

shelby

v.5 Financials

shelby**systems**®

Accounts Payable

The Accounts Payable module provides the ability to pay bills, manage credits from and payments to vendors and keep records of invoices. Users operate on a cash, accrual, or modified accrual basis. Module interfaces with Bank Reconciliation, Purchase Order, Check Express and General Ledger.

Features and Benefits

- Company Information Data: company setup, who did the setup, and when completed
- All inquiries from one screen
- Accrual or cash basis accounting
- Direct/automatic integration: General Ledger and Bank Reconciliation
- Optional integration: Purchase Order, Check Express
- Recurring payment processing
- 1099 forms printed
- Manual checks tracked
- Inquiries: paid and unpaid invoice, vendor, general ledger account number, project
- Check selection: due date, vendor, invoice
- Multiple lines of distribution per invoice
- Multiple invoices from vendor combined into single check with stub detail
- Multiple bank accounts in multiple banks
- Standard reports: cash requirements, aging analysis, vendor activity, vendor labels, lists
- Voided checks removed from the vendors paid file, displaying only regular and manual checks
- Voided AP check voids all line items of invoice for which check was written
- Distribution percentages for expenses you wish to split between departments
- Distribution percentages of remittance to multiple G/L accounts
- Project descriptions attached to every transaction, for easy recapping and reporting
- Achieve accuracy with the standard processing steps: enter, edit, update
- Produce audit trails for internal and external accountability
- Save staff processing time with single entry of information: vendor information, recurring payments
- Streamline the voiding process

Required modules:

- General Ledger
- GlobaFILE

Optional module(s):

- Check Express
- Purchase Order

Inquire on A/P history using all of the above fields and sorting options. No other software provides greater flexibility. Use drill-down filters to locate specific checks or invoices.

Accounts Payable - [Invoice Inquiry]

File Edit Records Reports Utility Help

Invoice Selection Criteria:
Invoice Dates between 1/1/2014 and 12/31/2014
Transaction Types: Invoices, Adjustments
Sorted by Vendor, Invoice #

Invoice Inquiry Criteria

Company: All Companies Bank Account: All bank accounts

☒ Invoices ☐ All
☒ Adjustments ☐ Paid
☒ Manual Checks ☐ Unpaid
☒ Credit Card Charges ☐ Selected for Payment
☐ Voided Checks/Invoices

1. Invoice 2. Check 3. Sort

Vendor: Fund: ...
Vendor Class: Dept: ...
Invoice #: Account: ...
1099 Status: All Project: ...
ACH: (ALL Records)

From... To...
Invoice Date: 1/1/2014 12/31/2014
Invoice Total: \$0.00 \$0.00

Clear Filters OK Cancel

To view invoice detail, highlight an invoice and click Open. (If there is a check number, you can choose Invoice or Check Detail, else Invoice Detail will be displayed.) To print invoices displayed on this screen, click Reports and Invoice Inquiry Report.

Ready

Create invoices with unlimited multiple lines and multiple G/L accounts. Automatically assign user-defined, preset distributions to each invoice.

Invoice Entry - Accrual Basis

002/000/10200 First Church of the City Operating Cash

Vendor Name: Vendor (#454)
2591 Abercorn Cv
Memphis, TN 38119-7802
Terms:

☐ Print on Separate Check?
☐ Use ACH?
☐ Payment On Hold?

☒ Invoice ☐ Adjustment ☐ Manual Check

1. Detail 2. Memo

Invoice #: 02150 Invoice Total: \$2,189.51 Invoice Date: 12/5/2014
PO #: Discount: Due Date: 12/20/2014
Check #: Check Date:

General Ledger Distribution

PO	Project	Fund #	Dept #	Account #	Description	1099	Amount
0		000	001	50500	Entryway Repairs & Maintenance	None	\$2,189.51
							Total: \$2,189.51

Fund: First Fund Acct: Building Expense
Dept: Income and Expense Project: n/a

☐ Keep General Ledger Distribution for next Vendor?

Acquire/View Apply OK Cancel

Accounts Receivable

Accounts Receivable accurately tracks money you receive from varied sources such as daycare billing, subscriptions, loan payments, and other billable items. It also provides an easy way to place monies in the proper funds.

