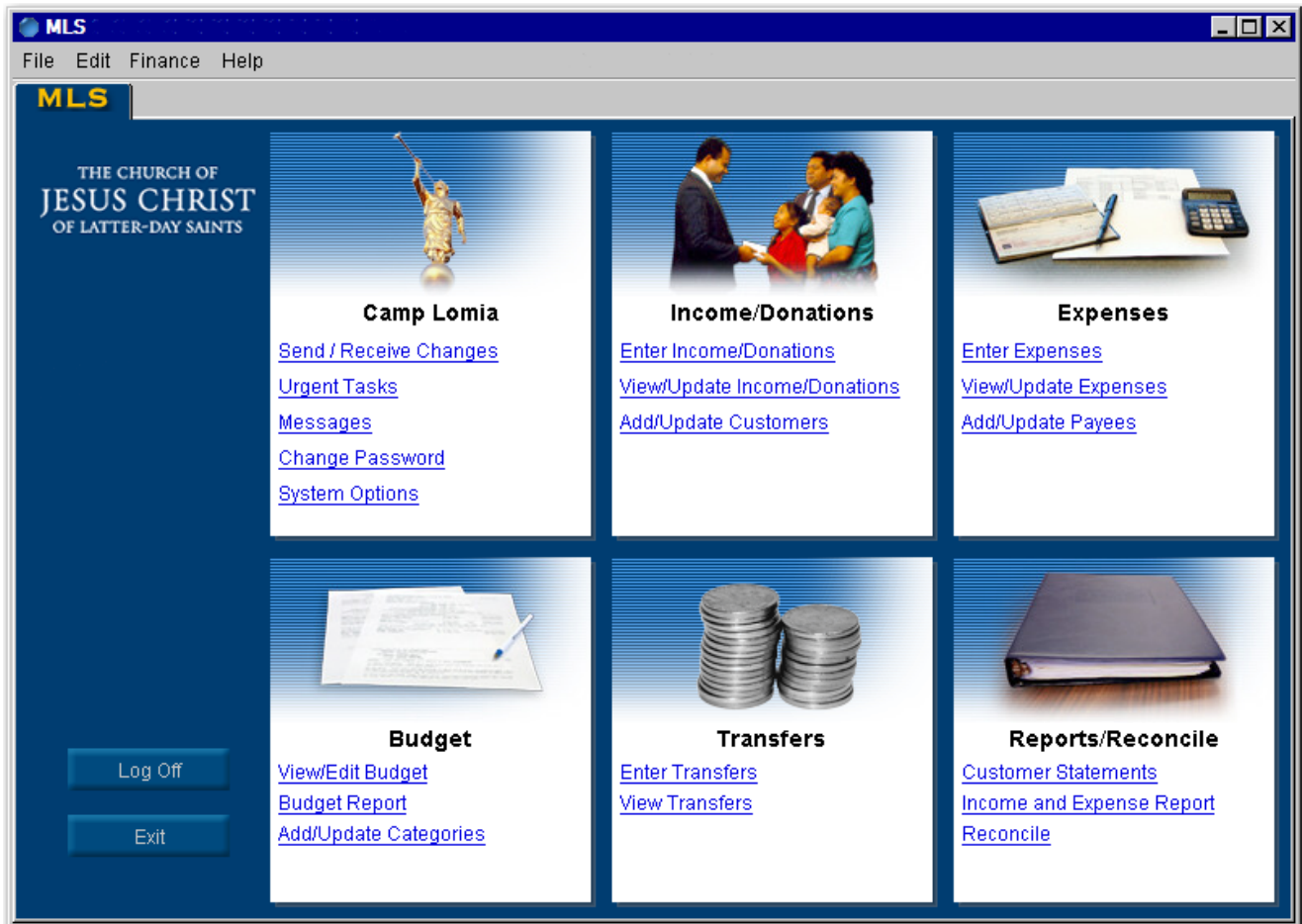





# Member and Leader Services (MLS) Finance Only Units

The Member and Leaders Services (MLS) finance-only software is used to track information such as income and expenses. The main MLS screen is the one that appears after you log in (see below). All tasks in this document assume you are on this screen when you begin. Although these instructions may mention only one way to navigate to a task, there are usually multiple ways to navigate to the same place. Use the navigation method you are most comfortable with.



