United States Congregational Financial Officer Handbook

Addendum I – Electronic Processing

by

The Presiding Bishopric

Invite People to Christ
Christ's mission of evangelism

Abolish Poverty, End Suffering
Christ's mission of compassion

Pursue Peace on Earth
Christ's mission of justice and peacemaking

Develop Disciples to Serve
Equip individuals for Christ's mission

Experience Congregations in Mission
Equip congregations for Christ's mission

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Overview

This document is designed to provide instructions for the financial officer who is using Shelby to process contributions. This Addendum is referenced in the *United States Congregational Financial Officer Handbook,* where receipting and reporting of contributions is discussed.

There are two applications in Shelby **required** by World Church for electronic processing by a congregational financial officer. These are:

- **Membership –** names/addresses.
- **Contributions** – contribution information for both local congregations and World Church contributions.

Most individual names and addresses will be in Shelby, as provided by the recorder, when the CFO enters contribution information. However, if a name and address need to be added for contribution purposes, the CFO has the ability to accomplish this task.

The accounting systems at World Church are able to make an electronic funds transfer for all World Church purposes each week. It is necessary for the CFO to complete the processing of the weekly contributions on a timely basis. It is highly recommended that this be done electronically through Shelby. However, for those CFOs who do not have access to a computer, paper processing of weekly contributions is available. (See *Addendum II – Paper Processing*)

It is not necessary to use the Financial Modules in the Shelby System. However, because Shelby is a fully integrated software package, the data from weekly contributions can also be entered into the General Ledger using the “general ledger” feature contained in the Financials Module. This may reduce the amount of work compared to manually entering journal entries in another accounting system.

Introduction to Shelby

Shelby Systems, Inc. provides online support for data management of congregational activities: Membership Information, Contribution Activity, and Financial Reporting and Recording. These are accomplished through the following processes, described in the menu selections in Shelby. The software is licensed to the church through its supplier, Shelby Systems, Inc.

CHURCH – Maintains all people and member information through use of the following modules:

- Membership – Contains names, addresses, telephone numbers, and other demographic information related to individuals participating in the life of the congregation. It also maintains information related to specific leadership roles and sacramental life events for each person. Additional information related to this module can be found in the Recorder Handbook.
- Contributions – This module maintains all detail records related to contributions made by individuals to the congregation.
- Registrations – This module can be used for registration of individuals to retreats, reunions, and other activities where separate fees and registration lists are needed.

FINANCIAL – Maintains all official financial records of the congregation. While many modules are provided, the primary ones used by a congregation are:

- General Ledger – This module maintains the chart of accounts, operating/congregational ministries income and expense budgets, financial reports and controls the posting of transactions.
- Check Express – Checks written to pay the bills of the congregation are entered here and then posted to the General Ledger. You would also use this module to enter deposits from other income such as rent, interest, etc.
- Bank Reconciliation – Provides an easy and automated way to reconcile all deposits and withdrawals from your individual bank accounts.

Because of the integrated nature of Shelby, many individual pieces of information need only be entered once and are then available to be used repeatedly. For instance, when a person’s name and address are entered into Shelby, the congregation can use this information for mailing lists, directories, etc. In addition, Shelby is used when contributions are made, contributor statements are printed, or when reimbursing individuals for expenses paid on behalf of the church. Using Shelby in this way ensures that we have the most up-to-date information available.

The following information provides the detailed steps to be performed in Shelby. This is intended to be a supplement to the standard Shelby Help, which is available online within the system.

General Instructions for Shelby

There are several basic functions within Shelby with which you should become familiar. Please review the information in this section before you begin using the program.

This section covers:

- Access and Security
- Change Password
- Using Online Help/Documentation
- Vocabulary Terms for Navigating Electronically
- Icons/Keyboard Equivalence

Access and Security

To be granted access to Shelby you must first complete the **Shelby Access Request** form. This form is available at: https://www.formrouter.net/forms@COFC/ShelbyOnlineAccessRequest.html,

This is an on-line request form. Simply fill it out on-line and submit. You will receive an e-mail with your

1. Citrix user name and password
2. Shelby user name and password.

Also included are instructions for logging onto Citrix and Shelby. Remember, the user names and passwords are **case sensitive.**

The Community of Christ is licensed to use the church-integrated software package developed and maintained by Shelby Systems, Inc.

Open your Internet Browser and copy this link into your browser.
https://citrix2.cofchrist.org/Citrix/Remote/site/default.aspx

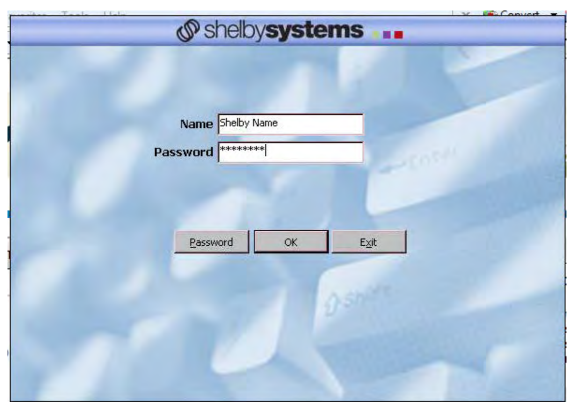
You may want to add this to your favorites.

Log in using your Citrix Login and Password. Remember they are case sensitive.

Move the arrow cursor to the Shelby icon and double click the mouse button. The **Shelby Systems** login screen will appear.

Type in your **Shelby Name** assigned by Information Technology. The Shelby Name and Shelby Password are case sensitive. Be sure to type them exactly as they appear in the e-mail you receive from IT.

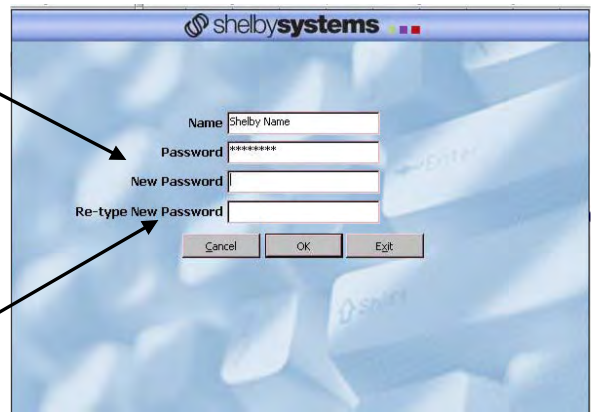
After entering your Shelby Name, type in the **Shelby Password** you have been assigned.



Note: It is very important that you keep your login name and password confidential. The information you are accessing in your database is considered confidential and should not be shared with unauthorized people. If at some later point you choose to change the Password, you may do so by using the following steps.

Changing Your Password

1. Click on the **Password** button on the login screen.



2. Type in your **New Password** in the box provided. This new password should not consist of more than ten letters or numbers.

3. Retype **New Password** exactly as above.

4. Click **OK** to create new password.

NOTE: You can only change your Shelby password. You cannot change your Citirx password.

Using Online Help/Documentation

Online Help is available for each of the Shelby Version 5 applications. Online Documentation is also available (in Adobe Acrobat PDF format) to view and/or print.

<u>How to Access Help Using F1</u>

1. Press **F1** from any screen. **Help** displays for the current topic in focus.

2. Click the **underlined** subtopic for the information desired.

3. Some screens may show contents, where you can click on the desired topic. **Index** or **Search** may also be used to identify the topic for which you may be seeking help.

<u>How to Access Help from the Menu Bar</u>

1. Select **Help** from the menu bar. (Must be on the "Contributions (Home Base) screen.)

2. Choose Table of Contents or Topic Help.

   - **Table of Contents** takes you to the **Help Contents** screen, allowing you to choose the topic of your choice.

   - **Topic Help** displays **Help** for the current topic in focus.

<u>How to Search for a Help Topic once the Help window has been opened</u>

1. Select the **Search** tab from the **Help** tool bar.

2. Follow the prompts on the screen.

How to Print Help

Help may be printed once you have accessed a help file by clicking the **Print** button located on the tool bar. Using the **Print** button only prints the **current topic**. Refer to **How to Access Online Documentation** to print an entire document.

1. Choose the **Help Topic** of your choice.
2. Select **File**, and then **Print Topic**... from the **Help** menu bar.

Or

1. Choose the **Help Topic** of your choice.
2. Click the **Print** button located on the tool bar.
3. Click **OK** to continue.

Note: If your printer cannot be configured to print with the Citrix Server, see the Appendix for printing instructions to a PDF file

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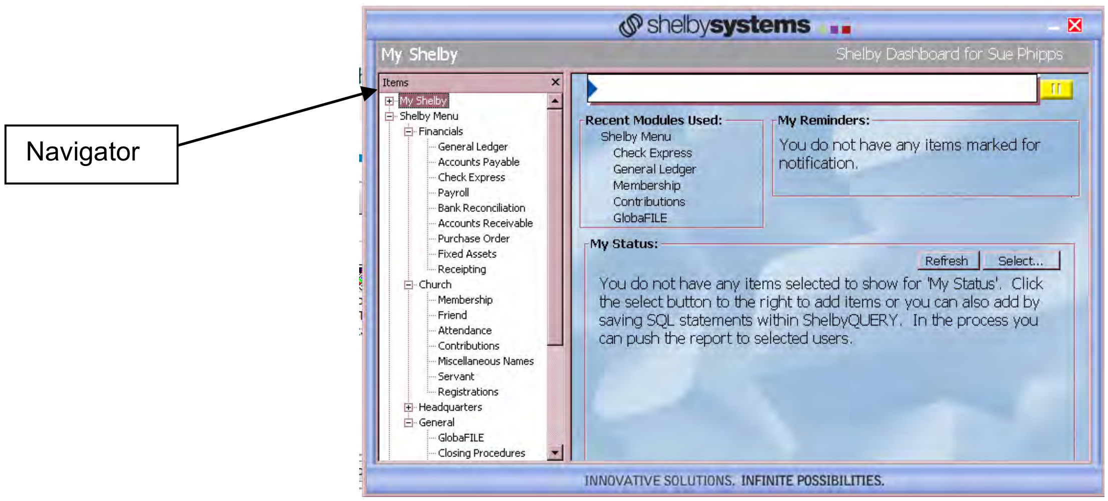
How to Exit Help

1. From the Help window, click the “X” button in the upper right corner of the screen.

Vocabulary Terms for Navigating Electronically

Ministry Information System – a term sometimes used by Community of Christ to describe the Shelby Software.

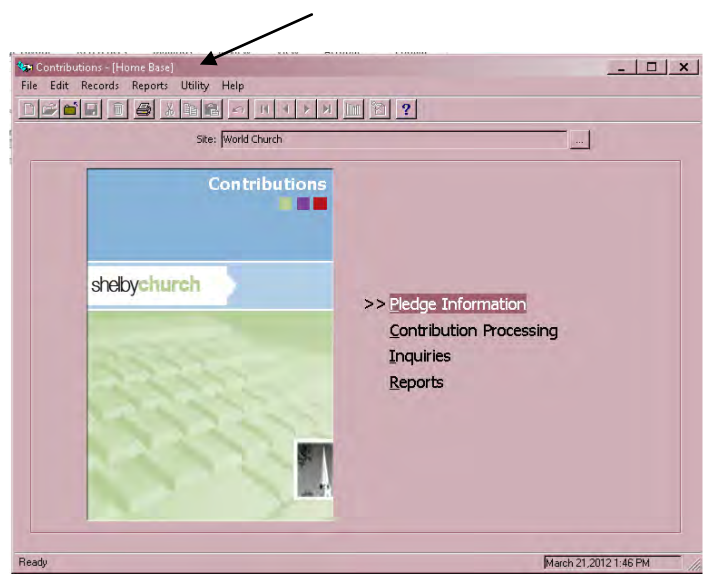
Dashboard – the following screen shows the main Shelby Systems menu.

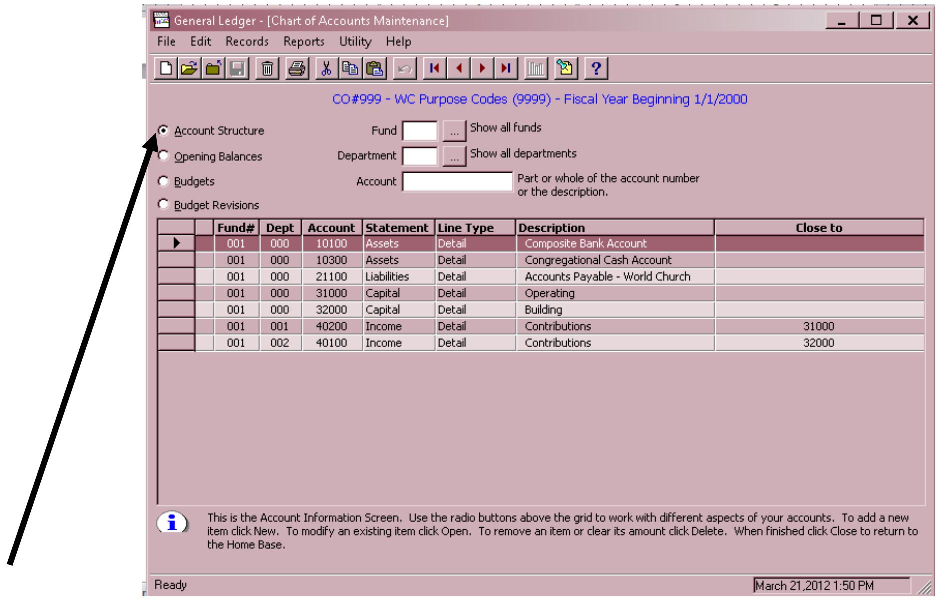


Navigator – Shows all the modules and enables you to move from one to another without closing screens. The Navigator is in Membership, GlobaFile, Accounts Payable, Accounts Receivable, and Payroll.

Items under **Church** are modules available for most local congregational uses.

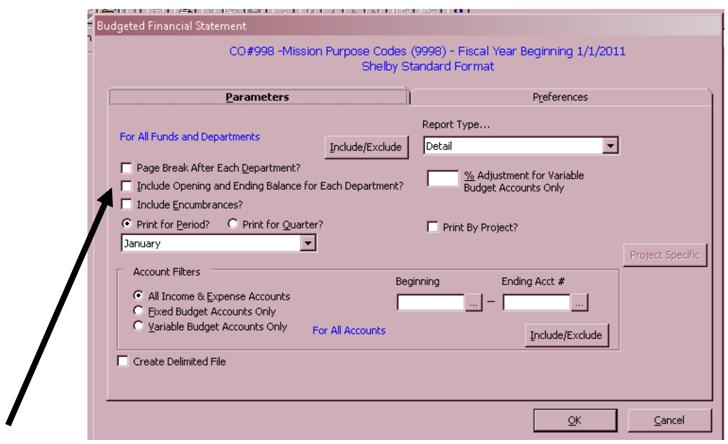
Home Base – The following is an example of the Home Base screen. Generally, the Home Base screen is the first screen when you enter a specific module. It also states it as Home Base on the title bar.





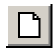
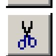
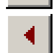
Radio Button – these are radio buttons. Clicking on one of these buttons turns the other buttons off.

Check Boxes – some screens will have white boxes that you can click to make choices from various options available to that screen. Some examples are shown below. It is possible to click more than one check box at a time.



Icons/Keyboard Equivalents

Throughout the programs you may use keyboard commands or use the mouse to perform various functions. A brief description of each is described below.

Icon	Keyboard	Meaning
	**Ctrl + [N]**	**New** is used to add a new item.
	**Ctrl + [O]**	**Open** is used to read or modify an existing item.
	**F12**	**Save and Close** is used to save changes and close the screen.
	**F3**	**Close** is normally used to close or leave a screen.
	**Ctrl + [S]**	**Save** is used to store changes.
		**Delete** is used to remove an item.
	**Alt + [R]**	**Print** is used to print a report or list.
	**Ctrl + [X]**	**Cut** is used to cut information and use it in other areas via the clipboard.
	**Ctrl + [C]**	**Copy** is used to copy information and use it in other areas via the clipboard.
	**Ctrl + [V]**	**Paste** is used to move information from the clipboard into another area or application.
	**Ctrl + [Z]**	**Undo** is used to back up a step when wanting to reverse the last action processed.
	**Ctrl + [F7]**	**First** is used to move to the first of a series of records
	**F7**	**Previous** is used to move to the previous line or record of a series.
	**F8**	**Next** is used to move to the next of a series of lines or records.
	**Ctrl + [F8]**	**Last** is used to move to the last of a series of lines or records.
	**Graph**	Used to display a graph that can be printed.
	**Memo**	Used to add or view a memo attached to a record.
	**F1**	**Help** is used to display help for the current topic in focus. You may then choose Contents or use Search to go to another topic.
	Alt + [F]	**File** is used to access the File pull-down menu.
	Alt + [E]	**Edit** is used to access the Edit pull-down menu.
	Alt + [c]	**Records** is used to access the Records pull-down menu on the Home Base screen.
	Alt + [R]	**Reports** is used to access the Reports pull-down menu.

Alt + [y]	**Utility** is used to access the Utility pull-down menu on the Home Base screen.

Help is used to access the Help pull-down menu.

Pick is used to choose an item from available selections.

Refresh is used to restore information on a maintenance screen back to the way it was as long as you have not saved the record.

Use **Alt + [the underlined character]** to access items from the Menu Bar or simply click with the mouse.

Press **+ (plus)** to advance the cursor to the next field or change to the next focus point. This works the same as tab in most cases.

Press **Tab** to advance the cursor to the next field or change to the next focus point.

Press **Shift + Tab** to move the cursor to the previous field or to the previous focus point.

(Left/right) are used to move within a field.

(Up/down) are used to move up or down on a scrolling list.

Used to insert characters within a field.

Used to delete characters within a field.

Used to position the cursor at the beginning of a field.

Used to position the cursor at the end of a field.

Used to page up in a scrolling list.

Used to page down in a scrolling list.

Contributions

Contribution Purpose Codes

In Shelby, the word "Purpose" is used in place of "funds" for recording contributions. "Purpose" implies an intuitive description of giving; it identifies the purpose of one's gift. The following is a sample list of purpose codes. (For the list you will be using, contact your mission center financial officer, or available purpose codes can be viewed online in Shelby. See the section on Contributions -> Entering Contributions -> Preferences.)

CFO's can select the purpose codes to be used during the set-up process. This is found under the Contributions section later.

Note: Those with * indicate use at headquarters by World Church.

Codes	Description
100	Congregation Ministries
101	Cong – Building
1xx	Cong – Miscellaneous
1xx	Cong – Outreach
3xx	Msn Ctr – Mission Center specific
5xx	Msn Ctr – Mission Center specific
901	WC – Use Where Needed Most
902	WC – Invite People to Christ
903	WC – Abolish Poverty, End Suffering
904	WC – Pursue Peace on Earth
905	WC – Develop Disciples to Serve
906	WC – Experience Congregations in Mission
912	WC – International Capital
920	WC – World Conference Offering
92x	WC – Special Project
942	WC – Delegate Travel
950 *	WC – Bequests - PB Designated Gen
951 *	WC – Bequests - Operating Fund
954 *	WC – Bequests - Capital
967 *	WC – Bequests - General Operating Endowment
968 *	WC – Bequests - Temple Endowment
980	WC – General Operating Endowment
990	WC – Temple Endowment

As shown, there is a numbering system to the codes. The shaded codes cannot be changed. The 100 series is for use by the congregation. Codes 100 and 101 will always be Congregation Ministries and Cong – Building respectively. If other local or mission center purpose codes are needed, they must be coordinated with the MCFO. Due to reporting issues, each congregation in a mission center needs to have corresponding purpose codes to assure that reporting of contributions happens in the appropriate manner.

