

The background features a blurred image of a laptop on the left and a stack of several books on the right, all in shades of light blue. The text is overlaid on this background.

# **SHELBY**SYSTEMS®

## **Advance Your Knowledge**

## **Webinar Series**

### **Reconciling Online Giving**

### **From Entry to Bank Reconciliation**

**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.

## Intro

- Welcome
- Q&A
- Links in Chat
- We are Recording
- Follow the online transaction from payment  
to Bank Reconciliation
- Panelists today

Welcome



Leeann Buttram

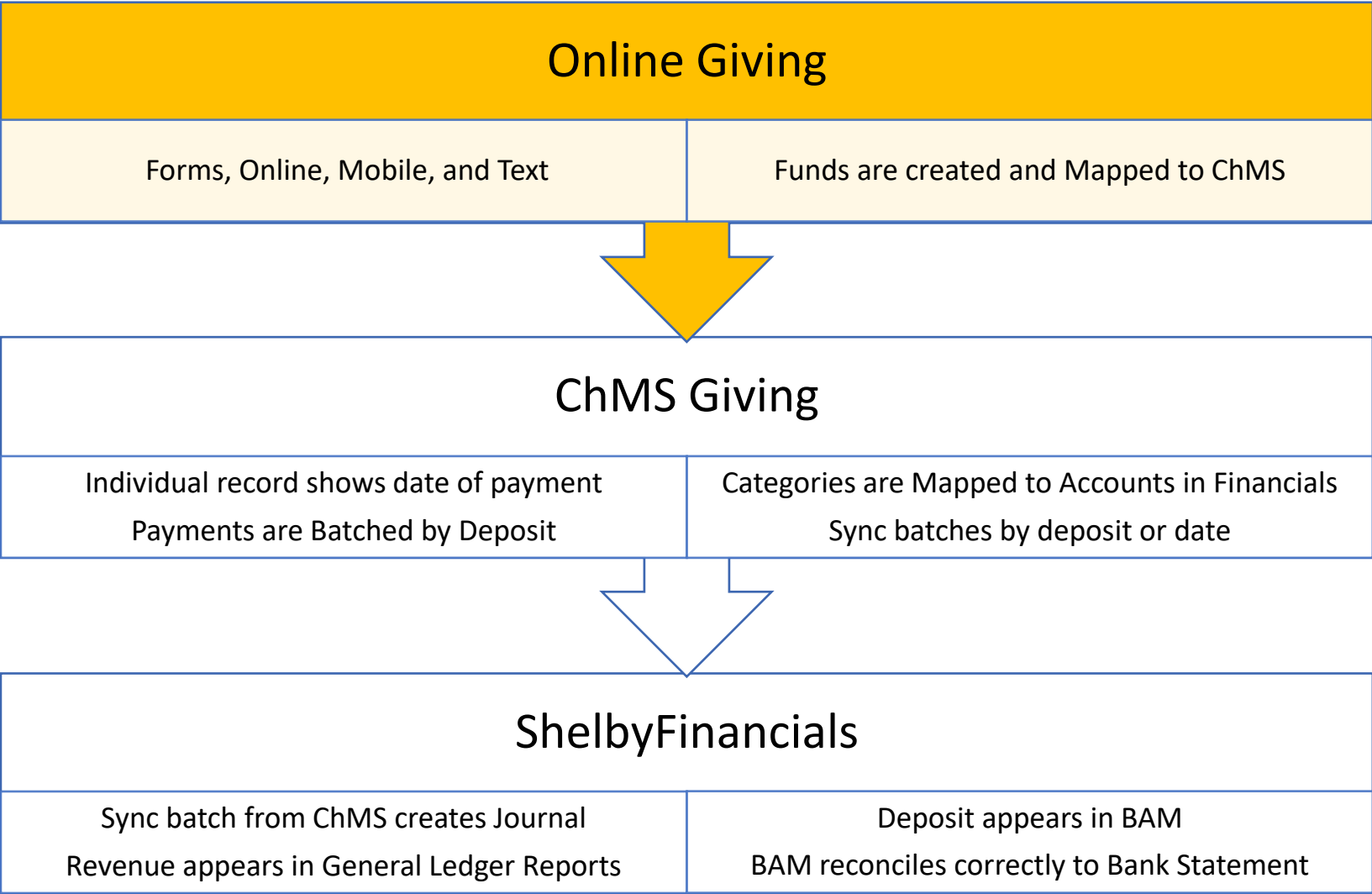


Ben Lane

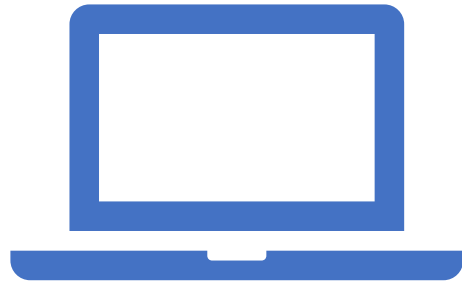


Carmen Dea

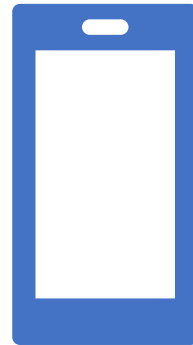
Introduce our panelists



## Easy and Convenient ways to give or make payments



**Online  
(Form)**



**Mobile  
App**



**Text**

# Form Examples

**My Donation**

FUND


Choose a Fund ▼

- General Giving
- Building Fund
- Food Bank
- Missions
- Benevolence
- Memorial

AMOUNT

\$

**GIVE**



**CHOSEN WOMEN'S CONFERENCE**

BEST EMAIL FOR TICKETS AND UPDATES

BEST WAY TO REACH YOU

Text  Email  Call

Chosen Woman 1 \$150.00

FIRST NAME

LAST NAME

EMAIL ADDRESS FOR DIGITAL WORKBOOK

OUR CAUSE

\$20.00

\$50.00

\$100.00


Feed a Family for a week

\$

Other Amount

# Fund Management





**Fund Management**

Add new or edit existing funds

## Fund Management

*Manage the funds/designations and the fund numbers that will be displayed on your giving page.*

[+ Add Fund](#)
[Edit Display Order](#)
 Show Inactive Funds

Status	Fund Name	Fund Keyword
Active	General Giving	GEN
Active	Benevolence	Benevolence
Active	Building Fund	
Active	Christmas Offering	
Active	Food Bank	
Active	Missions <a href="#">View Sub-Funds</a> 2	
Active	Mission Trip	
Active	Memorial	

# Fund Management

Add Fund
×

---

**Parent Fund**

**Fund Name**

General Giving

Allow notes for this fund ?

**Fund Keyword**

GEN

**Fund Code**

**Start Date**

**End Date**

Hide from Kiosk

Do not sync to ChMS ?

? New Funds will not automatically appear on your giving form. Check Fund Items within Form Properties to add to your form.

Save


Cancel

## Questions to consider when creating funds

- Does this terminology make sense for donors?
- How do I need to track transactions?
  - Unique General Ledger Account?
  - Reporting in Giving only?
- Do I need a note in ChMS?
- Do I need to use a Parent Fund to organize/simplify my list (no impact on sub-fund structure in Financials)
- Does this need to sync to ChMS?
- Does this need to be deposited into a different bank account?



# ChMS Integration (connection to Membership)



**ChMS Integration**  
Map funds to your Church Management Software

## Add New Fund Mappings

Giving System Fund:

General Giving

ShelbyNext Membership Fund:

General Budget

Location:

All

Default Fund:

No

Add New Fund Mapping

Refresh ShelbyNext Membership Fund List

## New Person Mapping Enabled

When enabled this integration will automatically create the ChMS donor when the donor is not found.

Disable New Person Creation

## Offline Gifts

When enabled, your donors will be able to see offline gifts in their giving history.


