

Adventist Church Accounting System

ACAS TRAINING MANUAL

Seventh-day
Adventist Church *Sydney*

Local Church Support Services Department

EDITION: MARCH 2026



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INTRODUCTION

The Adventist Church Accounting System (ACAS) is a web-based system designed to assist Local Church Treasury teams complete all of the required recording and reporting functions online.

To gain access to ACAS, the ACAS New User form is to be completed and returned to the Conference. ACAS login requires a username (email address) and password. There are two levels of ACAS access available for local church treasury teams: Local Church Treasurer and Local Church Assistant Treasurer. This level of access determines what screens in the system are accessible for the user – Assistant Local Church Treasurers will only see a limited number of screens.

There are two ACAS sites: ACAS Live and ACAS Training. The ACAS Live system is for recording all the necessary treasury entries. The ACAS Training system is for processing test entries. The ACAS Training system is periodically updated from the ACAS Live system. All treasury staff will automatically have access to both sites after their ACAS New User form is processed. The websites for these pages are in the table below.

ENVIRONMENT	URL
ACAS Live	acas.adventist.technology
ACAS Training	acas-training.adventist.technology

This ACAS Training Manual is designed to be a detailed step-by-step guide on how to use ACAS. Please contact the ACAS support personnel at the Conference if you have any questions about the content of this training manual or using ACAS.

Acknowledgement & Preface

The Greater Sydney Conference (the “Conference”) finance department gratefully acknowledges the North New South Wales Conference in the development of this ACAS User Manual. This manual has been largely adapted from the North New South Wales Conference’s original Manual that was updated in July 2025.

This Treasurer’s manual is accurate as at publication date. Please contact the Conference office for any further clarifications.

NOTE:

Details and figures in this training manual have been adjusted for instructional use only.

ACAS User Setup



The following process is to be completed after an ACAS New User form is completed, the Conference has set up the new user in ACAS and sent an activation email.

Locate the “Welcome to ACAS” email.

Select the **Activate Now button** in the email or copy and paste the link into a web browser window. Note: this Activation link only works for 72 hours. If your activation link has expired and you require a new link sent, please contact the ACAS support personnel at the Conference office.

Welcome to ACAS

No Reply <tando@adventist.org.au>
To: Rachel Wegener

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

ACAS

Hello Rachel Wegener,

You have been given access to ACAS, the new application for managing tithes and offerings, and local church finances.

All you need to do now is activate your account.

ACTIVATE NOW

Button not working?

Copy and paste the link below into your browser:

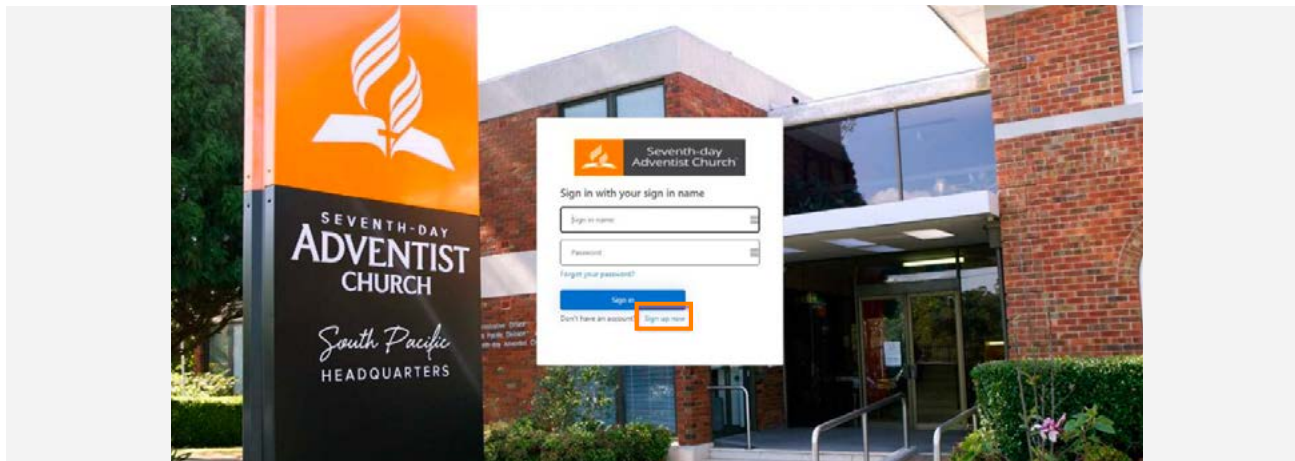
https://adventistcloud.b2clogin.com/adventistcloud.onmicrosoft.com/B2C_1A_SIGNUP_SIGNIN_PROD/oaauth2/v2.0/authorize?client_id=c8de0557-4f32-4db6-b728-44b9dfb6df00&scope=https%3A%2F%2Fadventistcloud.onmicrosoft.com%2F61da0d16-3cd5-4c7b-8e6e-ee964812f34b%2FAPI.Access.openid.profile.offline_access&redirect_uri=https%3A%2F%2Facas.adventist.cloud%2Fauthentication%2Flogin-callback&response_type=id_token%20token&nonce=defaultNonce&prompt=login&activationid=d27c5aae-de78-49ad-96d6-619ccd949014

If you have any questions on activating your account, logging in, or using ACAS, please contact your Conference support team,

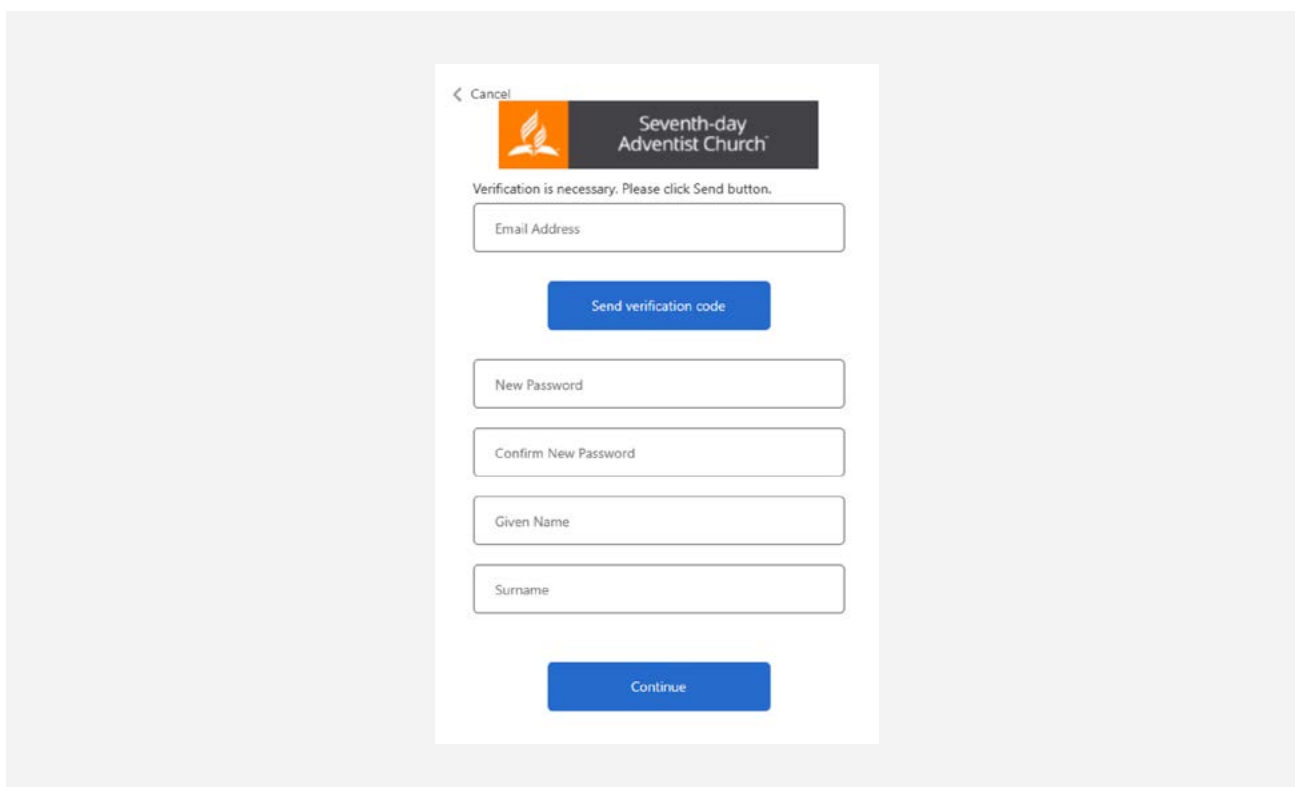
Kind Regards,

The Adventist Technology team

The Sign In page will appear. **Select the 'Sign up now' link.**



The Sign Up window will appear.



Enter your Email Address. Ensure this is the email address that received the ACAS activation email. Select Send verification code. Check your emails for a verification code. **Enter this verification code and Select Verify code.**

Enter the New Password that you would like to set. The password requirements are as follows:

8-16 characters, containing 3 out of 4 of the following:
Lowercase characters, uppercase characters, digits (0-9), and
one or more of the following symbols: @ # \$ % ^ & * - _ + =
[]{} \ : ' , ? / ~ " () ; ,

Enter the same password in **Confirm New Password**. Please make a note of the password you set.
Select **Continue**.

Upon completing this sign up process, you will be logged into the Live ACAS site.

SECTION 2

Log In Procedure



ACAS LIVE SYSTEM

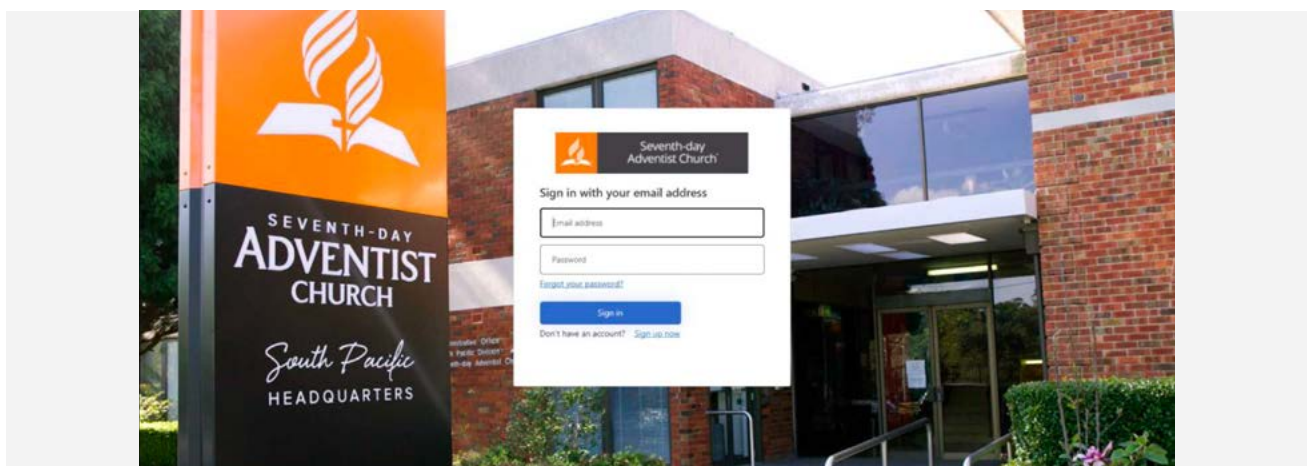
In a web browser (preferably Google Chrome), go to the following website:
acas.adventist.technology

The Welcome to ACAS page will appear.

Select the orange 'Log in' button in the top right hand corner.



The Sign In page will appear.



Enter your **Email address** and **Password**.

Select '**Sign in**'.

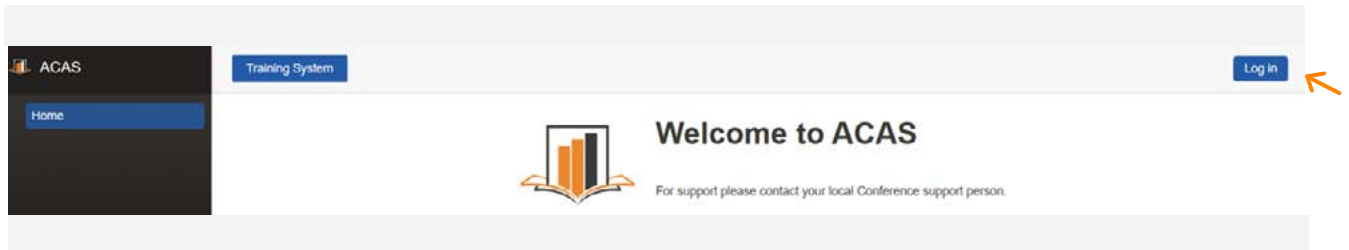
You will now be logged into the ACAS Live site.

ACAS LIVE SYSTEM

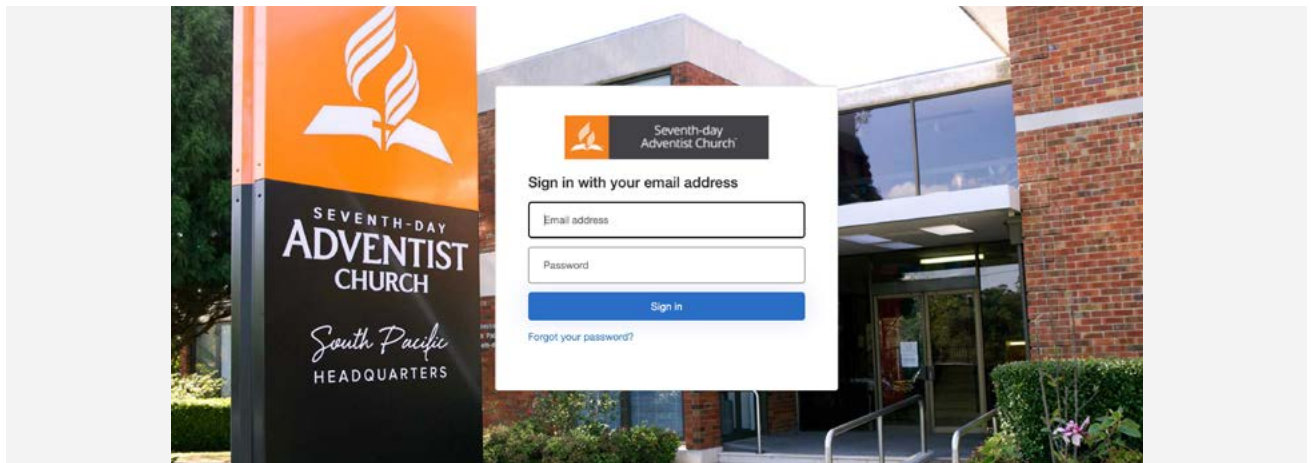
Alternatively, if you would like to access the ACAS Training system, go to the following website:
acas-training.adventist.technology

The Welcome to ACAS page will appear.

Select the blue **'Log in'** button in the top right hand corner.



The Sign In page will appear.



Enter your **Email address** and **Password**.

Select **'Sign in'**.

You will now be logged into the ACAS Training site.

NOTE:

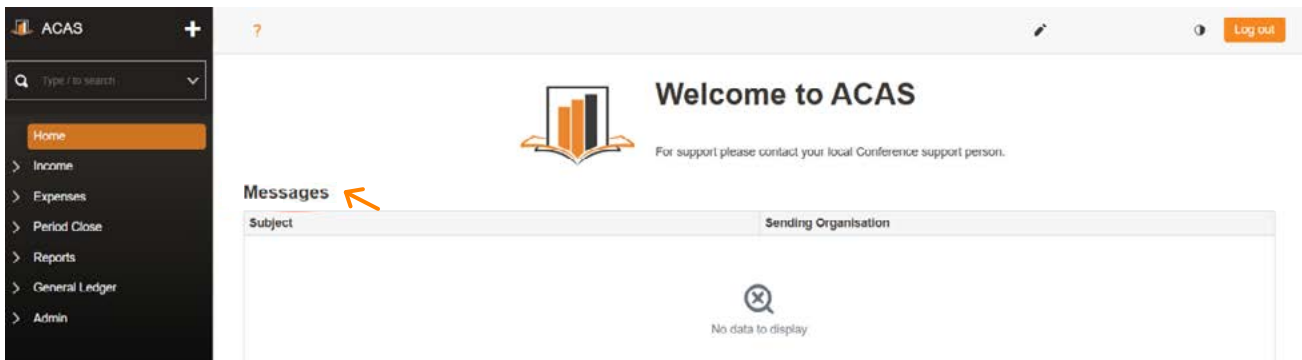
The buttons/icons will appear **blue** in the Training system (instead of orange).

Navigating ACAS



MESSAGES IN ACAS

From time to time, information and updates will be communicated to ACAS users through the message board on the home page of the ACAS site. Please regularly check the message board so that you can keep up with any new developments and information.

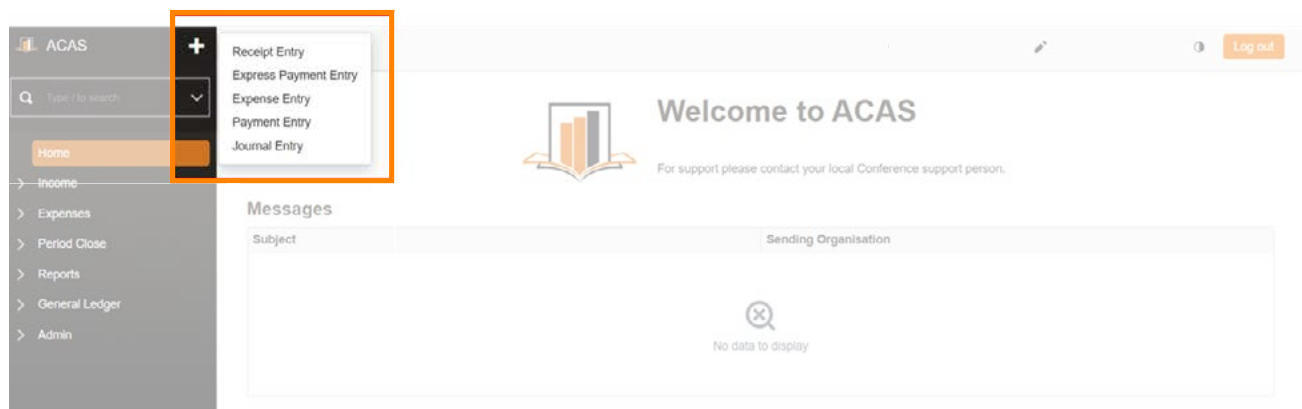


3.1 Tab Key

ACAS users will find that the **'Tab' key is very helpful in navigating through any of the ACAS screens**. It reduces the chance of omitting any necessary fields of data, and presents each subsequent field for immediate entry of information.

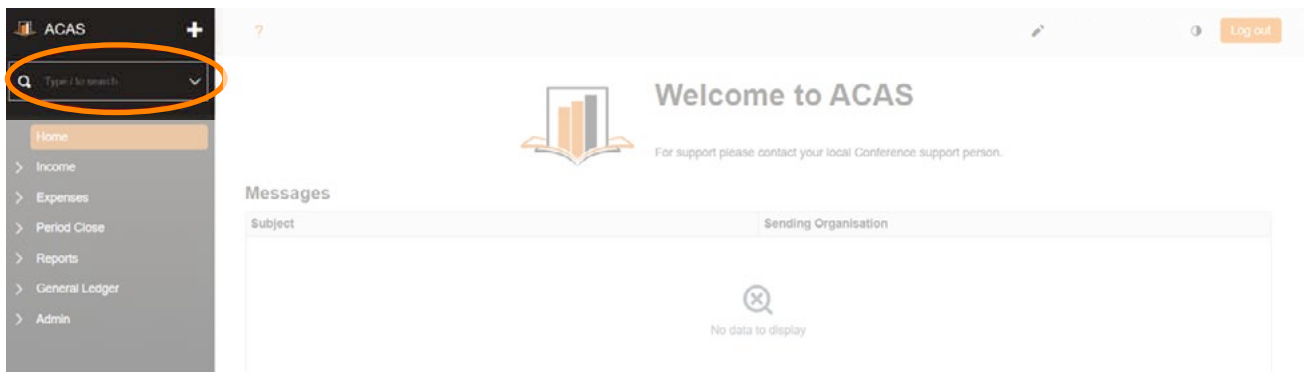
3.2 Shortcut Button

The '+' button on the top left hand side of the screen can be used as a shortcut to various screens.



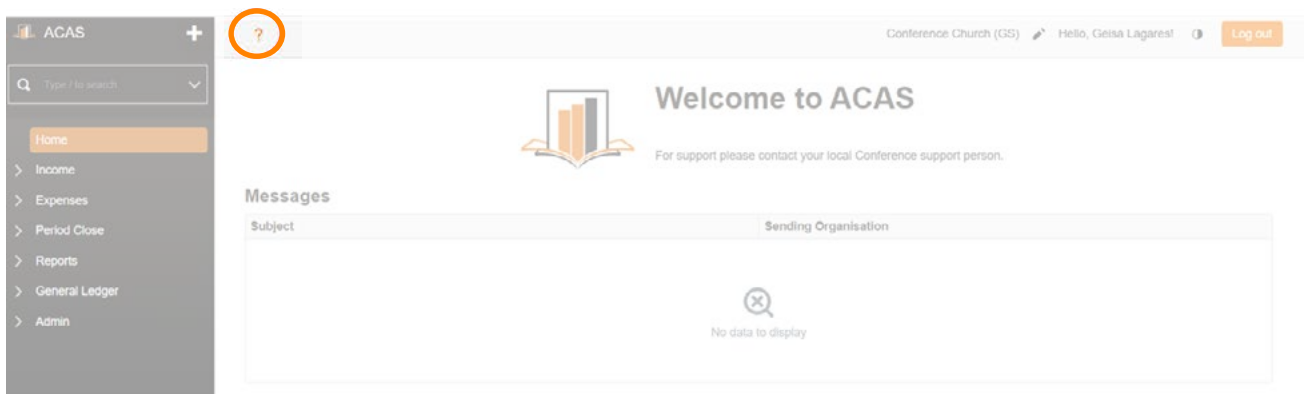
3.3 Search Function

The search field can be utilised as a quick find for different menu items.



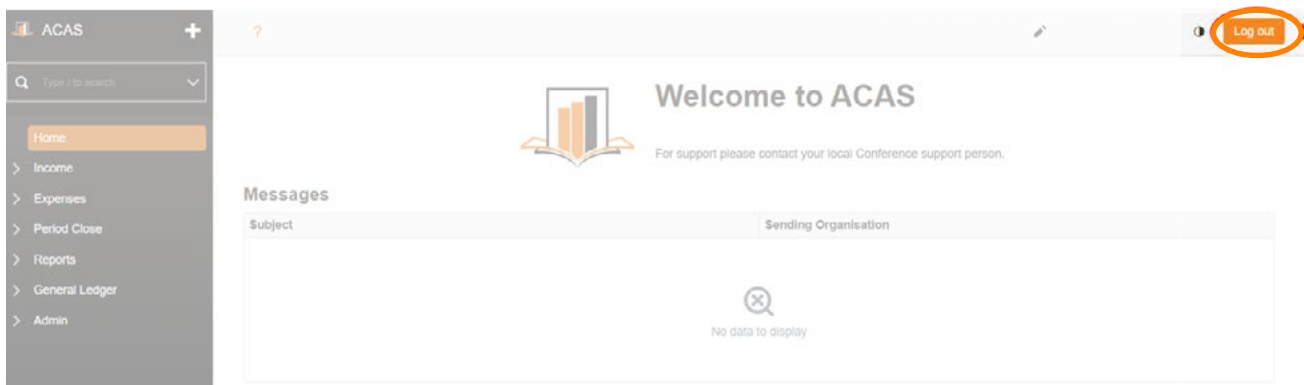
3.4 Online User Guide

Written online help for ACAS is available by selecting the '?' at the top of the screen on various pages from within ACAS. Note this Training Manual includes information from this web help, tailored to the Local Church Treasurer role.



3.5 Log Out

To Log out of ACAS, select on the orange button in the top right hand corner. Users will be automatically logged out of ACAS after one hour of inactivity.



