



SHELBY SYSTEMS®

Advance Your Knowledge

Webinar Series

Exploring the Financials Portal

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.

Welcome



Mark Crain

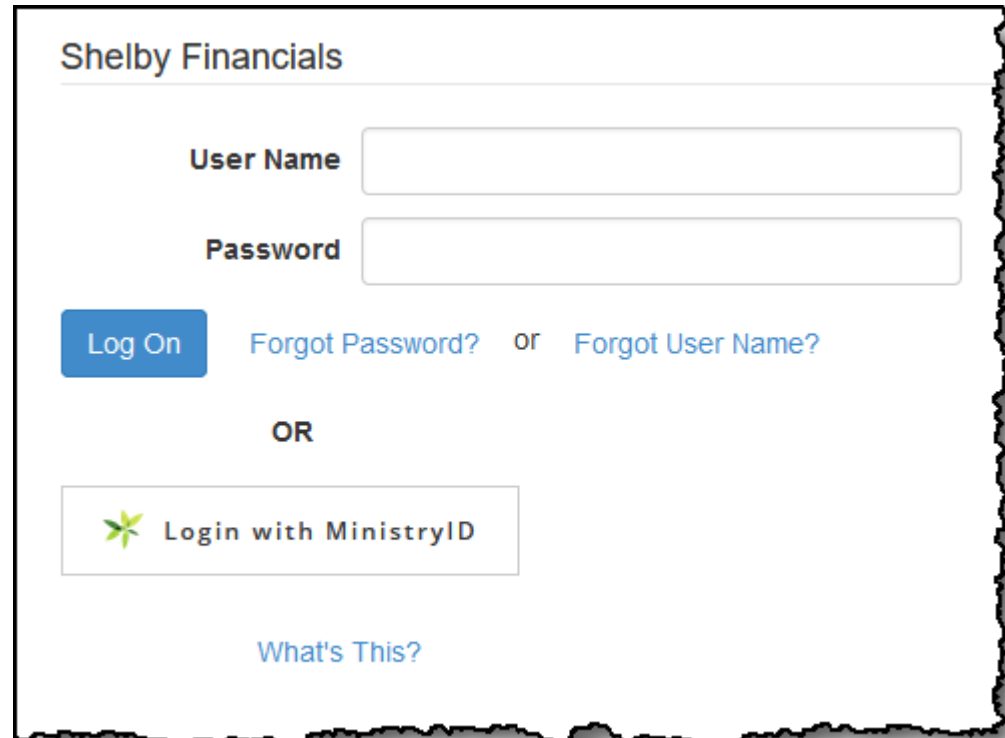


Carmen Dea

Introduce our panelists

What is the Financial Portal?

- The Shelby Financials Portal allows for *occasional users* of Shelby Financials to log in and make payments or complete tasks necessary for them.
- These include Accounts Receivable and Remittance *payments* as well as *tasks* in Payroll and Purchasing Management.



