **Close:** This button will simply close the window without saving the changes entered by the user.

- **Footer & Totals.** In this section the user is able to enter the Check Number, the rest of the fields are automatically populated.

**TOTAL REMITTANCE**

Treasurer:	<input type="text"/>	Check #:	<input type="text"/>	<input type="text" value="0.00"/>
Address:	<input type="text"/>			
Phone:	<input type="text"/>	Fax:	<input type="text"/>	Email Address: <input type="text"/>

DELETESAVESUBMIT

As can be seen in the image above the user has 3 possible actions:

- Delete. This action deletes a Saved remittance. Only Saved un-submitted remittances can be deleted. And a user will only be able to delete remittances that belong to his or her district.
- Save. This action allows the user to save a remittance to continue editing it at a later stage.
- Submit. This action allows the user to indicate the Remittance is ready to be sent to the UMW Accounting team so they can expect the money and the details.

It is very important for Conference users that all Remittances are SUBMITTED for them to become visible to the UMW accounting team. If they fail to submit the Remittance, UMW accounting doesn't see them and have no access to that information.

## SMR ENTRY

Conference Treasurers will also be able to enter SMRs and submit them to UMW.

The Conference user will have 2 options when entering a new SMR:

- Select a District. If they create a new transaction selecting the district, they will be forced to later consolidate this SMR to submit it to UMW Accounting.
- Don't select a district. If they create a new transaction without selecting the district the web application will understand the conference user is entering amounts pertaining to several districts and the transaction will be automatically eligible to be submitted to UMW Accounting.

Remittance Entry
SMR Entry
Inquiry
Consolidate
Reporting

## SMR Entry

SMR Number	<input type="text" value="9"/>	Date	<input type="text" value="01/15/2014"/>
Conference	<input type="text" value="Great Plains"/>	Period from	<input type="text" value="01/15/2014"/> to <input type="text" value="01/15/2014"/>
District	<input type="text" value="Select"/>		

### MISSION GIVING

PIN	Honoree	Send To	Address	City	State	ZipCode	Given By	Amount	Actions
No records to view									

of 0

### TOTAL REMITTANCE

Treasurer: <input type="text"/>	Check #: <input type="text"/>	<input type="text" value="0.00"/>
Address: <input type="text" value="...."/>		
Phone: <input type="text"/>	Fax: <input type="text"/>	Email Address: <input type="text"/>

Just like the Remittance Entry screen this screen has a Header and a Footer that behave in the same way.

The header includes the following fields:

**SMR Number:** This field is assigned automatically by the SMR Entry system whenever a user logs into the system.

If the user selects the arrow to expand the options of this Drop-Down List, an option saying "Create New" appears on the list, as shown on the next image:



Remittance Entry	SMR Entry	Inquiry	Reporting
<b>SMR Entry</b>			
SMR Number	12		Date
Conference	Create New		Period
District	12		
	Blue River		

This option can be used by the user to create a new SMR whenever necessary. Note that the creation of a new SMR will only tell the system to assign a new SMR ID, the old SMR will still exist and the user will be able to re-select it. In the example above, the SMR number “12” is the one the system created automatically and will still exist after the user selects “Create New”. The image above shows the header after having selected “Create New”:

Remittance Entry	SMR Entry	Inquiry	Reporting
<b>SMR Entry</b>			
SMR Number	26	Date	03/03/2014
Conference	Great Plains	Period from	03/03/2014 to 03/03/2014
District	Blue River		

The new SMR Number “26” was created (and initialized with all values set to zero).

