



Ministry Brands[®] Advance Your Knowledge Webinar Series

Seven Best Practices for Year End

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 – Introducing our Panelists



Mark Crain
Staff Trainer



Carmen Dea
Staff Trainer

Seven Best Practices for Year-End

- We've narrowed our list to our 7...well, 8 best practices for Year-End.
- It's not possible to cover all that should be considered for Year-End in the time we have.
- A two-hour workshop is being offered in December and January that can cover more. We'll share more about the workshop, and how you can sign-up, at the end of this session.





Creating a New Year

- Common to create the New Year when you're preparing next year's budget
- The New Year can also be created by closing the Prior Year. We'll discuss how to close the year later in this session.

General Ledger > Modify > Year and Periods



Modify	Utilities	Help
Company Information		
Year and Periods		
Account Structure		
Chart of Accounts		
Budget Information		
Project Information		
Journal Type Information		
Special Reports Setup		
Budgeted Financial Formats		
Functional Expense Report		

Creating a New Year

- Choose Add New Year.

Home > General Ledger > Year Period

Add New Year

* Begin Date  * End Date 

* Number of Periods Include Audit Period? Is Year Closed?

NOTE ATTACHMENTS

Period Information	Closed?
1 <input type="text" value="January"/>	<input type="checkbox"/>
7 <input type="text" value="July"/>	<input type="checkbox"/>

Creating a New Year

- The system will suggest the dates for the new year based on the prior.
- Include Audit Period?
- Choose Update for the next step.

Home > General Ledger > Year Period

Begin Date * End Date

* Number of Periods Include Audit Period? Is Year Closed?

NOTE

	Period Information	Closed?		
1	<input type="text" value="January"/>	<input type="checkbox"/>	7	<input type="text" value="July"/>
2	<input type="text" value="February"/>	<input type="checkbox"/>	8	<input type="text" value="August"/>
3	<input type="text" value="March"/>	<input type="checkbox"/>	9	<input type="text" value="September"/>
4	<input type="text" value="April"/>	<input type="checkbox"/>	10	<input type="text" value="October"/>
5	<input type="text" value="May"/>	<input type="checkbox"/>	11	<input type="text" value="November"/>
6	<input type="text" value="June"/>	<input type="checkbox"/>	12	<input type="text" value="December"/>
	<input type="text" value="Audit"/>	<input type="checkbox"/>		

Creating a New Year

- Typically, we copy the prior year Chart of Accounts.
- Other options, including “Do Not Copy...” can be chosen if you want to create a new Chart of Accounts from scratch.
- Copy Budgets?
- Choose Update

Home > General Ledger > Year Period

Set up account structure and accounts for 2023

Copy From Year 2022
 Another company or fiscal year
 Templates
 Do not copy. Create manually
 Copy Budgets?

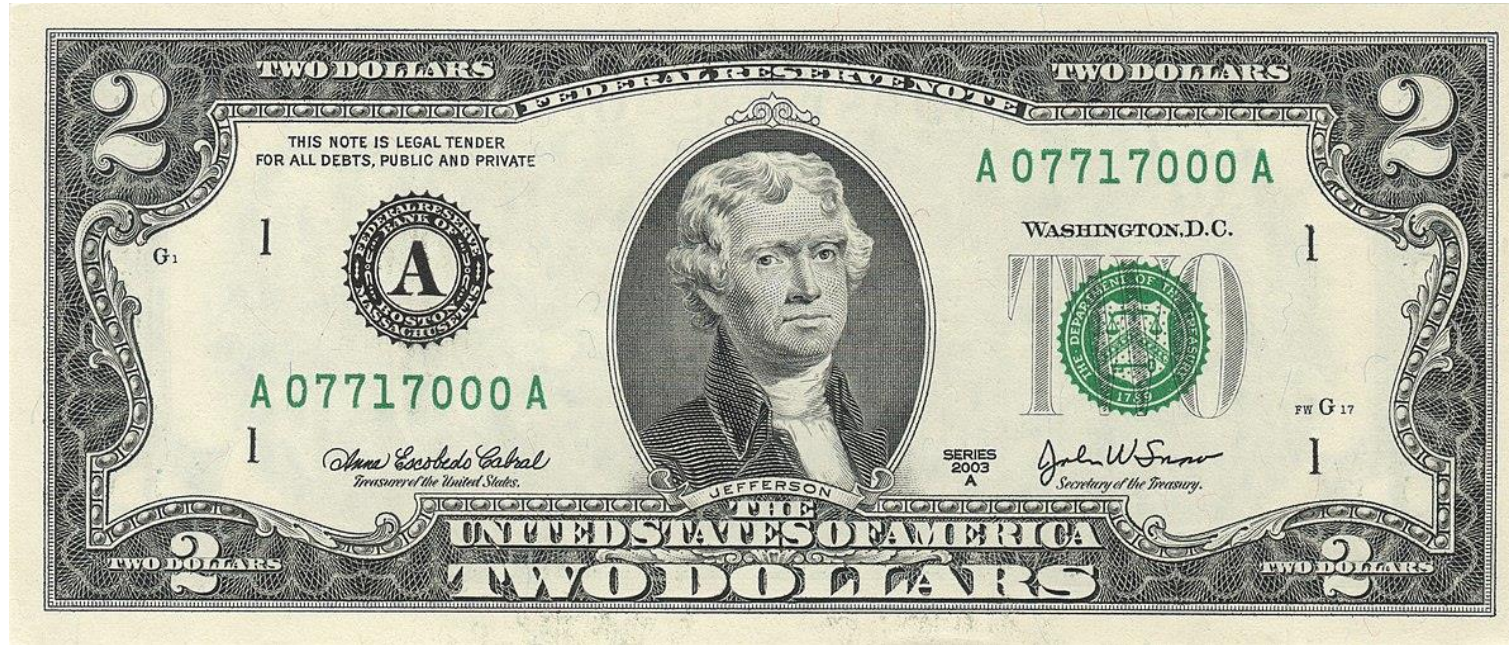
Creating a New Year

- The new year is now created!
- Based on your Account Structure, the number of levels and accounts created are shown.
- Click OK to acknowledge.

