# Table of Content

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose Statement</td>
<td>1</td>
</tr>
<tr>
<td>Requirements</td>
<td>1</td>
</tr>
<tr>
<td>ACS and Revelations Software Utilities</td>
<td>2</td>
</tr>
<tr>
<td>Processing Synod Remittance Data</td>
<td>2</td>
</tr>
<tr>
<td>Importing Synod Data into System</td>
<td>3</td>
</tr>
<tr>
<td>Creating Details Summary &amp; Mission Support</td>
<td>5</td>
</tr>
<tr>
<td>Creating and Sending the Synod Remittance File to ELCA</td>
<td>7</td>
</tr>
<tr>
<td>Sending Your Remittance Details to the Churchwide Office</td>
<td>9</td>
</tr>
<tr>
<td>Churchwide Assistance</td>
<td>9</td>
</tr>
</tbody>
</table>

**Appendix A** ........................................................................................................... 10

**Appendix B** ........................................................................................................... 1
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:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>07571</td>
<td>WHS0038</td>
<td>3/1/09</td>
<td>50.00</td>
</tr>
<tr>
<td>07571</td>
<td>DDG0026</td>
<td>3/2/09</td>
<td>275.00</td>
</tr>
<tr>
<td>05721</td>
<td>DDG0010</td>
<td>3/3/09</td>
<td>25.00</td>
</tr>
<tr>
<td>05589</td>
<td>MSG0168</td>
<td>3/1/09</td>
<td>750.00</td>
</tr>
</tbody>
</table>

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](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).
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:
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).

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).
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).
### ELCA Synod Remittance Advice Process – Version 1.50

#### Evangelical Lutheran Church in America

P.O. Box 71255
Chicago, Illinois 60684-1256
(773) 386-2929

**5th Western Iowa Synod ELCA**

**SYNODICAL REMITTANCE ADVICE**

For the Month of September, 2009

![Image](image.png)

**PROJECT** | **DESCRIPTION** | **AMOUNT**
--- | --- | ---
I. **MISSION SUPPORT** | $139,150.00
| ADDITIONAL SYNOD GIFTS |  
| For the Month Ending: 09/2009 |  
| Congregational Mission Support | $253,000.00 |
| Synod Mission Support Y | $5,000.00 |

II. **GENERAL WORLD HUNGER FUND** | 37,281.10

III. **DESIGNATED WORLD HUNGER**

A. Stand with Africa
B. LWF Special Fund
C. LWF Special Fund

IV. **INTERNATIONAL DISASTER**

V. **DOMESTIC DISASTER**

VI. **GENERAL ELCA DISASTER RESPONSE FUND**

VII. **MISSIONARY SPONSORSHIP**

VIII. **SPECIFIC MISSION SUPPORT**

IX. **VISION FOR MISSION**

X. **SPECIAL CHURCH EMPHASIS**

XI. **OTHER**

| TOTAL MISSION SUPPORT | $139,150.00 |
| ADDITIONAL SYNOD GIFTS |  
| TOTAL FROM DETAIL REMITTANCE | $38,911.10 |

**Important Notice:**

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

- Mission Support
- Additional Synod Gifts
- Month Ending Date
- Using Mission Support

All other fields are locked.

All totals are derived from the Details sheet. If you wish to enter your totals manually, you may do so by placing a box around the amount you wish to enter. If there are any discrepancies, please download the audited reports from the Synod Treasurer’s website at [http://www.elca.org/finance](http://www.elca.org/finance).

Thank you!

---

### 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.

![Synods Remittance System](image)

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).

![File Transmission Details](image)

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.

![Email File?](image)

If you have errors that need to be fixed in your 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
Synod Data Transfer
Flow Chart

Synod Accounting System

Exported file from synod accounting system to bookkeeper’s computer in required format

Excel file from churchwide organization imports synod file and calculates the summary. Creates ELCA churchwide organization office file

File with Synod Remittance Advice Detail posted to Churchwide Gift Processing System (GPS)

File with Synod Remittance Advice Detail emailed by synod to churchwide organization

File with Synod Remittance Advice Detail emailed to churchwide organization

Excel file from churchwide organization imports synod file and calculates the summary.

Creates ELCA churchwide organization office file

Exported file from synod accounting system to bookkeeper’s computer in required format

File with Synod Remittance Advice Detail posted to Churchwide Gift Processing System (GPS)

File with Synod Remittance Advice Detail emailed by synod to churchwide organization

File with Synod Remittance Advice Detail emailed to churchwide organization
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 VOIED 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