



# **ShelbyNext | Financials**

## **(Pre-ISC Hands-On)**

### **[Course #F101]**

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shelby**systems**

# Objective

This course covers some of the typical tasks within the ShelbyNext | Financials core applications. Even though time does not permit you to cover all the functionality of these applications, you cover some of the important purposes. Since many of the tasks in ShelbyNext | Financials are accomplished in a similar manner, learning a few gives you a head start on knowing the rest of the program. Here are the topics you cover:

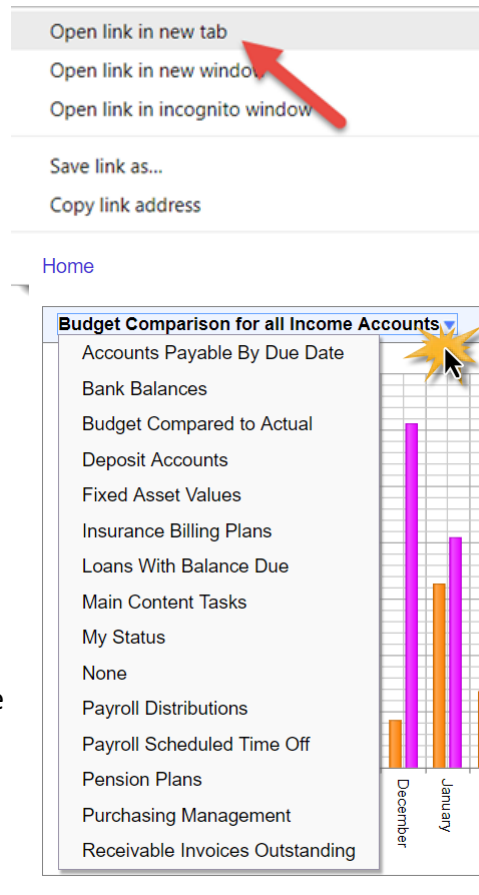
- Financial Dashboard & Settings
- Where to find Help
- User, Task and Account Right Roles
- Financial Settings
- Bank Account Management
- Accounts Payable
- General Ledger
- Payroll

# Financials Dashboard

The **Financials Dashboard** appears immediately after logging into ShelbyNext | Financials. The dashboard allows the user to move between applications in the following ways:



- Hover over the word **Applications** in the top menu and click (select) on the application.
- Hover over the word **Applications** and right-click with your mouse, and then choose the **Open link in new tab** option. This allows you to have more than one application open at a time. Very helpful!
- Choose the Application from the navigator bar on the right side of the page.
- Each application dashboard has default widgets already displayed, however, those widgets can be customized to each individual user. Application specific widgets are available from the widget drop-down menu.
- Short cuts to common or Main Content Tasks is the default setting at the bottom of the page but can be moved to the top of the page for easier accessibility.



# Help

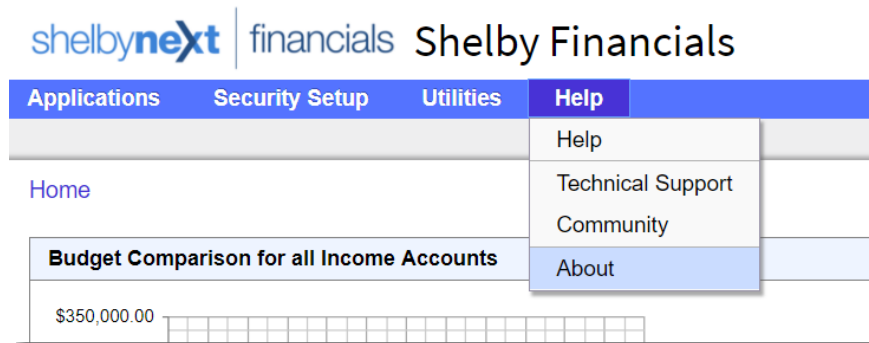
There will be times when you need help with ShelbyNext Financials. There are multiple avenues for getting questions answered. Here is an overview. Help files and Videos will open up into new tabs in ShelbyNext Financials.



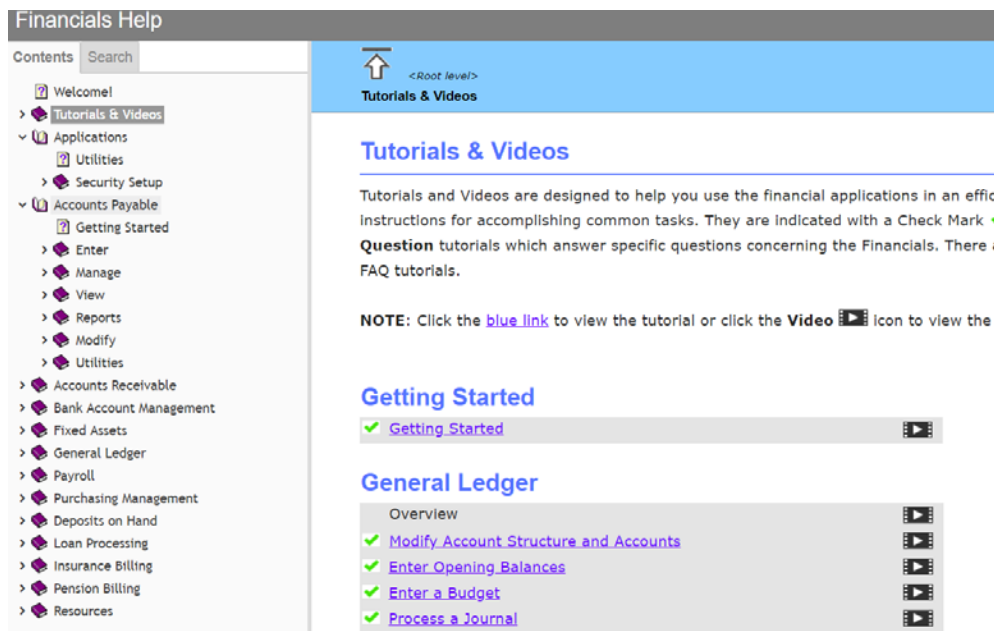
Click on the Help Icon at the top of any page to receive instructions regarding entry or processing related to that particular page.

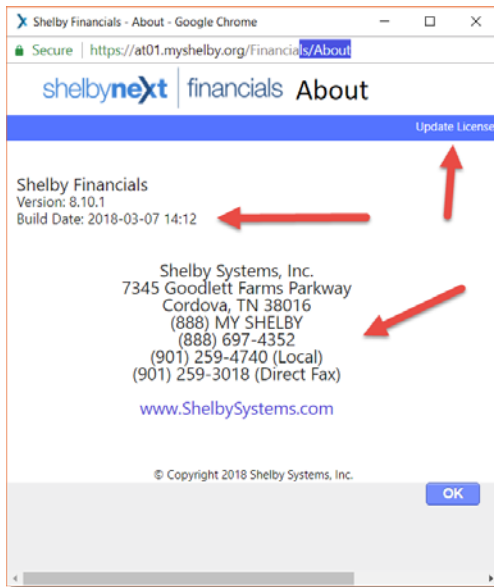


Video Icons can be found on many pages, and within the Help files, to watch short videos demonstrating common tasks within ShelbyNext Financials.



Help is at the top of any page in ShelbyNext Financials. This is where you can access the help files for all Applications. All the Tutorials & Videos can also be found at the top of the menu.



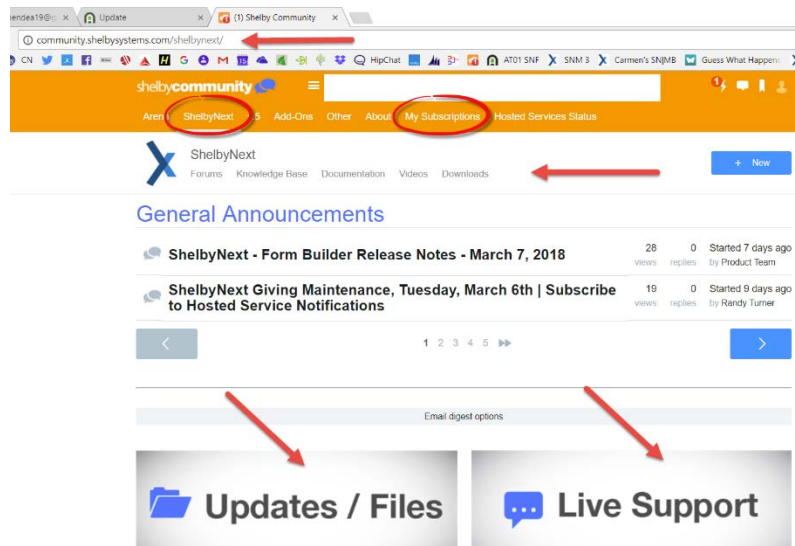


## The Community

Very important that you sign-up for an account within the Community so that you can receive updates regarding...

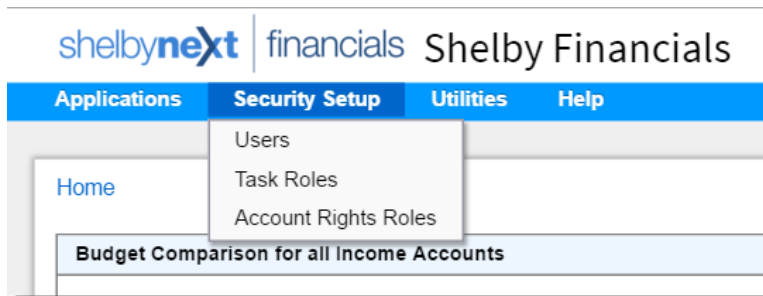
- New Program Releases
- General Announcements
- Documentation
- Knowledge Base
- Forums
- Live On-Line Support

Go to the **My Subscription** page and sign-up for emails specific to your needs.



# User, Task and Account Roles

Each **User** must be assigned a **Username**, **Password**, and **Task Role**. **Account Rights Roles** are optional and assigned if needed.



**Who can set up security rights?** Each customer is provided with an **Administrator** User and Password. This is the initial account rights each customer is given. It is automatically assigned the Admin role. This account is needed to setup additional **Users** and **Roles**.

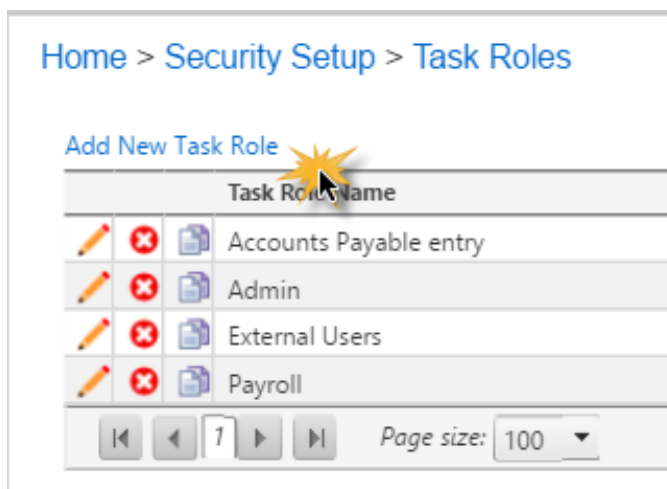
The **Administrator User** also has preset sub-users for **ShelbyAdmin** and **Trainer**. These rights are used by Shelby as a “back door” to your database.

**Before setting up a New User, Update the Organization Security Settings, create Task Roles**

## Exercise: Create a New Task Role

The **Admin** and **API Applications** roles are installed by Shelby. Additional roles must be created.


1. Choose **Task Role** from the **Security Setup** in the top menu.
2. Click **Add New Task Role**.



3. Enter **Task Role Name** Accounts Receivable Entry as shown.
4. Select the **Module** Accounts Receivable.
5. Click in the check box under the column label **Full Rights**.
6. Click **Update** to Save.


You also have the option of clicking the column header Inquiry and/or checking the boxes to customize the user rights for the specific roles. Clicking **Assign All Rights** is the equivalent of the Admin Role. It assigns full rights for all applications.

[Home](#) > [Security Setup](#) > [Task Roles](#) > [Update](#)

\* **Task Role Name**  

**TASK**    **USERS**

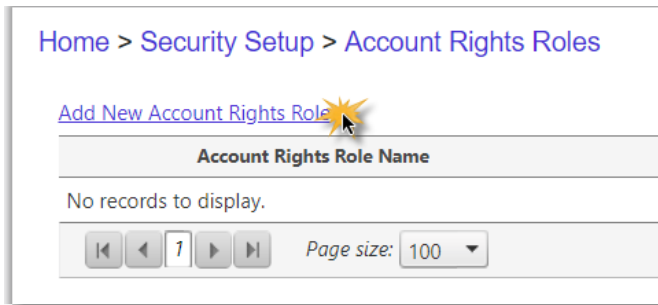
Please select a Module

- Accounts Payable
- Accounts Receivable 
- Bank Account Management
- Deposits On Hand
- Financials
- Fixed Assets
- General Ledger
- Headquarters
- Insurance Billing
- Loan Processing
- Payroll
- Pension Billing
- Portal
- Purchasing Management

Description	Inquiry	Full Rights
Dashboard		<input checked="" type="checkbox"/>
▼ Unposted Invoices		
Enter & Manage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Post		<input checked="" type="checkbox"/>
▼ Recurring Charges		
Enter & Manage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transfer		<input checked="" type="checkbox"/>
▼ Payment Processing		
Enter & Manage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Process Payments		<input checked="" type="checkbox"/>
▼ View		
Transaction Inquiry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unpost Invoice		<input checked="" type="checkbox"/>

## Exercise: Add New Account Rights Roles for School

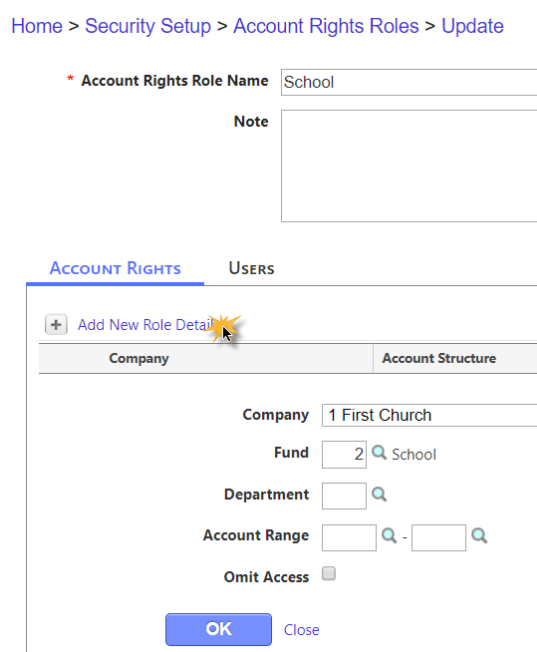
1. Choose **Account Rights Roles** from the **Security Setup** in the top menu.



2. Click **Add New Account Rights Role** link.
3. Enter the **Role Name** School.
4. Click the **Add New Role Detail** link and complete as shown below.

In this example, we are restricting this role to the First Church Company and then School accounts at the level defined as Fund. Within the School fund, the user can access all departments and accounts.

- The more levels defined, the more restrictions that apply.
- **Important!** If Account Rights Roles are assigned, they must include at least one Asset (bank) account that has been set up in Bank Reconciliation.

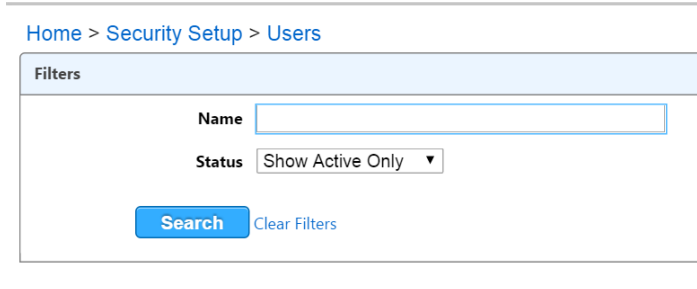


5. If more Account Rights roles are needed, click **Add New Role Detail** in the upper left corner.
6. Click the **OK** to Save.



## Exercise: Create a New User

1. Choose **Users** from the **Security Setup** in the top menu. Click the **Search** button leaving the **Name** field blank and **Show Active Only** from the **Status** drop-down.



The screenshot shows a web interface for user management. At the top, there is a breadcrumb trail: "Home > Security Setup > Users". Below this is a "Filters" section with a light blue header. Inside the filters section, there is a "Name" field with a text input box, and a "Status" dropdown menu currently set to "Show Active Only". Below the filters, there is a blue "Search" button and a "Clear Filters" link.

