



NATIONAL CENTER FOR CHARITABLE STATISTICS

A program of the Center on Nonprofits and Philanthropy at the Urban Institute

The NCCS State Charity Office Database System

- Uses Microsoft SQL Server and Microsoft Access
- Used by Massachusetts and Illinois state charity offices
- Customized to meet state needs

The National Center for Charitable Statistics (NCCS)

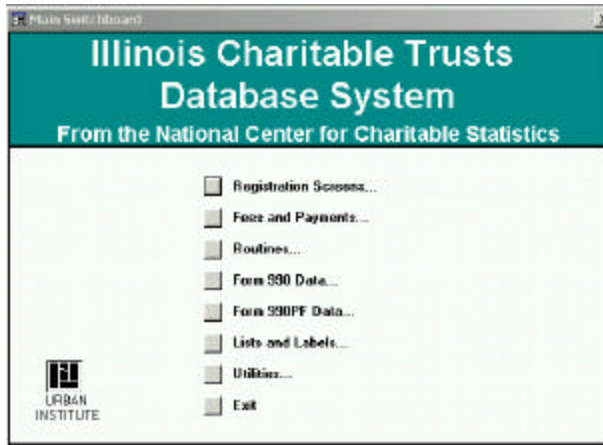
NCCS – the national clearinghouse for data on the nonprofit sector and a part of the nonprofit **Urban Institute** – has worked closely with the IRS and state charity officials for more than 2 decades to improve data on the nonprofit sector. We are a repository of IRS Form 990 data and a leader in the development of electronic filing for nonprofit organizations.

<http://nccs.urban.org>

<http://efile.form990.org>

(Our free e-filing service for nonprofits)

The Main Menu



Key Features

- Menu-driven
- Customizable
- Standard Microsoft Access front-end
- Microsoft SQL Server or Access back-end

Security for use in a multi-user environment



Easily Find the Charity or Charities You Want

The screenshot shows the 'Criteria Form' window. The title bar reads 'Criteria Form'. The main area has a blue header with the text 'Enter criteria for organizations to be included' and a sub-header 'To select all organizations, leave fields blank'. The form is divided into three sections: 'Organization Criteria', 'Registration Criteria', and 'IRS Form 990 Criteria'. The 'Organization Criteria' section includes fields for 'Reg number', 'EIN (Fed ID)', 'Name (Sort field)', 'Address', 'City', 'State', 'Zip code', and 'County'. The 'Registration Criteria' section includes dropdown menus for 'Type', 'Entity', and 'Status', and date fields for 'Registration date between' and 'Report due date between'. The 'IRS Form 990 Criteria' section includes checkboxes for 'Non-filers', 'Form 990 filers', and 'Form 990-PF filers', a dropdown for 'Approximate year of IRS Form 990 financial data' (set to 1997), and a field for 'Expenses range'. At the bottom, there are buttons for 'Open Form/Report', 'List Organizations', 'Mail Merge Table', 'Advanced Criteria', 'Modify Report Title/Footnote', 'Clear', and 'Cancel'.

The Main Organization Screen

Link to other screens

Organization Entry Form
Charitable Organizations

Regit. num. 04027754 Reg. date 7/10/1995
 Assoc. num. 0
 Organization: **Child Services Organization**

Address 1:
 Address 2: 1018 W. ARNOLD
 Address 3:
 City, ST, zip: CHICAGO IL 60640
 County: List Counties: CO
 Phone: Email: Website:
 Fax:

Type: Correspondence Record Add
 Entry: 004 CORRESPONDENCE RECORD Add
 Status: 051 CORRES: POTENTIAL CHARITY Add
 Fiscal year ends: File loc: Last updated: 2/2/2005 11:47:07 AM

Litigation/ Investigation Associated Organizations Incomplete Report Missing Registration We Understand

Actions New Edit Print
 Fiscal Pd Status date Status Add/Edit Status Codes
 10/12/2001 0002 GRANT THIS DATE EX M T L Delete

Fees New Edit Print
 Fiscal Pd Fee # Type Add/Edit Type Codes Amount
 12/31/20 37946 01 CO REGISTRATION FEE 115 Delete

Payments New Edit Print
 Payment # Check # Date rec'd Check date Total amount
 2/2/2005 Delete

Payment # was applied to the following fee(s):
 Fee # Fiscal Pd Type Bal. due This part
 FEIN: 0