Include offline gifts (cash and check) from ChMS in donor's giving history?

Yes

No

# ChMS Integration (Sync Error)





**ChMS Integration**  
Map funds to your Church Management Software

## ChMS Integration - Sync Errors

OVERVIEW SYNC ERRORS MANUAL SEND MISSING ENV. NUMBERS

*This report is applicable to API based ChMS Integrations. It will show all errors that were encountered when automatically importing individual giving records into your Church Management System (ChMS).*

*Once errors are identified by you, you will need to manually add them to your ChMS. Below are tips and fixes for common errors you might see below:*

- **Ambiguous Person Search** - This is generally the most common error. This means that when our system searched your ChMS found more than one person that met the search criteria. The fix for this is to select Match Donor from the action menu and select the correct match, then retry that submission.
- **No Default Fund Specified** - This means that the fund the donor typed in is not mapped to a fund in your ChMS. You will need to update your fund mappings for future donations to flow through.

Error Type: 
 Submission Type:

Error Date	Donation Date	Donor ID	Last Name	First Name	Email	Location	Amount	Fund	Type	Error	Action
9/28/2020	4/25/2019	3825509					\$3.50	"General Giving":\$3.50	Contribution	The giving fund is not mapped to a ChMS fund.	<input type="button" value="Action"/>
9/28/2020	4/18/2019	3825509					\$3.00	"General Giving":\$3.00	Contribution	The giving fund is not mapped to a ChMS	<input type="button" value="Try Again"/> <input type="button" value="View Donor"/> <input type="button" value="Mark As Good"/> <input type="button" value="Match Donor"/>
3/5/2020	3/5/2020	6750836					\$0.03	New Form Test	Contribution	The giving fund is not mapped to a ChMS	

# Reporting – Transaction vs Deposit

Dashboard

Reports

Recurring Gifts

**Transactions**

Deposits

Transactions (Beta) [Switch to Old Transactions View](#)

Search...

Showing transactions from **02/01/2020** to **03/18/2021** 2 Transactions **Gross Approved Total \$1.03**

Date	Donor	Gross	Batch ID	Fund	Status	Source
03/05/2020	[Redacted]	✓ \$0.03	3199	New Form Test	Approved	
03/05/2020	[Redacted]	\$1.00	3199	Tithe	Approved	

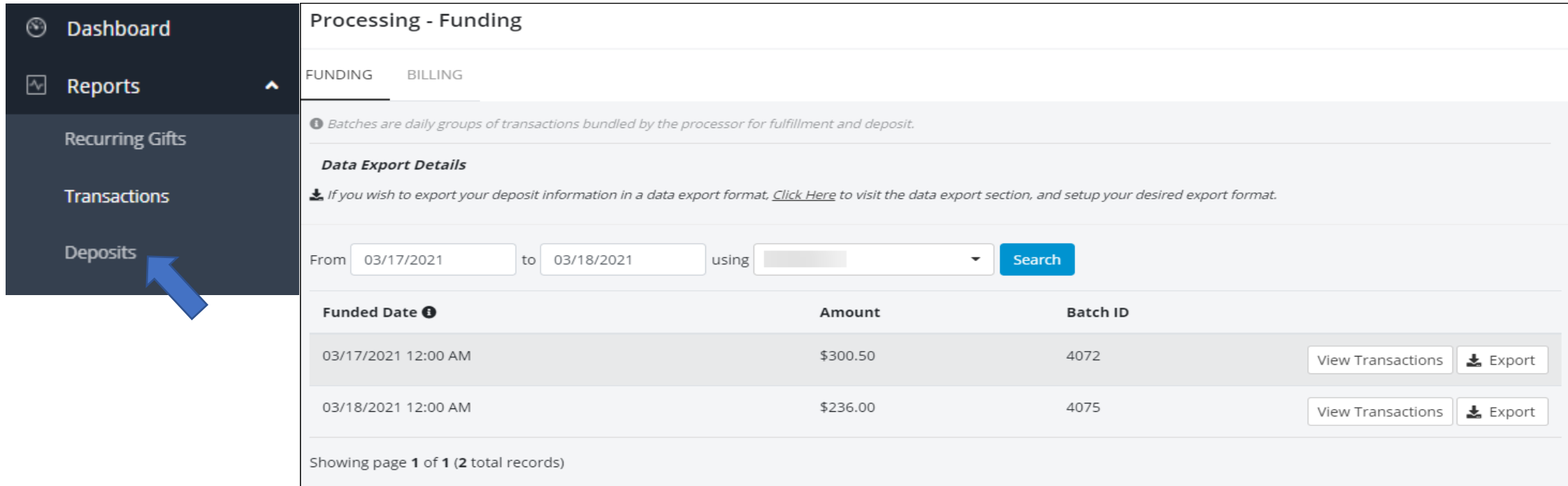
« < 1 > » 10 ▾

2 Transaction

- ✓ Date
- Time
- ✓ Donor
- Donor Address
- Donor Email
- Donor Phone
- ✓ Gross Gift
- ✓ Batch ID
- ✓ Fund

- Transaction Date Driven
- Synced to ChMS
- May or may not be in the bank yet (refer to Batch ID column)
- Can add other columns, export and filter

# Reporting – Transaction vs Deposit



**Processing - Funding**

FUNDING BILLING

*Batches are daily groups of transactions bundled by the processor for fulfillment and deposit.*

**Data Export Details**

*If you wish to export your deposit information in a data export format, [Click Here](#) to visit the data export section, and setup your desired export format.*

From  to  using

Funded Date ⓘ	Amount	Batch ID	
03/17/2021 12:00 AM	\$300.50	4072	<input type="button" value="View Transactions"/> <input type="button" value="Export"/>
03/18/2021 12:00 AM	\$236.00	4075	<input type="button" value="View Transactions"/> <input type="button" value="Export"/>

Showing page 1 of 1 (2 total records)

- Deposit Transmission Date Driven
- Syncs to ChMS Giving Batches with name "Online Giving Batch #XXXX"
- Can be downloaded
- Can view detail of all gifts/transactions included in the deposit by using the "View Transactions" Button

# Deposit Detail

Transactions **(Beta)** [Switch to Old Transactions View](#)

Filters

Showing transactions from batch **4072** for deposit account   7 Transactions **Net Approved Total \$300.50**

Date	Donor	Gross	Fee	Net	Batch ID	Fund	Status	Source	
03/15/2021		\$20.00	\$0.00	\$20.00	4072	OCC Fund	Approved	ACH	⋮
03/15/2021		✓ \$0.50	\$0.00	\$0.50	4072	Tithe	Approved	ACH	⋮
03/15/2021		\$100.00	\$0.00	\$100.00	4072	Tithe	Approved	ACH	⋮
03/15/2021		✓ \$2.50	\$0.00	\$2.50	4072	Tithe	Approved	ACH	⋮
03/15/2021		\$75.00	\$0.00	\$75.00	4072	Tithe	Approved		⋮
03/15/2021		\$100.00	\$0.00	\$100.00	4072	Tithe	Approved		⋮
03/15/2021		✓ \$2.50	\$0.00	\$2.50	4072	Tithe	Approved		⋮

« < 1 > »

