shelbynext | giving®

From Gift to Reconciled

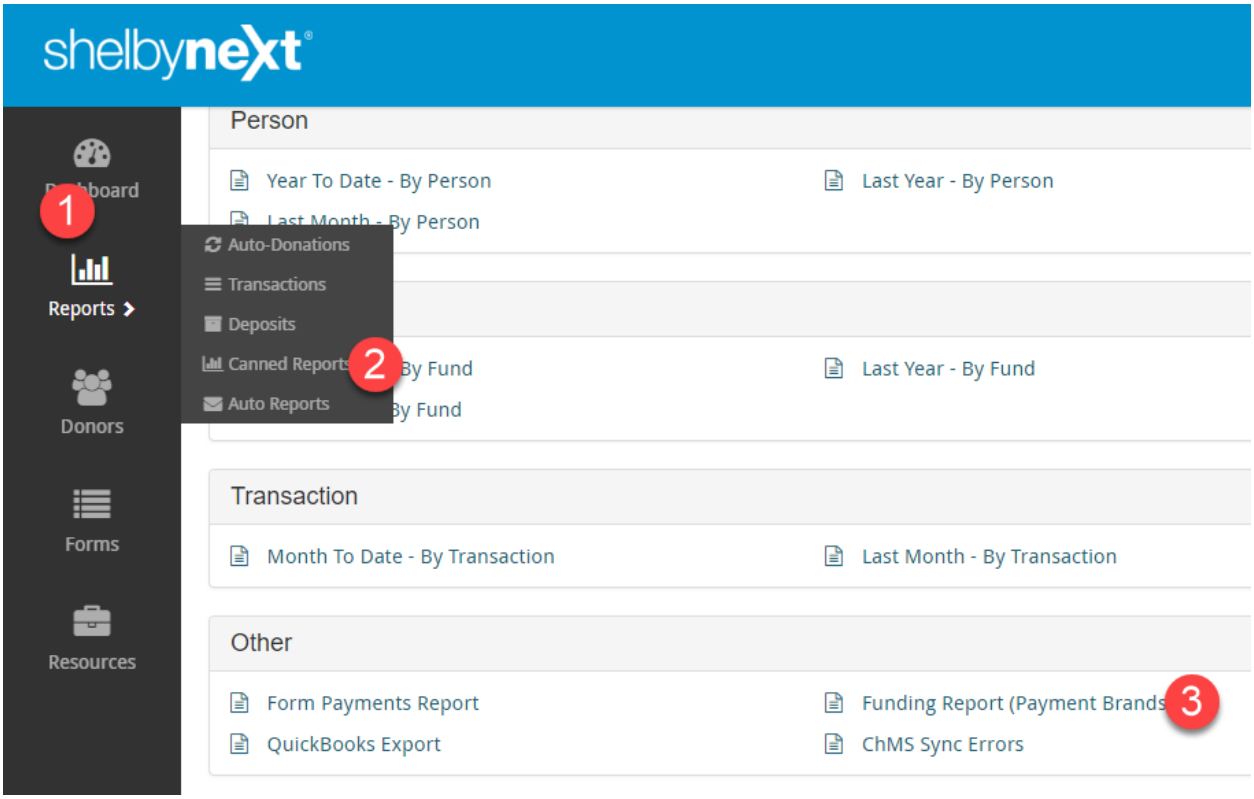
Following the Process

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.

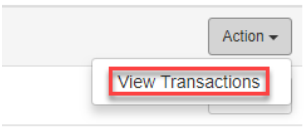
NOTE: This process is for syncing all ShelbyNext | Giving receipts (form payments & donations) and Payment Brands is your processor. Also, this assumes that all Giving funds are mapped to ShelbyNext | Membership giving categories.

Step 1: The Deposit Report

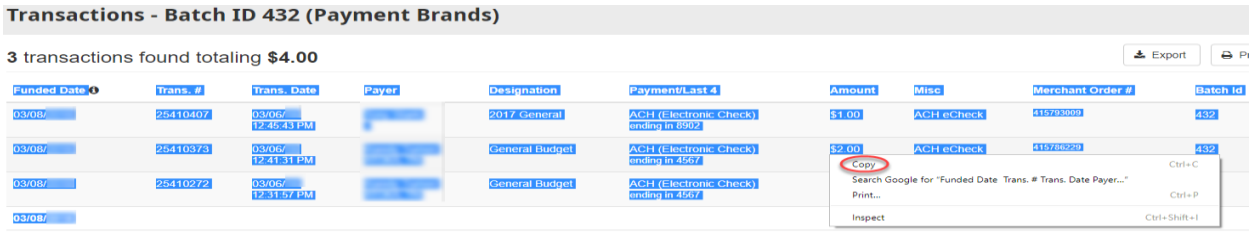
Within ShelbyNext | Giving, you will find a summary of the donations that have been funded to your bank account under **Reports/Canned Reports/Funding Report (Payment Brands)**.



