Finance Officer

Hello and welcome to your step by step guide to getting started with iKnow Church.

To help you get started and find your way around the programme, we've provided this guide. Designed to work in tandem with our support tutorials and guides, just follow the links beside each area to be taken to the relevant guides. We offer completely free, unlimited help and support. If you get stuck and you can't find what you're looking for on our support site, don't panic. You can get in touch with us and our amazing support team will be happy to help you out.

EXPLORE THE DASHBOARD
https://support.iknowchurch.co.uk/modules/dashboard/the-dashboard

- ☐ Add a Prayer request or a Praise Report.
- ☐ Click on 'Me', upload a picture of yourself
- ☐ Ensure that your details are correct and input any holiday dates you've already booked in 'Unavailability'

FINANCE
https://support.iknowchurch.co.uk/modules/finance

- ☐ Open the Finance Module from the Dashboard.
- ☐ Get set up with iKnow Payment Processing (Finance > Settings > Legal Entity)
- ☐ Create at least one Campaign. Call it 'General Tithes and Offerings' (or named accordingly for your Church's vocabulary)
- ☐ Set up at least 10 Giving ID's for members of your Church. We recommend using the format of Initials and Date of Birth for example CG090991.
- ☐ Input 10-20 different transactions. Assign them to a giving ID and the Campaign which you set up earlier. Make some of these Cash so that you can see how the unaccounted for cash is reconciled to the donor. These Donations can be deleted afterwards.
- ☐ Go to List of Givers and produce a giving statement for yourself.
- ☐ Produce a Batch Giving Statement for the whole Church.
- ☐ Set up an Online Giving Page and embed this on your church website

iKnowChurch