Year End Processing Guide

Remember to set your fiscal year to 2018 when entering contributions for Fiscal 2018!

Note: Churches utilizing **EFT batches** must create new batches for 2017 since the funds to be posted are new.

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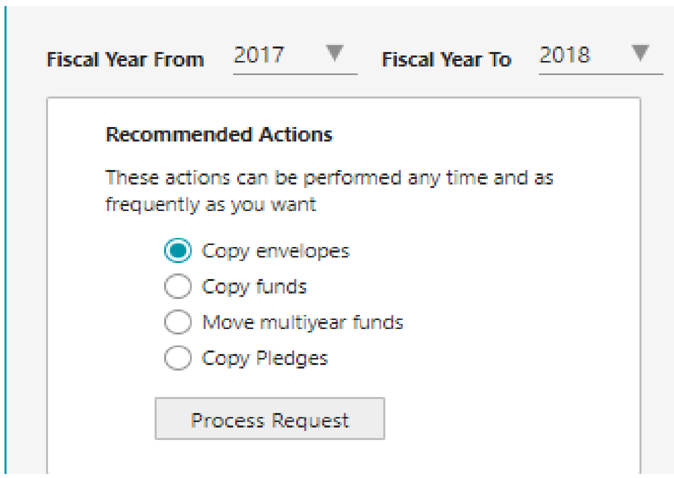
Contributions

If you pledge on the calendar year or do not enter pledges at all, then you most likely will want to complete some year end processing before you begin in 2018. 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 2017 in the 'Fiscal Year From' and 2018 in the 'Fiscal Year To'.

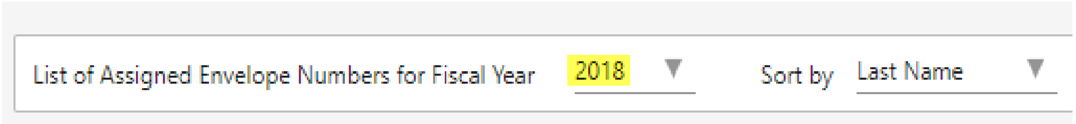


2. **Copy Envelopes:**
   If you want to re-assign envelope numbers numerically for the new fiscal year, then step 2 is **NOT REQUIRED** (See the instructions on re-assigning envelope numbers later in this section). The 'Copy envelopes' option allows you to copy the existing envelope number assignments 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 2018 as they were in 2017?'
   iv. Click the "OK" button.

Optional: You will be able to edit envelope numbers numerically after you copy them.

i. Go to **CONTRIBUTIONS: Envelopes: Env-Maintenance**. Make sure your fiscal year is set to '2018'.



ii. Click on either the **Add/Edit Household #'s** button or the **Add/Edit Member #'s button** to bring up the list of assigned names and envelope numbers you wish to work with. 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.

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

If you want to ***re-assign 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:

The '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 2018 as they were in 2017?'
iv. Click the "OK" button.

4. **Move Multi-year Funds (optional):**

NOTE: This step cannot be done until all statements have been run and the new fiscal year begins.

1. Put the dot in the 'Move multi-year funds' option.
2. Press the 'Process Request' button.
3. Click "OK" on the pop-up message that reads "Are you sure you want to move multi-year funds from 2017 to 2018?"
4. Click the "OK" button.

4. **Copy Pledges:**

   The ‘Copy Pledges’ option will copy pledges from the fiscal year and fund specified in the ‘From Fiscal Year’ dropdowns and create copies of them in the fiscal year and fund specified in the ‘To Fiscal Year’ dropdowns.

   i. Put the dot in the ‘Copy Pledges’ option. The ‘Copy Pledges’ window then appears.
   ii. Set the ‘From Fiscal Year’ year dropdowns to the year and fund you wish to copy pledges from and the ‘To Fiscal Year’ year dropdowns to the year and fund you wish to copy pledges to. Then press the ‘Process Request’ button.
   iii. A confirmation message box will pop up. If everything looks correct, you can click the “OK” button. Otherwise, click “Cancel” and correct the information before continuing.
   iv. Once the pledges have been copied, you will be returned to the Contribution Year End window.

5. **Update Vanco Fund IDs** (**NOTE:** This is only necessary when processing electronic contributions through Vanco Services. Do not perform this step until you are ready to post the first batches of the new year.)
   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 2018, 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.

