Year End Processing Guide

Don't forget to set your fiscal year to 2012 when entering contributions for 2012!

Note: Churches utilizing **EFT batches** must create new batches for 2012 since the funds to be posted are new.

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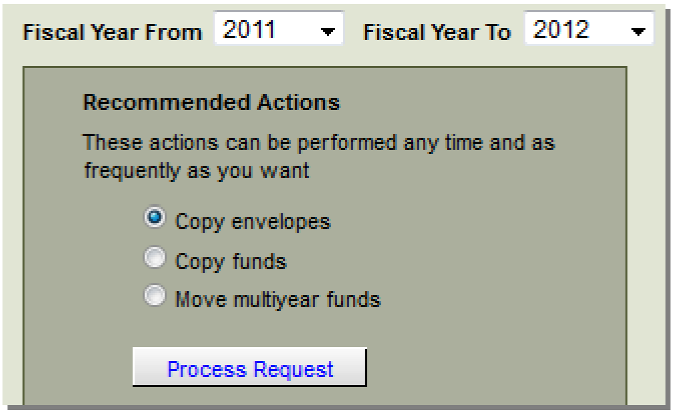
Last Updated: January 4, 2012

Contributions

If you pledge on the calendar year or do not enter pledges at all, then you most likely will want to process some year processing before you start in 2012. Please follow the instructions below for year end processing.

1. **Contribution Year End:**
   Go to Contributions -> Management -> Cont-Year End. Ensure that your fiscal years are correct in the drop down list. Drop down boxes should have 2011 in the 'Fiscal Year From' and 2012 in the 'Fiscal Year To'.



2. **Copy Envelopes:**
   If you want to re-assign envelope numbers numerically for the new fiscal year then step 2 is **NOT REQUIRED,** see 'Re-assign Envelope Numbers'. 'Copy envelopes' option allows you to copy the existing envelope number assignments to next year.

   i. 'Copy envelopes' should be selected by default. If not, put the dot in the copy envelopes option.
   ii. Press the 'Process Request' button.
   iii. Click "OK" on the pop-up message that reads 'Are you sure you want to create envelope assignments for 2012 as they were in 2011'.
   iv. Click "OK" button.

> **Optional**: You will be able to edit and re-sequence envelope numbers numerically after you copy them.
>
> i. Go to Contributions->Envelopes->Env-Maintenance. Make sure your Fiscal Year is set to '2012'.
> ii. Click on the 'Add/Edit Household (or Member) #'s' button to bring up the list. You can add, edit or remove envelope numbers from this window.
>   a. **Add** - Locate the household you want to add an envelope number and type the envelope number. The entry is saved automatically when you press tab.
>   b. **Remove** - Clear the envelope # and press the tab key.
>   c. **Edit** - Put the cursor in the edit box to make your change and press the tab key.
> iii. Press the 'Close' button.

* ***The same envelope number cannot be assigned to more than one household (member).* **

If you want to re-sequence envelope numbers numerically follow steps iv – vii.

i. Press the ‘Auto Assign #’ button.
ii. Enter the ‘Starting #’ Ex. 1 or 100.
iii. Press the ‘Assign #s’ button to quickly auto assign envelope numbers in numerical order according to the household last name.
iv. Press the 'Refresh' button to verify your changes.

3. Copy Funds:

‘Copy funds’ option will take the funds used this year and create copies of them with the same name but with a new year and a zero balance. This option does not transfer pledge information.

i. Put the dot in the ‘Copy funds’ option.
ii. Press the ‘Process Request’ button.
iii. Click “OK” on the pop-up message that reads ‘Are you sure you want to replicate funds for 2012 as they were in 2011’.
iv. Click “OK” button.

4. Move Multiyear Funds (optional):

If the organization has multi-year funds then choose the move multi-year fund option. Before doing this, ensure that your statements are done for this fund. Once moved, they cannot be printed with rest of your 2011 funds. Also this has to be done after the new year (Jan 1, 2012).

i. Put the dot in the ‘Move multiyear funds’ option.
ii. Press the ‘Process Request’ button.
iii. Click “OK” on the pop-up message that reads ‘Are you sure you want to move multi-year funds from 2011 to 2012’.
iv. Click “OK” button.

5. Update Vanco Fund IDs (**only** necessary if using electronic contributions through Vanco Services):

i. Go to Contributions -> Management -> Cont-Reports.
ii. Click on “List of All Funds” in the list of reports.
iii. Make sure the fiscal year on the right is set to 2012, and click “Show Report.”
iv. Vanco needs the list of IDs on the left-hand column of this report for the new year. Contact them directly to transfer this information.