2. Click the **Add New User** link.
3. Click on the link **(not set)** to search for the user in the name file, or enter the Individual's name.
4. In this window **search for Virginia Adams** by entering the last name of Adams, click the Search button, and then click the **Select** button or **double-click** the name.
5. Enter the login ID as **virginia**.
6. Enter the Password **student1**. *Note: Password must be between 5 and 30 characters and contain one digit.*
7. Optional - Check the box to **Force password reset on login?** For this exercise, leave box unchecked.
8. Check that the User is **Active?**
  - Uncheck when User is no longer active. This releases that user from your user right limit. Users cannot be deleted if they have financial activity associated with their user rights.
9. Optional – **External Access Only?** For this exercise, leave the box unchecked.
  - Setting this check box only allows this individual access to the external areas of Financials (the Portal). The Portal lets external users view and pay Accounts Receivable invoices, create Purchasing Management requests, view Payroll earnings information, and request time off. **Users with External Access Only do not count against your user limit.**
10. **Assign Task Roles** as shown in the following screenshot by moving the roles, **one at a time**, from **Available** to **Assigned**. A User can have more than one Task Role.

Home > Security Setup > Users > Update

Type  Organization  Individual

Title \* First Name \* Middle Name \* Last Name \* Suffix

\* User Selected Mrs.

\* Login ID

\* Password

\* Confirm Password

Force password reset on login?

Active?

External Access Only?

**TASK ROLE(S)**    ACCOUNT RIGHTS ROLE(S)

**Available Task Roles**

- Accounts Payable entry
- Admin
- API Applications
- Core View Only
- External Users
- Inquiry
- ISC Church
- Matts test
- Payroll
- Portal - PM/PR/AR
- Portal-PM
- Portal-PM/PR

>>

<<

**Assigned Task Role(s)**

- Portal - AR
- Accounts Receivable Entry

**Add**    Reset or Cancel

11. Click on **Account Rights Role(s)** and **Assign** the **School Role** to Virginia. Click **Update**.

**TASK ROLE(S)**    **ACCOUNT RIGHTS ROLE(S)**

**Available Account Rights Roles**

>>

<<

**Assigned Account Rights Role(s)**

- School

**Update**    Reset or Cancel

# Financial Settings

**Important!** The current financial settings control transactions along with most reports. This must be set by each user.

*Always make sure you are in the correct...*

- **Company**
- **Fiscal Year**
- **Period**
- **Bank Account(s) – Only applies when in a sub-ledger such as Accounts Payable**
- **Credit Card (Optional) – Only applies when in Accounts Payable.**

Change the Financial Settings as shown below:

**Current Financial Settings**

Company: 1 First Church

Fiscal Year: 17-18

Period: 12 June

Bank Account: 1-10110 ACB operating checking

Credit Card: 1-20130 American Express Credit Card

OK Cancel

# Bank Account Management

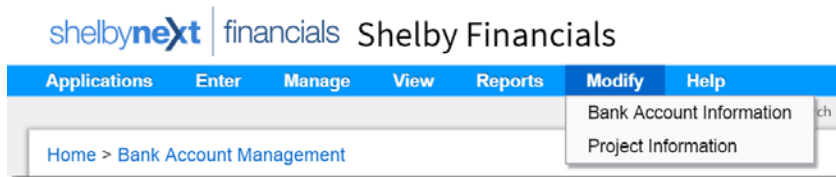
**Before** you can process checks or ACH payments, you must first set up your check design and, if using ACH, add your ACH accounts in Bank Account Management.

If you are converting from Shelby v.5, your ACH accounts are brought over to ShelbyNext | Financials; however, check settings need to be customized to your check stock.

## Exercise: Modifying Check Design and/or ACH Accounts

For this exercise, we are going to review check and ACH setup but not make any changes.

1. Navigate to **Bank Account Management** and choose **Modify** -> **Bank Account Information**.

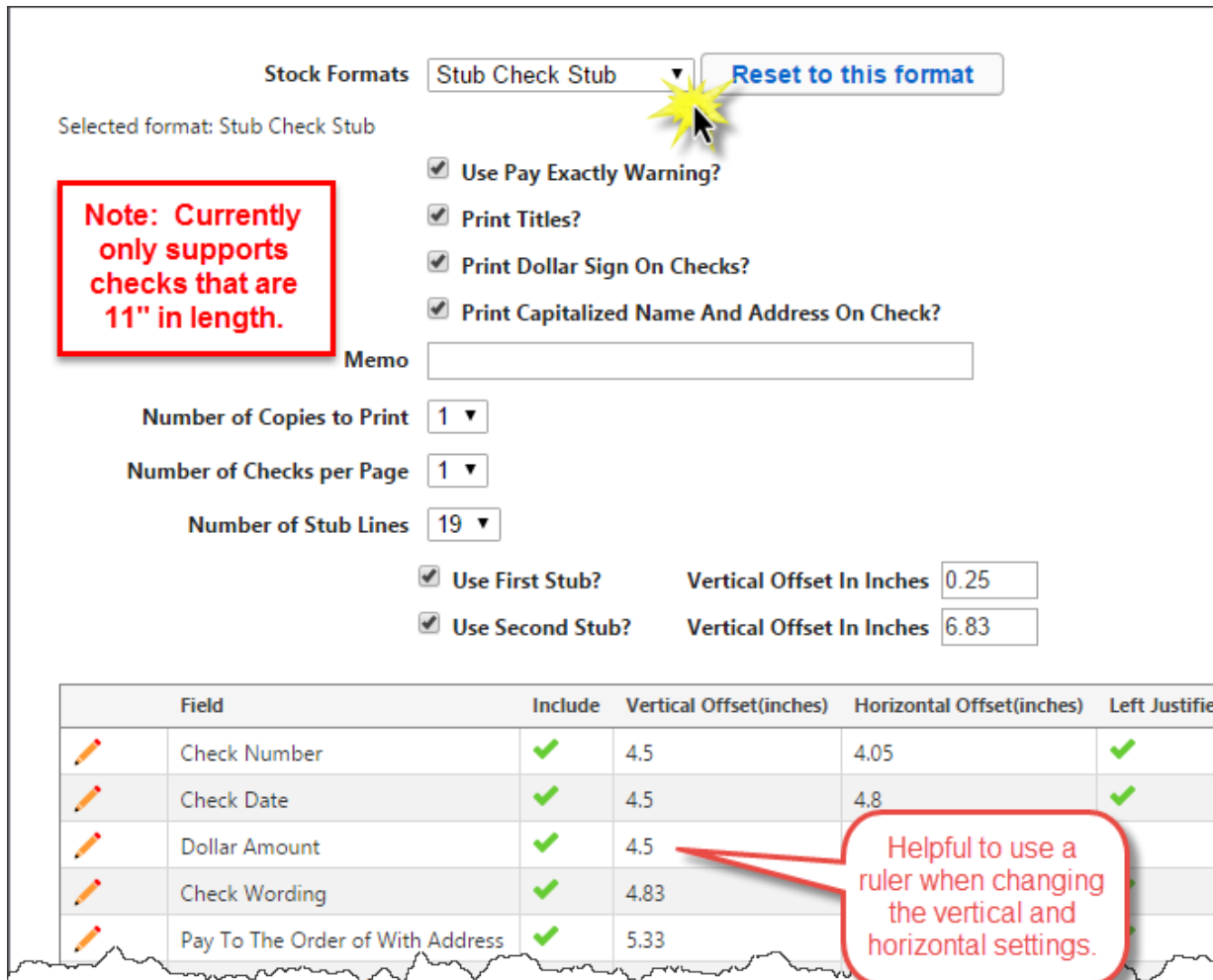


2. Click the **Edit**  icon next to the checking account **10110 ACB Operating Checking**.

3. To set up **ShelbyMICR** check design, fill in the fields on the following tabs: Company/Bank Info, MICR Stub/Signature Info, Images, and MICR Print Check Password.
4. To set up ACH routing information, click on the **ACH Information** tab. This is ACH routing for Accounts Payable, Payroll, and Accounts Receivable.

Company ID	<input type="text" value="1123456789"/>	*
	<input type="checkbox"/> Use Offset Detail Record?	
Immediate Destination ID	<input type="text" value="000000000"/>	*
Immediate Destination Name	<input type="text" value="First Church"/>	
Immediate Origin ID	<input type="text" value="000000000"/>	*
Immediate Routing #	<input type="text" value="064000020"/>	
Immediate Origin Name	<input type="text" value="First National Bank"/>	
* Receiving DFI ID	<input type="text" value="000000000"/>	*
* Receiving DFI Account #	<input type="text" value="1234567898745"/>	
ACH Security	<input type="text" value="password1"/>	*
	<input type="checkbox"/> Use Upper Case?	
	<input checked="" type="checkbox"/> Mask Routing # and Bank Account for Payroll Vouchers?	
Accounts Payable voucher Note	<pre>#VendorName#, Attached is a PDF of your invoice. Enter the last four digits of your Federal ID number to access your information.</pre>	
PR voucher Note	<pre>#FullName#, Attached is a PDF of your payroll voucher. Enter the last four digits of your Social Security number to access your information.</pre>	

- To set up AP checks design, click on the **Pre-Printed Checks – AP** tab.



Stock Formats: Stub Check Stub Reset to this format

Selected format: Stub Check Stub

**Note: Currently only supports checks that are 11" in length.**

Use Pay Exactly Warning?  
 Print Titles?  
 Print Dollar Sign On Checks?  
 Print Capitalized Name And Address On Check?

Memo:

Number of Copies to Print:

Number of Checks per Page:

Number of Stub Lines:

Use First Stub? Vertical Offset In Inches:   
 Use Second Stub? Vertical Offset In Inches:

	Field	Include	Vertical Offset(inches)	Horizontal Offset(inches)	Left Justified
	Check Number	✓	4.5	4.05	✓
	Check Date	✓	4.5	4.8	✓
	Dollar Amount	✓	4.5		✓
	Check Wording	✓	4.83		✓
	Pay To The Order of With Address	✓	5.33		✓


Helpful to use a ruler when changing the vertical and horizontal settings.

- Repeat setup for Payroll checks by clicking on the **Pre-printed checks – Payroll** tab. Will use most of the same settings if check stock is the same.
- Test checks as needed by clicking on the **Test Preprinted Checks** button.  
*Tip! Make several copies of a check to use when printing to correct alignment.*
- Click the **Apply** button to save changes but not close. Click the **Update** button to save changes and close.

# Bank Account Management

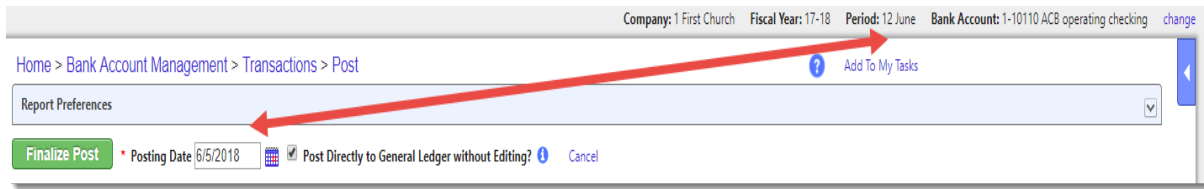
**Note: This takes the place of Check Express (v.5) Deposits and Withdrawals.**

## Exercise: Enter a Deposit

1. Navigate to **Bank Account Management -> Enter -> Transaction.**
2. Enter the **Date of Deposit, Fund, Department, and Account Codes**, as shown below.
3. Enter the **Description** of transaction (automatically copied from header description). Tab through each field.
4. Enter the **Deposit** amount (withdrawals are Charges). Click the **Add**  icon at end of row to add another line, if needed.

5. Click the **Update** to save and close.
6. After choosing update, a search page appears. This is the **Manage Transactions** page.
7. Click the **Search** button to continue.
7. **Select** the deposit by **checking the box** on the left of the transaction.
8. Click the **Blue button** and run an **Edit Report**. At least one item must be selected to run.
9. Click the **Green button** to **Post Transactions**.

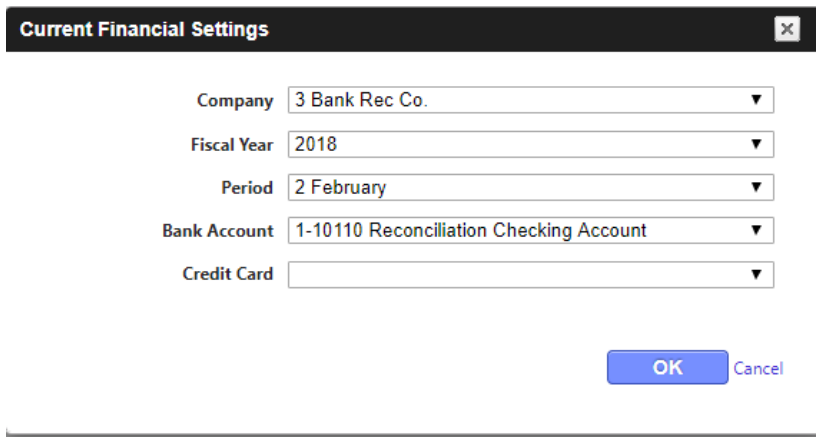
8. **VERIFY** the Financial Settings. To post a transaction the Posting Date must be in the same Year and Period as the settings. (This can be turned off in the GL.) Also verify the bank account.



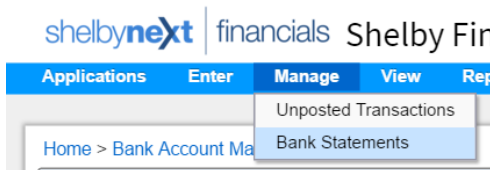
9. Optional - Print the Post Transaction audit report. This report can be found under the General Ledger Source Documents or View Journals, saved as a PDF document, or printed.
10. Select the option **Post Directly to General Ledger without Editing?** It's now possible to post a journal entry to the General Ledger from the sub-ledger. For those coming from v.5, it is no longer required that you go to the General Ledger, run the edit report, and post the entry.
11. Click the **Green button Finalize Post** to Save.

## Exercise: Reconcile February 2018 Bank Statement

### 1. Change Financial Settings



2. Navigate to **Bank Account Management -> Manage -> Bank Statements.**



3. Click the **Add New Statement** link in upper left corner.



Home > Bank Account

Add New Statement

Statement Date

4. Enter the **Statement Date of 2/28/2018** and **Statement Ending Balance of \$9,219.00** as shown.
5. Click the **OK**.

**Reconcile Statement Setup**

Statement Date

\* Statement Ending Balance

10. Clear Checks & Withdrawals as shown below.

Home > Bank Account Management > Reconcile Bank Statement > Reconciliation

RECONCILIATION    NOTES    ATTACHMENTS

Item #  Amount

Checks/Voids/Withdrawals/EFTs

<input type="checkbox"/>	Item #	Amount	Date	Description
<input checked="" type="checkbox"/>	353	(\$1,000.00)	12/18/2017	Jake the Builder
<input checked="" type="checkbox"/>	355	(\$100.00)	1/16/2018	K-Mart (#637)
<input checked="" type="checkbox"/>	356	(\$60.00)	1/19/2018	Moore, Mr. Clayton (#1570)
<input checked="" type="checkbox"/>	357	(\$50.00)	1/19/2018	Conrad, Mr. Fred (#71)
<input checked="" type="checkbox"/>	358	(\$250.00)	1/30/2018	Water - Sewer Co.
<input checked="" type="checkbox"/>	359	(\$220.00)	1/30/2018	Addams, Mr. Johnny (#9)
<input checked="" type="checkbox"/>	360	(\$80.00)	1/30/2018	Acme Paper Supply (#1)
<input checked="" type="checkbox"/>	361	(\$2,500.00)	2/9/2018	IBM Corporation (#567)
<input checked="" type="checkbox"/>	802005	(\$25.00)	2/14/2018	Withdrawal (#1508)
<input type="checkbox"/>	362	(\$1,025.00)	2/24/2018	Outdoors Inc. (#1553)
<input type="checkbox"/>	363	(\$500.00)	2/24/2018	Garrett, Mr. Steve (#1568)

11. Clear **Deposits** as shown below.

Deposits				
<input type="checkbox"/>	Item #	Amount	Date	Description
<input checked="" type="checkbox"/>	902001	\$500.00	1/26/2018	Contributions deposit
<input checked="" type="checkbox"/>	902002	\$100.00	1/30/2018	Contributions deposit
<input checked="" type="checkbox"/>	902008	\$555.00	2/9/2018	Deposit (#299)
<input type="checkbox"/>	902009	\$300.00	2/17/2018	Deposit (#299)
<input type="checkbox"/>	903004	\$785.00	2/25/2018	Deposit (#299)
<input checked="" type="checkbox"/>	912005	\$25.00	2/28/2018	February Interest
<input type="checkbox"/>	903005	\$910.00	3/8/2018	Deposit (#299)
<input type="checkbox"/>	903006	\$395.00	3/19/2018	Deposit (#299)

12. Make sure the General Ledger **Statement Period** matches the Bank Statement dates. When the Reconcile to Bank Statement and Reconcile to General Ledger both are zero, the account is reconciled!

