

shelby**next** | giving<sup>®</sup>

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From Gift to Reconciled

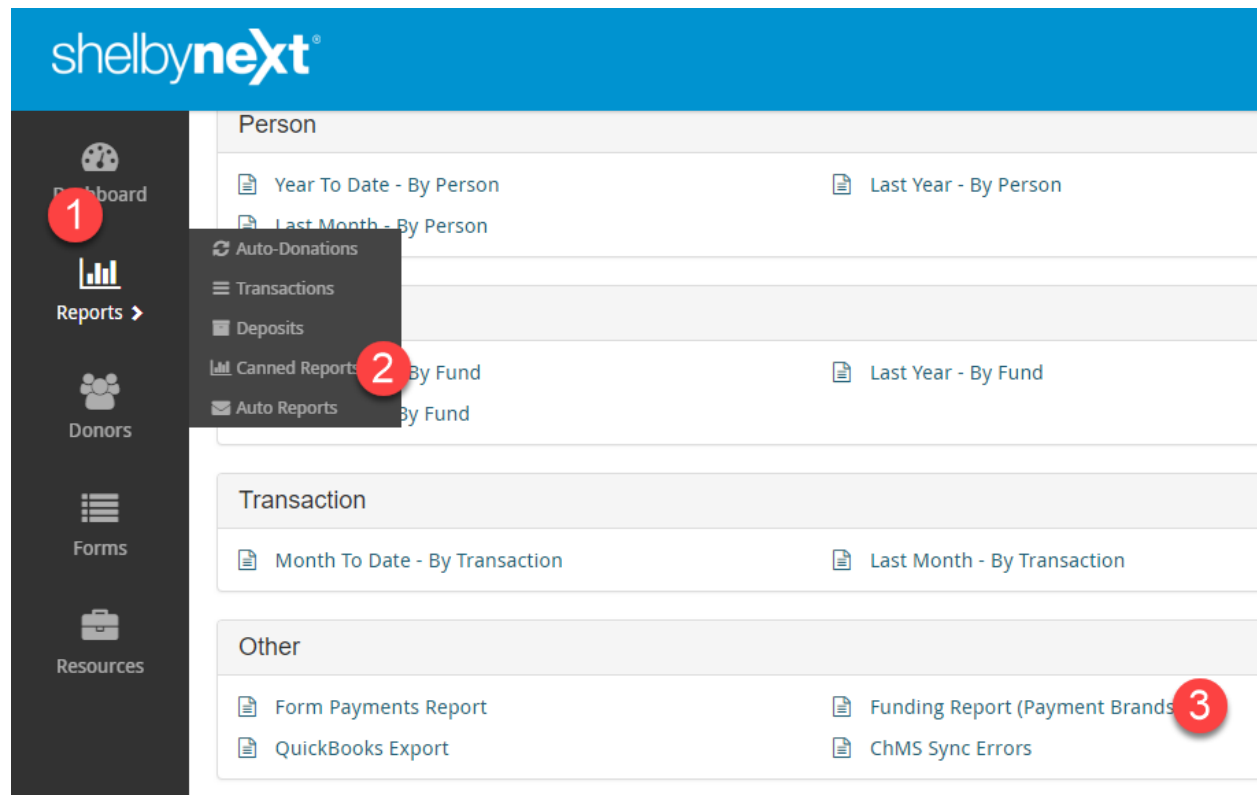
## Following the Process

The most commonly reported issue with ShelbyNext | Giving is finding that the General Ledger entries created in ShelbyNext | Financials by ShelbyNext | Membership do not match the deposits made into your bank account. This is a solvable issue by following the process as prescribed here.

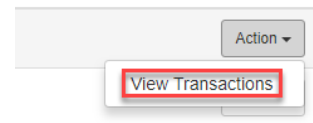
**NOTE:** This process is for syncing all ShelbyNext | Giving receipts (form payments & donations) and Payment Brands is your processor. Also, this assumes that all Giving funds are mapped to ShelbyNext | Membership giving categories.

## Step 1: The Deposit Report

Within ShelbyNext | Giving, you will find a summary of the donations that have been funded to your bank account under **Reports/Canned Reports/Funding Report (Payment Brands)**.



The **Funding Report** is organized into daily summaries, with details available under the **Action** button.



Open the transaction detail and copy the full grid.