[Home](#) > [General Ledger](#) > [Year Period](#)

Set up account structure and accounts for 2023

Title	# records
MINISTRY CENTER	4
MINISTRY DEPARTMENT	18
Accounts	367
Budgets	286
	675



Add, Edit, Inactivate, or Delete Accounts

- Using the Filters, Navigate to where you want to Add, Inactivate, or Delete an Account.
- Choose Add Account or the **Green Plus sign** to Add.
- Choose the **Edit Pencil** to make a change.
- Choose the **Red Circle** to Delete.
 - Note, you can't delete an account with current year history.
 - This does not affect prior year Chart of Accounts.
- Enter the Number, Description, Account Type, and Closing Account (if Income or Expense)

The screenshot displays the 'Chart of Accounts' interface with an 'Add New Account' dialog box open. The dialog box contains the following fields and options:

- Account #:** 52170
- Name:** Software
- Active?:** Active? Prevent Use of Manual Journal?
- Account Type:** Expense
- Closing Account:** 20110 Accounts payable (GAAP)
- Note:** A dropdown menu is open, showing a list of closing accounts with '30110 General operations' selected.
- Fund Name:** 1 Church
- Department Name:** 30 Genl Operations
- Buttons:** Levels..., No Levels Selected, Apply, OK

The background shows a list of accounts with columns for Account Number, Name, Budget, Closing Account, Action, Info, and Status. The account 52170 is highlighted in blue.





Budgets

- Many customers need to add a budget for the new year.
- If you copied the budget from the prior year, you would come here to make changes.

General Ledger > Modify > Budget Information

Modify	Utilities	Help
Company Information		
Year and Periods		
Account Structure		
Chart of Accounts		
Budget Information		
Project Information		
Journal Type Information		
Special Reports Setup		
Budgeted Financial Formats		
Functional Expense Report		

Budgets

There are two methods to enter budgets...

1. Manually
2. Import/Export Budget

Home > General Ledger > Budget Information

Filters

Fund Name

Department Name

Account Range No Groups Found ▾

Budget Revision 0 Original ▾

Show Inactive Accounts

Search Reset or Cancel

Import / Export Budget

For more help


<http://help.shelbyinc.com/Financials/topics/idh-topic3353.htm>


Budget - Manually Enter Budget


- Based on your account structure, drill down to the level of accounts (ex. Youth Department)
- Click Search


Home > General Ledger > Budget Information


Filters



Fund Name  Church

Department Name  Youth

Account Range 

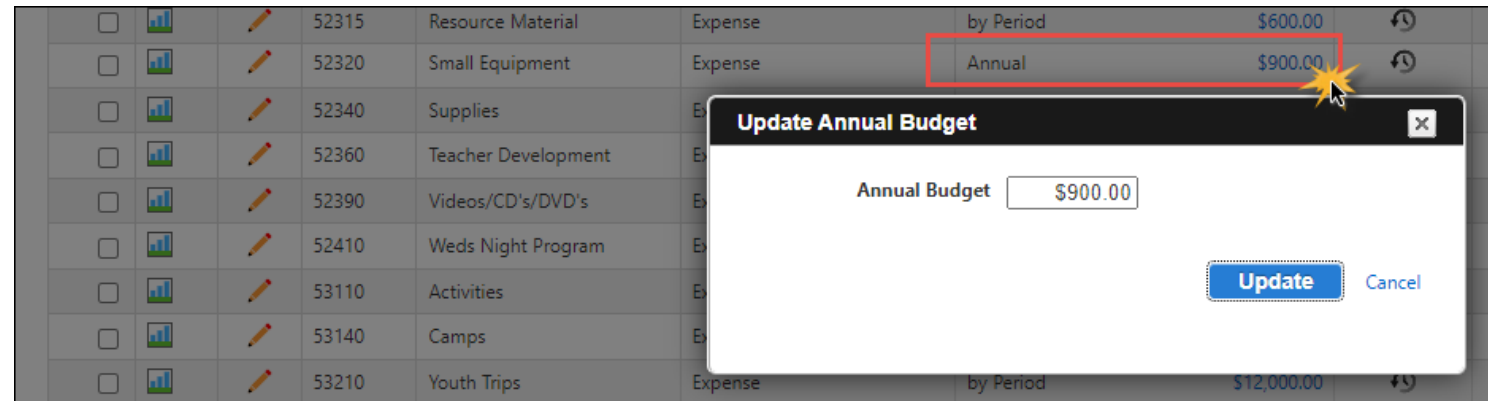
Budget Revision 

Show Inactive Accounts

[Reset or Cancel](#)

Budget - Manual Entry Option

- Amounts can be entered using the link under the **Current Budget** column.
- Good choice for faster entry if it's an Annual amount.



The screenshot displays a budget management interface. A table lists budget items with columns for checkboxes, icons, item codes, descriptions, categories, and budget amounts. A red box highlights the 'Annual' link and the '\$900.00' amount for 'Small Equipment'. A modal dialog titled 'Update Annual Budget' is open, showing a text input field with '\$900.00' and 'Update' and 'Cancel' buttons.

<input type="checkbox"/>			52315	Resource Material	Expense	by Period	\$600.00	
<input type="checkbox"/>			52320	Small Equipment	Expense	Annual	\$900.00	
<input type="checkbox"/>			52340	Supplies	E			
<input type="checkbox"/>			52360	Teacher Development	E			
<input type="checkbox"/>			52390	Videos/CD's/DVD's	E			
<input type="checkbox"/>			52410	Weds Night Program	E			
<input type="checkbox"/>			53110	Activities	E			
<input type="checkbox"/>			53140	Camps	E			
<input type="checkbox"/>			53210	Youth Trips	Expense	by Period	\$12,000.00	

Manual Entry Option

Or you can use Edit to enter Budget Amounts by...

