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

Ministry Brands®

Seven Best Practices for Year-End

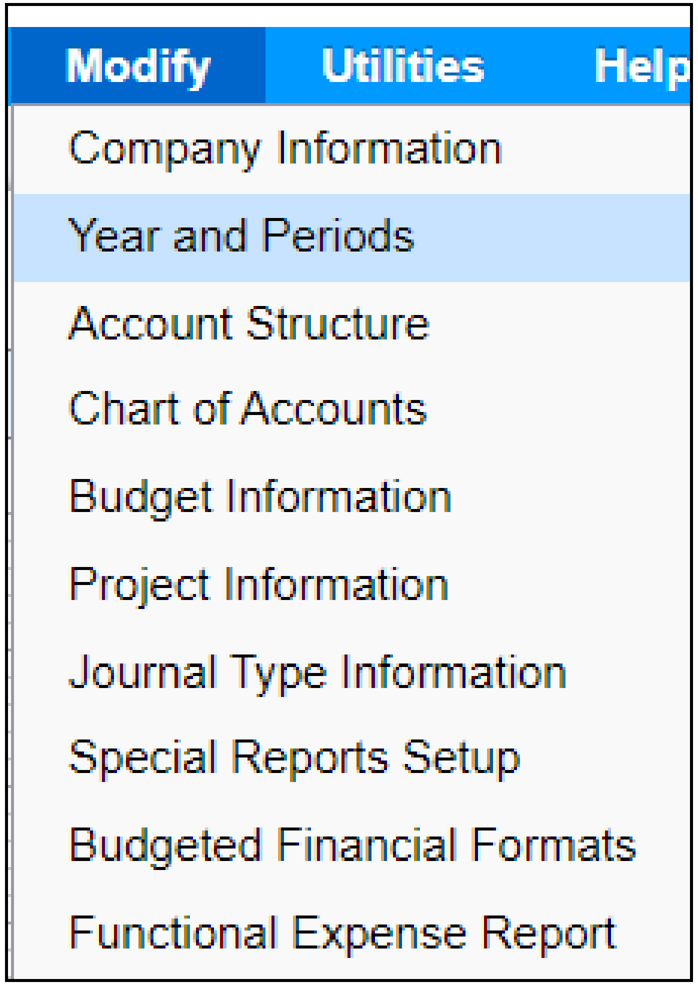
- We've narrowed our list to our 7…well, 8 best practices for Year-End.
- It's not possible to cover all that should be considered for Year-End in the time we have.
- A two-hour workshop is being offered in December and January that can cover more. We'll share more about the workshop, and how you can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

Ministry Brands®

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.

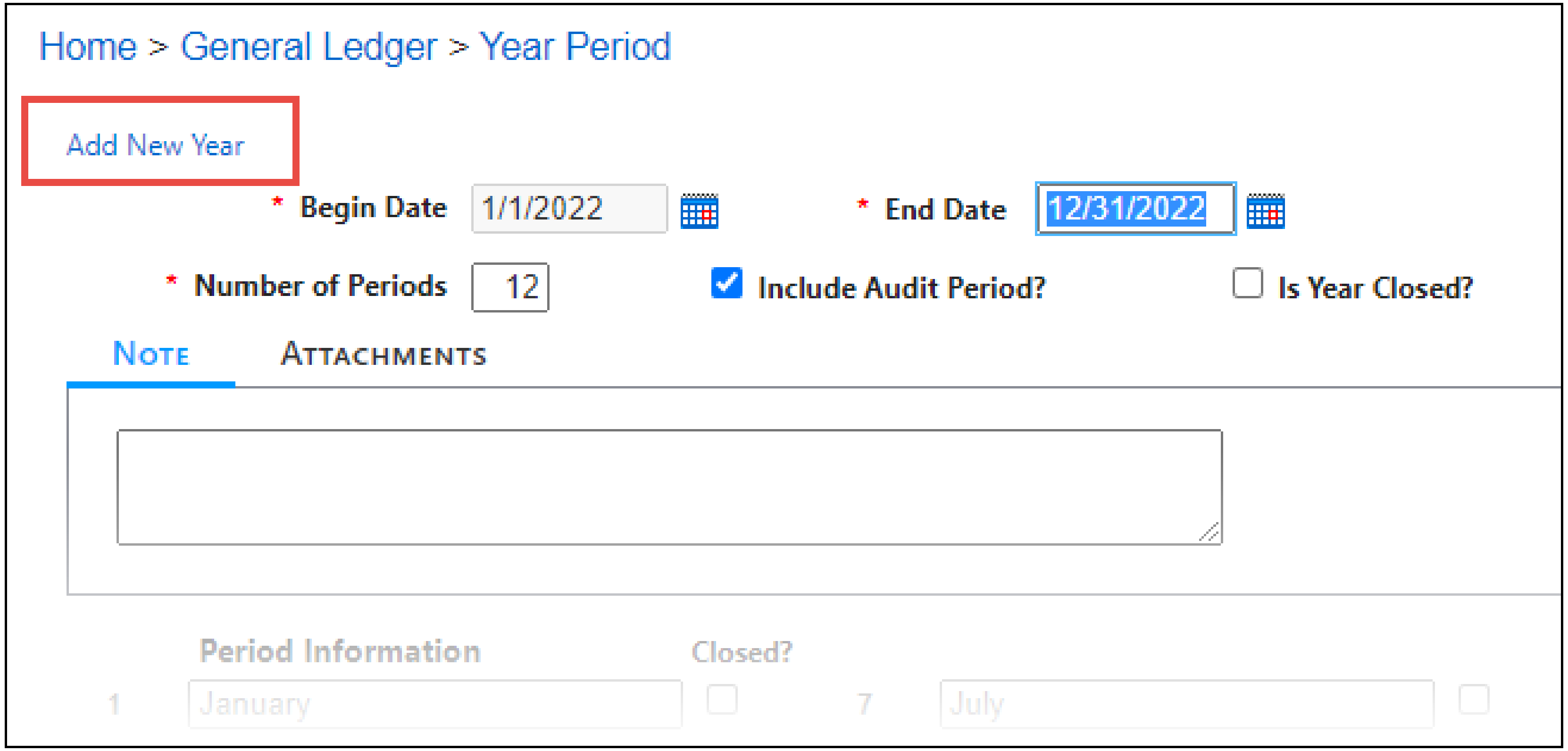
General Ledger > Modify > Year and Periods



Ministry Brands

Creating a New Year

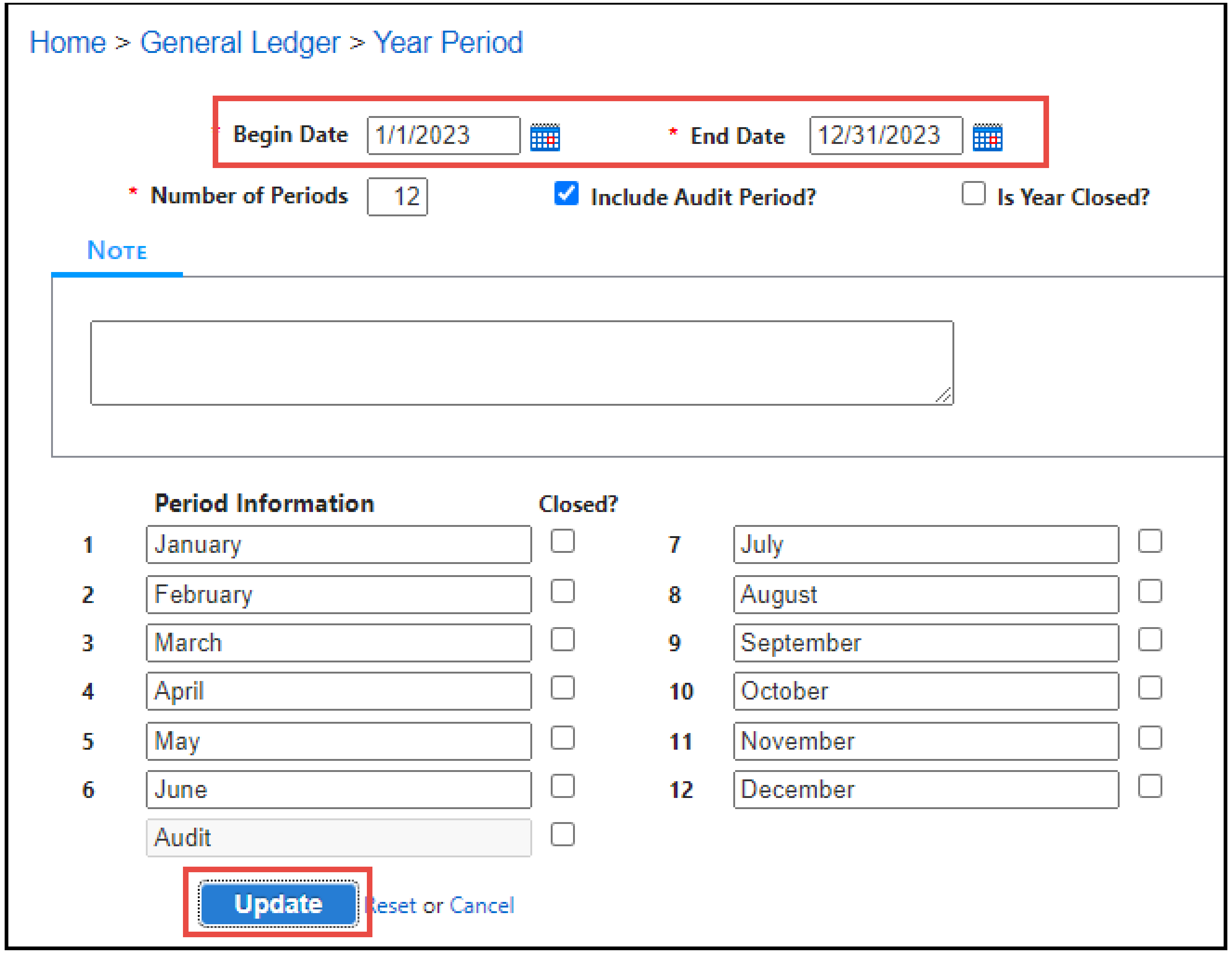
- Choose Add New Year.



