



# **District User Manual**

## **Remittance Entry 2.0**

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Prepared for

United Methodist Women

Prepared by

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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 District user.

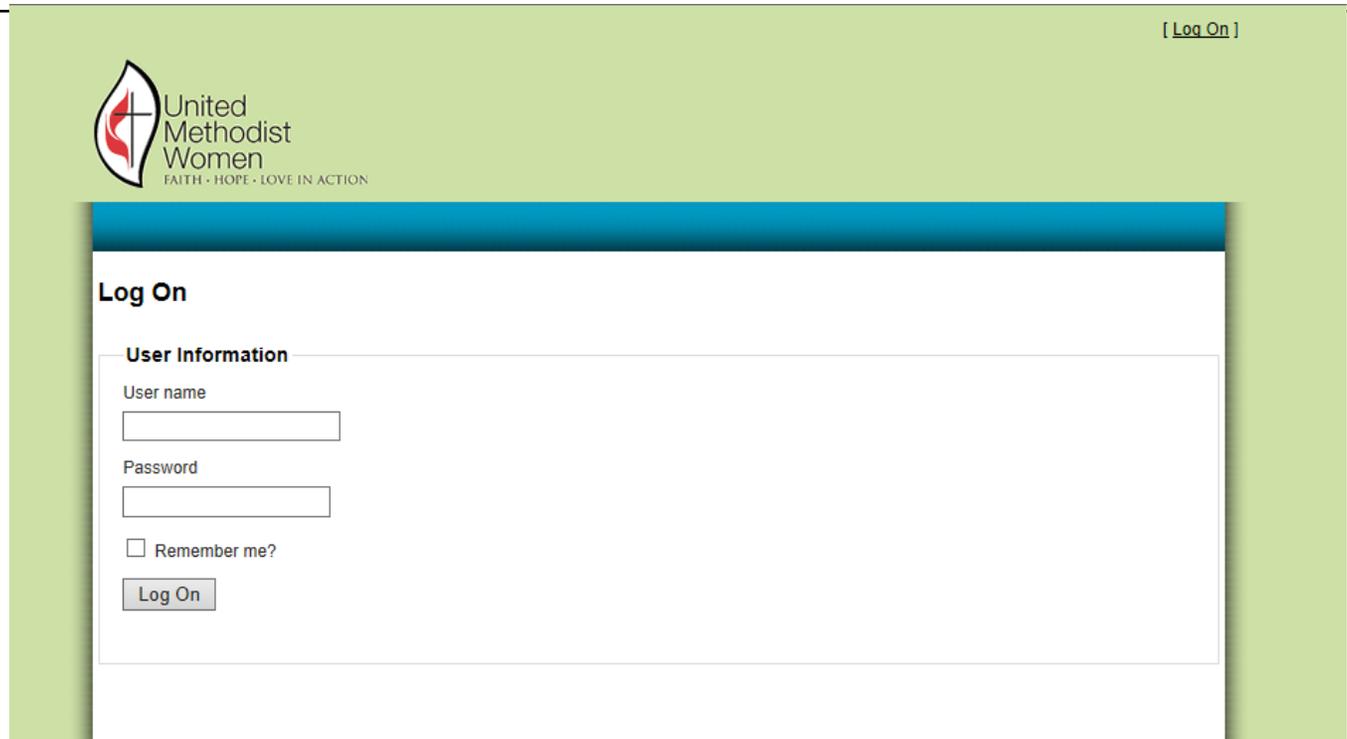
The LIVE web site is found on the following URL:

<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.

## FUNCTIONALITIES

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



[ [Log On](#) ]

United  
Methodist  
Women  
FAITH • HOPE • LOVE IN ACTION

### Log On

**User Information**

User name

Password

Remember me?

