

# **SHELBY SYSTEMS®**

## **Advance Your Knowledge**

## **Webinar Series**

### **Some Key Things to Remember About Year End Procedures**

#### **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.

# Presenters

- Mark Crain 
- Covering ShelbyFinancials and ChMS



- Ben Lane 
- Covering Payroll and ShelbyArena





# What do I need to do to close the year in ShelbyFinancials?

- Follow this checklist.

<http://help.shelbyinc.com/financials/topics/idh-topic470.htm>

## Year-End Checklists

There are a number of procedures that should be performed at the calendar year-end regardless of whether your fiscal year ends on December 31st. Below are Year-End Checklists for each application with suggested tips to help guide you through various year end processes.

### This Section Includes:

[General Operations](#)

[General Ledger](#)

[Payroll](#)

[Accounts Payable and Bank Account Management](#)

[Accounts Receivable](#)

[Fixed Assets](#)


[Purchasing Management](#)



# How do I close out the year in General Ledger?

Home > General Ledger

Utilities	Help
	Move Account Structure
	Move Account
	Close Period
	<b>Close Fiscal Year</b>

**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**

**Copy Budgets?**

**Copy Accounts?**

**Mark Year as Closed?** 

**Print Sequence**  **Account Number**  **Closing Account**

**Close Year** [Clear Preferences](#) [Cancel](#)



# How do I set up a new year in General Ledger?

Home > General Ledger

## Modify

Company Information

Year and Periods

Account Structure

Chart of Accounts

Budget Information

Project Information

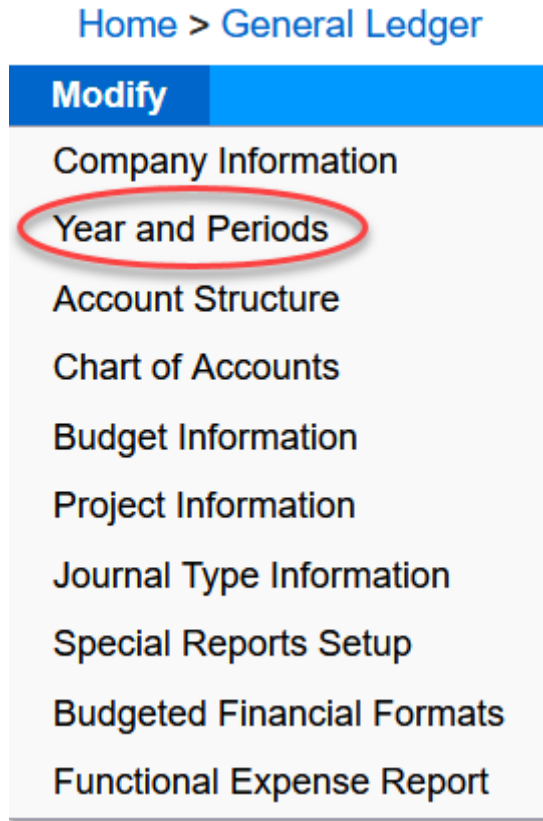
Journal Type Information

Special Reports Setup

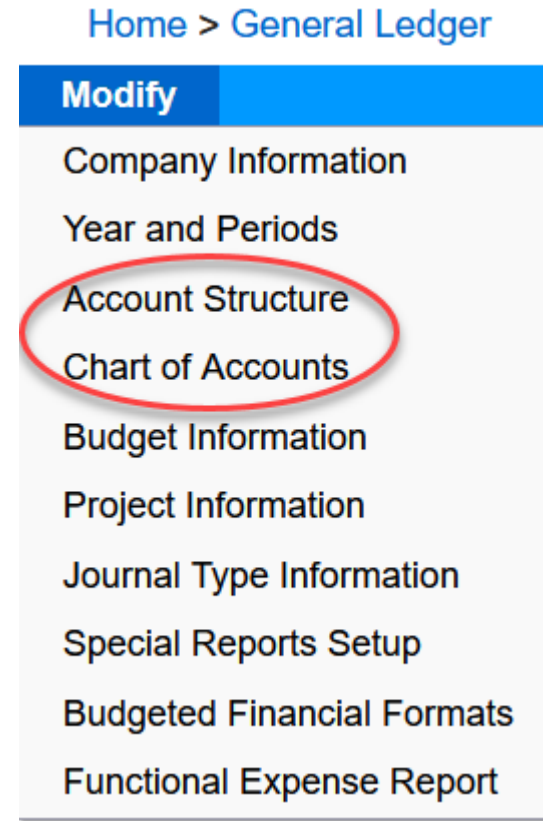
Budgeted Financial Formats

Functional Expense Report

- Step 1: Create the new year.



