

**Congregation**  
**of the Sisters of St. John the Baptist**

**PROGRAM MANUAL**  
**DOMUS ECONOMATO**



**Generalate**

**Circonvallazione Cornelia, 65 – 00165 ROME**

## ACCESS TO THE PROGRAM

1. **Use the web browser of your choice**, such as Google Chrome, Mozilla Firefox, Microsoft Edge, Internet Explorer, or Safari.
2. **Enter the assigned domain's** address in your browser's address bar.
3. **Domain administration:** Connected to all the realities of the Baptist world. Enter <https://administration.cssjb.org> to access the Domus Program, see the tutorials and the list of Congregation Areas. You can only work on the areas of your Province or Delegation.
4. **Separate domains for the sections of the Congregation:** Each Province or Delegation will have a different Domus Economato with access to single or dual languages.

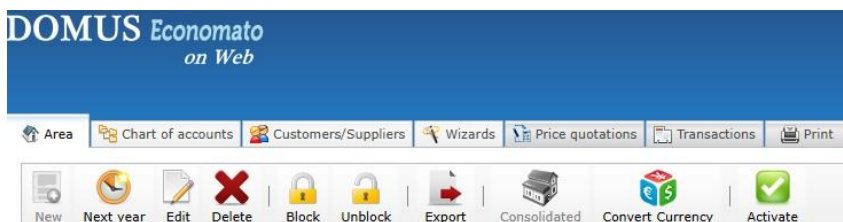
*For example, for India, use <https://indianprovince.cssjb.org>. The available languages are English for India and Italian for Italy.*



## SIGN-IN AND CUSTOMIZATION PROCESS

1. **Select Language:** Within your domain, you can select your preferred language via the "Select Language" option.
2. **Login with credentials:** Use the login and password provided.
3. **Changing your password:** The first tutorial explains how to change your password when you log in for the first time. Click on the yellow padlock in the top right corner and enter your new password twice. It is recommended that the default password be changed, as it is automatically generated and difficult to remember.

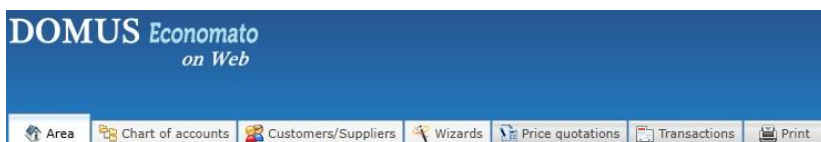
## UNDERSTANDING THE PROGRAM TOOLS



1. **Login window:** At the top right appears "You entered as" followed by the user's name.
2. **Logout:** Next to the name, in parentheses, is "(Logout)" to exit.
3. **Active Area:** To activate an area, double-click on the desired area or highlight it and click on "Activate". Once activated, the name of the area and the year 2024 will appear in the top-right window
4. **Advance year:** Symbolized by a clock, it indicates the passage to the next year. With this function, we can create a new accounting year linked to the previous one, concluded.

5. **Edit:** Represented by an icon with a paper and pencil, it is an important tool that is used to make changes to the recordings.
6. **Delete:** Represented by a red cross, it is used to eliminate any errors logged.
7. **Lock and Unlock:** Two yellow padlocks allow you to lock or unlock your recordings. Once the balance sheet is delivered, it is recommended to lock the area with a red padlock to prevent further registrations.
8. **Convert Currency:** *Function reserved for the General Bursar.*

## MENU BAR and SUBMENU



1. In the top bar of the screen, the macro menus are shown  
**Areas, Chart of Accounts, Customers/Suppliers, Wizards, Quotes, Transactions, Printouts**
2. In the bottom bar, the available functions are displayed, i.e. the commands to be executed. When you activate the area to work on, the icons in the bottom bar will color, indicating the available options.

## CHART OF ACCOUNTS

1. Before you start recording in the program, it is essential to customize the chart of accounts. Even if the default chart of accounts cannot be modified or eliminated, on the Domus Economato each local Bursar can create its own sub-accounts, relating to its own reality, without the other parts of the Congregation seeing, with the exception of its own

Bursar or Provincial/Delegation which sees all the communities belonging to its Province/Delegation and therefore also the changes to the chart of accounts.

2. The chart of accounts can be expanded by clicking (on the open box) Expand or collapse by clicking (on the closed box) Collapse, as needed.

## RECORDINGS > MAIN MENU OF THE PROGRAM

### OPENING OF THE BALANCE SHEET

**New transaction**

Save Cancel Single Multiple

Progress 1 Transaction date 1/1/2024

Description Opening Balances

Credit transactions		
Description	Account	Amount
01.02.01 Cash 1		2,000.00
01.01.01 Bank 1		3,000.00
Total		5,000.00

Debit transactions		
Description	Account	Amount
02.99.01 Opening balance		5,000.00
Total		5,000.00

1. January 1st is dedicated exclusively to the opening of balance sheet accounts to record the initial balance, a fundamental operation to be able to make expenses. The opening of the balance sheet can be carried out through single operations or through a single multiple operation.
2. In the description enter the Opening movements for the year... In the transaction: enter the items such as Cash and Bank in the debit and close the game with "Balance sheet opening" in the credit. It is important to note that the wording "Opening of the balance sheet" should only be used for the opening of balance sheet accounts.

