



Concordia Technology Solutions



Year End 2008

Merry Christmas and Happy New Year!



The Year End process should be completed annually to ensure that all of the church's Shepherd's Staff reports show accurate information. Using this document will help you complete the Year End process successfully. Throughout this issue you will notice several references to making a backup. This is because the Year End process is irreversible unless a backup has been made. We urge you to back up as instructed in this document and to contact Shepherd's Staff Technical Support if any questions or problems arise.

Year End Overview

1. Do a database rebuild.
2. Make two backups.
3. Review the information in each module and print reports.
4. Close each module when you are confident that your data is correct and complete.
5. Review the choices in the Year End process. If you are uncertain, request guidance from the pastor and/or church council on matters of policy (for example, length of time to keep old data).
6. Examine the data to make sure that you are satisfied with the outcome of the year-end process. If you are not satisfied with the results, restore your backup, correct any mistakes, and redo the year-end.

7. After the Year End process, make a final backup (Do not use the same disks you used in step 1).

Tip: If you make any changes to your data before the close, we highly recommend that you make another backup!

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Important!
Perform the Year End in this order: Contributions, Attendance, Membership. Finance is independent and can be done at any time.

How to Backup

1. Close any open modules.
2. If you are on a network, make certain that no one else is in the program.
3. From the main menu select Utilities, then Backup.
4. Choose your destination drive (C: or other drive)
5. Click on "Start Backup"

Tip: With the advancement of technology, floppy disks are not considered as reliable as they once were. Consider backing up to a USB flash drive. If you decide to use a CD, you must format the disk before the backup can be completed.

How to do a Database Rebuild

1. Close all modules.
2. If you are on a network, make sure that no one else is in the program.
3. Be sure you have a recent backup.
4. From the main menu select Utilities, and then choose Database Rebuild.
5. Click Yes to start the process.
6. Click OK when the database rebuild is complete.

Warning: Do not interrupt the rebuild process or your data may be damaged or lost.

Contributions Year End

The year-end process assigns new envelope numbers (if selected), removes unneeded offerings and pledges, deletes unfulfilled pledges, removes fund totals before a given date, renews expiring pledges when appropriate, and updates the contributions year to the next year. When reading these instructions, please note **(OPTIONAL)** steps. Shepherd's Staff Technical Support recommends that you keep at least **five** years of data.

The Online Help screens in Shepherd's Staff (accessed by pressing F1 on your keyboard) have great tips for you to perform a successful year-end.

Always make a backup before starting the Year End process.

Getting Ready to Perform the Year-End:

- Print and distribute contributions statements. Make any necessary corrections and print revised statements.
- Print Contributions by Week or the Fund Summary report for every fund for the entire year as the date range.
- Print Contributions by Contributor/Fund/Household (Sort/Group By Envelope and check Include Pledge Summary).
- Renumber Envelopes (see Page 3)

Performing the Year End process

1. In the Contributions module, click "Utilities" then "Year-End". Click "OK" to confirm that you have made a backup.
2. Make the Next Year Number the Current Envelope number. Use this if you renumber (In Contributions Utilities—Renumber Envelopes). If you haven't renumbered envelopes, leave the box blank.
3. **(OPTIONAL)** Delete Pledges and Offerings Dated. Click the check box to remove expired pledges and their associated offerings on or before this cut-off date. If you do not want to delete pledges, leave the check box blank.
4. Include Unfulfilled Pledges in Deletion: Click the check box to delete unfulfilled pledges. Do not mark this box if you wish to

keep these pledges (to give contributors an opportunity to complete them).

5. **(OPTIONAL)** Delete Unpledged Offerings Dated or Older: Click the check box to delete unpledged offerings on or before the cut-off date. Do not mark this box if you wish to keep the unpledged offerings.
6. **(OPTIONAL)** Remove Daily Fund Totals before: Click this box to remove daily fund totals posted on or before this date.
7. Automatically Renew Expiring Pledges for Funds with Renewable Pledges: Click this box to renew pledges. The beginning and ending dates will be advanced by one year but the period and amount remain unchanged. (The system will not renew a pledge if a pledge for the following year has already been entered for the fund or the Renewable Pledges box is blank in Fund Records).

WARNING: If you do not use this feature, do NOT simply change the dates yourself on each pledge from 2008 to 2009. You should create a NEW pledge for the new year. If you do not create a new pledge, offerings from the old year will be counted toward the pledge in the

8. Advance Contribution Year: Click this box to enter the next contributions period. Click "OK".
9. After year-end is complete, the status bar at the bottom of the screen displays the new Contributions year.

Tip: Before entering offerings for 2009; be sure pledges are already set up for 2009. Then when you post offerings, they will automatically connect to the pledges that already exist.

Do not interrupt the Year End Process

Congratulations! Your Contributions Year-end is complete!

Contribution Statements

The Statements Previewable report is a convenient form that offers some advantages over the Statements Classic report.

