



Evangelical Lutheran Church in America

God's work. Our hands.

EVANGELICAL LUTHERAN CHURCH IN AMERICA

Synod Remittance Advice Manual

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Purpose Statement

The Office of the Treasurer in collaboration with Information Technology of the ELCA has provided a host of resources to synods to make their monthly remittances to the churchwide organization as simple and as streamlined as possible.

These resources include the Synod Remittance Advice System (SRAS), synod remittance [advice manual](#), synod [gift data export tools](#), the [ACH Withdrawal form](#), and the [SRA-1 form](#).

The SRAS is an Excel-based system that streamlines and automates the process of submitting monthly synod remittance advices to the ELCA churchwide organization.

The **benefits** of using the SRAS include:

- Eliminating the need for duplicate data entry by the synod.
- Eliminating the need for data entry at the churchwide organization. Electronic files are validated and automatically imported to our systems, reducing processing time by 90-95%.
- Eliminating the need for sending paper copies of remittance details by mail or fax.
- Automatically creating a dynamic synod remittance advice summary form (SRA-1).
- Producing a standardized electronic report format across all synods.
- Providing up-to-date information about valid churchwide Fund Codes and congregation IDs.

The system is periodically updated and posted on the *Office of the Treasurer's* website at the following URL: <http://www.elca.org/treasurer/>.

Requirements

- *Microsoft Excel* 2000 or higher
- Ability to run *Excel* VBA Macros (see [Microsoft Office macro security](#) for more details)
- Ability to export the following contribution record information from your accounting system to an *Excel* spreadsheet:
 - **Congregation ID:** Column A
 - **Fund ID:** Column B
 - **Gift Date:** Column C
 - **Gift Amount:** Column D

Note: The export file should not contain any headers, footers, groups, or subtotals.

The accounting system export file should look similar to the following file in Excel:

07571	WHS0038	3/1/2009	50.00
07571	DDG0026	3/2/2009	275.00
05721	DDG0010	3/3/2009	25.00
05589	MSG0168	3/1/2009	750.00

If you need assistance in this area, please contact the churchwide organization at the number provided at the end of this document.

ACS and Revelations Software Utilities

The churchwide organization collaborated with ACS Technologies and Icon Systems Network (Revelations software) and developed a custom utility that easily extracts data from ACS or Revelations to an electronic Excel file that meets SRAS specifications mentioned above. You may download these utilities from our website: <http://www.elca.org/treasurer/synods>.

Revelations Utility Requirements:

- Installation of Revelations "[Synods Gift Export Tool](#)" (see link above)

ACS Utility Requirements:

- Installation of ACS "[Synods Gift Export Tool](#)" (see link above)
- Synod using ACS have two options for mapping the ELCA Funds IDs to ACS 'Fund Codes'
 - Use the exact seven-character ELCA Fund ID as the 'Fund Code' in ACS (i.e. WHS0038, DDG0073, etc.), or
 - Add the ELCA Fund ID at the end of the 'Fund Code Description' in ACS, separated by a dash " – " for all Fund IDs that are used by SRAS (i.e. World Hunger – WHS0038).

Processing Synod Remittance Data

Once you download the Synod Remittance Advise System (SRAS), save the "SynodRemittance.xls" file on your computer then open it. If the Excel application prompts you with a security message regarding macros, click on "**Enable Macro.**" The program will now prompt you with the Synod Contact Information Screen as shown in figure 1 below. If you don't see this screen, you may have selected the default security "Disable Macro" or your Macro Security level is set very high (Please see [Microsoft Office macro security](#) for more details).