Features and Benefits

- Open Item or Balance Forward
- Cash or Accrual accounting
- Customized statement format
- Print on plain paper or pre-printed forms
- Unlimited number of user-defined revenue centers and items
- Revenue centers linked with user-specified G/L account numbers
- Recurring charges
- Integration with other “receivables” modules: Registrations, Loan Processing
- Interface with General Ledger
- Interface with Bank Reconciliation
- Distribution by percentages
- User-defined project codes
- Aged analysis reports
- Payments applied to specific charges
- Late charge calculations by dollar or percentage
- User-defined Sales Tax: automatically calculated with invoicing
- Provides solid audit trail with system integration
- Increases accuracy with automatic calculations
- Generates billing statements
- Produces statements reflecting registration fees and outstanding loans if applicable

Required modules:

- General Ledger
- GlobaFILE
- Bank Reconciliation

Optional module(s):

- Registrations

Accounts Receivable - [Recurring Charge Information]

Recurring Charge Entry

First Church In The City

☒ Is this charge active? Billing Option: Monthly

Customer: Jackson, Sharon (R297) Bill To: Jackson, Mr. Hugh (R294)

☒ Use ADH?

1. Header 2. Detail 3. ACH Information 4. Memo

Item	Descr	Unit Price	Q	Amount	Project
TUITION	Monthly Tuition for Preschool	\$200.00	1	\$200.00	Not used on this line

Item Descr: Monthly Tuition for Preschool

Total of Lines: \$200.00
Sales Tax: \$0.00
Invoice Total: \$200.00

Delete Row Limit or 0 for no limit \$0.00 no limit ☐ Use Payment Selection?

Apply OK Cancel

Ready

Easy and flexible billing schedules to handle Mother's Day Out programs, Preschool or school tuition billing. Even have the program auto-assign the payment schedule.

Accounts Receivable - [Home Base]

Utility

- Set Up Information
- Customer Information
- Invoice Processing
- Payment Processing
- Inquiries
- Recurring Charge Information
- Transfer Recurring Charges
- Apply Late Charges
- Void Payment
- Check Accounts Receivable Setup
- Modify Statement Design
- Modify Invoice Design
- Import TimeClock File
- Control Table Information
- Project Information
- Graph
- Memo

Company: First Church

>> Customer Information

Invoice Processing

Payment Processing

Inquiries

Reports

Ready

Assess late charges as necessary. You define the amount of the charge and how much time passes before payment is considered late.

Bank Reconciliation

Bank Reconciliation electronically manages your checkbook, so dealing with statements is quick, accurate and painless. It even accepts imports from Microsoft® Money®, Quicken® and other popular .ofx or .qfx formats from your bank for truly simple bank reconciliation.

Features and Benefits

- Reconciliation of all transaction types: withdrawals, deposits, transfers
- Various reconciliation methods: clicking specific checks on a grid of unreconciled checks or entering check number, date and amount
- Verification of balance
- Discrepancy advisory: imbalances, canceled check amount disagrees with bank statement amount
- Extensive reports: reconciled and outstanding checks, delete canceled checks, newly written checks
- Integration with all Shelby software that prints checks or receives deposits
- Works with all Canon check scanners to speed data entry and reduce processing time
- Avoids duplicate data entry — all bank transactions are posted automatically
- Assures user of accuracy by noting discrepancies and simple keying errors
- Included with purchase of Accounts Payable, Payroll or Check Express

Required modules:

- General Ledger
- GlobaFILE

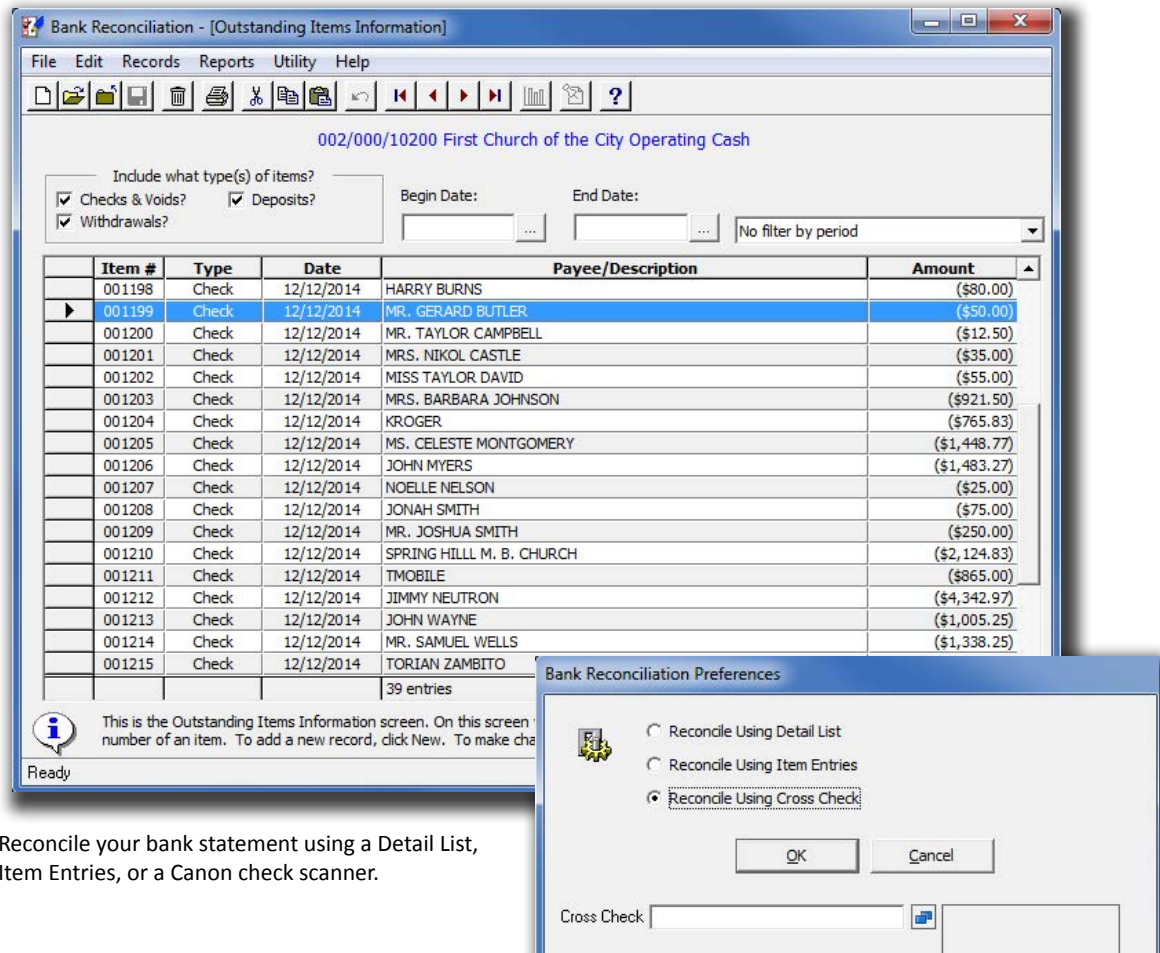
Requires one of these modules:

- Accounts Payable
- Contributions
- Check Express
- Payroll

Buy these Shelby Add-on products to boost the power of **Bank Reconciliation**:

- Canon CR-25
- Canon CR-55
- Canon CR-180





Reconcile your bank statement using a Detail List, Item Entries, or a Canon check scanner.

Check Express

Check Express lets you process reimbursements instantly for those unexpected check requests. And it records withdrawals and deposits.