The 900 series of numbers are related to World Church contribution purposes. *Do not change any of these codes.*

Entering Contributions

Contributions

Contributions represent monies received by the church from individuals or families through offerings and fund-raising events. (Any money received that has been exchanged for a service, item, or food/beverage, rent, etc. is not considered a contribution and should not be recorded in the contribution batch.) The Contributions process quickly allows entry of the offering envelopes, checks, and loose cash. It also provides checks and balances against data entry error and verifies the bank deposit amount.

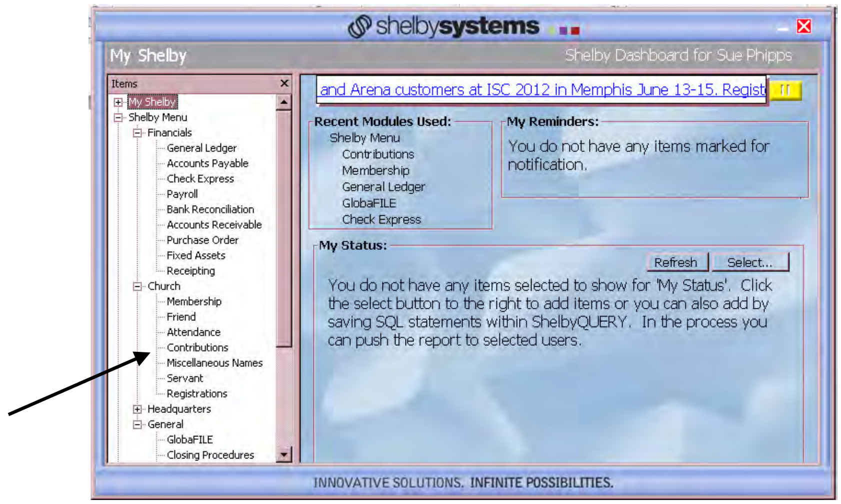
Please refer to the section titled “Receipting,” under Financial Activity, found in the *United States Congregational Financial Officer Handbook* for World Church policies related to handling contributions.

Quick Steps – Contributions

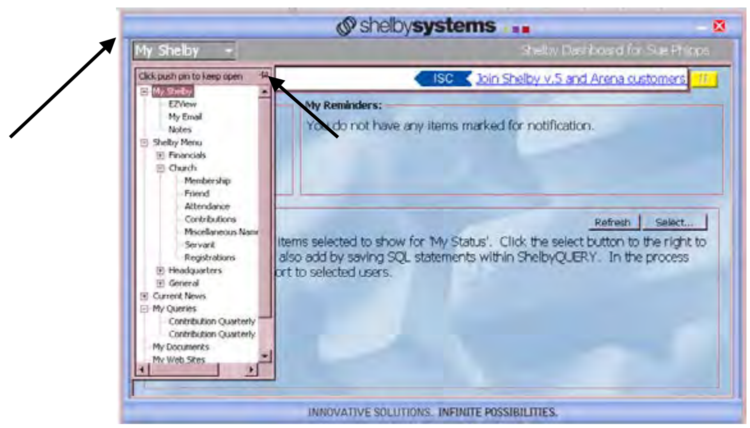
Shelby System – Contributions (Home Base) – Contribution Processing – Select a Batch – New – Batch Entry – Contributions – New – Perform Data Entry – Reports – Edit – Save – Print Report

Detail Steps – Contributions

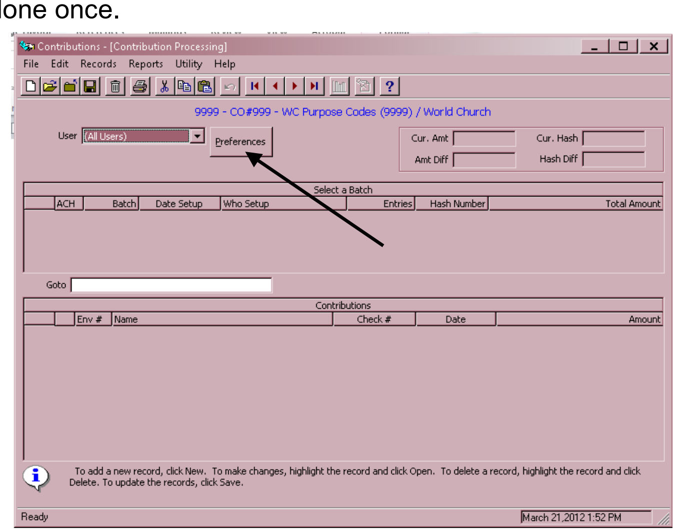
1. In the Navigator click on **Contributions** and choose **Contribution Processing**.



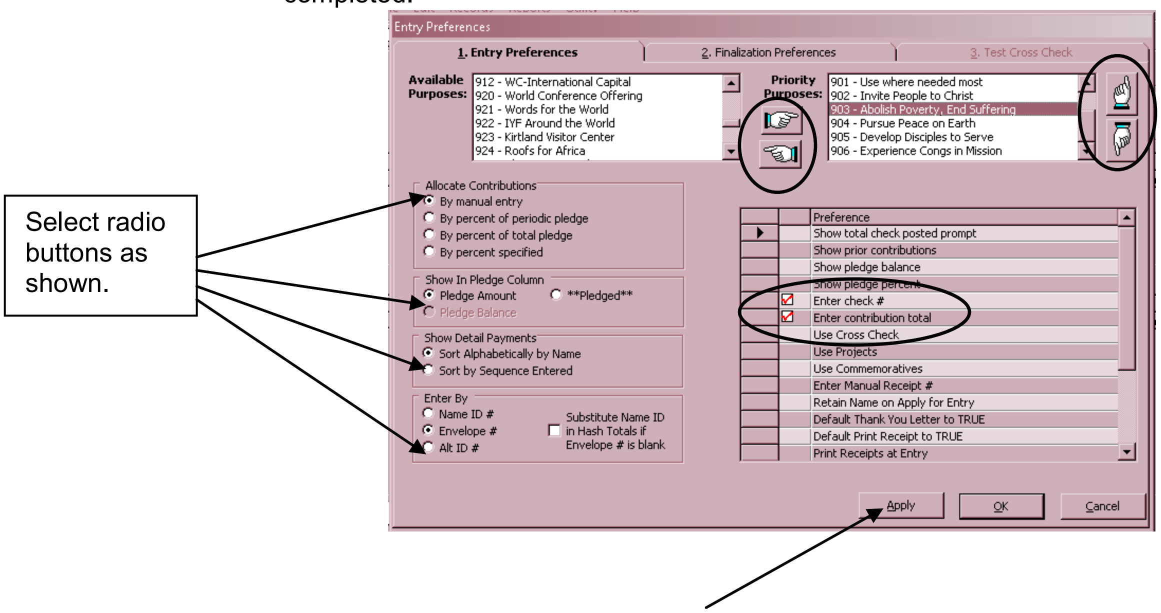
Note: If your navigator panel does not show up, click on **My Shelby** and then click on the push pin to keep it open.



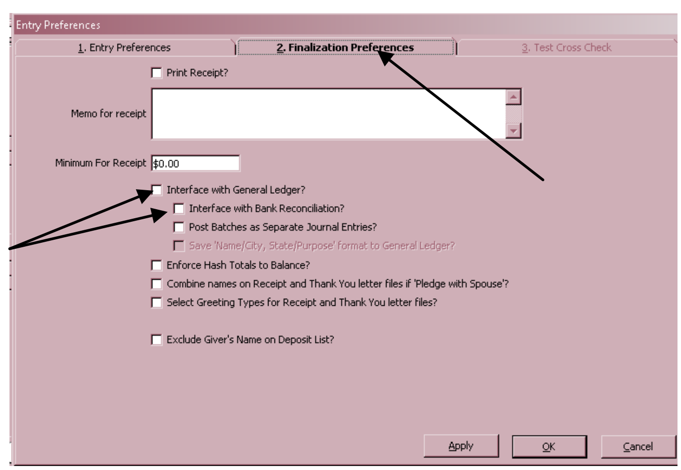
2. Set your preferences for your input screen by clicking on the **Preferences** button. This only needs to be done once.



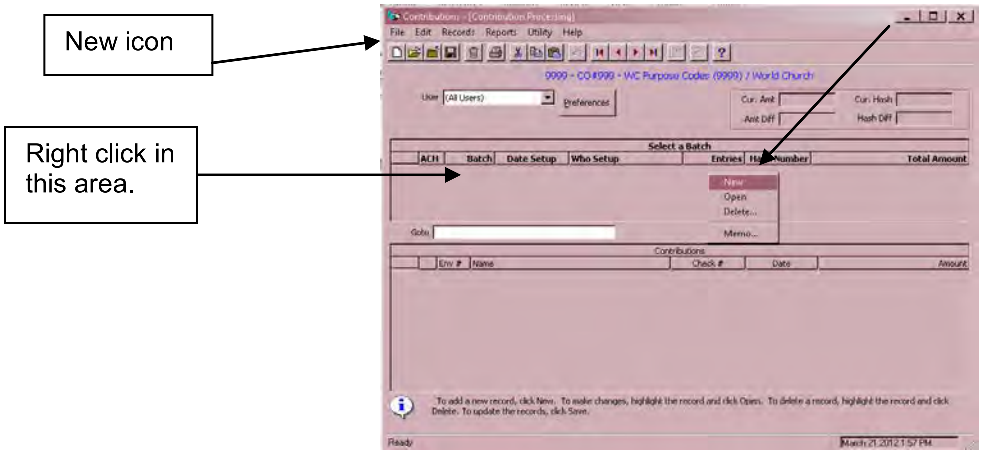
3. The priority order for the purposes that you choose should be the purposes you use most frequently. To choose, highlight a purpose in the **Available Purposes** box and click on the hand pointing to the **Priority Purposes** box. Change the order by highlighting a purpose and clicking on the up or down hands. The rest of the screen sets the defaults for data entry by selecting the appropriate radio button. In the Preferences section, check **Enter check** # to allow listing of the check in reports, and for the deposit slip later**,** check **Enter contribution total.** Click **Apply** when completed.



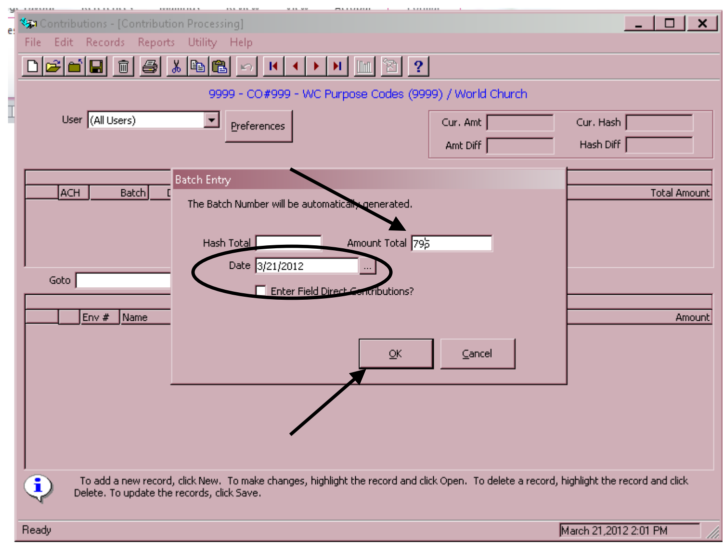
4. Click on **<u>2.</u> Finalization Preferences** tab. Unless you interface with the General Ledger or Bank Reconciliation is being done, *remove* any checks that may be present on boxes. Leave all other boxes unchecked. Click **OK.**



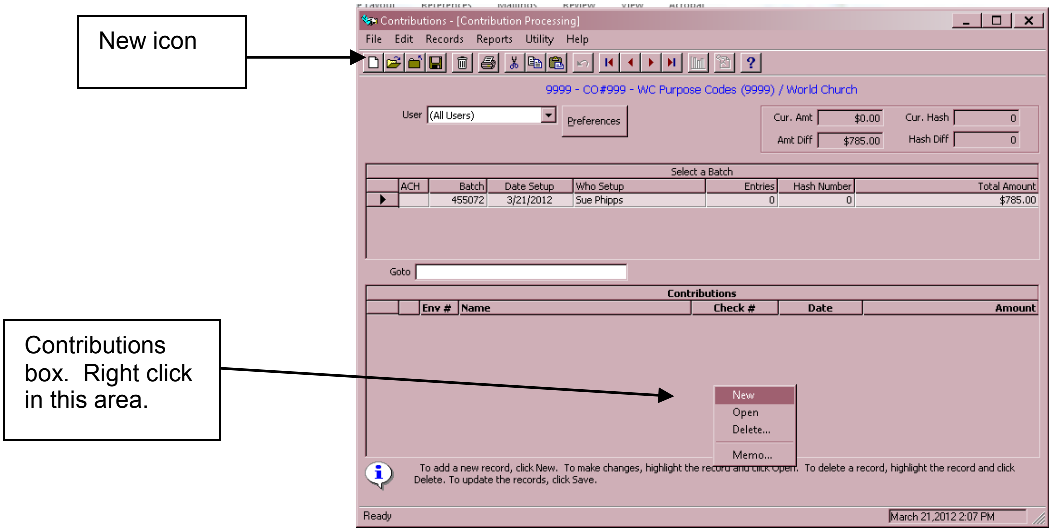
5. The screen below will appear. Right click in the **Select a Batch** box and choose **New.** Or click on the **New** icon button.



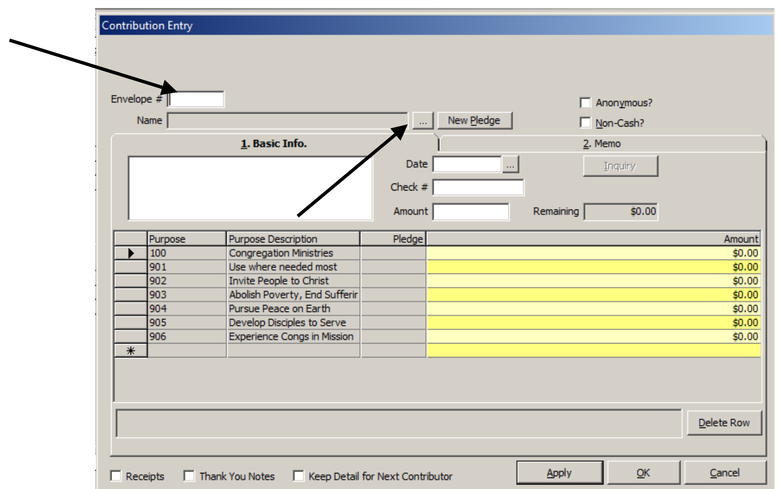
6. In the screen shown below, enter the **Amount Total** for the contribution you are processing. ($795.00 in this example) *Hash Totals are not necessary*. Enter the date of the contribution or click on the box to the right to show calendar and set the proper date. This should correspond to the date for that Sunday's offering.



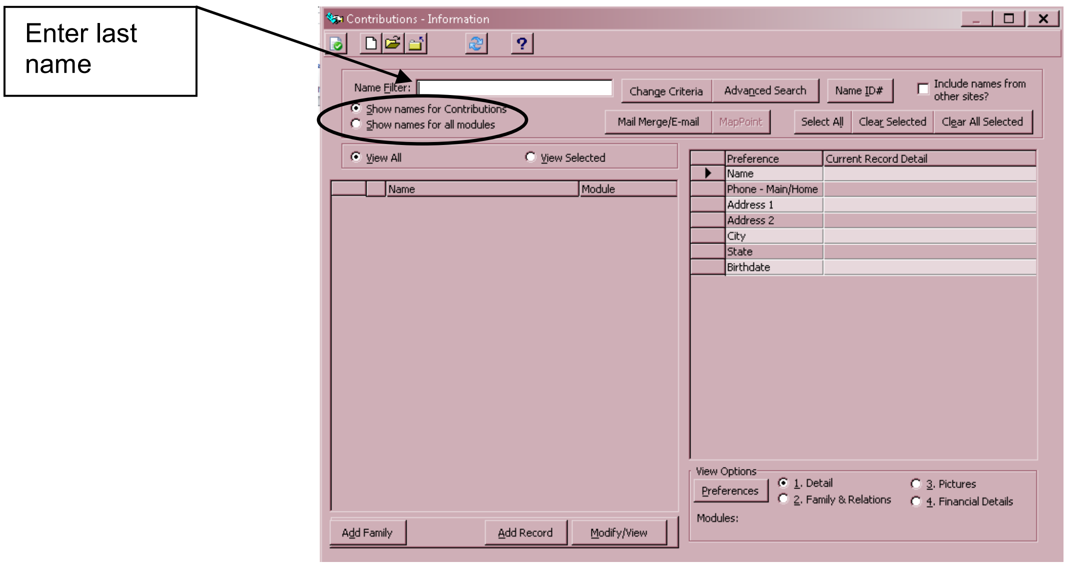
7. Click **OK**. The Contributions - Shelby v.5.11 (Contribution Processing) screen will appear.
8. Now that a batch has been created with an amount entered, individual(s) contributions can be entered. Right click in the Contributions box and choose **New.** Or click on the New icon button.



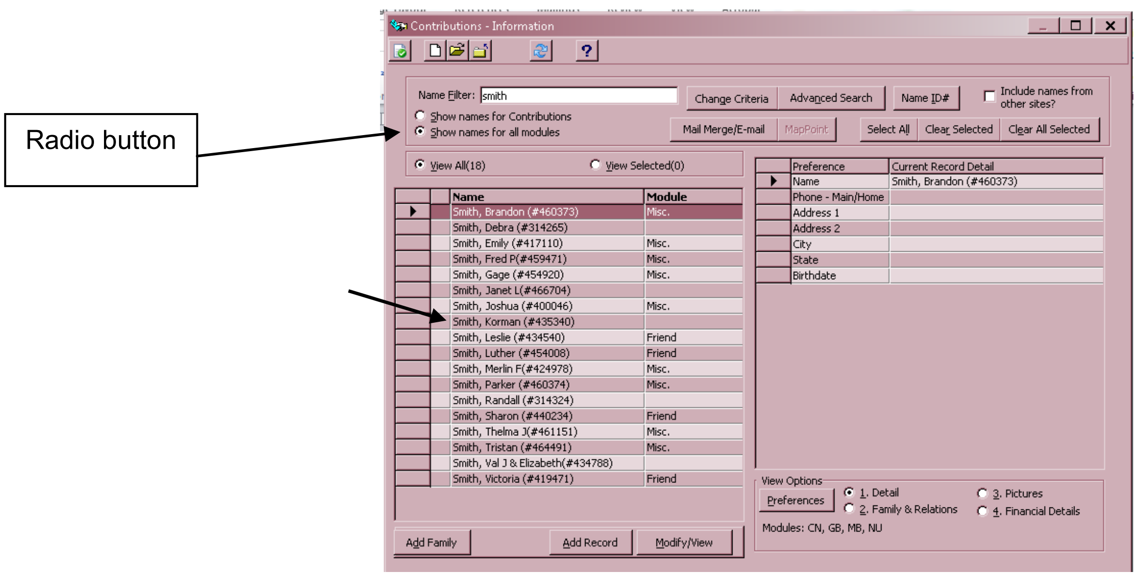
9. In the Contribution Entry screen below, enter either the envelope number and skip to step 13. Otherwise, click on the square with three periods. ... (If envelope numbers have not been entered, please see instructions later in this section).



10. The Contribution - Information screen will appear giving the option to fill in Last Name. (Note: Click the radio button for **Show names for all modules***).* You may also type in the beginning letter of the last name and **Enter** on your keyboard.

