Contributions
Training Manual

Contributions Module

Shepherd's Staff Contributions module lets you keep track of your congregation's offerings and pledges.

This manual will walk you through setting up funds, entering offerings, and running Reports such as contribution statements.

# Introduction to Contributions Module

The Contributions module allows you to maintain records of your members' contributions. Common tasks include creating and editing contributor records, adding and posting offering Batches, and viewing contribution Reports.

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2. Contributor Details
3. Contributor Records
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5. Offering Records
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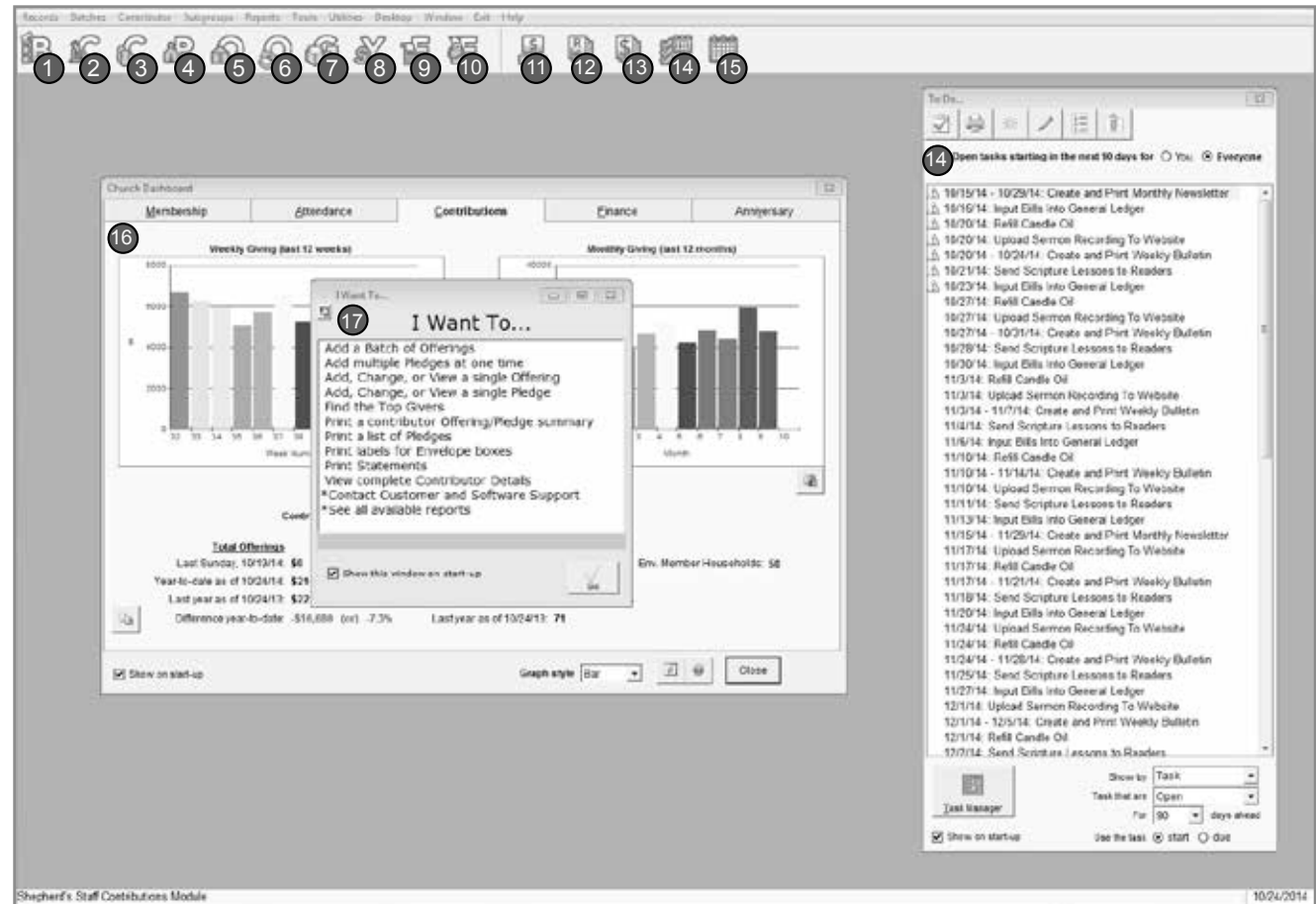
"I Want To . . ." Screen