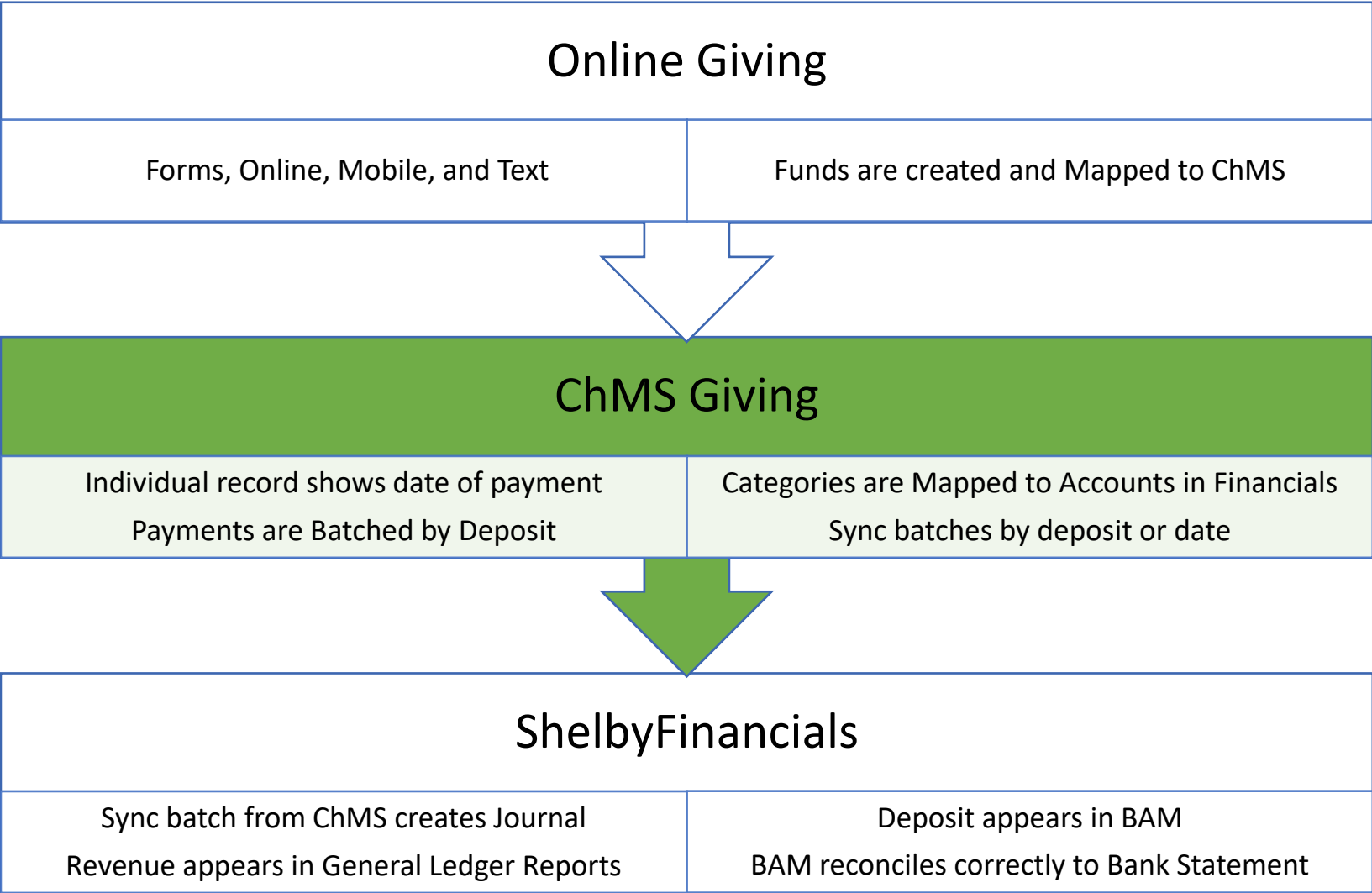
10 ▼

1-7 of 7 Records

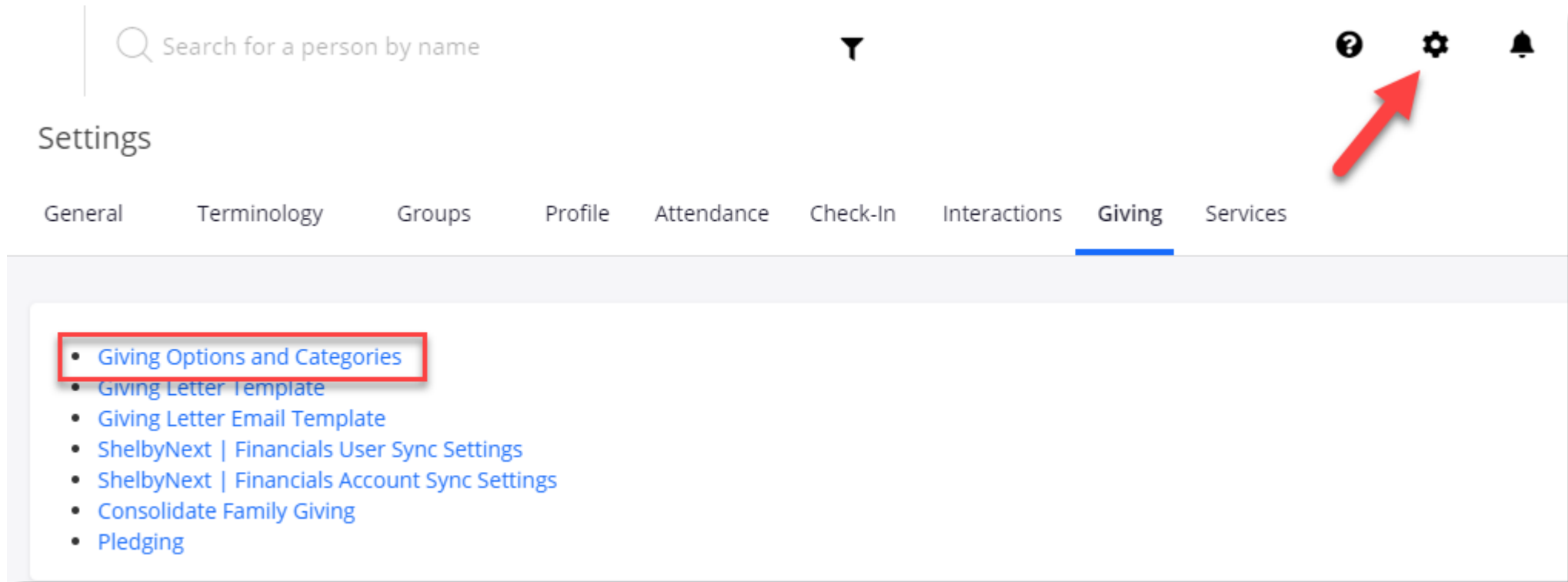
7 Transactions **Net Approved Total \$300.50**

# Online Giving Recap

1. Regardless of the transaction source (online, text, mobile app), the information flows the same way
2. [Fund set-up](#) should be done with the end-result in mind
3. [ChMS Integration](#) is where you create the connection settings and where you help the system make matches it cannot
4. Make a habit of reviewing [ChMS Sync Errors](#) on a regular basis
5. Gifts/[Transactions](#) sync to ChMS member records at time of transaction
6. ChMS Batches are generated when the [Deposit Report](#) syncs to ChMS



- The best practice is to review and make any necessary edits, inactivate, or delete categories as needed before proceeding to Financial Account Sync Settings



The screenshot displays the user interface for Shelby Systems. At the top, there is a search bar with the placeholder text "Search for a person by name". Below the search bar, the word "Settings" is prominently displayed. A horizontal navigation menu follows, with tabs for "General", "Terminology", "Groups", "Profile", "Attendance", "Check-In", "Interactions", "Giving", and "Services". The "Giving" tab is currently selected, indicated by a blue underline. In the top right corner, there are three icons: a question mark, a gear (settings), and a bell. A red arrow points to the gear icon. Below the navigation menu, a list of settings options is shown, with the first item, "Giving Options and Categories", highlighted by a red rectangular box. The other items in the list are "Giving Letter Template", "Giving Letter Email Template", "ShelbyNext | Financials User Sync Settings", "ShelbyNext | Financials Account Sync Settings", "Consolidate Family Giving", and "Pledging".

