



**SHELBYSYSTEMS®**

**Advance Your Knowledge**

**Webinar Series**

**Database Cleanup:  
Fixing Mistakes in ShelbyFinancials**

**Welcome**

Please take a moment to locate the Zoom Webinar controls.  
Feel free to say hello or ask a question using the Q & A feature.

# Contribution/Giving Cleanup

- Since the data related to contributions/giving is in ShelbyNext Membership, please refer to this previous webinar for great information about fixing problems and cleaning up that data.
- <https://player.vimeo.com/video/691833557>

# General Principles

- **Pay attention to your financial settings.**
- It is best practice for your transaction dates (payroll dates, check dates) to match the financial period.
- When a mistake is discovered, it is best to fix the mistake in the application where it was created when possible.
- Attach as much documentation or notes to the entries made, especially manual journal entries.
- Manage duplicate records regularly. There should only be one record across all applications.
- Inactivate vendors, employees and customers as necessary.

# Posting Dates

When posting transactions in all modules, be aware of 3 dates:

1. ***Fiscal Year and Period on Ribbon***
2. ***Posting Date when finalizing a batch of transactions.***
3. ***\*\*\*Transaction Date. This is an invoice when accruing in AP, AP checks, Payroll date on checks/ach, and AR invoices and payments.***

There are GL settings to force the Posting Date and Ribbon Date to match; however, there are no safeguards with the transaction dates. If these dates are in a different period, your bank rec could be off with cash transactions, and your accrual reconciliation from sub-ledgers to the GL could be out of balance since sub-ledger reports are date based.

# Transaction Dates

- AP Check Date
- AP Invoice Date (Accrual)
- AP Electronic Fund Payments
- PR Check Date
- AR Invoice Date (Accrual)
- AR Payment Date
- BAM Transaction Dates

# Transaction Dates

Fiscal Year:      Period: 9 March      Bank Account: 1-10110 ACB operating checking      [change](#)

**Finalize Post** \* Posting Date   Post Directly to General Ledger without Editing? [i](#) [Cancel](#)

1 of [Excel Worksheet](#) [Export](#)

General Ledger Input Audit for Accounts Payable Transactions  
 Company#: 1 Name: First Church  
 Fiscal Year Beginning:      Period: 9 March Journal: AP 88  
 Bank Account 1-10110 ACB operating checking

**Posting Date** **Invoice Date**

Expense Account #	Vendor	I	Invoice #	Description	Amount	Check#	Date
1-30-52190	Insurance-property & liability						
	Church Insurance Co	I	25-032018	Property/Liab Ins Qtr	\$4,500.00		
1-30-52190	Insurance-property & liability Totals				<u>\$4,500.00</u>		
1-30-60520	Insurance						
	Church Insurance Co	I	25-032018	Vehicle Ins Qtr	\$1,300.00		
1-30-60520	Insurance Totals				<u>\$1,300.00</u>		
1-0-20110	Accounts payable (GAAP)				<u>(\$5,800.00)</u>		


# GL – Edit Project Codes after Posting


General Ledger > View > Posted Journals


Use the “Projects” filter to select a specific project to search.



Home > General Ledger > Posted Journals


Posted Journals Filters





Fund  



Department  

Account Range   -  


Sub-Account  


Journal Types  

Journal Number  

 Projects  

Description

Date  

Amount  

Show Summary Journal

[Clear Filters](#)

# GL – Edit Project Code after Posting

Journal Number: CN 34

Date: [ ] Period: 8 February

Description: Contributions Entries

Reverse Only Copy Only

Date	Account Structure	Account	Project	Amount
	1-0	10110 ACB operating che		\$18,9
	2-210	41630 Scholarships	2 School Scholarships (#2)	
	2-210	81610 Computer lab	1 School Computer Lab (#1)	
	1-100	41150 Offering-Missions Overseas		
	1-100	41170 Offering-Missions Trips	3 Mission Trip 2013 Guatemala (#3)	
	1-100	41170 Offering-Missions Trips	15 Mission Trip Africa (#15)	

Select the Magnifying Glass to edit the Project Code.

