

# Finance

Shepherd's Staff Finance module lets you keep track of your church's financial information. This manual will walk you through setting up a chart of accounts, working with transactions, and running reports of your financial status.

## Introduction to Finance

- ▶ [Introduction to Finance Module](#)

## Basic Accounting Principles

- ▶ [Double-entry Bookkeeping](#)
- ▶ [Debits and Credits](#)
- ▶ [Cash Accounting](#)
- ▶ [Fund Accounting](#)

## Activity

- ▶ [Payments](#)
- ▶ [Check Payments](#)
- ▶ [EFT Payments](#)
- ▶ [Charge Account Payments](#)
- ▶ [Generate Recurrent Transactions](#)
- ▶ [Receipts](#)

[See all 24 articles](#)

## Accounts

- ▶ [Books/Funds](#)
- ▶ [Add/Edit Books/Funds](#)
- ▶ [The Accounts Tree](#)
- ▶ [Add/Edit Accounts](#)
- ▶ [Beginning Balance Lock](#)
- ▶ [Move Accounts](#)

[See all 23 articles](#)

## Account Numbering

- ▶ [Number Sections](#)
- ▶ [Major and Minor Groups](#)
- ▶ [Responsibility and Church Body](#)

## Receivables

- ▶ [AR Accounts](#)

- ▶ [Add/Edit AR Accounts](#)
- ▶ [Students/Children](#)
- ▶ [Add/Edit Students/Children](#)
- ▶ [AR Account Relationship to Student/child](#)
- ▶ [Transactions](#)

[See all 19 articles](#)

## Plan/Analyze

- ▶ [Bank Account Balance Analysis](#)
- ▶ [Budgeting](#)
- ▶ [Budget Import & Export](#)
- ▶ [Ledger Line Search](#)
- ▶ [Activity Search](#)
- ▶ [Budget vs. Actual](#)

[See all 7 articles](#)

## Other Reports

- ▶ [Account and Trial Balance](#)
- ▶ [Balance Sheet](#)
- ▶ [Bank Balance Less Dedicated](#)
- ▶ [Budget Worksheet](#)
- ▶ [Chart of Accounts](#)
- ▶ [Dedicated Accounts](#)

[See all 20 articles](#)

## Tools/Settings

- ▶ [Finance Tools/Settings](#)
- ▶ [Changing the Finance Year from a Calendar Year to a Fiscal Year](#)
- ▶ [Close Finance Year](#)
- ▶ [Reopen Finance Year](#)
- ▶ [Bank Statement Reconciliation](#)
- ▶ [Reopen the Last Reconciliation](#)

[See all 13 articles](#)

## Where Is It Now? [9.0]

- ▶ [Where Is It Now?](#)
- ▶ [Account Balances Reports \[Where is it now?\]](#)
- ▶ [Balance Sheet Reports \[Where is it now?\]](#)
- ▶ [How do I print checks? \[Where is it now?\]](#)
- ▶ [Other Finance Reports \[Where is it now?\]](#)
- ▶ [Statement of Income and Expense Reports \[Where is it now?\]](#)

[See all 8 articles](#)

# Introduction to Finance Module

The Finance module allows you to create and maintain a chart of accounts to manage the financial accounting needs of your church, and produce reports to inform your congregation about the financial health of your church. Common tasks include creating transactions, preparing budgets, and generating financial reports, both for your church and vendors.

The screenshot displays the Finance module interface. The top navigation bar includes 'Activity', 'Accounts', 'Receivables', 'Plan / Analyze', 'Other Reports', and 'Tools / Settings'. The left sidebar lists various transaction types: Payments, Receipts, Journal entries, Vendors, Recurrent, Purchase orders, and Payroll import. The main area shows a search filter for 'Last 24 months' and a table of transactions. The table has columns for Doc. no., Date, Amount, Description, Status, and Vendor. The right sidebar contains sections for 'Actions', 'My actions', 'My views', and 'My reports'.

Doc. no.	Date	Amount	Description	Status	Vendor
7	8/2/2023	\$1,191.43	Paychex Payroll EFT #7	Paid	Arbor, Ann
8	8/2/2023	\$894.98	Paychex Payroll EFT #8	Paid	Gross, Tim
9	8/2/2023	\$1,283.17	Paychex Payroll EFT #9	Paid	Michigan, Detroit
1	12/16/2022	\$1,191.43	Paychex Payroll EFT #1	Paid	Allied Trash & Recycling
2	12/16/2022	\$1,023.12	Paychex Payroll EFT #2	Paid	Dowling, Arlene
3	12/16/2022	\$1,283.17	Paychex Payroll EFT #3	Paid	Carter, Teresa
4	12/16/2022	\$0.00	PayrollMate EFT #4	Paid	Carter, Teresa
5	12/16/2022	\$0.00	PayrollMate EFT #5	Paid	Jones, Mary
6	12/16/2022	\$0.00	PayrollMate EFT #6	Paid	Dowling, Arlene
5707	9/14/2022	\$85.00	September's Internet Bill	Paid	Century Link - Telephone
10	9/9/2022	\$1,035.65	Paychex Payroll EFT #10	Paid	Jones, Mary
11	9/9/2022	\$2,126.24	Paychex Payroll EFT #11	Paid	Martinez, Jose
5708	9/9/2022	\$652.48		Paid	Carter, Teresa
47	9/9/2022	\$673.43	Paychex Payroll	Paid	Smith, John
48	9/9/2022	\$1,035.65	Paychex Payroll	Paid	Jones, Mary
49	9/9/2022	\$2,126.24	Paychex Payroll	Paid	Martinez, Jose
47	9/9/2022	\$673.43	Paychex Payroll	Paid	Smith, John
48	9/9/2022	\$1,035.65	Paychex Payroll	Paid	Jones, Mary
49	9/9/2022	\$2,126.24	Paychex Payroll	Paid	Martinez, Jose
5701	6/28/2022	\$300.00	Pastor Heath Plan	Paid	Concordia Health Plans

## Double-entry Bookkeeping

Double-entry bookkeeping is a standard set of rules that are used when businesses record financial information. This set of rules is based on the accounting equation:

» **Assets = Liabilities + Equity**

For this equation to hold true, for each transaction an entry must be recorded as a debit or a credit in at least two accounts. The **debits and credits** must be equal for a transaction to be valid.

### Debits and Credits Chart

Account Type	Increase (AN)	Decrease
Asset	Debit	Credit
Liability	Credit	Debit
Equity	Credit	Debit
Income	Credit	Debit
Expense	Debit	Credit
Dedicated	Credit	Debit

One of the main ideas to grab onto is the fact that when money comes into or leaves the asset account, it must be offset in another account.

For example, when the church receives offerings, that money goes into the bank account. When you record this transaction in an asset account, we see on the chart that we will debit that asset account in order to increase it. Now we need to match the credit side of the account.

Since we need to increase an account by a credit, you can see in the chart above that our options are liability, equity, income, or dedicated. Depending on the purpose of the money you can make your choice. If the offerings were just from the general offering plate, they will be recorded as income. If the offerings were from a memorial, they will probably be placed in a dedicated account depending on the instructions.

Either way, at the end of that transaction, the amount you increase the asset by will match the amount you increase the offset account.

## Debits and Credits

One of the most important topics regarding the Finance module is how Debits and Credits work. They are very easy for a novice bookkeeper to mess up and can still be tricky after years of experience. To mitigate this confusion Shepherd's Staff uses what is called Double-Entry Bookkeeping. Double-Entry Bookkeeping is so named because every transaction must involve at least two accounts; one (or more) which is decreased and one (or more) which is increased.

To begin our discussion of Debits and Credits we will define terms:

- **Debits and Credits:** Either increase or decrease an account balance depending on the account type. (See the list below)
- **Financial Equation:** Assets = Liabilities + Equity
- **Balance Sheet:** Shows your net worth in relation to your assets, liabilities, and equity.
- **Income Statement:** Shows net income; Net Income = Revenue - Expenses.
- **Account Types:**
  - **Asset:** Shows the property you own which increases the value of your balance sheet. Examples: bank accounts and accounts receivable.
  - **Liability:** Shows funds held to satisfy obligations; these funds decrease the value of your balance sheet. Examples: loans, accounts payable, and taxes.
  - **Equity:** Shows the net amount of funds invested in a business by its owners, plus any net income. In simple terms, Equity = Assets - Liabilities. Examples: capital/draw and retained earnings.
  - **Income:** Shows the revenue that you received during the fiscal year.
  - **Expense:** Shows the expenditures that you made during the fiscal year.
  - **Dedicated:** Shows the funds set aside for a specific purpose.
- **Account Norm (AN):** Shows whether an account is usually debited or credited; this is always an *increase*.

### Debits and Credits Chart

Account Type	Increase (AN)	Decrease
Asset	Debit	Credit



Liability	Credit	Debit
Equity	Credit	Debit
Income	Credit	Debit
Expense	Debit	Credit
Dedicated	Credit	Debit

As you can see, debit and credits don't always increase or decrease. Instead, they take on a different role depending on the account type. This is where they get tricky: the amounts of the debits and credits must match for a transaction to balance and they change roles. Here is an example of how a journal entry for a payment would be recorded in Shepherd's Staff:

Journal entry / adjustment X

Debits total: **\$50.00**      Credits total: **\$50.00**

Document number:       Date:       Status:       Description:

Assign to a vendor  Add multiple?     

---

Account:        Enter by name      Description:       Debit       Credit      

Account no.	Account	Line description	Debits	Credits	Current balance
011-01-01-01	Central Trust Checking		\$0.00	\$50.00	\$603,035.04
▶ 016-02-01-04	Telephone		\$50.00	\$0.00	\$280.16

0

This shows money being taken out of the asset account, via a credit, and increasing an expense account, via a debit.

When you are creating a payment, Shepherd's Staff does more of the work for you:

Payment

**Central Trust Checking (011-01-01-01)** Balance: \$603,035.04 Pending / Held: -\$3,708.69 Available: \$606,743.73 Payment total: **\$325.00**

Pay by: EFT Payee: Ameren Electric - P.O. Box 66301    Add multiple?

Document number: 1 Date: 9/22/2023 Status: Paid Description:

Account	Enter by name	Line description	Amount	Invoice
*Electric (016-02-01-01)	<input checked="" type="checkbox"/>	<input type="text"/>	\$0.00	<input type="text"/>

Account no.	Account	Line description	Amount	Invoice
016-02-01-01	Electric		\$325.00	

0

In the above example, it is automatically applying a credit to the asset account and a debit to the expense account because you are recording a payment.

Shepherd's Staff does the work for you when you enter a receipt/deposit as well:

Receipt

**Central Trust Savings (011-01-02-01)** Balance: \$44,840.00 Receipt total: **\$900.00**

Document number: 112 Date: 9/22/2023 Status: Completed Description:    Add multiple?

From a vendor

Account	Enter by name	Description	Amount
Memorials (017-01-00-01)	<input checked="" type="checkbox"/>	<input type="text"/>	\$0.00

Account no.	Account	Line description	Amount
015-01-01-01	General Fund		\$500.00
015-01-01-04	Building Fund		\$200.00
017-01-00-01	Memorials		\$200.00

0

In this example, Shepherd's Staff is applying a debit to the asset account and credits to each of two income accounts and one dedicated account, to equal the same total of \$900.

In conclusion:

- Debits and credits are used to show how money moves in and out of your accounts.
- Debits and credits either increase or decrease based on the type of account they are applied to; reference the chart above to mitigate confusion.
- The debits and credits on a transaction must balance.
- Shepherd's Staff automatically selects the correct credits and debits for checks and deposits but not for journal entries.

Please don't hesitate to reach out to us here at Concordia Technology Solutions!

Our phone number is **(800) 346-6120** and our email is **[support@cts.cph.org](mailto:support@cts.cph.org)**.

## Cash Accounting

There are two different methods when it comes to recording income and expenses: cash basis and accrual basis.

» **Cash Basis**—Income is recorded when the money is received and expenses are recorded when the money is disbursed.

» **Accrual Basis**—Income is recorded when money is earned but not necessarily received and expenses are recorded when they are incurred and not necessarily when the money is disbursed.

For example, say you sold an item for \$200 but won't get paid for it until next month. Using cash accounting you would record that \$200 when the person hands you the \$200 the next month.

On the other hand, using accrual accounting you would record that \$200 at the time of the sale regardless of whether or not you have received the money.

Non-profit organizations, such as churches, tend to use cash accounting based on a variety of reasons.

1. Cash accounting is much simpler to understand.
2. Tracking the money going into and coming out of one or more bank accounts is straightforward.
3. Cash accounting is also safer, since you are less likely to be surprised by cash flow problems.
4. Easier to explain to the congregation or church leaders.

## Fund Accounting

A major difference between business accounting and accounting for nonprofit organizations is the use of “funds.” By definition, a **Fund** is a separate accounting entity with its own income, expense, assets, and liabilities, and a unique reason for being (for example, to pay operating expenses). The assets in these funds usually fall into three categories:

- » **Unrestricted**—These assets can be used for any purpose.
- » **Temporary Restricted**—These assets are usually restricted by purpose (buying a new organ) or possibly by time (annuity).
- » **Permanently Restricted**—These assets are also restricted but never expire.

In Shepherd's Staff, we see many churches have one General Fund for the Unrestricted Assets. This fund is usually responsible for paying the everyday operating expenses like salaries and supplies. Beyond that you could have a Building Fund, a Memorial Fund, or even just a Restricted Fund.

However you are not required to keep these funds separate. For this reason, Shepherd's Staff allows you to separate your assets into these separate funds or you can also keep them in just one fund.

As part of each major fund, such as the general fund or the building fund, many congregations have several small temporary restricted assets resulting from memorials, special collections, and other designated gifts. Shepherd's Staff uses a special type of account called the “Dedicated Account” for these assets.

Dedicated accounts are usually small and short lived enough to allow you to keep their money in the bank account belonging to one of the major funds. Dedicated accounts accumulate both receipts and disbursements so you can constantly track the amount available for a specific purpose.

## Payments

The Payments window is where you can view, add, edit, copy and delete any payments in the finance module of Shepherd's Staff.

There are filters in this view to control which Book and bank account you're viewing payments for, as well as filters to see only specific status(es) of payments within your payments grid. You can also search for specific transactions using the standard [search conventions](#).

1. To access the Payments window, click on the "Activity" tab and then click "Payments". This view will default to show the last 24 months of payments in descending date order.
2. You can select which book's transactions you'd like to view in the "Book" drop list. To filter to a specific Bank Account, select the bank account you'd like to view in the "Account" drop list. To filter to show just a specific status or statuses of transactions, select the option you want in the "Filter" drop list.
3. To add a new payment, click the "Add" button at the bottom of the window, and enter your payment in the box that appears.
4. To edit a payment, find the payment you want to edit on the grid, and click on it so it is highlighted, and then click "Edit" at the bottom of the window.
5. To copy a payment, find the payment you want to copy on the grid, click on it so it is highlighted, and then click "Copy" at the bottom of the window.
6. To delete a payment, find the payment you want to delete on the grid, click on it so it is highlighted, and then click "Delete" at the bottom of the window.
7. To create a recurrent payment, find the payment you want to delete on the grid, click on it so it is highlighted, and then click "Recurrent" at the bottom (on the right side) of the window.
8. Clicking Print will provide you with a variety of payment reports to preview, and then print.

- Payments
- Receipts
- Journal entries
- Vendors
- Recurrent
- Purchase orders
- Payroll import

Search  and   Last 24 months

Book  Account  Filter

Doc. no.	Date	Amount	Description	Status	Vendor	Paid by	Paid from	Note	Printed?	TRX ID
5707	9/14/2022	\$85.00	September's Internet Bill	Paid	Century Link - Telephone	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5930
5708	9/9/2022	\$652.48		Paid	Carter, Teresa	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5931
49	9/9/2022	\$2,126.24	Paychex Payroll	Paid	Martinez, Jose	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5941
48	9/9/2022	\$1,035.65	Paychex Payroll	Paid	Martinez, Jose	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5937
48	9/9/2022	\$1,035.65	Paychex Payroll	Paid	Jones, Mary	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5940
47	9/9/2022	\$673.43	Paychex Payroll	Paid	Smith, John	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5936
47	9/9/2022	\$673.43	Paychex Payroll	Paid	Smith, John	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5939
47	9/9/2022	\$673.43	Paychex Payroll	Paid	Smith, John	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5935
5706	6/28/2022	\$300.00	Lawn Care & Landscaping	Paid	Gleasons Lawn & Landscaping	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5661
5705	6/28/2022	\$722.82	State Taxes	Paid	Missouri Department of Reven...	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5660
5704	6/28/2022	\$2,790.34	Federal Taxes	Paid	U.S. Department of the Treasury	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5659
5703	6/28/2022	\$54.16	Insurance	Paid	Farmers Insurance	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5658
5702	6/28/2022	\$300.00	Pastor Retirement	Paid	Concordia Retirement Fund	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5657
5701	6/28/2022	\$300.00	Pastor Health Plan	Paid	Concordia Health Plans	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5656
5700	6/24/2022	\$84.68	Vehicle Fuel	Paid	Other Expense	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5655
5699	6/24/2022	\$779.09	Salary	Paid	Wright, Timothy	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5654
5698	6/24/2022	\$779.09	Salary	Paid	Woods, Derek	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5653
5697	6/24/2022	\$1,591.52	Salary	Paid	Williams, Kent	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5652
5696	6/24/2022	\$779.09	Salary	Paid	Owens, Rebecca	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5651
5695	6/24/2022	\$923.79	Salary	Paid	Dowling, Arlene	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5650
5694	6/24/2022	\$1,140.84	Salary	Paid	Carter, Teresa	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5649
5693	6/13/2022	\$120.00	Advertising	Paid	Yellow Pages	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5648
5692	6/13/2022	\$36.05	Trash Removal	Paid	Allied Trash & Recycling	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5647
5691	6/13/2022	\$118.45	Web Service	Paid	Concordia Publishing House	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5646
5690	6/13/2022	\$67.50	Phone Bill	Paid	Century Link - Telephone	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5645
5689	6/13/2022	\$82.17	Gas Bill	Paid	Laclede Gas Company	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5644
5688	6/13/2022	\$267.21	Electric Bill	Paid	Ameren Electric	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5643
5687	6/13/2022	\$89.71	Water Bill	Paid	Missouri American Water	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5642
5686	6/13/2022	\$100.00	Advertising	Paid	News Magazine Network	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5641
5685	6/13/2022	\$64.71	Sewer Bill	Paid	Meridian Waste Services, LLC	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5640
5684	6/13/2022	\$67.43	Internet	Paid	AT&T Uverse - Internet	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5639
5683	6/10/2022	\$77.24	Vehicle Fuel	Paid	Other Expense	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5638
5682	6/10/2022	\$779.09	Salary	Paid	Wright, Timothy	Check	Central Trust Checking (011-01...	<input type="checkbox"/>	<input type="checkbox"/>	5637

389

## Check Payments

A check payment is any disbursement of money from a bank account for which a physical check is written. They are similar to deposits in that one side of the transaction will always include the bank account from which the check is written, but a check will cause the bank account to decrease, meaning a credit is applied to the Ledger for this bank account.

In turn, the offset accounts you use will all be debits. Typically, the accounts that are used on the debit side of a check are expense, dedicated and sometimes liability. A debit will increase, decrease and decrease these accounts respectively.

Checks will have one of the following statuses

» **Paid** — The check has been written, but has not yet been cleared through the bank account reconciliation utility. Paid checks may be edited within the fiscal year they were written in, unless the check was printed out of Shepherd's Staff. Any paid check may be voided, unless it is from a prior year, in which case, it must be reversed (see Stopped, below).

» **Cleared** — The check has been cleared through the bank account reconciliation utility. A check in this status cannot be edited, voided or stopped.

» **Void** — The check has been voided, and all of its line items have been reversed, setting the check to \$0.00. Checks from a prior fiscal year cannot be voided; they must be stopped.

» **Pending** — The check has not been posted yet, meaning it has not yet gone against the balances of the accounts it has been written for. A check must be in pending status before it can be printed from Shepherd's Staff, otherwise it will not appear for you to print.

» **Hold** — This check is in a pending status, but it will not appear in your check printing window.

» **Stopped** — Stopping a check saves the details of the check, and creates a reversing journal entry to provide an audit trail. The reversing journal entry that is created is dated with the current date.

- Check payments can be added, edited, copied and voided within the Payments window. You can filter to see just your check payments by going to the "Filter" box and selecting "By check"
- This grid will show your Checks, with their Document (Check) number, date, amount, description, status, vendor, which bank account it was paid from, if there is a note on the check, and its internal transaction



ID.

- You can select which book's checks you're viewing in the "Book" drop list, and you can select which bank account's checks you're viewing in the "Account" drop list.
- By default, this view will show the last 24 months of check payments. If you wish to see beyond that, uncheck the "Last 24 months" checkbox.
- Click the "Add" button to add a new payment. Choose the "Check" option, to create a new check payment.

1. At the next window that appears, select which bank account you want to write the check from. If it auto-selects the last account used and you wish to change that, click the pencil icon next to the blue Account name and number to change the selection. Accounts will be sorted by account number, but if you wish to sort by name, check the "Sort by name" checkbox. Click select once you've clicked on the bank account you wish to use.
2. In the window that appears, you'll see the bank account you selected in the top left corner, with the current balance, pending/held balance, and total available balance along the top of the window. In the top right corner, you'll see the total for this payment.
3. The "Pay by" drop list will let you switch between payment types.
4. In the "Payee" field, you'll select which payee this check payment is for. If you need to add a new Payee, click the green plus button to be taken to the payee window to add a new payee.
5. After selecting the payee, if you want to repeat the last payment you created for them, click the "Get last payment" button. Note, that if the last payment to this vendor was coming from a different bank account or charge account, you will receive a warning, in case this check is supposed to go against that bank or charge account instead.
6. Next, set the check's status. If this is a check you intend to print, leave the status on Pending. If you're recording a handwritten check in Shepherd's Staff, set the status to paid and set the Document (Check) number and date. You cannot set a Document number or date on a pending check, this is set at the time of printing.
7. Enter any description you want to appear in the memo field of the check in the "Description" field.
8. In the dark gray area of the window, you can enter the line items for your check. In the account drop box, you can select which account you'd like to use as an offset account. By default, only liability, expense and dedicated accounts can be selected, but if you click the filter button to the left of this drop list, you can choose additional account types to use. The accounts will be sorted in name order if the "Enter by name" box is checked.

9. Enter any description you want for the line item in the "Description" field, then fill in the amount for this line item in the amount field. If there is an invoice number you want to use for this line item, fill it in on the "Invoice" field. If this invoice number should be used for multiple lines, click the padlock icon, and this will repeat on the next line item as well. If this invoice number was used on another payment, you will receive a warning if the payment is for the same vendor to help you avoid paying the same payment twice.
10. Click the add button to add this line item to the check payment. Repeat steps 8-10 until you have added each line item you need to the check payment.
11. If you need to change a line item you've added, click on it, and click the "Edit" button at the bottom of the window. If you need to delete a line item, click on the line item and click the "Delete" button at the bottom of the window.
12. If you have any attachments, such as an image of an invoice for this check, you can click the Paperclip icon on the right side of the window to bring up the attachments window. There are three slots to enter attachments, click the green plus sign next to one of the slots to search your computer for a file to attach to the check payment. To remove an attachment, click the paperclip with the red x to remove the attachment from that slot. Click OK when finished.
13. Click the thumbtack icon to add a note to this check.
14. If you need to add multiple check payments at once, make sure the "Add multiple?" box is checked.
15. Click Save to save your check payment.
16. If you wish to print the check, click the Actions drop-down in the right-side customization bar and select "Print checks" (you can then use the star icon just beside the drop-down to save this under "My actions" for future ease of use), or go to My Reports and select the Print checks report.

Payment

**Central Trust Checking (011-01-01-01)** Balance: \$435,863.40 Pending / Held: \$0.00 Available: \$435,863.40 Payment total: **\$0.00**

Pay by:  Payee:     Add multiple?

Document number:  Date:  Status:  Description:

Account:  Enter by name  Description:  Amount:  Invoice:

Account no.	Account	Description	Amount	Invoice

0

If you need to make changes to a check after it's been written, you can edit your check, as long as it is not cleared, voided or from a prior Fiscal Year.

1. On the Payments window, search for the check that you want to edit.
2. Once you have found the check, click on it to select it, and then click the "Edit" button at the bottom of the window.
3. The check window will appear. To edit any line item, click on the line item in question and click "Edit" at the bottom of the window.
4. To delete a line item, click on that line item and click "Delete"
5. You can also add new line items through the dark gray area of the window.
6. Click "Save" when finished.

If you need to void or stop a check use the following procedure:

1. On the Payments window, search for the check you want to void or stop.
2. Once you have found the check, click on it to select it, and then click the "Edit" button at the bottom of the window.
3. At the bottom left-hand corner of the check window, if this check has not been cleared and it is from your current fiscal year or later, you will see the void option. Click this option to void the check. A

window will appear to confirm you want to void the check. Click "Yes" to mark the check as "Void"

4. If this check is not cleared, you will also see the "Stop" option. Click this option to stop the check. A window will appear to confirm you want to stop the check, and create the corresponding reversing journal entry. Click "Yes" to stop the check and create the corresponding reversing journal entry.

Payment Payment total: **\$200.00**

**Central Trust Checking (011-01-01-01)**

Pay by:  Payee:

Document number:  Date:  Status:  Description:

Account	Description	Amount	Invoice
<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
<input type="button" value="+ Add"/>			

Account no.	Account	Description	Amount	Invoice
▶ 016-02-03-01	Postage Expense		\$200.00	

0

## EFT Payments

An EFT (Electronic Funds Transfer) payment is any disbursement of money from a bank account that is processed electronically. This is typically through either a debit card, direct deposit to employees, or online payments. They are similar to deposits in that one side of the transaction will always include the bank account from which the payment is written, but, a payment will cause the bank account to decrease, meaning a credit is applied to the ledger for this bank account.

In turn, the offset accounts you use will all be debits. Typically, the accounts that are used on the debit side of an EFT payment are expense, dedicated and sometimes liability. A debit will increase, decrease and decrease these accounts respectively.

EFT Payments will have one of the following statuses:

- » **Paid** — The EFT Payment has been written, but has not yet been cleared through the bank account reconciliation utility. Paid EFT Payments may be edited within the fiscal year they were written in.
  - » **Cleared** — The EFT Payment has been cleared through the bank account reconciliation utility. An EFT Payment in this status cannot be edited, voided or stopped.
  - » **Void** — The EFT Payment has been voided, and all of its line items have been reversed, setting the EFT to \$0.00. EFT Payments from a prior fiscal year cannot be voided; they must be stopped.
  - » **Stop payment** — Stopping an EFT Payment saves the details of the EFT Payment, and creates a reversing journal entry to provide an audit trail. The reversing journal entry that is created is dated with the current date.
- EFT payments can be added, edited, copied and voided within the Payments window. You can filter to see just your EFT payments by going to the "Filter" box and selecting "By EFT"
  - This grid will show your EFT Payments, with their Document number, date, amount, description, status, vendor, which bank account it was paid from, if there is a note on the check, and its internal transaction ID.
  - You can select which book's EFT Payments you're viewing in the "Book" drop list, and you can select which bank account's EFT Payments you're viewing in the "Account" drop list.
  - By default, this view will show the last 24 months of EFT payments. If you wish to see beyond that, uncheck the "Last 24 months" checkbox.

- Click the "Add" button to add a new payment. Choose the "EFT" option to create a new EFT payment.
1. At the next window that appears, select which bank account you want to write the EFT Payment from. This will be sorted by account number, but if you wish to sort by name, check the "Sort by name" checkbox. Click select once you've clicked on the bank account you wish to use.
  2. In the window that appears, you can change the bank account selected by clicking the pencil icon next to it in the top left corner. The current balance, pending/held balance, and total available balance are along the top of the window. In the top right corner, you'll see the total for this payment.
  3. The "Pay by" drop list will let you switch between payment types.
  4. In the "Payee" field, you'll select which payee this EFT payment is for. If you need to add a new Payee, click the green plus button to be taken to the payee window to add a new payee.
  5. After selecting the payee, if you need to repeat the last payment you created for them, click the "Get last payment" button. Note, that if the last payment to this vendor was coming from a different bank account or charge account, you will receive a warning, in case this payment is supposed to go against that bank or charge account instead.
  6. Next, set the EFT Payment's status. If you want this payment to affect your balances immediately, set the status to "Paid". If you're writing this payment in advance, but it hasn't been processed yet, set the status to "Pending"
  7. Enter any description you want to appear in the memo field of the payment in the "Description" field.
  8. In the dark gray area of the window, you can enter the line items for your EFT Payment. In the account drop box, you can select which account you'd like to use as an offset account. By default, only liability, expense and dedicated accounts can be selected, but if you click the filter button to the left of this drop list, you can choose additional account types to use. The accounts will be sorted in name order if the "Enter by name" box is checked.
  9. Enter any description you want for the line item in the "Description" field, then fill in the amount for this line item in the amount field. If there is an invoice number you want to use for this line item, fill it in on the "Invoice" field. If this invoice number should be used for multiple lines, click the padlock icon, and this will repeat on the next line item as well. If this invoice number was used on another payment, you will receive a warning if the payment is for the same vendor to help you avoid paying the same payment twice.
  10. Click the add button to add this line item to the EFT payment. Repeat steps 8-10 until you have added each line item you need to the EFT payment.

- L1. If you need to change a line item you've added, click on it, and click the "Edit" button at the bottom of the window. If you need to delete a line item, click on the line item and click the "Delete" button at the bottom of the window.
- L2. If you have any attachments, such as an image of an invoice for this EFT payment, you can click the Paperclip icon on the right side of the window to bring up the attachments window. There are three slots to enter attachments, click the green plus sign next to one of the slots to search your computer for a file to attach to the check payment. To remove an attachment click the paperclip with the red x in that slot. Click OK when finished.
- L3. Click the thumbtack icon to add a note to this EFT payment.
- L4. If you need to add multiple EFT payments at once, make sure the "Add multiple?" box is checked.
- L5. Click Save to save your EFT payment.

Payment

Central Trust Checking (011-01-01-01) Balance: \$435,963.40 Pending / Held: \$0.00 Available: \$435,963.40 Payment total: **\$0.00**

Pay by: EFT Payee: + [ ] Get last payment Save

Document number: 2 Date: 9/23/2022 Status: Paid Description: [ ] Add multiple?

Account	Description	Amount	Invoice
Building Maintenance (016-03-01-01)		\$0.00	

Account no. Account Description Amount Invoice

Edit Delete Export 0

If you need to make changes to an EFT payment after it's been written, you can edit your payment, as long as it has not been cleared, voided or is from a prior Fiscal Year.

1. On the Payments window, search for the EFT Payment that you want to edit.
2. Once you have found the payment, click on it to select it, and then click the "Edit" button at the bottom of the window.
3. The EFT Payment window will appear. To edit a line item, click on the line item in question and click "Edit" at the bottom of the window.

4. If you need to delete a line item, click on it and click "Delete"
5. You can also add any line items through the dark gray area of the window.
6. Click "Save" when finished.

If you need to void or stop an EFT Payment use the following procedure:

1. On the Payments window, search for the EFT Payment you want to void or stop.
2. Once you have found the payment, click on it to select it, and then click the "Edit" button at the bottom of the window.
3. At the bottom right-hand corner of the payment window, if this payment has not been cleared and it is from your current fiscal year or later, you will see the void option. Click this option to void the payment. A window will appear to confirm you want to void the payment. Click "Yes" to mark the payment as "Void"
4. If this payment is not cleared, you will also see the "Stop" option. Click this option to stop the payment. A window will appear to confirm you want to stop the payment, and create the corresponding reversing journal entry. Click "Yes" to stop the payment and create the corresponding reversing journal entry.

Payment X

**Central Trust Checking (011-01-01-01)** Payment total: **\$500.00**

Pay by: EFT

Payee: Gateway Building & Repair - 200 Sydney St

Document number: 2

Date: 9/23/2022

Status: Paid

Description:

Save

Account	Description	Amount	Invoice
<span style="border: 1px solid gray; padding: 2px;"></span>	<span style="border: 1px solid gray; padding: 2px;"></span>	<span style="border: 1px solid gray; padding: 2px;">\$0.00</span>	<span style="border: 1px solid gray; padding: 2px;"></span>
<span style="border: 1px solid gray; padding: 2px; color: green;">+ Add</span>			
Account no.	Account	Description	Amount
▶ 016-03-01-01	Building Maintenance		\$500.00

Edit Delete Void Stop

Export 0



## Charge Account Payments

A Charge Account Payment is a disbursement of money from a charge account. Unlike other payment types, instead of being charged to a bank account, this is charged against a charge account, which is a liability. When a charge account payment is processed in Shepherd's Staff, the charge account used will be increased by the amount of the payment, by crediting the charge account.

In turn, the offset accounts you use will all be debited. Typically the accounts that are used on the debit side of a charge account payment are expense, dedicated, and sometimes, another liability. A debit will increase, decrease and decrease these accounts respectively.

Charge account payments will have one of the following statuses:

- » **Paid** — The charge account payment has been written, and its line items are affecting the balance of the accounts you used in the transaction. Paid charge account payments may be edited within the fiscal year they were written in.
- » **Pending** — The charge account payment has been written, but is not yet being applied to the accounts used within the transaction. Use this if you want to write out a charge account payment in advance, but you don't want it applied to your books yet.
- » **Void** — The charge account payment has been voided, and all of its line items have been reversed, setting the payment to \$0.00. Charge account payments from a prior fiscal year cannot be voided; they must be stopped.
- » **Stop Payment** — Stopping a charge account payment saves the details of the payment, and creates a reversing journal entry to provide an audit trail. The reversing journal entry is dated with the current date.

**Note:** Charge Account Payments cannot be marked as cleared, as they typically do not affect an asset account, and the bank account reconciliation utility will only show transactions that affect the bank account you are reconciling.

- Charge account payments can be added, edited, copied and voided within the Payments window. You can filter to see just your charge account payments by going to the "Filter" box and selecting "By charge"
- This grid will show your charge account payments, with their Document number, date, amount, description, status, vendor, which bank account it was paid from, if there is a note on the check, and its

internal transaction ID.

- You can select which book's charge account payments you're viewing in the "Book" drop list, and you can select which charge account's payments you're viewing in the "Account" drop list.
- By default, this view will show the last 24 months of charge account payments. If you wish to see beyond that, uncheck the "Last 24 months" checkbox.
- Click the "Add" button to add a new payment. Choose the "Charge account" option, to create a new charge account payment.

1. At the next window that appears, select which charge account you want to write the charge account payment from. This will be sorted by account number, but if you wish to sort by name, check the "Sort by name" checkbox. Click select once you've clicked on the charge account you wish to use.
2. In the window that appears, you'll see the charge account you selected in the top left corner. In the top right corner, you'll see the total for this payment.
3. The "Pay by" drop list will let you switch between payment types. If you switch to a check or EFT, you'll be prompted to choose which bank account the check or EFT should be charged against.
4. In the "Payee" field, you'll select which payee this charge account payment is for. If you need to add a new Payee, click the green plus button to be taken to the payee window to add a new payee.
5. After selecting the payee, if you need to repeat the last payment you created for them, click the "Get last payment" button. Note, that if the last payment to this vendor was coming from a different bank account or charge account, you will receive a warning, in case this check is supposed to go against that bank or charge account instead.
6. Next, set the charge account payment status. If this should be applied to the balances right away, choose "Paid". If this is a payment that will be applied later, choose "Pending".
7. For any additional description you want beyond what accounts are used, fill in that information in the "Description" field.
8. In the dark gray area of the window, you can enter the line items for your charge account payment. In the account drop box, you can select which account you'd like to use as an offset account. By default, only liability, expense and dedicated accounts can be selected, but if you click the filter button to the left of this drop list, you can choose additional account types to use. The accounts will be sorted in name order if the "Enter by name" box is checked.
9. Enter any description you want for the line item in the "Description" field, then fill in the amount for this line item in the amount field. If there is an invoice number you want to use for this line item, fill it in on the "Invoice" field. If this invoice number should be used for multiple lines, click the padlock icon, and

this will repeat on the next line item as well. If this invoice number was used on another payment, you will receive a warning if the payment is for the same vendor to help you avoid paying the same payment twice.

- L0. Click the add button to add this line item to the charge account payment. Repeat steps 8-10 until you have added each line item you need to the charge account payment.
- L1. If you need to change a line item you've added, click on it, and click the "Edit" button at the bottom of the window. If you need to delete a line item, click on the line item and click the "Delete" button at the bottom of the window.
- L2. If you have any attachments, such as an image of an invoice for this payment, you can click the Paperclip icon on the right side of the window to bring up the attachments window. There are three slots to enter attachments, click the green plus sign next to one of the slots to search your computer for a file to attach to the check payment. To remove an attachment click the paperclip with the red x in that slot. Click OK when finished.
- L3. Click the thumbtack icon to add a note to this charge account payment.
- L4. If you need to add multiple charge account payments at once, make sure the "Add multiple?" box is checked.
- L5. Click Save to save your charge account payment.

Payment

Credit Card (012-03-00-00) Payment total: **\$0.00**

Pay by: Charge account  Payee:

Document number: 3 Date: 9/28/2022  Status: Paid  Description:   Add multiple?

Account	Description	Amount	Invoice
<input type="button" value="dropdown"/> Building Maintenance (016-03-01-01)	<input type="text"/>	\$0.00	<input type="text"/>

Account no.	Account	Description	Amount	Invoice
-------------	---------	-------------	--------	---------

0

If you need to make changes to a charge account payment after it's been written, you can edit your payment, as long as it has not been voided, or is from a prior fiscal year.

1. On the Payments window, search for the charge account payment that you want to edit.
2. Once you have found the charge account payment, click on it to select it, and then click the "Edit" button at the bottom of the window.
3. The charge account payment window will appear. To edit any line item, click on the line item in question and click "Edit" at the bottom of the window.
4. To delete a line item, click on it, and click "Delete"
5. You can also add any line items through the dark gray area of the window.
6. Click "Save" when finished.

If you need to void or stop a charge account payment use the following procedure:

1. On the Payments window, search for the charge account payment you want to void or stop.
2. Once you have found the charge account payment, click on it to select it, and then click the "Edit" button at the bottom of the window.
3. At the bottom right-hand corner of the charge account payment window, if this payment is from your current fiscal year or later, you will see the void option. Click this option to void the payment. A window will appear to confirm you want to void the payment. Click "Yes" to mark the payment as "Void"
4. You also have the option to stop your charge account payment, by clicking the "Stop" option. A window will appear to confirm you want to stop the payment, and create the corresponding reversing journal entry. Click "Yes" to stop the payment and create the corresponding reversing journal entry.

 **Credit Card (012-03-00-00)**

Payment total: **\$600.00**

Pay by

Charge account

Payee

Gleesons Lawn & Landscaping - Highway 19



Document number

2

Date

9/28/2022

Status

Paid

Description

Account

Enter by name

Description

Amount

Invoice



\$0.00

Account no.	Account	Description	Amount	Invoice
▶ 016-03-02-01	Landscaping		\$600.00	



Edit



Delete



Void



Stop



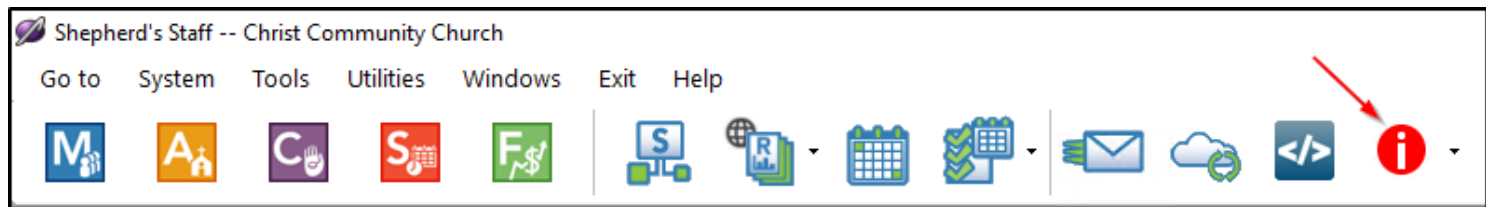
Export

0

## Generate Recurrent Transactions

Once recurrent transaction templates have been created, these templates need to be used regularly to generate the transactions that will be applied to the balances of your accounts. Shepherd's Staff has a method of reminding you when these recurrent transaction templates should be generated.

In the Shepherd's Staff Central Toolbar, whenever you have recurrent transactions that have come due, or are past due, you'll see a red circle with an "i" in it. Clicking on this will reveal how many recurrent activities you have due, and if you click on the number you'll be taken to the recurrent transactions grid, where you can generate your recurrent transactions.



1. On the "Recurrent" grid of the "Activities" view of the Finance module, click the "Generate" button at the bottom of the grid.
2. In the window that appears, you'll first select if you're wanting to generate the transactions for all the templates you see in the grid of this window, or only for the templates you highlight in the "Generate for" section.
3. In the "Date to put on transactions" section, you can tell the system to either apply "The Next date" or "This date". The first option will apply whatever date is in the next field of each template to the transaction that is generated for that transaction. If you choose "This Date", you'll get to designate a date that should be applied to each transaction that each template generates.
4. The grid will let you search for particular transaction templates using a search function. You can also filter by when these templates are due by, or by activity type (Payment, Receipt or Journal Entry), or by Frequency.
5. If you chose the "Only the highlighted templates" option, you can select which templates you want to generate by holding down either the Shift or CTRL keys on your keyboard and then clicking on each template you want to generate.
6. When you click "OK", the templates you selected will generate their transactions. You will not exit this window however, this will allow you to generate another round of transactions if you had multiple iterations of a transaction to generate from a single template.
7. Click "Close" to exit the window.

If you wish to end a recurring transaction template before its Stop date, you have the ability to do that as well from the Generate window.

1. On the "Recurrent" grid of the "Activities" section of the Finance module, click the "Generate" button at the bottom of the grid.
2. In the window that appears, click on the transaction you wish to end to highlight it.
3. Click "Stop" at the bottom of the grid.
4. This will bring up a window letting you know that it's going to stop this recurrent transaction going forward. It does this by changing the end date of the transaction to be one day before the "Next" date. Click "Yes" to confirm your choice.

Generate recurrent transactions for Book 01

Generate for

- All of the displayed templates
- Only the highlighted templates\*

Date to put on transactions

- The Next date
- This date

OK

Close

Search

Type (all)

Due by Today (11/2/2022)

Freq. (all)

Type	Next date	Amount	Description	Stop date	Vendor	Freq.
Payment	8/4/2022	\$300.00	Lawn Care & Landscaping	12/31/2022	Gleasons Lawn & Landsc...	We
Payment	10/7/2022	\$100.00	Trash Bill	10/31/2022	Allied Trash & Recycling	We

End Export 2

## Receipts

Receipts represent any money the church has received into one of its asset accounts, typically in the form of a deposit, though it could represent receiving money in other ways, such as a refund. The receipts window is where you can view, add, edit, copy and delete any receipts that you need to enter into the finance module of Shepherd's Staff.

There are filters in this view to control which Book and bank account you're viewing receipts for, as well as filters to see only specific status(es) of receipts within your payments grid. You can also search for specific transactions using the standard [search conventions](#).

Receipts will have one of the following statuses:

- » **Completed** — The receipt transaction has been written, but has not yet been cleared through the bank account reconciliation utility. Completed transactions affect the balance of the accounts used in the transaction. Completed receipts may be edited within the fiscal year they were written in.
- » **Cleared** — The receipt has been cleared through the bank account reconciliation utility. A receipt in this status cannot be edited or voided.
- » **Void** — The receipt has been voided, and all of its line items have been reversed setting the receipt to \$0.00. Receipts from a prior fiscal year cannot be voided; a journal entry must be created to reverse them.
- » **Pending** — The receipt transactions has been written, however, it is not yet affecting the balances of the accounts that were used in the transaction. Use this status if you want to write a receipt, but it hasn't yet been taken to the bank to be deposited.

1. To access the Receipts window, click on the "Activity" tab and then click "Receipts". This view will default to show the last 24 months of receipts in descending date order.
2. You can select which book's transactions you'd like to view in the "Book" drop list. To filter to a specific Bank Account, select the bank account you'd like to view in the "Account" drop list. To filter to show just a specific status or statuses of transactions, select the status(es) you want in the "Filter" drop list.
3. To add a new receipt, click the "Add" button at the bottom of the window, and enter your receipt in the box that appears.
4. To edit a receipt, find the receipt you want to edit on the grid, and click on it so it is highlighted, and then click "Edit" at the bottom of the window.



5. To copy a receipt, find the receipt you want to copy on the grid, click on it so it is highlighted, and then click "Copy" at the bottom of the window.
6. To delete a receipt, find the receipt you want to delete on the grid, click on it so it is highlighted, and then click "Delete" at the bottom of the window. Only pending receipts can be deleted.
7. Clicking Print will provide you with a variety of receipt reports to preview, such as receipts grouped by Vendor or Status, or you can print an ungrouped list of receipts by clicking the "(default)" option. Click on the report you wish to view, then click "Select"

Search

and

Last 24 months

Book General Income - 01

Account (all)

Status All but void

Doc. no.	Date	Amount	Description	Status	Bank account
664	5/28/2023	\$7,390.00	Offering batch dated 5/28/2023	Completed	Central Trust Checking (011-01)
665	5/21/2023	\$4,000.00	Sunday offerings for 5/21/2023	Completed	Central Trust Checking (011-01)
663	5/14/2023	\$6,810.00	Offering batch dated 5/14/2023	Completed	Central Trust Checking (011-01)
662	5/7/2023	\$6,480.00	Offering batch dated 5/7/2023	Completed	Central Trust Checking (011-01)
661	4/30/2023	\$7,365.00	Offering batch dated 4/30/2023	Completed	Central Trust Checking (011-01)
660	4/23/2023	\$7,760.00	Offering batch dated 4/23/2023	Completed	Central Trust Checking (011-01)
658	4/16/2023	\$6,800.00	Offering batch dated 4/16/2023	Completed	Central Trust Checking (011-01)
659	4/9/2023	\$7,225.00	Offering batch dated 4/9/2023	Completed	Central Trust Checking (011-01)
657	4/2/2023	\$7,735.00	Offering batch dated 4/2/2023	Completed	Central Trust Checking (011-01)
654	3/26/2023	\$7,295.00	Offering batch dated 3/26/2023	Completed	Central Trust Checking (011-01)
656	3/19/2023	\$7,365.00	Offering batch dated 3/19/2023	Completed	Central Trust Checking (011-01)
653	3/12/2023	\$7,885.00	Offering batch dated 3/12/2023	Completed	Central Trust Checking (011-01)
652	3/5/2023	\$6,220.00	Offering batch dated 3/5/2023	Completed	Central Trust Checking (011-01)
651	2/26/2023	\$7,715.00	Offering batch dated 2/26/2023	Completed	Central Trust Checking (011-01)
650	2/12/2023	\$7,610.00	Offering batch dated 2/12/2023	Completed	Central Trust Checking (011-01)
649	2/5/2023	\$6,330.00	Offering batch dated 2/5/2023	Completed	Central Trust Checking (011-01)
648	1/22/2023	\$6,360.00	Offering batch dated 1/22/2023	Completed	Central Trust Checking (011-01)
655	1/15/2023	\$7,110.00	Offering batch dated 1/15/2023	Completed	Central Trust Checking (011-01)
647	1/8/2023	\$7,270.00	Offering batch dated 1/8/2023	Completed	Central Trust Checking (011-01)
646	1/1/2023	\$8,010.00	Offering batch dated 1/1/2023	Completed	Central Trust Checking (011-01)

Add
 Edit
 Copy
 Delete

Recurent
 Export
 Print
 Save

59

## Add/Edit Receipt

A receipt represents any money that is being received by the church. Typically, this takes the form of a deposit. In order to represent these actions a receipt transaction must be created. In a receipt, the Asset (bank account, typically) is debited, which increases it, and typically, an income and/or a dedicated account are credited, which will also increase these accounts.