To use the Statements Previewable:

1. In the Contributions module, click Reports and select Statements Previewable
2. Click the Settings tab
3. You can choose to run statements for all contributors, a subgroup, or just one envelope. Choose 'Statements' for the Report Type. Enter the date range of interest for the statements; you can even get information over multiple years.
4. You also have four Report Type options for how the type of statement should you want: two are contribution statements - Statements and Gift In Kind Acknowledgements and the other two are labels.

5. There are several format options (located at the bottom).
 - *The Itemize Offerings option determines whether or not the offering detail is printed. If this option is not checked, the statement will work more like a summary statement.
 - *Checking the Group by Fund option will put all offerings together for each fund. If Group by Fund is checked, you will then be prompted to also choose to Group by the Pledge within Each Fund, if there are pledges.
6. The report also provides a few options that relate to mailing the statements to each contributor:
 - *You can choose whether or not active alternate addresses should be used or whether or not bar codes should be printed.
 - *You can also choose to include a custom message. Clicking the message option will allow you to add, edit and delete custom messages.

Renumbering Envelope Numbers

When renumbering your offering envelopes, Shepherd's Staff gives you two options:

1. Present Year Numbers—all contributors keep their current number except those you've
2. marked "skipped" or not to include when renumbering. Alphabetical by contributor name—for example Aames = 1, Adams = 2, etc.

Many of our users have their own custom scheme that Shepherd's Staff renumbering utility does not match up with. If you have a custom envelope scheme you can renumber your envelopes by doing the following steps:

1. Make a backup of your database.
2. Go to Contributions
3. Click Utilities then Renumber envelopes.
4. Select Alphabetical by contributor name.
5. In the start with box, select a number that is far outside your range of envelope numbers. For example, if your numbers run 1-350 select 5000, for example.

6. When asked if you are sure you want to renumber, answer Yes.
7. When the process is complete click OK. Then click Records then Contributors to open your grid. You will notice all of the next year's envelope numbers are 5000 and above.
8. Highlight the first contributor in the grid and select edit. In the next year's envelope type the custom number you want that contributor to have. Continue this process for the remaining contributors.
9. Now click Utilities in Contributions and go to Year End. If you have made a backup, click OK.
10. Check the box that says Make the Next Year Envelope the Current Envelope Number. Make sure none of the other boxes are checked unless you are doing a complete year end! Click yes.

All of the next year's numbers have been moved to the current envelope number for each contributor.

Attendance Year End

Attendance should be closed at the end of each year. In Attendance, advancing the year is not required, but performing the Year End deletes old attendance records and gives you a clean slate for 2009. When reading these instructions, please note **(OPTIONAL)** steps. Shepherd's Staff Technical Support recommends that you keep at least **five** years of data.

Always make a backup before starting the year-end process.

Getting Ready to Perform the Year-End:

- Enter and post any remaining Attendance batches for 2008.
- Make any necessary changes and corrections to the Attendance Detail Records for each person.
- Print final attendance reports and any annual statistical reports required by your church.

Performing the Year-End Process

1. In the Attendance module, select Utilities, click Year End. A message reminds you to backup your data and post any unposted attendance batches. Click "OK" to proceed.
2. **(OPTIONAL)** Delete Inactive Events. This removes attendance events that are marked as inactive in the Edit Event Record screen.
3. **(OPTIONAL)** Delete Attendance Detail Records.
4. **(OPTIONAL)** Delete Attendance Summaries Through (Year): Click to mark the box to delete attendance summaries.
5. **(OPTIONAL)** Delete Event Summaries Through (Year): Click to mark this box to delete event summaries
6. **(OPTIONAL)** Delete Attendance Year Summaries Through (Year): Click to mark this box to delete attendance year summaries.
7. Click "OK" to continue with the year-end process or Cancel to escape.

Tip: Steps 4, 5, 6 relate to summary records. We recommend keeping summary records because as years of history accumulate, your graphs and reports will show more detail on how attendance patterns have changed.

Proper Pledge Posting Prevents Pesky Problems

Try saying that three times fast. As we move toward year-end, many of us will be entering pledges for the 2009 year. There are a number of common mistakes made during the pledge entry process that can cause headaches and confusion down the road. See if any of these look familiar to you.

"I have a contributor that gave \$500 this year but their contribution statement only shows \$400 applied to their pledge"

This can occur when offerings are posted to contributor records **BEFORE** a pledge has been recorded. In order for a contribution statement to calculate a pledge properly you must enter the pledge before any offerings are recorded.

"I have a contributor that gave \$500 this year but their contribution statement shows they gave \$1200 on their pledge."

This can occur when a pledge from a previous year is edited to encompass a new date range. Any money applied to the pledge will carry over to the new dates. You must add a new pledge to avoid this issue.

Let's review the proper way to add pledges. Before any offerings for 2009 are entered in Contributions:

1. Click Records
2. Click Pledges
3. Click Add
4. Select the contributor name for whom you are adding a pledge.
5. Select the fund, amount, frequency, and date range for the pledge.
6. Click OK or add again to add another pledge.

Follow these guidelines and your pledge records and reports will print perfectly.

