# SHELBYSYSTEMS®

# 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
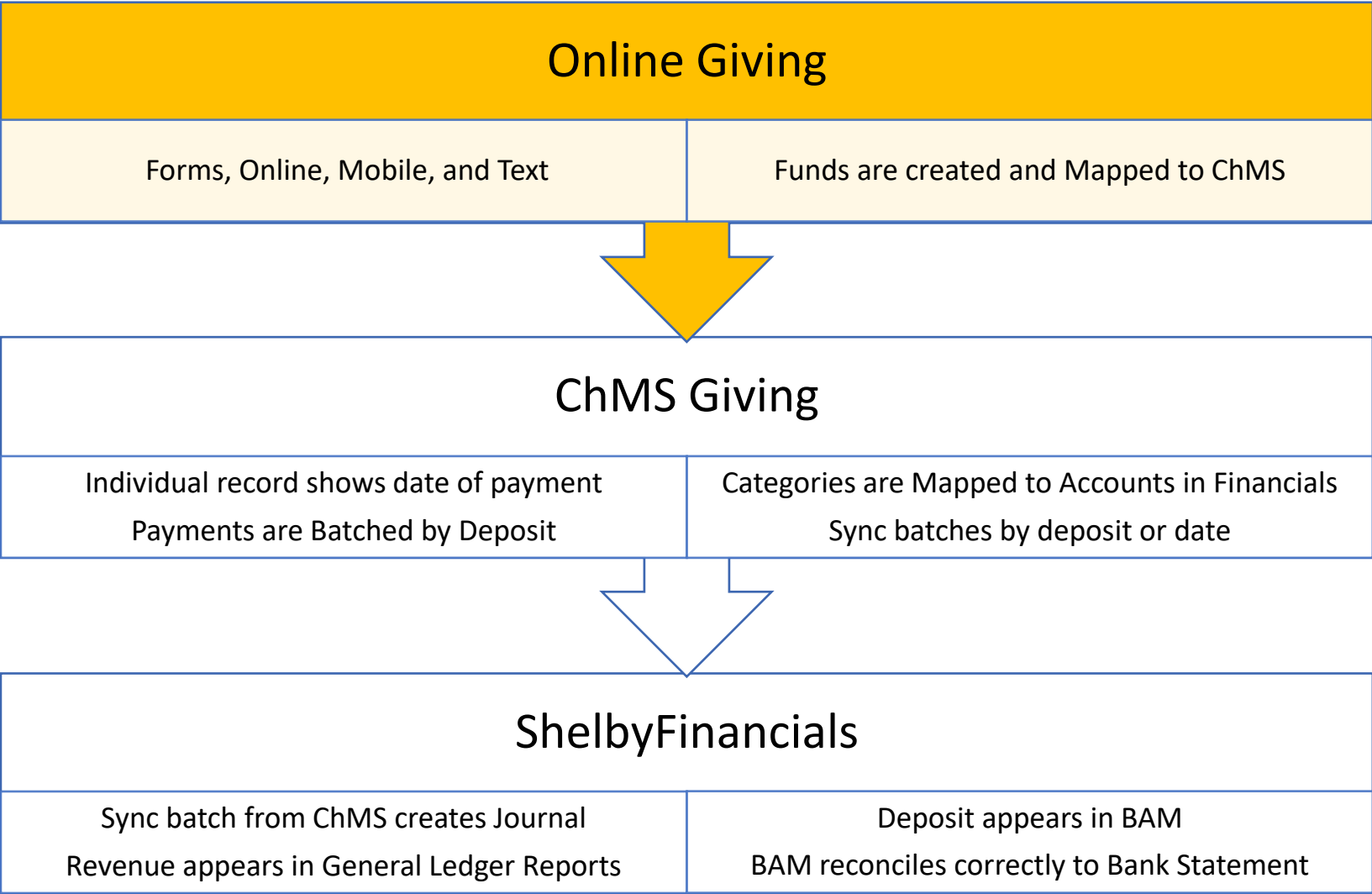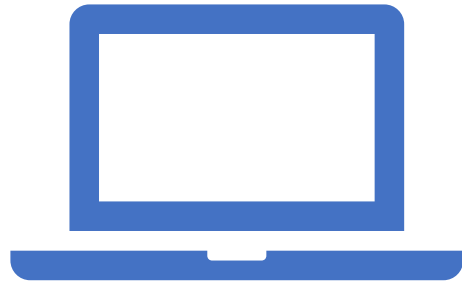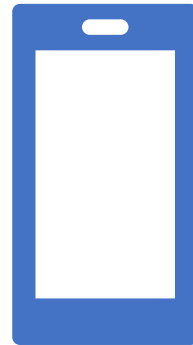
# Welcome