Search for a person by name

Settings

General Terminology Groups Profile Attendance Check-In Interactions **Giving** Services

- Giving Options and Categories
- Giving Letter Template
- Giving Letter Email Template
- ShelbyNext | Financials User Sync Settings
- ShelbyNext | Financials Account Sync Settings
- Consolidate Family Giving
- Pledging



- The order and clean-up of the Categories will be important as you map categories to the Financials.
- Click on the gear for any categories where the name, tax or active status needs to be changed.
- If delete is bright red, no monies are attached and can be deleted.
- Inactive categories can be found in the inactive section toward the bottom of the page and can be reactivated if needed.
- To add a new category, go to the bottom of the page. Enter the category name under Add a Category and click Save.

Active categories

↓ Tithes & Offerings	Tax Deductible	⚙️
↓ Annie Armstrong	Tax Deductible	⚙️
↓ Benevolence	Tax Deductible	⚙️
↓ Children's Fund	Tax Deductible	⚙️
↓ Future Growth	Settings	
↓ FLC Furnishings	General	Terminology
↓ Kathleen Mallory	Groups	Profile
↓ Lottie Moon	At	
↓ Love Offering	Category Name	Benevolence
↓ Men's Ministry	<input checked="" type="checkbox"/> Active	Active categories show up when inputting giving.
↓ Mission Trip Fund	<input checked="" type="checkbox"/> Tax Deductible	
↓ Global Missions Fund	Save	Delete
↓ OCC Fund	You cannot delete this Category, since it has giving tied to it.	
↓ Youth Fund		
↓ Men's Ministry Non-Tax Deductible	Not Tax Deductible	⚙️
↓ Women's Ministry	Tax Deductible	⚙️

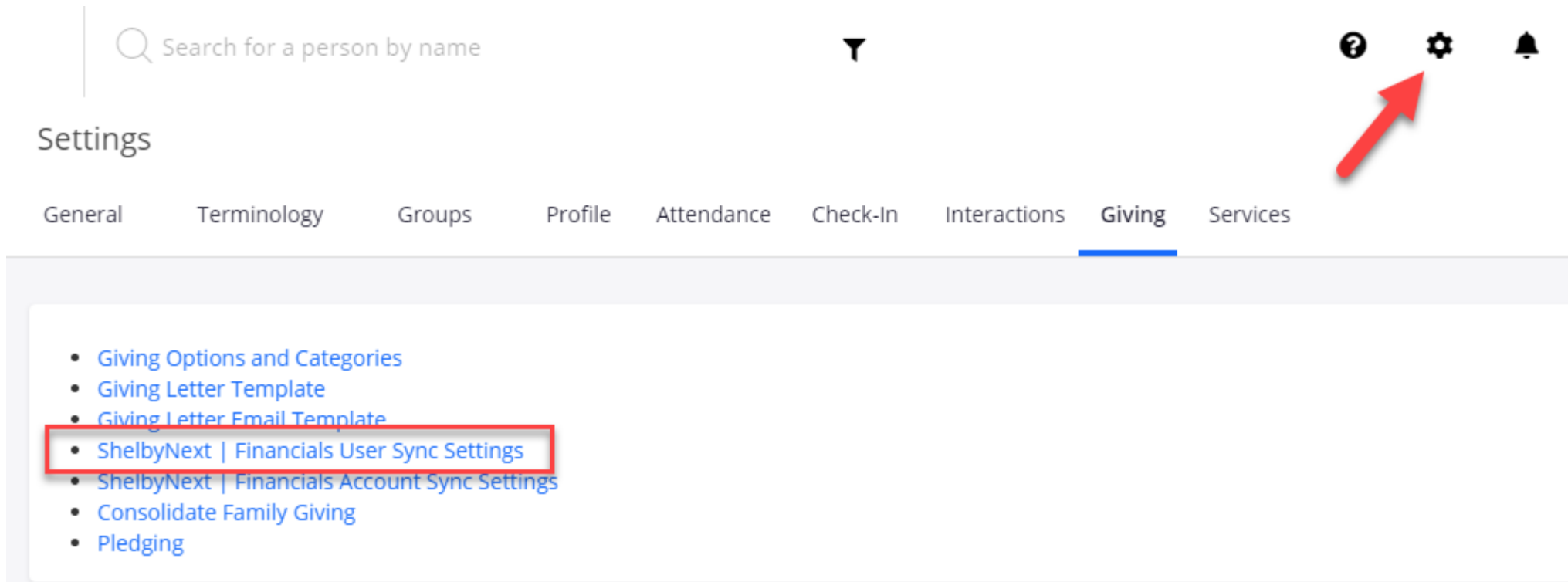
Add a Category

Category Name

Save

## Permissions for ChMS to Financials Sync Settings

- Important! These steps should only be done when you have run your final conversion.
- Your Account Manager will need to activate your Sync Settings so they appear in your menu.



The screenshot displays the ShelbyNext user interface. At the top, there is a search bar with the placeholder text "Search for a person by name". Below the search bar, the word "Settings" is visible. A horizontal menu contains several options: "General", "Terminology", "Groups", "Profile", "Attendance", "Check-In", "Interactions", "Giving", and "Services". The "Giving" option is currently selected, indicated by a blue underline. In the top right corner, there are three icons: a question mark, a gear (settings), and a bell. A red arrow points to the gear icon. Below the menu, a list of settings is shown, with the item "ShelbyNext | Financials User Sync Settings" highlighted by a red rectangular box. Other items in the list include "Giving Options and Categories", "Giving Letter Template", "Giving Letter Email Template", "ShelbyNext | Financials Account Sync Settings", "Consolidate Family Giving", and "Pledging".

- Map ChMS user to Financials user
- Users must have the API applications Security Role in Financials to appear on this list.
- Only users who are mapped can Sync a batch from the ChMS to Financials


Settings

General Terminology Groups Profile Attendance Check-In Interactions **Giving** Services