- Receipts can be added, edited, copied and voided within the Receipts window. You can filter your receipts by status within the Status droplist.
  - This grid will show your receipts with their document number, date, amount, description/memo, status, bank account, Vendor (if a vendor was added to a receipt), if there is a note on the receipt and its internal transaction ID
  - You can select which book's receipts you're viewing in the "Book" drop list, and you can select which bank account's receipts you're viewing in the "Account" drop list.
  - By default, this view will show the last 24 months of receipts. If you wish to see beyond that, uncheck the "Last 24 months" checkbox.
  - Click the "Add" button to add a new receipt.
1. At the next window that appears, select which bank account you want to write the receipt to. This will be sorted by account number, but if you wish to sort by name, check the "Sort by name" checkbox. Click select once you've clicked on the bank account you wish to use.
  2. In the window that appears, you'll see the bank account selected in the top left corner. To change it, click the pencil icon next to it. The Balance of that bank account, and the total of this receipt will appear across the top.
  3. Next, you'll see the Document number. This number will automatically increment up from the last document number, but you are able to change this number if you wish. If a receipt is set to pending status, the document number will be automatically set to 0.
  4. Set the date and status of the check in the next two fields. If you set the status of a receipt to pending, the date will automatically be cleared out.
  5. Fill in a description for your receipt, if desired. This description is applied to the transaction as a whole.
  6. If this receipt is coming from a vendor specifically, for example, a refund, you can check the "From a vendor" checkbox to enable the droplist below the checkbox to specify a vendor.

7. In the dark gray area of the window, you can enter the line items for your receipt. In the account drop box, you can select which account you'd like to use as an offset account. By default, only income and dedicated accounts can be selected, but if you click the filter button to the left of this drop list, you can choose additional account types to use. The accounts will be sorted in name order if the "Enter by name" box is checked.
8. Enter any description you want for the line item in the "Description" field, then fill in the amount for this line item in the amount field.
9. Click the add button to add this line item to the receipt. Repeat steps 7-9 until you have added each line item you need to the receipt.
10. If you need to change a line item you've added, click on it and click the "Edit" button at the bottom of the window. If you need to delete a line item, click on the line item and click the "Delete" button at the bottom of the window.
11. If you have any attachments, such as an image of a counter's sheet, you can click the Paperclip icon on the right side of the window to bring up the attachments window. There are three slots to enter attachments, click the green plus sign next to one of the slots to search your computer for a file to attach to the check payment. Click the paperclip with the red x if you want to remove the attachment in that slot. Click OK when finished.
12. Click the thumbtack icon to add a note to this receipt.
13. If you need to add multiple receipts at once, make sure the "Add multiple?" box is checked.
14. Click Save to save your receipt.

Receipt

**Central Trust Checking (011-01-01-01)** Balance: \$427,453.40 Receipt total: **\$350.00**

Document number: 645 Date: 10/7/2022 Status: Completed Description:

From a vendor  Add multiple?

Save

Account:  Enter by name Description:  Amount: \$0.00 + Add

Account no.	Account	Description	Amount
015-01-01-01	General Fund		\$350.00

Edit Delete Export 0

If you need to make changes to a receipt after it has been written, you can edit your receipt, as long as it has not been cleared, voided or is from a prior fiscal year.

1. On the Receipts window, search for the receipt that you want to edit.
2. Once you have found the receipt, click on it to select it, and then click the "Edit" button at the bottom of the window.
3. The receipt window will appear. If you need to edit any line item, click on the line item you want to make changes to, and click "Edit" at the bottom of the window.
4. If you need to delete a line item, click on the line item you need to remove, and click "Delete"
5. You can also add any line items through the dark gray area of the window.
6. Click "Save" when finished.

If you need to void a receipt, you can do so as long as it is not from a prior fiscal year or has been cleared through the bank account reconciliation utility.

1. On the Receipts window, search for the receipt you want to void.
2. Once you have found the receipt, click on it to select it, and then click the "Edit" button at the bottom of the window.

3. At the bottom left-hand corner of the receipt window, if this receipt has not been cleared, and it is from your current fiscal year or later, you will see the void option. Click this option to void the receipt. A window will appear to confirm you want to void the receipt. Click "Yes" to mark the receipt as "Void".

Receipt
×

**Central Trust Checking (011-01-01-01)**
Receipt total: **\$7,390.00**

Document number	Date	Status	Description	
<input type="text" value="644"/>	<input type="text" value="5/22/2022"/>	<input type="text" value="Completed"/>	<input type="text" value="Offering batch dated 5/22/2022"/>	<input type="button" value="Save"/>

From a vendor

Account	<input checked="" type="checkbox"/> Enter by name	Description	Amount	
<input type="text" value="Building Fund (015-01-01-04)"/>		<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="button" value="+ Add"/>

Account no.	Account	Description	Amount
▶ 015-01-01-01	General Fund	Deposit for General Fund	\$7,185.00
015-01-01-02	Mission Fund	Deposit for Mission Fund	\$65.00
015-01-01-03	Youth Fund	Deposit for Youth Fund	\$40.00
015-01-02-01	Vacation Bible School	Deposit for Vacation Bible School	\$35.00
015-01-02-02	Education	Deposit for Education	\$10.00
015-01-03-01	Music Ministry	Deposit for Music Ministry	\$15.00
015-01-03-02	Mens Ministry	Deposit for Mens Ministry	\$10.00
015-01-03-03	Young Adults Ministry	Deposit for Young Adults Ministry	\$10.00
015-01-04-01	Church at Large	Deposit for Church at Large	\$15.00
015-01-04-02	Social Concerns	Deposit for Social Concerns	\$5.00

Edit
 Delete
 Void

Export
0

## Journal Entries

Journal entries can be used to complete a variety of different functions in your Financial Accounting. Often times, they are used to record interest on a bank account, recording bank fees or fixing errors that have happened in other transactions that have already been cleared, or occurred in a prior fiscal year.

Just like other types of transactions, all journal entries will affect, at minimum, two different accounts, where one account will be debited, and another account will be credited. More accounts can be used, but in the end, your total debits must equal your total credits.

To understand how each account type is affected by Debits and Credits, the chart below lists each account type, and what causes that account type to be increased and decreased.

<u>Account Type</u>	<u>Increases Balance</u>	<u>Decreases Balance</u>
1 - Asset	Debit	Credit
2 - Liability	Credit	Debit
3 - Equity	Credit	Debit
5 - Income	Credit	Debit
6 - Expense	Debit	Credit
7 - Dedicated	Credit	Debit

Journal entries can have one of the following statuses:

» **Completed** – The journal entry has been written, but has not yet been cleared through the bank account reconciliation utility. Completed transactions affect the balance of the accounts used in the transaction. Completed journal entries may be edited within the fiscal year they were written in.

» **Cleared** – The journal entry has been cleared through the bank account reconciliation utility. A journal entry in this status cannot be edited or voided. Note that it will not be possible to clear a journal entry that did not use a bank account as one of its line items, as only transactions that affect a bank account balance will appear in the Bank Account Reconciliation utility.

» **Reversed payment** – This is a journal entry that was automatically created when another transaction type, such as a check, has had the Stop payment status applied to it. A transaction with this status cannot be edited, voided or deleted.

» **Void** — The journal entry has been voided, and all of its line items have been reversed, setting the journal entry balance to \$0.00. Journal entries from a prior fiscal year cannot be voided; another journal entry would need to be created to reverse the debits and credits of the original transaction.

» **Pending** — The journal entry has been written, however, it is not yet affecting the balances of the accounts that were used in the transaction. Use this status if you want to write a journal entry, but you want it to take effect on a later date.

1. To access the Journal entries window, click on the "Activity" tab and then click "Journal entries". This view will default to show the last 24 months of receipts in descending date order.
2. You can select which book's transactions you'd like to view in the "Book" drop list. To filter to a specific Bank Account, select the bank account you'd like to view in the "Account" drop list. To filter to show just a specific status or statuses of transactions, select the status(es) you want in the "Filter" drop list.
3. To add a new journal entry, click the "Add" button at the bottom of the window, and enter your journal entry in the box that appears.
4. To edit a journal entry, find the journal entry you want to edit on the grid, and click on it so it is highlighted, and then click "Edit" at the bottom of the window.
5. To copy a journal entry, find the journal entry you want to copy on the grid, click on it so it is highlighted, and then click "Copy" at the bottom of the window.
6. To delete a journal entry, find the journal entry you want to delete on the grid, click on it so it is highlighted, and then click "Delete" at the bottom of the window. Only pending journal entries can be deleted.
7. Clicking Print will provide you with a variety of journal entry reports to preview, such as journal entries grouped by Vendor or Status, or you can print an ungrouped list of journal entries by clicking the "(default)" option. Click on the report you wish to view, then click "Select"

Search

and

Last 24 months



Book

Status



Doc. no.	Date	Amount	Description	Status	Vendor	Note	TRX ID
201	11/30/2022	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5904
200	10/31/2022	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5903
199	9/30/2022	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5902
198	8/31/2022	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5901
197	7/29/2022	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5900
196	6/30/2022	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5899
195	5/31/2022	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5898
194	4/29/2022	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5897
193	3/31/2022	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5896
192	2/28/2022	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5895
191	1/31/2022	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5894
190	12/31/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5893
189	11/30/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5892
188	10/29/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5891
187	9/30/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5890
186	8/31/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5889
185	7/30/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5888
184	6/30/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5887
183	5/31/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5886
182	4/30/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5885
181	3/31/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5884
180	2/26/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5883
179	1/29/2021	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	5882
178	12/31/2020	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	4944
177	11/30/2020	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	4943
176	10/30/2020	\$3,000.00	Transfer to Savings	Completed		<input type="checkbox"/>	4942

+ Add    Edit    Copy    Delete

Export    Print    Save



## Add/Edit Journal Entries

A journal entry can serve many different purposes in your church's accounting functions. What makes a journal entry unique from other transaction types is that you have direct control of whether an account is debited or credited. Typically, you'll find journal entries used to process bank fees, interest income, or to handle mistakes made in other transactions, after those transactions are no longer available to be edited.

All journal entries will, at minimum, involve two different accounts, one being debited, and one being credited, however, more than two accounts can be used. You must make sure before you are able to save your journal entry, that the debit and credit balances equal.

- Journal entries can be added, edited, copied and voided within the Journal Entry window. You can filter your journal entries by status within the Status drop list.
  - The grid will show your journal entries with their document number, date, amount, description/memo, status, Vendor (if a vendor was listed on your journal entry), if there is a note on the journal entry and its internal transaction ID
  - You can select which book's journal entries you're viewing in the "Book" drop list.
  - By default, this view will show the last 24 months of journal entries. If you wish to see beyond that, uncheck the "Last 24 months" checkbox.
  - Click the "Add" button to add a new journal entry
1. In the window that appears, you'll see the document number. This number will automatically increment up from the last document number used for a journal entry, but you are able to change this number if you wish.
  2. Next, set the date and status for your journal entry. Select "Completed" if you want this journal entry to affect your balances right away, or choose "Pending" if this is a journal entry you're entering in advance, and you want it to take effect later.
  3. Fill in a description for your journal entry, if desired. This description is applied to the transaction as a whole.
  4. If this journal entry is being applied to a vendor, check the "Assign to a vendor" box. In the drop list below this checkbox you can select which Vendor you want to assign to this journal entry.
  5. In the dark gray area of the window, you can enter the line items for your journal entry. Every account type is available by default, but, if you would like to filter your accounts, you can click the filter button to the left of the account drop list to select which account types you can pick from.

6. Enter any description you want for this line item in the 'Description' field.
7. Next, you'll select if you're going to be debiting or crediting the account you chose. An arrow pointing up or down will be next to where it says debit or credit, indicating what will happen to the account if it is debited or credited.
8. Click the add button to add this line item to the journal entry. Repeat steps 5-8 until you have added each line item you need to the journal entry. Remember that your Debits and Credits must be equal.
9. If you need to change a line item you've added, click on it, and click the "Edit" button at the bottom of the window. If you need to delete a line item, click on the line item and click the "Delete" button at the bottom of the window.
10. If you have any attachments, such as an image of a receipt, you can click the Paperclip icon on the right side of the window to bring up the attachments window. There are three slots to enter attachments, click the green plus sign next to one of the slots to search your computer for a file to attach to the check payment. Click the paperclip with the red x if you want to remove the attachment in that slot. Click OK when finished.
11. Click the thumbtack icon to add a note to this journal entry.
12. If you need to add multiple journal entries at once, make sure the "Add multiple?" box is checked.
13. Click Save to save your journal entry.

Journal entry / adjustment ✕

Debits total: **\$0.00**      Credits total: **\$0.00**

Document number:      
 Date:      
 Status:      
 Description:

Assign to a vendor      
 Add multiple?

---

Enter by name     
 Account:      
 Description:      
 Debit :      
 Credit :      

Account no.	Account	Description	Debits	Credits	Current balance

Edit     
 Delete     
 Export     
0

If you need to make changes to a journal entry, after it has been written, you can edit your journal entry, as long as it has not been cleared, voided or is from a prior fiscal year.

1. On the Journal Entry window, search for the journal entry you want to edit.
2. Once you have found the journal entry, click on it to select it, and then click the "Edit" button at the bottom of the window.
3. The journal entry window will appear. If you need to edit any line item, click on the line item you want to make changes to, and then click "Edit" at the bottom of the window.
4. If you need to delete a line item, click on the line item you need to remove and click "Delete". Remember that debits and credits still need to equal in order to save the journal entry.
5. You can also add any line items through the dark gray area of the window.
6. Click "Save" when finished.

If you need to void a journal entry, you can do so as long as it is not from a prior fiscal year, or cleared through the bank account reconciliation utility.

1. On the Journal Entry window, search for the journal entry you want to void.
2. Once you have found the journal entry, click on it to select it, and then click the "Edit" button at the bottom of the window.
3. At the bottom left-hand corner of the journal entry window, if this journal entry has not been cleared and is from your current fiscal year or later, you will see the void option. Click this option to void the journal entry. A window will appear to confirm you want to void the journal entry. Click "Yes" to mark the journal entry as "Void".

Journal entry / adjustment



Debits total: **\$3,000.00**

Credits total: **\$3,000.00**

Document number: 199 | Date: 9/30/2022 | Status: Completed | Description: Transfer to Savings

Save

Assign to a vendor

Account: 011-01-01-01 - Central Trust Checking | Description: | Debit: \$0.00 | Credit: \$0.00 | + Add

Account no.	Account	Description	Debits	Credits
011-01-02-01	Central Trust Savings		\$3,000.00	\$0.00
016-03-03-01	Transfer Account		\$0.00	\$3,000.00

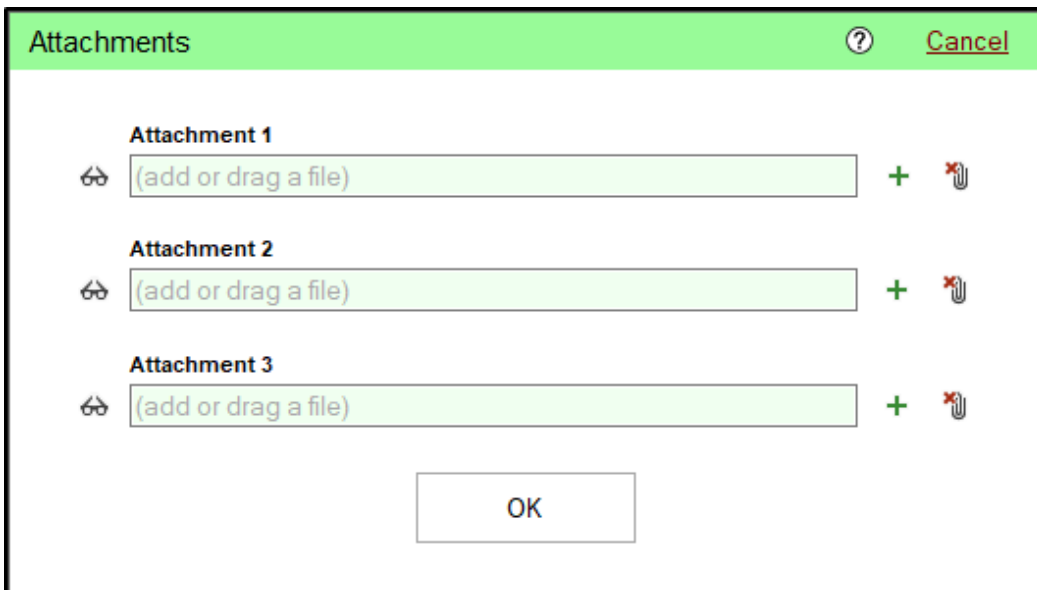
Edit Delete Void

Export 0

## Add Attachments to Transactions

At times, you may find yourself wanting to provide more details or context to a transaction that you've created. Shepherd's Staff allows you to add attachments to transactions, such as images or PDFs. You could use this to include receipts, invoices or images of the item(s) you purchased right on the transaction.

1. To add an attachment to a transaction, find the transaction you want to add an attachment to on either the Payments, Receipts or Journal Entries grid click on it, and then click "Edit". You can also add attachments to new transactions as they are created as well.
2. When you're adding/editing the transaction you want to work with, in the top-right corner, click on the icon that looks like a paperclip.
3. An "Attachments" window will appear. You can add up to three attachments per transaction.
4. To add an attachment click the green plus sign next to the attachment slot you want to add the attachment to.
5. A file explorer window will appear. Navigate through this to find the file you want to add to this attachment, and then either double-click it, or, click on the attachment and click "Open".
6. This will add the attachment to this slot. Click on the "eyeglasses" icon to the left of the attachment to view the attachment.
7. Repeat steps 4-6 to add any other attachments to the remaining slots.
8. To remove an attachment from a slot, click the paperclip with an X on it to the right of the attachment slot.
9. Click "OK" when finished adding attachments.



## Vendors

A vendor is any person, company or organization who receives a check, payment or other disbursement from your congregation, including employees. You must have a Vendor record for that vendor to be listed on a transaction. Vendors are universal across all your books.

Vendor records can be accessed on the Vendors window.

1. To access the Vendors window, click on the "Activity" tab, and then click "Vendors".
2. To filter the grid to only show a particular type of vendor, click the "Type" drop list, and select which type of vendor you want to show.
3. To filter the grid to only show Active or Inactive vendors, click the "Filter" drop list and select if you want to see Active vendors, Inactive vendors or if you want to see all vendors, select "(no filter)"
4. To add a new vendor, click the "Add" button.
5. To Edit an existing vendor, click on the vendor you want to make changes to and click "Edit"
6. To delete a vendor you no longer need, click on the vendor you want to get rid of and then click "Delete". You can only delete a vendor if they are not attached to any transactions, recurrent transactions, or purchase orders.
7. To generate a single label for a Vendor, click on the vendor you want a label for and then click "Label"
8. You can print a list of Vendors if you click the "Print" button.

Search  and



Type (all)

Filter (no filter)

Type	Name	Last paid	E-mail	Phone	Fax	Website	Address 1	Address 2	Address 3
Business	Allied Trash & Recycling	6/13/2022					12976 Saint Charles ...		
Business	Ameren Electric	6/13/2022					P.O. Box 66301		
Business	AT&T Uverse - Internet	6/13/2022					11600 Olive Blvd A-1A		
Business	Best Buy Geek Squad	2/21/2016					8300 Eager Rd		
Employee	Carter, Teresa	9/9/2022	cartert@teleworm.us	314-958-1443			142 Center Avenue		
Business	Century Link - Telephone	9/14/2022					282 Mid Rivers Center		
Business	Concordia Health Plans	6/28/2022					3558 Jefferson Drive		
Business	Concordia Publishing House	6/13/2022					3558 S Jefferson Ave		
Business	Concordia Retirement Fund	6/28/2022					2568 Jefferson Ave		
Employee	Dowling, Arlene	9/14/2022	dowlinga@dayrep.com	314-958-6641			99 Alpha Avenue		
Business	Farmers Insurance	6/28/2022					18 Olive Road		
Business	Gateway Building & Repair	8/31/2017					200 Sydney St		
Business	Gleasons Lawn & Landscaping	6/28/2022					Highway 19		
Employee	Jones, Mary	9/9/2022							
Business	Laclede Gas Company	6/13/2022					720 Olive Street		
Business	Lou Fusz Ford	5/7/2022					2 Caprice Dr		
Employee	Martinez, Jose	9/9/2022							
Business	Meridian Waste Services, LLC	6/13/2022					13524 Northwest Ind...		
Business	Midwest Snow Management, L...	2/17/2022					12620 Lamplighter A...		
Business	Missouri American Water	6/13/2022					727 Craig Road		
Government	Missouri Department of Reven...	6/28/2022					301 West High Street		
Business	News Magazine Network	6/13/2022					754 Spiirt Dr		
Church	Other Expense	6/24/2022					1508 Red Oak Drive		
Employee	Owens, Rebecca	6/24/2022	rebecca.c.owens@sofim...	314-958-4831			1029 Sweetwood Dri...		
Employee	Robertson, Doug								
Employee	Smith, John	9/9/2022							
Government	U.S. Department of the Treasury	6/28/2022							
Business	Vietti Marketing	5/19/2014					1722 South Glenstone		
Employee	Williams, Kent	6/24/2022	pastorkentwilliams@gm...	314-958-2413			3318 Concord Street		
Employee	Woods, Derek	6/24/2022	derekwoods@dayrep.com	314-958-1917			2006 Ashton Lane		
Employee	Wright, Timothy	6/24/2022	tkwright@dayrep.com	314-958-6811			12 Melville Street		
Business	Yellow Pages	6/13/2022					P.O. Box 601141		

+ Add   
  Edit   
  Delete   
  Label   
  Export   
  Print   
  Save   
 32

## Add/Edit Vendors

A vendor record is necessary to keep track of what your church has paid out to various people, companies and organizations. Shepherd's Staff allows you to create a vendor record with a variety of different information to help you keep track of all the important details about your vendors.

- Vendor records can be added, edited, and deleted within the Vendors window. You can filter your vendors with both the type and filter drop lists
- The grid will show the Type, Name, Last Paid Date, E-mail address, Phone Number, Fax Number, Website, Address 1, 2, and 3, City, State, and Postal code, Customer number, Payment terms, if the vendor receives a 1099, if the vendor is a Minister of the Gospel, if the vendor is inactive, if there are any notes on the vendor, and internal Vendor ID number
- Click the "Add" button to add a new Vendor record.

**Note:** The only required fields for a vendor are Vendor Type and Name. All other fields are optional.

1. In the window that appears, you'll first select what type of vendor you're adding. This will help in filtering your vendors in various areas of the Finance module. The vendor types are fixed and cannot be added to or edited.
2. In the Name field, fill in the name of the vendor. If the "Member" Vendor type was selected, you'll see the Membership module button light up next to the "Name" field. You can click on this to select a person record from your Membership module. In the window that appears, select the person you'd like to link to, and then click "Link selected person". If you want to back out of this window, click "Do not link a person"
3. If this is an inactive vendor you're adding for record keeping purposes, check the "Inactive?" box.
4. Next, fill out the "Customer Number", "Tax ID", and "Discounts and ordering details" fields, if you have information you would like to include for this particular vendor.
5. Next, you can select "Payment terms" if this is a vendor that has particular terms to receiving payments. There are 3 options by default: "COD" (Cash on Delivery), Net 10, and Net 30. If you'd like to add more, click inside the drop list, and you'll see a button to the left of the Payment terms drop list where you can add or remove options from the list.
6. You can designate this vendor as a Minister of the Gospel by checking the "This vendor is a Minister of the Gospel" box, and you can designate this vendor as needing a 1099 at the end of the year by checking the "This vendor receives a Form 1099" box.



7. Next, there are fields for the following pieces of contact information: Address (Lines 1, 2 and 3), City, State, Zip code, Country, E-mail, Web address, Phone, and Fax. Fill in as much as you have for the Vendor you're adding.
8. If you want to go straight to the Vendor record to add additional information after saving this record, check the "Go to edit window after save" box.
9. If there are any notes you want to add for this vendor, click the "Note" button, and you can add any notes you want for this vendor.
10. If you're adding multiple vendor records consecutively, check the "Add multiple?" box.
  - o Note that if you choose Add multiple, and you've already checked "Go to edit window after save", it will go there for the last of the multiple vendors you add. You'll need to select the others if you have more to edit on their records as well.
11. Click "Save" to add the new Vendor record.

**Add vendor** ✕

* Vendor type Business ▼	* Name <input type="text"/>	<input type="checkbox"/> Inactive?	Save
Customer number <input type="text"/>	Discounts and ordering details <div style="border: 1px solid gray; height: 40px;"></div>		Close
Tax ID <input type="text"/>	<input type="checkbox"/> This vendor is a Minister of the Gospel		Note
Payment terms <input type="text"/>	<input type="checkbox"/> This vendor receives a Form 1099		?
			<input type="checkbox"/> Add multiple?

Address <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Zip code <input type="text"/>	Country <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E-mail <input type="text"/>	Web address <input type="text"/>
Phone <input type="text"/>	Fax <input type="text"/>

Go to edit window after save

To make changes to a vendor after the record has been added, you can edit the vendor record using the following steps:

1. On the Vendors window, find the vendor you want to edit.
2. Once you find the vendor, click on it to select it, and then click the "Edit" button at the bottom of the window.
3. The vendor record window will appear. A summary of Vendor information will appear at the top of the window. Below that, there are multiple sections that can be edited. These sections can be expanded to fill in the information below
4. Vendor information is the first section. This is where you can designate the Vendor type, as well as Name, Customer Number, Tax ID, Payment terms, Discounts and ordering details, Minister of the Gospel and 1099 form information. This is also where you can make a Vendor inactive.
5. Contact information is the next section. Here you can designate Address (lines 1, 2 and 3), City, State, Zip code, Country, Phone, E-mail, Web address, and Fax.
6. Ledger comes next. This section will list all transactions that this vendor has been listed on. You can view any of these transactions by clicking on the transaction and clicking "View". You can also by export this information to a spreadsheet or print a listing of these transactions by clicking "Export" or "Print" respectively.
7. Preferred accounts is the next field. This section is where you can review the accounts that have been designated as "preferred" for a vendor. Preferred accounts will appear at the top of the list of accounts to select when entering transactions. Preferred accounts can only be deleted from this view, they are added when you use an account on a vendor in a transaction automatically.
8. The next section is Additional contacts. This section is used to list off additional people you could reach out to for this vendor, such as specific employees at an organization or company. To add an Additional contact, click the "Add" button. A window will appear where you can add that contact's name, phone number, email address and a description. If there are multiple additional contacts to add, check the "Add multiple?" box. Click "Save" to save the additional contact. To delete an additional contact, click on their name on the grid, and then click "Delete". To edit an Additional contact, click the additional contact you want to edit, and then click "Edit".
9. Purchase orders is next. This section will show all purchase orders for this particular vendor. To view the details of a purchase order, click on the purchase order you wish to view, and then click the "View" button at the bottom of the grid. The list of purchase orders can be exported to a spreadsheet or you can print a listing of these purchase orders by clicking "Export" or "Print" respectively.
10. The final section is the Summary section. This section will show, by year, the amount, number of payments and last payment date for each year. This list can be exported to a spreadsheet or you can print a list of these summaries by clicking "Export" or "Print" respectively.
11. Click "Save" at the bottom of the window to save any changes you've made on this record.

Vendors

← →
+
Allied Trash & Recycling
Type: Business

- Allied Trash & Recycling
- Ameren Electric
- AT&T Uverse - Internet
- Best Buy Geek Squad
- Carter, Teresa
- Century Link - Telephone
- Concordia Health Plans
- Concordia Publishing House
- Concordia Retirement Fund
- Dowling, Arlene
- Farmers Insurance
- Gateway Building & Repair
- Gleasons Lawn & Landscaping
- Laclede Gas Company
- Lou Fusz Ford
- Meridian Waste Services, LLC
- Midwest Snow Management, LLC
- Missouri American Water
- Missouri Department of Revenue
- News Magazine Network
- Other Expense
- Owens, Rebecca
- U.S. Department of the Treasury
- Vietti Marketing

**Phone number:** (none)

**Address:** Allied Trash & Recycling  
12976 Saint Charles Rock Road  
Bakersville, MO 63027

**Website:** (none)

**E-mail:** (none)

**Fax:** (none)

Vendor information	<input type="checkbox"/> <input type="checkbox"/>
Contact information	<input type="checkbox"/> <input type="checkbox"/>
Activity	<input type="checkbox"/> <input type="checkbox"/>
Preferred accounts	<input type="checkbox"/> <input type="checkbox"/>
Additional contacts	<input type="checkbox"/> <input type="checkbox"/>
Purchase orders	<input type="checkbox"/> <input type="checkbox"/>
Summary	<input type="checkbox"/>

Show

All

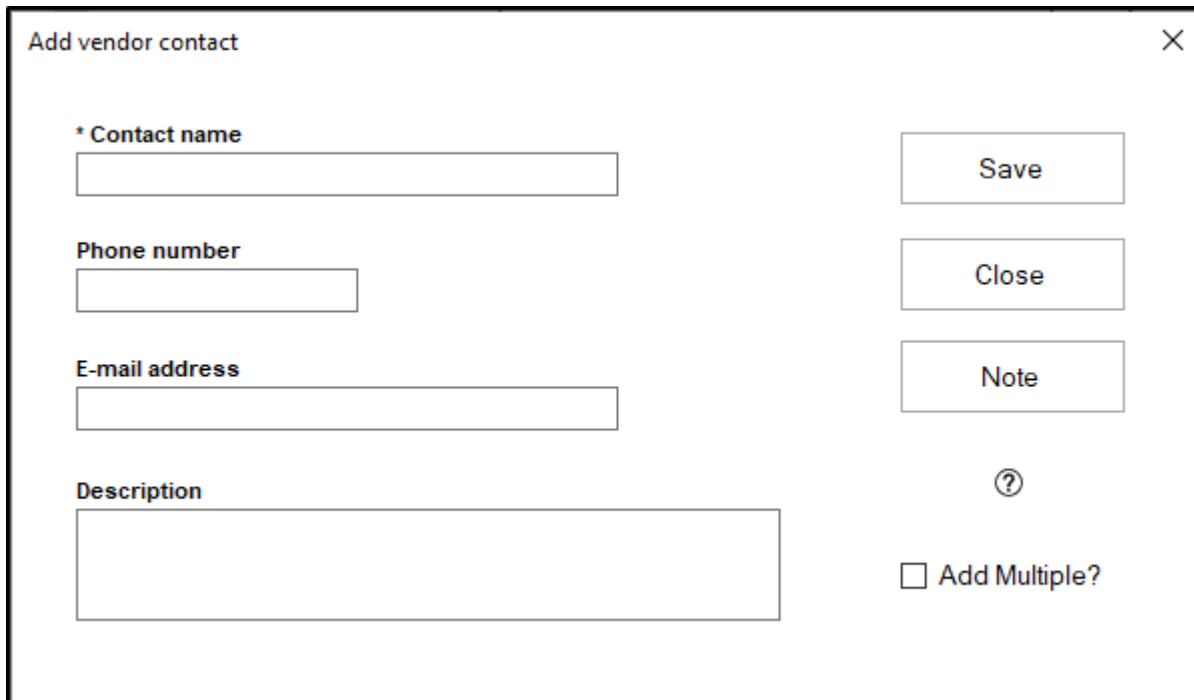
Count: 28

Save

## Add Additional Vendor Contacts

With some of your vendors, you may have specific contacts that your church works with. In that case, you may want to keep that person's contact information associated with the vendor. Shepherd's Staff allows you to add additional contacts to a vendor to keep track of this information.

1. To add an additional contact to a vendor, in the Finance module, under the Activity section, click on "Vendors" and then find the vendor you want to add an additional contact to. Click on that Vendor, and then click "Edit".
2. In the window that appears, scroll down to the "Additional contacts" section, and click "Add" at the bottom of that grid.
3. Fill in the person's name in the "Contact name" field. You can also fill in the person's phone number, e-mail address and any addition information.
4. If there are any notes on this vendor, click on the "Notes" button to add any additional notes.
5. If adding multiple contacts at this vendor, check the "Add multiple" box.
6. Click Save when finished adding this vendor.



The screenshot shows a window titled "Add vendor contact" with a close button (X) in the top right corner. The form contains the following fields and controls:

- \* Contact name**: A text input field.
- Phone number**: A text input field.
- E-mail address**: A text input field.
- Description**: A larger text input field.
- Save**: A button.
- Close**: A button.
- Note**: A button.
- ?**: A help icon.
- Add Multiple?**: A checkbox.

## Recurrent Transactions

When you work in the Finance module from month to month, you will find that many transactions repeat on a regular basis. In order to save time, Shepherd's Staff will allow you to create recurrent transactions to speed up the entry of these regular transactions. Once you have recurrent transactions set up, you'll receive reminders when these transactions come due and you can tell Shepherd's Staff to generate them.

The recurrent transactions grid will show you records of all of your recurrent transactions, otherwise known as recurrent transaction templates.

1. To get to the Recurrent Transactions grid, in the Finance module, under Activity, click on "Recurrent"
2. The search box will allow you to search for different recurrent transaction types in several different ways, including by Next Date, Amount, Description, Vendor or Bank Account
3. The "Type" drop list will let you filter your recurrent transactions by transaction type.
4. The "Book" drop list will let you choose which book you're viewing recurrent transactions for.
5. The "Status" drop list will let you filter to see your recurrent transactions by status. There are 4 statuses
  - Active - These recurrent transaction templates are currently ongoing, and their stop date has not yet passed.
  - Expired - These recurrent transaction templates stop date has passed, and all transactions have been generated from it.
  - Past Due - These recurrent transaction templates next date has passed, but the transactions have not been generated.
  - Suspended - These recurrent transactions have temporarily been stopped from generating any new transactions. They will not appear when generating transactions
6. The Freq. box will let you filter your recurrent transactions by their frequency.
7. There are options along the bottom of the grid to "Add", "Edit", "Copy", "Delete" and "Generate" your recurrent transactions.
8. The "Print" button at the bottom of the grid will provide you with a listing of all your recurrent transactions on the grid currently, which includes the transaction type, Next date, Stop after date, Description and Amount.

Search

Type (all)



Book General Income - 01

Status Active

Freq. (all)

Status	Type	Next date	Amount	Description	Frequency	Vendor	Stop date	Bank account	Note	Template ID
Active	Payment	7/28/2022	\$300.00	Lawn Care & Landscaping	Weekly	Gleesons Lawn & Landsc...	12/31/2022	Central Trust Checking (011-01...	<input type="checkbox"/>	29
Active	Payment	9/30/2022	\$100.00	Trash Bill	Weekly	Allied Trash & Recycling	10/31/2022	Central Trust Checking (011-01...	<input type="checkbox"/>	30
Active	Payment	11/2/2022	\$300.00	Lawn Care & Landscaping	Monthly	Gleesons Lawn & Landsc...	11/2/2023	Central Trust Checking (011-01...	<input type="checkbox"/>	31
Active	Payment	1/6/2023	\$1,140.84	Salary	Weekly	Carter, Teresa	12/31/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	6
Active	Payment	1/6/2023	\$923.79	Salary	Weekly	Dowling, Arlene	12/31/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	5
Active	Payment	1/6/2023	\$779.09	Salary	Weekly	Owens, Rebecca	12/31/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	4
Active	Payment	1/6/2023	\$1,591.52	Salary	Weekly	Williams, Kent	12/31/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	3
Active	Payment	1/6/2023	\$779.09	Salary	Weekly	Woods, Derek	12/31/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	2
Active	Payment	1/6/2023	\$779.09	Salary	Weekly	Wright, Timothy	12/31/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	1
Active	Payment	1/16/2023	\$35.00	Trash Removal	Weekly	Allied Trash & Recycling	12/15/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	22
Active	Payment	1/16/2023	\$121.47	Electric Bill	Weekly	Ameren Electric	12/15/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	20
Active	Payment	1/16/2023	\$65.47	Internet	Weekly	AT&T Uverse - Internet	12/15/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	8
Active	Payment	1/16/2023	\$70.47	Phone Bill	Weekly	Century Link - Telephone	12/15/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	7
Active	Payment	1/16/2023	\$115.00	Web Service	Weekly	Concordia Publishing Ho...	12/15/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	15
Active	Payment	1/16/2023	\$101.47	Gas Bill	Weekly	Laclede Gas Company	12/15/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	21
Active	Payment	1/16/2023	\$62.85	Sewer Bill	Weekly	Meridian Waste Services...	12/15/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	17
Active	Payment	1/16/2023	\$76.48	Water Bill	Weekly	Missouri American Water	12/15/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	19
Active	Payment	1/16/2023	\$100.00	Advertising	Weekly	News Magazine Network	12/15/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	18
Active	Payment	1/16/2023	\$120.00	Advertising	Weekly	Yellow Pages	12/15/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	23
Active	Payment	1/31/2023	\$300.00	Pastor Heath Plan	Weekly	Concordia Health Plans	12/31/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	24
Active	Payment	1/31/2023	\$300.00	Pastor Retirement	Weekly	Concordia Retirement Fu...	12/31/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	25
Active	Payment	1/31/2023	\$51.24	Insurance	Weekly	Farmers Insurance	12/15/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	26
Active	Payment	1/31/2023	\$300.00	Lawn Care & Landscaping	Weekly	Gleesons Lawn & Landsc...	12/31/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	28
Active	Payment	1/31/2023	\$2,790.34	Federal Taxes	Weekly	U.S. Department of the Tr...	12/31/2025	Central Trust Checking (011-01...	<input type="checkbox"/>	27

## Add/Edit Recurrent Payments

There are two ways to create recurrent payments. This article will walk through both methods, as well as walking through how to edit already existing recurrent payments.

Any payment can be made into a recurrent transaction. Follow the steps below to complete this task:

1. Under the "Activity" section, click "Payments"
2. Find the payment you want to set up as a recurring payment, and click on it once so it is highlighted.
3. At the bottom of the grid, you'll find a button that is labeled "Recurrent" with a circular arrow on it. Click this button.
4. You'll be asked to confirm that you want to create a recurrent payment from the selected activity. Click Yes to create the recurrent payment.
5. You'll be taken to the recurrent payment window, which will work like the standard payment window with a couple of exceptions:
6. The Frequency field determines how often the payment should be processed. There are several options available in this field.
7. The "Next" field will ask for a date that you want the next time this payment to be processed. The "Stop" date will let the system know when to stop processing this payment. If you want this transaction to go on indefinitely, click the "None" box. The End Date will become grayed out, and the date will be set to 12/31/9999
8. Click "Save" when you've finished setting up the payment.
9. You'll be taken to the "Recurrent" section of the "Activity" section of the Finance module, which will show you all your recurrent transactions.

You can also create recurrent payment from scratch, if you would prefer. Follow the steps below to complete this task:

1. Under the "Activity" section, click on "Recurrent" to open the recurrent transactions view.
2. Click the "Add" button at the bottom of the grid. In the window that appears, select "Payment"
3. You'll be asked to choose which bank account this payment should be for. Click on the bank account, and click "Select". If it defaults to a particular bank account, you can change it once the window opens by clicking the pencil (edit) icon next to the bank account name.

- You'll be taken to the recurrent payment window, which works like the normal payment window for that transaction type, with a couple of exceptions:
- The Frequency field determines how often the payment should be processed. There are several options available in this field.
- The "Next" field will ask for a date that you want the next time this payment to be processed. The "Stop" date will let the system know when to stop processing this payment. If you want this transaction to go on indefinitely, click the "None" box. The End Date will become grayed out, and the date will be set to 12/31/9999
- Click "Save" when you've finished setting up the payment.

Recurrent payment Payment total: **\$0.00**

**Central Trust Checking (011-01-01-01)**

Pay by: EFT Payee:

Frequency: Weekly Next:  Stop:  None Description:

Account:  Enter by name Description:  Amount:  Invoice:  + Add

Account no.	Account	Description	Amount
012-01-01-01	State Income Tax		\$0.00

Edit Delete  Export 0

If you need to make a change to a recurring payment template after it's been set up, you can do so by following the steps below:

- Under the "Activity" section, click on "Recurrent" to open the Recurrent Transactions grid.
- Find the recurring payment template you want to make a change to, click on it to select it, and then click "Edit" at the bottom of the window.
- The payment window will appear, and you can make any changes you need to make to this payment, including changing the frequency, the Next date, or the Stop date.
- Click "Save" to save your changes to this payment.



Note: If you want to "Suspend" a payment, so it won't be processed but can be used again later, you can set the "Next" date to any date in a prior year. When you save the payment, this will apply the "Suspended" status to that transaction.

Recurrent payment X

**Central Trust Checking (011-01-01-01)** Payment total: **\$1,140.84**

Pay by: Check Payee: Carter, Teresa - 142 Center Avenue **Save**

Frequency: Weekly Next: 1/6/2023 Stop: 12/31/2025  None Description: Salary

---

Account  Enter by name Description Amount Invoice **+ Add**

Account no.	Account	Description	Amount
▶ 016-01-01-01	Staff Salary		\$1,500.00
012-01-01-01	State Income Tax		(\$53.00)
012-01-01-02	Federal Income Tax		(\$191.41)
012-01-01-03	Social Security Tax		(\$93.00)
012-01-01-04	Medicare Tax		(\$21.75)

0

## Add/Edit Recurrent Receipt

There are two ways to create recurrent receipts. This article will walk through both methods, as well as walking through how to edit already existing recurrent receipts.

Any receipt can be made into a recurrent receipt. Follow the steps below to complete this task:

1. Under the "Activity" section, click "Receipts"
2. Find the receipt you want to set up as a recurring receipt, and click on it once so it is highlighted.
3. At the bottom of the grid, you'll find a button that is labeled "Recurrent" with a circular arrow on it. Click this button.
4. You'll be asked to confirm that you want to create a recurrent receipt from the selected activity. Click Yes to create the recurrent receipt.
5. You'll be taken to the recurrent receipt window, which will work like the standard receipt window with a couple of exceptions:
6. The Frequency field determines how often the receipt should be processed. There are several options available in this field.
7. The "Next" field will ask for a date that you want the next time this receipt to be processed. The "Stop" date will let the system know when to stop processing this receipt. If you want this transaction to go on indefinitely, click the "None" box. The End Date will become grayed out, and the date will be set to 12/31/9999
8. Click "Save" when you've finished setting up the receipt.
9. You'll be taken to the "Recurrent" section of the "Activity" section of the Finance module, which will show you all your recurrent transactions.

You can also create recurrent receipts from scratch, if you would prefer. Follow the steps below to complete this task:

1. Under the "Activity" section, click on "Recurrent" to open the recurrent transactions view.
2. Click the "Add" button at the bottom of the grid. In the window that appears, select "Receipt"
3. You'll be asked to choose which bank account this receipt should be for. Click on the bank account, and click "Select". If it defaults to a particular bank account, you can change it once the window opens by clicking the pencil (edit) icon next to the bank account name.

4. You'll be taken to the recurrent receipt window, which works like the normal receipt window, with a couple of exceptions:
5. The Frequency field determines how often the receipt should be processed. There are several options available in this field.
6. The "Next" field will ask for a date that you want the next time this receipt to be processed. The "Stop" date will let the system know when to stop processing this receipt. If you want this transaction to go on indefinitely, click the "None" box. The End Date will become grayed out, and the date will be set to 12/31/9999
7. Click "Save" when you've finished setting up the receipt.

Recurrent receipt

Central Trust Checking (011-01-01-01) Receipt total: \$0.00

Frequency: Weekly Next: [ ] Stop: [ ] None Description: [ ] Save

Account	Description	Amount	
Building Fund (015-01-01-04)	[ ]	\$0.00	+ Add

Account no. Account Description Amount


Edit Delete Export 0


If you need to make a change to a recurring receipt template after it's been set up, you can do so by following the steps below:

1. Under the "Activity" section, click on "Recurrent" to open the Recurrent Transactions grid.
2. Find the recurring receipt template you want to make a change to, click on it to select it, and then click "Edit" at the bottom of the window.
3. The receipt window will appear, and you can make any changes you need to make to this receipt, including changing the frequency, the Next date, or the Stop date.
4. Click "Save" to save your changes to this receipt.

Note: If you want to "Suspend" a receipt, so it won't be processed, but can be used again later, you can set the "Next" date to any date in a prior year. When you save the receipt, this will apply the "Suspended" status to that transaction.

Recurrent receipt X




 **Central Trust Checking (011-01-01-01)** Receipt total: **\$500.00**

Frequency:  Next:  Stop:  None  Description:  

---

Account:  Enter by name  Description:  Amount:

Account no.	Account	Description	Amount
▶ 015-01-01-04	Building Fund		\$500.00

 Edit  Delete  Export 0

## Add/Edit Recurrent Journal Entry

There are two ways to create recurrent journal entries. This article will walk through both methods, as well as walking through how to edit already existing recurrent journal entries.

Any receipt can be made into a recurrent receipt. Follow the steps below to complete this task:

1. Under the "Activity" section, click "Journal entries"
2. Find the receipt you want to set up as a recurring journal entry, and click on it once so it is highlighted.
3. At the bottom of the grid, you'll find a button that is labeled "Recurrent" with a circular arrow on it. Click this button.
4. You'll be asked to confirm that you want to create a recurrent journal entry from the selected activity. Click Yes to create the recurrent receipt.
5. You'll be taken to the recurrent journal entry window, which will work like the standard journal entry window with a couple of exceptions:
6. The Frequency field determines how often the journal entry should be processed. There are several options available in this field.
7. The "Next" field will ask for a date that you want the next time this journal entry to be processed. The "Stop" date will let the system know when to stop processing this journal entry. If you want this transaction to go on indefinitely, click the "None" box. The End Date will become grayed out, and the date will be set to 12/31/9999
8. Click "Save" when you've finished setting up the journal entry.
9. You'll be taken to the "Recurrent" section of the "Activity" section of the Finance module, which will show you all your recurrent transactions.

You can also create recurrent journal entries from scratch, if you would prefer. Follow the steps below to complete this task:

1. Under the "Activity" section, click on "Recurrent" to open the recurrent transactions view.
2. Click the "Add" button at the bottom of the grid. In the window that appears, select "Journal entry/adjustment"
3. You'll be taken to the recurrent journal entry window, which works like the normal journal entry window, with a couple of exceptions:

4. The Frequency field determines how often the journal entry should be processed. There are several options available in this field.
5. The "Next" field will ask for a date that you want the next time this journal entry to be processed. The "Stop" date will let the system know when to stop processing this journal entry. If you want this transaction to go on indefinitely, click the "None" box. The End Date will become grayed out, and the date will be set to 12/31/9999
6. Click "Save" when you've finished setting up the journal entry.

Recurrent journal entry / adjustment

Debits total: **\$0.00**      Credits total: **\$0.00**

Frequency:     Next:     Stop:   None    Description:    

Assign to a vendor

Account:      Enter by name    Description:     Debit:     Credit:    

Account no.	Account	Description	Debits	Credits

           0

If you need to make a change to a recurring journal entry template after it's been set up, you can do so by following the steps below:

1. Under the "Activity" section, click on "Recurrent" to open the Recurrent Transactions grid.
2. Find the recurring journal entry template you want to make a change to, click on it to select it, and then click "Edit" at the bottom of the window.
3. The journal entry window will appear, and you can make any changes you need to make to this receipt, including changing the frequency, the Next date, or the Stop date.
4. Click "Save" to save your changes to this journal entry.

Note: If you want to "Suspend" a journal entry, so it won't be processed, but can be used again later, you can set the "Next" date to any date in a prior year. When you save the journal entry, this will apply the

"Suspended" status to that transaction.

Recurrent journal entry / adjustment Debits total: **\$1,000.00** Credits total: **\$1,000.00**

Frequency:  Next:  Stop:  None  Description:

Assign to a vendor

Account:  Enter by name  Description:  Debit:  Credit:

Account no.	Account	Description	Debits	Credits
▶ 015-01-01-01	General Fund		\$1,000.00	\$0.00
017-00-00-02	Emergency Reserve		\$0.00	\$1,000.00

0

## Purchase Orders

Shepherd's Staff offers a Purchase Order (PO for short) system that allows you to manage requests for purchasing items and services, the approval of those requests, the issuing of those requests to a vendor (“cutting a PO”), the verification of the shipment (“Did we receive what we ordered?”), known as “matching”, and the payment of the Purchase Order.