**Reconcile to Bank Statement**

Statement date: 2/28/2018

Opening Balance: \$12,324.00

Net Activity: (\$3,105.00)

Calculated Ending Balance: \$9,219.00

Statement Ending Balance: \$9,219.00

Out of Balance By: \$0.00

**Reconcile to General Ledger**

Statement Period: 2018 / 2 February

General Ledger Balance: \$9,519.00

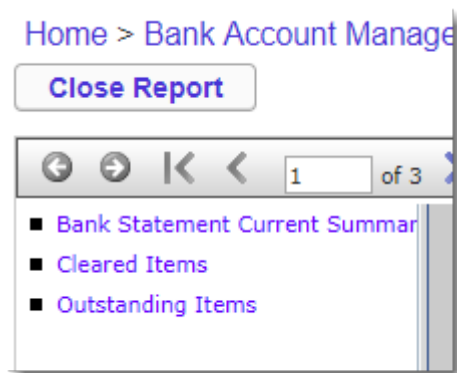
Outstanding Items: \$300.00

General Ledger Calculated Ending Balance: \$9,219.00

General Ledger Out of Balance By: \$0.00

Reconciled Items from after the Statement Period: \$0.00

13. Click the **View Reconciliation Report** button to print the following reports and keep them with your bank statement.



14. Click the **Close Report** button when finished.

15. Click **Finish**.


# Accounts Payable

## Exercise: Add Memphis Bounce House Rental as a new vendor

1. Navigate to **Accounts Payable -> Modify -> Vendor Information**.
2. In the **Vendor Information Search** window type **Memphis** and click **Search**.

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

**Filters**


 **Name**

**Address**

**City**

**Country**



**State / Province**  **Postal Code**




**Active?**  

3. Since there are no vendors with beginning with the name Memphis, click the **Add New Vendor** link, on the left under the filter.
4. Enter **Memphis Bounce House Rental** as shown. Wait and we'll discuss the other fields, and their usage, on this screen.

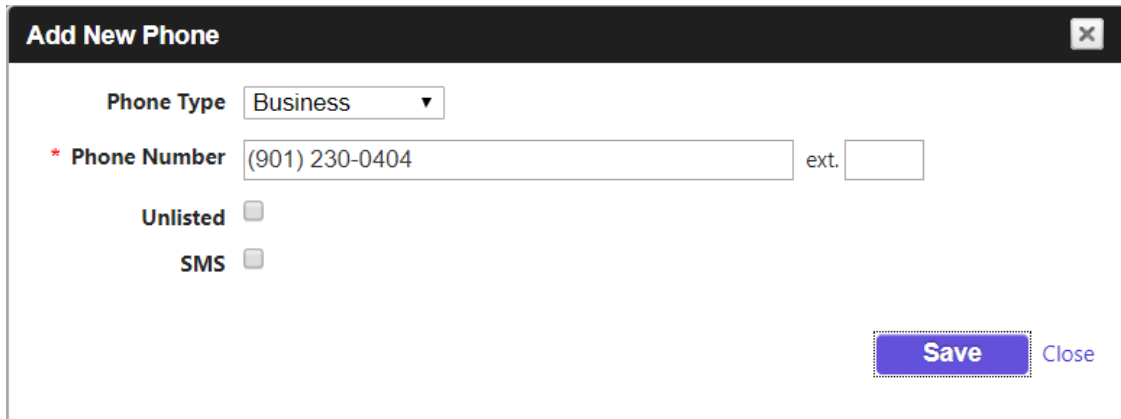
[Home](#) > [Accounts Payable](#) > [Vendor Information](#) > [Update](#)

Type  Organization  Individual

\* **Vendor** (not set)   

Vendor Information	<b>Active?</b> <input checked="" type="checkbox"/>
ACH Accounts	<b>Invoice Entry Defaults</b> <input checked="" type="radio"/> Account <input type="radio"/> Distribution
Phones	<b>Fund</b> <input type="text"/> 
Emails	<b>Department</b> <input type="text"/> 
Addresses	<b>Account #</b> <input type="text"/> - <input type="text"/> 
Demographics	<b>Last Invoice Date</b>
Attachments	<b>Last Invoice Number</b>

5. Click on **ACH Accounts tab**. We don't need to enter any information for this vendor, but we'll discuss the fields and their usage. Click **Close**.
6. Click on the **Phones tab**, then click **Add New Phone** link and add the Business phone as shown, then click **Save**.



**Add New Phone** [X]

Phone Type: Business

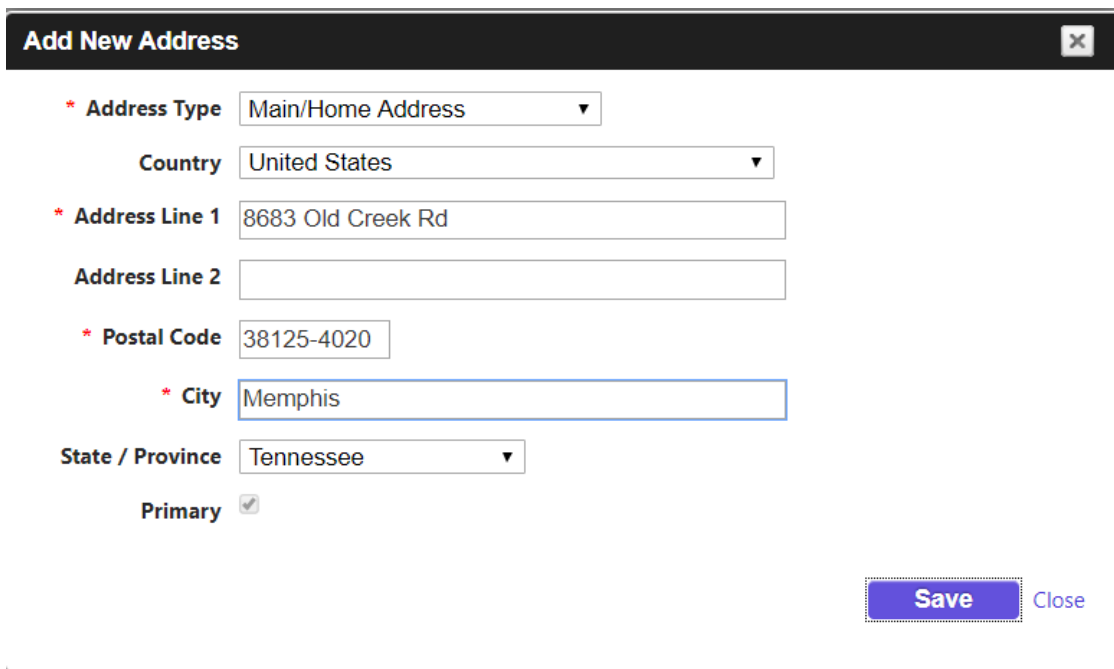
\* Phone Number: (901) 230-0404 ext. [ ]

Unlisted

SMS

Save Close

7. Click on the **Emails tab**. We don't have an email address for this vendor. If you were paying this vendor with ACH, and wanted to email them a voucher, you would need their email address. Click **Close**.
8. Click on the **Addresses tab**. Click **Add New Address** link and Enter the **address** as shown, then click **Save**.



**Add New Address** [X]

\* Address Type: Main/Home Address

Country: United States

\* Address Line 1: 8683 Old Creek Rd

Address Line 2: [ ]

\* Postal Code: 38125-4020

\* City: Memphis

State / Province: Tennessee

Primary

Save Close

9. Click on the **Demographics tab**. We don't need to add anything for this vendor. However, if this were a 1099 vendor, and it's an individual, you would enter their Social Security number. For an Organization, a Federal Tax ID number is provided.

If a vendor is Doing Business As (dba), then enter their dba here. Example, Samantha Smith dba Sammi's Sweets Bakery. This is typically used when the vendor is an individual, most likely a 1099, but uses a business name.

**Cancel out of screen.**

10. Click on the **Attachments tab**. We don't have any attachments for this vendor. To add attachments, such as w-9 forms, click on the **Add New Attachment** link and find the document or install a desktop scanner.

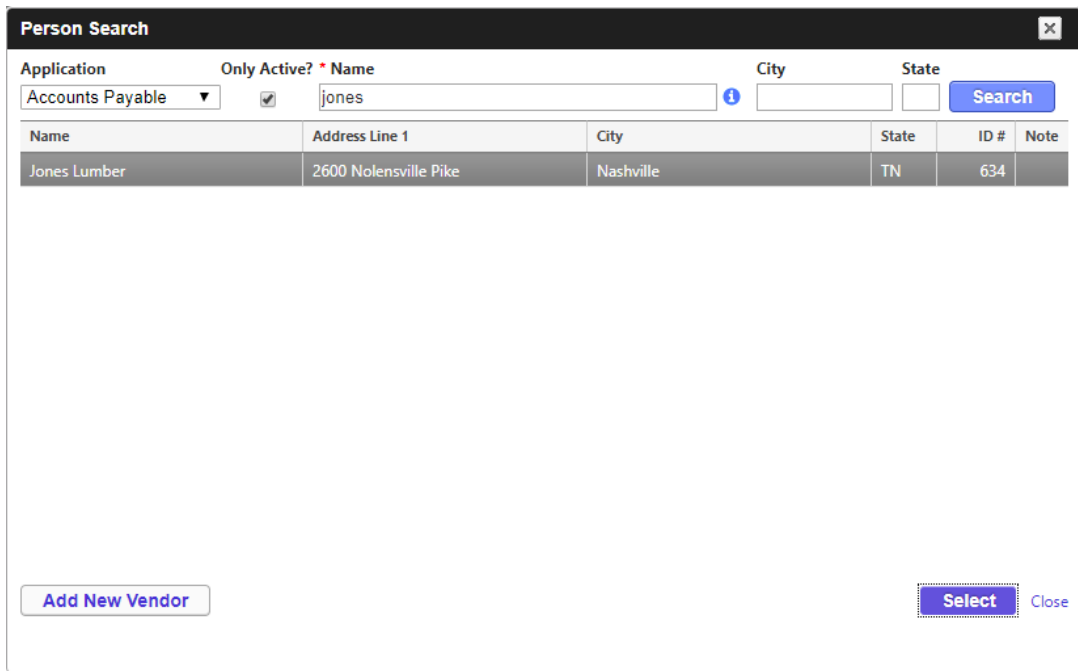
**Cancel out of screen**

11. Click **Update** to **Save**.

## Exercise: Enter an Invoice

1. Navigate to **Accounts Payable** -> **Enter** -> **Transaction**. The **Vendor Search** window appears.
2. Search for the vendor **Jones Lumber** in the **Name** filter and select the vendor by double-clicking in the vendor row or clicking the **Select** button after the vendor is highlighted. Use the Application filter if it is suspected this vendor may have already been entered as an Employee (Payroll), Customer or Bill To (Accounts Receivable). Uncheck the **Only Active?** Filter if the vendor may not have been paid in some time.

Note: to add a new vendor click on the **Add New Vendor** button in bottom left corner.



The screenshot shows a 'Person Search' window with the following elements:

- Application:** Accounts Payable (dropdown)
- Only Active?:**
- Name:** jones (text input)
- City:** (empty text input)
- State:** (empty text input)
- Search:** (blue button)

Name	Address Line 1	City	State	ID #	Note
Jones Lumber	2600 Nolensville Pike	Nashville	TN	634	


At the bottom of the window, there are two buttons: **Add New Vendor** (left) and **Select** (right, with a 'Close' label next to it).

3. Enter the **Transaction Invoice** as shown.

Vendor: Jones Lumber  
Invoice # 10002  
Invoice Date: 6/5/2018  
Amount: \$99.60

Home > Accounts Payable > Transactions > Update

Cash Basis 1-10110 Reconciliation Checking Account

 Vendor [Jones Lumber \(#634\)](#) 2600 Nolensville Pike, Nashville, TN 37211-2217 Terms: none


Apply to credit card


Invoice  
 Quick Check  
 Manual Check  
 Adjustment  
 Electronic Funds Transfer

Invoice #	<input type="text" value="10002"/>	* Invoice Total	<input type="text" value="\$99.60"/>	Check #	<input type="text"/>
* Invoice Date	<input type="text" value="6/5/2018"/>	Discount Type	<input type="text" value="Dollar"/>	Check Date	<input type="text"/>
Due Date	<input type="text"/>	Discount	<input type="text" value="\$0."/>	Confirmation #	<input type="text"/>

Accounts: 1 – 70 – 52338    Descr: Lumber/4<sup>th</sup> July Celebration    Amount: \$99.60

DETAILS   ATTACHMENTS   NOTE

Add 20 New Lines 

Account	Description	Project	1099	Amount
 1 70 52338	Lumber/4th July Celebration			\$99.60 

Fund Name: Church  
Department Name: Worship/Arts  
Account: Special Holidays/Easter/Christmas  
Remaining Budget: not budgeted  
Project:

1 items \$99.60

Distribution

4. Click **Update** button to Save.

**Exercise: Post the Invoice.**

Once the Transaction is Updated in the previous steps, the following search (filter) appears. This is the **Manage Unposted Transaction** filter.

1. Click the **Search** button to see the transaction(s) waiting to be posted.

Financials > Accounts Payable > Transactions

Filters

Vendor (not set) 🔍

Invoice Number

Invoice Date

Due Date

ACH

Users

Order By  Vendor Name  Sequence Entered

2. **Select** the transaction for **Jones Lumber**.
3. Print the **Transaction Edit Report** to verify the entry.
4. Click **Post Transactions** to proceed.

Home > Accounts Payable > Transactions

Filters

Add New Transaction

<input checked="" type="checkbox"/>	Vendor	Invoice #	Type	1099	Invoice Date	Due Date	ACH	Sep	Amount	Note	Setup
<input checked="" type="checkbox"/>	Jones Lumber	10002	I		06/05/2018	06/05/2018			\$99.60		

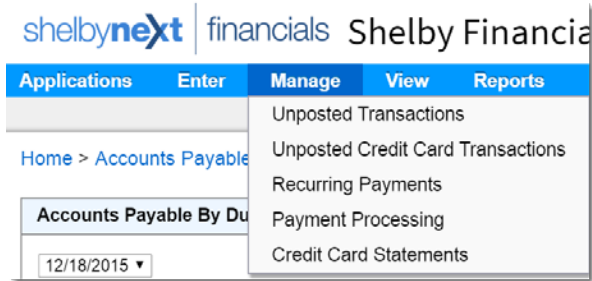
1 entries \$99.60

5. Check the **Post Directly to GL without Editing?** option to also post to the journal in the GL.
6. Click **Finalize Post**.
7. Click **OK** to acknowledge the financial settings accuracy.



## Exercise: Payment Processing

1. From Accounts Payable choose **Manage** -> **Payment Processing**.



2. Using the filter, **Search** for the vendor **Jones Lumber**.

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

The 'Filters' dialog box contains a search icon and the following fields:

- Vendor: Jones Lumber (#634) with a search icon and a red 'x' to clear the search.
- Invoice Number: empty text input.
- Invoice Date: Show All dropdown.
- Due Date: Show All dropdown.
- Project: All Selected dropdown.
- ACH: Show All dropdown.
- User: Not Filtered dropdown.

At the bottom, there are 'Search' and 'Clear Filters' buttons.

3. Select the **Jones Lumber Invoice**.
4. Click **Process Payments**.

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

Add To My Tasks

The screenshot shows the 'List of Unpaid Invoices' table with the following data:

Filters										
List of Unpaid Invoices										
View All Auto-Select None										
<input checked="" type="checkbox"/>	Vendor	Invoice #	Invoice Date	Due Date	ACH	Hold	Amount	Sep	Note	Setup
<input checked="" type="checkbox"/>	Jones Lumber	10002	06/05/2018	06/05/2018			\$99.60			

At the bottom, there are navigation controls: 'Page size: 100', '1 items in 1 pages', and two buttons: 'Payment Edit Report' and 'Process Payments'.

**Check Information** ✕

\* Check Date  📅

\* First Check #  # of checks: 1, vouchers: 0

Email vouchers?  
 Print Emailed Vouchers?

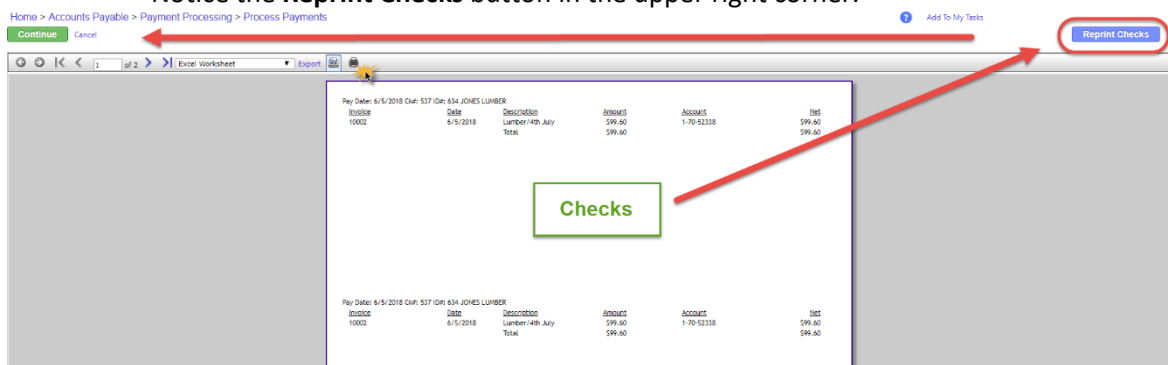
Accounts Payable Check Register Settings

Show notes?  
 Show setup information?  
 Show project information?