Recording Income



4.1 RECEIPT ENTRY

All cash and interest to be recorded income are to be recorded using Receipt Entry. This includes weekly tithes and offerings, bank interest (including the cash management facility distribution).

To complete receipt entries, you will need to have all your income information ready for entry. For weekly income entries, this includes tithe envelopes, Sabbath School offerings and Church offerings.

1. In the menu list, on the left hand side of the screen, select **Income then **Receipt Entry**.**

Account	Allocate	Tax Category	Tax	Allocation Details
Select Account	0.00		0.00	

2. Confirm the **Period and **Date** for the entry are correct – change if necessary. The date should be the date the income was collected (usually the Sabbath) and the period should match the date.**

3. Choose the **Giver from the dropdown list.**

Any bulk offerings should not be receipted to an individual. Offering bag amounts are to be recorded against the Giver called 'Deacon' or Sabbath School Secretary.

If the Giver is not in the list, select the + to the right of the Giver field. This will bring up the Create New Giver pop up box. Enter the Giver's Surname/Business Name, Given Name and Email (optional)

4. Confirm that the **Payment Method** is cash.

The Payment Method options of 'Cash' also will default the Bank Account to the Cash Drawer. Cash receipts will require a Bank Deposit entry to be completed to display on the Bank Reconciliation screen.

Other Payment Method options, other than 'Cash", will allow a different account to be selected in the Bank Account field.

5. If the Payment Method of Cheque has been selected, the Cheque BSB, Cheque Bank and Cheque Branch details will need to be entered.

6. Enter the **Amount Received**.

7. **Confirm the correct Bank Account is selected** – change if necessary.

8. In the Details field, **enter a brief description of what the income is for, e.g Tithe, Local Church Budget**. These details appear on the receipt for the giver.

9. In the table section, **complete the relevant information**.

Under the **Account** heading, select the Account the funds are to be allocated to. All local income and conference offering accounts will be listed.

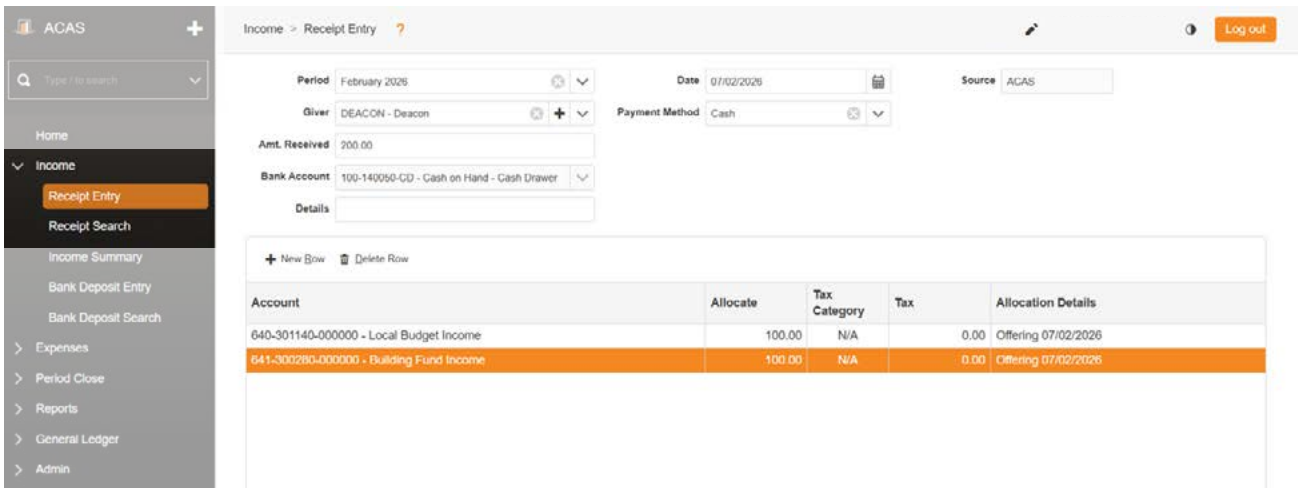
Under the **Allocate** heading, enter the amount relevant to the account (including GST).

Under the **Tax Category** heading, review the tax category and change if necessary. **All tithe and offering amounts are GST free.**

Under the **Tax** heading, review the amount of GST calculated. Note this is based on the tax category selected.

Under the **Allocation Details** heading, add any specific details as required.

If the amount is to be split into more than one account, proceed to add amounts using the **New Row** button until the total amount has been allocated. Alternatively, you can use the tab key to generate a new row.



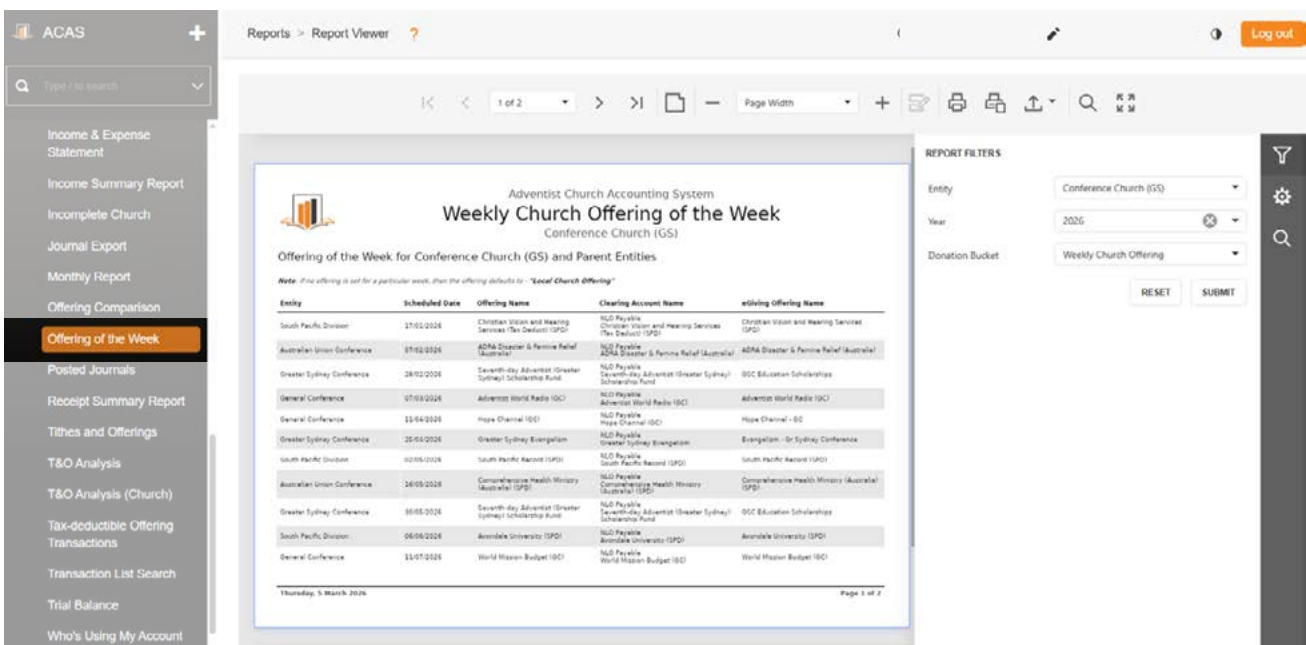
10. Note: If you are unsure the account name for a specific non-local offering on the offering calendar, review the **Offering of the Week** report.

To do this, in the menu list, select **Reports**, then **Offering of the Week**.

Confirm the **Entity** (local church) and **Year**.

Select the **Donation Bucket**. This will be 'Weekly Church Offering' for offering calendar queries.

Select **Submit**.



11. On the Receipt Entry screen, if you select New Row unintentionally or over-allocate the amount, select the line, which will highlight in orange. Then select on the **Cancel Row** button to remove the line.

If you wish to delete all data in the fields on the screen and begin your entry again, select Cancel.

12. When the **Yet to be allocated** field (above the Save button) is **0.00**, review the data.
13. Attachments, such as tithe envelopes, weekly count sheet or an invoice, can be added to a receipt entry.



Attachment file types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the file is saved, **select the file and select Open**.

This file is now attached to the receipt entry.

The screenshot shows the ACAS Receipt Entry interface. The top navigation bar includes 'ACAS' and a search bar. The main content area has a sidebar on the left with 'Income' selected, and 'Receipt Entry' highlighted. The form fields are: Period (February 2026), Date (05/03/2026), Source (ACAS), Giver (DEACON - Deacon), Payment Method (Cash), and Amt. Received (200.00). Below the form is a 'Yet to be allocated' field set to 0.00, with 'Save', 'Save & New', and 'Cancel' buttons. The 'Attachments' table has the following data:

Name	Size	Uploaded	
Weekly Count Sheet 07.02.26.jpg	1.8 MB	5/3/2026	 

Buttons for 'Select file' and 'Attach from Library' are located below the table.

Files can be viewed by selecting the file name.

To download a file, **select on the download arrow**.

To remove a file, **select on the rubbish bin icon**.

14. When the receipt entry is complete, select either **Save** to save the data or **Save & New** to save the data and enter a new receipt entry.

If the Receipt Entry screen is incomplete an error message will appear to advise of any incorrectly entered or missing data. Correct as necessary and select Save or Save & New again.

This file is now attached to the receipt entry.

4.2 EMAIL/PRINT RECEIPTS

All receipt entries must be emailed/printed before the entry is posted to the ledger. This is best done at the end of a batch (e.g. once a week) as it allows for the total to be emailed/printed checked against the total banked.

1. Under the **Income** menu, select **Receipt Search**.

The screenshot shows the ACAS Receipt Search interface. On the left, the 'Income' menu is expanded, and 'Receipt Search' is highlighted with an orange circle. The main form contains search filters for 'February 2026' and a 'Total' of 0.00. The table below is empty with the message 'No data to display'.

2. Select your search filters. These can either be one or a combination of the following: Period, Date, Giver, Receipt Number, Unsent Only, Emailed Only, Printed Only, Journal Number.

When receipting income entries, it is suggested to select the relevant Period and tick **'Unsent Only'**.

Select **Search**. This will show all receipts relating to the selected filters.

The screenshot shows the ACAS Receipt Search interface. The 'Unsent Only' checkbox is checked and highlighted with an orange box. The table below shows one receipt entry: 07/02/2026, 2026..., Deacon, Offering 07.02.26, 200.00, Cash, Not Printed.

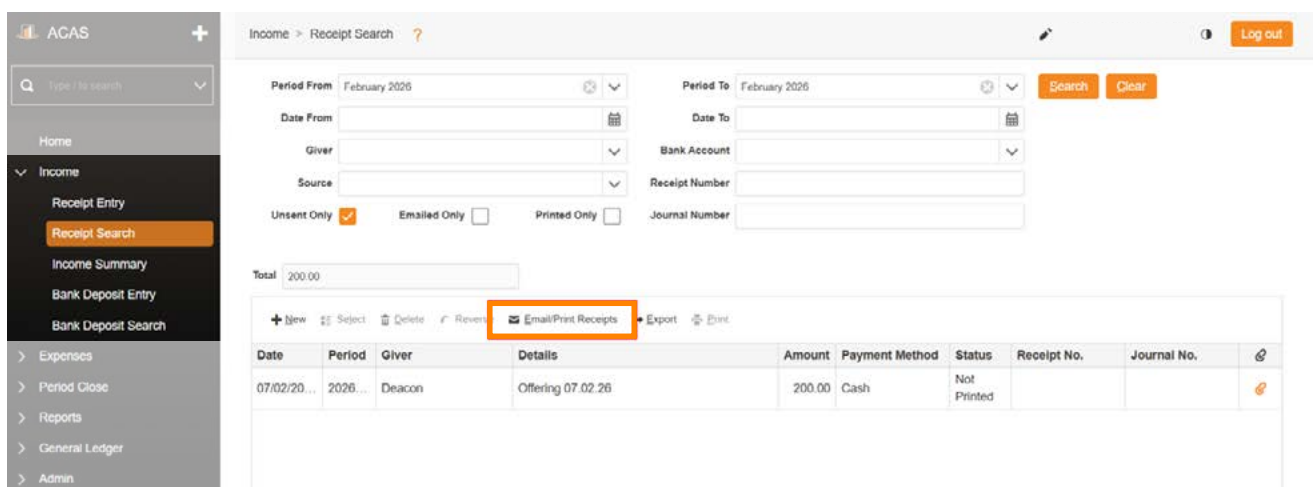
- Review the receipts listed.** If you are up-to-date with your receipting, only recently entered receipt entries will be listed.

Above the table of listed receipts, review the **Total** of the receipt entries. If the receipt entries are for a cash bank deposit, compare this total to the banking total they should equal.

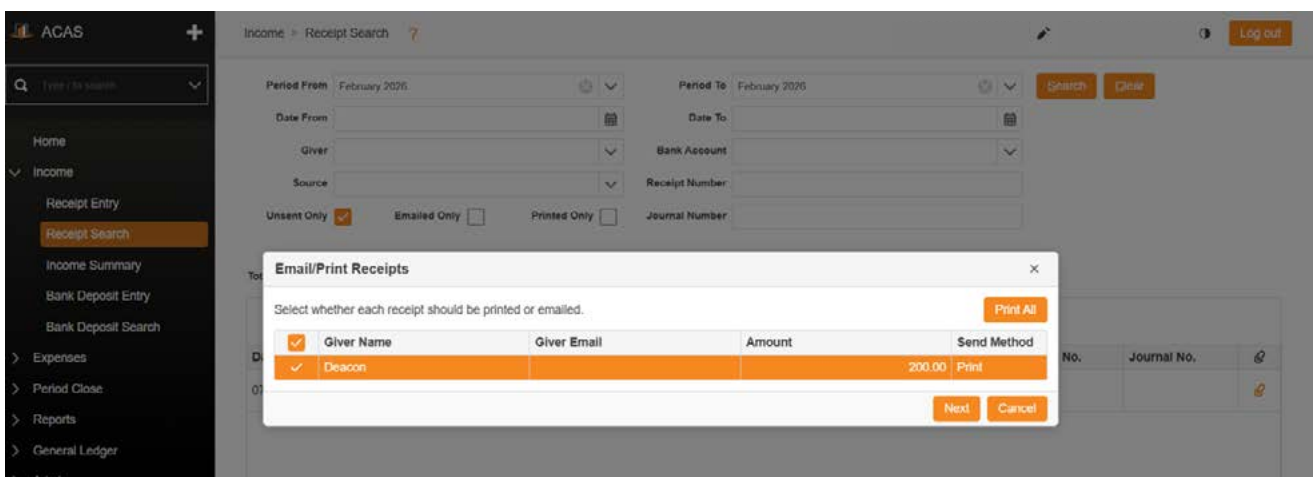
- If a receipt entry needs deleting, select the entry and select the Delete button.** This will bring up a message box asking if you are sure that you wish to delete the Receipt Entry. Select **OK** to continue or **Cancel** if you wish to return to the search.

If a receipt entry needs editing, select the entry and select the **Select** button. This will take you back to the Receipt entry screen. Edit the necessary information and select **Save**.

- When satisfied that all income entries are correct and the totals are equal, select the **Email/Print Receipts** button.



- This will bring up the Email/Print Receipts pop-up window listing the receipts and their default sending method (Email or Print). Adjust the Send Method for any receipts if required. If all receipts are to be printed, select the **Print All** button to change the send method of all. Select **Next**.



7. The next window advises how many receipts have been sent. Select **Finish**.

If any receipts are to be printed, the receipt report will be displayed. Print the report. Once printed, select the X in the top right-hand corner to close the report. You will then be returned to the Receipt Search screen.

Printed receipts are to be distributed to Givers in a timely manner. When cutting the receipts, cut along the lines indicated. Be careful not to cut more than one sheet at a time because each receipt size may vary depending on the number of income splits.

4.3 REVERSE A RECEIPT ENTRY WITH A STATUS OF PRINTED/EMAILED

Receipts that have been printed or emailed must be reversed if a mistake was made. Receipt entries that have not been printed or emailed can be edited or deleted if they are incorrect (see Section 4.2.4 above).

1. To reverse a Receipt Entry, go to the Income menu, then select **Receipt Search**.

The screenshot displays the ACAS Receipt Search interface. On the left, a sidebar menu is visible with 'Receipt Search' highlighted in orange. The main window shows search filters for 'Period From' (February 2025), 'Period To' (February 2025), 'Date From', 'Date To', 'Giver', 'Bank Account', 'Source', 'Receipt Number', and 'Journal Number'. There are checkboxes for 'Unsent Only', 'Emailed Only', and 'Printed Only'. A 'Total' field shows 0.00. Below the filters is a toolbar with buttons for '+ New', 'Select', 'Delete', 'Reverse', 'Email/Print Receipts', 'Export', and 'Print'. A table with columns 'Date', 'Period', 'Giver', 'Details', 'Amount', 'Payment Method', 'Status', 'Receipt No.', and 'Journal No.' is shown, but it contains no data and displays a 'No data to display' message with a circled X icon. The bottom right corner shows 'Rows Shown 10'.

2. Select the relevant search filters to search for the incorrect entry. These can either be one or a combination of the following: Period, Date, Giver, Receipt Number, Unsent Only, Emailed Only, Printed Only, Journal Number.

Select **Search**.

3. Highlight the relevant transaction in the table that needs reversing and select the **Reverse** button.

Income > Receipt Search ?

Period From: February 2026 Period To: February 2026 Search Clear

Date From: 07/02/2026 Date To: 07/02/2026

Giver: Bank Account: Receipt Number: Journal Number:

Unsent Only Emailed Only Printed Only

Total: 455.20

+ New Select Delete **Reverse** Email/Print Receipts Export Print

Date	Period	Giver	Details	Amount	Payment Method	Status	Receipt No.	Journal No.
07/02/20...	2026...	Christina Yan	Online Donation	70.00	Credit/Debit Card	Emailed	2394050	REC-0000003960
07/02/20...	2026...	Suriya Silva	Online Donation	60.00	Credit/Debit Card	Emailed	2394635	REC-0000003961
07/02/20...	2026...	Rukmanl Thambakara	Tithes & Offerings	50.00	Cash	Printed	REC-0000003962	REC-0000003962
07/02/20...	2026...	Deacons	Offering	75.20	Cash	Printed	REC-0000003963	REC-0000003963
07/02/20...	2026...	Deacon	Offering 07.02.20	200.00	Cash	Printed	REC-0000003963	REC-0000003963

4. This will bring up a warning message. If you want to reverse this entry, select **OK**.

Note: If the receipt has been selected on a Bank Deposit entry, and/or reconciled on a bank reconciliation, a warning message will appear about this. The entry must be unreconciled and/or bank deposited reversed before the receipt can be reversed.

5. The Receipt Entry screen will display with the selected entry.

Review the details.

In the **Reversal Reason** field, enter the reason that the receipt is being reversed.

Income > Receipt Entry ?

Amt. Received: -300.00

Bank Account: 100-140050-CD - Cash on Hand - Cash Drawer

Details: REV: REC-0000003963

Reversal Reason

Account	Allocate	Tax Category	Tax	Allocation Details
640-301140-000000 - Local Budget Income	-100.00	N/A	0.00	Offering 07.02.06
641-300280-000000 - Building Fund Income	-100.00	N/A	0.00	Offering 07.02.06

6. Select **Save** to record the reversal.

Recording Bank Deposits



5.1 BANK DEPOSIT ENTRY

Bank deposit entries need to be processed for any cash receipt entries only. Receipt entries for other payment methods do not require a bank deposit entry.

Any cash receipt entries must first be emailed/printed before the bank deposit entry can be processed.

1. In the menu list, under **Income**, select **Bank Deposit Entry**.

Date	Amount	Amount to Deposit	Payment Method	Giver
<input type="checkbox"/> 07/02/2026	200.00		CASH	Deacon

2. Select the **Bank Account** into which the deposit was made or is going to be made.
3. Select the **Depositor**. This is the person who is taking or has taken the deposit to the bank.
The list of depositors is generated from the Client records. If the depositors name does not appear on the list, add their name following the instructions in Section 16 Maintaining Clients.
4. Confirm the **Period** and **Date** for the entry are correct – change if necessary.

5. Select the box in the left hand column of the table against the transactions that you need to deposit. This will select these lines and place a tick next to these transactions.

Alternatively, if the **Total Available** at the bottom left of the screen is equal to the amount you wish to enter as the Bank Deposit Entry, select the box in the left hand column on the heading line. This will select all entries on the screen, placing a tick next to all transactions.

6. Ensure that the **Total to Deposit** is equal to the actual Cash Deposit Amount banked/to be banked.

If the actual banking is more than the transactions available in the system for banking, check for missing the receipt entries.

If the actual banking is less than the funds available in the system, check receipt entries for duplications.

The screenshot shows the ACAS 'Bank Deposit Entry' interface. On the left is a navigation menu with options like 'Home', 'Income', 'Receipt Entry', 'Receipt Search', 'Income Summary', 'Bank Deposit Entry', 'Bank Deposit Search', 'Expenses', 'Period Close', 'Reports', 'General Ledger', and 'Admin'. The main form area contains the following fields:

- Bank Account: Cash Management Facility (CMF) Account...
- Depositor: [Dropdown]
- Period: February 2026
- Date: 10/2/2026
- Cash Deposit Amount: 200.00
- Cheque Deposit Amount: 0.00
- Currency: AUD
- Status: [Dropdown]

Below these fields is a table with the following data:

<input checked="" type="checkbox"/>	Date	Amount	Amount to Deposit	Payment Method	Giver
<input checked="" type="checkbox"/>	07/02/2026	200.00	200.00	CASH	Deacon

At the bottom of the form, there are two summary fields: 'Total Available' (200.00) and 'Total to Deposit' (200.00). The 'Total to Deposit' field is highlighted with an orange box. Below these fields are 'Save', 'Save & New', and 'Cancel' buttons.

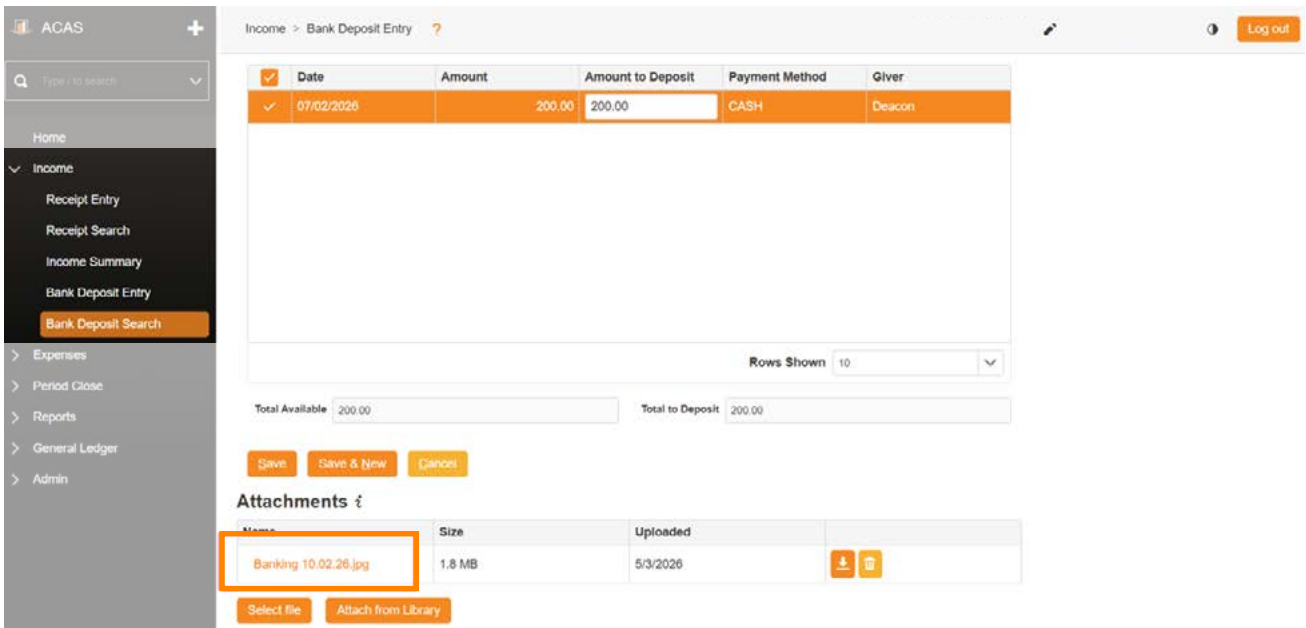
7. Attachments, such as actual bank deposit slips, can be added to a bank deposit entry.