- Period
- Prior Year %
- Prior Budget %
- Defined %

Tip! Use Previous Next to move to through the accounts faster.

Home > General Ledger > Budget Information > Update

Account 43110 Activities

Distribute Budget

- Annual
- by Period
- by Prior Year %
- by Prior Budget %**
- by Defined %

Annual Amount

DETAILS ATTACH

Period	Current Budget	Rounded % of Budget
July	\$0.00	0.00
August	\$1,200.00	33.33
September	\$0.00	0.00
October	\$0.00	0.00
November	\$0.00	0.00
December	\$800.00	22.22
January	\$0.00	0.00
February	\$0.00	0.00
March	\$600.00	16.67
April	\$0.00	0.00
May	\$1,000.00	27.78
June	\$0.00	0.00
Totals	\$3,600.00	100.00

Done Reset or Cancel

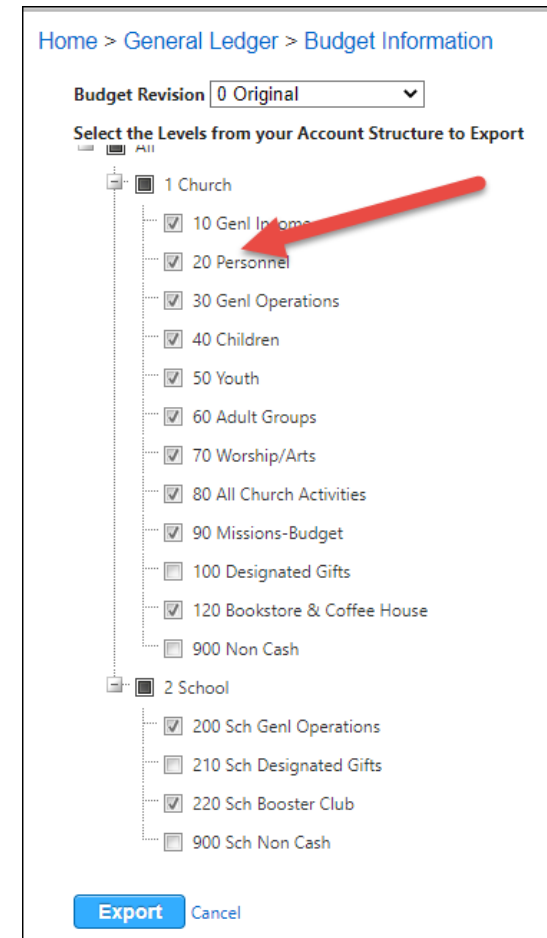


Budget – Import/Export Option

- Choose the Import/Export Budget Option



- Choose the Accounts based on your Account Structure.
- Choose Export.
- An Excel Worksheet will be generated.

A screenshot of a software interface titled "Home > General Ledger > Budget Information". It shows a "Budget Revision" dropdown set to "0 Original". Below is a section "Select the Levels from your Account Structure to Export" with a tree view of accounts. A red arrow points to the "10 Genl Income" account. At the bottom are "Export" and "Cancel" buttons.

Home > General Ledger > Budget Information

Budget Revision 0 Original

Select the Levels from your Account Structure to Export

- 1 Church
 - 10 Genl Income
 - 20 Personnel
 - 30 Genl Operations
 - 40 Children
 - 50 Youth
 - 60 Adult Groups
 - 70 Worship/Arts
 - 80 All Church Activities
 - 90 Missions-Budget
 - 100 Designated Gifts
 - 120 Bookstore & Coffee House
 - 900 Non Cash
- 2 School
 - 200 Sch Genl Operations
 - 210 Sch Designated Gifts
 - 220 Sch Booster Club
 - 900 Sch Non Cash

Export Cancel

Budget – Import/Export Option

- Enter your budget amounts by Period or Annual Amount and Save your file.
- You cannot add or edit Account Numbers using the import.
- Input **negative** amounts for Income accounts!

Account#	Description	July	August	September	October	November	December	January	February	March	April	May	June	Annual Budget	Last Year Budget	Variance \$	Variance %
Budget Export for																	
1 First Church																	
Revision 0 Original Year 22-23																	
1 Church																	
10 Genl Income																	
NET INC(EXP) CHURCH																	
INCOME																	
OFFERINGS																	
1-10-40110	Offering-Tithes/pledge	(22,187.52)	(18,416.16)	(20,301.57)	(24,279.21)	(18,881.10)	(42,798.78)	(18,398.88)	(19,397.61)	(20,844.00)	(28,050.30)	(18,364.59)	(18,080.28)			(270,000.00)	
1-10-40120	Offering-Tithes/nonpledge	(67,802.39)	(56,624.80)	(60,937.60)	(66,348.00)	(58,003.20)	(126,341.61)	(56,064.00)	(55,706.40)	(59,993.60)	(82,628.00)	(57,748.00)	(51,802.40)			(800,000.00)	
1-10-40140	Offering-Plate/loose cash	(786.24)	(646.08)	(716.16)	(864.00)	(663.36)	(1,552.32)	(671.04)	(682.56)	(736.32)	(1,004.16)	(644.16)	(633.60)			(9,600.00)	
1-10-40910	Offering-non cash/stocks	0.00	0.00	0.00	0.00	(5,000.00)	(7,000.00)	0.00	0.00	0.00	0.00	0.00	0.00			(12,000.00)	
Total OFFERINGS																	
OTHER INCOME																	
1-10-45110	Facility Use Income-Outside Groups	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)	(800.00)			(9,600.00)	
1-10-45120	Facility Use Income-School	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)			(24,000.00)	
1-10-45150	Interest Income	(333.37)	(333.33)	(333.33)	(333.33)	(333.33)	(333.33)	(333.33)	(333.33)	(333.33)	(333.33)	(333.33)	(333.33)			(4,000.00)	
1-10-45190	Other Income	(233.37)	(233.33)	(233.33)	(233.33)	(233.33)	(233.33)	(233.33)	(233.33)	(233.33)	(233.33)	(233.33)	(233.33)			(2,800.00)	
1-10-45910	Gain/loss on sale of investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
Total OTHER INCOME																	
Total INCOME																	
Total NET INC(EXP) CHURCH																	



Budget – Import/Export Option

- Go to the same page where you exported the budget IN THE CORRECT YEAR.
- Choose your Excel File with the budget you want to import.
- Choose Import.

