

Manage Income and Expenses

Getting Started

On the second Tuesday of each month, chapters will have the previous month's banking data available for categorization. The transactions are available in Chapter Leadership Administration in the Manage Income and Expense screens. All deposits and withdrawals in your chapter's checking account must be categorized using the [Transaction Type and Category Details Chart](#) (PDF, 73K).

If the transactions are not categorized, the data will accumulate each month and remain in the open transactions grid.

Automated Categories

The following are automatically categorized for you by the system and are not able to be modified:

- Operating Funds deposited by Thrivent Financial
- Care Abounds in Communities funds deposited by Thrivent
- Mailing expenses

The ability to add details in the notes section is available for these automated categories in the edit

Note: You will need to continue to use the Care Abounds in Communities request and report screens. You will no longer need to report expenses in the Manage Operating Funds screens for 2013 and later.

Access the Manage Income and Expenses screens from the home page of Chapter Leadership Administration.

The screenshot shows the Chapter Leadership Administration interface. The left sidebar contains navigation links: Home, News, Regional, Financial, Contact Us, and Help. The main content area is titled 'XXXXXXXXXX OXXXXXXXXX CXXXXXX CXXXXXX of Thrivent Financial' and includes the following information:

- Chapter Number: 30080
- EAST WI & UPPER MI
- Regional Financial Office Number: 361
- Yavin J Bresette, Financial Director

A message states: 'If you have questions about your chapter, please call the Fraternal Service Center at 1-800-236-3736.' Below this are several sections with links:

- View Details About This Chapter**
 - ▶ [Current Chapter Leadership Board](#)
 - ▶ [Chapter Leadership Board History](#)
 - ▶ [Current Congregational Volunteers by Congregation](#)
 - ▶ [Congregational Volunteer History by Congregation](#)
 - ▶ [Community Engagement Team](#)
 - ▶ View Care Abounds in Communities (2013) [Go]
 - ▶ Program Funds Available
- Chapter Leader/Congregational Volunteer Tasks**
 - ▶ [Manage Chapter Leaders](#)
 - ▶ [Manage Congregational Volunteers](#)
 - ▶ Manage Chapter Meeting Minutes (2013) [Go]
 - ▶ [Manage Chapter Announcements](#)
- Supplies**
 - ▶ [Order Chapter Supplies](#)
- Chapter Financial Reporting** (highlighted with a red arrow)
 - ▶ [Manage Chapter Income and Expenses \(2013 and later transactions\)](#)
 - ▶ Manage Chapter Operating Funds (2012) [Go]
- Activity Tasks**
 - ▶ [Request for Care Program Activity Funding \(with or without pre-funding\)](#)
 - ▶ [Report Care Program Activity Results \(activities supported with Care Program Funds\)](#)
 - ▶ [Withdraw Activity](#)
 - ▶ [Change Funding Request Amount](#)
 - ▶ [Record/Update Donations](#)
 - ▶ Report Locally Supported Activity Results (2013) [G] (e.g. educational workshops, member socials, charitable activities, meetings, elections, Join Hands Dav, etc.)

Opening Operating Funds Balance

Manually calculate the opening operating funds balance by completing the following steps:

1. Start with your December 31, 2012, balance from your checking account statement.
2. Subtract from it your Care Abounds in Communities activities or any funds raised that were deposited before December 31, but were not paid out until after Dec 31.
3. Enter your opening operating funds balance by selecting the Adjust Opening Balance link.

Manage Chapter Income and Expenses

SXXXXXXXX OXXXXXXXX CXXXXX CXXXXX of Thrivent Financial
Chapter Number: 30080

Operating Fund Balances

Operating Funds Opening Balance: \$0.00 as of 01/01/2013 [Adjust Opening Balance](#)
Current Balance: 0.00

Open Transactions

Click on any column heading to sort.
Click the radio button to select a deposit or withdrawal transaction for categorization, then click 'Continue'.
Categorized Transactions: [View](#) | [Edit](#)

Current Operating Funds Balance

The current operating funds balance will be available for view on the screen, once you have completely categorized all income and expense transactions available and you have updated your opening operating funds balance.