Ministry Brands®

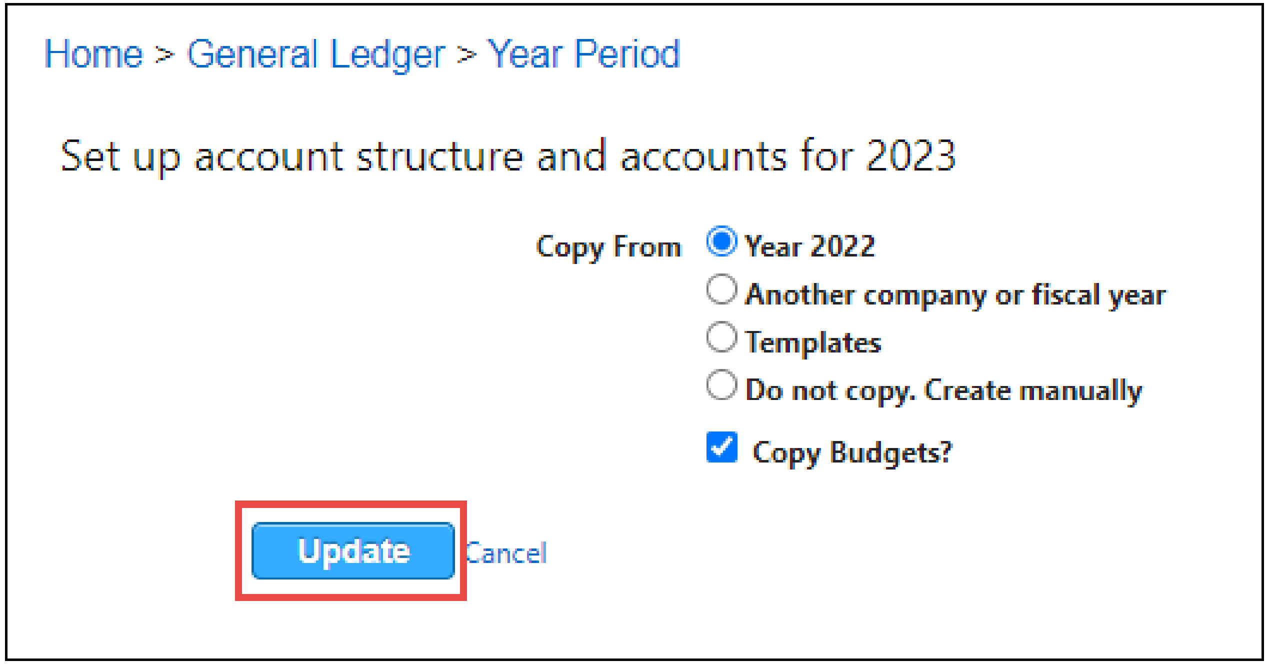
Creating a New Year

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



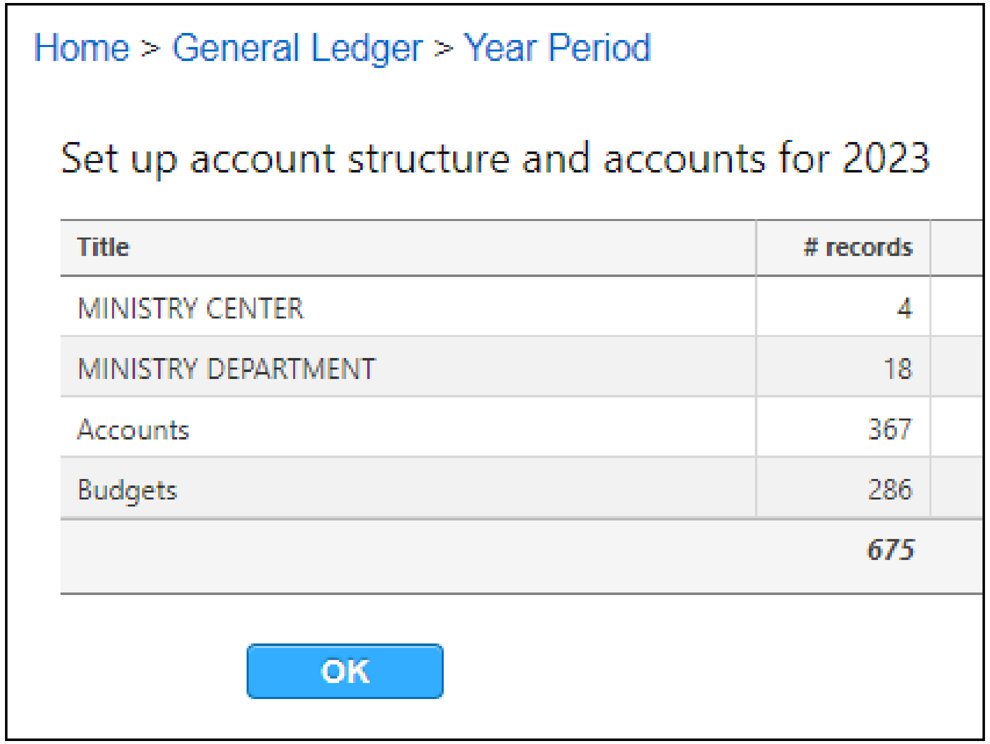
Creating a New Year

- 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



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

OK

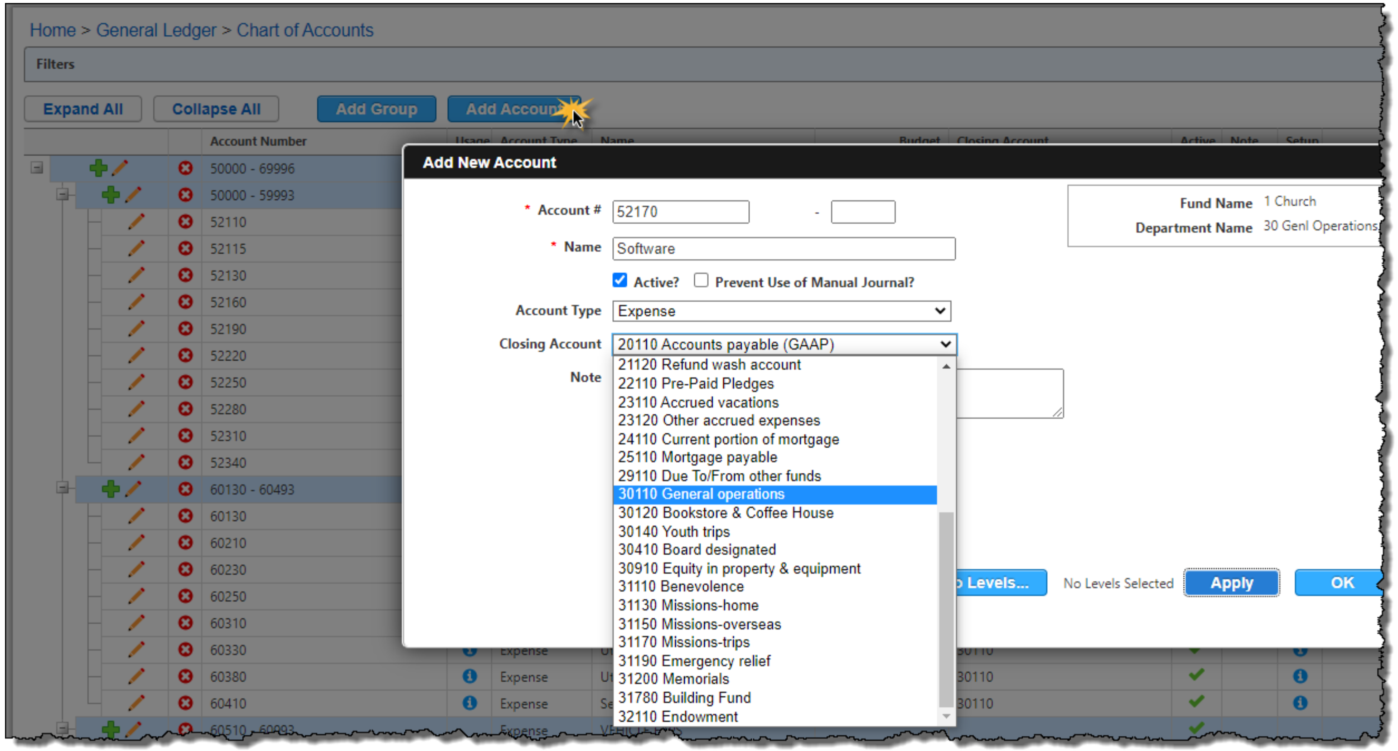

TWO DOLLARS
FEDERAL RESERVE NOTE
TWO DOLLARS
THIS NOTE IS LEGAL TENDER
FOR ALL DEBTS, PUBLIC AND PRIVATE
A 07717000 A
WASHINGTON, D.C.
A
A 07717000 A
TWO
SERIES
2003
A
Anna Escobedo Cabral
Treasurer of the United States.
Secretary of the Treasury.
JEFFERSON
THE
UNITED STATES OF AMERICA
TWO DOLLARS

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)



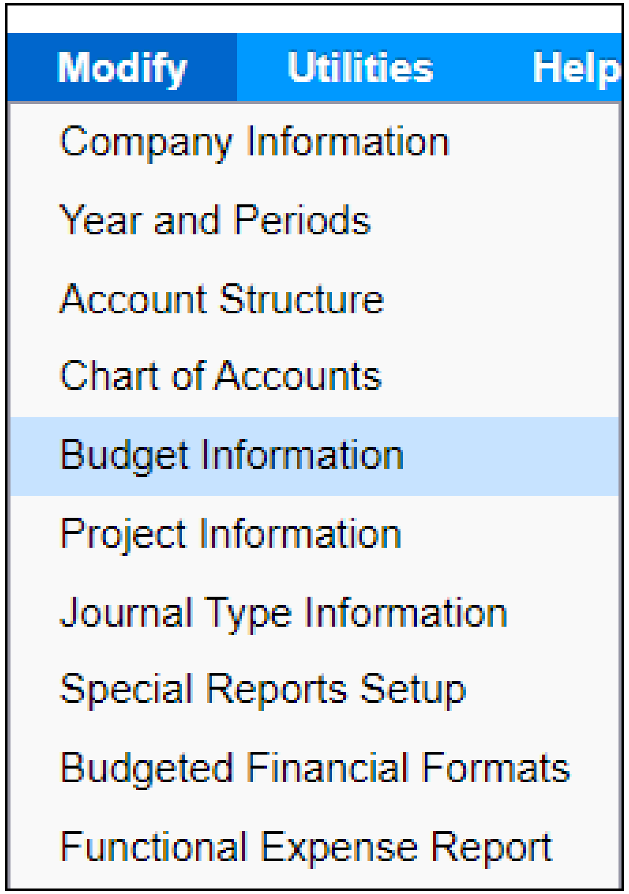
General Ledger > Modify > Chart of Accounts