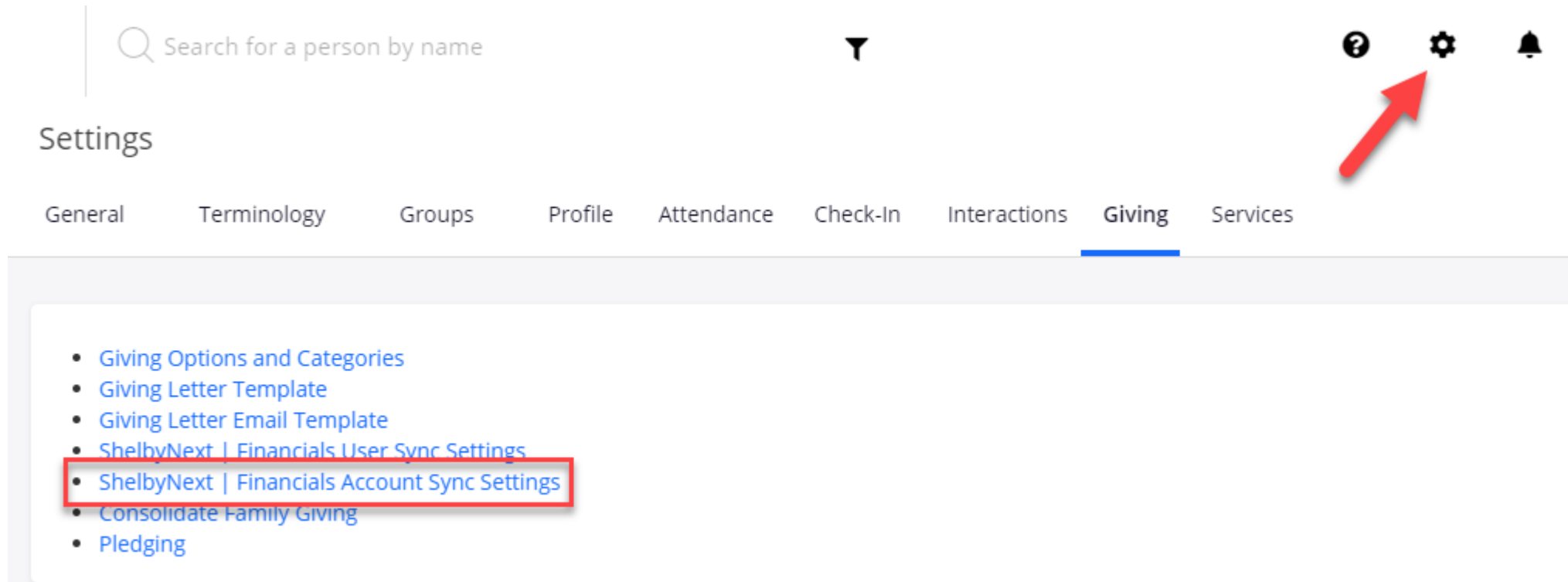
Map Your ShelbyNext | Financials Users

ShelbyNext   Financials User	Shelby Next ChMS User
<input type="text"/>	<input type="text" value="Search for user..."/>

Save



- Map ChMS Categories to Financial Accounts
- This mapping is used to create the Journal Entry for the deposit



The screenshot displays the user interface of the Shelby Systems application. At the top, there is a search bar with the placeholder text "Search for a person by name". Below the search bar, the word "Settings" is prominently displayed. A horizontal navigation bar contains several menu items: "General", "Terminology", "Groups", "Profile", "Attendance", "Check-In", "Interactions", "Giving", and "Services". The "Giving" menu item is currently selected, indicated by a blue underline. In the top right corner of the interface, there are three icons: a question mark, a gear (settings), and a bell (notifications). A red arrow points to the gear icon. Below the navigation bar, a list of settings options is shown under the "Giving" category. The list includes: "Giving Options and Categories", "Giving Letter Template", "Giving Letter Email Template", "ShelbyNext | Financials User Sync Settings", "ShelbyNext | Financials Account Sync Settings", "Consolidate Family Giving", and "Pledging". The "ShelbyNext | Financials Account Sync Settings" option is highlighted with a red rectangular border.

- Click Choose Account to find and map Bank and Income Accounts for all the active accounts you expect to use in any Giving batches

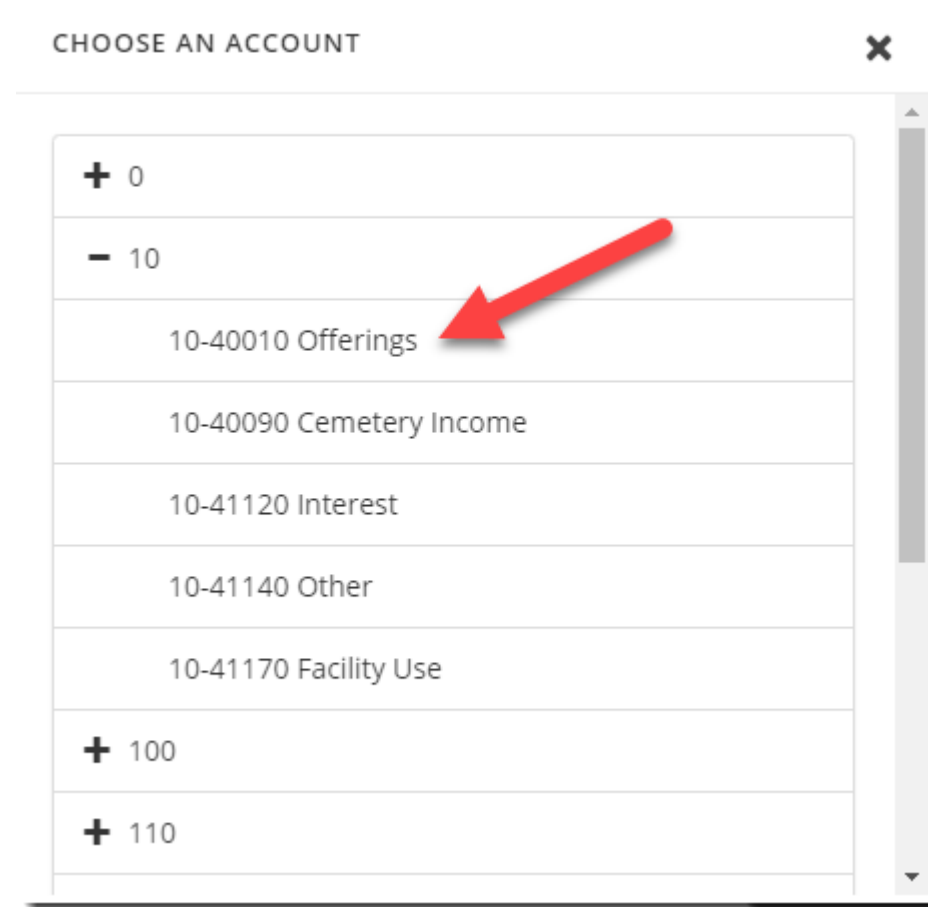
## Settings

General Terminology Groups Profile Attendance Check-In Interactions **Giving** Services

## Map Your Categories To Your ShelbyNext | Financials Accounts

Category	ShelbyNext   Financials Bank Account	ShelbyNext   Financials Income Account
Tithes & Offerings	0-10010 Synovus General Checking <a href="#">Choose Account</a>	10-40010 Offerings <a href="#">Choose Account</a>
Annie Armstrong	0-10010 Synovus General Checking <a href="#">Choose Account</a>	700-41010 Annie Armstrong Inc <a href="#">Choose Account</a>
Benevolence	0-10010 Synovus General Checking <a href="#">Choose Account</a>	700-41020 Benevolence Inc <a href="#">Choose Account</a>

- At this point, the Financials and ChMS are linked. Drill down through the structure until you locate the bank and income accounts.
- Click on the account when found.
- Remember to click Save at the bottom of the page!
- Once this is completed, you are ready to Sync ChMS batches to the Financials.



- Payments immediately appear on Individual's record when made
- Date on Individual's record in ChMS matches the date payments were made
- Batch link appears on the Individual's Giving page in ChMS when cleared in a deposit

Profile Edit Family Timeline Giving Account

STATEMENT + GIVING ENTRY + PLEDGE

Giving History

Date Filters: All History Tax Deductible: All


Date	Category	Source	Batch	Details	Amount
03/15/2021	Tithes & Offerings	Online Giving	Online Giving Batch # 4072		\$75.00
03/07/2021	Tithes & Offerings	Online Giving	Online Giving Batch # 4051		\$75.00
03/03/2021	Tithes & Offerings	Online Giving	Online Giving Batch # 4040		\$75.00

- Payments are batched by deposit
- The Batch Report tab indicates which batches have or have not been Synced to the Financials
- Click on the ellipsis (or any blue link) to open batch

Batch Report 46 Batches | ↓ ...