Manage Chapter Income and Expenses

SXXXXXXXX OXXXXXXXX CXXXXX CXXXXX of Thrivent Financial
Chapter Number: 30080

Operating Fund Balances

Operating Funds Opening Balance: \$0.00 as of 01/01/2013 [Adjust Opening Balance](#)
Current Balance: 0.00

Open Transactions

Click on any column heading to sort.
Click the radio button to select a deposit or withdrawal transaction for categorization, then click 'Continue'.
Categorized Transactions: [View](#) | [Edit](#)

Categorizing Open Transactions

Define each transaction by selecting the appropriate type and specific category within the Open Transactions grid using the [Transaction Type and Category Details Chart](#) (PDF, 73K) as a reference.

Select a transaction by clicking the radio button next to a deposit or withdrawal transaction, followed by scrolling to the bottom of the page and clicking **Continue**.

Select the appropriate **Type** and **Category** or **Activity** from the drop-down listings. Input the amount of the expense or deposit associated with the particular type and category. Complete the **Notes** section with a description if desired. Complete the categorization by selecting **Save**.

If the expense or deposit was associated with more than one type and category or activity combination you will need to select **Add Detail** until the total amount is allocated.

Open Transactions

Click on any column heading to sort.
Click the radio button to select a deposit or withdrawal transaction for categorization, then click 'Continue'.
Categorized Transactions: [View](#) | [Edit](#)

Select	Date	Deposit	Withdrawal	Transaction Type	Bank Description	Status
<input checked="" type="radio"/>	09/10/2012		-53.81	CHECK #1183		Open
<input type="radio"/>	09/18/2012		-54.20	CHECK #1184		Open
<input type="radio"/>	09/28/2012		-58.80	CHECK #1785		Open

Edit Transaction

Detail Entry

DETAIL 1

* Indicates required field

Detail 1

* Type: Operating Funds Expense [Help](#)

* Category: General - Printing and Promotion [Help](#)

* Amount:

Notes:

Transaction Amount: \$ 53.81
Allocated Amount: \$ 0.00
Amount Remaining: \$ 53.81

Manage Income and Expenses (continued)

The system displays a status of the transaction and modifies it once categorization begins or is modified. The status types and definitions are as follows:

- An **open** status displays when the transaction amount is not categorized and has no details associated with it.
- A **partial** status displays when the transaction amount is not completely categorized, but has at least one detail added.
- A **completed** status displays when the full transaction amount has been categorized.

Transaction Status

Open and **partial** status transactions will remain in the open transactions grid until they are fully categorized and in a **complete** status. Once they are placed in a **complete** status they are removed from the open transactions grid and are available in the view or edit grids.

Viewing Categorized Transactions

Select **View** from the Open Transaction grid. The View Categorized Transaction grid appears.

All transactions will appear within the date range defaults. You may refine your search by selecting a specific type or a type/category combination for a specific time period.

Once you refine your search by type or a type/category combination and select **Search** you will see the total dollar amount you have allocated for the specific selection criteria entered.

Date ranges can be updated by using the calendar icon or by adding a new date in mm/dd/yyyy format.

Click **View Details** to see more information on one or more transaction(s). Click **Hide Details** in order to remove the specific details from view.

Select **Cancel** to return the Open Transactions grid.

Open Transactions

Click on any column heading to sort.
Click the radio button to select a deposit or withdrawal transaction for categorization, then click 'Continue'.
Categorized Transactions: [View](#) | [Edit](#)

Select	Date	Deposit	Withdrawal	Transaction Type	Bank Description	Status
--------	------	---------	------------	------------------	------------------	--------

View Categorized Transactions

Search

Deposit/Expense Type: Select
 Category: Select
 Date Range: Begin Date: 08/01/2012 End Date: 10/31/2012
 Search Clear

View Categorized Transactions

Search

Deposit/Expense Type: Operating Funds Expense
 Category: General - Printing and Promotion
 Date Range: Begin Date: 08/01/2012 End Date: 10/31/2012
 Search Clear

Results - Click on a column heading to sort. Click "View Details" to see more information about the transaction.