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

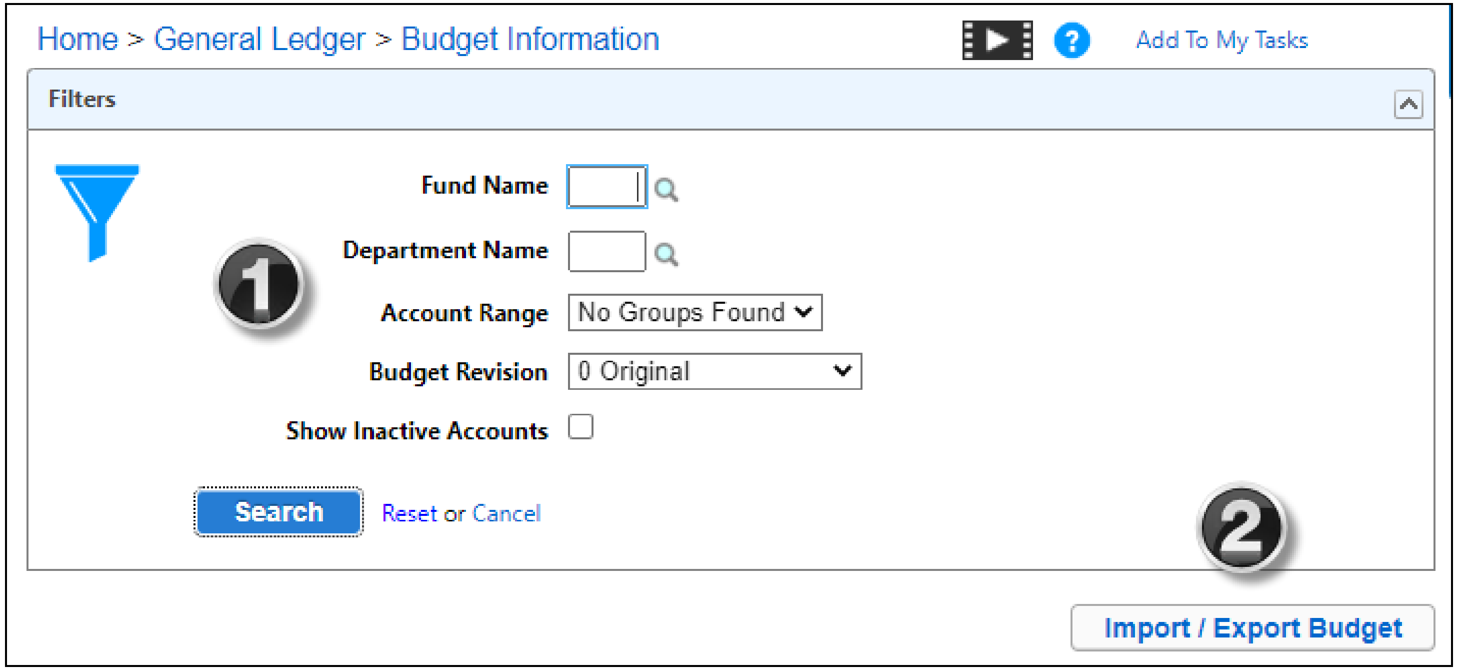


Budgets

There are two methods to enter budgets…

1. Manually

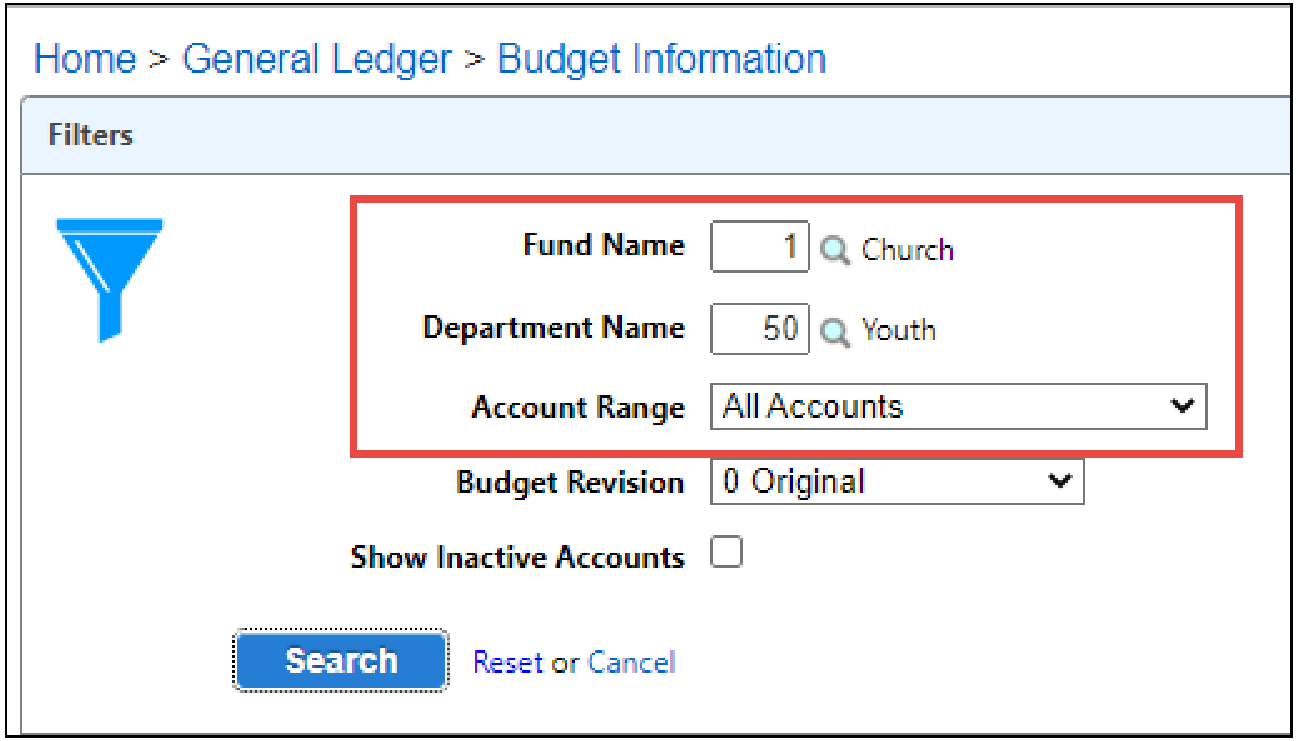
2. Import/Export Budget



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)



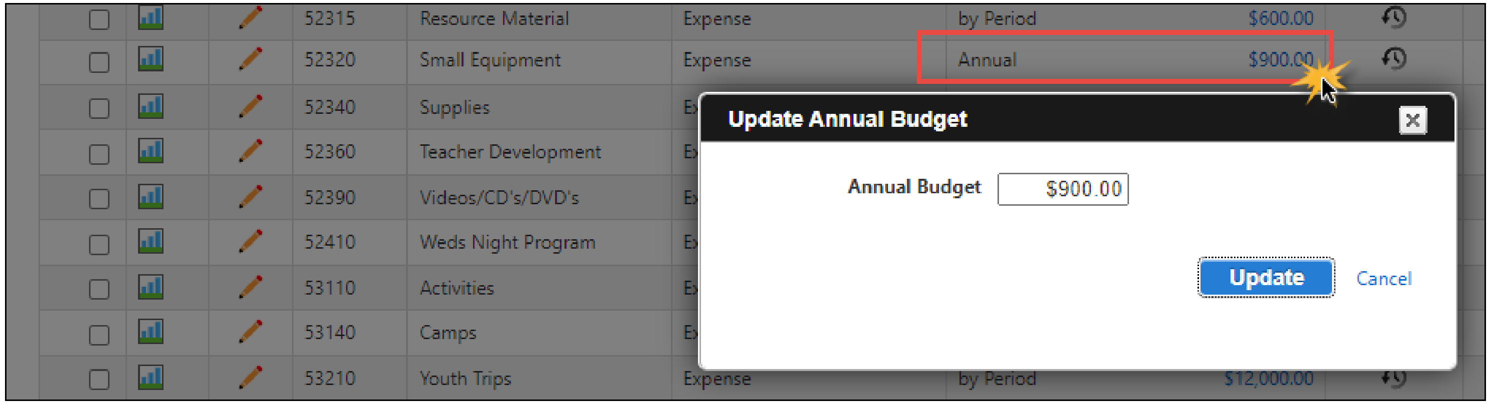
- Click Search

Ministry Brands

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.

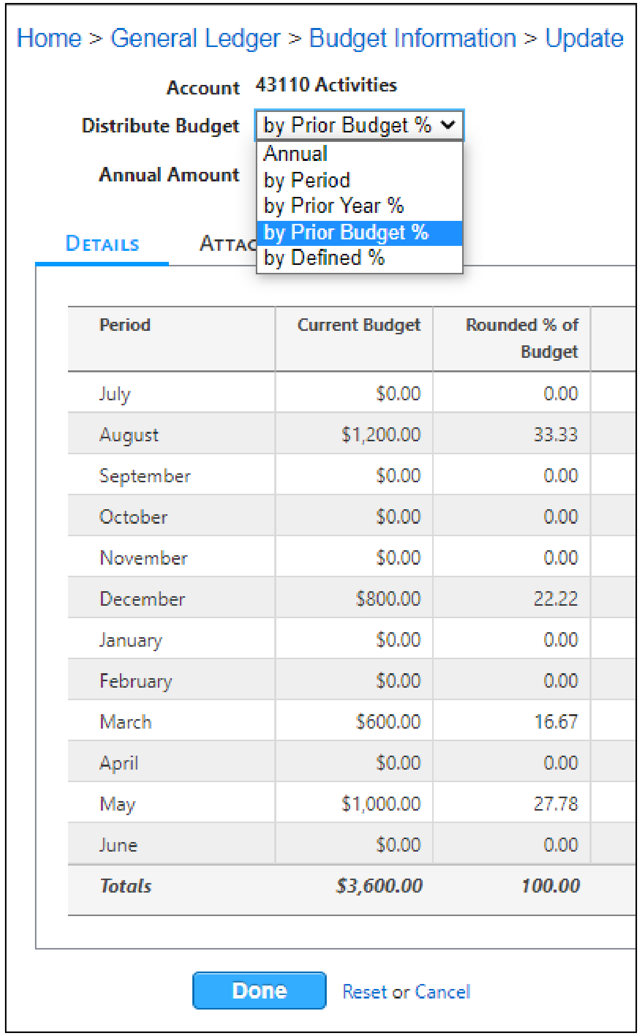


Manual Entry Option

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.



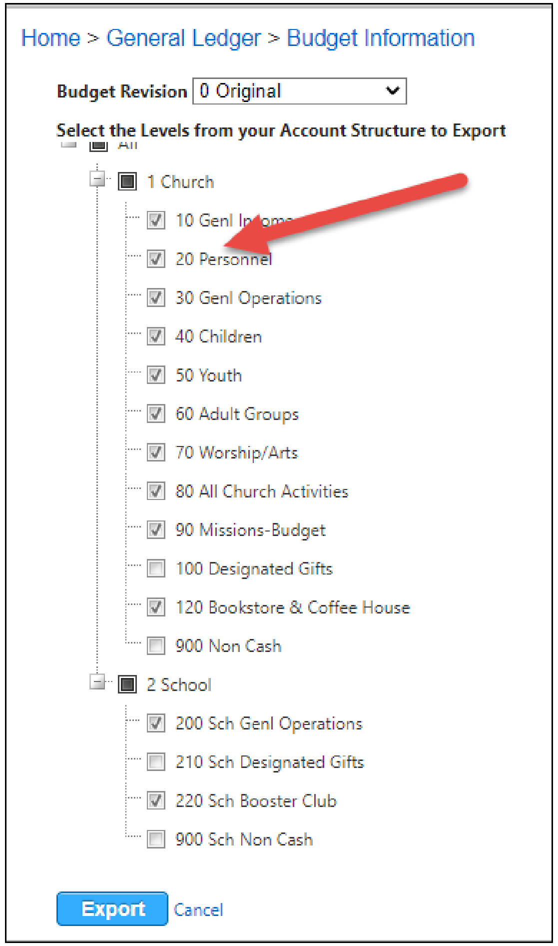
Period	Current Budget	Rounded % of Budget
July	$0.00	0.00
August	$1,200.00	33.33
September	$0.00	0.00
October	$0.00	0.00
November	$0.00	0.00
December	$800.00	22.22
January	$0.00	0.00
February	$0.00	0.00
March	$600.00	16.67
April	$0.00	0.00
May	$1,000.00	27.78
June	$0.00	0.00
Totals	*$3,600.00*	*100.00*

Ministry Brands®

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.



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!