IRS Form 990 Data for Fiscal Year: FEIN: 0
 IRS Name: IRS DATA NOT AVAILABLE

Gross Receipts Total Expenses
 Total Revenue Fundraising Expenses
 Total Assets Net Income

Next Record Previous Record Find Record Add Record Edit Record Save Edits View Edits Org Profile 990 Report Exit Form

Record: 14 of 385

Track Edits to Main Organizational Record

Edits On this screen, enter your name and information about the edit you are planning to make. Then close this screen and make the edit directly on the Organization Entry Form. Close

Date of edit: 2/2/2005 11:44:31 AM
 Name of person making edit: son
 Reg. number of edited organization: 04027754
 Field(s) being edited: none
 Reason for edit: Dig. cert. email saying it changed name

Record: 14 of 385

The Fees Screen

Fiscal Yr	Fee #	Fee type	Amount due	Amount paid	Balance due	PF Reg #	Contact #
12/2000	37845	PPR LATE ANNUAL REPORT FILING	\$200.00	\$0.00	\$200.00		Delete
12/31	37846	CO REGISTRATION FEE	\$15.00	\$0.00	\$15.00		Delete

Totals: \$215.00 \$0.00 \$215.00

All "Child" Screens (Fees, Payments, Actions, etc.)

- Use similar user interface
- Maintain complete history of activities and transactions
- Allow for an unlimited number of "child" records

The Actions/Org. History Screen

Fiscal Yr	Status	Add/Edit Status Codes	Status date
	0020	FIRST REQUEST RE CHARITABLE ORG REGISTRATION	10/1/1996
	0063	REQUEST INFO FROM SEC. STATE TODAY	10/27/1996
	0023	LETTER RETURNED UNCLAIMED TODAY	10/27/1996
	0041	RECEIVED INFO FROM SEC. STATE THIS DATE	12/30/1996
	0079	ORD REQUEST FOR REGISTRATION TO OFFICERS THIS DAY	12/30/1996
	0093	MEMO TO CHICAGO THIS DATE	4/17/1997
	0002	GRANT THIS DATE EXEMPTION RE BINGO (REASON-FRAT. ORG)	10/12/2001

Records: 7 of 7

The Payments Screen

Payments

Payment

Payment #	Check #	Date received	Check date	Total amount	Date entered	Time entered	Clerk
33911	133	2/2/2005	1/20/2005	\$200.00	2/2/2005	11:55:17 AM	tom

Fees Paid

You are currently entering fees paid for: Child Services Organization
 To switch to another organization, enter the Registration Number and click "Select Org": 04027754

Fee #	Type	Fiscal Pd	Total due	This payment	Total paid	Balance due
Organization: 04027754 Child Services Organization						
39845	08 PFR LATE ANNUAL REPORT FILING	12/2000	\$200.00	\$200.00	\$200.00	\$0.00
Organization: 04027754 Child Services Organization						
39846	01 CD REGISTRATION FEE	12/2001	\$15.00	\$15.00	\$0.00	\$15.00
Organization:						
						#Error

Record: 1 of 1

Investigations & Litigation Screen

Programs

Investigations and Litigations

Reg nbr: 04027754 Entity type: 004 CORRESPONDENCE RECORD

Organization: Child Services Organization

Investigations and Litigations

Date opened	Who loc	Date closed	Status	Add/Edit Status Codes
1/7/2004	AA		001 INVESTIGATION OPENED THIS DAY (SPPLD)	Delete
3/1/2004	B		015 ASSIGNED TO WHO ON -DTE CLOSED* (DHGO)	Delete
4/1/2004	C		064 INVESTIGATION REPORT	Delete
5/1/2004	B		010 INVESTIGATION CLOSED THIS DAY (CHGO)	Delete
				Delete

Record: 1 of 1

Record: 1 of 1 (Filtered)

Associated Organizations Screen

The screenshot shows a web-based application window titled "Associated Organizations". At the top, there are three buttons: "Save", "Print Report", and "Close Form". Below the buttons, there are input fields for "Reg nbr" (04027754), "Entity type" (004), and "CORRESPONDENCE RECORD". The "Organization" field is populated with "Child Services Organization".