## Navigating in MLS

- Text strings underlined in blue are links to other pages or features.
- Some screens have navigation buttons . Click the left button (or F3) to go to the previous record. Click the right button (or F4) to go to the next record.
- Click the magnifying glass icon,  or , to display a chooser window with a list for you to choose from.

# Contents

This manual contains the most commonly used financial tasks in MLS. To go to a section listed in the contents, click the section heading or page number. To return to the Contents page, click the **C** Icon. For tasks not included in the manual, see the MLS Menu Structure.

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# Finance

## Budget

### Adding or Updating Budget Categories

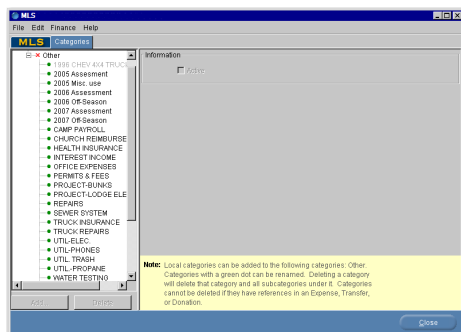
To use the budget feature of MLS, you must first create the categories or subcategories to which you will allocate budget. Most of these will be subcategories under the Budget or Other category. Subcategories can be created according to local circumstances and needs

The Add/Update Categories screen shows all categories set up to receive funds in MLS and those subcategories attached to the categories. Note the following:

- Categories in red cannot be changed and cannot have subcategories added to them.
- Categories in black may have subcategories added to them.
- Subcategories with a green bullet (•) next to them are custom subcategories that your unit added to the list. These may be deleted if they are no longer needed, but only after the retention period for financial records has past.

### Adding Subcategories:

1. On the Budget panel, click **Add/Update Categories**.
2. Click the **plus sign (+)** next to a category to show its



subcategories. Make sure the subcategory you are about to add does not already exist.

3. Click the name of the main category you want to add a subcategory to (Budget, Other, or Ward Missionary).
4. To create a subcategory, click **Add**.
5. A new subcategory appears at the bottom of the list. Enter a name for the new subcategory. Press **Enter**. The new subcategory is now ready for use.

### Changing Subcategory Names:

1. Click the **plus sign (+)** next to the category to show the subcategory you want to rename.
2. Click the name of the subcategory to highlight it. Only subcategories with a green bullet (•) can be renamed.
3. Press **F2** to highlight the text.
4. Type the new name of the subcategory. Press **Enter**.

### Deleting Subcategories:

Each country has its own laws about how long organizations have to retain financial records. This is called the *retention period*. For example, the retention period in the United States is three years. In Canada it is five years. In Australia it is seven years. If you have had financial activity in a subcategory within your country's retention period, the subcategory cannot be deleted.

If a subcategory has never been used or the retention period has passed for any activity in the subcategory, it can then be deleted.

If a subcategory is no longer needed, but there has been financial activity in it and the retention period has not passed, it can be deactivated (see below).

1. To delete a subcategory, click the **plus sign (+)** next to the main category to show the subcategory you want to delete.
2. Click the name of the subcategory to highlight it. Subcategories with a red X are default categories and cannot be deleted. Only subcategories with a green bullet (•) beside them can be deleted.
3. Click **Delete**.
4. Click **Yes**.

**Note:** If you try to delete a subcategory that has been used within the mandatory record-retention period, you will get a message saying you cannot delete it because it is currently being used.

### Deactivating Subcategories:

If a subcategory is no longer needed, but the retention period has not passed, you can deactivate the subcategory.

1. Click the name of any subcategory with a green bullet beside it.
2. In the gray part of the screen, click the **Active** check box to remove the check mark.
  - This subcategory will no longer appear on donation screens or budget screens.
  - To reactivate the subcategory, click the **Active** check box so that the check mark appears.
  - After the record retention period has passed, the subcategory will be deleted automatically at the end of the year.

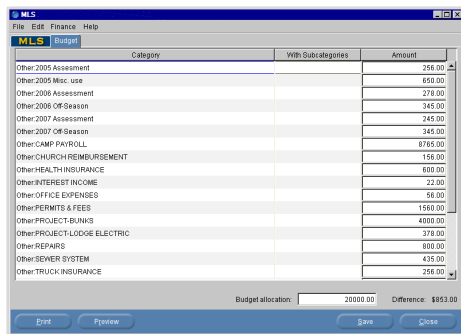
### Allocating Budget

The budget tool in MLS will allow you to allocate budget and track expenses for each budget category.