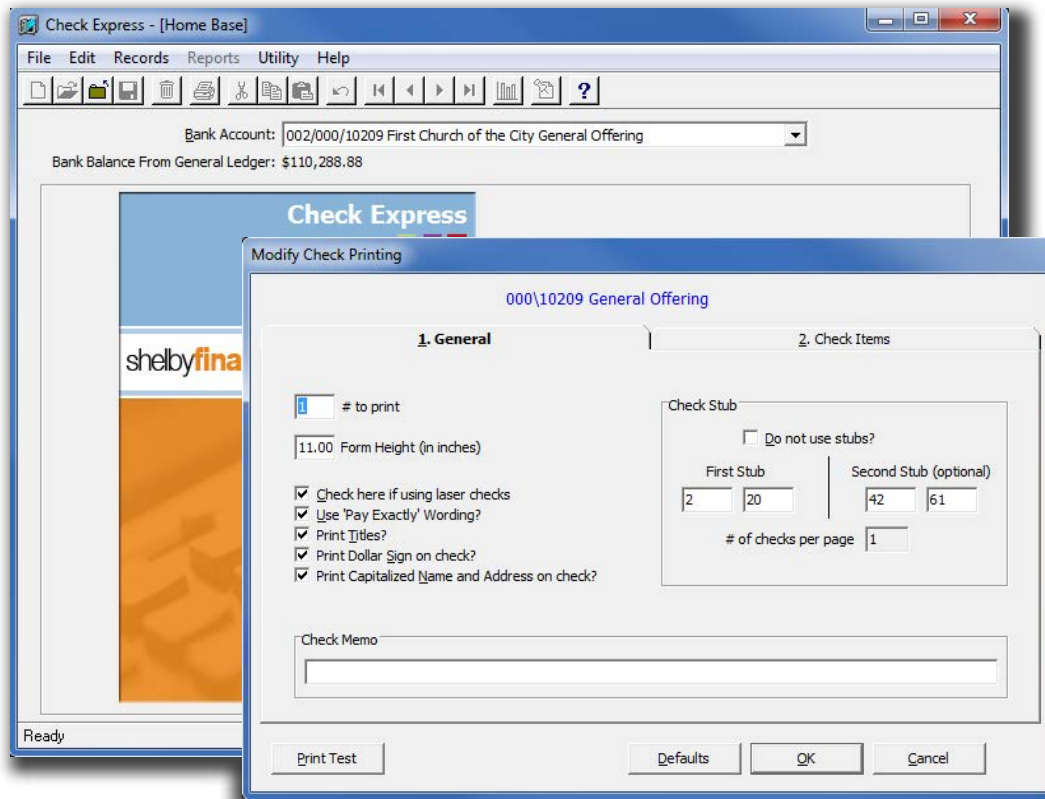
Features and Benefits

- GlobaFILE: a normalized relational database
- Immediate check printing
- Audit trail provision
- Multiple distributions over General Ledger accounts
- Integration with General Ledger and Accounts Payable
- Bank Reconciliation included
- Generate checks on-the-spot for reimbursements and pre-payments
- Enter previously-written checks manually
- Print a check register for audit trail
- Distribute transactions over as many as 10 General Ledger accounts

NOTE: This module does NOT take the place of Accounts Payable. Reports involving selection of data over particular periods, etc. must be generated by General Ledger and Accounts Payable.

Required modules:

- General Ledger
- GlobaFILE



Use your existing check format without the added expense of new check forms.

The screenshot shows the 'Enter deposit...' dialog box. It has three radio buttons: 'Check', 'Withdrawal', and 'Deposit'. The 'Deposit' button is selected. The 'DATE' field is set to 12/15/2014. The 'ITEM #' field is set to 912001. The 'AMOUNT' field is empty. The 'RECEIVED BY' field is set to 'Deposit(#536)'. The 'FOR:' field is empty. The 'NO ADDRESS FOUND' message is displayed. The 'General Ledger Distribution' table is shown with columns: Project, Fund #, Dept #, Account #, Description, Amount, and 1099. The table has one row with a '*' in the Project column. The 'Distributed: \$0.00' and 'Remaining: \$0.00' fields are empty. The 'Acquire/View', 'Delete Line', 'Apply', 'OK', and 'Cancel' buttons are at the bottom.

Enter deposit...

☐ Check ☐ Withdrawal ☒ Deposit

002/000/10209 First Church of the City General Offering - Fiscal Year Beginning 1/1/2014

DATE: 12/15/2014 ...

ITEM #: 912001

AMOUNT:

DOLLARS:

RECEIVED BY: Deposit(#536) ...

FOR:

NO ADDRESS FOUND

General Ledger Distribution

	Project	Fund #	Dept #	Account #	Description	Amount	1099
*							

Distributed: \$0.00
Remaining: \$0.00

Acquire/View Delete Line Apply OK Cancel

In addition to processing checks, Check Express allows you to record deposits and transfers. All of this interfaces directly with General Ledger so no unnecessary data entry occurs.

Expense Amortization

Use this module as a bookkeeping tool to amortize prepaid expenses over a period of time, rather than having the expenses update your general ledger as a lump sum at the time of the payment. Using this program allows you to more accurately indicate when expenses are actually incurred.

Examples of use:

- Your purchase of a two-year supply of stationery can be amortized monthly to the office supply budget for this two-year period.
- Your purchase of airline tickets in February for the mission trip can be amortized to June, when the trip occurs.
- Your insurance premium can be amortized over the effective period of coverage: yearly, quarterly, etc.

Features and Benefits

- Straight-line amortization of lump sum payments
- Automated journal entry to General Ledger to reflect the expensing
- Designated expense account(s) for each lump sum
- User-designated time frame for amortizing - partial year or multiple years
- Reporting options include: history of transactions, monthly balance sheet, detail or summary formats
- Streamlined processing path: source, destination, dates
- Integrated with the General Ledger module
- Allows user to amortize the prepaid expense sum over a longer time period
- Eliminates manually setting up recurring journal entries
- Reduces the need of exporting data to a spreadsheet for manipulations
- Gives an audit trail to verify the source and destination of each transaction
- Provides a realistic picture that reflects the circumstances of the expense
- Simplifies reconciliation at month end

Required modules:

- General Ledger
- GlobaFILE

Amortization Item Information

First Church of the City

Description
Van Insurance Premium,

1. Setup 2. Memo 3. History

Purchase Date 10/23/2014 ... Vendor ...