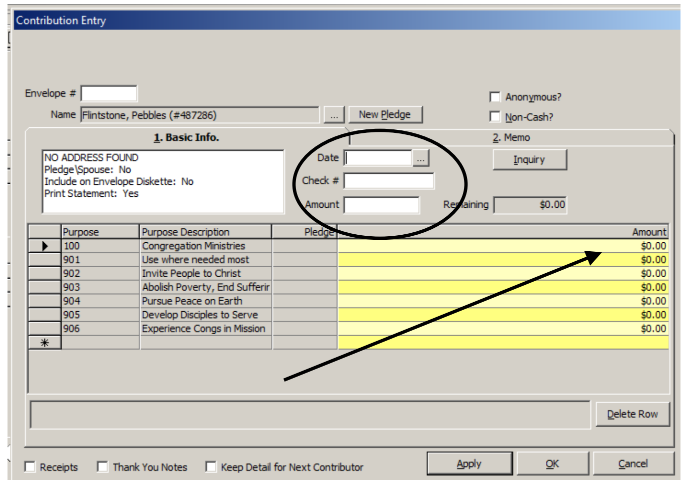


11. Next, you will see the screen below showing the entire list of names in the membership file. Make sure the radio button for **Show names for all modules** is turned on. If a Last Name was entered or the beginning letter of the last name, then names meeting that criterion will be shown in the Name list. If the person's name is not found, see the section **Entering Name, Address, and Envelope Number**.



12. Double click on the name you want. It will fill in the name in the correct field in the Contribution Entry screen (shown next). In some cases, there may be more than one listing for a person's name. That may occur if an individual made a contribution first as a visitor, being listed with status of Miscellaneous. Later, when he or she formally transferred into the congregation, their status would be as Member. *It is advisable to use the Member listing in these instances.*

13. Enter the **Date** of the contribution. The date only has to be entered one time for each batch. If multiple batches are being entered, be sure to change the date to match the date of the contribution.

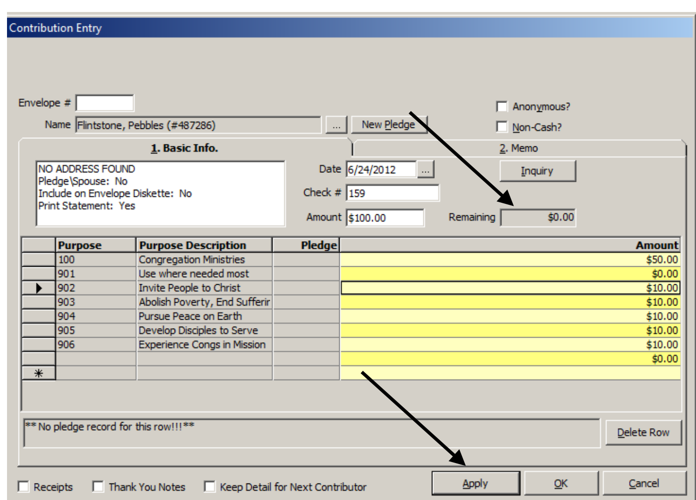


14. Enter the **Check** #, if applicable.

15. Enter the total **Amount** of the contribution.

16. Enter the amount of the contribution for each purpose that may apply. If you have no contribution for a purpose, type in a "0." If you have a contribution that needs to be put to a purpose that is not on your priority list, click on the * at the end of the list to pick from the purpose list to add. (Click on the small box with the down arrow which is at the right of the purpose code field to bring up the pop up box, click in the blank pop up box for a list of purpose codes.)

17. After you have distributed the amounts to each purpose, make sure that there is a zero balance in Remaining. (See example on following screen.)



18. Click **Apply** and you are ready to enter another contribution for another contributor.

19. Repeat steps 9 through 18 for each contributor.

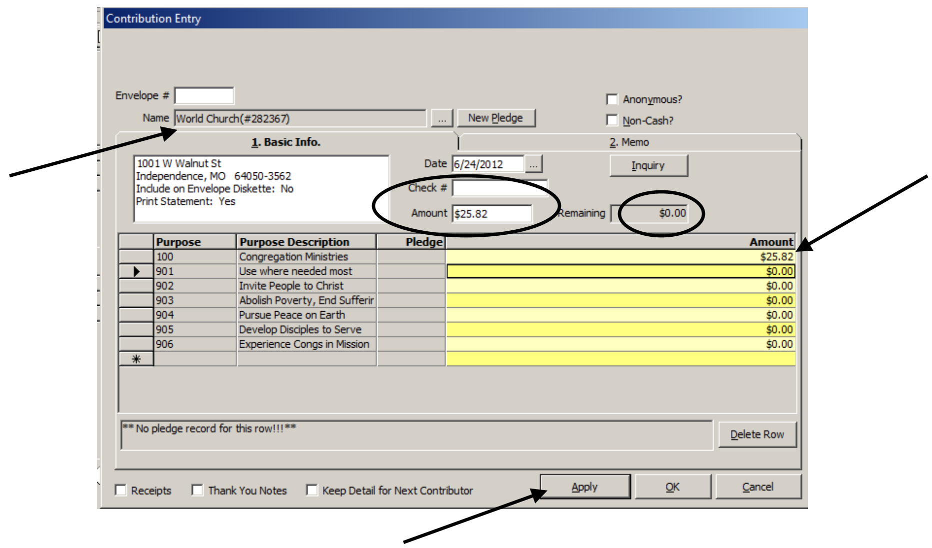
20. When you have completed all data entry, click **OK**.

21. If you are entering contributions for a date more than 7 days prior to the current date, you will get the following message.

22. If you press Yes, the message will continue to display after entries for each contributor.
23. If you press No, you will bypass the message for the remainder of the batch.

Loose Cash

Generally, each offering contains some amount of undesignated loose cash (bills and coins), which need to be included as a part of the contributions received and deposited in the bank account. Loose cash is not receipted to any one individual. It is recorded against the name of the congregation. In order to enter loose cash into Shelby, perform the following steps, using the screen below as a guide:



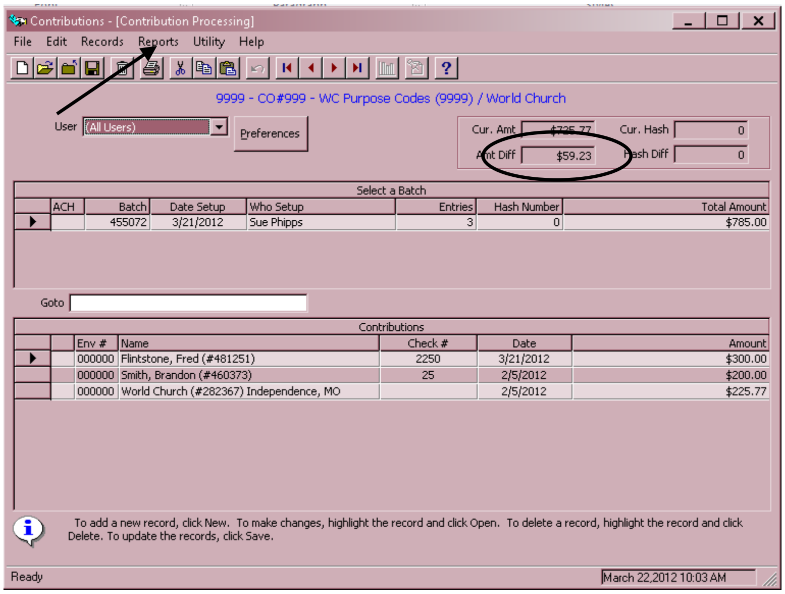
1. From the Contribution Entry screen, enter the name of the congregation in the Name field, look up their record, and select.

2. Enter the amount of loose cash in the **Amount** box and also on the correct purpose code line. This is generally purpose code 100: Congregation Ministries. (On Communion Sundays, it is to be placed in purpose code 903 – Abolish Poverty, End Suffering). Again, verify that what is shown in **Remaining** is zero ($0.00). Click **Apply** and **OK** when done.

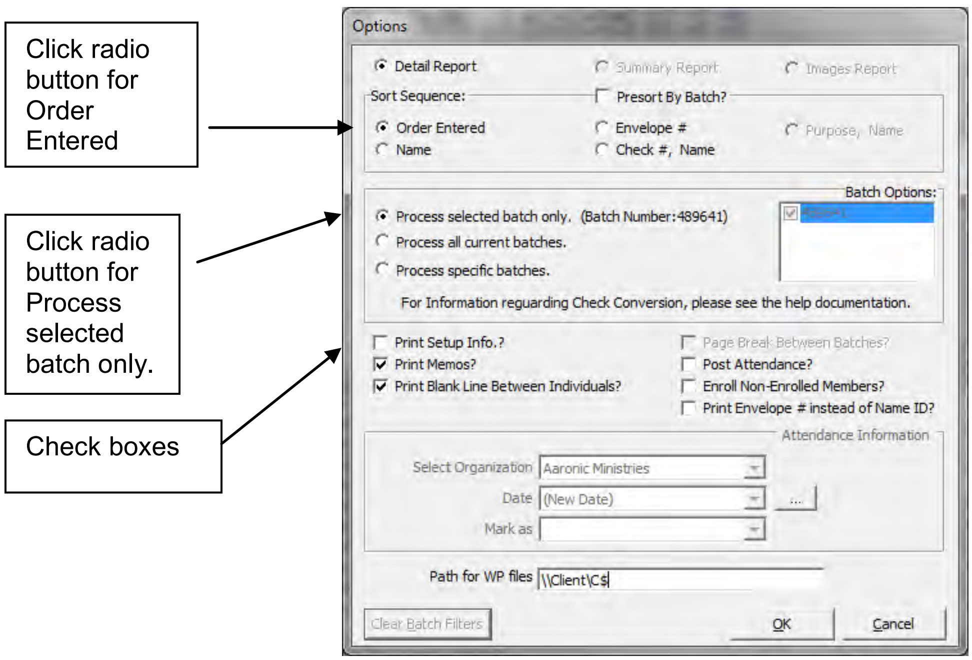
3. Proceed to the next section on Posting Contributions.

Posting Contributions

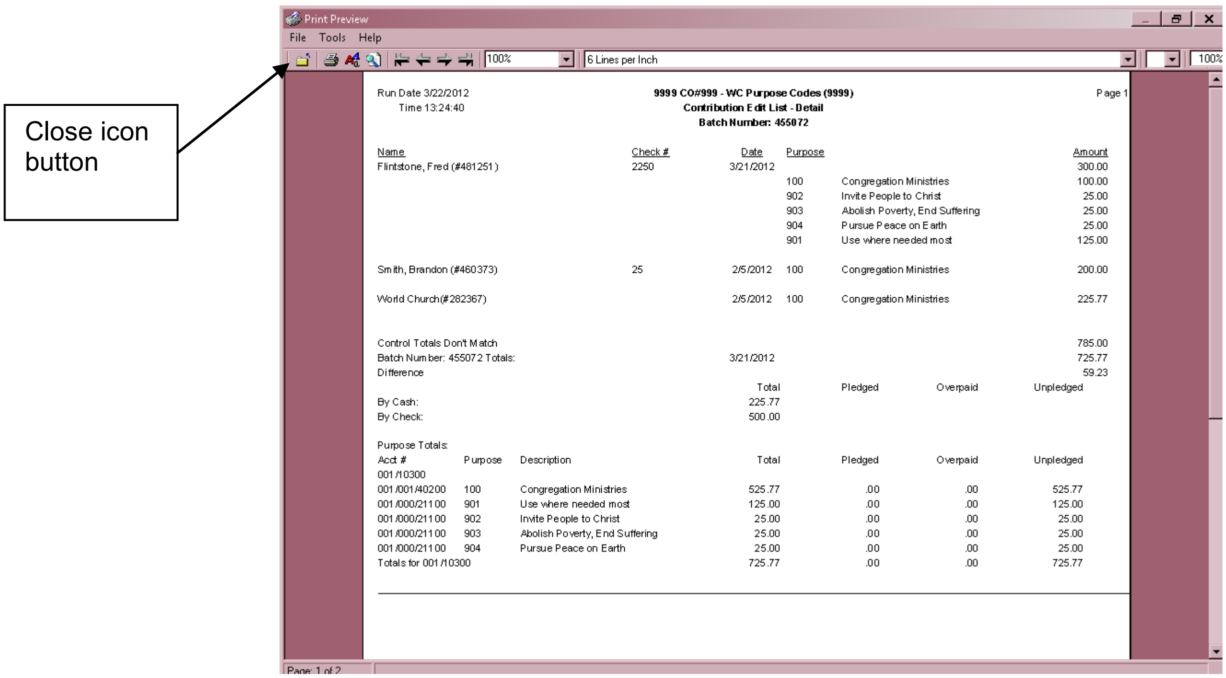
1. Before posting the contribution batch you have just entered, check first to see that the Amt Diff is zero. This is to verify the correctness of your data entry. If the Amt Diff is not zero, find your error and correct before proceeding.



2. Click on **Reports**, then **Edit**. The following Options screen will appear. Click the radio buttons for **Detail Report,** and **Order Entered,** under Sort Sequence (this may be changed if you wish to sort on another item), and set Batch Options for **Process selected batch only.** Check boxes **Print Memos?** and **Print Blank Line Between Individuals?** Click **OK**.

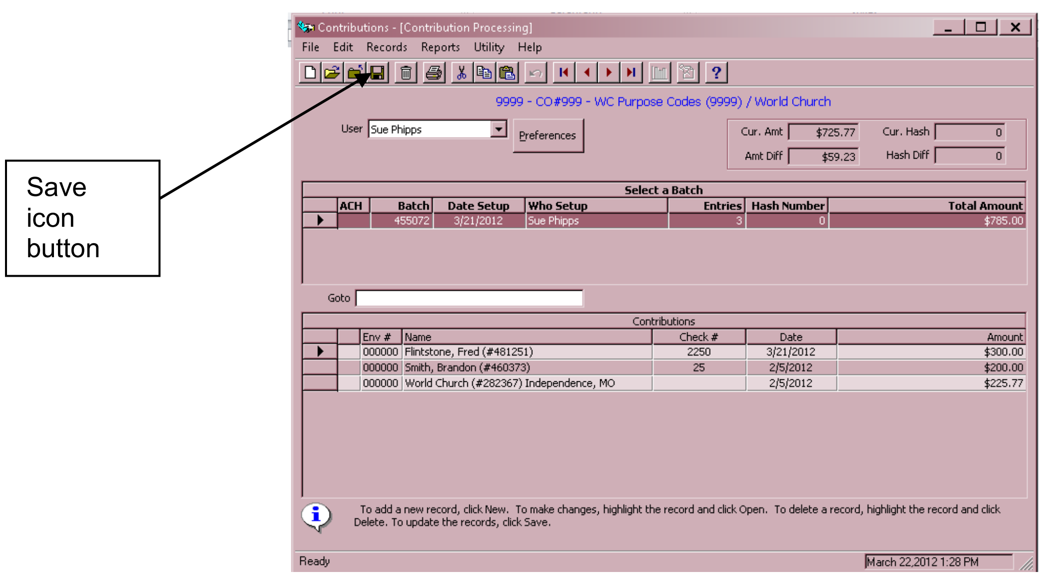


3. The following **Print Preview** screen will show the Contributor Edit List - Detail. Review the Edit Report. Verify that the correct contributors have been credited the correct amounts of money to the correct purpose codes. If all is correct, then you can proceed to the next step of posting your contributions by clicking on the **Close** icon button.



4. If there are any errors, now is the time to correct them. This is done by double clicking on the blue line highlighting the contributor that has an error. This will open the contribution entry record and allow you to make the changes necessary.

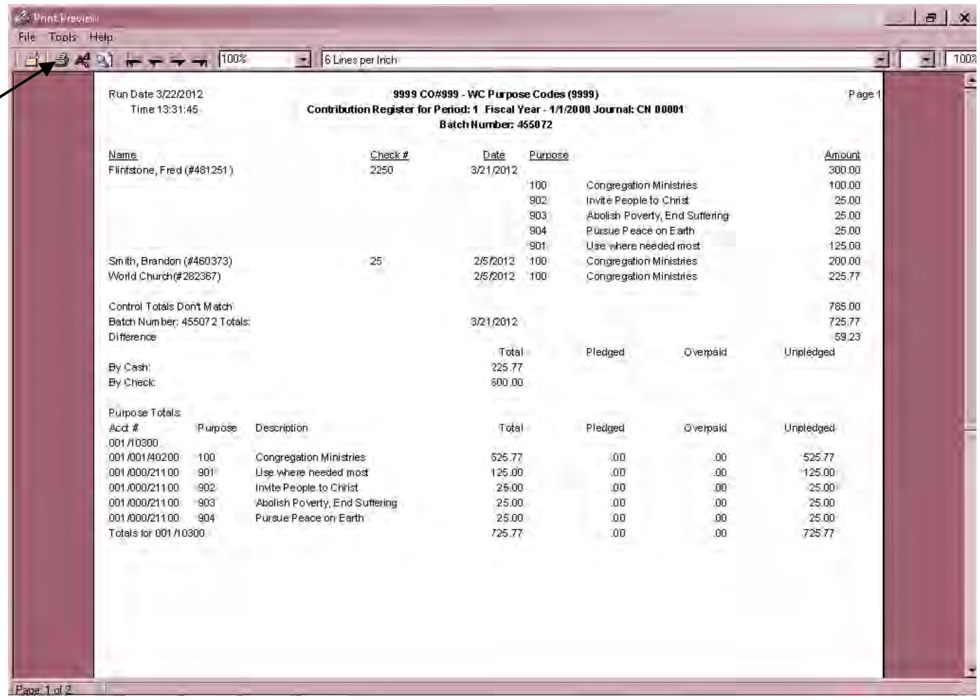
5. If all contributions have been verified and any necessary corrections made, proceed with posting the contributions by clicking on the **Save** icon button.



6. A similar option screen will appear as shown in Step 2. Check the proper boxes and click on **OK.** **Note:** The path for the WP Files field should say "**C:**"

   The following **Contribution Register** will appear in the Print Preview screen.

Print icon button



Run Date 3/22/2012 Time 13:31:45 — 9999 CO#999 - WC Purpose Codes (9999) — Contribution Register for Period: 1 Fiscal Year - 1/1/2000 Journal: CN 00001 — Batch Number: 455072 — Page 1

Name	Check #	Date	Purpose		Amount
Flintstone, Fred (#481251)	2250	3/21/2012			300.00
			100	Congregation Ministries	100.00
			902	Invite People to Christ	25.00
			903	Abolish Poverty, End Suffering	25.00
			904	Pursue Peace on Earth	25.00
			901	Use where needed most	125.00
Smith, Brandon (#460373)	25	2/5/2012	100	Congregation Ministries	200.00
World Church(#282367)		2/5/2012	100	Congregation Ministries	225.77
Control Totals Don't Match					785.00
Batch Number: 455072 Totals:		3/21/2012			725.77
Difference					59.23

	Total	Pledged	Overpaid	Unpledged
By Cash:	225.77			
By Check:	500.00			

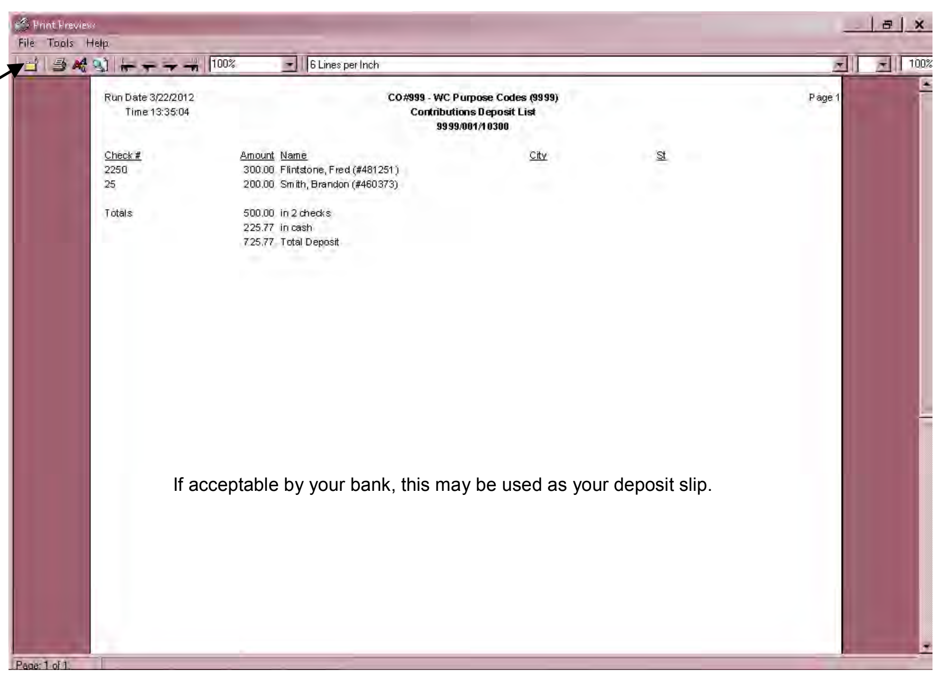
Purpose Totals:

Acct #	Purpose	Description	Total	Pledged	Overpaid	Unpledged
001/10300						
001/001/40200	100	Congregation Ministries	525.77	.00	.00	525.77
001/000/21100	901	Use where needed most	125.00	.00	.00	125.00
001/000/21100	902	Invite People to Christ	25.00	.00	.00	25.00
001/000/21100	903	Abolish Poverty, End Suffering	25.00	.00	.00	25.00
001/000/21100	904	Pursue Peace on Earth	25.00	.00	.00	25.00
Totals for 001/10300			725.77	.00	.00	725.77

7. Click on the **Print** icon button to print report. After the Contribution Register report is printed, a **Contributions Deposit List** will appear. Print two copies and use one for your deposit slip at the bank. Keep the second copy for your files. . After printing this report then click the **Close** icon button to close the report, as shown below.