This window is designed to be a quick shortcut to some of the more popular tasks within the module you are currently in. If you would like to turn off the "I Want To . . ." Screen, you can do so by clicking Desktop on the file menu and making sure "Show the 'I Want To' helper on start up" box is unchecked.
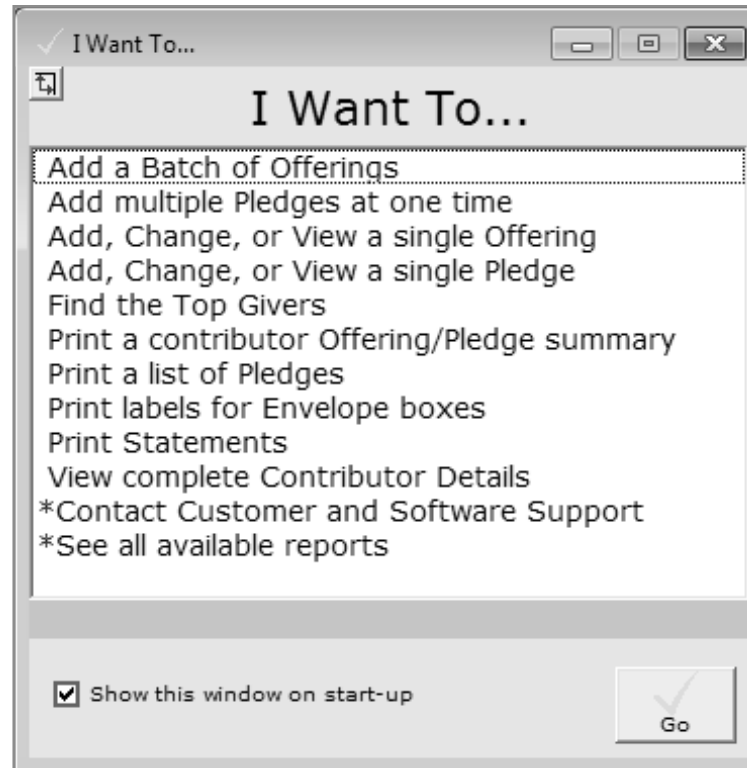
Church Dashboard

The Contributions tab on the Church Dashboard contains a quick snapshot of your Contributions module. This includes information such as the congregation's weekly/monthly giving and how envelopes and households you have.

There are two graphs on this page; one that shows the weekly giving for the last 12 weeks and one that shows the monthly giving for the last 12 months.

If you look at the bottom of the dashboard, you will find some statistical information for your contributions. This includes a current count of envelopes, a recap of your most recent offerings, as well as some year-to-date information.