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

Once logged in the District 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)
- Print a report of transactions (PDF) applying a search criteria
- Change password

## ENTER A NEW REMITTANCE OR MODIFY AN EXISTING ONE

After a successful login the user is taken to the Remittance Entry Form. This Form is split into 4 sections:

- Header Section

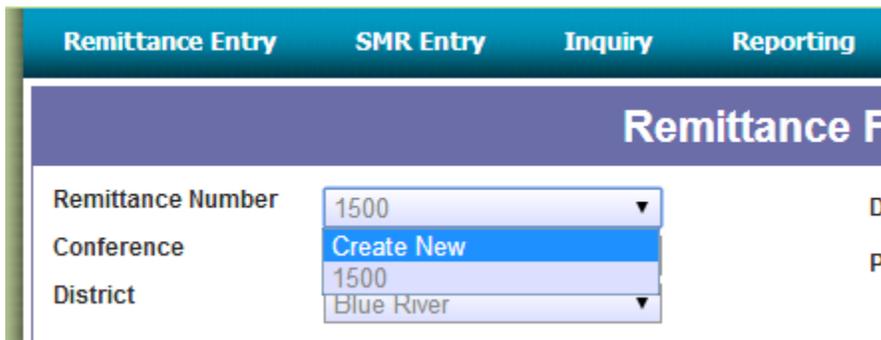


As can be seen on the image above, the remittance transaction will be available for printing to a PDF file by clicking on the printer icon located on the top right corner of the title.

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:



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 should it be required. 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
<b>Remittance Form</b> 			
Remittance Number	<input type="text" value="1503"/>	Date	<input type="text" value="03/03/2014"/>
Conference	<input type="text" value="Great Plains"/>	Period from	<input type="text" value="03/03/2014"/> to <input type="text" value="03/03/2014"/>
District	<input type="text" value="Blue River"/>		

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 non editable and it sets automatically from the user’s profile.

**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**

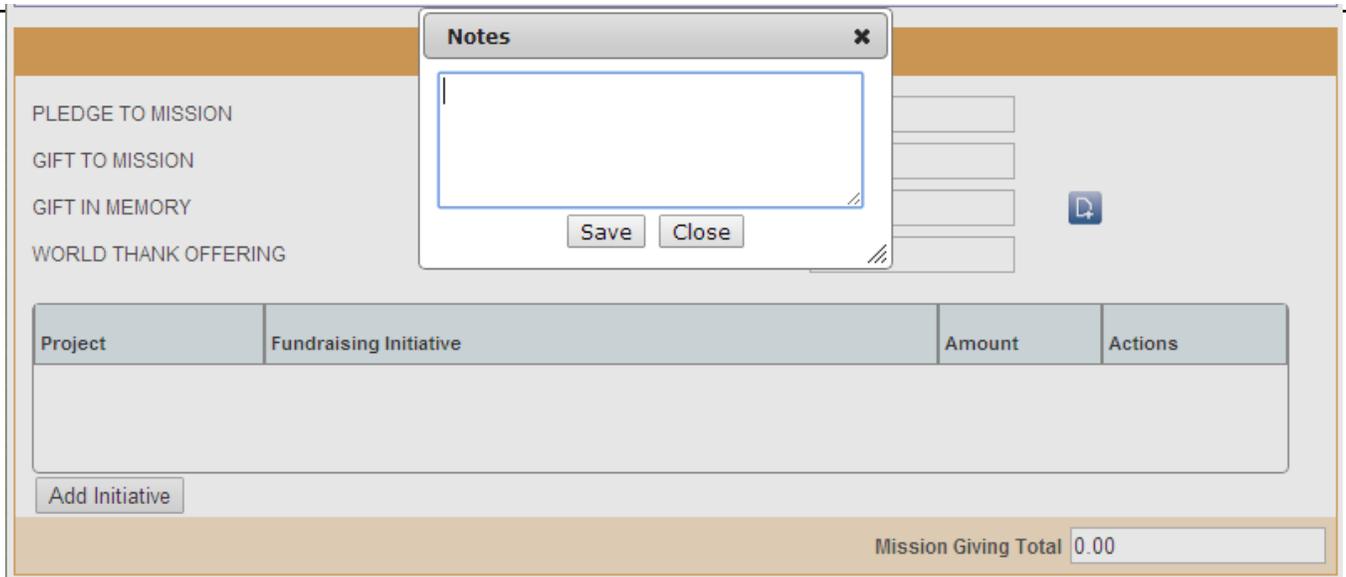
PLEDGE TO MISSION	<input type="text" value="0.00"/>	
GIFT TO MISSION	<input type="text" value="0.00"/>	
GIFT IN MEMORY	<input type="text" value="0.00"/>	
WORLD THANK OFFERING	<input type="text" value="0.00"/>	