Attachment files types that can be uploaded are office files and count sheets (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the file is saved, select the file and select **Open**.

This file is now attached to the express payment entry.



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Files can be viewed by selecting on the file name.

To download a file, select on the download arrow.

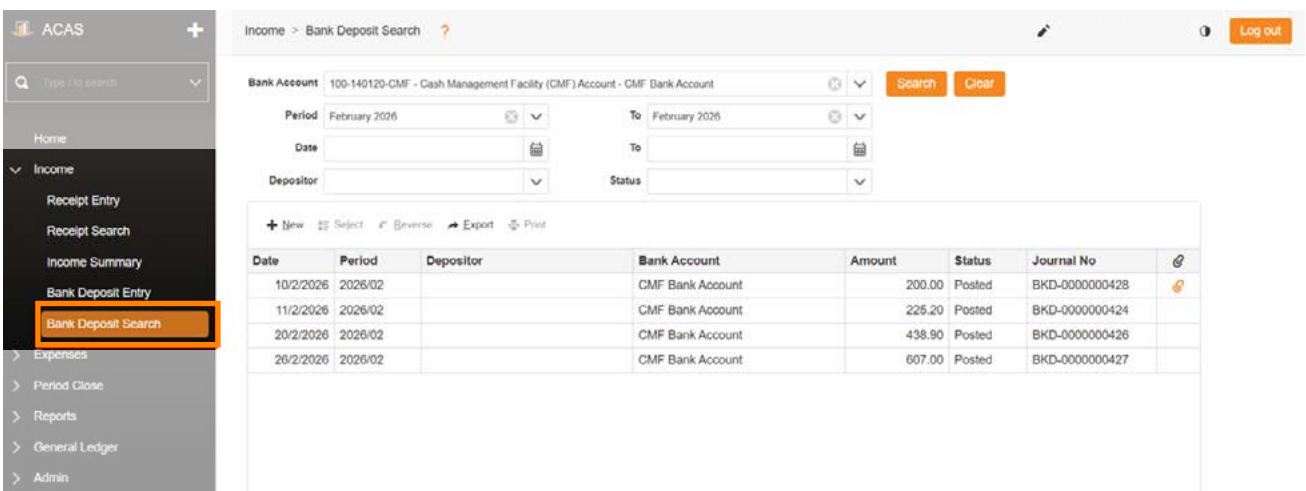
To remove a file, select on the rubbish bin icon.

8. When the bank deposit entry is complete, select either **Save** to save the data or **Save & New** to save the data and enter a new bank deposit entry.
9. Ensure that the **Total Available** on the Bank Deposit Entry screen is regularly back to 0.00.

5.2 REVERSING A BANK DEPOSIT ENTRY

Bank deposit entries that are incorrect can be reversed.

1. In the menu list, go to **Income**, then **Bank Deposit Search**.



2. Select your search filters. These can either be one or a combination of the following: Bank Account, Period, Date and Depositor.

Select **Search**.

3. Review the search results. In the table, highlight the relevant bank deposit entry you want to reverse.

Select **Reverse**.

Income > Bank Deposit Search

Bank Account: 100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account

Period: February 2026 To: February 2026

Date: To: Depositor: Status:

+ New Select **Reverse** Export Print

Date	Period	Depositor	Bank Account	Amount	Status	Journal No
10/2/2026	2026/02		CMF Bank Account	200.00	Posted	BKD-0000000428
11/2/2026	2026/02		CMF Bank Account	225.20	Posted	BKD-0000000424
20/2/2026	2026/02		CMF Bank Account	438.90	Posted	BKD-0000000426
26/2/2026	2026/02		CMF Bank Account	607.00	Posted	BKD-0000000427

4. A warning pop-up message will appear. If you want to reverse this entry, select OK.

Note: If the Bank Deposit entry has been reconciled on a bank reconciliation, a warning message will appear advising that the specific transaction needs to be unreconciled to reverse it.

5. The Bank Deposit Entry screen will display with the selected entry.

Review the details.

In the **Reversal Reason** field, enter the reason that the bank deposit entry is being reversed.

Income > Bank Deposit Entry

Bank Account: Cash Management Facility (CMF) Account Depositor: Date: 10/02/2026

Period: February 2026

Cash Deposit Amount: -200.00 Cheque Deposit Amount: 0.00

Currency: AUD Status: Journal No: BKD-0000000428

Reversal Reason

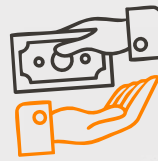
Date	Amount	Amount to Deposit	Payment Method	Giver
07/02/2026	200.00	-200.00	CASH	Deacon

Rows Shown: 10

Total Available: 200.00 Total to Deposit: -200.00

6. Select **Save** to record the reversal.

Recording and Paying Expenses



6.1 EXPRESS PAYMENT ENTRY

All expenses are to be recorded under Express Payment Entry. This includes external suppliers, and reimbursements.

ACAS can be used to set up payments to suppliers from the local church CMF account via CMF Online. This is available for EFT, BPAY and CMF Internal payment methods. To use this feature, two local church approved CMF signatories must have signatory access to CMF Online. The second signatory will need to login to CMF Online to second sign the payment.

1. In the Expenses menu, select Express Payment Entry.

2. Confirm the **Period** the expense relates to – update if necessary.

3. Enter the **Invoice Date**.

4. Choose the **Supplier** from the supplier dropdown list.

If the payment is to the Conference, the Supplier is: Parent – Greater Sydney Conference. See Section 6.3 Conference KCHURCH Current Account Charges for specific details on entering expenses for the Conference.

If the supplier is not in the list, select the + to the right of the Supplier field. This will bring up the Create New Supplier pop up box. Enter the Supplier's Surname/Business Name and Given Name in the relevant fields. Select **Create** and this new Supplier will be available on the Suppliers list. To edit Supplier information, see Section 16 Maintaining Clients.

If wanting to create a CMF Online payment, the Supplier's payment details (EFT, BPAY or CMF Internal details) must already be set up correctly under the Client record before processing the Express Payment Entry. See Section 16 Maintaining Clients in this manual for further information on adding supplier payment details.

5. Enter the **Invoice/Ref No.**

If creating a CMF Online payment, this is what will appear on the supplier's bank statement. If the supplier has requested a specific reference for the payment, make sure to include this in the Invoice/Ref No. field.

If the same invoice number has already been entered for this supplier, a validation message will appear when Save or Save & New is clicked. Ensure the Invoice/Ref No entered is unique.

6. If needed, enter the month/year to the reference number.

7. Enter the **Amount Payable** including any GST.

8. Enter the **Payment Date**. Enter today's date for payment today or a future date for payment in the future.

Select the **Bank Account** the payment was made or is to be made from.

9. If wanting to create an automatic CMF Online payment, the bank account must be the **Cash Management Facility (CMF) Account**.

Select the **Payment Method**.

For Conference charges that have been paid via direct debit, ensure the Payment Method is **Direct Debit**. This will make sure the charge is not paid to the Conference again.

10. If wanting to create an automatic CMF Online payment, the payment method needs to be **EFT, BPAY or CMF Internal**. Ensure the payment details have been entered for the selected payment method.

11. If the Payment Method selected was **Cheque**, enter the **Cheque/Ref. No.** Otherwise, leave this field blank.

Enter the **payment Details** – a description of the expense.

12. In the expense allocation table, complete the relevant information.

Under the **Account** heading, select the expense **Account** the funds are to be allocated to.

Under the **Allocate** heading, enter the amount relevant to the account (including GST).

Under the **Tax Category** heading, review the tax category and change if necessary. Note: There is no GST on Conference expenses charged through the KCHURCH current account.

Under the **Tax** heading, review the amount of GST calculated. This is based on the tax category selected. Ensure that this amount is equal to the GST on the tax invoice – correct the amount to match the invoice if necessary.

Under the **Allocation Details** heading, add any allocation details as required.

If the amount is to be split into more than one account, proceed to add amounts using the **New Row** button until the total amount has been allocated. Alternatively, you can use the tab key to generate a new row. If the total payment is made up of several invoices, it is recommended to reflect one invoice per line (making it easier to review the monthly GST report).

The screenshot shows the ACAS Express Payment Entry form. The left sidebar contains navigation options: Home, Income, Receipt Entry, Receipt Search, Income Summary, Bank Deposit Entry, Bank Deposit Search, Expenses (selected), Period Close, Reports, General Ledger, and Admin. The main form area is titled 'Expenses > Express Payment Entry'. It includes fields for Period (March 2026), Invoice Date (04/03/2026), Supplier (SUP00017 - Foodbank NSW & ACT Limited (EFT) [002-155 98]), Invoice No. (Inv01), Amt. Payable (123.12), Payment Date (05/03/2026), Bank Acc. (100-140120-CMF - Cash Management Facility (CMF) Account - CMF), Payment Method (EFT), and Details (Foodbank 04.03). Below these fields is a table with columns: Account, Allocate, Tax Category, Tax, and Allocation Details. A single row is visible, highlighted in orange, with Account '853-400780-000000 - Foodbank Expense', Allocate '123.12', Tax Category 'N/A', and Tax '0.00'. At the bottom of the form, there are buttons for 'Save', 'Save & New', and 'Cancel', and a 'Log out' button in the top right corner. The 'Yet to be allocated' field shows 123.12 and the 'Total Allocated Tax' field shows 0.00.

13. If you select New Row unintentionally or over-allocate the amount, click on the line, which will highlight in orange. Then select on the **Cancel Row** button to remove the line.

If you wish to delete all data in the fields on the screen and begin your entry again, select **Cancel**.

14. When the **Yet to be allocated** field (above the Save button) is 0.00, review the data. You may have to tab through to the end of a row for the Yet to be allocated field to update.

15. Attachments, such as payment approval or invoices, must be added to an express payment entry.

When attaching supporting documentation for GST receivable, ensure the attachment is a tax invoice, which needs to include the ABN of the company, company name and GST amount. GST can only be claimed when the supplier is registered for GST and a valid tax invoice is provided.

Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the file is saved, select the file and select **Open**.

The file is now attached to the express payment entry.

The screenshot shows the ACAS Express Payment Entry interface. On the left is a navigation menu with 'Express Payment Entry' selected. The main area displays a table with one row: '693-400780-000000 - Foodbank Expense' with an allocated amount of 123.12 and a tax of 0.00. Below the table are fields for 'Yet to be allocated' (0.00) and 'Total Allocated Tax' (0.00), along with 'Save', 'Save & New', and 'Cancel' buttons. An 'Attachments' table is visible, containing one entry: 'Foodbank Inv01.pdf' (8.7 KB, uploaded 5/3/2026). The 'Attachments' table has columns for Name, Size, and Uploaded, and includes 'Select file' and 'Attach from Library' buttons. A download arrow and a trash bin icon are also present for the attachment.

Files can be viewed by selecting the file name.

To download a file, select on the download arrow.

To remove a file, select the rubbish bin icon.

16. When the express payment is complete, select either **Save to save the data or **Save & New** to save the data and enter a new express payment entry.**

If the Express Payment Entry screen is incomplete, you will see an error message to advise of any incorrectly entered or missing data. Correct as necessary and select Save or Save & New again.

If creating an automatic CMF Online payment, a CMF payment transfer will be created in CMF Online after the Save or Save & New button is selected. Please note no payment advice is sent to the supplier.

6.2 AUTHORIZING PAYMENTS IN CMF ONLINE

Any payments made from the CMF bank account require two approved CMF account signatories to sign off on the payment. If creating a CMF Online payment using ACAS, the first signatory on the payment will automatically be applied, if the ACAS user who set up the payment is a CMF Online account signatory and the users ACAS login email is the same as the email set for myAdventist/CMF Online. The the second signatory will need to login to CMF Online to approve the payment. If the ACAS user who set up the payment is not a CMF Online account signatory, the payment will require authorisation by two signatories in CMF Online. The payment will be visible in CMF Online within one minute after the payment has been setup from within ACAS.

To sign payments in CMF Online:

1. Go to the MyAdventist website:

myadventist.org.au

The login page will appear. Enter your login details. Select **Login**.

The MyAdventist portal home page will appear.

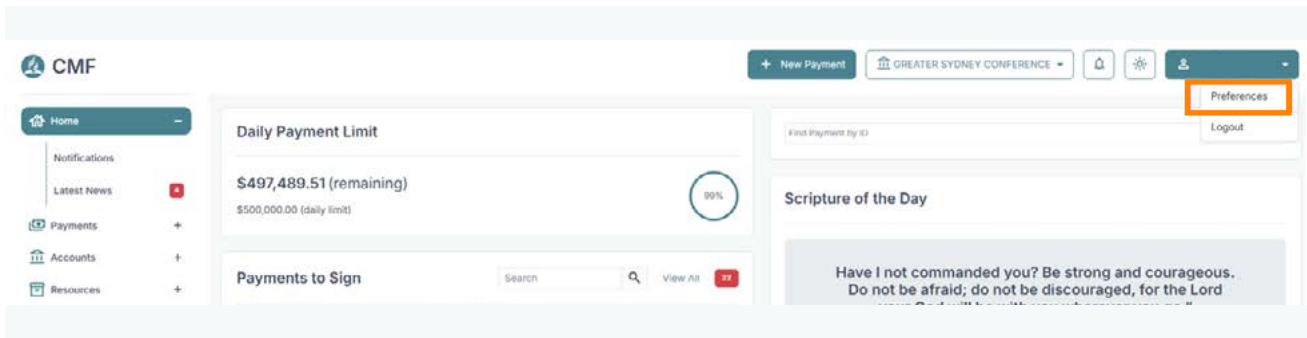
2. Select on CMF Online to enter the program.

If you cannot see the CMF Online application on the 'Recent' tab, select on the 'Applications' tab.

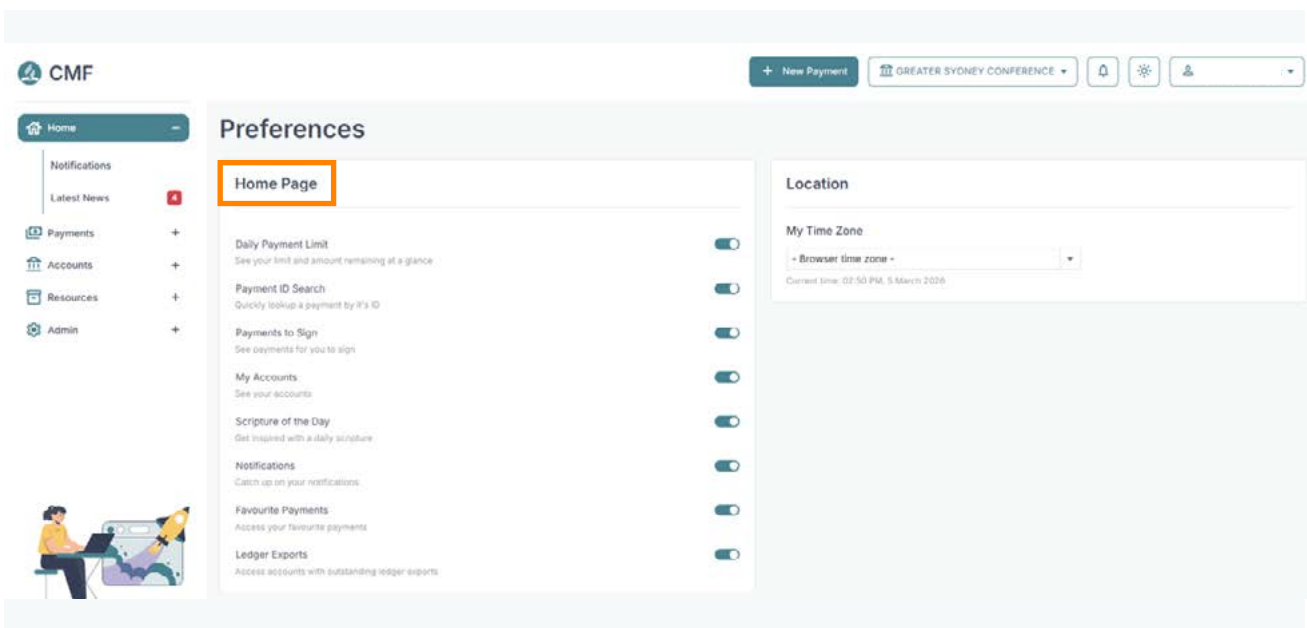
3. The CMF Online Home Page will load.

Date	From	To	Amount	
23/01/2026	Predeline Group	Greater Sydney Conference	\$131.25	View
24/01/2026	Sydney Tongan SDA Chu...	Greater Sydney Conference	\$500.00	View
17/02/2026	Granville Fijian	Seruwasa R Bogi	\$500.00	View
17/02/2026	Freshwater Community C...	Energy Australia	\$307.34	View
24/02/2026	Central SDA Church	Xinyue Lu	\$48.00	View

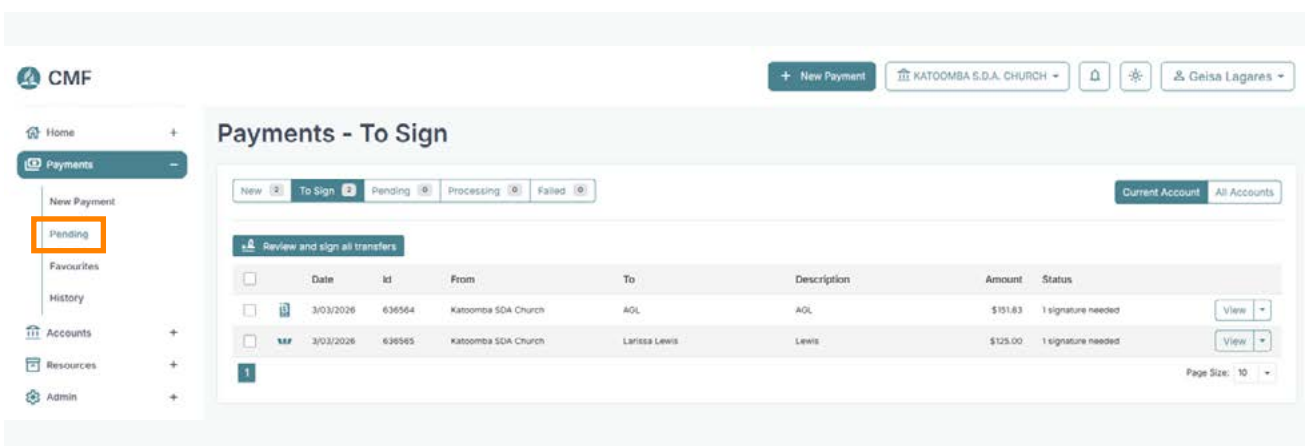
Note: To update your Home Page Preferences, select your name in the top right hand corner of the page, then select Preferences.



Under the **Home Page Preferences Heading**, use the toggle buttons to display or hide different panels on the home page.



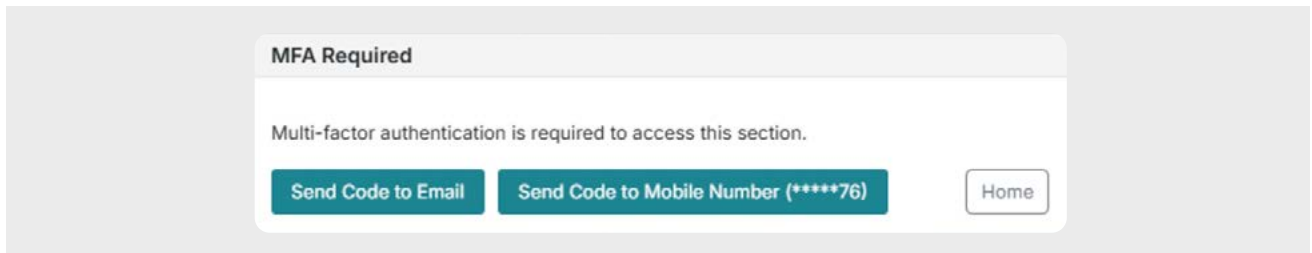
4. On the left hand side menu, select **Payments**, then **Pending**.



Alternatively, the payment may appear under 'Payments to Sign' on the CMF Online Home Page. If so, select **View**.

5. Alternatively, the payment may appear under 'Payments to Sign' on the CMF Online Home Page. If so, select **View**.

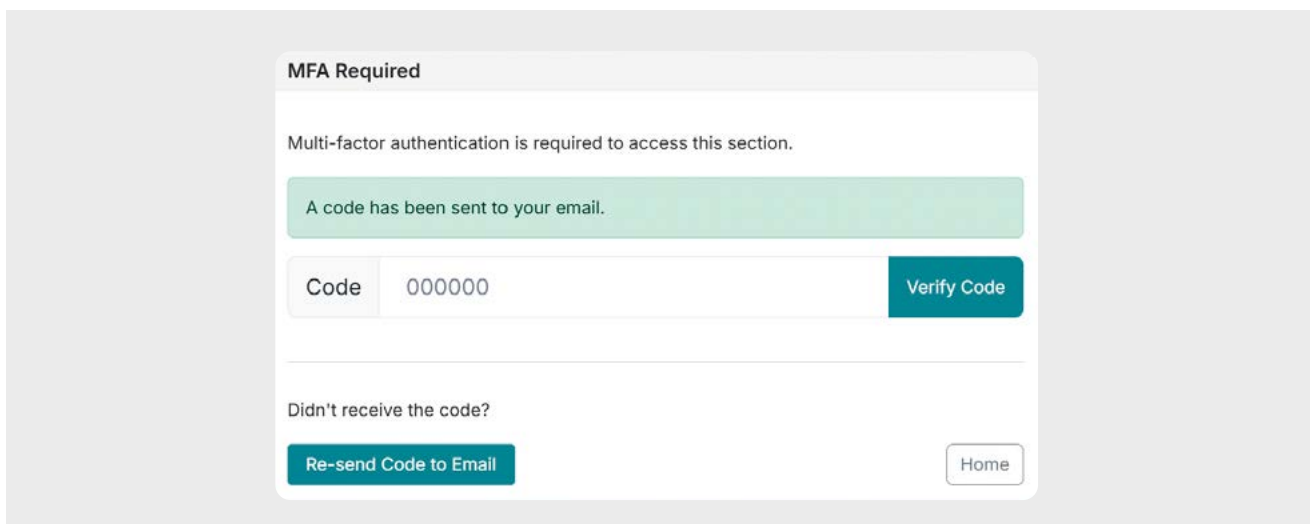
MFA (Multi-Factor Authentication) is required to view the Payments tabs. To proceed, select **Send Code to Email or Send Code to Mobile Number (*****76)**.



6. You will receive an email or a text message with a verification code for CMF Online. This code is only valid for five minutes.

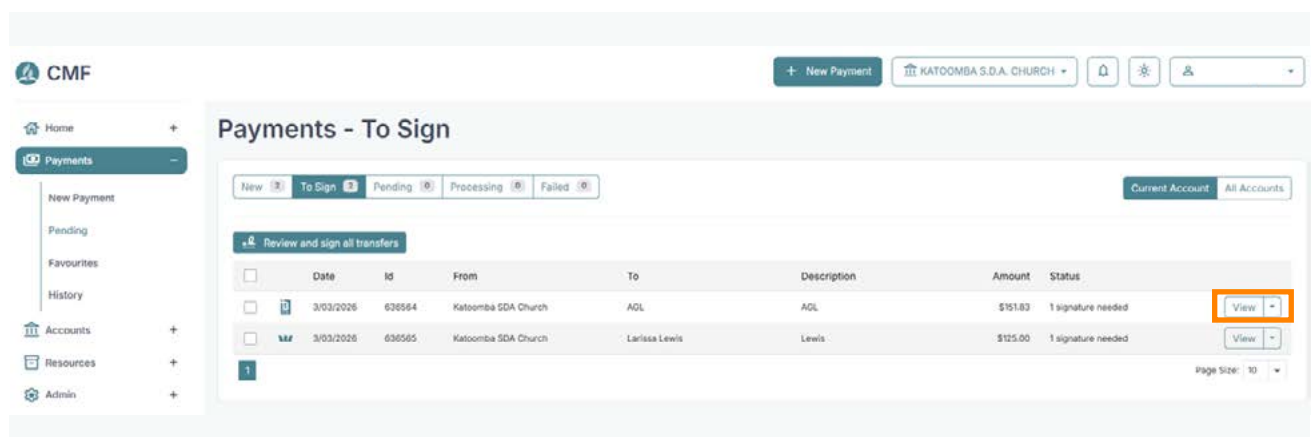
Enter the code in CMF Online.