- Step 2: Create the new year's new accounts.




- Step 3: Create the new year's budget.

Home > General Ledger > Budget Information





Add To My Tasks


Filters




**1**

Fund Name  

Department Name  

Account Range No Groups Found 

Budget Revision 0 Original 

Show Inactive Accounts

**Search** [Reset](#) or [Cancel](#)

**2**

**Import / Export Budget**



# What is this “audit period” all about?

- The Audit period is a non-budgeted period in your fiscal year that’s sole purpose is to give you a place to enter your end-of-year and auditor-directed adjustments without an effect on your normal monthly numbers.

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



# How do I create 1099s for my contractors?

- **BIG** changes in 1099 reporting for 2020.
  - 1099-MISC
  - 1099-NEC
    - Contact your accountant or tax professional about who should receive which.
    - [Click here for IRS information about the new 1099-NEC](#)

9595  VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents \$	OMB No. 1545-0115	<b>2020</b> <b>Miscellaneous Income</b>
		2 Royalties \$	Form 1099-MISC	
PAYER'S TIN		3 Other income \$	4 Federal income tax withheld \$	<b>Copy A</b> <b>For Internal Revenue Service Center</b>  <b>File with Form 1096.</b> <b>For Privacy Act and Paperwork Reduction Act Notice, see the 2020 General Instructions for Certain Information Returns.</b>
RECIPIENT'S TIN		5 Fishing boat proceeds \$	6 Medical and health care payments \$	
RECIPIENT'S name		7 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest \$	
Street address (including apt. no.)		9 Crop insurance proceeds \$	10 Gross proceeds paid to an attorney \$	
City or town, state or province, country, and ZIP or foreign postal code		11	12 Section 409A deferrals \$	
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>	13 Excess golden parachute payments \$	14 Nonqualified deferred compensation \$	
2nd TIN not <input type="checkbox"/>		15 State tax withheld \$	16 State/Payer's state no.	
		\$	17 State income \$	
		\$	\$	


Form 1099-MISC Cat. No. 14425J www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service  
**Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page**

Prev. Box 7

7171  VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0116		<b>2020</b> <b>Nonemployee Compensation</b>
		Form 1099-NEC		
PAYER'S TIN		1 Nonemployee compensation \$		<b>Copy A</b> <b>For Internal Revenue Service Center</b>  <b>File with Form 1096.</b> <b>For Privacy Act and Paperwork Reduction Act Notice, see the 2020 General Instructions for Certain Information Returns.</b>
RECIPIENT'S TIN		2		
RECIPIENT'S name		3		
Street address (including apt. no.)		4 Federal income tax withheld \$		
City or town, state or province, country, and ZIP or foreign postal code				
Account number (see instructions)	FATCA filing requirement <input type="checkbox"/>	5 State tax withheld \$		
2nd TIN not <input type="checkbox"/>		6 State/Payer's state no.	7 State income \$	
		\$	\$	
		\$	\$	

Form 1099-NEC Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service  
**Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page**



# How do I create 1099s for my contractors?

- Secondly, use the Contractor Report in Accounts Payable to find vendors who were paid \$600 or more during 2020.

[Home](#) > [Accounts Payable](#)

Reports
Cash Requirements
Aged Analysis
Vendor Summary
<b>Contractor Report</b>
Vendor List
Distribution Information
1099s
Vendor Labels



## What reports are required for Payroll year end?

- New Covid–19 reports [Click Here for more information](#)
- ACA Reports [Click Here for more information](#)
- W2 2020 forms [Click Here for more information](#)
  
- Our long-time partner Nelco Solutions is providing [webinars](#) throughout January on filing your year-end tax forms electronically, which is built directly into ShelbyFinancials.
- [Nelco/Shelby webinar on 2020 tax filing](#)



## What steps are needed to get Payroll ready for Year End?

- Update or Add non-cash compensations for employees [Click here for more information](#)
- Add non-cash compensation for Employer Paid Health Care Value [Click here for more information](#)
- Make adjustments for COVID related time-off hours so they are reported on Form W-2 2020 in box 14 [Click here for more information](#)
- Run an Employee Listing Report for year end records.