It can be removed, added, or changed.




# GL – Reverse/Copy Journal Entries


General Ledger > View > Posted Journals


Use filters to find the journal entry that needs correcting.



Home > General Ledger > Posted Journals


Posted Journals Filters






Fund  


Department  

Account Range   -  





Sub-Account  


 Journal Types  

Journal Number  

Projects  

Description

 Date     to  

Amount  

Show Summary Journal

[Clear Filters](#)

# GL – Reverse/Copy Journal Entries


February \$0.00    \$14,830.29    \$0.00    (\$40,62

Date	Journal	Account Structure	Account	Description	Project	Amount
>	JE 6	1-10	40110 Offering-Tithes/pledge	test		(\$50.00)
✓	JE 6	1-20	50130 Administration Support	test		\$50.00

Journal Number: JE 6

Date  Period 8 February

Description test



Reverse Only
Copy Only
Reverse & Copy

---

DETAILS    ATTACHMENTS    NOTE

Date	Account Structure	Account	Description	Project	Debit	Credit
	1-20	50130 Administration Support	test	<input type="text"/>	\$50.00	
	1-10	40110 Offering-Tithes/pledge	test	<input type="text"/>		\$50.00
2 entries					\$50.00	\$50.00

# GL Reports – Incorrect Totals

Statement of Financial  
Position

AKA: Balance Sheet

<u>Account</u>	<u>YTD Current</u>
ASSETS	
CURRENT ASSETS	
CASH	
10105 Petty cash	\$250.00
10110 ACB operating checking	\$795,606.51
10140 ACB payroll checking	(\$19,515.29)
10180 ACB savings	\$430,567.00
<b>TOTAL CASH</b>	<b>\$1,206,908.22</b>
11110 Accounts rec-registrations	\$2,975.00
11220 Pensions Receivable	\$0.00
12110 Prepaid expenses	\$1,000.00
13110 Investments	\$260,000.00
14110 Inventory-bookstore/coffee house	\$1,500.00
<b>TOTAL CURRENT ASSETS</b>	<b>\$1,472,383.22</b>
FIXED ASS	
15110 La	
Furn/Build	
15140 Bu	
15170 Furniture & equipment	\$281,100.00
<b>Total Furn/Building</b>	<b>\$3,951,100.00</b>
15210 Vehicles	\$28,000.00
15910 Accum depreciation	(\$1,350,200.00)

No header or sub-total  
for this section.

# GL Reports – Correct Groups

General Ledger > Modify > Chart of Accounts

Home > General Ledger > Chart of Accounts

Filters

Expand All Collapse All Add Group Add Account Add Sub-Account

		Account Number	Usage	Account Type	Name
+	✗	10000 - 19999		Asset	ASSETS
+	✗	16110	!	Asset	Pledges receivable (GAAP)
+	✗	17110	!	Asset	Deposits
+	✗	18110	!	Asset	Investments-endowment
+	✗	10000 - 14995		Asset	CURRENT ASSETS
+	✗	11110	!	Asset	Accounts rec-registrations
+	✗	11220	!	Asset	Pensions Receivable
+	✗	12110	!	Asset	Prepaid expenses
+	✗	13110	!	Asset	Investments
+	✗	14110	!	Asset	Inventory-bookstore/coffee house
+	✗	10000 - 10993		Asset	CASH
+	✗	10105	!	Asset	Petty cash
+	✗	10110	!	Asset	ACB operating checking
+	✗	10140	!	Asset	ACB payroll checking
+	✗	10180	!	Asset	ACB savings
+	✗	15110 - 15995		Asset	FIXED ASSETS
+	✗	20000 - 39999		Capital	LIAB & NET ASSETS

# AP – Copy Invoice

As you have noticed there is a new function in AP > View > Transaction History. The Copy Invoice function has been added.

Home > Accounts Payable > Transaction Inquiry > Details

Accrual Basis 1-10110 ACB operating checking

Vendor April Aaron (#2276) Invoice  Print on Separate Check?  
Terms: none  Use ACH?

