



Ministry Brands[®] Advance Your Knowledge Webinar Series

Working to Make Your Organization More Recession Resistant

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.

Goals for Today's Webinar

- ShelbyFinancials tools and reports that monitor income and expenses
- ChMS reports that monitor online and offline giving
- Online Giving tools that promote and increase recurring giving

Monitoring Tools in ShelbyFinancials

- System Settings
- Budgeting
- Budgeted Financial Statement
- Financial Spreadsheet



Monitoring Tools in ShelbyFinancials

- System Settings
 - Accounts Payable
 - Modify
 - Company Information

Display Remaining Budget Amounts on Entry?

Home > Accounts Payable > Company Information

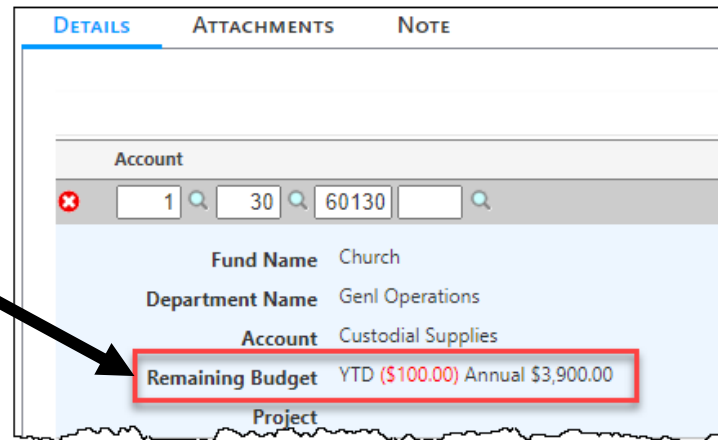
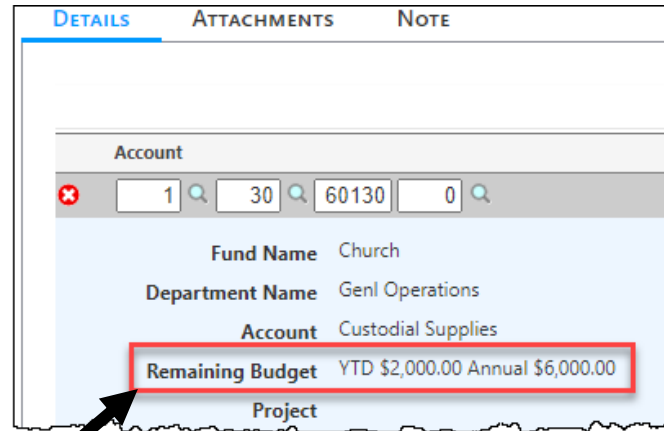
Company Information	Federal Tax ID Number <input type="text" value="12-3456789"/> State <input type="text" value="Tennessee"/> * State Number <input type="text" value="123456"/> <input checked="" type="checkbox"/> Record Tax, Freight and Other Charges? <input checked="" type="checkbox"/> Interface with General Ledger? <input type="radio"/> Cash Basis <input checked="" type="radio"/> Accrual Basis Payables Account # <input type="text" value="20110"/> - <input type="text"/> <input type="button" value="Q"/> Accounts payable (GAAP)
Check Stub Information	<p>Discount Account Information</p> Department Name <input type="text" value="0"/> <input type="button" value="Q"/> Balance Sheet Accounts Discount Account # <input type="text"/> - <input type="text"/> <input type="button" value="Q"/> Phone <input type="text" value="(901) 876-5638"/> <input type="checkbox"/> Warn if Mixing Fund #s in Transaction Entry? <input type="checkbox"/> Duplicate Name on Entry? <input checked="" type="checkbox"/> Display Remaining Budget Amounts on Entry? <input type="checkbox"/> Journalize to GL Using Invoice Dates? <input type="checkbox"/> Mask ACH Number on Verification Report? <input checked="" type="checkbox"/> Allow Duplicate Invoices?
Note	



Monitoring Tools in ShelbyFinancials

- System Settings
 - Accounts Payable
 - Modify
 - Company Information

Display Remaining Budget Amounts on Entry?

