CONCORDIA TECHNOLOGY SOLUTIONS

# Year End Instructions

**Shepherd's Staff**
**7.7 and above**

## Year End Table of Contents

# Preparing for Year End Early

**NOTE: These items can be done at ANY time, it is a good idea to start these items around October or November (if you are ready) in preparation for the Year End.**

October—December

- It is a good idea to start preparing early for the Year End by renumbering envelopes, entering pledges for the next year and updating Membership information.
- Update Membership information including addresses, date of birth, baptisms, etc.
- Remember renumbering envelopes, entering pledges for the next year and updating Membership information can be done at any time and in any order.

# Entering Pledges for the Next Year

Entering Pledges for the next year can be done at any time, however to avoid issues later, it is a good idea to enter them prior to entering offerings for that year.

To enter pledges:

1. Open the *Contributions* module.
2. Click *Records* then *Pledges.*
3. Click *Add.*
4. Select the *contributor name* for whom you are adding the pledge.
5. Select the *fund*, *amount*, *frequency* and *date range* for the pledge.
6. Now either click *OK* to close this pledge record or *Add Again* to add another pledge.

Once your pledges are entered, you can print a report to show all the pledges for the year.

1.Still in Contributions, click *Reports*.
2.Select Pledge Listing and click *select*
3.Click the *settings* tab, make sure *All contributors* is selected on the left, select the *type of report* (NOTE: Summary does *not* include names, Detail does). *Pledge to date* and *Given to dates* should be the last day of the year, Ex. 12/31/09. Enter your *active pledge range.* Select the way you want to sort and make sure *All Funds* are selected. Click *Preview.*

# Renumbering Envelopes

To renumber envelopes either staying with the ***Current Envelope Numbers or*** renumbering ***Alphabetically*** follow these steps:

1. Make a backup of your database
2. Go into *Contributions*
3. Click on *Records* then *Contributors*, this will open your contributor grid
4. Click the *Unlock* button in the lower right of the screen, this will unlock the grid to allow you to make changes.
5. For everyone who is *not* going to receive an envelope next year, check the box for them in the *Skip Renum?* column. Once this is complete, click the *Lock* button in the lower right and close this window.
6. Click *Utilities* then *Renumber Envelopes*
7. Now you will need to choose the option you would like for renumbering.
   ~ *Use the "Current Year" envelope number for "Next Year's" envelope number*—all contributors keep their current number except those you've marked "skipped" or not to include when renumbering.
   ~ *Assign "Next Year's" envelope num bers alphabetically*—for example Aames = 1, Adams = 2, etc.
8. When the process is complete click *OK*.
9. Click *Records* then *Contributors* to open the grid again, you will now notice that the 2010 envelopes have been re numbered

NOTE: Contributors marked as "Skip Renum?" Will be given a number 10,000 or higher by the system. This is done to take them out of your envelope numbers that are currently being used, but leaves them in the system so their contributions are not deleted.

Renumbering using a ***Custom Numbering system*** follow the steps below:

1. Make a backup of your database.
2. Go to *Contributions*
3. Click *Records* then *Contributors*, this will bring up the contributor grid. Then click *Unlock* in the lower right which will allow you to make changes to the grid.
4. For everyone who is not going to receive an envelope next year, check the box for them in the *Skip Renum?* column. Once this is complete, click the *Lock* button in the lower right and close this window.
5. Click *Utilities* then *Renumber Envelopes*
6. Select *Assign "Next Year's" envelope numbers alphabetically*
7. 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.
8. When asked if you are sure you want to renumber, answer *Yes*.
9. 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.
10. Click the *Unlock* button in the lower right of the screen, this will unlock the grid to allow you to make changes.
11. Starting with the first person in the list, *enter their custom number* in the 2010 column, continue down the grid until at the end. Click *Lock* to lock the grid back.

**TIP: When you are ready to activate your envelope numbers, choose Utilities and *Start using 2010 Envelope Numbers* to do so. Please note, as soon as you click yes, the new envelope numbers are activated, therefore be sure to print a current envelope list & backup.**

# Printing Reports prior to Year End

Prior to running the Year End process, it is a good idea to go through each module and print hard copies of reports you want to keep for your records. Shepherd's Staff suggests the following reports, however your church may want to print other reports in addition to or instead of these reports. This list is simply a guideline for you.

**Contributions**

- Contributions by Week
- Fund Summary for entire year
- Contributions by Contributor/Fund/Household (Include Pledge Summary)

**Attendance**

- Attendance by Event for the entire year
- Weekly Attendance Pattern Report for the entire year

**Membership**

- Print final copy of Denominational report (LCMS, ELCA, WELS)
- Church Statistics (Membership Statistics on Select Reports tab)

**Finance**

- Statement of Income & Expense
- Balance Sheet
- General Ledger

Verify that 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.

# Running Utilities

- Run Database Rebuild—Go to Utilities on the main screen of *Shepherd's Staff*, click on *Database Rebuild*
- Create 2 Backups—Keep one on-site and one off-site for safe keeping. Go to *Utilities* from the main screen of Shepherd's Staff, Click on *Backup*. Choose the drive letter you are backing up to and click *Start Backup*. Repeat this process for your second backup.