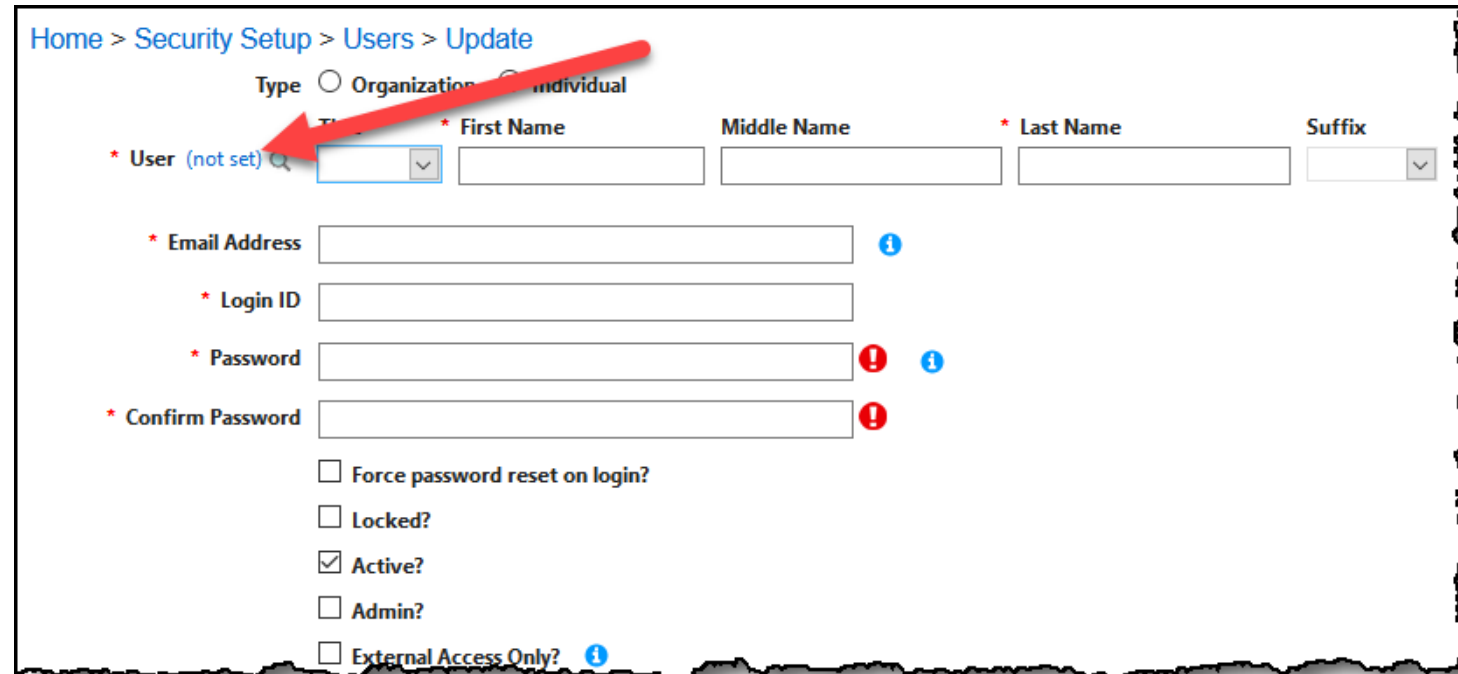
The screenshot shows the login page for Shelby Financials. At the top, it says "Shelby Financials". Below that are two input fields: "User Name" and "Password". To the left of the "Log On" button is a blue button labeled "Log On". To the right of the "Log On" button are two links: "Forgot Password?" and "Forgot User Name?". Below these links is the word "OR". Underneath "OR" is a button with a green star icon and the text "Login with MinistryID". At the bottom of the page is a link labeled "What's This?".

Why use the Financial Portal?

- No *“Check’s in the mail”*
- Receive your payments faster
- Churches and customers can use credit cards or ACH (bank account)
- Saves time – no payment entry
- Accurate – payment will always match the credit card or ACH
- Automated process for employees to request time off and view earnings history
- Streamline and modernize your purchase approval process

Important! Shelby Financials Portal Login

- This accounts is a **Free** External User account
- Make sure you search for the correct user when setting up their security rights.
- The user needs to be associated with the invoice, pledge, or employee record.



Home > Security Setup > Users > Update

Type Organization Individual

* User (not set) * First Name Middle Name * Last Name Suffix

* Email Address

* Login ID

* Password

* Confirm Password

Force password reset on login?

Locked?

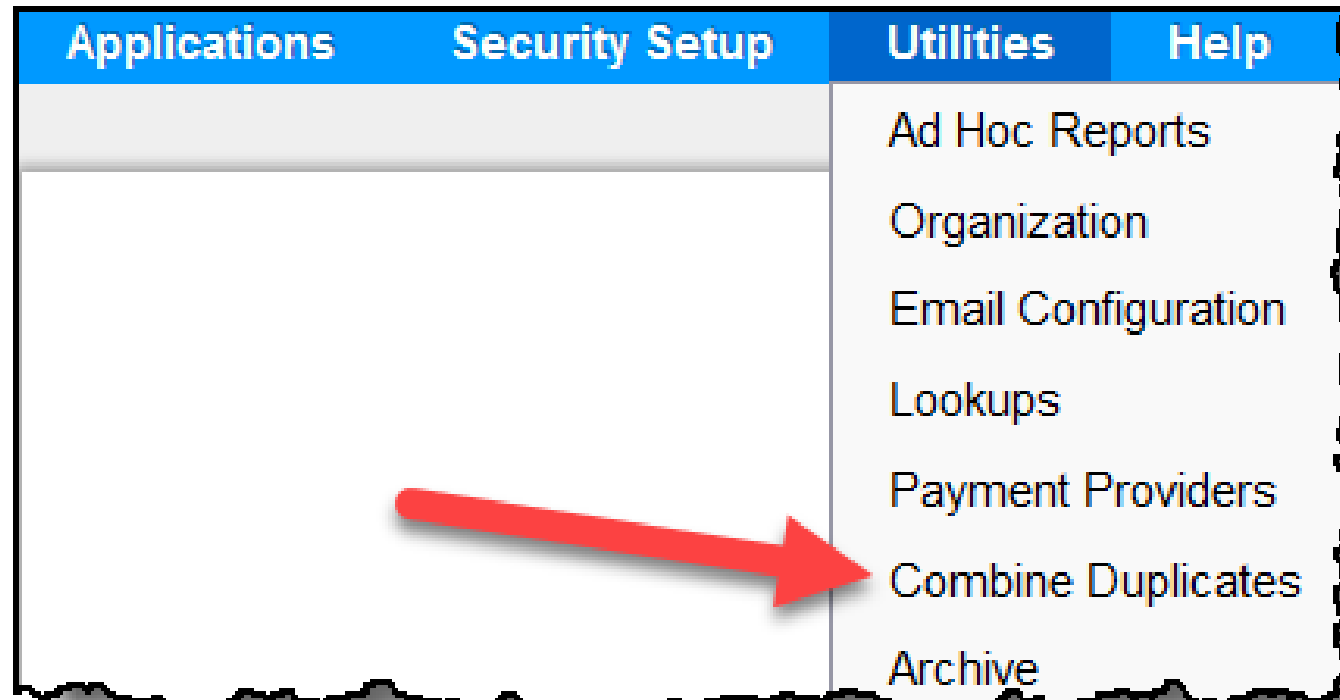
Active?