# W2s

Located under the Reports Menu in Payroll, W2s can be processed as an Edit List, E File Service, Printed or submitted electronically.

Home > Payroll > Reports > W 2s

Report Preferences

Calendar Year: 2022

Report Type: **Print W2s** ←

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: 2 Up

Include W3 with W2s?

Employees: Not Filtered

COMPANY INFO. W3 CONTACT INFO. ELECTRONIC FILE INFO.

\* Company Name: First Church

\* Address Line 1: 123 Main

Address Line 2:

\* City: Memphis \* State: Tennessee \* Zip: 38125

\* Phone Number: (901) 854-7856

Run Report



# I found an error. What do I do?

- ~~PANIC!~~
- ShelbyFinancials
  - Duplicate employee or vendor
  - There is a minister who was not correctly classified and the w2 needs to be corrected.



# Combine Duplicates


Located on the Financial Home page under the Utilities Menu

Home > Utilities > Combine Duplicates

Filters

Possible Duplicates for names starting with **Jean** with a last name of **Clark**

	Identifier	Name	Address
Primary ▼	6549	Jean Clark	
Combine ▼	6552	Jean Clark	
Combine ▼	6553	Jean Clark	

Combine Selected People in this grid 





# Reclassifying Compensations or Deductions

- Use the manual check function located under the Enter Menu to make changes to incorrect compensations, either for a single check or an entire year.

Home > Payroll > Manual Checks > Update

Employee Adam Smith (#1105)

Check # 9999999 Check Date 5/15/2020

Third Party Sick Pay?

Add New Compensation

Distribution	Amount	Project	WC
Salary/Hourly(Regular Wages)	(\$1,538.54)		W
<b>Total Hours: 0.00</b>	<b>(\$1,538.54)</b>		

Add New Deduction

Deduction	Amount
No records to display.	
<b>Total</b>	

Add New Tax

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

Home > Payroll > Manual Checks > Update

Employee Adam Smith (#1105)

Check # 9999900 Check Date 5/15/2020

Third Party Sick Pay?

Add New Compensation

Distribution	Amount	Project	WC	Reg	OT
Ministers	\$1,538.54		W	0.00	0.00
<b>Total Hours: 0.00</b>	<b>\$1,538.54</b>			<b>0.00</b>	<b>0.00</b>

\* Social Security  (\$95.39)

\* Medicare  (\$22.31)

\* EIC  \$0.00

**Total Taxes:** (\$257.57)

**Non-Cash:** \$0.00

**Net:** (\$1,280.97)



# Member Management Tips for Arena/ChMS

- Clean Records
- Contributions/Giving Category/Fund Updates
- Correct Mis-postings
- Pledges

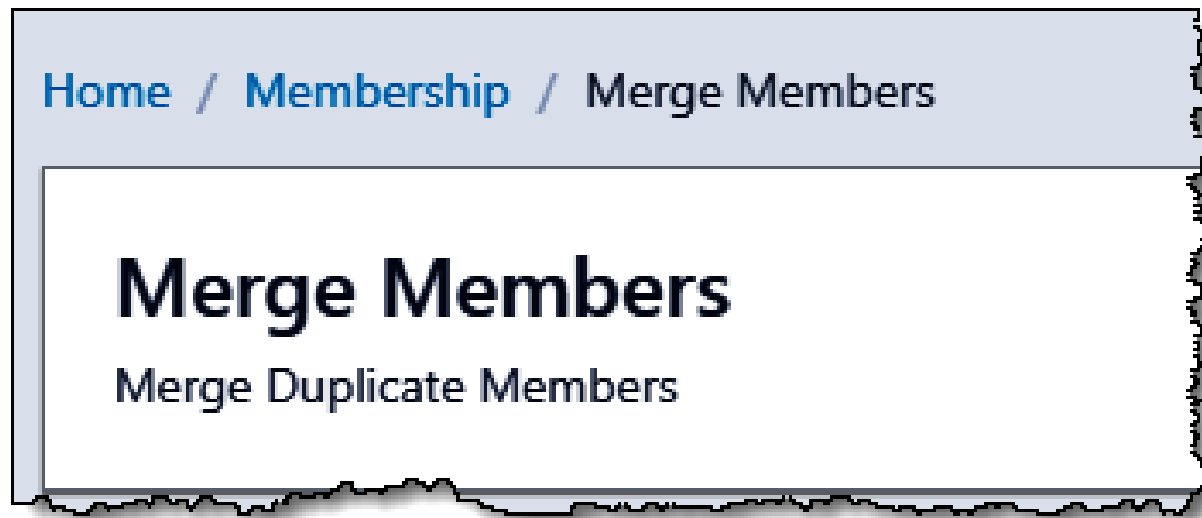


• [Giving Statement Webinar Coming January 7th at 2:00pm CST](#)