G32

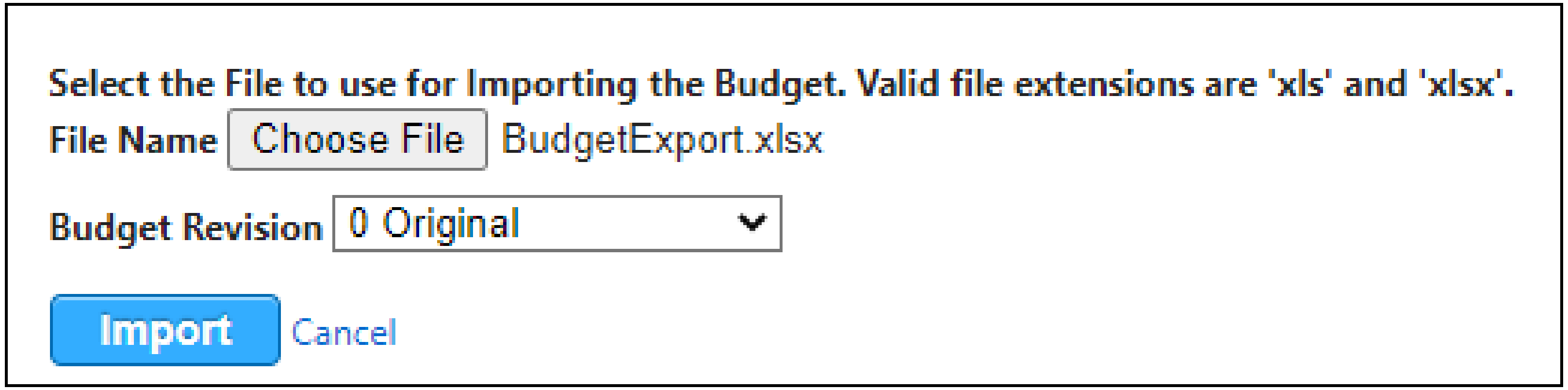
Budget Export for
1 First Church
Revision 0 Original Year 22-23
1 Church
10 Genl Income

Account#	Description	July	August	September	October	November	December	January	February	March	April	May	June	Annual Budget	Last Year Budget	Variance $	Variance %
	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																

Ministry Brands®

Budget – Import/Export Option

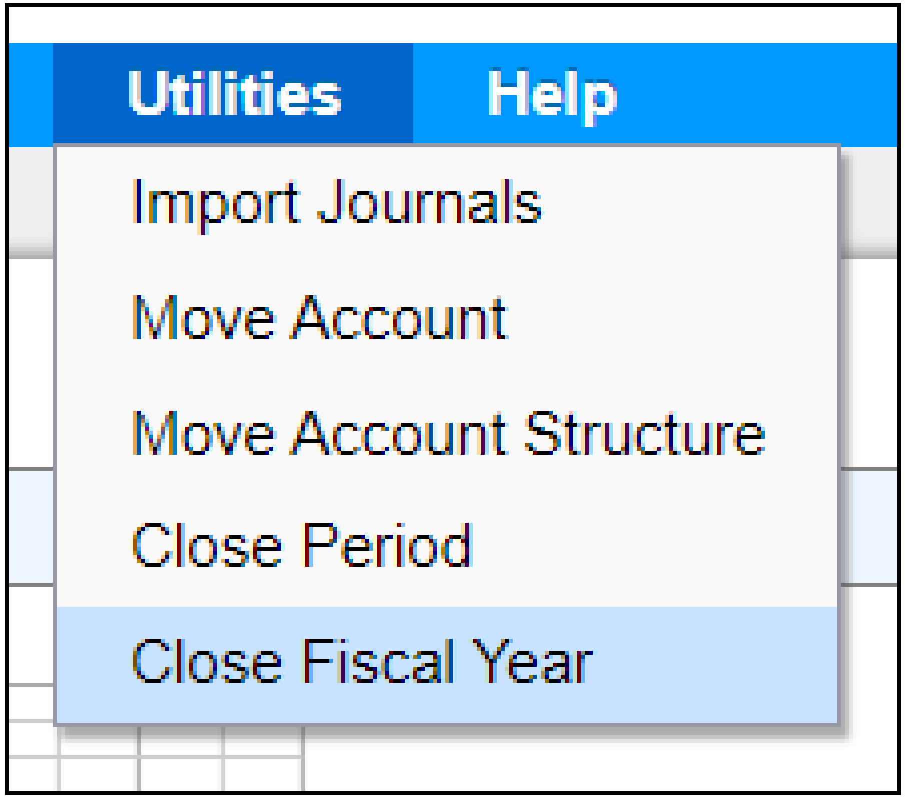
- Go to the same page where you exported the budget IN THE CORRECT YEAR.
- Choose your Excel File with the budget you want to import.
- Choose Import.



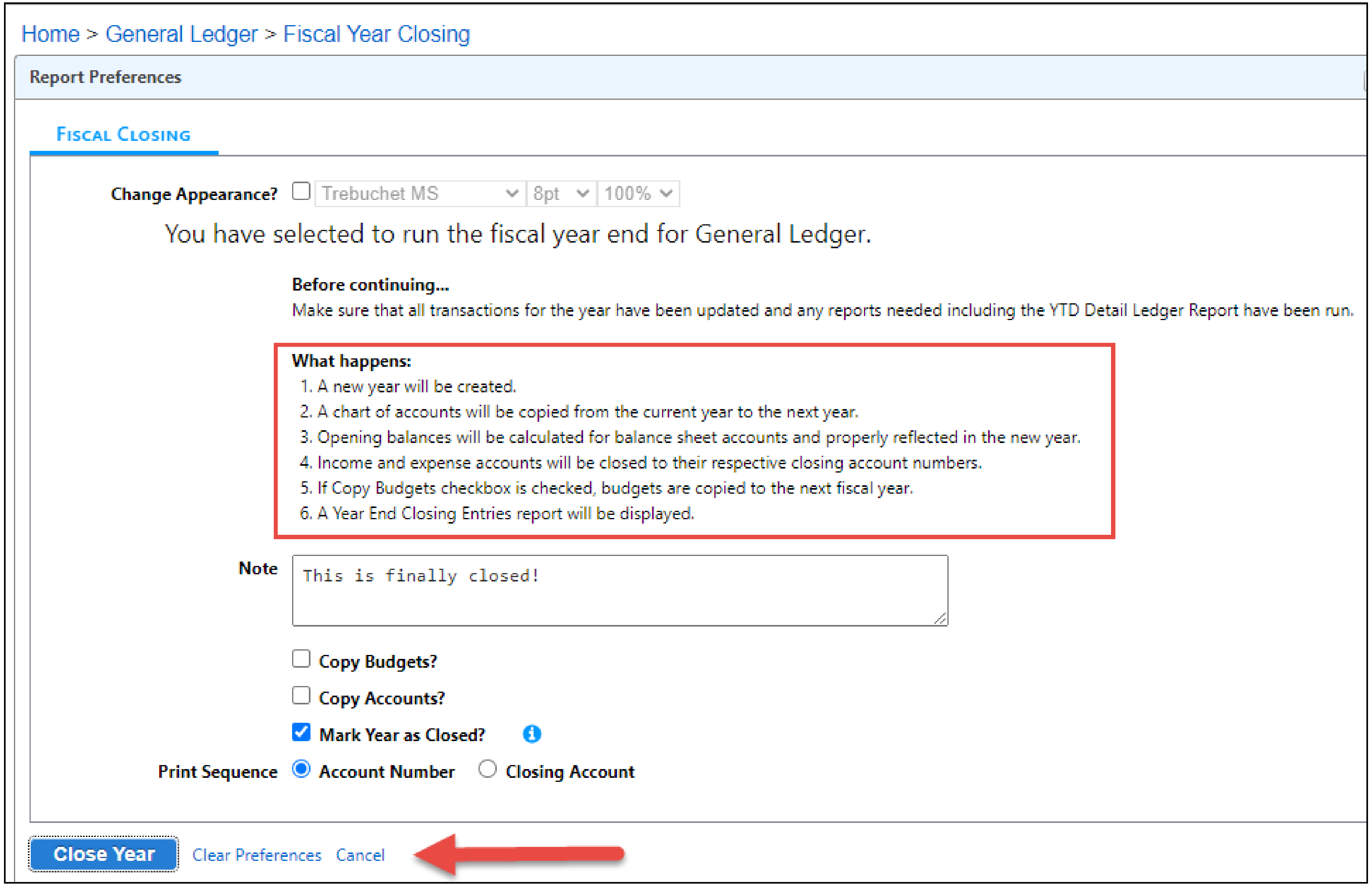
Closing the Prior Year

- 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



Ministry Brands®


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

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.

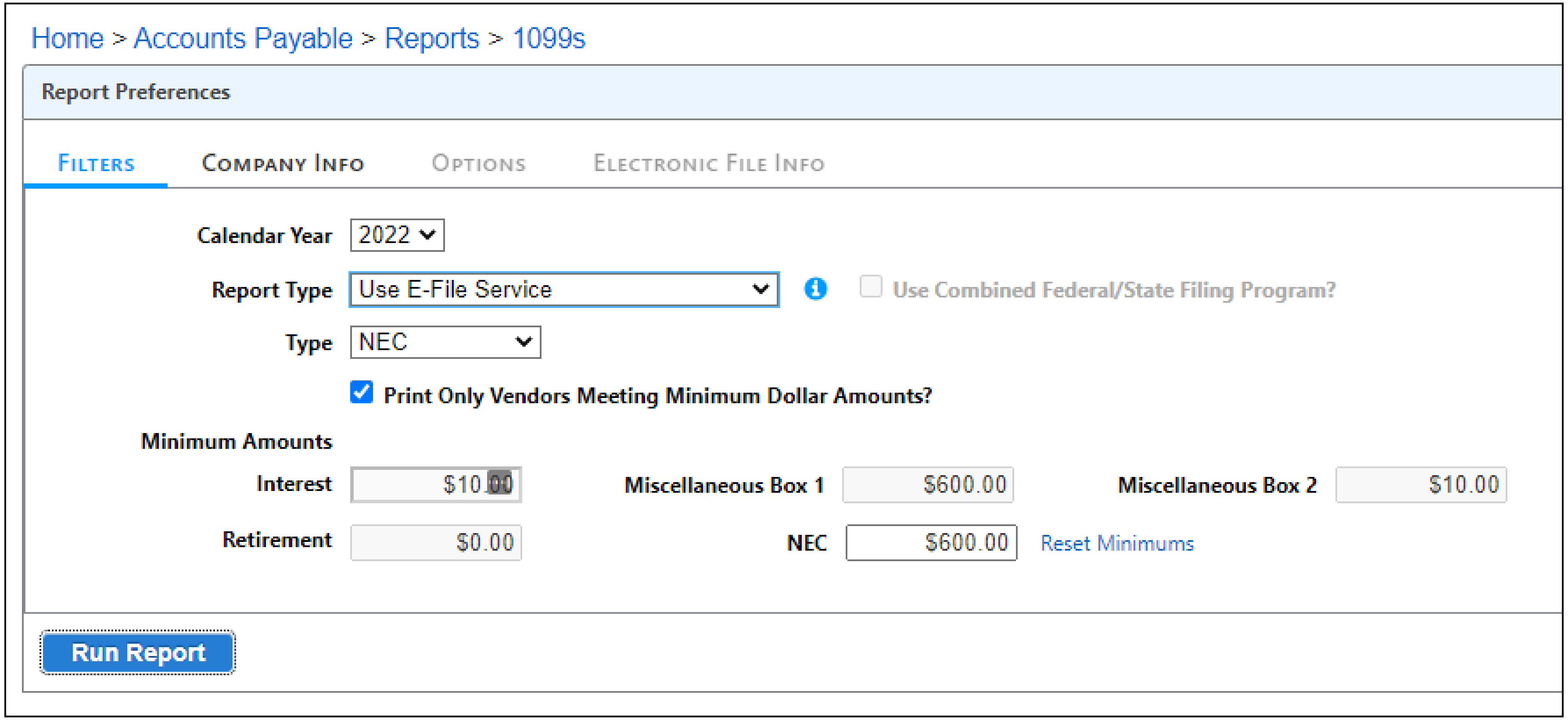
Accounts Payable > Reports > 1099s

1099 Edit List - NEC
1 First Church
Calendar Year 2022

Vendor	Federal ID	Amount	Box #	State
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	