Admin?

External Access Only?

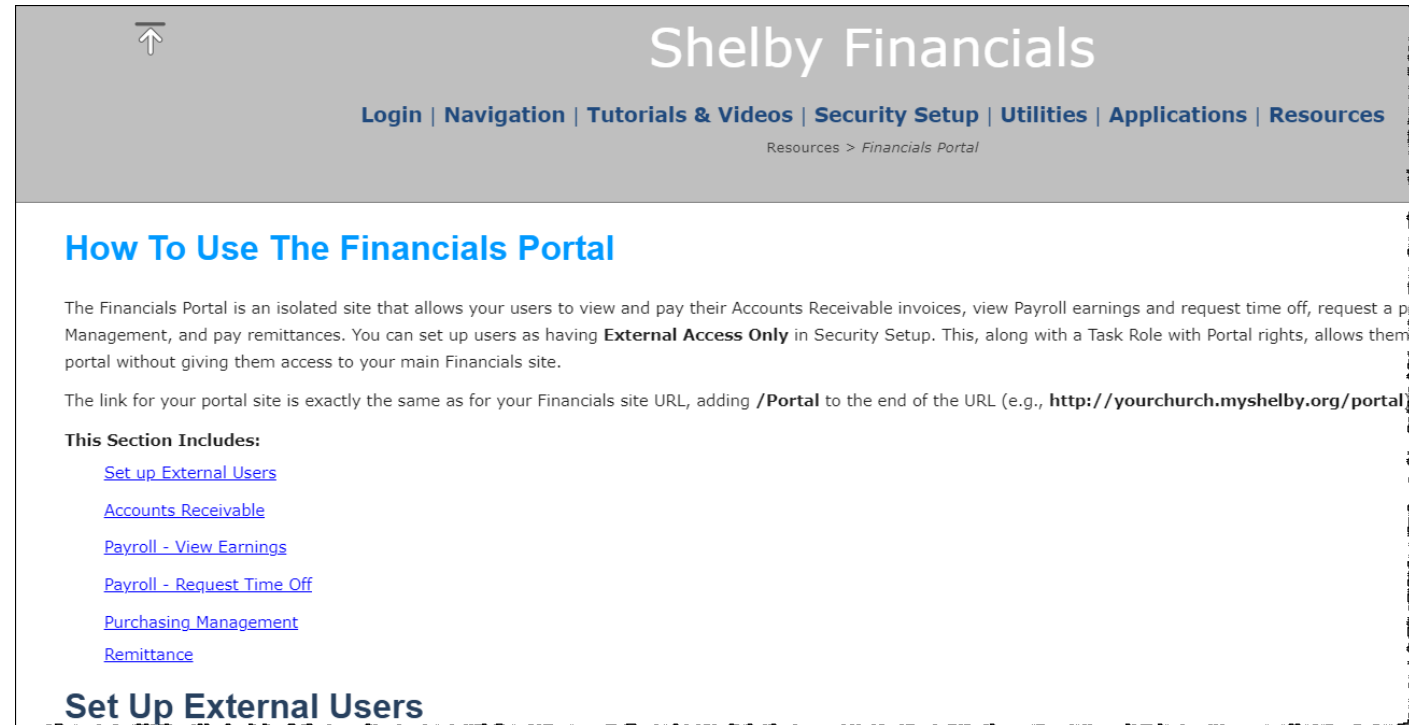
Shelby Financials Portal Login

- Before setting up users, check to see if they have a duplicate record in ShelbyNext Financials.
- If so, use the Combine Duplicates option to merge the records.
- Duplicate records can cause problems with invoices, pledges, or employee records not being associated with the correct record.
- [Link](#) to help file to combine duplicates



Portal Help

- Everything discussed today can be found in the help files
- <http://help.shelbyinc.com/financials/topics/idh-topic790.htm>



The screenshot shows the top navigation bar of the Shelby Financials help site. It includes a home icon, the title 'Shelby Financials', and a menu with links for 'Login', 'Navigation', 'Tutorials & Videos', 'Security Setup', 'Utilities', 'Applications', and 'Resources'. Below the menu is a breadcrumb trail: 'Resources > Financials Portal'. The main content area is titled 'How To Use The Financials Portal' and contains introductory text about the portal's purpose and access. A list of links is provided under the heading 'This Section Includes:'. The bottom of the screenshot shows the start of a section titled 'Set Up External Users'.