6. Click **OK**.

7. **When you see checks, it's time to print them!**

- If we were able to print checks in this class, this is when we would click the printer icon.
- DO NOT CLICK CONTINUE until you have printed and verified your checks.
- Notice the **Reprint Checks** button in the upper right corner.



8. Click **Continue**.

Here is the opportunity to print the Check Register. Also to download files such as Positive Pay and/or ACH Payments in the upper right corner.




9. For this exercise, click **Finalize Post**.


## Exercise: Voiding a Payment


1. From Accounts Payable choose **Utilities -> Void Checks**.
2. **Search** for the vendor **Jones Lumber**.
3. Click on the **Check #** magnifying glass (search) and choose the check you just printed.
4. Click **Add to Grid**.

Home > Accounts Payable > Void Checks


Select Checks to Void

\* Vendor Jones Lumber (#634) 

Check # 537 


\* Check Date 6/5/2018 

\* Amount \$99.60

Keep Detail Lines as Unpaid? 

**Add to Grid**

5. Click **Void Checks**.

Vendor	Check Number	Check Date	Amount	Keep Detail	
 Jones Lumber	537	6/5/2018	\$99.60		

**Void Check Edit Report** **Void Checks**

6. Here is the opportunity to print the **Void Check Register**. For this exercise, click **Finalize Post**.
7. Click **OK**.

## Exercise: View Transaction Inquiry

The **View Transaction Inquiry** page allows you to view and print Accounts Payable information at any time. Use the **Filters** to filter and sort invoice, check, and credit card information to meet your requirements. There are general filters, filters on the **Invoice** tab, and **Check** tab filters.

1. From Accounts Payable choose **View -> Transaction Inquiry**.
2. Select **Paid Invoices** with an **Invoice Date** of **Year to Date**.
3. Click **Search**.

Home > Accounts Payable > Transaction Inquiry

**Filters**

Company: 1 First Church  
Bank Account: None Selected

Invoices  
 Adjustments  
 Manual Checks  
 Electronic Funds Transfer  
 Credit Card Charges  
 Unpaid As Of

All (Paid/Unpaid/Selected for Payment)  
 Paid  
 Unpaid  
 Selected for Payment  
 Voided Checks/Invoices

Date: 3/14/2018  
Period: 12 June

**INVOICE** | CHECK

Vendor: (not set)  
Invoice #:   
Invoice Date: Year to Date | 1/1/2018 to 3/14/2018  
Invoice Total From: \$0.00 To: \$0.00  
Due Date: Year to Date | 1/1/2018 to 3/14/2018  
1099 Status: Show All  
Project: Show All  
ACH: Show All  
 Show Only Ones With Discount

Fund:   
Department:   
Account Range: -

Search | Clear Filters

Let us Review how to do the following:


- Expand and open an invoice.
- Edit Project and 1099 detail.
- Print Checks & Invoices
- Print Transaction and Inquiry Report.

## Exercise: Undo an Unpaid Invoice

1. Navigate to **Accounts Payable** -> **View** -> **Transaction Inquiry**.
2. **Clear Filters** (next to the Search button) then choose **Unpaid**.
3. Click **Search**.
4. **Expand** Security Co. Invoice.

Home > Accounts Payable > Transaction Inquiry > Details


Accrual Basis 1-10110 ACB operating checking


 Vendor Security Co. (#1547)  
Terms: none

Apply to credit card

Journal AP 54 in June of 17-18

Invoice #  \* Invoice Total

\* Invoice Date   Discount Type

Due Date   Discount | Account Structure | Account | Description | Project |
| --- | --- | --- | --- |
| 1-30 | 60410 Security Sy | Security Monthly |  |

1 entries

[Reset or Cancel](#)

5. Open the invoice and click the **Undo Invoice** button.
6. The reversed transaction is placed in the **Manage Unposted Transactions** to be edited and reposted or deleted.

The **1099 Edit Report** is used to verify correct names, address, SS# or Fed ID#, and amounts before printing 1099s.

### Exercise: Run a 1099 Edit Report

1. Navigate to **Accounts Payable -> Reports -> 1099's**.
2. Choose the **Calendar Year 2016**. **Note:** We need to choose 2016 to show results in this training database.
3. **Report Type** Edit List.
4. Check box to **Include Address?**
5. Select 1099 **Type** Miscellaneous.
6. Check box to **Print Only Vendors Meeting Minimum Dollar Amounts?** The minimum for Miscellaneous is \$600.
7. Click **Run Report** button.
8. **Close Report** when finished viewing.

Home > Accounts Payable > Reports > 1099s

**Report Preferences**

**FILTERS**    OPTIONS    ELECTRONIC FILE INFO

Calendar Year:

Report Type:  ⓘ

**Include Address?**

Type:

**Print Only Vendors Meeting Minimum Dollar Amounts?**

Minimum Amounts: Interest     Miscellaneous     Retirement

**Run Report**

**Close Report**

1 of 1    Acrobat (PDF) file    Export

Vendor	Federal ID	Amount	Box #
1099 Edit List - Miscellaneous 1 First Church Calendar Year 2016			
Anders, Grace (#202) 6036 Ivawood Dr Bartlett TN 38134-5560		\$700.00	Box 7
Anderson, Herb (#19) 2274 Elzey Ave Memphis TN 38104-5524		\$1,250.00	Box 7
Astaire, Fred (#71) 1133 Gordon St Memphis TN 38122-2050	123-45-6789	\$610.00	Box 7

### Exercise: Print 1099's

To run 1099s you can choose to Print, Use EFile Service \*, or Electronic Submission. In this exercise we'll choose to Print using the Universal Form on Blank Nelco Forms.

**On the Report Filters Tab:**

1. Choose the **Calendar Year 2016**.
2. Report Type **Print 1099s**.
3. Type **Miscellaneous**.
4. Check box to **Print Only Vendors Meeting Minimum Dollar Amounts?** The minimum for Miscellaneous is \$600.

**On the Options Filter Tab choose and Enter:**

5. Form Type: Blank NELCO Forms
6. Forms to Print: Universal
7. Uncheck Print 1096 after 1099's Finish?

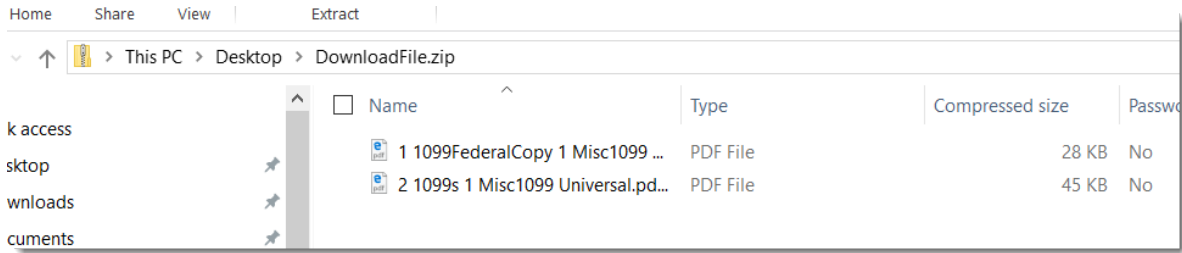
**Note:** Options are provided to Use Blank Nelco Forms or Preprinted Forms. Each **Form Type** has options for which **Form to Print**.

The screenshot shows the 'OPTIONS' tab of a report generation interface. It features three main sections: 'Form Type', 'Form to Print', and '1096 Contact Info.'. Under 'Form Type', 'Blank NELCO Forms' is selected with a radio button, and 'Preprinted Forms' is unselected. Under 'Form to Print', 'Universal' is selected in a dropdown menu, and the 'Print 1096 after 1099s Finish?' checkbox is unchecked. The '1096 Contact Info.' section includes text input fields for 'Contact Name' (Lynette Stewart), 'Phone' ((555) 123-4567), 'Fax', and 'Email' (LStewart@FirstChurch.org). A blue 'Run Report' button is located at the bottom left of the form area.

8. Click **Run Report** and **Download the files to the computer's Desktop**.

**Important!** If you don't see your Adobe Files, check your pop-up blocker.

9. 1099s are downloaded as Adobe Files. In this exercise, let's **Open** a couple and **Review**. Normally, this is where you would print.
10. **Close** Adobe Files to move onto the next exercise.



## Sample Universal 1099 FED\_499MISCU for 2016

1 Rents	2 Royalties
3 Other income	4 Fed. income tax withheld
5 Fishing boat proceeds	6 Med. & health care pymts.
PAYER'S name, address, ZIP/postal code, country & phone no. First Church 7345 Goodlet Farms Parkway Memphis TN 38016 (901) 876-5638	
PAYER'S federal ID number 12-3456789	7 Nonemployee compensation 700.00
8 Substitute pymts. in lieu of dividends/stock	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>
10 Crop insurance proceeds	11
12	13 Excess golden parachute payments
14 Gross proceeds paid to an attorney	15a Section 409A deferrals
15b Section 409A income	16 State tax withheld
PAYER'S name, address, ZIP/postal code & country Grace Anders 6036 Ivawood Dr Bartlett TN 38134	
RECIPIENT'S name, address, ZIP/postal code & country TN/38945621	18 State income
RECIPIENT'S ID number 000-00-0000	Account number (see inst.) 202
FATCA filing requirement <input type="checkbox"/>	
<b>Miscellaneous Income Copy 2</b> To be filed with recipient's state income tax return, when required. Form 1099-MISC 2016 <small>OMB No. 1545-0045 Department of the Treasury - Internal Revenue Service</small>	

1 Rents	2 Royalties
3 Other income	4 Fed. income tax withheld
5 Fishing boat proceeds	6 Med. & health care pymts.
PAYER'S name, address, ZIP/postal code, country & phone no. First Church 7345 Goodlet Farms Parkway Memphis TN 38016 (901) 876-5638	
PAYER'S federal ID number 12-3456789	7 Nonemployee compensation 700.00
8 Substitute pymts. in lieu of dividends/stock	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>
10 Crop insurance proceeds	11
12	13 Excess golden parachute payments
14 Gross proceeds paid to an attorney	15a Section 409A deferrals
15b Section 409A income	16 State tax withheld
PAYER'S name, address, ZIP/postal code & country Grace Anders 6036 Ivawood Dr Bartlett TN 38134	
RECIPIENT'S name, address, ZIP/postal code & country TN/38945621	18 State income
RECIPIENT'S ID number 000-00-0000	Account number (see inst.) 202
FATCA filing requirement <input type="checkbox"/>	
<b>Miscellaneous Income Copy B -- For Recipient</b> This is important tax information & is being furnished to IRS. If you are required to file this, negligence penalty or other sanctions may be imposed on you if this income is not reported. Form 1099-MISC 2016 <small>OMB No. 1545-0045 Department of the Treasury - Internal Revenue Service</small>	

### Instructions for Recipient

**Recipient's identification number.** For your protection, this form may show only the last four digits of your 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 identification number to the IRS.

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

**FATCA filing requirement.** If the FATCA filing requirement box is checked, the payer is reporting on this Form 1099-MISC to satisfy its chapter 4 account reporting requirement. You also may have a filing requirement. See the instructions for Form 990-B.

**Amounts shown may be subject to self-employment (SE) tax.** If your net income from self-employment is \$400 or more, you must file a return and compute your SE tax on Schedule SE (Form 1040). See Pub. 551 for more information. If no income or social security and Medicare taxes were withheld and you are still receiving these payments, see Form 1040-ES (or Form 1040-ES-SE). Individuals must report these amounts as explained in the box 7 instructions on this page. Corporations, fiduciaries, or partnerships must report the amounts on the proper line of their tax returns.

**Form 1099-MISC incorrect?** If an item is incorrect or has been issued in error, contact the payer. If you cannot get the form corrected, attach an explanation to your tax return and report your income correctly.

**Box 1.** Report rents from real estate on Schedule E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business.

**Box 2.** Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, report payments for a working interest as explained in the box 7 instructions. For royalties on timber, coal, and iron ore, see Pub. 544.

**Box 3.** Generally, report this amount on "Other income" line of Form 1040 (or Form 1040NR) & identify payment. The amount shown may be payments received as beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, or other taxable income. See Pub. 555. If it is trade or business income, report this amount on Schedule C or F (Form 1040).

**Box 4.** Shows backup withholding or withholding on Indian gaming profits. Generally, payer must include withholding if you did not furnish your taxpayer identification number. See Form W-9 & Pub. 505 for more information. Report this amount on your income tax return as tax withheld.

**Box 5.** An amount in this box means the listing local operator considers you self-employed. Report this amount on Schedule C (Form 1040). See Pub. 524.

**Box 6.** For individuals, report on Schedule C (Form 1040).

**Box 7.** Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for sale of fish. If the amount in this box is SE income, report it on Schedule C or F (Form 1040), and complete Schedule SE (Form 1040). 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 from box 7 on Form 1040, line 7 (or Form 1040NR), line 8. You must also complete Form 8879 and attach it to your return. If you are not an employee but the amount in this box is not SE income (for example, if it is income from a specific activity or a hobby), report it on Form 1040, line 21 (or Form 1040NR, line 21).

**Box 8.** Shows substitute payments in lieu of dividends or tax exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" line of Form 1040 (or Form 1040NR).

**Box 9.** If checked, \$5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit commission, or other basis. A dollar amount does not have to be shown. Generally, report any income from your sale of these products on Schedule C (Form 1040).

**Box 10.** Report this amount on Schedule F (Form 1040).

**Box 13.** Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See the Form 1040 (or Form 1040NR) instructions for where to report.

**Box 14.** Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return.

**Box 15a.** May show current year deferrals as a nonemployee under a nonqualified deferred compensation (NQDC) plan that is subject to the requirements of section 409A, plus any earnings on current and prior year deferrals.

**Box 15b.** Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. This amount is also included in box 7 as nonemployee compensation. Any amount included in box 15a that is currently taxable is also included in this box. This income is also subject to a substantial additional tax to be reported on Form 1040 (or Form 1040NR). See "Total Tax" in the Form 1040 (or Form 1040NR) instructions.

**Boxes 16-18.** Shows state or local income tax withheld from the payments.

**Future developments.** For the latest information about developments related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/form1099misc](http://www.irs.gov/form1099misc).

1 Rents	2 Royalties
3 Other income	4 Fed. income tax withheld

1 Rents	2 Royalties
3 Other income	4 Fed. income tax withheld

### Instructions for Payer

To complete Form 1099-MISC, use:

- the 2016 General Instructions for Certain Information Returns, and
- the 2016 Instructions for Form 1099-MISC.

### \*EFile Service

This link provides more information regarding how the EFile Service works along with instructions. There is a processing fee for this service. Talk to your Sales Consultant for more information.

[http://help.shelbyinc.com/Financials/PDFs/How\\_to\\_Use\\_E-File\\_with\\_Financials.pdf](http://help.shelbyinc.com/Financials/PDFs/How_to_Use_E-File_with_Financials.pdf)



## Review of Other Reports in Accounts Payable

Not all customers will need all of these reports. Run them on your own data to see if they provide useful information.



**Cash Requirements** – Just what it sounds like. A report to run before printing checks to see how much cash is needed.

**Aged Analysis** – Allows you to print invoices by due date or invoice date and shows all current, future, and past due invoices in a 30, 60, or 90 day-old format.

**Vendor Summary** - Provides a list for each Vendor showing the total number of invoices, net amounts paid, and discounts to each vendor. Comparisons of the currently selected year to previous year are also shown. The Last Invoice column refers to the last invoice for the current fiscal year. Helpful when determining which vendors to inactivate.

**Contractor Report** - Prints a report for contractors that should be sent within 20 days of a contractor's payments or contract agreements that exceed a specified amount. California requires this type of report displaying a list of vendors paid \$600 or more since the last report.

**Vendor List** - Prints a full or summary list of vendor information.

**Distribution Information** - A list of all distributions (% based distribution of Accounts) created in Accounts Payable.

**Vendor Labels** - Print labels for all or a selection of vendors.

# General Ledger

## Exercise: Create a Manual Journal Entry

1. Navigate to **General Ledger -> Enter -> Manual Journal**.
2. Enter as shown below:
  1. Today's date: 6/5/2018
  2. Journal Type is JE Miscellaneous Journal Entry
  3. Description: reclass printing
  4. Debit Accounts 1-40-52310 for \$52.50
  5. Credit Accounts 1-50-52310 for \$52.50

Home > General Ledger > Unposted Journals > Update Add To My Tasks

Journal Number not assigned

Date: 6/5/2018    Period: 12 June    Journal Type: JE Miscellaneous Journal Entry    Description: reclass printing

Send Entry to Bank Account Management?     Create Reversing Journal in Next Period?