Apply to credit card does not apply  
Journal AP 3 in January of 2022

Invoice # 3 Invoice Total \$5.00 Check #  
Invoice Date 1/3/2022 Payment Date  
Due Date 1/7/2022 Confirmation #

DETAILS ATTACHMENTS NOTE

Account Structure	Account	Description	Project	1099	Amount	Status	PO
1-70	52330 Snacks	1x			\$1.50	U	
1-70	52330 Snacks	2x			\$1.50	U	
1-70	52330 Snacks	3x			\$1.50	U	
1-70	52330 Snacks	4x			\$0.50	U	
4 entries					\$5.00		

[Print Invoice Detail Report](#) [Copy Transaction](#) [Undo Invoice](#)

[Update](#) Reset or Cancel

# AP – Undo Invoice (Unpaid Invoice)

Home > Accounts Payable > Transaction Inquiry > Details

Company: 1 First Church    Fiscal Year:    Period: 10 April    Bank Account: 1-10110 ACB operating checking

Accrual Basis 1-10110 ACB operating checking

Vendor Security Co. (#1547)  
Terms: none

Apply to credit card does not apply ▾  
Journal AP 89 in February of

Invoice # 42-012008    \* Invoice Total \$133.50    Check #

\* Invoice Date    Discount Type Dollar ▾    Payment Date

Due Date    Discount \$0.    Confirmation #

DETAILS    ATTACHMENTS    NOTE

Account Structure	Account	Description	1099	Amount
1-30	60410 Security Sy	Security Mon		\$133.50
1 entries				\$133.50

Print Invoice Detail Report    Undo Invoice

# AP – Change 1099 Status on Paid Invoice

Home > Accounts Payable > Transaction Inquiry

Filters

Company: 1 First Church

Bank Account: 1-10110 ACB operating checking

Invoices  
 Adjustments  
 Manual Checks  
 Electronic Funds Transfer  
 Credit Card Charges

All (Paid/Unpaid/Selected for Payment)  
 Paid  
 Unpaid  
 Selected for Payment

INVOICE | CHECK

Vendor: (not set)

Invoice #:

Invoice Date: Today

Vendor: John Smith (#1794)  
Terms: none

Apply to credit card: does not apply

Journal AP 90 in April of

Invoice #: 1    Invoice Total: \$1,000.00    Check #:

Invoice Date:     Discount Type: Dollar    Payment Date:

Due Date:     Discount: \$0.    Confirmation #:

Print on Separat  
Use ACH?

DETAILS | ATTACHMENTS | NOTE | CHECK DETAIL

Account Structure	Account	Description	Project	1099	Amount	Status
1-50	52270 Outreach	training			\$1,000.00	P

Description: training

Project:

1099 Status: Misc. Box 7 - Nonemployee compensation

Amount: \$1,000.00

Ok    Close

# AP Summary

- AP out of balance with GL AP Liability account
  - Check invoice dates
  - Check period posted
  - Look for manual journals posted to the AP account. Any journals not from AP.
  - Undo Invoices posted to wrong period.
- Correct 1099 status
- Void checks in correct period








# Payroll – Verify GL Links

Payroll > Modify > Employer Information

Home > Payroll > Employer Information



Basic Information  
General Ledger Interface  
Time Off Hours

Interface with General Ledger?

Category	Account Structure	Account
 Federal Withholding Payable	1-0	20530 Federal w/h
 Social Security Payable	1-0	20510 Social sec w/h
 Medicare Payable	1-0	20520 Medicare w/h
 Other Taxes Payable	1-0	20540 State w/h
 Non-Cash Clearing Account	1-0	20570 Non-cash wash account









# Payroll – Compensation Information

**Payroll > Modify > Compensation Information**

Home > Payroll > Compensation Information   Add To My Tasks


Filters ▼

[Add New Compensation](#)