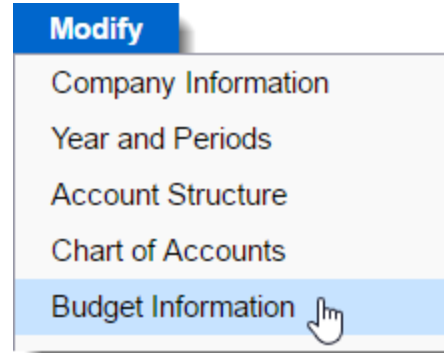


Monitoring Tools in ShelbyFinancials

- **Budgeting**
 - Manually Enter Budget
 - Export/Import Budget

Monitoring Tools in ShelbyFinancials

- Budgeting
 - Manually Enter Budget
 - General Ledger
 - Modify
 - Budget Information



		Account#	Name	Account Type	Distribution Type	Current Budget
		53110	Electric	Expense	Annual	\$0.00
		53120	Telephone	Expense	Annual	\$0.00
		53130	Water/Sewer	Expense	Annual	\$0.00

Monitoring Tools in ShelbyFinancials

- Budgeting
 - Manually Enter Budget
 - General Ledger
 - Modify
 - Budget Information

Distribute Budget

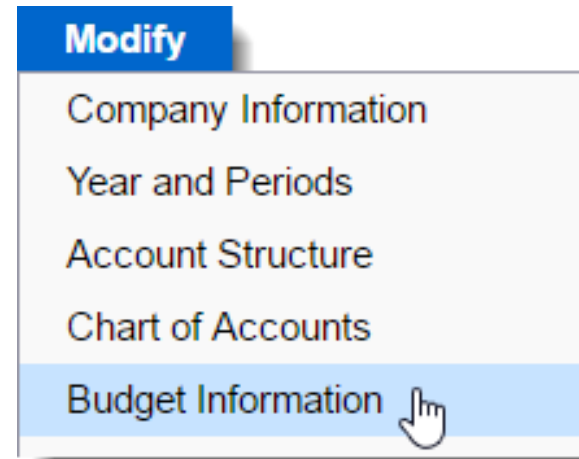
Annual
Annual
by Period
by Prior Year %
by Prior Budget %
by Defined %

DETAILS		ATTACHMENTS	NOTE
Period	Current Budget		
January	\$1,100.00		
February	\$1,200.00		
March	1100		
April	\$0.00		



Monitoring Tools in ShelbyFinancials

- Budgeting
 - Export/Import Budget
 - General Ledger
 - Modify
 - Budget Information



Expense	Annual	\$600.00		<input type="checkbox"/>	
Expense	Annual	\$2,400.00		<input type="checkbox"/>	

[Import / Export Budget](#)



Monitoring Tools in ShelbyFinancials

- Budgeting
 - Export/Import Budget

Account#	Description	January	February	March	April	May	June	July	August	Septemb	October	Novembe	Decembe	Annual Budget
	Facilities Expenses													
1-200-53110	Electric	1,100.00	1,200.00	1,100.00	1,000.00	1,200.00	1,600.00	2,000.00	2,400.00	2,000.00	1,600.00	1,100.00	1,200.00	17,500.00
1-200-53120	Telephone	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	2,100.00
1-200-53130	Water/Sewer	34.37	34.33	34.33	34.33	34.33	34.33	34.33	34.33	34.33	34.33	34.33	34.33	412.00
1-200-53140	Custodial Supp	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00



3 Common mistakes when importing a budget:

- Importing the budget to the wrong year
- Not entering income accounts as a credit using the minus key in Excel
- Adding accounts to the Excel budget that have not been added to your Chart of Accounts

Monitoring Tools in ShelbyFinancials

- Budgeted Financial Statement

Home > General Ledger > Reports > Budgeted Financial Statement

Report Preferences

FILTERS **OPTIONS**

Change Appearance? Trebuchet MS 8pt 100%

Banded Rows?