PO # 000000 Invoice #

Amortization Amount \$2,500.00 / # months 60 = Per Month \$41.67

Starting Fiscal Year 1/1/2014 Starting Period January

Source Fund # 00000 ... First Fund

Source Dept # 000 ... General Operating

Source Acct # 10200 ... Operating Cash

Destination Accounts			
Dept	Account	Project	Amount
▶ 001	50400	0	\$41.67
*			

Dept. Income and Expense

Account Administrative Expense

Project Not used.

Allocated \$41.67

Apply OK Cancel

Expense Amortization allows you to designate the amount and period for prepaid expenses. Rather than a lump sum hitting your general ledger, the expenses will be amortized over the appropriate time period. You can also amortize income over the effective period. For example, a year's pledge "paid in full" could be spread to each of the twelve periods.

Fixed Assets

v.5 Fixed Assets manages the physical assets of your organization by tracking items as well as noting depreciations. You can also track warranties, calculate depreciations, manage preventative maintenance and document service history.

Features and Benefits

- Data tracked: location, class, vendor and purchase order number, serial number as well as the accounts associated with the asset: asset-accumulated depreciation and expense department account number; extensive comment space
- Information for replacement costs and projected replacement date
- Warranty and contract information
- Transfer data from tag or company
- Types of depreciation: All current and prior-supported (allowable methods based on capitalized date)
 - a. pre-1981: Straight Line, Double declining, 150% Declining, and Sum of the Years Digits
 - b. 1981-1986: ACRS
 - c. post-1986: MACRS
- Can record depreciation for both Book (interface with G/L) and Tax (for reporting only)
- Depreciation calculation upon entry of asset
- Provides accurate way to manage long-range planning
- Assures that depreciations are managed to fit your organization's tracking methods
- Validates information supplied to banks, lending institutions, business organizations
- Forces user to pick only a depreciation method applicable to capitalized date
- Corrects errors: if prior calculations were wrong at time of entry, user can override, but system will bring into balance when first depreciation calculation is run

Required modules:

- General Ledger
- GlobaFILE

Buy these Shelby Add-on products to boost the power of Fixed Assets:

- miniSCAN



Fixed Assets - [Asset Information]

File Edit Records Reports Utility Help

Add/Edit Asset

First Church of the City

Description: Kioti Tracker w Cutter Tag #: 5 Leave blank to assign the next available tag #

1. Setup 2. Depreciation 3. Miscellaneous 4. Comments 5. Memo

Capitalized Date: 3/17/2013 Investment Tax Credit Exempt: ☐

Capitalized Value: \$18,600.00 Cost: \$18,600.00 Investment Tax Credit: \$0.00

Salvage: \$0.00 ITC Adjustment: \$0.00

Tax Depreciated Thru 03/2009 Book Depreciated Thru 05/2010

MACRS Straight Line Straight Line

Depreciable Value: \$18,600.00 Depreciable Value: \$18,600.00

Life in years: 5.00 Life in years: 5.00

Accumulated: \$0.00 Accumulated: 0

Net Value: \$18,600.00 Net Value: \$18,600.00

Current Year: \$0.00 Current Year: \$0.00

☐ Listed Property

Apply OK Cancel

Record either or both Tax or Book depreciation schedules.

Add/Edit Asset

First Church of the City

Description: Kioti Tracker w Cutter Tag #: Leave blank to assign the next available tag #

1. Setup 5. Memo

Date: 10/12/2014

Category: Maintenance

Comment: Tractor Serviced and blades cleaned for storage

OK Cancel

Assign New Update Delete

Apply OK Cancel

Record unlimited maintenance and repair history or other important remarks for each asset.

General Ledger

General Ledger is the backbone of your accounting system. It is integrated with all the financial modules. Stored data provides history and reports to handle planning and budgeting activities. Cut your time entering next year's budget details by directly importing files prepared by your staff. Source documents provide great audit information. Quickly send reports directly to Excel® with the click of a mouse.