Leeann Buttram

Ben Lane

Carmen Dea

Introduce our panelists

SHELBYSYSTEMS®

## Online Giving

| | |
|---|---|
| Forms, Online, Mobile, and Text | Funds are created and Mapped to ChMS |

## ChMS Giving

| | |
|---|---|
| Individual record shows date of payment<br>Payments are Batched by Deposit | Categories are Mapped to Accounts in Financials<br>Sync batches by deposit or date |

## ShelbyFinancials

| | |
|---|---|
| Sync batch from ChMS creates Journal<br>Revenue appears in General Ledger Reports | Deposit appears in BAM<br>BAM reconciles correctly to Bank Statement |

# Easy and Convenient ways to give or make payments

**Online (Form)**

**Mobile App**

**Text**

SHELBYSYSTEMS®

# Form Examples



**My Donation**

FUND

Choose a Fund ⌄

General Giving

Building Fund

Food Bank

Missions

Benevolence

Memorial

AMOUNT

$

**GIVE**

OUR CAUSE

$20.00    $50.00    $100.00    $

Feed a Family for a week    Other Amount

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

SHELBYSYSTEMS®

# Fund Management



**Fund Management**
Add new or edit existing funds

## Fund Management

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

**+ Add Fund**   ☰ Edit Display Order   ☐ Show Inactive Funds

🔍 Search Funds..

| Status | Fund Name | Fund Keyword |
|--------|-----------|--------------|
| Active | General Giving | GEN |
| Active | Benevolence | Benevolence |
| Active | Building Fund | |
| Active | Christmas Offering | |
| Active | Food Bank | |
| Active | Missions ⊞ View Sub-Funds 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?

SHELBYSYSTEMS®

# ChMS Integration (connection to Membership)

**ChMS Integration**

Map funds to your Church Management Software

## Add New Fund Mappings

| Giving System Fund: | ShelbyNext Membership Fund: | Location: | Default Fund: |
|---|---|---|---|
| General Giving | General Budget | All | 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

SHELBYSYSTEMS®

# 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**

Display All

**Submission Type**

Display All

| Error Date | Donation Date | Donor ID | Last Name | First Name | Email | Location | Amount | Fund | Type | Error | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 9/28/2020 | 4/25/2019 | 3825509 | | | | | $3.50 | "General Giving":$3.50 | Contribution | The giving fund is not mapped to a ChMS fund. | Action ▾ |
| 9/28/2020 | 4/18/2019 | 3825509 | | | | | $3.00 | "General Giving":$3.00 | Contribution | The giving fund is not mapped to a ChMS | |
| 3/5/2020 | 3/5/2020 | 6750836 | | | | | $0.03 | New Form Test | Contribution | The giving fund is not mapped to a ChMS | |

Try Again
View Donor
Mark As Good
Match Donor

# Reporting – <u>Transaction</u> vs Deposit



- 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



- 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

🔍 Search...    ⇄ Filters                                                     🖨   ⬇   ⇄ 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 | 🔴 | ⋮ |