# Arena Year End Tips

- Merge all duplicate records – Merge Members in the Membership navigation area.
- [Shelby blog article on Cleaning Up Duplicate Records](#)





# Merge Members

[Home](#) / [Membership](#) / Merge Members

## Merge Members

Merge Duplicate Members

### Record Selection

Welcome to the Record Merge Utility. This utility is used to merge two or more records. When the records are merged, all addresses, phones, history, etc. will be merged into one record. When the records are merged, you will be able to continue to add additional records to be merged. You will not be able to continue to add records you wish to remove.

Add Records

Number of records selected 2

Name	Birth Date	Address
Jean Clemons	4/30/1973	PO Box 4030 Cordova, TN
Jean Clemons	1/1/1900	PO Box 4030 Cordova, TN

Once you have selected the records to be merged, click **Next** below.

## Merge Members

Merge Duplicate Members

### Select Values

Below are the values from the records you are merging. Please select a value from each group to use for the new record.

	<b>Jean Clemons</b>
<b>Last Updated - Person ID</b>	5/21/2009 - 596
<b>Birth Date</b>	<input checked="" type="radio"/> 4/30/1973 <input type="radio"/>
<b>Envelope Number</b>	<input checked="" type="radio"/> 1067 <input type="radio"/> None
<b>Family Role</b>	<input checked="" type="radio"/> Adult <input type="radio"/> Child



# Arena Contributions Year End Tips

- Finalize all giving from 2020 and Export (Post) to GL
- Run and verify a copy of all the giving for 2020 by using Contribution Lists

<input checked="" type="checkbox"/>	ID	Batch	Date	Control Amount	Contribution Total
<input checked="" type="checkbox"/>	442	Online Giving ACH			
<input checked="" type="checkbox"/>	440	Online Giving ACH			

Page: 1 of 1 Page Size:  Refresh 2 Batches

[Finalize and Export](#)



# Arena Contributions Year End Tips

- Make any needed modifications to the Five Fund CN Statement report (Update to the latest version from the Arena Hub)
- Print (Reports) or email CN statements

\*\*\*\*\*MIXED AADC 380 5  
Mr. Doug & Mrs. Phyllis Gordon  
7921 Sam Furr Rd  
Huntersville NC 28078-8911  
1111111111111111

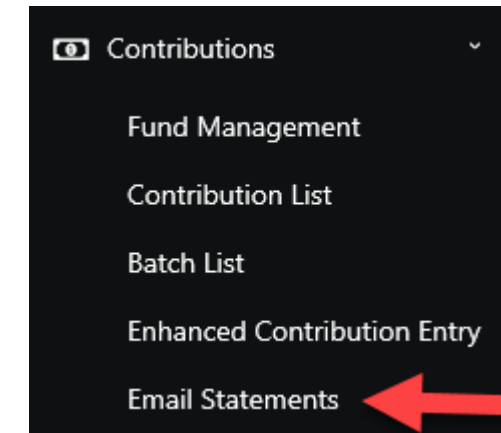
**Contribution Statement for** **Giving from 1/1/2020 to 12/31/2020**  
**Mr. Doug & Mrs. Phyllis Gordon** **Total Tax-Deductible Gifts: \$4,500.00**

**Tax-Deductible Gifts**

Date	General Undesignated Offerings	Building Campaign	Check / Trans. #	Gift Total
5/31/2020	\$1,500.00	\$1,000.00	3456564356	\$2,500.00
7/5/2020	\$1,000.00	\$1,000.00	4567	\$2,000.00
<b>Total:</b>	<b>\$2,500.00</b>	<b>\$2,000.00</b>		<b>\$4,500.00</b>