Select **Verify Code**.



7. A list of 'Payments - To Sign' will show on screen.

Select the relevant payment by selecting on the word 'View' at the end of the line.

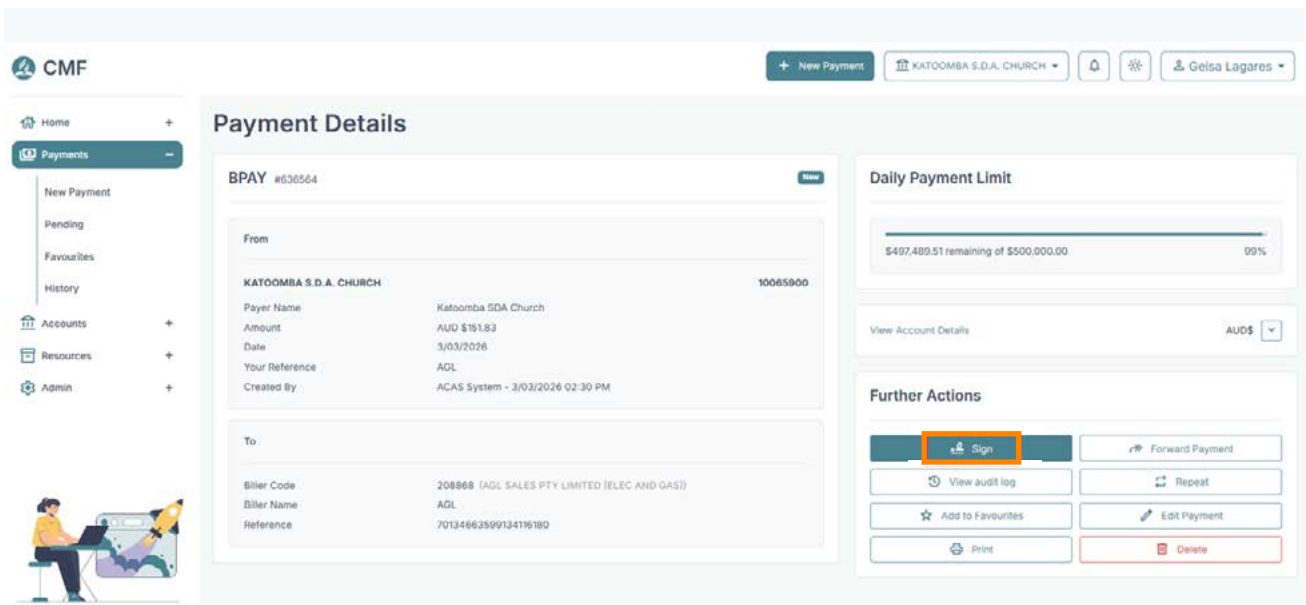


8. Review the payment details, ensuring they match the details on the tax invoice/payment request.

For an EFT payment, this includes checking the BSB, Account Number, Amount and Description. For a BPAY payment, this includes checking the Biller Code, Reference Number, Amount and Description.

For a CMF Internal payment, this includes checking the CMF Account Number, Amount and Description.

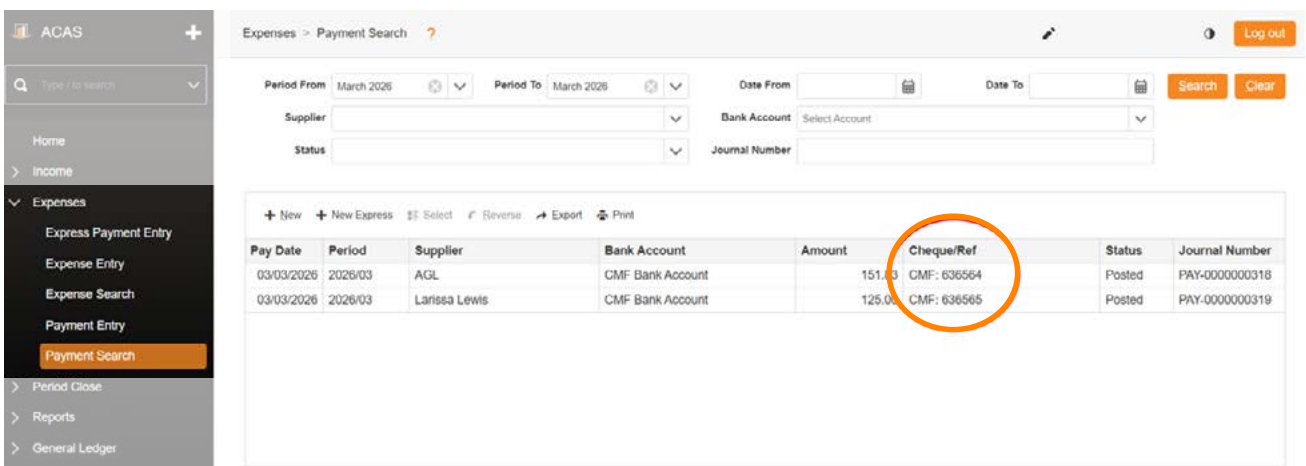
9. Once you confirm the payment details are correct, Select Sign.



CMF will process the payment.

10. Once a payment has been processed, as per the payment date specified in ACAS, a CMF transfer number will appear in the Cheque/Ref No field in the Express Payment Entry in ACAS. This can be viewed under Payment Search.

If the supplier's payment details are invalid, the system will fail to automatically create the transfer request.

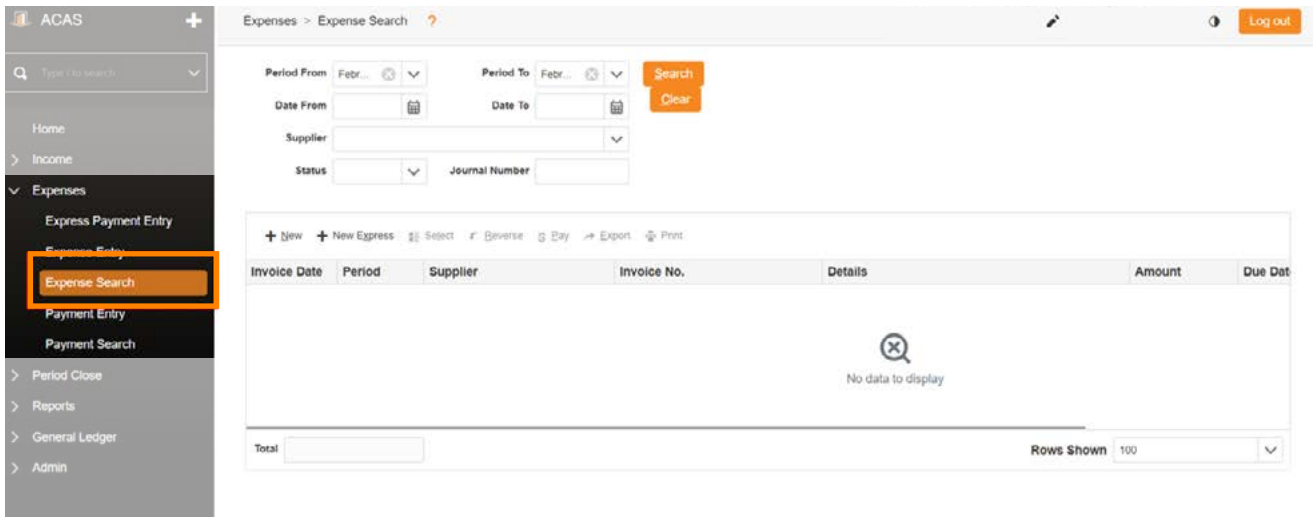


11. Please note that no payment advice is sent to the supplier.

6.3 REVERSING AN EXPRESS PAYMENT ENTRY

Express payment entries that are incorrect can be reversed.

1. In the Expense menu, select **Expense Search**.



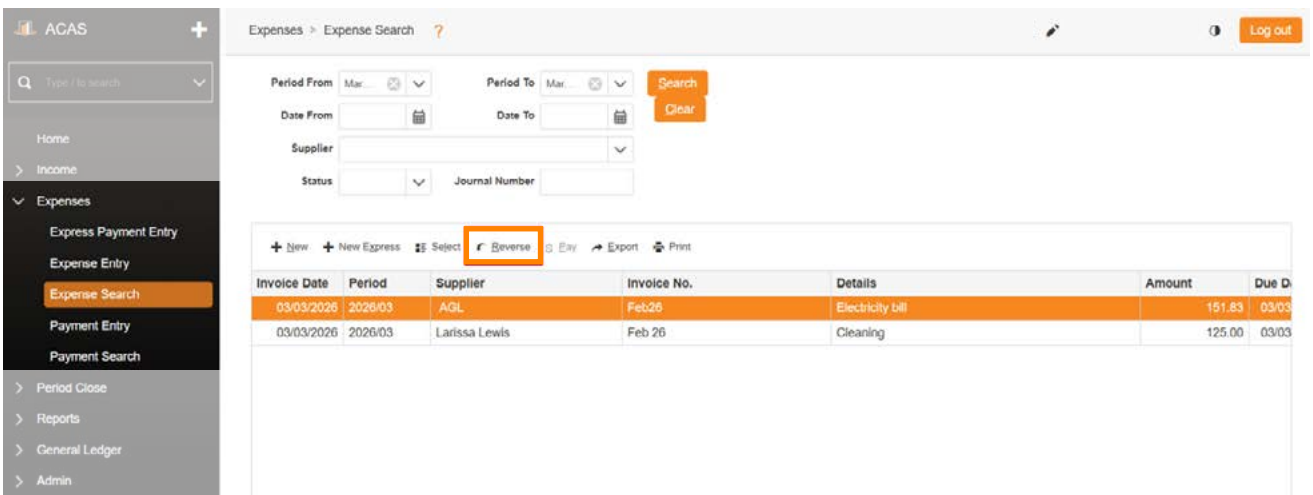
The screenshot shows the ACAS software interface. On the left, a navigation menu is visible with 'Expense Search' highlighted in orange. The main window is titled 'Expenses > Expense Search'. It features search filters for 'Period From', 'Date From', 'Supplier', 'Status', and 'Journal Number'. Below the filters, there is a table with columns: 'Invoice Date', 'Period', 'Supplier', 'Invoice No.', 'Details', 'Amount', and 'Due Date'. The table is currently empty, showing a magnifying glass icon and the text 'No data to display'. At the bottom right, there is a 'Rows Shown' dropdown set to '100'.

2. Select the relevant search filters to search for the relevant entry. These can either be one or a combination of the following: Period, Date, Supplier, Status or Journal Number.

Select **Search**.

3. Review the search results. In the table, highlight the relevant express payment entry you want to reverse.

Select **Reverse**.



This screenshot shows the same ACAS interface as the previous one, but now with search results. The 'Reverse' button in the toolbar is highlighted in orange. The table contains two entries:

Invoice Date	Period	Supplier	Invoice No.	Details	Amount	Due Date
03/03/2026	2026/03	AGL	Feb.26	Electricity bill	151.83	03/03
03/03/2026	2026/03	Larissa Lewis	Feb 26	Cleaning	125.00	03/03

4. A warning pop-up message will appear. If you want to reverse this entry, select OK.

5. The Express Payment Entry screen will display the selected entry.

Review the details.

In the **Reversal Reason** field, enter the reason why the express payment is to be reversed.

4. A warning pop-up message will appear. If you want to reverse this entry, select OK.
5. The Express Payment Entry screen will display the selected entry.

Review the details.

In the **Reversal Reason** field, enter the reason why the express payment is to be reversed.

The screenshot shows the ACAS Express Payment Entry screen. The 'Reversal Reason' field is highlighted with a red box. The screen displays the following details:

- Period: March 2026
- Supplier: SUP00002 - AGL (BPAY) [200066]
- Amt. Payable: -151.83
- Bank Acc.: 100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank
- Details: REV: PEX 000000147
- Invoice Date: 03/03/2026
- Invoice No.: Feb26
- Payment Date: 03/03/2026
- Payment Method: BPAY
- CMF Status: Requested in CMF-Online -Signed
- Cheque/Ref. No.: CMF: 636564

Account	Allocate	Tax Category	Tax	Allocation Details
850-401940-000000 - Utilities Expense	-151.83	PUR	-13.80	Electricity

6. Attachments, such as documentation about the reason for the reversal, can be added to an express payment entry reversal.

Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the file is saved, select the file and select **Open**.

The file is now attached to the express payment entry reversal.

Files can be viewed by selecting the file name.

To download a file, select the download arrow.

To remove a file, select on the rubbish bin icon.

7. Select **Save** to record the reversal.

If the express payment entry was in the current period, the reversal entry will be in current period.

If the express payment entry was in a prior period, not the current period, the reversal entry will default to the current period.

If the reversed payment was a CMF Online automatic payment that has not been second signed in CMF Online, it needs to be deleted from CMF Online.

If the reversed payment was a CMF Online automatic payment that has already been second signed in CMF Online, this process will not reverse the funds. It only reverses the ACAS entry.

6.4 CONFERENCE KCHURCH CURRENT ACCOUNT CHARGES

All Greater Sydney Conference KCHURCH current account charges are to be entered under Express Payment Entry. The majority of charges on the KCHURCH current account are automatically paid via direct debit from the local church CMF account at the time of period close.

1. In the Expenses menu, select **Express Entry**.

The screenshot shows the ACAS software interface for entering an expense. The left-hand menu is open, showing the 'Expenses' section with 'Expense Entry' selected. The main form area contains the following fields:

- Period: February 2026
- Date: 05/03/2026
- Supplier: [Dropdown]
- Amt. Payable: 0.00
- Due Date: 05/03/2026
- Invoice No.: [Text]
- Status: Unpaid

Below the form is a table for account allocation:

Account	Allocate	Tax Category	Tax	Allocation Details
Select Account	0.00		0.00	

At the bottom of the form, there is a 'Yet to be allocated' field showing 0.00 and buttons for 'Save', 'Save & New', 'Hold', 'Pay', and 'Cancel'.

2. Confirm the **Period** the expense relates to – update if necessary.

3. Enter the **Invoice Date**.

4. Choose the **Supplier** from the supplier dropdown list.

Parent – Greater Sydney Conference.

5. If the same invoice number has already been entered for this supplier, a validation message will appear when **Save** or **Save & New** is clicked. Ensure the Invoice/Ref No entered is unique.

If needed, enter the month/year to the description entered.

6. Enter the **Amount Payable** including any **GST**. There is no GST on Conference expenses charged through the KCHURCH current account.

7. Enter the **Due Date**.

8. Leave the **Cheque/Ref. No.** field blank.

9. Enter the payment **Details** - a description of the expense.

10. In the account allocation table, complete the relevant information.

Under the **Account** heading, select the expense Account the funds are to be allocated to.

Under the **Allocate** heading, enter the amount relevant to the account.

Under the **Tax** Category heading, review the tax category and change if necessary.

Under the **Tax heading**, review the amount of GST calculated. This is based on the tax category selected. It should be 0.00 for expenses without GST.

Under the **Allocation Details** heading, add any allocation details as required.

If the amount is to be split into more than one account, proceed to add amounts using the **New Row** button until the total amount has been allocated. Alternatively, you can use the tab key to generate a new row. If the total payment is made up of several invoices, it is recommended to reflect one invoice per line. This allows invoice and GST amounts to be recorded separately (making it easier to review the monthly GST report).

The screenshot displays the ACAS Express Payment Entry interface. The top section contains metadata such as the period (February 2025), supplier (ENT00000 - PARENT - North NSW Conference (CMF)), and payment details (Direct Debit, 07/02/2025). Below this is a table for allocating the payment amount. The table has columns for Account, Allocate, Tax Category, Tax, and Allocation Details. One row is present for '850-400460-000000 - Church Cleaning Expense' with an allocated amount of 160.00 and a tax of 0.00. The 'Yet to be allocated' field is 0.00. At the bottom, there are buttons for 'Save', 'Save & New', and 'Cancel', and an 'Attachments' section with a table for listing attachments.

11. If you select New Row unintentionally or over-allocate the amount, select on the line, which will highlight in orange. Then select the **Cancel Row button to remove the line.**

If you wish to delete all data in the fields on the screen and begin your entry again, select **Cancel**.

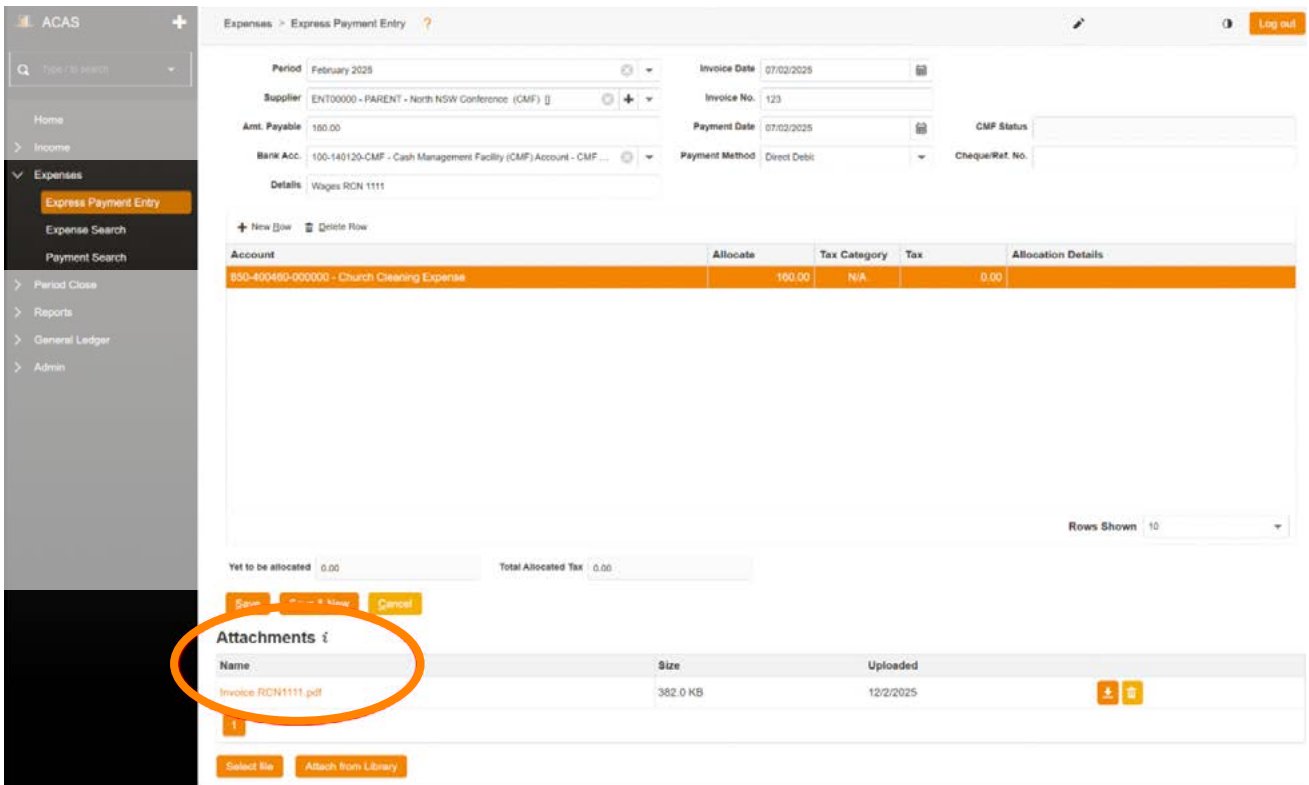
12. When the **Yet to be allocated field (above the **Save** button) is **0.00**, review the data.** You may have to tab through to the end of a row for the Yet to be allocated field to update.

13. Attachments, such as payment approval or invoices, must be added to an express payment entry. Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the file is saved, select the file and select **Open**.

The file is now attached to the express payment entry.

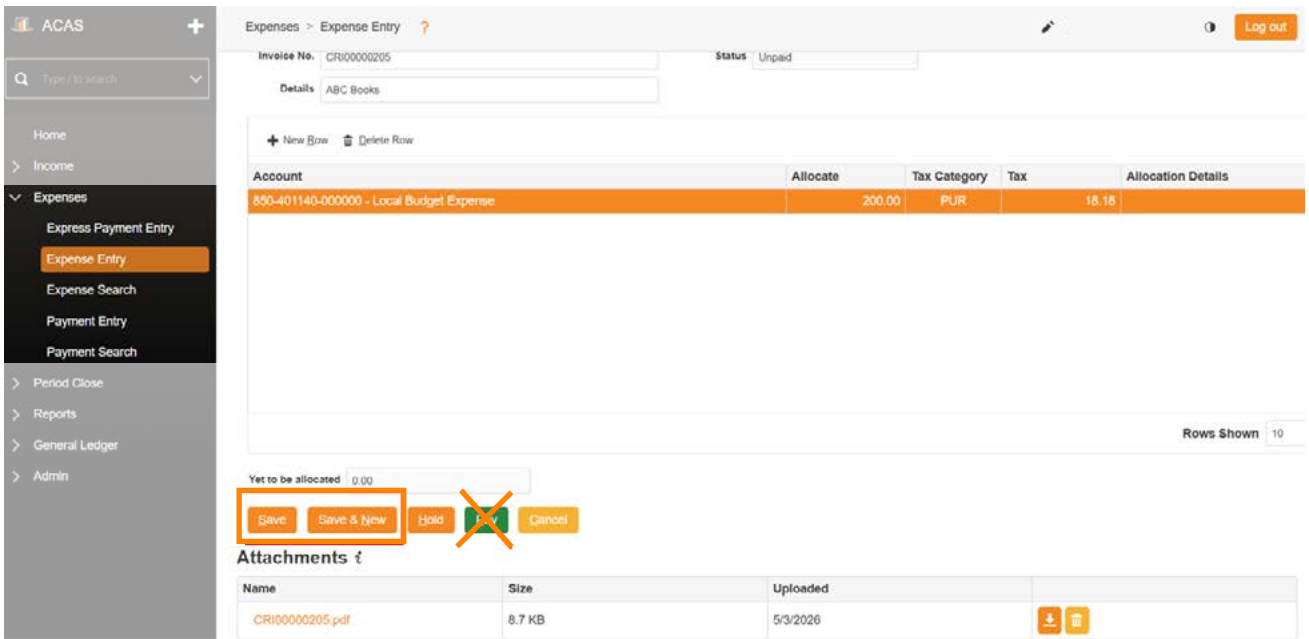


Files can be viewed by selecting on the file name.

To download a file, select on the download arrow.

To remove a file, select the rubbish bin icon.

14. When the express payment is complete, select either **Save to save the data or **Save & New** to save the data and enter a new tax express payment entry.**



If the Express Payment Entry screen is incomplete, you will see an error message to advise of any incorrectly entered or missing data. Correct as necessary and select Save or Save & New again.

Processing Journal Entries

9



Journal Entries are used to process a number of records including bank interest, bank transfers, GST refunds/payments and some corrections.

1. In the menu list, under **General Ledger**, select **Journal Entry**.

ACAS General Ledger > Journal Entry ? Log out

Period: February 2026
 Date: 05/03/2026 Balance: 0.00
 Ref. No.: Description:

+ New Row

Account	Debit	Credit	Tax Category	Tax	Details
Select account	0.00	0.00		0.00	

Rows Shown 10

Save Save & New Hold Cancel

Attachments

2. Confirm the **Period** and **Date** for the entry are correct – change if necessary.

3. In the **Ref. No** field, enter the reference number (if available).

4. In the **Description** field, enter a brief description of what the journal is for.

5. In the table, complete the relevant journal information:

Under the **Account** heading, select the relevant account.