Typically, the purchase order process works like this:

- You receive a request from someone in the church (perhaps you) for supplies, equipment, services, etc. – something the church needs to purchase from a vendor.
- The request will normally have some kind of “needed by” date associated with it, the date by which the church needs the product/service delivered/completed.
- This request may or may not go through a formal approval process, with one or more people or groups signing off on the request.
- Once the request is approved, if a vendor has not been selected, or if price is a strong consideration, the request may go through a bidding process, in which you send a RFP (Request for Price / Proposal) out to several vendors.
- There may be a secondary approval process to make sure the price is acceptable before continuing.
- Once a vendor is selected, a Purchase Order is issued to that Vendor.
- The Vendor ships the product and invoices the church. The Invoice normally has an ID number of some kind (the Invoice number), terms (such as “NET 30 DAYS”), and a due date. (The invoice should also include any tax or shipping costs that were not known at the time the PO was issued.)
- Someone at the church verifies that the shipment matches the Purchase Order, and any shortages (or overages) are noted.
- Once the Purchase Order has been satisfactorily filled, the church writes a check or payment and sends that to the vendor.
- At this point the Purchase Order is considered Closed.



1. To access the Purchase Orders grid, click on "Activity" and then choose "Purchase orders"
2. This takes you to the Purchase orders grid, where you'll see your purchase orders
3. You can search for particular Purchase orders using the search boxes
4. The "Status" drop list will let you filter your Purchase Orders grid by the status of each purchase order.
5. You can Add, Edit, Copy, or Delete a Purchase Order by clicking the corresponding button at the bottom of the grid
6. The "Print" button at the bottom of the grid will provide you with a variety of Purchase Order reports, including:
  - (default) - This will provide you with a listing of your Purchase Orders, as seen in the grid.
  - Request for price / proposal - This will generate a request for price / proposal form for the selected PO.
  - PO for approval sign-off - This option will generate an approval form for the selected purchase order to confirm the purchase of the item(s) requested in the purchase order.
  - PO to send to a vendor - This option is a form you can send to a vendor requesting the items in the selected purchase order to be sent.
  - PO with detail information - This option provides all details of the selected purchase order.

Search

and



Status (all but Closed)

	PO no.	Category	Status	Requested	Requested by	Vendor	Amount
	220001		Requested	11/18/2022	Kent Williams	Best Buy Geek Squad	\$600.0
▶	220002		Requested	11/18/2022	Kent Williams	News Magazine Network	\$350.0



Add



Edit



Copy



Delete



Export



Print



Save

2

## Add/Edit Purchase Orders

Your church may have a formal approval process for the purchase of some items and services, especially when these items are of a higher cost. The Purchase Order (PO) system in Shepherd's Staff standardizes this process, by allowing you to add and manage your Purchase Orders right in your Finance module of your database.

Working with Purchase Orders happens in phases, which we have broken up for you below to walk through the standard Purchase Order process:

### 1. Entering a New PO

1. To add a new PO, in Finance, under Activity, click on "Purchase orders" and then click the Add button on the PO grid.
2. A PO Number is automatically assigned for you and cannot be changed. The first two digits represent the year in which the PO was entered into Finance. The status defaults to requested, which is the first stage in the PO process. A category can also be assigned to this purchase order, if you wish.
3. Enter the Date Requested and fill in the person/group who requested the items/services in the Requested By field. This may be an individual or a group of people (e.g., "Ministry Board"). Then fill in the Date Required, saying when the items/services are needed by.
4. Next, in the gray bar at the middle of the window, start entering the details of the items/services needed in this PO. For the initial entry, you'll enter the item number and/or description.
5. Enter the purchase price (the price you will pay for this item or service) in the "Purchase \$ ea." field. If you are not sure of the price and are going to get bids from vendors, then leave the Purchase price blank. If you are paying a discounted price, enter the list price. The List price is never required, and is only used in calculating the discount on the Totals folder.
6. Enter the quantity of this item being ordered. The total price (if a purchase price has been entered yet) will be calculated for you in the "Total" field.
7. Click "Add" to add this item to the purchase order. If there are additional items to be added to this PO, repeat steps 4-6.
8. If you know the vendor you will be ordering from, select the Vendor in the "Vendor" field.
9. Click "Save" at the bottom-right corner of the window.

### 2. Initial Approval

1. In this stage you submit the PO to a formal approval process, prior to requesting bids from vendors. If you do not need to submit a Request for Price / Proposal, then skip this step and go to Step 4, Final Approval.
2. On the PO grid, click on the PO you need to get approval for, and then click print and choose "PO for approval sign-off". This sign-off report has a place for two signatures and two dates.
3. Once the initial go-ahead is received, click on the PO you need to update, and then click the "Edit" button on the grid.
4. Click on the "Approval" tab and fill in that person/group's name in the "Initial Approval" field. This is a user-defined field, so you can click inside this field and then click the button that appears to the left of it to enter in options for it. Also fill in the "Date Approved" field to the right of the "Initial Approval" field.
5. Back on the "Purchase Order" tab, change the status to "Initial Approval", and click "Save" in the bottom-right corner of the window.

### 3. Request for Price / Proposal

1. Click on the PO you need to make changes to, click "Edit" on the grid, and change the status of this PO to "Request for proposal"
2. Click "Save"
3. At the PO grid, with this PO still selected, click on Print and then choose the "Request for price / proposal" option. Print off as many copies as you will be sending to different vendors.
4. Once you've heard back from the vendors, and you've made a choice on which vendor you will be working with, click on the PO, click Edit, and then choose the Vendor in the "Vendor" field. This is also where, if you did not fill in a purchase price back in step 1, you would do so now in the "Purchase \$ ea." field for each item being purchased. Click "Save" when finished.

### 4. Final Approval

1. Once a Vendor has been finalized, then you may want to get a second, final approval. If you didn't need a Request for Price/Approval, then this may be the only approval step you need.
2. Highlight the PO in the Purchase Orders grid and click the Print button.
3. Select PO approval for sign-off and print this report. This sign-off report has a place for two signatures, and two dates.
4. Once the final go-ahead is received, edit the Purchase Order and fill in that person/group's name in the Final Approval field on the Approval tab.

5. Enter the Approval Date, then go back to the Purchase Order tab and change the status to "Final Approval".

6. Click "Save".

## 5. Issue the PO

1. Now that the vendor has been selected and the PO has gone through its approval process, it is time to send the PO to the vendor (i.e., it's time to place the order). Just a reminder that the vendor selection and approval processes are both optional; your church may not need one, the other, or either of these steps.

2. Edit the Purchase Order and fill in the Date Issued (on the PO tab) and change the status to "Issued to vendor". Then, click "Save"

3. On the PO grid, click on the PO you have been working with and then click "Print" and choose "PO to send to a vendor". Print this report out and send it in to the vendor your church will be purchasing from.

## 6. Receive and Check/Match the PO

1. This step simply tells you that the items have arrived from the vendor, and are waiting to be verified by someone (probably the person who Requested the PO to begin with). Once the vendor ships the products, or supplies the services, you need to compare the vendor's invoice to the Purchase Order, and both to the products/services received, noting any overages, shortages, or other issues. As you record the quantity received for each line of the PO, you "Match" that line.

2. Edit the Purchase Order and fill in the Date Received.

3. For each item you received, enter the quantity Received, and then check the "Matched?" box. Today's date will automatically be filled in, but if you matched this on a different date, fill that date in on the "Date matched" field. Use the Comments column to mention any anomalies. Repeat this process for each item. Note: The "Match PO" button will perform the above automatically for the selected item in the PO.

## 7. Close the PO

1. A Closed PO is one that has been paid.

2. Click on the PO you wish to close out, click "Edit" and then click on the "Receipts/Invoicing" tab.

3. On this tab, fill in the details of each shipment of the PO. The last field of each shipment will let you associate this PO with a transaction to show how your church paid for this shipment.

4. Click on the "Purchase Order" tab and change the status to Closed. Then, fill in the "Date Closed" field with the date this PO is being closed out on.

# 5. Click "Save"

Add purchase order 220002

Purchase Order    Approval    Receipts / Invoicing

PO number: 220002    Status: Requested    Category:    Vendor:    Date closed:

\* Date requested: 11/18/2022    Requested by:    Date required:    Ship To:

Date issued:    Memo:

Line item total: \$0.00    Tax: \$0.00    Shipping: \$0.00    PO Total: \$0.00    Discount: \$0.00

Item number	Description	List \$ ea.	Purchase \$ ea.	Qty. ordered	Total	Qty. received	Date matched	Comment
1		0.00	0.00	0	0.00	0		
2		0.00	0.00	0	0.00	0		
3		0.00	0.00	0	0.00	0		
4		0.00	0.00	0	0.00	0		
5		0.00	0.00	0	0.00	0		
6		0.00	0.00	0	0.00	0		
7		0.00	0.00	0	0.00	0		
8		0.00	0.00	0	0.00	0		
9		0.00	0.00	0	0.00	0		
10		0.00	0.00	0	0.00	0		
11		0.00	0.00	0	0.00	0		

Match PO    Erase line    ?    Export    Save

## Payroll Import

The Payroll Import feature of Shepherd's Staff provides a way to import payroll files from four different providers (Payroll Mate, Pay Window, Paychex and Paycor) to quickly and easily generate your payroll transactions for each of your employees. Generating the payroll file from each of their software will vary slightly, and the file types exported will differ between them. Payroll Mate will export as a XLS file, Pay Window as a CSV, and Paychex and Paycor will export out as either an XLSX, XLS or a TXT file. Once you have your payroll file from your software, you can follow the steps below to import this file into Shepherd's Staff.

**Note:** As of the time of this writing, ZPay, the company who manages Pay Window has announced that after 40 years of providing payroll software, the company will be shutting down as of 12/31/2023. For more information, you can visit ZPay's website, which is linked [here](#).

Book: 01-General Income | Payroll format: Payroll Mate | Pay Bank Account: 011-01-01-01-Central Trust Checking | Mark payments as:  Paid  Pending

Payroll Import File

Read in the payroll transactions from the selected Excel spreadsheet.

Match up Shepherd's Staff Finance accounts to the accounts on the imported spreadsheet.

Match up Shepherd's Staff Finance vendors to the vendors on the imported spreadsheet.

Merging creates a check in Finance for each check in the import file. Checks include employer matching amounts when applicable.

Transactions imported: 0  
Transactions processed: 0

1. In Finance, click on the "Activity" tab, and then click on "Payroll import" on the left side of the window.

2. At the top of the Payroll import window, select which Book/Fund you are importing these transactions into in the "Book" or "Fund" field.
3. In the "Payroll format" field, select which software you are going to be importing your payroll file from.
4. In the "Pay Bank Account" field, select which bank (asset) account you will be used in your transactions.
5. In the "Mark payments as:" field, select if you want the transactions the import utility creates to be marked as "Paid" or "Pending" by clicking the radio button of the option you want. If you will be printing checks from Shepherd's Staff, you'll want them to be Pending. If your payroll software provider generates the actual payments and you just need them recorded in Shepherd's Staff, mark them as Paid.
6. To the right of the "Payroll Import File" field, click the "Browse" option, and a file explorer window will appear. Navigate to where you saved your payroll file from your payroll software, and once you've found it, double click it.
7. Click the "Import Payroll File" button. You'll receive a message letting you know if your file imported successfully or not.
8. Next, click on the "Account Xref Setup" button. You will be told how many Account Xref (cross reference) records were created. Click OK, and you will be brought to the "Account Xref" window. Here, you will see each account that has a line item on your payroll file, what account type that line item is, and then, in the "Matching Account in Shepherd's Staff" field, you will select which account in Shepherd's Staff matches up with the line item on your payroll file.
9. You can select the account by clicking on the line item, and then click the "Edit" button at the bottom of the grid. A window will appear with a "Select Account" drop list. You can select any account that matches the Account type in the "Account type" column for that line item. If you are importing from Paycor, Payroll Mate or Pay Window you can also select an offset account for the line item you are importing to. For Paycor and Payroll Mate, you can also decide if a line item will appear on an employee's pay stub. For employer portions of deductions, you would want to make sure to hide those from an employee's pay stub. This will use the offset accounts where set to create a Journal Entry add those employer expenses into a liability account so they can be paid out in a later transaction, so you will typically only need to add offsets for expense accounts for employer portions of taxes. Depending on your payroll file, this may or may not be needed. Click the "Close" button at the bottom left of the grid to close the "Account Xref" window. NOTE: this data will be saved, so you won't have to map the same accounts every time.
10. After you have mapped out your accounts, you will need to do the same with your vendors. Click the "Vendor Xref Setup" button. You'll be told how many Vendor Xref (cross reference) records were created. Click OK, and you will be brought to the "Vendor Xref" window. Here, you will see each vendor from your payroll file. In the "Matching Vendor in Shepherd's Staff" field, you will select the vendor in Shepherd's Staff that matches with vendor you see in the "Vendor from Import File" field. To select the vendor, click on the line you want to set the vendor on, and then click "Edit" at the bottom of the grid. In the window that appears, click the droplist for the "Select Vendor" field, and pick the vendor you want to select for this line, and then click the "Save" button. When finished, click the "Close" button in the bottom



left corner of the grid. NOTE: this data will be saved, so you won't have to map the same vendors every time.

1. Click the "Create Payments and Journal Entries" button, and this will create the transactions from your payroll file.

Search  and

Book

	Account Type	Payroll Item ▲	Matching Account in Shepherd's Staff	Offset Account	Include item on pay stub?
▶	Asset	011-01-01-01	011-01-01-01-Central Trust Checking		<input checked="" type="checkbox"/>
	Liability	012-01-00-01	012-01-00-01-Employer Social Security		<input checked="" type="checkbox"/>
	Liability	012-01-00-02	012-01-00-02-Employer Medicare		<input checked="" type="checkbox"/>
	Liability	012-01-01-01	012-01-01-01-State Income Tax		<input checked="" type="checkbox"/>
	Liability	012-01-01-02	012-01-01-02-Federal Income Tax		<input checked="" type="checkbox"/>
	Liability	012-01-01-03	012-01-01-03-Social Security Tax		<input checked="" type="checkbox"/>
	Liability	012-01-01-04	012-01-01-04-Medicare Tax		<input checked="" type="checkbox"/>
	Liability	012-02-01-01	012-02-01-01-Health Insurance		<input checked="" type="checkbox"/>
	Liability	012-02-01-03	012-02-01-03-Other Payroll Deductions		<input checked="" type="checkbox"/>
	Liability	012-02-01-05	012-02-01-05-401(k) Employee Deduction		<input checked="" type="checkbox"/>
	Liability	012-02-01-06	012-02-01-06-Dental Insurance-Pre Tax		<input checked="" type="checkbox"/>
	Liability	012-02-01-07	012-02-01-07-401(k) Employer Match		<input checked="" type="checkbox"/>
	Expense	016-01-01-01	016-01-01-01-Staff Salary		<input checked="" type="checkbox"/>
	Expense	016-01-01-02	016-01-01-02-Music Minister Salary		<input checked="" type="checkbox"/>
	Expense	016-01-04-01	016-01-04-01-Medicare Employer		<input checked="" type="checkbox"/>
	Expense	016-01-04-02	016-01-04-02-Social Security Employer		<input checked="" type="checkbox"/>

✕ Close
✎ Edit
🗑 Delete
📄 Export
🖨 Print
16

Search

and



	Vendor From Import File ▲	Matching Vendor in Shepherd's Staff
▶	Dowling, Arlene	Dowling, Arlene
	Owens, Rebecca	Owens, Rebecca
	Woods, Derek	Woods, Derek

✕  
Close

✎  
Edit

🗑️  
Delete

📄  
Export

🖨️  
Print

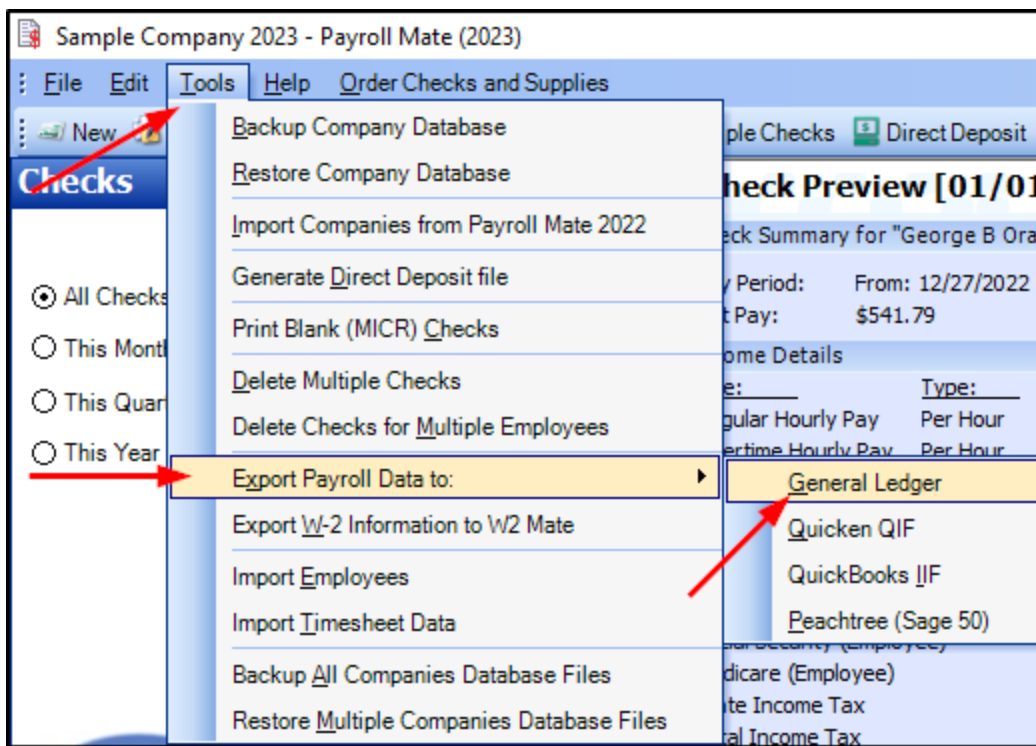
3

## Exporting from Payroll Mate

With the changes made in version 9.0 of Shepherds Staff, the way you export your data out of Payroll Mate has changed.

To export your data out of Payroll Mate,

1. Open up the Payroll Mate Application on your Computer.
2. Click on Tools at the top of the screen and click on "Export Payroll Data To". Select "General Ledger".



3. You will be taken to a screen that says Export Payroll to General Ledger with three options: Report Options, Preview, and Export. Click on Report Options where you will be where you will see three steps you need to complete to set the report:
  - Set the date range for the checks to include in the report
  - Select the employees to include in the report
  - Assign account names for your payroll items. You can either enter in the payroll item's name for the account or enter the corresponding account number in Shepherd's Staff for the payroll items. Our suggestion would be to copy the name of the payroll items into where it says "General Ledger"

Account Name" so that when you import the file into Shepherd's Staff you can match the payroll items to the correct accounts in Shepherd's Staff.

- You will see two options at the top that say, "Check Net Pay General Ledger Account Name" and "Payroll Liability General Ledger Account Name". Check Net Pay corresponds to the bank account in Shepherd's Staff that your payroll comes out of while the Payroll Liability is an account that corresponds to the portions that the employer pays for on the payroll. To make the import process easier, when matching the payroll accounts up in Shepherd's Staff we suggest naming "Check Net Pay" to "Net Pay" and "Payroll Liability" as "Payroll Employer Liability".

[Choose another General Report](#)  
Export Payroll to General Ledger

Report Options    Preview    Export

- This report is used to export ledger posting data to accounting systems.
- Click on "Report Options" button to change the period range, select the desired employees, and edit/review General Ledger accounts names.
- Click on "Preview" button to preview, export or e-mail the created report.
- Click on "Export" button to export the report data.

Report Options

Step 1: Select the pay date range of the checks to be included in the report

Begin Pay Date: January 01, 2023    End Pay Date: November 01, 2023

Step 2: Select the group of employees to be included in the report

Select All    Select None    Select by Department

Employees who received Payroll Checks in the specified period:

Orange, George

Step 3: Assign General Ledger account name for each payroll item

Check Net Pay General Ledger Account Name: Net Pay

Payroll Liability General Ledger Account Name: Payroll Employer Portion

Income Type	General Ledger Account Name
Regular Hourly Pay	Regular Hourly Pay
Overtime Hourly Pay	Overtime Hourly Pay
Yearly Salary	Yearly Salary
Bonus	Bonus
Tips Received Directly by Employee	Tips Received Directly by Empl
Tips Paid by Employer	Tips Paid by Employer
Double-Time	Double-Time
Commission	Commission
Mileage	Mileage
Piece Work	Piece Work
Fringe Benefits	Fringe Benefits
Life Insurance over 50,000	Life Insurance over 50,000
Sick Pay	Sick Pay

OK    Cancel

4. Once you have finished getting the report set up you will then press OK and press Export button on the previous screen to create the Excel file you will be importing into Shepherd's Staff. You will want to check the excel file to make sure that there are not any blank items under the General Ledger Account Name column, otherwise those items will be imported but show up as a blank item in the Payroll Import.

For information on importing Payroll Mate into Shepherd's Staff, please visit our article [here](#).

## Importing Payroll Mate Payroll Files

When importing payroll files, each payroll provider has its own nuances on how their payroll file will import into Shepherd's Staff. This article focuses on importing a Payroll File from Payroll Mate. For overall instructions on importing payroll files into Shepherd's Staff, see our [Payroll Import](#) article.

1. Open the Payroll Import utility by going to the Activity tab of the Finance module, and clicking "Payroll import".
2. Once you are in the Payroll Import utility window, select the book/fund you'll be importing your Payroll file into in the "Book" or "Fund" section. For the Payroll format section, set the option to "Payroll Mate", and select which bank account the money to pay for the payroll will be coming from in the "Pay Bank Account" field. In the "Mark payment as", set the option to "Pending" if you want to create the transactions as checks, or set the option to "Paid" if you want to generate the transactions as EFTs
3. Click the "Browse" button next to the "Payroll Import File" field. A file explorer window will appear. Navigate to your payroll file from Payroll Mate. Payroll Mate files can be .xlsx, or .xls format. Once you've found the file you want to import, you can either double-click it or, click on it, and then click the "Open" button in the bottom right corner of the file explorer window.
4. Click the "Import Payroll File" button to bring your payroll file into Shepherd's Staff. You'll receive a message letting you know that the payroll file successfully uploaded if there were no problems. Click "OK" on this message.
5. Click the "Account Xref Setup" button to enter the Account Cross Reference window. A message will appear, letting you know if the payroll file inserted any new Account XRef records. These records are how Shepherd's Staff will connect the line items on your payroll file with accounts in Shepherd's Staff. Click "OK".
6. In the window that appears, you will see each line item from your payroll file in its own row. Specifically, you'll see the account type of each line item in the "Account Type" column, the name (or account number) of that line item in the "Payroll Item" column, a "Matching Account in Shepherd's Staff" column where you will select what account in Shepherd's Staff this line item matches up with. The "Offset Account" column is not used in this import type, and then there will be a column of checkboxes labeled "Include item on pay stub?". If you have imported payroll files in the past, and each row has something filled in already in this column, then you can click the "Close" button at the bottom of the window, and continue on to step 8.
7. To link an unmatched account, you can either double click the row, or select a row and then click the "Edit" button at the bottom of the grid. When you do this, a window will appear with a drop list where you can select an account from Shepherd's Staff that matches the account type listed in the "Account

type" field for that line item. You will also see a checkbox for "Include on pay stub". This should be checked for the bank account the employee is being paid from, any withholdings, and the salary expense lines. Any employer withholdings, should have this box unchecked. There is also a checkbox labeled "Link to a Liability offset" account, which you do not need for this payroll import type. Repeat this process for each line item that is not already matched up. Click the "Close" button at the bottom of the grid when finished matching accounts.

Search  and

Book

Account Type	Payroll Item	Matching Account in Shepherd's Staff	Offset Account	Include item on pay stub?
Asset	011-01-01-01	011-01-01-01-Central Trust Checking		<input checked="" type="checkbox"/>
Liability	012-01-01-01	012-01-01-01-State Income Tax		<input checked="" type="checkbox"/>
Liability	012-01-01-02	012-01-01-02-Federal Income Tax		<input checked="" type="checkbox"/>
Liability	012-01-01-03	012-01-01-03-Social Security Tax		<input checked="" type="checkbox"/>
Liability	012-01-01-04	012-01-01-04-Medicare Tax		<input checked="" type="checkbox"/>
Expense	016-53-60-08	016-01-04-02-Social Security Employer		<input type="checkbox"/>
Expense	016-53-70-01	016-01-01-01-Staff Salary		<input checked="" type="checkbox"/>
Expense	016-53-85-07	016-01-04-01-Medicare Employer		<input type="checkbox"/>
Liability	Liability	012-01-00-00-Employer Withheld Taxes		<input type="checkbox"/>

Close Edit Delete Export Print 9

8. Click the "Vendor Xref Setup" button to enter the Vendor Cross Reference window. A message will appear, letting you know if the payroll file inserted any new Vendor XRef records. These records are how Shepherd's Staff will connect the people on your payroll file with vendor records in Shepherd's Staff. Click "OK".
9. In the window that appears, you will see each person who appears on your payroll file in their own row. Each row has two columns, "Vendor From Import File" and "Matching Vendor in Shepherd's Staff". The "Vendor From Import File" provides the name of the person from your Payroll file, while the "Matching Vendor in Shepherd's Staff" column provides you a space to select a vendor from Shepherd's Staff to match that person up with. If you have imported payroll files in the past, and there are no rows with nothing filled in under the "Matching Vendor in Shepherd's Staff" column, then you can click the "Close" button at the bottom of the grid and continue to step 11.
10. To link up unmatched vendors, you can either double click each row, or click on a row and then click the "Edit" button at the bottom of the grid. When you do this, a window will appear where you can select a Vendor record in Shepherd's Staff from a drop list that matches the Vendor from your payroll file. Repeat

this process for each vendor in your payroll file. Click the "Close" button at the bottom of the grid when finished matching vendor records.

Vendor From Import File	Matching Vendor in Shepherd's Staff
Dowling, Arlene	Dowling, Arlene
Owens, Rebecca	Owens, Rebecca
Woods, Derek	Woods, Derek

Close Edit Delete Export Print 3

1. Click the "Create Payments and Journal Entries" button. This will go through the process of creating your transactions. This will create a transaction for each employee, and a journal entry showing the payment of all taxes. Note: If you receive a message that says that it may cause duplicate transactions, it may mean that you've already imported this payroll file. If so, click the "No" option on this window, and go back to check your transactions and make sure you haven't already imported this payroll file.

## Importing Paychex Payroll Files

When importing payroll files, each payroll provider has its own nuances on how their payroll file will import into Shepherd's Staff. This article focuses on importing a Payroll File from Paychex. For overall instructions on importing payroll files into Shepherd's Staff, see our [Payroll Import](#) article.

1. Open the Payroll Import utility by going to the Activity tab of the Finance module, and clicking "Payroll import".
2. Once you are in the Payroll Import utility window, select the book/fund you'll be importing your Payroll file into in the "Book" or "Fund" section. For the Payroll format section, set the option to "Paychex", and select which bank account the money to pay for the payroll will be coming from in the "Pay Bank Account" field. In the "Mark payment as" section, set the option to "Paid" as Paychex processes their payments through direct deposit, and this will generate EFT transactions for your payroll.
3. Click the "Browse" button next to the "Payroll Import File" field. A file explorer window will appear. Navigate to your payroll file from Paychex. Paychex files can be .xlsx, .xls or .txt format. Once you've found the file you want to import, you can either double-click it or, click on it, and then click the "Open" button in the bottom right corner of the file explorer window.
4. Click the "Import Payroll File" button to bring your payroll file into Shepherd's Staff. You'll receive a message letting you know that the payroll file successfully uploaded if there were no problems. Click "OK" on this message.
5. Click the "Account Xref Setup" button to enter the Account Cross Reference window. A message will appear, letting you know if the payroll file inserted any new Account XRef records. These records are how Shepherd's Staff will connect the line items on your payroll file with accounts in Shepherd's Staff. Click "OK".
6. In the window that appears, you will see each line item from your payroll file in its own row. Specifically, you will see the account type of each line item in the "Account Type" column, the name of that line item in the "Payroll Item" column, and then you'll see a "Matching Account in Shepherd's Staff". If you have imported payroll files in the past, and each row has something filled in already in this column, then you can click the "Close" button at the bottom of the window, and continue on to step 8.
7. To link an unmatched account, you can either double click the row, or select a row and then click the "Edit" button at the bottom of the grid. When you do this, a window will appear with a drop list where you can select an account from Shepherd's Staff that matches the account type listed in the "Account type" field for that line item. Repeat this process for each line item that is not already matched up. Click the "Close" button at the bottom of the grid when finished matching accounts.



Search  and

Book: General Income - 01






Account Type	Payroll Item	Matching Account in Shepherd's Staff
Asset	Central Trust Checking	011-01-01-01-Central Trust Checking
Expense	Health Insurance	016-01-02-02-Health Insurance
Liability	Payroll Tax Liabilities:Accrued Unemployment Taxes	012-01-00-00-Employer Withheld Tax...
Liability	Payroll Tax Liabilities:FICA Payable	012-01-01-03-Social Security Tax
Liability	Payroll Tax Liabilities:FWT Payable	012-01-01-02-Federal Income Tax
Liability	Payroll Tax Liabilities:SWT Payable	012-01-01-01-State Income Tax
Expense	Payroll Taxes:FICA Taxes	016-01-04-02-Social Security Employer
Expense	Payroll Taxes:Unemployment Comp Tax	016-01-02-03-Other Deductions
Liability	Retirement-IRA	012-02-01-02-Retirement Plan
Expense	Salaries	016-01-01-01-Staff Salary

Close Edit Delete Export Print 10

8. Click the "Vendor Xref Setup" button to enter the Vendor Cross Reference window. A message will appear, letting you know if the payroll file inserted any new Vendor XRef records. These records are how Shepherd's Staff will connect the people on your payroll file with vendor records in Shepherd's Staff. Click "OK".
9. In the window that appears, you will see each person who appears on your payroll file in their own row. Each row has two columns, "Vendor From Import File" and "Matching Vendor in Shepherd's Staff". The "Vendor From Import File" provides the name of the person from your Payroll file, while the "Matching Vendor in Shepherd's Staff" column provides you a space to select a vendor from Shepherd's Staff to match that person up with. If you have imported payroll files in the past, and there are no rows with nothing filled in under the "Matching Vendor in Shepherd's Staff" column, then you can click the "Close" button at the bottom of the grid and continue to step 11.
10. To link up unmatched vendors, you can either double click each row, or click on a row and then click the "Edit" button at the bottom of the grid. When you do this, a window will appear where you can select a Vendor record in Shepherd's Staff from a drop list that matches the Vendor from your payroll file. Repeat this process for each vendor in your payroll file. Click the "Close" button at the bottom of the grid when finished matching vendor records.

Search <input type="text"/>		and <input type="text"/>			
Vendor From Import File		Matching Vendor in Shepherd's Staff			
▶ John Smith		Smith, John			
Jose Martinez		Martinez, Jose			
Mary Jones		Jones, Mary			

 Close	 Edit	 Delete	 Export	 Print	3
---	--	--	--	---	---

L1. Click the "Create Payments and Journal Entries" button. This will go through the process of creating your transactions. This will create a transaction for each employee, and a journal entry showing the payment of all taxes. Note: If you receive a message that says that it may cause duplicate transactions, it may mean that you've already imported this payroll file. If so, click the "No" option on this window, and go back to check your transactions and make sure you haven't already imported this payroll file.

## Importing Paycor Payroll Files

When importing payroll files, each payroll provider has its own nuances on how their payroll file will import into Shepherd's Staff. This article focuses on importing a Payroll File from Paycor. For overall instructions on importing payroll files into Shepherd's Staff, see our [Payroll Import](#) article.

1. Open the Payroll Import utility by going to the Activity tab of the Finance module, and clicking "Payroll import".
2. Once you are in the Payroll Import utility window, select the book/fund you'll be importing your Payroll file into in the "Book" or "Fund" section. For the Payroll format section, set the option to "Paycor", and select which bank account the money to pay for the payroll will be coming from in the "Pay Bank Account" field. In the "Mark payment as", set the option to "Pending" if you want to create the transactions as checks, or set the option to "Paid" if you want to generate the transactions as EFTs
3. Click the "Browse" button next to the "Payroll Import File" field. A file explorer window will appear. Navigate to your payroll file from Paycor. Paycor files can be .xlsx, or .xls format. Once you've found the file you want to import, you can either double-click it or, click on it, and then click the "Open" button in the bottom right corner of the file explorer window.
4. Click the "Import Payroll File" button to bring your payroll file into Shepherd's Staff. You'll receive a message letting you know that the payroll file successfully uploaded if there were no problems. Click "OK" on this message.
5. Click the "Account Xref Setup" button to enter the Account Cross Reference window. A message will appear, letting you know if the payroll file inserted any new Account XRef records. These records are how Shepherd's Staff will connect the line items on your payroll file with accounts in Shepherd's Staff. Click "OK".
6. In the window that appears, you will see each line item from your payroll file in its own row. Specifically, you'll see the account type of each line item in the "Account Type" column, the name (or account number) of that line item in the "Payroll Item" column, a "Matching Account in Shepherd's Staff" column where you will select what account in Shepherd's Staff this line item matches up with. The "Offset Account" column is not used in this import type, and then there will be a column of checkboxes labeled "Include item on pay stub?". If you have imported payroll files in the past, and each row has something filled in already in this column, then you can click the "Close" button at the bottom of the window, and continue on to step 8.
7. To link an unmatched account, you can either double click the row, or select a row and then click the "Edit" button at the bottom of the grid. When you do this, a window will appear with a drop list where you can select an account from Shepherd's Staff that matches the account type listed in the "Account

type" field for that line item. You will also see a checkbox for "Include on pay stub". This should be checked for the bank account the employee is being paid from, any employee withholdings, and the salary expense lines. Any employer withholdings or employer tax expense lines, should have this box unchecked. There is also a checkbox labeled "Link to a Liability offset" account, which you do not need for this payroll import type. Repeat this process for each line item that is not already matched up. Click the "Close" button at the bottom of the grid when finished matching accounts.

Account Type	Payroll Item	Matching Account in Shepherd's Staff	Offset Account	Include item on pay stub?
Asset	011-01-01-01	011-01-01-01-Central Trust Checking		<input checked="" type="checkbox"/>
Liability	012-01-00-01	012-01-00-01-Employer Social Security		<input type="checkbox"/>
Liability	012-01-00-02	012-01-00-02-Employer Medicare		<input type="checkbox"/>
Liability	012-01-01-01	012-01-01-01-State Income Tax		<input checked="" type="checkbox"/>
Liability	012-01-01-02	012-01-01-02-Federal Income Tax		<input checked="" type="checkbox"/>
Liability	012-01-01-03	012-01-01-03-Social Security Tax		<input checked="" type="checkbox"/>
Liability	012-01-01-04	012-01-01-04-Medicare Tax		<input checked="" type="checkbox"/>
Liability	012-02-01-01	012-02-01-01-Health Insurance		<input checked="" type="checkbox"/>
Liability	012-02-01-03	012-02-01-03-Other Payroll Deductions		<input checked="" type="checkbox"/>
Liability	012-02-01-05	012-02-01-05-401(k) Employee Deduction		<input checked="" type="checkbox"/>
Liability	012-02-01-06	012-02-01-06-Dental Insurance-Pre Tax		<input checked="" type="checkbox"/>
Liability	012-02-01-07	012-02-01-07-401(k) Employer Match		<input type="checkbox"/>
Expense	016-01-01-01	016-01-01-01-Staff Salary		<input checked="" type="checkbox"/>
Expense	016-01-01-02	016-01-01-02-Music Minister Salary		<input checked="" type="checkbox"/>
Expense	016-01-04-01	016-01-04-01-Medicare Employer		<input checked="" type="checkbox"/>
Expense	016-01-04-02	016-01-04-02-Social Security Employer		<input type="checkbox"/>
Expense	016-53-60-08	016-01-04-02-Social Security Employer		<input type="checkbox"/>
Expense	016-53-70-01	016-01-01-01-Staff Salary		<input checked="" type="checkbox"/>
Expense	016-53-85-07	016-01-04-01-Medicare Employer		<input type="checkbox"/>
Liability	Liability	012-01-00-00-Employer Withheld Taxes		<input type="checkbox"/>

8. Click the "Vendor Xref Setup" button to enter the Vendor Cross Reference window. A message will appear, letting you know if the payroll file inserted any new Vendor XRef records. These records are how Shepherd's Staff will connect the people on your payroll file with vendor records in Shepherd's Staff. Click "OK".
9. In the window that appears, you will see each person who appears on your payroll file in their own row. Each row has two columns, "Vendor From Import File" and "Matching Vendor in Shepherd's Staff". The "Vendor From Import File" provides the name of the person from your Payroll file, while the "Matching Vendor in Shepherd's Staff" column provides you a space to select a vendor from Shepherd's Staff to match that person up with. If you have imported payroll files in the past, and there are no rows with nothing filled in under the "Matching Vendor in Shepherd's Staff" column, then you can click the "Close" button at the bottom of the grid and continue to step 11.
10. To link up unmatched vendors, you can either double click each row, or click on a row and then click the "Edit" button at the bottom of the grid. When you do this, a window will appear where you can select a

Vendor record in Shepherd's Staff from a drop list that matches the Vendor from your payroll file. Repeat this process for each vendor in your payroll file. Click the "Close" button at the bottom of the grid when finished matching vendor record.

Vendor From Import File	Matching Vendor in Shepherd's Staff
John Smith	Smith, John
Jose Martinez	Martinez, Jose
Mary Jones	Jones, Mary

Close Edit Delete Export Print 3

1. Click the "Create Payments and Journal Entries" button. This will go through the process of creating your transactions. This will create a transaction for each employee, and a journal entry showing the payment of all taxes. Note: If you receive a message that says that it may cause duplicate transactions, it may mean that you've already imported this payroll file. If so, click the "No" option on this window, and go back to check your transactions and make sure you haven't already imported this payroll file.

2.

## Books/Funds

In Shepherd's Staff, a book or fund is defined as a collection of accounts that represent the financial framework of an organization. Known exclusively as a Fund in previous versions of Shepherd's Staff, typically, most churches will only have one book or fund, though if your church also helps run another organization, such as a school or a daycare that keeps its finances separate from the church, you may have additional book(s) to help manage the finances of that organization.

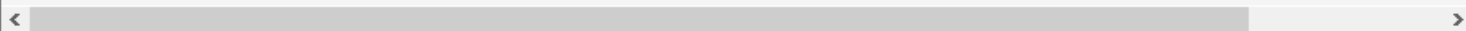
**Note:** You can select if you want to use the term Book or Fund in the Tools/Settings menu of the Finance module. For more details, see our [Books and Funds](#) article.

- To access the Books/Funds view, open the Finance module, click on "Accounts" and then click on "Books" or "Funds"
- The books/funds view will display each of your books, with each book getting a row in the grid.
- There are different display options for the books/funds grid, which include the following:
  - Current Balances - This view will display each of your books/funds, along with the totals for each account type within each book.
  - Current Activity - This view will display each book/fund, showing the net activity (Total increase or decrease) for each account type within the current fiscal year.
  - Bank balance less dedicated - This view will show each book/fund, the total balance of all bank accounts within that book/fund, the total balance of all dedicated accounts within that book/fund, and the difference between the bank account total and dedicated account total.
  - Budget progress to date - This view will show year-to-date income, expense, dedicated in and dedicated out totals, as well as the year-to-date budgets for each of these account types, and the difference between the year-to-date totals compared to the year-to-date budgets.
  - Budget progress for year - This view will show annual income, expense, dedicated in and dedicated out totals, as well as the annual budgets for each of these account types, and the difference between the year-to-date totals compared to the year-to-date budgets.
- If you want to add a new book/fund, click the "Add" button at the bottom of the grid. To make changes to an existing book/fund, click on the book/fund you want to make changes to, and then click "Edit" at the bottom of the grid. If you want to delete a book/fund, you can only do so if that book/fund has no accounts. If this is true, click on the book/fund that you want to delete and then click the "Delete" button at the bottom of the grid.

Show Current balances



	Book no.	Name	Assets	Liabilites	Dedicated	Income	Expense	
▶	01	General Income	\$623,274.48	\$17,864.68	\$30,500.00	\$147,995.05	\$95,360.85	
	02	Preschool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



Add



Edit



Delete



Switch



Export



Print



Save

## Add/Edit Books/Funds

The first step in getting started in the finance module is to create a Book (or Fund, depending on your wording choice - see our article [Books and Funds](#)). While most churches won't have the need to create multiple books, your church may be in a situation where additional books are needed to keep track of a different associated, but separate entity, such as a school or daycare. Creating an additional book to keep this information separated from your church's regular finances is a good way to track this information.

1. To add a new book, open the Finance module, click on "Accounts" and then click "Books".
2. Click the "Add" button at the bottom of the grid.
3. In the window that appears, choose a number for this book. You can use any unused number between 01 and 99 for your book.
4. In the Book name field, put in the name of your book. It's a good idea to name your book something that represents the entity as a whole, such as the name of your church, or the name of your school.
5. If there are any notes you want to add about this book, click the "Note" button, and then type in any notes you have for this book. Click "Save" in the window that appears to save your notes.
6. Click "Save" to create your book.

The screenshot shows a dialog box titled "Add book". On the left side, there are two required fields: "\* Number" with a dropdown menu showing "03" and a downward arrow, and "\* Book name" with an empty text input field. On the right side, there are three buttons: "Save", "Close", and "Note" (which has a small icon of a notepad and pencil). At the bottom center of the dialog box, there is a help icon consisting of a question mark inside a circle.

Once a book has been created, the options to make changes to the book itself are limited, but you can change a couple of things:



1. To edit a book, open the Finance module, click on "Accounts" and then click "Books".
2. Click on the book you want to make changes to and then click "Edit" at the bottom of the grid.
3. In the window that appears, you can change the name of the Book in the "Book name" field. The Number cannot be changed. You can also add or edit a note by clicking the "Note" button.
4. Click "Save" to save the changes to your book.

Edit book

<b>* Number</b>	<input type="text" value="01"/>	<input type="button" value="Save"/>
<b>* Book name</b>	<input type="text" value="Christ Community Church"/>	<input type="button" value="Close"/>
		<input type="button" value="Note"/>
		<input type="button" value="?"/>

## The Accounts Tree

The Accounts Tree gives you a top-down display of your chart of accounts. You can see a visual representation of how your chart of accounts breaks down by account types, major groups and minor groups.

The Accounts Tree will also let you check on account activity, and in the case of asset accounts, add new transactions. You can also add new accounts, edit existing accounts, or move accounts to other major or minor groups.

- To expand or collapse all nodes of the tree, click on the button with the arrows pointing down and up.
- You can select which book's chart of accounts you're viewing in the "Book" drop list.
- The search box will let you search for accounts by either name or number.
- Inactive accounts will be hidden by default. To show inactive accounts, check the "Include inactive" box
- The individual accounts within their account type/major group/minor group will be sorted by account number by default. Check the "Sort by name" box to have these accounts sorted alphabetically instead.
- To expand a particular node of the tree, click on the + to the left of it. This will expand the Account Type/Major Group/Minor Group.
- To view the activity for an account, click on the account, and then click the "Activity" button.
- For asset accounts, you can initiate a new transaction by clicking on the account you want to create a transaction for, and then clicking the "Transaction" button. This button will not appear for other account types.
- To add a new account, click on the account type you want to add in the tree, and then click "Add"
- To edit an account, click on the account you want to make changes to and then click "Edit"
- To move an account from one Major or Minor group to another, click on the account you want to move, and then click the "Move" button. A window will appear where you can select what major or minor group you want to move this account to.



Book

General Income - 01



Search









Include inactive



Sort by name



-  **Asset**
-  **Liability**
-  **Equity**
-  **Income**
-  **Expense**
-  **Dedicated**



Activity



Transaction



Add



Edit



Move

## Add/Edit Accounts

The foundation of a church's accounting is a chart of accounts, and in order to create a chart of accounts, you must create various accounts that help you track the church's money. The steps below walk through the creation of an account in Shepherd's Staff:

1. You can add new accounts from multiple places in the Finance module.
  - Within the Accounts tree, click on the account type of the account you want to add, and then click the "Add" button
  - On the "All Accounts" view, pressing the "Add" button will prompt you to choose what type of account you want to create. Click the account type you want to create, and then click "Select"
  - In each of the account type views (Assets, Liabilities, Equity, Income, Expense, Dedicated), you can simply click the "Add" button.
2. In the window that appears, you will need to name your account in the "Name" field.
3. The "Account Status" section will let you select if this account is considered "Active" or "Inactive". Inactive accounts cannot be used in transactions, and are filtered out of most reporting by default.
4. The "Major Group", "Minor Group" and "Sequence" fields are also required fields. These fields determine where your accounts fall within your chart of accounts and reporting. These fields also comprise the account number.
5. The Beginning Balance field will appear on all account types, except income and expense. This field represents the balance of this account at the beginning of the current fiscal year. This field can only be edited up until the first transaction has been entered against this account.
6. For Asset Accounts, you'll see a "This is a bank account" box. This applies a special designation on the account that allows it to be used as the Asset account within Checks, Payments and Receipts. For Asset accounts that are designated as bank accounts, you can also override the numbering for the next EFT, Check or Deposit. By checking the box next to one of these options, and entering a number, this number will be filled in for the next EFT, Check or Deposit, respectively in place of whatever was set to come next.
7. For Liability Accounts, you'll see a "This is a charge account" box. This applies a special designation on the account that allows it to be written against within a charge account payment.
8. In the Other groupings section, you can assign a "Church Body" and/or a "Responsibility" code. These are additional levels of account groupings that can be used to organize your accounts.

9. If you're adding more than one account of this type, check the "Add multiple?" box.
10. If you have any notes to add to this account, click the "Note" button, and enter any notes you have for this account.
11. Click Save to create your account.

**Add account**

**Account number:** \_\_\_\_\_ **Type:** Asset (1) **Book 01**

<p><b>* Name</b>  <input style="width: 100%;" type="text"/></p> <p><b>* Major Group</b>  <input style="width: 100%;" type="text"/></p> <p><b>* Minor Group</b>  <input style="width: 100%;" type="text"/></p> <p><b>* Sequence</b>  <input style="width: 50px;" type="text"/> <input type="checkbox"/> This is a bank account</p>	<p><b>Account status</b>  <input checked="" type="radio"/> Active <input type="radio"/> Inactive</p> <p><b>Beginning Balance</b>  <input style="width: 100px;" type="text" value="\$0.00"/> </p>	<p><input type="button" value="Save"/></p> <p><input type="button" value="Cancel"/></p> <p><input type="button" value="Note"/></p> <p></p> <p><input type="checkbox"/> Add multiple?</p>
---	--	--

**Other groupings**

**Church Body**

**Responsibility**

**FASB 117 Cash Flow Group**

You may need to make changes to an account after it's been created. Editing an account will allow you to make several kinds of changes to accounts, including changing an accounts name, numbering and a few other options.

1. To edit an account in the Finance module, you have a couple of different options:
  - o Within the Accounts tree click on the account you want to make changes to and click "Edit" near the bottom right corner of the window
  - o Within the All Accounts or any of the account type views, click on the account you want to make changes to and then click Edit at the bottom of the grid.

- When you click edit, you'll be able to make changes to the Account Name, Major group, Minor group, Sequence number, Bank account status (for Asset accounts), Charge account status (for Liability accounts), Church Body, Responsibility Code, whether an account is Active or Inactive, and - if there have been no transactions entered against this account - the beginning balance of the account.
- In addition to the above changes, for Asset accounts that are designated as bank accounts, you can also override the numbering for the next EFT, Check or Deposit. By checking the box next to one of these options, and entering a number, this number will be filled in for the next EFT, Check or Deposit, respectively in place of whatever was set to come next.
- Click Save to save any changes you've made.