**Fund Summary**

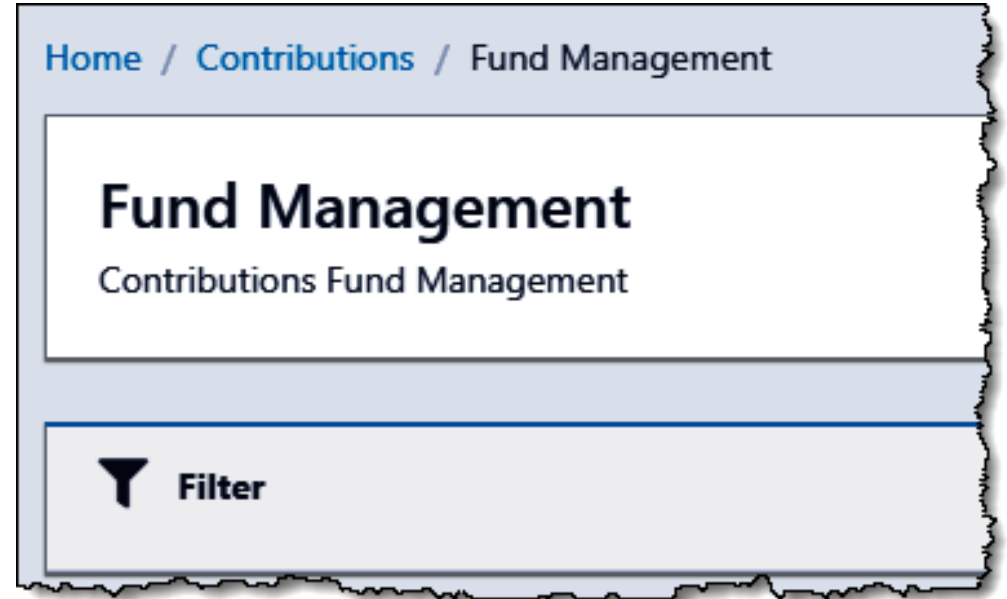
Fund	Non-Cash	Cash	Total
Building Campaign	\$0.00	\$2,000.00	\$2,000.00
General Undesignated Offerings	\$0.00	\$2,500.00	\$2,500.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>\$4,500.00</b>



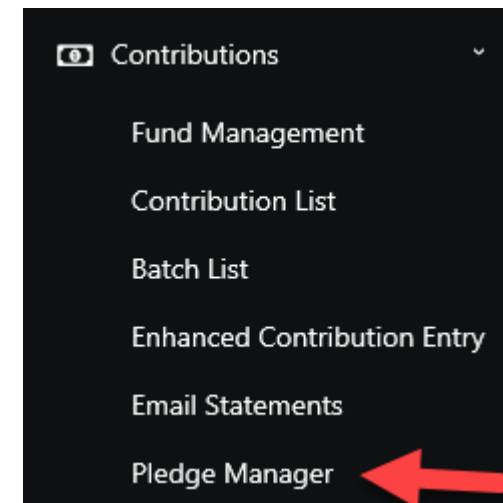


# Arena CN Year End Tips

- Add new Funds and Pledges
- Add new funds to the Financial Integration and ShelbyNext Giving (if required)








Funds	Users	Projects
ARENA FUND	BANK / INCOME ACCOUNTS	
GENL	1-0-10110 ACB operating checking / 1-0-20110 Accounts payable (GAAP)	
BENV	1-0-10110 ACB operating checking / 1-100-41110 Offering-Benevolence	
2019 Pledge	1-0-10110 ACB operating checking / 1-10-40110 Offering-Tithes/pledge	
LOOSE	1-0-10110 ACB operating checking / 1-10-40140 Offering-Plate/loose cash	
GENERAL	1-0-10110 ACB operating checking / 1-10-40110 Offering-Tithes/pledge	



# How do I make sure Arena Events are ready for Year End?

- Post all event registration receipts to Arena Event Tags
- Post all Arena event receipts to GL

3/7/2012	Manual	Full Payment	Gift Card		\$79.00	\$5.00	Green, Ruby	Green, Ruby		3/7/2012 By Rev. Ben Lane	✓	
6/16/2011	Manual				\$0.00	\$0.00	Barker, Kyle	Barker, Kyle		6/16/2011 By Rev. Ben Lane	✓	
3/10/2011	Manual				\$10.00	\$0.00	Belzer, Mike	Belzer, Mike Rubble, Barney		3/10/2011 By Rev. Ben Lane	✓	
1/20/2011	Manual	Full Payment	Check	12345	\$5.00	\$0.00	Barker, Kyle	Barker, Kyle	payment from scholarship fund	1/20/2011 By Rev. Ben Lane	✓	

Page: 1 of 1 Page Size:  Refresh 18 Transactions 

Total Amount \$169.00 Total Applied \$80.00 Export GL File...