6. Change Fiscal Year:

You need to change the fiscal year to 2012 when entering contributions for 2012.

i. Go to Organization -> Preferences -> Personal.
ii. Select ‘2012’ from the ‘Fiscal year to work with’ drop down.
iii. Press the ‘Save’ button.

Re-assign Envelope Numbers:

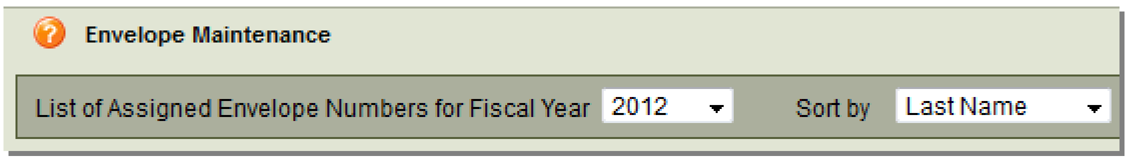
Envelope numbers can be assigned automatically to households and/or members in numerical order. While this can be done anytime it is usually done at the beginning of your fiscal year.

Household: A Household is a physical location where people reside and the name of the household represents the adults that are responsible for the location. It does not represent an individual.

Member: A Member is a person that resides at the location. Every member of a family should have a member record in the system.

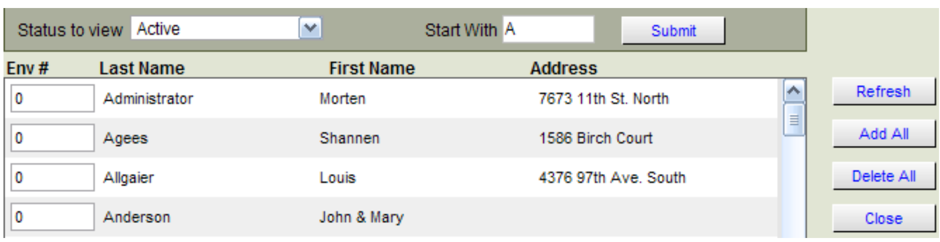
It is best to assign an envelope number to a household. Doing this gives credit to both the husband and the wife. Envelopes should be assigned to members (individuals) when they file separate tax returns or for children in the household as they become members of the church.

i. Go to Contributions->Envelopes->Env-Maintenance. Make sure your Fiscal Year is set to '2012'.



ii. Click on the 'Add/Edit Household #'s' to bring up a list of households.

iii. Select the household status from the 'Status to view' drop down and press the 'Submit' button.



iv. Click on the 'Add All' button to add all households.

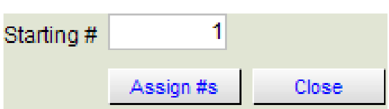
v. This process can be repeated for multiple status codes.

vi. Press the 'Close' button.

vii. Repeat steps ii – vi by clicking 'Add/Edit Member #'s' if you want to assign envelopes to members.

viii. Press the 'Auto Assign #' button.

ix. Enter the 'Starting #' Ex. 1 or 100.



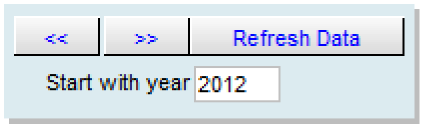
x. Press the 'Assign #s' button to quickly auto assign envelope numbers in numerical order according to the household last name.

xi. Press the 'Refresh' button to verify your changes.

General Attendance

Each year the attendance Categories and events must be added into the system for the New Year.

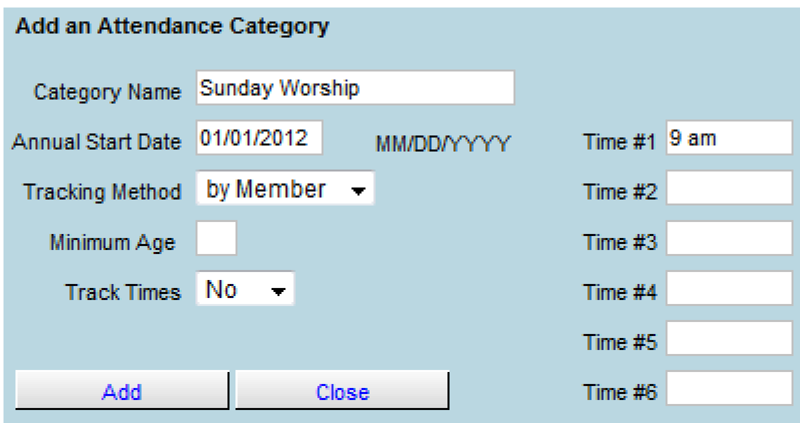
i. Go to People -> General Attendance -> Attendance.