# REGISTRATION INSTRUCTIONS

The screenshot displays a financial software interface. At the top, there is a menu bar with options: Area, Chart of accounts, Customers/Suppliers, Wizards, Price quotations, Transactions, and Print. Below the menu bar is a toolbar with icons for New, Edit, Delete, Wizard, Rearrange, Salary, Pay, and Take opening balance. The main window is divided into two sections. On the left is a 'Filter' panel with various search criteria: Description (text field), Date inserted (From and to date pickers), Amount (text field), Foreign currency (text field), Type (All dropdown), N° doc. (text field), N° prot. (text field), Payment status (All dropdown), and Document date (From and to date pickers). At the bottom of the filter panel are 'Filter' and 'Reset' buttons. On the right is a table with columns: January, February, March, April, May, June, July, August, September, October, November, December, and Search. Below these columns is a table header with 'Prog.', 'Date', 'Type', 'N° doc.', 'Description', 'Credit', and 'Debit'. The table body is currently empty.

1. **Select the Month:**
  - Start by choosing the reference month for registration.
2. **Choose the Recording Type:**
  - Available options:
    - **Single**
    - **Multiple**
    - **Customer/Supplier**
3. **Fill in the Required Information:**

Enter the following details:

## COSTS/EXPENSES

New transaction

Save Cancel Single Multiple

Progress 1 Transaction date 11/1/2024

Description purchase rice

Data of transactions

Credit account 04.01.01 Food Debit account 01.02.01 Cash 1

Amount 200.00

- **Date:** Specifies the date of posting in Operation Date.
- **Description:** Provide a detailed description of the transaction.
- **Debit/Credit Account:** Indicates whether the registration is for the Debit or Credit account.
- In the **Debit** account, I select the appropriate income statement, such as "Groceries". To find the right bill, just type a part of the word, such as "foo", to make "food" appear.
- Credit: Enter the asset line item used for the payment, such as Cash or Bank.
- **Value:** Enter the amount paid.
- **Foreign currency:** if I paid for the food in Dollars (by check or transfer in \$) I will enter the amount in \$, in foreign currency and the amount in local currency in Amount.
- **Save** the recording

## RECEIPTS/REVENUES

New transaction

Save Cancel Single Multiple

Progress 1 Transaction date 11/1/2024

Description Sisters pensions

Data of transactions

Credit account 01.02.01 Cash 1 Debit account 03.07.02 Sisters pensions

Amount 1,000.00

- **Date:** Enter the date of registration.
- **Description:** Please provide a detailed description of the transaction e.g. Contribution from...
- **Debit:** Choose "cash" or "Bank", i.e. the asset item used.
- **Credit:** Find the right account by typing part of the name, such as "contr" for "contribution", i.e. the appropriate income statement entry.
- **Amount:** Enter the amount received.
- **Foreign currency:** if I receive the Contribution in Dollars (on the account in \$) I will enter the amount in \$, in Foreign Currency, and the amount in local currency in Amount.
- **Save:** Save the recording.