On the Budget panel, click **View/Edit Budget**.

On this screen, you can assign (allocate) budget amounts to budget subcategories you have previously set up. You may also change budget amounts. Note the following:

- The **Budget Allocation** field at the bottom of the screen shows the total estimated amount of budget for your unit for the year.
- The **Amount** fields show the amount of budget



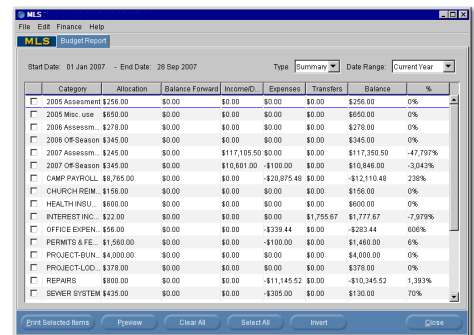
allocated to each of the categories and subcategories.

- The **With Subcategories** field shows how much budget is allocated to a category, including all subcategories attached to it.
  - The **Total** field shows the total amount of budget you have allocated to all the categories and subcategories. (You may have to scroll to the bottom of the screen to see this field.)
  - The **Difference** field shows the difference between the budget and the allocation.
1. In the Budget Allocation field, enter the total amount of budget for your unit for the year. Press **Enter**.
  2. In the Amount field, enter the amount of budget allowance assigned to each category and subcategory. Press **Enter** after each entry.
  3. As you enter budget amounts, watch the Difference field to make sure you do not exceed the allocation. The amount in the Total field should never exceed the amount in the Budget Allocation field.

### Printing the Budget Report

1. On the Budget menu, click **Budget Report**.
2. In the Date Range field, click the **down arrow**, and click the range of dates you want to include in the report.
3. In the Type field, click the **down arrow**, and click **Detail** or **Summary**.
 

**Note:** The detail report shows the allocation, the individual donations and expenses, and remaining budget for each category. The summary report shows the allocation, the total donations and expenses, and remaining budget for each category.
4. On the left side of each item that you want to appear in the report, click the **check box**. (You can also click the **Select All** button if you want to print a report with all items.)
5. Click **Print** at the bottom of the screen.



## Recording Income/Donations

Two priesthood bearers, usually a member of the bishopric and a clerk, open the tithing envelopes and make sure the amount of money in each envelope matches the amounts on the Tithing and Other Offerings slip included in the envelope.

Below is the most common procedure for recording donations then transmitting the amounts to the administration office. Your procedure could vary slightly.

1. On the Finances panel, click **Enter Income/Donations**.

2. Click the name of the customer whose payment you want to record, and then click **OK**.

**Note:** If necessary, click the magnifying glass icon and choose a customer from the list.

3. Enter income amounts on the left side of the screen. (See “Using the Category Details Box” below for categories that are underlined, such as the Other category.)

Category	Amount
Other	2540.00
<b>Total</b>	<b>\$2,540.00</b>

**Using the Category Details Box:** Click an underlined category (such as Other). In the Category Details box, click the magnifying glass icon and choose the correct subcategory from the list. Enter the amount being donated to this subcategory. Click **OK**.

4. Enter amounts of checks, notes and coins on the right side of the screen. Click **Save Income/Donation**.

Number	Amount
2485	2540.00

Checks Total: \$2,540.00  
 Currency: 0.00  
 Coin: 0.00  
**Funds Total: \$2,540.00**  
 Difference: \$0.00

5. When finished with all donations, click **Next**.

6. On the Review screen, make sure all amounts are correct. To correct errors, click **Previous** to return to the donation screen. When they are correct, click **Next**.

7. Carefully count the total amount of currency (notes) and coins. On the left side of the Balance screen,

Number	Amount
2485	2540.00

Checks Total: \$2,540.00  
 Currency: 0.00  
 Coin: 0.00  
**Funds Total: \$2,540.00**  
 Difference: \$0.00

8. On the right side of the screen, carefully compare the amount of each check with the amount on

the screen. Click the **check box** for every check amount that is correct. Click **Next**.

9. On the Authorize screen, two persons with finance rights enter their user names and passwords.

Check	Currency	Coin	Total
575.00	50.00	2.00	627.00

Prepared By:  
 User Name: [ ] Password: [ ]  
 User 1: [ ]  
 User 2: [ ]  
 Serial number: [00000000]

**Note:** Some units will have a deposit date or a deposit serial number and will enter that at this point.

10. Click **Authorize**. Click **OK**, and then click **Next**.
11. On the Deposit Report screen, click **Print**.
12. On the Batch Report screen, click **Print**.
13. On the Transmit screen, click **Transmit**.
14. File the Unit Copy of the Deposit Report in your files with income documentation and the Batch Report. Place the Bank Copy of the Deposit Report in the envelope with the money for deposit in the bank.