Select the File to use for Importing the Budget. Valid file extensions are 'xls' and 'xlsx'.

File Name BudgetExport.xlsx

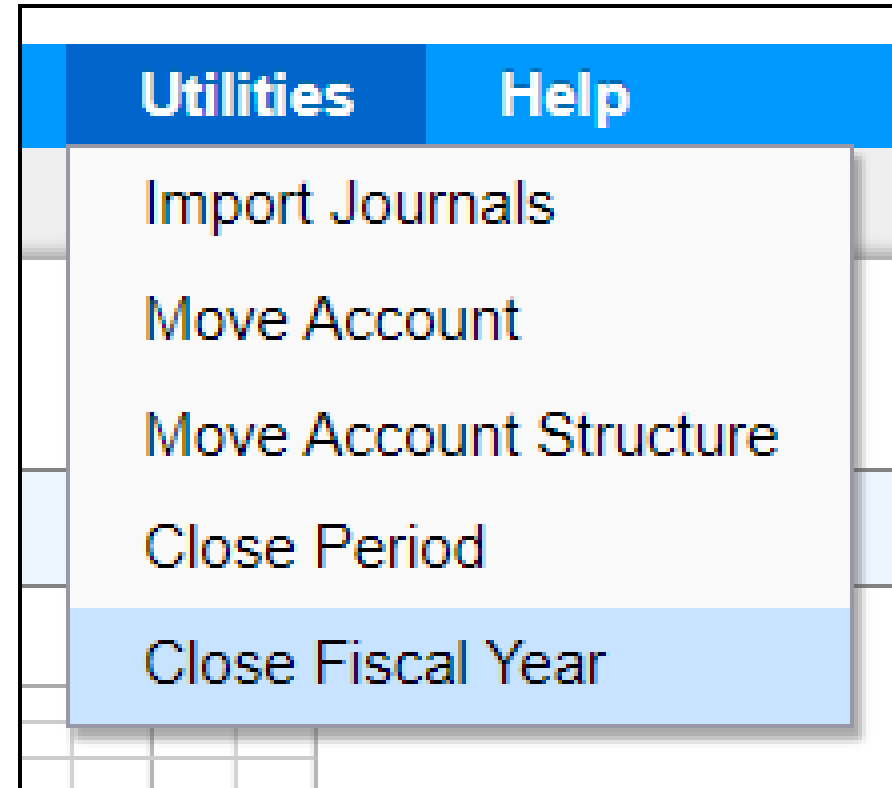
Budget Revision ▼



Closing the Prior Year

- Create New Year and Chart of Accounts, if not already added.
- Close the prior year and move forward the ending balances
- This can be done as soon and as often as needed!

General Ledger > Utilities > Close Fiscal Year



Home > General Ledger > Fiscal Year Closing

Report Preferences

FISCAL CLOSING

Change Appearance? Trebuchet MS 8pt 100%

You have selected to run the fiscal year end for General Ledger.

Before continuing...
Make sure that all transactions for the year have been updated and any reports needed including the YTD Detail Ledger Report have been run.

What happens:

1. A new year will be created.
2. A chart of accounts will be copied from the current year to the next year.
3. Opening balances will be calculated for balance sheet accounts and properly reflected in the new year.
4. Income and expense accounts will be closed to their respective closing account numbers.
5. If Copy Budgets checkbox is checked, budgets are copied to the next fiscal year.
6. A Year End Closing Entries report will be displayed.

Note This is finally closed!

Copy Budgets?

Copy Accounts?

Mark Year as Closed? ⓘ

Print Sequence Account Number Closing Account

Close Year Clear Preferences Cancel



Advance Your Knowledge



Ministry Brands®

1099s for Contractors

- We'll cover two methods for generating 1099s for Contractors: Print or E-File with Nelco
- First, run an Edit report and verify Address, Social Security or EIN, Amount and Correct Box.

Accounts Payable > Reports > 1099s

1099 Edit List - NEC 1 First Church Calendar Year 2022				
<u>Vendor</u>	<u>Federal ID</u>	<u>Amount</u>	<u>Box #</u>	<u>State</u>
Miller, Glenn (#210) 740 Park Ave New York NY 10021-4251	123-45-6789	\$5,000.00	NEC 1	
Totals: (1 vendors printed)		\$5,000.00	NEC 1	



1099s – E-File w/ Nelco

Home > Accounts Payable > Reports > 1099s

Report Preferences

FILTERS COMPANY INFO OPTIONS ELECTRONIC FILE INFO

Calendar Year: 2022

Report Type: Use E-File Service Use Combined Federal/State Filing Program?

Type: NEC Print Only Vendors Meeting Minimum Dollar Amounts?

Minimum Amounts

Interest	\$10.00	Miscellaneous Box 1	\$600.00	Miscellaneous Box 2	\$10.00
Retirement	\$0.00	NEC	\$600.00	Reset Minimums	

Run Report



1099s – E-File with Nelco

- You'll create an account with Nelco.
- A quote is provided before purchasing.
- Many customers have found it costs less than printing the form and postage
- Recent free Webinar about E-Filing with Nelco: <https://player.vimeo.com/video/759672490>

Enter your Log In information to access your S1s E-File account and begin filing.