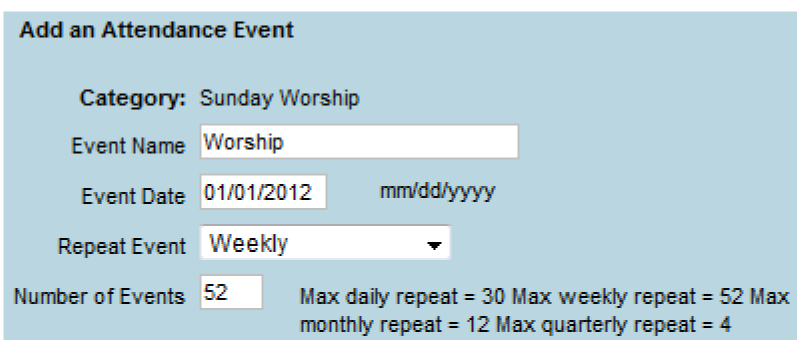
Verify that you are working in the correct fiscal year. If not, go to Organization->Preferences->Personal and change the fiscal year.

In here you will see the Category and Event buttons on the left. For each button it has a heading of either Add New, Modify, or Delete.

ii. First add a category by going to the ‘**Category’** button under the ‘**Add New’**.
This brings up a screen to input the Name of the category, tracking method, times, minimum age, etc. Fill in the applicable fields and click "Add" button.



iii. Click on the category name 'Sunday Worship' that you created and then click the ‘**Event**’ button under the ‘**Add New’** area of the screen. Enter in the appropriate information into the fields.



For example, if you hold Worship every Sunday, the number of events would be 52. (*Some years have 53 Sundays like 2006.)*

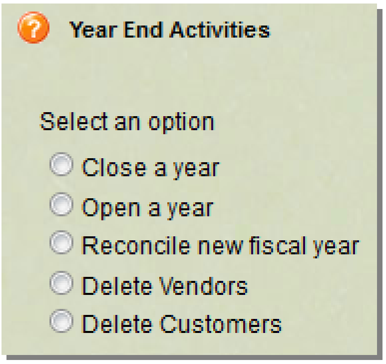
iv. Click the "Add" button then the close.

v. Click the refresh button again on the main General attendance form and now there is a plus sign next to the category, which if you click on it will show all the dates that particular category will have throughout the New Year.

Fund Accounting

Year End Activity:

This form performs miscellaneous functions that are typically done at year end or during the first quarter of a new year. When a year is marked as closed it means that the system will not allow transactions within that date range to be posted. Customers and vendors can be removed from the system if they haven't had any activity during the time period you specify. Begin by clicking on the desired option located on the left side of the window.



Form Operations:

Closing a year - The drop down list of years contains all accounting years that were found to be not closed. The drop down list will be empty if no previous years exist. Selecting a year and pressing save will lock that year and any previous years disallowing any accounting transactions to be posted during those time frames.

Open a year - The drop down list of years contains all accounting years that were found to be closed. If it is empty, then no years were marked as closed. Use this option if you find it is necessary to make an accounting adjustment in a prior year that was closed. The year selected plus all years going forward will be considered as open. The year should be closed as soon as possible once the adjustments have been made. Financial reports for those years should be reprinted to reflect the changes.

Deleting Vendors - Purpose is to remove vendors that are no longer being used. To locate unused vendors, enter a date after which you want the system to check for vendors that have not had any purchases nor are there any outstanding balances. The scroll window will be filled with the results. At that point you can further filter the list to remove by toggling the 'Yes/No' response in the window. All vendors in the window that are set to 'yes' will be removed by pressing the 'Delete' button. Reports showing vendor activity will not be available for any vendors deleted.

Deleting Customers - Purpose is to remove customers that are no longer being used. To locate unused customers enter a date after which you want the system to check for customers that haven't had any purchases or any outstanding balances. The scroll window will be filled with the results. At that point you can further filter the list to remove by toggling the 'Yes/No' response in the window. All customers in the window that are set to yes will be removed by pressing the 'Delete' button. Reports showing customer activity will not be available for any customers deleted.

You are all set!