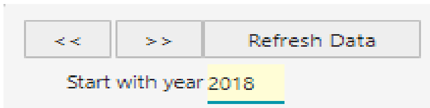
6. **Change Fiscal Year:**

   You will need to change the fiscal year to 2018 just prior to entering contributions for 2018.
   NOTE: Each user must perform this step using their own login credentials.
   i. Go to **ORGANIZATION: Preferences: Personal**.
   ii. Select ‘2018’ from the ‘Fiscal year to work with’ drop down.
   iii. Press the ‘Save’ button.

General Attendance

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

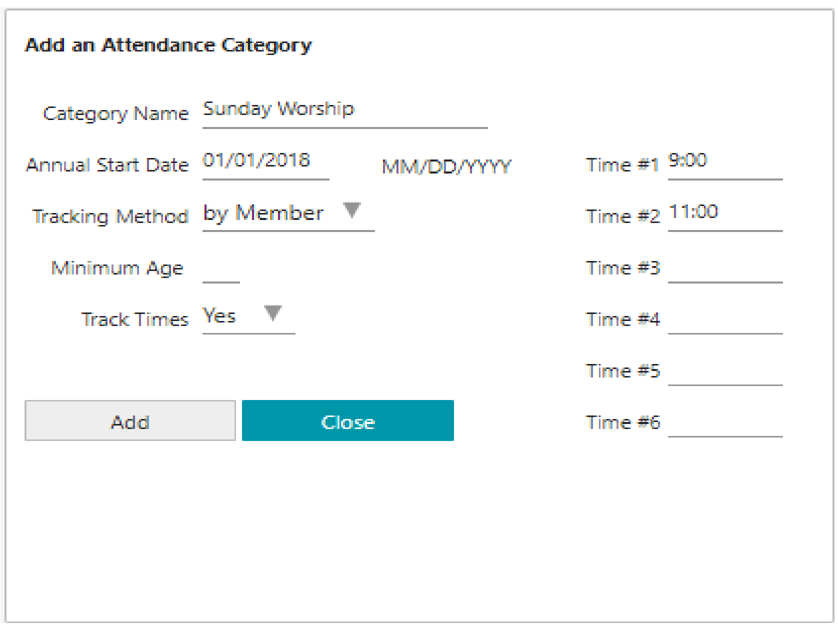
i. Go to People -> General Attendance -> Attendance.



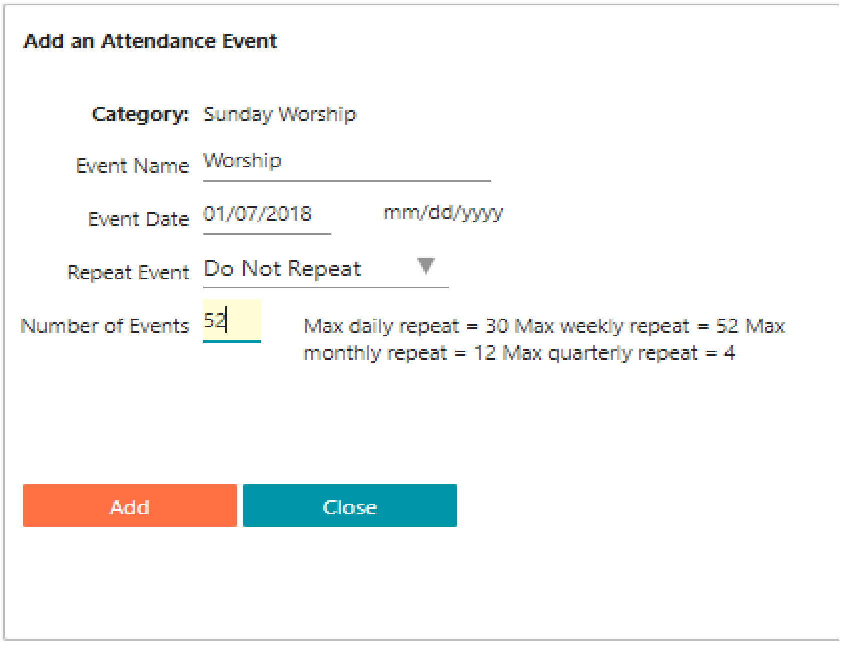
Verify that you are working in the correct fiscal year. If not, go to Organization->Preferences->Personal and change the fiscal year.

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. Note that if 'Track Times' is set to 'Yes' you can track for different times as defined on the right.



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 2017.)*

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.

You're all set!