Email:

Password:

[Forgot Password](#)

[Create Account](#)



1099s – Print Option

Home > Accounts Payable > Reports > 1099s

Report Preferences

FILTERS COMPANY INFO OPTIONS ELECTRONIC FILE INFO

Calendar Year

Report Type ⓘ Use Combined Federal/State Filing Program?

Type

- Edit List
- Use E-File Service
- Print 1099s**
- Create File for Electronic Submission

Minimum Amounts

Interest Miscellaneous Box 1 Miscellaneous Box 2

Retirement NEC [Reset Minimums](#)

1099s – Print Option

- Requires the Universal form when printing 1099s.
- Nelco Solutions can provide you with the Blank Universal 1099 form and envelopes.

<https://www.nelcosolutions.com>

Home > Accounts Payable > Reports > 1099s

Report Preferences

FILTERS COMPANY INFO **OPTIONS** ELECTRONIC FILE INFO

Form Type Blank NELCO Forms ⓘ
 Preprinted Forms

Form to Print

Print 1096 after 1099s Finish?

1096 Contact Info.

Contact Name

Phone

Fax

Email



1099s – Print Option

1099-NEC Copy 2 - For Recipient

1 Nonemployee compensation 5000.00

2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale

First Church
123 Main St.
Anytown TN 12345

PAYER'S TIN CORRECTED

12-3456789

3

4 Federal income tax withheld

5 State tax withheld **6 State/Payer's state no.**

7 State income

Glenn Miller
740 Park Ave
New York NY 10021

RECIPIENT'S name, address, ZIP/postal code & country

RECIPIENT'S TIN Account number (see instructions)

123-45-6789 210

For calendar year 0

Form 1099-NEC Copy 2 - For Recipient (Rev. 1-2022)

To be filed with recipient's state income tax return, when required.

OMB No. 1545-0047 Department of the Treasury - Internal Revenue Service

1099-NEC Copy 1 - For State Tax Department

1 Nonemployee compensation 5000.00

2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale

First Church
123 Main St.
Anytown TN 12345

PAYER'S TIN CORRECTED

12-3456789

3

4 Federal income tax withheld

5 State tax withheld **6 State/Payer's state no.**

7 State income

Glenn Miller
740 Park Ave
New York NY 10021

RECIPIENT'S name, address, ZIP/postal code & country

RECIPIENT'S TIN Account number (see instructions)

123-45-6789 210

For calendar year 0

Form 1099-NEC Copy 1 - For State Tax Department (Rev. 1-2022)

To be filed with recipient's state income tax return, when required.

OMB No. 1545-0047 Department of the Treasury - Internal Revenue Service

1099-NEC Copy B - For Recipient

1 Nonemployee compensation 5000.00

2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale

First Church
123 Main St.
Anytown TN 12345

PAYER'S TIN CORRECTED

12-3456789

3

4 Federal income tax withheld

5 State tax withheld **6 State/Payer's state no.**

7 State income

Glenn Miller
740 Park Ave
New York NY 10021

RECIPIENT'S name, address, ZIP/postal code & country

RECIPIENT'S TIN Account number (see instructions)

123-45-6789 210

For calendar year 0

Form 1099-NEC Copy B - For Recipient (Rev. 1-2022)

To be filed with recipient's state income tax return, when required.

OMB No. 1545-0047 Department of the Treasury - Internal Revenue Service

1099-NEC Copy C - For Payer

1 Nonemployee compensation 5000.00

2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale

First Church
123 Main St.
Anytown TN 12345

PAYER'S TIN CORRECTED

12-3456789

3

4 Federal income tax withheld

5 State tax withheld **6 State/Payer's state no.**

7 State income

Glenn Miller
740 Park Ave
New York NY 10021

RECIPIENT'S name, address, ZIP/postal code & country

RECIPIENT'S TIN Account number (see instructions)

123-45-6789 210

For calendar year 0

Form 1099-NEC Copy C - For Payer (Rev. 1-2022)

To be filed with recipient's state income tax return, when required.

OMB No. 1545-0047 Department of the Treasury - Internal Revenue Service

Instructions for Recipient

You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare tax.

If you believe you are an employee and cannot get the payer to correct this form, report the amount shown in box 1 on the line for "Wages, salaries, tips, etc." of Form 1040, 1040-SR, or 1040-NR. You must also complete Form 8919 and attach it to your return. For more information, see Pub. 1779, Independent Contractor or Employee.

If you are not an employee self-employment (SE) income (sole proprietor or a hobby) 1 on the "Other income" line. Recipient's taxpayer identification protection, this form may show your TIN (social security identification number (ITIN), number (EIN), or employer ID number). However, the issuer has not assigned a number to the payer assigned to Box 1. Shows nonemployee compensation. If the amount in this box is SE income, report it on Schedule SE (Form 1040) if a sole proprietor, or on Form 1065 if a partnership, and the Schedule SE (Form 1040). Note: If you are receiving payments on which no income, social security, and Medicare taxes were withheld, you should make estimated tax payments. See Form 1040-ES (or Form 1040-ES (NR)). Individuals must report these amounts as explained in these box 1 instructions. Corporations, fiduciaries, and partnerships must report these amounts on the appropriate line of their tax returns.

Box 1. Shows nonemployee compensation. If the amount in this box is SE income, report it on Schedule C or F (Form 1040) if a sole proprietor, or on Form 1065 and Schedule K-1 (Form 1065) if a partnership, and the recipient/partner completes Schedule SE (Form 1040).

Note: If you are receiving payments on which no income, social security, and Medicare taxes are withheld, you should make estimated tax payments. See Form 1040-ES (or Form 1040-ES (NR)). Individuals must report these amounts as explained in these box 1 instructions. Corporations, fiduciaries, and partnerships must report these amounts on the appropriate line of their tax returns.

Box 2. If checked, consumer products totaling \$5,000 or more were sold to you for resale, on a buy-sell, a deposit-commission, or other basis. Generally, report any income from your sale of these products on Schedule C (Form 1040).

Box 3. Reserved for future use.