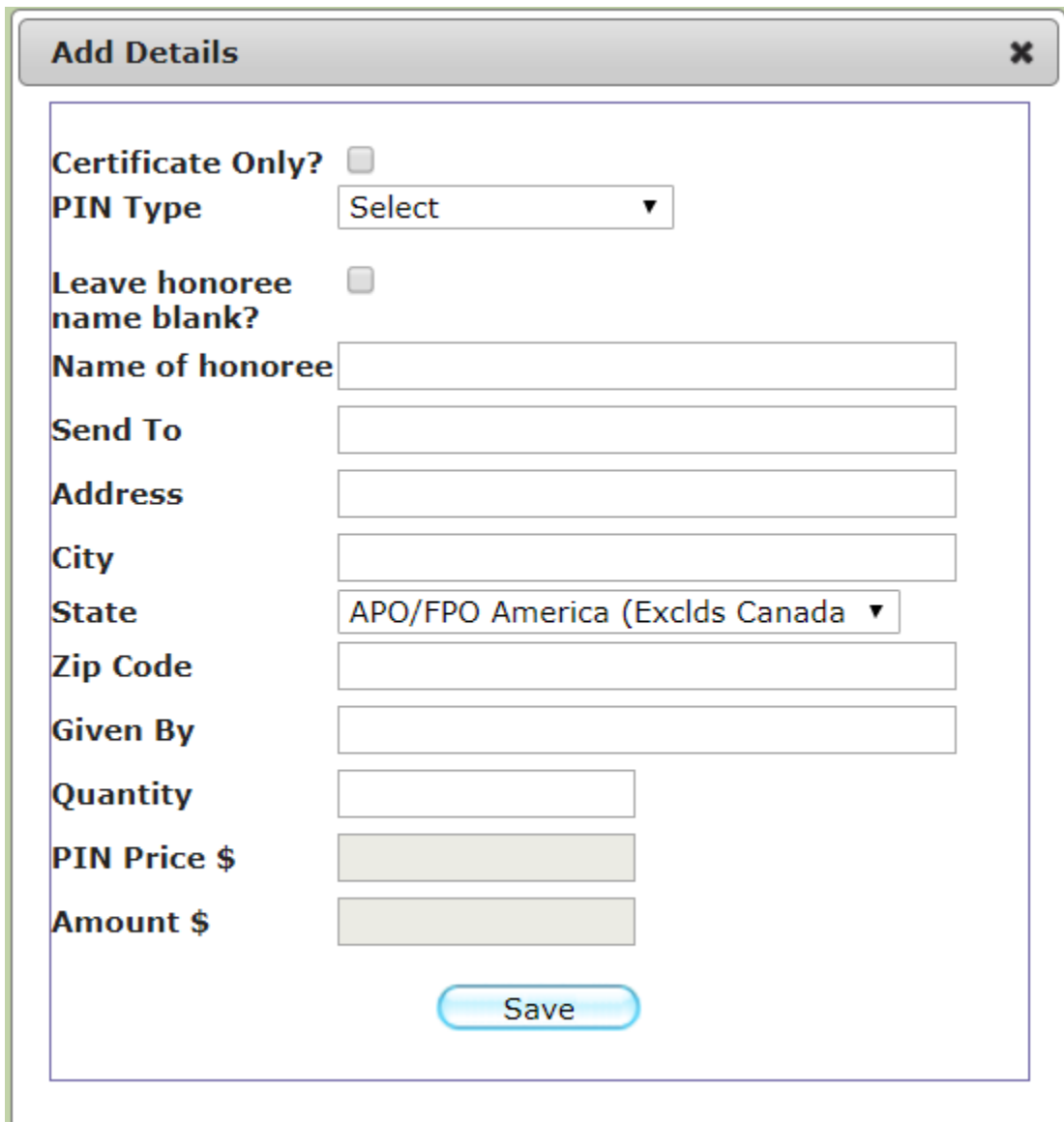
**Conference:** Identifies the Conference the user belongs to. This field is non editable and it sets automatically from the user’s profile.

**District:** Identifies the District the user belongs to. This field is editable, the user can choose to leave it blank to instruct the system the transaction will be a “consolidated one” (pertaining to several districts) or to select a district in which case the transaction will have to be later consolidated.

**Date:** Date of the SMR. This field will default to the date the SMR is created but the date can be changed by the user.

**Period From and To:** This period identifies the days the SMR covers, it defaults to the date the SMR is created but can be changed by the user.

On the Mission Giving section of the SMR Entry screen the system will allow the user to enter information about each honoree and the amount of money given by each:



**Add Details** [X]

**Certificate Only?**

**PIN Type**

**Leave honoree name blank?**

**Name of honoree**

**Send To**

**Address**

**City**

**State**

**Zip Code**

**Given By**

**Quantity**

**PIN Price \$**

**Amount \$**

**Save**

**PIN Type:** Mandatory field. This field offers the user the following possible values:

- PLAIN – GOLD

- SAPPHIRE
- PEARL
- EMERALD
- RUBY
- DIAMOND
- DOUBLE DIAMOND
- DONATION

Most of these PIN Types have a predefined price that the system will load automatically (will be shown on the PIN Price field, non-editable). The only PIN types without a predetermined price are:

- DONATION

For this exception, the user will be required to enter a quantity and an amount on this screen. For the rest the user will only be allowed to enter a quantity, the amount will auto-calculate.