# Contributions

Prior to running the Year End process for Contributions, ensure the following are complete:

- All data for the year is entered
- Batches have been entered and posted
- Contributor Statements are printed and distributed
- Any necessary changes have been made for statements
- Envelopes have been renumbered
- Pledges have been entered
- Reports have been printed

Performing the Year End Process

1. Create a backup
2. In the Contributions module, select Utilities then Year End
3. If you have made a backup, select “Yes” to continue with the year end process. If not, click “No” and create a backup prior to continuing.
4. Check the box to Advance the Contribution Year
5. Verify the dates are correct
6. Click OK
7. The Year End Process is now complete for Contributions.

NOTE: If you are wanting to purge information, that option is now located under Utilities and Clean-up. If you choose to use the clean-up utility, pledges and offerings from 10 years prior will be deleted permanently.

**TIP: If you have not yet activated your envelope numbers for next year, you can do this by choosing Utilities and *Start using 2010 Envelope Numbers*. Please note, when you click yes they are automatically activated, therefore be sure to do a backup.**

# Attendance

Running Year End in Attendance is no longer needed as the Attendance module does not have a year that needs to be advanced. However, you can run the Clean-Up utility if you choose to do so. If you do not wish to run the clean-up utility, you can move on to the next module.

NOTE: If you are wanting to purge information, that option is now located under Utilities and Clean-up. If you choose to use the clean-up utility, attendance records from 10 years prior will be deleted permanently.

# Membership

Prior to running the Year End process for Membership, ensure the following are complete:

- All data for the year is entered
- Congregational reports have been printed
- Church statistics report has been printed

Performing the Year End Process

1. Create a backup
2. In the Membership module, click Utilities then Year End
3. If you have made a backup, select “Yes” to continue with the year end process. If not, click “No” and create a backup prior to continuing.
4. Check the box to Advance the Membership Year
5. Click OK
6. The Year End Process in Membership is now complete.

NOTE: If you wish to purge Membership information, this is now done with the Clean-Up utility in the Membership module. *Shepherd’s Staff* support suggests you keep at least 5 years data in the system. If you choose to use this utility, this information will be deleted permanently.

# Scheduler

There is no longer a Year End process for the scheduler module. However, you do have the option to use the new Clean-Up utility to delete events permanently.

If you do not use the Scheduler module or do not wish to purge information in Scheduler, you can skip this module.

If you wish to purge events:
1. Create a backup
2. In the Scheduler module, choose Utilities then Clean-Up
3. Check the box to purge events
4. Select the date you wish to purge information prior to
5. Click OK

# Finance

Prior to running the Year End process for Finance, ensure the following are complete:

- Reconcile bank accounts
- Verify all checks, deposits and journal entries have been entered for the year
- Print reports
- Verify reports and account figures are correct. If they are not, make any necessary changes then reprint reports. Repeat this process until your data is accurate.

Performing the Year End Process
1. Create a backup
2. In the Finance module, select Utilities then Rebalance. Leave all the defaults selected, click OK.
3. In the Finance module, select Utilities then Year End.
4. If you have made a backup, select “Yes” to continue with the year end process. If not, click “No” and create a backup prior to continuing.
5. Check the box to close the Current Fiscal Year and open the new Fiscal Year
6. Verify the dates are correct
7. Click Begin
8. Run Rebalance again, leaving all the defaults selected, click OK.
9. The Year End Process in Finance is now complete.
10. Exit Finance when done.

NOTE: If you wish to delete any Finance information, use the Clean-Up utility in the Finance module. This utility gives you the option to permanently delete transactions, inactive accounts, inactive vendors, account summaries and purchase orders. This utility also allows you to renew recurrent transactions.

# Frequently Asked Questions

## General

**Q:** *In what order should I perform the Year End process?*

**A:** It is best to start with *Contributions*, followed by *Attendance*, then *Membership*.

It is important to *always* run the year-end process in *Contributions* before *Membership* is run, since part of running the utility in the *Membership* module can purge out people records, including their offering data.

The year-end process in *Finance* and *Scheduler* can be run at any time. It is important to remember to only run the process for *Finance* after all transactions, adjustments, and corrections for the previous year have been entered. When this is true, and your balances are correct for all accounts, you are ready to run the year-end process in *Finance*.

**Q:** *Do I really need to make a backup before running the Year End?*

**A:** Definitely. A backup is your only method of recovery in case something goes awry. This is why *Shepherd's Staff* reminds you to make a backup before you run year end. The best way to protect against any accidental data loss is to make a backup. 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 first save the file to your C: drive, then right-click on the CPHBKP32.001 file on your C: drive and choose send to (select your cd-rw drive). Follow the prompts to burn to CD.

NOTE: It is important to make 2 backups and store one of the backups offsite.