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

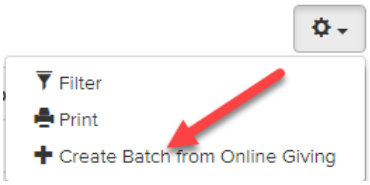


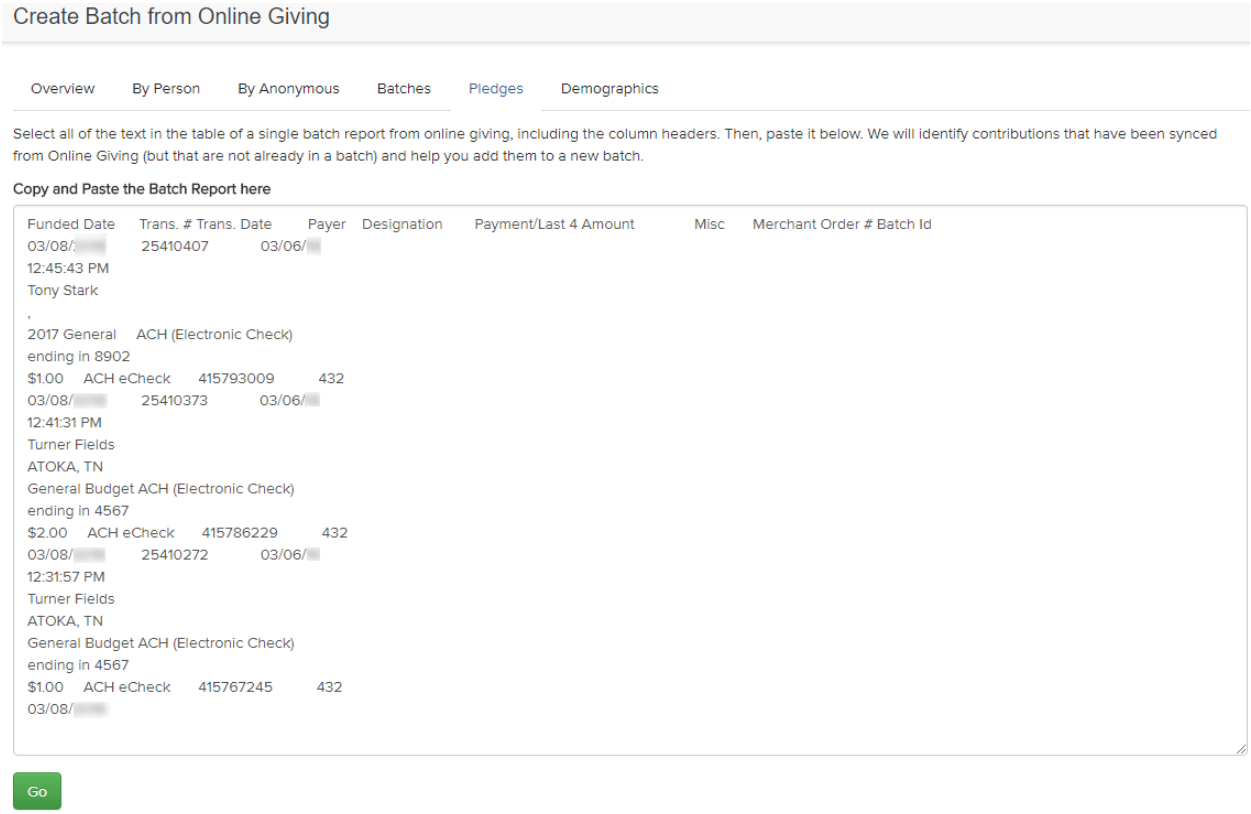
Open the transaction detail and copy the full grid.