Ministry Brands®

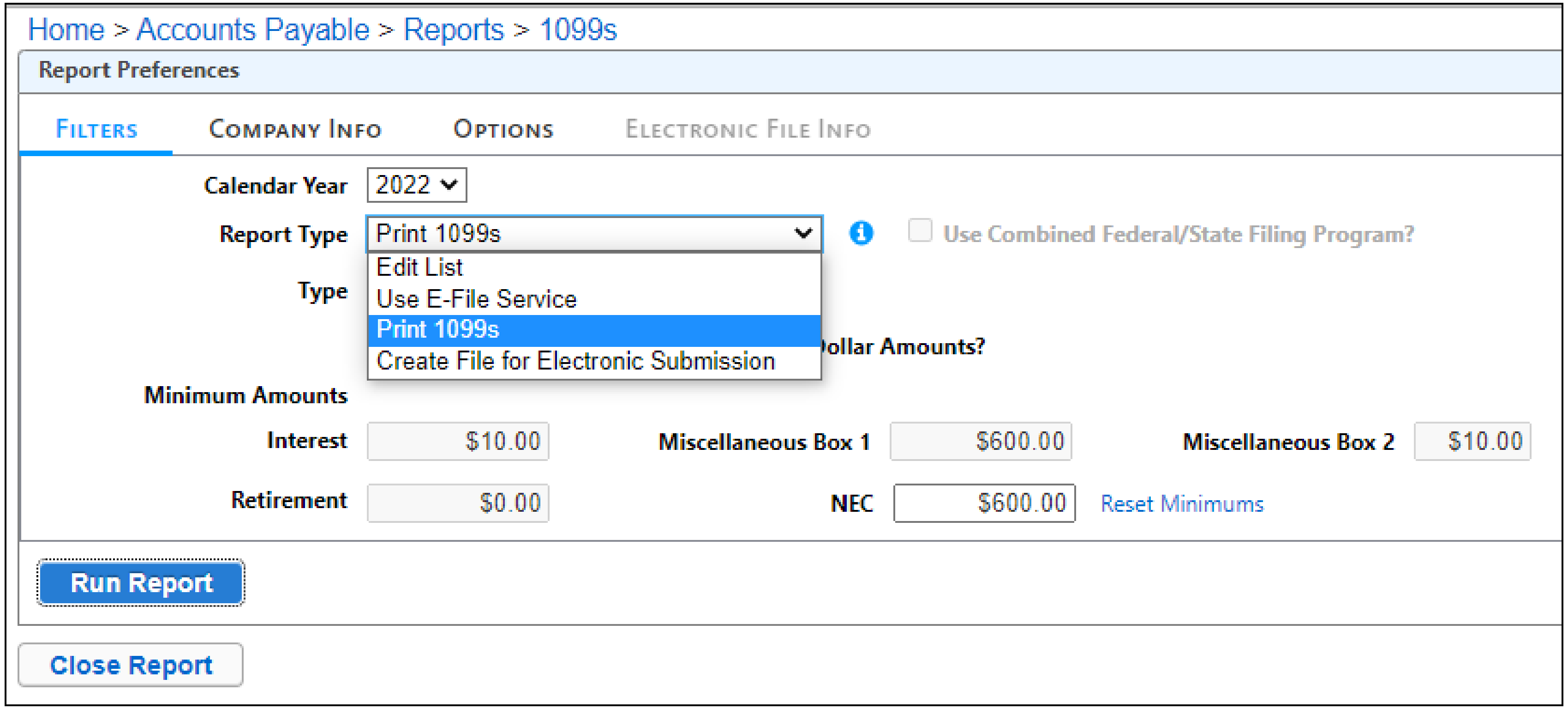
1099s – E-File w/ Nelco



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

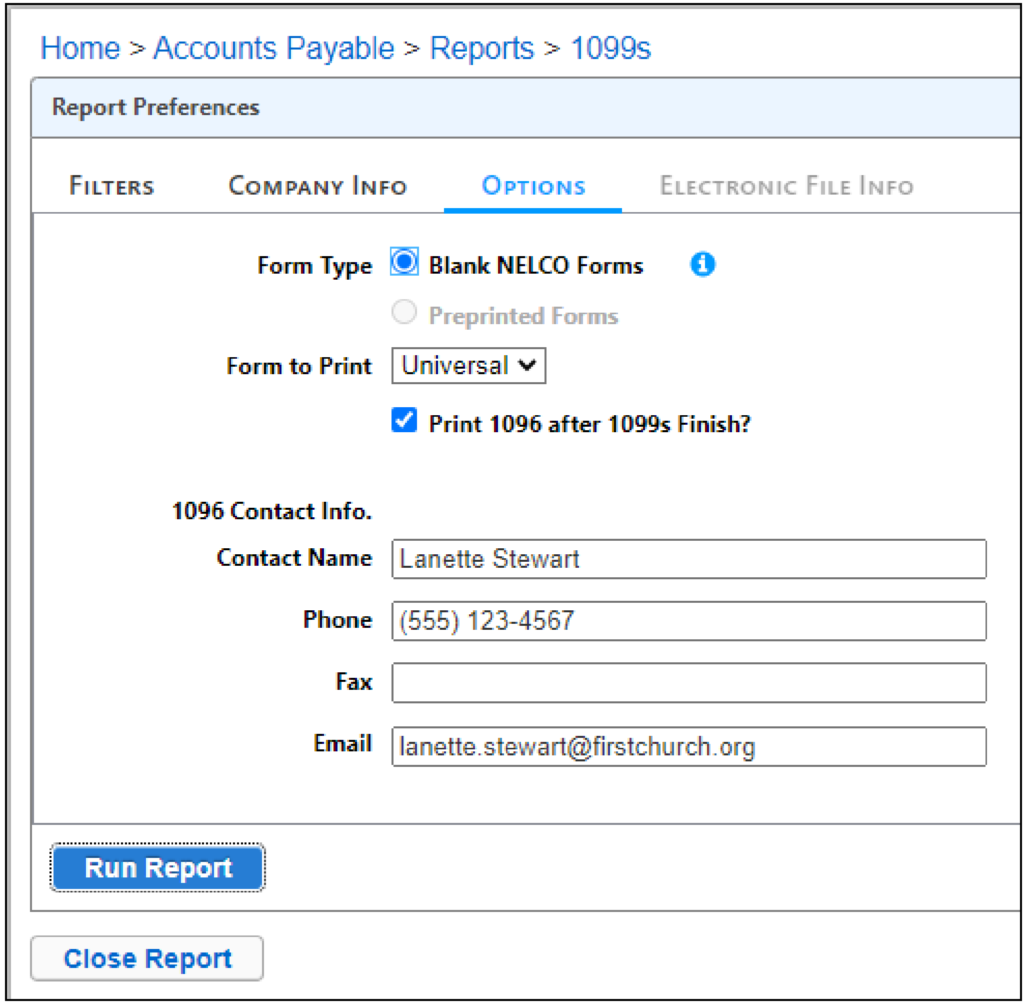
1099s – Print Option



1099s – Print Option

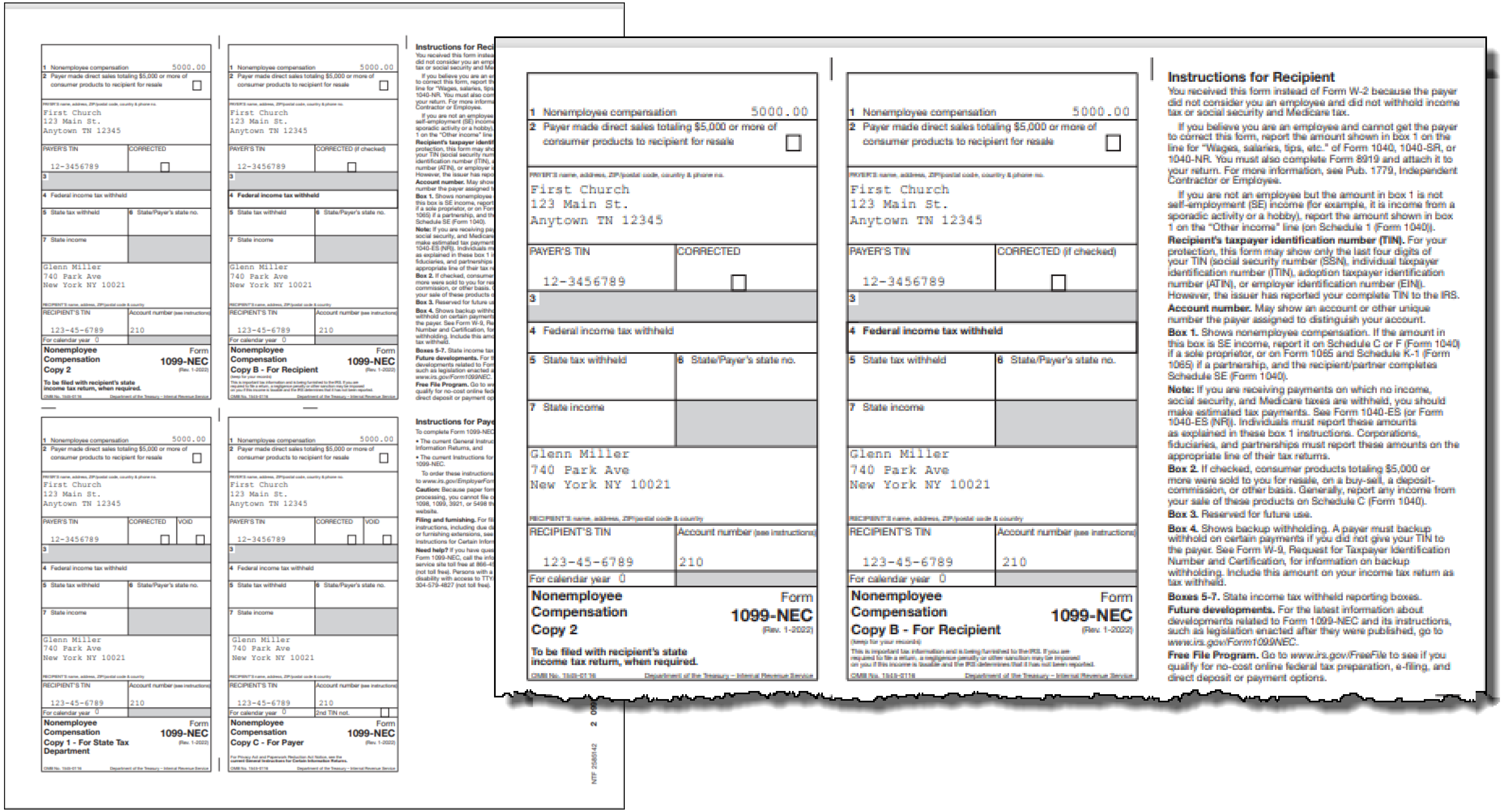
- Requires the Universal form when printing 1099s.
- Nelco Solutions can provide you with the Blank Universal 1099 form and envelopes.

https://www.nelcosolutions.com



Ministry Brands®

1099s – Print Option



1 Nonemployee compensation 5000.00
2 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale

PAYER'S name, address, ZIP/postal code, country & phone no.
First Church
123 Main St.
Anytown TN 12345

PAYER'S TIN 12-3456789 | CORRECTED
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 123-45-6789 | Account number (see instructions) 210
For calendar year 0

Nonemployee Compensation
Copy 2
To be filed with recipient's state income tax return, when required.
Form 1099-NEC (Rev. 1-2022)
OMB No. 1545-0116 Department of the Treasury – Internal Revenue Service

1 Nonemployee compensation 5000.00
2 Payer made direct sales totaling $5,000 or more of consumer products to recipient for resale

PAYER'S name, address, ZIP/postal code, country & phone no.
First Church
123 Main St.
Anytown TN 12345

PAYER'S TIN 12-3456789 | CORRECTED (if checked)
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 123-45-6789 | Account number (see instructions) 210
For calendar year 0

Nonemployee Compensation
Copy B - For Recipient
(keep for your records)
This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
Form 1099-NEC (Rev. 1-2022)
OMB No. 1545-0116 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 but the amount in box 1 is not self-employment (SE) income (for example, it is income from a sporadic activity or a hobby), report the amount shown in box 1 on the "Other income" line (on Schedule 1 (Form 1040)).

Recipient's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your TIN (social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN)). However, the issuer has reported your complete TIN to the IRS.

Account number. May show an account or other unique number the payer assigned to distinguish your account.

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.