Report Name: Budgeted Financial Statement

Report Template: **Standard ACTUAL Annual Budget** (dropdown menu open)

Reporting Period: Standard ACTUAL

Report Type: Standard ACTUAL Annual Budget with Variance

Adjust Variable Budgets: Standard-Annual & Rev Budget w/Actuals

Report Options: Standard-Annual Budget with Variance

Print In Landscape?

Show Totals for Each Level?

Line Spacing: Single

Decimals for Percents: 4

Account Description: Do not wrap account description

Page Break Options: None Department Name

Include Options: Include Encumbrances?

Include Opening and Ending Balance for each Department Name?

Export: None CSV Excel

Run Report Clear Preferences Cancel



Monitoring Tools in ShelbyFinancials

- Budgeted Financial Statement

Budgeted Financial Statement for Period 7 - January 58.33 %
Company#: 1 Name: First Church

Fund Name: 1 Church / Department Name: 20 Personnel

<u>Acct # Description</u>	<u>Actual for Period</u>	<u>Budget for Period</u>	<u>Variance for Period</u>	<u>Actual YTD</u>	<u>Budget YTD</u>
PERSONNEL					
SALARIES					
50110 Pastoral Salaries	\$3,208.41	\$8,000.00	(\$4,791.59)	\$6,125.07	\$56,000.00
50120 Pastoral Housing	\$1,916.59	\$13,333.33	(\$11,416.74)	\$3,833.26	\$93,333.35
50130 Administration Support	\$2,326.16	\$6,333.33	(\$4,007.17)	\$3,659.49	\$44,333.35
50140 Directors	\$4,416.59	\$10,000.00	(\$5,583.41)	\$8,833.26	\$70,000.00
50150 Facilities	\$472.50	\$7,500.00	(\$7,027.50)	\$719.50	\$52,500.00
50160 Nursery Workers	\$152.00	\$3,333.33	(\$3,181.33)	\$152.00	\$23,333.35
TOTAL SALARIES	\$12,492.25	\$48,499.99	(\$36,007.74)	\$23,322.58	\$339,500.05
BENEFITS					
50610 Auto Allowance (Pastors)	\$370.91	\$450.00	(\$79.09)	\$741.74	\$3,150.00
50620 Cell Allowance	\$42.50	\$200.00	(\$157.50)	\$85.00	\$1,400.00
50630 Health/Dental	\$0.00	\$5,833.33	(\$5,833.33)	\$0.00	\$40,833.35
50635 Continuing Ed/Conference	\$0.00	\$1,800.00	(\$1,800.00)	\$0.00	\$3,600.00
50640 Payroll Taxes	\$563.59	\$2,333.33	(\$1,769.74)	\$1,022.35	\$16,333.35
50650 Retirement-matching	\$73.50	\$700.00	(\$626.50)	\$125.75	\$4,900.00
50660 Social Security Allowance (\$406.42	\$1,633.33	(\$1,226.91)	\$812.88	\$11,433.35
50670 Worker Compensation Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
TOTAL BENEFITS	\$1,456.92	\$12,949.99	(\$11,493.07)	\$2,787.72	\$84,650.05
TOTAL PERSONNEL	\$13,949.17	\$61,449.98	(\$47,500.81)	\$26,110.30	\$424,150.10



Monitoring Tools in ShelbyFinancials

- Financial Spreadsheet

Home > General Ledger > Reports > Financial Spreadsheet

Report Preferences

FILTERS **OPTIONS**

Change Appearance? Trebuchet MS 8pt 100%

Banded Rows?

Ending Period May

Report Type Actual Budget Revised Budget

Use Actuals For Closed Periods?

Report Options Suppress Zero Balances?

Wrap Account Description?

Use Reverse Signs?

Show Whole Dollars Only?

Show Sub Accounts?