**Leave Honoree Name blank?:** Non-Mandatory. This checkbox is used to tell the system that the Honoree Name should be left blank. Once checked the Name of Honoree field will be automatically cleared and disabled.

**Name of honoree:** Non-Mandatory. Free text field. The value from **this field will be printed on the certificate**, so the user will need to leave it blank when no honoree name should be printed.

**Send To:** Mandatory for all PIN types except for DONATION. Free text field.

**Address:** Mandatory for all PIN types except for DONATION. Free text field.

**City:** Mandatory for all PIN types except for DONATION. Free text field.

**State:** Mandatory for all PIN types except for DONATION. Drop down list.

**Zip Code:** Mandatory for all PIN types except for DONATION. Free text field (exactly 5 digits).

**Given By:** Non-Mandatory. Free text field.

**Quantity:** Mandatory. Used to identify the quantity of PINs requested. Initializes in 1.

**PIN Price:** Non-editable. Auto-calculates depending on the PIN type. For DONATION it will be set to zero.

**Amount:** Editable only for DONATION PIN types. For all other types it will auto-calculate depending on the quantity entered and the price of the PIN.

The user will need to enter this information since the SMR will be automatically sent to the fulfillment center and they require all of this data to successfully process the transaction.

Just like with Remittances, the user will be able to Delete, Save and Submit a transaction.

It is very important to note that once the District user submits the SMR transaction two things will happen:

- The SMR transaction will become visible to the Conference
- The SMR details will be sent automatically to the fulfillment center.

**For those cases where the Conference user either enters an SMR for a specific district or enters an SMR for several districts in a consolidated fashion, the system will automatically send PBD (Fulfillment Center) the details of the transaction, so it is very important that the user double checks all the information and makes sure it is correct before submitting the transaction.**

#### SEARCH FOR A PAST TRANSACTION (REMITTANCE OR SMR)

Every Conference user will be able to search for past transactions, both Remittances and SMRs. A user will be able to see the details of all transactions entered by all districts within the conference but will not be able to modify any submitted transactions, only SAVED transactions are editable.

Remittance Entry    SMR Entry    Inquiry    Consolidate    Reporting

### Search Transactions

Conference:     From:  to:

District:

Status:

Transaction Type:

Type	Trx #	Conference	District	Date	Status	Check #	Created By	Total	Actions
SMR	9	Great Plains		1/15/2014	Saved		gplainsconf	0.00	<input type="button" value="Edit"/>
SMR	12	Great Plains	Blue River	1/15/2014	Saved		cwilhelm	200.00	<input type="button" value="Edit"/>
SMR	13	Great Plains	Wichita West	1/21/2014	Saved		pmorgan	0.00	<input type="button" value="Edit"/>
SMR	14	Great Plains	Topeka	1/21/2014	Saved		mboyles	0.00	<input type="button" value="Edit"/>

As shown in the image above the user will be able to apply filters to the data by District, Status, Transaction Type and Date of creation.

The Conference filter will not be editable since a conference user can ONLY see transactions entered by his or her conference.

As an example, if a user is looking for submitted Remittances a query like the following may be used:

Remittance Entry    SMR Entry    Inquiry    Consolidate    Reporting

### Search Transactions

Conference:     From:  to:

District:

Status:

Transaction Type:

[Refresh](#)

Type	Trx #	Conference	District	Date	Status	Check #	Created By	Total	Actions
REM	1484	Great Plains		1/21/2014	Submitted		gplainsconf	515.00	<a href="#">Details</a>
REM	1493	Great Plains	Dodge City	2/5/2014	Submitted	1317	moliver	9,809.72	<a href="#">Details</a>

Page 1 of 1    View 1 - 2 of 2

The query above returned two records.