Box 4. Shows backup withholding. A payer must backup withhold on certain payments if you did not give your TIN to the payer. See Form W-9, Request for Taxpayer Identification Number and Certification, for information on backup withholding. Include this amount on your income tax return as tax withheld.

Boxes 5-7. State income tax withheld reporting boxes. Future developments. For the latest information about developments related to Form 1099-NEC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/Form1099NEC.

Free File Program. Go to www.irs.gov/FreeFile to see if you qualify for no-cost online federal tax preparation, e-filing, and direct deposit or payment options.



NTP 258642

Advance Your Knowledge



W-2s for Employees

- We'll discuss two methods for generating W-2s for Employees: Print or E-File with Nelco
- First, run an Edit report and verify Address, Social Security, and Federal and State Compensation.

Payroll > Reports > W-2s

Home > Payroll > Reports > W 2s

Report Preferences

Calendar Year

Report Type

- Edit List
- Use E-File Service
- Print W2s
- Create File for Electronic Submission

Sort Order

Form Type Blank NELCO Forms Print Federal Copy A and W3 copy A to blank paper?
 Preprinted Forms

Form to Print

Include W3 with W2s?

Employees

COMPANY INFO. W3 CONTACT INFO. ELECTRONIC FILE INFO.

* Company Name

* Address Line 1

Address Line 2

* City * State * Zip

* Phone Number



W-2s – Edit Report

Edit List Of W2s Company#: 1 Name: First Church Calendar Year 2022					
Employee		Box	Amount	Box	Amount
Jim Anderson 400 Market Blvd Collierville TN 38017-6516					
	256-84-9874	1	\$6,120.00	2	\$278.65
		3	\$6,800.00	4	\$421.60
		5	\$6,800.00	6	\$98.60
		12E	\$680.00		
Rebecca Atlas 6001 Cottage Hill Dr Millington TN 38053-8119					
	526-85-9345	1	\$1,200.00	2	\$0.00
		3	\$1,200.00	4	\$74.40
		5	\$1,200.00	6	\$17.40
		Wages	\$1,200.00	Tax	\$0.00
Bill Black 6476 Stone Lake Dr Bartlett TN 38135-2578					
	106-58-5369	1	\$9,923.95	2	\$0.00
		12E	\$50.00		
		14Auto allowanc	\$1,354.15	14Housing allow	\$5,000.00
Blake Edwards 1025 Crosswinds Cv Collierville TN 38017-8619					
	425-08-7777	1	\$6,666.65	2	\$728.10
		3	\$6,666.65	4	\$413.35
		5	\$6,666.65	6	\$96.65
Matt Hascher 201 Poplar Ave Memphis TN 38103-1945					
	234-23-2345	1	\$3,425.00	2	\$241.90
		3	\$3,550.00	4	\$220.10
		5	\$3,550.00	6	\$51.50
		12E	\$125.00		



W2s – E-File with Nelco

- You'll create an account with Nelco. This account can be used for both 1099s and W-2s!
- Recent free Webinar about E-Filing with Nelco: <https://player.vimeo.com/video/759672490>

Enter your Log In information to access your Sns E-File account and begin filing.

Email:

Password:

[Forgot Password](#)

[Create Account](#)



W-2s – Print Option

- Form Types Available:
 - Blank - Universal or 2-Up
 - Pre-printed – 2-Up
 - Forms and envelopes can be purchased from Nelco

https://www.nelcosolutions.com/show/paper-products/w-2-forms/?compatible_software=ShelbyNext%20Financials

Home > Payroll > Reports > W 2s

Report Preferences

Calendar Year

Report Type

Sort Order Alphabetical
 Home Department

Form Type Blank NELCO Forms Print Federal Copy A and W3 copy A to blank paper?
 Preprinted Forms

Form to Print

Include W3 with W2s?

Employees

COMPANY INFO. W3 CONTACT INFO. ELECTRONIC FILE INFO.

* Company Name

* Address Line 1

Address Line 2

* City * State * Zip

* Phone Number





Consolidate Giving

Couples often give together and prefer a combined statement. In order to achieve this, we need to enter the giving on the Primary record. This doesn't always happen due to...

- Online credit card gifts posted to the non-primary individual.
- Non-primary individual uses their name for a gift, and it's posted to their record.
- Run this Utility and correct these gifts before running statements!

This is easy to fix by using the Consolidate Giving Utility!

The screenshot displays the Ministry Brands software interface. At the top, there is a search bar with the text "Search for a person by name" and a search icon. Below the search bar is a navigation menu with several tabs: "Settings", "General", "Terminology", "Groups", "Profile", "Attendance", "Check-In", "Interactions", "Giving", and "Services". The "Giving" tab is currently selected and highlighted with a blue underline. A circular callout with the number "1" is positioned over the settings gear icon in the top right corner. Another circular callout with the number "2" is positioned over the "Settings" tab. A third circular callout with the number "3" is positioned over the "Giving" tab. Below the navigation menu, a list of utility options is displayed under the "Giving" tab. The options are: "Giving Options and Categories", "Giving Letter Template", "Giving Letter Email Template", "Quickbooks Export Settings", "Consolidate Family Giving", and "Pledging". A circular callout with the number "4" is positioned over the "Consolidate Family Giving" option.