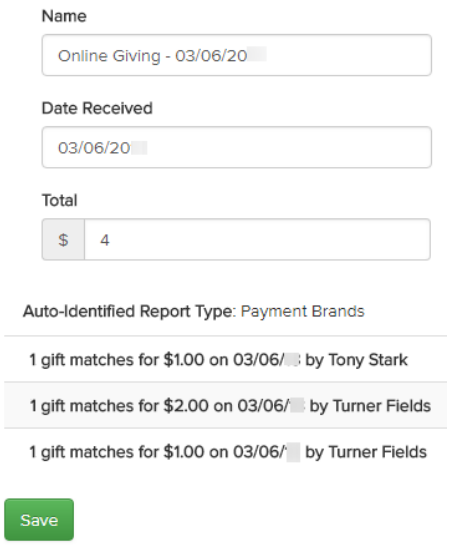
Step 2: Create the Batch in ShelbyNext | Membership

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.**





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



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.

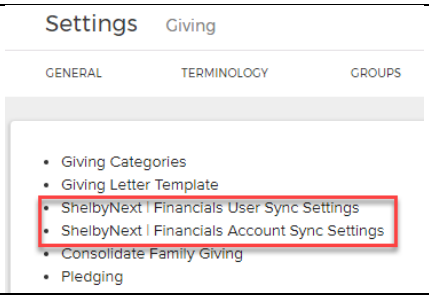
If there are multiple gifts of the same dollar amount, you will be shown radio buttons next to the gifts so that the correct giver can be identified and attached to the correct gift.

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

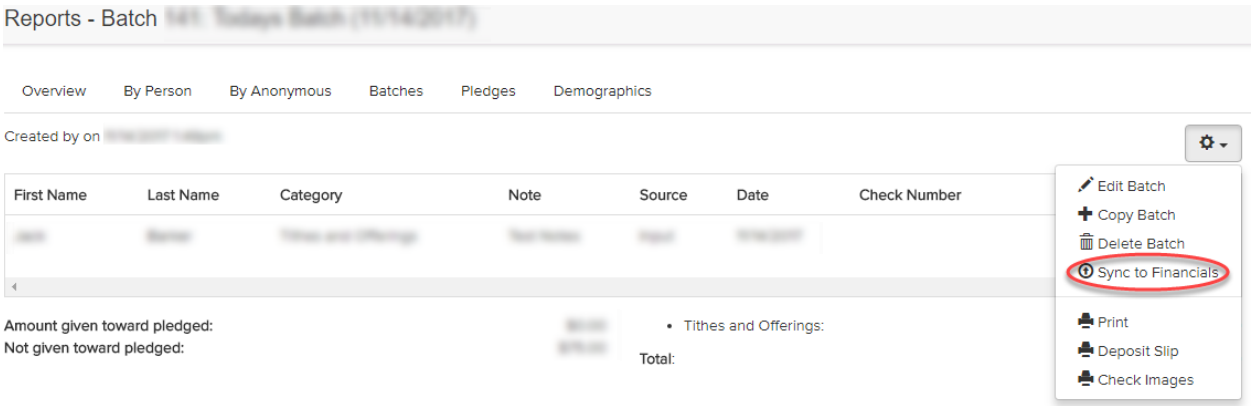
Step 3: Sync to ShelbyNext | Financials

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.

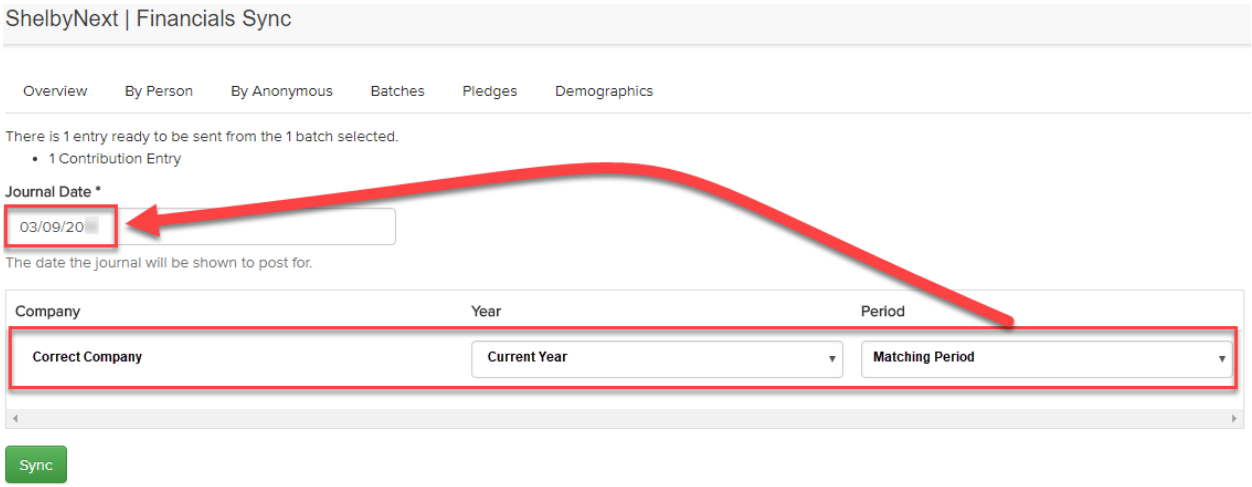
For this process, we will assume that the user and account sync settings in **Settings/Giving** have been completed. If not, stop now and complete that process.



