United States Congregational Financial Officer Handbook

Addendum I – Electronic Processing

by The Presiding Bishopric





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* © 2012 Community of Christ

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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: <u>https://www.formrouter.net/forms@COFC/ShelbyOnlineAccessRequest.html</u>.

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.

	Logged on as: sphipps	Messages	Č Settings	Log Off	CITRIX
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	Main			Se	elect view: 💌
_	Shelby v511				
	Hint: You can view your resources in several different ways. Use the Select v	iew control to change the way that your resourc	es are displayed.	×	

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 email you receive from IT.

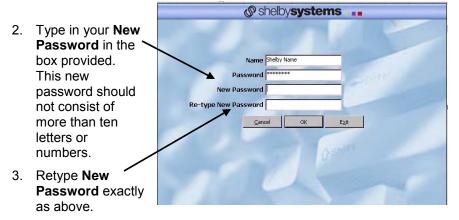
After entering your Shelby Name, type in the **Shelby Password** you have been assigned.



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.



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.

How to Access Help Using F1

- 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.

How to Access Help from the Menu Bar

- 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.

How to Search for a Help Topic once the Help window has been opened

- 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. <u>**Or**</u>
- 1. Choose the **Help Topic** of your choice.
- 2. Click the **Print** button located on the tool bar.
- 3. Click **OK** to continue.

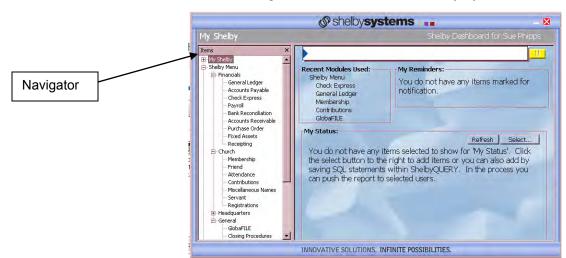
Note: If your printer cannot be configured to print with the Citrix Server, see the Appendix for printing instructions to a PDF file

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.



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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.

-	CO#998 -Mission I		(9998) - Fiscal Year Beginning andard Format	g 1/1/2011
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_	Create Delimited File			<u>X</u>

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.

<u>lcon</u>	<u>Keyboard</u>	Meaning
D	Ctrl + [N]	New is used to add a new item.
<u> 2</u>	Ctrl + [O]	Open is used to read or modify an existing item.
6	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.
Î		Delete is used to remove an item.
e	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.
Ē	Ctrl + [C]	Copy is used to copy information and use it in other areas via the clipboard.
<u>E</u>	Ctrl + [V]	Paste is used to move information from the clipboard into another area or application.
5	Ctrl + [Z]	Undo is used to back up a step when wanting to reverse the last action processed.
M	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.
H	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.
2	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.

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

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

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.

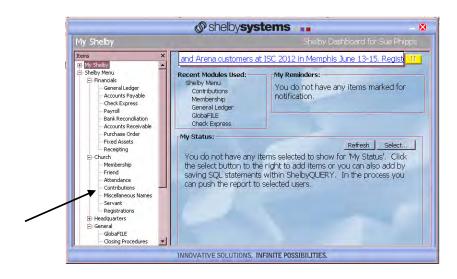
Please refer to the section titled "Receipting," under Financial Activity, found in the *United States Congregational Financial Officer Handbook* for World Church policies related to handling contributions.

Quick Steps – Contributions

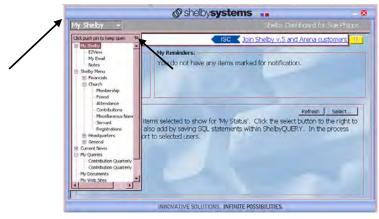
Shelby System – Contributions (Home Base) – Contribution Processing – Select a Batch – New – Batch Entry – Contributions – New – Perform Data Entry – Reports – Edit – Save – Print Report

Detail Steps – Contributions

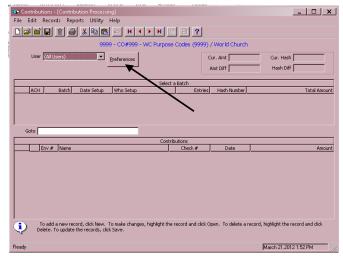
1. In the Navigator click on **Contributions** and choose **Contribution Processing**.



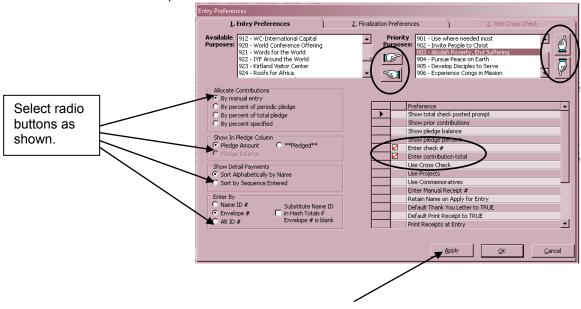
Note: If your navigator panel does not show up, click on **My Shelby** and then click on the push pin to keep it open.



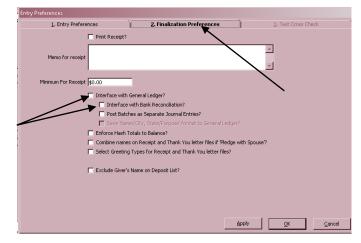
2. Set your preferences for your input screen by clicking on the **Preferences** button. This only needs to be done once.



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.



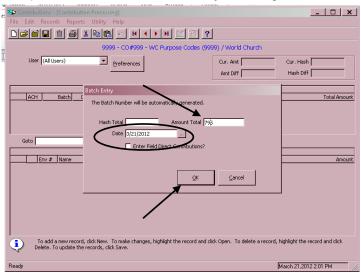
4. Click on <u>2.</u> Finalization Preferences tab. Unless you interface with the General Ledger or Bank Reconciliation is being done, *remove* any checks that may be present on boxes. Leave all other boxes unchecked. Click **OK**.



