# Revision and Signoff Sheet

## Change Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Change reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/3/2014</td>
<td>CB</td>
<td>1.0</td>
<td>Initial version</td>
</tr>
</tbody>
</table>

## Client Review

<table>
<thead>
<tr>
<th>Name</th>
<th>Version approved</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
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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. 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:
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:
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”: 
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
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:
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
This section allows the user to add project lines by using the screens below:

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, 15th 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)
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:

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

<table>
<thead>
<tr>
<th>SMR Number</th>
<th>Conference</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Create New</td>
<td>Blue River</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Certificate Only?</th>
<th>PIN Type</th>
<th>Leave honoree name blank?</th>
<th>Name of honoree</th>
<th>Send To</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Given By</th>
<th>Quantity</th>
<th>PIN Price $</th>
<th>Amount $</th>
</tr>
</thead>
</table>

**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.
**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.
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:
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:

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:
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:

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**Change Password**

Use the form below to change your password.

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

**User Information**

- **Current password**
  
- **New password**
  
- **Confirm new password**
  
**Change Password**