Transactions - Batch ID 432 (Payment Brands)

3 transactions found totaling \$4.00


Export Print

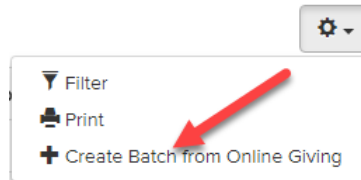
Funded Date	Trans. #	Trans. Date	Payer	Designation	Payment/Last 4	Amount	Misc	Merchant Order #	Batch Id
03/08/	25410407	03/06/ 12:45:43 PM		2017 General	ACH (Electronic Check) ending in 8902	\$1.00	ACH eCheck	415793009	432
03/08/	25410373	03/06/ 12:41:31 PM		General Budget	ACH (Electronic Check) ending in 4567	\$2.00	ACH eCheck	415786229	432
03/08/	25410272	03/06/ 12:31:57 PM		General Budget	ACH (Electronic Check) ending in 4567	\$1.00	ACH eCheck	415767245	432

Copy Ctrl+C  
 Search Google for "Funded Date Trans. # Trans. Date Payer..."  
 Print... Ctrl+P  
 Inspect Ctrl+Shift+I

## Step 2: Create the Batch in ShelbyNext | Membership

Return to ShelbyNext | Membership and navigate to **Giving/Reports/Batches** and locate the

gray gear icon . Click the icon and then **Create Batch from Online Giving**.



### Create Batch from Online Giving

Overview By Person By Anonymous Batches Pledges Demographics

Select all of the text in the table of a single batch report from online giving, including the column headers. Then, paste it below. We will identify contributions that have been synced from Online Giving (but that are not already in a batch) and help you add them to a new batch.

Copy and Paste the Batch Report here

Funded Date	Trans. #	Trans. Date	Payer	Designation	Payment/Last 4	Amount	Misc	Merchant Order #	Batch Id
03/08/	25410407	03/06/		2017 General	ACH (Electronic Check) ending in 8902	\$1.00	ACH eCheck	415793009	432
03/08/	25410373	03/06/		General Budget	ACH (Electronic Check) ending in 4567	\$2.00	ACH eCheck	415786229	432
03/08/	25410272	03/06/		General Budget	ACH (Electronic Check) ending in 4567	\$1.00	ACH eCheck	415767245	432

Go

Paste the data you copied from ShelbyNext | Giving into the box, as shown above, and click **Go**.

## ShelbyNext | Giving – From Gift to Reconciled

Name  
Online Giving - 03/06/20

Date Received  
03/06/20

Total  
\$ 4

Auto-Identified Report Type: Payment Brands

1 gift matches for \$1.00 on 03/06/20 by Tony Stark

1 gift matches for \$2.00 on 03/06/20 by Turner Fields

1 gift matches for \$1.00 on 03/06/20 by Turner Fields

Save

The system will automatically read the data copied from ShelbyNext | Giving and match to the gifts that have already been synced by the ShelbyNext | Giving API based on amount.

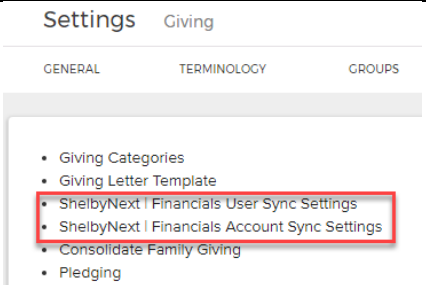
If there are multiple gifts of the same dollar amount, you will be shown radio buttons next to the gifts so that the correct giver can be identified and attached to the correct gift.

When each gift has been assigned to the correct giver, click **Save**.


## Step 3: Sync to ShelbyNext | Financials

Once the batch has been saved, you will need to then send the batch from ShelbyNext | Membership to ShelbyNext | Financials for posting to your General Ledger.

For this process, we will assume that the user and account sync settings in **Settings/Giving** have been completed. If not, stop now and complete that process.



The screenshot shows the 'Settings' page with the 'Giving' tab selected. Under the 'TERMINOLOGY' sub-tab, a list of settings is displayed. Two items, 'ShelbyNext | Financials User Sync Settings' and 'ShelbyNext | Financials Account Sync Settings', are highlighted with a red rectangular box.

Open the batch that was created in Step 2. Click the gray gear icon  and select **Sync to Financials**.

Reports - Batch 141: Today's Batch (11/14/2017)

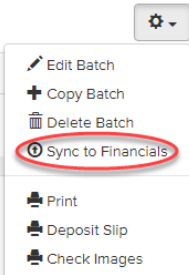
Overview By Person By Anonymous Batches Pledges Demographics

Created by on 11/14/2017

First Name	Last Name	Category	Note	Source	Date	Check Number
John	Doe	Tithes and Offerings	...	...	11/14/2017	...