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

New icon]	File Edit Record: Reports Unity Help	N 2	
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Right click in this area.		ACIT Batch Date Setup Who Setup	Select a Batch Entries Harwamber	Total Amount
		Golu Golu	Delets Memo Contributions Oneck # Date	Amount
		To add a new record, cikk time. To note changes, high		
		Delete. To update the records, clck Save.	E	Web-21-2012-1-52-PM

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.

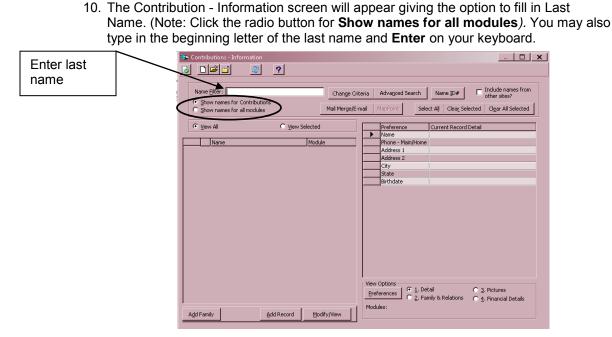


- 7. Click **OK**. The Contributions Shelby v.5.11 (Contribution Processing) screen will appear.
- Now that a batch has been created with an amount entered, individual(s) contributions can be entered. Right click in the Contributions box and choose New. Or click on the New icon button.

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New icon	File Edit Records Repo	orts Utility Help	5				
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	455072	3/21/2012 50	ie Phipps	0	0		\$785.00
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Contributions box. Right click in this area.				New Open Delete			
	To add a new reco Delete. To update th	rd, click New. To m he records, click Sa	ake changes, highlight the /e.	Memo rec ora ana aice o p	Jen. To delete a rec	ord, highlight the reco	rd and click

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).

	Name	1. Basic Info.	New Pledge	<u>N</u> on-Cash? <u>2</u> . Memo
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				Inquiry
			Check #	
			Amount	Remaining \$0.00
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	Purpose	Purpose Description	Pledge	
•	100	Congregation Ministries		
	901	Use where needed most		
	902	Invite People to Christ		
	903	Abolish Poverty, End Sufferir		
	904	Pursue Peace on Earth		
		Develop Disciples to Serve		
	905			
*	905	Experience Congs in Mission		



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**.

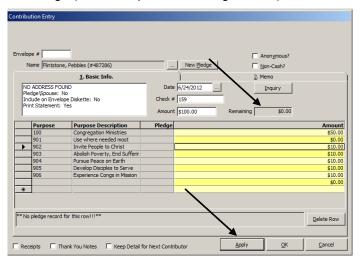
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-	6 🕞 🖆 👌 ?			
2				
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	C Show names for Contributions	Change Criteria	Auvaliced Search	other sites?
Dadia huttan	Show names for all modules	Mail Merge/E-mail	MapPoint Sele	ct All Clear Selected Clear All Selected
Radio button				
	 View All(18) View S 	ielected(0)	Preference	Current Record Detail
		L	Name	Smith, Brandon (#460373)
	Name	Module	Phone - Main/Home	
	 Smith, Brandon (#460373) Smith, Debra (#314265) 	Misc.	Address 1	
	Smith, Emily (#417110)	Misc.	Address 2 City	
	Smith, Fred P(#459471)	Misc.	State	
	Smith, Gage (#454920)	Misc.	Birthdate	
_	Smith, Janet L(#466704)		Dirchuate	
	Smith, Joshua (#400046)	Misc.		
	Smith, Korman (#435340)			
	Smith, Leslie (#434540)	Friend		
	Smith, Luther (#454008)	Friend		
	Smith, Merlin F(#424978)	Misc.		
	Smith, Parker (#460374)	Misc.		
	Smith, Randall (#314324)			
	Smith, Sharon (#440234)	Friend		
	Smith, Thelma J(#461151)	Misc.		
	Smith, Tristan (#464491)	Misc.		
	Smith, Val J & Elizabeth(#434788)			
	Smith, Victoria (#419471)	Friend	ew Options	
		<u>_</u> <u>P</u>	Preferences C 2. Far	ail C <u>3</u> . Pictures nily & Relations C <u>4</u> . Financial Details
	Add Family Add Record	Modify/View	lodules: CN, GB, MB, NU	

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.

ADDRESS FOL	1. Basic Info.				
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		Check #			
t Statement: `	Yes	America I		<u> </u>	
		Amount	Renairing	\$0.00	
Purpose	Purpose Description	Pledge	/		
100	Congregation Ministries			_	
901	Use where needed most				
902	Invite People to Christ				
903	Abolish Poverty, End Sufferir		/		
904	Pursue Peace on Earth				
905	Develop Disciples to Serve				
906	Experience Congs in Mission	/	/		
	de on Envelo	ule on Envelope Dialette: No Statement: Yes Purpose Purpose Purpose Dialette Statement: Yes Statement Stat	ude on Envelope Diakette: No Statement: Yes Purpose Purpose Purpose Description 100 Congregator Ministries 901 Use where needed most 902 Invite People to Crist 903 Abolish Poverty, End Sufferir 904 Puruse Peace on Earth 905 Develop Disciples Devel	de on Envelope Dakette: No Statement: Yes Anount Revalining Purpose Purpose Description Plesse 100 Congregation Ministries 901 Uise where needed most 902 Invite People to Christ 903 Abolich Poverty, for di Sufferri 904 Pursue Peace on Earth 905 Develop Discopte to Serve	de on Envelope Diokette: No Statement: Yes Amount Revaining \$0.00 Purpose Purpose Description Piledge 100 Congregation Ministries 901 Uke where needed most 902 Invite Receipt to Crinst 903 Abdolfs Poverty, Eds Sufferir 904 Pursue Paces on Earth 905 Develop Disciptes Serve

- 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.