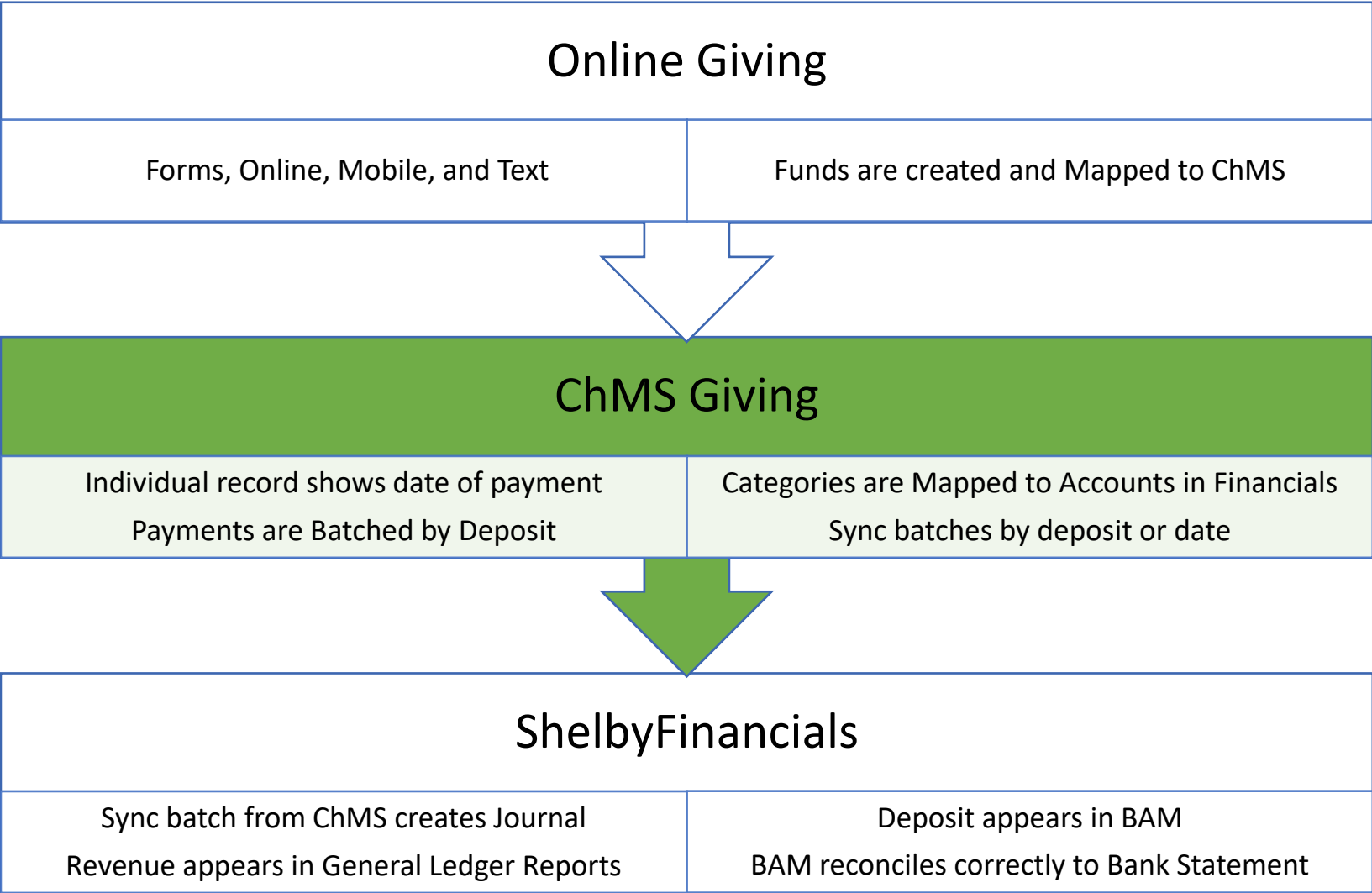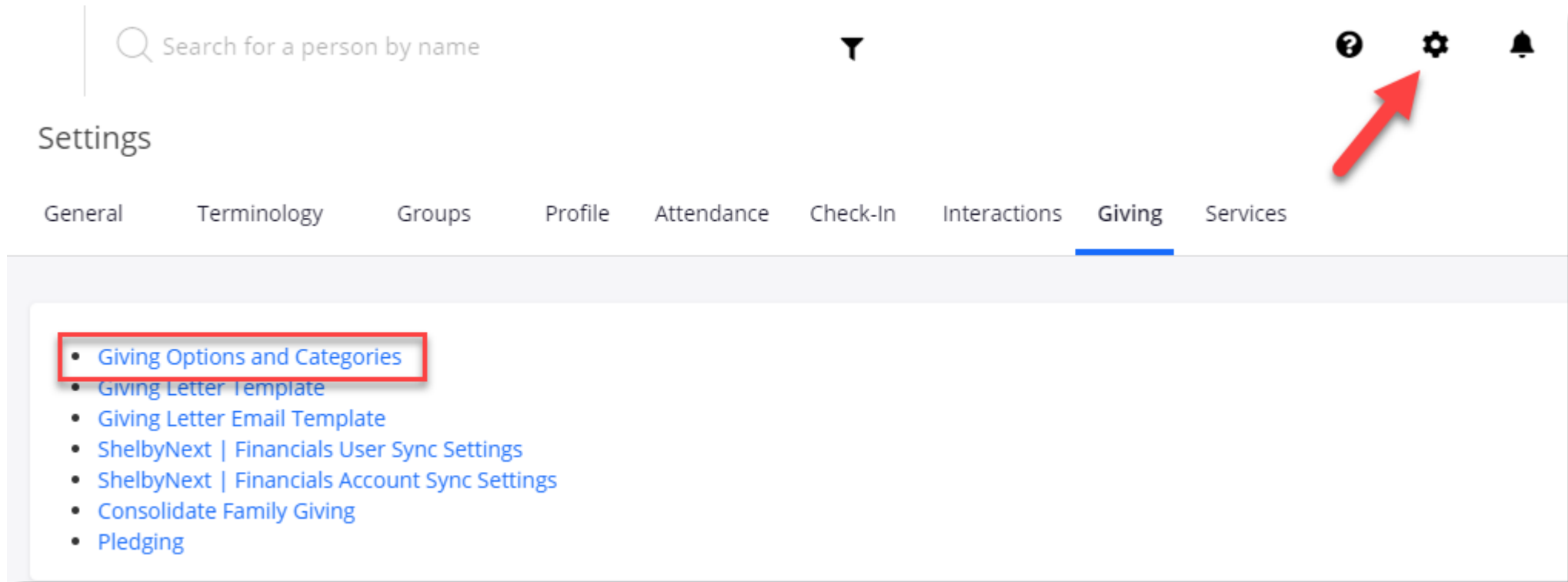|◁  ◁  **1**  ▷  ▷|    10 ▾                                         1-7 of 7 Records