Shelby Financials

[Login](#) | [Navigation](#) | [Tutorials & Videos](#) | [Security Setup](#) | [Utilities](#) | [Applications](#) | [Resources](#)

Resources > Financials Portal

How To Use The Financials Portal

The Financials Portal is an isolated site that allows your users to view and pay their Accounts Receivable invoices, view Payroll earnings and request time off, request a purchasing card, and pay remittances. You can set up users as having **External Access Only** in Security Setup. This, along with a Task Role with Portal rights, allows them to access the portal without giving them access to your main Financials site.

The link for your portal site is exactly the same as for your Financials site URL, adding **/Portal** to the end of the URL (e.g., <http://yourchurch.myshelby.org/portal>).

This Section Includes:

- [Set up External Users](#)
- [Accounts Receivable](#)
- [Payroll - View Earnings](#)
- [Payroll - Request Time Off](#)
- [Purchasing Management](#)
- [Remittance](#)

Set Up External Users

Where do I find the ShelbyNext Giving Gateway Settings?

- Under General Settings

Giving Portal

▶ Edit your Giving Portal

Great for Mobile Devices

▶ Church App Download URL
<https://app.ministryone.com/landing/go>

Enable giving reminder

When enabled, we'll automatically remind new donors to complete their gift if they've started one but haven't finished it within 45 minutes.

▶ View Arena Gateway Settings

View Arena Gateway Settings

Merchant Account

Sub-Merchant Account

Username

Password

Gateway Url

Arena 2200.2.100 and prior
<https://gtwy.fdcprocessing.com/api/v2>


Arena 2200.3.100 and later
<https://gtwy.fdcprocessing.com/api/v3>





Close

Payment Provider Setup

- To setup Payment Provider's go to Utilities > Payment Providers > Add New Provider.

Home > Utilities > Payment Providers

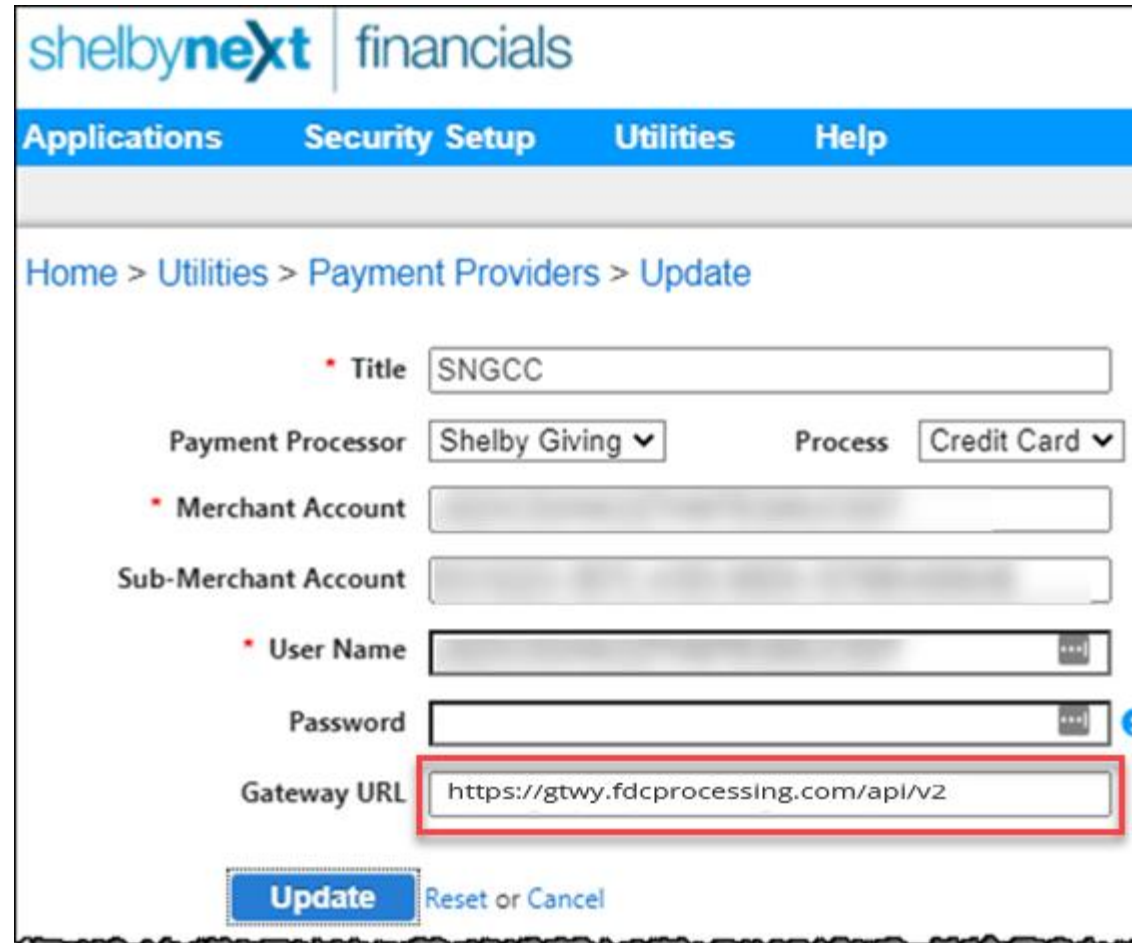
[Add New Provider](#) 

