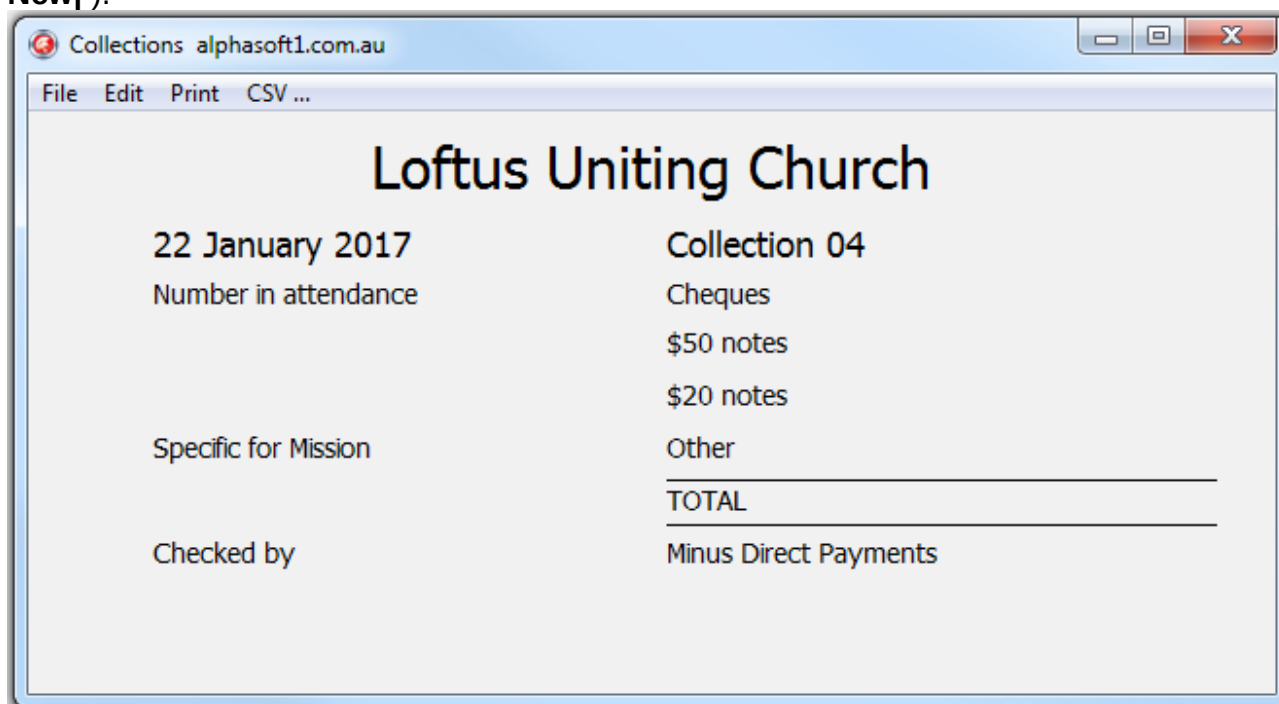


# Collection Sheet Maker

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

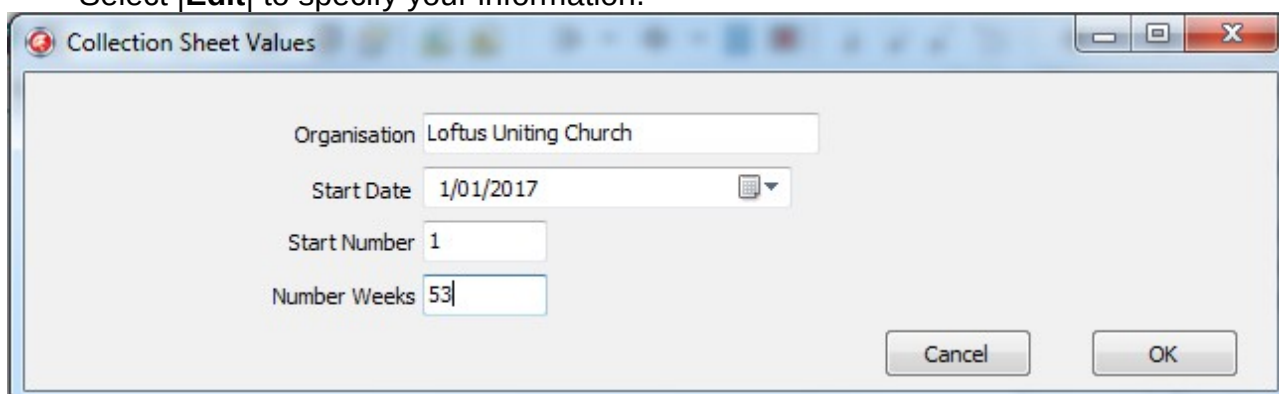
Install and run **Collections.exe**. On the main menu select 'File' then 'New' ( **[File New]** ).



The screenshot shows the main window of the 'Collections' application. The title bar reads 'Collections alphasoft1.com.au'. The menu bar includes 'File', 'Edit', 'Print', and 'CSV ...'. The main content area displays the following information:

<h2>Loftus Uniting Church</h2>	
22 January 2017	Collection 04
Number in attendance	Cheques
	\$50 notes
	\$20 notes
Specific for Mission	Other
	_____
	TOTAL
	_____
Checked by	Minus Direct Payments

Select **[Edit]** to specify your information.



The screenshot shows the 'Collection Sheet Values' dialog box. It contains the following fields and controls:

- Organisation: Loftus Uniting Church
- Start Date: 1/01/2017 (with a calendar icon)
- Start Number: 1
- Number Weeks: 53
- Buttons: Cancel and OK

**Organisation** is the sheet title.

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

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

**Number Weeks** is the number of weeks to print a collection sheet 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](http://alphasoft1.com.au) the home of '**Really Simple Accounts**'.