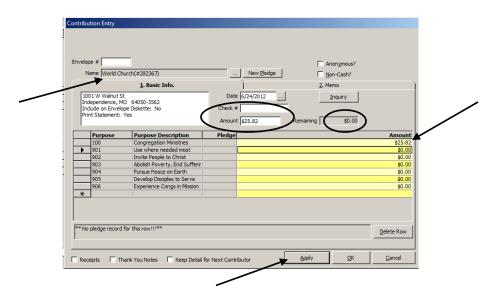
21. If you are entering contributions for a date more than 7 days prior to the current date, you will get the following message.



- 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:



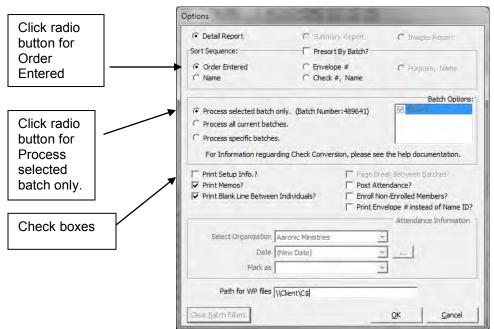
- 1. From the Contribution Entry screen, enter the name of the congregation in the Name field, look up their record, and select.
- Enter the amount of loose cash in the Amount box and also on the correct purpose code line. This is generally purpose code 100: Congregation Ministries. (On Communion Sundays, 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.

▶ 455072 3/21/2012 Sue Phipps 3 0 \$76 Goto	Use	r (All Use	rs)	Ē	references	C 4	ur. Amt #721	9.23 Cur. Hash 0 9.23 Cur. Hash 0
▶ 455072 3/21/2012 Sue Phipps 3 0 \$76 Goto					Sel	lect a Batch		
Goto Contributions Env # Name Check.# Date Arr 000000 Finkstone, Fred (#461251) 2250 3/21/2012 \$33 0000000 Sinth, Brandon (#460373) 25 2/5/2012 \$32	ACI	1	Batch Da	te Setup	Who Setup	Entries	Hash Number	Total Amo
Contributions Env # Name Orecl. # Date Arr 000000 Finkstone, Fred (#481251) 2250 3/21/2012 \$30 000000 Smth, Brandon (#460373) 255 2/5/2012 \$22		45	5072 3/	21/2012	Sue Phipps	3	0	\$785
000000 Flintstone, Fred (#481251) 2250 3/21/2012 \$30 000000 Smith, Brandon (#460373) 25 2/5/2012 \$20	Goto					ntributions		
	Goto	Env #	Name		Co		Date	
000000 World Church (#282367) Independence, MO 2/5/2012 \$22	Goto			red (#48125		Check #		Amo \$300
	Goto	000000	Flintstone, F		1)	Check # 2250	3/21/2012	
	Goto	000000	Flintstone, F Smith, Brand	lon (#460373	1)	Check # 2250	3/21/2012 2/5/2012	\$30

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.

	≝ #{ ��] ⊱ ← → ⊣; 100	% 💽 6 Lines per Inc	h			1	
ose icon	Run Date 3/22/2012 Time 13:24:40		9999 CO#999 - WC Purpo Contribution E dit Li Batch Number: 4	ist - Detail		Page 1	i I
itton	<u>Name</u> Flintstone, Fred (#481251)	<u>Che</u> 225	<u>ck# Date</u> 0 3/21/2012		regation Ministries	<u>Amount</u> 300.00 100.00	l
					People to Christ	25.00	
					sh Poverty, End Suffering	25.00	
				904 Pursi	ue Peace on Earth	25.00	
				901 Use	where needed most	125.00	
	Smith, Brandon (#460373)	25	2/5/2012	100 Cong	gregation Ministries	200.00	
	World Church(#282367)		2/5/2012	100 Cong	pregation Ministries	225.77	
	Control Totals Don't Match Batch Num ber: 45507 2 Tota	ils:	3/21/2012			785.00 725.77	
	Difference		Tota	il Pledo	ged Overpaid	59.23 Unpledged	
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	By Check:		500.00				
	Purpose Totals:						
	Act # Purpose 001/10300	Description	Tota	il Pledg	ged Overpaid	Unpledged	
	001/001/40200 100	Congregation Ministries	525.77	7	.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 Sufferir			.0000	25.00	
	001/000/211.00 904	Pursue Peace on Earth	25.00		.00. 00. 00. 00.	25.00	
	Totals for 001/10300		725.77	4	.00. 00.	725.77	
							-

- 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.

	 Section Contributions - [Contribution Processing] 	_ <u> </u>
1	File Edit Records Reports Utility Help	
		r 🖻 ?
	9999 - CO#999 - WC Purpose	e Codes (9999) / World Church
	User Sue Phipps	
	User Sue Phipps Preferences	Cur. Amt \$725.77 Cur. Hash 0
		Amt Diff \$59.23 Hash Diff 0
Save	Ealact	t a Batch
I I	ACH Batch Date Setup Who Setup	Entries Hash Number Total Amount
icon	455072 3/21/2012 Sue Phipps	3 0 \$785.00
button		
	Goto	
	Contr	ributions
	Env # Name	Check # Date Amount
	000000 Flintstone, Fred (#481251)	2250 3/21/2012 \$300.00
	000000 Smith, Brandon (#460373)	25 2/5/2012 \$200.00
	000000 World Church (#282367) Independence, MO	2/5/2012 \$225.77
	To add a new record, click New To make changes, bipblight the	e record and click Open. To delete a record, highlight the record and click
	To add a new record, click New. To make changes, highlight the Delete. To update the records, click Save.	
	Ready	March 22,2012 1:28 PM

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.

