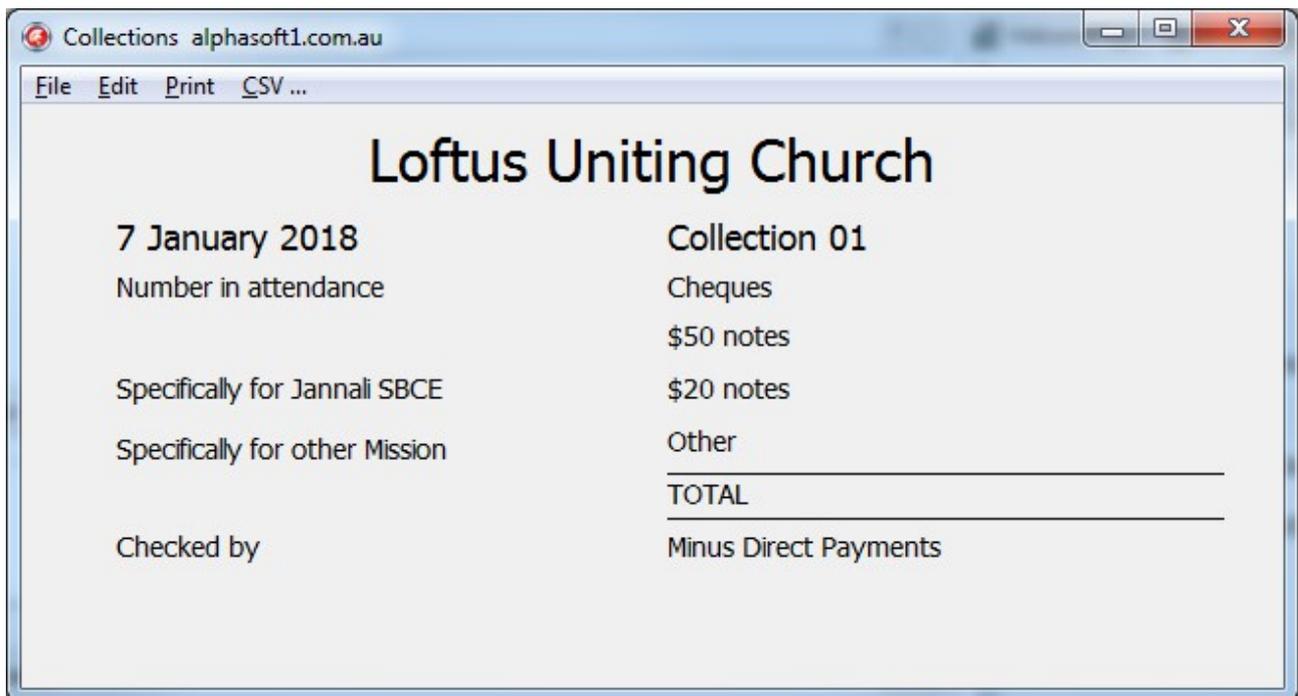


Collection Sheet Maker

Collections.exe is a simple Windows application that simplifies the production of weekly collection record sheets, typically used for church collections. The sheets are dated and numbered to aid audit tracking and avoid loss. Collections can print sheets directly or make a list of dates and week numbers that can be used with a word processor to Mail Merge custom sheets.

A Walk Through

Install and run **Collections.exe**. On the main menu select 'File' then 'New' (**[File| New|]**).



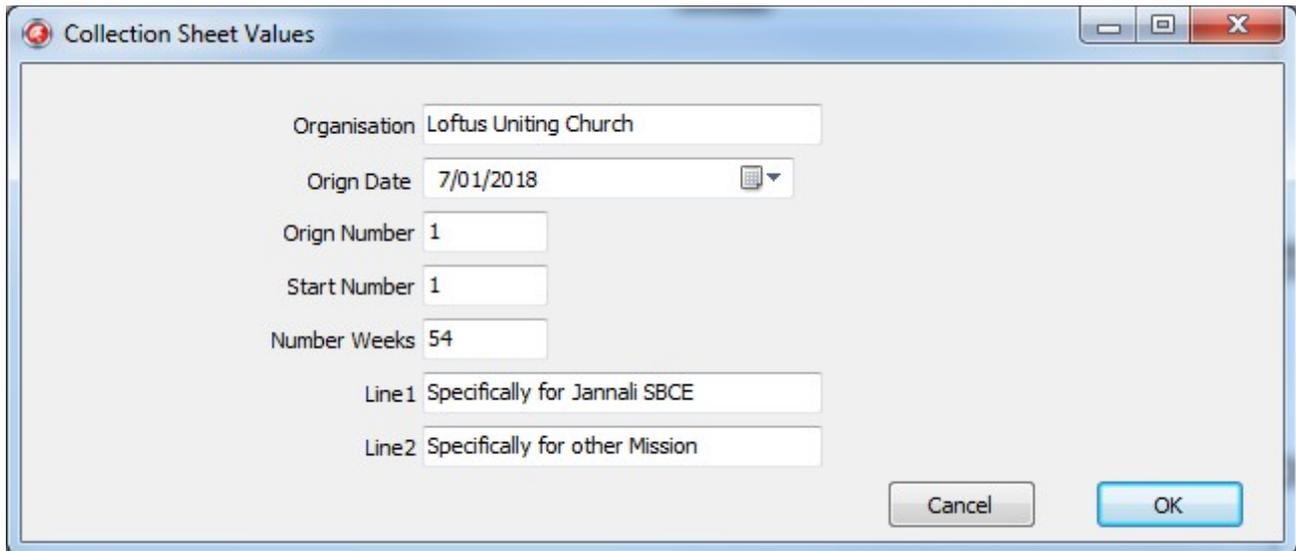
The screenshot shows a Windows application window titled "Collections alphasoft1.com.au". The menu bar includes "File", "Edit", "Print", and "CSV ...". The main content area displays a collection sheet for "Loftus Uniting Church".

7 January 2018	Collection 01
Number in attendance	Cheques
	\$50 notes
Specifically for Jannali SBCE	\$20 notes
Specifically for other Mission	Other

	TOTAL

Checked by	Minus Direct Payments

Select **|Edit|** to specify your information.



Collection Sheet Values

Organisation Loftus Uniting Church

Orign Date 7/01/2018

Orign Number 1

Start Number 1

Number Weeks 54

Line1 Specifically for Jannali SBCE

Line2 Specifically for other Mission

Cancel OK

Organisation is the sheet title.

Origin Date is the first (Sunday) of the period of interest (year).

Origin Number is the number of the origin week (usually 1).

Start Number is the number to appear on the first sheet printed.

Number Weeks is the number of weeks to print collection sheets for.

Select **|Print|** to select a printer and print out the generated sheets. You will get 3 of the standard sheets per A4 page. You could just print the first 3 weeks (1 page) to see if you like it.

Select **|CSV ...|** to write a file of data and week number values that can be used by a word processor to 'mail merge' custom sheets. CSV stands for comma separated values. This simple text format can be imported into almost any spread sheet or data base.

Collections is available from alphasoft1.com.au the home of '**Really Simple Accounts**'.