



Year End Processing Guide

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Remember to set your fiscal year to 2016 when entering contributions for 2016!

Note: Churches utilizing **EFT batches** must create new batches for 2016 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 2016. 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 2015 in the 'Fiscal Year From' and 2016 in the 'Fiscal Year To'.

The screenshot shows a web interface titled "Year End Processing". At the top, there are two dropdown menus: "Fiscal Year From" with "2015" selected and "Fiscal Year To" with "2016" selected. Below this is a box titled "Recommended Actions" containing the text "These actions can be performed any time and as frequently as you want". There are four radio button options: "Copy envelopes" (which is selected), "Copy funds", "Move multiyear funds", and "Copy Pledges". At the bottom of this box is a button labeled "Process Request".

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' on page 4. 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 2016 as they were in 2015'.
- 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 '2016'.
- 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 2016 as they were in 2015'.
- iv. Click "OK" button.

4. Move Multiyear Funds (optional):

NOTE: This step cannot be done until after the new fiscal year begins.

If the organization has multi-year funds then choose the move multi-year fund option. Before doing this, ensure that your contribution statements for this fund have been completely processed. Once moved, they cannot be printed with rest of your 2015 funds.

- 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 2015 to 2016'.
- iv. Click "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.

- v. Put the dot in the 'Copy Pledges' option. The 'Copy Pledges' window then appears.
- vi. 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.
- vii. 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.
- viii. Once the pledges have been copied, you will be returned to the Contribution Year End window.

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 2016, 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 2016 when entering contributions for 2016.

- i. Go to Organization -> Preferences -> Personal.
- ii. Select '2016' 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 '2016'.

| Env # | Last Name | First Name | Member Name | Address |
|-------|-----------|------------|-------------|---------|
|-------|-----------|------------|-------------|---------|

- 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.

| Env # | Last Name | First Name | Address |
|-------|---------------|-------------|----------------------|
| 0 | Administrator | Morten | 7673 11th St. North |
| 0 | Agees | Shannen | 1586 Birch Court |
| 0 | Allgaier | Louis | 4376 97th Ave. South |
| 0 | Anderson | John & Mary | |

- 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.

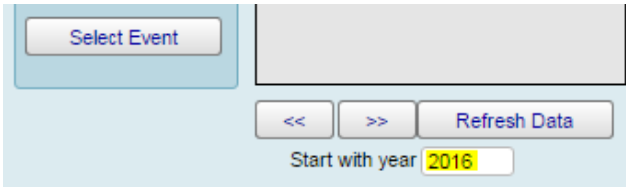
Starting #

- 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.

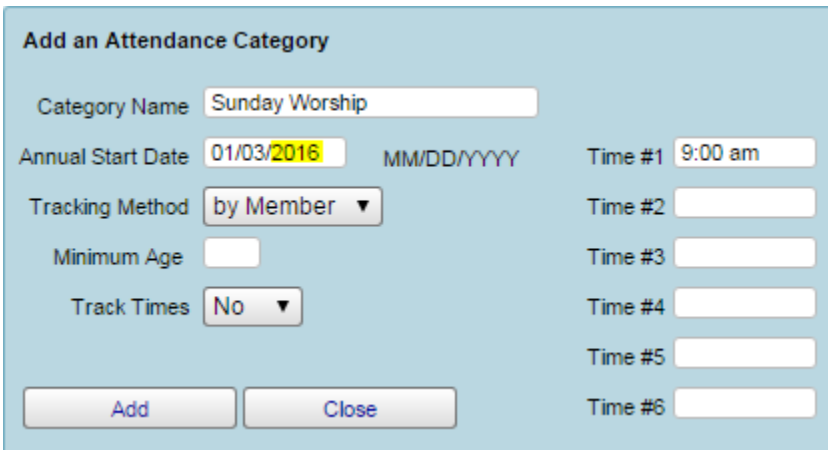


The screenshot shows a software interface for managing attendance. On the left, there is a button labeled "Select Event". To its right is a large, empty rectangular box. Below these elements are two small navigation buttons: "<<" and ">>". To the right of these is a button labeled "Refresh Data". At the bottom, there is a label "Start with year" followed by a dropdown menu currently displaying "2016".

Look near the bottom-left area of this screen and 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.



The screenshot shows a form titled "Add an Attendance Category". The form contains the following fields and controls:

- Category Name: Text input field containing "Sunday Worship".
- Annual Start Date: Text input field containing "01/03/2016", with "MM/DD/YYYY" displayed below it.
- Tracking Method: Dropdown menu showing "by Member".
- Minimum Age: Text input field.
- Track Times: Dropdown menu showing "No".
- Time #1: Text input field containing "9:00 am".
- Time #2: Text input field.
- Time #3: Text input field.
- Time #4: Text input field.
- Time #5: Text input field.
- Time #6: Text input field.

At the bottom of the form are two buttons: "Add" and "Close".

- 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.

Add an Attendance Event

Category: Sunday Worship

Event Name

Event Date mm/dd/yyyy

Repeat Event

Number of Events Max daily repeat = 30 Max weekly repeat = 52 Max monthly repeat = 12 Max quarterly repeat = 4

For example, if you hold Worship every Sunday, the number of events would be 52. (*Some years have 53 Sundays like 2012.*)

- 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 are all set!