Under the **Debit** heading, enter the amount to debit (including GST).

Under the **Credit** heading, enter the amount to credit (including GST).

Under the **Tax Category** heading, review the tax category and change if necessary.

Under the Tax heading, review the amount of GST calculated. Note this is based on the tax category selected. Ensure this is amount is correct – adjust the amount if necessary.

Under the **Details** heading, add any specific allocation details.

Continue adding lines to the journal by selecting **New Row** or pressing the Tab key on the keyboard.

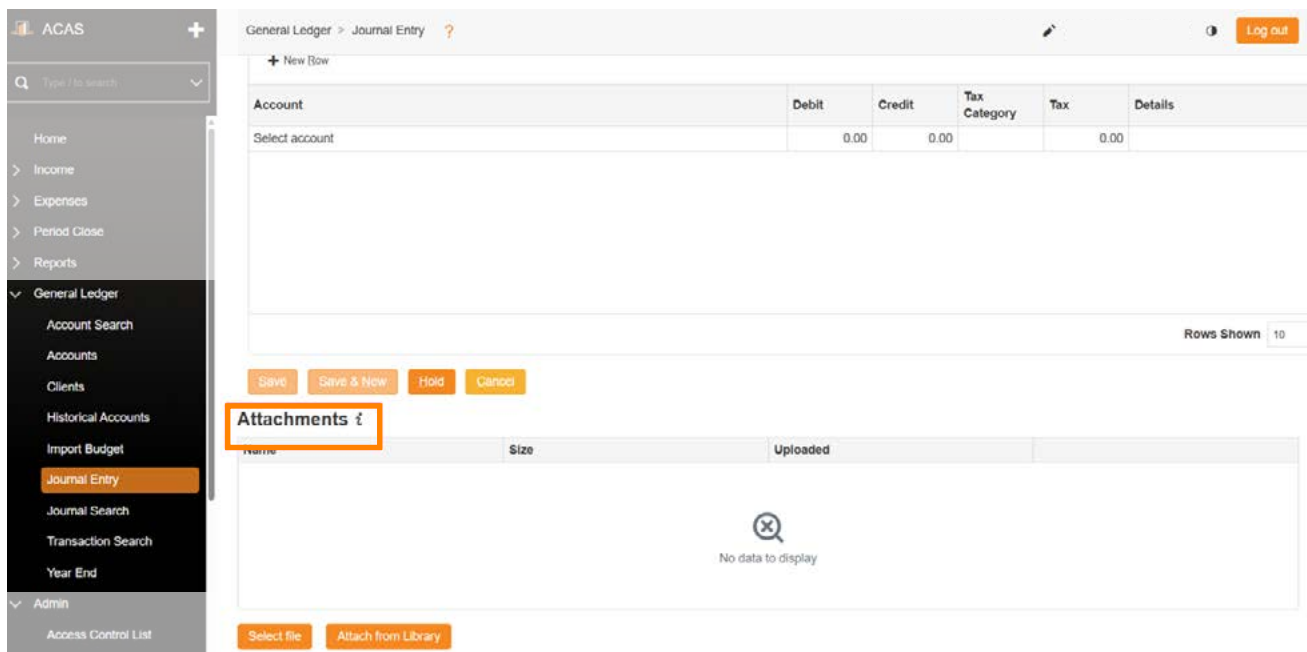
6. **Review the journal entry and ensure the balance is 0.00** (ie Debt amounts should equal the credit amounts)
7. **Attachments should be added to a journal entry to support the journal details.**

Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the file is saved, select the file and select **Open**.

The file is now attached to the journal entry.



Files can be viewed by selecting the file name.

To download a file, select the download arrow.

To remove a file, select the rubbish bin icon.

8. **When all the journal lines have been entered and it is ready to be submitted, select Save.** This will post the journal to the ledger and it can no longer be edited.

Alternatively, if the journal is not ready to be saved, select **Hold**. This will save the journal as being in progress, but not post it. The journal can be located under the Journal Search screen and saved when ready.

7.1 ENTERING BANK ACCOUNT TRANSFERS

Any transfers between bank accounts are to be processed with a journal entry. The debit will be to the bank account that received the deposit and the credit will be to the bank account that made the withdrawal.

The journal entry will take the following form:

DR: Bank account, with Tax category = NA

CR: Bank account, with Tax category = NA

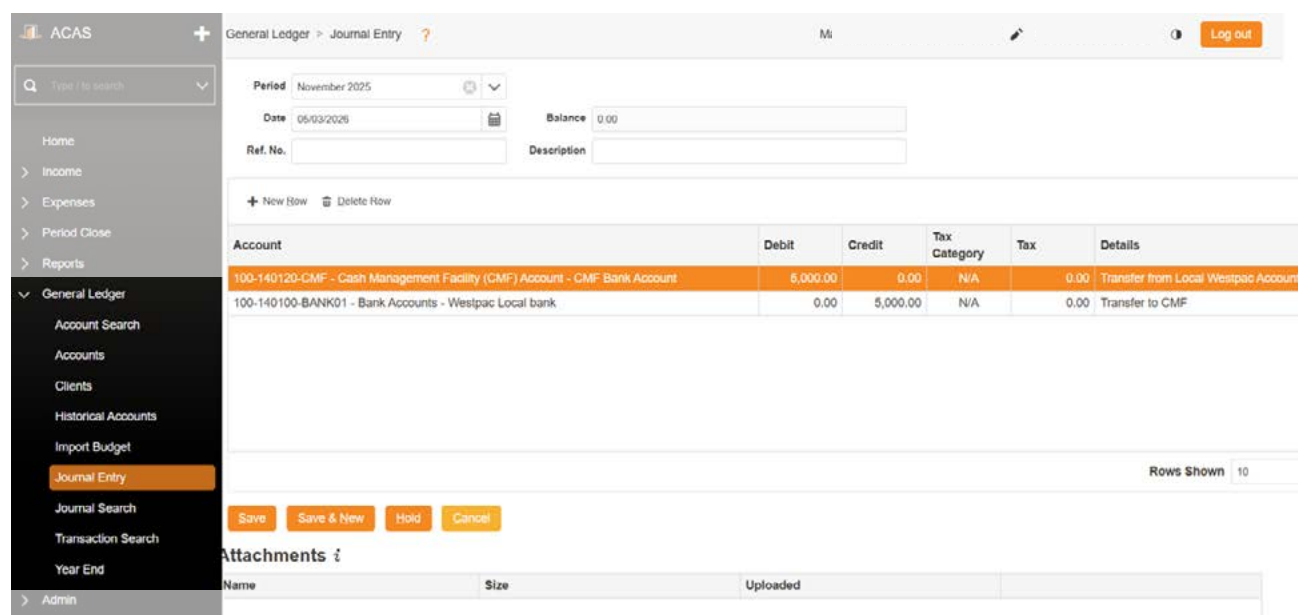
Church Example

If a church transferred \$5,000 from their Local Westpac Account to their Cash Management Facility account.

The journal will be:

DR: Cash Management Facility for \$5,000

CR: Local Westpac Account for \$5,000



The screenshot displays the ACAS software interface for entering a journal entry. The left sidebar shows the navigation menu with 'Journal Entry' selected. The main area shows the 'General Ledger > Journal Entry' screen. The period is set to 'November 2025' and the date is '05/03/2025'. The balance is '0.00'. The journal entry table is as follows:

Account	Debit	Credit	Tax Category	Tax	Details
100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account	5,000.00	0.00	N/A	0.00	Transfer from Local Westpac Account
100-140100-BANK01 - Bank Accounts - Westpac Local bank	0.00	5,000.00	N/A	0.00	Transfer to CMF

Buttons at the bottom include 'Save', 'Save & New', 'Hold', and 'Cancel'. The 'Attachments' section is also visible at the bottom.

7.2 ENTERING BANK ACCOUNT TRANSFERS

GST refunds and payments are to be entered by journal entry. These transactions will appear on the CMF statement – a deposit for a GST refund and a payment for GST payments.

When completing this entry, it is important to refer back to the relevant month's GST Report. The amount on your CMF statement may be a net figure from GST payable and GST receivable, and the journal will need to reflect both sides of the calculation.

The journal entry will take the following form:

DR: Cash Management Facility, with a tax category of 'N/A - Not Applicable', **IF** a deposit

CR: Cash Management Facility, with a tax category of 'N/A - Not Applicable', **IF** a payment

DR: Tax Payable, with a tax category of 'N/A - Not Applicable', **if any**

CR: Tax Receivable, with a tax category of 'N/A - Not Applicable', **if any**

If the amount of the GST return/payment does not match the GST report for the relevant month, an adjustment has been made and an adjustment journal will need to be processed (see how to process these entries below). The Conference will make contact with you if an adjustment is required – otherwise reach out to the Conference if you notice a discrepancy.

Then follow steps 1-6 as detailed in section 7.

Church Example

The church has received a \$50 deposit on their Cash Management Facility statement for the January GST Report. The January GST Report had GST Payable of \$200 and GST Receivable of \$250, giving a net GST Refund of \$50.

The journal will be:

DR: Cash Management Facility for \$50, Tax Category=N/A

DR: Tax Payable for \$200, Tax Category=N/A

CR: Tax Receivable for \$250, Tax Category=N/A

Account	Debit	Credit	Tax Category	Tax	Details
100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account	50.00	0.00	N/A	0.00	January 2025 GST Report
142-116310-000000 - GST Payable	200.00	0.00	N/A	0.00	January 2025 GST Report
142-116300-000000 - GST Receivable	0.00	250.00	N/A	0.00	January 2025 GST Report

7.3 REVERSING A JOURNAL ENTRY

Once a journal has been saved, it cannot be deleted (Held journals can be deleted).

1. In the menu list, under **General Ledger**, select **Journal Search**.

The screenshot shows the ACAS software interface. On the left is a navigation menu with 'General Ledger' expanded and 'Journal Search' highlighted. The main window is titled 'General Ledger > Journal Search'. It features search filters: 'Period From' (March 2026), 'Date From', 'Status', 'Period To' (March 2026), 'Date To', and 'Journal Number'. There are 'Search' and 'Clear' buttons. Below the filters is a toolbar with '+ New', 'Select', 'Delete', 'Reverse', 'Copy', 'Export', and 'Print'. A table displays search results with the following data:

Period	Date	Ref No	Description	Amount	Status	Journal Number
2026/03	05/03/2026			100.00	Posted	GEN-000000029

2. Select the relevant search filters to search for the relevant entry. These can either be one or a combination of the following: Period, Date, Status or Journal Number.

Select **Search**.

3. Review the search results. In the table, highlight the relevant journal entry you want to reverse.

Select **Reverse**.

4. A warning pop-up message will appear. If you want to reverse this entry, select **OK**.

5. The Journal Entry screen will display with the selected entry.

Review the details.

In the **Reversal Reason** field, enter the reason that the journal entry is being reversed.

6. Attachments, such as documentation about the reason for the reversal, should be added to journal entry reversal.

Attachment files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To add an attachment, under the Attachments table, select **Select file**.

Navigate to where the file is saved, select the file and select **Open**.

This file is now attached to the journal entry reversal.

Files can be viewed by selecting the file name.

To download a file, select the download arrow.

To remove a file, select on the rubbish bin icon.

7. Select Save to post the reversing journal.

If the journal entry was in the current period, the reversal entry will be in current period.

If the journal entry was in a prior period, not the current period, the reversal entry will default to the current period.

7.4 ENTERING A GST ADJUSTMENT

Sometimes a GST adjustment journal needs to be processed. The Conference will make contact with you if an adjustment is required after they have reviewed your monthly GST Report. The journal entry required will be different depending on whether it is a GST Receivable or GST Payable adjustment and whether or not the period it relates to has been closed. If you are unsure on the relevant entry, please contact the Conference for assistance.

If an adjustment on GST needs to be made, it should be corrected in the original entry ie. Income or Expense entry. Refer to section 4 or 6 of this manual.



Month End Processing: Bank Reconciliations



To finalise a month in ACAS, the following tasks are to be performed:

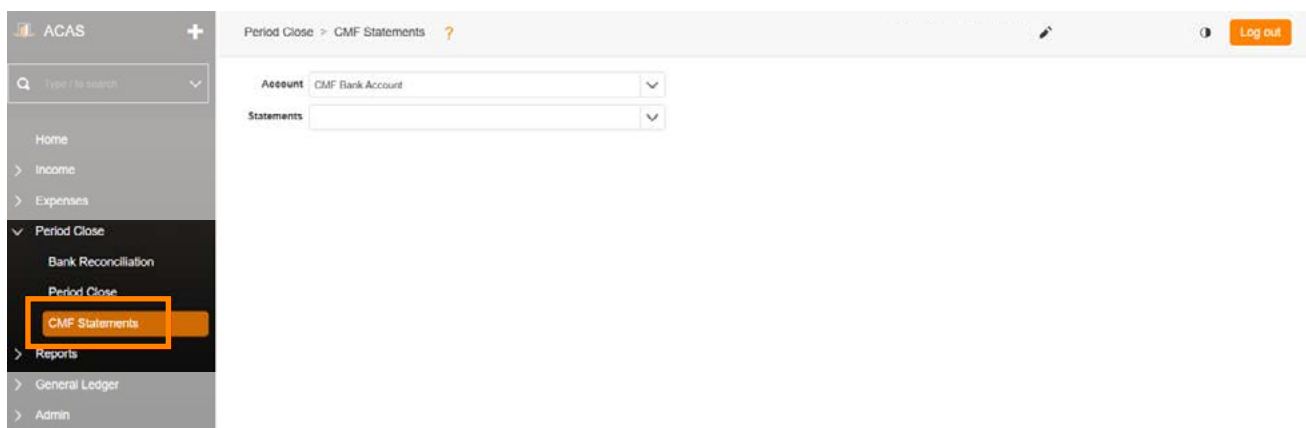
- Bank Reconciliation/s completed (for each bank account)
- GST Report finalised and submitted to the Conference
- Period Close process completed

The first step in the end of month process, is completing the bank reconciliation. A bank reconciliation confirms that all entries on the bank statement have been entered into ACAS correctly, and it helps identify errors on the bank statement or in ACAS.

A bank reconciliation is to be completed each month on every bank account. To complete a bank reconciliation you will need the relevant bank statement.

8.1 VIEWING THE CMF STATEMENT

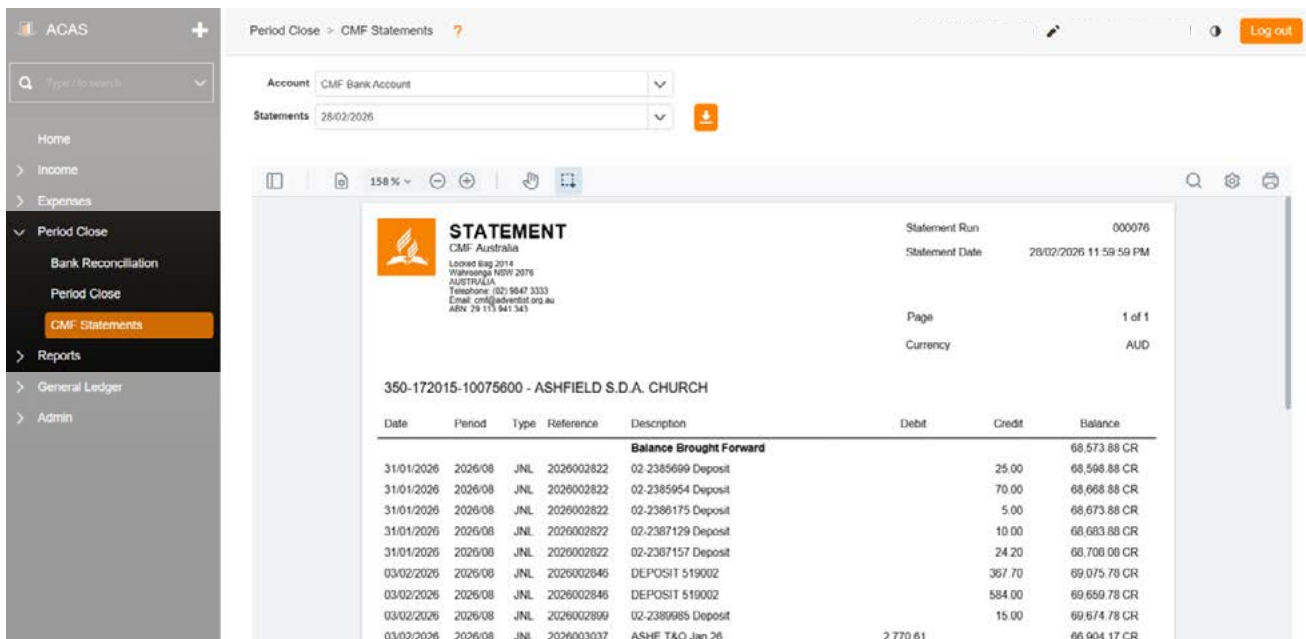
1. To view or download the CMF Statement, in the menu list, under **Period Close**, select **CMF Statements**.



2. Select the relevant CMF Account.

Select the required statement date from the **Statements** list.

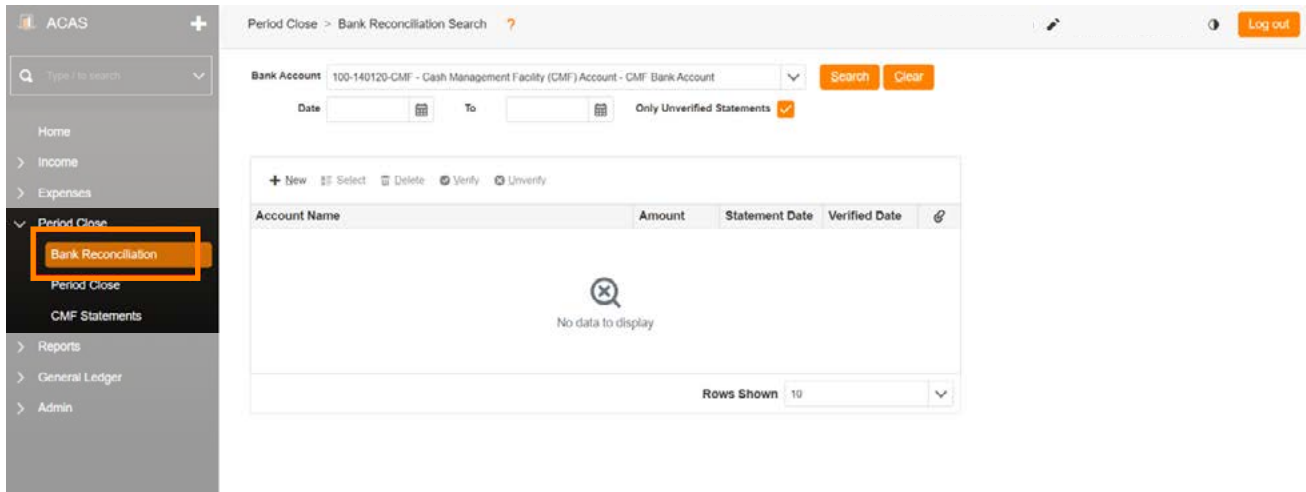
The statement will be displayed. If required, it can be downloaded by clicking the Download icon.



8.2 COMPLETE A BANK RECONCILIATION – IMPORT FROM CMF METHOD

The import from CMF method of reconciling accounts is only available for the main CMF account.

1. In the menu list, under **Period Close**, select **Bank Reconciliation**.



2. Select the **Bank Account** you wish to reconcile.

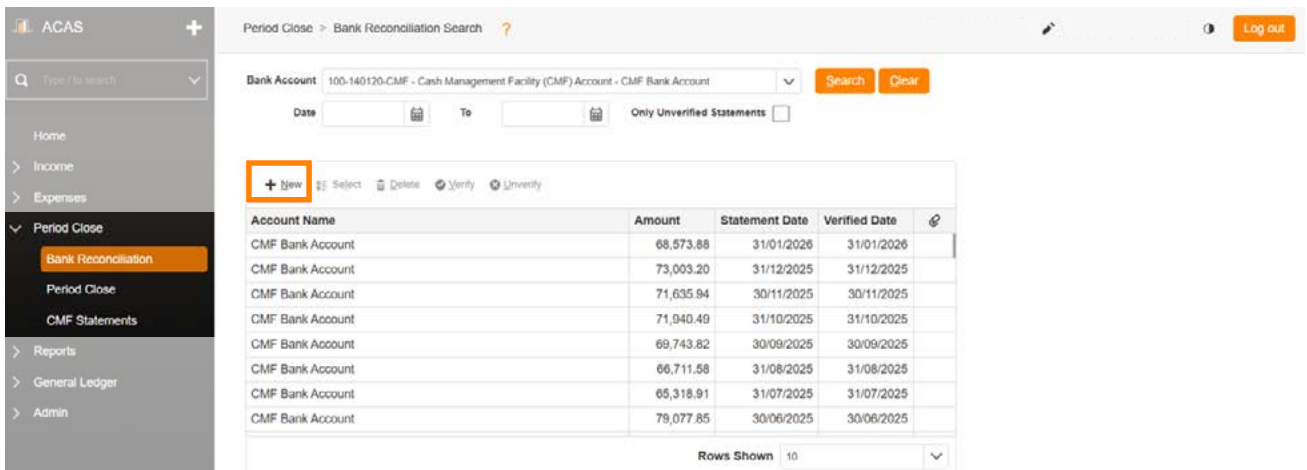
Untick '**Only Unverified Statements**'.

Select **Search**.

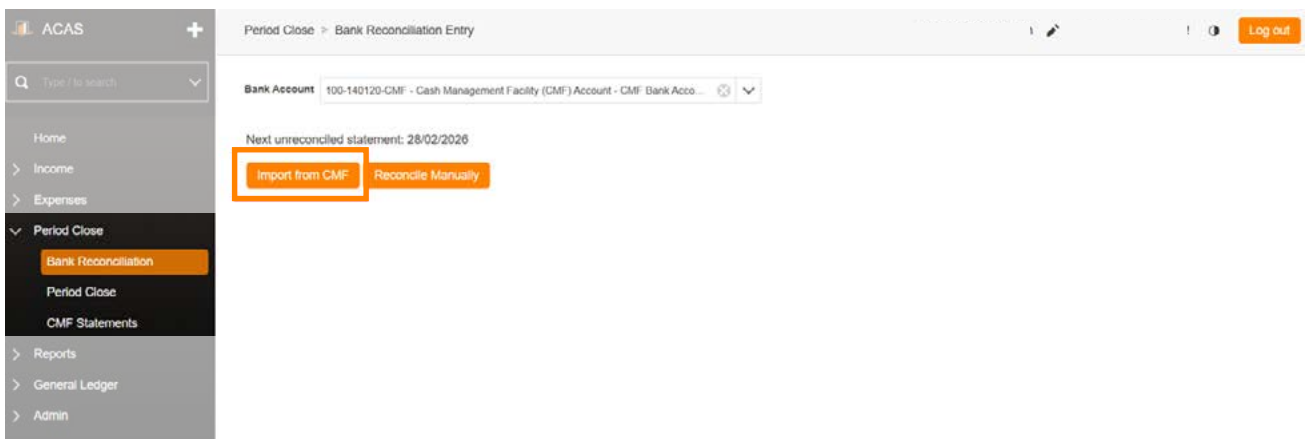
3. This will bring up a list of bank reconciliations for the selected account.

Check to see whether a bank reconciliation has already been started. If a bank reconciliation has been started, highlight and **Select** the relevant reconciliation.

If not, select **New**.



4. The next unreconciled statement date will appear, along with two buttons: Import from CMF, and Reconcile Manually. Select **Import from CMF**.