Note: Use of the printed deposit list is optional. You will want to check with your banking institution to determine if they will accept this as a valid deposit slip.

Close icon button

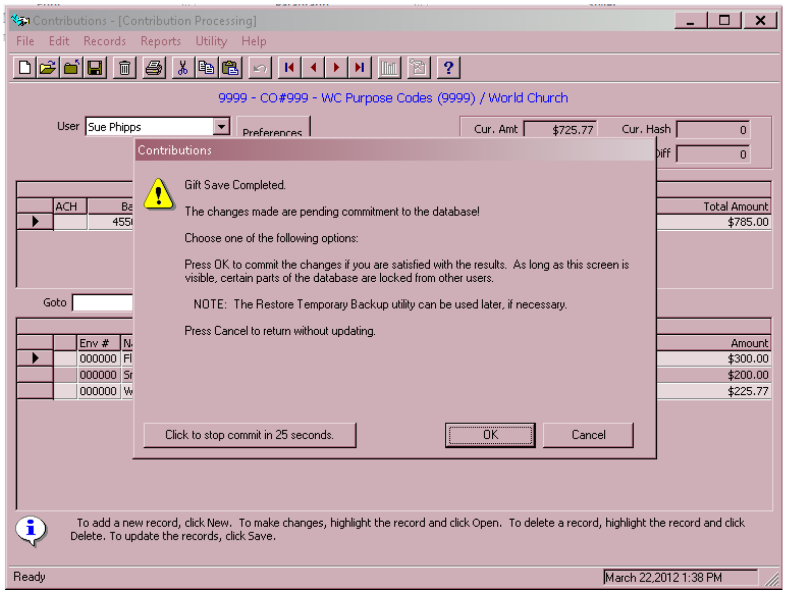


Run Date 3/22/2012 Time 13:35:04 — CO#999 - WC Purpose Codes (9999) — Contributions Deposit List — 9999/001/10300 — Page 1

Check #	Amount	Name	City	St
2250	300.00	Flintstone, Fred (#481251)		
25	200.00	Smith, Brandon (#460373)		
Totals	500.00	in 2 checks		
	225.77	in cash		
	725.77	Total Deposit		

If acceptable by your bank, this may be used as your deposit slip.

8. Clicking the **Close** icon will result in the following screen appearing.



9. Follow the instructions given and either press **OK** to complete the process, or **Cancel** to return the previous screen and make any changes. Note you have 30 seconds to click OK or Cancel.

10. Once the contribution process is complete, the information is sent to the General Ledger for posting.

Note: If your printer is not compatible with the Citrix Server, see the Appendix for printing instructions to a PDF file.

Correcting Contribution Data Entry Errors AFTER Performing a SAVE

From time to time an error in data entry might be made and not found until a later date or time. The steps below will give instructions depending on the nature of the error. Don't hesitate to contact the Help Desk, 1-800-825-2806, ext. 1234, option 2 and then select #1 if you have questions about this correction process.

If a duplicate batch has been entered and posted:

1. Print a Contribution List Report for the contribution date so that the duplicate batches can be seen in detail.

2. Highlight all items from the last batch (which is the duplicate batch). Add all items to verify Batch Total.

3. Create a *new* batch. This batch will have a *negative* number as a total.

4. Proceed to enter all items as negative numbers. Be sure to use the date of the original batch.

5. When all numbers have been entered and the entries match the Batch Total, click **Save** and post as stated in previous instructions. This will result in a *posted **negative** batch* and will create a credit to your account. The credit created by the posted negative batch will reduce a future withdrawal.

If an error has been made giving credit to an incorrect purpose (fund) or to the wrong person, two (2) new batches will be required to make the correction:

1. Print a Contribution List Report, using the **Date Range** option, to show the errors. From this report you can clearly see what items need correction.

2. Create a *new* batch with a *negative* batch total. Be sure to use a negative number for the incorrect purpose code(s) or for the wrong person. (Suggestion: use the minus (-) key in the upper right-hand portion of the number key pad on your computer). Enter all contributions, local and World Church, that were done incorrectly. The negative batch will automatically subtract each entry that was posted incorrectly to the wrong person or fund initially. Use the date of the original contribution and ensure that each fund shows a *negative* number.

3. Save, print, and post this batch, using the procedures outlined earlier.

4. Create a *new* batch with a *positive* batch total. Enter the positive numbers for the correct purpose code(s) or to the correct person. In this instance, it would be done just like an original entry for a contribution. Be sure to use the date of the original contribution and the same purpose codes.

5. Save, print, and post this batch, using proper procedures.

All other steps and procedures are completed as previously described in Entering Contributions.

Envelopes

Entering an Envelope Number for an Existing Person

Because Shelby is an integrated system, most, if not all, names and addresses should already be in the database. In those cases, the only entry that needs to be made is the envelope number for an individual or couple.

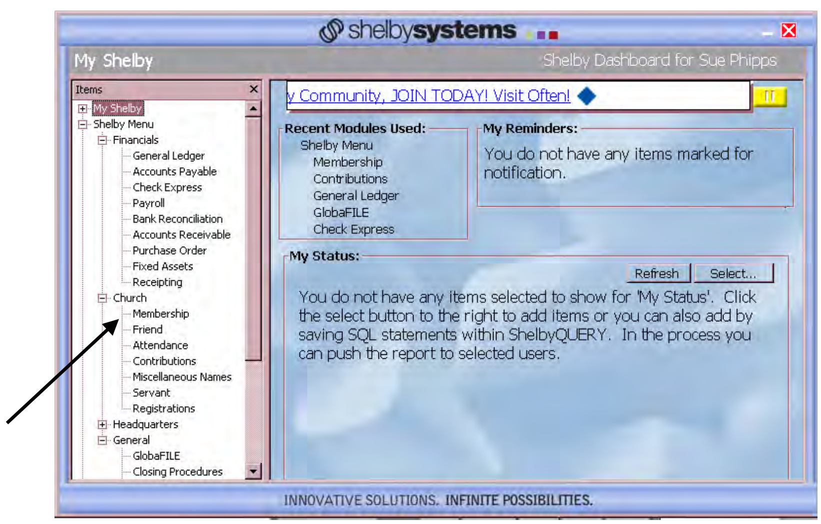
The following steps will allow you to add or update both Member and Friend envelope numbers.

Quick Steps – Envelope Number

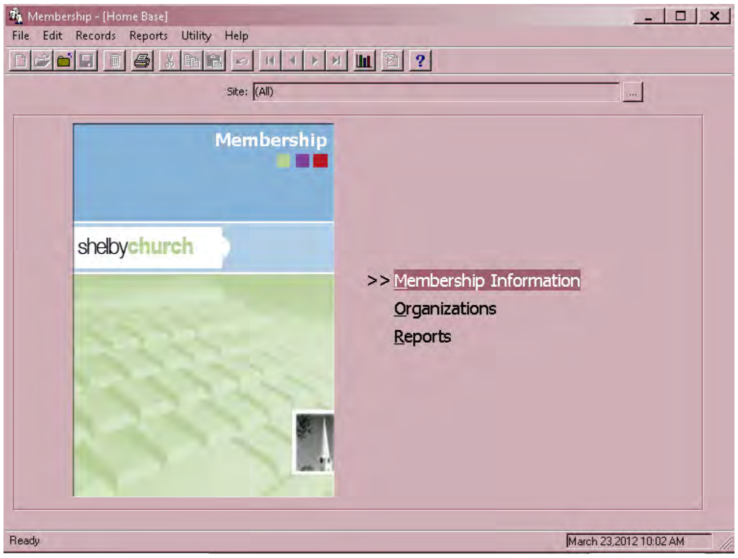
Shelby System — Membership — Membership Information — (pick a name) — Individual Information — Assign Envelope # — (check boxes) — Pledge with Spouse — Include on Envelope Diskette – Save and Close

Detail Steps – Envelope Number

1. Go to the main **Shelby System** menu and click on **Membership.**

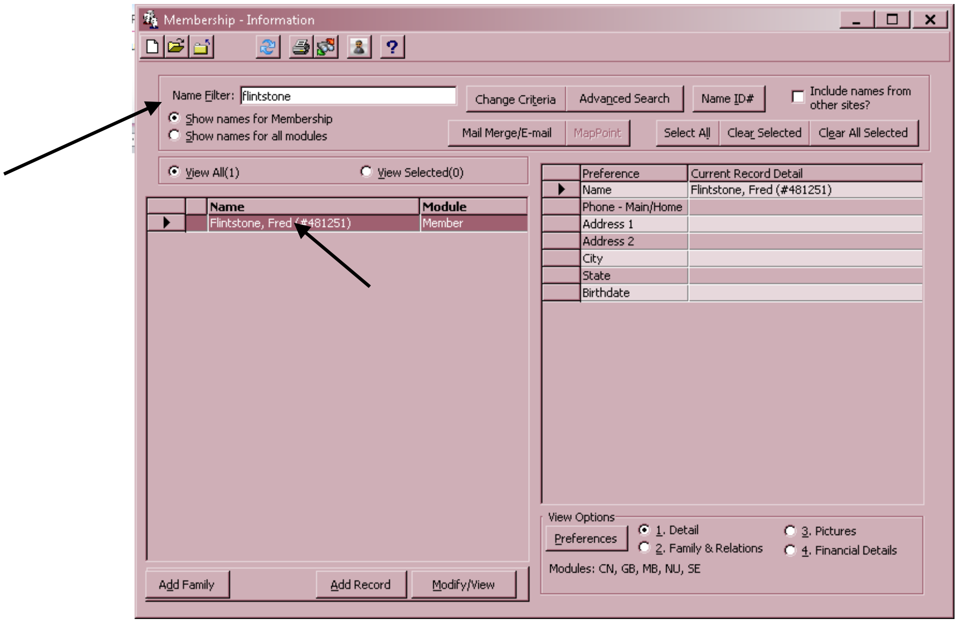


2. Click on the **Membership Information** button. The Membership-Information screen will appear

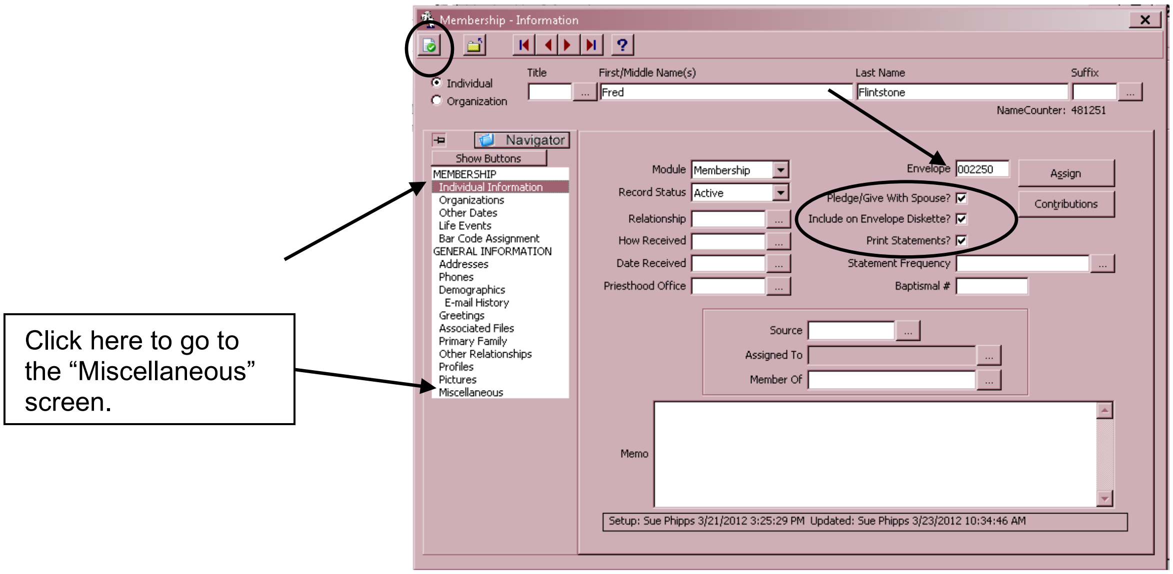


3. Type in the **Last Name** of the person in the name filter and click the Enter key on your keyboard. (Note you will get all persons with that last name.) If a person has multiple entries, use the **smallest** Shelby ID number (the number after the name).

   Double click on the person you want to add or whose envelope number you want to update.



4. On the Individual Information screen that appears, enter your next consecutive envelope number. (A list of currently assigned envelope numbers can be gotten by referring to the section titled Envelope Master List.) The number range for adults is 1 – 5999 and for children 7000 – 8999. **All envelope numbers should be four digits.** The envelope number will also appear on the Miscellaneous screen once the changes are saved.



5. On the same screen (Membership Information), place a check in the boxes **Include on Envelope Diskette?** and **Print Statements?.** This is important so that the individual will receive envelopes by mail. It also ensures that a statement, or receipt, will be provided. If the individual is married, place a check in **Pledge with Spouse?,** which will ensure that both are included if a pledge system is conducted in the congregation.

6. Statements are automatically generated on a quarterly basis. There is no need to put anything in the **Statement Frequency** box. (See **Printing Statements** later in the guide.)

7. Click on the **Save and Close** icon**.** The envelope number has now been assigned.

Note: You as the financial officer should *not* make any changes to the person’s record. Check with your recorder if you feel that information, such as address, phone number, etc., should be added or changed.

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8. Click **Close** on the next two screens. You are back to the Main Menu.

Entering a Name, Address, and Envelope Number

Generally, it is the responsibility of the recorder to maintain names and addresses for the church. This includes member “Transfers In” and new “Friends” of the congregation. However, there may be instances where a person, or family, makes a financial contribution and their name(s) is *not* in the system. These instances could include:

- They are not a member but regularly attend and contribute. These individuals should be entered into the system as a FRIEND.
- They are a member of the church but *not* your congregation. These individuals should be entered as MISCELLANEOUS NAMES.
- They are a *member* of the church and are *transferring in* to your congregation, but the recorder has not completed the transfer. These individuals should be entered as MISCELLANEOUS NAMES until the transfer is complete.

In order to provide a receipt or contributor’s statement for contributions made, the following instructions identify the steps necessary to add a person to the system. It is sound practice to provide a receipt or statement for all financial contributions.

Required data

- Full names (First, Middle and Last Name)
- Main/home address (the address where mail should be sent)
- Salutation (the name the person normally goes by)
- Branch (congregation) number

Optional data

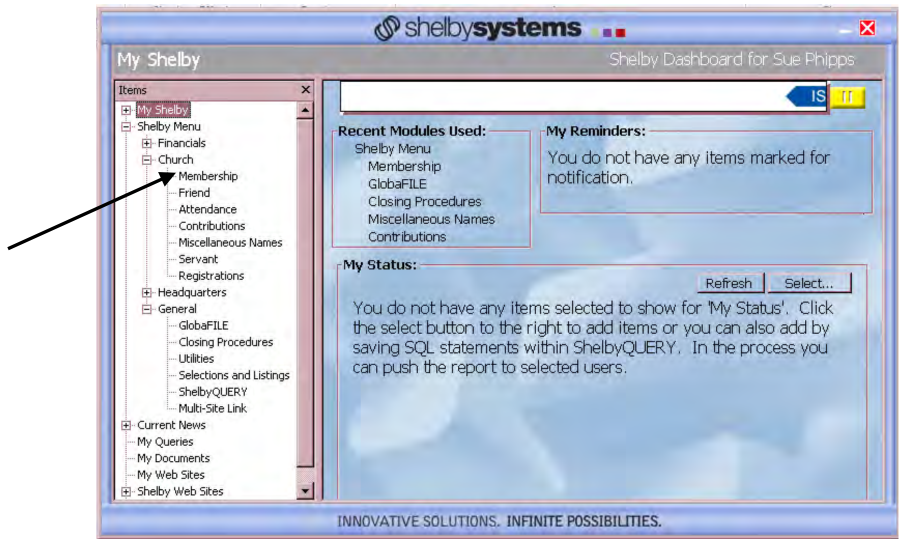
- Family alternate address (if a P.O. Box is used in the main/home address, then this would be the physical address of the home)
- Main/home telephone number
- Birth date
- Gender
- Marital status
- Envelope number (normally not needed)

Quick Steps – Name, Address, and Envelope Number (if used)

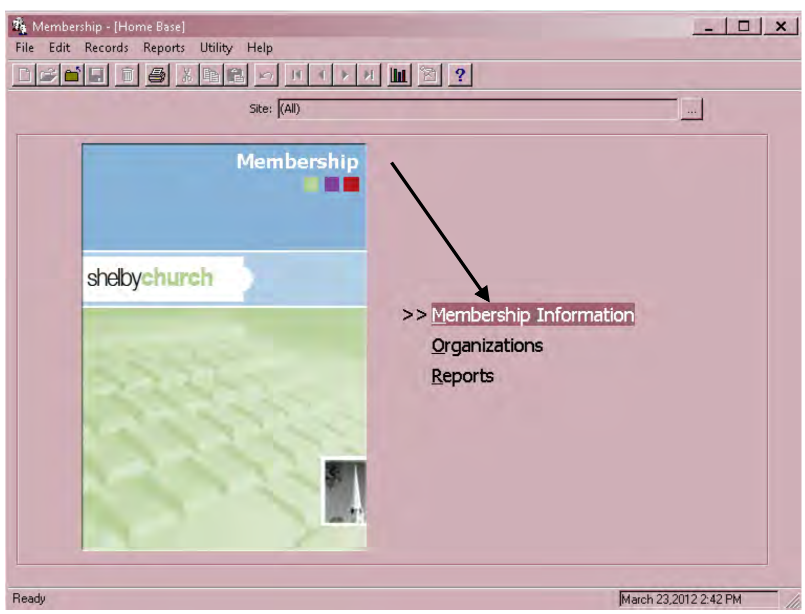
Shelby System — Membership — Membership Information — Add New Person — First Name — Addresses — Phones — Individual Information — Miscellaneous Names — Miscellaneous – Congregation # — Close