## Recording Expenses

Depending on your location, your procedure for recording expenses may vary slightly from the following. If you have questions, contact the administration office.

1. On the Expenses panel, click **Enter Expenses**.

2. If you have check printing activated and this is not a check, click the **Not a Check** box before beginning. (If you do not print checks you will not see this option.)

Date	Category	Amount
02 Apr 2007	Expense	0.00

Category Total: \$0.00

**Note:** An example of an expense that would not be a check is the recording of a film order charge for a Family History Center found on the Church Unit Financial Statement.

3. If you clicked the **Not a Check** box, in the Date field, enter the date of the expense.
4. In the Payee field, enter the name of the payee or click the magnifying glass icon and choose the payee from the list. If the payee is not on the list, click **Add** and complete the payee information.
5. If it is not a check, enter the expense reference

number in the Reference Number field.

- In the Purpose field, enter the purpose of the expense.
- In the Category field, enter the category from which the payment was made, or click the magnifying glass icon and choose the category from a list.
- In the Amount field, enter the amount of the expense.
- If the payment is from more than one category, repeat steps 6 and 7.
- If you have a Tax field, enter the amount of tax paid. If no tax was charged, enter **0.00**.
- Click **Save**.
- When finished recording expenses, click **Next**.

## Printing Checks

If your unit prints checks, you will have received check stock from the administration office. Check stock consists of individual sheets of paper with preprinted information and the Church logo on them. Each page of check stock is individually numbered. These should be used in sequence. Be sure to load the check stock in the printer before printing checks. Remove it when you are done.

**Note:** If you do not print checks from MLS, skip this section and go to “Printing the Expense Report” below.

- Click the check box next to each expense you want to print a check for.
- Click **Print Checks**.
- In the Next Check Number field, make sure the check number is the same as the number printed on the next sheet of check stock. If it is not, change it to the correct number.
- For each check:
  - Review the check information. If it is correct, click **Print**.
  - Click **OK**.
  - Click **Print**.
  - If the check prints correctly, click **Yes**.
- When finished printing checks, click **Next**.

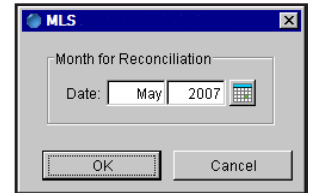
## Printing the Expense Report

You should print and file the Expense Report each time you enter expenses. To print the report, click **Print** at the bottom of the screen. After printing the report, click **Close**.

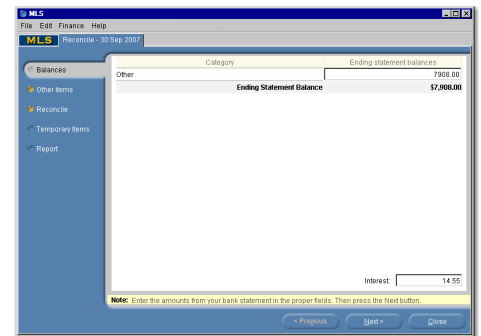
## Reconciliation

The reconciliation option in MLS is for units in the United States and Canada that have Church unit checking accounts. This will compare the records in MLS with information at Church headquarters listed on the Church Unit Financial Statement. Outside the United States and Canada, units receive a report once a month from the administration office and do not perform a reconciliation. If your unit is in the United States or Canada, use your latest Church Unit Financial Statement and do the following:

- On the Reports/Reconcile panel, click **Reconcile**.
- Enter the month and year for the reconciliation. If the reconciliation is for the previous month, the correct date should be shown. Click **OK**.

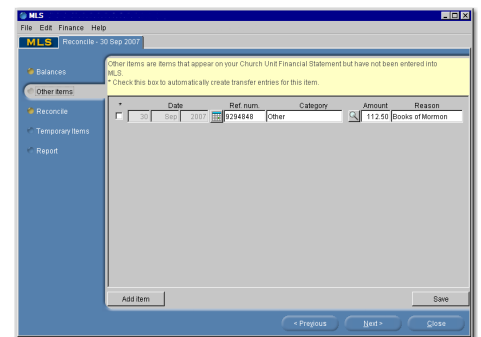


- Find the Ending Balances on the statement and enter the amounts in the fields for each category shown on the screen.