1. To view the dashboard, go to Reports and click the Dashboard button.

2. You can copy these graphs to another program by clicking the Copy to Clipboard button.

3. The info and question mark buttons will give you the current criteria of the displayed statistics.

4. To update the statistics on the dashboard to reflect a change made in the database you can close and reopen the dashboard or you can click the refresh button at the bottom of the window.
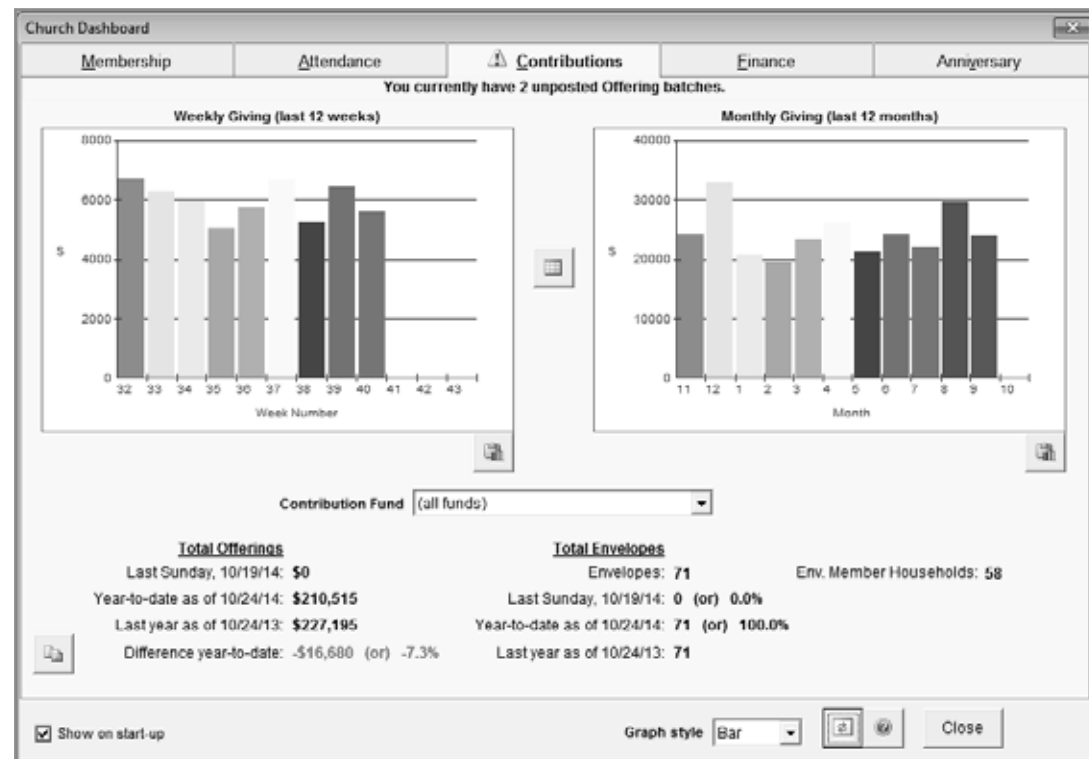
Customizing the Desktop

You can customize each of the modules by using the Desktop feature. Each user can customize his or her own desktop.

For example, if the first window you always open in Membership is the Households Grid, you can have the Membership module remember this and open the Households Grid automatically.

To do this, check "Show Households Grid on start-up."

Note: Multiple options may be selected. You can select all six options or any variation of the six options.

1. This feature can be accessed by clicking on Desktop from the toolbar.

2. From here, you can choose which windows you'd like to have open automatically when that module opens, saving you time.

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Contribution Funds

The Contribution module has entities called Funds. These funds help you track the money coming into your church from your contributors.

This section will give you an in-depth explanation of funds as well as a step-by-step instruction on creating and working with funds.

Contribution Funds

A Contribution Fund is any specific area of the church for which money is donated. Some churches may have over a hundred different Contribution Funds, while other churches may just have a few. There is no limit to the number of Contribution Funds. Some examples of Funds are a General Fund, a Building Fund, an Organ Fund, and a Youth Fund. You can make these funds as general or specific as you want.

For more information on the Fund Records Grid press F1 on your keyboard.

1. To access the Fund Records, go to Contributions, choose Records from the file menu, and click on "Funds." You can also click the second "F" icon on the toolbar.

2. Click the Add button to add a new fund.

3. The Fund will automatically insert the next Number in sequence. You can change this number but you can't duplicate an already existing number.

4. Type in a Fund Name. This can always be changed at a later date by clicking edit.

5. The three check boxes are optional. The Inactive box is a way to delete a fund without getting rid of the attached offerings. The "Enable Renewable Pledges" option will be covered in the "Renew Pledges" section of this manual. The Enable FASB options determines whether FASB 116 is considered when posting an Offering Batch and making an auto-deposit to Finance. This should only be used under advice from a CPA.

6. If you are using the Finance module, go to the next step. If not, click OK to save this Fund.

Fund	Fund Name	2013	2012	2011	Offset Account	Bank Account
1	General Fund	$170,195.00	$269,060.00		General Fund	Central Trust
2	Mission Fund	$3,703.00	$1,185.00		Mission Fund	Central Trust (
3	Youth Fund	$2,923.00	$1,460.00		Youth Fund	Central Trust (
4	Building Fund	$2,812.00	$2,610.00		Building Fund	Central Trust (
5	Vacation Bible School	$2,097.00	$745.00		Vacation Bible School	Central Trust (
6	Education	$1,655.00	$1,675.00		Education	Central Trust (
7	Music Ministry	$1,264.00	$975.00		Music Ministry	Central Trust (
8	Mens Ministry	$1,437.00	$1,490.00		Mens Ministry	Central Trust (
9	Young Adults Ministry	$861.00	$825.00		Young Adults Ministry	Central Trust (
10	Womens Ministry	$954.00	$1,535.00		Womens Ministry	Central Trust (
11	Church at Large	$630.00	$360.00		Church at Large	Central Trust (
12	Social Concerns	$564.00	$475.00		Social Concerns	Central Trust (
13	Memorials				Memorial Account	Central Trust (
14	World Missions					

Close   Add   Edit   Delete   Sort   Print   14

Connecting Funds to Finance

Funds are also the means by which deposit information is passed to the Finance module. Since all transactions in Finance require two accounts (primary and offset), you can do this by attaching a Finance bank account and offset account to each fund so that when money is placed towards a fund in a Batch, the money is also sent to the correct accounts in Finance. A church must have the Finance Chart of Accounts entered before attempting to tie Funds to them.