Consolidate Giving

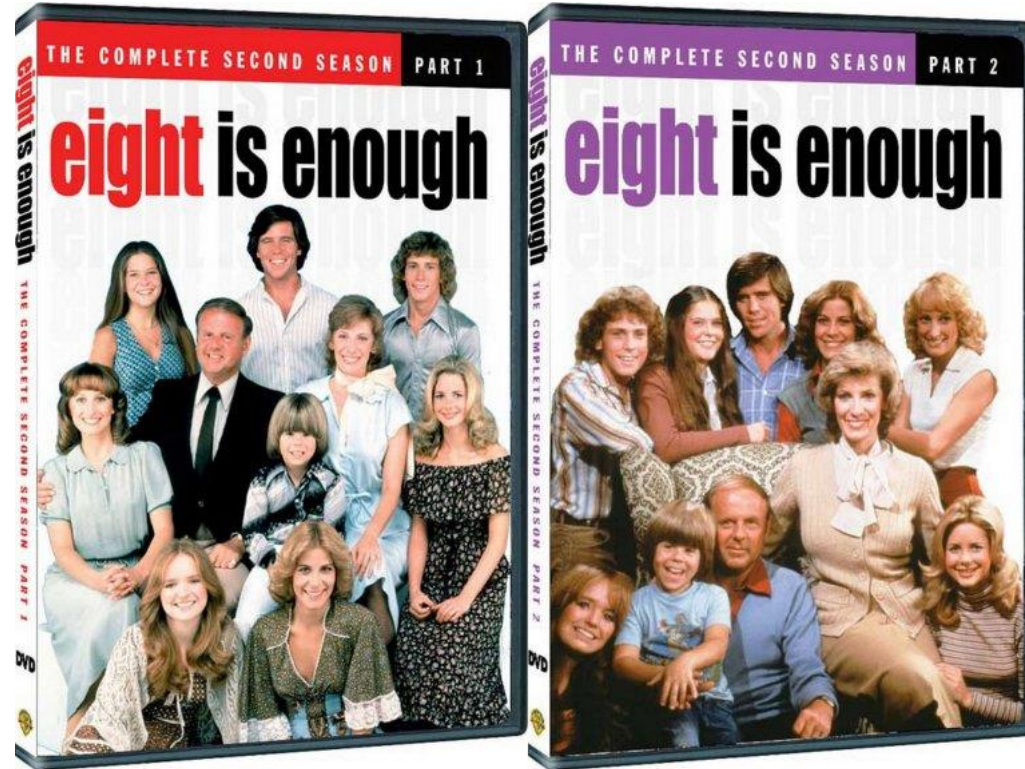
Choose the Names of those who are not primary and Click . The gifts have now been moved to the Primary record!

Settings > Giving > Consolidate Family Giving

<input checked="" type="checkbox"/>	First Name	Last Name
<input checked="" type="checkbox"/>	R K	Revere
<input checked="" type="checkbox"/>	Mia	Sheppard
<input checked="" type="checkbox"/>	Martha C	Smith
<input checked="" type="checkbox"/>	Debbie H	Stockstill
<input checked="" type="checkbox"/>	Anita	Thompson
<input checked="" type="checkbox"/>	Wanda	Wallace



Advance Your Knowledge




Print Statements

Reports > Giving > Detail

- Choose the appropriate filters such as Last Year for your dates
- Click Apply.
- Choose the Down Arrow.

Reports - Giving Detail

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

Giving Detail 1,374 gifts \$356,451.00  ...

Last Year Category Group Campus More Filters Reset

Tax Deductible

All

Source

All

Include Anonymous

No

First time givers only

Individual Gifts

Total Gifts

Above or equal to Below or equal to

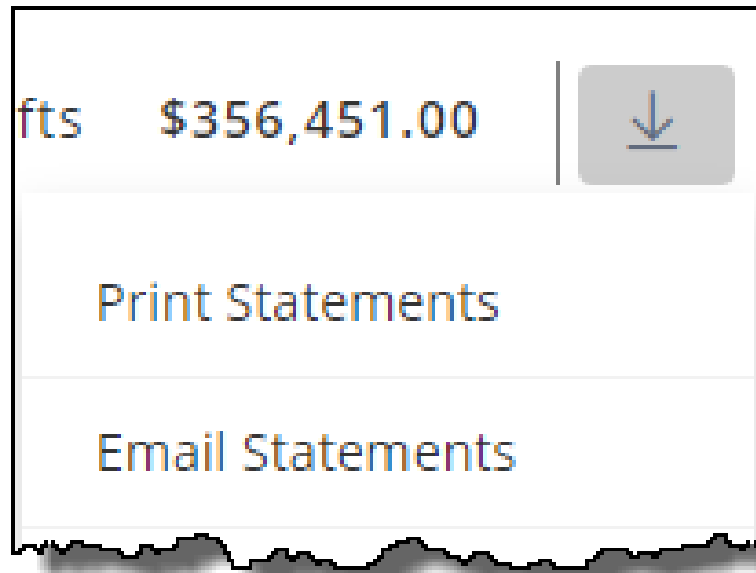
\$0 \$1,000+

Last Name	First Name	Date	Source	Batch	Details	Amount
Adams	George	03/0	All	Sunday, March 7, 2021	Check #1745	\$467.00
Adams	Allen	03/0	Include Anonymous	Sunday, March 7, 2021	Check #4437	\$251.00
Adams	Billy	03/0	No	Sunday, March 7, 2021	Check #202	\$281.00
Adamson	Kenyon	03/0	<input type="checkbox"/> First time givers only	Sunday, March 7, 2021	Check #2553	\$112.00
Agard	Steve	03/0	<input checked="" type="radio"/> Individual Gifts	Sunday, March 7, 2021	Check #2553	\$585.00
Alexander	Charles	03/0	<input type="radio"/> Total Gifts	Sunday, March 7, 2021	Check #4940	\$447.00
Alexander	Thomas B.	03/0	Above or equal to \$0	Sunday, March 7, 2021	Check #1963	\$447.00



Giving Statements

- Two Options are available:
 - Print (All) Statements
 - Print Email Statements
- Best Practice to keep a copy of all statement for the year



Print Statements

- Default Statement Design will appear, choose the sort option and Click Go.
- More than one Statement Design can be created.
- Here is a link to how to create statements:

<https://documentation.learnchms.com/external/article/1417?l=49>

STATEMENTS OPTIONS

@TOTAL_TAXDEDUCTIBLE


No goods or services were received in exchange for these gifts.
If you have any questions, please contact Lynette Stewart at
LStewart@firstchurch.org or (555) 555-1234.