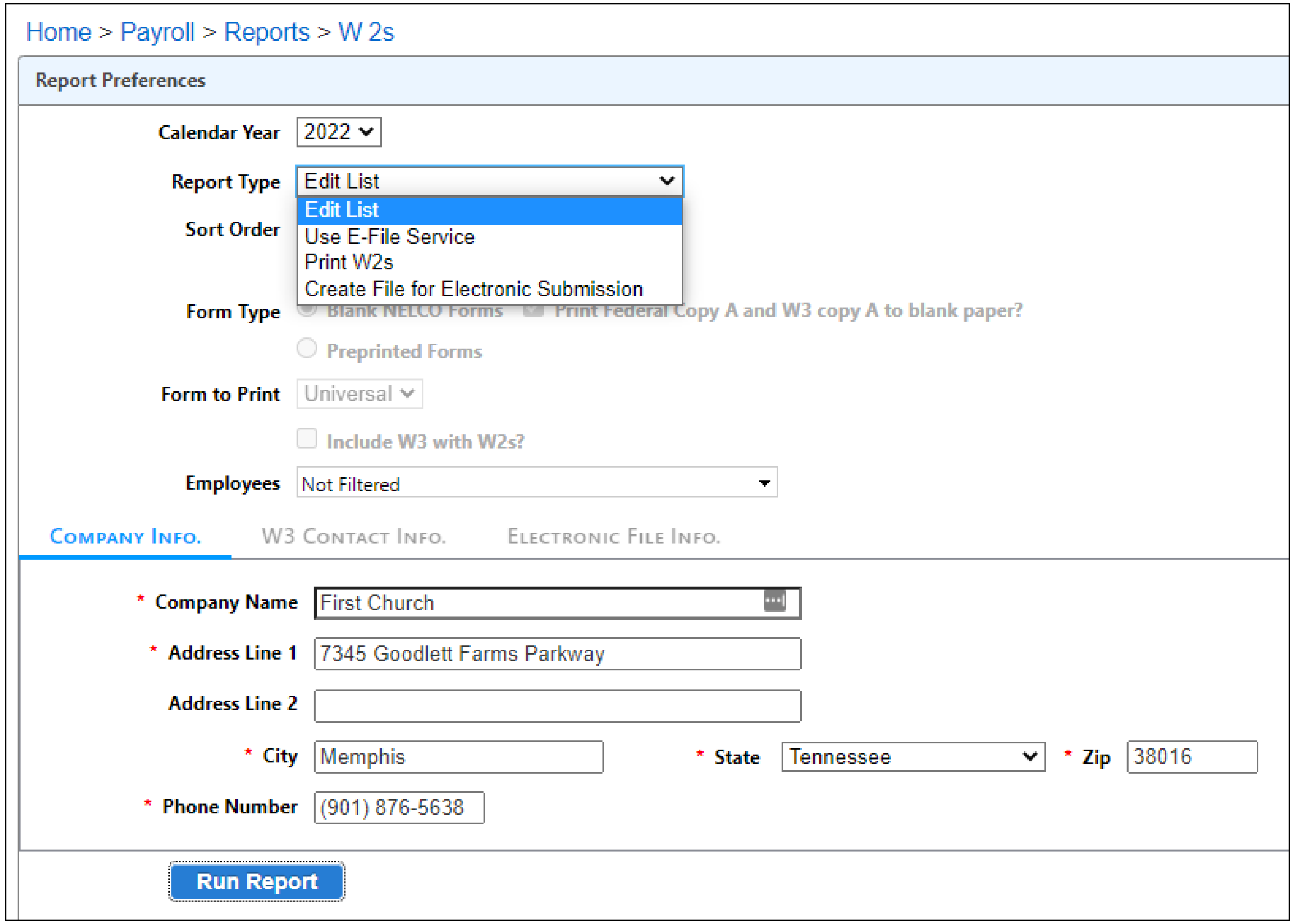
Free File Program. Go to www.irs.gov/FreeFile to see if you qualify for no-cost online federal tax preparation, e-filing, and direct deposit or payment options.

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



Ministry Brands®

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		

Ministry Brands®

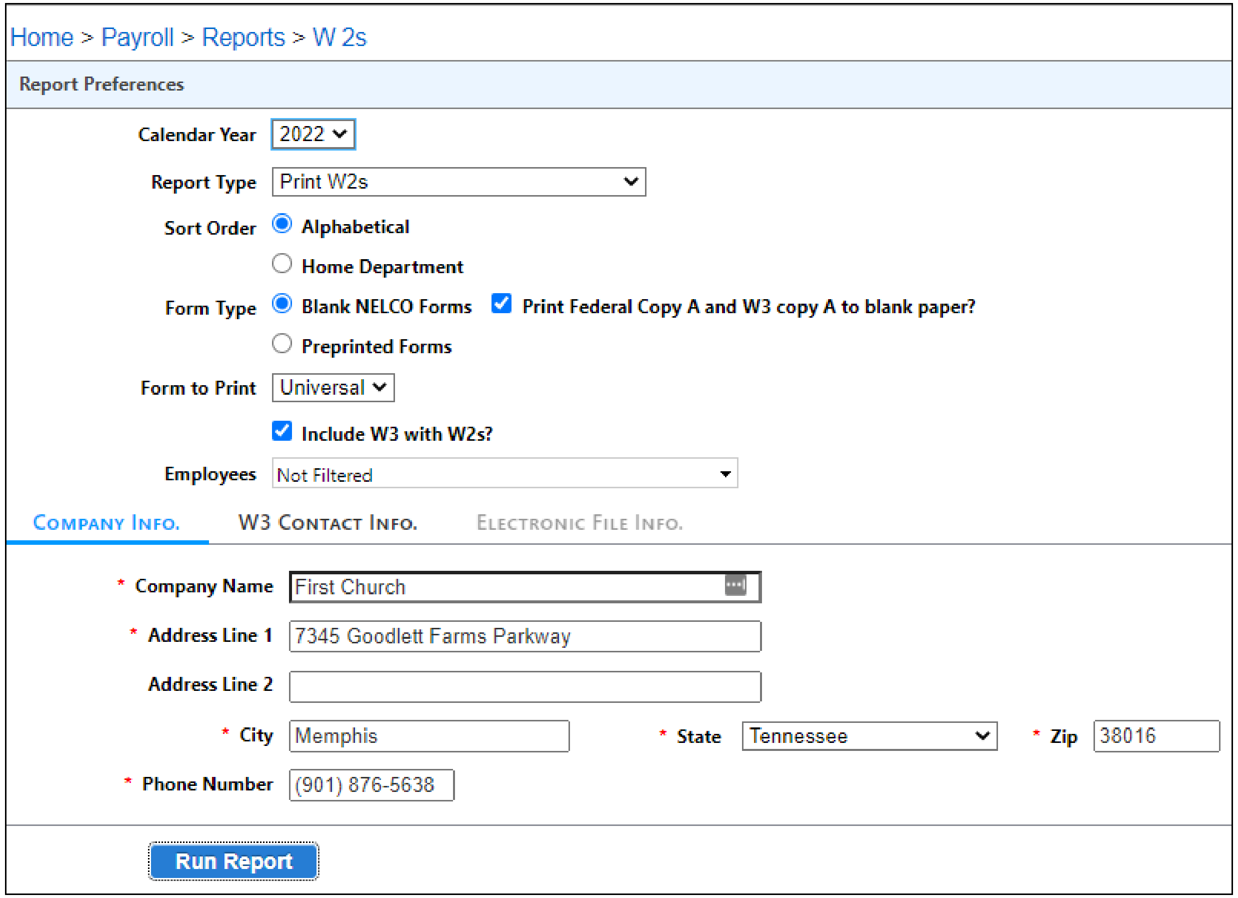
W2s – E-File with Nelco

- 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

W-2s – Print Option

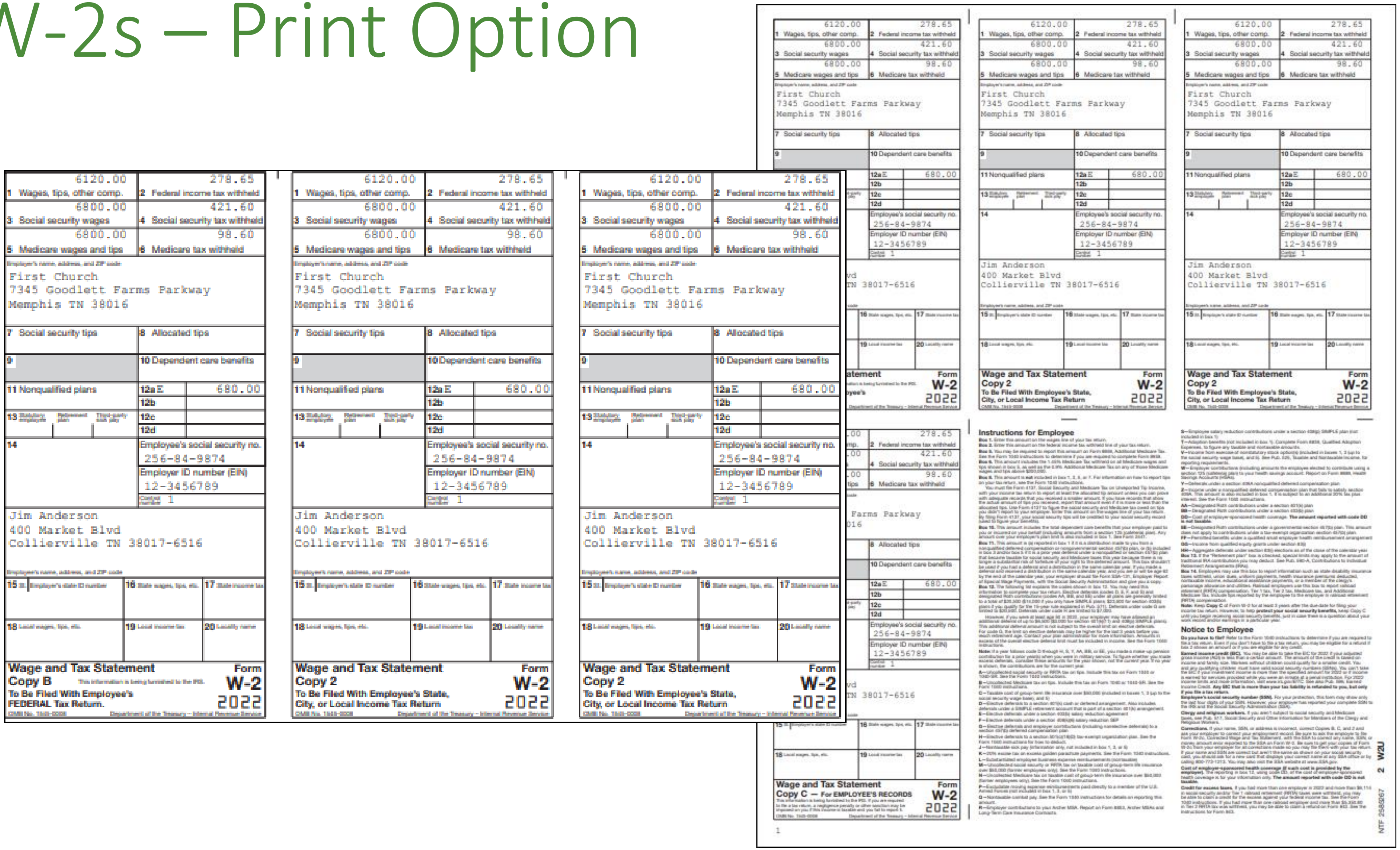
- Form Types Available:
  - Blank - Universal or 2-Up
  - Pre-printed – 2-Up
  - Forms and envelopes can be purchased from Nelco

    [https://www.nelcosolutions.com/shop/paper-products/w-2-forms/?compatible_software=Shelby Next%20Financials](https://www.nelcosolutions.com/shop/paper-products/w-2-forms/?compatible_software=Shelby%20Next%20Financials)