Possible values for the filter fields are:

**Status:**

- Saved. Indicates the transaction is new and hasn't been submitted yet so it can be modified. Only the district users can see it, it's not yet available to the Conference users.
- Submitted. Indicates the transaction was submitted to the Conference and can no longer be modified.
- Processed. Indicates the transaction was already processed by UMW's accounting sector.
- Failed. Indicates there was an error processing the transaction. This status is only used by UMW accounting personnel.
- Consolidated. Indicates the transaction was consolidated with other transactions into a single one by a Conference user. Once a transaction appears in this state, the district user can assume the Conference has already processed the transaction.

**Transaction Type:**

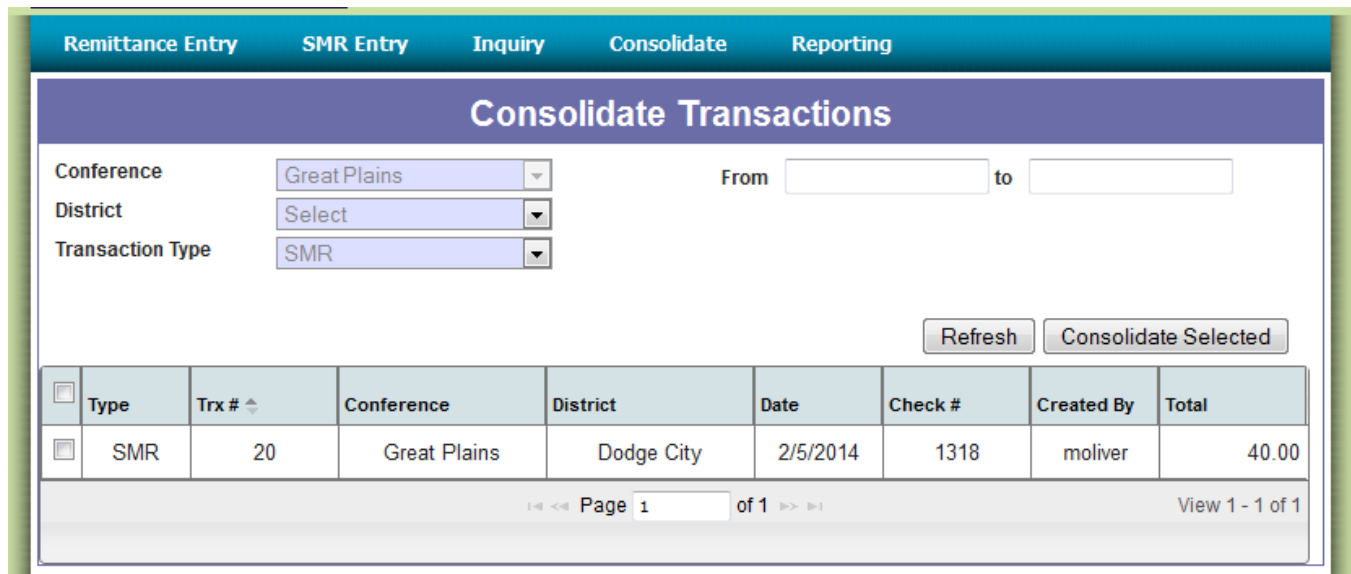
- Remittance. Identifies remittance transactions.
- SMR. Identifies SMR transactions.

The user will have the option to drill into the transaction's details from this screen.

## CONSOLIDATE REMITTANCES

Conference users will have access to an additional screen to consolidate Remittances and SMRs sent from several districts into a single one to send to UMW.

This screen will look similar to this:



Remittance Entry   SMR Entry   Inquiry   Consolidate   Reporting

### Consolidate Transactions

Conference:    From:  to:

District:

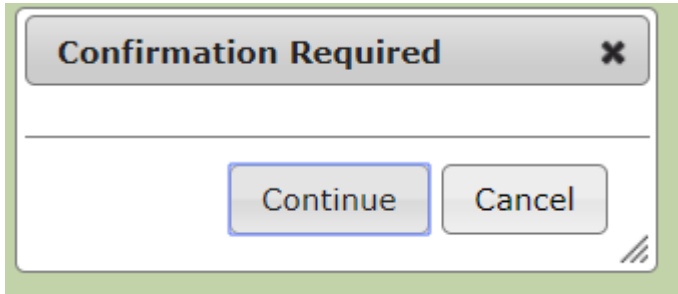
Transaction Type:

<input type="checkbox"/>	Type	Trx #	Conference	District	Date	Check #	Created By	Total
<input type="checkbox"/>	SMR	20	Great Plains	Dodge City	2/5/2014	1318	moliver	40.00

Page 1 of 1   View 1 - 1 of 1

Using this screen, the user will be able to consolidate several transactions into a single one to send to UMW Accounting. This process is done by selecting the transactions using the checkbox on each line and then clicking on the button that says “Consolidate Selected”. You then click ‘Continue’ to move forward or click ‘Cancel’ to start over, if needed.