		Title	Processor
		SNGCC	Shelby Giving
		SNGACH	Shelby Giving

Page size: 100

Payment Provider Setup

- Tip! Use copy and paste.
- You'll need to setup two new providers. One for credit cards and the other for ACH.
- NOTE: The Gateway URL is as seen here.



shelbynext | financials

Applications Security Setup Utilities Help

Home > Utilities > Payment Providers > Update

* Title

Payment Processor Process

* Merchant Account

Sub-Merchant Account

* User Name

Password

Gateway URL

Accounts Receivable – Portal Task Role

- For Accounts Receivable the External User will need Portal and View & Pay Full Rights.

Home > Security Setup > Task Roles > Update

* Task Role Name

TASK **USERS**


Please select a Module

Description	Inquiry	Full Rights
Portal	<input type="checkbox"/>	<input type="checkbox"/>
▼ Accounts Receivable		
View & Pay	<input type="checkbox"/>	<input type="checkbox"/>
▼ Purchasing Management		
Enter & Manage		<input type="checkbox"/>
Record General Ledger accounts		<input type="checkbox"/>
▼ Payroll		
Request Time Off	<input type="checkbox"/>	<input type="checkbox"/>
View Earnings	<input type="checkbox"/>	
Approve Time Off		<input type="checkbox"/>
▼ Remittance		
View & Pay		<input type="checkbox"/>

 [Reset or Cancel](#)

Attaching Payment Providers to Accounts Receivable Revenue Center

Home > Accounts Receivable > Revenue Center Information > Update

 * Description

Active?

General Ledger Interface

Online Payment Options

Online Title/Portal Grouping Tool

Online Description

Online Bank Account

Credit Card Gateway

ACH Gateway

[Reset or Cancel](#)

Shelby Financials Portal Login

- Use the same URL for Shelby Financials and add “/ **Portal**” to the end
- For user(s) who already have a MinistryID login, it can be used here too

Financials Home x +

← → ↻ x myshelby.org/financials/portal

Shelby Training


Shelby Financials

User Name

Password

[Log On](#) [Forgot Password?](#) or [Forgot User Name?](#)

OR

 [Login with MinistryID](#)

[What's This?](#)

Accounts Receivable – View of Portal



Accounts Receivable – View of Invoice in Portal

Welcome Steve Rogers [[Log Off](#)]

Accounts Receivable Portal for Steve Rogers

Unpaid Invoices
 Paid Invoices
 All Invoices

Invoice #	Date	Due Date	Amount	Outstanding	Payment Amount	
247			\$300.00	\$300.00	<input type="text" value="\$300.00"/>	
			Description	Quantity	Unit Price	Amount
			Preschool Tuition - Monthly - Sharon Rogers	1	\$300.00	\$300.00
				1		\$300.00
248			\$300.00	\$300.00	<input type="text" value="\$300.00"/>	
			Description	Quantity	Unit Price	Amount
			Preschool Tuition - Monthly - James Rogers	1	\$300.00	\$300.00
				1		\$300.00
2 Invoices			\$600.00	\$600.00	<input type="text" value="\$600.00"/>	

Accounts Receivable - Credit Card or ACH Payment Fields

Welcome Steve Rogers [[Log Off](#)]

Online Payments

Pay Invoices

Invoice #247, Preschool payment, Due 2/1/2021	\$300.00
Invoice #248, Preschool payment, Due 2/1/2021	\$300.00
Total Amount	\$600.00

Verify Billing Information

Phone Number

* Email

Credit Card Bank Account

Credit Card Information

Card Type

* Card Number

* Security Code

Expiration Date

* I authorize 2 Church of the Resurrection to collect \$600.00 from my account.