Detail Steps – New Entry

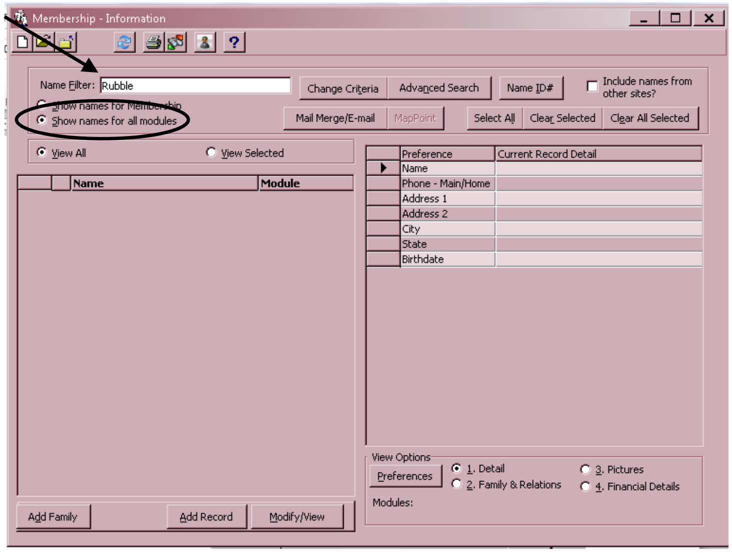
1. Go to the main Shelby Systems menu and click on **Membership.**



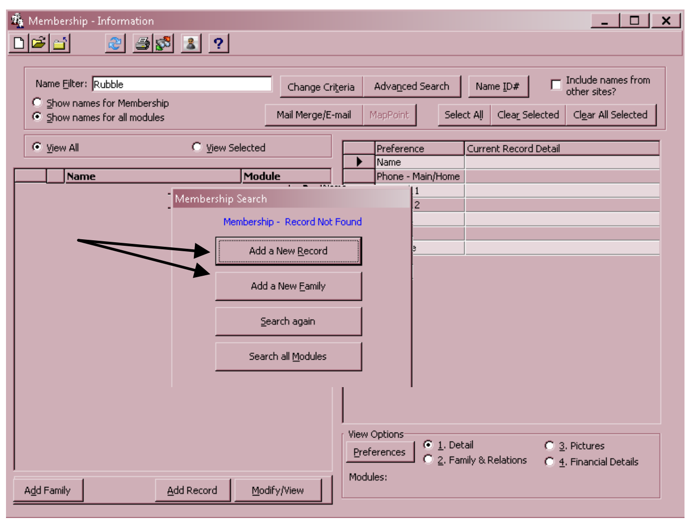
2. Click on **Membership Information.**



3. Type in the person’s **Last Name** and **Enter** on your keyboard. Be sure to select the radio button for **Show names for all modules.**

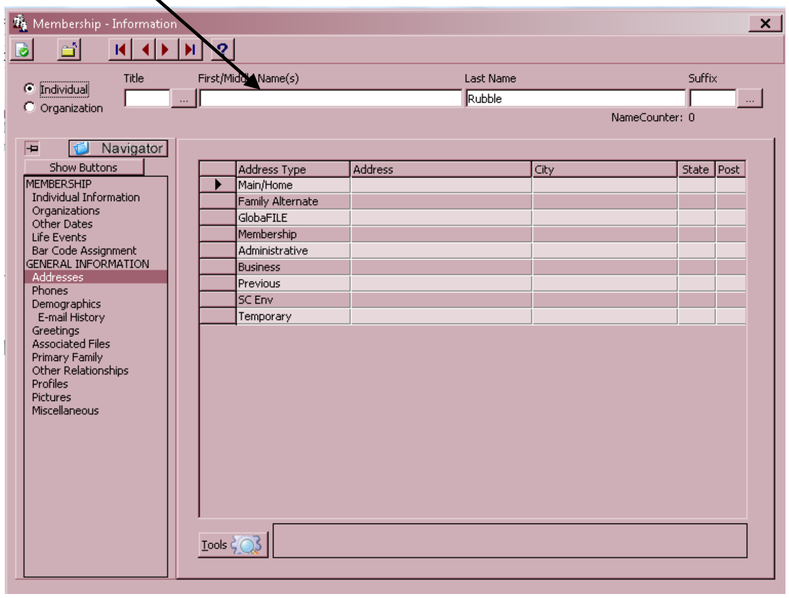


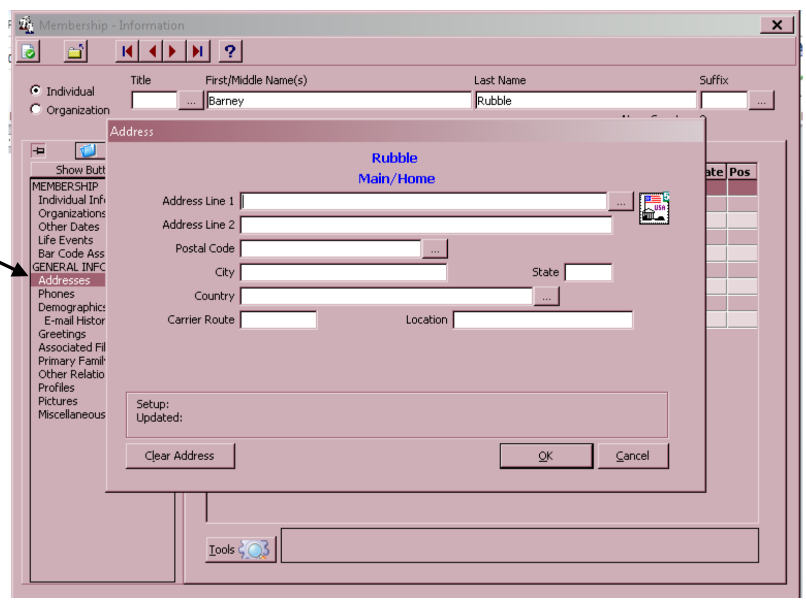
4. If the name entered is *not* in the system, the screen will indicate there are no records for these criteria. Click **Add a New Record** or **Add a New Family.**



5. Choose **Enter a New Record or Enter a New** Family and you will get the following screen.

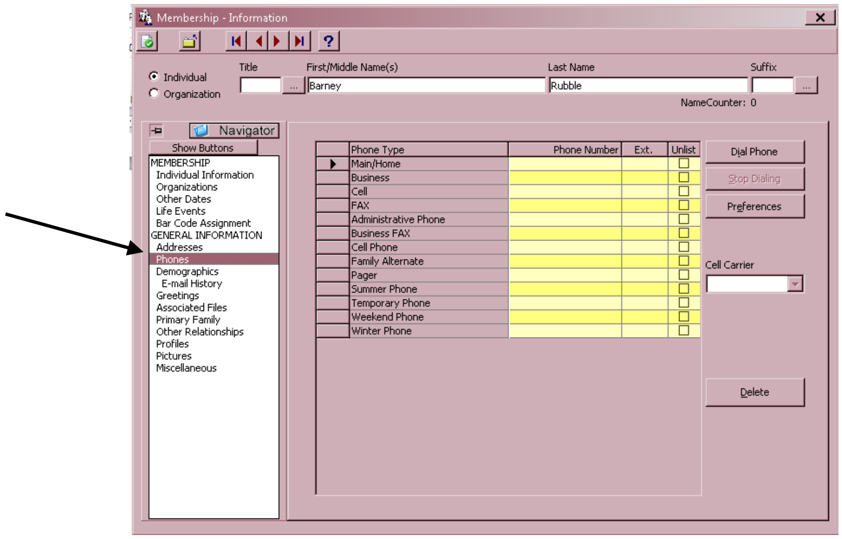
6. Enter the individual's **Name.** Add the First and Middle names to the **First Name** box. Do not add both spouses' names in one record. Each person should be entered separately.



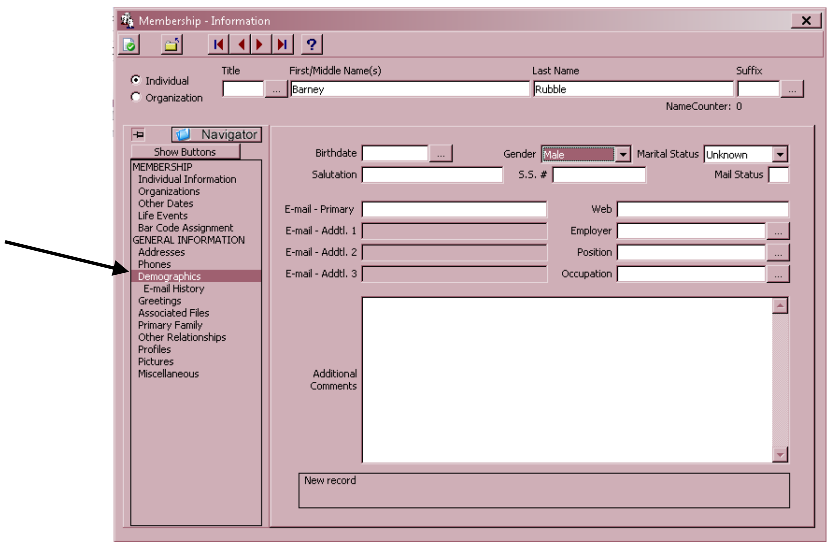


7. Click on **Address** and then double click the Main/Home Address line. On **Address Line 1**, enter the address where the person wants their mail delivered. It could be a street address or a Post Office Box (P.O. Box). Enter the **Postal (Zip) Code**, **City**, and **State**. Enter **USA** under Country, or click on text box at the right and select

country. Click **OK**. Note that the automatic MailRoom Software *may* fill in several of the boxes once the Postal Code is entered.



8. Click **Phones** and add the Main/Home telephone number. No punctuation is needed.



9. Click on **Demographics**.

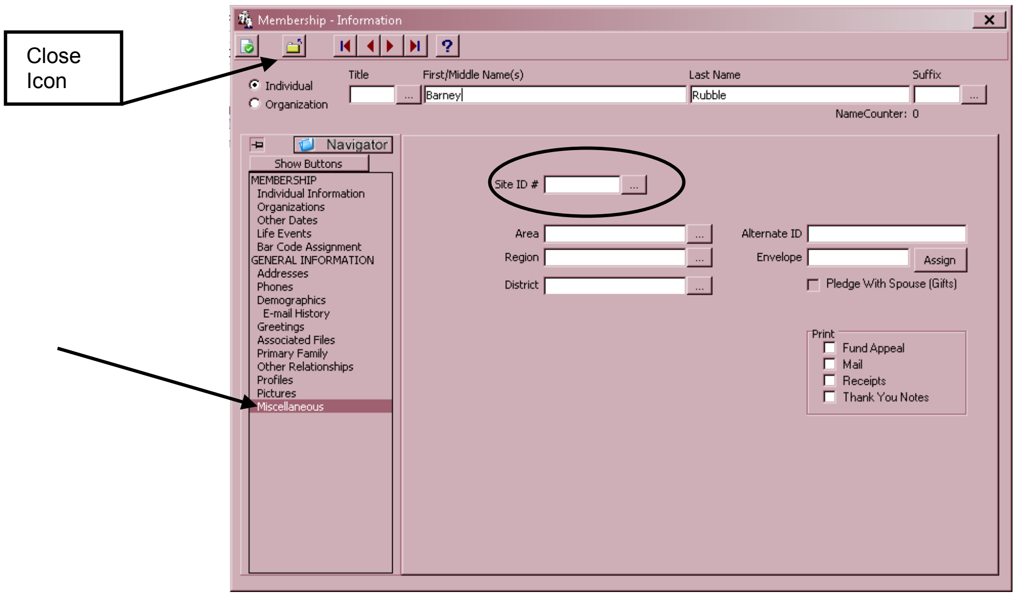
10. Type the **Birthdate** in mmddyyyy format if known. The **Age** is automatically calculated.

11. Type the **Gender** or choose from the drop-down list. (Unknown, Male, Female)

12. Type the **Marital Status** or choose from the drop-down list. (Single, Married, Divorced, Separated, Widowed)

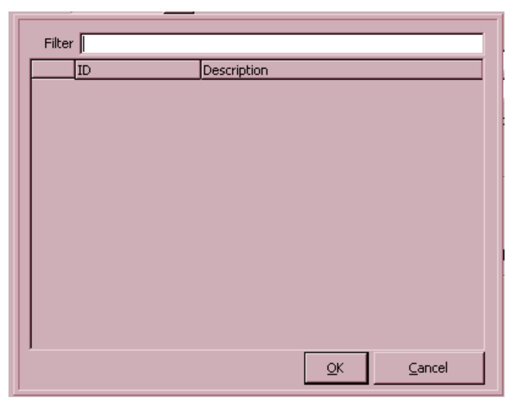
13. **Salutation** is what this person normally uses as a first name. The individual's first name will automatically appear in this field. If a different salutation is desired, type that name in the space.

14. **Mail Status** is to remain blank as the default for mail delivery. Only put an **N** in the field if the person has requested *no* mail be sent from the congregation or World Church. **U** would be added if the address is undeliverable.



15. Click on **Miscellaneous** to view the **Site ID #** (congregation number assigned by Membership Records). Enter the four-digit number that identifies your congregation.

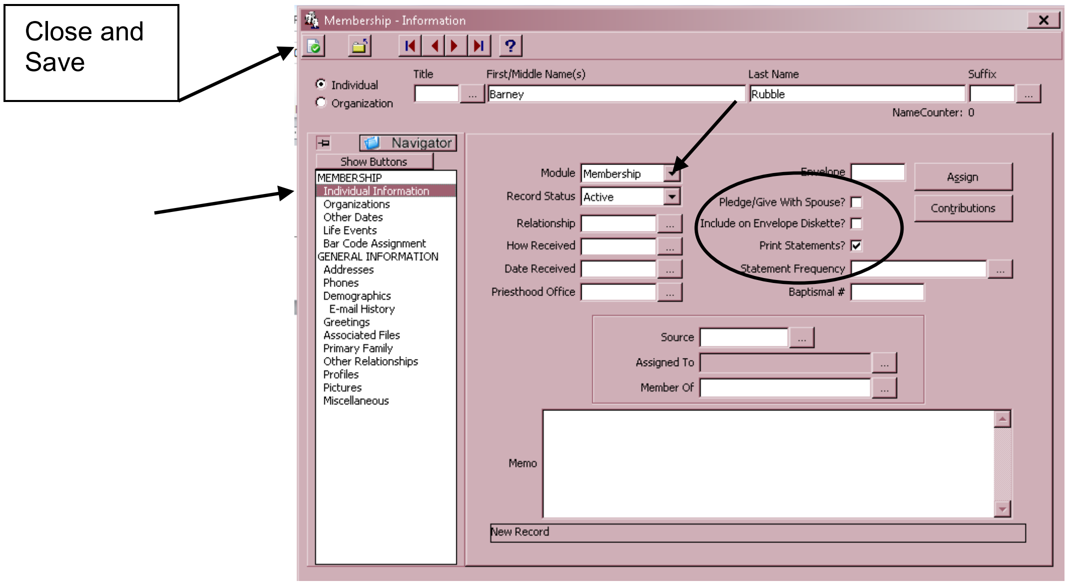
    If you are unsure of the congregation #, click on the button to the right of the window. The following screen will appear:



16. Click **Enter** on the keyboard to display a list of branch (congregation) names and corresponding numbers. Select *your* congregation. (It will highlight in blue). Click **OK.**

17. The use of an envelope number is optional. Enter the envelope number if one has already been issued to this person. **Do not use the ~~Assign button.~~ Envelope numbers must be four (4) digits long.** The number range for adults is 0001 – 5999 and 7000 – 8999 for children.

18. Click on Individual Information.



19. In the **Module** box, click on the downward arrow box to show a drop-down box with choices:

   a. Enter this person as a **Friend** if he/she has *not* been baptized.

   Note: If you are using the Shelby Training database, this item will show as Prospects.

   b. **Membership** would generally be entered by the recorder after the person is baptized or through a transfer.

   c. Enter this person as **Miscellaneous Names** if you know the person is a member of another congregation. Use this also if an organization or group has made a contribution.

20. If the **Envelope #** was *not* entered earlier, add it now if one has been issued. **Envelope numbers can only be four (4) digits long.** The number range for adults is 1– 5999 and 7000 – 8999 for children.

21. Click on the box next to **Pledge with Spouse?**, This will put a checkmark in the box, choosing this option. If the contributor is *not* contributing with their spouse, leave this window blank. (Pledge with Spouse means contributing with your spouse, using the same envelope number, and receiving a joint statement).

22. Click on **Include on Envelope Diskette?** to be included in the Envelope Mailing Program.

23. Click on **Print Statements?** if you intend to provide a receipt or statement to the contributor. This operation can be done at a later time if you are unsure.

24. Leave the **Statement Frequency** window empty. Statements are automatically generated quarterly. (See **Printing Contribution Statements.**)

25. At this point the *required* (and perhaps *optional*) information has been. Click the **Save and Close** icon (see screen above) and **Close** again to return to the Membership – Shelby – [Home Base].

Statements, Reports, and Lists

Printing Quarterly Statements

Statements should be printed for each contributor and delivered to them in a timely manner. It is highly recommended that this be done *quarterly.*

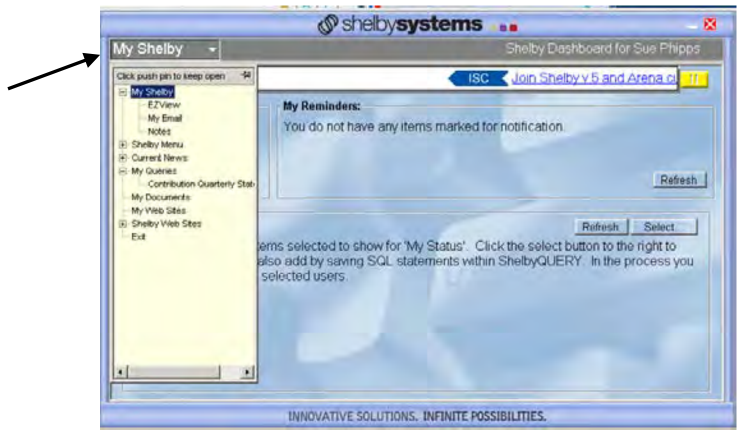
General Information: Printing statements

- There are no pre-printed forms – use standard white stock.
- You *may* print an extra copy for your use.
- A copy is *not* needed for mission center or headquarters.
- Statements will *not* have a:
  Receipt #
  Register #
  Envelope #
- Statements will only include contributions processed through your congregation. Contributors who send money directly to any other jurisdiction will receive a separate statement.
- Statements may be folded to fit in a #10 window envelope.

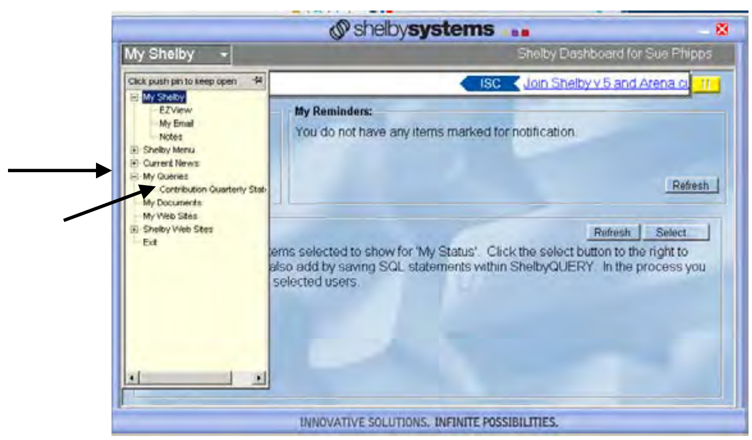
Note: If you want to add a memo to your statement, refer to Steps 11-14 (**Adding a Memo to Statements**) for instructions before proceeding. If you do not want to add a memo, continue with Step 1.

