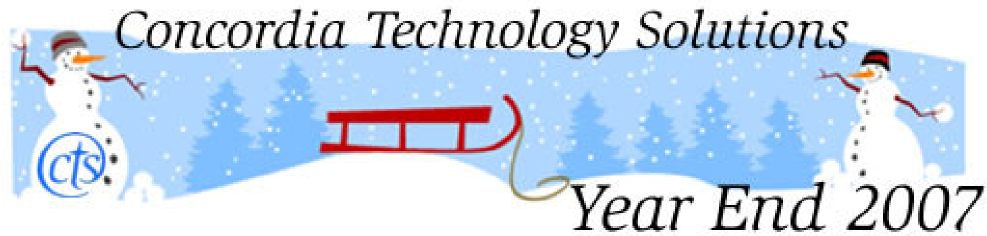

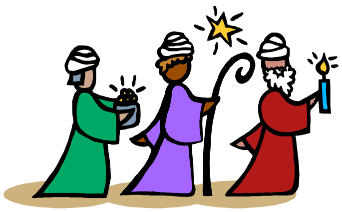

Merry Christmas and Happy New Year!

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Year End 2007

The Year End process is not a difficult task, but it does require certain procedures that will ensure success. Throughout this issue there are many references to making a backup. This is only because the Year End process is irreversible unless a backup has been made. Good luck and contact Shepherd's Staff if any question or problems surface.

Year End Overview

1. Do a database rebuild.
2. Make two backups.
3. Review the information in each module and print reports. Close each module when you are confident that your data is correct and complete.
4. 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).
5. In each module, perform the year-end close. Close Contribution, Attendance, Membership then close Finance.
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).

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

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 the 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 (A: or Other Destination)
5. Click on "Start Backup"

Tip: *Format the disks before a backup, including new disks. For your protection, do not reuse the same set of diskettes for backups. Buy several boxes of diskettes and format the disks before the backup. With the advancement of technology, floppy disks are not as reliable as they once were. Consider backing up to a USB drive or CD.*

How to do a Database Rebuild:

1. Close all modules.
2. If you are on a network, determine 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 could 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.

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 Contributor Offering Summary report.

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. 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. 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. 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 2007 to 2008. 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 New Year.***

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 2008; be sure pledges are already set up for 2008. Then when you post offerings, they will automatically connect to the pledges that already exist.

<u>Do not interrupt the Year End Process</u>

Congratulations! Your Contributions Year-end is complete!

Contribution Statements

At the end of every quarter, detailed contribution statements of all the offerings are printed and handed out to the congregation. Providing accurate contribution statements is necessary for the church to show the correct handling of the offerings. The Quarterly Detailed Statement report differs from the other contribution statements in that it provides information on each offering (not a summary). The new statement option, Statements (Previewable) is new statement format of detailed contributions and will only print for those contributors who have given in the date range provided.

To print quarterly detailed statements go to the Contributions module; click on Reports then select Statements (classic). Next click on the Filter/Sort tab and select Quarterly Detailed Statements for the Format. Now select the date range for the contribution statements. The Report Date is the report generation date and the Report Period provides the offerings that fall within the period. Next choose the Address Selection and the Report For. If the church contains many envelope numbers, using a subgroup to break down the numbers to more manageable sizes may be necessary for printing. Last, click on Funds and select the 5 most frequently used Contribution Funds to be reported. Check the box "Include those with no offerings in the date range" to include statements for those Contributors who have not given.

After the Filter/Soft tab, click on the Formatting tab. Under this tab there are options that are available to print to supplement the report. On the left, choose the Options to be included. Canadian Format gives all contribution statements a unique number required by Canadian law for reporting contributions. Be sure to include a message!

Your report is ready for printing.

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 marked "skipped" or not to include when renumbering.
2. 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. There is no year advance in Attendance, but performing a year-end closing deletes old attendance records and gives you a clean slate for 2008.

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 2007.
- 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. If any of your reports are incorrect,

Performing the Year-End Process

1. Select Utilities from the Attendance menu.
2. Select Year End from the Utilities menu. A message reminds you to backup your data and post any unposted attendance batches. Click “OK” to proceed.
3. Delete Inactive Events. This removes attendance events that are marked as inactive in the Edit Event Record screen.
4. Delete Attendance Detail Records.
5. Delete Attendance Summaries Through (Year): Click to mark the box to delete attendance summaries.
6. Delete Event Summaries Through (Year): Click to mark this box to delete event summaries.

Tip: The next three choices 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.

7. Delete Attendance Year Summaries Through (Year): Click to mark this box to delete attendance year summaries.

8. Click “OK” to continue with the year-end process or Cancel to escape.

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 2008 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 2008 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 for the pledge
6. Select the amount
7. Select the frequency
8. Put in your date range
9. 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.

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 2007 to 2008.
4. Renew Expiring Alternate Addresses: Click this box to renew expired recurring alternate addresses.
5. Delete Expired Non-Recurring Alternate Addresses (This only appears if you marked the box in step 4): Click this box to delete expired non-recurring alternate addresses.
6. Purge ALL Deleted Persons from the Database: Click this box if you want to remove all people you deleted for any reason during 2007 (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. 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.

Tip: Your congregation might want to keep information about removed people for several years before deleting it. Then when another church requests transfer information about the family, you will have it at your fingertips. If you want to remove all people marked as Removed, click the box in front of "All Removed People".

9. Click OK to continue.
10. 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.

Congratulations!
Your Membership Year End
is complete!

Finance Year End

At the end of the year, you will want to update your records. By using the Year End utility, you can instruct the Finance module to make the required updates that will close the current year's books and open next year's set of books.

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 2007.
- 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. 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. 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. Delete Inactive Vendors with no Associated Transactions: Vendors that have not been used this year may be removed by making this selection.
7. 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!