**3 Months Ago And Current**

ID	Name	Created	By	Date Received	Expected Total	Synced To Financials	
292	<a href="#">Online Giving Batch # 4075</a>	03/18/2021	Admin	<a href="#">03/17/2021</a>	\$236.00	No	<a href="#">&gt;</a>
290	<a href="#">Online Giving Batch # 4072</a>	03/17/2021	Admin	<a href="#">03/16/2021</a>	\$300.50	No	<a href="#">&gt;</a>
291	<a href="#">Sunday Offering</a>	03/17/2021		<a href="#">03/14/2021</a>	\$9,708.00	Yes	<a href="#">&gt;</a>





- Verify the batch total to the online deposit total (ensure no sync errors)
- Print the batch report and other reports as needed
- Click Sync to Financials

Overview Summary Detail By Anonymous **Batches** Pledges Demographics

Created by on 03/17/2021 12:41pm

First Name	Last Name	Category	Note	Source	Date	Check Number	
		Tithes & Offerings		Online Giving	03/15/2021	0	
		Tithes & Offerings		Online Giving	03/15/2021	0	
		Tithes & Offerings		Online Giving	03/15/2021	0	
		Tithes & Offerings		Online Giving	03/15/2021	0	
		Tithes & Offerings		Online Giving	03/15/2021	0	
		OCC Fund		Online Giving	03/15/2021	0	\$20.00 Edit
		Tithes & Offerings		Online Giving	03/15/2021	0	\$0.50 Edit

- Edit Batch
- Copy Batch
- Delete Batch
- Sync to Financials
- Print
- Deposit Slip
- Check Images

Amount given toward pledged:	\$0.00		
Not given toward pledged:	\$300.50	<ul style="list-style-type: none"> <li>• Tithes &amp; Offerings: <span style="float: right;">\$280.50</span></li> <li>• OCC Fund: <span style="float: right;">\$20.00</span></li> </ul>	
		<b>Total:</b>	<b>\$300.50</b>

- Journal Date should match the deposit date
- Year and Periods should match the Year and Period (month) of deposit
- Click Sync (to Financials)
- Only ChMS users with Financial API Security Rights can Sync a batch

There are 7 entries ready to be sent from the 1 batch selected.

- 7 Contribution Entries

Journal Date \*

03/16/2021

The date the journal will be shown to post for.

Company

Year

Period

2021

3 March

Sync

[http://www.shelbyinc.com/Documents/PDFs/ShelbyNext/How to Use Membership and Financials API Sync Integration.pdf](http://www.shelbyinc.com/Documents/PDFs/ShelbyNext/How%20to%20Use%20Membership%20and%20Financials%20API%20Sync%20Integration.pdf)

# ChMS Sync to Financials

## ShelbyNext | Financials Sync

[Overview](#)[Summary](#)[Detail](#)[By Anonymous](#)[Batches](#)[Pledges](#)[Demographics](#)

### Sync by

 Batch Date

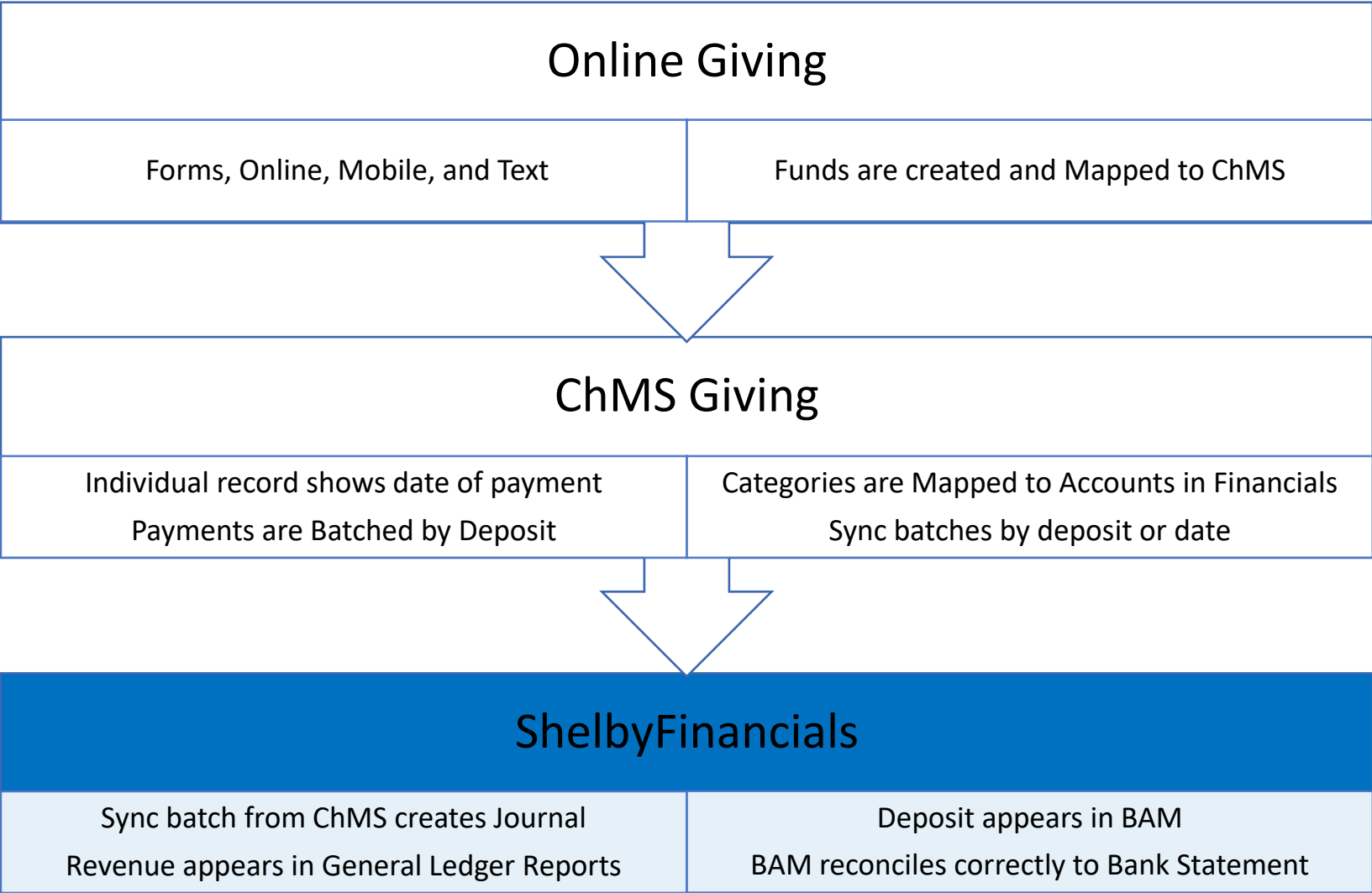
To be used to sync online and regular manual entry batches.



Used exclusively for corrections of manual entry batches.

## ShelbyNext Membership Recap

- When you have run your final conversion, clean-up your category codes, map your users and accounts.
- When payments are made, they will immediately appear on the individual's record unbatched in ChMS.
- When individual's payments clear the bank, they are batched by deposit.
- Deposits will appear as batches by the date of deposit.
- Batches are then printed and Synced to the Financials.



- Anyone who will be syncing batches from ChMS to Financials will need the API Applications Task Role.
- Go to the Home Screen of Financials > Security Setup > Users.





[http://www.shelbyinc.com/Documents/PDFs/ShelbyNext/How to Use Membership and Financials API Sync Integration.pdf](http://www.shelbyinc.com/Documents/PDFs/ShelbyNext/How_to_Use_Membership_and_Financials_API_Sync_Integration.pdf)

The screenshot shows the 'Update' user page in the 'Security Setup' section. The page has a blue header with 'Applications', 'Security Setup', 'Utilities', and 'Help'. The breadcrumb trail is 'Home > Security Setup > Users > Update'. The user type is set to 'Individual'. The user's name fields (Title, First Name, Middle Name, Last Name, Suffix) are partially filled. The 'Email Address' and 'Login ID' fields are also present. There are checkboxes for 'Set Password', 'Force password reset on login?', 'Locked?', 'Active?', 'Admin?', and 'External Access Only?'. The 'Linked to MinistryID' field shows 'secretary@fbclp.life' with a 'Remove Link' button. Below the user information, there are two sections: 'TASK ROLE(s)' and 'ACCOUNT RIGHTS ROLE(s)'. Under 'TASK ROLE(s)', there are two columns: 'Available Task Roles' and 'Assigned Task Role(s)'. The 'Assigned Task Role(s)' column contains 'API Applications' and 'Admin', with 'API Applications' highlighted by a red box. There are '>>' and '<<' buttons between the columns. At the bottom, there is an 'Update' button and a 'Reset or Cancel' link.