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



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



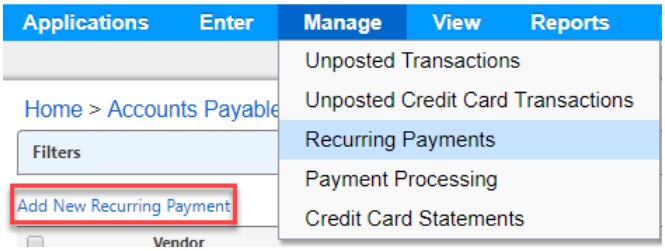
The selected batch is now in a newly created CN type journal entry in **General Ledger/Manage/Unposted Journals** and as a deposit to the bank account(s) in **Bank Account Management/Manage/Bank Statements**. Post to the General Ledger as normal.

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.

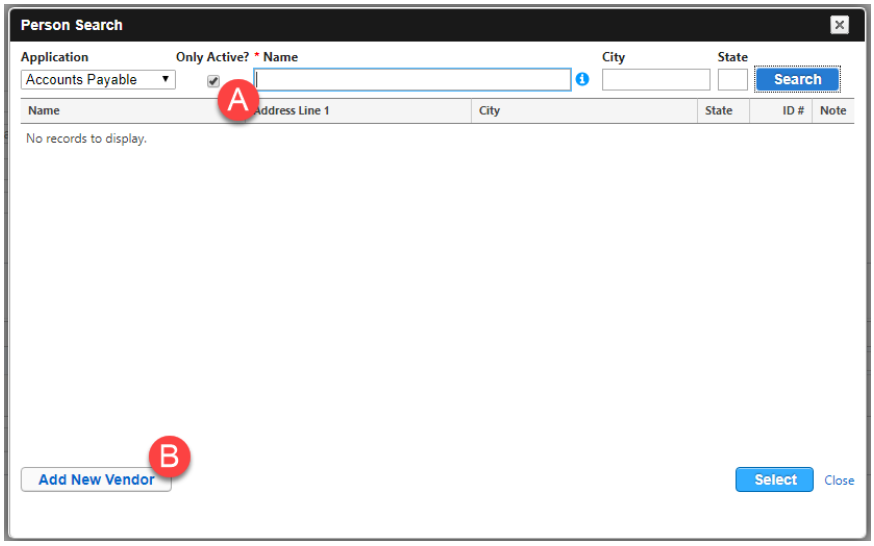
Step 4: Posting Monthly Fees

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.

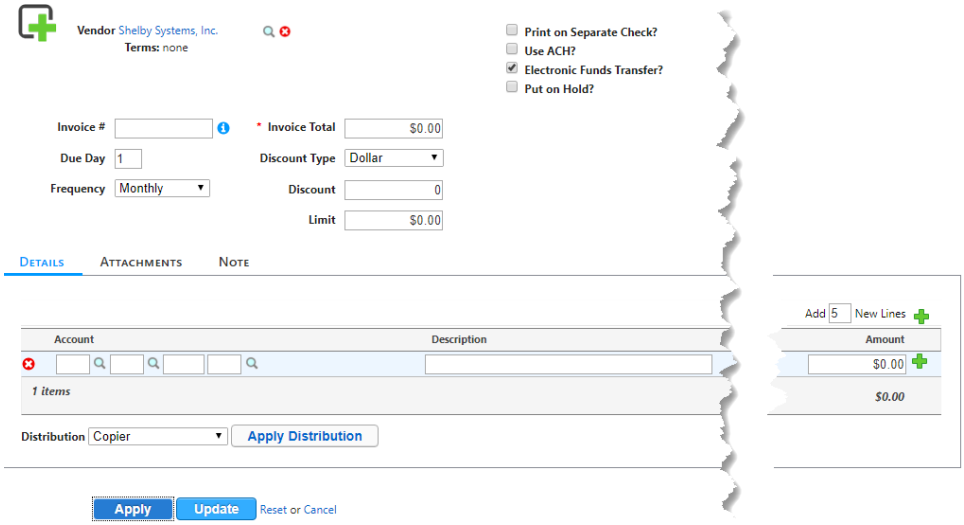


If you have previously set up Shelby Systems, Inc. as a vendor, you can search in the new pop-up screen. If not, click on **Add New Vendor** to create Shelby Systems, Inc. as a vendor.