## Contributions

**Q:** *I have completed the year-end process in the Contributions module, but the new envelope numbers did not take effect. Why did my envelope numbers not update properly?*

**A:** The envelope numbers no longer go into effect when running the year-end process. A separate utility in Contributions, *Start using 2010 Envelope numbers* needs to be ran in order for the envelope numbers to take affect.

Remember: You can run the renumbering utility at any time during the year but the new numbers will not take effect until your run the *Start using 2010 Envelope numbers* utility. Also note, that prior to completing the year end you will want to ensure all batches are posted and print giving statements so the current year's envelope number appears on the statement.

# FAQ’s Continued

## Contributions

**Q:** *Can I post offering batches for the new year, if I have not completed the year-end process in Contributions for the prior year?*

**A:** Yes, you can, if you are using the same envelope numbers in the new year that you used in the previous one. *Shepherd’s Staff* will recognize the date of the posted batch and show the offerings accurately in the correct fiscal year. If you are using new envelope numbers in the new year, it is advised that you complete the year-end process before you post offering batches.

**Q:** *Will the current version of Shepherd's Staff allow me to enter pledges into the system for the upcoming year prior to running the Year End utility for the current year?*

**A:** Yes, pledges for the upcoming year can be entered into *Shepherd’s Staff* prior to the Year End being completed. We recommend doing so. It is important the pledges are entered before offering batches are posted for that pledge period. If the pledges are entered after the related offerings are posted, please run the *Recalculate pledges* utility located under the *Utilities* menu in the *Contributions* module.

When entering your pledges, do not make the mistake of editing an existing pledge for the current year and changing the date range. This will cause your future statement reports to have incorrect given-to-date totals. Anytime a new pledge card is handed in, a new pledge should be entered into *Shepherd’s Staff*.

# FAQ’s Continued

## Membership

**Q:** *Is it necessary to purge removed persons from my database, removing their records from Membership, Attendance, and Contributions?*

**A:** Whether or not to purge data at Year End in *Membership* is ultimately a question left up to each church. In some cases, it is convenient for a church to remove from its *Shepherd’s Staff* data all of the people who have left the church. For other churches, it is just as important that they keep the records of those who are no longer active members at the church. *Shepherd’s Staff* is flexible enough to work either way.

**Q:** *OK, my church has opted to not purge removed persons from our data. Now, when reports are run, the removed people keep showing up on my reports. How do I keep them off of those reports?*

**A:** It depends a little bit on the report that is being generated. On some reports, like the *church directory* or the *mailing labels* reports, there is a checkbox under the *Settings* for the report labeled *No Removed Persons*. Marking that will keep all removed persons from listing on the report. When you have a report that does not have such a checkbox, a *subgroup* can be used to keep removed people from appearing on the report. Typically, this involves adding a criteria to a dynamic subgroup of *Removed by is blank*, which ensures that no one matching on the subgroup is marked as removed. If you need assistance creating or editing a dynamic subgroup to exclude removed persons, please contact technical support.

## Finance

**Q:** *I am trying to print some of my monthly financial reports for the new year and they are not showing the correct balances. What is causing the balances to show incorrectly?*

**A:** The common reason for the balances being incorrect is because the year-end process has not been completed in the *Finance* module. Users will not see any totals for the new year on the *balance sheet* report, *dedicated accounts* report, and the *statement of income and expense* report until the year-end process has been completed in the *Finance* module for the prior year.

**Q:** *The treasurer has not closed the Finance module for the previous year. Can I still enter checks, deposits, and journal entries for the new year?*

**A:** Yes, you can. Entering these transactions for the new year will not affect your balances for the previous year. The transactions will also show accurately on any reports for the new year once the year-end process is completed.

# FAQ's Continued

## Scheduler

**Q:** *What is the purpose of the year-end process in the Scheduler module?*

**A:** The year-end utility in *Scheduler* serves one purpose—it allows you to clear out all events entered in the *Scheduler* module earlier than an entered date. So, if you wanted to clear out all events in the *Scheduler* from before a certain date, you would run the year-end utility, entering that date. Note that while this utility is often run at the end of the year, it can be run at any time of the year to clear out events from the *Scheduler*.

# Year End Checklist

October—December 20xx (when ready)

- ☐ Update *Membership* Information
- ☐ Renumber Next Years Envelopes - p.3
- ☐ Enter Pledges for next year - p.2

After January 1, 20xx (Preliminary Year End steps)

- ☐ Enter all *Contribution* offering batches for the year and post them
- ☐ Enter all *Attendance* records/batches and post them
- ☐ Ensure all transactions in *Finance* have been entered/voided/etc.
- ☐ Reconcile bank account
- ☐ Print all necessary reports - p.4

Completing the Year End Process

- ☐ Run Database Rebuild - p.4
- ☐ Create 2 Backups - p.4
- ☐ Complete *Contributions* Year End process - p.5
- ☐ Complete *Attendance* Year End process - p.5
- ☐ Complete *Membership & Scheduler* Year End process - p.6
- ☐ Run Rebalance - p.7
- ☐ Complete *Finance* Year End process - p.7