Enter interest in the Interest field at the bottom of the screen. Click **Next**.

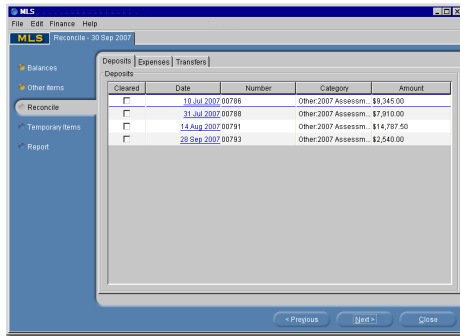
- The Other Items screen is used to record items that are found on the statement but have not been recorded in MLS, such as a rental fee for a film. Click **Add Item**.
- Complete all fields for the item, using information from the statement. Click **Save**. Repeat for other items. Click **Next**.



**Note:** There is a small box with a check mark on the left end of each line. When this box is checked, MLS automatically creates a reimbursement for the amount. When “Other Items” are from a category that is automatically reimbursed, this is appropriate. If the “Other Items” are from the Other

category, you should click to remove the check mark..

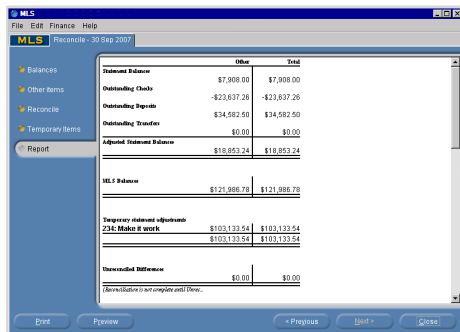
- The Reconcile screen is used to compare Deposits, Expenses, and Transfers between the statement and MLS.



- For the deposits section, compare all items on the screen with deposits listed on the statement. For each deposit found on the statement, click the **check box** next to that deposit on the screen. Click the **Expenses** tab.
- Repeat the procedure in step 7 for both expenses and transfers. When finished with all three tabs, click **Next**.
- The Temporary Items list shows temporary items from previous reconciliations that have not been resolved, and allows you enter new temporary items. Note the following about temporary reconciling items:

- Temporary items are entered for such as corrections to MLS that were sent to Church headquarters but do not yet appear on the Church Unit Financial Statement.
- Temporary items can be added by clicking **Add** at the bottom of the screen.
- Temporary items allow you to reconcile the account so that the Reconciliation Report comes out correctly. However, if the problem that a temporary item represents is not solved, the item will continue on from month to month and will cause an audit exception.
- When you are through entering temporary items, click **Next**.

- Use the Reconciliation Report that appears on the screen to isolate possible areas where information in MLS does not match information on your statement. The



report compares adjusted statement balances with MLS balances and shows unreconciled differences. If there are unreconciled differences, find the source of the differences and click **Temporary Items** on the left side of the screen. You may have to go back and forth between the temporary items and the report until the report comes out correctly.

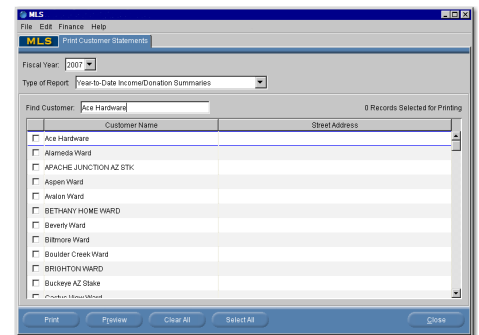
- Print the Report.
- Click **Close**.
- The bishop and the clerk sign the report.
- File the Reconciliation Report with your Church Unit Financial Statement.

**Important:** Remember that entering the temporary adjustment items makes the reconciliation come out correctly, but it does not solve the problems that caused the unreconciled differences. You should now make corrections with the administration office so these do not appear on the next report.

## Customer Statements

Each customer can be given a year-to-date statement of payments on request.

- On the Reports/ Reconcile panel, click **Customer Statements**.



- If necessary, use the Fiscal Year field to select the appropriate year.
- Use the Type of Report field to select the report you want.
- Click the box next to each customer you want to print a statement for. To select all donors, click **Select All**.
- To print the statements, click the **Print** button at the bottom of the screen.