con	Run Date 3/22/2012 Time 13:31:45	999 Contribution Register	CO#999 - WC Purpo for Period: 1 Fiscal \ Batch Humber: 4	/ear - 1/1/		00001	Page 1
	Name	Check #	Date	Purpose			Amount
	Flintstone, Fred (#481251)	2250	3/21/2012			Alexand and a	300.00
				100 902	Congregation Invite People 1		100.00 25.00
				903		ty, End Suffering	25.00
				904	Pursue Peace		25.00
				901	Use where ne		125.00
	Smith, Brandon (#460373)	25	2/5/2012	100	Congregation		200.00
	World Church (#282367)		2/5/2012	100	Congregation	Ministries	225,77
	Control Totals Don't Match						765.00
	Batch Number: 455072 Totals:		3/21/2012				725,77
	Difference		- section (59.23
			Tota	L.	Pledged	Overpaid	Unpledged
	By Cash:		225.77				0000400
	By Check:		500.00	i.			
	Purpose Totals						
	Acd:# Purpose .001/10300	Description	Tota		Pledged	Overpaid	Unpledged
	001/001/40200 100	Congregation Ministries	525.77		100	.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
	001/000/211 00 903	Abolish Poverty, End Suffering	25.00		.00	.00	25.00
	001 /000/211 00 904 Totals for 001 /10300	Pursue Peace on Earth	25.00 725.77		00. 00.	.00. 00.	25.00 725.77
	Tutais for 001710500		129.11		.00	00.	12011

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.

	Print Preview le Taols Help				1	18 3
		00% 6 Lines per Inch			<u>E</u> II	10
Close icon	Run Date 3/22/2012 Time 13:35:04	CO#999 - WC P Contributi	⁹ urpose Codes (9999) ions Deposit List 9.001/1.0300		Págé 1	1
button	Check # 2250 25	Amount Name 300.00 Flintstone, Fred (#481251) 200.00 Smith, Brandon (#460373)	City	হ্য		
	Tótáis	500.00 in 2 checks 225.77 in cash 725.77 Total Deposit				
	If acc	eptable by your bank, this ma	ay be used as your	deposit slip.		

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

King Contributions -> (Contribution Processing) X File Edit Records Reports Utility Help Image: Second Sec
9999 - CO#999 - WC Purpose Codes (9999) / World Church User Sue Phipps Preferences Cur. Amt \$725,77 Cur. Hash 0 Off 0 Gontributions Def 0 Git Save Completed. Total Amount \$765.07 Total Amount \$775.07
User Sue Phipps Preferences Cur. Amt \$725.77 Cur. Hash 0 Contributions Off 0 ACH Bs 455 Git Save Completed. Total Amount \$765.00
Contributions Off O ACH Bs Gift Save Completed. Total Amount Total Amount Total Amount \$765.00
Contributions Off O ACH Bs Gift Save Completed. Total Amount Total Amount Total Amount \$765.00
ACH BE Total Amount to the databasel Total Amount \$775.00
Goto Press OK to commit the changes if you are satisfied with the results. As long as this screen is visible, certain parts of the database are locked from other users. Goto NOTE: The Restore Temporary Backup utility can be used later, if necessary. Press Cancel to return without updating. Amount. \$300.0000 F \$300.000
Click to stop commit in 25 seconds. Click to stop commit in 25 secon
To add a new record, click New. To make changes, highlight the record and click Open. To delete a record, highlight the record and click Delete. To update the records, click Save. Ready March 22,2012 1:38 PM

- 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.

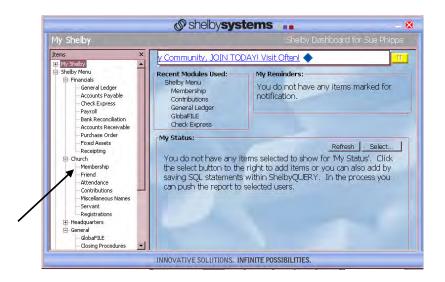
The following steps will allow you to add or update both Member and Friend envelope numbers.

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.



- Membership

 File Edit Records Reports Utility Help

 Stes: [All]

 Stes: [All]

 Shelbychurch

 Shelbychurch

 Organizations

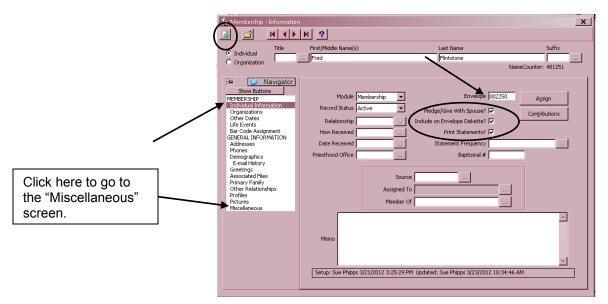
 Reports
- 2. Click on the <u>Membership Information</u> button. The Membership-Information screen will appear

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.

Image: Selected (0) Preference Current Record Detail Image: Name Module Image: Plotstone, Fred (#481251) Member Address 1 Address 2 Cty Cty State Birthdate Image: Preference Current Record Detail Image: Plotstone, Fred (#481251) Member Address 1 Address 2 Cty State Birthdate State Preferences 1. Detail Preferences 2. Family 8. Relations 9. Family 8. Relations 4. Financial Details	Image: Second state of the second s	Change Criteria Advago Mail Merge/E-mail MapPoint	ed Search Name ID#	Include names from other sites?
Finitistone, Fred (#181251) Member Address 1 Address 2 City State Birthdate		Name	Flintstone, Fred	
State Derthdate View Options Preferences © 1. Detail © 3. Pictures		er Addres	is 1	
View Options Preferences C 1. Detail C 3. Pictures				

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.