Selected Deposit/Expense Type and Category Total: \$88.40

Select	Date	Deposit/Withdrawal	Transaction Type	Bank Description			
Hide Details	09/10/2012	-250.00	CHECK #1161				
	Detail	Detail Amount	Deposit/Expense Type	Category	Activity	Recipient	Notes
	Detail 1	34.59	Operating Funds Expense	General - Printing and Promotion			POSTERS AND SIGNS, PAPERS
	Detail 2	10.00	Operating Funds Expense	General - Travel			GAS
	Detail 3	205.41	Operating Funds Expense	Charitable		Kim Van	Kim's been good.
View Details	09/10/2012	-53.81	CHECK #1183				

Cancel

Manage Income and Expenses (continued)

Editing Categorized Transactions

Select **Edit** from the Open Transactions grid. The Edit Categorized Transactions grid appears.

All transactions will appear within the date range defaults. You may refine your search by selecting a specific type or a type/category combination for a specific time period.

Click **View Details** to see more information on one or more transaction(s). Click **Hide Details** in order to remove the specific details from view.

Select a transaction by clicking the radio button next to a deposit or withdrawal transaction, followed by scrolling to the bottom of the page and clicking **Continue**.

Open Transactions

Click on any column heading to sort.
Click the radio button to select a deposit or withdrawal transaction for categorization, then click "Continue".
Categorized Transactions: [View](#) | [Edit](#)

Select	Date	Deposit	Withdrawal	Transaction Type	Bank Description	Status
--------	------	---------	------------	------------------	------------------	--------

Edit Categorized Transactions

Search
Deposit/Expense Type: Select
Category: Select
Date Range: Begin Date: 08/01/2012 End Date: 10/31/2012
[Search](#) [Clear](#)

Results – Click on a column heading to sort. Click "View Details" to see more information about the transaction. "Select" a row to edit a transaction, then click "Continue".

Select	Date	Deposit/Withdrawal	Transaction Type	Bank Description
<input type="radio"/>	10/11/2012	-458.20	PREAUTHORIZED WD	THRIVENT WITHDRAW WITHDRAWAL 10000000000000.00 Two Page Newsletter
<input type="radio"/>	09/10/2012	-250.00	CHECK #1161	
<input type="radio"/>	09/10/2012	-53.81	CHECK #1183	
<input checked="" type="radio"/>	10/18/2012	-22.19	CHECK #2373	

Detail	Detail Amount	Deposit/Expense Type	Category	Activity	Recipient	Notes
Detail 1	22.19	Care Abounds in Communities Expense	Care Abounds in Communities - Hands-on Service	300006356 Water for Thirsty People	Polly Pocket Lane	

Select **Delete** to remove the detail and select **Edit** to modify the detail.

When editing your detail, make the changes in the detail as necessary and select **Save** when all changes have been completed.

To return to the Open Transactions grid, select **Return to Edit Transactions** and then select **Cancel** at the bottom of the Edit Transactions grid.

Edit Transaction

Detail Entry

DETAIL 1: Care Abounds in Communities Expense 300006356 Water for Thirsty People Care Abounds in Communities - Hands-on Service 22.19

[Edit](#) | [Delete](#)

* Indicates required field

* Type:	Operating Funds Expense	Help
* Category:	General - Supplies	Help
* Amount:	22.19	
Notes:		

Transaction Amount: \$ 22.19
Allocated Amount: \$ 22.19
Amount Remaining: \$ 0.00

[Save](#) [Add Detail](#) [Clear](#) [Return to Edit Transactions](#)

Helpful Tips

- Care Abounds in Communities transaction types require that you select the activity information and the system will determine the category. If the activity type needs to be modified or the activity is not recorded, it must be modified or added to Chapter Leadership Administration first.
- If any amounts allocated to any expense or deposit are under one dollar, it must be entered with a preceding zero and decimal point (0.xx).

Questions? Please contact a representative from the Member Connection Center.

- ◆ Call **800-THRIVENT** (800-847-4836) and say "Fraternal" when prompted.
- ◆ Send an email to fraternal@thrivent.com.