The main section is titled "Associated Organizations" and contains a table with the following columns: "Assoc. number", "Organization name", and "Search for Organization". The table has one row with the following data:

Assoc. number	Organization name	Search for Organization
20002637	CHILDREN'S THEATER OF DEERFIELD	Delete

Below the table, there are two rows of empty input fields, each with a "Delete" button to its right. At the bottom of the window, there are two record navigation bars. The first shows "Record: 1 of 1" and the second shows "Record: 1 of 1 (Filtered)".

Easily Create Mailing Labels

The screenshot shows a web-based application window titled "Lists and Labels". The main heading is "Illinois Charitable Trusts Database System" with the subtitle "From the National Center for Charitable Statistics".

The interface features a list of options with checkboxes:

- Address List
- Avey 5160 Mailing Labels - Alphabetical
- Avey 5160 Mailing Labels - By Zip Code
- Avey 5161 Mailing Labels - Alphabetical
- Avey 5161 Mailing Labels - By Zip Code
- Back to Main Menu

At the bottom left, there is a logo for "URBAN INSTITUTE".

Easily Mail Merge Letters or Notices

The screenshot shows a Microsoft Access window titled 'MailMerge - Select Query'. It displays a table with three columns: 'ein', 'orgname', and 'address'. The data includes organizations like 'CHILDRENS COMMUNITY THEATRE' and 'CHILDRENS HOME ASSOCIATION OF ILL.'. A pop-up window titled 'About the Mail Merge Table' is overlaid on the table. The pop-up has a red header and contains the following text:

About the Mail Merge Table [Close]

Where It's Saved
 This table is saved as a Microsoft Access query named "MailMerge." You can link the MailMerge query as the source of any Microsoft Word mailmerge document. When you perform the mailmerge in Microsoft Word, the current version of the MailMerge query will be used.

Linking to a Microsoft Word Mail Merge Document
 Follow these easy steps to link the MailMerge table to a Microsoft Word mailmerge document:
 1) Minimize the database window and click on the "Queries" tab.
 2) Highlight the query named "MailMerge" by left clicking on it once.
 3) Click on the blue "M" on the menu bar at the top of the screen.
 4) Select your mail merge option and follow instructions given.

Automatically Updating Organization Histories
 Click the button below if you would like to update the history of all organizations in the mail merge table at once.

[Add to History]

Summarize & Analyze 990 Data

The screenshot shows a window titled 'Form 990 Data'. The main content area has a teal header with the text 'Illinois Charitable Trusts Database System' and 'From the National Center for Charitable Statistics'. Below the header is a list of menu options, each with a small square icon to its left:

- State Overviews...
- Organization Level Data (Editable)
- Organization Financial Report
- Summary Statistics
- Audit Tests
- Back to Main Menu

In the bottom left corner, there is a logo for 'URBAN INSTITUTE'.

Flexible Tools for Identifying Problem Returns

Audit Tests

This module allows you to create an Audit Test table of Form 990 fields and mathematical functions you define using Form 990 fields. Follow the steps below to (1) create functions based on Form 990 fields, and (2) select functions and Form 990 fields that you would like to include in your table.

Step 1. Create Audit Test Functions Create as many mathematical functions based on Form 990 fields. [Create/Edit test functions](#)

Step 2. Select Audit Test Functions Select up to 12 test functions to include in the Audit Test table. [View list of test functions](#)

1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 3. Select Form 990 Fields Select Form 990 fields to include in the Audit Test table. [View list of Form 990 fields](#)

Step 4. Define Criteria Using up to 4 fields, create a "where" statement to select those organizations you want to include in the Audit Test table.

Select field: Select criteria: Enter value:

Where: and and and

Select field: Select criteria: Enter value:

and and and

[Create Audit Test Table](#) [Cancel](#)

Create Your Own Custom Audit Tests

Define Audit Test Functions

This screen allows you to create and edit mathematical functions based on Form 990 fields that can then be used to perform Audit Tests on organizations in the database. Click the "Add New Function" button to add a new function, or use the "View Next" and "View Previous" buttons to find an existing function and then edit it. To view an example, click here. [Example](#)

Function Number:

Step 1. Name your function
You will need to enter a name for the name when you choose to display them in your table.
IMPORTANT NOTE: If you use multiple words in your function name, you must use the underscore symbol in place of spaces. Example: Divid_Compensation
Function name:

Step 2. Define your function
Enter the Form 990 fields and symbols listed below to create your function. You can also use numbers in your expression.
Function:

Step 3 (Optional): Define range for function
Set an upper and lower bound for your function. Organizations will be flagged if they do not fall within the range.
Lower bound: Upper bound:

[Add New Function](#) [View Next](#) [View Previous](#) [Delete Functions](#) [Save Functions](#) [Close Form](#)

Form 990 fields and symbols that can be used to build Audit Test functions (double-click to select)

cash	cash	Form 990 Line
CONTR	Total Contributions	14
PROFIT	Program Service Revenue	2
DUES	Dues and Dues-Related	3
INVEST	Total Investment Income	4 + 5 + 7
REVENUE	Revolving Expenses	18

Show Results from the Audit Test

EXPENSE	CITY	STAT	ZIP	Funding_Percent	Funding_Percent_F
UNITED WAY OF FLOSSMOOR - OLIVIA PHELPS	HOMERWOOD	IL	60430	0	
UNITED WAY OF FORGET PARK	FORGET PARK	IL	62120	0	
UNITED WAY OF WINFIELD WARRIENMILLS	WINFIELD	IL	62190	0	
UNITED WAY OF NORTH RIVERSIDE	NORTH RIVERS	IL	60646	0	
GRANITE CITY AMATEUR HOCKEY ASSOCIATION	GRANITE CITY	IL	62030	0	
GRANITE CITY AMATEUR HOCKEY ASSOCIATION	GRANITE CITY	IL	62030	0	
UNITED WAY OF NORTHBROOK	NORTHBROOK	IL	60065	0	
UNITED WAY OF NORTHBROOK	NORTHBROOK	IL	60065	0	
HOOVED ANIMAL HUMANE SOCIETY	WOODSTOCK	IL	60098	0.2736875172095	Flag
DES PLAINES VALLEY COUNCIL 147 BOY SCOUTS OF AMERICA	LA GRANGE	IL	60525	0	
NATIONAL COUNCIL OF JEWISH WOMEN - NORTH SHORE BE WILMETTE	IL	60091		0	
MIDWEST SOCIETY OF PERIODONTOLOGY	CHICAGO	IL	60602	0	

Simple Tools for Handling Routine Tasks

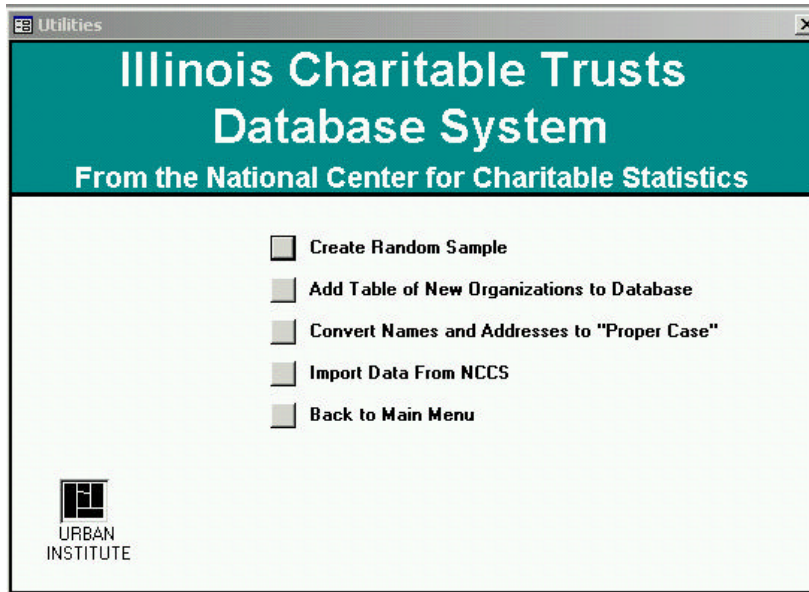
The "Routines Menu"

Every Two Weeks...

- Weekly...
- Every Two Weeks...
- 15th of Each Month...
- End of Month...
- Back to Main Menu...

- CTL2 - First 20 Letter
- CTL3 - Second 20 Letter
- CTL18 - Third 20 Letter
- CTL5 - First We Understand Letter
- CTL6 - Second We Understand Letter
- CTL12 - Religious Exemption Letter

Utilities for Updating the System



Summary:

A Flexible Platform for E-Filing & Web-Integration

- Microsoft products are XML-ready for easy integration with IRS & NASCONet e-filing systems.
- Microsoft SQL Server widely supported by state governments & programmers easy to find
- Reports and other standard Microsoft Access features can be readily customized by authorized charity office staff with knowledge of Access.