Figure 1

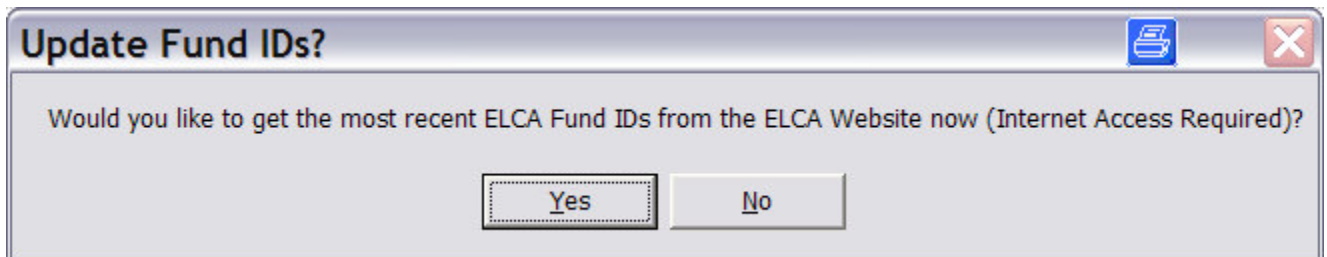
1. **Enter your Synod Code** (i.e., 5E).
2. From the dropdown list, **select the accounting software** used at your synod.
3. **Enter Your Name, Email, Phone Number, & Extension** if applicable (no hyphens or brackets).
4. Click on the **OK** button.

You will notice that the program is processing information in the background. Once it's done processing, the spreadsheet will be automatically saved and the main menu will appear (see Figure 2 on the following page).

You will be asked to provide this information each time a new SRAS program is released or downloaded from our website.

Updated Fund IDs

Each time you open the SRAS program, the system will ask you if you wish to get the most recent ELCA Fund IDs from the ELCA website.



Fund IDs are updated and posted on the ELCA website on a daily basis. It is advised that you choose "Yes" in order to have the most recent ELCA Fund IDs for validation purposes.

Importing Synod Data into System

In order to import your synod data file into SRAS, follow these steps:



Figure 2

1. Select **Import Remittance Detail** option from the list and click **OK**.
2. When prompted with the Windows **“Open”** screen, locate the exported data file on your system and click OPEN (see Figure 3).

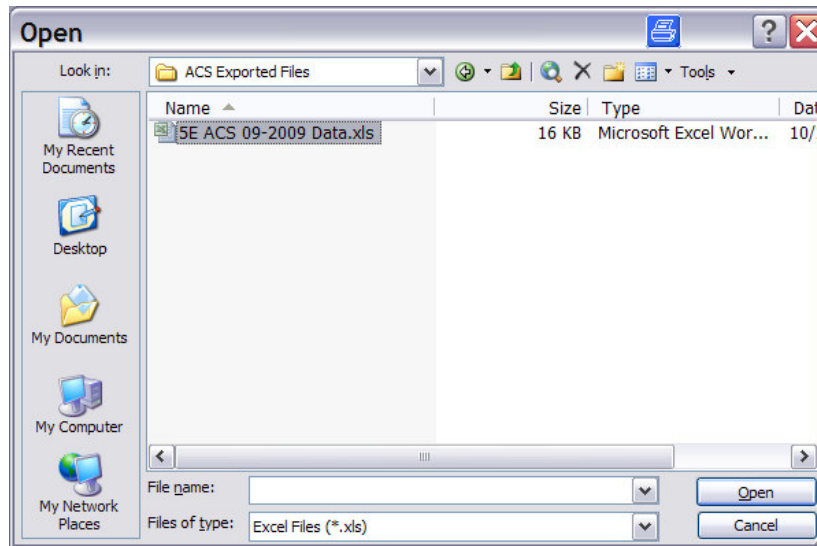
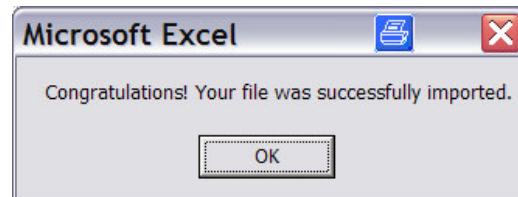


Figure 3

The system will now read the download file and put the information into the “Details” sheet in the Excel file. The system will also sum, validate, and print the congregation name and project description for all valid Congregations IDs and Fund IDs (see Figure 4 on the following page).