Description	Non Cash	Minister Only	FWT	FICA	State	County	Local	Distributions
 Auto allowance - accountable plan								✓
 Auto allowance - nonaccountable plan			✓	✓	✓	✓	✓	✓
 Cell Phone Allowance - Nonaccountable			✓	✓	✓	✓	✓	✓
 Corrected State Tax	✓				✓			✓
 Housing allowance to purchase or rent a home		✓						✓
 Life insurance premiums over \$50,000	✓		✓	✓	✓	✓	✓	✓
 Salary/Hourly(Regular Wages)			✓	✓	✓	✓	✓	✓
 Social Security tax paid by church		✓	✓	✓	✓	✓	✓	✓

# Payroll – Compensation Type: Distributions

Home > Payroll > Compensation Information > Update

 \* **Description**   **Non-Cash Compensation?**

**Box # on W2**   **Pertains to Ministers Only?**

**Box 12 Code**   **Subject to Federal Withhold**


**Subject to Social Security**

**Subject to State Withhold**

**Subject to County Withhold**












**Subject to Local Withhold**


**Subject to Regular Pay On**









**Edit Distribution: Administration Staff**

Name


	Pay Type	Account Structure	Account
	Regular Pay	1-20	50130 Administration Support
	Overtime Pay	1-20	50130 Administration Support
	Doubletime Pay	1-20	50130 Administration Support
	Holiday Pay	1-20	50130 Administration Support
	Other Pay	1-20	50130 Administration Support
	Vacation Pay	1-20	50130 Administration Support
	Sick Pay	1-20	50130 Administration Support
	Bereavemen Pay	1-20	50130 Administration Support
	Unused Pay	1-20	50130 Administration Support
	Social Security	1-20	50640 Payroll Taxes
	Medicare	1-20	50640 Payroll Taxes



# Payroll – Deduction Types

Description	Box 12	FWT	FICA	Distributions
 Cafeteria plan				✓
 Charitable Contributions To Church		✓	✓	✓
 Elective deferral 403 (b)	E		✓	✓
 Garnishment		✓	✓	✓
 Health insurance		✓	✓	✓
 OR Workers Comp Program		✓	✓	✓

Home > Payroll > Deduction Information > Update



**\* Description**

**Box # on W2**

**Box 12 Code**

Subject to Federal Withholding?

Subject to Social Security and Medicare?

Subject to State Withholding?

Subject to County Withholding?

Subject to Local Withholding?

**Edit Distribution: Elective Deferral**

**\* Name**

**Liability Account**

**Fund**  Church



**Department**  Balance Sheet Accounts

**\* Account #**  -  Retirement w/h

**Matching Expense Account**

**Department**  Personnel

**Account #**  -  Retirement-matching

# Payroll – Misclassifying Pastors/Ministers

Home > Payroll > Employee Information > Update

Title: Rev. | \* First Name: William | Middle Name: | \* Last Name: Jackson

Home Department: Ministers | Hire Date: 6/27/2009

Minister | Termination Date:

Work Status: Full Time | Next Review Date: 11/18/2016

Employment Status: Active | Rehire Date:

Ethnic Group: Not Assigned | Minister Date: 5/13/2013

Employee Information

Compensations

+ Add New Compensation



Compensation	Distribution	Active	Classification	Rate
>  Salary/Hourly(Regular Wages)	Pastoral Salaries	✓	Salaried	\$35,000.00
>  Housing allowance to purchase or rent a home	Pastor Housing	✓	Salaried	\$22,000.00
>  Auto allowance - nonaccountable plan	Auto Allowance	✓	Salaried	\$2,400.00
>  Social Security tax paid by church	Social Security Allowance	✓	Salaried	\$4,400.00

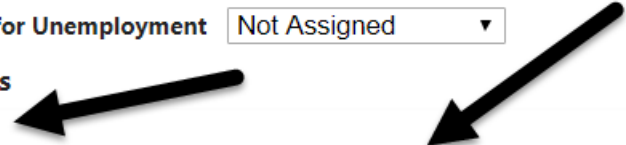
# Payroll – Missing State Tax on Ministers