Amount given toward pledged: \$100.00  
Not given toward pledged: \$0.00  
Total: \$100.00

- Tithes and Offerings:



The screenshot shows a batch report interface. A dropdown menu is open, showing several options: 'Edit Batch', 'Copy Batch', 'Delete Batch', 'Sync to Financials' (highlighted with a red circle), 'Print', 'Deposit Slip', and 'Check Images'.

Ensure that you select the correct journal posting date, company, & year and that the period matches the journal date. Then click **Sync**.

ShelbyNext | Financials Sync

Overview By Person By Anonymous Batches Pledges Demographics

There is 1 entry ready to be sent from the 1 batch selected.

- 1 Contribution Entry

Journal Date \*

03/09/20

The date the journal will be shown to post for.

Company	Year	Period
Correct Company	Current Year	Matching Period

Sync

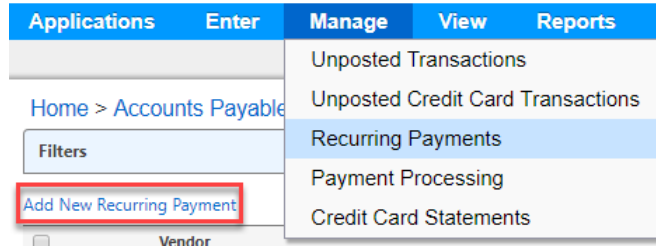
The selected batch is now in a newly created CN type journal entry in **General Ledger/Manage/Unposted Journals** and as a deposit to the bank account(s) in **Bank Account Management/Manage/Bank Statements**. Post to the General Ledger as normal.

Since the **Funding Report** from ShelbyNext | Giving is based on the date the gifts post to your bank account and the batch in which the same gifts post to your General Ledger, Bank Account Management, and your actual bank account, your bank account statement reconciliation activities should now all match up.

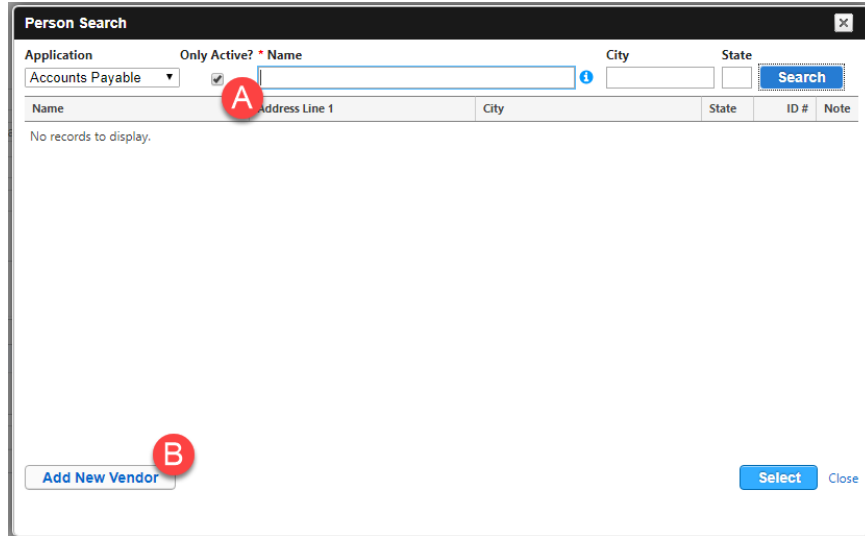
## Step 4: Posting Monthly Fees

An easily overlooked step in the ShelbyNext | Giving process is the posting of monthly fees to **General Ledger** and **Bank Account Management** in ShelbyNext | Financials for proper accounting and reconciliation. The most effective method for completing this process is by setting up a Recurring Payment in **Accounts Payable/Manage/Recurring Payments**. This will allow you to begin to budget for the fees associated with digital giving going forward, keep track of actual expenses paid to ShelbyNext | Giving for processing, and post the charges consistently and accurately.

To begin, navigate to **ShelbyNext | Financials/Accounts Payable/Manage/Recurring Payments**. Clear the filters in the search box and click **Search**. Then, click on the **Add New Recurring Payment** link, as shown below.