Constituent ID: 403627
5E Western Iowa Synod ELCA
ELCA SYNOD REMITTANCE ADVISE DETAIL

CONG ID	CONGREGATION NAME *	FUND ID	CAMPAIGN *	SRA-1 *	FUND DESCRIPTION *	GIFT DATE	GIFT AMOUNT
02474	St John Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/30/2009	1,545.00
02487	Bethlehem Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/25/2009	38.32
02493	Strand Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/04/2009	6.00
02498	First Lutheran Church	MSG0234	MSFY09	MS	Kananen, Marvin and Wahlstrom, Jean	09/11/2009	100.00
02498	First Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/11/2009	23,500.00
02506	Trinity Lutheran Church	DDG0010	DDFY09	DD	Domestic Disaster Response	09/30/2009	500.00
02506	Trinity Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/30/2009	171.50
02506	Trinity Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/04/2009	190.75
02510	Bethel Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/30/2009	35.81
02512	Augustana Lutheran Church	MSG0234	MSFY09	MS	Kananen, Marvin and Wahlstrom, Jean	09/04/2009	500.00
02514	Faith Lutheran Church	MSG0234	MSFY09	MS	Kananen, Marvin and Wahlstrom, Jean	09/04/2009	50.00
11071	Bethesda Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/11/2009	10,000.00
11073	Trinity Lutheran Church	GMG0092	GMFY09	SMS	Global Mission	09/25/2009	100.00
11073	Trinity Lutheran Church	WHS0006	WHFY09	WH	Lutheran World Relief - Synod	09/25/2009	100.00
11073	Trinity Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/25/2009	100.00
11097	St Paul Lutheran Church	MSG0233	MSFY09	MS	INVALID Fund ID	09/04/2009	250.00
11100	Siloam Lutheran Church	MSG0039	MSFY09	MS	Bentsen, Patricia	09/30/2009	30.00
11103	St Peter Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/25/2009	50.00
11142	St Paul Lutheran Church	MSG0509	MSFY09	MS	Stadtlander, Dirk and Sarah	09/18/2009	100.00
11162	St Mark Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/18/2009	45.00
11173	Bethany Lutheran Church	WHS0038	WHFY09	WH	World Hunger Appeal-Synod	09/18/2009	113.72
403627	INVALID/INACTIVE Congregation ID	WHS0051	WHFY09	WH	God's Global Barnyard- Synod	09/18/2009	1,385.00
22 Records						Total Giving: \$	38,911.10
						2 Errors	

Figure 4

Notice that an error log is printed in red at the bottom of the sheet. If no errors are detected, then all Congregations IDs and Fund IDs are valid and you may proceed to step 2. If errors are detected, the system will highlight them in red.

Note: in order to enhance the validation logic, fields identified with an asterisk '*' are read only. You may only change the Congregation ID, Fund ID, Gift Date, and Gift Amount on this spreadsheet. You will be able to change any field once Step 3 (Create ELCA Remittance File) is processed.

If you are sure your records are correct, run STEP 3 and add an explanation next to each record. The churchwide remittance staff will identify the issue and will be able to process the record correctly.

Creating Details Summary & Mission Support


The next step following the import of your synod remittance detail is supplying mission support information for the period and creating a summary for each project (SRA-1 form). To do this, please follow these steps:

1. Click on the ELCA emblem found on the top of the page or click on STEP 2 from the "Synod Remittance Toolbar" menu.
2. Select the **Create Details Summary** option from the list and click **OK**.



3. In the pop-up screen, select the month for which you are entering mission support.
4. Enter your **Total Congregational Mission Support** in the defined field.
5. Enter the **Mission Support Percentage (%)** and press "TAB" (the system will calculate the dollar amount) or enter **Synod Mission Support** directly
6. Enter your Synod Additional Gifts (if applicable) and click **OK**

By now, the system has automatically totaled each project and created a summary of your details in the "**Summary**" sheet, completely replacing the current SRA-2 form (see Figure 5).