Employee Information	<b>Filing Status</b> Exempt - Do Not Use Tables ▼
Compensations	<b>Extra Dollars</b> \$150.00
Deductions	<b>Extra Percentage</b> 0.00%
Taxes	<input type="checkbox"/> Pension Plan Qualified
ACH Accounts	<input type="checkbox"/> Third Party Sick Pay Withholding
Time Off Hours	<input type="checkbox"/> Statutory Employee
Phones	<b># of Allowances</b> 0
Emails	<b>State for Unemployment</b> Not Assigned ▼
Addresses	
Demographics	

**State/County/Local Taxes**

[+ Add New Tax](#)

	Tax Table Description	Status	Exemptions	Extra Dollars
 	SC - South Carolina - 0 exemptions	Do Not Use Tables	0	\$0.00



# Payroll – Void Checks

## **Use Void Check utility:**

Use this option if the tax deposit has not been paid. The void check utility changes the 941 report based on the payroll check date.

## **Create a Manual Check (negative check):**


Create a manual check using the check date of the next payroll. This ensures the Federal tax amounts on the 941 report are correct. Negative amounts have to be entered for compensation, deductions, and taxes on the manual check.


# Payroll – Void Check Utility


Payroll > Utility > Void Checks

Home > Payroll > Void Checks


Select Checks to Void

\* Employee Bill Black (#127) 

Check # 348 

\* Check Date 1/21/2018 

\* Amount \$2,786.31



\*Use only if tax deposits have not been paid.  
\*Post to current period.



# Payroll – Void Check with Manual Check

Home > Payroll > Manual Checks > Update ? Add To My Tasks

Employee **Jim Anderson (#47)** Use original check number Check #  ! Check Date  Enter next Payroll Date

Third Party Sick Pay? ?

+ Add New Compensation

Distribution	Amount	Project	WC	Reg	OT	DT	Hol	Other	Vac.
<span style="color: red;">✖</span> Facility Staff	(\$1,360.00)		Not Assigned	-80.00					
<b>Total Hours: -80.00</b>	<b>(\$1,360.00)</b>			-80.00	0.00	0.00	0.00	0.00	0.00

+ Add New Deduction

Deduction	Amount
<span style="color: red;">✖</span> Elective Deferral	(\$136.00)
<b>Total</b>	<b>(\$136.00)</b>

+ Add New Tax

State/County/Local Taxes	Amount
No records to display.	
<b>Total</b>	

**Federal Taxes**

- \* Withholding  (\$55.73)
- \* Social Security  (\$84.32)
- \* Medicare  (\$19.72)
- \* EIC  \$0.00

---

**Total Taxes:** (\$159.77)

**Non-Cash:** \$0.00

**Net:** (\$1,064.23)

Enter Negative Amounts for:

1. Compensation
2. Hours
3. Deductions
4. All Taxes

Verify the Net amount (negative) matches the original net amount.

# Payroll – Misc. Uses for Manual Checks

- Employee Non-Cash Gift Cards
- Correct Missing State taxes on employee records
- Misclassification of Minister Housing Allowance

# Payroll Tips

- Reconcile 941 report to GL payroll withholding accounts at least monthly.
- Make sure Federal Taxable income matches State Taxable Income....W2 matches W3. Use tax summary on Payroll Register.
- Follow payroll dates, posting date, and period rules.
- Use existing Compensation and Deduction Types –add as a last resort.

# Bank Account Management – Reverse and Copy

When a transaction that is entered from Bank Account Management is incorrect, it is best to start the fix from that module. Go to Bank Account Management > Utilities > Reverse/Copy Posted Transactions. Enter the date of the transaction and it will show the entry.

Home > Bank Account Management > Reverse Copy ? Add To My Tasks

\* Date of Transaction

Description	Total Deposits	Total Charges
>   Interest deposit	\$15.93	\$0.00

Page size: 100 1 items in 1 pages

Home > Bank Account Management > Reverse Copy

\* Date of Transaction

Description
>   Interest deposit

Page size: 100

Click the Reverse or Copy icon and the appropriate entry will be entered to the Manage > Unposed Transaction screen.