**Edit account**

**Account number: 011-01-01-01**      Type: Asset (1)      Book 01

<p><b>* Name</b>  <input style="width: 100%;" type="text" value="Central Trust Checking"/></p> <p><b>* Major Group</b>  <input style="width: 100%;" type="text" value="01-Central Trust"/></p> <p><b>* Minor Group</b>  <input style="width: 100%;" type="text" value="01-Checking"/></p> <p><b>* Sequence</b>  <input style="width: 50%;" type="text" value="01"/> <input checked="" type="checkbox"/> This is a bank account</p>	<p><b>Account status</b>  <input checked="" type="radio"/> Active    <input type="radio"/> Inactive</p> <p><b>Beginning Balance</b>  <input style="width: 100%;" type="text" value="\$401,694.82"/> </p>	<p><input type="button" value="Save"/></p> <p><input type="button" value="Close"/></p> <p><input type="button" value="Note"/></p> <p></p>
--	--	---


<p><b><u>Other groupings</u></b></p> <p><b>Church Body</b>  <input style="width: 100%;" type="text"/></p> <p><b>Responsibility</b>  <input style="width: 100%;" type="text"/></p> <p><b>FASB 117 Cash Flow Group</b>  <input style="width: 100%;" type="text"/></p>	<p><b><u>Numbering</u></b></p> <p><input type="checkbox"/> Override EFT number    <input style="width: 100%;" type="text" value="0"/></p> <p><input type="checkbox"/> Override Check number    <input style="width: 100%;" type="text" value="0"/></p> <p><input type="checkbox"/> Override deposit number    <input style="width: 100%;" type="text" value="0"/></p>
---	---

## Beginning Balance Lock

Beginning balances are a critical detail of any account that retains its balance from year to year. These accounts include Asset, Liability, Equity, and Dedicated accounts. A beginning balance is set when an account is created, and is only updated at the start of each new fiscal year, as it represents the balance of the account at the start of the year. The integrity of account balances and reports depend on beginning balances being a fixed figure. Therefore, in Shepherd's Staff, once you have entered a beginning balance on an account, and the account has been used in at least one transaction, the beginning balance of that account can no longer be edited, and this is indicated by a lock icon by the beginning balance field in the "Edit Account" window.

Edit account

**Account number: 011-01-01-01** Type: Asset (1)

<b>* Name</b> <input type="text" value="Central Trust Checking"/>	<b>Account status</b> <input checked="" type="radio"/> Active <input type="radio"/> Inactive	<input type="button" value="Save"/>
<b>* Major Group</b> <input type="text" value="01-Central Trust"/>	<b>Beginning Balance</b> <input type="text" value="\$401,694.82"/> 	<input type="button" value="Close"/>
<b>* Minor Group</b> <input type="text" value="01-Checking"/>		<input type="button" value="Note"/>
<b>* Sequence</b> <input type="text" value="01"/> <input checked="" type="checkbox"/> This is a bank account		<input type="button" value="?"/>

<b><u>Other groupings</u></b>	<b><u>Numbering</u></b>	<b>Next number</b>
<b>Church Body</b> <input type="text"/>	<input type="checkbox"/> Override EFT number	<input type="text" value="0"/>
<b>Responsibility</b> <input type="text"/>	<input type="checkbox"/> Override Check number	<input type="text" value="0"/>
	<input type="checkbox"/> Override deposit number	<input type="text" value="660"/>

## Move Accounts

At times, you may find that the structure of your chart of accounts shifts at your church. You may need accounts to fall under a different grouping than they did in the past. Shepherd's Staff has a tool that will allow you to make these changes quickly and easily.

1. In the Finance module, click on "Accounts" and then "Accounts Tree".
2. From here, find the account you want to move by expanding the nodes that currently contain your account. Click the plus sign next to a node to expand it.
3. Click on the account you want to move to select it, and then click "Move" at the bottom right corner of the window.
4. The Move window will appear, and you'll be asked to select which Major group and Minor group you want to move this account to.
5. Click "Move" when finished. The account will be moved and the account number changed. It will be assigned the first available sequence number in the Major and Minor group selected.

**Change the grouping for 015-01-04-02 - Social Concerns** ? [Cancel](#)

Select the new Major group, then the new Minor group,  
and then click Move.

Major group: 01 - Offerings

Minor group: 04 - Miscellaneous

Move



## All Accounts View

The All Accounts View presents your chart of accounts in a grid format, providing information beyond just the name and account number. This view is helpful for getting a more detailed overview of your accounts. The All Accounts view also allows you to Add, Edit and Delete accounts as well as see account activity.

- The All Accounts view can be accessed within the Finance Module under the Accounts tab, by clicking on "All accounts".
- You can search the accounts grid using the standard [search conventions](#) in the search view.
- You can select which book's chart of accounts you're viewing in the "Book" drop list.
- The "Type" field will let you filter your view to view only accounts of the selected type.
- The "Filter" field will let you filter to show "Active accounts", "Inactive accounts" or if you want to view all accounts, choose (none).

The All Accounts grid shows columns for each account number, account name, type, beginning balance (as of the start of the fiscal year), Change (the amount the account balance has changed by so far within the fiscal year), Current (Current balance of the account), Major Group, Minor Group, Inactive? (indicates if an account is marked as inactive), Bank? (indicates if an account has been designated as a bank account), Responsibility (Responsibility Code), Church Body, and Note (indicates whether there is a note on the account).

- To Add a new account, click the "Add" button. After clicking add, you'll be asked to select what type of account you want to create. Click on the account type you want and click "Select"
- To edit an account, click on the account you'd like to make changes to, and then click "Edit" at the bottom of the grid.
- To delete an account, click on the account you want to get rid of and then click the "Delete" button at the bottom of the grid. Only accounts with no activity or balance can be deleted, however.
- To view the activity on an account, either double click the account you want to view, or click on it and then click the "Activity" button at the bottom of the grid.
- The "Print" button will print out your chart of accounts as you see it on the All Accounts view.

Search

and



Book

Type

Filter

Number	Name	Type	Beginning	Change	Current	Major group
011-01-01-01	Central Trust Checking	Asset	\$401,694.82	\$16,712.66	\$418,407.48	Central Trust
011-01-02-01	Central Trust Savings	Asset	\$3,490.00	\$38,000.00	\$41,490.00	Central Trust
011-02-01-01	Farmers Savings Account	Asset	\$89,300.00	\$0.00	\$89,300.00	Farmers Banl
011-02-02-01	Farmers Money Market	Asset	\$73,600.00	\$0.00	\$73,600.00	Farmers Banl
011-03-01-01	Petty Cash	Asset	\$0.00	\$0.00	\$0.00	Miscellaneous
011-04-00-01	First Bank Checking	Asset	\$0.00	\$0.00	\$0.00	First Bank
012-01-01-01	State Income Tax	Liability	\$3,252.69	\$358.41	\$3,611.10	Payroll Tax D
012-01-01-02	Federal Income Tax	Liability	\$7,392.78	\$790.11	\$8,182.89	Payroll Tax D
012-01-01-03	Social Security Tax	Liability	\$4,185.00	\$473.89	\$4,658.89	Payroll Tax D
012-01-01-04	Medicare Tax	Liability	\$978.75	\$110.83	\$1,089.58	Payroll Tax D
012-01-01-05	City/County Tax	Liability	\$0.00	\$0.00	\$0.00	Payroll Tax D
012-02-01-01	Health Insurance	Liability	\$0.00	\$0.00	\$0.00	Payroll Dedu
012-02-01-02	Retirement Plan	Liability	\$0.00	\$394.24	\$394.24	Payroll Dedu
012-02-01-03	Other Payroll Deductions	Liability	\$0.00	\$0.00	\$0.00	Payroll Dedu
012-02-01-04	Flex Spending Account	Liability	\$0.00	\$15.00	\$15.00	Payroll Dedu
012-03-00-01	Building Improvement Loan	Liability	\$0.00	\$0.00	\$0.00	Building
013-01-01-01	Land	Equity	\$0.00	\$0.00	\$0.00	Church Groun

< >

+ Add   
  Edit   
  Delete   
  Activity   
  Export   
  Print   
  Save   
 78

## Asset Account View

Assets are items your congregation owns. This can include money, buildings, land, and equipment. There are generally two types of assets: current and fixed.

### » Current Assets

Current assets are assets that you can easily spend to support the congregation's mission. This includes checking and savings accounts, certificates of deposit, and other assets that can be easily converted into cash. Current assets, or bank accounts, are the only accounts that checks and deposits can be created for.

### » Fixed Assets

Fixed assets are non-monetary assets. These include things like the church buildings, pews and organs. Fixed assets are normally used directly in support of your congregation's ministry, and the congregation doesn't intend to sell them.

**Note:** Fixed assets are often expensive and congregations may need to borrow money to acquire them. Consequently, adding up all your assets does not supply all the information about your congregation's financial strength. To get the complete picture, you must subtract what you owe (liabilities) from what you own (assets).

## The Assets View

The Asset accounts view presents all of your asset accounts in a grid format, providing information beyond just the name and account number. This view is helpful for getting a detailed overview of your Asset accounts. The Assets view also allows you to add, edit and delete accounts as well as see account activity.

- The Assets view can be accessed within the Finance Module under the Accounts tab, by clicking on "Assets".
- You can search the accounts grid using the standard [search conventions](#) in the search view.
- You can select which book's chart of accounts you're viewing in the "Book" drop list.
- The "Filter" field will let you filter to show "Active accounts", "Inactive accounts" or if you want to view all asset accounts, choose (none).

The Assets grid shows columns for each account number, account name, beginning balance (as of the start of the fiscal year), Change (the amount the account balance has changed by so far within the fiscal year), Current (Current balance of the account), Major Group, Minor Group, Inactive? (indicates if an account is marked as inactive), Bank? (indicates if an account has been designated as a bank account), Responsibility (Responsibility Code), Church Body, and Note (indicates whether there is a note on the account).

- To add a new account from this view, click the "Add" button in the bottom left.
- To edit an account, click on the account you'd like to make changes to, and then click "Edit" at the bottom of the grid.
- To delete an account, click on the account you want to get rid of and then click the "Delete" button at the bottom of the grid. Only accounts with no activity or balance can be deleted, however.
- To view the activity on an account, either double click the account you want to view, or click on it and then click the "Activity" button at the bottom of the grid.
- The "Print" button will print out your asset accounts as you see it on the Assets view.

	Number	Name	Beginning	Change	Current	Major group	Minor group	Inactive?	Bank?	Responsibility	Church body
Liabilities	011-01-01-01	Central Trust Checking	\$542,425.51	\$60,609.53	\$603,035.04	Central Trust	Checking	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	011-01-02-01	Central Trust Savings	\$31,170.00	\$12,120.00	\$43,290.00	Central Trust	Savings	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Equity	011-02-01-01	Farmers Savings Account	\$89,300.00	\$0.00	\$89,300.00	Farmers Bank	Savings	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Income	011-02-02-01	Farmers Money Market	\$73,600.00	\$0.00	\$73,600.00	Farmers Bank	Money Market	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Expense	011-03-01-01	Petty Cash	\$0.00	\$0.00	\$0.00	Miscellaneous	Cash	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

## Asset Account Activity View

Sometimes, it can be helpful to get a closer look at a particular account. The Asset Account Activity view can help you see all the transactions and see monthly totals for a particular asset account.

1. There are two ways to access the Asset Account Activity view:
  - From the Accounts Tree, click on the + next to the Asset option, and then the + next to the appropriate major and minor group to find your account. Click on the account, and then click "Activity" on the right side of the window.
  - From the All Accounts or Assets view, either double click on the account you want to view the activity for or click on the account you want to view the activity for then click "Activity" at the bottom of the grid.
2. In the window that appears, you can change which account you want to view by selecting it in the drop list. You can also scroll through your accounts by pressing the up and down arrows to the right of this drop list. If you would prefer to view your accounts in the drop list, sorted by account number instead of name, check the "Search by account number" box.
  - Note that you can only switch between accounts of the type you initially selected. To see activity for a different account type, close the account activity window and re-open it for the desired account type.
3. The current balance as of today's date will be shown to the right of this drop list.
4. The Asset Account Activity window contains two views. The first is the Ledger view. The Ledger view shows all account activity within the selected fiscal year, which you can select in the "Year" drop list.
5. You can use the search boxes to find specific transactions on this grid using the standard [search conventions](#).
6. The "Type" drop list will let you pick which types of transactions you want to filter by on this grid.
7. If you need to make changes to a transaction on this grid, click on it, and then click the "Edit" button at the bottom of the grid. You can only make changes to a transaction that is within the current or an upcoming fiscal year, has not been cleared through the bank account reconciliation process, and is not a check that has been printed out of the system.
8. The second view available in the Asset Account Activity window is the "Monthly totals" grid. This view shows each month of the selected fiscal year, and the total account activity for each month. In the grid, you'll see the Year, Month, Actual (net account activity) and lines (number of times an account was used in a transaction within the month.)

9. If you want to see all the transactions for a particular month, click on the month you want to view, and then click the "Activity" button at the bottom left corner of the window to be brought back to the ledger view, pre-filtered to the month you had selected.

10. On either view, you can click the "Print" button to get a printout that shows the Monthly totals grid in a printable format.

Asset account activity

Search by account number

Central Trust Checking (011-01-01-01) ↓ ↑ Current balance as of 11/4/2022 \$418,884.48 Print ?

Ledger Monthly totals

Search  and  Year 1/1/2022 - 12/31/20 ☰ 🔍 ?

Type (all) ▼

	Date	Type	Doc. no.	Description	Debit	Credit	Balance	Status	Vendor
▶	1/2/2022	Receipt	624	Deposit from 1/2/22	\$0.00	\$0.00	\$401,694.82	Void	
	1/3/2022	Payment	5484	Postage	\$0.00	\$200.00	\$401,494.82	Paid	Other Expense
	1/3/2022	Payment	5485	Music Expenses	\$0.00	\$225.00	\$401,269.82	Paid	Other Expense
	1/3/2022	Payment	5486	Vehicle Fuel	\$0.00	\$80.22	\$401,189.60	Paid	Other Expense
	1/7/2022	Payment	5487	Salary	\$0.00	\$1,140.84	\$400,048.76	Paid	Carter, Teresa
	1/7/2022	Payment	5488	Salary	\$0.00	\$923.79	\$399,124.97	Stopped	Dowling, Arlene
	1/7/2022	Payment	5489	Salary	\$0.00	\$779.09	\$398,345.88	Paid	Owens, Rebecca
	1/7/2022	Payment	5490	Salary	\$0.00	\$1,591.52	\$396,754.36	Paid	Williams, Kent
	1/7/2022	Payment	5491	Salary	\$0.00	\$779.09	\$395,975.27	Paid	Woods, Derek
	1/7/2022	Payment	5492	Salary	\$0.00	\$779.09	\$395,196.18	Paid	Wright, Timothy

Edit Export 258

## Liability Account View

The accounts that track your congregation's debts are called liability accounts. You can generally divide liabilities into short-term and long-term debt.

### » Short-Term Liabilities

Short-term liabilities are obligations you plan on paying off in the near future and are normally smaller in size. They can include payroll taxes that have been withheld but not submitted, or offerings received for other organizations that have not been remitted.

### » Long-Term Liabilities

Long-term liabilities are obligations that normally take years to pay off. Long-term debts can include things such as mortgages or building addition loans.

## The Liabilities View

The Liability accounts view presents all of your liability accounts in a grid format, providing information beyond just the name and account number. This view is helpful for getting a detailed overview of your liability accounts. The Liabilities view also allows you to add, edit and delete accounts as well as see account activity.

- The Liabilities view can be accessed within the Finance Module under the Accounts tab, by clicking on "Liabilities".
- You can search the accounts grid using the standard [search conventions](#) in the search view.
- You can select which book's chart of accounts you're viewing in the "Book" drop list.
- The "Filter" field will let you filter to show "Active accounts", "Inactive accounts" or if you want to view all Liability accounts, choose (none).

The Liabilities grid shows columns for each account number, account name, beginning balance (as of the start of the fiscal year), Change (the amount the account balance has changed by so far within the fiscal year), Current (Current balance of the account), Major Group, Minor Group, Inactive? (indicates if an account is marked as inactive), Responsibility (Responsibility Code), Church Body, and Note (indicates whether there is a note on the account).

- To add a new account from this view, click the "Add" button in the bottom left.
- To edit an account, click on the account you'd like to make changes to, and then click "Edit" at the bottom of the grid.
- To delete an account, click on the account you want to get rid of and then click the "Delete" button at the bottom of the grid. Only accounts with no activity or balance can be deleted, however.
- To view the activity on an account, either double click the account you want to view, or click on it and then click the "Activity" button at the bottom of the grid.
- The "Print" button will print out your liability accounts as you see it on the Liabilities view.

Activity Accounts Receivables Plan / Analyze Other Reports Tools / Settings

Accounts tree

All accounts

Assets

Liabilities

Equity

Income

Expense

Dedicated

Books

Search  and

Book: General Operations - 01 Filter: Active accounts

Number	Name	Beginning	Change	Current	Major group	Minor group	Inactive?	Charge	Responsibility	Church body
012-00-00-00	SDI Deduction	\$0.00	\$0.00	\$0.00	(none)	(none)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
012-00-00-01	Employer FICA	\$0.00	\$0.00	\$0.00	(none)	(none)	<input type="checkbox"/>	<input type="checkbox"/>		
012-00-00-02	Union Dues	\$0.00	\$0.00	\$0.00	(none)	(none)	<input type="checkbox"/>	<input type="checkbox"/>		
012-01-00-01	Employer Social Security	\$0.00	\$0.00	\$0.00	Payroll Tax Deducti...	Payroll Tax Deducti...	<input type="checkbox"/>	<input type="checkbox"/>		
012-01-00-02	Employer Medicare	\$0.00	\$0.00	\$0.00	Payroll Tax Deducti...	Payroll Tax Deducti...	<input type="checkbox"/>	<input type="checkbox"/>		
012-01-00-03	Employee FICA	\$0.00	\$0.00	\$0.00	Payroll Tax Deducti...	Payroll Tax Deducti...	<input type="checkbox"/>	<input type="checkbox"/>		
012-01-01-01	State Income Tax	\$3,975.51	\$361.41	\$4,336.92	Payroll Tax Deducti...	Statutory	<input type="checkbox"/>	<input type="checkbox"/>		
012-01-01-02	Federal Income Tax	\$9,035.62	\$821.42	\$9,857.04	Payroll Tax Deducti...	Statutory	<input type="checkbox"/>	<input type="checkbox"/>		
012-01-01-03	Social Security Tax	\$5,115.00	\$465.00	\$5,580.00	Payroll Tax Deducti...	Statutory	<input type="checkbox"/>	<input type="checkbox"/>		
012-01-01-04	Medicare Tax	\$1,196.25	\$108.75	\$1,305.00	Payroll Tax Deducti...	Statutory	<input type="checkbox"/>	<input type="checkbox"/>		
012-01-01-05	City/County Tax	\$0.00	\$0.00	\$0.00	Payroll Tax Deducti...	Statutory	<input type="checkbox"/>	<input type="checkbox"/>		
012-02-01-01	Health Insurance	\$0.00	\$0.00	\$0.00	Payroll Deductions	Voluntary	<input type="checkbox"/>	<input type="checkbox"/>		
012-02-01-02	Retirement Plan	\$0.00	\$0.00	\$0.00	Payroll Deductions	Voluntary	<input type="checkbox"/>	<input type="checkbox"/>		
012-02-01-03	Other Payroll Deductions	\$0.00	\$0.00	\$0.00	Payroll Deductions	Voluntary	<input type="checkbox"/>	<input type="checkbox"/>		
012-02-01-04	Flex Spending Account	\$0.00	\$0.00	\$0.00	Payroll Deductions	Voluntary	<input type="checkbox"/>	<input type="checkbox"/>		
012-02-01-05	401K Employee	\$0.00	\$0.00	\$0.00	Payroll Deductions	Voluntary	<input type="checkbox"/>	<input type="checkbox"/>		
012-02-01-06	Dental Insurance	\$0.00	\$0.00	\$0.00	Payroll Deductions	Voluntary	<input type="checkbox"/>	<input type="checkbox"/>		
012-02-01-07	401k Employer	\$0.00	\$0.00	\$0.00	Payroll Deductions	Voluntary	<input type="checkbox"/>	<input type="checkbox"/>		

+ Add    Edit    Delete    Activity    Export    Print    Save    18



## Liability Account Activity View

Sometimes, it can be helpful to get a closer look at a particular account. The Liability Account Activity view can help you see all the transactions and see monthly totals for a particular liability account.

1. There are two ways to access the Liability Account Activity view:
  - From the Accounts Tree, click on the + next to Liability, and then the + next to the appropriate major and minor group to find your account. Click on the account, and then click "Activity" on the right side of the window.
  - From the All Accounts or Liabilities view, either double click on the account you want to view the activity for or click on the account you want to view the activity for then click "Activity" at the bottom of the grid.
2. In the window that appears, you can change which account you want to view by selecting it in the drop list. You can also scroll through your accounts by pressing the up and down arrows to the right of this drop list. If you would prefer to view your accounts in the drop list, sorted by account number instead of name, check the "Search by account number" box.
  - Note that you can only switch between accounts of the type you initially selected. To see activity for a different account type, close the account activity window and re-open it for the desired account type.
3. The current balance as of today's date will be shown to the right of this drop list.
4. The Liability Account Activity window contains two views. The first is the Ledger view. The Ledger view shows all account activity within the selected fiscal year, which you can select in the "Year" drop list.
5. You can use the search boxes to find specific transactions on this grid using the standard [search conventions](#).
6. The "Type" drop list will let you pick which types of transactions you want to filter by on this grid.
7. If you need to make changes to a transaction on this grid, click on it, and then click the "Edit" button at the bottom of the grid. You can only make changes to a transaction that is within the current or an upcoming fiscal year, has not been cleared through the bank account reconciliation process, and is not a check that has been printed out of the system.
8. The second view available in the Liability Account Activity window is the "Monthly totals" grid. This view shows each month of the selected fiscal year, and the total account activity for each month. In the grid, you'll see the Year, Month, Actual (net account activity) and lines (number of times an account was used in a transaction within the month.)

9. If you want to see all the transactions for a particular month, click on the month you want to view, and then click the "Activity" button at the bottom left corner of the window to be brought back to the ledger view, pre-filtered to the month you had selected.

10. On either view, you can click the "Print" button to get a printout that shows the Monthly totals grid in a printable format.

Liability account activity

Search by account number

Federal Income Tax (012-01-01-02) Current balance as of 11/4/2022  
\$8,162.89 Print

Ledger Monthly totals

Search  and  Year 1/1/2022 - 12/31/20 Print Help

Type (all)

Date	Type	Doc. no.	Description	Debit	Credit	Balance	Status	Vendor
1/7/2022	Payment	5487		\$0.00	\$191.41	\$7,584.19	Paid	Carter, Teresa
1/7/2022	Payment	5488		\$0.00	\$146.41	\$7,730.60	Stopped	Dowling, Arlene
1/7/2022	Payment	5490		\$0.00	\$250.78	\$7,981.38	Paid	Williams, Kent
1/7/2022	Payment	5491		\$0.00	\$116.41	\$8,097.79	Paid	Woods, Derek
1/7/2022	Payment	5492		\$0.00	\$116.41	\$8,214.20	Paid	Wright, Timothy
1/21/2022	Payment	5505		\$0.00	\$191.41	\$8,405.61	Paid	Carter, Teresa
1/21/2022	Payment	5506		\$0.00	\$146.41	\$8,552.02	Paid	Dowling, Arlene
1/21/2022	Payment	5508		\$0.00	\$250.78	\$8,802.80	Paid	Williams, Kent
1/21/2022	Payment	5509		\$0.00	\$116.41	\$8,919.21	Paid	Woods, Derek
1/21/2022	Payment	5510		\$0.00	\$116.41	\$9,035.62	Paid	Wright, Timothy

Edit Export 81

## Equity Account View

Equity for non-profits typically represents the church's retained earnings (the amount of money the church has left over after paying all of its costs).

Equity accounts can also be used to track fund balances from year to year or track a special reserve to declare restrictions on how the congregation's assets may be used (note: users will generally use Dedicated accounts to track these restrictions).

If you create your own equity accounts, we suggest consulting with a CPA and discuss special steps to take at the end of each year to properly transfer equity from the system fund balance to the equity account.

### The Equity View

The Equity accounts view presents all of your equity accounts in a grid format, providing information beyond just the name and account number. This view is helpful for getting a detailed overview of your equity accounts. The Equity view also allows you to add, edit and delete accounts as well as see account activity.

- The Equity view can be accessed within the Finance Module under the Accounts tab, by clicking on "Equity".
- You can search the accounts grid using the standard [search conventions](#) in the search view.
- You can select which book's chart of accounts you're viewing in the "Book" drop list.
- The "Filter" field will let you filter to show "Active accounts", "Inactive accounts" or if you want to view all equity accounts, choose (none).

The Equity grid shows columns for each account number, account name, beginning balance (as of the start of the fiscal year), Change (the amount the account balance has changed by so far within the fiscal year), Current (Current balance of the account), Major Group, Minor Group, Inactive? (indicates if an account is marked as inactive), Responsibility (Responsibility Code), Church Body, and Note (indicates whether there is a note on the account).

- To add a new account from this view, click the "Add" button in the bottom left.
- To edit an account, click on the account you'd like to make changes to, and then click "Edit" at the bottom of the grid.

- To delete an account, click on the account you want to get rid of and then click the "Delete" button at the bottom of the grid. Only accounts with no activity or balance can be deleted, however.
- To view the activity on an account, either double click the account you want to view, or click on it and then click the "Activity" button at the bottom of the grid.
- The "Print" button will print out your equity accounts as you see it on the Equity view.

Activity Accounts Receivables Plan / Analyze Other Reports Tools / Settings

Accounts tree

All accounts

Assets

Liabilities

Equity

Income

Expense

Dedicated

Books

Search  and

Book General Operations - 01 Filter Active accounts

Number	Name	Beginning	Change	Current	Major group	Minor group	Inactive?	Responsibility	Church body	Note
013-01-01-01	Land	\$0.00	\$0.00	\$0.00	Church Grounds	Land	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
013-01-02-01	Church Building	\$0.00	\$0.00	\$0.00	Church Grounds	Buildings	<input type="checkbox"/>			<input type="checkbox"/>

+ Add Edit Delete

Activity Export Print Save 2

## Equity Account Activity View

Sometimes, it can be helpful to get a closer look at a particular account. The Equity Account Activity view can help you see all the transactions and see monthly totals for a particular equity account.

1. There are two ways to access the Equity Account Activity view:
  - From the Accounts Tree, click on the + next to the Equity option, and then the + next to the appropriate major and minor group to find your account. Click on the account, and then click "Activity" on the right side of the window.
  - From the All Accounts or Equity view, either double click on the account you want to view the activity for or click on the account you want to view the activity for then click "Activity" at the bottom of the grid.
2. In the window that appears, you can change which account you want to view by selecting it in the drop list. You can also scroll through your accounts by pressing the up and down arrows to the right of this drop list. If you would prefer to view your accounts in the drop list, sorted by account number instead of name, check the "Search by account number" box.
  - Note that you can only switch between accounts of the type you initially selected. To see activity for a different account type, close the account activity window and re-open it for the desired account type.
3. The current balance as of today's date will be shown to the right of this drop list.
4. The Equity Account Activity window contains two views. The first is the Ledger view. The Ledger view shows all account activity within the selected fiscal year, which you can select in the "Year" drop list.
5. You can use the search boxes to find specific transactions on this grid using the standard [search conventions](#).
6. The "Type" drop list will let you pick which types of transactions you want to filter by on this grid.
7. If you need to make changes to a transaction on this grid, click on it, and then click the "Edit" button at the bottom of the grid. You can only make changes to a transaction that is within the current or an upcoming fiscal year, has not been cleared through the bank account reconciliation process, and is not a check that has been printed out of the system.
8. The second view available in the Equity Account Activity window is the "Monthly totals" grid. This view shows each month of the selected fiscal year, and the total account activity for each month. In the grid, you'll see the Year, Month, Actual (net account activity) and lines (number of times an account was used in a transaction within the month.)

9. If you want to see all the transactions for a particular month, click on the month you want to view, and then click the "Activity" button at the bottom left corner of the window to be brought back to the ledger view, pre-filtered to the month you had selected.

10. On either view, you can click the "Print" button to get a printout that shows the Monthly totals grid in a printable format.

Equity account activity

Land (013-01-01-01)  Search by account number Current balance as of 11/4/2022  
\$750,000.00 Print ?

Ledger Monthly totals

Search  and  Year 1/1/2022 - 12/31/20 ? ? ?

Type (all)

Date	Type	Doc. no.	Description	Debit	Credit	Balance	Status	Vendor
11/4/2022	Journal	209		\$0.00	\$750,000.00	\$750,000.00	Completed	

Edit Export 1

## Income Account View

Income accounts are offset accounts which track the source of revenues received. In dual entry bookkeeping, this means that when \$100 dollars comes in to the checking account from general offerings you would also have a \$100 entry on your "General Offerings" income account to track that money came from there.

For churches, income generally consists of offerings. However, it may also include interest on bank accounts or money received from the rental of property.

Since income accounts track the money coming in to your church, you can create budgets for these accounts making it easier to plan spending and projects. For instructions on adding budgets see the article on [budgeting](#).

### The Income View

The Income accounts view presents all of your income accounts in a grid format, providing information beyond just the name and account number. This view is helpful for getting a detailed overview of your income accounts. The Income view also allows you to add, edit and delete accounts as well as see account activity.

- The Income view can be accessed within the Finance Module under the Accounts tab, by clicking on "Income".
- You can search the accounts grid using the standard [search conventions](#) in the search view.
- You can select which book's chart of accounts you're viewing in the "Book" drop list.
- The "Filter" field will let you filter to show "Active accounts", "Inactive accounts" or if you want to view all income accounts, choose (none).

The Income grid shows columns for each account number, account name, beginning balance (as of the start of the fiscal year), Change (the amount the account balance has changed by so far within the fiscal year), Current (Current balance of the account), Major Group, Minor Group, Inactive? (indicates if an account is marked as inactive), Responsibility (Responsibility Code), Church Body, and Note (indicates whether there is a note on the account).

- To add a new account from this view, click the "Add" button in the bottom left.

- To edit an account, click on the account you'd like to make changes to, and then click "Edit" at the bottom of the grid.
- To delete an account, click on the account you want to get rid of and then click the "Delete" button at the bottom of the grid. Only accounts with no activity or balance can be deleted, however.
- To view the activity on an account, either double click the account you want to view, or click on it and then click the "Activity" button at the bottom of the grid.
- The "Print" button will print out your income accounts as you see it on the Income view.

Activity Accounts Receivables Plan / Analyze Other Reports Tools / Settings

Accounts tree

All accounts

Assets

Liabilities

Equity

**Income**

Expense

Dedicated

Books

Search  and

Book: General Operations - 01 Filter: Active accounts

Number	Name	2023 activity	2023 budget	Difference	Major group	Minor group	Inactive?	Responsibility	Church body	Note
015-01-01-01	General Fund	\$84,775.00	\$358,505.00	(\$273,730.00)	Offerings	Funds	<input type="checkbox"/>	Group 1		<input type="checkbox"/>
015-01-01-02	Mission Fund	\$675.00	\$0.00	\$675.00	Offerings	Funds	<input type="checkbox"/>			<input type="checkbox"/>
015-01-01-03	Youth Fund	\$490.00	\$0.00	\$490.00	Offerings	Funds	<input type="checkbox"/>			<input type="checkbox"/>
015-01-01-04	Building Fund	\$895.00	\$0.00	\$895.00	Offerings	Funds	<input type="checkbox"/>			<input type="checkbox"/>
015-01-02-01	Vacation Bible School	\$315.00	\$0.00	\$315.00	Offerings	Education	<input type="checkbox"/>			<input type="checkbox"/>
015-01-02-02	Education	\$415.00	\$0.00	\$415.00	Offerings	Education	<input type="checkbox"/>			<input type="checkbox"/>
015-01-03-01	Music Ministry	\$245.00	\$0.00	\$245.00	Offerings	Ministry	<input type="checkbox"/>			<input type="checkbox"/>
015-01-03-02	Mens Ministry	\$290.00	\$0.00	\$290.00	Offerings	Ministry	<input type="checkbox"/>			<input type="checkbox"/>
015-01-03-03	Young Adults Ministry	\$370.00	\$0.00	\$370.00	Offerings	Ministry	<input type="checkbox"/>			<input type="checkbox"/>
015-01-03-04	Womens Ministry	\$390.00	\$0.00	\$390.00	Offerings	Ministry	<input type="checkbox"/>			<input type="checkbox"/>
015-01-04-01	Church at Large	\$85.00	\$0.00	\$85.00	Offerings	Miscellaneous	<input type="checkbox"/>			<input type="checkbox"/>
015-01-04-02	Social Concerns	\$75.00	\$0.00	\$75.00	Offerings	Miscellaneous	<input type="checkbox"/>			<input type="checkbox"/>
015-02-01-01	Interest Income	\$0.00	\$0.00	\$0.00	Other Income	Interest	<input type="checkbox"/>			<input type="checkbox"/>
015-02-02-01	Investment Income	\$0.00	\$0.00	\$0.00	Other Income	Miscellaneous	<input type="checkbox"/>			<input type="checkbox"/>
015-02-02-02	Fundraiser Income	\$0.00	\$0.00	\$0.00	Other Income	Miscellaneous	<input type="checkbox"/>			<input type="checkbox"/>
015-02-02-03	Rental Income	\$0.00	\$0.00	\$0.00	Other Income	Miscellaneous	<input type="checkbox"/>			<input type="checkbox"/>

+ Add    ✎ Edit    🗑 Delete

Budget    Activity    Export    Print    Save

16



## Income Account Activity View

Sometimes, it can be helpful to get a closer look at a particular account. The Income Account Activity view can help you see all the transactions and see monthly totals for a particular income account.

1. There are two ways to access the Income Account Activity view:
  - From the Accounts Tree, click on the + next to the Income option, and then the + next to the appropriate major and minor group to find your account. Click on the account, and then click "Activity" on the right side of the window.
  - From the All Accounts or Income view, either double click on the account you want to view the activity for or click on the account you want to view the activity for then click "Activity" at the bottom of the grid.
2. In the window that appears, you can change which account you want to view by selecting it in the drop list. You can also scroll through your accounts by pressing the up and down arrows to the right of this drop list. If you would prefer to view your accounts in the drop list, sorted by account number instead of name, check the "Search by account number" box.
  - Note that you can only switch between accounts of the type you initially selected. To see activity for a different account type, close the account activity window and re-open it for the desired account type.
3. The current balance as of today's date will be shown to the right of this drop list.
4. The Income Account Activity window contains two views. The first is the Ledger view. The Ledger view shows all account activity within the selected fiscal year, which you can select in the "Year" drop list.
5. You can use the search boxes to find specific transactions on this grid using the standard [search conventions](#).
6. The "Type" drop list will let you pick which types of transactions you want to filter by on this grid.
7. If you need to make changes to a transaction on this grid, click on it, and then click the "Edit" button at the bottom of the grid. You can only make changes to a transaction that is within the current or an upcoming fiscal year, has not been cleared through the bank account reconciliation process, and is not a check that has been printed out of the system.
8. The second view available in the Income Account Activity window is the "Monthly totals" grid. This view shows each month of the selected fiscal year, and the total account activity for each month. In the grid, you'll see the Year, Month, Actual (net account activity), Budget, Difference (Actual less Budget) and lines (number of times an account was used in a transaction within the month.)

9. If you want to see all the transactions for a particular month, click on the month you want to view, and then click the "Activity" button at the bottom left corner of the window to be brought back to the ledger view, pre-filtered to the month you had selected.

10. On either view, you can click the "Print" button to get a printout that shows the Monthly totals grid in a printable format.

Income account activity

Search by account number

General Fund (015-01-01-01) ↓ ↑ Current balance as of 11/4/2022 \$140,830.00 Print ?

Ledger Monthly totals

Search  and  Year 1/1/2022 - 12/31/20 ☰ 🔍 ?

Type (all) ▼

	Date	Type	Doc. no.	Description	Debit	Credit	Balance	Status	Vendor
▶	1/9/2022	Receipt	625	Deposit for General Fund	\$0.00	\$7,930.00	\$7,930.00	Completed	
	1/16/2022	Receipt	626	Deposit for General Fund	\$0.00	\$6,885.00	\$14,815.00	Completed	
	1/23/2022	Receipt	627	Deposit for General Fund	\$0.00	\$6,115.00	\$20,930.00	Completed	
	1/30/2022	Receipt	628	Deposit for General Fund	\$0.00	\$6,035.00	\$26,965.00	Completed	
	2/6/2022	Receipt	629	Deposit for General Fund	\$0.00	\$7,325.00	\$34,290.00	Completed	
	2/13/2022	Receipt	630	Deposit for General Fund	\$0.00	\$7,315.00	\$41,605.00	Completed	
	2/20/2022	Receipt	631	Deposit for General Fund	\$0.00	\$6,090.00	\$47,695.00	Completed	
	2/27/2022	Receipt	632	Deposit for General Fund	\$0.00	\$7,390.00	\$55,085.00	Completed	
	3/6/2022	Receipt	633	Deposit for General Fund	\$0.00	\$7,065.00	\$62,150.00	Completed	
	3/13/2022	Receipt	634	Deposit for General Fund	\$0.00	\$6,700.00	\$68,850.00	Completed	

Edit Export 21

## Budget Income Accounts

Budgeting provides a projection of what's to come for your church financially. When thinking about budgeting income, what we're doing is providing a projection of how much money the church will be earning, and in what ways the church will be earning it. The steps below will walk through how to apply a budget to each of your income accounts.

1. To start entering your income budgets, open the Finance module, and then click on "Plan/Analyze" tab. From there, make sure the "Budgeting" option on the left side of the window is selected.
2. In the window that appears, find the account you want to apply a budget to, click on it to select it, and then click the "Edit" button. Note that the edit button will only appear if you've selected the current, or the upcoming fiscal year. Otherwise, the edit button will be a "View" button instead. You cannot make changes to budgets in closed fiscal years.
3. The window that appears is the budgeting window for this account. You can select another income account from the Accounts drop list, which is sorted alphabetically by default, but if you'd prefer it be sorted by account number, check the "Sort by account number box". You can also change accounts by clicking the up and down arrows to the right of the drop list.
4. Next, you'll see the field labeled "Finance Year XX/XX/XXXX - XX/XX/XXXX" (or Yearly Totals). This is where you can fill in the annual budget for an account.
5. Below that, you'll see four different figures, which are explained below:
  - Change from prior year - This figure shows the difference between the selected year's budget for this account and the budget for the same account for the prior Finance Year.
  - Prior year Actual - This figure shows the real amount of money brought in through this account in the prior finance year.
  - Prior year Budget - This figure shows the annual budget for the prior finance year for this account.
  - Actual Less Budget - This figure subtracts the prior year budget from the prior year actual to show if the budget was met, exceeded or fell short.
6. The "Calculation Method" drop list will let you use Shepherd's Staff to project your budget for the selected account. There are multiple calculation methods, each outlined below:
  - Equal monthly amounts - This method will take the amount you filled in annual budget field, and distribute it equally to each of the 12 months of the finance year. Note that if the annual budget you entered doesn't divide equally by 12, then the budget will be increased by a few pennies so it can be divided equally by 12.

- Base on prior year's actuals - This method will use the monthly actuals from the previous finance year for this account as a starting point for the budgets for each month of the selected year. Then, to the right of the calculation field, you'll notice a percentage field. Here, you can fill in either a positive number (percentage) to increase the budget by that percent or a negative number (percentage) to decrease the budget by that percent. Click "Apply" to apply the percentage you indicated to your monthly budgets.
  - Base on prior year's budget - This method will use the monthly budgets from the previous finance year for this account as a starting point for the budgets for each month of the selected year. Then, to the right of the calculation field, you'll notice a percentage field. Here, you can fill in either a positive number (percentage) to increase the budget by that percent or a negative number (percentage) to decrease the budget by that percent. Click "Apply" to apply the percentage you indicated to your monthly budgets.
  - Project from past actuals - (Work in Progress)
  - Copy prior year's budget - This method will take the budget from each month of the prior finance year and copy them into each month of the selected finance year for the account.
  - Copy prior year's actuals - This method will take the actuals from each month of the prior finance year and copy them into each month of the selected finance year for the account.
7. Below the calculation method drop list, you'll see each month of the finance year you selected for this account. If you prefer to fill in the budget for each month individually, you can do so in the "XXXX Income Budget" field under each month. The figures below this field mimic the figures mentioned in step 5, but instead, they are looking at the same month in the prior finance year, instead of the entire prior finance year.
8. Next to each month's name, there is a thumbtack icon, click on this to add a note for this particular month's budget for this account.
9. If you want to continue to the next income account after saving the budget for this account, check the "Advance on Save" box.
10. Click "Save"

Accounts  Sort by account number ?

General Fund (015-01-01-01) ▼ ▲

Advance on Save

Save

Cancel

**Yearly Totals**

Finance Year 1/1/2022 - 12/31/2023 \$500,000.00

Change from prior year \$0.00

Prior year Actual \$114,310.00

Prior year Budget \$500,000.04

Actual less Budget -\$385,690.04

Calculation Method

Equal monthly amounts ▼

	Jan. ↕	Feb. ↕	Mar. ↕	Apr. ↕	May ↕	Jun. ↕	Jul. ↕	Aug. ↕	Sep. ↕	Oct. ↕	Nov. ↕	Dec. ↕
2023 Income Budget	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67
Change from prior year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Prior year Actual	\$26,965.00	\$28,120.00	\$28,185.00	\$27,720.00	\$310.00	\$0.00	\$0.00	\$0.00	\$3,010.00	\$0.00	\$0.00	\$0.00
Prior year Budget	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67	\$41,666.67
Actual less Budget	-\$14,701.67	-\$13,546.67	-\$13,481.67	-\$13,946.67	-\$41,356.67	-\$41,666.67	-\$41,666.67	-\$41,666.67	-\$38,656.67	-\$41,666.67	-\$41,666.67	-\$41,666.67

## Expense Account View

Expense Accounts are offset accounts which track how money is spent. In dual entry bookkeeping, as with income accounts, this means that when \$50 dollars comes out of the checking account for a water bill, you would also have a \$50 entry on your "Utilities" expense account to track where that money went.

These expenses usually include categories such as salaries, materials for church programs, office supplies, postage and utilities.

Similar to income, since expense accounts track the money being spent by the church, you can create budgets for these accounts making it easier to plan spending and projects. For instructions on adding budgets see the article on [budgeting](#).

### The Expense View

The Expense accounts view presents all of your expense accounts in a grid format, providing information beyond just the name and account number. This view is helpful for getting a detailed overview of your expense accounts. The Expense view also allows you to add, edit and delete accounts as well as see account activity.

- The Expense view can be accessed within the Finance Module under the Accounts tab, by clicking on "Expense".
- You can search the accounts grid using the standard [search conventions](#) in the search view.
- You can select which book's chart of accounts you're viewing in the "Book" drop list.
- The "Filter" field will let you filter to show "Active accounts", "Inactive accounts" or if you want to view all expense accounts, choose (none).

The Expense grid shows columns for each account number, account name, beginning balance (as of the start of the fiscal year), Change (the amount the account balance has changed by so far within the fiscal year), Current (Current balance of the account), Major Group, Minor Group, Inactive? (indicates if an account is marked as inactive), Responsibility (Responsibility Code), Church Body, and Note (indicates whether there is a note on the account).

- To add a new account from this view, click the "Add" button in the bottom left.
- To edit an account, click on the account you'd like to make changes to, and then click "Edit" at the bottom of the grid.

- To delete an account, click on the account you want to get rid of and then click the "Delete" button at the bottom of the grid. Only accounts with no activity or balance can be deleted, however.
- To view the activity on an account, either double click the account you want to view, or click on it and then click the "Activity" button at the bottom of the grid.
- The "Print" button will print out your expense accounts as you see it on the Expense view.

Activity Accounts Receivables Plan / Analyze Other Reports Tools / Settings

Accounts tree

All accounts

Assets

Liabilities

Equity

Income

Expense

Dedicated

Books

Search  and

Book General Operations - 01 Filter Active accounts

Number	Name	2023 activity	2023 budget	Difference	Major group	Minor group	Inactive?	Responsibility	Church body	Note
016-01-01-01	Staff Salary	\$67,500.00	\$66,000.00	(\$1,500.00)	Support Staff	Salary	<input type="checkbox"/>			<input type="checkbox"/>
016-01-01-02	Employer 401k	\$0.00	\$0.00	\$0.00	Support Staff	Salary	<input type="checkbox"/>			<input type="checkbox"/>
016-01-02-01	Retirement Plan	\$1,200.00	\$0.00	(\$1,200.00)	Support Staff	Deductions	<input type="checkbox"/>			<input type="checkbox"/>
016-01-02-02	Health Insurance	\$1,200.00	\$0.00	(\$1,200.00)	Support Staff	Deductions	<input type="checkbox"/>			<input type="checkbox"/>
016-01-02-03	Other Deductions	\$0.00	\$0.00	\$0.00	Support Staff	Deductions	<input type="checkbox"/>			<input type="checkbox"/>
016-01-02-04	Employer FICA	\$0.00	\$0.00	\$0.00	Support Staff	Deductions	<input type="checkbox"/>			<input type="checkbox"/>
016-01-02-05	Fed Unemployment-ER	\$0.00	\$0.00	\$0.00	Support Staff	Deductions	<input type="checkbox"/>			<input type="checkbox"/>
016-01-02-06	State Unemployment-ER	\$0.00	\$0.00	\$0.00	Support Staff	Deductions	<input type="checkbox"/>			<input type="checkbox"/>
016-01-03-01	Housing	\$2,250.00	\$0.00	(\$2,250.00)	Support Staff	Pastor Expenses	<input type="checkbox"/>			<input type="checkbox"/>
016-01-04-01	Medicare Employer	\$0.00	\$0.00	\$0.00	Support Staff	Support Expenses	<input type="checkbox"/>			<input type="checkbox"/>
016-01-04-02	Social Security Employer	\$0.00	\$0.00	\$0.00	Support Staff	Support Expenses	<input type="checkbox"/>			<input type="checkbox"/>
016-02-01-01	Electric	\$435.41	\$0.00	(\$435.41)	Church Expenses	Building	<input type="checkbox"/>			<input type="checkbox"/>
016-02-01-02	Gas	\$526.00	\$0.00	(\$526.00)	Church Expenses	Building	<input type="checkbox"/>			<input type="checkbox"/>
016-02-01-03	Trash Removal	\$144.20	\$0.00	(\$144.20)	Church Expenses	Building	<input type="checkbox"/>			<input type="checkbox"/>
016-02-01-04	Telephone	\$280.16	\$0.00	(\$280.16)	Church Expenses	Building	<input type="checkbox"/>			<input type="checkbox"/>
016-02-01-05	Waste Removal	\$258.84	\$0.00	(\$258.84)	Church Expenses	Building	<input type="checkbox"/>			<input type="checkbox"/>
016-02-01-06	Water	\$314.58	\$0.00	(\$314.58)	Church Expenses	Building	<input type="checkbox"/>			<input type="checkbox"/>
016-02-01-07	Internet Access	\$269.72	\$0.00	(\$269.72)	Church Expenses	Building	<input type="checkbox"/>			<input type="checkbox"/>
016-02-02-01	Yellow Pages	\$480.00	\$0.00	(\$480.00)	Church Expenses	Advertising Expense	<input type="checkbox"/>			<input type="checkbox"/>
016-02-02-02	Newspaper	\$400.00	\$0.00	(\$400.00)	Church Expenses	Advertising Expense	<input type="checkbox"/>			<input type="checkbox"/>
016-02-02-03	Website	\$473.80	\$0.00	(\$473.80)	Church Expenses	Advertising Expense	<input type="checkbox"/>			<input type="checkbox"/>
016-02-02-04	Other Advertising	\$800.00	\$0.00	(\$800.00)	Church Expenses	Advertising Expense	<input type="checkbox"/>			<input type="checkbox"/>

+ Add    ✎ Edit    🗑 Delete

Budget Activity Export Print Save 42

## Expense Account Activity View

Sometimes, it can be helpful to get a closer look at a particular account. The Expense Account Activity view can help you see all the transactions and see monthly totals for a particular expense account.

1. There are two ways to access the Expense Account Activity view:
  - From the Accounts Tree, click on the + next to the Expense option, and then the + next to the appropriate major and minor group to find your account. Click on the account, and then click "Activity" on the right side of the window.
  - From the All Accounts or Expense view, either double click on the account you want to view the activity for or click on the account you want to view the activity for then click "Activity" at the bottom of the grid.
2. In the window that appears, you can change which account you want to view by selecting it in the drop list. You can also scroll through your accounts by pressing the up and down arrows to the right of this drop list. If you would prefer to view your accounts in the drop list, sorted by account number instead of name, check the "Search by account number" box.
  - Note that you can only switch between accounts of the type you initially selected. To see activity for a different account type, close the account activity window and re-open it for the desired account type.
3. The current balance as of today's date will be shown to the right of this drop list.
4. The Expense Account Activity window contains two views. The first is the Ledger view. The Ledger view shows all account activity within the selected fiscal year, which you can select in the "Year" drop list.
5. You can use the search boxes to find specific transactions on this grid using the standard [search conventions](#).
6. The "Type" drop list will let you pick which types of transactions you want to filter by on this grid.
7. If you need to make changes to a transaction on this grid, click on it, and then click the "Edit" button at the bottom of the grid. You can only make changes to a transaction that is within the current or an upcoming fiscal year, has not been cleared through the bank account reconciliation process, and is not a check that has been printed out of the system.
8. The second view available in the Income Account Activity window is the "Monthly totals" grid. This view shows each month of the selected fiscal year, and the total account activity for each month. In the grid, you'll see the Year, Month, Actual (net account activity), Budget, Difference (Actual less Budget) and lines (number of times an account was used in a transaction within the month.)