5. A pop-up window will appear, indicating how many transactions have been auto-matched based on the amount and reference number. Select **Ok**.
6. The Bank Reconciliation screen will appear. The Statement Date and the Statement Amount, as per the CMF statement, will be completed.
7. Transactions up to and including the Statement Date that have not been reconciled will be displayed. There will likely be an amount showing in the **Variance** field, which should come to 0.00 when the correct transactions have been selected.
8. Working from the bank statement, select a transaction on the Bank Statement section left of screen. Then select the corresponding transaction in the ACAS Transactions section right of screen. The amounts match, click the **Match** button.

ACAS +

Period Close -> Bank Reconciliation Entry

Bank Account: 100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account

Statement Date: 28/02/2026 Statement Amount: 68,589.53

Unreconciled Balance: -587.49 Bank Statement Lines In Match: 1 -89.41

Reconciled Balance: 68,573.88 Ledger Balance: 69,161.37 Variance: 15.65 ACAS Statement Lines In Match: 1 89.41

Bank Statement

Unmatched		Matched	
Date	Statement Details	Dr Amount	Cr Amount
3/2/2026	DEPOSIT 519002		367.70
3/2/2026	DEPOSIT 519002		504.00
3/2/2026	ASHE T+O Jan 26	2,770.61	
11/2/2026	DEPOSIT 519002		100.00
11/2/2026	DEPOSIT 519002		125.20
20/2/2026	Inner West Council (Petersham)	213.00	
20/2/2026	Foodbank NSW + ACT Limited	89.41	
20/2/2026	Edian	115.52	
20/2/2026	Foodbank NSW + ACT Limited	90.53	
20/2/2026	Foodbank NSW + ACT Limited	122.44	
20/2/2026	DEPOSIT 519002		438.90
26/2/2026	DEPOSIT 519002		607.00

ACAS Transactions

Unmatched		Matched			
Date	Type	CMF Ref. No.	Detail	Dr Amount	Cr Amount
08/10/2024	Bank Deposit		Bank deposit	170.00	
24/11/2025	Bank Deposit		Bank deposit	317.00	
23/01/2026	Payment		Foodbank NSW & ACT Limited - Foodbank 198875		89.41
23/01/2026	Payment		Fabian Edian - Food Pantry (Lunch and truck)		115.52

The matched transaction will then be removed from the Unmatched tab of the Bank Statement and ACAS Transactions section and moved to the Matched tab of both sections.

9. Multiple transactions may be selected by holding down the Ctrl key and clicking on the transactions. The Match button will only be active and available to click when the total of transactions selected on the Bank Statement side equals what is selected on the ACAS side. This can be seen in the Bank Statement Lines to Match and ACAS Statement Lines to Match totals in the top right-hand corner of the screen.

ACAS +

Period Close -> Bank Reconciliation Entry

Bank Account: 100-140120-CMF - Cash Management Facility (CMF) Account - CMF Bank Account

Statement Date: 28/02/2026 Statement Amount: 68,589.53

Unreconciled Balance: -587.49 Bank Statement Lines In Match: 3 -295.46

Reconciled Balance: 68,573.88 Ledger Balance: 69,161.37 Variance: 15.65 ACAS Statement Lines In Match: 3 295.46

Bank Statement

Unmatched		Matched	
Date	Statement Details	Dr Amount	Cr Amount
3/2/2026	DEPOSIT 519002		367.70
3/2/2026	DEPOSIT 519002		504.00
3/2/2026	ASHE T+O Jan 26	2,770.61	
11/2/2026	DEPOSIT 519002		100.00
11/2/2026	DEPOSIT 519002		125.20
20/2/2026	Inner West Council (Petersham)	213.00	
20/2/2026	Foodbank NSW + ACT Limited	89.41	
20/2/2026	Edian	115.52	
20/2/2026	Foodbank NSW + ACT Limited	90.53	
20/2/2026	Foodbank NSW + ACT Limited	122.44	
20/2/2026	DEPOSIT 519002		438.90
26/2/2026	DEPOSIT 519002		607.00
28/2/2026	CMF Distribution to 28/02/2026		215.16

ACAS Transactions

Unmatched		Matched			
Date	Type	CMF Ref. No.	Detail	Dr Amount	Cr Amount
08/10/2024	Bank Deposit		Bank deposit	170.00	
24/11/2025	Bank Deposit		Bank deposit	317.00	
23/01/2026	Payment		Foodbank NSW & ACT Limited - Foodbank 198875		89.41
23/01/2026	Payment		Fabian Edian - Food Pantry (Lunch and truck)		115.52
28/01/2026	Payment		Foodbank NSW & ACT Limited - Foodbank 200429		90.53

The aim is to obtain a **Variance of 0.00** on the bank reconciliation screen.

10. If you have incorrectly matched one or more transactions, you can unmatched them (only on unverified bank reconciliations).

To do this, select the Matched tab (from either the Bank Statement or ACAS Transactions section). Locate one of the incorrectly matched transactions and select it. All transactions matched

with it will be highlighted.

Click the **Unmatch** button. The selected transactions will then be unmatched and can be correctly rematched.

Period Close > Bank Reconciliation Entry

Reconciled Balance: 68,573.88 | Ledger Balance: 68,163.37 | Variance: 15.65 | ACAS Statement Lines in Match: 3 | 295.46

Bank Statement

Date	Statement Details	Dr Amount	Cr Amount
31/1/2026	02-2385999 Deposit		25.00
31/1/2026	02-2385954 Deposit		70.00
31/1/2026	02-2386175 Deposit		5.00
31/1/2026	02-2387129 Deposit		10.00
31/1/2026	02-2387157 Deposit		24.20
3/2/2026	02-2389985 Deposit		15.00
5/2/2026	02-2392022 Deposit		40.00
7/2/2026	02-2394050 Deposit		70.00
7/2/2026	02-2384635 Deposit		80.00
14/2/2026	02-2401486 Deposit		40.00
14/2/2026	02-2402227 Deposit		70.00
14/2/2026	02-2402335 Deposit		170.00
19/2/2026	02-2407714 Deposit		40.00
19/2/2026	02-2407733 Deposit		140.00
20/2/2026	Foodbank NSW + ACT Limited	89.41	
20/2/2026	Ediban	115.52	
20/2/2026	Foodbank NSW + ACT Limited	90.53	
21/2/2026	02-2409632 Deposit		50.00
21/2/2026	02-2409829 Deposit		70.00

ACAS Transactions

Date	Type	CMF Ref. No.	Detail	Dr Amount	Cr Amount
23/01/2026	Payment		Fee NSW & ACT Limited - Fee 1986		89.41
23/01/2026	Payment		Fabian Ediban - Food Pantry (lunch and truck)		115.52
28/01/2026	Payment		Fee NSW & ACT Limited - Fee 2004		90.53
31/01/2026	Receipt	2385699	Online Don - 2385 - Chri...	25.00	

11. If there are entries on the bank statement that are not appearing in ACAS, they must be entered into ACAS by Receipt Entry or Journal Entry (see the relevant sections of this manual for more information).

Always select **Save** on the Bank Reconciliation screen before moving to another screen.

Return to the bank reconciliation after completing the necessary entries.

12. When the bank reconciliation screen shows a Variance of 0.00, select Save.

It is possible to finish the bank reconciliation and still have items not matched in ACAS because they have not yet appeared on your bank statement, but you cannot have items on your bank statement that are not matched to in ACAS.

Period Close > Bank Reconciliation Entry

Bank Account: 100-149129-CMF - Cash Management Facility (CMF) Account - CMF Bank Account

Statement Date: 28/02/2026 | Statement Amount: 206,738.42 | Unreconciled Balance: -156.00 | Bank Statement Lines in Match: 0 | 0.00

Reconciled Balance: 206,738.42 | Ledger Balance: 206,894.42 | Variance: 0.00 | ACAS Statement Lines in Match: 0 | 0.00

Bank Statement

Date	Statement Details	Dr Amount	Cr Amount
------	-------------------	-----------	-----------

ACAS Transactions

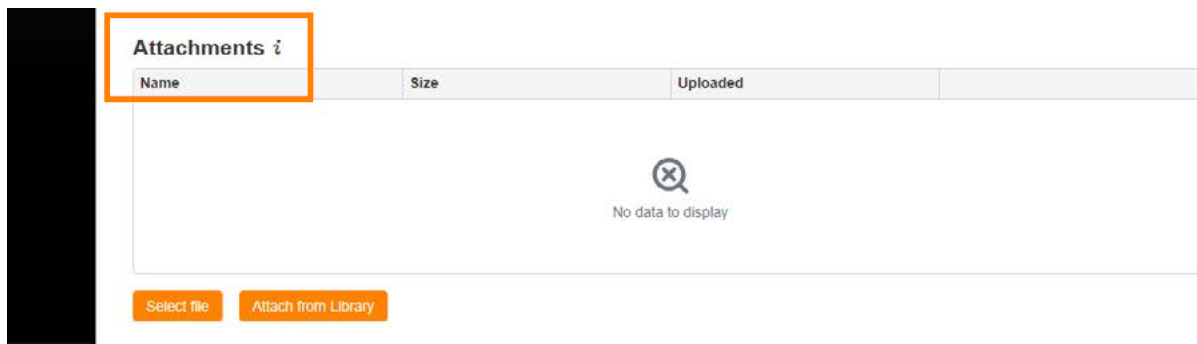
Date	Type	CMF Ref. No.	Detail	Dr Amount	Cr Amount
20/07/2022	Payment		AYC - Reim		129.00
27/02/2026	Receipt	2415823	Rodyn Simpson - 2415823		45.00
28/02/2026	Receipt	2417489	Scott Duffin - 2417489		10.00
28/02/2026	Receipt	2417492	William Connor - 2417492		60.00
28/02/2026	Receipt	2417494	Dee Tsang - 2417494		100.00
28/02/2026	Receipt	2417513	Online Donation - 2417513		50.00
28/02/2026	Receipt	2417666	Online Donation - 2417666		20.00

13. Attachments, such as a bank statement, should be added to a bank reconciliation. Files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To do this, select **Select file**.

Navigate to where the file is saved, select the file and select **Open**.

This file is now attached to the bank reconciliation.



Files can be viewed by selecting the file name.

To download a file, select on the download arrow.

To remove a file, select the rubbish bin icon.

14. To view the Bank Reconciliation report, select Print.

The Bank Reconciliation report will be generated. This can be printed or saved. To close this report, select the X in the right hand corner.

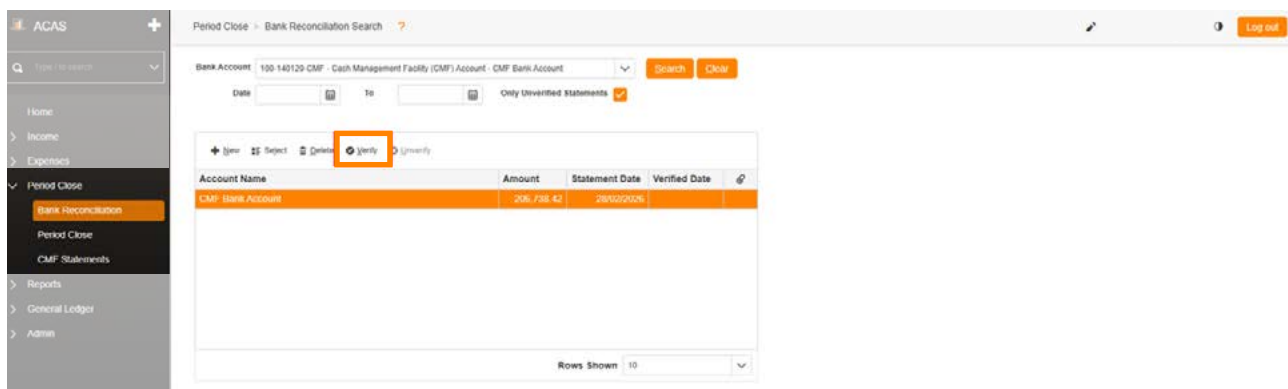
15. When the reconciliation is complete and no further changes are required, the bank reconciliation needs to be verified. This verification process ensures that the reconciliation cannot be edited (unless it is unverified).

To verify a bank reconciliation, under the **Period Close** menu, select **Bank Reconciliation**.

Select the relevant search filters to search for the relevant reconciliation. These can either be one or a combination of the following: Bank Account, Date or Only Unverified Statements.

Select **Search**.

Highlight the reconciliation to be verified. Select **Verify**.

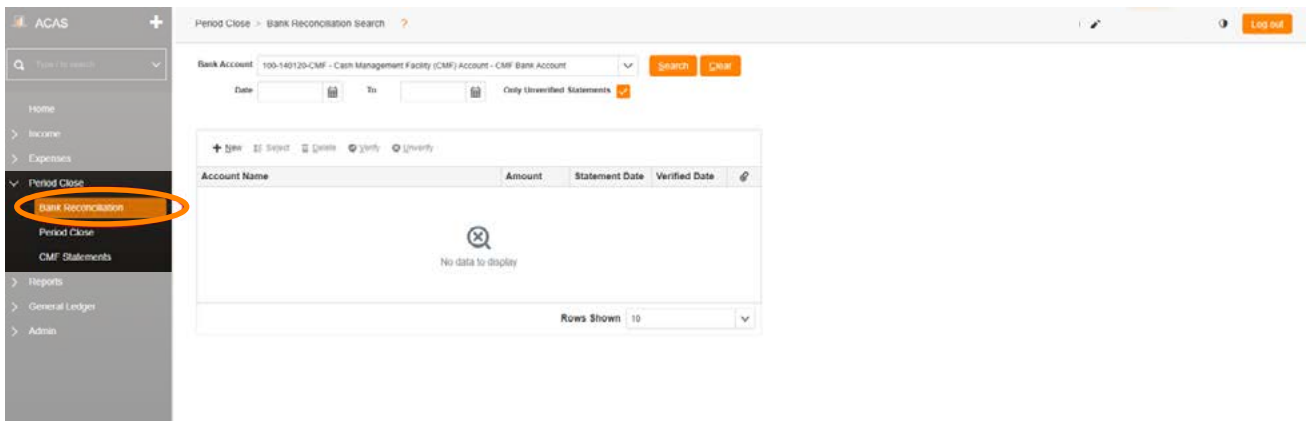


The Verified Date will appear in the Verified Date column in the table of reconciliations.

8.3 COMPLETE A BANK RECONCILIATION – MANUAL METHOD

Use this method of reconciling accounts for bank accounts other than the main CMF account.

1. In the menu list, under **Period Close**, select **Bank Reconciliation**.



2. Select the **Bank Account** you wish to reconcile.

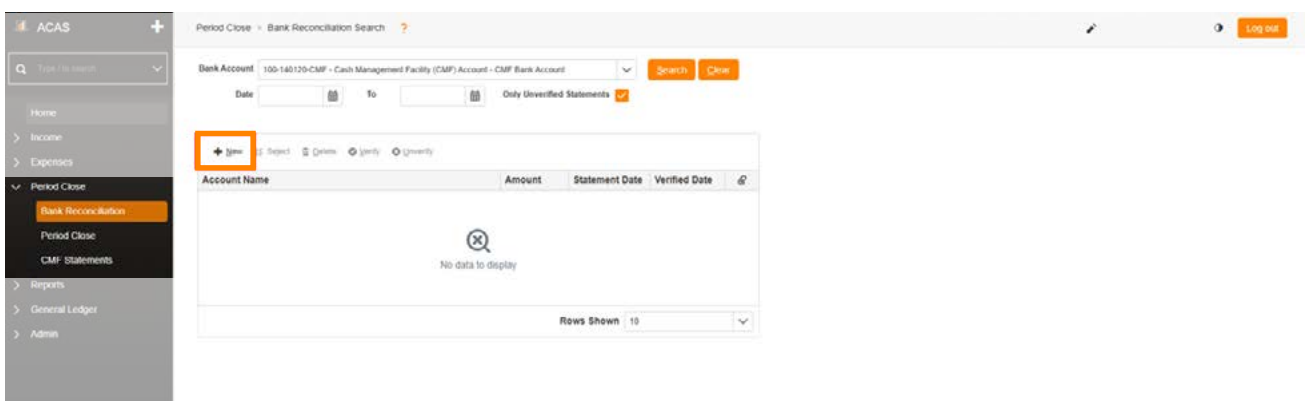
Untick '**Only Unverified Statements**'.

Select **Search**.

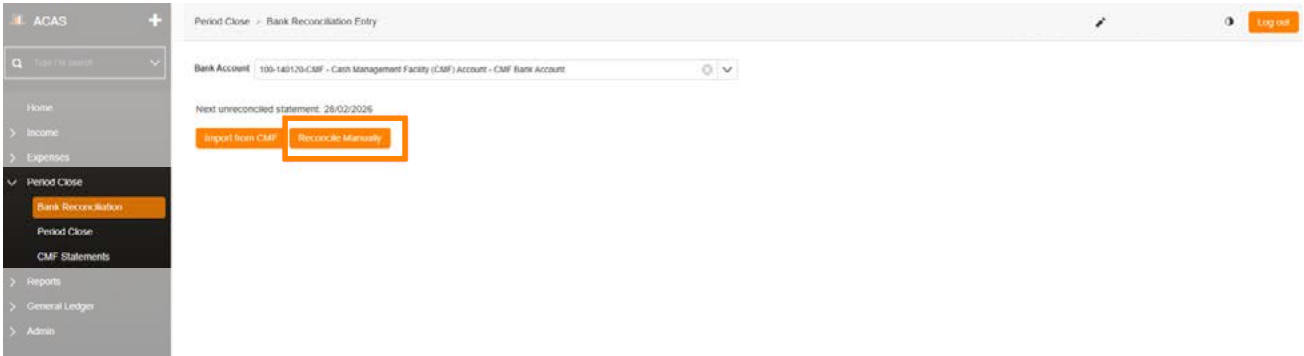
3. This will bring up a list of bank reconciliations for the selected account.

Check to see whether a bank reconciliation has already been started. If a bank reconciliation has been started, highlight and **Select** the relevant reconciliation.

If not, select **New**.



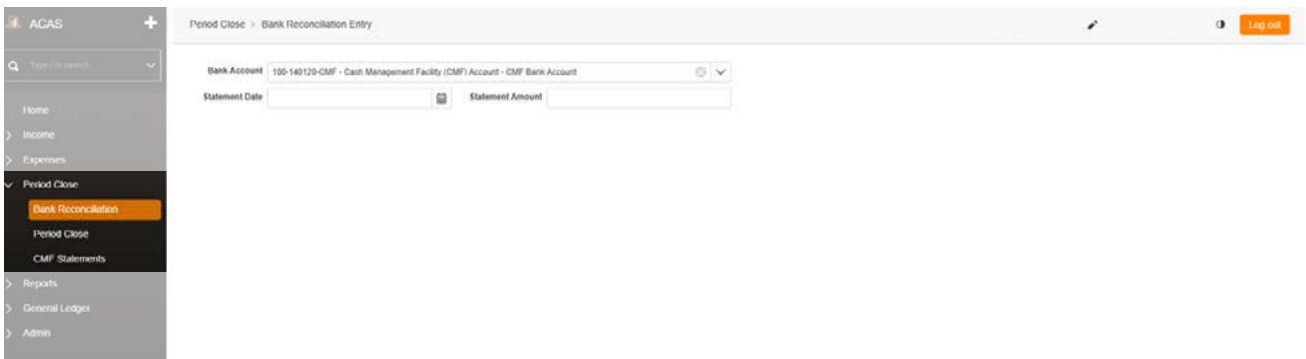
4. Select Reconcile Manually.



5. The Bank Reconciliation screen will appear.

If starting a new reconciliation, enter the **Statement Date** – the last day of the month regardless of the date of the last transaction on the bank statement.

Enter the bank balance at the end of month in the **Statement Balance** field.



6. Transactions up to and including the **Statement Date** that have not been reconciled will be displayed. There will likely be an amount showing in the **Variance** field, which should come to 0.00 when the correct transactions have been selected.

7. Working from the bank statement, select on the checkbox beside each transaction that shows on the bank statement. Also, tick the transaction on the bank statement (it may be easiest to work from a printed copy).

The aim is to obtain a **Variance of 0.00** on the bank reconciliation screen.

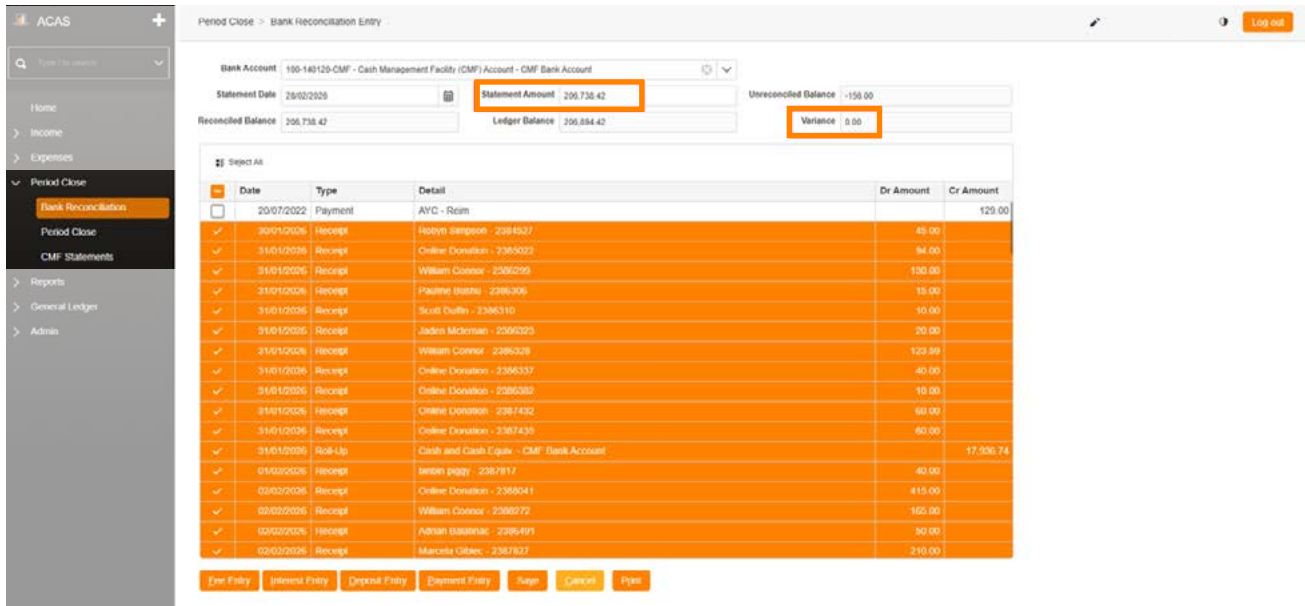
8. If there are entries on the bank statement that are not appearing in ACAS, they must be entered into the system by Receipt Entry, Expense payment or Journal Entry (see the relevant sections of this manual for more information).

Always select **Save** on the Bank Reconciliation screen before moving to another screen.

Return to the bank reconciliation after completing the necessary entries.

9. When the bank reconciliation screen shows a **Variance of 0.00**, select **Save**.

It is possible to finish the bank reconciliation and still have items not ticked in ACAS because they have not yet appeared on your bank statement, but you cannot have items on your bank statement that are not ticked in ACAS.