Line Spacing Single

Page Break Options None Department Name

Print Format Wide Narrow

Export Option None CSV Excel

Run Report Clear Preferences Cancel



Monitoring Tools in ShelbyFinancials

- Closing Periods
 - General Ledger
 - Modify
 - Year and Periods

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



Monitoring Tools in ShelbyFinancials

- Financial Spreadsheet

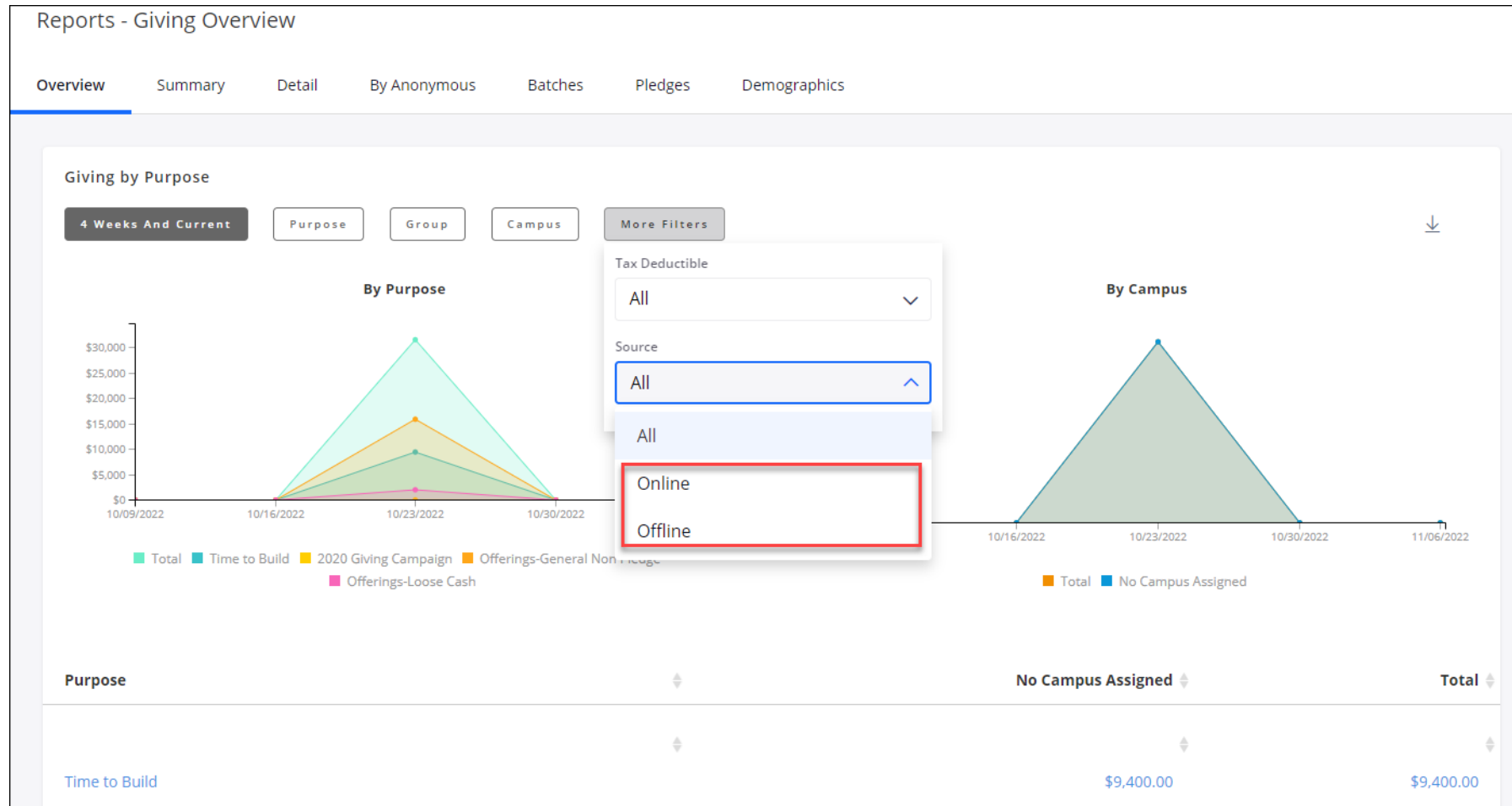
- Actuals
- Budget
- Budget with Actuals for Closed Periods