# I found an error. What do I do?

- ~~PANIC!~~
- Arena
  - Giving to wrong person (transferring gifts).
  - A family is getting separate statements and should only get one.



# Moving gifts from one record to another

- Under the Contributions Navigation menu, the Contribution List is where you can move gifts from one person to the other. Select the gift(s), click the Actions Button and reassign one or as many gifts as necessary.

The screenshot displays a table with the following data:



<input checked="" type="checkbox"/>	45	new	5/31/2020	Matthews, Molly
-------------------------------------	----	-----	-----------	-----------------

Below the table, the pagination controls show: Page: 1 of 1, Page Size: 1700, Refresh, and 18 Contributions.

An 'Actions' dropdown menu is open, showing two options: 'Bulk Update Dates' and 'Reassign Person'. A red arrow points to the 'Reassign Person' option.

# Contribute Individually

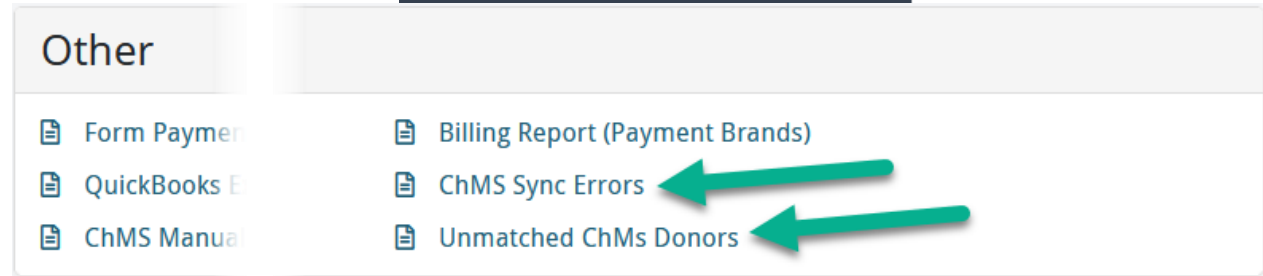
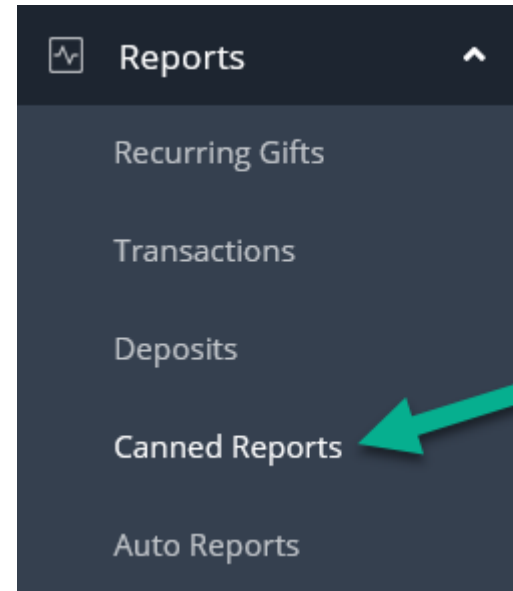
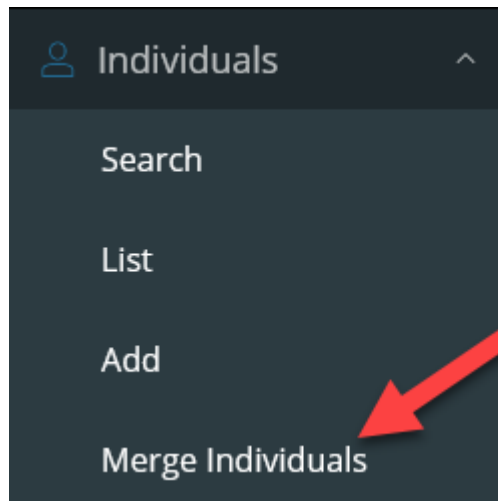
- The Contribution Statement in Arena is designed to consolidate giving for families which are NOT marked as Contribute Individually, irregardless of which record the gift is entered on. If incorrectly marked, change the mark before year end and the statement will print correctly.