# Bank Account Management (BAM)









- Use “Transactions” for Misc. Deposits
- Use AP – “Electronic Fund Transfer” for cash withdrawals or debit card transactions.
- Avoid manual journal entries of cash if possible.
- Multiple Funds One Bank Account – use journal entries to transfer “cash” between funds. This is an internal transfer and not bank transfer. Uncheck "Send Entry to Bank Account Management".
- If possible, reconcile on a weekly basis to help with online deposits.
- Use Bank Statement file import to reconcile.
- Run detail ledger on cash account. Verify all manual journal entries that impact cash.
- Look for items posted in incorrect period.

# BAM – Use View (Inquiry)

Home > Bank Account Management > All Items

Filters

[+ Add New Item](#) 

Item#	Type	Date	Payee/Description	GL Journal #	Amount	Statement
  901001	Deposit		Contributions deposit		\$15,185.00	
  901004	Deposit		Contributions deposit		\$267.00	
  905001	Deposit		Contributions deposit		\$13,950.00	
907001	Deposit		Deposit (#299)	CK 8	\$850.00	
  912001	Deposit		Contributions deposit		\$125,959.00	
801005	Withdrawal		Withdrawal (#1508)	CK 28	(\$7,500.00)	
901011	Deposit		Contributions deposit	CN 12	\$11,155.00	
2	Check		Internet Provider Co.	CD 1	(\$230.00)	
3	Check		Light - Gas Co.	CD 1	(\$2,050.00)	
4	Check		Mr Bugs Pest Control	CD 1	(\$65.00)	
5	Check		Security Co.	CD 1	(\$133.50)	
6	Check		Water - Sewer Co.	CD 1	(\$450.00)	
801004	Withdrawal		Concern Health Care (#1565)	CK 20	(\$4,800.00)	
901017	Deposit		Contributions deposit	CN 38	\$1,000.00	
901006	Deposit		Contributions deposit	CN 7	\$20,450.00	

# BAM – Reconcile to Bank Statement

RECONCILIATION
NOTES
ATTACHMENTS

Item #  Amount

Reconcile Item

[Import Electronic Bank Statement](#)

Checks/Voids/Withdrawals/EFTs

<input type="checkbox"/>	Item #	Amount	Date	Description
<input checked="" type="checkbox"/>	4	(\$65.00)		Mr Bugs Pest Control
<input checked="" type="checkbox"/>	5	(\$133.50)		Security Co.
<input checked="" type="checkbox"/>	801004	(\$4,800.00)		Concern Health Care (#1565)
<input checked="" type="checkbox"/>	100	(\$480.00)		Campus Crusade
<input type="checkbox"/>	101	(\$200.00)		Freedom In Christ
<input type="checkbox"/>	102	(\$1,350.00)		Neighborhood Ministries
<input type="checkbox"/>	103	(\$150.00)		Salvation Army

Reconcile to Bank Statement

Statement date

Opening Balance

Net Activity

Calculated Ending Balance

Statement Ending Balance

Out of Balance By

# BAM – Reconcile to General Ledger

Deposits				
<input type="checkbox"/>	Item #	Amount	Date ▾	Description
<input type="checkbox"/>	905001	\$1,700.00		Deposit (#299)
<input checked="" type="checkbox"/>	912018	\$200.00		Account Receivable Payments
<input checked="" type="checkbox"/>	912017	\$2,500.00		Weekday School Tuitio
<input checked="" type="checkbox"/>	912016	\$50.00		Misc. Deposit
<input type="checkbox"/>	902003	\$20,450.00		Contributions deposit

Reconcile to General Ledger	
Statement Period	▾
General Ledger Balance	\$826,469.61
Outstanding Items	\$812,412.55
General Ledger Calculated Ending Balance	\$14,057.06
General Ledger Out of Balance By	\$485,942.94
Reconciled Items from after the Statement Period	\$0.00



# Things to Do If You Are Out of Balance

- If you find that Bank Reconciliation and General Ledger do not agree, follow the checklist below for actions you may have skipped.
  - Is the Statement Ending Date correct?
  - Check to see if the Ending Balance was entered correctly.
  - Are you missing any interest, fees? Run a Bank Reconciliation report on the cleared items by Deposits, Withdrawals, and Checks. Do the separate balances match to the bank statement for those same items?
  - Are there any odd dates such as 2002 or 2120?