Project	Fundraising Initiative	Amount	Actions

**Mission Giving Total**

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 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:



Notes

PLEDGE TO MISSION  
GIFT TO MISSION  
GIFT IN MEMORY  
WORLD THANK OFFERING

Project	Fundraising Initiative	Amount	Actions

Add Initiative

Mission Giving Total 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 Section

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"/>

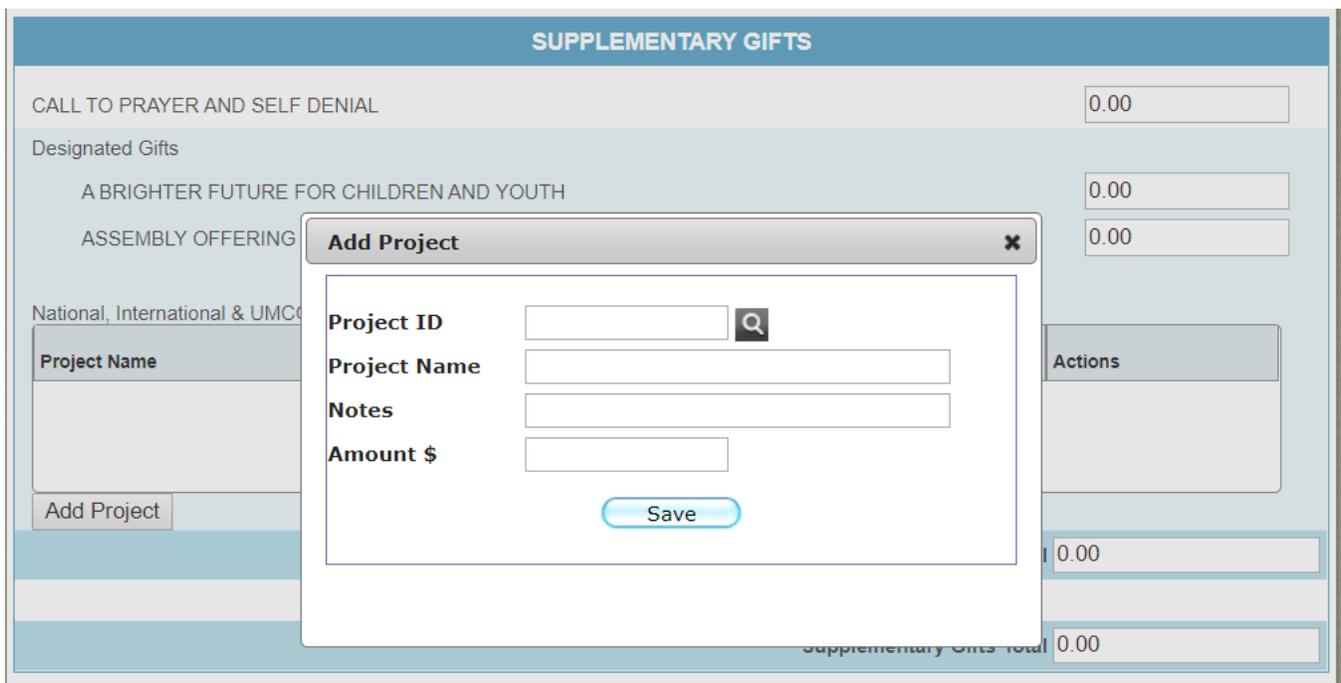
This section allows the user to add project lines by using the screens below:

**Add Project** ✕

<b>Project ID</b>	<input type="text"/>	<input type="button" value="Q"/>	
<b>Project Name</b>	<input type="text"/>		
<b>Notes</b>	<input type="text"/>		
<b>Amount \$</b>	<input type="text"/>		
<input type="button" value="Save"/>			

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 Section

In this section the user is able to enter the Check Number, the rest of the fields are automatically populated and disabled (non-editable)



**TOTAL REMITTANCE**

Treasurer:  Check #:  0.00

Address:

Phone:  Fax:  Email Address:

**DELETE** **SAVE** **SUBMIT**

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 the user's 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 Conference so they can expect the money and the details.