Name line on Mailing Labels

Family Preferred Names

Sort By Name Sort By Zip Code

You may edit and add giving templates at [Giving Template Settings](#)



Print Statements

- Note those the number of those with and without addresses
- Option provided to print those without mailing address – “Statements for Individuals with No Address”
- Click Mailable Statements to Print in pdf.
- Click Labels to print, if needed.

Print Individual Giving Statements

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

There are 3 Individuals who do not have a mailing address.

- [Herb Alpert](#)
- [Loose Cash](#)
- [Jerome Utley](#)

[Statements for Individuals with No Address](#)

You can download the giving statements and mailing labels for the **503 Individuals** who gave between **01/01/2021** and **12/31/2021**

[Mailable Labels \(Avery 5160\)](#) [Mailable Statements](#)

Print Statements



First Church
123 Main St.
Anytown, USA 12345

Dr. & Mrs. George Adams
6715 Watergrove Dr
Memphis, TN 38119-8654

Giving Period: 01/01/2021 - 12/31/2021

Date	Fund	Amount	Notes
01/03/2021	General Offering	\$1,500.00	Check #4579
01/17/2021	General Offering	\$1,500.00	Check #4581
02/07/2021	General Offering	\$1,500.00	Check #4590
02/28/2021	General Offering	\$1,500.00	Check #4600
03/07/2021	General Offering	\$1,500.00	Check #4611
03/28/2021	General Offering	\$1,500.00	Check #4620
04/04/2021	General Offering	\$1,500.00	Check #4629
04/25/2021	General Offering	\$1,500.00	Check #4635
05/02/2021	General Offering	\$1,500.00	Check #4642

* General Offering: \$13,500.00

Total: \$13,500.00

No goods or services were received in exchange for these gifts. If you have any questions, please contact Lynette Stewart at LStewart@firstchurch.org or (555) 555-1234.

Sample Labels

DR. & MRS. GEORGE ADAMS
6715 WATERGROVE DR
MEMPHIS TN 38119-8654

JOHN AND ABIGAIL ADAMS
614 HIGH ST
DEDHAM MA 02026-1897

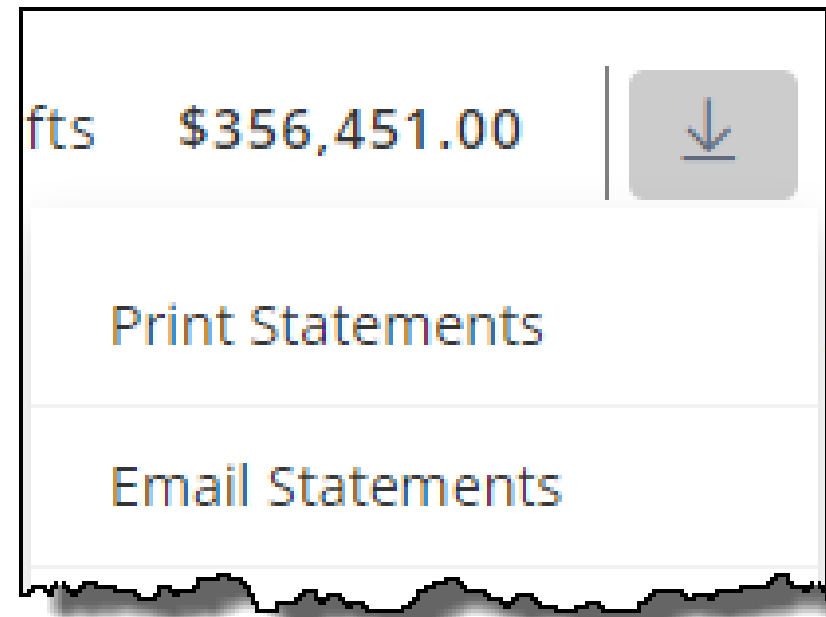
BARNEY AND BETTY RUMBLE
58 COBBLESTONE RD.
BEDROCK IL 12345



Ministry Brands®

Email Statements

- Run the Statements the same as you would for Printing except choose Email Statements from the drop-down arrow
- Can use the same default statement design or create another design for print and one for email.



Email Statements

- For those without email addresses, the option to print statements and labels is provided.
- Click **Send Emails** to send.

Email Individual Giving Statements


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

There are **5 Individuals who do not** have an email address. Below, you can download a printable version of their report and address labels so you can mail their statements.

[Mailable Labels \(Avery 5160\)](#) [Mailable Statements](#)

Are you sure you want to email giving statements to the **31 Individuals** who gave between **01/01/202** and **12/31/20** ?

For families with grouped giving, emails will be sent to the Primary family member and spouse.

Send Emails 

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Register for an Upcoming Webinar	
Seven Best Practices for Year-End	12/07/2022 2:00 PM (Central Time) Register NOW
Watch a Previous Webinar	
Click on a Title to Watch NOW	Presented
Working to Make Your Organization More Recession Resistant)	11/16/2022 Slides
Important Year-End Information - eFiling (W2s and 1099s)	10/12/2022 Slides
Making, Tracking, and Reporting Budgets	09/27/2022 Slides
Tips for Using Interactions, Mass Contact, and Workflows	08/24/2022 Slides



Plan Now for Year End!

Year-End Procedures Workshops

9 more occurrences to fit your schedule

Some of what we will cover:

- General Ledger - Year-End closing
- Payroll (W2's, ACA Report, 941, bonuses)
- Accounts Payable IRS reporting (1099's)
- Giving (Statements, transferring or correcting gift)
and more . . .

[Sign up today as spots are limited](#)



The next Advance Your Knowledge webinar

It's That Time for Statements Again

Wednesday, January 11, 2023

12:00 pm P / 2:00 pm C / 3:00 pm E

Led by:

Ben Lane & Carmen Dea

https://ministrybrands.zoom.us/webinar/register/WN_aZi8Z1hFQM6ia_r9JlyF4w