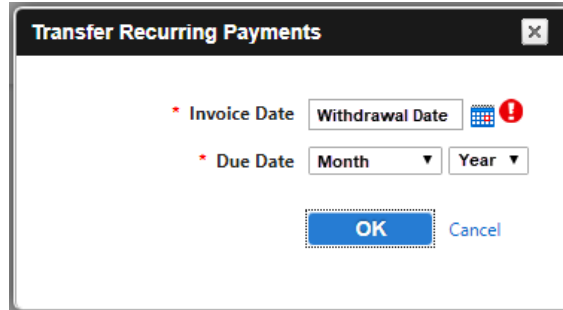
If you have previously set up Shelby Systems, Inc. as a vendor, you can search in the new pop-up screen. If not, click on **Add New Vendor** to create Shelby Systems, Inc. as a vendor.



As Shelby Systems, Inc. will directly debit your checking account for the monthly fees, it is important that you select the **Electronic Funds Transfer?** option on the recurring invoice. For the **Invoice #**, you can enter your ShelbyNext | Giving customer ID number. The ShelbyNext | Financials system will automatically append the current month and year onto the end of the characters put in this field to help you keep track of which invoices have been paid. Enter the appropriate expense account information into the **Details** area.

The **Invoice Total** can be edited each month once the invoice has been duplicated into your **Unposted Invoices** area of **Accounts Payable**. For now, enter \$1.00 into the line item **Amount** box(es) and the sum of the number of line items into the **Invoice Total** box.

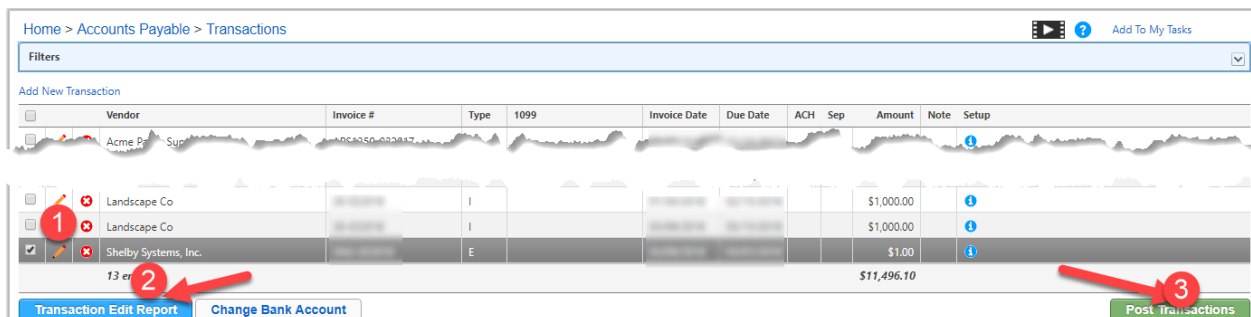




The dialog box titled "Transfer Recurring Payments" contains the following fields and controls:

- \* Invoice Date: Withdrawal Date (with a calendar icon and a red exclamation mark icon)
- \* Due Date: Month (dropdown menu) and Year (dropdown menu)
- OK (button)
- Cancel (button)

When you click OK, the recurring payment will be duplicated and placed into **Manage/Unposted Transactions**. Click on the pencil icon next to the new payment and edit the **Due Date** and the amounts in the **Invoice Total** and line item boxes to match your report from ShelbyNext | Giving. Click **Update** to return to the Unposted Transactions screen, view the Edit Report by clicking the **Transaction Edit Report**, then click **Post Transactions** and follow your normal posting steps.



The screenshot shows the "Transactions" screen with the following elements:

- Home > Accounts Payable > Transactions
- Filters
- Add New Transaction
- Table with columns: Vendor, Invoice #, Type, 1099, Invoice Date, Due Date, ACH, Sep, Amount, Note, Setup
- Table rows:
  - Acme P... Sup...
  - Landscape Co. (with a red '1' annotation pointing to the pencil icon)
  - Landscape Co.
  - Shelby Systems, Inc. (with a red '2' annotation pointing to the pencil icon)
- Summary: 13 entries, \$11,496.10
- Buttons: Transaction Edit Report (with a red '2' annotation), Change Bank Account, Post Transactions (with a red '3' annotation)



Home > Accounts Payable > Transactions > Update



Accrual Basis 1-10110 ACB operating checking

Vendor **Shelby Systems, Inc.**

Terms: none

Apply to credit card

- Invoice
- Quick Check
- Manual Check
- Adjustment
- Electronic Funds Transfer

Invoice #

Invoice Total

Check #

\* Invoice Date

Discount Type

\* Payment Date

Due Date

Discount

\* Confirmation #

DETAILS ATTACHMENTS NOTE

Account	Description
<input type="text"/>	Monthly SNG Fees

1 items

Distribution

Amount
<input type="text" value="\$1.00"/>
\$1.00

chasing Management