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

## Online Giving

| Forms, Online, Mobile, and Text | Funds are created and Mapped to ChMS |
|---|---|

## ChMS Giving

| Individual record shows date of payment<br>Payments are Batched by Deposit | Categories are Mapped to Accounts in Financials<br>Sync batches by deposit or date |
|---|---|

## ShelbyFinancials

| Sync batch from ChMS creates Journal<br>Revenue appears in General Ledger Reports | Deposit appears in BAM<br>BAM reconciles correctly to Bank Statement |
|---|---|

- 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 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 | | |
| ↕ FLC Furnishings | | |
| ↕ Kathleen Mallory | | |
| ↕ Lottie Moon | | |
| ↕ Love Offering | | |
| ↕ Men's Ministry | | |
| ↕ Mission Trip Fund | | |
| ↕ Global Missions Fund | | |
| ↕ OCC Fund | | |
| ↕ Youth Fund | | |
| ↕ Men's Ministry Non-Tax Deductible | Not Tax Deductible | ⚙ |
| ↕ Women's Ministry | Tax Deductible | ⚙ |

Settings

General    Terminology    Groups    Profile    At

Category Name

Benevolence

☑ Active
Active categories show up when inputting giving.

☑ Tax Deductible

Save    Delete

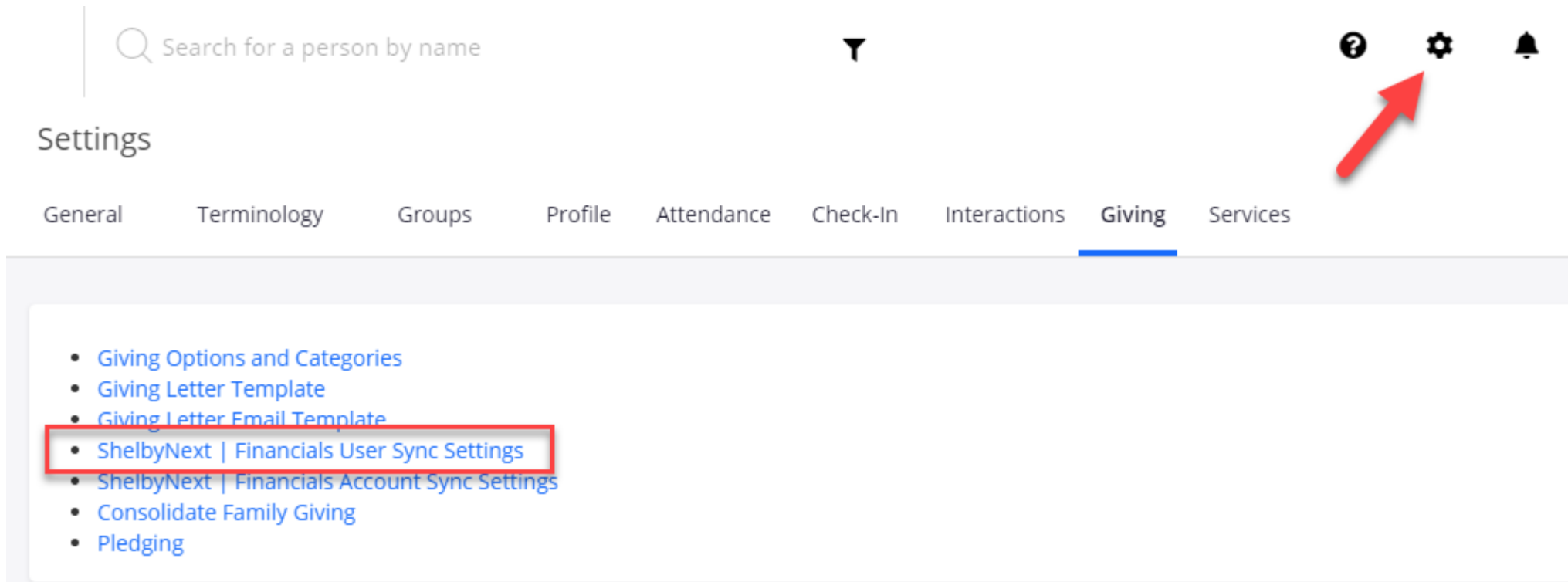You cannot delete this Category, since it has giving tied to it.

Add a Category

Category Name

Save

SHELBYSYSTEMS®

# Permissions for ChMS to Financials Sync Settings

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

- 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

- Map ChMS Categories to Financial Accounts

- This mapping is used to create the Journal Entry for the deposit

- 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<br>Choose Account | 10-40010 Offerings<br>Choose Account |
| Annie Armstrong | 0-10010 Synovus General Checking<br>Choose Account | 700-41010 Annie Armstrong Inc<br>Choose Account |
| Benevolence | 0-10010 Synovus General Checking<br>Choose Account | 700-41020 Benevolence Inc<br>Choose Account |

SHELBYSYSTEMS®

- 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.