Membership Year End

The Membership Year-end utility is used to advance the Membership year and delete certain member records that you no longer want to keep. All functions except advancing the year can be run multiple times during the year. When reading these instructions, please note **(OPTIONAL)** steps. Shepherd's Staff Technical Support recommends that you keep at least **five** years of data.

Always make a backup before starting the year-end process.

Getting Ready to Perform the Year-End:

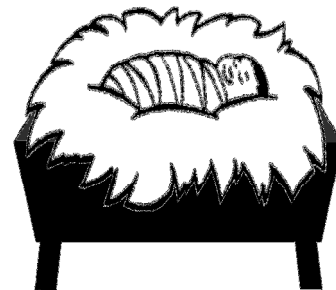
- Enter and verify any changes for 2008. (This includes births, deaths, marriages, divorces, baptisms, confirmations, removals, and transfers).
- Print final copies of the Denominational report (ELCA, LCMS, UMC, SBC, etc).
- Run the Church Statistics report.

Performing the Year End Process

1. Select Utilities from the Membership module.
2. Select Year End from the Utilities menu. A message displays reminding you to make a backup before continuing. Click "OK" to proceed.
3. Advance the Membership Year: Click the box to advance the Membership year from 2008 to 2009.
4. Renew Expiring Alternate Addresses: Click this box to renew expired recurring alternate addresses. Choosing this option will change the dates of all alternate addresses that expire in 2008.
5. **(OPTIONAL)** Delete Expired Non-Recurring Alternate Addresses (This only appears if you marked the box in step 4): Click this box to delete expired nonrecurring alternate addresses.
6. **(OPTIONAL)** Purge ALL Deleted Persons from the Database: Click this box if you want to remove all people you deleted for any reason during 2008 (To check for deleted people pick Utilities then Undelete People). This will permanently remove them from your database and this process cannot be reversed.
7. **(OPTIONAL)** Purge Removed People from Membership, Attendance and Contributions: Click this box to purge Removed people from Membership. Include Removed By: Click each box below this section to remove specific people from the database (For example, people removed by death, transfer, released, etc). Version 7.2 and newer lets you select an additional category to include in removed. Removed Date Range: In the Removed Date Range text boxes, type the date range within which to delete members. To print a household record before deleting the household, check the print household records box. To print a person record before deleting the person, check the printer person records box.
8. Click OK to continue.
9. When you choose OK, a message displays to make sure you want to continue. Click "Yes" to start the year-end process or "No" to exit.

Tip: Shepherd's Staff Technical Support recommends that churches keep removed person information for at least 5 years. This is recommended for historical and statistic reasons. In order to keep at least the last 5 years of removed people, enter a date range from: 1/1/1999 to: 12/31/2003. This date range will purge all people who have a removed date between the first of 1999 and the end of 2003.

Congratulations!
Your Membership Year End
is complete!



Finance Year End

The Finance Year End utility will allow you to advance the fiscal year and give you options in handling inactive accounts and vendors. Once the year is closed out you will no longer be able to add, edit, or delete transactions for the previous year; it is imperative that you wait to run the Year End utility until you are completely ready. Changes to a closed fiscal year have to be entered in the New Year. When reading these instructions, please note **(OPTIONAL)** steps. Shepherd's Staff Technical Support recommends that you keep at least **five** years of data.

Always make a backup before starting the Year End process.

After you close the year, you will no longer be able to add, edit, or delete transactions for the previous year. Changes to a closed year have to be entered in the New Year.

Getting Ready to Perform the Year-End:

- Record any remaining data for 2008.
- Print at least the following financial reports: Statement of Income & Expense, Balance Sheet, and General Ledger.
- Verify that the reports and account figures are correct. If they are not, make any necessary changes, then reprint these reports. Repeat this process until your data is accurate.
- Reconcile checking accounts.

Performing the Year End Process

1. In the Finance module, select Utilities then Year End.
2. If you have made a backup, select "Yes" to continue with the year-end process. Click "No" if you have not made a backup.
3. Check to Close the current Fiscal Year and Open the New Fiscal Year.

4. **(OPTIONAL)** Delete Transactions for Past Fiscal Years by typing the cut-off date in the Prior To text box: For bookkeeping purposes, Shepherd's Staff requires that you keep at least two years worth of transactions.
5. **(OPTIONAL)** Delete Inactive Accounts with no Associate Transactions: If you want to delete these zero balance accounts, leave the box marked (This will not delete all accounts).
6. **(OPTIONAL)** Delete Inactive Vendors with no Associated Transactions: Vendors that have not been used this year may be removed by making this selection.
7. **(OPTIONAL)** Delete Account Summaries for Prior Fiscal Years: Valuable information can be kept in the form of ending balances for each account without filling your database will all the individual transactions.
8. Renew Recurring Transactions: To renew recurring transactions that are about to expire, leave the box marked.

Tip: If you think you will continue using most of the recurring transactions that are in your system, it would be wise to renew them for the next fiscal year.

9. Click "OK" to begin the year-end process.

Congratulations!

Your Finance Year-end is complete!