Note: A Fund in Contributions differs from a Fund in Finance (a Finance Fund is a complete set of accounts).

7. In order for Contributions to send deposit information to Finance, we need to set the associated accounts.

8. The bank account should be an asset account in finance and those account numbers start with a "0" for the first digit and a "1" for the third digit such as 011, 021, 031, etc.

9. The offset account should be an income account (third digit of "5") or a dedicated account (third digit of "7"). The FASB 116 Receivables Account is only required if you are complying with FASB 116 (the Enable FASB 116 check box is marked in the System Settings).

10. After you have set the correct accounts, click OK to save this Fund.
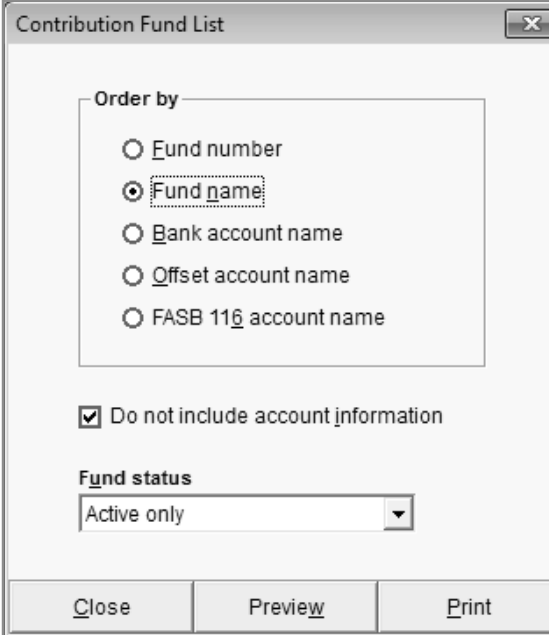
Fund List Report

You can print a list of your funds using the Fund List Report. This report prints a reference of all your Contribution Funds, including Fund number and name, Bank account, Offset account, and FASB 116 account.

This is the same report you get when you click Print from the Fund Records Grid.

1. You can access this report by clicking Reports and then choosing "Fund List."

2. Pick the "Order by" option that works best for you.

3. If you don't want to see account information, make sure to check the box stating that.

4. The Fund status option allows you to see active funds, inactive funds, or both. Choose the option that fits your needs.

5. Click the Preview button to view the report or click Print to send the report directly to the printer.

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Contributor Records

The Contributor records are what attaches the person records from Membership to the offerings in Contributions.

This section will define these records for you and give a walkthrough of how to set them up, see their details, and print a list.

Contributors (Assigning Envelopes)

In Shepherd's Staff, Contributor Records are used to track and report giving for one or two individuals. In order to accomplish this, Contributor Records associate a person record from Membership with an envelope number in Contributions. Therefore, to get an envelope a person must have a person record in the Membership module (not just a household record).

Note: If a person is sharing this envelope, click on the "This is a Shared Envelope" box to enable the "Joint Contributor." Only members of the contributor's household (who don't have envelopes) will show in this "Joint Contributor" dropdown list.

1. To access the Contributor Records Grid, go to Contributions, select "Contributors" and choose "Records." You can also click the second "C" icon on the toolbar.

2. You can add an envelope by clicking Add on the Contributor Records Grid.

3. Choose which envelope number you want to give this person. If you don't have a preference, you can use the "Next Available" or "Next Highest" buttons to assign the person a number.

4. Then choose the person in the "Contributor" dropdown list. If you don't see the person in this list, then they already have a number or they do not have a Person record in membership.

5. Choose if this contributor wants their statements by paper or E-mail. This topic is covered further on the "E-mailing Statements" page.

6. You can also choose a custom name to put on their statements. This option should only be used in unique and rare circumstances.