Contribution Information		
Last Contribution Date	7/12/2020	
Contribute Individually	No	
Print Statement	Yes	
Email Statement	Yes	
PIN		
Envelope Number	564	
Contributions Note		



# How do I work with duplicate records in ChMS?

- Merge all duplicate records in **ChMS** and look for unmatched donors in **ShelbyGiving**.





## How do I work with duplicate records in ChMS?

- Conduct searches on criteria that identify members and visitors who may have moved, died, or just stopped participating.
- These criteria **should** be discussed and agreed upon by staff, clergy, and other stakeholders.
- [Shelby blog article on Cleaning Up Duplicate Records](#)

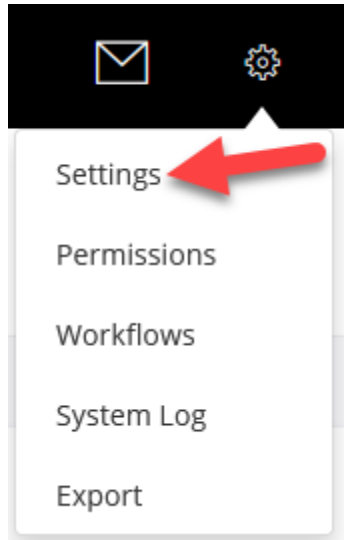


I just use the same contribution categories. Is that not OK to do? **It can be.**

- Do you allow givers to prepay pledges?
- Do your pledge campaigns cross years?
- Do you monitor wholesale changes in giving year-over-year?
- Do you even have pledges?



# How do I maintain my pledges?



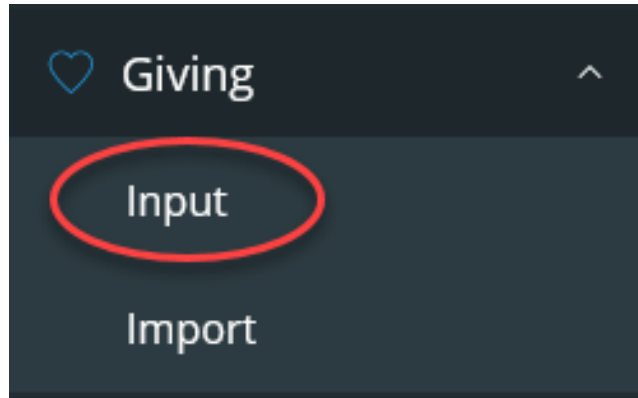
## Settings

General Terminology Interactions **Giving** Services

- Giving Options and Categories
- Giving Letter Template
- Giving Letter Email Template
- [Redacted] User Sync Settings
- [Redacted] Account Sync Settings
- Consolidate Family Giving
- Pledging



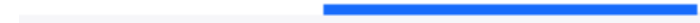
# How do I maintain my pledges?



## Input Pledges

Input Giving

Input Pledges







# I found an error. What do I do?

- ~~PANIC!~~
- Donations not posted to a Pledge
  - Support can help!
- Combined Giving

Individuals	
Name	Group Giving With Family
<a href="#">Allen Adams</a> ★	Yes
<a href="#">Ellen Adams</a>	Yes





# I found an error. What do I do?

- Consolidate Family Giving

The screenshot displays the Shelby Systems user interface. At the top, there is a search bar with the placeholder text "Search for a person by name" and a magnifying glass icon. To the right of the search bar, the word "ADVANCED" is displayed, along with an envelope icon and a gear icon. A red circle with the number "1" is positioned over the gear icon. Below the search bar, the "Settings" section is visible, with a red circle and the number "2" over the "Giving" tab. The "Giving" tab is selected, and a list of settings is shown below it. A red arrow points to the "Consolidate Family Giving" option in the list.

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

For further assistance:

- Shelby Support
  - 1 (888) 697-4352
- [training@shelbyinc.com](mailto:training@shelbyinc.com)
- [help.shelbyinc.com/financials](http://help.shelbyinc.com/financials)
- [community.shelbysystems.com](http://community.shelbysystems.com)
- [alfredjohnson.net](http://alfredjohnson.net)
- [irs.gov](http://irs.gov)

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