9. If you want to see all the transactions for a particular month, click on the month you want to view, and then click the "Activity" button at the bottom left corner of the window to be brought back to the ledger view, pre-filtered to the month you had selected.

10. On either view, you can click the "Print" button to get a printout that shows the Monthly totals grid in a printable format.

Expense account activity

Staff Salary (016-01-01-01)  Search by account number Current balance as of 11/4/2022  
\$107,101.01 Print

Ledger Monthly totals

Search  and  Year 1/1/2022 - 12/31/20 Print Help

Type (all)

Date	Type	Doc. no.	Description	Debit	Credit	Balance	Status	Vendor
1/7/2022	Payment	5487		\$1,500.00	\$0.00	\$1,500.00	Paid	Carter, Teresa
1/7/2022	Payment	5488		\$1,200.00	\$0.00	\$2,700.00	Stopped	Dowling, Arlene
1/7/2022	Payment	5489		\$1,000.00	\$0.00	\$3,700.00	Paid	Owens, Rebecca
1/7/2022	Payment	5490		\$1,800.00	\$0.00	\$5,500.00	Paid	Williams, Kent
1/7/2022	Payment	5491		\$1,000.00	\$0.00	\$6,500.00	Paid	Woods, Derek
1/7/2022	Payment	5492		\$1,000.00	\$0.00	\$7,500.00	Paid	Wright, Timothy
1/21/2022	Payment	5505		\$1,500.00	\$0.00	\$9,000.00	Paid	Carter, Teresa
1/21/2022	Payment	5506		\$1,200.00	\$0.00	\$10,200.00	Paid	Dowling, Arlene
1/21/2022	Payment	5507		\$1,000.00	\$0.00	\$11,200.00	Paid	Owens, Rebecca
1/21/2022	Payment	5508		\$1,800.00	\$0.00	\$13,000.00	Paid	Williams, Kent

Edit Export 86

## Budget Expense Accounts

Budgeting provides a projection of what's to come for your church financially. When thinking about budgeting expenses, what we're doing is providing a projection of how much money the church will be spending, and in what ways the church will be spending it. The steps below will walk through how to apply a budget to each of your expense accounts.

1. To start entering your Expense budgets, open the Finance module, and then click on "Plan/Analyze" tab. From there, make sure the "Budgeting" option on the left side of the window is selected.
2. In the window that appears, find the account you want to apply a budget to, click on it to select it, and then click the "Edit" button. Note that the edit button will only appear if you've selected the current, or the upcoming fiscal year. Otherwise, the edit button will be a "View" button instead. You cannot make changes to budgets in closed fiscal years.
3. The window that appears is the budgeting window for this account. You can select another expense account from the Accounts drop list, which is sorted alphabetically by default, but if you'd prefer it be sorted by account number, check the "Sort by account number box". You can also change accounts by clicking the up and down arrows to the right of the drop list.
4. Next, you'll see the field labeled "Finance Year XX/XX/XXXX - XX/XX/XXXX" (or Yearly Totals). This is where you can fill in the annual budget for an account.
5. Below that, you'll see four different figures, which are explained below:
  - Change from prior year - This figure shows the difference between the selected year's budget for this account and the budget for the same account for the prior Finance Year.
  - Prior year Actual - This figure shows the real amount of money spent through this account in the prior finance year.
  - Prior year Budget - This figure shows the annual budget for the prior finance year for this account.
  - Actual Less Budget - This figure subtracts the prior year budget from the prior year actual to show if the budget was met, exceeded or fell short.
6. The "Calculation Method" drop list will let you use Shepherd's Staff to project your budget for the selected account. There are multiple calculation methods, each outlined below:
  - Equal monthly amounts - This method will take the amount you filled in annual budget field, and distribute it equally to each of the 12 months of the finance year. Note that if the annual budget you entered doesn't divide equally by 12, then the budget will be increased by a few pennies so it can be divided equally by 12.

- Base on prior year's actuals - This method will use the monthly actuals from the previous finance year for this account as a starting point for the budgets for each month of the selected year. Then, to the right of the calculation field, you'll notice a percentage field. Here, you can fill in either a positive number (percentage) to increase the budget by that percent or a negative number (percentage) to decrease the budget by that percent. Click "Apply" to apply the percentage you indicated to your monthly budgets.
  - Base on prior year's budget - This method will use the monthly budgets from the previous finance year for this account as a starting point for the budgets for each month of the selected year. Then, to the right of the calculation field, you'll notice a percentage field. Here, you can fill in either a positive number (percentage) to increase the budget by that percent or a negative number (percentage) to decrease the budget by that percent. Click "Apply" to apply the percentage you indicated to your monthly budgets.
  - Project from past actuals - (Work in Progress)
  - Copy prior year's budget - This method will take the budget from each month of the prior finance year and copy them into each month of the selected finance year for the account.
  - Copy prior year's actuals - This method will take the actuals from each month of the prior finance year and copy them into each month of the selected finance year for the account.
7. Below the calculation method drop list, you'll see each month of the finance year you selected for this account. If you prefer to fill in the budget for each month individually, you can do so in the "XXXX Expense Budget" field under each month. The figures below this field mimic the figures mentioned in step 5, but instead, they are looking at the same month in the prior finance year, instead of the entire prior finance year.
8. Next to each month's name, there is a thumbtack icon, click on this to add a note for this particular month's budget for this account.
9. If you want to continue to the next account after saving the budget for this account, check the "Advance on Save" box.
10. Click "Save"

Accounts  Sort by account number ?

Staff Salary (016-01-01-01) ▼ ▲

Advance on Save

Save

Cancel

	<b>Yearly Totals</b>
Finance Year 1/1/2022 - 12/31/2023	\$120,000.00
Change from prior year	\$120,000.00
Prior year Actual	-\$1,200.00
Prior year Budget	\$0.00
Budget less Actual	\$1,200.00

Calculation Method

Equal monthly amounts ▼

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2023 Expense Budget	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Change from prior year	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Prior year Actual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,200.00	\$0.00	\$0.00	\$0.00
Prior year Budget	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Budget less Actual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00

## Dedicated Account View

Dedicated Accounts hold money reserved for a special purpose that does not require a book/fund of its own.

Since these accounts are designated for a special purpose, the balances are allowed to roll over from year to year. As of version 9.0, budgets can be added to these accounts for money going in and out, as you would for Income and Expense accounts.

An important point about Dedicated accounts is that they simply show the purpose of money that is held in the asset accounts. In other words, you should have more money in your total assets than you do in your total dedicated accounts.

Dedicated accounts can be used to designate a subset of your assets for anything from memorials to saving for a new church roof.

### The Dedicated View

The Dedicated accounts view presents all of your dedicated accounts in a grid format, providing information beyond just the name and account number. This view is helpful for getting a detailed overview of your dedicated accounts. The Dedicated view also allows you to add, edit and delete accounts as well as see account activity.

- The Dedicated view can be accessed within the Finance Module under the Accounts tab, by clicking on "Dedicated".
- You can search the accounts grid using the standard [search conventions](#) in the search view.
- You can select which book's chart of accounts you're viewing in the "Book" drop list.
- The "Filter" field will let you filter to show "Active accounts", "Inactive accounts" or if you want to view all dedicated accounts, choose (none).

The Dedicated grid shows columns for each account number, account name, beginning balance (as of the start of the fiscal year), Change (the amount the account balance has changed by so far within the fiscal year), Current (Current balance of the account), Major Group, Minor Group, Inactive? (indicates if an account is marked as inactive), Responsibility (Responsibility Code), Church Body, and Note (indicates whether there is a note on the account).

- To add a new account, click the "Add" button in the bottom left.
- To edit an account, click on the account you'd like to make changes to, and then click "Edit" at the bottom of the grid.
- To delete an account, click on the account you want to get rid of and then click the "Delete" button at the bottom of the grid. Only accounts with no activity or balance can be deleted, however.
- To view the activity on an account, either double click the account you want to view, or click on it and then click the "Activity" button at the bottom of the grid.
- The "Print" button will print out your dedicated accounts as you see it on the Dedicated view.

The screenshot displays a financial management software interface. At the top, there are navigation tabs: Activity, Accounts (selected), Receivables, Plan / Analyze, Other Reports, and Tools / Settings. On the left, an 'Accounts tree' sidebar lists categories: All accounts, Assets, Liabilities, Equity, Income, Expense, Dedicated (highlighted), and Books. The main area features a search bar and a filter set to 'Active accounts'. Below this is a table with the following data:

Number	Name	Beginning	In	Out	Change	Current	Major group	Minor group	Inactive?	Responsibility
017-01-00-01	Memorials	\$0.00	\$1,550.00	\$0.00	\$1,550.00	\$1,550.00	Memorials	Memorials	<input checked="" type="checkbox"/>	
017-02-00-00	Tuition Assistance	\$30,000.00	\$65,432.00	(\$12,345.00)	\$53,087.00	\$83,087.00	Grants	Grants	<input type="checkbox"/>	

At the bottom, a toolbar includes buttons for '+ Add', 'Edit', 'Delete', 'Budget', 'Activity', 'Export', 'Print', and 'Save'. A page number '2' is visible in the bottom right corner.

## Dedicated Account Activity View

Sometimes, it can be helpful to get a closer look at a particular account. The Dedicated Account Activity view can help you see all the transactions and see monthly totals for a particular Dedicated account.

1. There are two ways to access the Dedicated Account Activity view:
  - From the Accounts Tree, click on the + next to the Dedicated option, and then the + next to the appropriate major and minor group to find your account. Click on the account, and then click "Activity" on the right side of the window.
  - From the All Accounts or Dedicated view, either double click on the account you want to view the activity for or click on the account you want to view the activity for then click "Activity" at the bottom of the grid.
2. In the window that appears, you can change which account you want to view by selecting it in the drop list. You can also scroll through your accounts by pressing the up and down arrows to the right of this drop list. If you would prefer to view your accounts in the drop list, sorted by account number instead of name, check the "Search by account number" box.
  - Note that you can only switch between accounts of the type you initially selected. To see activity for a different account type, close the account activity window and re-open it for the desired account type.
3. The current balance as of today's date will be shown to the right of this drop list.
4. The Dedicated Account Activity window contains two views. The first is the Ledger view. The Ledger view shows all account activity within the selected fiscal year, which you can select in the "Year" drop list.
5. You can use the search boxes to find specific transactions on this grid using the standard [search conventions](#).
6. The "Type" drop list will let you pick which types of transactions you want to filter by on this grid.
7. If you need to make changes to a transaction on this grid, click on it, and then click the "Edit" button at the bottom of the grid. You can only make changes to a transaction that is within the current or an upcoming fiscal year, has not been cleared through the bank account reconciliation process, and is not a check that has been printed out of the system.
8. The second view available in the Dedicated Account Activity window is the "Monthly totals" grid. This view shows each month of the selected fiscal year, and the total account activity for each month. In the grid, you'll see the Year, Month, In (amount of money brought into this account), Out (amount of money

spent from this account), Net change (difference between In and Out) Budget In (amount that has been budgeted to be brought in to this account), Budget Out (amount that has been budgeted to be spent from this account), Net Budget (Difference between Budget In and Budget Out), Actual vs. Budget (Net Change less Net Budget and lines (number of times an account was used in a transaction within the month.)

9. If you want to see all the transactions for a particular month, click on the month you want to view, and then click the "Activity" button at the bottom left corner of the window to be brought back to the ledger view, pre-filtered to the month you had selected.
10. On either view, you can click the "Print" button to get a printout that shows the Monthly totals grid in a printable format.

Dedicated account activity

Organ Fund (017-03-01-01)  Search by account number Current balance as of 11/4/2022  
\$500.00 Print

Ledger Monthly totals

Search  and  Year 1/1/2022 - 12/31/20 Print Help

Type (all)

Date	Type	Doc. no.	Description	Credit / In	Debit / Out	Balance	Status	Vendor
9/12/2022	Receipt	645		\$500.00	\$0.00	\$500.00	Completed	

Edit Export 1



## Budget Dedicated Accounts

Budgeting provides a projection of what's to come for your church financially. Budgeting dedicated accounts is something that some churches may choose to do or not, depending about how the money from dedicated accounts is viewed, as some churches see some or all of these accounts as being part of the overall budget projections for a year, while other churches may not.

Budgeting a dedicated account works differently than budgeting an income or expense account, because a dedicated account handles both money coming into and going out of your church. Therefore, both the in and out portions of the dedicated accounts are budgeted. If your church chooses to budget dedicated accounts, this article will guide you through the dedicated account budgeting process.

1. To start entering your dedicated budgets, open the Finance module, and then click on "Plan/Analyze" tab. From there, make sure the "Budgeting" option on the left side of the window is selected.
2. In the window that appears, find the account you want to apply a budget to, click on it to select it, and then click the "Edit" button. With dedicated accounts, you will see the account listed in the grid twice, once for the "In" part of the account and once for the "Out" part of the account. Either line can be selected. Note that the edit button will only appear if you've selected the current, or the upcoming fiscal year. Otherwise, the edit button will be a "View" button instead. You cannot make changes to budgets in closed fiscal years.
3. The window that appears is the budgeting window for this account. You can select another dedicated account from the Accounts drop list, which is sorted alphabetically by default, but if you'd prefer it be sorted by account number, check the "Sort by account number box". You can also change accounts by clicking the up and down arrows to the right of the drop list.
4. Next, you'll see the section labelled "XXXX Budget". You'll see a column for both "Total In" and "Total Out". The "Total In" column represents the annual total of how much money you project this dedicated account will bring in. The "Total Out" column represents the annual total of how much money you project will be spent from this dedicated account. A third column, "Net" represents the difference between the In and Out figures in this and the rows below.
5. Below that, you'll see three different figures for each column, which are explained below:
  - Prior year Budget - The budget for this account in the prior finance year.
  - Change from prior year - The difference between the annual budget for the selected year and the prior year.
  - Prior year Actual - The amount of money brought in or spent (In the "In" or "Out" columns respectively) in this account in the prior finance year.

6. The "Calculation Method" drop list will let you use Shepherd's Staff to project your budget for the selected account. Bear in mind this calculation method will be applied to both the "In" and "Out" parts of the account. There are multiple calculation methods, each outlined below:
- (none) indicates no method chosen - you would enter your in and out budgets manually in the section below.
  - Equal monthly amounts - This method will take the amount you filled in each annual budget field, and distribute it equally to each of the 12 months of the finance year. Note that if the annual budget you entered doesn't divide equally by 12, then the budget will be increased by a few pennies so it can be divided equally by 12.
  - Base on prior year's actuals - This method will use the monthly actuals from the previous finance year for this account as a starting point for the budgets for each month of the selected year. Then, to the right of the calculation field, you'll notice a percentage field. Here, you can fill in either a positive number (percentage) to increase the budget by that percent or a negative number (percentage) to decrease the budget by that percent. Click "Apply" to apply the percentage you indicated to your monthly budgets.
  - Base on prior year's budget - This method will use the monthly budgets from the previous finance year for this account as a starting point for the budgets for each month of the selected year. Then, to the right of the calculation field, you'll notice a percentage field. Here, you can fill in either a positive number (percentage) to increase the budget by that percent or a negative number (percentage) to decrease the budget by that percent. Click "Apply" to apply the percentage you indicated to your monthly budgets.
  - Copy prior year's budget - This method will take the budget from each month of the prior finance year and copy them into each month of the selected finance year for the account.
  - Copy prior year's actuals - This method will take the actuals from each month of the prior finance year and copy them into each month of the selected finance year for the account.
7. Below the calculation method drop list, you'll see each month of the finance year you selected for this account. If you prefer to fill in the budget for each month individually, you can do so in the "XXXX Budget In" and the "XXXX Budget Out" fields. Below these fields, you'll see a "Net" field which will show the difference between the "In" and "Out" budgets.
8. Next to each month's name, there is a thumbtack icon, click on this to add a note for this particular month's budget for this account.
9. Below the monthly budget sections, you'll see two additional sections. The first will show a monthly breakout of actuals from your prior year. The top row will show the actuals going into the account, and the second row shows the actuals going out of the account. The third row shows the difference between the actuals going in and coming out of the account. The second section shows a monthly break out budgets from your prior year. The first row shows you monthly budget in for the account, the second row

shows the monthly budget out, and the third row shows the difference between what was budgeted in, and what was budgeted out.

l0. If you want to continue to the next account after saving the budget for this account, check the "Advance on Save" box.

l1. Click "Save"

Budgeting - Dedicated Accounts ✕

Accounts  Sort by account number ?

Organ Fund (017-03-01-01) ▼ ▲  Advance on Save Save

	Total In	Total Out	Net	
2022 Budget	5000.04	\$14,000.04	-\$9,000.00	Balance as of: 11/15/22 \$500.00
Prior year Budget	\$0.00	\$0.00	\$0.00	
Change from prior year	\$5,000.04	\$14,000.04	-\$9,000.00	
Prior year Actual	\$500.00	\$0.00	\$500.00	

Calculation Method ▼

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2022 Budget In	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67	\$416.67
2022 Budget Out	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67
Net	-\$750.00	-\$750.00	-\$750.00	-\$750.00	-\$750.00	-\$750.00	-\$750.00	-\$750.00	-\$750.00	-\$750.00	-\$750.00	-\$750.00
Prior year Actual In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
Prior year Actual Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
Prior year Budget In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Prior year Budget Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Cancel

## Number Sections

### First Section

The first section represents the Fund number and the number for that type of account. Shepherd's Staff has six different types of accounts:

- » **Assets**—Type 1
- » **Liabilities**—Type 2
- » **Equity**—Type 3
- » **Income**—Type 5
- » **Expense**—Type 6
- » **Dedicated**—Type 7

So an asset account in fund 01 would start with "011" whereas an expense account in fund 02 would start with "026."

### Second Section

The second section stands for the Major group for that account type. These major groups are unique for each fund account type.

So, the "02" major group under the "011" account may be called "Fixed Assets" whereas the "02" major group under the "026" account could be "Utilities." They are both major group "02" but they are different and separate since they are under different fund account types.

### Third Section

The third section represents the Minor group for that account type and major group. These minor groups act similarly to major groups except they are also unique under each major group.

So, a minor group of "01" under "011-01" could be named "Savings" and a minor group of "01" under "011-02" could be called "Building." Moreover, that same minor group of "01" could be entirely different under

another fund account type.

### Fourth Section

The fourth section stands for the sequence number. This number helps differentiate two accounts that have the exact same fund account, major, and minor group. In essence, these sequence numbers are the last check to make each account a unique number.

The Finance module provides two levels of grouping, Major group and Minor group.

015-10-02-03

01	5-	10-	02-	03
Fund Number	Account Type	Major Group	Minor Group	Sequence

## Major and Minor Groups

As you add more and more accounts to your fund, you may end up wanting to group them into related categories.

A small congregation with simple financial needs may not use Major or Minor groups at all.

A mid-size congregation may find Minor groups useful to group some Accounts together (such as all utilities or salaries).

A large congregation may use Major groups to group related Minor groups. For example, let's say that within your expense accounts you have a major group titled Building Maintenance. Within that Major group you may have several minor groups, such as Exterior Care and Interior Care.

Then, each Minor group will have individual Accounts detailing the items in the Minor groups. Exterior Care might have accounts such as mowing service expense, snow removal expense, and painting expense. Then Interior Care may have floor cleaning, bathroom cleaning, and even it's own painting expense account.

If a congregation sees its expenses rising, it might first see what Major group increased, then look to see which Minor group went up, and finally track down to the detailed Account level for analysis.

### Adding a Major or Minor Group:

1. Open the accounts grid.
2. Add or edit an account.
3. Within the major or minor fields, type in the number of the new group you want to make.
4. Now click the pencil icon next to the name field.
5. Type in the name and click the save icon.

### Editing a Major or Minor Group name:

1. Works the same way that adding a group name does except you will need to choose the group you are editing instead of typing a new number into the number field.

Account number: 011- ...

Type: Asset(1)

\* Name

Account status

Active  Inactive

Save

\* Major Group



Beginning Balance

\$0.00

Cancel

\* Minor Group



Note

\* Sequence

This is a bank account



Add multiple?

Other groupings

Church Body

Responsibility



## Responsibility and Church Body

When grouping accounts, there are also two additional groupings available:

» **Responsibility Codes**—These are for attaching a person or group to the particular accounts for which they are responsible.

» **Church Body**—These codes are a way that churches can single out certain Accounts for reporting balances to denomination offices. If the church doesn't report to any denominational office, the Church Body code can be used just as an additional way of grouping accounts for the church.

These groupings are different from Major and Minor groups because they are global for all your accounts.

This means that a Responsibility Code of "03—Secretary" could be attached to both an income account in fund 01 as well as an expense account in fund 02. The Church Body codes work in a similar manner. This also means that Shepherd's staff only allows 99 of each of these codes.

### Adding a Code:

1. Open the accounts grid.
2. Add or edit an account.
3. Within the code fields, type in the number of the new code you want to make.
4. Now click the pencil icon next to the name field.
5. Type in the name and click the save icon.

### Editing a Code name:

1. Works the same way that adding a group name does except you will need to choose the group you are editing instead of typing in a new number to the number field.



Add account

Account number: 011- ...

Type: Asset(1)

\* Name

Account status

Active  Inactive

Save

\* Major Group

Beginning Balance

\$0.00

Cancel

\* Minor Group

Note

\* Sequence

This is a bank account



Add multiple?

Other groupings

Church Body



Responsibility

## AR Accounts

The AR Accounts window is where you can view, add, edit, and delete any AR accounts in the Finance module of Shepherd's Staff. You can also generate statements for any of your AR accounts here as well.

Setting up accounts is the first step to using Accounts Receivable in Shepherd's Staff. AR Accounts represent a record that different types of receivable activity can be connected with. This includes Households/Families, People, Non-profit organizations, For-profit organizations, Vendors and other sources as well.

The AR Accounts grid will allow to control which AR accounts you are viewing by using the [standard search conventions](#) as well as filter your view in a few different ways, such as only viewing Active or Inactive accounts, accounts lacking activities or payments within a certain time period, or filtering by AR Account type.

1. To access the AR accounts window, click on the "Receivables" tab and then make sure "AR accounts" is selected by clicking on it.
2. You can choose which accounts you're viewing by using the search boxes at the top of the window, as well as the "Filter" drop list to choose your active or inactive accounts as well as accounts that have or do not have a balance due, or have money on account. The Activity box will let you filter by seeing only the accounts that have no payments or no transactions within the last 3, 4, 6, 9, or 12 months. The "Type" field will let you select which type of AR accounts you want to see, including Household/Family, People, Nonprofit, For profit, Vendor or Other.
3. To add a new AR account, click the "Add" button at the bottom of the window and enter the appropriate information in the window that appears.
4. To edit an AR account, click on the account you want to make changes once to select it, and then click the "Edit" button at the bottom of the grid. Make any changes needed in the window that appears.
5. To delete an AR account, click on the account you want to delete once to select it, and then, click the "Delete" button at the bottom of the grid. An account can only be deleted if there are no transactions, payments, awards assigned and awards applied on the account. If an account has any of these, the account should instead be edited and marked "Inactive".
6. To generate a statement for an AR account, click on the account you want to generate a statement for and click "Statement" in the bottom right corner of the window. This will generate a statement that will show any outstanding transactions for that AR account.

7. Clicking Print in the bottom right hand corner of the window will bring up a menu where you can prepare a variety of reports, including printing a list of the currently showing AR accounts, a statement for just the selected account or all accounts on the grid, activity for just the selected account on the grid or all accounts on the grid, a Contact List, and two different sizes of Mailing labels.

Search  and

Filter Active accounts  Activity (any) Type (all)

Number	Name	Balance due	On account	Last trx.	Last pymt.	Address 1	Address 2	Address 3	City, State, Postal
100001	Abbott Household	\$1,922.00	\$0.00	8/1/2022	12/2/2022	3962 Franklee Lane			Bakersville, MO
100002	Belton Household	\$4,137.00	\$0.00	8/1/2022	12/9/2022	3456 Amethyst Drive			Kantonburg, MO
100003	Hall Household	\$4,120.00	\$0.00	8/1/2022	12/1/2022	4418 Dennison Street			Bakersville, MO
100004	Krause Household	\$4,120.00	\$0.00	8/1/2022	12/2/2022	1203 Metz Lane			Bakersville, MO
▶ 100005	Ortiz Household	\$2,370.01	\$0.00	8/1/2022	12/2/2022	4966 Mattson Street			Farris, MO 6303

Add   
 Edit   
 Delete

Statement   
 Export   
  Print   
 Save

5

## Add/Edit AR Accounts

Every person, household, company and organization that you have Accounts Receivable (AR) with should have an AR Account within your database. This is so all AR activity can be tracked and associated with the appropriate parties. Shepherd's Staff allows you to quickly and easily create AR accounts so you can keep all of this information organized and detailed on a single record for each entity you work with.

1. To create a new AR account, within the Finance module, click on "Receivables" and make sure you're on the "AR Accounts" tab by clicking it on the left side of the window. Then, click on the "Add" button at the bottom of the grid.
2. A window will appear where you can add in the details on this AR account. First, select the appropriate account type for this account, based on the entity you're working with. If you choose a Household/Family or Person, under the "Name" field, you can choose to "Link this account to a household/person in Membership". When this box is checked, a window will appear where you can choose either a household or person from your Membership module to connect this AR account to. Selecting a household/person will automatically fill in all the contact information with the information from the Membership module on this household/person
3. The Default terms field describes the default way this AR account will deliver payment to your church. Terms include "POS - Point of Sale", where payment is due immediately, "Net X" where full payment is due within a selected number of days from the sale, "Plan X/30" where there are payments due for the selected number of months after sale, or "Plan X/60" where there are bimonthly payments due over the selected number of payments.
4. If you wish to add this as an Inactive account, you can check the "Inactive?" checkbox. If adding multiple AR accounts at once, make sure the "Add multiple?" checkbox is checked, and after clicking Save, the window will stay up so you can add another account. If the "Go to edit window after save" checkbox is checked, after saving the account, you'll go straight to the AR account window to view and manage additional information on this AR account.

Add a new AR account

\* Account type  
Household/Family ▾

\* Name  

 Inactive?

Link this account to a household in Membership

Address

City, state, postal code

Phone  
 1.   
 2.

E-mail  
 1.   
 2.

Default terms  
 POS - Point of Sale ▾

Add multiple?

Go to edit window after save

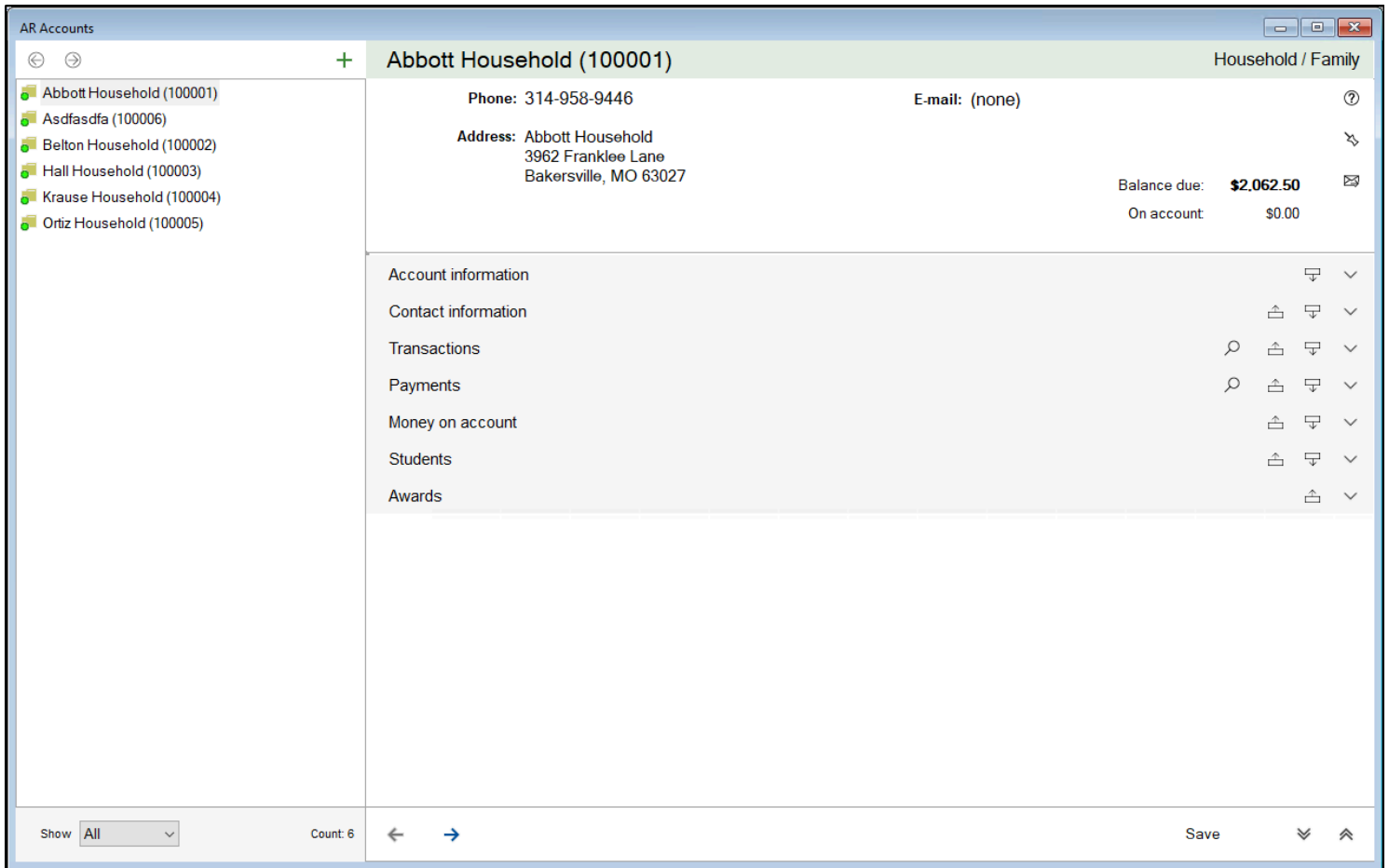
Save  
 Cancel  
 Note  
 ?

After adding an AR account, you may occasionally need to make some changes, or review specific information about that AR account. This can be done by editing an AR account.

1. To create a new AR account, within the Finance module, click on "Receivables" and make sure you're on the "AR Accounts" tab by clicking it on the left side of the window. Click on the AR account you wish to review/make changes to once so it is highlighted, and then, click the "Edit" button at the bottom of the grid.
2. The AR account window will appear. At the top of the window, you'll see a brief summary of contact information on this AR account, as well as the current balance this account has due, as well as the current balance of what this AR account has On account with your church.
3. The "Account information" tab will let you review/change the account type, review the Account Number (this is generated automatically, and cannot be changed), make this AR account Inactive by checking the "Inactive?" box (or make the account active by unchecking the box), and set the Default terms for this account.
4. The "Contact information" tab will let you review all the contact information for this AR account. Note, that if this is an AR account tied to a household or person record in your Membership module, no contact information can be changed here, it would need to be changed on the household or person record within the Membership module.
5. The "Transactions" tab will let you review all transactions for this AR account. You can Add, Edit, Copy, Delete and Pay transactions directly from this grid by clicking the appropriate button at the bottom of the grid. You can also generate an invoice for any transaction on the grid by clicking the "Invoice" button.
6. The "Payments" tab will let you review all payments made by this AR account. You can add, edit or delete any payments made directly from this grid by clicking the appropriate button at the bottom of the grid..

You can also generate a receipt for any payment on this grid by clicking on it and then clicking the "Receipt" button.

- 7. The "Money on account" button will let you add records for any Money on account that this AR account has. You can add, edit and delete any Money on Account records from this grid by clicking the appropriate button at the bottom of the grid.
- 8. The "Students" tab will let you see any Students associated with this AR Account. You can edit or unlink any students from this AR account by clicking the appropriate button at the bottom of the grid. Adding students occurs when adding a transaction for an AR account, and then choosing to associate a person record from the Membership module with this AR account
- 9. The "Awards" tab will let you review any awards that have been assigned to this AR account. You can assign, edit and remove awards by clicking the appropriate button on the grid. New Awards can be created from the "Awards" tab in the "Receivables" section of the Finance module.
- 10. Click "Save" at the bottom right hand corner of the grid to save any changes that you've made to this AR account.



## Students/Children

The Students/children tab of the Receivables section of the Finance module allows you to review all the children associated AR accounts. These records are associated with the Membership module of Shepherd's Staff, and so each record you see here or that will be added to this grid must have a corresponding person record within the Membership module of Shepherd's Staff. For more information about creating person records, see our article on [adding person records](#).

The Students/children grid includes information on each student, including a unique ID number, the Student/child's name, Household they belong to, what school grade the child is in, how much is owed to your church for this student, how much has been paid on this student's behalf, their current balance, if they are active, and then contact information for both the child and their parents.

1. To access the "Students/children" grid, in the Finance module, click on the "Receivables" heading, and then click on the "Students/children" tab.
2. You can search this grid using the [standard search conventions](#).
3. To review/make changes to any student/child record, click on the record you want to review/edit and then click the "Edit" button at the bottom of the grid.
4. To delete a student/child record click on the record you want to delete and then click the delete button at the bottom of the grid. A child record can only be deleted if there are no AR accounts, Transactions, or Awards associated with the record. If you try to delete a record with these items associated with them, Shepherd's Staff will let you know the number of these items this record has associated with it.
5. Clicking Print will provide you with a variety of reports for this grid, including reports grouped by Household, Grade, including or not including contact info, and also the ability to generate mailing labels.

Search

and



Filter (all accounts)

	Number	Name	Household	Grade	Owed	Paid	Bal
▶	300062	Abbott Jacob P.	Abbott	D00 Preschool 0	\$11,320.00	\$10,359.00	
	300061	Abbott Lacey M.	Abbott	K01 Kindergarten	\$11,320.00	\$10,359.00	
	300234	Alexander Natalie D.	Alexander	D03 Preschool 3	\$5.00	\$0.00	
	300068	Belton Darin P.	Belton	K01 Kindergarten	\$11,320.00	\$9,251.50	
	300067	Belton Lena H.	Belton	S02 Second Grade	\$11,320.00	\$9,251.50	
	300035	Hall John	Hall		\$11,320.00	\$9,260.00	
	300034	Hall Keith J.	Hall	K01 Kindergarten	\$11,320.00	\$9,260.00	
	300072	Krause Emma R.	Krause		\$11,320.00	\$9,260.00	
	300071	Krause Grace J.	Krause	D04 Preschool 4	\$11,320.00	\$9,260.00	
	300124	Ortiz Arturo S. (Arthur)	Ortiz	S02 Second Grade	\$10,515.00	\$9,725.00	
	300126	Ortiz Keli H.	Ortiz		\$10,525.00	\$9,735.00	
	300125	Ortiz Luis J.	Ortiz		\$10,520.00	\$9,729.99	

<  >



Edit



Delete



Export



Print



Save



## Add/Edit Students/Children

Students/Children belong to A/R accounts. An A/R account can have multiple children associated with a single account as, for example, a family may have more than one child or student enrolled at your church's school. By having student/child records, this allows you to provide more information on charges specific to each student or child. A student/child must have a corresponding person record in the Membership module of Shepherd's Staff. For more information on creating a person record in the membership module, see our article on [Adding People](#). Also, in order to be considered a student/child, a person must be listed as a Child for their position within their household.

### Add a Student/Child:

1. New Students/Children can only be added through an AR Transaction. To start a new A/R Transaction, click on Receivables>AR Transactions. Then, at the bottom of the transactions grid, click the "Add" button.
2. At the Add Transaction, select which AR Account this student/child will belong to, and who will be associated with this transaction in the "AR Account" box.
3. Click the Student/Child box drop box. All person records in the membership module who are listed as a child within their household will appear on this drop list. Select the child that will be associated with this AR Account.
4. Finish entering the rest of the details for this transaction as appropriate. When finished, click the "Save" button

Add transaction

* Transaction date	* AR account	Terms	Save					
6/30/2023		POS - Point of Sale						
		Due in full: 6/30/2023	Cancel					
	Student / child							
* Item	<input checked="" type="checkbox"/> Enter by name	Description	Qty.	Price	Subtotal	0.00% Tax	Total	?
			1	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/> Add multiple?
						<input type="checkbox"/> Override		

### Edit a Student/Child

1. To edit a Student/Child, click on Receivables>Students/Children.

2. Find the Student/Child you want to edit, and then click on them, and then click "Edit" at the bottom of the grid.
3. A student/child record is composed of 5 different sections. A summary section on top, then 4 different expandable sections, which include:
  1. Contact Information - This information is inherited from the student/child's person record within the Membership module.
  2. Transactions - This will show a list of all transactions associated with this Student/Child. You can Add new transactions, Edit existing transactions, Copy existing transactions, Delete transactions and Pay transactions from this grid by clicking on the appropriate transaction on the grid, and clicking the associated button. This grid can also be exported or printed.
  3. AR Accounts - This section will show what AR account this Student/Child is associated with. If you click on the AR Account, and then click "Edit", you can define the relationship between the Student/Child and the AR Account. If you click "Unlink", this will remove the connection between the Student/Child and the AR account.
  4. Awards - This section will show what Awards have been assigned to this Student/Child. Clicking the Assign button will let you assign a new award to this Student/Child, clicking on an Award and clicking Edit will let you make changes to that award assigned to that student, if it hasn't already been applied to a transaction, and clicking Remove would let you remove that award from that Student.
4. At the top of the Student/Child record, if this is an inactive student, check the "Inactive" box.
5. Clicking the Membership logo will take you to the person record associated with this Student/Child.
6. Click "Save" at the bottom right hand corner of the window to save your changes.

Student / child account

**Jacob P. Abbott** Age: 3 D04 Preschool 4

<u>Student number</u>	<u>Grade</u>	<u>Birth</u>	<u>Age</u>	<u>Sex</u>	<input type="checkbox"/> Inactive?
300062	D04 Preschool 4	3/16/2021	3	M	<input type="checkbox"/>

Household  
Abbott

Head of household / spouse  
Abbott, David L. (Dave) / Susanne A. (Sue)

Parents  
David / Susanne

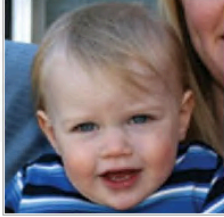
Church information  
Member; Active; Full Member

**Billing**

Owed: \$5,660.00

Paid: ~~\$4,628.75~~

Balance due: **\$1,031.25**



Taken 7/19/2017

Contact information ⇩

Transactions ⇩

AR accounts ⇩

Awards ⇩

Show All Count: 11 Save

## AR Account Relationship to Student/child

Frequently, a single AR account may have multiple people it is responsible for, especially in the context of a school or daycare. In order to accommodate this, we allow multiple student/child records to be attached to an AR Account. This will more clearly let you as a user define who different transactions/charges are for for an individual AR account, to give the owner of that AR account a better idea of what they're paying for, and who they're paying it for.

For information about adding Student/Child records to an AR Account, see our article on [adding students and children](#).

## Transactions

Transactions are the way you can charge your AR accounts for the various fees or items that they have purchased with your organization. Transactions must be generated before payments can be processed from the different AR accounts you have in your database, and you must have Items/Charges/Fees set up before you can prepare transactions.

1. To view the AR Transactions grid, click on the "Receivables" tab in the Finance module, and then click on "AR Transactions".
2. Here, you'll see a listing of your AR Transactions. You can search using the standard [Search and Filter](#) conventions, and you can also filter by the payment status of a transaction, including "Not paid in full", "Past due", "Partially paid", "Paid in full" and "Overpaid", as well as not applying a filter at all.
3. You can Add, Edit, and Delete a selected transaction using the buttons at the bottom of the window. If you want to apply a payment to a transaction, you can click on it, and then click the "Pay" button to start entering a payment for that transaction.
4. The "Invoice" button will generate a printable invoice for the selected transaction.
5. The "Print" button will provide a variety of reports on your transactions, including listings of your transactions grouped by AR Account, Item, Student, Date, as well as producing reports that will produce invoices for all transactions on the grid, or just a single selected transaction.

Search

and



Filter **Not paid in full**

#	Date	AR account	Item #	Description	Balance due	Total	Paid
487	8/1/2022	Abbott Household #100001	TF-001	Technology Fee	\$25.00	\$25.00	\$0.00
488	8/1/2022	Abbott Household #100001	ST-001	Member, 2 - Children	\$2,650.00	\$2,650.00	\$0.00
489	8/1/2022	Abbott Household #100001	ST-001	Member, 2 - Children	\$2,650.00	\$2,650.00	\$0.00
490	8/1/2022	Abbott Household #100001	SR-001	Student Registration	\$150.00	\$150.00	\$0.00
491	8/1/2022	Abbott Household #100001	SR-001	Student Registration	\$150.00	\$150.00	\$0.00
492	8/1/2022	Abbott Household #100001	SID-001	Student ID Fee	\$5.00	\$5.00	\$0.00
493	8/1/2022	Abbott Household #100001	SID-001	Student ID Fee	\$5.00	\$5.00	\$0.00
494	8/1/2022	Abbott Household #100001	TF-001	Technology Fee	\$25.00	\$25.00	\$0.00
495	8/1/2022	Belton Household #100002	TF-001	Technology Fee	\$25.00	\$25.00	\$0.00
496	8/1/2022	Belton Household #100002	ST-001	Member, 2 - Children	\$2,650.00	\$2,650.00	\$0.00
497	8/1/2022	Belton Household #100002	ST-001	Member, 2 - Children	\$2,650.00	\$2,650.00	\$0.00
498	8/1/2022	Belton Household #100002	SID-001	Student ID Fee	\$5.00	\$5.00	\$0.00
499	8/1/2022	Belton Household #100002	SID-001	Student ID Fee	\$5.00	\$5.00	\$0.00
500	8/1/2022	Belton Household #100002	SR-001	Student Registration	\$150.00	\$150.00	\$0.00
501	8/1/2022	Belton Household #100002	SR-001	Student Registration	\$150.00	\$150.00	\$0.00
502	8/1/2022	Belton Household #100002	TF-001	Technology Fee	\$25.00	\$25.00	\$0.00
503	8/1/2022	Hall Household #100003	ST-001	Member, 2 - Children	\$2,650.00	\$2,650.00	\$0.00
504	8/1/2022	Hall Household #100003	SR-001	Student Registration	\$150.00	\$150.00	\$0.00
505	8/1/2022	Hall Household #100003	SR-001	Student Registration	\$150.00	\$150.00	\$0.00
506	8/1/2022	Hall Household #100003	SID-001	Student ID Fee	\$5.00	\$5.00	\$0.00
507	8/1/2022	Hall Household #100003	SID-001	Student ID Fee	\$5.00	\$5.00	\$0.00
508	8/1/2022	Hall Household #100003	TF-001	Technology Fee	\$25.00	\$25.00	\$0.00

+ Add   
 ✎ Edit   
 🗑 Delete   
 🟢 Pay   
 📄 Invoice   
 📤 Export   
 🖨 Print   
 ★ Save   
 176

## Add/Edit Transactions

Transactions are what allow you to charge your AR Accounts for the fees and items that they have purchased. This article will walk through the creation of these transactions. Please note that you need to have [AR Accounts](#) to charge these transactions to as well as [Items, Charges or Fees](#) to apply to a transaction.

### Add Transactions

1. Open the AR Transactions grid by clicking on "Receivables", and then choose "AR Transactions". At the bottom of the grid that appears, click the "Add" button.
2. The "Add transaction" window will appear. In the "Transaction date" field, enter the date this transaction is being entered for.
3. In the "AR account" field, you can select any AR account that has been set up. Once you select the account, the default "Terms" for that account will be selected for that account, but can be changed in the "Terms" drop list.
4. If this transaction is for a Student/Child, you can select which Student or Child this transaction should be for in the "Student/child" field. The Students/Children that are already associated with this AR Account will be listed at the top of the drop-list with a \* next to their name.
5. Select the Item/Charge/Fee that is being used for this transaction in the "Item" box. If the "Enter by name" box is checked, you can search by name, if it is unchecked, you can search by Item Number. You can change the description of the item in the "Description" field. You can also select the quantity of the Item being charged in the "Qty" field. If the price of the item needs to be changed, you can change the price of that item in the "Price" field. If the item selected used a rate table, a window will appear where you can select which rate should be used for this item.
6. If the item you selected is Taxable, the tax rate from the "Tools/Settings" menu of the finance module will automatically be applied. If the amount charged by this tax needs to be changed for any reason, check the "Override" box, and you can change the amount of tax applied to this transaction.
7. Click "Save" to save your transaction.

Add transaction

\* Transaction date: 7/12/2023

\* AR account: [dropdown]

Terms: POS - Point of Sale

Due in full: 7/12/2023

Student / child: [dropdown]

\* Item: [dropdown]  Enter by name

Description	Qty.	Price	Subtotal	Tax	Total
[dropdown]	1	\$0.00	\$0.00	\$0.00	\$0.00

0.00% Tax

Override

Buttons: Save, Cancel, ?

Add multiple?

## Edit Transaction

1. Open the AR Transactions grid by clicking on "Receivables", and then choose "AR Transactions". Once you're on the grid, find the transaction you want to make a change to, and then, click "Edit" at the bottom of the grid.
2. The "Edit transaction" window will appear. On this window, you can change any aspect of the transaction, including the date, the AR Account, the Student/Child, the Terms, the Item, the description of that item, and/or the quantity of the item on the transaction.
3. You'll also see a window that shows the payments that have been applied to that transaction. You can delete the payments that have been made from here by clicking on the payment you want to delete, and then clicking the delete button. You could also export this grid out to a spreadsheet program using the "Export" button.
4. If the terms of the AR Transaction are set up for one of the "Plan" options, you'll see another grid where the system will show when the payments are due, and how much those payments are for.
5. Click "Save" to save any changes you have made to the transaction.

**Note:** If any payments have been applied towards a transaction, only the Child/Student and terms can be changed.



Edit transaction

\* Transaction date

8/1/2022

\* AR account

Abbott Household #100001 - 3962 Franklee Lane

Terms

Plan 9/30 - 9 monthly payments

Save

Due in full: 5/1/2023

Student / child

Abbott, Lacey M. - age 5

Close



\* Item

Enter by name

Description

Qty.

Price

Subtotal

Total

(use rate table) - ST-001

Member, 2 - Children

1

\$2,650.00

\$2,650.00

\$2,650.00

Payments made

#	Date	Amount	Paid by	Document #	Description

0

Delete Export

Installments (9 payments)

Date	Amount
9/1/2022	\$294.44
10/1/2022	\$294.44
11/1/2022	\$294.44
12/1/2022	\$294.44
1/1/2023	\$294.44
2/1/2023	\$294.44
3/1/2023	\$294.44
4/1/2023	\$294.44
5/1/2023	\$294.44

Export

Paid-to-date: \$0.00

Remaining: \$2,650.00

## AR Payments

When an AR transaction is created for an AR account, that transaction eventually must be paid by that AR account. The AR Payments grid is where the payments made to fulfill these transactions are created and stored.

1. To access the AR Payments grid, click on the "Receivables" tab, and then click "AR Payments".
2. To search for a particular payment, you can use the search bars at the top of the page, using the standard [Search conventions](#).
3. You can add a new payment by pressing the "Add" button at the bottom of the grid. If you want to edit a payment, click on it on the grid, and click "Edit". If you want to delete the payment instead, click on it, and then click "Delete".
4. You can generate a receipt for a selected payment by clicking on it, and then clicking the "Receipt" button at the bottom of the grid.
5. Clicking "Print" will let you print the payments you have showing on the grid, grouped by different methods.