Financial Spreadsheet from June - May
 Company: 1 First Church
 Budget Figures Report
 Fund Name: 1 Church

	June	Audit	July	August	September	October	November	December	January
Department Name: 10 Genl Income									
NET INC(EXP) CHURCH									
INCOME									
OFFERINGS									
40110 Offering-Tithes/pledge	(\$18,080.28)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$18,398.88)
40120 Offering-Tithes/nonpledge	(\$51,802.40)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$56,064.00)
40140 Offering-Plate/loose cash	(\$633.60)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$671.04)
TOTAL OFFERINGS	(\$70,516.28)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$75,133.92)
OTHER INCOME									
45110 Facility Use Income-Outside Groups	(\$800.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$800.00)
45120 Facility Use Income-School	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)
45150 Interest Income	(\$333.33)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$333.33)
45190 Other Income	(\$233.33)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$233.33)
TOTAL OTHER INCOME	(\$3,366.66)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,366.66)
TOTAL INCOME	(\$73,882.94)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$78,500.58)
Department Name: 20 Personnel									
PERSONNEL									
SALARIES									
50110 Pastoral Salaries	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,916.66	\$0.00	\$8,000.00
50120 Pastoral Housing	\$13,333.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,916.67	\$0.00	\$13,333.33
50130 Administration Support	\$6,333.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,333.33	\$0.00	\$6,333.33
50140 Directors	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,416.67	\$0.00	\$10,000.00
50150 Facilities	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$247.00	\$0.00	\$7,500.00
50160 Nursery Workers	\$3,333.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,333.33
TOTAL SALARIES	\$48,499.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,830.33	\$0.00	\$48,499.99
BENEFITS									
50610 Auto Allowance (Pastors)	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$370.83	\$0.00	\$450.00
50620 Cell Allowance	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42.50	\$0.00	\$200.00
50630 Health/Dental	\$5,833.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,833.33
50635 Continuing Ed/Conferences	\$2,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00
50640 Payroll Taxes	\$2,333.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$458.76	\$0.00	\$2,333.33



Monitoring Giving in ChMS

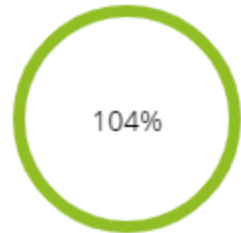


Monitoring Giving in ChMS

- Reports
 - Giving
 - Pledges

Time to Build

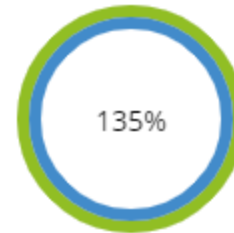
Pledged



There are **17 pledges** totaling **\$310,795.00** of the required **\$300,000.00**

[Pledge Details](#)

Given



- **\$404,607.00** (135%) has been given of the *required* **\$300,000.00**.
- **130%** has been given of the *pledged* amount.

Monitoring Giving in ChMS

Pledges

Person	Frequency	Start	End	Pledged Amount	Contributed Amount	Balance	Percent Complete
	Yearly			\$375.00	\$0.00	\$375.00	0%
	Yearly			\$12,000.00	\$16,952.00	(\$4,952.00)	141%
	Semiannually			\$18,000.00	\$21,350.00	(\$3,350.00)	119%
	Monthly			\$18,000.00	\$14,600.00	\$3,400.00	81%
	Monthly			\$18,000.00	\$22,150.00	(\$4,150.00)	123%
	Yearly			\$45,000.00	\$58,350.00	(\$13,350.00)	130%
	Monthly			\$15,000.00	\$15,395.00	(\$395.00)	103%
	Monthly			\$42,000.00	\$73,500.00	(\$31,500.00)	175%
	Monthly			\$12,000.00	\$15,900.00	(\$3,900.00)	133%
	Monthly			\$37,500.00	\$58,000.00	(\$20,500.00)	155%
	Monthly			\$12,000.00	\$14,500.00	(\$2,500.00)	121%
	Monthly			\$25,000.00	\$17,700.00	\$7,300.00	71%
	Monthly			\$21,000.00	\$35,500.00	(\$14,500.00)	169%
	Quarterly			\$4,800.00	\$0.00	\$4,800.00	0%
	Monthly			\$7,600.00	\$6,300.00	\$1,300.00	83%
	Monthly			\$520.00	\$0.00	\$520.00	0%
	Monthly			\$22,000.00	\$34,410.00	(\$12,410.00)	156%