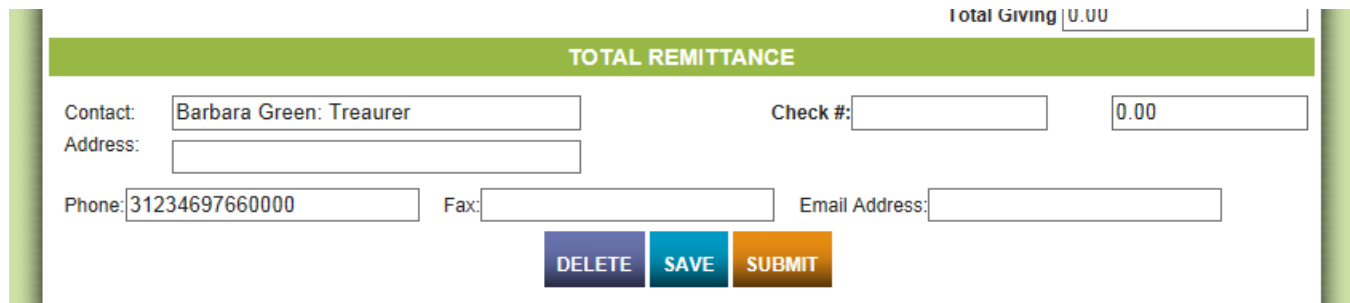


The logic behind the AMD calculations was explained in the first section of this document.

This process will automatically create the consolidated transaction and show it to the user. At this stage the user will have the option to make any final amendments (add the check number, add notes, etc.) and then submit to UMW Accounting from the standard SMR or Remittance Entry screen following the procedure explained in prior sections of this document.

## SUBMIT REMITTANCE

Just like it works on the current version of the Remittance Entry application, conference users will be able to submit transactions to UMW Accounting by selecting “Submit” on the remittance Entry form:



## REPORTING

Every Conference user will be able to print a report of processed transactions by accessing the “Reporting” section of the web site:



Remittance Entry   SMR Entry   Inquiry   **Reporting**

### Reporting

Conference:    From:  to:

District:

Transaction Type:

[Print Report](#)

This screen allows the user to select a date range and print a report with all processed amounts during that period as shown in the following image:

**Remittance Summary**

**Conference**                      Great Plains                      **District**                      Blue River  
**Type**                              Remittances - SMRs                      **Period From**                      01/01/2014                      **To**                      03/31/2014  
**Total**    \$712.00

<b>Projects</b>		
<u>Project Name</u>		<u>Amount</u>
<b>MISSION GIVING</b>		
PLEDGE TO MISSION		\$197.00
SPECIAL MISSION RECOGNITION		\$0.00
GIFT TO MISSION		\$45.00
GIFT IN MEMORY		\$0.00
WORLD THANK OFFERING		\$0.00
		\$260.00
<b>SUPPLEMENTARY GIFTS</b>		
CALL TO PRAYER AND SELF DENIAL		\$0.00
A BRIGHTER FUTURE FOR CHILDREN AND YOUTH		\$200.00
ASSEMBLY OFFERING		\$0.00
SCARRITT-BENNETT CENTER		\$0.00
MAGAZINE FUND		\$10.00
WORLD COMMUNION SCHOLARSHIP		\$0.00
THE LEGACY FUND		\$0.00

The image above shows that there has been a total of 712 dollars processed as remittances and there hasn't been any amount assigned for SMRs.

The file produced by this report can be downloaded and save as a PDF.

**CHANGE PASSWORD**

A user will always be able to change his or her password by clicking on the top right corner of the web page where it says: “Change Password”. That will open the following window:

### Change Password

Use the form below to change your password.

New passwords are required to be a minimum of 6 characters in length.

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#### User Information

Current password

New password

Confirm new password