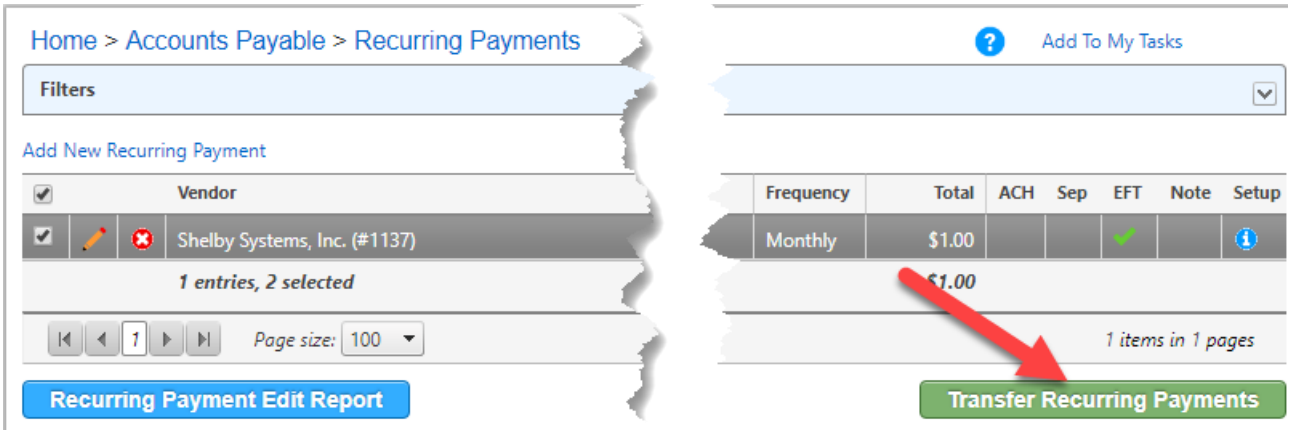


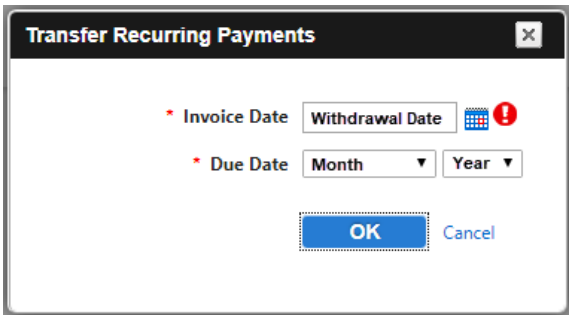
As Shelby Systems, Inc. will directly debit your checking account for the monthly fees, it is important that you select the **Electronic Funds Transfer?** option on the recurring invoice. For the **Invoice #**, you can enter your ShelbyNext | Giving customer ID number. The ShelbyNext | Financials system 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.