- To find your Sync'd batch, go to the Financials > General Ledger > **Manage Unposted Journals**. There you will find your Journal Entry for your Giving batch.
- **Edit** and **attach Batch Report** (best practice but optional)
- Click **Update**


Home > General Ledger > Unposted Journals > Update



 Journal Number 45


\* Date   \* Period  Journal Type  \* Description

Send Entry to Bank Account Management?  Create Reversing Journal in Next Period?

DETAILS **ATTACHMENTS** NOTE

 Add New Attachment



  \*file

  [View File](#)

**Update** Reset or Cancel






<http://help.shelbyinc.com/Financials/index.htm?context=33>

- **Select** the Journal entry
- **Run** Journal Edit (optional)
- **Edit** if needed
- Click **Post Journals**

Home > General Ledger > Unposted Journals   Add To My Tasks

Filters ▼

Add New Journal View All ▼ Import Journals

<input checked="" type="checkbox"/>	Type	Journal #	Date	Period	User	Description	Amount	Note	Attach	Pending?	Setup
<input checked="" type="checkbox"/>	  CN	45	3/16/2021	March		CN Entries	\$300.50				
<i>1 entries</i>							<b>\$300.50</b>				

Journal Edit Report
Change Year
Post Journals



- **Print or Export** Post List of Journals Report
- Click **Finalize Post**

Report Preferences

**Finalize Post** Cancel

1 of 1

Shelby Report

- Period 3 March

Posting List of Journals Period 3 March  
 Company#: 1 Name: \_\_\_\_\_  
 Fiscal Year Beginning 1/1/2021

	<u>Date</u>	<u>Account Numb</u>	<u>Name</u>	<u>Description/Project</u>	<u>Debit</u>	<u>Credit</u>
CN 45	3/16/2021	CN Entries				
	3/16/2021	0-10010	Synovus General Checking	CN Entries	\$300.50	
	3/16/2021	10-40010	Offerings	Contribution Entries		\$280.50
	3/16/2021	700-41100	OCC Fund Inc	Contribution Entries		\$20.00
				CN 45	\$300.50	\$300.50
				Final Totals	\$300.50	\$300.50

- Deposit appears in **Bank Account Management** ready to be reconciled.
- This deposit will match the deposit on the Bank Statement.

<http://help.shelbyinc.com/Financials/index.htm?context=83>

?

Show transactions through:

**Deposits**

<input type="checkbox"/>	Item #	Amount	Date	Description
<input type="checkbox"/>	9000127		3/7/2021	CN Entries
<input type="checkbox"/>	9000128		3/7/2021	CN Entries
<input type="checkbox"/>	9000130		3/7/2021	CN Entries
<input type="checkbox"/>	9000131		3/7/2021	CN Entries
<input type="checkbox"/>	9000132		3/14/2021	CN Entries
<input type="checkbox"/>	9000133		3/14/2021	CN Entries
<input type="checkbox"/>	9000134		3/14/2021	CN Entries
<input type="checkbox"/>	9000135		3/14/2021	CN Entries
<input type="checkbox"/>	9000138	\$300.50	3/16/2021	CN Entries
<input type="checkbox"/>	9000136		3/21/2021	CN Entries
<input type="checkbox"/>	9000137		3/21/2021	CN Entries

**Reconcile to General Ledger**

Statement Period 2021 / 3 March

General Ledger Balance	
Outstanding Items	
General Ledger Calculated Ending Balance	
General Ledger Out of Balance By	
Reconciled Items from after the Statement Period	

Deposit also appears in the **General Ledger Bank (Asset) Account.**

<http://help.shelbyinc.com/Financials/index.htm?context=40>

Detail Ledger Report for Period 3 March  
11  
2021


Account	Reference	Net	Debit	Credit	Balance
<b>0 Balance Sheet Accounts</b>					
10010 General Checking					\$118,363.66
3 Accounts Payable Checks	AP 80	3/3/2021			
3 Accounts Payable Checks	AP 83	3/3/2021			
3 Accounts Payable Check Processing	CD 62	3/3/2021			
3 Accounts Payable Check Processing	CD 63	3/3/2021			
3 Net to bank	PR 13	3/3/2021			
3 Net to bank	PR 14	3/3/2021			
3 CN Entries	CN 34	3/7/2021			
3 CN Entries	CN 35	3/7/2021			
3 CN Entries	CN 36	3/7/2021			
3 CN Entries	CN 37	3/7/2021			
3 CN Entries	CN 38	3/7/2021			
3 Accounts Payable Check Processing	CD 64	3/8/2021			
3 Accounts Payable Check Processing	CD 65	3/8/2021			
3 Accounts Payable Check Processing	CD 66	3/8/2021			
3 Accounts Payable Check Processing	CD 67	3/8/2021			
3 Net to bank	PR 15	3/10/2021			
3 Accounts Payable Checks	AP 96	3/12/2021			
3 Accounts Payable Check Processing	CD 68	3/12/2021			
3 Accounts Payable Check Processing	CD 69	3/12/2021			
3 Accounts Payable Check Processing	CD 70	3/12/2021			
3 Accounts Payable Check Processing	CD 71	3/12/2021			
3 Accounts Payable Check Processing	CD 72	3/12/2021			
3 Accounts Payable Check Processing	CD 73	3/12/2021			
3 1% Maintenance Transfer	TR 9	3/12/2021			
3 CN Entries	CN 39	3/14/2021			
3 CN Entries	CN 40	3/14/2021			
3 CN Entries	CN 41	3/14/2021			
3 CN Entries	CN 42	3/14/2021			
3 Accounts Payable Check Processing	CD 74	3/15/2021			
3 Accounts Payable Check Processing	CD 75	3/15/2021			
3 Accounts Payable Check Processing	CD 76	3/15/2021			
3 Accounts Payable Check Processing	CD 77	3/15/2021			
3 Accounts Payable Checks	AP 103	3/16/2021			
3 CN Entries	CN 45	3/16/2021			
3 Accounts Payable Check Processing	CD 78	3/17/2021			
3 Accounts Payable Check Processing	CD 79	3/17/2021			
3 Net to bank	PR 16	3/17/2021			
3 Net to bank	PR 17	3/17/2021			
3 Accounts Payable Check Processing	CD 80	3/20/2021			
3 CN Entries	CN 43	3/21/2021			
3 CN Entries	CN 44	3/21/2021			
3 CN Entries	CN 46	3/21/2021			
<b>Period Period 3 Totals:</b>					
10010 General Checking Totals:					



...and the General Ledger **Income, Liability, or Expense** Accounts.

