

MLS Installation Guide for Finance Only Systems

Please read all instructions before implementing MLS. There are important steps that need to be completed before installation can take place. The term *stake* also refers to *district*. The terms *ward* and *bishop* also refer to *branch* and *branch president*.

If you have any questions about MLS, please contact your stake technology clerk, send an e-mail to msrmail@ldsmail.net, or call 1-800-453-3860, extension 2-3500.

Introduction	<p>The Member and Leader Services (MLS) Finance Only system is a complete replacement for the current REFIS system. Its purpose is to enter expenses, print checks, and record income received. You will also be able to print financial reports and reconcile your church unit checking account.</p> <p>This is the same program used by stakes and wards, but it has been simplified to contain only the necessary finance functionality your unit needs. You will be expected to transmit the expense and deposit data entered into MLS on the same day the checks are written or the deposit is made. Please refer to the <i>Member and Leader Services (MLS) Finance Only Units</i> guide for instructions on how to use the program.</p>
Before Installing MLS	<p><i>Step 1: Verify Hardware and Software System Requirements.</i></p> <ul style="list-style-type: none">• Minimum 500 MHz Pentium• Minimum 128 MB RAM• Licensed Windows 2000 or Windows XP• 5 gigabyte hard drive• 1 drive for removable disks• 1 CD-ROM Drive• Laser or ink jet printer• Monitor that supports 800 x 600 with 256 colors• Internal or external modem, or Internet access on the computer <p><i>Step 2: Obtain Account Balance</i></p> <p><i>Note: If your balance is always zero (0), then skip to "Installing MLS" below.</i></p> <ol style="list-style-type: none">1. Reconcile last Church Unit Financial Statement. Use the attached reconciliation form to obtain the proper MLS beginning balance. This reconciliation includes all transactions from the prior months AND any new transactions in the current month that have been transmitted to Church headquarters.2. Outstanding Deposits and Checks. On the reconciliation form, list any checks or deposits that did not clear on the last statement and any new transactions since the beginning of the current month. <p><i>Note: When you do your first MLS reconciliation, you will need to manually track the outstanding items on this manual reconciliation sheet until all items clear on your statement.</i></p>

Installing MLS

If you are installing MLS on the computer for the first time, follow these instructions. If you are adding a unit to an existing MLS installation, skip to “Adding a Unit to MLS” below.

- 1. Install the Software.** MLS is normally installed using a CD. Place the MLS CD provided by Church headquarters into the computer’s CD drive and follow the instructions on the screen. When MLS is installed, two new directories are created:

C:\Afaria. This directory contains the communication software used by MLS to communicate with Church headquarters to send and receive MLS updates.

C:\Program Files\LDS CHURCH\MLS. This directory contains the MLS program.

Important: If you receive the error message “prvDoShutdown—Error reading install dir from registry” when installing, ignore it and click **Continue**.

- 2. Initial Login.** The first time you run MLS, you must select “Finance Only” unit type, enter the unit number, unit name, add an administrator name and password, and select the dialer options. See the next two items for information about the administrator and dialer options.
- 3. Select Dialer Options.**

Connections: Click the button beside the way your unit connects with the administration office (Uses modem, Use Internet, or Auto detect).

Area or City Code: If you connect by modem, enter the area code for this telephone number.

Dialer Number: If you connect by modem, enter the telephone number used to transmit MLS data to the administration office. The MLS program assumes you are using a tone-type phone unless you indicate in this number that you are using a pulse-type phone. If you are using a pulse-type phone, include the letter P in the number. See the following examples using the fictional telephone number 555-1234 (the 9 indicates you must dial 9 to get an outside line):

9,555-1234 will dial the entire number using tone.

555-1234 will dial the entire number using tone, but without dialing 9.

9,P555-1234 will dial the 9 as tone and the remaining digits as pulse.

P9,555-1234 will dial all digits as pulse.

P9,555-T1234 will dial the 9 and 555 as pulse, and the 1234 as tone.

For the **Dialer Number**, use the list of Verizon access numbers to identify a phone number that you can use for your location. Do not use the toll free number unless there is no local number for the city or location. These telephone numbers allow you to transmit MLS data to Church headquarters.

- 4. Select a System Administrator.** The stake president or bishop selects a system administrator to manage member access to MLS. This would normally be the stake or ward clerk. Enter his user ID and password into MLS. If your unit is not overseen by the stake or ward, the priesthood leader in charge of your unit will determine the System Administrator.

<p>Installing MLS (continued)</p>	<ol style="list-style-type: none"> 5. Add Additional MLS users. Each user requires a user ID, password, and access rights. The administrator enters these members as MLS users. To enter new users, click on System Options on the main screen. Then click on Users on the left side of the screen. Check the Admin right if this user is to be a backup administrator. It is recommended that a stake administrator be given a system administration account on this installation. This will allow someone from the stake to assist your unit with MLS as necessary. 6. Turn On the Print Check Feature. Select Finances from the System Options screen and click the Print Checks box.
<p>Adding a Unit to MLS</p>	<ol style="list-style-type: none"> 1. Sign into MLS with Existing Account. Start up MLS and sign in with the administrative user name and password. 2. To enter new unit, click on System Options on the main screen. Then click on Unit on the left side of the screen. Locate the section titled “Other units using MLS on this computer” and click on Add Unit. (This may require you to scroll down.) 3. Follow Steps 2 and 4 in “Installing MLS” above. (Step 3 should already be done.) 4. Log off of MLS. 5. Log back into MLS by selecting the new Finance Only unit number and entering the user name and password just created. 6. Follow Steps 5 and 6 in “Installing MLS” above.

**Finishing MLS
Finance Only
Setup**

1. **Receive Finance Setup File.** Click the **Send / Receive Changes** link on the main screen. A file will be received from Church headquarters to complete the financial setup. When the transmission is completed, you will be required to log off of MLS. When you log back in, the regular MLS Finance Only menu will appear.

2. **Enter Account Beginning Balance.**
 - a. Click on **Reconcile** on the main screen. Click the **OK** button to accept the prior month.
 - b. Click **Next** to go to the Other items screen.
 - c. Click the **Add item** button.
 - d. Accept the last day of the prior month and enter “Beginning Bal” for the Reference Number.
 - e. Click on the “magnifying glass” button and select the appropriate category.
 - f. Enter the account balance obtained in “Before Installing MLS,” *step 2* above.
 - g. Enter “Beginning Balance” as the Reason.
 - h. Click the **Save** button.
 - i. Click the **Close** button.

MLS Finance Only Beginning Balance Reconciliation Sheet

Unit Name: _____

Unit Number: _____

Enter the "Ending Balance" on your last Church Unit Financial Statement **A**

Enter deposits made but not recorded on your last Church Unit Financial Statement
(include any deposits made in the current month)

Deposit date	Amount

Enter Total of Deposits **B**

Add "A" to "B" and enter: (A + B) **C**

Enter all checks written but not cleared on your last Church Unit Financial Statement
(include any checks written in the current month)

Check Number	Amount

Enter Total of Checks **D**

Subtract "D" from "C" and enter: (C - D) **E**

Enter "E" as instructed in "Finishing MLS Finance Only Setup," step 2 of the installation instructions.