7. After filling in the numbers and names, click OK to save the record. The Add Again button can be used if multiple Envelope Numbers need to be entered.

Contributor Details

When Contributors approach or call the church office with questions about the recent Statement they received, churches should be able to quickly find the information about that Contributor.

The Offering, Pledge, Yearly Summary and Totals records have all been placed in a complete Contributor Details window. Any Gifts-in-kind recorded for this envelope will also appear under the corresponding tab. From this window, Offerings, Pledges and Summaries can be Added, Edited or Deleted, making this very handy.

This window also shows the primary address and gives you access to the persons membership information using the fast facts button. You can also print a label or statement for this specific envelope directly from this window.

Note: The "Contributor field on the records cannot be edited from contributor details. In order to edit the "Contributor," you must go to the Offering Records grid.

1. To open a Contributor Details window, click on Contributor in the file menu and then choose "Details." You can also click the first "C" icon on the toolbar.

2. Search the drop list for the Contributor's name (or Envelope Number), and then click OK.

3. From this window you can see this contributor's associated records in pledges, offering, yearly summary, totals, gifts-in-kind, and recurrent offering templates.

4. To add, edit, or delete a record on any of these tabs, go to the desired tab and click the button for the desired action.

5. When you are done with this contributor's details, click Close to exit the window.
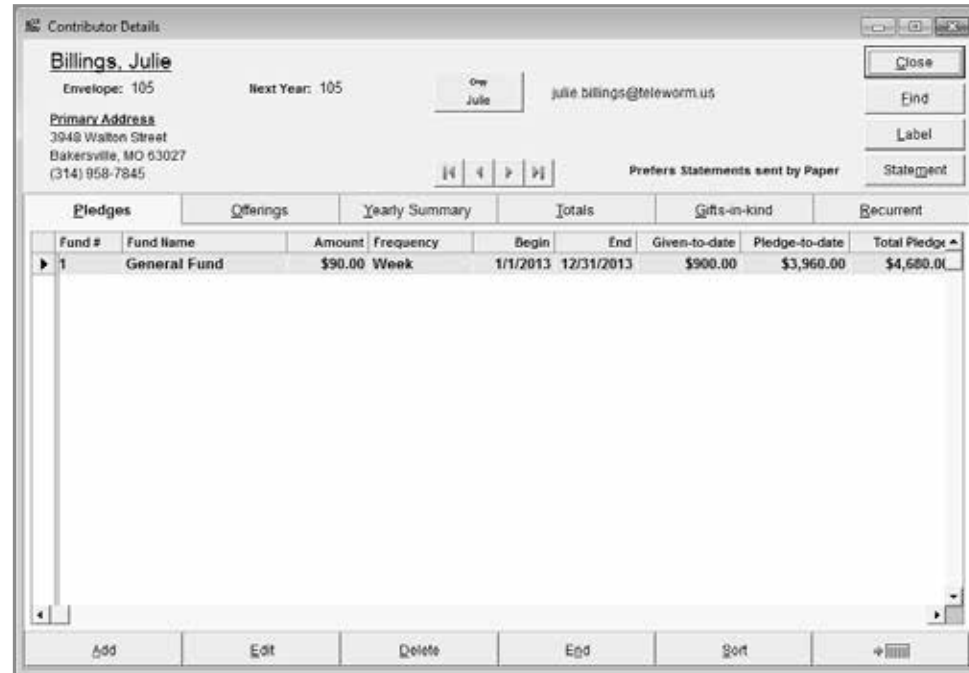
Contributor List Report

If you would like to print out a list of contributors, you can use the Contributor Lists / Envelope Box Labels Report. This report prints out all current Contributors and their associated Envelope Numbers.

There are two options for printing out a list of your contributors:

» One column of contributors

» Two columns of contributors

You can also print out a list of the envelope numbers not being used by selecting "Unused Envelope numbers."

Note: For information on the envelope box label options see the year-end section of your manual.

1. To access this report, click on "Reports" and then choose "Contributor Lists / Envelope Box Labels."

2. Start by selecting the format you want.

3. Now choose how you want the report sorted.

4. If you don't want to see contributors that have been skipped, make sure to check the "Exclude envelopes to be skipped when renumbering" box

5. You can also print for only a range of envelope numbers by using that check box.

6. After choosing your options, click Preview to view the report or click Print to send the report directly to the printer.