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

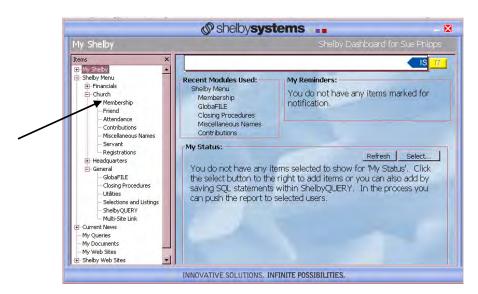
- Family alternate address (if a P.O. Box is used in the main/home address, then this would be the physical address of the home)
- Main/home telephone number
- Birth date
- Gender
- Marital status
- Envelope number (normally not needed)

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

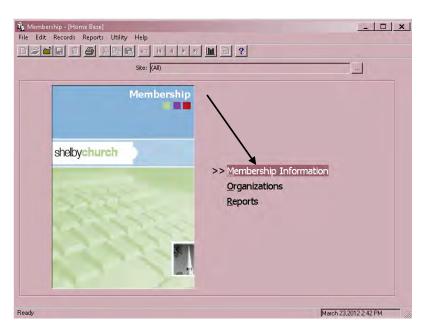
Shelby System — Membership — Membership Information — Add New Person — First Name — Addresses — Phones — Individual Information — Miscellaneous Names — Miscellaneous – Congregation # — Close

Detail Steps – New Entry

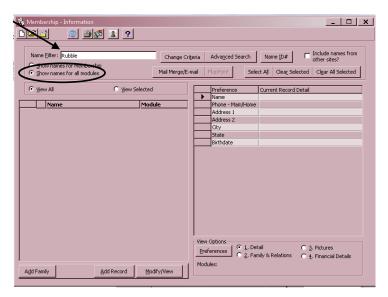
1. Go to the main Shelby Systems menu and click on Membership.



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.**

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C) 🖆 📑 🔮 🍯 🕵	2 ?				
	Name Eilter: Rubble C Show names for Membership C Show names for all modules	Change Cr Mail Merge/E-		Advanced Search	Name ID#	Include names from other sites?
	C View All	C View Selected		Preference	Current Record	Detail
Г	Name	Module		Name Phone - Main/Hor	ne	
h		vlembership Search	.	1		
	-	Membership - Record Not	t Found	2		
		Add a New Record		9		
l		Add a New Eamily				
		Search again				
		Search all Modules				
			Pref		Detail Family & Relations	C 3. Pictures C 4. Financial Details
	Add Family Add	ld Record Modify/View	Modu	les:		

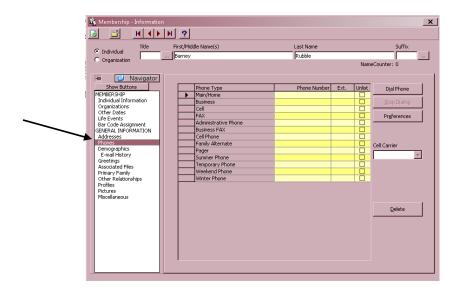
- 5. Choose **Enter a New Record or Enter a New** Family and you will get the following screen.
- Enter the individual's Name. Add the First and Middle names to the First Name box. Do not add both spouses' names in one record. Each person should be entered separately.

🚯 Membership - Information							×
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_ , Title	First/M	ido Name(s)		Last Name		Suffix	
Individual				Rubble			
C Organization					Name	Counter: 0	
- Navigator							
Show Buttons		Address Type	Address		City	State	Post
MEMBERSHIP	•	Main/Home					
Individual Information		Family Alternate					
Organizations Other Dates		GlobaFILE					
Life Events		Membership					
Bar Code Assignment		Administrative					
GENERAL INFORMATION Addresses		Business					
Phones		Previous					
Demographics		SC Env					
E-mail History		Temporary					
Greetings Associated Files							
Primary Family							
Other Relationships							
Profiles Pictures							
Miscellaneous							
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Member	ship - Information		_×_
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He Show MEMBERSI Undividual Organiza Otter Do Bar Code GRIERAL Address Phones Demogra E-mail H Greeting Associat Privary P Other Re	Butt Main IP Main Infr. Address Line 1 Loss Address Line 2 Los Address Line 2 Los Postal Code Ass Postal Code Solution Cutry Solution Country Solution Carrier Route Id File Amin	ubble ty/Home	
Pictures Miscellan	eous Setup: Updated: 	QKCance	

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.

🎄 Membership - Informatio	on		×
D 🖆 📢	·) ?		
Individual Title	First/Middle Name(s)	Last Name	Suffix
C Organization	Barney	Rubble	NameCounter: 0
- Navigator			NameCounter: 0
Show Buttons	Birthdate	Gender Male 🔻 Mar	tal Status Unknown 🔻
MEMBERSHIP Individual Information	Salutation		Mail Status
Organizations Other Dates Life Events	E-mail - Primary	Web	
Bar Code Assignment GENERAL INFORMATION	E-mail - Addtl. 1	Employer	
Addresses Phones	E-mail - Addtl. 2	Position	
Demographics E-mail History	E-mail - Addtl. 3	Occupation	
Greetings Associated Files			
Primary Family Other Relationships Profiles			
Pictures Miscellaneous	Additional		
	Comments		
			-
	New record		

- 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.

:	🎄 Membership - Information			×
Close	Title	First/Middle Name(s)	Last Name	Suffix
Icon	Individual	Barney	Rubble	
	C Organization]barrey	NameCounte	
	Navigator Show Buttons MEMBERSHIP Individual Information Organizations Other Dates Life Events Bar Code Assignment GENERAL INFORMATION Addresses Phones Demographics E-mail history Greeting Associated Files Primary Family Orofiles Primary Family Profiles Misceleneous	Ste ID # Area Region District	Alternate ID Envelope Pledge With S Print Fund Appe Mail Receipts Thank You	al

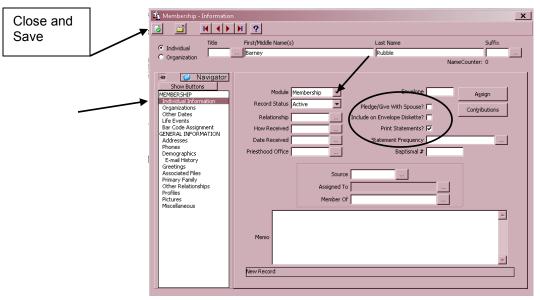
15. Click on **Miscellaneous** to view the **Site ID #** (congregation number assigned by Membership Records). Enter the four-digit number that identifies your congregation.

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

Fil	ter	
	ID	Description
		<u>OK</u> <u>C</u> ancel

- 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.**)
- 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.