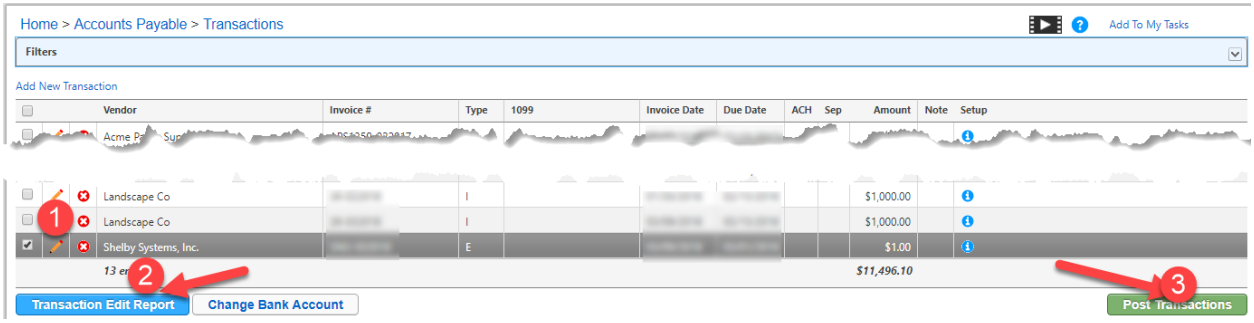


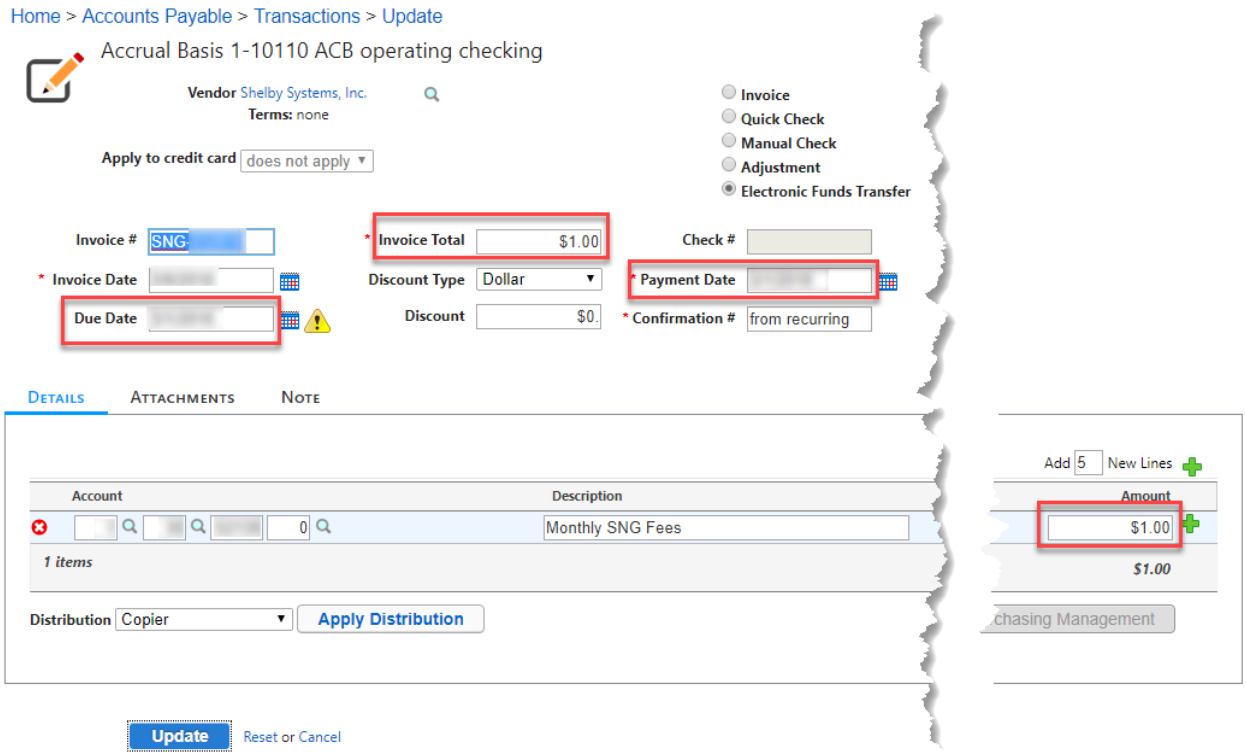
Each month, when you receive notification of your ShelbyNext | Giving fees, return to **ShelbyNext | Financials/Accounts Payable/Manage/Recurring Payments** and select the recurring payment to Shelby Systems, Inc. Click **Transfer Recurring Payments**. Use the date the fees were withdrawn from your account as the **Invoice Date** and the correct month and year as the **Due Date**.





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.




Home > Accounts Payable > Transactions > Update
Accrual Basis 1-10110 ACB operating checking
Vendor Shelby Systems, Inc.
Terms: none
Apply to credit card does not apply
Invoice
Quick Check
Manual Check
Adjustment
Electronic Funds Transfer
Invoice # SNG
* Invoice Total $1.00
Check #
* Invoice Date
Discount Type Dollar
* Payment Date
Due Date
Discount $0.
* Confirmation # from recurring
DETAILS
ATTACHMENTS
NOTE
Add 5 New Lines
Account
Description
Amount
0
Monthly SNG Fees
$1.00
1 items
$1.00
Distribution Copier
Apply Distribution
chasing Management
Update
Reset or Cancel