Payments appear in Accounts Receivable ready to post

- ShelbyNext Giving provides a Transaction Report, by Deposit, that can be used to select payments.

Home > Accounts Receivable > Payment Processing ? Add To My Tasks

Filters ▼

Add New Payment Choose File No file chosen Import Shelby Teller

<input type="checkbox"/>	Bill To	Check #	Payment Date	Check Amount	Unapplied Cash	ACH	Attach	Note	Setup
<input type="checkbox"/>	  Rogers, Steve			\$600.00	\$0.00				
1 entries, 0 selected				\$600.00	\$0.00				

⏪ ⏩ 1 Page size: 100 ▼ 1 items in 1 pages

Payment Edit Report Process Payments

Attaching Payment Providers to Remittance Online Payment Setup

- Use the same Gateway Settings from the Financial Home Screen
- Remittance > Modify > Company Preferences

Home > Remittance > Company Preferences

Naming Conventions	
Total Levels	
Pledge Percents	
Cross Check	
Online Payments	

Bank Account

Credit Card Gateway

ACH Gateway

[Reset or Cancel](#)

Task Role for Remittance

- The External user will need Portal and View & Pay Full Rights

Home > Security Setup > Task Roles > Update

* Task Role Name

TASK **USERS**

Please select a Module **Remove All Rights** **Assign All Rights**

Description	Inquiry	Full Rights
Portal	<input type="checkbox"/>	<input type="checkbox"/>
▼ Accounts Receivable		
View & Pay	<input type="checkbox"/>	<input type="checkbox"/>
▼ Purchasing Management		
Enter & Manage		<input type="checkbox"/>
Record General Ledger accounts		<input type="checkbox"/>
▼ Payroll		
Request Time Off	<input type="checkbox"/>	<input type="checkbox"/>
View Earnings	<input type="checkbox"/>	
Approve Time Off		<input type="checkbox"/>
▼ Remittance		
View & Pay		<input type="checkbox"/>

Update Reset or Cancel

Remittance - View of Pledge in the Portal

Remittance Portal for First United Methodist Church Memphis, TN

Welcome First United Methodist Church [[Log Off](#)]

Activity	Annual	Outstanding	YTD Paid	YTD Expected	Due	
000010-Tithe	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	<input type="text" value="\$416.67"/>
000020-Africa	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	<input type="text" value="\$416.67"/>
						<input type="text" value="\$0.00"/>

Process Payment for \$833.34

Enter Payment

Process Payment for \$833.34


- The same Credit Card/ACH Payment screen will appear, as shown with Accounts Receivable, to finalize their payment.

Remittance Payments appear in Unposted Remittances Batch

- ShelbyNext Giving provides a Transaction Report, by Deposit, that can be used to select payments.

Home > Remittance > Unposted Remittances > Update

Setup by Dea, Carmen (#1738) on [blurred]



* Batch Date 



* Batch Name



* Verify Amount

* Verify Count

[Add New Remittance](#)

Church	Date	Amount	Note	Attach
  First United Methodist Church (#1587)	[blurred]	\$833.34		
1 entries		\$833.34		

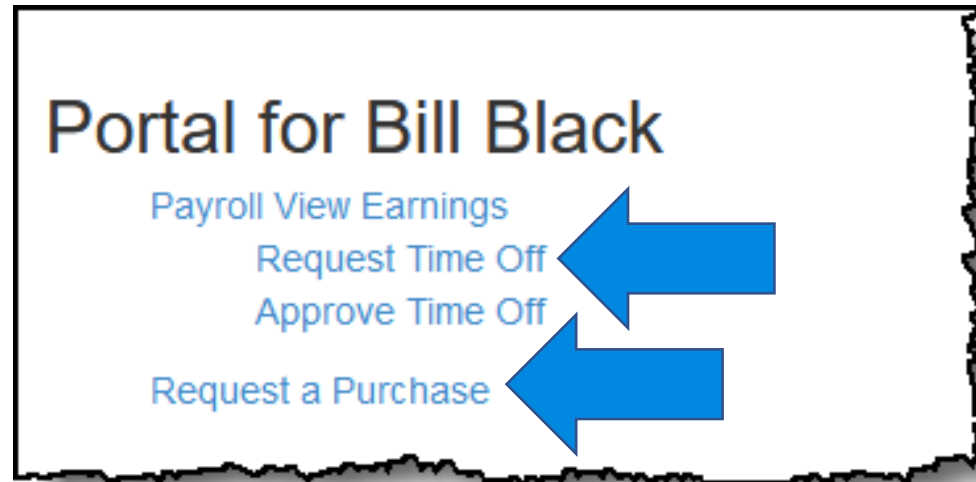


 Page size:

[Reset or Cancel](#)

Why use Accounts Receivable or Remittance Financial Portal?

