

Church BookKeeper 3.1 Frequently Asked Questions

Can I install 'Church BookKeeper' on more than one computer?

In order to comply with our licensing agreement, you would need to purchase a copy for each computer that you install in on.

A word of caution it would be very easy to accidentally overwrite contributions by sharing the responsibility of entering data on several computers. In order to keep each computer 'in sync' with one another, you would need to back up the database and restore it on the other computers. This is a very easy process in the software, but it is designed more for making backup copies of the data for safekeeping, to guard against data loss. If you enter contributions on more than one computer then you may accidentally forget to get the latest database copy first and then you will have some contributions on one computer and other contributions recorded on another.

It would be best if you could designate only one computer as the one you enter all the contributions into (for example, one of the church computers). Then if you need to generate reports on your home or other church computer or print Contribution Statements (anything that doesn't modify the data), you can simply backup from the church computer and restore to the other computers anytime you need to get the latest info without worrying about losing anything.

Is there a limit to the number of entries?

No, there is no limit to the number of contributors or contributions that you can enter (other than the 5 GB database size limit --- many years of contributions can be entered before this limitation would require purging old data).

Is there an annual fee I must pay?

No, there is only the purchase price of the software.

Do I have to pay for updates?

'Patches', which include bug fixes and minor new features are free and can

be downloaded from the Support page of our web site at www.MudPieCreations.com

'Major Releases' of the software, which contain new features and functionality, are sold at our regular low price.

How do I do 'regular' bookkeeping?

The 'Church BookKeeper' application is not a replacement for a general bookkeeping application, such as QuickBooks or Quicken. 'Church BookKeeper' is designed to help non-profit organizations with the bookkeeping tasks that are specific to non-profit orgs ... like: automating the process of preparing contribution statements for contributors at the end of each year (for tax purposes) and keeping track of pledges such as building funds.

Most of our customers use the 'Church BookKeeper' software to allow someone to record the church's contributions who's only task is to keep up with the contributions. This person is usually a volunteer and is often not part of the church's office staff. This allows the church secretary to perform the regular day-to-day accounting tasks (preparing purchase orders, paying invoices, doing payroll-related activities, etc) while the 'contributions secretary' with the help of 'Church BookKeeper' takes on the task of recording the contributions and generating statements and reports.

How do I move my data from an older computer, which has 'BookKeeper 2007' installed, to a new computer, which has 'Church BookKeeper 3.1' installed?

What you need to do is an 'Import' of the BookKeeper 2007 data. The first step is to copy all of the .mdb files from your **old** computer to somewhere on your **new** computer.

Here are the steps to do this:

- 1) On the **old** computer, right-click on the 'BookKeeper' shortcut and choose 'Properties' from the popup menu

2) Press the "Find Target" button on the BookKeeper Properties screen, which will open a window to the BookKeeper location. (Note: This button will be called "Open File Location" on Windows Vista)

3) Copy all of the .mdb files found in this directory (BookKeeper.mdb, Empty.mdb, 2006.mdb, 2007.mdb, 2008.mdb, etc...) to a USB flash drive or other media that has enough capacity to hold the files. Note: You will have a 20___.mdb file for each year that you have used BookKeeper

4) On the **new** computer create a new folder (on the desktop, on c:\, or anywhere you can remember where you have put them)

5) Copy all of the .mdb files from your USB flash drive to this directory.

Now you are ready to do the import. If you run Church BookKeeper 3.1 (on the **new** computer) you will see a blue link in the bottom left corner that says 'Getting Started'. Click on this link. The question at the top of the help file that will display asks if you already have BookKeeper 2007. Under the 'Yes' response there is a link that says 'Import your BookKeeper 2007 data'.

Clicking this link will show you detailed steps about importing your data. These instructions assume that you have the older version of BookKeeper installed on the same machine. You'll just need to press the 'Browse' button on the import program to navigate to where you copied the .mdb files (from step 4 above).