 <p style="text-align: center;">Evangelical Lutheran Church in America P.O. Box 71256 Chicago, Illinois 60634-1256 (773) 380-2929</p>		
<p>SE Western Iowa Synod ELCA SYNODICAL REMITTANCE ADVICE For the Month of September, 2009</p>		<p>Prepared By: <input type="text" value="Preparer's Name"/></p> <p>Email: <input type="text" value="mjemail@elca.org"/></p> <p>Phone Number: <input type="text" value="(773) 380-2900"/></p> <p>Software used: ACS</p>
PROJECT	DESCRIPTION	AMOUNT
I. MISSION SUPPORT SPFY09 ADDITIONAL SYNOD GIFTS For the Month Ending: 09/2009 Congregational Mission Support: \$253,000.00 Synod Mission Support %: 55.00%	Mission Support is the share of unrestricted giving from congregations for the support of churchwide ministries. Additional Synod Gifts are in addition to Mission Support.	\$139,150.00
II. GENERAL WORLD HUNGER FUND	Support of the World Hunger Appeal, including general LWR support.	37,281.10
III. DESIGNATED WORLD HUNGER A. Stand with Africa B. LWR Special Fund C. LWF Special Fund	Specific Giving Opportunities of the World Hunger Appeal	-
IV. INTERNATIONAL DISASTER	Major international disaster response through ACT, LVR, LWF and CWS.	-
V. DOMESTIC DISASTER	Immediate relief and long-term recovery for disasters in the US and Caribbean.	500.00
VI. GENERAL ELCA DISASTER RESPONSE FUND	Undesignated disaster support available for use where most needed.	-
VII. MISSIONARY SPONSORSHIP	Sponsorship of specific missionaries around the world. [Includes Missionary-for-a-Day]	1,030.00
VIII. SPECIFIC MISSION SUPPORT	Gifts in support of various designated ministries.	100.00
IX. VISION FOR MISSION	Individual and congregational gifts in support of this churchwide special giving opportunity.	-
X. SPECIAL CHURCH EMPHASIS	Fund for Leaders, Special Needs Retirement Fund and Endowment Gifts for ELCA Foundation.	-
XI. OTHER	Includes all other categories not listed above.	-
TOTAL MISSION SUPPORT: \$		139,150.00
ADDITIONAL SYNOD GIFTS: \$		-
TOTAL FROM DETAIL REMITTANCE: \$		38,911.10

Important Notice:

To enhance validation logic and automate summarization and grouping, you may only change the following fields by using the **Tab** button on your keyboard.

- Mission Support
- Additional Synod Gifts
- Month Ending, and
- Cong. Mission Support

All other fields are locked.

All totals are derived from the Details sheet. If you wish to enter your totals manually and you are not providing any details, please download the fill-in version of this SRA-1 summary form by visiting the ELCA Treasurer's website at:

<http://www.elca.org/treasurers/synod/>

Thank you!




Figure 5

Creating and Sending the Synod Remittance File to ELCA

The final step in the process is creating the ELCA file that needs to be submitted electronically to the churchwide organization. To do this, please follow these steps:

1. Click on the ELCA emblem found on the top of the page or click on STEP 3 from the “Synod Remittance Toolbar” menu.



2. Select the **Create and Email File to ELCA** option from the list and click **OK**
3. When prompted with the **File Transmission Details** screen, select the fund transfer method, enter the desired transfer date if different than the current date, verify the dollar amount, and press **OK** (see Figure 6).