Ministry Brands®

W-2s – Print Option


6120.00
1 Wages, tips, other comp.
278.65
2 Federal income tax withheld
6800.00
3 Social security wages
421.60
4 Social security tax withheld
6800.00
5 Medicare wages and tips
98.60
6 Medicare tax withheld
Employer's name, address, and ZIP code
First Church
7345 Goodlett Farms Parkway
Memphis TN 38016
7 Social security tips
8 Allocated tips
9
10 Dependent care benefits
11 Nonqualified plans
12a E 680.00
12b
12c
12d
13 Statutory employee / Retirement plan / Third-party sick pay
14
Employee's social security no.
256-84-9874
Employer ID number (EIN)
12-3456789
Control number 1
Jim Anderson
400 Market Blvd
Collierville TN 38017-6516
Employee's name, address, and ZIP code
15 St. Employer's state ID number
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc.
19 Local income tax
20 Locality name
Wage and Tax Statement
Copy B This information is being furnished to the IRS.
To Be Filed With Employee's FEDERAL Tax Return.
Form W-2 2022
Wage and Tax Statement
Copy 2
To Be Filed With Employee's State, City, or Local Income Tax Return
Form W-2 2022
Wage and Tax Statement
Copy C — For EMPLOYEE'S RECORDS
Form W-2 2022
OMB No. 1545-0008
Department of the Treasury – Internal Revenue Service
Instructions for Employee
Notice to Employee

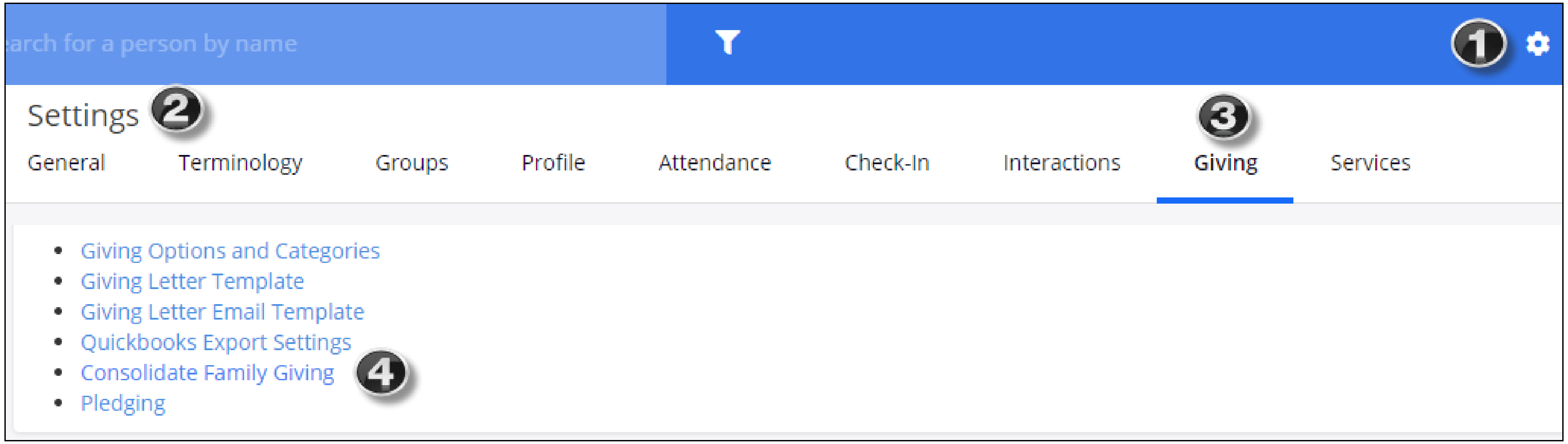

7
ELEVEN

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!



Ministry Brands

Consolidate Giving

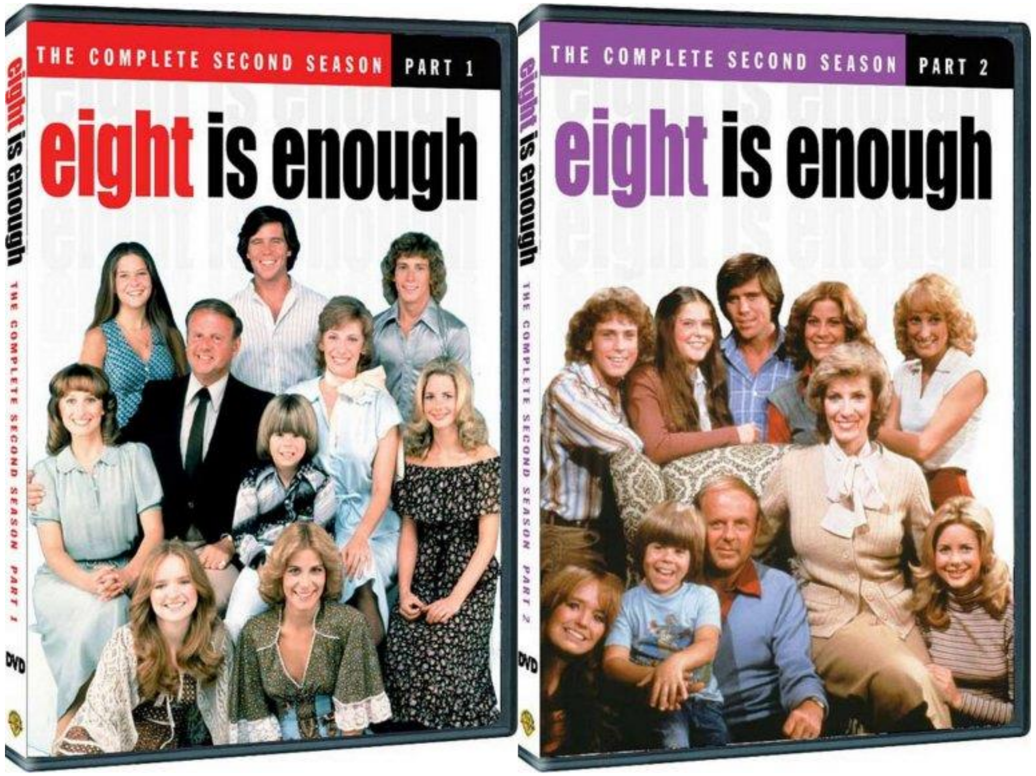
Choose ☑ the Names of those who are not primary and Click Go. The gifts have now been moved to the Primary record!

Settings > Giving > Consolidate Family Giving

☑	First Name	Last Name
☑	R K	Revere
☑	Mia	Sheppard
☑	Martha C	Smith
☑	Debbie H	Stockstill
☑	Anita	Thompson
☑	Wanda	Wallace