CHOOSE AN ACCOUNT                              ✕

**+** 0

**−** 10

10-40010 Offerings

10-40090 Cemetery Income

10-41120 Interest

10-41140 Other

10-41170 Facility Use

**+** 100

**+** 110

SHELBYSYSTEMS®
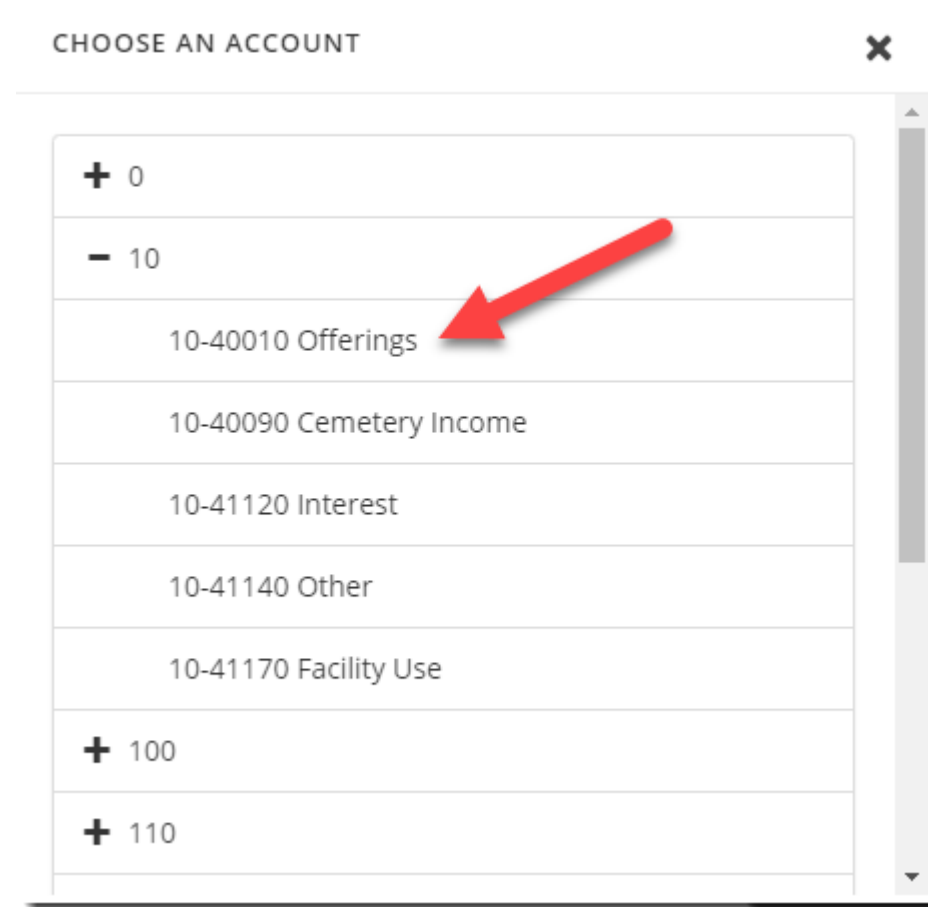
- Payments immediately appear on Individual's record when made

- 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

- 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 | Online Giving Batch # 4075 | 03/18/2021 | Admin | 03/17/2021 | $236.00 | No > |
| 290 | Online Giving Batch # 4072 | 03/17/2021 | Admin | 03/16/2021 | $300.50 | No > |
| 291 | Sunday Offering | 03/17/2021 | | 03/14/2021 | $9,708.00 | Yes > |

SHELBYSYSTEMS®

- 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 |

Menu:
- ✏ Edit Batch
- ✚ Copy Batch
- 🗑 Delete Batch
- ⊕ Sync to Financials
- 🖨 Print
- 🖨 Deposit Slip
- 🖨 Check Images

| | | |
|---|---|---|
| Amount given toward pledged: | $0.00 | • Tithes & Offerings: $280.50 |
| Not given toward pledged: | $300.50 | • OCC Fund: $20.00 |
| | | Total: $300.50 |