It is very important for District users that all Remittances are SUBMITTED for them to become visible to the conferences. If they fail to submit the Remittance the conference doesn't see them and have no access to that information.

**ENTER A NEW SMR TRANSACTION OR MODIFY AN EXISTING ONE**

The user can select "SMR Entry" from the main menu:

Remittance Entry **SMR Entry** Inquiry Reporting

**Remittance Form** 

Remittance Number:  Date:

Conference:  Period from:  to:

District:

And the system will take the user to the SMR Entry screen below:

Remittance Entry    SMR Entry    Inquiry    Reporting

### SMR Entry

SMR Number:       Date:   
 Conference:       Period from:  to:   
 District:

#### MISSION GIVING

PIN	Honoree	Send To	Address	City	State	ZipCode	Given By	Amount	Actions
PEARL	TEST	TEST	ETS	TEST	ETST	TEST	TEST	200.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Page 1 of 1      View 1 - 1 of 1

#### TOTAL REMITTANCE

Treasurer:       Check #:   
 Address:   
 Phone:       Fax:       Email Address:

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).

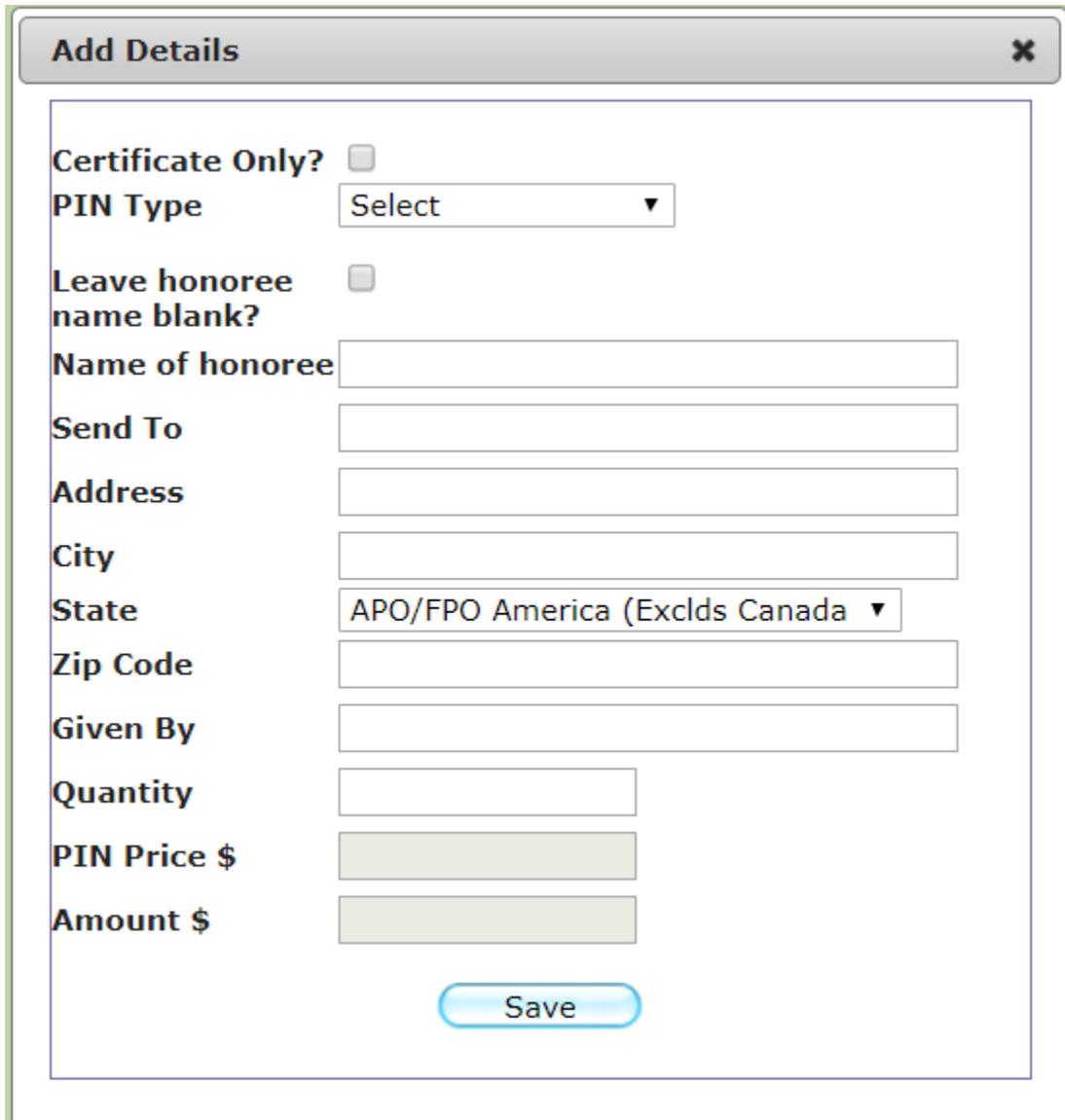
**Conference:** Identifies the Conference the user belongs to. This field is non editable and it sets automatically from the user’s profile.