How to Make Income More Predictable

Recurring Giving

What:

Recurring giving is when people complete a one-time set up to schedule a gift that's automatically deducted from their credit card or bank account on a repeated basis.



How to Make Income More Predictable

Recurring Giving

Why:

- Recurring givers are 75% more likely to make additional one-time gifts versus occasional givers
- The average recurring giver donates 42% more in a given year than someone who gives a handful of one-time gifts
- 52% of Millennials (typically some of the least engaged givers in a congregation) are interested in a monthly giving option—there's a reason automation's exploding



How to Make Income More Predictable

Recurring Giving

Admin Set Up

Form Properties: Kristen's Tests

General Advanced Theme HTML Submission **Payment** Email

Member Portal

- Enable member portal
- Enable partial payments ⓘ
- Enable recurring payments
- Set default payment type to Recurring ⓘ

Require Sign In ⓘ Frequency Options Displayed On Form Maximum Number Of Paymen...

- After submission, prompt user to make a one-time gift a recurring gift?

Prompt Text Prompt User After...



How to Make Income More Predictable

Recurring Giving

Giver Set Up

Give Now Sign in

Email or Phone Number

Next

Don't have a giving account? [Create One](#)

Fund Dropdown

One-time

Recurring

Fund \$ Amount

+ Add Donation

Recurrence

You can edit your recurring gift anytime.

Frequency (required)

How Many Gifts

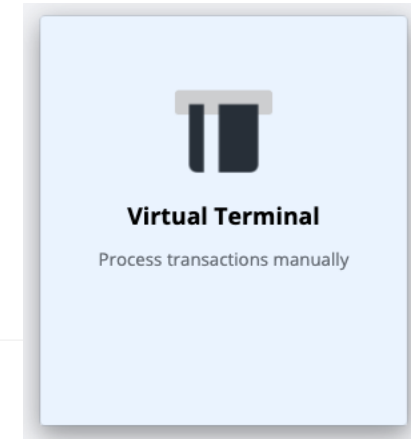
Start Date (required)

Submit!



How to Make Income More Predictable

Recurring Giving



Virtual Terminal

Transaction Information

Designations

Location

All Locations

Fund

Tithes and Offerings

Amount

\$

Add Designation

Total

\$ 0.00

Comments

Recurring Gift

Frequency

Weekly

Installments

Indefinite

« how many Transactions?

Recurring Gift Start Date

11/11/2022

When setting up recurring gifts for multiple designations, each fund will be individually processed on the scheduled date.



How to Make Income More Predictable

Recurring Giving Virtual Terminal

Contact Information

 [Select Existing Donor](#)

Note: Billing information must match what is on file with the account issuer.