- Shelby systems
 Shelby Deachcoard for Sue Phipps
 Shelby Deachcoard for Sue Phipps
 Shelby Users
 Solery Version
 Solery Versi
- 1. On the Shelby Systems Home Screen, click on My Shelby.

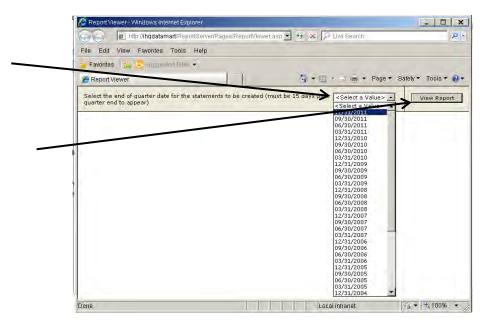
2. Click My Queries and choose Contribution Quarterly Statements.



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. <u>Single Click</u> on your congregation name.



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

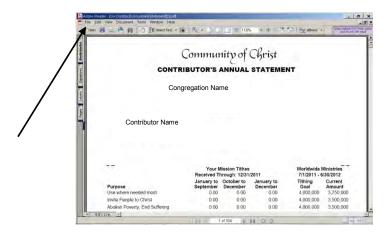
Note: Quarter ending date will not appear until 15 days after the end of the quarter.



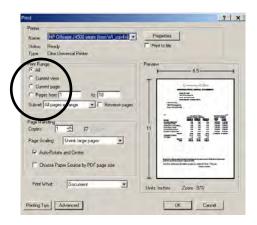
5. To **Print**, click on **Select a format** and choose **Acrobat (PDF) file** and then click **Export**.

Do you want to open or save ContributorsQuarterilyStatement.	pdf from ih	qdatamarti	,	×
2	Open	Save	•	Cancel

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

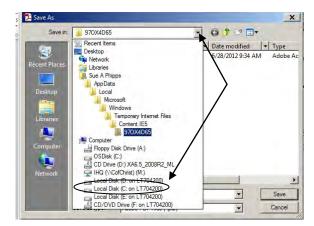


7. From this screen, choose File and Print.



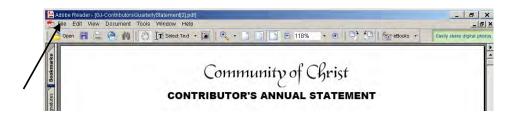
When printing you have the option to print all statements or a select few. That option will be available on the print screen which appears after you select **Print**.

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

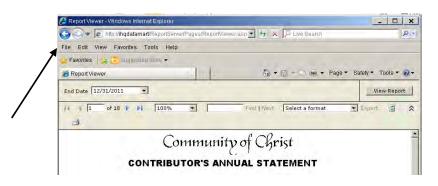


To save to your hard drive click on **File** and choose **Save As** \rightarrow **PDF** and then click on the down arrow by **Save in:** and select "Local Disk (C on XXXXX)" which is your hard drive.

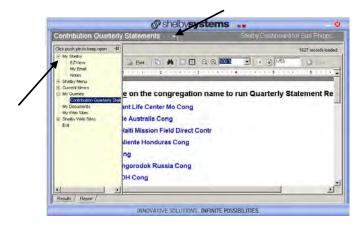
Find your My Documents folder and save.



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.

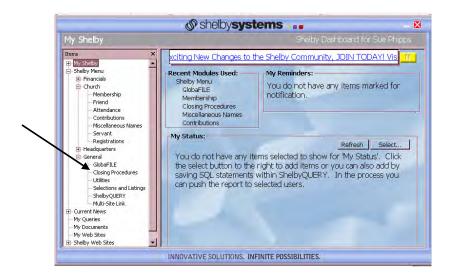


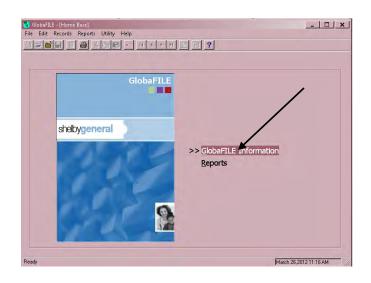
10. To return to the **Shelby Dashboard**, click on the down arrow by **Contribution Statements** and choose **My Shelby**.

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.**





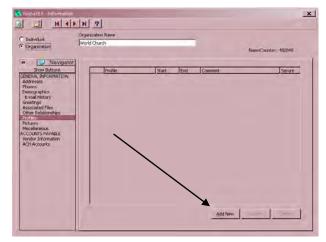
12. Add the Congregation Name in the Name Filter and Enter on your keyboard.

1	😵 GlobaFILE - Information	8 2 ?	X
	Name Eilter: C Show names for GlobaFILE Show names for all modules	Change Crit	Outer sites:
	C Yiew All	C Yjew Selected	Preference Current Record Detail Name Phone - Main/Home Address 1
/			Address 2 City State Bithdate
			Wew Options
	Add Family	Add Record Modify/View	Preferences C 2. Family & Relations C 4. Financial Details Modules:

- 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".

	N ? Reparticulation Name World Church		-	ameCounter: 320565
Shore Detucione Concente Interconduction Addresse Profes Demail Holtery Werkertogi associated Fall Profes Profes Profes Profes Profes Accounts Spankas Accounts Spankas Charles Relationation ACR Accounts ACCOUNTS PANKAS Customer Information	Address Type Mary (Hore Accounts Dayadle Accounts Dayadle Acco	Addens	Or.	9.4m P

15. Choose Add New.



16. Choose the profile **HQCNMEMO**.

Profile Information	
World Church	
Profile HQCNMEMO Contribution Statement Memo	
Thank you for your contribution to the mission of the church.	
Comment	
	-
Secure? Unsecured	
	Cancel

- 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

		/lission Tithes hrough: 08/30		Worldwide 7/1/2011 -	
Purpose Use where needed most	January to June 0.00	August to September 0.00	January to September 0.00	Tithing Goal 4,000,000	Current Amount 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:	\$262.00	\$127.26	\$379.25		
Total:	\$262.00	\$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 Olits	
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.