Search  and

#	Date	Paid by	Total paid	Document #	Paid with	Comment
554	12/9/2022	Belton Household #100002	\$530.00		Cash	
551	12/2/2022	Ortiz Household #100005	\$483.33		Credit Card	
552	12/2/2022	Abbott Household #100001	\$337.00		Credit Card	
553	12/2/2022	Krause Household #100004	\$295.00		Debit Card	
550	12/1/2022	Hall Household #100003	\$295.00		Debit Card	
547	11/4/2022	Abbott Household #100001	\$337.00		Credit Card	
548	11/4/2022	Krause Household #100004	\$295.00		Debit Card	
549	11/4/2022	Ortiz Household #100005	\$483.33		Credit Card	
546	11/1/2022	Hall Household #100003	\$295.00		Debit Card	
544	10/7/2022	Abbott Household #100001	\$337.00		Credit Card	
545	10/7/2022	Krause Household #100004	\$295.00		Debit Card	
543	10/3/2022	Ortiz Household #100005	\$483.33		Credit Card	
542	10/1/2022	Hall Household #100003	\$295.00		Debit Card	
541	9/30/2022	Ortiz Household #100005	\$530.00		Cash	
537	9/2/2022	Krause Household #100004	\$295.00		Debit Card	
538	9/2/2022	Ortiz Household #100005	\$1,000.00	Award #1	Award/Gift	
539	9/2/2022	Ortiz Household #100005	\$1,000.00	Award #1	Award/Gift	
540	9/2/2022	Ortiz Household #100005	\$1,000.00	Award #1	Award/Gift	
534	9/1/2022	Hall Household #100003	\$295.00		Credit Card	
535	9/1/2022	Abbott Household #100001	\$1,000.00	Award #1	Award/Gift	
536	9/1/2022	Abbott Household #100001	\$1,000.00	Award #1	Award/Gift	
532	8/31/2022	Belton Household #100002	\$500.00	Award #1	Award/Gift	
533	8/31/2022	Belton Household #100002	\$500.00	Award #1	Award/Gift	
530	8/26/2022	Krause Household #100004	\$360.00		Credit Card	
531	8/26/2022	Ortiz Household #100005	\$540.00		Credit Card	
529	8/12/2022	Belton Household #100002	\$360.00		Check	
527	8/8/2022	Abbott Household #100001	\$727.00		Credit Card	
528	8/1/2022	Hall Household #100003	\$360.00		Debit Card	
526	6/1/2022	Hall Household #100003	\$180.00		Debit Card	
525	5/2/2022	Hall Household #100003	\$360.00		Debit Card	
523	4/29/2022	Krause Household #100004	\$580.00		Check	
524	4/29/2022	Ortiz Household #100005	\$150.00		Credit Card	
522	4/1/2022	Hall Household #100003	\$360.00		Debit Card	
519	3/25/2022	Abbott Household #100001	\$233.00		Credit Card	
520	3/25/2022	Ortiz Household #100005	\$525.00		Credit Card	

Add   
 Edit   
 Delete

Receipt   
 Export   
 Print   
 Save   
 176

## Add/Edit AR Payments

AR Payments are how you fulfill transactions that have been applied to AR accounts. This article will walk you through the creation and application of these payments. Please note that you must have [AR Accounts](#) with [AR Transactions](#) applied to them in for a payment to be applied.

### Add AR Payment

1. Open the AR Payments grid by clicking on "Receivables" and then choose "AR Payments". At the bottom of the grid, click the "Add" button.
2. The "Add Payment" window will appear. Set the date for the payment in the "Payment date" field.
3. Select the AR account that is making this payment in the "AR account" field. When you do this, all transactions that have a balance remaining on them for this AR account will appear in the grid in the lower part of this window. Each transaction will show the transaction ID, transaction date, item, total due, amount paid today, balance due, how much has been applied towards the transaction, when the transaction is due in full, and if applicable, it will show the student/child this transaction was for.
4. The "Payment by" field will let you choose how the payment is being made. If an Award or Money on Account is being applied to this payment, you will select which Money on Account or Award is being applied towards this payment. Otherwise, you can fill in a reference number for this payment in the "Document or reference #" field.
5. You will see the total amount due on the payment in the "Total due" section. Enter the amount being paid on the transaction in the "Total Payment" section.
6. To apply a portion of the payment to the various transactions, click on the transaction you want to apply payment to and then click "Edit". An "Edit line..." window will appear. In the "Applied" box, enter in the amount you're applying towards this transaction. If you'd rather distribute payment equally amongst all open transactions, click the "Auto" button at the bottom of the grid. To clear all amounts from all transactions, click the "Clear" button.
7. Enter any comments on this payment in the "Comment" field.
8. Click "Save" to save this payment.

Add payment

\* Payment date: 8/4/2023

\* AR account: Abbott Household #100001 - 3962 Franklee Lane

Payment by: EFT

Document or reference #:

**Total due**: \$2,850.00

**Total payment**: \$316.67

**Amount applied**: \$316.67

Comment:

Buttons: Save, Cancel, Add multiple?

Trx. #	Trx. Date	Item	Total due	Paid to date	Balance due	Applied	Due in full	Student/child
532	8/1/2023	ST-001 : Member, 1 - Child	\$2,850.00	\$0.00	\$2,850.00	\$316.67	5/1/2024	Jacob P. Abbott #300062

Buttons: Edit, Auto, Clear, Export 0

## Edit AR Payment

1. Open the AR Payments grid by clicking on "Receivables" and then choose "AR Payments". From here, find the payment you want to edit, click on it, and then click "Edit" at the bottom of the grid.
2. When editing an AR Payment, you can only change the Document or reference # or the comment. Payment Date, AR account, amount and lines cannot be changed. If you need to change any other aspects of the payment, the original payment will need to be deleted and re-added.
3. Click "Save" when finished making your changes.

Payment #557

\* Payment date

8/4/2023

\* AR account

Abbott Household #100001 - 3962 Franklee Lane

Payment by

EFT

Document or reference #



Save

Close



**Total due**  
\$2,850.00

**Total payment**  
\$316.67

**Amount applied**  
\$316.67

Comment

Trx. #	Trx. Date	Item	Total due	Amount paid	Student/child
532	8/1/2023	ST-001 : Member, 1 - Child	\$2,850.00	\$316.67	Jacob P. Abbott #300062

Export 0

## Items/Fees

Items/Fees are the "products" that your church provides that can be charged for within transactions in the AR system. These records may represent physical items, or charges/fees for services rendered by your church. In order to create transactions, you must first have records for Items/Fees to use in those transactions. The Items/fees grid provides a quick reference for all the different records your church has in place for these various items and fees. The Items/fees grid is also where you can add, edit and delete records for these Items and fees.

1. The Items/fees grid can be accessed within the Finance module by clicking on the "Receivables" section and then click on the "Items/fees" tab.
2. The Items/fees grid displays the records for your Items and Fees. You'll see the Item number, description, price type, price, if this is a taxable item/fee, if the item/fee is inactive, and then dollar totals for the current and past 3 fiscal years, as well as the number of times this item/fee was used in each of those fiscal years. You can search this grid using the [standard search conventions](#). The "Filter" field will let you choose if you're seeing active or inactive items/fees. If you wish to see both active and inactive fees at the same time, choose the (no filter) option in this field.
3. You can add, edit, and delete items/fee records from this grid by clicking the corresponding button at the bottom of the grid. You can only delete an item/fee record if it is not referenced in any transactions. If you try to delete an item/fee record that is referenced in a transaction, Shepherd's Staff will let you know how many transactions this item/fee record is used in.
4. The "Print" button will let you generate a report that shows each item/fee record as seen on the Item/fee grid. You can also generate this report grouped by price type.

Search

and



Filter **Active items**

	Item #	Description	Price type	Price	Taxable?	Inactive?	Total 2022
	ST-001	(use rate table)	Rate table		<input type="checkbox"/>	<input type="checkbox"/>	\$28,550.00
	SID-001	Student ID Fee	Normal	\$5.00	<input type="checkbox"/>	<input type="checkbox"/>	\$55.00
▶	SR-001	Student Registration	Normal	\$150.00	<input type="checkbox"/>	<input type="checkbox"/>	\$1,650.00
	TF-001	Technology Fee	Normal	\$25.00	<input type="checkbox"/>	<input type="checkbox"/>	\$275.00



Add   Edit   Delete

Export   Print   Save



## Add/Edit Items/Charges/Fees

In order to properly invoice an AR Account for items provided or services rendered, first, you need to create Items, Charges or Fee records to apply to a transaction to generate an invoice for that AR account. This article will walk through the creation of these records, as well as editing these records if changes are needed:

### Add Items/Charges/Fees

1. In the Finance module, click on the "Receivables" tab, and then click on "Items/fees". From here, click the "Add" button at the bottom of the window.
2. Enter an Item number. This is a numbering system that will be up to your organization, there is not a standardized numbering system built in to Shepherd's Staff. Consistency is important though, you should make sure that there's an easily identifiable system to categorize your items and fees. A good example of this is if you run a school, you could number all your Kindergarten items starting with a K, all your Elementary items starting with a E, all your Middle School items starting with an M, all your High School items starting with an H, and all your universal items applying to all grades starting with a U.
3. Description describes what this item/charge/fee is. Enter a name that uniquely describes the item/charge/fee.
4. There are four different price types, described below:
  1. Normal - This is an item/charge/fee with one flat price. The price you enter the "Price" field is the set price, every time you use this item in an invoice.
  2. Rate Table - This brings up a window where you can set up a variety of prices for a set of items, based on two different factors. The X axis of the grid is the rate, and the Y axis of the grid is the program you have selected. You can change the names of the columns and rows by double clicking on either the column or row header. An example of this your school might be offering registration for different sports programs, and different sports might cost different amounts, and you might be registering multiple children for these sports. On the Y Axis, you might put in the names for the different sports, and on the X axis, you might put in the number of children you're registering for these sports. A description cannot be entered for a Rate Table An example of this is shown below:

Add an item/charge/fee...

\* Item number  \* Description

Price type  
Rate Table

Taxable?  Inactive?

Item rates \*

	1 Child	2 Children	3 Children	4+ Children	Rate 5	Rate 6	Rate 7
Football	\$75.00	\$140.00	\$210.00	\$280.00	\$0.00	\$0.00	\$0.00
Basketball	\$50.00	\$90.00	\$135.00	\$180.00	\$0.00	\$0.00	\$0.00
Baseball	\$65.00	\$120.00	\$180.00	\$240.00	\$0.00	\$0.00	\$0.00
Track	\$35.00	\$65.00	\$95.00	\$125.00	\$0.00	\$0.00	\$0.00
Tennis	\$60.00	\$110.00	\$165.00	\$220.00	\$0.00	\$0.00	\$0.00
Volleyball	\$70.00	\$130.00	\$195.00	\$260.00	\$0.00	\$0.00	\$0.00
Wrestling	\$55.00	\$100.00	\$150.00	200.00	\$0.00	\$0.00	\$0.00

\* Click on a rate or program name to change the text.

?  
 Add multiple?

3. Manual - This allows you to enter the price of the item at the time of using this item on an AR Transaction.

4. No Price - This option allows you to have an item that you record on an invoice, but doesn't have a price associated with it.

5. There are two checkboxes you can check for the Item/Charge/Fee you're adding. "Taxable?" will allow tax to be applied to an item, and "Inactive?" will make it so this item is not active, and therefore, cannot be used in a transaction.

6. Click "Save" to save the Item/Charge/Fee you created.

Add an item/charge/fee...

\* Item number  \* Description

Price type  
Manual

Taxable?  Inactive?

?  
 Add multiple?

## Edit Item/Charge/Fee

1. In the Finance module, click on the "Receivables" tab, and then click on "Items/fees".

2. Find the Item/Charge/Fee you want to make a change to, click on it so it is highlighted, and then click the "Edit" button at the bottom of the grid.
3. Here, you can change any aspect of the Item/Charge/Fee. When finished, click the "Save" button.

Edit an item/charge/fee...

<b>* Item number</b>	<b>* Description</b>	
<input type="text" value="TF-001"/>	<input type="text" value="Technology Fee"/>	<input type="button" value="Save"/>
<b>Price type</b>	<b>Price</b>	
<input type="text" value="Normal"/>	<input type="text" value="\$25.00"/>	<input type="checkbox"/> Taxable? <input type="checkbox"/> Inactive?

## Money on Account

Money on account represents a pre-payment of transactions by an AR account. This money can then be applied towards payments for that AR account.

1. To access the "Money on Account" grid, click on the "Receivables" tab, and click "Money on account".
2. By default, this grid will show all unapplied money on account records. You can search for different money on account records by using the search bars using the [standard search conventions](#). You can also choose to look at your applied, and overapplied money on account records too by selecting the type of money on account records you want to see in the "Filter" field.
3. You can add a new money on account record by clicking the "Add" button at the bottom of the grid, edit an existing money on account record by clicking on it and clicking "Edit" at the bottom of the grid, or delete an existing money on account record by clicking on it on the grid, and then clicking "Delete" at the bottom of the grid.
4. You can export a list of your money on account records by clicking the "Export" button or print a list of your money on account records by clicking the "Print" button at the bottom of the grid.

Search

and



Filter **Unapplied**

	Date	AR account	On account	Applied	Remaining	Comment
▶	8/4/2023	Abbott Household #100001	\$1,500.00	\$0.00	\$1,500.00	



Add



Edit



Delete



Export



Print



Save

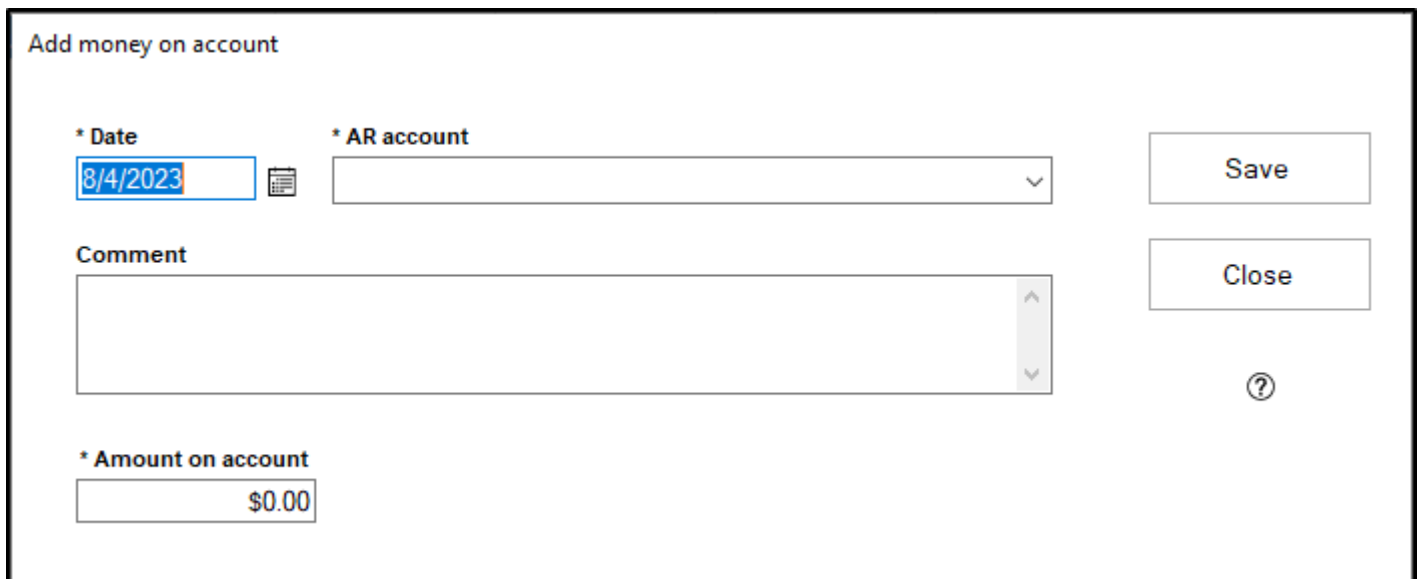
1

## Add/Edit Money on Account

Money on account records can be created to represent money paid in advance by an AR account to be applied towards payments for transactions. This article will walk through the creation of these records. Please note that you must have [AR Accounts](#) created to apply these Money on Account records to.

### Add Money on Account Record

1. Open the money on account grid by clicking on "Receivables" and then click on "Money on account". At the bottom of the grid, click the "Add" button.
2. The "Add money on account" window will appear. Set the date for the creation of this record in the "Date" field.
3. Select which AR account this money on account will be applied to in the "AR account" field.
4. If there are any comments or notes on this record, fill those in within the "Comment" field.
5. Fill in the amount of money that is being applied to this record in the "Amount on account" field.
6. Click "Finish" to save the record.





The screenshot shows a form titled "Add money on account" with the following fields and controls:

- \* Date:** A date input field containing "8/4/2023" with a calendar icon to its right.
- \* AR account:** A dropdown menu that is currently empty.
- Comment:** A large text area for entering notes, currently empty.
- \* Amount on account:** A currency input field containing "\$0.00".
- Buttons:** "Save" and "Close" buttons are located on the right side of the form.
- Help:** A question mark icon (?) is located below the "Close" button.


### Edit Money on Account Record

1. Open the money on account grid by clicking on "Receivables" and then click on "Money on account". Click on the money on account record you want to make changes to, and then click "Edit" at the bottom of the grid.
2. If you have not applied any of the money that is on the selected money on account record to payments, you can edit any aspect of the record, including the Date, AR account this record is associated with, Comment, and amount on the account. If any of the money on this record has been applied to a transaction, then you can no longer change the AR account this money on account record is being associated with, but all other aspects of the record can be edited.
3. You can see which payments this money on account record has been applied to in the "Applied to the following payments" grid. You can also export this list of payments to excel, or print a list of the payments by clicking the appropriate button at the bottom of the grid.
4. Click the "Save" button when finished making your changes.

**Edit money on account**

\* Date:   \* AR account:  



Comment:



\* Amount on account:     Amount applied:     Amount remaining:

**Applied to the following payments**

Pymnt. #	Date applied	Amount applied
559	8/4/2023	\$316.67

     1

Export    Print

## Award Donors

At times, you may have people or organizations who wish to provide award money to students at your school. In order to keep track of who are providing these awards, Award Donor records need to be created.

1. To access the Award donors grid, in the Finance module, click on "Receivables" and then click on "Award donors"
2. This grid will show you a listing of all the award donors you have entered into your system. You can search for a particular donor using the [standard search conventions](#) in the search bars at the top of the grid.
3. To add a new award donor, click on the "Add" button at the bottom of the grid. You can also edit or delete an award donor by clicking on the donor you want to select, and then click the "Edit" or "Delete" buttons at the bottom of the grid respectively.
4. Click the "Export" button to export a list of your award donors to a spreadsheet. Clicking the "Print" button will generate a printable list of all the award donors you have showing on the grid with their contact information, total awards donated, how much of those awards have been distributed, and how much of the rewards are remaining.



Search  and

Donor #	Donor	Address 1	Address 2	Address 3	City, state, postal	E-mail 1	E-mail 2	Phone 1
200001	Church Education Donati...	Church Education Donati...	1435 One Drive		Saint Louis, MO 63157			

Add   
 Edit   
 Delete   
 Export   
 Print   
 Save   
 1

## Add/Edit Award Donors

In order to have awards to distribute to students, first, the awards must have a donor. This article will walk through the process of creating award donor records, and editing existing award donor records.

### Add Award Donor

1. In Finance, click on the "Receivables" tab, and then click "Award donors".
2. Click the "Add" button at the bottom of the grid.
3. The "Add a new donor" window will appear. First, choose the "Account type". This selection will let you select what kind of record this record can be linked to when you check the checkbox below the "Name" field:
  - Household/Family - Can be linked to a household record from the Membership module
  - Person - Can be linked to a person record from the Membership module
  - Nonprofit - Can be linked to a non-household record from the Membership module that has been designated as a Church, School or Organization as its household type.
  - For-profit - Can be linked to a non-household record from the Membership module that has been designated as a Business, School or Organization as its household type.
  - Vendor - Can be linked to vendor record from the Finance module.
  - Other - Cannot be linked to another record.
4. If you link to another record, the "Name" box will automatically be filled in with the appropriate name, but if this record is not linked, you will need to fill in the name of this award donor record in the "Name" box.
5. Account number will be automatically assigned when this record is saved. The number cannot be manually entered.
6. Fill in any contact information for this Award donor box in the Address, Phone, City, state, postal code and E-mail boxes. If you've linked to another record, and this contact information was filled in on the connected record, this information will automatically be filled in.
7. Click "Save" to create the award donor record.

Add a new donor...

Account type: Nonprofit

\* Name: Example Charity

Inactive?

Account number: [ ]

Link this account to a record in Membership

Address: 1234 Charity St

City, state, postal code: Example, MO, 55555

Phone: 1. 555-555-5555

E-mail: 1. charity@test.com

Buttons: Save, Cancel, Note, Add multiple?

### Edit Award Donor

1. In Finance, click on the "Receivables" tab and then click "Award donors"
2. Click on the record you want to make changes to, and then click "Edit" at the bottom of the grid.
3. The "Edit a donor" window will appear. Here, you can update any aspect of the award donor record, except the account number, which is automatically generated.
4. If you need to make an award donor record inactive, check the "Inactive?" box.
5. Click "Save" to save your changes.

Edit a donor...

Account type: Nonprofit

\* Name: Example Charity

Inactive?

Account number: 200002

Link this account to a record in Membership

Address: 1234 Charity St

City, state, postal code: Example, MO, 55555

Phone: 1. 555-555-5555

E-mail: 1. charity@test.com

Buttons: Save, Cancel, Note, Add multiple?

## Awards

Awards are funds provided by donors to be provided to AR Accounts to pay for items/fees your church has. Typically, these take the form of scholarships in a school setting, but they could be used in other contexts as well.

1. To access the Awards grid, in the Finance module, click on "Receivables" and then click on "Awards".
2. This grid will show you a listing of all the awards you have entered into your system. You can search for a particular award using the [standard search conventions](#) in the search bars at the top of the grid.
3. To add a new award, click on the "Add" button at the bottom of the grid. You can also edit or delete an award by clicking on the award you want to select, and then click the "Edit" or "Delete" buttons at the bottom of the grid respectively.
4. Click the "Export" button to export a list of your awards to a spreadsheet. Clicking the "Print" button will provide you with a few options to choose how your awards are grouped on your printout. This printout will show you each award, who the donor for the award is, when it was entered and what type of award it is, the total amount of the award, how much of the award has been assigned, how much of the awards have been applied to payments, and how much of the award is remaining.

Search  and



Award	Entered	Type	Donor	Amount	Assigned	Applied	Remaining
Church Education Fund #1	8/3/2015	Gift	Church Education Donation Fund #200001	\$50,000.00	\$26,000.00	\$26,000.00	\$24,000.00
Star Student Award #2	8/4/2023	Award	Church Education Donation Fund #200001	\$5,000.00	\$2,500.00	\$0.00	\$2,500.00

Add Edit Delete

Export Print Save

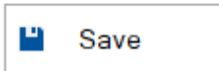
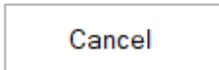

## Add/Edit Awards

In order to provide awards to AR accounts, records must be created for these awards. This article will walk through the process of creating award records, and editing existing award records.

### Add Award

1. In Finance, click on the "Receivables" tab and then click "Awards"
2. Click the "Add" button at the bottom of the grid.
3. The "Add award" box will appear. Select the date the award is being entered in the "Date" field.
4. In the "Donor" field, you'll select which award donor record should be associated with this award record.
5. In the "Name of this award/scholarship/grant/gift" field, enter the name of this award record.
6. In the "Type of award" field, choose what kind of award this is. Options include Award, Scholarship, Grant, Gift or Other.
7. Any comments on this award can be entered in the "Comment" section.
8. The "Award total" field is where you will enter the total dollar value of this award. This field determines how much money can be distributed from the award before it is expended.
9. Click "Save" to save the award record.

Add award

* Date	* Donor	
<input type="text" value="8/11/2023"/>	<input type="text" value="Example Charity (200002) - 1234 Charity St"/>	
* Name of this award / scholarship / grant / gift	Type of award	
<input type="text" value="Example Scholarship"/>	<input type="text" value="Scholarship"/>	
Comment		
<input type="text"/>		
* Award total		
<input type="text" value="\$10,000.00"/>		

## Edit Award

1. In Finance, click on the "Receivables" tab and then click "Awards"
2. Click on the record you want to make changes to and then click the "Edit" button at the bottom of the grid.
3. The "Edit award" field will appear for the record you selected. Here, you can change any of the aspects of the award record, including Date, Donor, Name, Type of award, Comment, and Award total.
4. This view will also show how much of this award has been assigned to AR accounts, how much of the money assigned to the accounts has been applied towards payments, and how much is remaining on the award in, in the "Assigned", "Applied" and "Remaining" fields respectively. These fields cannot be edited.
5. The "Disbursed to the following AR Accounts / Students" grid will show each disbursement from this award, showing which AR account the award was distributed to, how much was assigned from the award, what portion of that disbursement has been applied to payments, how much of that disbursement is remaining, and what Student account it was applied to (if applicable). This grid can be exported or printed by using the "Export" and "Print" buttons respectively.
6. Click "Save" to save your changes.

\* Date

8/3/2015

\* Donor

Church Education Donation Fund (200001) - Church Education Don

Save

\* Name of this award / scholarship / grant / gift

Church Education Fund

Type of award

Gift

Close

Comment

Money to help those in need.



\* Award total

\$50,000.00

Assigned

\$26,000.00

Applied

\$26,000.00

Remaining

\$24,000.00

Disbursed to the following AR Accounts / Students

AR account	Assigned	Applied	Remaining	Student account
Abbott Household #100001	\$1,000.00	\$1,000.00	\$0.00	Jacob P. Abbott #300062
Abbott Household #100001	\$1,000.00	\$1,000.00	\$0.00	Lacey M. Abbott #300061
Abbott Household #100001	\$1,000.00	\$1,000.00	\$0.00	Jacob P. Abbott #300062
Abbott Household #100001	\$1,000.00	\$1,000.00	\$0.00	Lacey M. Abbott #300061
Abbott Household #100001	\$1,000.00	\$1,000.00	\$0.00	Jacob P. Abbott #300062
Abbott Household #100001	\$1,000.00	\$1,000.00	\$0.00	Lacey M. Abbott #300061
Belton Household #100002	\$500.00	\$500.00	\$0.00	Darin P. Belton #300068
Belton Household #100002	\$500.00	\$500.00	\$0.00	Lena H. Belton #300067
Belton Household #100002	\$1,000.00	\$1,000.00	\$0.00	Darin P. Belton #300068
Belton Household #100002	\$1,000.00	\$1,000.00	\$0.00	Lena H. Belton #300067
Belton Household #100002	\$1,000.00	\$1,000.00	\$0.00	Darin P. Belton #300068
Belton Household #100002	\$1,000.00	\$1,000.00	\$0.00	Lena H. Belton #300067
Belton Household #100002	\$1,000.00	\$1,000.00	\$0.00	Darin P. Belton #300068



Export



Print



## Awards Assigned

Once you create Awards, these awards must be assigned to AR accounts/students before they can be applied towards payments. The "Awards Assigned" grid will show you your award assigned records, as well as allow you to add, edit or remove award assigned records.

1. To access the Awards Assigned grid, click on the "Receivables" tab and then click "Awards assigned".
2. You can search through your award assigned records using the search bars at the top of the grid using the standard [search conventions](#). The filter box will let you choose what kind of award assigned records you want to see. Options include:
  - Open Awards - This option will show all award assigned records that have been assigned to an AR account/student, but still have an amount remaining.
  - Closed Awards - This option will show all award assigned records that have been assigned to an AR account/student, and do not have any amount remaining left on them.
  - Overspent awards - This option will show all award assigned records that have been assigned to an AR account/student, and have had more money applied to payments on them than they were assigned. These will have a negative amount remaining.
  - (no filter) - This option will show all award assigned records.
3. To add a new award assigned record, click the "Assign" button at the bottom of the grid. You can also edit or remove an award assigned record by clicking on the record you want to select, and then clicking the "Edit" or "Remove" buttons at the bottom of the grid respectively.
4. Click the "Export" button to export a list of your awards to a spreadsheet. Clicking the "Print" button will generate a printable list of all the award assigned records you have showing on the grid, grouped either by AR Account, Award, Student or a default grouping.

Search

and



Filter (no filter)

AR account	Award	Assigned	Applied	Remaining	Student
Abbott Household #100001	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Jacob P. Abbott #300062
Abbott Household #100001	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Lacey M. Abbott #300061
Abbott Household #100001	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Jacob P. Abbott #300062
Abbott Household #100001	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Lacey M. Abbott #300061
Abbott Household #100001	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Jacob P. Abbott #300062
Abbott Household #100001	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Lacey M. Abbott #300061
Abbott Household #100001	Star Student Award #2	\$2,500.00	\$0.00	\$2,500.00	
Belton Household #100002	Church Education Fund #1	\$500.00	\$500.00	\$0.00	Darin P. Belton #300068
Belton Household #100002	Church Education Fund #1	\$500.00	\$500.00	\$0.00	Lena H. Belton #300067
Belton Household #100002	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Darin P. Belton #300068
Belton Household #100002	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Lena H. Belton #300067
Belton Household #100002	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Darin P. Belton #300068
Belton Household #100002	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Lena H. Belton #300067
Belton Household #100002	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Darin P. Belton #300068
Belton Household #100002	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Lena H. Belton #300067
Hall Household #100003	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	John Hall #300035
Hall Household #100003	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Keith J. Hall #300034
Hall Household #100003	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	John Hall #300035
Hall Household #100003	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Keith J. Hall #300034
Ortiz Household #100005	Church Education Fund #1	\$1,000.00	\$1,000.00	\$0.00	Arturo S. (Arthur) Ortiz #30

+ Assign   
 ✎ Edit   
 🗑 Remove   
 📄 Export   
 🖨 Print   
 ★ Save   
 28

## Add/Edit Assigned Awards

Once you have created an award, in order for the money from those awards to be used by your AR accounts/students, the award must first be assigned to the AR account/student. This article will walk through the creation and editing of the records that show the assignment of this money from your awards.

### Add Assigned Award

1. In Finance, click on the "Receivables" tab and then click "Award donors".
2. Click the "Assign" button at the bottom of the grid.
3. The "Assign award money" window will appear. Click on the "AR account" field to select which AR account this award money should be assigned to. If this award money should be assigned to a particular student/child on this AR account, select that student/child in the "Student/child" field
4. Select which award this award money is coming from in the "Award" field.
5. In the "Amount assigned" field, enter in the amount of money that is being assigned from this award to this AR account. The amount assigned cannot exceed the amount shown in the "Left to give" field of the "Award details" section of this window.
6. The "Applied" and "Remaining" fields cannot be manually changed. The "Applied" field represents how much of the award assigned to this AR account has been put towards payments. The "Remaining" field represents how much money is left on this disbursement from the award.
7. The "Award details" section shows information about the award you selected in the "Award" field. It will show the overall total of the award in the "Award total" field. The "Already assigned" field will show the amount of money that has been distributed from the award so far. The "Left to give" field will show the amount of money remaining on that award.
8. You can add any notes about this disbursement in the "Notes" field.
9. Click "Save" to finish creating the award assigned record

Assign award money

\* AR account: Hall Household #100003

Student / child: Hall, Keith J. - age 6

Award: Star Student Award [2], from Church Education Donation Fund (200001)

\* Amount assigned: \$1,000.00

Applied: \$0.00

Remaining: \$1,000.00

Notes:

Award details:

Award total:	\$5,000.00
Already assigned:	\$2,500.00
Left to give:	\$2,500.00

Buttons: Save, Cancel, ?

### Edit Assigned Award

1. In Finance, click on the "Receivables" tab and then click "Award donors".
2. Click on the record you want to make changes to, and then click the "Edit" button at the bottom of the grid.
3. The "Edit assigned award" window will appear. If this assigned award has not been applied towards any payments yet, all fields can be edited, with the exception of the "Applied" and "Remaining" fields, which are calculated values. If the assigned award has been applied towards payments, then only the Student/child, Amount assigned and Notes fields can be edited. A red lock icon will appear on this window if any of the award assigned has been applied towards payments.
4. Click "Save" to save any changes that have been made.

Edit assigned award

\* AR account

Hall Household #100003

Student / child

Hall, Keith J. - age 6

Save

Award

Star Student Award [2], from Church Education Donation Fund (200001)

Close



\* Amount assigned

\$1,000.00

Applied

\$0.00

Remaining

\$1,000.00

**Award details**

Award total: \$5,000.00

Already assigned: \$3,500.00

Left to give: \$1,500.00

Notes

Empty text area with scrollbars

## Bank Account Balance Analysis

The Bank Account Balance Analysis view will let you view all uncleared transactions for a bank account. This can be very helpful for making sure what you have in the bank and what you have in Shepherd's Staff match. Any transactions that have cleared the bank should be cleared through the [bank statement reconciliation](#) tool, so what you will see in this view are all the transactions that you did not mark as cleared in your reconciliation, older transactions that have yet to clear, or are transactions from beyond the date range of your bank statement that could appear on your next month's statement.

1. To access the Bank Account Balance Analysis tool, click on the "Plan/Analyze" tab in Finance, and then click "Bank account balance".
2. In the "Bank account" field, select which bank account you want to use in this utility.
3. The Uncleared section will show a sum of all payments, receipts and journal entries that have not been marked as cleared through your bank statement reconciliation, each in their own respective sections. Payments will also be broken down by payment type, showing both Checks and ETFs (Charge accounts are not represented here as they are applied to liabilities).
4. To the right of the uncleared section, you will see a few figures. The first figure, labeled "Current balance in Shepherd's Staff" provides the current balance of the bank account you selected in the "Bank account field" within Shepherd's Staff. The next figure is "Net uncleared activity" and it represents the sum of the three figures shown in the "Uncleared" section, or in other words, the amount your bank account would change if you backed out all uncleared transactions. The figure below that, "Balance expected in the bank" is determined by adding the "Net uncleared activity" to your "Current balance in Shepherd's Staff". This figure represents the balance you would expect if you backed out all transactions in the "Uncleared activity for the selected bank account" grid.
5. The "Uncleared activity for the selected bank account" grid shows all uncleared transactions where the bank account you selected in the "Bank account" field is being used. You can click "Export" to send this grid to a spreadsheet, or, you can click "Print" to get a printed report of this information, including the figures at the top of the view.

Bank account

011-01-01-01 - Central Trust Checking



Uncleared			
	Payments	Receipts	Journals
	(\$129,628.47)	\$162,115.00	(\$3,274.59)
Checks:	(\$126,130.75)		
EFTs:	(\$3,497.72)		

Current balance in Shepherd's Staff: \$413,400.65  
 Net uncleared activity: (\$29,211.94)  
 Balance expected in the bank: **\$384,188.71**

Uncleared activity for the selected bank account

Type	Doc. #	Date	Amount	Description	Vendor
Receipt	349	1/1/2017	\$6,480.00	Deposit from Batch #5	
Receipt	468	1/6/2019	\$410.00	Deposit from Batch #1 part 2	
Receipt	469	1/13/2019	\$395.00	Deposit from Batch #2 part 2	
Receipt	470	1/20/2019	\$330.00	Deposit from Batch #3 part 2	
Receipt	471	1/27/2019	\$300.00	Deposit from Batch #4 part 2	
Receipt	519	12/29/2019	\$5,705.00	Deposit from 12/29/19	
Payment	5484	1/3/2022	(\$200.00)	Postage	Other Expense
Payment	5485	1/3/2022	(\$225.00)	Music Expenses	Other Expense
Payment	5486	1/3/2022	(\$80.22)	Vehicle Fuel	Other Expense
Payment	5487	1/7/2022	(\$1,140.84)	Salary	Teresa Carter
Payment	5489	1/7/2022	(\$779.09)	Salary	Rebecca Owens
Payment	5490	1/7/2022	(\$1,591.52)	Salary	Kent Williams
Payment	5491	1/7/2022	(\$779.09)	Salary	Derek Woods
Payment	5492	1/7/2022	(\$779.09)	Salary	Timothy Wright
Payment	5493	1/7/2022	(\$85.17)	Vehicle Fuel	Other Expense
Payment	5494	1/8/2022	(\$150.00)	Snow Removal	Midwest Snow Management, L...
Receipt	625	1/9/2022	\$8,010.00	Offering batch dated 1/9/2022	
Payment	5495	1/12/2022	(\$67.43)	Internet	AT&T Uverse - Internet
Payment	5496	1/12/2022	(\$100.00)	Advertising	News Magazine Network
Payment	5497	1/12/2022	(\$64.71)	Sewer Bill	Meridian Waste Services, LLC
Payment	5498	1/12/2022	(\$65.16)	Water Bill	Missouri American Water
Payment	5499	1/12/2022	(\$86.32)	Electric Bill	Ameren Electric
Payment	5500	1/12/2022	(\$135.82)	Gas Bill	Laclede Gas Company
Payment	5501	1/12/2022	(\$72.58)	Phone Bill	Century Link - Telephone

## Budgeting

The Budgeting window will let you view and edit the budgets for each of your income, expense and dedicated accounts. Budgets are a useful tool when it comes to planning out your finances for your church for a year, by allowing you to make projections about what your church can plan on bringing in (Income and Dedicated In) and what your church can plan on spending (Expense and Dedicated Out).

- To access the Budgeting view, open the Finance module, and then click on "Plan/Analyze". If not already open, click "Budgeting"
- On the budgeting window, you can use the search function to search for a particular account by account name, number or by total budget.
- The "Year" field will let you select the fiscal year you're viewing the budget for. You can view your current year, next year, and up to 7 years back of your prior budgets.
- The "Book" field will let you select which book you're viewing the budgets for.
- The "Type" field will let you filter your information based on account type, including showing only income, expense or dedicated accounts. It will also let you see a combo of just income and expense together, or you can view all incoming budgets or all outgoing budgets.
- The "Filter" box will let you filter this view by showing all your Active, Inactive, Budgeted or Unbudgeted accounts.
- To make changes to an account's budgets, click on the account you want to make changes to and click "Edit" at the bottom of the grid.
- The "Print" button will let you print a budget report.



Search

Year Current (2023) ▾

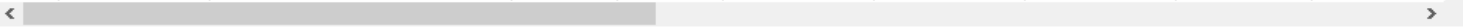


Book General Operations - 01 ▾

Type (all) ▾

Filter Active accounts ▾

Number	Name	Year	Action	Total budget	Total actual	Difference	Jan.	Feb.
015-01-01-01	General Fund	2023	In	\$358,505.00	\$78,145.00	\$280,360.00	\$26,965.00	\$28,120.00
015-01-01-02	Mission Fund	2023	In	\$0.00	\$675.00	(\$675.00)	\$0.00	\$0.00
015-01-01-03	Youth Fund	2023	In	\$0.00	\$480.00	(\$480.00)	\$0.00	\$0.00
015-01-01-04	Building Fund	2023	In	\$0.00	\$865.00	(\$865.00)	\$0.00	\$0.00
015-01-02-01	Vacation Bible School	2023	In	\$0.00	\$255.00	(\$255.00)	\$0.00	\$0.00
015-01-02-02	Education	2023	In	\$0.00	\$390.00	(\$390.00)	\$0.00	\$0.00
015-01-03-01	Music Ministry	2023	In	\$0.00	\$225.00	(\$225.00)	\$0.00	\$0.00
015-01-03-02	Mens Ministry	2023	In	\$0.00	\$275.00	(\$275.00)	\$0.00	\$0.00
015-01-03-03	Young Adults Ministry	2023	In	\$0.00	\$285.00	(\$285.00)	\$0.00	\$0.00
015-01-03-04	Womens Ministry	2023	In	\$0.00	\$320.00	(\$320.00)	\$0.00	\$0.00
015-01-04-01	Church at Large	2023	In	\$0.00	\$70.00	(\$70.00)	\$0.00	\$0.00
015-01-04-02	Social Concerns	2023	In	\$0.00	\$75.00	(\$75.00)	\$0.00	\$0.00



Edit

Export

Print

Save

60

## Budget Import & Export

The Budget Import/Export utility is a useful tool for quickly entering your budget. This tool will allow you to export a spreadsheet of all your Income, Expense and Dedicated accounts for the purposes of entering your budget on the spreadsheet, and then, you can use that same spreadsheet to import your budget back in to Shepherd's Staff. You can even use this tool to plan ahead, and create the budget for your upcoming fiscal year.

### Export:

1. To access the Budget Import & Export screen, click on the "Plan/Analyze" tab, and then click on "Budget Import / Export".
2. Make sure the "Export" button is selected in the "Import/Export" section by clicking on it.
3. Choose the Fiscal year you're wanting to export your budget for in the "Fiscal year" field.
4. If you want to include inactive accounts in your export, make sure the "Include inactive accounts" box is checked.
5. In the "Prefill budget columns with:" field, select what information you want filled in on your exported spreadsheet. Options include:
  - Current fiscal year's budget - This option will automatically fill in the budget from the year selected in the "Fiscal year" field.
  - Equal monthly amounts - This option will make a "Monthly amount" field appear. The amount you fill in on this field will be applied to each month on each account on your exported spreadsheet
  - Equal yearly amounts - This option will make a "Yearly amount" field appear. The amount you fill into this field will be filled in for the yearly amount for each account on your exported spreadsheet
  - Multiply prior year's actuals by % - This will look at the year before the year you selected in the "Fiscal year" field, and apply its actuals for each account, multiplied by the percentage you entered in the "%" field.
  - Multiply prior year's budget by % - This will look at the year before the year you selected in the "Fiscal year" field, and apply its budget for each account, multiplied by the percentage you entered in the "%" field.
6. You can select the book/fund you're exporting the budget for in the "Book" field.
7. The "Account" field will let you choose what account types you'll be exporting to your spreadsheet.

8. If you want to only export accounts for a specific Responsibility or Church Body code, you can check off only the codes you want in the Responsibility or Church Body code boxes.
9. Click the "Export" button to export your spreadsheet to your spreadsheet program.

The screenshot displays the 'Export' section of a budget management interface. It features several configuration options:

- Import/Export:** Radio buttons for 'Import' and 'Export', with 'Export' selected.
- Fiscal year:** A dropdown menu set to '2023'.
- Book:** A dropdown menu set to 'General Income - 01'.
- Account type:** A dropdown menu set to 'Income'.
- Include inactive accounts:** An unchecked checkbox.
- Prefill budget columns with:** A dropdown menu set to 'Current fiscal year's budget'.
- Responsibility:** A list box with a checked checkbox and the text '(not assigned)'. It includes copy and paste icons.
- Church body:** A list box with a checked checkbox and the text '(not assigned)'. It includes copy and paste icons.
- Export:** A button located at the bottom right of the form.

### Import:

After you have exported your budget spreadsheet, you'll enter the monthly amounts for each account, and then save your exported file as a .xls (not .xlsx). Then, you can import this file back into Shepherd's Staff to bring in your budgets, using the following steps:

1. To access the Budget Import & Export screen, click on the "Plan/Analyze" tab, and then click on "Budget Import / Export".
2. Make sure the "Import" button is selected in the "Import/Export" section by clicking on it.
3. If you want to override any non-zero budget figures that have already entered in Shepherd's Staff, check the "Override existing budget amounts box".
4. Select the Fiscal year you're importing budgets for in the "Fiscal year" field.

5. Select which book you are importing budgets for in the "Book" field.

6. Click the "Import" button. A file explorer window will appear, and you will then find and select your spreadsheet file you're importing.

The screenshot shows a web interface for budget import/export. It features four main sections: 'Import/Export' with radio buttons for 'Import' (selected) and 'Export'; 'Fiscal year' with a dropdown menu set to '2023'; 'Book' with a dropdown menu set to 'General Income - 01'; and 'Account type' with a dropdown menu set to '(all)' and a help icon. Below these is a checkbox for 'Override existing budget amounts' with a help icon. A large 'Import' button is located on the right side of the interface.

Import/Export      Fiscal year      Book      Account type

Import    Export    2023    General Income - 01    (all) ?

Override existing budget amounts ?

Import

## Ledger Line Search

Going a step beyond the activity search view, the ledger line search view allows you to search for individual line items within transactions. This can be helpful when trying to track down why a particular account balance may be off of what you're expecting.

1. To access the ledger line search view, click on the "Plan/Analyze" tab, and then click "Ledger line search" button.
2. On this view, you can search through the line items for the different transactions you've entered into the Finance module by using the [standard search conventions](#). You can also filter your results by selecting which book(s) you want to view in the "Book" field and/or the transaction status of the line items you're searching for in the "Status" field, and in the "Filter" field, you can select the particular kind of transactions your line items would appear in, or filtering by a particular account type, or whether a the line item belongs to a transaction that was assigned to a vendor.
3. This view is pre-filtered to only show the last 36 months worth of line items from transactions, if you want to go beyond that, uncheck the "Last 36 months" box.
4. If you want to make changes to a line item, click on it and then click the "Edit" button. This will open the transaction the line item was a part of, and if it can be edited, you'll be able to do so from the window that appears.
5. Clicking the "Refresh" button in the lower-right will update the grid based on your search criteria at the top of the grid.
6. If you want to send the information on the grid into a spreadsheet, click the "Export" button. Clicking the "Print" button will let you print the line items you see on the grid.

Account #	Account name	Type	Date	Amount	Line description	Activity description	Vendor	Doc. #	Status	Invoice #	Book
016-01-02-01	Retirement Plan	Journal entry	12/31/2022	(\$1,800.00)				209	Completed		Genera
011-01-01-01	Central Trust C...	Journal entry	12/31/2022	\$1,800.00				209	Completed		Genera
011-01-01-01	Central Trust C...	Journal entry	12/31/2022	\$100.00				210	Completed		Genera
013-01-01-01	Land	Journal entry	12/31/2022	\$100.00				210	Completed		Genera
011-01-02-01	Central Trust S...	Journal entry	12/30/2022	\$3,000.00		Transfer to Savings		202	Completed		Genera
016-03-03-01	Transfer Account	Journal entry	12/30/2022	(\$3,000.00)		Transfer to Savings		202	Completed		Genera
011-01-01-01	Central Trust C...	Journal entry	12/16/2022	(\$1,411.51)		Transfer from checki...		211	Cleared		Genera
012-01-01-01	State Income T...	Journal entry	12/16/2022	(\$207.00)	012-01-01-01	Transfer from checki...		211	Cleared		Genera
012-01-01-02	Federal Incom...	Journal entry	12/16/2022	(\$646.05)	012-01-01-02	Transfer from checki...		211	Cleared		Genera
012-01-01-03	Social Security ...	Journal entry	12/16/2022	(\$452.60)	012-01-01-03	Transfer from checki...		211	Cleared		Genera
012-01-01-04	Medicare Tax	Journal entry	12/16/2022	(\$105.86)	012-01-01-04	Transfer from checki...		211	Cleared		Genera
012-01-00-00	Employer With...	Journal entry	12/16/2022	\$279.23		record liability offset		212	Completed		Genera
016-00-00-00	Employer Taxes	Journal entry	12/16/2022	\$279.23		record liability offset		212	Completed		Genera
011-01-01-01	Central Trust C...	Payment	12/16/2022	(\$1,191.43)		Paychex Payroll EF...	Allied Trash & Recycling	1	Paid		Genera
012-01-01-01	State Income T...	Payment	12/16/2022	\$63.00	012-01-01-01	Paychex Payroll EF...	Allied Trash & Recycling	1	Paid		Genera
012-01-01-02	Federal Incom...	Payment	12/16/2022	\$185.57	012-01-01-02	Paychex Payroll EF...	Allied Trash & Recycling	1	Paid		Genera
016-02-03-05	Ministry Expen...	Payment	12/16/2022	\$1,440.00	016-02-03-05	Paychex Payroll EF...	Allied Trash & Recycling	1	Paid		Genera
011-01-01-01	Central Trust C...	Payment	12/16/2022	(\$1,023.12)		EFT Total	Arlene Dowling	2	Paid		Genera
012-01-01-01	State Income T...	Payment	12/16/2022	\$66.00	012-01-01-01	Paychex Payroll EF...	Arlene Dowling	2	Paid		Genera
012-01-01-02	Federal Incom...	Payment	12/16/2022	\$197.74	012-01-01-02	Paychex Payroll EF...	Arlene Dowling	2	Paid		Genera
012-01-01-03	Social Security ...	Payment	12/16/2022	\$207.70	012-01-01-03	Paychex Payroll EF...	Arlene Dowling	2	Paid		Genera
012-01-01-04	Medicare Tax	Payment	12/16/2022	\$48.58	012-01-01-04	Paychex Payroll EF...	Arlene Dowling	2	Paid		Genera
012-02-01-01	Health Insurance	Payment	12/16/2022	\$25.00	012-02-01-01	Paychex Payroll EF...	Arlene Dowling	2	Paid		Genera
012-02-01-02	Retirement Plan	Payment	12/16/2022	\$160.00	012-02-01-02	Paychex Payroll EF...	Arlene Dowling	2	Paid		Genera
016-01-01-01	Staff Salary	Payment	12/16/2022	\$1,600.00	016-01-01-01	Paychex Payroll EF...	Arlene Dowling	2	Paid		Genera
016-00-00-00	Employer Taxes	Payment	12/16/2022	\$128.14		ER Tax Expense	Arlene Dowling	2	Paid		Genera
011-01-01-01	Central Trust C...	Payment	12/16/2022	(\$1,283.17)		Paychex Payroll EF...	Teresa Carter	3	Paid		Genera
012-01-01-01	State Income T...	Payment	12/16/2022	\$78.00	012-01-01-01	Paychex Payroll EF...	Teresa Carter	3	Paid		Genera
012-01-01-02	Federal Incom...	Payment	12/16/2022	\$262.74	012-01-01-02	Paychex Payroll EF...	Teresa Carter	3	Paid		Genera
012-01-01-03	Social Security ...	Payment	12/16/2022	\$244.90	012-01-01-03	Paychex Payroll EF...	Teresa Carter	3	Paid		Genera
012-01-01-04	Medicare Tax	Payment	12/16/2022	\$57.28	012-01-01-04	Paychex Payroll EF...	Teresa Carter	3	Paid		Genera
012-02-01-01	Health Insurance	Payment	12/16/2022	\$25.00	012-02-01-01	Paychex Payroll EF...	Teresa Carter	3	Paid		Genera

## Activity Search

The Activity Search view shows all transactions over a 36 Month time period (by default) and is set up so you can search through all transactions during this time to find a particular transaction you're looking for. This can be helpful for a few different reasons, such as finding missing transactions from a reconciliation, or finding a listing of all transactions to a particular vendor.