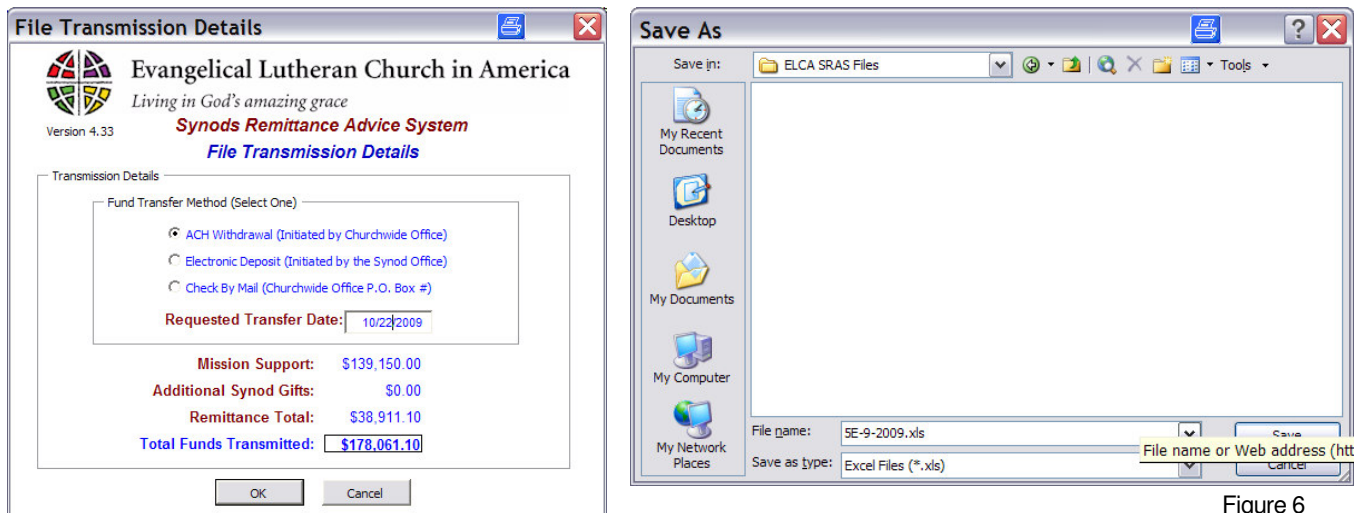


Figure 6

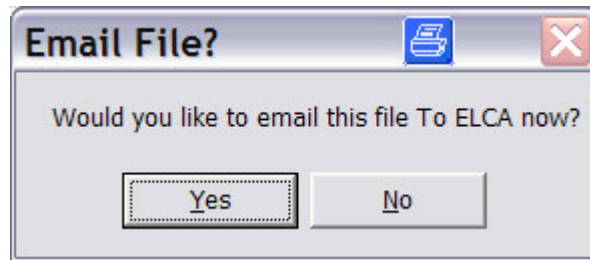
The system will now prompt you to save the file onto your system. The system will use your Synod Code, month number, and year to name the file, **please keep the same naming convention**. Now locate the folder on your computer where you wish to save this file and click on **SAVE** (see Figure 6).

Once the file is saved, the system will clear the “Synod Remittance.xls” master file and prepare it for another fresh import file.

Your synod remittance advice details file is now ready to be sent to the churchwide organization. Please refer to the following section for more details.

Sending Your Remittance Details to the churchwide organization

Once STEP 3 is completed, you will be asked if you wish to email your synod remittance file to the ELCA.



If you have errors that need to be fixed in you file, select "No," correct the errors or add your notes to the spreadsheet and email your file as you would with any email attachment. If you have no errors to fix in your file, you may select "Yes." This system will automatically open a new email message and attach the synod remittance file to it.

Please use the following email address and instructions to submit your remittance:

Synod.Remittance@elca.org

In the subject of the email, please type the Synod Code and the month you are submitting detail for.

In the message body, note the amount and method you are sending the funds similar to the following format:

ACH Transfer for \$92,319.22 - Withdraw on MM/DD/YYYY Check in the Mail for \$92,319.22 Direct Debit Transfer for \$92,319.22 initiated on MM/DD/YYYY

You will receive an automatic acknowledgment email as soon as we receive your file.

If you wish to sign up for automatic withdrawal, please fill out the form found in appendix B and send it to the ELCA at the indicated address.