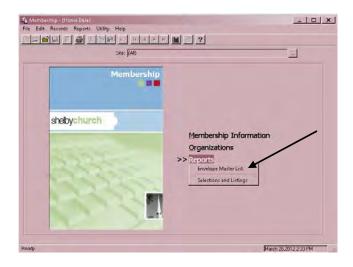
Contributions module:

- 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

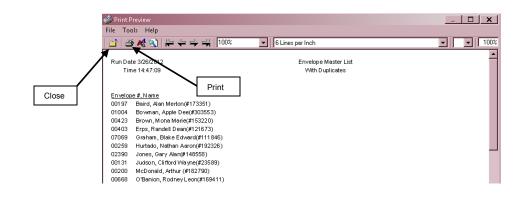
- 1. Click on <u>Membership</u> in the Shelby Systems main menu.
- 2. Click on **Reports** and then **Envelope Master List.**



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

Envelope Master List Print Sequence Name Envelope #
Include only individuals with envelope #s If Duplicate Envelope #'s Are Found Print Envelope Master List With Duplicates Remove Duplicates, Print Envelope Master List Print List of Duplicates Only

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.

Contribution List #4 Print Sort By C Detail C Summary C Images C Purpose C Batch #	GL Account # Project #6
Begin Date 1/1/2011 End	Date 12/31/2011
Print Address? Print Contribution Memo? Print Pledge Information? Print Pledge Information? Print ClobaFILE custom information? Print Donor Names on Anonymous Givings #77	Print Non-Cash Gifts? Print Cash Gifts? Print Batch Numbers? Print Receipt Numbers? Print Receipt Numbers? Print Pledge with Spouse Combined?
Total Giving \$ Range From (\$99,999,999,999) \$ to \$99,999,999,999 Use Prior Selections?	Single Gift \$ Range From (\$99,999,999,99) \$ 999,999,999.99 #8
Include All Names	
Include/Exclude	<u>QK</u> <u>C</u> ancel

- 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.

	Clear Filter Sh	ow Non-Ta	ax Purposes?	C Show C
	Purpose	Active	Tax D 🔺	
	100 - Congregation Ministries	Yes	Yes	Include
	101 - Cong-Building	Yes	Yes	(Incidae
	199 - All Other Local	Yes	Yes	C Exclude
	900 - World Ministries	Yes	Yes	
	901 - Use where needed most	Yes	Yes	
	902 - Invite People to Christ	Yes	Yes	<u>S</u> elect Al
	903 - Abolish Poverty, End Suffering	Yes	Yes	
	904 - Pursue Peace on Earth	Yes	Yes	
	905 - Develop Disciples to Serve	Yes	Yes	Deselect #
	906 - Experience Congs in Mission	Yes	Yes 🚽	
4	··· · · · · ·	1		

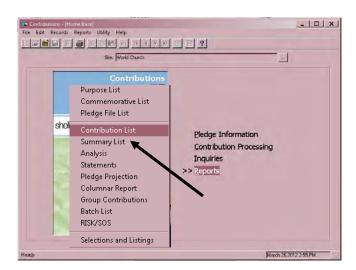
 This screen allows you to choose what criteria (Purposes) you want to include in the report. Normally, all purposes would be displayed. To accomplish that, click on <u>Select All.</u> If only certain purposes are desired in the report, click on <u>Deselect All</u>, click on Include, and then click on 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.

	G Lines per Inch			
Run Date 3/26/2012 9999 - C0#999 - WC Purpose Codes (9999) Time 15:21:08 Contributions Summary List From 1/1/2012 Thru 3/26/2012				
Donor		Giving		
Flintstone, Fred (#481251)	Env#: 2250 Ph#:			
TOTALS:	AVERAGE: 5 @ 60.00	300.00		
Smith, Brandon (#460373)	Env #: 000000 Ph #:			
TOTALS:	AVERAGE: 1 @ 200.00	200.00		
Norld Church(#282367)	Env#: 000000 Ph#:			
TOTALS:	AVERAGE: 1 @ 225.77	225.77		

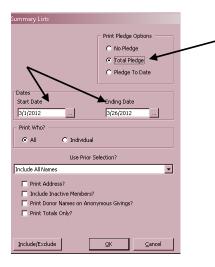
Summary List

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:

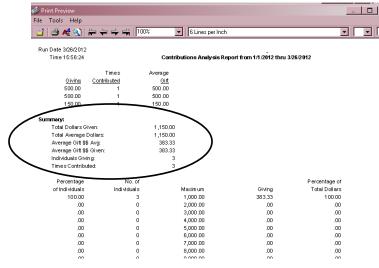


- 3. Set, or leave, the radio button under Print Pledge Options to **Total Pledge.** This will give the summary of all contributions for each individual or family. Select the date range by choosing dates in **Start Date** and **Ending Date.** (Click on the square box to the right of each to display a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

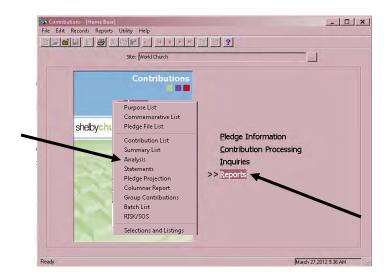
🖇 Print Preview				
ile Took Help				
🖆 🍯 🚜 致 岸 🔶 =	100%	💌 🛛 6 Lines	per Inch	
Run Date 3/26/2012		9999 CO#	999 - WC Purpose Codes (99	199)
Time 15:43:57	Gi		nmary List from 1/1/2012 th	
Donor		EnvNu	Phone #	
	Purpose			Current
Flintstone, Fred (#481251)		02250		
	903	Abolish P	overty, End Suffering	25.00
	100	Congrega	tion Ministries	100.00
	902	Invite Peo	ple to Christ	25.00
	904	Pursue P	eace on Earth	25.00
	901	Use when	e needed most	125.00
	Donor T	otal		300.00
Smith, Brandon (#460373)		00000		
	100	Congrega	tion Ministries	200.00
World Church (#282367)		00000		
	100	Congrega	tion Ministries	225.77