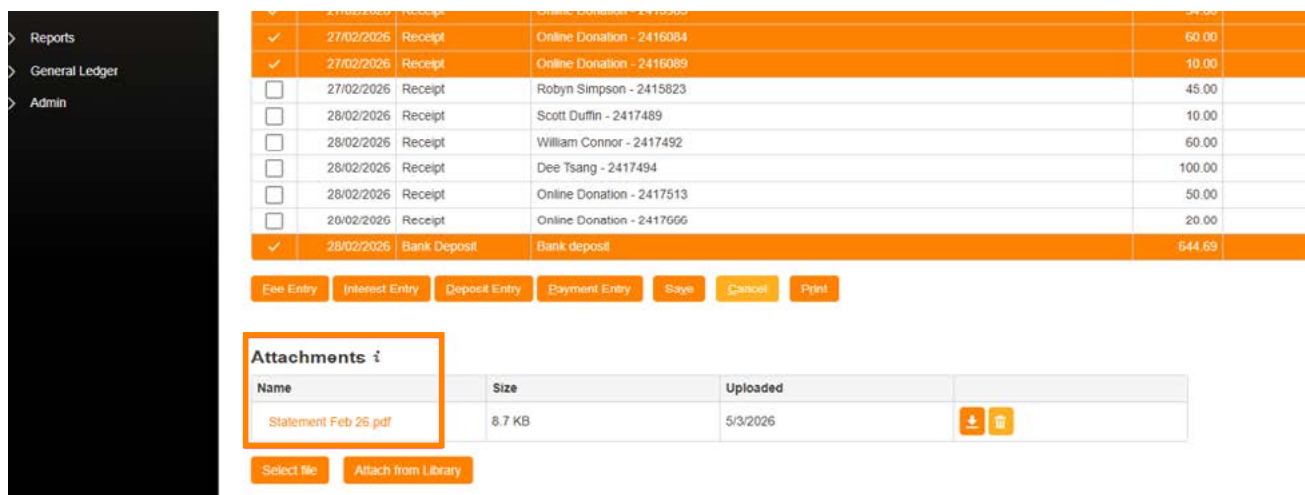


10. Attachments, such as a bank statement, be added to a bank reconciliation. Files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files. The maximum file size is 5.2MB.

To do this, select **Select file**.

Navigate to where the file is saved, select the file and select **Open**.

This file is now attached to the bank reconciliation.



Files can be viewed by selecting the file name.

To download a file, select on the download arrow.

To remove a file, select the rubbish bin icon.

11. To view the Bank Reconciliation report, select Print.

The Bank Reconciliation report will be generated. This can be printed or saved.

To close this report, select the X in the right hand corner.

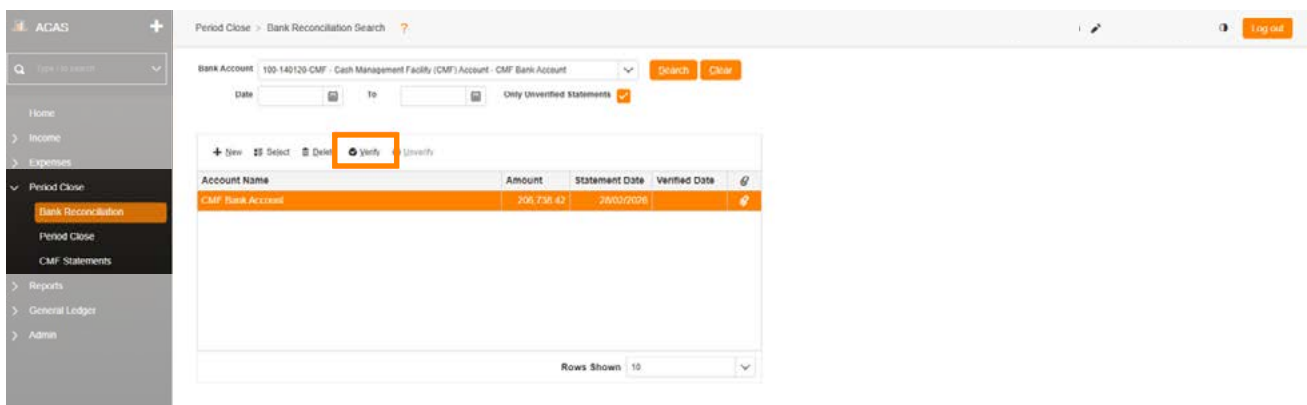
12. When the reconciliation is complete and no further changes are required, the bank reconciliation needs to be verified. This verification process ensures that the reconciliation cannot be edited (unless it is unverified).

To verify a bank reconciliation, under the **Period Close** menu, select **Bank Reconciliation**.

Select the relevant search filters to search for the relevant reconciliation. These can either be one or a combination of the following: Bank Account, Date or Only Unverified Statements.

Select **Search**.

Highlight the reconciliation to be verified. Select **Verify**.

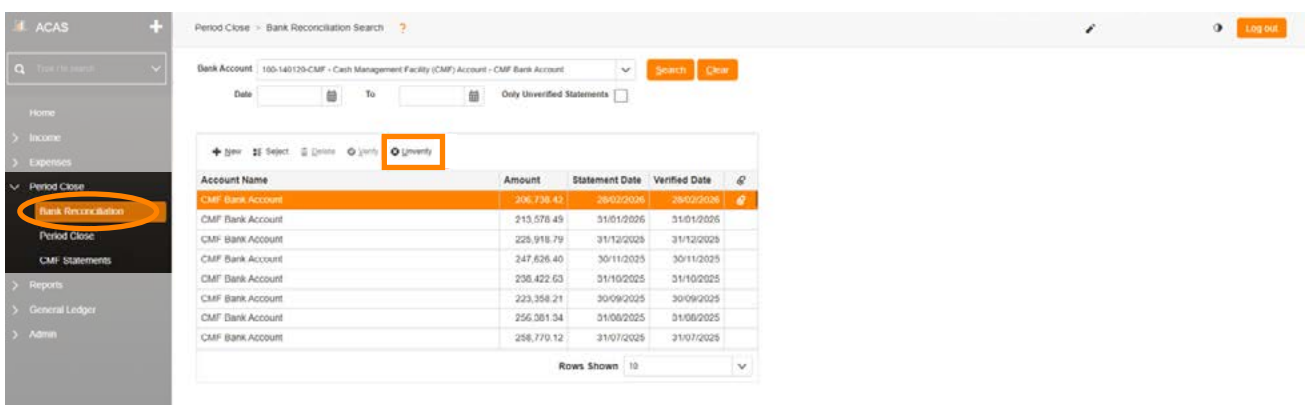


The Verified Date will appear in the Verified Date column in the table of reconciliations.

8.4 UN-VERIFY AND EDIT A BANK RECONCILIATION

If you need to edit a verified (saved) reconciliation, it must be unverified. Contact the Conference if you require assistance about whether this needs to be done.

1. In the menu list, under Period Close, select Bank Reconciliation.

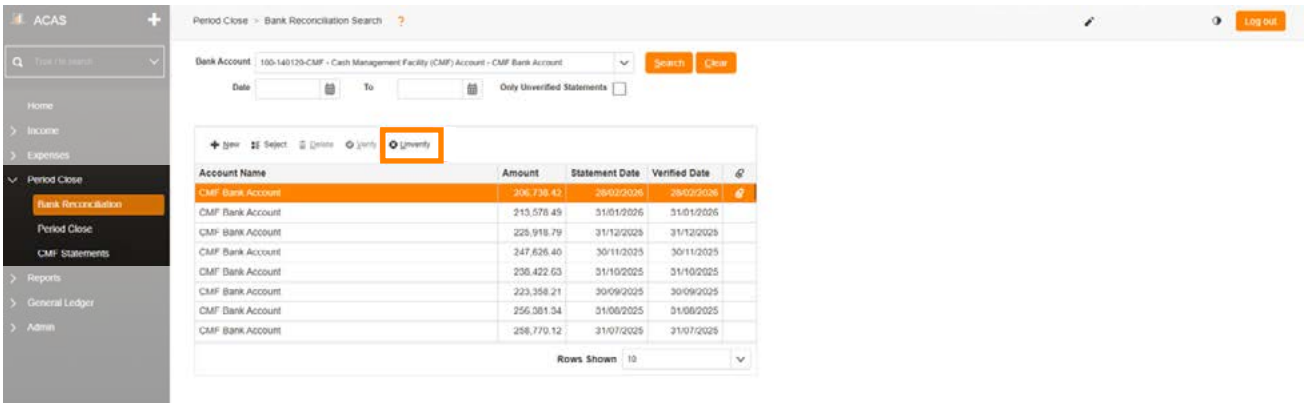


2. Select the **Bank Account** you wish to view.

Select **Search**.

3. This will bring up a list of bank reconciliations for the selected account.

4. Highlight the reconciliation to be unverified and select **Unverify**.



5. A warning pop-up message will appear, indicating if any previous reconciliations will also be unverified. Select **Ok** to continue.

6. The Verified Date will be removed from the relevant reconciliation and the reconciliation can now be edited.

7. Once the edits have been completed and the Variance is 0.00, remember to verify the reconciliation again.

Month End Processing: GST

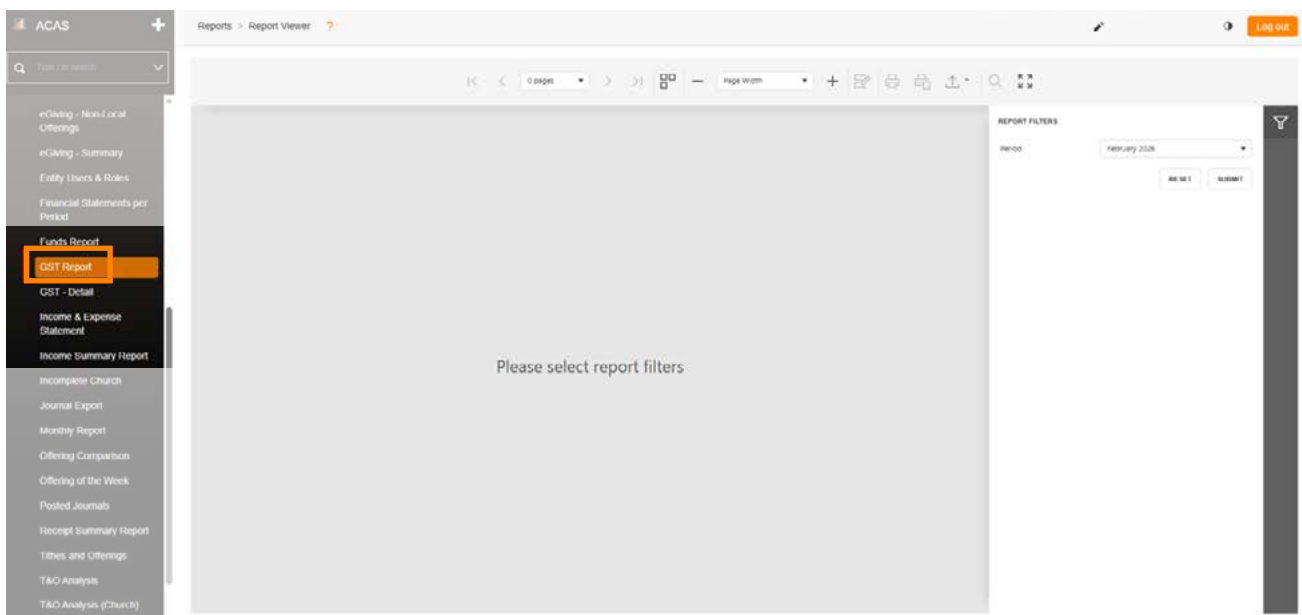


To finalise a month in ACAS, the following tasks are to be performed:

- Bank Reconciliation/s completed (for each bank account)
- GST Report finalised and submitted to the Conference
- Period Close process completed

The second step in the end of month process, is completing the GST Report. ACAS automatically generates this monthly GST Report. The GST Report, and supporting documentation for GST Receivable, is to be submitted to the Conference each month for processing.

1. In the menu list, under **Reports**, select **GST Report**.



2. Select the **Period**. It will default to the current period – change if necessary.

Select **Submit**.

3. The GST Report will display on screen..

Review the GST Report.

Entries with attachments added will show a "Y" in the Attachments column. If any invoices are missing the field is blank. Locate the invoice and attach to the Expense entry. Re-run the GST report which should now show a Y in the attachment column.

Adventist Church Accounting System
GST Report (Accrual method)
 3AM Ryde SDA Church / February 2026
 Printed on 06/03/2026

Client / Account	ABN	Particulars	Date	Journal No.	Tax Code	Invoice No.	Total Inc GST	GST	Attachment
INCOME							0.00	0.00	
TOTAL GST PAYABLE								0.00	
EXPENSE PAYMENTS									
Lovness Dimhans		bullet paper	03/02/2026	PEL-0000000784	PUR	reim 030226	14.78	1.34	Y
Crosslands	691049087 94	Youth Camp	05/02/2026	PEL-0000000783	PUR	3718	900.00	81.82	Y
Crosslands	691049087 94	Church camp	10/02/2026	PEL-0000000783	PUR	3718	1,600.00	145.45	Y
Rozelle Lakin		ISM social	13/02/2026	PEL-0000000783	PUR	reim 130226	273.45	21.51	Y
The Salvation Army (Victoria) Property Trust		leaders retreat	13/02/2026	PEL-0000000783	PUR	1000200066	49.50	4.50	Y
Isang Anne-Maria		social cost	24/02/2026	PEL-0000000783	PUR	reim 240226	100.00	9.09	Y
TOTAL GST RECEIVABLE							2,937.73	263.71	
GST Receivable / (Payable)							TOTAL	263.71	

4. GST can only be claimed when the supplier is registered for GST and a valid tax invoice is provided.

Email the Conference saying that the relevant months GST Report is ready for reviewing.

Currently there is no automatic flag to notify GSC Finance as to when all invoices/receipts have been loaded into a particular month, making the GST Claim available for their review, hence we do rely on the local treasurer to send an email to GSUfinance@adventist.org.au and notify Finance which months are available for GST review and processing. The GST report does not need to be attached to the email notification.

Month End Processing: Period Close



To finalise a month in ACAS, the following tasks are to be performed:

- Bank Reconciliation/s completed (for each bank account)
- GST Report finalised and submitted to the Conference
- Period Close process completed

The final step in the end of month process, is completing the Period Close. This can be done when all income and expenses are entered and all bank reconciliations are completed. This period close process finalises the month and automatically processes the monthly tithes and offerings transfer to the Conference.

1. Under the Period Close menu, select Period Close.

The screenshot shows the ACAS software interface for the 'Period Close' process. The left sidebar has 'Period Close' selected. The main area is titled 'Period Close - February 2025'. It includes a 'Bank Reconciliation Verification' table and a 'Conference Expenses Payable' table.

Bank Account	Verified Date
CBA - Castle Hill	09/02/2025
CMF Bank Account	28/02/2025

Date	Invoice/Ref.	Amount	Outstanding Amount	Payment Amount
No data to display				

2. Ensure the Period listed is the month that is to be closed.

3. Tick the checkboxes to confirm each item has been done:

Have all offerings been recorded?

Have all payments been recorded?

Have all bank statements been reconciled? This can be confirmed by looking at the Bank Reconciliation Verification table to the right hand side of the screen. Each bank account's last verified date should be the last day of the period being closed.

4. Conference Expenses Payable

Invoices from GSC, ABC and RMS are reflected in this section. The payment amount should equal the outstanding amount in order for these invoices to be included in the payment to the conference at month end.

5. Ensure the **Payment Method** is CMF Internal and the **Bank Account** is CMF Bank Account.

6. Select **Save & Continue**.

Select **Preview Report**.

7. The Monthly Report Preview will appear detailing the current month's income and transfer to the conference.

Review the report.

select on the **Close Period** button, which is above the report. This closes the period from further entries being made and transfers the monthly tithes and offerings payable from the Local Church to the Conference.

Adventist Church Accounting System
Monthly Report of Tithes & Offerings
Preview
For February 2026
3AM Ryde SDA Church

Printed on 06/03/2026
Currency AUD
A/C: CMF Bank Account
Paid by: CMF Internal

To be processed by Greater Sydney Conference in February 2026

Offering	Received	Remitted
ADRA Disaster & Famine Relief (Australia)	165.00	165.00
ADRA Where it is needed most	180.00	180.00

8. The Period Close process is now complete.

The finalised Monthly Report of Tithes & Offerings will show which can be saved.

ACAS Period Close → Period Close ? Log out

Home
Income
Expenses
Period Close
Bank Reconciliation
Period Close
CMF Statements
Reports
Account Statements
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Adventist Church Accounting System

Monthly Report of Tithes & Offerings

For February 2026
3AM Ryde SDA Church

Printed on 06/03/2026
Currency AUD
 A/c: CMF Bank Account
 Paid by: CMF Internal

To be processed by Greater Sydney Conference in February 2026

ACAS Reports



There are a number of ACAS reports available for presenting to the Local Church Board and/or Business Meeting. Under the **Reports menu**. These reports are available in PDF format or can be exported to Excel.

Funds Report

The Funds Report gives an up-to-date picture of the local church's financial situation. It lists all the departments and ministry areas for the period selected and the balances in each at the end of the period.

There is an option to run the Funds Report as a Summary Report, which gives a single line summary of operations for the period chosen.

The report can also be run to include a reconciliation section at the end of the report. This is a summarised trial balance report. This should be regularly reviewed to check the balances of the GST Receivable and Payable accounts.

Income & Expense Statement

The Income and Expense Statement shows the budget and actual figures for a selected period and income and expense accounts. This report is to be used if utilising the accounts budget function – see Section 12 Budgeting in ACAS. Note this report does not show any carried forward balance in the fund account.

Trial Balance

The Trial Balance report shows the total debit expenses and total credits to income each account for the selected period, as well as Year-To-Date amounts.

Budgeting in ACAS



Approved budgets can be set in ACAS by using the accounts budget function or by journal entry transfer. Where possible it is best to set the budget after running the year end process (see Section 13 Year End Processing).

ACCOUNTS BUDGET FUNCTION

ACAS allows budgets to be set up under Accounts. When using the accounts budget function, the budget figures will only flow through to the Income and Expense Statement Report. If there is a carried forward balance in the Fund account, this will not show on the Income and Expense Statement.

To change the financial year start period, please contact the Conference for assistance.

There are two options to enter a budget using the accounts budget function. They can be imported from Excel in bulk or manually entered per account. Both of these methods are outlined below.

To Import the Budget from Excel

1. Under the **General Ledger** menu, select **Import Budget**.

The screenshot shows the ACAS web interface. On the left is a navigation menu with the following items: ACAS, Tax-deductible Offering Transactions, Transaction List Search, Trial Balance, Who's Using My Account, General Ledger (expanded), Account Search, Accounts, Clients, Historical Accounts, **Import Budget** (highlighted with an orange box), Journal Entry, Journal Search, Transaction Search, Year End, Admin, Access Control List, and Attachments Library. The main content area is titled 'General Ledger -> Import Budget' and contains two sections: 'Export Budget To File' with a dropdown menu set to '2026' and an 'Export' button, and 'Import Budget' with 'Choose File' and 'Import' buttons. A 'Log out' button is visible in the top right corner.

2. Under the **Export Budget to File** section, choose the year that the budget is to be created for.

Select **Export**.

3. A file with all Income and Expense accounts will download.

Open this file in Microsoft Excel.

4. In the Excel file, enter the budget figures for the required period/s for the required accounts.

NOTE: Do not make modifications to the formatting or names of accounts, as this will make the import template invalid and it will not work.

Save this file.

5. In ACAS, on the Import Budget screen, select **Choose File**.

Navigate to the saved Excel budget file. Select the file.

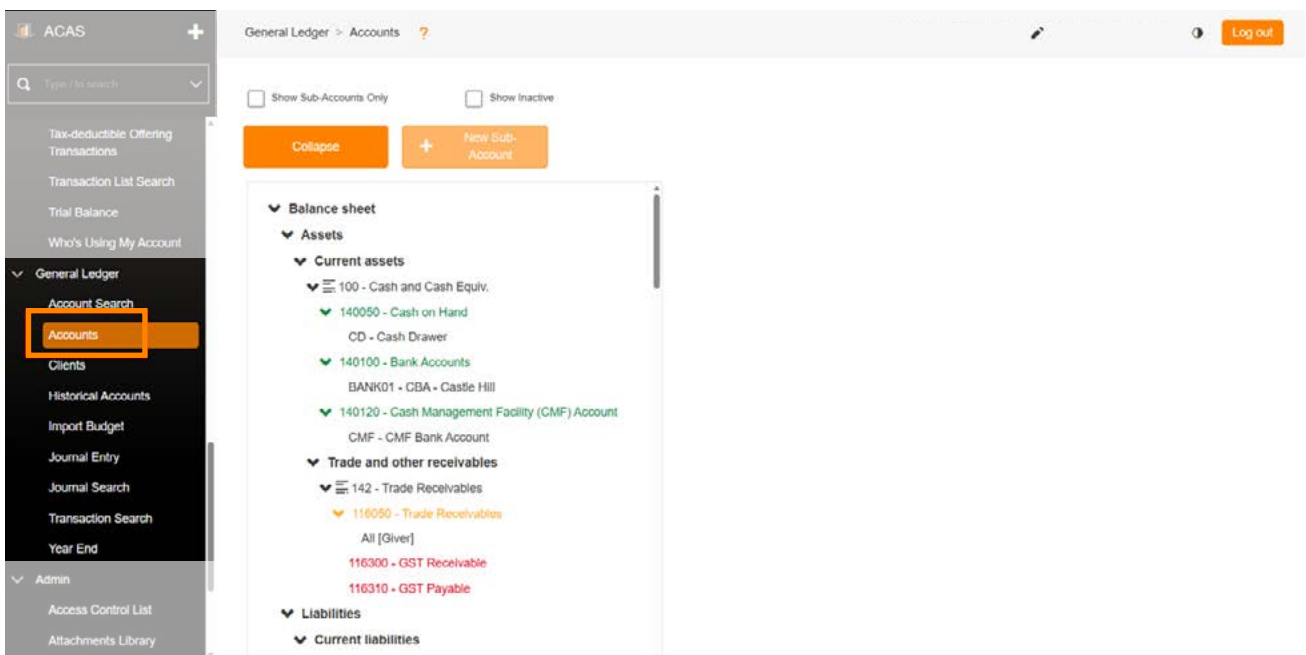
6. The file will be validated to ensure the figures are in the required format. A message will indicate that the validation completed successfully or that there are errors that need correcting. If required, correct any errors in the Excel file, save and rechoose file in ACAS.

When the validation is successfully, select **Import**.

7. The budget figures will be imported. They can be reviewed in Accounts under the Budget tab of an income or expense account. The budget figures will show on the Income and Expense Statement Report.

To Manually Enter the Budget per Account

8. Under the **General Ledger** menu, select **Accounts**.

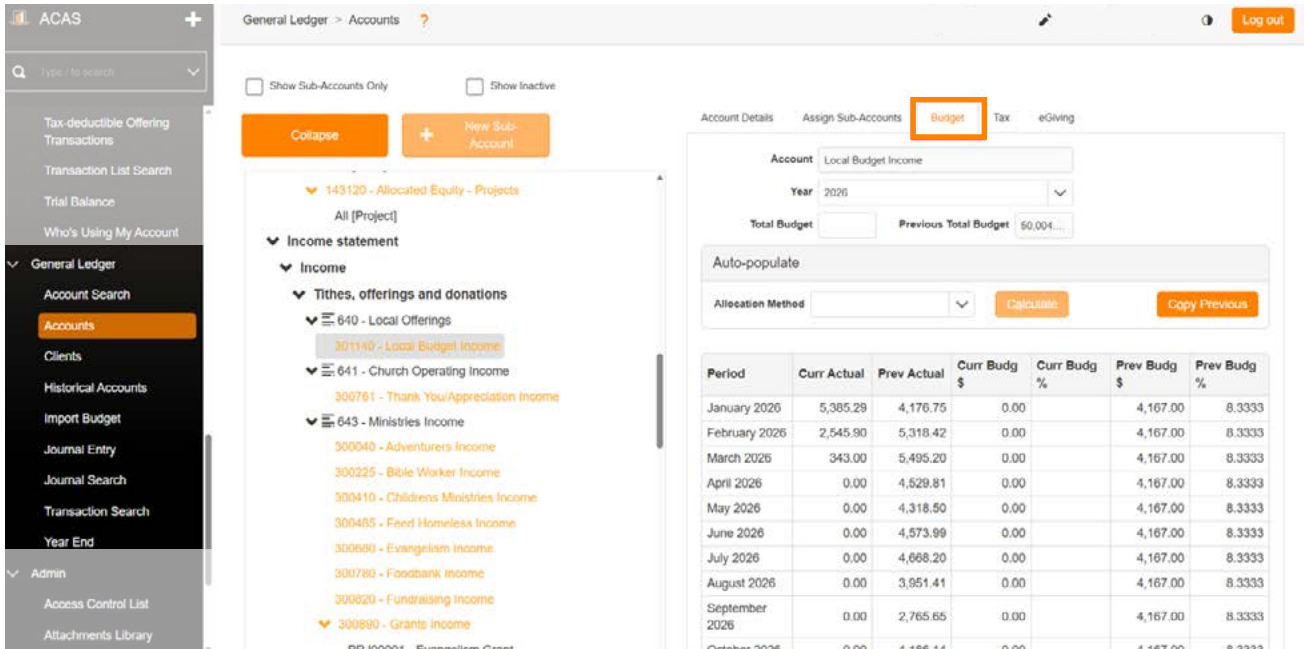


9. Scroll to the relevant Income/Expense section of accounts.

Select the relevant income/expense account.