Churchwide Assistance

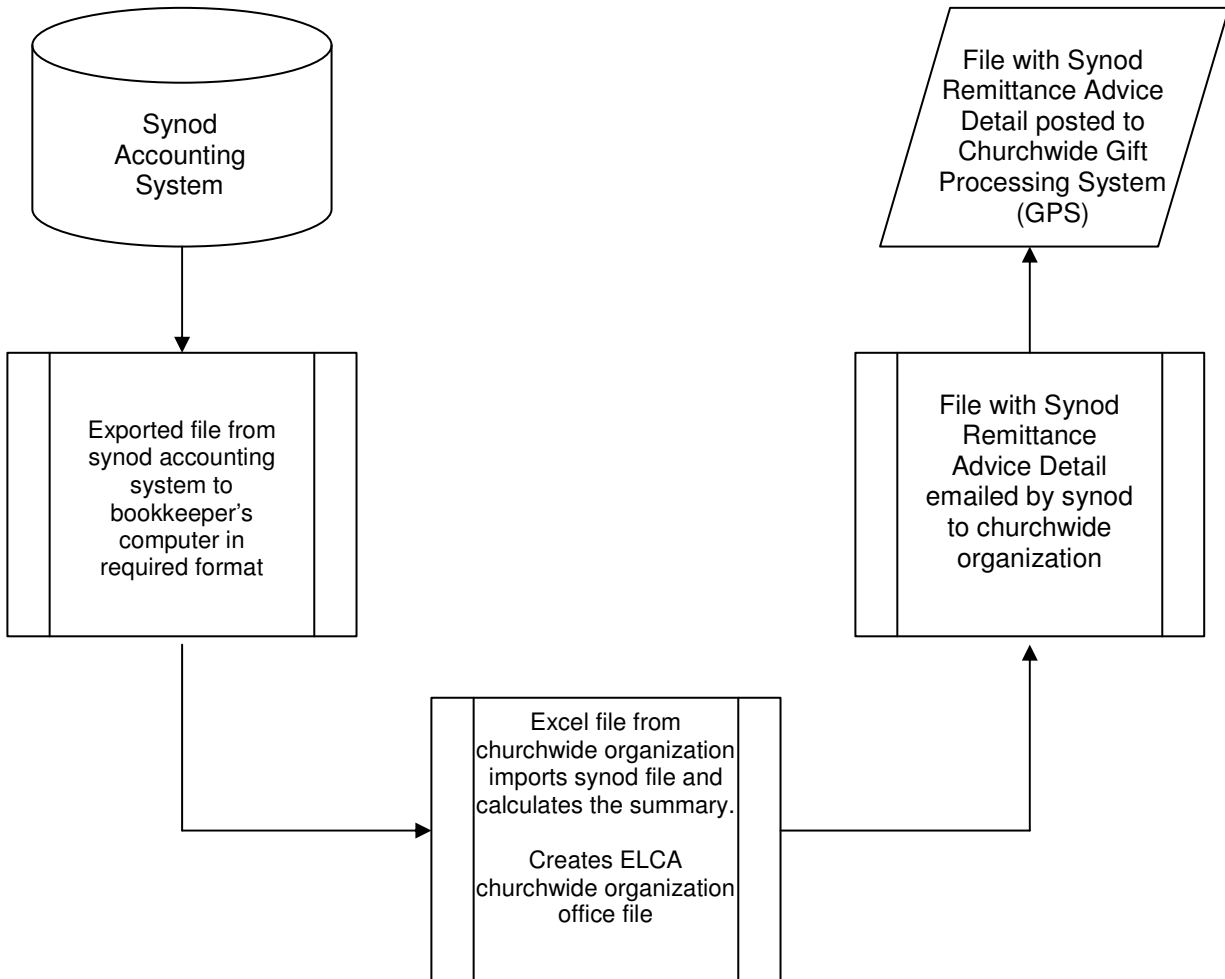
For questions or assistance, please contact:

Information Technology Help Desk
Tel: (773) 380-2472 or

Email: HelpDesk@elca.org

APPENDIX A

Synod Data Transfer Flow Chart



APPENDIX B



Evangelical Lutheran Church in America

God's work. Our hands.

Office Of the Treasurer • 8765 W. Higgins Road • Chicago, IL 60631-4197
Telephone: (773) 380-2900 • Facsimile: (773) 380-2906

Authorization For ACH Withdrawals

I hereby authorize the Evangelical Lutheran Church in America (ELCA) to initiate ACH transactions for Mission Support and Remittance Advice Details from the bank account of the _____ Synod into the ELCA account at Harris Bank. The churchwide organization will only initiate ACH transactions **after** the synod has notified the churchwide organization of the amount.

Bank Information:

Synod Name: _____

Bank Name: _____

Bank Routing Number: _____

Bank Account No.: _____

Account Type: _____

Please send a Deposit Slip or a VOIDED Check so we may verify your bank information

Comments:

Authorized Signature:

Date: _____

(Printed Name)

Please send your information by mail or Fax it to Barbara Young at (773) 380-2115
Please refer any questions about this form to Barbara Young (773) 380-2903

EVANGELICAL LUTHERAN CHURCH IN AMERICA

ELCA IFAS System: User Manual

End of Manual