Analysis of Contribution Data Report

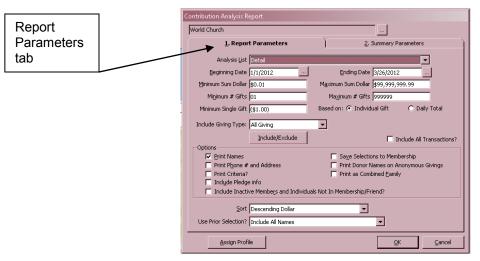
This report displays contributions for a set period of time in dollar ranges that you select. This can be done in summary or detail format. Graphs can also be designed easily to show contribution levels for time periods selected for which contribution data is available. A sample report is shown below:



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 **<u>1</u>. Report Parameters** tab, proceed by filling in information in the boxes provided:
 - a. Analysis <u>List</u>: various choices become available in a drop-down list by clicking on the box at the right. The drop-down list is shown below.

· · · · · · · · · · · · · · · · · · ·	
Detail	-
Detail	
Summary	
Detail Abbreviated	
Create Word Processing File	
Graph By Week	
Graph By Month	
Create Temporary Table for Use in Selections & Listings	

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.

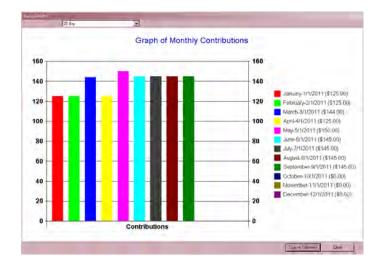
Summary: Gives total contributions. No individual contributor's data.

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.

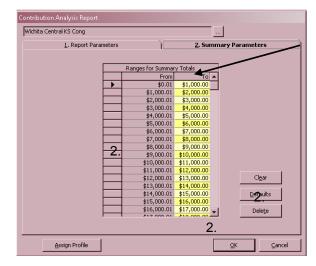
(Sample graph shown below)



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

- b. <u>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.)</u>
- c. <u>Minimum Sum Dollar and Maximum Sum Dollar</u>: 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 <u>Select All</u> if all purpose codes are to be included in the report. Otherwise, click on <u>Deselect All</u> 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. <u>Sort</u>: 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 <u>2.</u> 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.
- 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:

Batch List	t	
I	Batch Number	То
	Date Range From 7/1/2011	To 12/31/2011
	Total Amount Minimum	aximum \$999,999,999
	Print: V When Setup V Who Setup V Hash Number V Who Posted V Account Number	Sort By: © Batch Number © Date © Amount © Who Setup © Account Number
		<u>OK</u>

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

	🌮 Print Preview	_ D X
Close	File Tools Help	
	📑 🚰 🚜 🕥 岸 🖨 🚽 🖏 🛛 100% 💽 🛛 6 Lines per Inch	
	Run Date 3/27/2012 My Congregation Time 11:14:02	<u> </u>
	Sorted by Batch Number	
Print	Batch # Date Amount Posted Account # Hash Total Setup Date <	Posted By
	TOTAL: 294.00 AVERAGE: 4 @ 73.50	
	4 Page: 1 of 1.	

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

This page intentionally left blank.

Appendix

Shelby Access Request Printing PFD Document through Shelby 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.

Percentage	Print Preview File Tools Help		[6 Lines per Inch	<u>_</u>		to change distance between columns, i.e. 90% moves
	Run Date 3/27/2012 Time 12:08:16	Gift	9999 CO#999 - WC Purpose Codes (999 9 Purpose Summary List from 1/1/2012 thru			columns closer
	Donor	_	EnvNu Phone#			together.
Font icon hutton	X	Purpose		Current		
Font icon button	Flintstone, Fred (#481251)		02250			
		903	Abolish Poverty, End Suffering	25.00		
		100	Congregation Ministries	100.00		
	1	902	Invite People to Christ	25.00		
	1	904	Pursue Peace on Earth	25.00		
	1	901	Use where needed most	125.00		
		Donor Tot	al	300.00		
	Smith, Brandon (#460373)		00000			
	Sinar, Dianaon (#405313)	100	Congregation Ministries	200.00		
	World Church (#282367)	100	00000 Congregation Ministries	225.77		
		100	Congregation withistnes	223.77		
					•	
	Page: 1 of 2.				11.	

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**.

Print Preview						_ _ ×
ile Tools Help						
Font Select Barcode Wi	dth	100%	▼ 6 Line	s per Inch		• • 10
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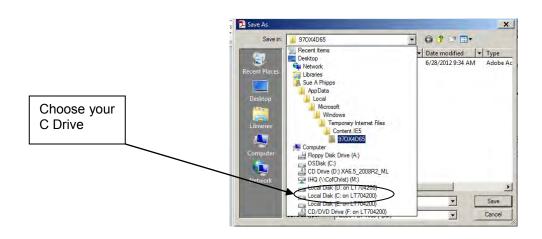
- 4. If you have Version 16.31.1051 or higher, the ICA Client File Security screen will appear.
- 5. Click on Full Access and Never ask me again for any application.
- 6. Click OK



7. The next screen will appear as follows:

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pear as follows:	Click on box
PDF Export Options	and find
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Page Range	
C <u>C</u> urrent Page	
C Pages:	
Enter either a single page number or a single page range. For example, 6-10	
PDF Compression: Compress Text and Graph 💌	
Secure PDF? Allow modifications? Allow Copy of contents?	
Open Password:	
Permissions Password: 5072	

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
- Save File As...
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 Save in:
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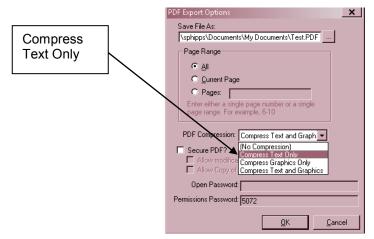
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 Cancel
- 10. Name the file and click Save.

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.