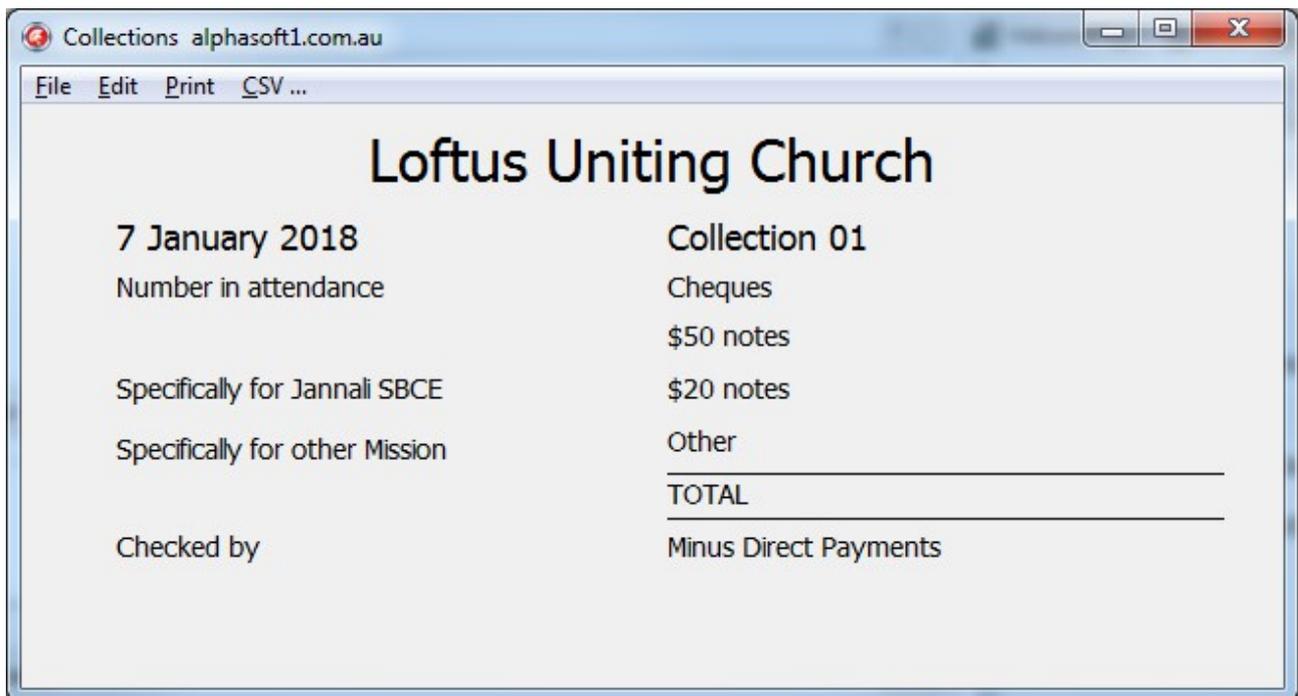# Collection Sheet Maker

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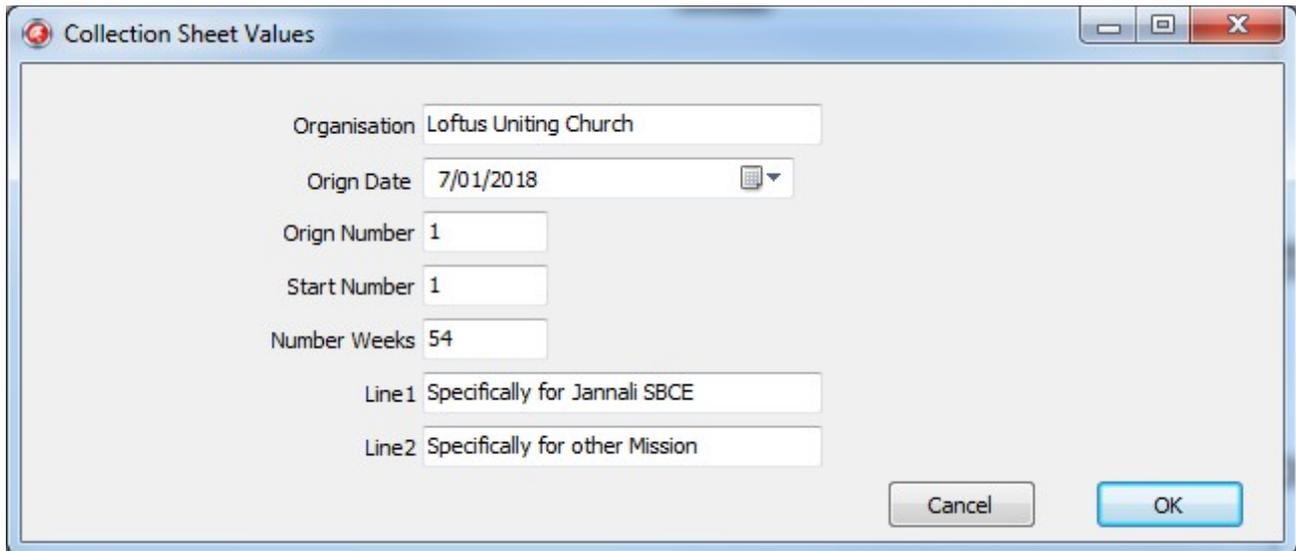
Select |**Edit**| to specify your information.

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**'.