- ✓ Faster Payments
- ✓ Customers and Churches like using Credit Cards and making online payments
- ✓ Saves time and improves accuracy of payment entry
- ✓ You can still process payments using checks or cash
- ✓ The Portal is an added convenience

Portal Landing for Payroll and PM



Task Role for Payroll

Home > Security Setup > Task Roles > Update

* Task Role Name

TASK USERS

Please select a Module

Description	Inquiry	Full Rights
Portal	<input type="checkbox"/>	<input type="checkbox"/>
▼ Accounts Receivable		
View & Pay	<input type="checkbox"/>	<input type="checkbox"/>
▼ Purchasing Management		
Enter & Manage		<input type="checkbox"/>
Record General Ledger accounts		<input type="checkbox"/>
▼ Payroll		
Request Time Off	<input type="checkbox"/>	<input type="checkbox"/>
View Earnings	<input type="checkbox"/>	
Approve Time Off		<input type="checkbox"/>
▼ Remittance		
View & Pay		<input type="checkbox"/>

Payroll View Earnings

Payroll View Earnings Portal for Bill Black

Filter By

	Hours	Gross	Deductions	Federal	FICA	Other Taxes	Net	
>	320.00	\$11,979.16	\$833.92	\$0.00	\$0.00	\$0.00	\$11,145.24	
Check Number	Date	Hours	Gross	Deductions	Federal	FICA	Other Taxes	Net
> 348		80.00	\$2,994.79	\$208.48	\$0.00	\$0.00	\$0.00	\$2,786.31
> 340		80.00	\$2,994.79	\$208.48	\$0.00	\$0.00	\$0.00	\$2,786.31
> 332		80.00	\$2,994.79	\$208.48	\$0.00	\$0.00	\$0.00	\$2,786.31
> 324		80.00	\$2,994.79	\$208.48	\$0.00	\$0.00	\$0.00	\$2,786.31
4 payments		320.00	\$11,979.16	\$833.92	\$0.00	\$0.00	\$0.00	\$11,145.24

Payroll View Earnings (Expanded Details)

Payroll View Earnings Portal for Bill Black

Filter By

	Hours	Gross	Deductions	Federal	FICA	Other Taxes	Net		
>	320.00	\$11,979.16	\$833.92	\$0.00	\$0.00	\$0.00	\$11,145.24		
Check Number	Date	Hours	Gross	Deductions	Federal	FICA	Other Taxes	Net	
>	348		80.00	\$2,994.79	\$208.48	\$0.00	\$0.00	\$0.00	\$2,786.31
		Name	Hours	Compensation	Deductions	Taxes			
		Pastoral Salaries(Reg)	80.00	\$1,458.33					
		Pastor Housing(Reg)	.00	\$1,000.00					
		Cell Allowance(Reg)	.00	\$42.50					
		Social Security Allowance(Reg)	.00	\$223.13					
		Auto Allowance(Reg)	.00	\$270.83					
		Giving				\$198.48			
		Elective Deferral				\$10.00			
		Totals	80.00	\$2,994.79	\$208.48	\$0.00	\$0.00	\$0.00	
>	340		80.00	\$2,994.79	\$208.48	\$0.00	\$0.00	\$0.00	\$2,786.31
>	332		80.00	\$2,994.79	\$208.48	\$0.00	\$0.00	\$0.00	\$2,786.31
>	324		80.00	\$2,994.79	\$208.48	\$0.00	\$0.00	\$0.00	\$2,786.31
4 payments			320.00	\$11,979.16	\$833.92	\$0.00	\$0.00	\$0.00	\$11,145.24

Payroll Request Time Off

Payroll Request Time Off Portal for Bill Black

Time Off Period

+ Starting Date Ending Date

no records found

Hours Requested Available Hours Remaining

Vacation Hours Per Day	Sick Hours Per Day	Approval
0.00	0.00	
80.00	40.00	

Payroll Request Time Off Portal for Bill Black

Time Off Period

+ Starting Date Ending Date

✓ **✗**

Hours Requested Available Hours Remaining

Vacation Hours Per Day	Sick Hours Per Day	Approval
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
0.00	0.00	
80.00	40.00	

Payroll Approve Time Off

Payroll Approve Time Off Portal for Bill Black

Calendar Year

View

Home Department

Physical Plant

Employee Approve

Anderson, Jim (#37)