Note: These reports will be available after the 15th of the month following the end of the quarter, i.e. April 15 for the quarter ending March 31, or July 15 for the quarter ending June 30, etc.

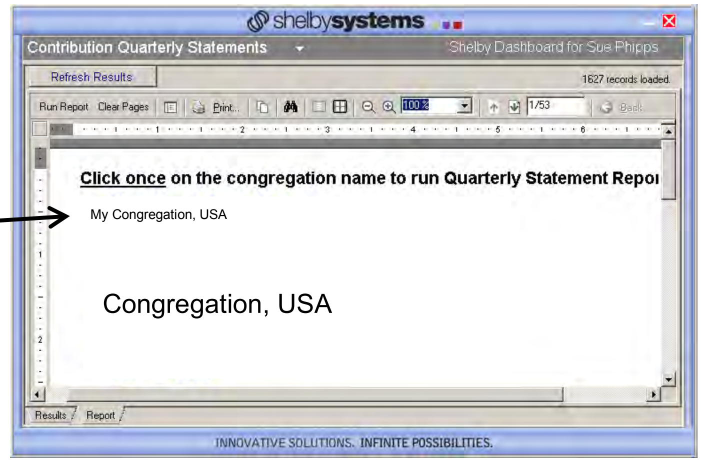
1. On the **Shelby Systems** Home Screen, click on **My Shelby**.



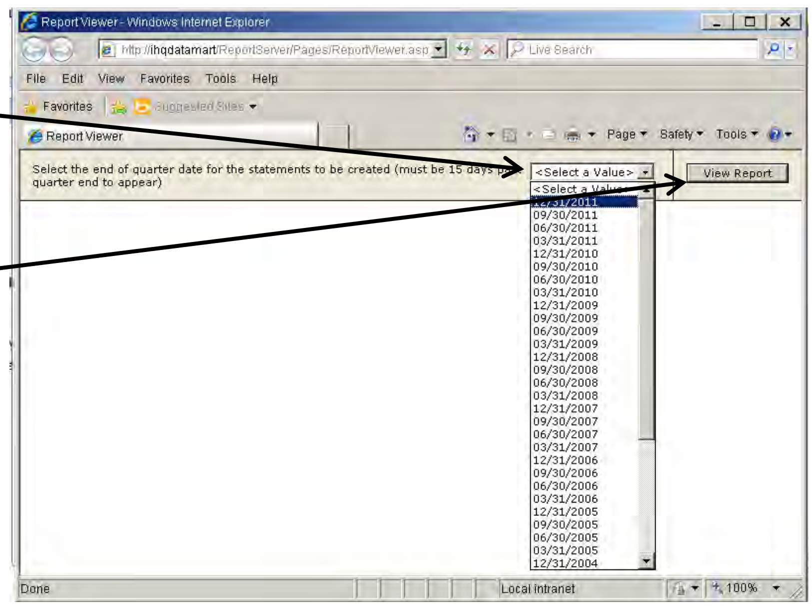
2. Click **My Queries** and choose **Contribution Quarterly** S**tatements**.



There is no longer a separate report for the annual statement. When the quarter ending date of December 31 is selected the report title becomes “Contributor’s Annual Statement”.

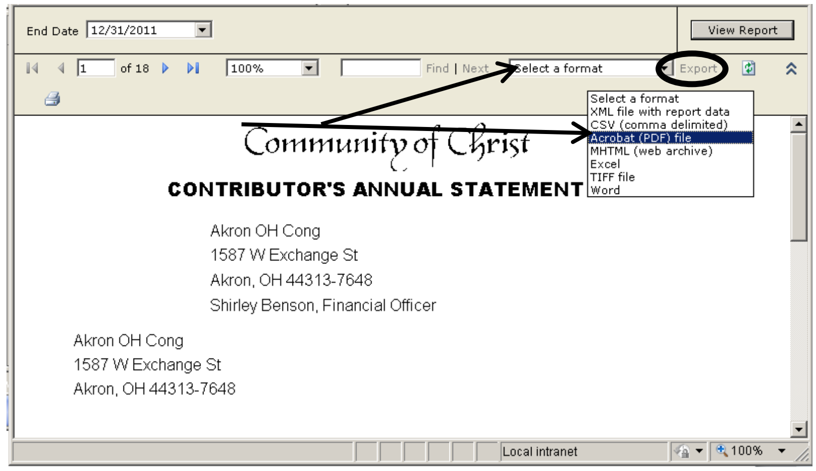


3. Single Click on your congregation name.

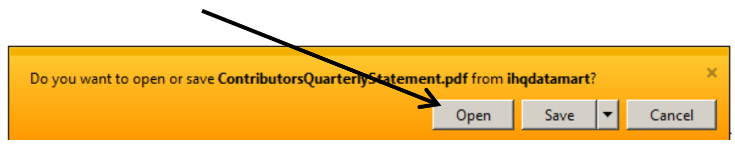


4. Click on **Select Value**, choose the quarter you wish to report. Click on **View Report**.

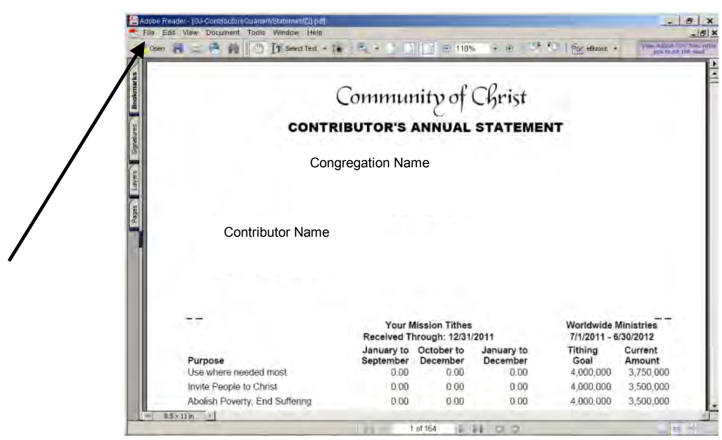
Note: Quarter ending date will not appear until 15 days after the end of the quarter.



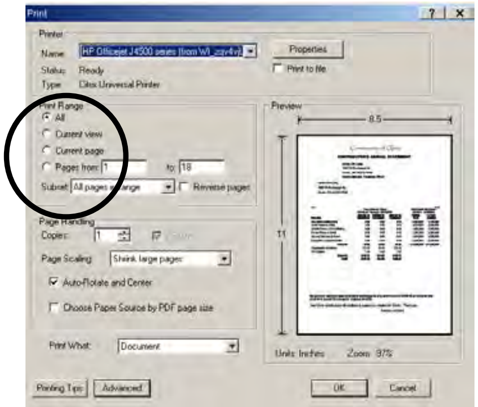
5. To **Print**, click on **Select a format** and choose **Acrobat (PDF) file** and then click **Export**.



6. Click **Open**. Acrobat Reader will open and you will see all of your statements.

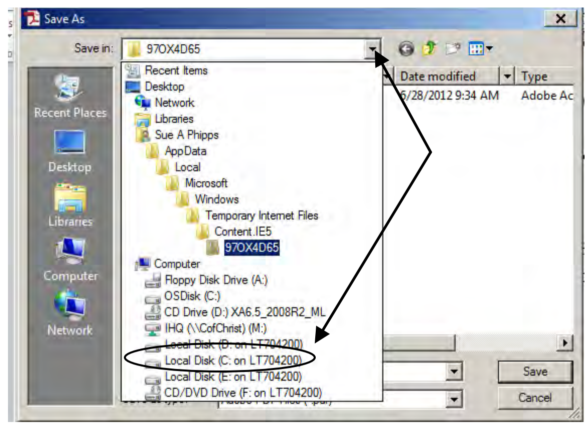


7. From this screen, choose **File** and **Print**.



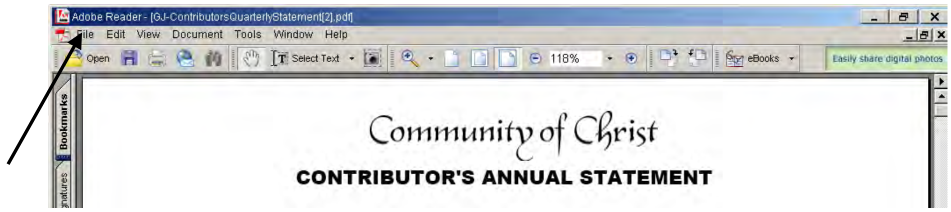
When printing you have the option to print all statements or a select few. That option will be available on the print screen which appears after you select **Print**.

***Your print screen may look different depending on the make of printer.**

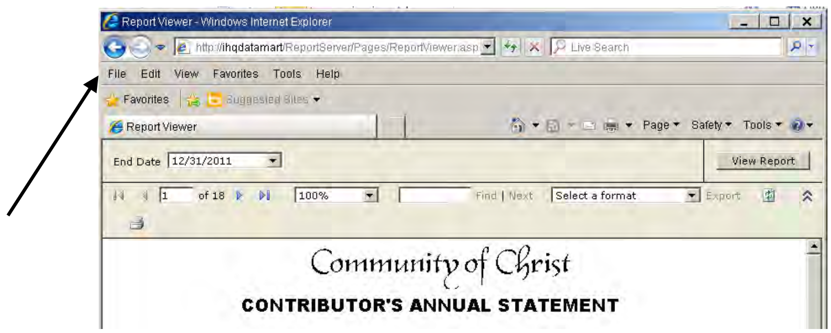


To save to your hard drive click on **File** and choose **Save As → PDF** and then click on the down arrow by **Save in:** and select “Local Disk (C on XXXXX)” which is your hard drive.

Find your **My Documents** folder and save.



8. Once you have saved or printed the statements, close the Acrobat Reader screen by choosing **File** and **Exit**.



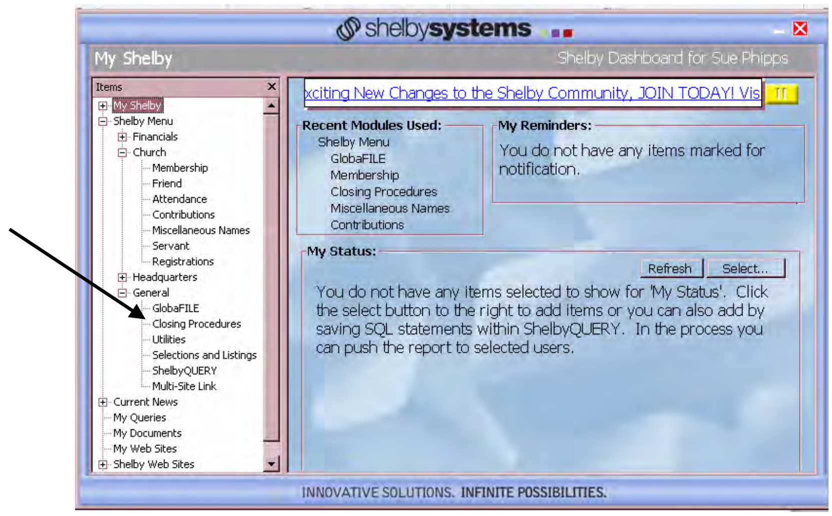
9. Close the Report Viewer by clicking on the red X in the upper right corner of the screen.

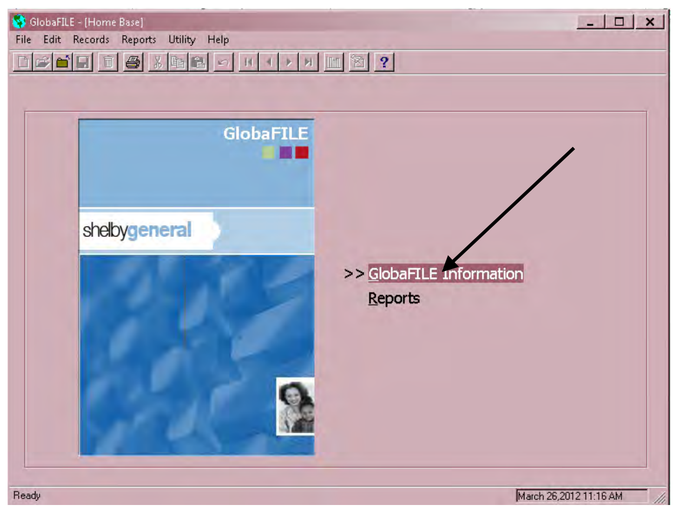
10. To return to the **Shelby Dashboard**, click on the down arrow by **Contribution Statements** and choose **My Shelby**.

    Clicking on the red X will close Shelby completely.

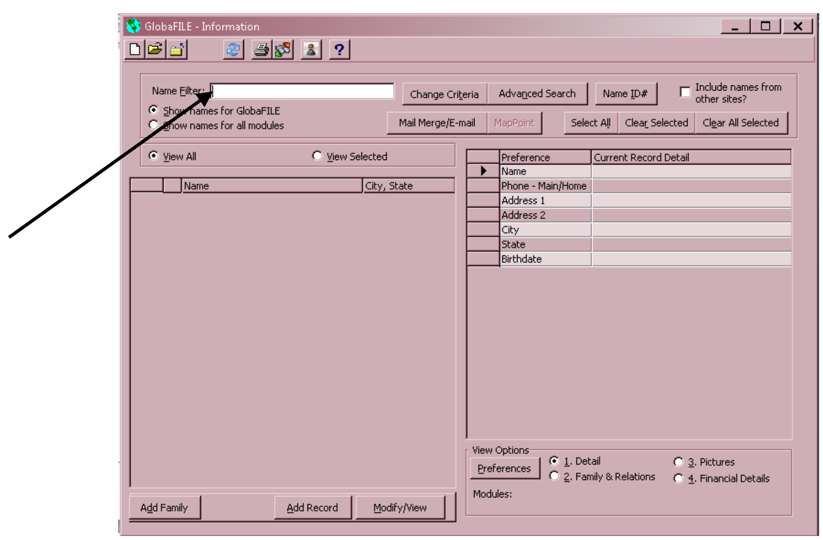
Adding a Memo to Statements

11. Before running your statements, go to **GlobaFile** and then click on **GlobaFile Information.**

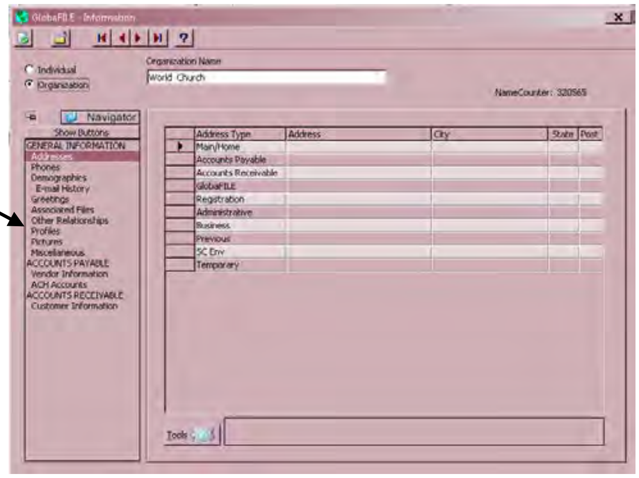




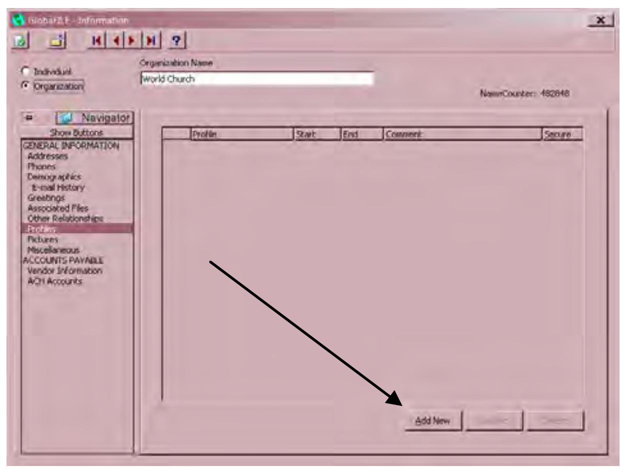
12. Add the Congregation Name in the Name Filter and **Enter** on your keyboard.



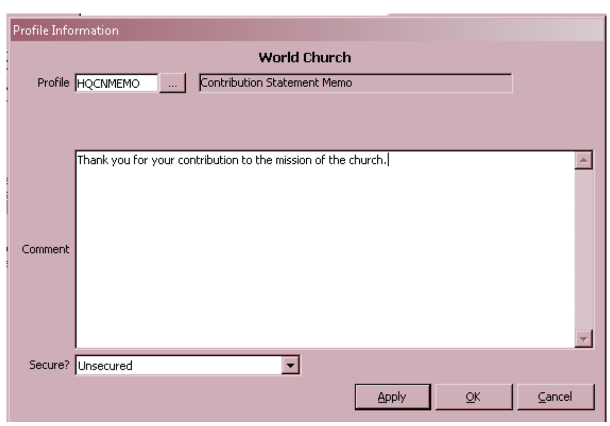
13. Double click on the Congregation Name. If the congregation has multiple entries, use the one with the smallest Shelby ID number (the number after the name).
14. Click on “Profiles”.



15. Choose **Add New**.



16. Choose the profile **HQCNMEMO**.



17. Type in the memo you would like to appear on your contribution statements. (Memo filed is limited to 300 characters.) Click **OK.**
18. On the next screen click **Finish**; click **Close** on the next screen
19. Return to Step 1 to continue with **Printing Quarterly Contribution Statements.**

Sample Statement

Community of Christ

CONTRIBUTOR'S QUARTERLY STATEMENT

Congregation Name & Address
Financial Officer Name

Contributor Name &
Address

Purpose	Your Mission Tithes Received Through: 09/30/2011 January to June	August to September	January to September	Worldwide Ministries 7/1/2011 - 6/30/2012 Tithing Goal	Current Amount
Use where needed most	0.00	0.00	0.00	4,000,000	3,750,000
Invite People to Christ	0.00	0.00	0.00	4,000,000	3,500,000
Abolish Poverty, End Suffering	0.00	0.00	0.00	4,000,000	3,500,000
Pursue Peace on Earth	0.00	0.00	0.00	4,000,000	3,500,000
Develop Disciples to Serve	0.00	0.00	0.00	4,000,000	3,500,000
Experience Congs In Mission	0.00	0.00	0.00	4,000,000	3,500,000
Subtotal:	**$0.00**	**$0.00**	**$0.00**	**$24,000,000**	**$21,250,000**
Congregation Ministries	245.00	127.25	372.25		
WC-Oblation	7.00	0.00	7.00		
Subtotal:	**$252.00**	**$127.26**	**$379.25**		
Total:	**$252.00**	**$127.26**	**$379.25**		

No goods or services were received in exchange for any contribution of $250.00 or more on this statement except for intangible religious benefits.

Your future contributions will continue to support our mission for Christ -- Thank you.

Print Date: 3/26/2012

Sample Statement Summary

Community of Christ

CONTRIBUTOR'S QUARTERLY STATEMENT

Statement Summary	
Number of Statements	Total Gifts
17	$14,123.35

Individual Statement:

- Once you have the statements displayed, (see step 7 above) you can choose to print one page, a range of pages, or all pages displayed.

Contribution Reports

Various reports can be prepared and printed that will be helpful and informative in your ministry and duties as a financial officer.

Membership module:

- Envelope Master List – A list of those in your congregation who have been issued envelopes. Can be displayed and printed in either name (alphabetical) or envelope number sequence.

Contributions module:

- Contribution List – Shows contributions for specified time periods and amounts in detail or summary form.

- Summary List of contributions– Shows total contributions, by purpose code, and total for all donors for any time period specified. Listed in alphabetical order of donor.

- Analysis of contribution data – Displays several analysis lists (Detail, Summary, Graphs, etc.) of amounts contributed by dollar range, date, and minimum/maximum amount.