10. The Account Details will show to the right of the screen.

Select the Budget tab.



11. The Year is defaulted to the current year. Change using the drop-down if required.

Enter the **Total Budget** amount for the account.

Choose the **Allocation Method** – Monthly or Quarterly or leave blank. **Monthly:** equally splits the total budget across 12 months. **Quarterly:** splits the total budget across four quarters of the year. Leave this blank if you would like to split the budget using another method.

If you selected the Allocation Method as Monthly or Quarterly, select **Calculate**.

If you would like to copy the previous budget, select **Copy Previous**.

12. Results will appear in the **Period Budgets** table.

If the allocation method was left blank, enter the budget per month under the **Curr Budg \$** column in the table.

Review the results and edit as necessary.

13. Confirm **Yet to be allocated** is **0.00**.

Select **Save**.

DISBURSEMENTS VIA JOURNAL ENTRY

Funds can be distributed to church departments with a journal entry. The debit will be to the expense account that the money is to be taken from, such as Local Budget Disbursements. The credit will be to the various departmental income accounts who are receiving the funds.

Church Example

The balance of ABC Church accounts at the beginning of their financial year is:

Local Budget FUND	40,000.00 CR
Local Budget Income	0.00 CR
Local Budget Disbursements	0.00 DR
<hr/>	
FUND Total	40,000.00 CR
Church Operating FUND	0.00 CR
Church Operating Income	0.00 CR
Cleaning Expense	0.00 DR
Electricity Expense	0.00 DR
Rates Expense	0.00 DR
Insurance Expense	0.00 DR
Miscellaneous Expense	0.00 DR
Water Expense	0.00 DR
<hr/>	
FUND Total	0.00 DR
Sabbath School FUND	0.00 CR
Sabbath School Income	0.00 CR
Sabbath School Expense	0.00 DR
<hr/>	
FUND Total	0.00 CR
Pathfinders FUND	2,000.00 CR
Pathfinders Income	0.00 CR
Pathfinders Expense	0.00 DR
<hr/>	
FUND Total	2,000.00 CR

Church's budget has been approved by the church. They now need to distribute by journal entry a budget of \$8,000 to the Church Operating fund, \$3,500 to the Sabbath School fund and \$1,500 to the Pathfinders fund. The journal would be as follows:

DR: Local Budget Disbursements 13,000.00

CR: Church Operating Income 8,000.00

CR: Sabbath School Income 3,500.00

CR: Pathfinders Income 1,500.00

The updated account balances for ABC Church are:

Local Budget FUND	40,000.00 CR
Local Budget Income	0.00 CR
Local Budget Disbursements	13,000.00 DR
<hr/>	
FUND Total	27,000.00 CR
Church Operating FUND	0.00 CR
Church Operating Income	8,000.00 CR
Cleaning Expense	0.00 DR
Electricity Expense	0.00 DR
Rates Expense	0.00 DR
Insurance Expense	0.00 DR
Miscellaneous Expense	0.00 DR
Water Expense	0.00 DR
<hr/>	
FUND Total	8,000.00 CR
Sabbath School FUND	0.00 CR
Sabbath School Income	3,500.00 CR
Sabbath School Expense	0.00 DR
<hr/>	
FUND Total	3,500.00 CR
Pathfinders FUND	2,000.00 CR
Pathfinders Income	1,500.00 CR
Pathfinders Expense	0.00 DR
<hr/>	
FUND Total	3,500.00 CR

Year End Processing



It is recommended that the income and expense accounts be cleared at the end of every financial year. This allows the balance of the income and expense accounts to be related to the current financial year. The equity fund account will contain previous year's surplus/deficits.

The year end process is a manual process in ACAS. Running this year end process will post a journal in period 12 that clears out the balance of all income and expense accounts to the fund account linked to that account. A special journal type is used so it will not affect period 12 reports. The year end process can only be run after the last month of the financial year has been closed.

- 1. Before running the Year end process, review the Funds Report for the full financial year.** Ensure all income and expense accounts are grouped under the correct fund – request the Conference to assist with making any account grouping changes if required. Review the balances of the accounts.

Save a copy of the Funds Report, showing dollars and cents, for the full financial year.

- 2. Under the General Ledger menu, select Year End.**

ACAS

General Ledger > Year End ?

Log out

The Year End process will post a journal in the last period of the financial year that clears out the balance of all income and expense accounts to the Fund account linked on each account. A special journal type is used so it will not affect reports run for this period.

Please discuss performing this action with your Conference if you are unsure whether you should complete it.

Year to be closed: 2025

Date of journal: 31/12/2025

Run

General Ledger

- Account Search
- Accounts
- Clients
- Historical Accounts
- Import Budget
- Journal Entry
- Journal Search
- Transaction Search
- Year End**
- Admin
 - Access Control List
 - Attachments Library

3. Confirm the Year to be closed.

Select **Run**.

- 4. A report will be displayed.** Please save or print this report as this report is only available at the time of running Year End.
- 5. Rerun the Funds Report for the full financial year** to ensure all income and expense accounts are now showing a balance of zero.



Chart of Accounts



There are five types of accounts:

- **Assets.** These accounts show the value of what the church owns including bank accounts and trade receivables. In ACAS, these accounts start with a 1.
- **Liabilities.** These accounts show the value of what the church owes including tithes and offerings payable and trade payables. In ACAS, these accounts start with a 3.
- **Equity.** These accounts are the control account for the funds – all income and expense accounts are linked to an equity/fund account. In ACAS, these accounts start with a 5.
- **Income.** These accounts are used to record income to the funds. In ACAS, these accounts start with a 6.
- **Expense.** These accounts are used to record expenses from the funds. In ACAS, these accounts start with an 8.

The chart of accounts is managed under **General Ledger, Accounts**. Local Church Treasurers have read only access to their chart of accounts. Any changes to the chart of accounts are required to be made by the Conference. These changes include updating account names, creating new accounts and making accounts inactive.

The screenshot shows the ACAS General Ledger Accounts page. The left sidebar contains a navigation menu with the following items: ACAS, Tax-deductible Offering Transactions, Transaction List Search, Trial Balance, Who's Using My Account, General Ledger (expanded), Account Search, Accounts (highlighted), Clients, Historical Accounts, Import Budget, Journal Entry, Journal Search, Transaction Search, Year End, Admin, Access Control List, and Attachments Library. The main content area displays a hierarchical tree of accounts under 'General Ledger > Accounts'. The tree includes the following categories and sub-accounts:

- CD - Cash Drawer
- 140100 - Bank Accounts
 - BANK01 - CBA - Castle Hill
 - 140120 - Cash Management Facility (CMF) Account
 - CMF - CMF Bank Account
- Trade and other receivables
 - 142 - Trade Receivables
 - 118050 - Trade Receivables
 - All [Giver]
 - 116300 - GST Receivable
 - 116310 - GST Payable
- Liabilities
 - Current liabilities
 - Trade and other payables
 - 310 - Denominational Payables
 - 156100 - Denominational Payable
 - ENT00000 - Greater Sydney Conference
 - 156190 - NLO Payable
 - All [Non-Denominational]

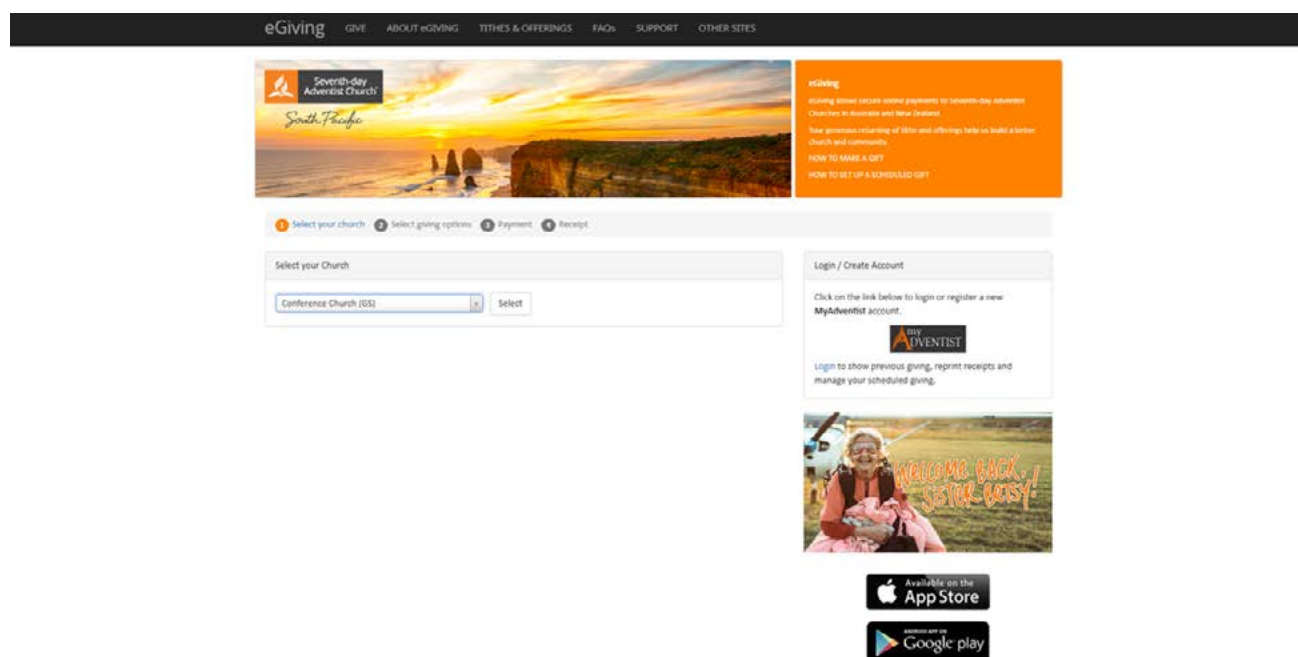
eGiving and ACAS



eGiving allows secure online payments to Seventh-day Adventist Churches in Australia and New Zealand. Payments can be made once-off or recurring from a credit or debit card and by BPAY.

The eGiving website is:

egiving.org.au



The local church offering accounts available on eGiving are managed through ACAS. Any local church income account can be listed on eGiving. Each church is permitted one featured offering – this offering will appear in the top group of offerings listed on eGiving.

Any changes to the offerings on eGiving are to be made by the Conference. These changes include updating offering names, images and descriptions, adding or removing offerings from eGiving.

Maintaining Clients



There are two types of Clients in ACAS:

- **Givers** – these names appear in the income related screens
- **Suppliers** – these names appear in the expense related screens

Givers can be easily added on the Receipt Entry screen and Suppliers easily added on the Express Payment Entry Screen by selecting the “+” symbol in the Giver/Supplier field.

Clients can be created and maintained through the **Clients** menu.

1. Under the **General Ledger** menu, select **Clients**.

Code	Given name	Surname/Business Name	Email Address
GIV00014	BLACKTOWN	ADRA	
GIV00001		ADRA Australia	
GIV00003		Adventist media	
GIV00076	Adventist Media	Adventist Media	finance@adventistmedia.org.au
GIV00080	Jen	Andalis	Siladna6@yahoo.com
GIV00007	Anon	Anon	garrow17@gmail.com
GIV00009		ARV	
GIV00010		ARC	

Create a New Client

2. To create a New Client, select + **New**.

Select the **Type** of client – Giver or Supplier.

Enter the relevant information regarding the client including **Name**.

Select **Save**.

General Ledger > Clients

Given Name: Surname/Business Name: Search Clear

Type: Giver Status: Active

+ New Delete Export

Code	Given name	Surname/Business Name	Email Address
GIV00014	BLACKTOWN	ADRA	
GIV00001		ADRA Australia	
GIV00003		Adventist media	
GIV00076	Adventist Media	Adventist Media	finance@adventistmedia.org.au
GIV00080	Jen	Andalis	Siladna6@yahoo.com
GIV00007	Anon	Anon	garrow17@gmail.com
GIV00009		ARV	
GIV00010		ALIC	

Rows Shown: 10

Details

Type: Contact Name:

Surname/Business Name: ABN:

Given Name:

Title:

Address Line 1:

Address Line 2:

City:

State:

Postcode:

Country:

Mobile:

Email:

Active

Save Cancel

Edit a Client

3. To update details for an existing Client, under the **General Ledger** menu, select **Clients**.

Select the relevant search filters. These can either be one or a combination of the following: Given Name, Surname/Business Name, Type and Status.

Select **Search**.

Highlight the desired client that needs updating. This will display the client's details.

Make the necessary edits. Select **Save**.

Attachments can be added to a client record. To do this, select on the **Attachments** tab. Files types that can be uploaded are office files (Word, Excel, PowerPoint etc), PDFs and image files.

The maximum file size is 5.2MB.

General Ledger > Clients

Given Name: Surname/Business Name: Search Clear

Type: Giver Status: Active

+ New Delete Export

Code	Given name	Surname/Business Name	Email Address
GIV00014	BLACKTOWN	ADRA	
GIV00001		ADRA Australia	
GIV00003		Adventist media	
GIV00076	Adventist Media	Adventist Media	finance@adventistmedia.org.au
GIV00080	Jen	Andalis	Siladna6@yahoo.com
GIV00007	Anon	Anon	garrow17@gmail.com
GIV00009		ARV	
GIV00010		ALIC	

Rows Shown: 10

Details Transactions **Attachments**

Attachments ?

Name	Size	Uploaded
No data to display		

Select file Attach from Library

Create a New Client

Receipts can only be emailed to givers who have an email address listed in their client record.

To maintain this:

4. Under the Client record for the Giver, in the **Email** field enter/amend the Email address.

Select **Save**.

The screenshot shows the ACAS software interface. On the left is a navigation menu with 'Clients' selected. The main area displays a table of client records. The record for 'ADRA Australia' (GIV00001) is highlighted. To the right, the 'Details' form is open, showing fields for 'Type', 'Surname/Business Name', 'Given Name', 'Title', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Postcode', 'Country', 'Mobile', 'Contact Name', 'ABN', 'Tax Giver ID', 'MyAdventist ID', 'Is Depositor', and 'Active'. The 'Email' field is highlighted with an orange box.

Code	Given name	Surname/Business Name	Email Address
GIV00014	BLACKTOWN	ADRA	
GIV00001		ADRA Australia	
GIV00003		Adventist media	
GIV00076	Adventist Media	Adventist Media	finance@adventistmedia.org.au
GIV00080	Jen	Andalis	Sladra0@yahoo.com
GIV00007	Anon	Anon	garrow17@gmail.com
GIV00009		ARV	
GIV00010		ARV	

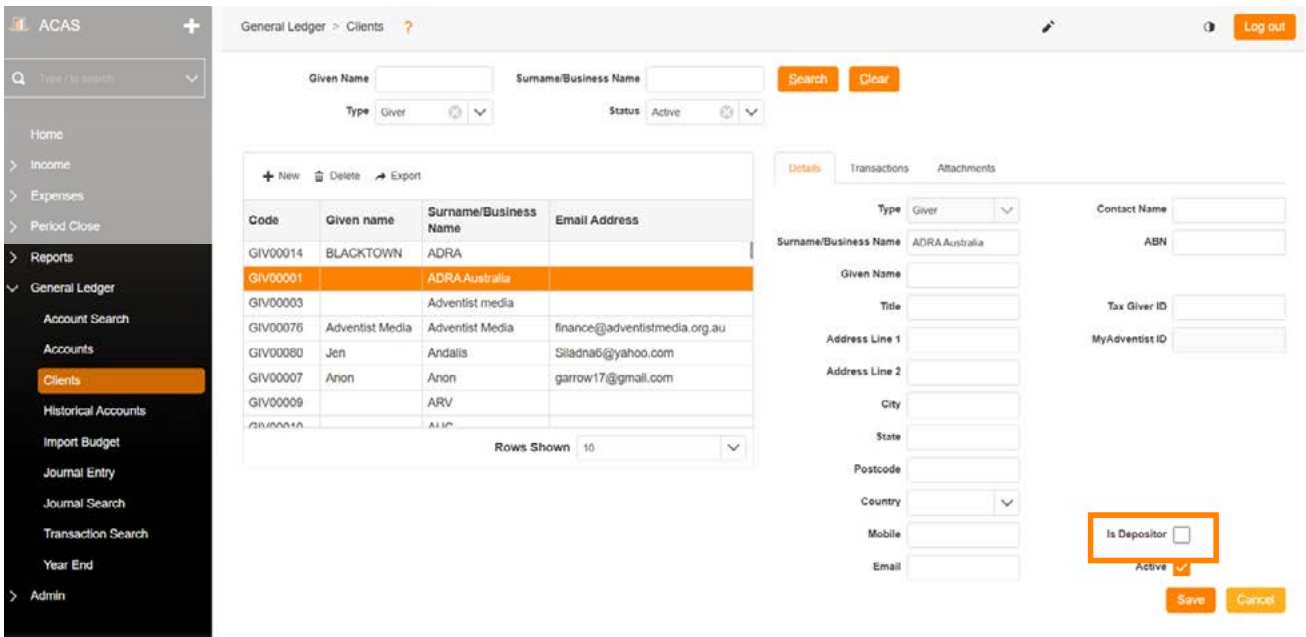
Update a Giver to be a Depositor

The Depositor listing on the Bank Deposit Entry and Bank Deposit Search screens is maintained through the client records. Any Giver can be updated to be a Depositor.

To update a Giver to a Depositor:

5. Under the Client record for the Giver, tick 'Is Depositor'.

Select **Save**.



Suppliers & Payment Details

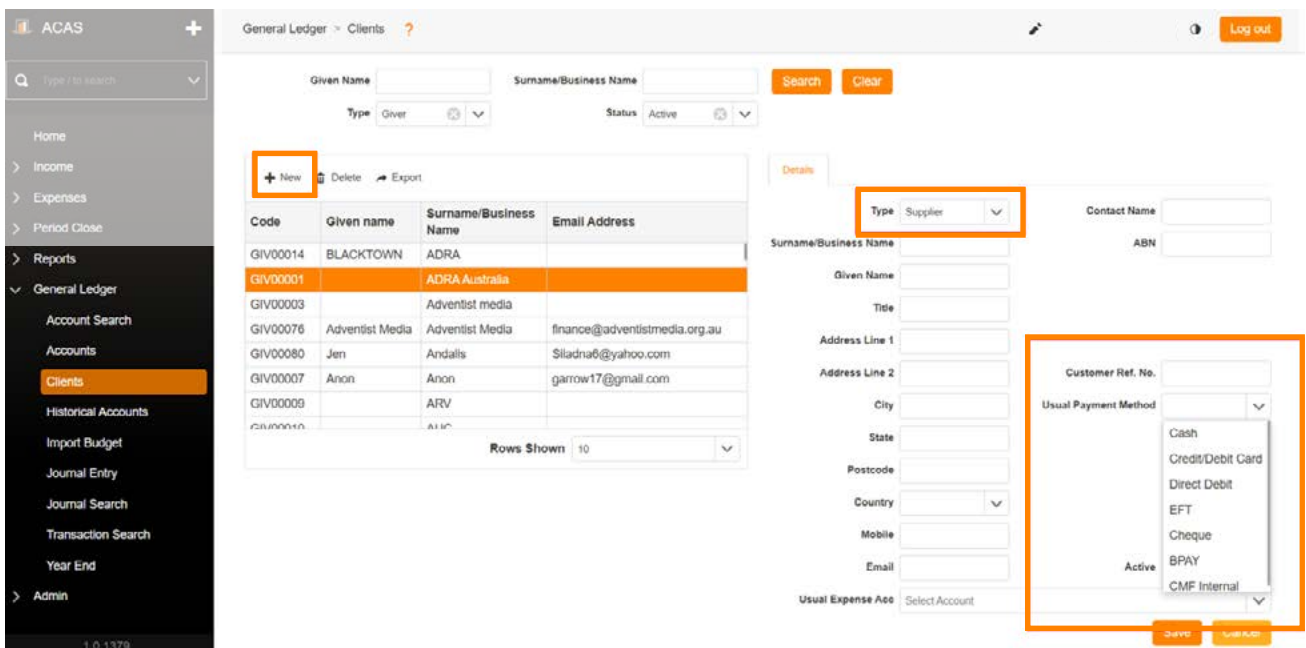
If wanting to create a CMF Online payment when processing an Express Payment Entry, the Supplier's payment details (EFT, BPAY or CMF Internal details) must already be set up correctly under the Client record before processing the entry.

6. Under the Client record for the Supplier, select the Usual Payment Method.

For an EFT payment, select EFT.

For a BPAY payment, select BPAY.

For a CMF Internal payment, select CMF Internal.



7. For an EFT payment, enter all of the following details for the payment to work correctly:

BSB – the supplier’s BSB

Account No – the supplier’s bank account number

Account Name – the supplier’s bank account name

For a BPAY payment, enter all of the following details for the payment to work correctly:

Customer Ref. No. – the supplier’s BPAY reference number

BPAY Biller Code – the supplier’s BPAY biller code

BPAY Ref. – the supplier’s BPAY reference number

Account Name – the supplier’s account name

For a CMF Internal payment, enter the following details for the payment to work correctly:

Account No. – the supplier’s CMF account number

Account Name – the supplier’s CMF account name

8. Select **Save**.

Make a Client Inactive

If a client is no longer needed, it can be made inactive so that it does not appear in the income and expense screens.

To do this:

9. Under the Client record, untick **‘Active’**.

Select **Save**.

The screenshot shows the ACAS software interface. On the left is a navigation menu with 'Clients' selected under 'General Ledger'. The main area displays a table of clients and a 'Details' form for the selected client 'ADRA Australia'. The 'Active' checkbox in the details form is highlighted with a red box.

Code	Given name	Surname/Business Name	Email Address
GIV00014	BLACKTOWN	ADRA	
GIV00001		ADRA Australia	
GIV00003		Adventist media	
GIV00076	Adventist Media	Adventist Media	finance@adventistmedia.org.au
GIV00080	Jen	Andalis	Siladna6@yahoo.com
GIV00007	Anon	Anon	garrow17@gmail.com
GIV00009		ARV	
GIV00010		ATC	

Rows Shown: 10

Details form fields: Type (Supplier), Contact Name, Surname/Business Name, ABN, Given Name, Title, Address Line 1, Address Line 2, Customer Ref. No., City, Usual Payment Method, State, Postcode, Country, Mobile, Email, Usual Expense Acc (Select Account). The 'Active' checkbox is checked and highlighted with a red box.

Petty Cash Procedure



It is the local church's decision whether or not they wish to run a petty cash account. All risks need to be considered and evaluated.

Any local church petty cash accounts are to be recorded in ACAS.

Setting up Petty Cash

1. Request the Conference to create an asset account in ACAS called Petty Cash.
2. Write a cheque to 'Cash' for the amount of the petty cash float.

Cash the cheque and hold the cash in a safe place.

3. In ACAS, journal the transfer of funds from the bank of withdrawal to the new Petty Cash account:

DR: Petty Cash

CR: Bank account cheque drawn from

Operating Petty Cash

4. Issue petty cash only if tax invoices are provided.

At any given time, the total of cash on hand and the total of all tax invoices should equal the float amount.

5. Regularly write out a cheque for 'Cash' to replenish the cash back to the float amount. The cheque amount should equal the total of all tax invoices reimbursed from petty cash.
6. In ACAS, record this cheque via an Express Payment Entry. Choose the relevant bank account from which the cheque was drawn and allocate each tax invoice separately to the appropriate expense account.



EDITION FEBRUARY 2026

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