Date	Day	Vacation	Sick	Approved
	Wednesday	8.00	0.00	<input type="checkbox"/> Pending
	Thursday	8.00	0.00	<input type="checkbox"/> Pending
	Friday	8.00	0.00	<input type="checkbox"/> Pending

Payroll Approve Time Off Settings

The screenshot shows the 'Payroll Control Table Information' screen. The navigation path is 'Home > Payroll > Control Table Information'. The 'Home Department' dropdown is set to 'Home Department'. Below this is a '+ Add New Type' button. A table lists six entries with edit and delete icons:

Description	
	Not Assigned
	Administration
	Ministers
	Physical Plant
	Preschool
	Support Staff

At the bottom, it shows '6 entries' and a pagination control with 'Page size: 100'.

Payroll Approve Time Off Settings

Applications Enter Manage View Reports **Modify** Utilities Help

Home > Payroll > Employee Information > Update

* Employee Title Rev. First Name Bill Mid Suffix

Employee Information
 Compensations
 Deductions
 Taxes
 ACH Accounts
 Time Off Hours
 Phones
 Emails
 Addresses
 Demographics
 Attachments

Home Department Ministers
 Minister
 Termination Date
 Work Status Full Time
 Next Review Date
 Employment Status Active
 Rehire Date
 Ethnic Group Not Assigned
 Minister Date
 Secure
 Time Clock ID Number 1 ID # 208

Can Approve Home Department(s)
 Not Assigned
 Administration
 Ministers
 Physical Plant
 Preschool
 Support Staff

Note
 12/18/2007 3:22:56 PM Board approved 2008 housing allowance increase

Update Reset or Cancel Previous Next

Task Role for Purchasing Management

Home > Security Setup > Task Roles > Update

* Task Role Name

TASK **USERS**

Please select a Module

Description	Inquiry	Full Rights
Portal	<input type="checkbox"/>	<input type="checkbox"/>
▼ Accounts Receivable		
View & Pay	<input type="checkbox"/>	<input type="checkbox"/>
▼ Purchasing Management		
Enter & Manage		<input type="checkbox"/>
Record General Ledger accounts		<input type="checkbox"/>
▼ Payroll		
Request Time Off	<input type="checkbox"/>	<input type="checkbox"/>
View Earnings	<input type="checkbox"/>	
Approve Time Off		<input type="checkbox"/>
▼ Remittance		
View & Pay		<input type="checkbox"/>

 [Reset or Cancel](#)

Creating Request for Purchasing Management

Company 1 First Church

Vendor	Requested Date	Issued to	Next Approval Needed	Amount
no records found				

Include Voided

PURCHASE ORDER for Company 1 First Church

* Vendor

Vendor Email

Type Purchase Order

Ship To

Issued To

Agent

Month

* Approval Path Admin Department Approval Path

Date Requested

Period

General Ledger Account	Qty	Unit	Description	Unit Price	Amount
Fund Name <input type="text"/>	<input type="text"/>	each	<input type="text"/>	\$0.00	\$0.00
Department Name <input type="text"/>			Project <input type="text"/>		
Account # <input type="text"/>					

+ Add New Attachment

Note

Submit for Approval? If not selected, this request will be put on hold from proceeding with the approval process

Update Cancel

Summary – Four Ways to Utilize the Portal

1. Accounts Receivable Payments
2. Remittance Payments
3. Requesting Time Off Hours and Viewing Employee Earnings
4. Automating your Purchase Management process

Upcoming and Previous Webinars

- **Watch Previous Webinars @**
Community.Shelbyinc.com

“ShelbyHQ – Leveraging Payment Processing”

- **Next in the series...**

“Processing Online Giving to Financials”

March 24th 2:00 PM Central

“This webinar will cover online processing from top to bottom.”

Advance Your Knowledge Webinar Series

Register for an Upcoming Webinar

Title	Date	
Exploring the Financials Portal	03/03/2021 2:00 PM (Central Time)	Register NOW

Watch a Previous Webinar

Title	Date	
ShelbyHQ - Leveraging Payment Processing	02/03/2021	Watch NOW
Processing Contribution Statements	01/07/2021	Watch NOW
Some Key Things to Remember About Year End Procedures	12/15/2020	Watch NOW
A Quick Overview of Worship Planning	11/17/2020	Watch NOW

New Virtual Workshops beginning March 8th!

- 4 days of online classroom instruction
- 3 hours each day
- Financial and Membership Workshops
- Detailed workbooks included
- Quizzes and discussion
- Lots of great ideas and skill building lessons



[Click here for more information and to register](#)

Or visit

<https://www.shelbysystems.com/learn/training/shelby-virtual-training-workshops>

Resources



[ShelbyNext Financials Portal](#)



[Payment Gateway Directions](#)



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