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

**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** Select ▼

**Leave honoree name blank?**

**Name of honoree**

**Send To**

**Address**

**City**

**State** APO/FPO America (Exclds Canada) ▼

**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 these two exceptions, 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.



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

**Amount:** Editable only for DONATION. 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.

**It is very important for District users to double check the information entered before submitting the transaction.**

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

Every District 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 his or her district in the past but will not be able to modify any submitted transactions, only SAVED transactions are editable.

Remittance Entry   SMR Entry   **Inquiry**   Reporting

### Search Transactions

Conference:       From:  to:   
 District:   
 Status:   
 Transaction Type:

Type	Trx # ↕	Conference	District	Date	Status	Check #	Created By	Total	Actions
SMR	12	Great Plains	Blue River	1/15/2014	Saved		cwilhelm	200.00	<input type="button" value="Edit"/>
SMR	26	Great Plains	Blue River	3/3/2014	Saved		cwilhelm	0.00	<input type="button" value="Edit"/>
REM	1480	Great Plains	Blue River	1/15/2014	Processed		cwilhelm	350.00	<input type="button" value="Details"/>

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

The Conference and District filters will not be editable since a district user can ONLY see transactions entered by his or her district.

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



Remittance Entry    SMR Entry    Inquiry    Reporting									
Search Transactions									
Conference	Great Plains		From		to				
District	Blue River								
Status	Submitted								
Transaction Type	Remittance								
Refresh									
Type	Trx #	Conference	District	Date	Status	Check #	Created By	Total	Actions
Page 1 of 0									No records to view

The query above did not return any records, which means that there weren't any remittances submitted by the Blue River district.

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.

## REPORTING

Every District 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: Great Plains ▼   From:  to:

District: Blue River ▼

Transaction Type: Select ▼

[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				
<b>Conference</b>	Great Plains	<b>District</b>	Blue River	
<b>Type</b>	Remittances - SMRs	<b>Period From</b>	01/01/2014	<b>To</b> 03/31/2014
<b>Total</b>	\$712.00			
Projects				
Project Name				Amount
<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.

### SMR FULLFILMENT REQUESTS

Once a District user submits an SMR transaction it will be automatically sent to the fulfillment center (company called PBD Worldwide). The transfer of the SMR information over to PBD will



be transparent to the user and the user will not have to do any additional tasks. **It is important to note though that by submitting an SMR transaction, the user is indicating that the information is correct and ready to be sent to the fulfillment center.**

## 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