Go

https://documentation.shelbynextchms.com/external/article/1473?l=37

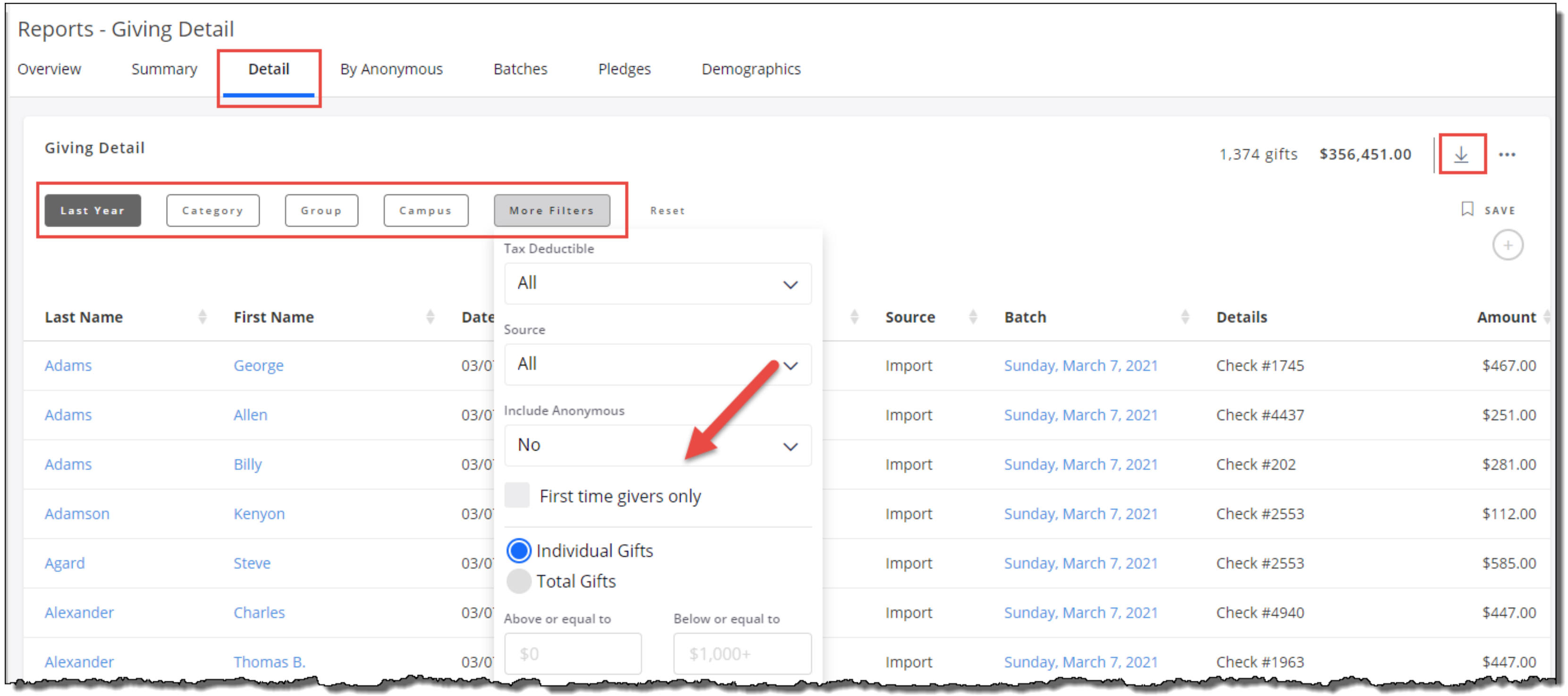


Ministry Brands

Print Statements

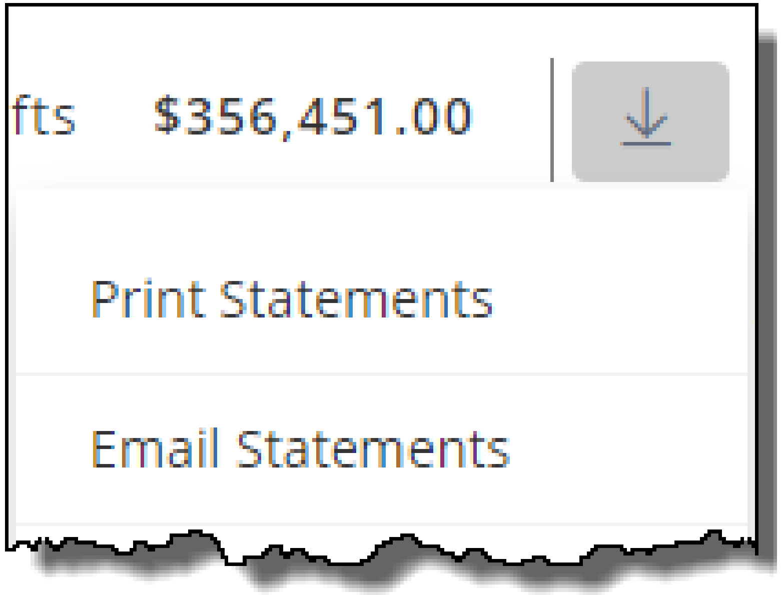
Reports > Giving > Detail

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



Giving Statements

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

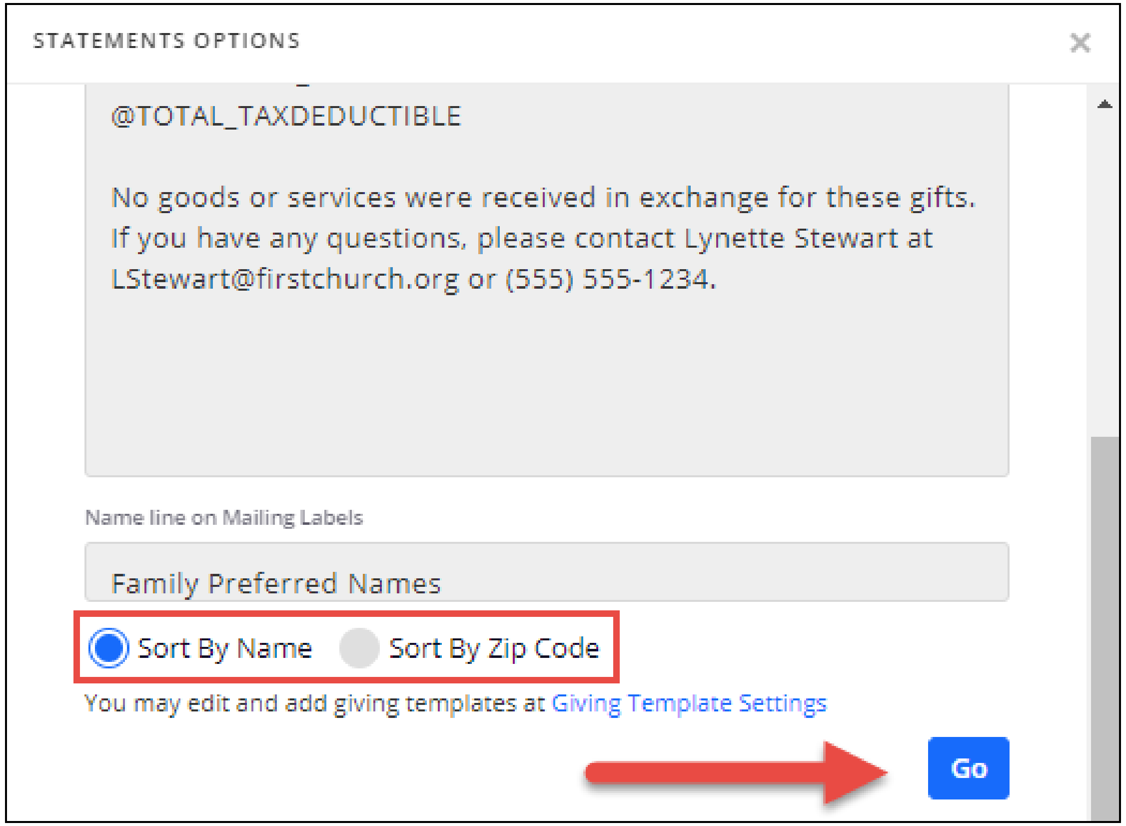


Ministry Brands®

Print Statements

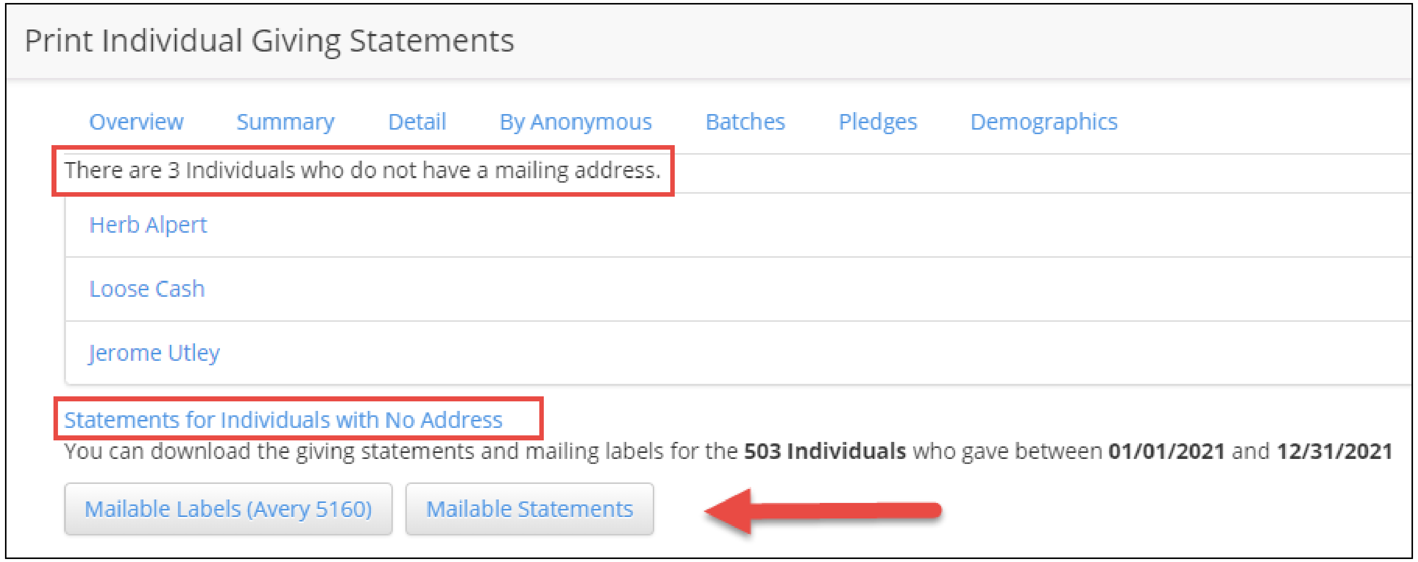
- Default Statement Design will appear, choose the sort option and Click Go.
- More than one Statement Design can be created.
- Here is a link to how to create statements:

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



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 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.

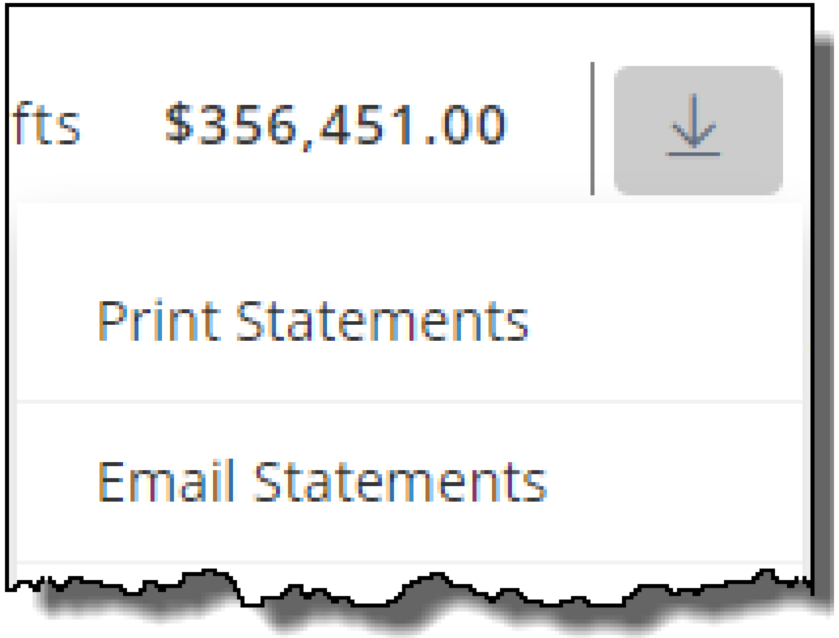
Sample Labels

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

Email Statements

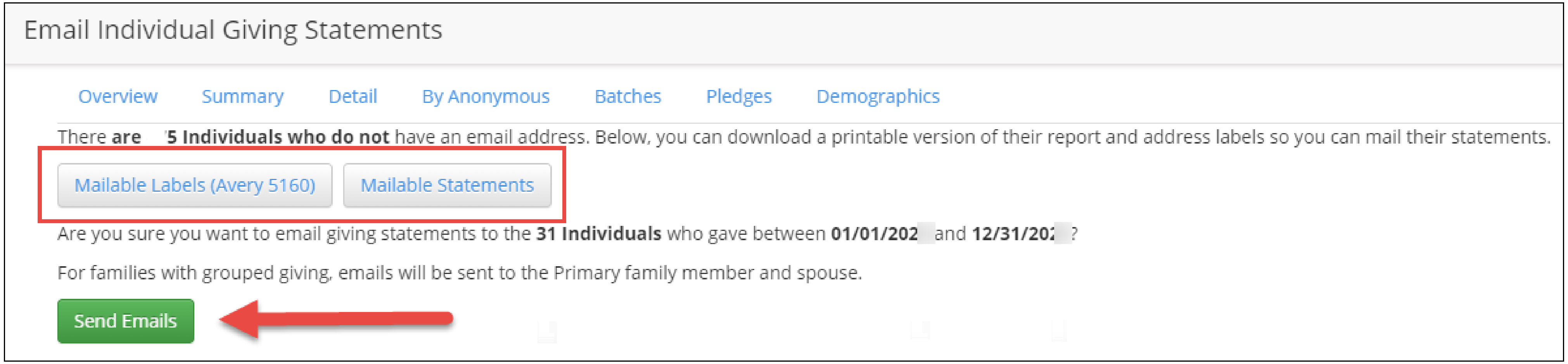
- Run the Statements the same as you would for Printing except choose Email Statements from the drop-down arrow

- 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.

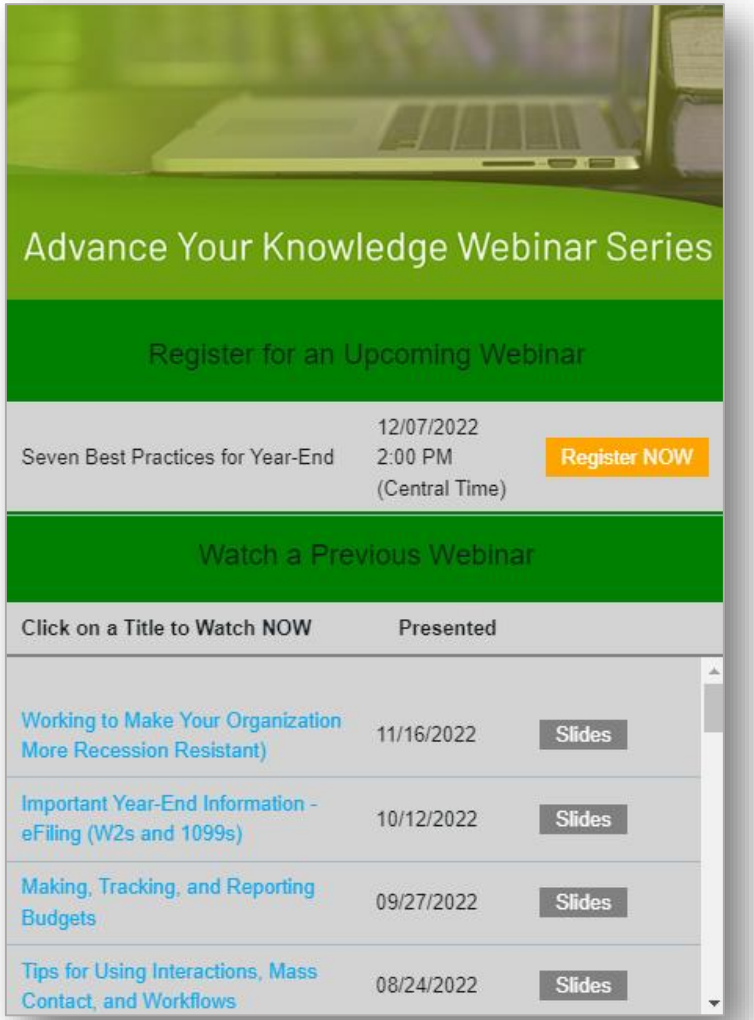


Ministry Brands®

Where can I watch this webinar again?

Watch or Register to attend Webinars
@ Community.Shelbysystems.com

No Login Required!



Ministry Brands®

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

Ministry Brands®

Advance Your Knowledge

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

Ministry Brands®