1. To access the Activity Search, click on the "Plan/Analyze" tab, and then, click on "Activity search" on the sidebar on the left side of the window.
2. The Activity Search is a standard Shepherd's Staff grid. You can search within the grid using the standard [Search and Filter](#) operators.
3. The "Book", "Status" and "Type" drop-lists will allow you to filter your search by just a particular book, transaction status or transaction type respectively.
4. If you want to search beyond just the most recent 36 months, uncheck the "Last 36 months" box.
5. If you need to make any changes to a transaction, click on it, and then click the "Edit" button at the bottom of the grid. The transaction will appear in its own window, and if it can be edited (transaction cannot be reconciled, and must fall within your current fiscal year or beyond), you will be able to make changes in the window that appears.
6. Clicking the "Refresh" button in the bottom-right will refresh the grid with your new search criteria, showing you the transactions that meet that criteria.
7. Clicking "Print" will allow you to print out the transactions currently showing on the grid.

Search

and

Last 36 months



Book (all)

Status (all)

Type (all)

Type	Status	Doc. #	Date	Amount	Description	Vendor	Book
Payment	Paid	49	9/9/2022	\$2,126.24	Paychex Payroll	Jose Martinez	General
Payment	Paid	47	9/9/2022	\$673.43	Paychex Payroll	John Smith	General
Payment	Paid	48	9/9/2022	\$1,035.65	Paychex Payroll	Mary Jones	General
Payment	Paid	49	9/9/2022	\$2,126.24	Paychex Payroll	Jose Martinez	General
Journal	Completed	198	8/31/2022	\$3,000.00	Transfer to Savings		General
Journal	Completed	197	7/29/2022	\$3,000.00	Transfer to Savings		General
Journal	Completed	196	6/30/2022	\$3,000.00	Transfer to Savings		General
Payment	Paid	5701	6/28/2022	\$300.00	Pastor Heath Plan	Concordia Health Plans	General
Payment	Paid	5702	6/28/2022	\$300.00	Pastor Retirement	Concordia Retirement Fund	General
Payment	Paid	5703	6/28/2022	\$54.16	Insurance	Farmers Insurance	General
Payment	Paid	5704	6/28/2022	\$2,790.34	Federal Taxes	U.S. Department of the Treasury	General
Payment	Paid	5705	6/28/2022	\$722.82	State Taxes	Missouri Department of Reven...	General
Payment	Paid	5706	6/28/2022	\$300.00	Lawn Care & Landscaping	Gleasons Lawn & Landscaping	General
Payment	Paid	5694	6/24/2022	\$1,140.84	Salary	Teresa Carter	General
Payment	Paid	5695	6/24/2022	\$923.79	Salary	Arlene Dowling	General
Payment	Paid	5696	6/24/2022	\$779.09	Salary	Rebecca Owens	General
Payment	Paid	5697	6/24/2022	\$1,591.52	Salary	Kent Williams	General
Payment	Paid	5698	6/24/2022	\$779.09	Salary	Derek Woods	General
Payment	Paid	5699	6/24/2022	\$779.09	Salary	Timothy Wright	General
Payment	Paid	5700	6/24/2022	\$84.68	Vehicle Fuel	Other Expense	General
Payment	Paid	5684	6/13/2022	\$67.43	Internet	AT&T Uverse - Internet	General
Payment	Paid	5685	6/13/2022	\$64.71	Sewer Bill	Meridian Waste Services, LLC	General

Edit
Refresh
Export
Print
Save
995



## Budget vs. Actual

The Budget vs. Actual view will provide you with some details of your budgeted accounts. Specifically, it can show you your budgets, actuals and budget less actual for various combinations of your income, expense and dedicated accounts for the selected fiscal year, month by month. This can help provide you with information on how your church is doing at meeting its budget expectations for the year, or provide you a look back at prior years to help inform your budgets for upcoming years.

1. To access the Budget vs. Actual view, click on the "Plan/Analyze" tab, and then select "Budget vs. actual".
2. Select which fiscal year you want to view in the "Fiscal year" field.
3. You can choose which book's accounts you want to view in the "Book" field.
4. In the "Account type" field, you can choose which account types you want to view. Options include "Income", "Expense", "Income, Expense", "Dedicated In", "Dedicated Out", "Dedicated (net)" (Which is Dedicated in minus dedicated out), and "(all)".
5. The "Display" field lets you choose what kind of information you want about your accounts, and how you want it presented. Options include:
  - Budget and actual: This option will show you a budget column and an actual column, side by side for each month in the fiscal year you selected. Budget columns will start with a "B:" and Actual columns will start with an "A:". After the actual column for the final month of your Fiscal year, you will see your Total Budget, Total Actuals, and Budget less actual for the selected fiscal year. You will also see columns that show the Responsibility code and Church body code for each account.
  - Budget only: This option will show you only the budgets for each month of the selected fiscal year. Each monthly budget column will start with a "B:". At the end of your monthly budget columns, you will see a Total budget column, which totals your budget for the fiscal year. You will also see columns for the Responsibility code and Church body code for each account.
  - Actual only: This option will show you only the actuals for each month of the selected fiscal year. Each monthly actual column will start with a "A:". At the end of your monthly actual columns, you will see a Total actual column, which totals your actuals for the fiscal year. You will also see columns that show the Responsibility code and Church body code for each account.
  - Budget less actual: This option will provide you with a budget less actual figure for each month of your fiscal year. Negative figures will be displayed in parentheses. At the end of your budget less actual columns, you will see columns that show the Responsibility code and Church body code for each account.

6. Under the "Hide accounts that are" heading, there are two checkboxes. The "Inactive" checkbox, when checked, will hide all accounts that are marked as inactive from this view. The "Not budgeted" checkbox, when checked, will hide any accounts that do not have a budget applied to them for the selected fiscal year.
7. Click the "Find" button to apply your selections to the view.
8. You can search for specific accounts by Account number, name, Responsibility, Church Body code or Budget Total using the **standard search conventions** in the "Search" boxes.
9. Clicking "Print" will provide you with a few different reporting options, including printing a report that displays all your accounts in account number order, or by Church Body or Responsibility Code.
10. Clicking "Export" at the bottom of the grid will let you export your currently displayed view to your spreadsheet program.

Number	Name	B: Jan.	A: Jan.	B: Feb.	A: Feb.	B: Mar.	A: Mar.
015-01-01-01	General Fund	\$22,500.00	\$19,495.00	\$22,500.00	\$19,545.00	\$22,500.00	\$20,775.00
015-01-01-02	Mission Fund	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00
015-01-01-03	Youth Fund	\$52.08	\$0.00	\$52.08	\$0.00	\$52.08	\$0.00
015-01-01-04	Building Fund	\$83.33	\$0.00	\$83.33	\$0.00	\$83.33	\$0.00
015-01-02-01	Vacation Bible School	\$29.17	\$0.00	\$29.17	\$0.00	\$29.17	\$0.00
015-01-02-02	Education	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00	\$0.00
015-01-03-01	Music Ministry	\$37.08	\$0.00	\$37.08	\$0.00	\$37.08	\$0.00
015-01-03-02	Mens Ministry	\$33.33	\$0.00	\$33.33	\$0.00	\$33.33	\$0.00
015-01-03-03	Young Adults Ministry	\$41.67	\$0.00	\$41.67	\$0.00	\$41.67	\$0.00
015-01-03-04	Womens Ministry	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00
015-01-04-01	Church at Large	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00
015-01-04-02	Social Concerns	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00
015-02-01-01	Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
015-02-02-01	Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
015-02-02-02	Fundraiser Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
015-02-02-03	Rental Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
016-01-01-01	Staff Salary	\$15,625.00	\$15,000.00	\$15,625.00	\$0.00	\$15,625.00	\$0.00

## Period Analysis

The Period Analysis tool allows you to review your Income, Expense, Dedicated in and Dedicated out over monthly, quarterly or calendar year time periods across multiple calendar years. This is useful for helping to identify trends and patterns in the inflow and outflow of money from your church.

1. To access the Period Analysis view, in the Finance module, click on "Plan/Analyze" and then click on "Period analysis".
2. First, select which book you'll be reviewing in the "Book" field.
3. Next, select which types of accounts you'll be reviewing. You can select Income, Expense, Income and Expense (Shows net total), Dedicated in or Dedicated out. You can also select a combination of Income and Dedicated in or Expense and Dedicated out.
4. In the "Across" field, select the number of calendar years you want to review.
5. In the "Aggregate by" field, choose how you want to break up the calendar years you're reviewing. The options include Month, Calendar quarter and Calendar year.
6. To the right of the "Aggregated by" field, you can choose to further break out your analysis by multiple grouping options, including Account Type, Major and Minor Group, Responsibility Code, Church Body Code, or account.
7. If you chose the "Month" or "Calendar quarter" option, an additional checkbox for "Calendar year" will also appear. This will further split your analysis out by calendar year, in addition to breaking it out by month or quarter.
8. Click the "Find" button after setting your options to review the outcome of the analysis.
9. If you want use this information externally, click the "Export" button to export this grid to Excel.

Book: General Operations - 01 | Account type: Income | Across: 5 calendar years

Find

Aggregated by: Month and then by:  Major group  Calendar year

	Major group	Cal. Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.
▶	Offerings (01)	2019	\$20,930	\$20,865	\$22,445	\$24,750	\$16,860	\$29,730	\$22,550	\$19,890	\$27,310
	Offerings (01)	2020	\$20,960	\$23,080	\$22,170	\$26,175	\$26,665	\$20,610	\$20,640	\$23,325	\$20,485
	Offerings (01)	2021	\$33,810	\$28,430	\$28,565	\$28,455	\$34,530	\$29,545	\$27,660	\$27,780	\$27,240
	Offerings (01)	2022	\$27,970	\$29,430	\$29,505	\$29,150	\$36,425	\$29,175	\$36,000	\$29,965	\$27,380
	Offerings (01)	2023	\$39,085	\$24,750	\$18,205	\$6,910	\$0	\$20	\$0	\$50	\$0



Export Save 5

## Account and Trial Balance

The Account and Trial Balance report provides you with the balances of each account in your finance module as of the end of whichever month you select, the beginning of your fiscal year and your current balance. Also, to act as a Trial balance report, this report can show your debit and credit balance on each account, as well as a comparison between what you have budgeted and the actuals through the end of the selected month.

At the end of each format of this report, a summary is provided with a few pieces of key information. The information provided varies by report format:

### Current Balance

- Net income through (month) - Subtracts the total expenses from the total income through the end of the selected month.
- Book Equity through (month) - This takes the total activity in your assets through the end of the selected month and subtracts all activity in your liabilities, dedicated accounts and any equity accounts (assigned equity) to provide you with your "Book Equity". An additional line, that adds back in the equity accounts is added below this called "All Equity"
- Through (Month) - This compares your asset activity through the end of the selected month with the sum of all the activity through the end of the selected month for your Liabilities, Dedicated accounts, Assigned Equity and Book Equity.
- Beginning balance - This is the same calculation as Through (month) but instead of looking at activity in these accounts, it's looking at the beginning balances for each of these account types.
- Current balance - The same calculation as the previous two sections, but instead it's looking at the current balances of these account types.

### Debits vs. Credits

- Activity through (month) - This shows the total increase or decrease in assets, and subtracts the total increase or decrease in Liabilities, Dedicated accounts, and Assigned equity (Equity accounts). The net result is "Book Equity".
- Debits vs. Credits - This takes the total debits applied to your book during this time period and subtracts the total credits applied to your book during this time period. With all transactions requiring equal

debits and credits, the difference should always come out to \$0. This section also shows all Income activity for the period and subtracts all Expense activity for the time period.

## Budget vs. Actual

- Net income through (month) - Subtracts the total expenses from the total income through the end of the selected month.
  - Book Equity through (month) - This takes the total activity in your assets through the end of the selected month and subtracts all activity in your liabilities, dedicated accounts and any equity accounts (assigned equity) to provide you with your "Book Equity". An additional line, that adds back in the equity accounts is added below this called "All Equity"
  - Budgeting - This view looks at your net budget for the month (Income - Expense, plus or minus the net total of your dedicated account budget) and subtracts net actual for the month (Income Total - Expense Total plus or minus the net of your dedicated accounts) to give you the difference between the two. This view also shows the same figures, but for your annual total.
  - Through (Month) - This compares your asset activity through the end of the selected month with the sum of all the activity through the end of the selected month for your Liabilities, Dedicated accounts, Assigned Equity and Book Equity.
  - Beginning balance - This is the same calculation as Through (month) but instead of looking at activity in these accounts, it's looking at the beginning balances for each of these account types.
  - Current balance - The same calculation as the previous two sections, but instead it's looking at the current balances of these account types.
1. To access this report, open the finance module, click on "Other Reports" and make sure "Account and trial balance" is selected.
  2. Select which Finance Year and Month you'd like to run this report for in the "Finance Year" and "As of" fields respectively.
  3. Select which Books and accounts you'd like to include on this report by checking or unchecking the appropriate Books, Account Types, Responsibility, and Church Body codes in the "Books", "Type", "Responsibility", and "Church body" fields respectively.
  4. Select which format of this report you'd like to see in the "Format" drop list. There are 3 options:
    - Current Balance - Looks at the activity through the selected month, the beginning balance and the current balance of each account.
    - Debits vs. Credits - Provides the Debit balance, the Credit balance and year-to-date change for each account. This is also known as a Trial Balance report.

- Budget vs. Actual - This report will show each account, the current balance the total activity through the selected month, and for the accounts where a budget can be assigned (Income, Expense and Dedicated) the budget through the selected month, if the account is Over (+) or Under (-) budget, the full budget for the selected year and the remaining budget on the account.
5. The Options section provides the following options you can select by checking the box next to them:
- Show monthly totals - When this box is checked, this will provide a monthly breakout of activity on each account in your report.
  - Include inactive accounts - This option will show accounts that have been marked as "Inactive" on your reports.
  - Exclude accounts with a zero balance - This option will exclude any account that has a balance of 0 dollars currently from your report.
  - Page break with Type changes - This option will start a new page on the report each time you move from one account type to another.
  - Sort accounts by name - This option will order your accounts by name within the account type, not by account number.
6. Click "Print" to generate your report. This will bring up the Print Preview, and if you want to export this report to Excel (or the spreadsheet program of your choice), in the bottom right corner of the preview window, you will see a button that looks like the Excel logo, click on that to send this report to Excel.

# Account and trial balance

Use as the report title

Finance year

2022

As of

November

## Books

- General Income - 01
- Preschool - 02

## Type

- Asset - 1
- Liability - 2
- Equity - 3
- Income - 5
- Expense - 6
- Dedicated - 7

## Responsibility

- (not assigned)
- John Smith

## Church body

- (not assigned)
- Finance

## Format

Current balance

## Options

- Show monthly totals
- Include inactive accounts**
- Exclude accounts with a zero balance
- Page break when Type changes
- Sort accounts by name

Font

(Default)

Scale

0



Print



Save



## Balance Sheet

The Balance Sheet summarizes your church's financial resources and obligations from the beginning of the finance year you select through the end of the month you select. The balance sheet is divided up into four different sections: Assets, Liabilities, Dedicated and Equity.

In the one year format of the balance sheet, you'll see the balances for each of your accounts at the start of your fiscal year, the balance of these accounts at the end of the selected month, and the amount of change between those figures. At the end of each section, you'll see a total of all the accounts in the section for the time period in that column.

After the Equity section, you'll see a line labeled "Book Equity". This represents your Total Assets less your Liabilities, dedicated accounts and any user-created equity accounts. The line under that "Total liabilities and equity" is your Book Equity, plus any Liabilities, Dedicated accounts and any user created Equity accounts.

If you are using multiple books on your Balance Sheet, the final page of the report will be a summary that shows the total Assets, Liabilities, Dedicated accounts, Equity and Book Equity.

1. To access the Balance Sheet, in the Finance module, click on "Other Reports" and then click "Balance Sheet".
2. Select the Finance year and month you want to run the balance sheet through in the "Finance year" and "As of" fields respectively.
3. Select which books you'd like to include by checking or unchecking the books you want in the "Books" field.
4. The "Format" field offers three different options on how to display your Balance Sheet. They are:
  - One Year - This format shows just the selected finance year for your report.
  - Two-year comparison #1 - This format will show each account with the beginning balance and the balance through the end of the selected month for both the selected year and the year before the selected year.
  - Two-year comparison #2 - This format will show each account with the beginning balance the balance through the end of the selected month, as well as the change from the beginning of the year to the end of the selected month, for both the selected year and the year prior to that. The final column will show the difference in the change between the two years.

- Five-year comparison - This format will show each account, the and the balance of each account at the end of the selected month, over the current year, and the four years before the selected year.
5. "Level of detail" lets you determine how you'd like to see your accounts organized within your report. This view will let you see totals by your major and minor account groupings, as well as organizing things solely by account, instead of breaking it out by these groupings.
6. The balance sheet report offers multiple options, outlined below:
- Consolidate books by Major and Minor - If you're running a balance sheet for multiple books at once, this will group accounts by major and minor groups, even across books. This means that you'll see accounts from one book, side-by-side with accounts from another book, if they share the same major or minor groups.
  - Include inactive accounts - When checked, this option will include accounts on your report that have been marked as inactive.
  - Exclude accounts with a zero balance - When checked, this will make sure any account that is not currently carrying a balance is excluded from your report.
  - Hide dedicated account detail - This option will make it so you only see the major group totals for dedicated accounts, instead of each dedicated account on the report.
  - Hide account numbers - When this option is checked, the account numbers on the report will not be displayed, accounts will only be referred to by name.
  - Sort accounts by name - When checked, this will sort accounts by name only within their account type, instead of account number.
7. Click "Print" to generate your report. This will bring up the Print Preview, and if you want to export this report to Excel (or the spreadsheet program of your choice), in the bottom right corner of the preview window, you will see a button that looks like the Excel logo, click on that to send this report to Excel.

Finance

Activity Accounts Receivables Plan / Analyze Other Reports Tools / Settings

Reports

- Account and trial balance
- Balance Sheet**
- Bank balance less dedicated
- Budget Worksheet
- Chart of Accounts
- Dedicated Accounts
- General Ledger
- Income Statement
- Print checks
- Payment Register
- Receipt Register
- Journal Entry Register
- Statement of Activities
- Statement of Functional Expenses
- Statement of Financial Position
- Treasurer reports
- Vendor activity and summaries
- Vendor directory
- Vendor labels
- \*\* Church Body
- \*\* Payments on hold
- \*\* Purchase orders
- \*\* Recurrent transactions
- \*\* Statement of Income and Expense

### Balance Sheet

Use as the report title

Finance year: 2024 As of: May

**Books**

- General Income - 01
- Preschool - 02
- Test Book - 03

**Format**: One year **Level of detail**: Major, minor, account

**Options**

- Consolidate books by Major and Minor
- Include inactive accounts
- Exclude accounts with a zero balance
- Hide dedicated account detail
- Hide account numbers
- Sort accounts by name

Font: (Default) Scale: 0

Print Save

## Bank Balance Less Dedicated

The Bank Balance Less Dedicated report helps provide you with a clear picture of the "undedicated" money within asset accounts. Since dedicated accounts are considered a reserved portion of your assets, set aside for a specific purpose, it's helpful to know what portion of your assets are not included in this reserved money. The Bank Balance Less Dedicated report does this by showing you the beginning balance on each of your asset and dedicated accounts, provides you with the net activity through the chosen time period, and then, shows you the balance at the end of your selected time period for each of these accounts. The dedicated balances are then subtracted from your asset balances, and the report shows you what's left over in these accounts.

1. To access the Bank Balance Less Dedicated report, click on "Other Reports" and choose "Bank balance less dedicated".
2. Select the finance year you want to run the report for in the "Finance year" field, and the month you want to run this report through in the "As of" field.
3. Select which books/funds you want to include on your report in the "Book/Fund" field
4. The "Options" section contains several checkboxes which modify your report in different ways. Each option is detailed below:
  - Show monthly totals - This option will show, for each account, the monthly activity for that account in the "Activity as of "X"" field, where X is the month you selected in the "As of" field
  - Include inactive accounts - This option will make it so the report shows inactive accounts alongside your active accounts on the report.
  - Exclude accounts with a zero balance - This option will hide any accounts on your report that are carrying a 0 dollar balance.
  - Page brake when Type changes - This option will create a page break between assets and dedicated accounts on the report,
  - Sort accounts by name - This option will sort your accounts alphabetically by name within their account type, instead of by account number.
5. Click "Print" to generate your report.

# Bank balance less dedicated

Use as the report title

Finance year

2023

As of

November

Books



- General Income - 01
- Preschool - 02

Options



- Show monthly totals
- Sort accounts by name
- Include inactive accounts
- Exclude accounts with a zero balance
- Page break when Type changes

Font

(Default)

Scale

0



Print



Save

## Budget Worksheet

The Budget Worksheet report is a tool you can use to help you see how you are utilizing your budget for your current year, and utilize this information to help you come up with a budget for your accounts for your next fiscal year.

1. To access the Budget Worksheet, click on the "Other Reports" tab, and then click on "Budget Worksheet" on the left side of the window.
2. First, select what type of accounts you are running this report for in the "Budget for" field. Options include "Income and Expense", "Income only", "Expense only", and "Dedicated In/Out".
3. Next, you can use the Books, Major, Minor, Responsibility and Church Body fields to select which accounts you want to include on your report. Make sure that the only boxes checked are the ones that correspond with the accounts you want to show on your report.
4. The "Format" field provides two different options, which include:
  - Account types, grouped by book - This option will show all of your accounts of a particular type (Income, Expense, Dedicated In/Out) grouped by the book that the accounts are in. For example, you would see a section that shows all of your Income accounts for your first book, then all the expense accounts for the same book. Then, you would see a section that shows all your income accounts for the next book, then the expense accounts for the same book.
  - Books grouped by account type - This option will show you all the accounts of a single type for all your books before moving on to the next account type. For example, you would see all of your income accounts for your first book, then all your income accounts for your second book, and so on until you've seen all your income accounts for all your books. Then, you would see your expense accounts for your first book, then all your expense accounts for your second book, and so on until you've seen all your expense accounts for all your books.
5. The Level of detail field lets you choose how you want to see your accounts grouped within your report.
6. The Order by field lets you choose if you want to see your account names or account numbers on the report.
7. The "Options" section lets you pick from a few different options to modify your reports. These include:
  - Include inactive accounts - When checked, this option will make it so your inactive accounts will show up alongside your active accounts on your report.

- Show existing budget amounts - When checked, this option will show you the annual budget for your upcoming fiscal year, if it has been filled in, on the "Budget Next Year" column.
- Add space to write in budget - When checked, this increases the spacing between rows of the report, so, when printed, you have space to write in budget information.
- Include accounts with no activity - When checked, this option will include accounts that don't have any transactions applied to them within the current fiscal year.

8. The "Page break on" feature allows you to add in page breaks for Responsibility or Church Body codes.

9. Click "Print" to generate your report.

### Budget Worksheet Use as the report title

**Budget for**  
Income and Expense

<p><b>Books</b></p> <div style="border: 1px solid gray; padding: 2px;"> <input checked="" type="checkbox"/> General Income - 01  <input checked="" type="checkbox"/> Preschool - 02         </div>	<p><b>Major</b></p> <div style="border: 1px solid gray; padding: 2px;"> <input checked="" type="checkbox"/> (none) - 00  <input checked="" type="checkbox"/> Building - 03  <input checked="" type="checkbox"/> Central Trust - 01  <input checked="" type="checkbox"/> Church Expenses - 02  <input checked="" type="checkbox"/> Church Grounds - 01         </div>	<p><b>Minor</b></p> <div style="border: 1px solid gray; padding: 2px;"> <input checked="" type="checkbox"/> (none) - 00  <input checked="" type="checkbox"/> Advertising Expense - 02  <input checked="" type="checkbox"/> Automotive - 04  <input checked="" type="checkbox"/> Building - 00  <input checked="" type="checkbox"/> Building - 01         </div>
<p><b>Responsibility</b></p> <div style="border: 1px solid gray; padding: 2px;"> <input checked="" type="checkbox"/> (not assigned)  <input checked="" type="checkbox"/> Joe Schmoe         </div>	<p><b>Church body</b></p> <div style="border: 1px solid gray; padding: 2px;"> <input checked="" type="checkbox"/> (not assigned)  <input checked="" type="checkbox"/> Finance         </div>	

**Format**      **Level of detail**      **Order by**

Account types grouped by book     
 Major, minor, account     
 Number then name

**Options**      **Page break on**

Include inactive accounts  
 Show existing budget amounts  
 Add space to write in budget  
 Include accounts with no activity

(none)

Font: (Default)

Scale: 0

## Chart of Accounts

The Chart of Accounts report will let you get a listing of all of, or just a selected listing of your accounts, organized by account type, major group, and minor group. Additionally, this listing can be filtered by responsibility and church body code.

1. To access the Chart of Accounts report, in Finance, click on "Other Reports" and then choose "Chart of Accounts"
2. You can choose which Funds, which account types, responsibility and church body codes you want to see accounts for by checking or unchecking these options in their respective boxes.
3. There are 4 different formats of reports you can choose from:
  - Two columns - This will display your accounts in two columns per page, grouping your accounts by Book, then by account type, then by major, then minor groups.
  - Two columns, no groups - This will also display your accounts in two columns and also arrange your accounts by book, then account type, but it will not further group your accounts by Major and Minor groups.
  - Standard - This format will show all your accounts in a single column, grouped by book, then type, then major and minor group, and will also show responsibility and church body codes.
  - Accounts only (no groups) - This format will show all your accounts in a single column, along with responsibility and church body codes.
4. The Account status field will let you choose if you want to see Active, Inactive or both Active and Inactive accounts.
5. Click Print to generate your report.



# Chart of Accounts

Use as the report title

## Books



- General Income - 01
- Preschool - 02

## Type



- Asset - 1
- Liability - 2
- Equity - 3
- Income - 5
- Expense - 6
- Dedicated - 7

## Responsibility



- (not assigned)
- Joe Schmoe

## Church body



- (not assigned)
- Finance

## Format

Accounts only (no groups) ▾

## Account status

Active accounts ▾

Font

(Default) ▾

Scale

0 ▾



Print



Save

## Dedicated Accounts

The Dedicated Accounts report shows you a more in-depth look at your Dedicated Accounts, displaying the Beginning Balance for the finance year you selected, the amount of money brought in and the amount of money spent out of each dedicated account, both for the selected month and year-to-date, and then the current balance on each account.

1. To access the Dedicated Accounts report, in the Finance module of Shepherd's Staff, click on "Other Reports" and then click "Dedicated Accounts".
2. Select the Finance year and month you want to run this report for in the "Finance year" and "As of" fields respectively.
3. Select the Book you want to run this report for in the "Books" field.
4. You can filter to only show specific accounts based on the Responsibility and Church Body codes by making sure the boxes of the codes you want are checked off in the "Responsibility" and "Church body" fields respectively.
5. You can choose how the report is sorted in the "Sort by" field. Options include by Account, Major Group or Minor Group.
6. The Dedicated Accounts report includes a couple of options, outlined below:
  - Include inactive accounts - When checked, this option will include accounts on your report that have been marked as inactive.
  - Exclude accounts with a zero balance - When checked, this will make sure any account that is not currently carrying a balance is excluded from your report.
  - Hide account numbers - This option will make it so you will only see the account names, not the account numbers when viewing this report
7. You can choose the page orientation of your report in the "Orientation" field.
8. Click "Print" to generate your report. This will bring up the Print Preview, and if you want to export this report to Excel (or the spreadsheet program of your choice), in the bottom right corner of the preview window, you will see a button that looks like the Excel logo, click on that to send this report to Excel.

# Dedicated Accounts

Use as the report title

Finance year

2023

As of

July

Book

General Income - 01

Responsibility



- (not assigned)
- Joe Schmoe

Church body



- (not assigned)
- Finance

Level of detail

Account

Options



- Include inactive accounts
- Exclude accounts with a zero balance
- Hide account numbers

Orientation

Portrait

Font

(Default)

Scale

0



Print



Save

## General Ledger

The General Ledger report is a report that will show you for each account you include, that account's balance at the start of the time period you select, the change in that account, either summarized by transaction type or shown transaction by transaction, and then the balance at the end of the time period you select. This report will allow you to look at as many or as few accounts as you want at once, it can be helpful for tracking down changes in accounts over time.

1. To access the General Ledger report, in the Finance module of Shepherd's Staff, click on "Other Reports" and then click "General Ledger"
2. To set the date range of your report, select the beginning and ending dates of your report in the "Activity from" fields.
3. Next you can filter which accounts you want to see by using the various filter fields. Each of these fields will have options that you can check or uncheck to include or exclude particular sets of accounts. These fields include "Book", "Type", "Major", "Minor", "Responsibility" and "Church Body". You can also pick and choose specific accounts you want to include or exclude in the "Account" field.
4. Next, select your level of detail for your report in the "Level of detail". You can select either "Summarize activity" to show each account you selected, with a sum total of each transaction type that went against this account during the time period, or you can select "Detail activity" to see each individual transaction that went against each account.
5. The options available for this report will vary depending on your selection in the "Level of detail" section. The options available are:
  - Include accounts with no activity - When checked, this option will include accounts on your report that didn't have any transactions against them during the specified time period.
  - Include inactive accounts - When checked, this option will include accounts on your report that have been marked as being inactive.
  - Account name then number - This option will list your accounts by name first instead of by the account numbers.
  - Sort activity by date only (Detail activity only) - When selected, this option will sort all the transactions for each account by date alone, when unchecked, transactions are sorted by transaction type.
  - Include additional description (Detail activity only) - This option will show line item descriptions for each transaction.

- Use year-to-date running balance (Detail activity only) - When selected, this option will show the running balance for each account instead of the running sum of activity in the Balance column of the report.
- Show running budget balance (Detail activity only) - When selected, this will add a column to the report that will show the running remaining balance of your budget on each transaction. Because budgets can only be applied to Income, Expense and Dedicated accounts, you will see \$0.00 on each line for your Asset, Liability and Equity accounts.

6. Click "Print" to generate your report.

## General Ledger Use as the report title

**Activity from**  
 to

<b>Books</b>	<b>Type</b>	<b>Major</b>	<b>Minor</b>
<input checked="" type="checkbox"/> General - 01 <input checked="" type="checkbox"/> Sfdasdf - 02	<input checked="" type="checkbox"/> Asset - 1 <input checked="" type="checkbox"/> Liability - 2 <input checked="" type="checkbox"/> Equity - 3 <input checked="" type="checkbox"/> Income - 5 <input checked="" type="checkbox"/> Expense - 6	<input checked="" type="checkbox"/> (none) - 00 <input checked="" type="checkbox"/> Central Trust - 01 <input checked="" type="checkbox"/> Church Expenses - 02 <input checked="" type="checkbox"/> Church Grounds - 01 <input checked="" type="checkbox"/> Farmers Bank - 02	<input checked="" type="checkbox"/> (none) - 00 <input checked="" type="checkbox"/> Advertising Expense - 02 <input checked="" type="checkbox"/> Automotive - 04 <input checked="" type="checkbox"/> Building - 01 <input checked="" type="checkbox"/> Buildings - 02

<b>Accounts</b> <input type="text" value="Search..."/>	<input checked="" type="checkbox"/> Hide inactive	<b>Responsibility</b>	<b>Church body</b>
<input checked="" type="checkbox"/> Benevolence (015-00-00-01) <input checked="" type="checkbox"/> Building Fund (015-01-01-04) <input checked="" type="checkbox"/> Building Maintenance (016-03-01-01) <input checked="" type="checkbox"/> Building Repairs (016-03-01-02) <input checked="" type="checkbox"/> Central Trust Checking (011-01-01-01) <input checked="" type="checkbox"/> Central Trust Savings (011-01-02-01) <input type="checkbox"/> Church House (015-01-01-01)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (not assigned)	<input checked="" type="checkbox"/> (not assigned)

**Level of detail**

**Options**

<input type="checkbox"/> Include accounts with no activity	<input type="checkbox"/> Sort activity by date only	<input type="checkbox"/> Show running budget balance
<input type="checkbox"/> Include inactive accounts	<input type="checkbox"/> Include additional information	
<input type="checkbox"/> Account name then number	<input type="checkbox"/> Use year-to-date running balance	

Font

Scale

Export
 Print
 Save

## Income Statement

The Income Statement is a report that shows the actuals for specifically income and expense accounts over a selected time period. This report will let you see both year-to-date and monthly time periods and you can review the same time period across multiple fiscal years.

1. To access the Income Statement, in the Finance module of Shepherd's Staff, click on "Other Reports" and then click "Income Statement".
2. To set the time period you're running this report for, set the year of the report in the "Finance Year" field and set the month of the report in the "Period" field.
3. You can filter which fields you'd like to include on this report by book in the "Books" field, by responsibility code in the "Responsibility" field and by church body code in the "Church Body" field.
4. The "Format" field offers three different selections for the way your report can be formatted, and they are described below:
  - Period, year-to-date - This report format will show the actuals for each account, first for the selected month, and then for the year-to-date.
  - Period history - This format will show the actuals for the selected month over 5 years starting with the selected finance year.
  - Year-to-date history - This format will show the year-to-date actuals through the selected month over 5 years, starting with the selected finance year.
5. The "Level of detail" field will determine how your accounts are grouped on your report. You can show your report grouped by Major Group, Minor Group and Account, in different variations.
6. The Income Statement includes several different options. These options are outlined below:
  - Consolidate books by Major and Minor - If you're running an income statement for multiple books at once, this will group accounts by major and minor groups, even across books. This means that you'll see accounts from one book, side-by-side with accounts from another book, if they share the same major or minor groups.
  - Include inactive accounts - When checked, this option will include accounts on your report that have been marked as inactive.
  - Exclude accounts with a zero balance - When checked, this will make sure any account that is not currently carrying a balance is excluded from your report.

- Hide account numbers - When this option is checked, the account numbers on the report will not be displayed, accounts will only be referred to by name.
- Sort accounts by name - When checked, this will sort accounts by name only within their account type, instead of account number.
- Include Dedicated In/Out - When selected, this option will include dedicated accounts on your report. Dedicated In and Out will each have their own sections on the report after Income and Expense.

7. Click "Print" to generate your report. This will bring up the Print Preview, and if you want to export this report to Excel (or the spreadsheet program of your choice), in the bottom right corner of the preview window, you will see a button that looks like the Excel logo, click on that to send this report to Excel.

## Income Statement Use as the report title

**Finance year** **Period**

2022 November

**Books**

General Income - 01

Preschool - 02

**Responsibility**

(not assigned)

John Smith

**Church body**

(not assigned)

Finance

**Format** **Level of detail**

Period, year-to-date Major, minor, account

**Options**

Consolidate books by Major and Minor  Include Dedicated In / Out

Include inactive accounts

Exclude accounts with a zero balance

Hide account numbers

Sort accounts by name

**Font** **Scale**

(Default) 0 ?

Print Save

## Print Checks

Once you have written check transactions in Shepherd's Staff, unless the entry represented a check that you either have already written or plan to write by hand, you'll want to print that check out of Shepherd's Staff. The steps below will walk you through this process:

**Note:** We recommend using [Print Revolution](#) (formerly known as Forms Plus) as a check stock provider for printing checks. Print Revolution offers check stock that is specifically designed to work with Shepherd's Staff.

**Note:** Only checks in the pending status can be printed.

1. In the Finance module, click on "Other Reports" and then click "Print Checks"
2. Select the book you want to print checks from in the "Books" field, and the bank account the check will be coming from in the "Bank account" field.
3. The "Starting number" will determine what the check number will be on the first (or only) check you print out. Each check you print out after this one in the sequence will be incremented up by 1.
4. The "Check date" determines the date that the check(s) will be posted for within Shepherd's Staff, this date will also be printed on the check(s).
5. Next, you'll be presented with several options for your check. Each option is explained below:
  - Print the total amount in words - This option prints the check amount on each check out in words, i.e. "One hundred" for 100.
  - Include "Dollars" and "Cents" - This option, when used in conjunction with the previous option, will include the words Dollars and Cents after the words.
  - Boldface the name and address - Change the Name and Address fields on the check to be printed in bold instead of a standard font.
  - Hide heading on top stub - On the top stub of a check, this will hide the column headings for the line items listed on the stub.
  - Canada CPA format - This alters the check format to be compliant with the Canadian CPA format checks.
  - Show deductions as negative - On the check stubs, any liabilities that have been entered as negatives to represent deductions, for example on a paycheck, will be shown as negative numbers.



- Do not print the memo line - This option prevents the memo line from printing on the check
6. The "Check position" field defaults to "Middle of page" checks where there's a stub for the check printed both above and below the check, but you can also select the "Top of page" option to print off a check where the check is on the top part of the page, and you have two stubs below it, if your check forms are set up in this way.
  7. The Printer and Paper Source fields allow you to select which printer and which tray on your printer you want to print these checks from.
  8. The "Adjust print position" section allows you to adjust the margins on your check printout to better fit your checks. You can adjust the top, left, and bottom margins. As you increase the Top margin, the bottom margin will be decreased. Each number represents a 1/10th of an inch adjustment. The top margin margin can be set between 3/-3, as can the left margin. The bottom margin can be set to 4/-4.
  9. The grid at the bottom of the window will show you all pending checks, with their payee, memo and total amount. If you want a check to be included in your printing, make sure the checkbox in the "Print?" column is checked for that check.
  10. Click "Preview" to see a preview of what will be printing onto your check stock. Clicking the "Checklist" button will provide you with a report that will show you a list of all your checks you have set to print.
  11. Click "Print" to print your checks.
  12. The next window will let you confirm if your checks printed correctly. If all of your checks printed onto your check stock properly, make sure the "All of my checks printed correctly" option is selected. If none of your checks printed right, or you want to cancel out of check printing, choose "None of my checks printed correctly, or I want to Cancel". Finally, if some of your checks printed right, but there were mistakes on other checks, choose "Only some of my checks printed correctly" and in the grid below, check off the checks that printed off properly. When finished, click Continue.
  13. Any checks that have been designated as printing correctly will be removed from the check printing grid.

# Print checks

**Book** General Income - 01 **Bank account** Central Trust Checking (011-01-01-01) **Starting number** 5714 **Check date** 5/8/2024

**Options**

<input type="checkbox"/> Print the total amount in words	<input type="checkbox"/> Do not print the memo line
<input type="checkbox"/> Include "Dollars" and "Cents"	<input type="checkbox"/> Show calendar year-to-date totals
<input type="checkbox"/> Boldface the name and address	
<input type="checkbox"/> Hide heading on top stub	
<input type="checkbox"/> Canada CPA format	
<input type="checkbox"/> Show deductions as negative	

**Adjust print position**

Top

Left

Bottom

**Check position** Middle of page **Printer** (default) **Paper source** (default)



Print?	Payee	Memo	Amount
<input type="checkbox"/>	Allied Trash & Recycling	Trash Bill	\$100.00
<input checked="" type="checkbox"/>	Allied Trash & Recycling	Trash Bill	\$100.00

## Payment Register

The Payment Register report provides you with a listing of all payments within a specified time period. You can filter this report in many different ways, including by Bank Account, Payment Method, or if a payment references a specific account. This report can be helpful to provide a detailed record of payments that occurred over a specified period of time.

1. To access the Activity - Payment Register report, open the Finance module and then click "Other Reports". Then click on "Activity - Payment Register".
2. Select which book you're wanting to review in the "Book" drop list.
3. In the "Date range" field, set the date range you want to look at the transactions for.
4. In the "Bank accounts" section, select which bank accounts you want to see the payments for by checking or unchecking the accounts you're interested in.
5. In the Payment method field, you can select which payment type you want to see on your report, either Check, EFT, Charged or you can select (all) to see each of the payment types.
6. In the "Referencing this account" field, you can pick a specific non-asset account that was used in the payments you're looking for.
7. The "Sort by" field will let you choose how you want your report sorted. Options include by date, document number, payment method and payee.
8. There are a couple options for this report, described below:
  - Hide line items - This will provide you with a version of the report that only shows summary information about each payment, line items are hidden.
  - Subtotal by month and year - This will also provide you with a report that only shows summary information, but it will provide a subtotal at the end of each month of your report.
9. Click "Print" to generate your report. This will bring up the Print Preview, and if you want to export this report to Excel (or the spreadsheet program of your choice), in the bottom right corner of the preview window, you will see a button that looks like the Excel logo, click on that to send this report to Excel.

# Payment Register

Use as the report title

Book

General Operations - 01

Date range

1/1/2023 to 12/31/2023

Bank / charge accounts

Hide inactive

- Central Trust Checking (011-01-01-01)
- Central Trust Savings (011-01-02-01)
- Farmers Money Market (011-02-02-01)
- Farmers Savings Account (011-02-01-01)
- Petty Cash (011-03-01-01)

Payment method

(all)

Referencing this account

(any)

Sort by

Date

Options

- Hide line items
- Subtotal by month and year

L.O.

Font

(Default)

Scale

0

 Print

 Save

## Receipt Register

The Receipt Register report provides you with a listing of all receipts within a specified time period. You can filter this report in a few different ways, including by Bank Account or if a receipt references a specific account. This report can be helpful to provide a detailed record of receipts that occurred over a specified period of time.

1. To access the Activity - Receipts Register report, open the Finance module and then click "Other Reports". Then click on "Activity - Receipts Register".
2. Select which book you're wanting to review in the "Book" drop list.
3. In the "Date range" field, set the date range you want to look at the transactions for.
4. In the "Bank accounts" section, select which bank accounts you want to see the receipts for by checking or unchecking the accounts you're interested in.
5. In the "Referencing this account" field, you can pick a specific non-asset account that was used in the receipts you're looking for.
6. The "Sort by" field will let you choose how you want your report sorted. Options include by date, document number, and vendor.
7. There are a few options for this report, described below:
  - Hide line items - This will provide you with a version of the report that only show summary information about each receipts, line items are hidden.
  - Subtotal by month and year - This will also provide you with a report that only shows summary information, but it will provide a subtotal at the end of each month of your report.
  - Only receipts with a vendor - This option will only include receipts that had a vendor assigned, this is useful for tracking down receipts used for refunds or credits.
8. Click "Print" to generate your report.

# Receipt Register

Use as the report title

## Book

General Operations - 01

## Date range

1/1/2023 to 12/31/2023

## Bank accounts

Hide inactive

- Central Trust Checking (011-01-01-01)
- Central Trust Savings (011-01-02-01)
- Farmers Money Market (011-02-02-01)
- Farmers Savings Account (011-02-01-01)
- Petty Cash (011-03-01-01)

## Referencing this account

(any)

## Sort by

Date

## Options

- Hide line items
- Subtotal by month and year
- Only receipts with a vendor

## Font

(Default)

## Scale

0



Print



Save

## Journal Entry Register

The Journal Entry Register report provides you with a listing of all journal entries within a specified time period. This report can be helpful to provide a detailed record of journal entries that occurred over a specified period of time.

1. To access the Activity - Journal Entry Register report, open the Finance module and then click "Other Reports". Then click on "Activity - Journal Entry Register".
2. Select which book you're wanting to review in the "Book" drop list.
3. In the "Date range" field, set the date range you want to look at the transactions for.
4. In the "Referencing this account" field, you can pick a specific account that was used in the payments you're looking for.
5. The "Sort by" field will let you choose how you want your report sorted. Options include by date, document number, and vendor.
6. There are a few options for this report, described below:
  - Hide line items - This will provide you with a version of the report that only shows summary information about each journal entry, line items are hidden.
  - Subtotal by month and year - This will also provide you with a report that only shows summary information, but it will provide a subtotal at the end of each month of your report.
  - Only journals with a vendor - This option will filter your report to only show transactions where a Vendor was specified.
7. Click "Print" to generate your report.

# Activity - Journal Entry Register

Use as the report title

**Book**  
General Income - 01

**Date range**  
1/1/2022 to 12/31/2022

**Referencing this account**  
(any)



**Sort by**  
Date

**Options**

- Hide line items
- Subtotal by month and year
- Only journals with a vendor

**Font**  
(Default)

**Scale**  
0

   
Print Save



## Advanced Report Settings

Some reports require some additional setup to classify your accounts into groups before they can be run. These groupings go beyond the groupings set up within your account numbers, and look into the purpose of these accounts. The Advanced Report settings window is where you can assign your accounts into these groupings.

1. To access the Advanced Report settings, click on "Other Reports" and then, click on one of either the "Statement of Activities", "Statement of Functional Expenses" or "Statement of Financial Position" reports, and then, click on the "Setup" button in the bottom right hand corner of the window.
2. The "Advanced report settings" window will appear. There are two tabs on this window, "Account settings" and "Group names". The "Account settings" tab is where you will select which accounts will go into which groups, and the "Group names" tab is where you can modify some of the names for your groups.
3. Starting with the "Account settings" window, you can choose what type of account you want to put into a group in the "Account type to set up" field.
4. You can search through your accounts using the [standard search and filter conventions](#).
5. Click on the account you want to place into a group on the grid, and then click "Edit" at the bottom of the grid to bring up the window where you can choose what group you want to place the account into. The groups will vary by account type. Dedicated accounts will need to be assigned to both an Income (Revenue) group and an Expense group.
6. Equity accounts cannot be placed into a group, but instead, when you edit an equity account in this window, you can designate if it is considered restricted or not.

You can also edit the names of these groupings for your accounts within the Advanced Report Settings window.

1. To access the Advanced Report settings, click on "Other Reports" and then, click on one of either the "Statement of Activities", "Statement of Functional Expenses" or "Statement of Financial Position" reports, and then, click on the "Setup" button in the bottom right hand corner of the window.
2. The "Advanced report settings" window will appear. On this window, click on the "Group names" tab.
3. The Group names window is broken up into four sections, Asset groups, Liability groups, Income (revenue) groups and Expense groups. If there's a group name you would like to change, click the "Group" field in the appropriate area, and select the group name you would like to change. There are

some group names that cannot be changed, if this is the case, you will see a notice at the bottom of the section which reads "This group cannot be renamed".

4. After you select the group, in the "Change to" field, type in what you would like to rename the group you selected in the "Group" box to.

5. Click the "Save" button for the account type you made the change in.

### Report settings ? [Close](#)

These financial reports are customized, allowing you to determine where amounts appear on each report to most accurately display your church's financial situation. Select each account type, and then edit each account of that type and pick the appropriate group and/or restriction. Group names can be customized to meet your church's needs.