DETAILS    ATTACHMENTS    NOTE

Date	Account	Description	Project	Debit	Credit
6/5/2018	1 40 52310	reclass printing		\$52.50	\$0.00
6/5/2018	1 50 52310	reclass printing		\$0.00	\$52.50
Fund Church Department Youth Account Printing/copier Project					
2 Items				\$52.50	\$52.50

Apply    Update    Reset or Cancel

- Use your <tab>-> key to move between fields.
- The Journal dates and descriptions copy to the detail lines.
- **Send Entry to Bank Account Management** if entry contains an Asset account linked to a Bank Account.
- **Create Reversing Journal in the Next Period?** When selected, a reversing journal is created for the next period after you click Apply or Update. The reversing journal is the same as the original except the debits and credits are reversed. The Date of the reversing entry is incremented by one month and assigned to the first day of the month. (For example, a journal March, with a date of 3/23/18, when reversed will be the period of April with a date of 4/1/18.)

3. Click **Update** button to Save.

## Exercise: Manage Unposted Journal

After you Update your Journal Entry the **Manage Unposted Journal** filter will appear.

1. Using the **Period** pull-down menu, change the **Period** to **12 June**.
2. Change the **User** to **Ima Excited**.
3. Click **Search**.

**Filters**

**Journal Types** Not Filtered

**Journal Number** Show All

**Date** Show All

**Period** 12 June

**User** Ima Excited

**Pending** Show All

**Search** Clear Filters

1. **Select** the journal you created, then click **Journal Edit Report**.
  2. **Close Report** when you've finished reviewing report.
- **Import Journals** – Use this link, and corresponding help file, to import journals using Excel.
3. Click **Post Journals**.

[Add New Journal](#) View All [Import Journals](#)

<input checked="" type="checkbox"/>	Type	Journal #	Date	Period	User	Description	Amount	Note	Attach	Pending?	Setup
<input checked="" type="checkbox"/>	JE	7	6/5/2018	June	Ima Excited	reclass printing	\$52.50				
1 entries							\$52.50				

**Journal Edit Report** **Change Year** **Post Journals**

4. Click on **Report Preferences** (light blue bar above the print screen) and change **Options** as needed.
5. Click **Run Report** to apply changes.
6. In this exercise, we will not print or export the report. Click **Finalize Post**.

Home > General Ledger > Unposted Journals > Posting List of Journals

Report Preferences

**OPTIONS**

Change Appearance?  Trebuchet MS 8pt

Report Options  Print Journal Notes?  
 Print Setup Information?

Page Break Options  none  By Type of Journal  By Journal Number

Sort Detail By  Account #  Sequence Entered

**Run Report** Clear Preferences Cancel

**Finalize Post** Cancel

1 of 1 Excel Worksheet Export


Posting List of Journals				Period 12 June
Company#: 1 Name: First Church				
Fiscal Year Beginning 7/1/2017				
	<u>Date</u>	<u>Account Number</u>	<u>Name</u>	<u>Description/Project</u>
JE 7	6/5/2018	reclass printing		
	6/5/2018	1-40-52310	Printing/copier	reclass printing
	6/5/2018	1-50-52310	Printing/copier	reclass printing


## Exercise: View Posted Journals for 52310 Year to Date


1. From the **General Ledger** choose **View -> Posted Journals**.
2. Search for posted journals **Account Range for 52310**.
3. Click the **Search** button to view the journals.



[Home](#) > [General Ledger](#) > [Posted Journals](#)

**Posted Journals Filters**



**Fund**  

**Department**  

**Account Range**   -  

**Sub-Account**  ▼

**Journal Types**

**Journal Number**  ▼

**Projects**

**Description**

**Date**  ▼

**Amount**

**Show Summary Journal**

**Search**

**Selected Account(s)**

**Account Structure**  **Account**

▼

Show All

Show All

Today

Last 7 Days

Month to Date

**Year to Date**

Previous Month

Specific

Less than or equal

Greater than or equal

Range

- Expand the Selected Accounts to show all the fund and departments associated with this account.

Posted Journals Filters	
Selected Account(s)	
Account Structure	Account
1-30	52310 Printing/copier
1-40	52310 Printing/copier
1-50	52310 Printing/copier
1-60	52310 Printing/copier
1-70	52310 Printing/copier
1-80	52310 Printing/copier
1-90	52310 Printing/copier
1-120	52310 Printing/copier
2-200	52310 Printing/copier

- The **Print Journal Inquiry Report** button appears in the upper left corner of the page.
- An option to change the **Posted Journal Column Option** appears on the right corner of the page.
- To see results for all months in the search range **expand All Periods**. To expand, click on the **Expand ->** icon next to the period or double-click the period name.
- To see results for a specific month expand that period.

Period	Current Year Amount	Budget Amount	Current Year Total	Budget Total
> All Periods				
> July	\$716.67	\$1,416.74	\$716.67	\$1,416.74
> August	\$716.67	\$1,416.66	\$1,433.34	\$2,833.40
> September	\$916.67	\$1,416.66	\$2,350.01	\$4,250.06
> October	\$716.67	\$1,416.66	\$3,066.68	\$5,666.72
> November	\$716.67	\$1,416.66	\$3,783.35	\$7,083.38
> December	\$716.67	\$1,416.66	\$4,500.02	\$8,500.04
> January	\$716.67	\$1,416.66	\$5,216.69	\$9,916.70
> February		\$1,416.66	\$5,216.69	\$11,333.36
> March		\$1,416.66	\$5,216.69	\$12,750.02
> April		\$1,416.66	\$5,216.69	\$14,166.68
> May		\$1,416.66	\$5,216.69	\$15,583.34
> June	\$3,925.00	\$1,416.66	\$9,141.69	\$17,000.00
> Audit		\$0.00	\$9,141.69	\$0.00

## When viewing a specific journal the following options are available

- The journal related to the search results appears in bold.
- Reverse Only, Copy Only, and Reverse & Copy options are at this level.
- Drill-down options

Journal Number: AP 6      Date: 8/10/2016      Period: 2 August

Description: Accounts Payable Invoice Entries      **Drill Down**

Reverse Only    Copy Only    Reverse & Copy

DETAILS    ATTACHMENTS    NOTE

Date	Account Structure	Account	Description	Project	Debit	Credit
08/10/2016	1-0	25110 Mortgage payable	Bank of the West(#1564)/Monthly Mort Paymt to Bal Shee	<input type="checkbox"/> Q	\$2,000.00	
08/10/2016	1-0	30910 Equity in property & equipment	Bank of the West(#1564)/Monthly Mort Paymt to Equity	<input type="checkbox"/> Q		\$2,000.00
<b>08/10/2016</b>	<b>1-30</b>	<b>52310 Printing/copier</b>	<b>Best Copier Service(#1600)/Monthly Copier Lease</b>	<input type="checkbox"/> Q	<b>\$716.67</b>	
08/10/2016	1-30	61110 Interest-Notes	Bank of the West(#1564)/Monthly Mort Paymt Interest	<input type="checkbox"/> Q	\$2,500.00	
08/10/2016	1-30	61120 Principal-Notes (not GAAP)	Bank of the West(#1564)/Monthly Mort Paymt	<input type="checkbox"/> Q	\$2,000.00	
08/10/2016	1-30	52115 Advertising/marketing	A-1 Advertising(#1601)/Monthly Advertising	<input type="checkbox"/> Q	\$500.00	
08/10/2016	1-0	20110 Accounts payable (GAAP)	Invoice Total	<input type="checkbox"/> Q		\$5,716.67
<b>7 entries</b>					<b>\$7,716.67</b>	<b>\$7,716.67</b>

Page size: 100      7 items in 1 pages

## Drill-Down Results

**Journal Drill Down**

Journal: AP 6      Date: 8/10/2016      Period: 2 August

Description: Accounts Payable Invoice Entries

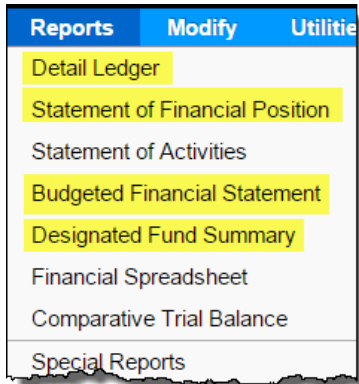
Vendor	Amount	Discount
A-1 Advertising	\$500.00	\$0.00
Bank of the West	\$4,500.00	\$0.00
Best Copier Service	\$716.67	\$0.00

Invoice #	Date	Who Setup	When	Amount	Discount
33-082008	8/10/2016	All Modules	6/16/2016	\$716.67	\$0.00

DETAILS    **ATTACHMENTS**    NOTE

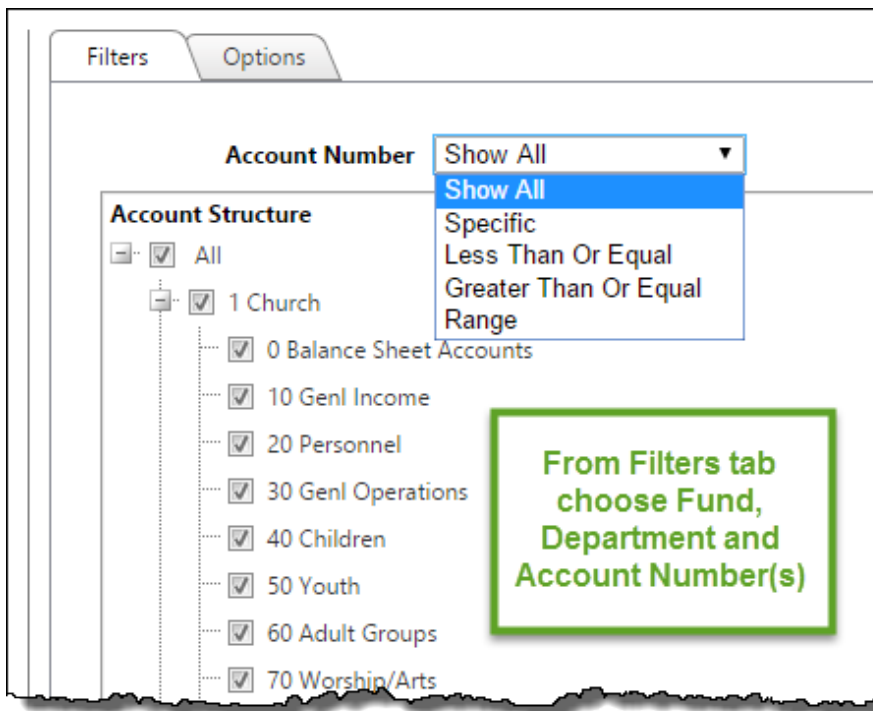
Account Structure	Account	Description	Check #	Check Date	Amount	Discount
1-30	52310 Printing/copier	Monthly Copier Lease	370	8/10/2016	\$716.67	\$0.00

**Exercise: Let's review the most common General Ledger Reports.**



## Detail Ledger

**Important!** There are two tabs – **Filters** and **Options**.





**Report Preferences**

**FILTERS**    **OPTIONS**

**Change Appearance?**  Trebuchet MS    8pt    100%

**Filter By**     Period     Date    from 1/1/2015    to 12/31/2016

**Report Options**

- Suppress Zero Balances?
- Suppress Accounts With No Activity?
  - But Show Accounts With Balances?
- Include Projects?

**Page Break Options**     none     Department

**Run Report**    Clear Preferences    Cancel

Financials > General Ledger > Reports > Detail Ledger

**Report Preferences**    ?

Close Report

To change search criteria expand Report

Export to the selected format    Export    Print

Export to the selected format

- Acrobat (PDF) file
- CSV (comma delimited)
- Excel Worksheet
- PowerPoint Presentation
- Rich Text Format
- TIFF file
- Web Archive
- Word Document

ACCOUNT	Reference	Net	Debit	Credit	Balance
40 Children					\$125.00
52170 Curriculum					\$125.00
<b>Account Totals:</b>		\$0.00	\$0.00	\$0.00	\$125.00

## Statement of Financial Position (Balance Sheets)

Financials > General Ledger > Reports > Statement of Financial Position

**Report Preferences**

Filters Options

All  
 1 Church  
 2 School

**Choose Fund(s)**

**Run Report** Clear Preferences

**FILTERS** **OPTIONS**

**Change Appearance?**  Trebuchet MS 8pt 100%

**Report Name** Balance Sheet

**Report Options**

- Suppress Zero Balances?
- Print Account Number?
- Show Sub Accounts?
- Print In Landscape?
- Print Totals Only?
- Wrap Description?
- Columnar By Period?
- Columnar By Fund?

**Pre-defined formats** Current Year Only

**Available Options:**

- % total assets current year
- YTD Prior 1
- YTD Prior 2
- YTD Prior 3
- YTD Prior 4
- YTD Prior 5
- YTD Prior 6
- FYE Current
- FYE Prior 1
- FYE Prior 2
- FYE Prior 3
- FYE Prior 4
- FYE Prior 5

**Selected Options:**

- YTD Current

>> <<

Report Preferences

Close Report

1 of 6 Excel Worksheet Export

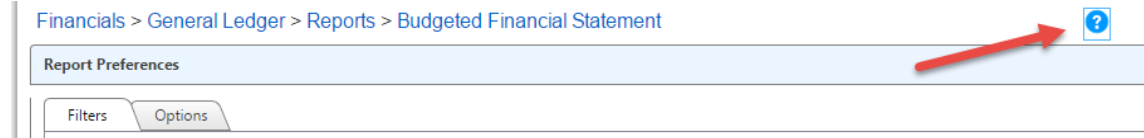
- Balance Sheet Fund: 1 Church
- ....Fund: 2 School

Balance Sheet for Period 12 - June  
Company#: 1 Name: First Church  
Fiscal Year Beginning 7/1/20  
Fund: 1 Church

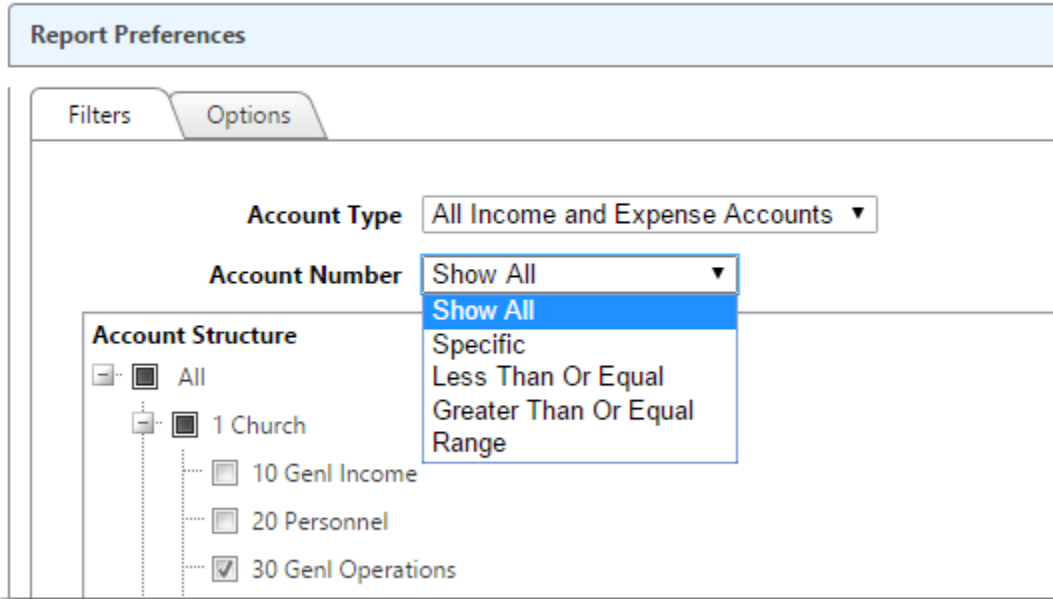
<u>Account</u>	<u>YTD</u> <u>Current</u>
<b>ASSETS</b>	
<b>CURRENT ASSETS</b>	
<b>CASH</b>	
10105 Petty cash	\$250.00
10110 ACB operating checking	\$778,791.35
10140 ACB payroll checking	(\$19,515.29)
10180 ACB savings	\$430,567.00
<b>TOTAL CASH</b>	<hr/> \$1,190,093.06
11110 Accounts rec-registrations	\$3,045.00
11220 Pensions Receivable	\$0.00

## **Budgeted Financial Statement**

**Tip!** Click on the Help icon to access instructions on how to create custom Budgeted Financial Statement designs.



Financials > General Ledger > Reports > Budgeted Financial Statement



FILTERS

OPTIONS

**Change Appearance?**  Trebuchet MS ▼ 8pt ▼ 100% ▼

**Report Name** Budgeted Financial Statement

**Report Template** Standard ACTUAL ▼

Select Different Starting Period for Fiscal Year?