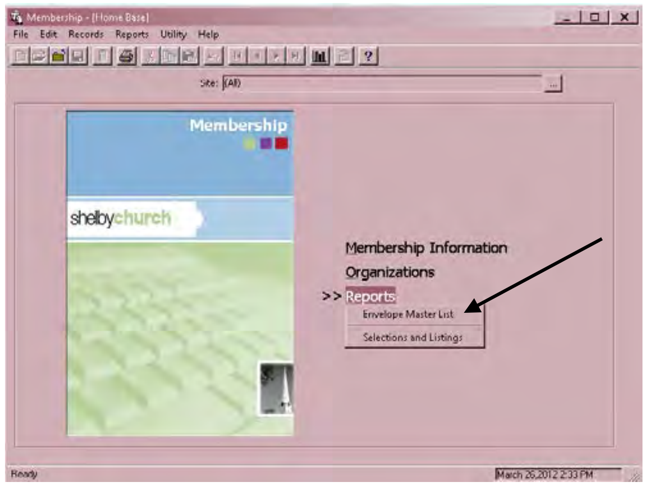
- Batch List – Shows contributions posted by batch number for date ranges set, with various sorting options.

The following are steps for creating various reports described above. Once the report is designed and saved, it will be available for your use whenever you require the information without going through all of the set-up steps again.

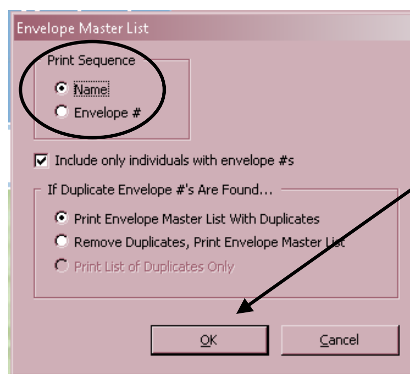
Envelope Master List

1. Click on **Membership** in the Shelby Systems main menu.

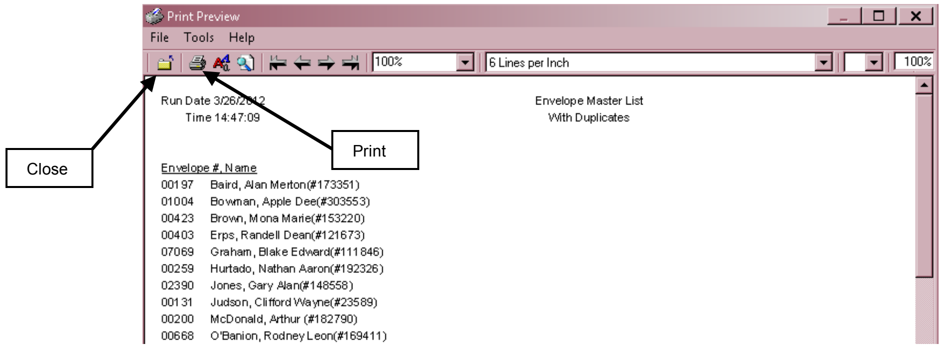
2. Click on **Reports** and then **Envelope Master List.**



3. When the Envelope Master List screen appears, choose **Print Sequence** and either **Name** or **Envelope #.**



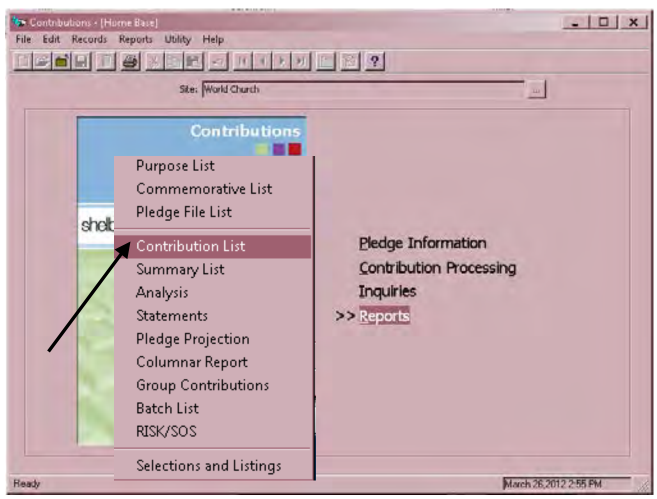
4. Click **OK**. The print sequence selected will be displayed on the Print Preview screen shown below. Click on the **Print** icon if a printed copy is desired. Click on the **Close** icon to return to the Membership (Home Base) screen.



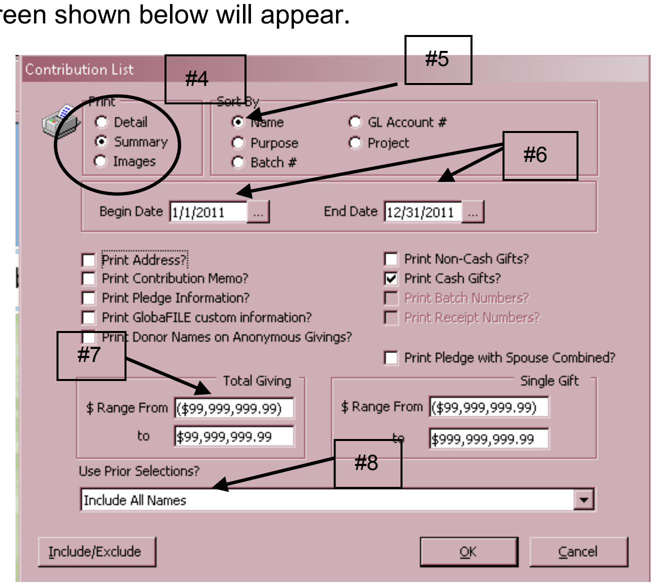
Contribution List

1. All other reports described above are accessed in the Contributions Module. Click on **Contributions** on the Navigator.

2. Click on **Reports,** then **Contribution List.**



3. The Contribution List screen shown below will appear.



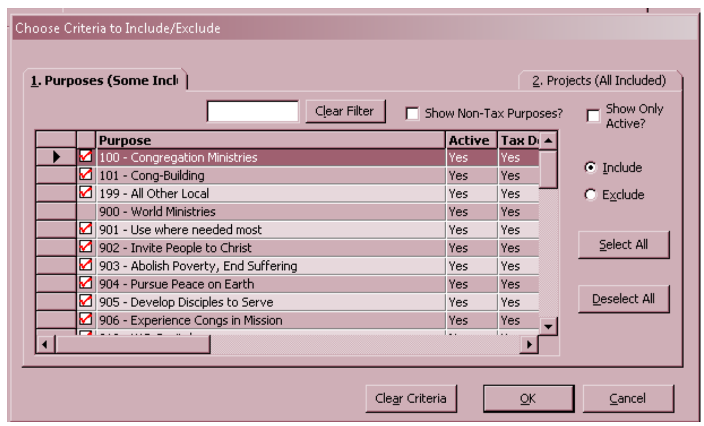
4. First select either **Detail** or **Summary** report. Try both and decide which you prefer!

5. Select which criteria to sort on, e.g., **Name, Purpose, Batch #.**

6. Set **Begin Date** and **End Date.** Click on the box to the right to show a calendar that can be easily adjusted. A date can also be typed in using MM/DD/YYYY format.

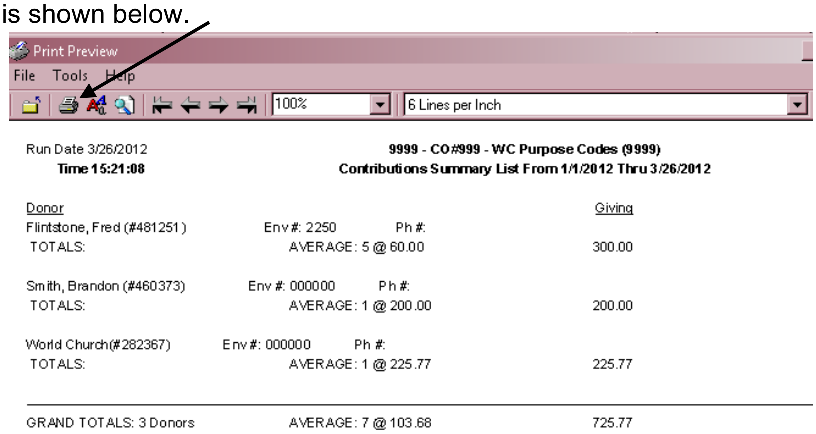
7. Set **$ Range From/to** for both Total Giving and Single Gift categories. (This would only have to be done once. Suggest setting at ($99,999,999.99) to $99,999,999.99. The “From” figure is set to a large negative number, shown in parentheses, to provide for any corrections that may have been made. Refer to section on Correcting Contribution Data Entry Errors.

8. Click on **Include/Exclude** box.



9. This screen allows you to choose what criteria (**Purposes)** you want to include in the report. Normally, all purposes would be displayed. To accomplish that, click on **Select All.** If only certain purposes are desired in the report, click on **Deselect All,** click on **Include**, and then click on those individual purposes chosen. A red check will appear for those selected. Click on **OK** when completed.

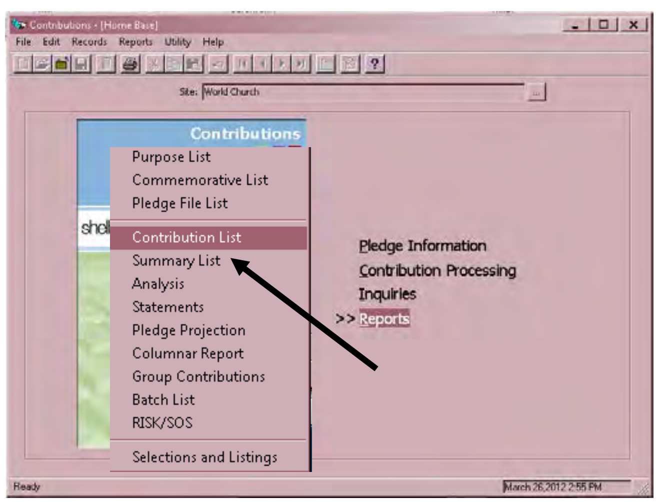
10. The Contribution List screen will reappear. If all criteria are correct, click on **OK**. The report screen will then appear. Click on the **Print** icon if a copy is desired. Otherwise, click on **Close** to return to the Contributions (Home Base) screen. A sample report is shown below.



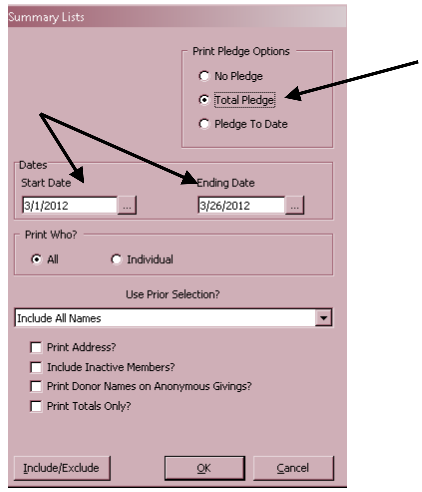
Summary List

This report shows total contributions from donors by purpose code as well as the total given for any time period chosen.

1. In Contributions (Home Base**)** screen, click on **Reports**, then **Summary List.**



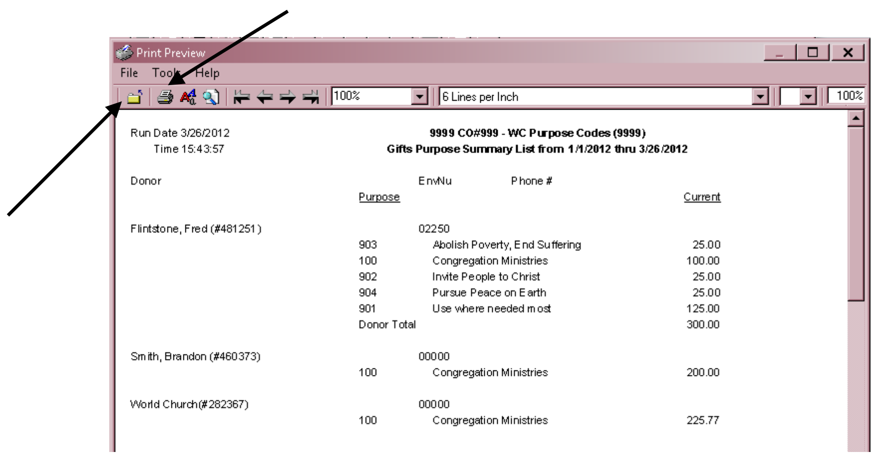
2. The Summary Lists screen shown below will appear:



3. Set, or leave, the radio button under Print Pledge Options to **Total Pledge.** This will give the summary of all contributions for each individual or family. Select the date range by choosing dates in **Start Date** and **Ending Date.** (Click on the square box to the right of each to display a calendar, or type dates in MM/DD/YYYY format.).

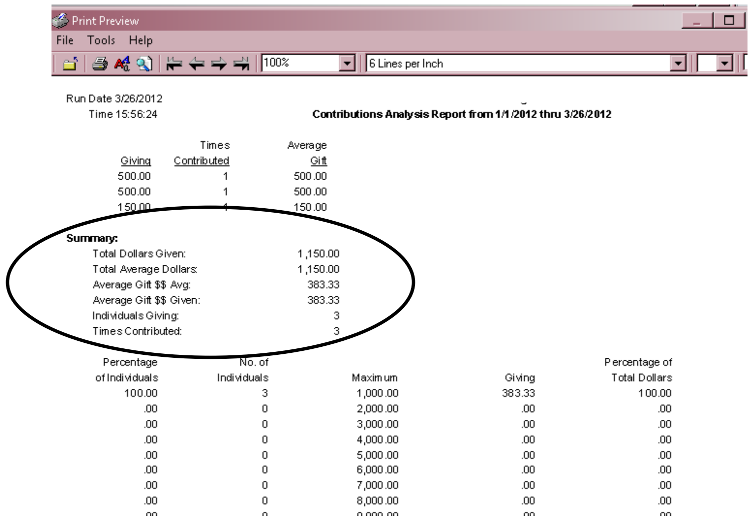
4. Set, or leave, the button under Print Who? to **All.** This selection will list all contributors in the congregation. Use **Include All Names** under Use Prior Selection? to ensure that all contributors are included in the report. Put a checkmark in the other boxes as needed. Click on **Include/Exclude** to show purpose codes. For best results, leave all boxes checked. Otherwise, click **Deselect All** and click on just those purpose codes desired in the report. Click **OK** to return to Summary Lists screen.

5. Click **OK** to display report, shown below. Click on the **Print** icon if a copy is desired. Click on **Close** to return to Contributions (Home Base) screen.

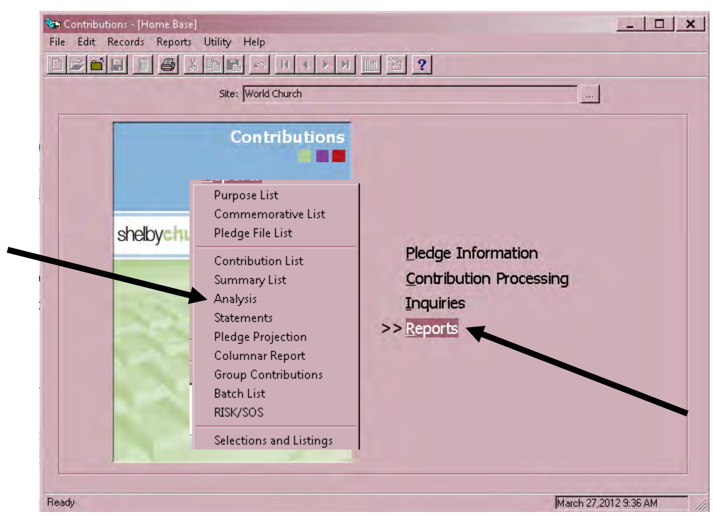


Analysis of Contribution Data Report

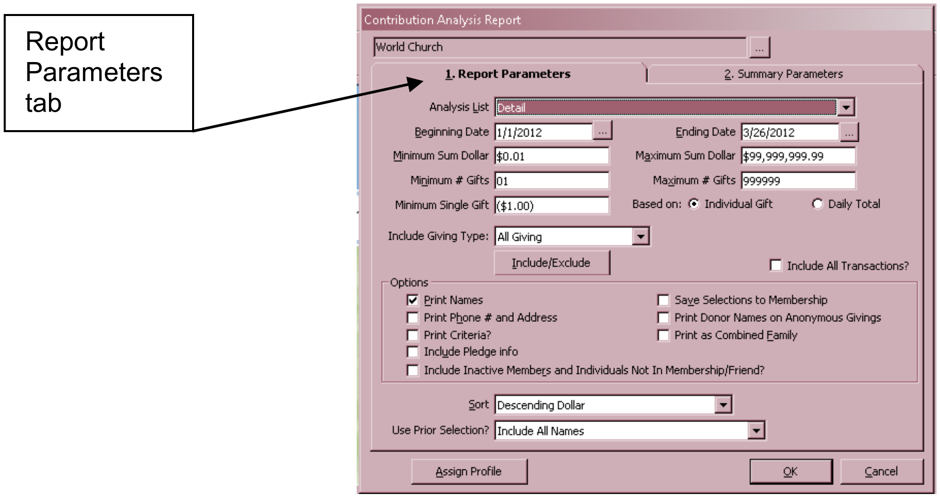
This report displays contributions for a set period of time in dollar ranges that you select. This can be done in summary or detail format. Graphs can also be designed easily to show contribution levels for time periods selected for which contribution data is available. A sample report is shown below:



1. In Contributions (Home Base) screen, click on **Reports,** then **Analysis** in the drop-down menu.

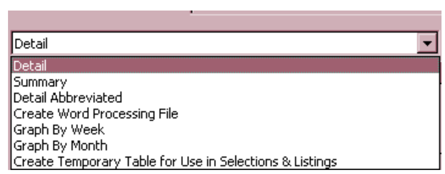


2. The Contribution Analysis Report screen, shown below, will appear.



3. In the **1. Report Parameters** tab, proceed by filling in information in the boxes provided:

   a. Analysis List: various choices become available in a drop-down list by clicking on the box at the right. The drop-down list is shown below.



Select one of the following:

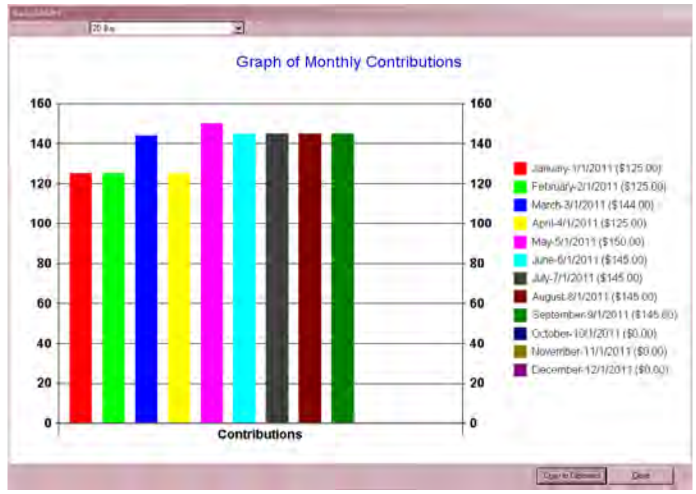
Detail: Shows all contributors and amount given for period specified, numbers of contributions, and average contribution. Lists contribution by range of dollars set.

Summary: Gives total contributions. No individual contributor's data.

Detail abbreviated: Shows contributor's name and total given. Summary and range of contributions also displayed.

Create Word Processing File: Suggest not using this option.