Account type to set up  
Asset

Account settingsGroup names

Search  and

Book (all) Filter (none)

Number	Name	Major group	Minor group	Asset group
▶ 011-01-01-01	Central Trust Checking	Central Trust	Checking	(not assigned)
011-01-02-01	Central Trust Savings	Central Trust	Savings	(not assigned)
011-02-01-01	Farmers Savings Account	Farmers Bank	Savings	(not assigned)
011-02-02-01	Farmers Money Market	Farmers Bank	Money Market	(not assigned)
011-03-01-01	Petty Cash	Miscellaneous	Cash	(not assigned)

Edit Export5

## Statement of Activities

The Statement of Activities report will provide you with a summary, by account grouping or by individual accounts, of all activity on your income, expense and dedicated accounts. In order to use this report, you must first organize your accounts into groups in the [Advanced Report Settings](#) window. This report is useful for seeing groupings of your church's income and expense accounts, to see where your church may be under or overperforming. This report also breaks down income and expense into categories of "Without Donor Restrictions" and "With Donor Restrictions". Anything that is under the "With Donor Restrictions" category is a part of a dedicated account.

1. You can access the Statement of Activities report by clicking "Other Reports" and then click "Statement of Activities".
2. Select the year you are running the report for in the "Finance year" field.
3. You can choose which Book/Fund's accounts will be included on your report in the "Books" or "Funds" field by checking or unchecking the different books or funds you want to include.
4. The "Level of Detail" field will let you choose if you want to see just the totals for each group, or if you also want to see the individual accounts under those groups by choosing "Normal" or "Account" respectively.
5. Click "Print" to print your report.

# Statement of Activities

Use as the report title

Finance year

2023

Books

- General Income - 01
- Preschool - 02

Level of detail

Normal

Font: (Default) Scale: 0

Setup Print Save

## Christ Community Church STATEMENT OF ACTIVITIES

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES AND OTHER SUPPORT</b>			
(not assigned)	\$ 0	\$ 2,000	\$ 2,000
Contributions of cash and other financial assets	147,995	500	148,495
Net assets released from restrictions	2,000	(2,000)	0
Total revenues and other support	149,995	500	150,495
<b>EXPENSES</b>			
(not assigned)	(34,000)	0	(34,000)
Program services	121,181	0	121,181
Management and general	15,987	0	15,987
Fundraising	3,031	0	3,031
Total expenses	106,199	0	106,199
Change in net assets	43,796	500	44,296
<b>Net assets, beginning of year</b>	552,275	30,000	582,275
<b>Net assets, end of year</b>	\$ 596,071	\$ 30,500	\$ 626,571

## Statement of Functional Expenses

The Statement of Functional Expenses provides you with a breakout of expenses by minor group, and optionally by account, organized into the account groups you set up in Advanced Report Settings. Because of this, you must first organize your accounts into groups in the [Advanced Report Settings](#) window. This will let you understand the different functions that your accounts are serving and show you the different ways your church might be spending money.

1. You can access the Statement of Functional Expenses by clicking "Other Reports" and then click "Statement of Functional Expenses".
2. Select the year you are running the report for in the "Finance year" field.
3. You can choose which Book/Fund's accounts will be included on your report in the "Books" or "Funds" field by checking or uncheck the different books or funds you want to include.
4. The "Level of Detail" field will let you choose if you want to see just the totals for each group, or if you want to see the individual accounts under those groups by choosing "Normal" or "Account" respectively.
5. Click "Print" to print your report.

# Statement of Functional Expenses

Use as the report title

Finance year

2023

Books

- General Income - 01
- Preschool - 02

Level of detail

Account

Font

(Default)

Scale

0



Setup

Print

Save

## Statement of Financial Position


The Statement of Financial Position report provides a summary, by account grouping, or by individual accounts, of your Asset, Liability and your Net Asset accounts over the selected year and the previous year. In order to use this report, you must first organize your accounts into groups in the [Advanced Report Settings](#) window. Net Assets are your equity and dedicated accounts, and are broken out into two categories, with and without donor restrictions. All dedicated accounts are considered to have donor restrictions, while equity accounts, if designated as restricted in the Advanced Report Settings, will be considered to have donor restrictions, otherwise, they will be considered to be without donor restrictions. This report is good for showing you year-to-year changes in different areas of your finances.

1. You can access the Statement of Financial Position report by clicking "Other Reports" and then clicking "Statement of Financial Position".
2. Select the year you're running the report for in the "Finance year" field.
3. You can choose which Book/Fund's accounts will be included on your report in the "Books" or "Funds" field by checking or unchecking the different books or funds you want to include.
4. The "Level of Detail" field will let you choose if you want to see just the totals for each group, or if you also want to see the individual accounts under those groups by choosing "Normal" or "Account" respectively.
5. Click "Print" to print your report.

# Statement of Financial Position

Use as the report title

## Finance year


2023 

## Books




- General Income - 01
- Preschool - 02

## Level of detail

Normal 

Font

(Default) 

Scale

0  

  
Setup

  
Print

  
Save



CHRIST COMMUNITY CHURCH  
**STATEMENT OF FINANCIAL POSITION**

	<u>20XX</u>	<u>20XX</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 617,891.00	\$ 617,791.00
Total assets	<u>617,891.00</u>	<u>617,791.00</u>
 <b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Current liabilities	<u>20,375.00</u>	<u>20,375.00</u>
Total liabilities	<u>20,375.00</u>	<u>20,375.00</u>
 <b>NET ASSETS</b>		
Without donor restrictions	\$566,916.00	\$566,916.00
With donor restrictions	<u>30,600.00</u>	<u>30,500.00</u>
Total net assets	<u>597,516.00</u>	<u>597,416.00</u>
Total liabilities and net assets	<u>\$ 617,891.00</u>	<u>\$ 617,791.00</u>

## Treasurer's Report

The Treasurer's Report is a report format that allows you to compare your budget figures to your account actuals over a specified time period. However, the Treasurer's Report is a flexible report, and allows you to look at just your actuals over a time period as well, and is also capable of comparing multiple fiscal years.

1. To access the Treasurer's Report, in the Finance module of Shepherd's Staff, click on "Other Reports" and then click "Treasurer's report".
2. You can set the time period for this report using the "Finance Year" field to set the year for the report and the "Period" field to set the month on the report.
3. You can filter which accounts should be included on this report by using the "Book" field to filter which books should be included on the report. You can also filter by responsibility and church body codes by checking or uncheck the options in the "Responsibility" and "Church Body" fields respectively.
4. The Format field will let you determine how your report is laid out. Several options are available and you can also create your own format by selecting the "Custom Report" option. If you select this option, the "Column" and "For" sections will light up. Here, you can select what data you want to view in each column, and over what time period (if relevant) in the "For" column.
5. The "Level of detail" field will determine how your accounts are grouped on your report. You can show your report grouped by Major Group, Minor Group and Account, in different variations.
6. The Treasurer's Report includes several different options, depending on which format of report you have selected in the "Format" field. These options are outlined below:
  - Consolidate books by Major and Minor - If you're running a treasurer's report for multiple books at once, this will group accounts by major and minor groups, even across books. This means that you'll see accounts from one book, side-by-side with accounts from another book, if they share the same major or minor groups.
  - Include inactive accounts - When checked, this option will include accounts on your report that have been marked as inactive.
  - Exclude accounts with a zero balance - When checked, this will make sure any account that is not currently carrying a balance is excluded from your report.
  - Hide account numbers - When this option is checked, the account numbers on the report will not be displayed, accounts will only be referred to by name.
  - Sort accounts by name - When checked, this will sort accounts by name only within their account type, instead of account number.

- Include Dedicated In/Out - When selected, this option will include dedicated accounts on your report. Dedicated In and Out will each have their own sections on the report after Income and Expense.
- Include current bank balances - When selected, this includes a section before the summary at the end of the report that shows each of your bank accounts, their beginning balances, the change that has occurred on each account and the balance as of the end of the selected time period.
- Use "this year"/"last year" in heading - When selected, this will swap out showing the name of the current or previous fiscal year in the headings of the report with "This year" and "Last year" instead. For example, showing "Actual as of July this yr." instead of "Actual July 2024"

7. Click "Print" to generate your report. This will bring up the Print Preview, and if you want to export this report to Excel (or the spreadsheet program of your choice), in the bottom right corner of the preview window, you will see a button that looks like the Excel logo, click on that to send this report to Excel.

### Treasurer reports Use as the report title

**Finance year** **Period**

2024 August

Use as the report title

**Books**

General Income - 01

Preschool - 02

Test Book - 03

**Responsibility**

(not assigned)

Joe Schmoie

**Church body**

(not assigned)

Finance

**Format**

Treasurer's report

**Level of detail**

Major, minor, account

**Page break**

(normal)

**Options**

Consolidate books by Major and Minor

**Include inactive accounts**

Exclude accounts with a zero balance

Hide account numbers

Sort accounts by name

Include Dedicated In / Out

Include current bank balances

Use "this year" / "last year" in heading

Column	For
1. Actual	Period
2. Actual	Year-to-date
3. Budget	Year-to-date
4. (blank)	
5. Pct. col. 2 divided by col. 3	Percent of Budget

Font: (Default)

Scale: 0

## Vendor Activity and Summaries

The Vendor Activity and Summaries report is designed to show you information about your Vendors over a selected time period. While Shepherd's Staff does not produce W-2's or 1099's itself, the system can produce reports that will help you produce these for your employees and vendors. This view can also help provide you with a multi-year summary of your vendors, and find out which vendors haven't been utilized during a time period.

1. You can access the Vendor activity and summaries report by clicking on the "Other Reports" tab in the Finance module, and then, click on "Vendor activity and summaries" on the list of reports at the left side of the window.
2. First, set the date range for this report in the "Activity from" field. Clicking the circular arrow by the left box of the date range will cycle through some pre-determined date ranges.
3. The "Type" field will show you a list of all the different vendor types. Only the vendor types that are checked off will be represented in your report.
4. The "Format" field will let you choose which version of this report you will run. There are four options:
  - Summary / W2 information - This format will show each vendor, the address for that vendor, and an account summary for the time period, for each account that was used in a transaction for that vendor. If your date range spans multiple years, and an account was used in both years, then you will see a separate line for each year that account was used.
  - Activity detail - This format will show each vendor, and each transaction that was applied to that vendor within the time period you have selected. A date, transaction type, document number, amount, status and memo will be shown for each transaction, as well as a total for the time period.
  - Three-year summary - You must have a date range that spans 3 years set to see figures from each year on this report. This report will show for each vendor a total of payments and receipts for each year of the report, as well as a count, showing you the number of payments and receipts that were entered for this vendor for the final year of the report. This format will also show the total of all journal entries for each year of the report, as well as a count on the number of journal entries for the final year of the report.
  - No activity in the date range - This format will show all the vendors who had no transaction activity within the date range of the report. This report will show the contact information for the vendor, including phone number and email address. This report will also show the last activity for each vendor as well.

5. The "Vendor" field will let you select a single vendor if you want to run your report for just a single vendor, instead of all vendors within the types you selected.
6. The "Filters" section contains four options, which will affect which vendors appear on your reports. These options are:
  - o Vendors requiring a 1099 be sent - When checked, this option will make it so only vendors who have the "This vendor receives a Form 1099" box checked on their record will appear in your report.
  - o Minister of the Gospel - When checked, this option will make it so only vendors who have the "This vendor is a Minister of the Gospel" box checked on their record will appear in your report.
  - o Include inactive vendors - When checked, this option will make it so vendors who have been designated as inactive in their record will appear in your report.
  - o Only vendors with activity - When checked, this option will only show vendors who have transactions associated with their vendor record within the selected time period on your report. This option is not available when using the "No activity in the date range" format.
7. Click "Print" to generate your report.

### Vendor activity and summaries Use as the report title

**Activity from**  
1/1/2023 to 12/31/2023

**Type**

- Agency
- Business
- Church
- Employee
- Government
- Member
- Other person

**Format**      **Vendor**

Summary / W2 information      (all)

**Filters**

- Vendors requiring a 1099 be sent
- Minister of the Gospel
- Include inactive vendors
- Only vendors with activity

Font: (Default)      Scale: 0

Print      Save

## Vendor Directory

The Vendor directory report allows you to prepare a list of all or some of your vendors for easy reference and review. This report can also provide this information in rotary card format.

1. To access the Vendor Directory, in the Finance module, click on "Other Reports" and then click "Vendor directory".
2. You can select which type of vendors you want included in your directory by checking or unchecking the different vendor types in the "Type" field.
3. In the "Type" drop list, you can choose the format you want for this report. The options are described below:
  - Directory - This format will show each vendor and provide their name, contact information and any options selected in the "Include" section as well as their Vendor Type, one row per vendor.
  - Rotary card: Avery 5385 (2 1/6" x 4") - This option will prepare each vendor's name, contact information, and any options selected in the "Include" section in a rotary card format.
  - Rotary card: Avery 5385 (3" x 5") - Same as above, but the cards are a little larger.
4. If you're wanting to select just a single vendor to run this report for, you can select that vendor in the "Vendor" field.
5. The "Include" section allows you to include additional information about your vendors, including Contacts, Customer Number, Tax ID, and Discounts and Ordering info. You can also choose to include Inactive vendors by checking the "Inactive Vendors" box.
6. Click "Print" to generate your report.

# Vendor directory

Use as the report title

## Type



- Agency
- Business
- Church
- Employee
- Government
- Member
- Other person

## Format

Directory

## Vendor

(all)

## Include



- Inactive vendors
- Contacts
- Customer number
- Tax ID
- Discounts and ordering info

## Font

(Default)

## Scale

0



Print



Save

## Vendor Labels

In order to reach out to your vendors, especially for sending payment in the form of a check, you will need to be able to prepare mailing labels. The Vendor Labels report provides you a method of quickly and easily preparing mailing labels for your vendors.

1. To access the Vendor Labels report, click on the "Other Reports" tab within the finance module, and select "Vendor labels" from the list of reports on the left hand side of the window.
2. The "For printed checks dated" checkbox field, if checked, allows you to set a date. When this date is set, this report will only generate labels for vendors who have a check written for them on that particular date. Make sure this box is unchecked when preparing your labels if you do not want to use this feature.
3. The "Type" field, allows you to select which types of vendors you want to prepare mailing labels for. Make sure only the vendor types you want to prepare labels for are checked off.
4. The "Format" field allows you to select what size labels you will be loading into your printer to generate these labels. In addition to three different Avery style labels, this report also allows you to print directly onto either a #9 commercial or #10 standard envelope.
5. The "Vendor" field allows you to select either all, or just one particular vendor to print a label for.
6. The "Include" field provides you with two options. They are:
  - Inactive vendors - This option, when checked, will make it so this report will also generate labels for vendors that have been marked as inactive.
  - Labels in all caps - This option, when checked, will make sure all text on the mailing label appears in all capital letters. This is needed for some bulk mailing options.
7. The "Skip labels" field will let you designate that you are missing labels at the top of your first label sheet. By doing this, the report will not try to print labels onto the places on the label sheet where you are missing labels.



# Vendor labels

For printed checks dated



## Type

- Agency
- Business
- Church
- Employee
- Government
- Member
- Other person

## Format

Avery 5161/5261, 2 across, 10 down

## Vendor

(all)

## Include

- Inactive vendors
- Labels in all caps

## Skip labels

2

## Font

(Default)

## Scale

0



  
Print

  
Save

## Finance Tools/Settings

The "Tools/Settings" tab of the Finance module in Shepherd's Staff contains options that will affect your finance module as a whole. There are separate articles for the tools under Finance year, Bank statement and Other tools respectively, however, this article will focus on the options under "Settings" and "User-specific settings".

**Note:** To utilize any of these settings or tools, you must have supervisor level access to the Finance module.

### Settings:

To utilize any of the options in the "Settings" box, first, check the box next to "Settings".

**Finance Year** - This option will let you change your finance year without using the "Close finance year" or "Reopen finance year" utilities. To change your finance year, change the date in the leftmost box of the finance year box to the beginning of the finance year you want to move to.

**Sales tax rate** - This option will set the Sales tax rate that is used within the Accounts Receivable system, when an item or fee has been designated as being taxable. The rate you set will then be applied to the price of the item or fee when it is used in a transaction.

**Notify me** - This option will let you set a number of days before a recurring transaction comes due that Shepherd's Staff will provide you with a reminder in the "Warnings and reminders" section in the Shepherd's Staff central window.

**Term to use for a set of accounts** - This is a setting that will determine how Shepherd's Staff refers to a set of accounts, either as a "Book" or a "Fund". For more information, see our article on [Books and Funds](#).

### User-specific settings:

The option in this box only applies to the specific user that is signed in currently.

**Start up book/fund** - This setting will determine what book or fund is selected as the default book or fund in all views within the Finance module



Activity



Accounts



Receivables



Plan / Analyze



Other Reports



Tools / Settings

**Settings**

Save

Finance year  to  2023

Sales tax rate  %

Notify me  days before recurrent transactions are due.

Term to use for a set of accounts

**User-specific settings**

Start up book

**Finance year**

Start

- Close finance year '2023'
- Reopen finance year '2022'

**Bank statement**

- Bank statement reconciliation
- Reopen the last reconciliation
- Reprint a reconciliation report

**Other tools**

- Clean up your finance data
- Combine transactions for two vendors
- Recalculate beginning balances

## Changing the Finance Year from a Calendar Year to a Fiscal Year

With the changes made to the Finance Module in the 9.0 update, how you change from a Calendar Year to a Fiscal year and vice versa in the software is different compared to the prior version.

For example, let say you are currently in 2024 and your current finance year in Shepherd's Staff is 1/1/2024 to 12/31/2024 but you want to change it to 7/1/2024 to 6/30/2025 instead. Here is what you would need to do.

1. You will want to enter all your Finance Data up to the starting date for the finance year you want to change to. For example, since we are wanting to go to 7/1/2024 as our start date we will want to only enter in finance data up to 6/30/2024. You will not want to enter in any data after this point.
2. On "7/1/2024" close the Finance year 2024 which will open finance year 2025 with the dates of "1/1/2025 to 12/31/2025".
3. Run the Year-End Reports for the prior finance year. This will be a shortened year and you will want to document that somewhere.
4. After the reports have been run, you will then want to go to Tools / Settings in Finance to change the finance year from "1/1/2025 to 12/31/2025" to "7/1/2024 to 6/30/2025" by checking the Settings Check box and editing the Finance Year.
5. Once the Finance year has been changed you can now begin recording your data for Finance year '2025'.

To make changes to the Finance Year for Shepherd's Staff you will need to have Supervisor Access to the Finance Module.

## Close Finance Year

The "Close finance year" utility will perform the necessary functions to close your current fiscal year and open the new one. Specifically, this utility will create the beginning balances for your next fiscal year by taking your ending balances from your current fiscal year and making those the beginning balances for your new fiscal year for your Asset, Liability, Equity and Dedicated accounts. As for your income and expense accounts, this utility will make sure that these accounts start the new fiscal year at a 0 dollar balance. When you close your finance year, you can no longer make any changes to any transactions from that finance year you closed, you cannot void any transactions from that finance year, and you cannot create any new transactions within that finance year.

It is highly recommended before you run this utility that you create a backup of your Shepherd's Staff database. For instructions on how to make a backup of your database, check out our article on [Backing up your Database](#).

**Note:** Your login must have supervisor privileges' to the Finance module in order to run this utility.

1. Click on the "Tools/Settings" tab in the Finance module, and then click on the radio button for "Close finance year 'XXXX'" where 'XXXX' is your current finance year, and then click "Start".
2. A window will appear warning you to make a backup of your database. If you have already made a backup, click "Yes". If you have not made a back up yet, make a backup of your database, and then return to this window and click "Yes".
3. A window will appear letting you know that you've advanced your finance year. Clicking OK will close the Finance module, and when you reopen the Finance module, you'll be in your new Finance year.

**Finance year**

Start

- Close finance year '2023'
- Reopen finance year '2022'

**Bank statement**

- Bank statement reconciliation
- Reopen the last reconciliation
- Reprint a reconciliation report

**Other tools**

- Clean up your finance data
- Combine transactions for two vendors
- Recalculate beginning balances

## Reopen Finance Year

Shepherd's Staff gives you the ability to reopen a closed finance year. When you close your finance year, it makes it so that you can no longer create, edit, or delete transactions from the finance year you just closed. While this is what you will want to do once you have finished entering all the transactions from that finance year, you might occasionally find that you missed a transaction from a previous finance year, or an adjustment needs to be made on a transaction from that year.

This feature should be used carefully. We recommend only using this utility if you have not yet issued reports for your new finance year. If you go back and make changes, you should prepare and issue new year-end reports to your congregation to accurately reflect the changes you have made. Otherwise, adjustments should be made in your current finance year to account for these changes.

It is highly recommended before you run this utility that you create a backup of your Shepherd's Staff database. For instructions on how to make a backup of your database, check out our article on [Backing up your Database](#).

**Note:** Your login must have supervisor privileges to the Finance module in order to run this utility.

1. Click on the "Tools/Settings" tab in the Finance module, and then click on the radio button for "Reopen finance year 'XXXX'" where "XXXX" is your previous finance year, and then click "Start".
2. A window will appear, reminding you to make a backup of your database. If you have already made a backup, click "Yes". If you have not made a backup yet, make a backup of your database, and then return to this window and click "Yes".
3. A window will appear letting you know that you've reopened your previous finance year. Clicking OK will close the Finance module, and when you reopen the Finance module, you'll be in your new Finance year.

**Finance year**

Start

- Close finance year '2023'
- Reopen finance year '2022'

**Bank statement**

- Bank statement reconciliation
- Reopen the last reconciliation
- Reprint a reconciliation report

**Other tools**

- Clean up your finance data
- Combine transactions for two vendors
- Recalculate beginning balances



## Bank Statement Reconciliation

The Bank Statement Reconciliation utility is a way for you to double-check your transactions that you have entered into Shepherd's Staff against what your bank has applied to your bank account. Shepherd's Staff accomplishes this task by taking the beginning balance from your bank statement, applying each transaction you have marked as clearing the bank to that balance, and providing you with an ending balance, which when compared to your bank statement, should match.

Typically, bank reconciliations are performed for one bank statement at a time, which usually spans one month, and it is recommended that you only attempt to reconcile one month at a time. However, when setting up your bank reconciliation, you'll be asked to put in the beginning date and ending dates from your bank statement. These dates make up the date range of transactions that Shepherd's Staff will show you when running your Bank Statement Reconciliation. Note that the dates you see on your bank statement can vary from what they show in Shepherd's Staff, because the bank will show the date that these transactions cleared the bank, whereas in Shepherd's Staff, you are showing the original transaction date. For most transactions, this will be a small variance, typically within a day or two, but for some transactions, especially checks, this variance can be larger, as with a check, you are depending on the recipient of the check to get the check to the bank.

It is because of this date variance that you will not necessarily mark every transaction as being cleared within the date range you set up, because some of the transactions that Shepherd's Staff shows you will not end up clearing the bank until the next month. This is also why when you set up the date range for the reconciliation, you will not necessarily set the beginning of the date range to be the first date of the month you're reconciling. You may have transactions outstanding from a previous month. Typically, these will be checks, so, a good way of finding out what date you need to set your beginning date to for your reconciliation is to find the lowest check number on your bank statement, and then look up what date you entered that into Shepherd's Staff. This would then be the beginning date of your bank statement. While this is not a totally fool-proof method, this will usually make it so you see only the appropriate transactions for the month you are trying to reconcile.

**Note:** You must have supervisor level access to the Finance module in order to use this utility.

1. To access the Bank Statement Reconciliation utility, in Finance, click on the "Tools/Settings" tab, and then click the radio button for "Bank statement reconciliation". After you do that, click the "Start" button.
2. Select the bank account you want to reconcile in the "Bank account" field. Only asset accounts that have the "This is a bank account" box checked on the record for the account will appear in this field.

3. Set the beginning date of your bank statement in the "Beginning date" field. This field will determine how far back the bank statement reconciliation utility will go to show you transactions.
4. Set the beginning balance from your bank statement in the "Beginning balance" field. This balance will also show in the "Beginning statement balance" section of the "Reconcile with activity in Shepherd's Staff" section of the utility.
5. Set the date of the last transaction on your bank statement in the "Ending date" field. This field determines the last date the bank statement reconciliation utility will show transactions for.
6. Set the ending balance from your bank statement in the "Ending balance" field. This balance will also show in the "Ending statement balance" section of the "Reconcile with activity in Shepherd's Staff" section of the utility.
7. You will be presented with a listing of all your uncleared transactions that fall within the date range you set up in the "Beginning date" and "Ending date" fields. For each transaction, you will be able to see the transaction type (R for receipt, P for payment, and J for journal entry), document number, date, Amount (If the transaction had a negative effect on the bank balance, it will be shown in parentheses), a cleared column, a transaction description, and a vendor for the transaction. Checking the box on the "Cleared?" column will designate that transaction as clearing the bank. You can do this by double clicking anywhere in the row, clicking on the row and pressing the space bar on your keyboard, or by clicking on the row, and then clicking the "Clear" button at the bottom of the grid.
8. As you mark transactions as being cleared, the amount of the transaction you cleared will be added to (or subtracted from) the appropriate section (Payments, Receipts, Journal entries) of the "Reconcile with activity in Shepherds' Staff" section.
9. You can search for specific transactions in the "Search" box. You can search by Doc. #, description, or vendor.
10. If you need to make any changes to a transaction, click on it within the grid, and then click the "Edit" button. This will open the transaction so you can make changes to it. The transaction will be updated in the grid when you return to the bank statement reconciliation window.
11. The "Reconcile with activity in Shepherd's Staff" section will show the totals of each transaction type you marked as cleared. Before you mark any transactions on your reconciliation as being cleared, the "Difference" section will show you the amount difference between the beginning balance and ending balance you entered at the bank. As you mark transactions as being cleared, the amounts of these transactions will be added to the appropriate section of "Reconcile with activity in Shepherd's Staff" and will also change the Difference section accordingly. Payments will be subtracted from your beginning statement balance, Receipts will be added to your beginning statement balance, and journal entries will be added (if it caused an increase in your bank balance) or subtracted (if it caused a decrease in your bank balance). This will change the "Difference" field accordingly. In the end, your difference should get to \$0.00, which means that the transactions you have cleared make your balance between the bank and Shepherd's Staff agree with each other for the bank statement.

- L2. If you need to save your work on your reconciliation and come back to it later, click the "Save" button at the bottom of the grid. This will let you close the bank statement reconciliation window, and when you come back to it later, after you select the bank account you were reconciling, it will pick up right where you left off.
- L3. The "Export" button will let you export the reconciliation grid to a spreadsheet, and the "Print" button will let you generate a reconciliation report that will show you all the details of your reconciliation, including statement beginning and end dates, beginning and ending balances, cleared transaction totals, Difference, and each transaction on the reconciliation, and whether those transactions have been cleared or not.
- L4. Clicking the "Post" button will finalize your reconciliation. You can only post your reconciliation when your difference is at \$0.00. When you click post, this will change the status of all transactions you marked as cleared in the reconciliation as Cleared throughout the rest of the finance module. Cleared transactions can no longer be edited or voided.

Bank statement reconciliation

Bank account: 011-01-01-01 - Central Trust Checking

**Bank Statement Information**

Beginning date: 1/1/2017

Beginning balance: \$0.00

Ending date: 8/16/2023

Ending balance: \$0.00

**Reconcile with activity in Shepherd's Staff**

Beginning statement balance: \$0.00

Payments: \$0.00

Receipts: \$0.00

Journal entries: \$0.00

Ending statement balance: \$0.00

Difference: \$0.00

Type	Doc. #	Date	Amount	Cleared?	Description	Vendor
R	349	1/1/2017	\$6,480.00	<input checked="" type="checkbox"/>	Deposit from Batch #5	
R	468	1/6/2019	\$410.00	<input type="checkbox"/>	Deposit from Batch #1 part 2	
R	469	1/13/2019	\$395.00	<input type="checkbox"/>	Deposit from Batch #2 part 2	
R	470	1/20/2019	\$330.00	<input type="checkbox"/>	Deposit from Batch #3 part 2	
R	471	1/27/2019	\$300.00	<input type="checkbox"/>	Deposit from Batch #4 part 2	
R	519	12/29/2019	\$5,705.00	<input type="checkbox"/>	Deposit from 12/29/19	
P	5484	1/3/2022	(\$200.00)	<input type="checkbox"/>	Postage	Other Expense
P	5485	1/3/2022	(\$225.00)	<input type="checkbox"/>	Music Expenses	Other Expense
P	5486	1/3/2022	(\$80.22)	<input type="checkbox"/>	Vehicle Fuel	Other Expense
P	5487	1/7/2022	(\$1,140.84)	<input type="checkbox"/>	Salary	Teresa Carter
P	5489	1/7/2022	(\$779.09)	<input type="checkbox"/>	Salary	Rebecca Owens
P	5490	1/7/2022	(\$1,591.52)	<input type="checkbox"/>	Salary	Kent Williams
P	5491	1/7/2022	(\$779.09)	<input type="checkbox"/>	Salary	Derek Woods
P	5492	1/7/2022	(\$779.09)	<input type="checkbox"/>	Salary	Timothy Wright
P	5493	1/7/2022	(\$85.17)	<input type="checkbox"/>	Vehicle Fuel	Other Expense
P	5494	1/8/2022	(\$150.00)	<input type="checkbox"/>	Snow Removal	Midwest Snow Management
R	625	1/9/2022	\$8,010.00	<input type="checkbox"/>	Offering batch dated 1/9/2022	
P	5496	1/12/2022	(\$100.00)	<input type="checkbox"/>	Advertising	News Magazine Network

Edit Post Clear Save Export Print 267

## Reopen the Last Reconciliation

Shepherd's Staff will allow you to reopen the last reconciliation you posted. When you post a bank account reconciliation, every transaction that you marked as being cleared will essentially be locked. No edits can be made to those transactions, and those transactions cannot be voided or deleted. If you discover a mistake after you've reconciled a transaction, reopening your last reconciliation will let you get back into that transaction, even though it had previously been cleared. We recommend [making a backup of your database](#) before proceeding with this utility.

**Note:** You must have supervisor level access to the Finance module in order to use this utility.

1. In Finance, click on the "Tools/Settings" tab, click on the radio button for "Reopen the last reconciliation" and then click "Start".
2. The "Reopen the last bank statement reconciliation" window will appear. In the "Bank accounts with a statement reconciliation" field, select the bank account you want to undo the last reconciliation for. Only bank accounts that have had a bank statement reconciliation performed on them since upgrading to version 9.0 of Shepherd's Staff will appear in this field.
3. After selecting your bank account, the window will display information on the last reconciliation completed on this bank account, including the date of that reconciliation, the statement beginning and ending dates, as well as the statement beginning and ending balances.
4. Click the "Reopen" button. A window will appear asking you to confirm that you want to reopen your last reconciliation for this bank account. Click "Yes", and you'll receive confirmation that the last reconciliation has been reversed.

**Reopen the last bank statement reconciliation ...**



[Cancel](#)

This utility reopens (unposts) the last Bank Statement Reconciliation for the selected bank account.

We recommend making a database backup before continuing.

**Bank accounts with a statement reconciliation**

...

...

Reopen

## Reprint a Reconciliation Report

When running your Bank Account Reconciliation, you typically will want to print a reconciliation report before posting your reconciliation. If you miss this step, Shepherd's Staff does offer a way to reprint that report, even after the bank account reconciliation has been posted.

**Note:** You must have supervisor level access to the Finance module in order to use this utility.

1. In the Finance module, click the "Tools/Settings" tab, click on the radio button for "Reprint a reconciliation report", and then click "Start"
2. The "Reprint a bank statement reconciliation report..." window will appear. In the "Bank account" window, select which bank account you want to reprint a reconciliation report for. Only bank accounts that have had a reconciliation posted on them since updating to version 9.0 of Shepherd's Staff will appear in this field.
3. In the "Bank statement reconciliations for this account" section, click on the bank account reconciliation you want to print the report for.
4. Click "Print". This will bring up a preview of the bank account reconciliation report you selected. Click "Print" on the preview window to print your report.

Bank account

011-01-01-01 - Central Trust Checking

Bank statement reconciliations for this account

8/16/2023, posted by SYSADMIN, bank statement date range: 1/1/2017 to 8/16/2023

Print

## Charge Statement Reconciliation

The Charge Statement Reconciliation utility is a way for you to double-check the transactions that you have entered into Shepherd's Staff against what your charge account provider has applied to your charge account. Shepherd's Staff accomplishes this task by taking the beginning balance from your charge account statement, applying each transaction you have marked as clearing the charge account provider to that balance and providing you with an ending balance, which when compared to your charge statement, should match. Charge accounts are most typically credit cards, so this is how you would reconcile your credit card statements.

Typically, charge account reconciliations are performed for one charge account statement at a time, which usually spans one month, and it is recommended that you only attempt to reconcile one month at a time. However, when setting up your charge statement reconciliation, you'll be asked to put in the opening date and closing date from your charge account statement. These dates make up the date range of transactions that Shepherd's Staff will show you when running your Charge Statement Reconciliation. Note that the dates you see on your charge statement can vary from what they show in Shepherd's Staff because the charge account provider will show the date that these transactions cleared their system, whereas, in Shepherd's Staff, you are showing the original transaction date. For most transactions, this will be a small variance, typically within a day or two.

Because of this small variance, the opening date will not always be right at the start of each month you reconcile, and you may need to go back a few days to the end of the previous month to include all transactions needed on your Bank Statement Reconciliation.

**Note:** You must have supervisor-level access to the Finance module in order to use this utility.

1. To access the Charge Statement Reconciliation utility, in Finance, click on the "Tools/Settings" tab, and then click the radio button for "Charge statement reconciliation". After you do that, click the "Start" button.
2. Select the charge account you want to reconcile in the "Charge account" field. Only liability accounts that have the "This is a charge account" box checked on the record for the account will appear in this field.
3. Set the opening date of your charge account statement in the "Opening date" field. This field will determine how far back the charge statement reconciliation utility will go to show you transactions.
4. Set the opening balance from your charge account statement in the "Previous balance" field. This balance will also be shown in the "Previous statement balance" section of the "Reconcile with activity in



Shepherd's Staff" section of the utility.

5. Set the date of the last transaction on your bank statement in the "Closing date" field. This field determines the last date the charge statement reconciliation utility will show transactions.
6. Set the Ending balance from your charge account statement in the "New balance" field. This will also show in the "New statement balance:" field in the "Reconcile with activity in Shepherd's Staff" section of the utility.
7. You will be presented with a listing of all your unreconciled transactions that fall within the date range you set up in the "Opening date" and "Closing date" fields. For each transaction, you will be able to see the transaction type (R for receipt, P for payment, and J for journal entry), Action, document number, date, Amount (If the transaction decreased the charge account balance, it will be shown in parentheses), a "Reconciled?" column, a transaction description, and a vendor for the transaction. Checking the box on the "Reconciled?" column will designate that transaction as clearing the charge account provider. You can do this by double-clicking anywhere in the row, clicking on the row and pressing the space bar on your keyboard, or by clicking on the row, and then clicking the "Reconcile" button at the bottom of the grid.
8. As you mark transactions as being reconciled, the amount of the transaction you reconciled will be added to (or subtracted from) the appropriate section (Debt payments, Purchases, Receipts / advances, Interest and fees) of the "Reconcile with activity in Shepherds' Staff" section. (Receipts/ advances are created by making a journal entry that increases (Debits) an asset account as well as increases (Credits) the charge account. Interest and fees are recorded by making a journal entry that increases (Debits) an expense account and increases (Credits) the charge account).
9. You can search for specific transactions in the "Search" box. You can search by Doc. #, description, or vendor.
10. If you need to make any changes to a transaction, click on it within the grid, and then click the "Edit" button. This will open the transaction so you can make changes to it. The transaction will be updated in the grid when you return to the bank statement reconciliation window.
11. The "Reconcile with activity in Shepherd's Staff" section will show the totals of each transaction type you marked as reconciled. Before you mark any transactions on your reconciliation as being reconciled, the "Difference" section will show you the amount difference between the beginning balance and ending balance you entered at the bank. As you mark transactions as being reconciled, the amounts of these transactions will be added to the appropriate section of "Reconcile with activity in Shepherd's Staff" and will also change the Difference section accordingly. Debit payments will be subtracted from your previous statement balance, Purchases will be added to your opening statement balance, as well as Receipts/advances and Interest and fees. This will change the "Difference" field accordingly. In the end, your difference should get to \$0.00, which means that the transactions you have reconciled make your balance between the charge account provider and Shepherd's Staff agree with each other for the bank statement.

- L2. If you need to save your work on your reconciliation and come back to it later, click the "Save work" button at the bottom of the grid. This will let you close the charge statement reconciliation window, and when you come back to it later, after you select the charge account you were reconciling, it will pick up right where you left off.
- L3. The "Export" button will let you export the reconciliation grid to a spreadsheet, and the "Print" button will let you generate a reconciliation report that will show you all the details of your reconciliation, including statement opening and closing dates, opening and closing balances, reconciled transaction totals, Difference, and each transaction on the reconciliation, and whether those transactions have been reconciled or not.
- L4. Clicking the "Post" button will finalize your reconciliation. You can only post your reconciliation when your difference is at \$0.00. This will post your reconciliation. Unlike the Bank Account Reconciliation, this does not change the status of the reconciled transactions in the Status column, so you can still go back and edit these transactions, but they will not appear in the Charge Statement Reconciliation utility again.

Charge statement reconciliation

Charge account: 012-00-00-01 - Credit Card

Search:

Double-click or spacebar to reconcile / unreconcile.

Charge Statement Information

Opening date: 6/10/2024

Closing date: 6/14/2024

Previous balance: \$0.00

New balance: \$0.00

Reconcile with activity in Shepherd's Staff

Previous statement balance: \$0.00

Debt payments: \$0.00

Purchases: \$0.00

Receipts / advances: \$0.00

Interest and fees: \$0.00

New statement balance: \$0.00

Difference: \$0.00

Type	Action	Doc. #	Date	Amount	Reconciled?	Description	Vendor
P	Purchase	2	6/10/2024	\$100.00	<input type="checkbox"/>		Concordia Pub
P	Purchase	1	6/14/2024	\$150.00	<input type="checkbox"/>		AT&T Uverse -
P	Payment	1	6/14/2024	(\$250.00)	<input type="checkbox"/>		Visa

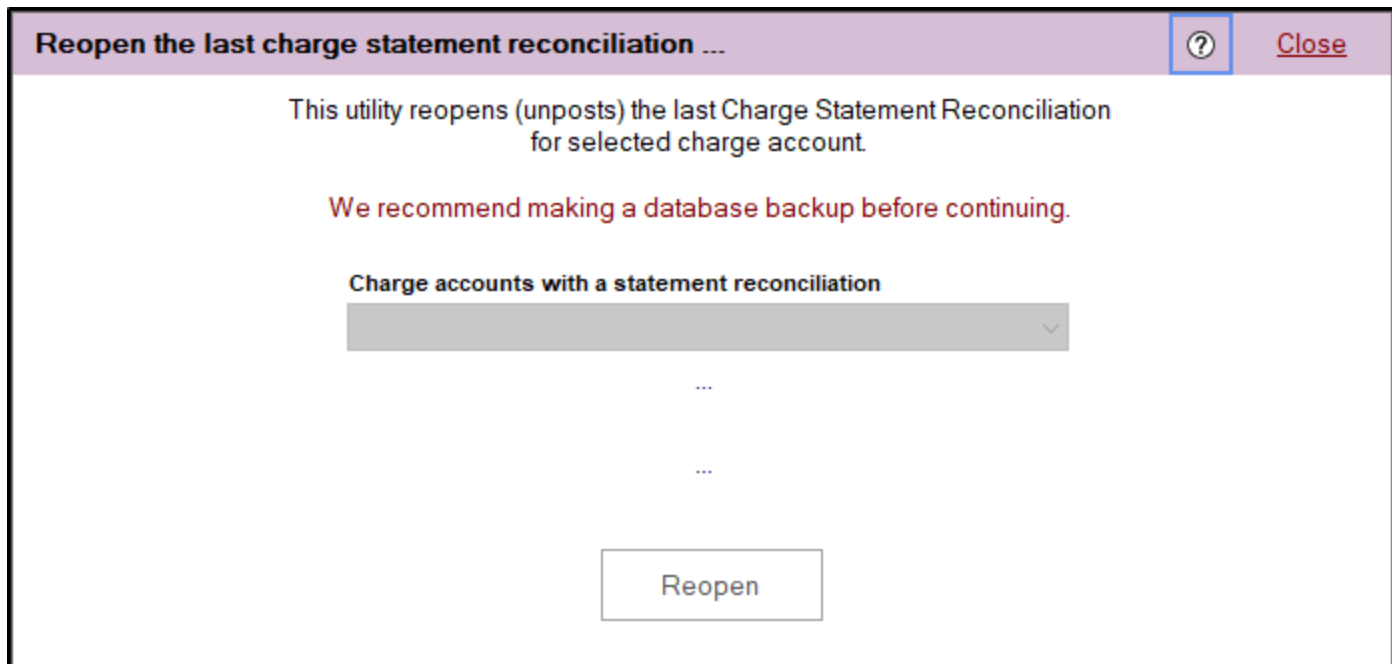
3

## Reopen Charge Statement Reconciliation

Shepherd's Staff will allow you to reopen the last charge statement reconciliation you posted. When you post a charge statement reconciliation, every transaction that you marked as being cleared will be locked. No edits can be made to those transactions, and those transactions cannot be voided or deleted. If you discover a mistake after you've reconciled a transaction, reopening your last reconciliation will let you get back into that transaction, even though it had previously been cleared. We recommend [making a backup of your database](#) before proceeding with this utility.

**Note:** You must have supervisor level access to the Finance module in order to use this utility.

1. In Finance, click on the "Tools/Settings" tab, click on the radio button for "Reopen the last reconciliation" in the "Charge statement" section of the Tools/Settings screen and then click "Start".
2. The "Reopen the last charge statement reconciliation" window will appear. In the "Charge accounts with a statement reconciliation" field, select the charge account you want to undo the last reconciliation for.
3. After selecting your charge account, the window will display information on the last reconciliation completed on this charge account, including the date of that reconciliation, the statement beginning and ending dates, as well as the statement beginning and ending balances.
4. Click the "Reopen" button. A window will appear asking you to confirm that you want to reopen your last reconciliation for this charge account. Click "Yes", and you'll receive confirmation that the last reconciliation has been reversed.



## Reprint a Charge Statement Reconciliation

When running your Charge Statement Reconciliation, you typically will want to print a reconciliation report before posting your reconciliation. If you miss this step, Shepherd's Staff does offer a way to reprint that report, even after the charge statement reconciliation has been posted.

**Note:** You must have supervisor level access to the Finance module in order to use this utility.

1. In the Finance module, click the "Tools/Settings" tab, click on the radio button for "Reprint a reconciliation report" under the "Charge statement" section , and then click "Start"
2. The "Reprint a charge statement reconciliation report..." window will appear. In the "Charge account" field, select which charge account you want to reprint a reconciliation report for.
3. In the "Charge statement reconciliations for this account" section, click on the charge account reconciliation you want to print the report for.
4. Click "Print". This will bring up a preview of the charge account reconciliation report you selected. Click "Print" on the preview window to print your report.

**Reprint a charge statement reconciliation report ...** ? [Close](#)

Charge account

Charge statement reconciliations for this account

Print

## Clean up your Finance Data

The "Clean up your finance data" utility will allow you to delete records permanently from your Finance module. This utility is not required to be run for year end. Typically, we do not recommend deleting data out of your financial records, as it can sometimes lead to a skewed perspective on your records. If you would like to run any of these utilities, it is strongly recommended that you [create a backup](#) of your database before you do so.

**Note:** You must have supervisor access to the Finance module to run this utility.

1. In the Finance module, click on the "Tools/Settings", click the radio button for "Clean up your finance data" and then click the "Start" button.
2. You will see a window appear asking you to confirm that you've made a backup of your database before you continue. Click "Yes", if you have made a backup of your database.
3. The "Cleanup data" option will appear. You will be presented with four options, each with a checkbox next to them. You can run multiple options at once, by checking each checkbox you want to use. The options are as follows:
  - Delete Payments, Receipts, Journal Entries, and Budgets prior to - This option will delete all transactions and budgets from before the selected finance year. Select the year you want to have act as your cutoff point, and then, any transactions or budgets from before that date will be deleted from Shepherd's Staff.
  - Delete inactive Accounts with no associated activity in any fiscal year - This option will delete any inactive account that doesn't have any transactions associated with it. If a transaction's balance zero, and it's marked as inactive, but transactions have been applied to it in the past, this option will not delete the account.
  - Delete inactive Vendors with no associated activity in any fiscal year - This option will delete any vendors that have been marked as inactive, if there are no transactions associated with that vendor in your system.
  - Delete Purchase Orders for calendar years prior to - This option will delete any purchase orders that are dated before the year you select in the drop list.
4. Click the Continue button to process all of your selected options.

Cleanup data



[Cancel](#)

Delete Payments, Receipts, Journal Entries, and Budgets prior to

Delete inactive Accounts with no associated activity in any fiscal year

Delete inactive Vendors with no associated activity in any fiscal year

Delete Purchase Orders for calendar years prior to

Continue

## Combine Transactions for Two Vendors

The "Combine Transactions for Two Vendors" utility will allow you to move all transactions from one vendor to another. This can be useful if multiple copies of a vendor were accidentally created, and transactions have been assigned to both copies of the vendor. Before you run this utility, it is recommended that you [make a backup](#) of your database, as changes from this utility cannot otherwise easily be undone.

**Note:** You must have supervisor access to the Finance module in order to run this utility.

1. In Finance, click on the "Tools/Settings" tab, click on the radio button for "Combine transactions for two vendors", and then click "Start".
2. The "Combine two vendors" button will appear. In the "Current vendor" field, select the vendor you're going to be moving the transactions off of. After you select the vendor, a list of all of that vendor's transactions will be shown.
3. In the "New vendor" field, select the vendor who will be receiving the transactions from the vendor selected in the "Current vendor" field. A list of all the transactions for the vendor you selected in the "New vendor" field will be shown in the "New vendor activity" field.
4. Click "Combine Vendors" at the top of the window, and confirm that you want to move the activity by clicking "Yes" in the window that appears. You will see all the transactions in the "Current vendor activity" section move to the "New vendor activity" section.
5. If you need to delete the duplicate vendor, you should now be able to do so from the [Vendors grid](#).

**Combine two vendors**

[Cancel](#)

Current vendor

Combine Vendors

Cancel



Current vendor activity

--

Count: 0

New vendor

New vendor activity

--

Count: 0



## Recalculate Beginning Balances

The Recalculate Beginning Balances utility is designed to review the ending balances of each of your Asset, Liability, Equity and Dedicated accounts from your previous fiscal year, and update your beginning balances on your current fiscal year. While this is typically what happens when you close your fiscal year, if you notice a difference between the ending balances on your account from your previous year and your beginning balances, this utility can correct this issue.

This utility does follow a few rules:

1. This utility will only change the balance on accounts that had a beginning balance in the previous fiscal year. This is to prevent this utility from overwriting the beginning balances on an account that was established in your current fiscal year.
2. This utility will not affect income and expense accounts. Because income and expense account will always start each year at zero dollar balance, you would not want to carry over the ending balance on these accounts.
3. If the ending balance on one of your accounts is different than the beginning balance on the same account, the beginning balance within your current fiscal year will be adjusted. This change will be recorded in the [audit log](#).

Before running this utility, it is strongly recommended that you [make a backup](#) of your database, as changes made by this utility can only be reversed by restoring a backup that was made before you ran this utility.

1. To access the Recalculate Beginning Balances utility, click on the "Tools/Settings" tab in the Finance module. In the "Other Tools" section, click the button for "Recalculate beginning balances" and then click the "Start" button.
2. A window will appear explaining what this utility will do, and reminding you to make a backup. If you have made a backup, click "Yes".
3. If the utility made any changes, a window will appear letting you know how many changes it made. If no changes were made, no additional window will appear.

**Finance year**

Start

- Close finance year '2023'
- Reopen finance year '2022'

**Bank statement**

- Bank statement reconciliation
- Reopen the last reconciliation
- Reprint a reconciliation report

**Other tools**

- Clean up your finance data
- Combine transactions for two vendors
- Recalculate beginning balances