**Reporting Period** 12 June ▼

**Report Type** Detail ▼

**Adjust Variable Budgets**  Yes  No 100 %

**Report Options**

- Show Missing Budget as (-) Value? ⓘ
- Suppress Zero Balances?
- Print Percent of Year Completed In Heading?
- Show Sub Accounts?
- Print Whole Dollars?
- Print In Landscape?
- Show Totals for Each Level?

**Line Spacing** Single ▼

**# Decimals for Percents** 0 ▼

**Account Description** Do not wrap account description ▼

**Page Break Options**  none  Department

**Include Options**

- Include Encumbrances?
- Include Opening and Ending Balance for each Department?

Budgeted Financial Statement for Period 12 - June 100.00 %  
 Company#: 1 Name: First Church  
 Fiscal Year Beginning   
 Fund: 1 Church

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Variance for Period	Budget YTD	Actual YTD	Var. Actual to Annual Budget Dollar	Var. Actual to Annual Budget %
<b>Department: 10 Genl Income</b>								
<b>INCOME</b>								
<b>OFFERINGS</b>								
40110 Offering-Tithes/pledge	\$270,000.00	\$18,080.28	\$0.00	(\$18,080.28)	\$270,000.00	\$270,544.00	\$544.00	100%
40120 Offering-Tithes/nonpledge	\$800,000.00	\$51,802.40	\$0.00	(\$51,802.40)	\$800,000.00	\$130,635.47	(\$669,364.53)	16%
40140 Offering-Plate/loose cash	\$9,600.00	\$633.60	\$0.00	(\$633.60)	\$9,600.00	\$12,053.84	\$2,453.84	126%
40180 Building Campaign	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$450.00	0%
40910 Offering-non cash/stocks	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	(\$12,000.00)	0%
<b>TOTAL OFFERINGS</b>	<b>\$1,091,600.00</b>	<b>\$70,516.28</b>	<b>\$0.00</b>	<b>(\$70,516.28)</b>	<b>\$1,091,600.00</b>	<b>\$413,683.31</b>	<b>(\$677,916.69)</b>	<b>38%</b>
<b>OTHER INCOME</b>								
45110 Facility Use Income-	\$9,600.00	\$800.00	\$0.00	(\$800.00)	\$9,600.00	\$0.00	(\$9,600.00)	0%
45120 Facility Use Income-School	\$24,000.00	\$2,000.00	\$0.00	(\$2,000.00)	\$24,000.00	\$0.00	(\$24,000.00)	0%
45150 Interest Income	\$4,000.00	\$333.33	\$0.00	(\$333.33)	\$4,000.00	\$0.00	(\$4,000.00)	0%
45190 Other Income	\$2,800.00	\$233.33	\$0.00	(\$233.33)	\$2,800.00	\$0.00	(\$2,800.00)	0%
45190-1 Other Income - Missions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
45910 Gain/loss on sale of	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>TOTAL OTHER INCOME</b>	<b>\$40,400.00</b>	<b>\$3,366.66</b>	<b>\$0.00</b>	<b>(\$3,366.66)</b>	<b>\$40,400.00</b>	<b>\$0.00</b>	<b>(\$40,400.00)</b>	<b>0%</b>
<b>TOTAL INCOME</b>	<b>\$1,132,000.00</b>	<b>\$73,882.94</b>	<b>\$0.00</b>	<b>(\$73,882.94)</b>	<b>\$1,132,000.00</b>	<b>\$413,683.31</b>	<b>(\$718,316.69)</b>	<b>37%</b>

## Designated Fund Summary

Home > General Ledger > Reports > Designated Fund Summary

Report Preferences

**FILTERS**    OPTIONS

Account Types  Liabilities?  
 Capital?

Account Number Range  to

Account Structure

- All
  - 1 Church
  - 2 School

**Run Report**    Clear Preferences    Cancel

**FILTERS**    **OPTIONS**

Change Appearance?  Trebuchet MS    8pt    100%

Show Column Header as  Receipts/Disbursements     Credits/Debits

Report Options  Suppress Zero Balances?  
 Print Account Number?  
 Show Sub Accounts?  
 Wrap Account Description?  
 Print In Landscape?

Page Break Options  none     Fund

Line Spacing

Report Type

Available Options:	Selected Options:
Beg. Balance	Opening Balance
Difference	Credits/Receipts
Transfers & Adjustments	Credits/Receipts YTD
Transfers & Adjustments YTD	Debits/Disbursements
	Debits/Disbursements YTD
	Ending Balance

**Info**    >>    <<

Designated Fund Summary for Period 12 June  
 Company: 1 First Church  
 Fiscal Year:

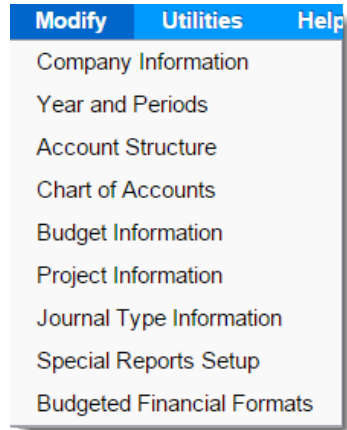
Fund: 1 Church

	<u>Opening Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
<b>LIAB &amp; NET ASSETS</b>				
<b>UNRESTRICTED</b>				
30110 General operations	\$965,990.48	\$20.00	\$18,793.50	\$982,807.09
30120 Bookstore & Coffee Hous	\$3,176.95	\$0.00	\$500.00	\$2,676.95
30140 Youth trips	\$2,400.00	\$0.00	\$0.00	\$2,400.00
30410 Board designated	\$10,000.00	\$0.00	\$0.00	\$10,000.00
30910 Equity in property & equi	\$2,990,800.00	\$0.00	\$0.00	\$3,004,800.00
<b>TOTAL UNRESTRICTED</b>	<b>\$3,972,367.43</b>	<b>\$20.00</b>	<b>\$19,293.50</b>	<b>\$4,002,684.04</b>
<b>TEMP RESTRICTED</b>				
31110 Benevolence	\$7,378.00	\$0.00	\$0.00	\$8,878.00
31130 Missions-home	\$5,633.02	\$0.00	(\$450.00)	\$6,933.02
31150 Missions-overseas	\$1,653.85	\$0.00	\$450.00	\$2,803.85
31170 Missions-trips	\$9,811.25	\$0.00	\$0.00	\$70,831.25
31190 Emergency relief	\$4,620.00	\$0.00	\$0.00	\$6,290.00
31200 Memorials	\$360.00	\$0.00	\$0.00	\$525.00
31780 Building Fund	\$202,811.10	\$0.00	\$0.00	\$318,986.10
<b>TOTAL TEMP RESTRICTED</b>	<b>\$232,267.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$415,247.22</b>
<b>PERM RESTRICTED</b>				
32110 Endowment	\$250,000.00	\$0.00	\$0.00	\$250,000.00
<b>TOTAL PERM RESTRICTED</b>	<b>\$250,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>
<b>NET ASSETS</b>	<b>\$4,454,634.65</b>	<b>\$20.00</b>	<b>\$19,293.50</b>	<b>\$4,667,931.26</b>
<b>TOTAL LIAB &amp; NET ASSETS</b>	<b>\$4,454,634.65</b>	<b>\$20.00</b>	<b>\$19,293.50</b>	<b>\$4,667,931.26</b>

## Review: Changing Default Period

Each month it is a best practice to change the **Default Period** and close any months where the bank accounts have been reconciled and the financial reports issued. It might also be a good idea to close future months.

1. From the General Ledger, choose **Modify -> Company Information**.
2. Change **Default Period**.
3. Click the **Update** button.



[Home](#) > [General Ledger](#) > [Company Information](#)

[Add New Company](#)

* Company #	<input type="text" value="1"/>
* Name	<input type="text" value="First Church"/>
Address Line 1	<input type="text" value="7345 Goodlet Farms Parkway"/>
Address Line 2	<input type="text"/>
Postal Code	<input type="text" value="38016"/> Note: Enter postal code to auto-fill the City and State.
* City	<input type="text" value="Memphis"/>
* State	<input type="text" value="Tennessee"/>
Country	<input type="text" value="US - United States"/>
Phone	<input type="text" value="(901) 876-5638"/>
Web Site	<input type="text"/>
Federal Tax ID Number	<input type="text" value="12-3456789"/>
Default Year	<input type="text" value=""/>
Default Period	<input type="text" value="June"/>
<input checked="" type="checkbox"/> Send Entry to Bank Account Management?	
<input type="checkbox"/> Create Separate Bank Items For Each Detail Line?	
<input checked="" type="checkbox"/> Require the Posting Date and the Period to match on all Journals?	
Note	<input type="text" value="This is a note"/>

[Reset or Cancel](#)





### Exercise: Close months July through April along with the audit period.

1. From the **General Ledger**, choose **Modify -> Years and Periods**. You will be in the default year.
2. Click in the check boxes to close **Periods July through April** along with the **Audit** period as shown.
3. Click the **Update** button.

Home > General Ledger > Year Period

Add New Year

\* **Begin Date**   \* **End Date**  



\* **Number of Periods**   **Include Audit Period?**  **Close Year?**

**NOTE** ATTACHMENTS

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

















[Reset or Cancel](#)

## Review: Account Structure – Funds & Departments

1. From the **General Ledger**, choose **Modify -> Account Structure**.
2. To add a New Fund, click the **Add New Fund Name** button. To add a New Department, expand the fund and click **Add +** icon.
  - To edit a fund or department click on the **Edit**  icon.
  - To delete a fund or department click on the **Delete**  icon.
3. Click **Update** to Save.

Financials > General Ledger > Account Structure

[Expand All](#) [Collapse All](#) [Add New Fund Name](#) [Settings](#)

		Level	Number	Name
	 		Fund Name	1 Church
			Department Name	0 Balance Sheet Accounts
			Department Name	10 Genl Income
			Department Name	20 Personnel
			Department Name	30 Genl Operations
			Department Name	40 Children
			Department Name	50 Youth

**Update Department Name** ✕

\* Number  Fund Name 1 Church

\* Name

Active?

**To inactivate, uncheck.**

## Exercise: Add a New Account to Chart of Accounts

A new Temporary Restricted Fund for the Children's Home needs to be added to our Chart of Accounts. Because it's a restricted fund, we'll need to add three accounts:

31115 as Capital account to Balance Sheet (closing account)


41115 as Income account to Fund: Church Department: 100 Designated Closes to 31115

81115 as Expense account to Fund: Church Department: 100 Designated Closes to 31115

1. From **General Ledger** choose **Modify -> Chart of Accounts**.

[Home](#) > [General Ledger](#) > [Chart of Accounts](#)

**Filters**











**Account Type**  **Balance Sheet**  **Income and Expense**  **Show Inactive**

**Fund**   Church


2. Choose the **Balance Sheet** and **Fund 1** then Click **Search**.

[Home](#) > [General Ledger](#) > [Chart of Accounts](#)

**Filters**

		Account Number	Usage	Account Type	Name
<input type="checkbox"/>	   	10000 - 19999		Asset	ASSETS
<input type="checkbox"/>	   	20000 - 39999		Capital	LIAB & NET ASSETS

3. Click the **Expand** icon next to the account range of **20000-39999**.
4. **Continue Expanding** the ranges until you get to **31100-31993 TEMP RESTRICTED**.

5. Click the **Add**  icon next to the **31100-31993 Range** as shown.

Home > General Ledger > Chart of Accounts

Filters

Expand All Collapse All Add Group Add Account Add Sub-Account

	Account Number	Usage	Account Type	Name
	10000 - 19999		Asset	ASSETS
	20000 - 39999		Capital	LIAB & NET ASSETS
	20000 - 29995		Liability	LIABILITIES
	30000 - 39995		Capital	NET ASSETS
	30000 - 30993		Capital	UNRESTRICTED
	31100 - 31993		Capital	TEMP RESTRICTED
	31110		Capital	Benevolence
	31130		Capital	Missions-home
	31150		Capital	Missions-overseas
	31170		Capital	Missions-trips
	31190		Capital	Emergency relief
	31200		Capital	Memorials
	31780		Capital	Building Fund
	32100 - 32993		Capital	PERM RESTRICTED

- Note: the Add Account button at the top of the grid can also be used to enter new accounts.

6. Enter the new account, **31115 Children's Home**, as shown.

7. Click **OK**.

**Add New Account** ✕

<p>* Account # <input type="text" value="31115"/></p> <p>* Name <input type="text" value="Children's Home"/></p> <p><input checked="" type="checkbox"/> Active? <input type="checkbox"/> Prevent Use of Manual Journal?</p> <p>Account Type <input type="text" value="Capital"/></p> <p>Note <input style="width: 100%; height: 20px;" type="text"/></p>	<p>Fund 1 Church</p> <p>Department 0 Balance Sheet Accounts</p>
--	---

No Levels Selected

8. Navigate back up to the top of the page and Click on **Filters** and choose Income and Expense, Fund 1 Church, and Department 100 Designated and Click **Search**.

Home > General Ledger > Chart of Accounts

**Filters**

**Account Type**  Balance Sheet  **Income and Expense**  Show Inactive

**Fund**  Church

**Department**  Designated Gifts

Search
Cancel

9. Click **Expand All** then click **Add Account** button from the top menu.

Home > General Ledger > Chart of Accounts

**Filters**

Expand All
Collapse All
Add Group
Add Account
Add Sub-Account

			Account Number	Usage	Account Type	Name
<input type="checkbox"/>					Income	NET INC/(EXP)
<input type="checkbox"/>					Income	INCOME
<input type="checkbox"/>					Income	Offering-Benevolence
<input type="checkbox"/>					Income	Offering-Missions Home
<input type="checkbox"/>					Income	Offering-Missions Overseas
<input type="checkbox"/>					Income	Offering-Missions Trips
<input type="checkbox"/>					Income	Offering-Emergency Relief
<input type="checkbox"/>					Income	Offering-Memorials
<input type="checkbox"/>					Income	Offering-Building
<input type="checkbox"/>					Expense	EXPENSE
<input type="checkbox"/>					Expense	Benevolence
<input type="checkbox"/>					Expense	Missions Home
<input type="checkbox"/>					Expense	Missions Overseas
<input type="checkbox"/>					Expense	Missions Trips
<input type="checkbox"/>					Expense	Emergency Relief
<input type="checkbox"/>					Expense	Memorials
<input type="checkbox"/>					Expense	Building WIP

10. Enter **41115** with the **Description of Children's Home** as an **Account Type of Income** and the **Closing Account of 31115 Children's Home** then click **Apply**.

The screenshot shows the 'Add New Account' dialog box. The 'Account #' field contains '41115' and the 'Name' field contains 'Children's Home'. The 'Account Type' dropdown is set to 'Income' and the 'Closing Account' dropdown is set to '31115 Children's Home'. The 'Active?' checkbox is checked. The 'Fund' is '1 Church' and the 'Department' is '100 Designated Gifts'. At the bottom, the 'Apply' button is highlighted.

<b>* Account #</b>	41115
<b>* Name</b>	Children's Home
<input checked="" type="checkbox"/> Active?	<input type="checkbox"/> Prevent Use of Manual Journal?
<b>Account Type</b>	Income
<b>Closing Account</b>	31115 Children's Home
<b>GAAP Restriction Type</b>	None
<b>Functional Expense Type</b>	None
<b>Note</b>	

**Fund** 1 Church  
**Department** 100 Designated Gifts

**Add to Levels...** No Levels Selected **Apply** **OK** Reset or Close

11. Next Enter **81115** with the **Description of Children's Home** as an **Account Type of Expense** and the **Closing Account of 31115 Children's Home** then click **OK**.

The screenshot shows the 'Add New Account' dialog box. The 'Account #' field contains '81115' and the 'Name' field contains 'Children's Home'. The 'Account Type' dropdown is set to 'Expense' and the 'Closing Account' dropdown is set to '31115 Children's Home'. The 'Active?' checkbox is checked. The 'Fund' is '1 Church' and the 'Department' is '100 Designated Gifts'. At the bottom, the 'OK' button is highlighted.


<b>* Account #</b>	81115
<b>* Name</b>	Children's Home
<input checked="" type="checkbox"/> Active?	<input type="checkbox"/> Prevent Use of Manual Journal?
<b>Account Type</b>	Expense
<b>Closing Account</b>	31115 Children's Home
<b>GAAP Restriction Type</b>	None
<b>Functional Expense Type</b>	None
<b>Note</b>	

**Fund** 1 Church  
**Department** 100 Designated Gifts

**Add to Levels...** No Levels Selected **Apply** **OK** Reset or Close

## Exercise: Editing a budget amount.

Various methods for entering the budget are available including importing. For this exercise, we'll just edit one account manually.

1. From the **General Ledger**, choose **Modify -> Budget Information**.
2. Filter to the **Church Fund, Youth Department 50** then click **Search** as shown.
3. Click the **Edit**  icon next to 52410 Weds Night Program.