Email

Name on Account

Billing Address

City

State

Zip Code

Payment Method

Save to Donor Payment Profile

Credit/Debit Information

Card Type

Card Number

Name on Card

Card Expiration

Card Expiration

Card Code

[Reset](#)

[Submit Recurring Gift](#)



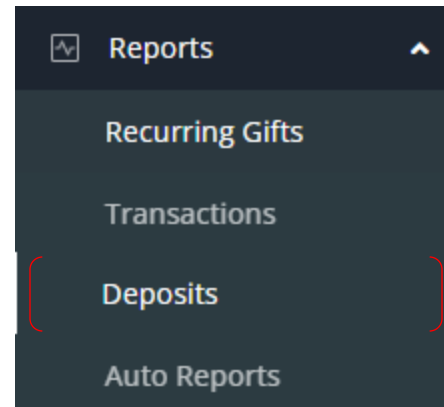
How to Make Income More Predictable

Processing Fees

Reporting

Reporting:

1. Reports
2. Deposits
3. Billing



Processing - Billing

Funding **Billing**

From 11/01/2022 to 11/10/2022 using 010643744 [Search](#)

Batch ID	Date	Amount	Account Type	Transaction Type	View Transactions
21202	11/3/2022 12:00:00 AM	\$737.25	CHECKING	SubmerchantDebit	

Showing page 1 of 1 (1 total records)

How to Make Income More Predictable

Processing Fees

Reporting

Billing - Batch ID 21202 (Payment Brands)

You were billed **\$69.46** for **19** transactions totaling **\$2,720.00**.

Export

Print

Transaction Date	Transaction Type	Transaction Amount	Amount Billed	Status
08/31/2022 12:00 AM	Credit (VISA)	\$76.57	\$1.99	Processed
08/30/2022 12:00 AM	Credit (VISA)	\$35.73	\$1.14	Processed
08/29/2022 12:00 AM	Credit (MasterCard)	\$65.00	\$2.40	Processed
08/29/2022 12:00 AM	Debit (VISA)	\$35.00	\$1.12	Processed
08/29/2022 12:00 AM	Credit (VISA)	\$25.52	\$0.92	Processed
08/29/2022 12:00 AM	Credit (VISA)	\$123.53	\$2.97	Processed
08/26/2022 12:00 AM	Credit (MasterCard)	\$153.14	\$5.12	Processed
08/26/2022 12:00 AM	Credit (VISA)	\$612.54	\$13.19	Processed
08/25/2022 12:00 AM	Credit (MasterCard)	\$225.00	\$7.34	Processed
08/24/2022 12:00 AM	Credit (VISA)	\$510.45	\$11.06	Processed
08/23/2022 12:00 AM	ACH (Electronic Check)	\$30.00	\$0.62	Processed



How to Make Income More Predictable

Processing Fees

Admin Set Up

Form Properties: Kristen's Tests

General Advanced Theme HTML Submission **Payment** Email

Member Portal

- Enable member portal
- Enable partial payments ⓘ
- Enable recurring payments
- Set default payment type to Recurring ⓘ

Require Sign In ⓘ Frequency Options Displayed On Form Maximum Number Of Paymen...

After submission, prompt user to make a one-time gift a recurring gift?

Allow the user to help cover the processing fee

Processing Fee Type Credit/Debit Fee Amount ⓘ ACH Fee Amount

Required Required

Processing Fee Fund



How to Make Income More Predictable

Processing Fees

Giver Perspective

Billing Information

Street Address	Zip Code
Email Address	Phone Number (optional)

I accept the 3.00% processing fee.

Fund Dropdown \$20.00

Processing Fee \$0.60

Total: **\$20.60**

Submit



Where can I watch this webinar again?

**Watch or Register to attend
Webinars**

@ Community.Shelbysystems.com

Title	Date	Action
Making, Tracking, and Reporting Budgets	09/22/2021 2:00 PM (Central Time)	Register NOW

Title	Date	Action
Purpose Driven Forms – Part 1 (Getting Ready for Fall)	08/11/2021	Watch NOW
A Quick Look at Best Practices for Groups and Promotions	07/28/2021	Watch NOW
Using Workflows to Track Activity and Involvement	08/23/2021	Watch NOW



Our Next "Advance Your Knowledge" Webinar

Seven Best Practices for Year-End

Date: 12/07/2022

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

Led by:

Mark Crain and Carmen Dea
(Staff Trainers)

[Sign up for this free webinar](#)



Plan Now for Year End!

Year-End Procedures Workshops

10 different 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](#)