Graph by Week, Month: Selecting either of these will result in visual graphs of contribution data. You can then select type of graph, e.g., bar, area, pie; 2D, or 3D. Data may be saved to clipboard, but may require other software to be able to print graphs.
(Sample graph shown below)



Create Temporary Table for Use in Selections and Listings: Suggest not using this option.

b. Beginning Date and Ending Date: Click on box at the right of each window to display a calendar. Use this to select date or type in date in DD/MM/YYYY format. (Calendar year is shown in sample illustration.)

c. Minimum Sum Dollar and Maximum Sum Dollar: Suggest $0.00 for minimum and $99,999,999.99 for maximum. (These are preset-default figures) Change if desired.

d. Minimum # Gifts and Maximum # Gifts*:* Suggest this be set to 0 minimum and 999 maximum.

e. Minimum Single Gift*:* Suggest set to $0.00

f. Based on: Click on **Individual Gift**

g. Include Giving Type: Suggest set to All Giving.

h. Include/Exclude: Click on this box to display screen showing all purpose codes. Then click on **Select All** if all purpose codes are to be included in the report. Otherwise, click on **Deselect All** and continue by checking only those specific purpose codes in the report. Click on **OK** or **Cancel** to return to previous screen.

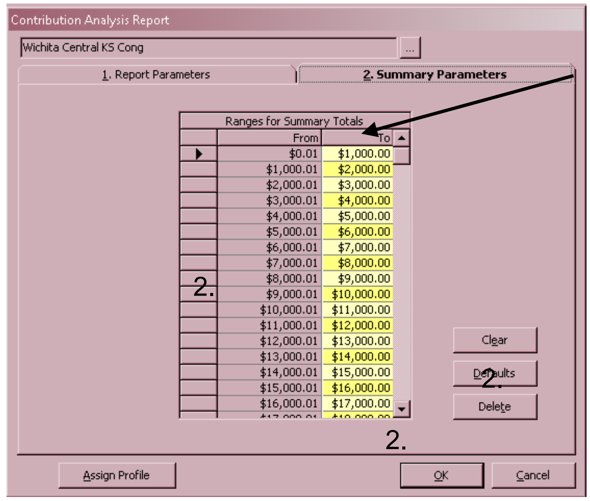
i. Options: Place a check in the box(es) desired. Normally, only **Print Names** is necessary.

j. Sort: **Alphabetical** is recommended. You can also choose **Descending Dollar.**

k. Use **Prior Selection?**: Suggest using Include All Names. Click on the box to the right to reveal a drop-down list. **Use previously selected names from Contributions and ….. Membership** can also be selected.

4. Click on the **2. Summary Parameters** tab on the Contribution Analysis Report screen to set the dollar ranges for the report.

The screen shown below will appear. Sample ranges are shown in the illustration:



5. To set, or change, ranges, click on one of the boxes in the “To” column, highlighted in yellow. Type in the dollar figure desired. Note that the figure in the “From” column will automatically adjust itself. Continue this procedure to set the desired dollar ranges. If you wish to remove a dollar range in the “To” column, click on that figure, then click the Delete box. The range will automatically readjust. Click on **OK** when the ranges have been set. Note that the ranges will be automatically saved until changed.

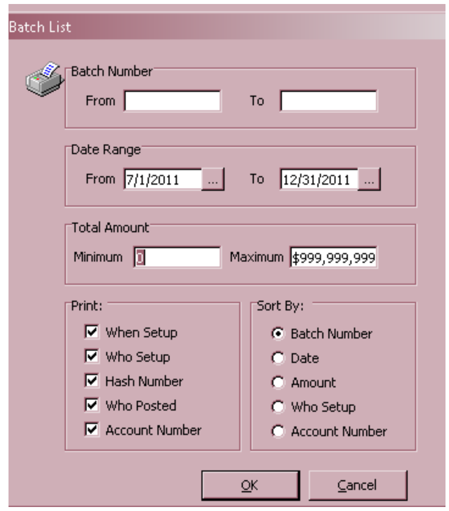
6. Upon clicking **OK,** the report that you have designed will appear. After reviewing the report, click on the **Print** or **Close** icons as desired. **Close** will return you to the Contributions (Home Base) screen.

   Clicking **Cancel** any time in the process will also return you to the Contributions (Home Base) screen.

Batch List Report

This report lists the contributions posted by batch number in the system. This can be run and printed at any time for your records or reference.

1. In the Contributions (Home Base) screen, click on **Reports** and **Batch List** in the drop-down menu. The Batch List screen shown below will appear:



2. Under Batch Number, type in the range of numbers associated with batches for the report.

3. In Date Range click on the box to the right of each window to display a calendar. Use arrows provided to adjust month. Or type in dates in DD/MM/YYYY format as desired.

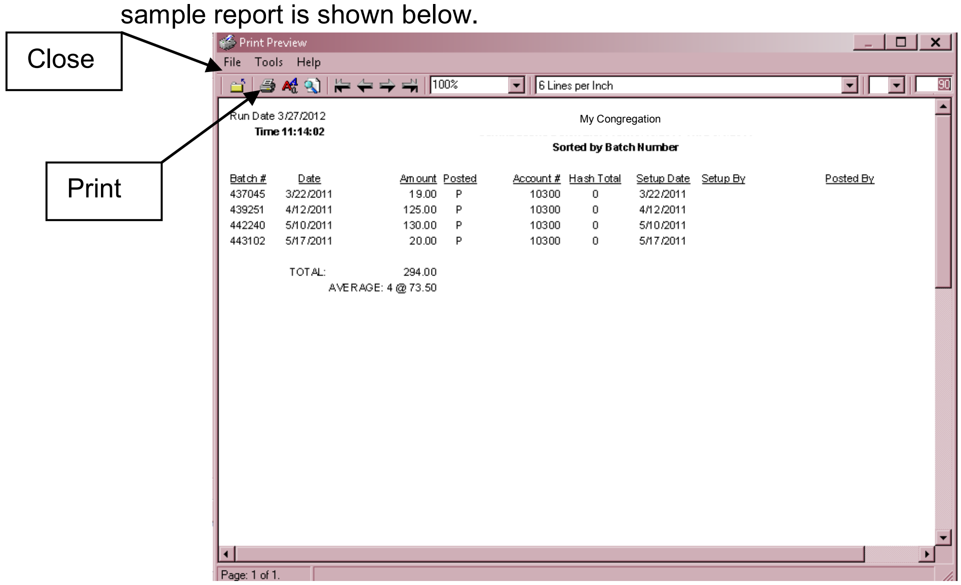
4. Under Total Amount, set amounts to cover range of total contributions for the period specified. [Suggest setting the Minimum at ($99,999,999.99) to a Maximum of $99,999.999.99. The Minimum figure is set to a large negative number, shown in parentheses, to provide for any corrections that may have been made. Refer to section on Correcting Contribution Data Entry Errors.]

5. Check boxes under Print as desired.

6. Select button under Sort By as desired.

7. Click on **OK** to run report. Click **Cancel** to return to Contributions (Home Base) menu.

8. When report is displayed, review and click on **Print** icon or **Close** icon as desired. **Close** will return you to the Contributions (Home Base) menu. A sample report is shown below.



Hint: When selecting a report to run, from the drop-down menu press the *key* associated with the letter underlined. This will take you immediately to that report screen. For example, press “S” to move directly to the Summary List.

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Appendix

Shelby Access Request
Printing PFD Document through Shelby

The Shelby Access Request Form is an on-line form that can be accessed at http://formrouter.net/forms@COFC/ShelbyOnlineAccessRequest.html.

Fill out the form and submit it on-line. A user name and password will be e-mailed to you.

The following information describes the rights that a particular area of responsibility will be given.

Shelby Responsibility/Access Descriptions

Recorder – Inquiry & Update to Membership, Friends, Miscellaneous, Registration, GlobaFile

Financial Officer – Inquiry & Update to: Contributions, Membership, Friends, Miscellaneous, GlobaFile (to add new contributors and assign envelope numbers only), Financials – All Modules

Presiding Officer – Inquiry to: Membership, Friends, Miscellaneous, Registration, GlobaFile, Financials – General Ledger Reports

Accounting Clerk – Inquiry and Update to: Financials – All Modules

Contributions Data Entry – Inquiry & Update to: Contributions, Membership, Friends, Miscellaneous, GlobaFile (to add new contributors and assign envelope numbers only)

Youth Worker – Inquiry to: Membership, Registration, GlobaFile

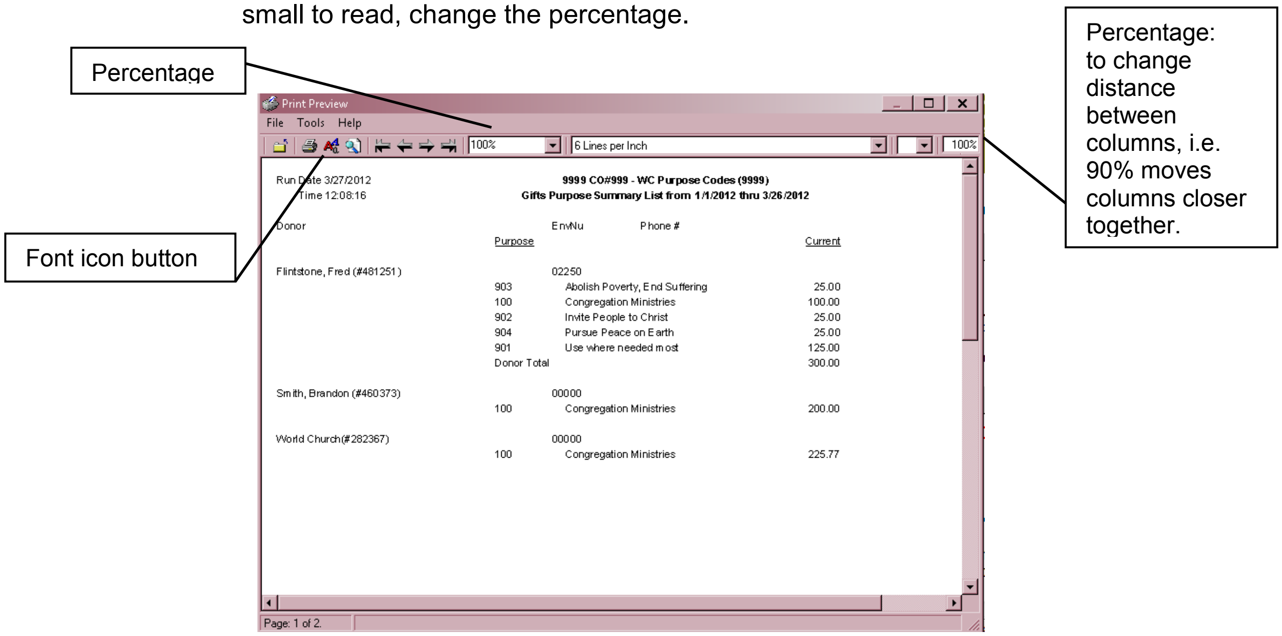
Inquiry Only – Inquiry to: Membership, Registration, GlobaFile

Full Rights – Inquiry and Update to: All Modules and System Functions

Printing PDF Document through Shelby

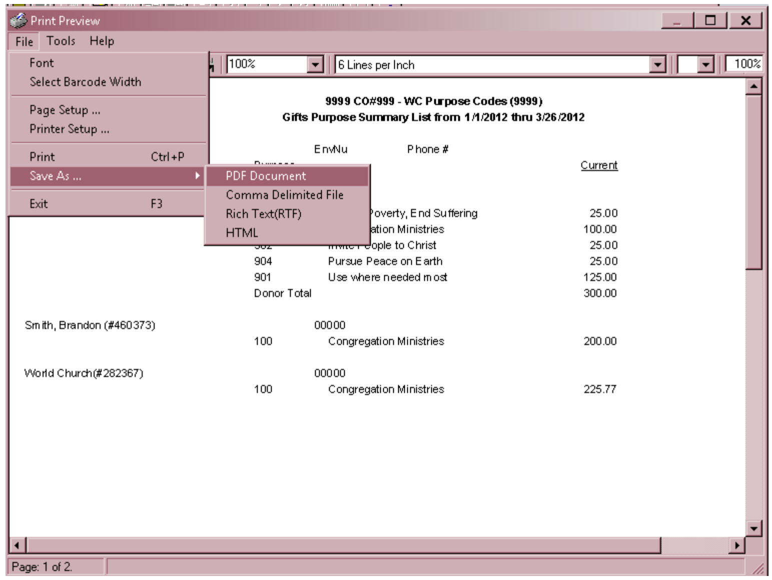
1. Once you have run a report and it is on the screen, you can print the report or you can print to Acrobat PDF Writer and save it to your hard drive. Once it is saved to your hard drive, you can print it at any time or you may want to send the file electronically.

2. When you run a report, it will appear in a “Print Preview” format. If it is too small to read, change the percentage.



Note: It is very important that the font be Times Roman 8 pt for the PDF document to be formatted correctly. If you are unsure of the font or need to change it, click on the font button on the Print Preview screen and make the adjustments.

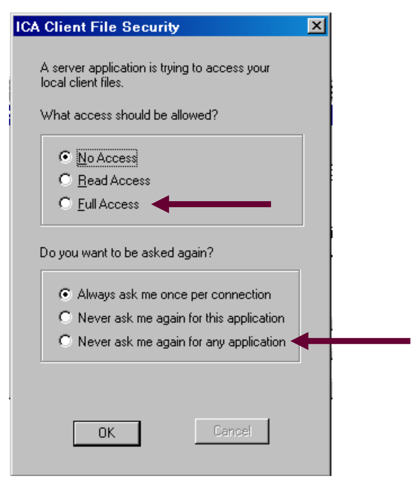
3. To save as a PDF Document, click on **File**, choose **Save As**, choose **PDF Document**.



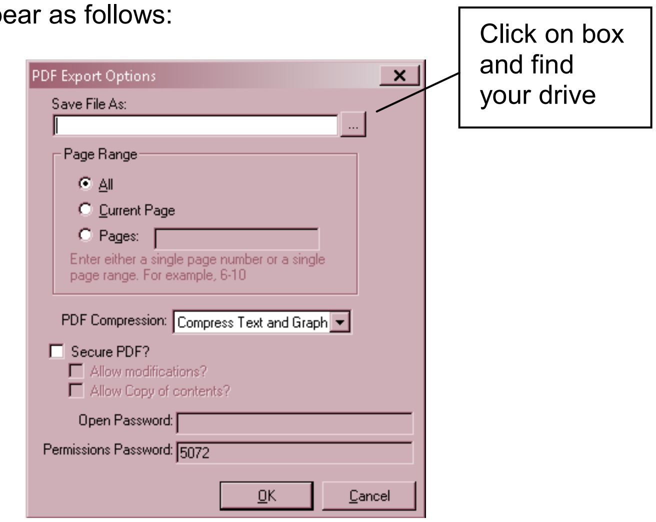
4. If you have Version 16.31.1051 or higher, the ICA Client File Security screen will appear.

5. Click on **Full Access** and **Never ask me again for any application**.

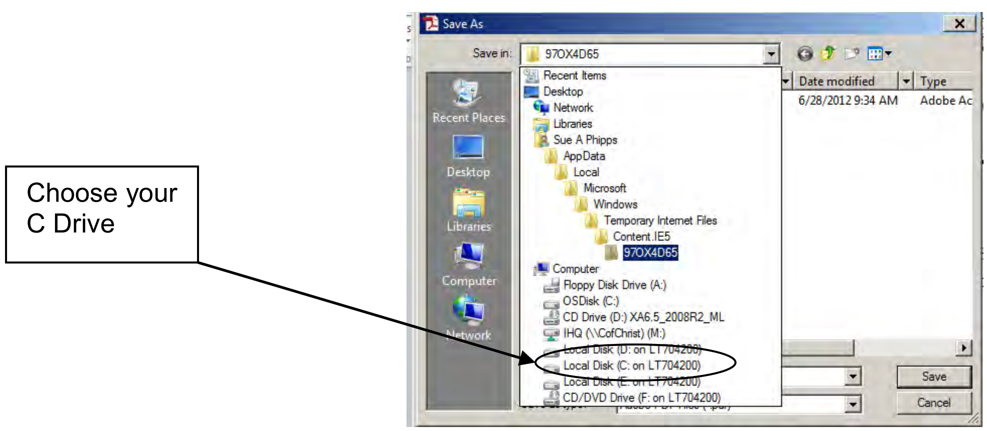
6. Click **OK**



7. The next screen will appear as follows:

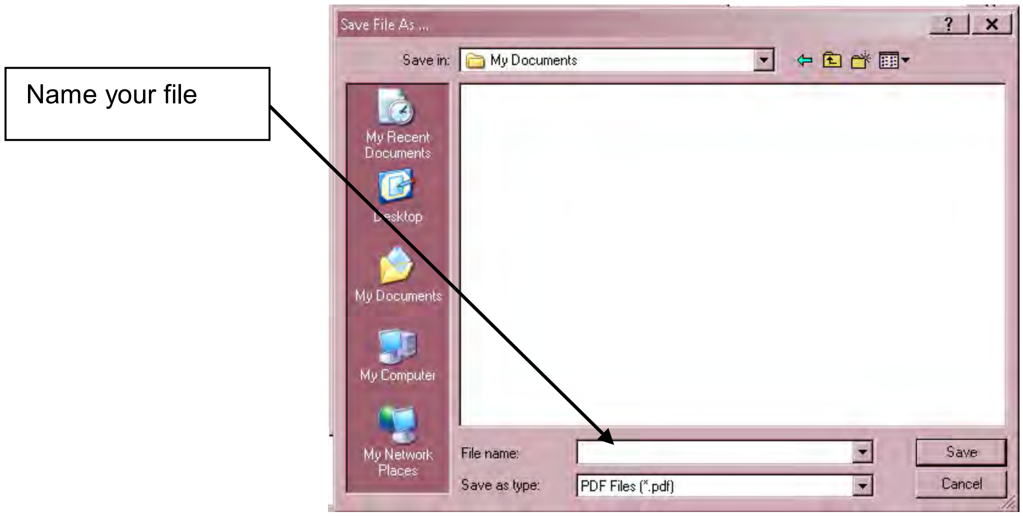


8. Click on the box at the end of Save File As and find the C drive (C is your hard drive). Your C drive is shown “Local Disk (C on XXXXX)”, as seen in the figure below.

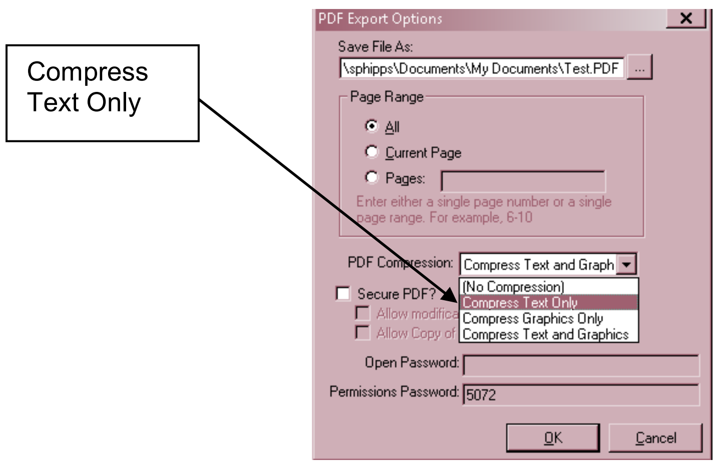


9. Find your **My Documents** folder

10. Name the file and click **Save**.



11. Click **OK**.



12. Change the PDF compression to “Compress Text Only” and click **OK**.
13. Your report will be saved in your My Documents folder on your hard drive.
14. Open the file in My Documents that has the PDF extension.
15. Your document is an Acrobat file and can be opened with Acrobat Reader. The file will look the same as it would if you printed it from Shelby, but it is now a PDF file and cannot be changed.
16. Choose **File** and **Print**.
17. If you want to send this file electronically, create an e-mail message and attach the PDF file.