**Filters**

Fund  Church

Department  Youth

Account Range



































Budget Revision

Show Inactive Accounts

**Search** Reset or Cancel

---

**View Selected**

<input type="checkbox"/>			Account#	Name	Account Type	Distribution Type	Current Budget
<input type="checkbox"/>			43110	Activities	Income	by Period	\$3,600.00
<input type="checkbox"/>			43140	Camps	Income	by Period	\$29,500.00
<input type="checkbox"/>			43210	Youth Trips	Income	by Period	\$12,500.00
<input type="checkbox"/>			52230	Ministry Contacts/Gifts	Expense	by Period	\$1,800.00
<input type="checkbox"/>			52270	Outreach	Expense	by Period	\$2,200.00
<input type="checkbox"/>			52280	Postage/shipping	Expense	by Period	\$900.00
<input type="checkbox"/>			52310	Printing/copier	Expense	by Period	\$1,800.00
<input type="checkbox"/>			52315	Resource Material	Expense	by Period	\$1,200.00
<input type="checkbox"/>			52320	Small Equipment	Expense	Annual	\$900.00
<input type="checkbox"/>			52340	Supplies	Expense	by Period	\$450.00
<input type="checkbox"/>			52360	Teacher Development	Expense	by Period	\$1,150.00
<input type="checkbox"/>			52390	Videos/CD's/DVD's	Expense	by Period	\$800.00
<input type="checkbox"/>			52410	Weds Night Program	Expense	Annual	\$3,600.00
<input type="checkbox"/>			53110	Activities	Expense	by Period	\$4,900.00
<input type="checkbox"/>			53140	Camps	Expense	by Period	\$36,000.00
<input type="checkbox"/>			53210	Youth Trips	Expense	by Period	\$12,000.00

4. Change the **Annual** amount to \$5,000.00 then click **Done**.
  - When entering multiple budget amounts, press the **<enter->** key (or click the **Next** button) to go to the next account.
  - Options for budgeting each account:
    - Annual – Divides amount by 12 and distributes by period.
    - By Period – Manually enter amount when expenses are anticipated.
    - By Prior Year % – Distributes amount based on last year's spending.
    - By Prior Budget % – Distributes based on last year's budget %.
    - By Defined % – Distributes amount based on manually entered %.

# Payroll

## Exercise: Run a payroll for Semi Monthly employees.

1. Change the **Financial Settings** to **ABC Payroll Checking Account!**
2. From **Payroll** Choose **Enter -> Employees to Pay.**
3. Using the **Filters** select **# Pay/Year: Semi-Monthly.**

[Home](#) > [Payroll](#) > [Payroll Processing](#) > [Employees To Pay](#)

# Pay/Year 24 for Semi-Monthly

Deduction Cycle 1st Pay Period

Pay Group All Selected

Distribution Selection Date 6/1/2018

Salaried?  Include salaried records when entering hours?

Hourly?

Use Regular Hours information from last payroll?

Include Scheduled Time off hours?

Sort By  Employee Last Name?  Home Department?

OK Reset or Cancel

4. Change the **Distributions Selection Date to 6/1/2018.** This is the 1<sup>st</sup> day of the pay period.
5. Select **Salaried and Hourly.**
6. Ensure all other selections are the same as the image shown.
7. Click **OK.**
8. **Enter** the following hrs. for each employee. Click **Next** to go to next employee.
9. Click **Finish** after Lanette.



## Hourly Timesheets:

**Jim A. 86 regular hrs.**  
**Rebecca A. 44 regular hrs.**  
**Matt H. 40 regular hrs. for Administration**  
**Matt H. 40 regular hrs. for Facilities**  
**Susan M. 58 regular hrs.**  
**Lanette S. 68 regular hrs.**

**Total of 336 hours**

Company: 1 First Church Fiscal Year: 17-18 Period: 12 June Bank Account: 1-10140 ACB payroll checking change

Home > Payroll > Payroll Processing

Filters



Select Employees To Pay Clear Employees to Pay Time Clock Import

Distribution Selection Date 6/1/2018

Name	Hours	Compensation	Deductions	Taxes	Net
Anderson, Jim	86.00	\$1,462.00	\$146.20	\$151.13	\$1,164.67
Atlas, Rebecca	44.00	\$352.00	\$0.00	\$26.92	\$325.08
Black, Bill	.00	\$2,994.79	\$208.48	\$0.00	\$2,786.31
Edwards, Blake	.00	\$1,333.33	\$50.00	\$214.81	\$1,068.52
Hascher, Matt	80.00	\$710.00	\$25.00	\$90.11	\$594.89
Jackson, William	.00	\$2,658.33	\$112.08	\$150.00	\$2,396.25
Jordon, Janice	.00	\$1,333.33	\$100.00	\$202.40	\$1,030.93
Martin, Susan M - Susan M	58.00	\$522.00	\$0.00	\$59.42	\$462.58
Randolph, Nancy	.00	\$1,583.33	\$150.00	\$220.16	\$1,213.17
Stewart, Lanette	68.00	\$1,088.00	\$0.00	\$166.61	\$921.39
Udall, Randy	.00	\$1,541.67	\$0.00	\$325.99	\$1,215.68
<b>336.00</b>	<b>\$15,578.78</b>	<b>\$791.76</b>	<b>\$1,607.55</b>	<b>\$13,179.47</b>	

Page size: 100 11 items in 1 pages


Payroll Edit Report Process Payroll



10. To verify the payroll, click the **Payroll Edit Report**. If there are any changes needed, click the **Edit**  icon. To delete an employee from this payroll run, click the Delete  icon.
11. Click the **Process Payroll** button to proceed.

12. Enter the **Check Date of 6/15/2018** and the **Pay Period from 6/1 to 6/15/2018**.
13. Accept whatever the First check # appears (may vary in this test database).
14. Click **OK**.

### Check Information ✕

You have 1-10140 ACB payroll checking selected as the bank account to use for this payroll.


Check Date  

Pay Period from   to  

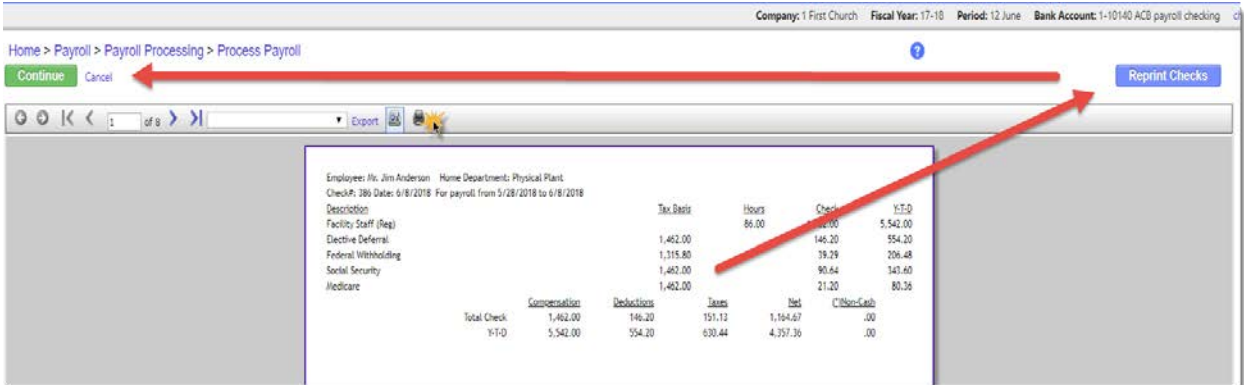
\* First Check #  # of checks: 8, vouchers: 3

Email Vouchers?

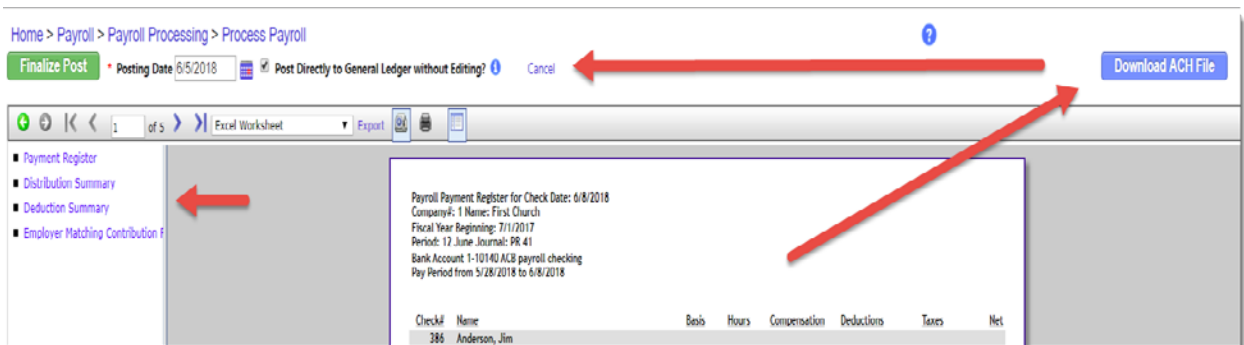
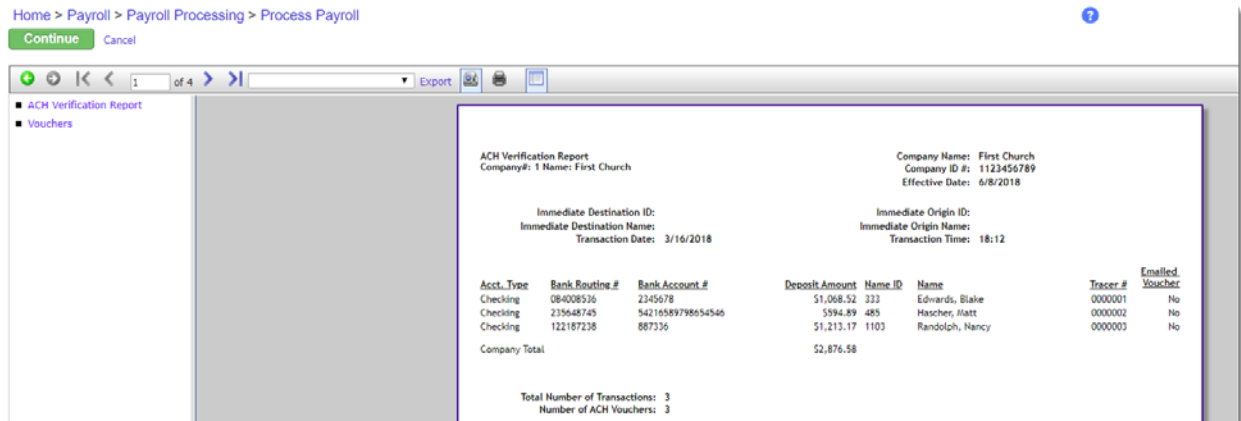
Payroll Check Register Settings

- Do not process ACH direct deposits (Print checks for all)? 
- Do not accrue time off hours?
- Print in home department sequence?
- Print time off available hours?

15. **When you see checks, it's time to print!** In this exercise, you just look at them.
  - **Reprint Checks** button in right corner if needed. So don't press continue until you know your checks are good to go.
  -
16. Click the **Continue** button.




17. If using ACH, an **ACH Verification Report** and **Vouchers** are generated for printing.
18. Click **Continue**.






19. Print **Register**, **Summaries**, and **Matching** reports (if applicable).
20. Remember to **Download ACH file**, if you use ACH, before proceeding.
21. Click **Finalize Post**.
22. Click **OK**.


## Exercise: View a Detail Earnings Inquiry

1. From **Payroll** choose **View -> Earnings Inquiry**.
2. Select an **Lanette Stewart** by clicking the **Search**  icon.
3. Select **Year to Date (payment) date range** from the drop-down list.
4. Click **Search**.
5. Click on the **Detail** tab.
  - **Print Preview** to print the YTD detail or click on the **Printer icon** to print and individual check summary.
  - Either can be saved as a pdf document and emailed to the employee.
  - Summary and Time Off Hours Views are also available.

Home > Payroll > Earnings Inquiry

**Filters**


 \* **Employee** Lanette Stewart (#1266)  








**Check Date** Year to Date  1/1/2018 to 3/17/2018


**Regular or Manual Checks**  
 **Voided Checks**


Home > Payroll > Earnings Inquiry

**Filters**

Lanette Stewart 

	Check #	Date	Hours	Gross	Deductions	Federal	FICA	Other Taxes	Net	Non-Cash	Journal
	344 	1/4/2018	80.00	\$1,280.00	\$0.00	\$137.63	\$97.92	\$0.00	\$1,044.45	\$0.00	
	352 	2/1/2018 	80.00	\$1,280.00	\$0.00	\$137.63	\$97.92	\$0.00	\$1,044.45	\$0.00	
	360 	2/4/2018	80.00	\$1,280.00	\$0.00	\$137.63	\$97.92	\$0.00	\$1,044.45	\$0.00	
			240.00	\$3,840.00	\$0.00	\$412.89	\$293.76	\$0.00	\$3,133.35	\$0.00	



 Page size: 100 3 items in 1 pages



## Exercise: Run Employee Earning Report and Export to Excel

1. From **Payroll** choose **Reports -> Employee Earnings**
2. Select the **Range 1/1/2018 to 3/31/2018**.
3. **Filters** and **Options** tabs and then click the **Run Report** button.

Home > Payroll > Reports > Employee Earnings

Report Preferences

**FILTERS**    OPTIONS

Check Date: Range ▼ 1/1/2018  to 3/31/2018 

Employees: All Selected ▼

Home Department: Not Filtered ▼

Check Types:  Regular and Manual Checks     Void Checks

**Run Report**    Clear Preferences    Cancel

4. Click on the **Options** tab and choose the **Report Type Employee Summary Only**, check to include **Compensation, Deductions and Taxes** along with **Export to Excel**.
5. Click **Run Report**.

Home > Payroll > Reports > Employee Earnings

Report Preferences

FILTERS    **OPTIONS**

Change Appearance?  Trebuchet MS ▼ 8pt ▼ 100% ▼

Report Type: Employee Summary Only ▼

Report Options

- Include Compensations?
- Include Deductions?
- Include Taxes?
- Include Zero Amount Checks?

Print Social Security #: No ▼

Export To Excel?

**Run Report**    Clear Preferences    Cancel

6. When the **Save As** window appears, **Save it to the desktop** with its current name (Report.xlsx) and click **Save**.
7. Open Excel file on desktop and view. Close when you're finished.

Employee Earnings Report					
Company#: 1 Name: First Church					
From 1/1/2018-3/31/2018					
1					
		Administration			
3	Name	Staff	Auto Allowance	Cell Allowance	
4	Able, Hourly Single 1 OR	1,320.75			
5	Able, Salary Married 1 OR	1,583.41			
6	Able, Salary Married 3 OR	1,193.85			
7	Access, Portal	3,076.96			
8	Agard, Steve	50.00			
9	Anderson, Jim				
10	Atlas, Rebecca				
11	Black, Bill		1,624.98	255.00	
12	Edwards, Blake	7,999.98			
13	Hascher, Matt	990.00			
14	Jackson, William		600.00		
15	Jordon, Janice				
16	Martin, Susan M - Susan M				
17	Randolph, Nancy				
18	Stewart, Lanette	3,840.00			
19	Udall, Randy				
20					
21		Totals	\$20,054.95	\$2,224.98	\$255.00
24	Report Totals	Compensation	\$88,079.69	Non-Cash Comp.	
26		Deductions	\$4,448.39		
28		Taxes	\$10,100.11		

## Exercise: Run the Information Format 941 Summary to aid with tax payments

1. From **Payroll** choose **Reports** -> **941 Summary**
2. Choose **Format Options: Informational Format**
3. Select the **Range 6/1/2018 to 6/15/2018**.
4. **Run Report**.



*Tip! Check your balance sheet withholding accounts. They should match the amount of withholdings that should be paid within a few pennies. Those pennies can be included in your quarterly payments to zero out those accounts.*

Home > Payroll > Reports > 941 Summary

**Report Preferences**

**FILTERS**

**Format Options**  IRS Format  
 Informational Format

**Check Date**   to  

**Run Report**

## Exercise: Run 941 Summary IRS Format

[Home](#) > [Payroll](#) > [Reports](#) > [941 Summary](#)

### Report Preferences

**FILTERS**    OPTIONS    OTHER INFORMATION

**Format Options**  **IRS Format**  
 **Informational Format**

**Calendar Year** 2018 ▼

**Reporting Quarter** 1 - January to March ▼

**Run Report**

1. From the **941 Summary Report**, Select **IRS Format Option** then **Calendar Year** and **Reporting Quarter**.
2. Click on **Options** tab and enter as appropriate.
3. Click **Run Report**. In this exercise, we'll choose the **Pdf to Print** filing option.