Detail Ledger Report for Period 3 March  
2021

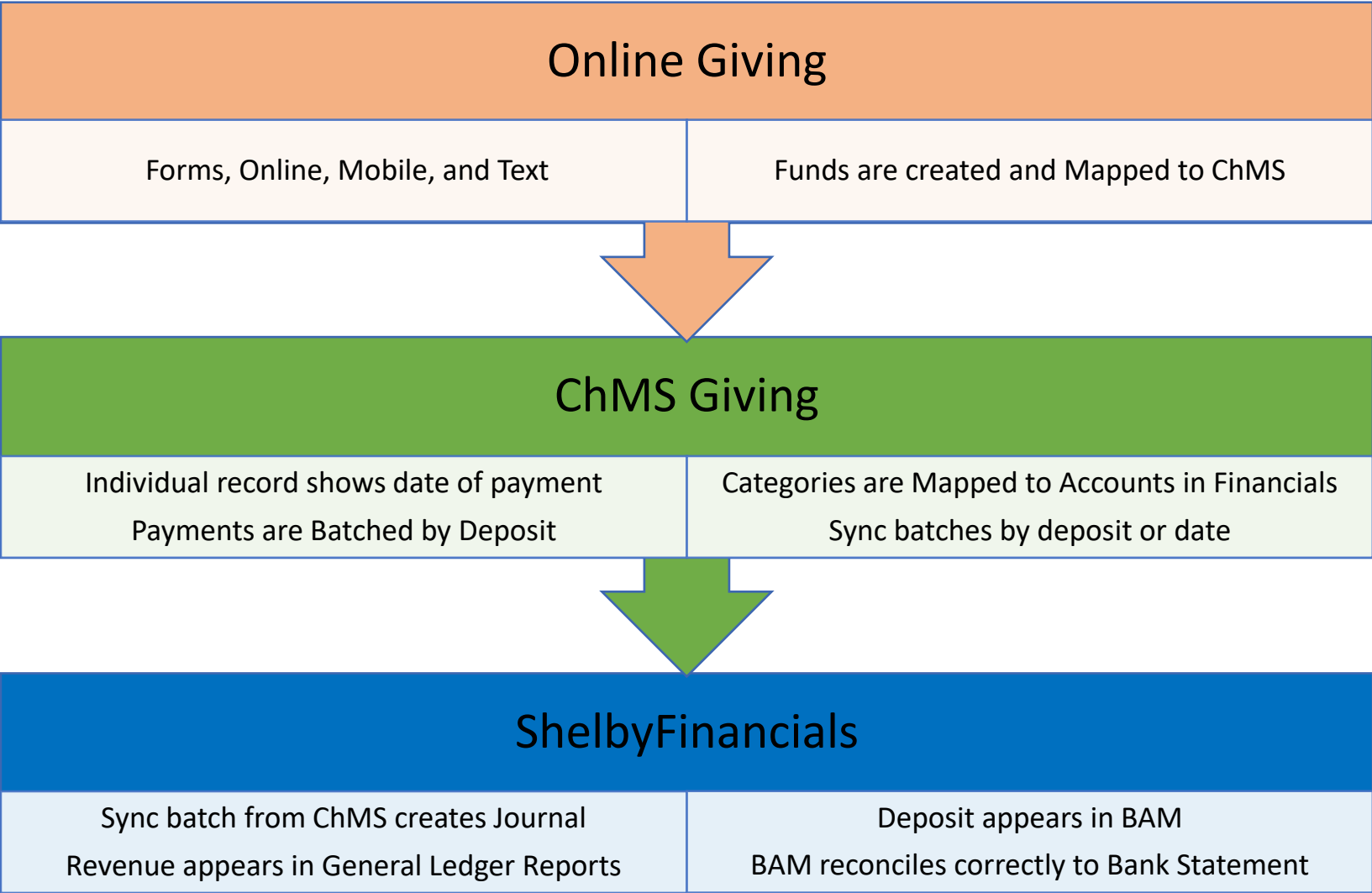
Account	Reference	Net	Debit	Credit	Balance
<b>10 Tithes/Offerings/Misc Income</b>					
<b>40010 Offerings</b>					
3 Contribution Entries	CN 34	3/7/2021			
3 Contribution Entries	CN 35	3/7/2021			
3 Contribution Entries	CN 36	3/7/2021			
3 Contribution Entries	CN 37	3/7/2021			
3 Contribution Entries	CN 38	3/7/2021			
3 Contribution Entries	CN 39	3/14/2021			
3 Contribution Entries	CN 40	3/14/2021			
3 Contribution Entries	CN 41	3/14/2021			
3 Contribution Entries	CN 42	3/14/2021			
3 Contribution Entries	CN 45	3/16/2021		\$280.50	
3 Contribution Entries	CN 43	3/21/2021			
3 Contribution Entries	CN 44	3/21/2021			
3 Contribution Entries	CN 46	3/21/2021			
Period Period 3 Totals:					



## Financials Recap

- Permissions in both ChMS and Financials are needed for anyone who will Sync a batch.
- Financial user rights must include the Task Role API Integration.
- Sync'd batches will appear under Unposted Batches in the General Ledger.
- Once the batch is posted in the General Ledger, it will appear in...
  - Bank Reconciliation with the date of deposit
  - General Ledger reporting such as Balance Sheet, Detail Ledger, Budgeted Financial Statement, etc.
- **Finally**, online payments will **Match** the bank statement and bank reconciliation!!





## New to ShelbyNext Giving Task List...

Some items need or should be completed before others. Here's a recommended order for some of the tasks in the setup and integration of Online Giving, Membership, and Financials.

- Contact your Sales Rep** to have it added. To find your Shelby Sales Rep contact Info, click here: <https://www.shelbysystems.com/shelby-sales-team/>
- Attend** one of the weekly Online Giving Overview Webinar offered Tues/Thurs at 2 PM Eastern. Then schedule a coaching call with a Success Coach.
- Clean-up and organize your Categories** in ChMS. This will be very helpful with the setup in Online Giving, ChMS, and Financials.
- You or your trainer needs to ask your Account Manager to **turn on the Financial Sync Settings**. [accountmanagers@shelbyinc.com](mailto:accountmanagers@shelbyinc.com).
- Important!** Sync settings cannot be turned on until you have completed all ChMS and Financial conversions.
- 'API Implementation'** Task Role in Financials is required to Sync Batches. Make sure it's added to the user(s) security rights.
- Financial User Sync Settings** and **Financial Account Sync Settings** need to be completed in ChMS.
- Setup your **Funds** in Online Giving.
- Integrate** your Online Giving with your ChMS and **Map** your ChMS **Categories** to the Funds in Online Giving.

## If you already have ShelbyNext Giving...

Some items need or should be completed before others. Here's a recommended order for some of the tasks in the setup and integration of Online Giving, Membership, and Financials.

- Contact your Sales Rep or Account Manager** if Giving was included in your bundle but you haven't activated your account. Your trainer or support can help you with the remaining items.
- Attend** one of the weekly [Online Giving Overview Webinar](#) offered Tues/Thurs at 2 PM Eastern. Then schedule a coaching call with a [Success Coach](#).
- Clean-up and organize your Categories** in ChMS. This will be very helpful with the setup in Online Giving, ChMS, and Financials.
- You or your trainer needs to ask your Account Manager to **turn on the Financial Sync Settings:** [accountmanagers@shelbyinc.com](mailto:accountmanagers@shelbyinc.com).
- Important!** Sync settings cannot be turned on until you have completed all ChMS and Financial conversions.
- 'API Implementation'** Task Role in Financials is required to Sync Batches. Make sure it's added to the user(s) security rights.
- Financial User Sync Settings** and **Financial Account Sync Settings** need to be completed in ChMS.
- Setup your **Funds** in Online Giving.
- Integrate** your Online Giving with your ChMS and **Map** your ChMS **Categories** to the Funds in Online Giving.



Where can I watch this video again?

Watch or Register to attend Webinars @  
[Community.Shelbyinc.com](https://Community.Shelbyinc.com)

*“Exploring the Financials Portal”*

**Next in the series...**

*“Reporting on General Ledger  
 Balances, Budgets, and Comparisons”*

*April 28<sup>th</sup> 2:00 PM Central*

Advance Your Knowledge Webinar Series

Register for an Upcoming Webinar

Title	Date	
Reconciling Online Giving, From Entry to Bank Reconciliation	03/24/2021 2:00 PM (Central Time)	Register NOW

Watch a Previous Webinar

Title	Date	
Exploring the Financials Portal	03/03/2021	Watch NOW
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

## New Virtual Workshops are here!

- Enrollment is now open for April or May classes
- 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](#)

# 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.



[Training@shelbyinc.com](mailto:Training@shelbyinc.com)