SHELBYSYSTEMS®

- 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



http://www.shelbyinc.com/Documents/PDFs/ShelbyNext/How to_Use_Membership_and_Financials_API_Sync_Integration.pdf

# ChMS Sync to Financials

## ShelbyNext | Financials Sync

Overview    Summary    Detail    By Anonymous    Batches    Pledges    Demographics

**Sync by**

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

○ Date ← Used exclusively for corrections of manual entry batches.

**SHELBYSYSTEMS®**

## 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.

## Online Giving

| Forms, Online, Mobile, and Text | Funds are created and Mapped to ChMS |
| --- | --- |

## ChMS Giving

| Individual record shows date of payment<br>Payments are Batched by Deposit | Categories are Mapped to Accounts in Financials<br>Sync batches by deposit or date |
| --- | --- |

## ShelbyFinancials

| Sync batch from ChMS creates Journal<br>Revenue appears in General Ledger Reports | Deposit appears in BAM<br>BAM reconciles correctly to Bank Statement |
| --- | --- |

- 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

SHELBYSYSTEMS®

- 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**

- **Select** the Journal entry

- **Run** Journal Edit (optional)

- **Edit** if needed

- Click **Post Journals**



Home > General Ledger > Unposted Journals

Filters

Add New Journal                                    View All     Import Journals

| ☑ | | Type | Journal # | Date | Period | User | Description | Amount | Note | Attach | Pending? | Setup |
|---|---|------|-----------|------|--------|------|-------------|--------|------|--------|----------|-------|
| ☑ | ✏ ❌ | CN | 45 | 3/16/2021 | March | | CN Entries | $300.50 | 📒 | 📎 | | ℹ |
| | | | | *1 entries* | | | | *$300.50* | | | | |

**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

|  | Date | Account Numb | Name | Description/Project | Debit | Credit |
|---|---|---|---|---|---|---|
| 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 |

**SHELBYSYSTEMS®**

- 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

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 1 [        ] 2021

| Account | | Reference | | | Net | Debit | Credit | Balance |
|---|---|---|---|---|---|---|---|---|
| **0 Balance Sheet Accounts** | | | | | | | | |
| 10010 [    ] eneral 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 | | $300.50 | | |
| 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 | | | | |
| | Period Period 3 Totals: | | | | | | | |
| 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 |
|---|---|---|---|---|---|---|---|
| 10 Tithes/Offerings/Misc Income | | | | | | | |
| 40010 Offerings | | | | | | | |
| 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: | | | | | | | |

SHELBYSYSTEMS®

# 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!!

## Online Giving

| Forms, Online, Mobile, and Text | Funds are created and Mapped to ChMS |

## ChMS Giving

| Individual record shows date of payment<br>Payments are Batched by Deposit | Categories are Mapped to Accounts in Financials<br>Sync batches by deposit or date |

## ShelbyFinancials

| Sync batch from ChMS creates Journal<br>Revenue appears in General Ledger Reports | Deposit appears in BAM<br>BAM reconciles correctly to Bank Statement |

# 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 <u>Online Giving Overview Webinar</u> offered Tues/Thurs at 2 PM Eastern. Then schedule a coaching call with a <u>Success Coach</u>.

❑ **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 .

❑ **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.

SHELBYSYSTEMS®

# 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 .

- ❑ **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.

SHELBYSYSTEMS®

# Where can I watch this video again?

**Watch or Register to attend Webinars @**

Community.Shelbyinc.com

*"Exploring the Financials Portal"*

**Next in the series…**

*"Reporting on General Ledger Balances, Budgets, and Comparisons"*

*April 28th 2:00 PM Central*

# 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

SHELBYSYSTEMS®

# 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