[Home](#) > [Payroll](#) > [Reports](#) > [941 Summary](#)

### Report Preferences

FILTERS    **OPTIONS**    OTHER INFORMATION

\* **Number of Employees on 3/12**  ⓘ      **Adjustment for Tips & Group Insurance**

**Calculated Deposits for Quarter**  ⓘ

**Fractions of Cents**  ⓘ

**If Overpayment** ⓘ  **Apply to Next Return**       **Monthly Depositor** ⓘ

**Send a refund**       **Third Party Designee**

**Filing Options**  **Efile**  
 **Return Pdf To Print**

**Run Report**



4. Click **Other Information** tab. This information is required for the form to print.

Report Preferences

FILTERS    OPTIONS    OTHER INFORMATION

**Signer Information**

\* Name of Signer

\* Title of Signer

\* Phone

\* Email Address

**Preparer Information**

Firm Name of Preparer

Preparer Name

Address

City     State     Zip

Phone

EIN     PTIN

Form **941 for 2016: Employer's QUARTERLY Federal Tax Return**    970114  
 (Rev. January 2016)    Department of the Treasury -- Internal Revenue Service    OMB No. 1545-0029

Employer identification number (EIN)

Name (not your trade name)

Trade name (if any)

Address

**Report for this Quarter of 2016**  
 (Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Instructions and prior year forms are available at [www.irs.gov/form941](http://www.irs.gov/form941).

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) . . . . 1

2 Wages, tips, and other compensation. . . . . 2

3 Federal income tax withheld from wages, tips, and other compensation. . . . . 3

4 If no wages, tips, and other compensation are subject to social security or Medicare tax. . . . .  Check and go to line 6.

	Column 1		Column 2
5a Taxable social security wages. . . . .	<input type="text" value="27425.07"/>	x .124 =	<input type="text" value="3400.71"/>
5b Taxable social security tips. . . . .	<input type="text" value="0.00"/>	x .124 =	<input type="text" value="0.00"/>
5c Taxable Medicare wages & tips. . . . .	<input type="text" value="27425.07"/>	x .029 =	<input type="text" value="795.33"/>
5d Taxable wages & tips subject to Additional Medicare Tax withholding . . . . .	<input type="text" value="0.00"/>	x .009 =	<input type="text" value="0.00"/>

## Exercise: Print W2s

1. From **Payroll** choose **Reports -> W2s**.
2. Change the **Calendar year** to **2017**.
3. **Report Type** to **Print W2s**.
4. **Sort Order** is **Alphabetical**.
5. Choose **Form Type Blank Nelco Forms**.
6. **Forms to Print Universal**.
7. **Click Run Report**.
8. **Click Save** and **Open the Universal PDF Files** in zipped folder.
  - W3 Contact Info
  - Electronic File Info

[Home](#) > [Payroll](#) > [Reports](#) > [W2s](#)

**Report Preferences**

**Calendar Year**

**Report Type**

**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**

**Include W3 with W2s?**

**Employees**

[COMPANY INFO.](#)   [W3 CONTACT INFO.](#)   [ELECTRONIC FILE INFO.](#)

\* **Company Name**

\* **Address Line 1**

**Address Line 2**

\* **City**    \* **State**    \* **Zip**

\* **Phone Number**

**Run Report**

6154.00	798.28		
1 Wages, tips, other comp.	2 Fed. income tax withheld		
6154.00	381.56		
3 Social security wages	4 Soc. sec. tax withheld		
6154.00	89.24		
5 Medicare wages and tips	6 Medicare tax withheld		
Employer's name, address, and ZIP code First Church 7345 Goodlet Farms Parkway Memphis TN 38016			
7 Social security tips	8 Allocated tips		
9 Verification code	10 Dependent care benefits		
11 Nonqualified plans	12a		
	12b		
13 Statutory employee	Retirement plan	Third party sick pay	
	12c	12d	
14	Employee's SSN 123-25-1234		
	Employer ID number (EIN) 12-3456789		
	Control number 1		
Portal Access  NN			
Employer's name, address, and ZIP code			
15 st.   Employer's state ID number	16 State wages, tips, etc.	17 State income tax	
MS	6154.00	220.00	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	
<b>Wage and Tax Statement</b> Form <b>Copy B</b> This information is being furnished to the IRS. <b>W-2</b> <b>To Be Filed With Employee's</b> <b>2017</b> <b>FEDERAL Tax Return.</b> Department of the Treasury - Internal Revenue Service OMB No. 1545-0048			

6154.00	798.28		
1 Wages, tips, other comp.	2 Fed. income tax withheld		
6154.00	381.56		
3 Social security wages	4 Soc. sec. tax withheld		
6154.00	89.24		
5 Medicare wages and tips	6 Medicare tax withheld		
Employer's name, address, and ZIP code First Church 7345 Goodlet Farms Parkway Memphis TN 38016			
7 Social security tips	8 Allocated tips		
9 Verification code	10 Dependent care benefits		
11 Nonqualified plans	12a		
	12b		
13 Statutory employee	Retirement plan	Third party sick pay	
	12c	12d	
14	Employee's SSN 123-25-1234		
	Employer ID number (EIN) 12-3456789		
	Control number 1		
Portal Access  NN			
Employer's name, address, and ZIP code			
15 st.   Employer's state ID number	16 State wages, tips, etc.	17 State income tax	
MS	6154.00	220.00	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	
<b>Wage and Tax Statement</b> Form <b>Copy 2</b> <b>To Be Filed With Employee's State, City, or Local Income Tax Return.</b> <b>2017</b> Department of the Treasury - Internal Revenue Service OMB No. 1545-0048			

6154.00	798.28		
1 Wages, tips, other comp.	2 Fed. income tax withheld		
6154.00	381.56		
3 Social security wages	4 Soc. sec. tax withheld		
6154.00	89.24		
5 Medicare wages and tips	6 Medicare tax withheld		
Employer's name, address, and ZIP code First Church 7345 Goodlet Farms Parkway Memphis TN 38016			
7 Social security tips	8 Allocated tips		
9 Verification code	10 Dependent care benefits		
11 Nonqualified plans	12a		
	12b		
13 Statutory employee	Retirement plan	Third party sick pay	
	12c	12d	
14	Employee's SSN 123-25-1234		
	Employer ID number (EIN) 12-3456789		
	Control number 1		
Portal Access  NN			
Employer's name, address, and ZIP code			
15 st.   Employer's state ID number	16 State wages, tips, etc.	17 State income tax	
MS	6154.00	220.00	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	
<b>Wage and Tax Statement</b> Form <b>Copy 2</b> <b>To Be Filed With Employee's State, City, or Local Income Tax Return.</b> <b>2017</b> Department of the Treasury - Internal Revenue Service OMB No. 1545-0048			

6154.00	798.28		
1 Wages, tips, other comp.	2 Fed. income tax withheld		
6154.00	381.56		
3 Social security wages	4 Soc. sec. tax withheld		
6154.00	89.24		
5 Medicare wages and tips	6 Medicare tax withheld		
Employer's name, address, and ZIP code First Church			

**Instructions for Employee**

**Box 1.** Enter this amount on the wages line of your tax return.

**Box 2.** Enter this amount on the federal income tax withheld line of your tax return.

**Box 3.** You may be required to report this amount on Form 8859, Additional Medicare Tax. See the Form 1040 instructions to determine if you are required to complete Form 8859.

**Box 6.** Amt. includes: 1.45% Medicare Tax withheld on all Medicare wages & tips shown in box 5, as well as 0.9% Additional Medicare Tax on any of those Medicare wages & tips above \$200,000.

**Box 8.** This amount is **NOT** included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

You must file Form 4137, Social Security and Medicare Tax on Unreported Tip Income, with your income tax return to report at least the allocated tip amount unless you can prove that you received a smaller amount. If you have records that show the actual amount of tips you received, report that amount even if it is more or less than allocated tips. On Form 4137 you will calculate reported amount. [www.irs.gov/efile/efile4137instructions](http://www.irs.gov/efile/efile4137instructions)

**Q**—Nontaxable combat pay. See the instructions for Form 1040 or Form 1040A for details on reporting this amount.

**R**—Employer contributions to your Archer MSA. Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.

**S**—Employer safety reduction contributions under a section 408(p) SIMPLE plan (not included in box 1).

**T**—Adoption benefits (not included in box 1). Complete Form 8859, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.

**V**—Income from exercise of nonqualified stock option(s) (included in boxes 1, 3 (up to social security wage base), and 5). See Pub. 525, Taxable and Nontaxable Income, for reporting requirements.

**W**—Employer contributions (including amounts the employee elected to contribute using a section 125 (cafeteria) plan) to your health savings account. Report on Form 8889, Health Savings Accounts (HSAs).

**X**—Debit card under a section 502A account used to deliver compensation.


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## Exercise: Add New Employee Information

1. From **Payroll** choose **Modify -> Employee Information**.
2. Search for all **Active, Full Time** and **Part Time** Employees by checking each box as shown.
3. Click the **Search** button.

Financials > Payroll > Employee Information

**Filters**

 **Name**

**Home Department**

**Ethnic Group**

**Employment Status**  **Active**  **Terminated**  **Inactive**

**Work Status**  **Full Time**  **Part Time**  **Temporary**

**Hire Date**

**Termination Date**

**Next Review Date**

**Rehire Date**

4. Click the **Add New Employee** link from this screen. Here is the new employee's information and **Search for Tone, Barry**. There is no one in the database with the last name of Tone.
5. Click **Close** to proceed to the **Employee Information Update** screen.

**Person Search**

\* Name  City  State

Name	Gender	Age	City	State	ID #	Note
No records to display.						

Click 'Select' to use an existing record as an Employee  
Click 'Close' to add a new record as an Employee

6. Assign the **Home Department of Ministers.**
7. **Check the box Minister** (this will Exempt them from the tax tables).
8. Add the **Hire Date of 6/16/2018.**
9. **Work Status is Full Time.**
10. **Employment Status is Active.**
11. Add **Next Review Date 6/16/2019.**
12. Add **Minister Date (Ordination) of 1/1/1984.**

Home > Payroll > Employee Information > Update

\* Employee (not set)

Title  \* First Name  Middle Name  \* Last Name  Suffix

Employee Information	Home Department <input type="text" value="Ministers"/>	Hire Date <input type="text" value="6/16/2018"/>
Compensations	<input checked="" type="checkbox"/> Minister	Termination Date <input type="text"/>
Deductions	Work Status <input type="text" value="Full Time"/>	Next Review Date <input type="text" value="6/16/2019"/>
Taxes	Employment Status <input type="text" value="Active"/>	Rehire Date <input type="text"/>
ACH Accounts	Ethnic Group <input type="text" value="Not Assigned"/>	Minister Date <input type="text" value="1/1/1984"/>
Time Off Hours	<input type="checkbox"/> Secure	
Phones	Time Clock ID Number <input type="text" value="787"/>	
Emails	Can Approve Home Department(s)	
Addresses	<input type="checkbox"/> Not Assigned	
Demographics	<input type="checkbox"/> Administration	
Attachments	<input type="checkbox"/> Ministers	
	<input type="checkbox"/> Physical Plant	
	<input type="checkbox"/> Preschool	
	<input type="checkbox"/> Support Staff	
	Note <input type="text"/>	

Reset or Cancel

13. Click on the **Compensation tab**, and click the **Add New Compensation** link.
14. Choose **Compensation of Salary/Hourly (Regular Wages)**.
15. Choose **Distribution Pastoral Salaries**.
16. Change the **Starting Date** to **6/16/2018**.
17. Change **#Pay/Year** to **24 for Semi-Monthly**.
18. Add the **Annual (Salary) Amount of \$45,000**.
19. Click **Apply**.

**Add New Compensation**
✕

Compensation Salary/Hourly(Regular Wages) ▼

Distribution Pastoral Salaries ▼

Active?

Time Clock Default? ⓘ

Scheduled Time Off Hours Default? ⓘ

Starting Date 6/16/2018

Frequency Regular Basis ▼

# Pay/Year 24 for Semi-Monthly ▼

Pay Group Normal Payroll ▼

Classification  Salaried  Hourly

<p><b>Pay Rate Information</b></p> <p><input checked="" type="radio"/> Annual <input type="radio"/> Periodic</p> <p>Annual Rate <span style="border: 1px solid #ccc; padding: 2px;">\$45,000.00</span></p>	<p><b>Information Only</b></p> <p>First Check Amount: \$1,875.00</p> <p>Remaining Checks: \$1,875.00</p>
--	--

Worker's Compensation Not Assigned ▼

Project

Note

Apply
OK
Cancel

**Add New Compensation** ✕

Compensation

Distribution

Active?

Time Clock Default? ⓘ

Scheduled Time Off Hours Default? ⓘ

Starting Date

Frequency

# Pay/Year

Pay Group

Classification  Salaried  Hourly

Pay Rate Information	Information Only
<input checked="" type="radio"/> Annual <input type="radio"/> Periodic Annual Rate <input type="text" value="\$25,000.00"/>	First Check Amount: \$1,041.59 Remaining Checks: \$1,041.67

Worker's Compensation

Project

Note

20. Choose **Compensation** of **Housing Allowance to Purchase or Rent a Home**.
21. Change the **Starting Date** to **6/16/2018**.
22. Change **#Pay/Year** to **24 for Semi-Monthly**.
23. Add the **Annual (Salary) Amount** of **\$25,000**.
24. Click **OK**.

25. Click on the **Deductions tab** and click on the **Add New Deduction** link.
26. Choose the **Deduction of Elective Deferral 403 (b)**.
27. Choose **Distribution Pastoral Salaries**.
28. Change the **Starting Date** to **6/16/2018**.
29. Add the **Amount of \$150.00**.
30. Click **OK**.

**Add New Deduction**

Deduction:

Distribution:

Active?

Starting Date:

Frequency:  Regular Basis  Occasionally

Type:  Per Check Limit:

Cycle:

Amount:  Applied:

Limit:  Remaining:

Matching Percent:  Matching Dollars:

Note:

31. Click on the **Taxes tab**. We'll not make any changes as this Pastor does not want any extra dollars or % taken out for taxes. We can discuss the options for Ministers and Non-Minister Employees.
  - Fed vs. State and Local Setup
  - Filing status
  - Extra Dollars/%
  - Pension Plan Qualified
  - # of Allowances
32. Let's Discuss the following tabs.
  - ACH
  - Time Off Hours
  - Phone
  - Email



33. Click on the **Add New Address Tab**, then click on the **Add New Address** link and add the address as shown then click **Save**.

### Add New Address ✕

\* Address Type

Country

\* Address Line 1

Address Line 2

\* Postal Code

\* City

State / Province

Primary

34. Click on the **Demographics tab** and **complete as shown**.

[Home](#) > [Payroll](#) > [Employee Information](#) > [Update](#)

Title  \* First Name  Middle Name  \* Last Name  Suffix

Employee Information	<p>Birth Date <input type="text" value="8/19/1958"/> <input type="button" value="📅"/></p> <p>Social Security Number <input type="text" value="123-45-6789"/></p> <p>Salutation <input type="text" value="Barry"/></p> <p>Gender <input type="text" value="Male"/></p> <p>Marital Status <input type="text" value="Married"/></p> <p>Position <input type="text" value="Pastor of Music &amp; Arts"/></p>
Compensations	
Deductions	
Taxes	
ACH Accounts	
Time Off Hours	
Phones	
Emails	
Addresses	
Demographics	
Attachments	

35. Click on the **Attachments tab**. Great place to attach Applications, w-4, I-9's, etc.
36. Click **Update** to Save.

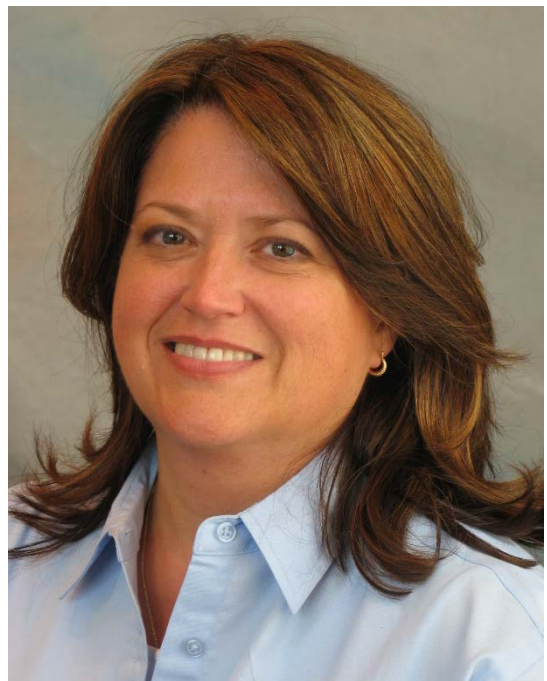
# Q&A

## Class Discussion

# ISC | 2018

INTERNATIONAL SHELBY CONFERENCE 🎵 MEMPHIS, TN

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Carmen trains on all Shelby product lines. She has been a trainer and consultant for churches and non-profit organizations since 2000. Carmen works with customers both in the United States and internationally helping them integrate Shelby Systems to meet their needs and their culture. Her experience prior to working with Shelby includes serving as the Volunteer Director for a missions organization and being responsible for the Shelby database and training in a large church.