## NEW – EDIT – DELETE – WIZARD – REORDER

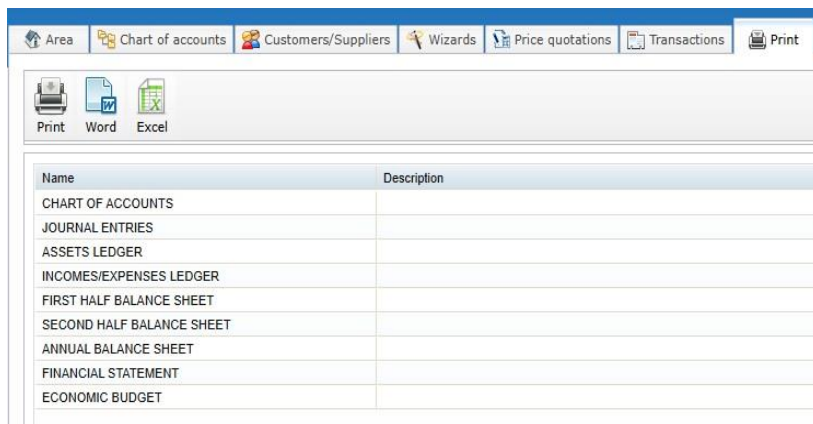


1. **New:** The operation can be a single or multiple operation. An example of a multiple operation is the opening of the balance sheet. For example, if the Province receives contributions from different Communities, a single multiple operation is recorded: in the "Debit" column you enter Bank/Cash with the total amount received, while in the "Credit" column you list the individual Communities that sent the contributions, specifying the amount received by each. The total in the "Credit" column must correspond to the amount indicated in "Debit"; otherwise, an imbalance is generated, and the operation cannot be saved.
2. **Edit:** To edit a row that has already been entered into the system, first select it by clicking on it to highlight it. Once highlighted, click the "Edit" button. This will allow you to access the fields in your registration to make necessary changes, such as updating data, correcting any errors, or entering new information. After making your changes, make sure to save your changes.
3. **Delete:** Follow the same process to delete a recording, i.e. first select it and then click Delete.
4. **Wizard:** It is a step-by-step guide that helps the user. The wizard simplifies the operations by presenting the information in a series of neat steps. For now, there is only the icon on our program. Later we can add some wizards.
5. **Reorder:** The program allows you to insert previously forgotten recordings. The recording

counter always marks the number 1 at each recording. When you click on the "Reorder" icon, the program organizes the recordings by date, correctly entering the late ones. The bar below the list of months shows information such as the progressive registration number, the date, the type of operation (Single or Multiple), the document number (such as the invoice number), the description of the operation, the Debit and Credit amount in local currency and Debit and Credit in foreign currency

- **Compensation:** to manage the monthly salaries of our employees. Before using this function, the employee master data must be created from the "Customers/Suppliers" menu. Once the pay is created, later, use the "Pay" button to pay the created pay.
- **Pay:** it is closely linked to the "Pay" menu, as explained in the previous point.
- **Carryback balances:** function to be used only at the beginning of the year, to automatically report the final balances of the previous year's balance sheet.

## PRINTS



The program allows us to print:

1. **CHART OF ACCOUNTS**, which it is advisable to keep at hand during registrations
2. The **OPERATIONS LIST**, i.e. the list of all the transactions
3. The **ASSET MASTER** allows you to monitor the items of the balance sheet accounts, so it allows you to compare the transactions with the account statement, for example for January, proceeding as follows:
  - Select "Asset Leader".
  - On the right, uncheck "foreign currency."
  - Set the dates from 01/01/2024 to 31/01/2024.
  - In the list of accounts, add the account you want to verify and click on "add and close".
  - Click on "print" to view the transactions to be compared with the bank statement.
  - The Bank Master shows the name of the Workspace at the top left and the selected date on the right, the row below, the name of the Bank, and the account number. On the right we

find the opening balance as of January 1st, the balance of the previous period (previous month). Each row shows the progressive number of transactions, the date, the description of the operation, the debit and credit amounts, and the partial balance. At the bottom, the total income and expenses of the month are indicated, together with the final balance, which must correspond to the bank balance of the month.

- The entries made on the Program must correspond item by item to the bank's statement.
  - The items used are appropriate and relevant to the expenses incurred or receipts received.
4. **The ECONOMIC MASTER** allows you to monitor the items in the income statement. For example, to check if all records related to the purchase of groceries, employee salaries, etc. have been carried out in one month, the same procedure used for the asset ledger can be followed. This results in a printout of the economic master specific to that item, in the selected period.
5. **THE BUDGET** is divided into four main sections:
- **BUDGET OF THE 1ST**
  - **BUDGET OF THE 2ND**
  - **ANNUAL**
  - **FINAL BALANCE SHEET**

In the financial statements of the 1st and 2nd semesters, as well as in the annual financial statements, the items of revenues and expenses of the income statement are reported

on the left, followed by the columns relating to the individual months and the total revenues and costs.

The **FINAL BALANCE** sheet represents an overall summary and includes:

1. **The income statement**, an accounting document that summarizes the items of **costs and revenues** incurred by the company or community, during a given period, usually the fiscal year. This balance sheet is used to highlight the economic result of the activity carried out, showing whether the company or community has generated
  - a **profit** (when revenues exceed costs)
  - a **loss** (when costs exceed revenues).

The objective of the income statement is therefore to represent the economic performance of the Company or Community in a synthetic way

2. **The balance sheet**, on the other hand, is another accounting document that provides a snapshot of the **financial situation** of the company or community, at a specific date, generally at the end of the year. It breaks down the information into two main sections:
  - The asset that represents what the company owns, such as bank accounts, cash, accounts receivable, and other assets.
  - The liabilities, on the other hand, reflect what the company owes, such as payables to suppliers, bank loans or other liabilities.

The balance sheet is used to understand how financially sound a company is. It shows available resources and financial obligations, helping to see if the company has the ability to pay its debts.

## ECONOMIC QUOTE

The **economic estimate** in accounting is an advanced estimate of the costs and revenues of a company, for a given future period. It is a tool used to plan finances and allow the community to carry out a predetermined project, to be prepared for unforeseen events, avoiding spending too much or finding itself in economic difficulty.