# Things to Do If You Are Out of Balance

- Look for unposted journal entries in the Journal Entries area of General Ledger (do not forget to set the Users criteria field to All Users).
- If your bank statement reconciles to zero, but your General Ledger balance is off, compare your Detail Ledger and the Bank Reconciliation report. Set the criteria to All Items and sort by Journal #. You can add the Journal # under the options tab to the report. Run using the statement begin and end dates. Compare the two reports. What is different?
- Did someone uncheck the “Send Entry to Bank Account Management” when posting a journal entry related to a cash account? If you see the entry in the General Ledger but not in Bank Account Management, create an Outstanding Item for the missing transaction.
- Look for any manually entered outstanding items that haven’t cleared. If that’s the difference, delete it.
- Are there old withdrawals or deposits still outstanding? Those are errors and need to be corrected.

# The #1 Rule in Bank Reconciliation is...

**The Bank Statement Ending Balance**

**+**

**(Good) Outstanding Items**

**= General Ledger Balance**

# Where can I watch this video again?

**Watch or Register to attend  
Webinars**

@ [Community.Shelbysystems.com](https://Community.Shelbysystems.com)

**Now Including Slides to Download**

The screenshot displays the 'Advance Your Knowledge Webinar Series' website. At the top, there is a blue header with the text 'Advance Your Knowledge Webinar Series'. Below this, a grey section contains the text 'Register for an Upcoming Webinar'. A table lists an upcoming webinar: 'Purpose Driven Forms – Part 2 (Giving, Special Events, and Holiday preparations)' on 10/27/2021 at 2:00 PM (Central Time), with a 'Register NOW' button. Below this is a section titled 'Watch a Previous Webinar'. A table lists four previous webinars, each with a 'Slides' button for download.

Click on a Title to Watch NOW	Presented	
<a href="#">Purpose Driven Forms – Part 2 (Giving, Special Events, and Holiday preparations)</a>	10/27/2021 2:00 PM (Central Time)	<a href="#">Register NOW</a>
Watch a Previous Webinar		
Click on a Title to Watch NOW	Presented	
<a href="#">Things You Need To Know Before Year-End for eFiling Your W2s and 1099s</a>	10/20/2021	<a href="#">Slides</a>
<a href="#">Making, Tracking, and Reporting Budgets</a>	09/22/2021	<a href="#">Slides</a>
<a href="#">Purpose Driven Forms – Part 1 (Getting Ready for Fall)</a>	08/11/2021	<a href="#">Slides</a>
<a href="#">A Quick Look at Best Practices for Groups</a>	07/28/2021	<a href="#">Slides</a>

## Next “Advance Your Knowledge” Webinar

# Tracking Mission Trips in Non-Financials

**Date: 5/25/22**

**Time: 3pm E/2pm C/12pm P**

**Led by: Ben Lane, Senior Staff Trainer**

**with Bill Ballou (Training Manager) moderating**

See how you can offer registrations, track giving, send out mass updates, and generally keep up with your mission teams using the tools available in Non-Financials (using giving, forms, mass contract, workflows, and groups). Join consultant Ben Lane for this totally free webinar as he walks us through some great processes to keep your mission team informed, supported, and organized.

# Virtual Workshops

## Virtual Workshops for Spring & Summer!!!!

### **101 Financial & ChMS Workshops**

- 4 days of online classroom instruction, 3 hours each day
- Detailed workbooks, quizzes & discussion included!!!
- Lots of great ideas & skill-building lessons

 [Click Here to Register](#)

### **201 Financial & ChMS Workshops**

- Beyond the basics, for the customer who is already using Financials or ChMS
- Multiple classes available; sign up for as many as you like!
- Detailed workbooks, quizzes & discussion included!!!

 [Now Available!!!](#)

# Resources

Contact links that are provided in this webinar are unique to Shelby Systems. If you are watching this and use one of our sister companies Giving or ChMS products, please connect with your Success Representatives or Support Team.



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