Features and Benefits

- Flexible-length account numbers; up to 9 digits for sub-accounts
- Optional funds and departments: have multiple funds and departments, or none at all
- FASB 117 compliant: closing to multiple equity accounts
- Multi-year processing online
- Account number level security for data view and access
- Dedicated debit and credit columns
- Accounting options: calendar or fiscal year, cash or accrual basis, multi-company, chart of accounts designation
- Includes standard financial reports with customizable columns and formulas
- Integrated modules: Accounts Payable, Payroll, Check Express, Accounts Receivable, Fixed Assets, Receipting, Registrations
- Avoids multiple entry of checks by receiving data from Payroll, Accounts Payable, Check Express, Fixed Assets, Registrations, and Accounts Receivable
- Assures user of accuracy by noting discrepancies and simple keying errors

Required modules:

- GlobaFILE

Time 14:29:26

First Church of the City
Fiscal Year Beginning 1/1/2014
Budgeted Financial Statement for Fourth Quarter 100.00%
000 First Fund

Page

Acct #	Budget	Budget for	Actual for	Variance	Budget	Actual	Var. Actual	Var. Actual
Description	Annual	Period	Period	for Period	YTD	YTD	to Annual	to Annual
							Budget Dollar	Budget %
485 Cafeteria								
Cafeteria								
485/40100 Cafeteria Income	52,000.00	12,999.99	16,547.04	3,547.05	52,000.00	16,547.04	-35,452.96	31.82
485/40200 Cafeteria Late Chrg	.00	.00	.00	.00	.00	.00	.00	.00
Total Cafeteria Income	52,000.00	12,999.99	16,547.04	3,547.05	52,000.00	16,547.04	-35,452.96	31.82
485/50000 Cafeteria Expenses	27,000.00	6,750.00	.00	-6,750.00	27,000.00	.00	-27,000.00	.00
485/50100 Food & kitchen Suppl	36,000.00	9,000.00	6,935.85	-2,064.15	36,000.00	7,027.65	-28,972.35	19.52
485/50200 Salary Expense	27,500.00	6,875.01	.00	-6,875.01	27,500.00	.00	-27,500.00	.00
485/50250 Administrative Expen	30,000.00	7,500.00	.00	-7,500.00	30,000.00	.00	-30,000.00	.00
485/50270 Employers's FICA Con	1,790.00	447.51	.00	-447.51	1,790.00	.00	-1,790.00	.00
485/50300 Food and Kitchen Sup	3,500.00	875.01	6,935.82	6,060.81	3,500.00	6,935.82	3,435.82	198.17
485/50400 Grounds Maintenance	1,400.00	350.01	657.42	307.41	1,400.00	1,857.42	457.42	132.67
485/50500 Utilities - Phone/Li	3,000.00	750.00	3,118.50	2,368.50	3,000.00	3,118.50	118.50	103.95
485/50600 Health & Fitness Dis	2,500.00	624.99	.00	-624.99	2,500.00	.00	-2,500.00	.00
485/50700 Building Expense	9,500.00	2,375.01	.00	-2,375.01	9,500.00	.00	-9,500.00	.00
485/50750 Kitchen Maintenance	.00	.00	.00	.00	.00	.00	.00	.00
Total Expense	142,190.00	35,547.54	17,647.59	-17,899.95	142,190.00	18,939.39	-123,250.61	13.32
Total Income O/U Expense	-90,190.00	-22,547.55	-1,100.55	21,447.00	-90,190.00	-2,392.35	87,797.65	2.65
500 Registrations & Summer Camp								
500/40100 Interest Income								
500/40200 Misc. Late Fees								
500/40300 LN Late Fees								
500/40400 Summer Camp Ages 4-1								

Budgeted Financial Report Format

Name: Annual Budgets - Prior Years Password for changes

	Col	Visible	Fiscal Year	Descr
☒	A	☒	Account #/Des	Acct # Description
☒	B	☒	Current Year - I	Budget Annual
☒	C	☒	Current Year - I	Budget for Period
☒	D	☒	Current Year - I	Actual for Period
☒	E	☒	Formula 1	Variance for Period
☒	F	☒	Current Year - I	Budget YTD
☒	G	☒	Current Year - I	Actual YTD
☒	H	☒	Formula 2	Var. Actual to Annual Budget Dollar
☒	I	☒	Formula 3	Var. Actual to Annual Budget %
☒	J	☒	Prior Year 1 - A	Actual YTD
☒	K	☒	Prior Year 1 - B	Budget YTD

OK Cancel

The report illustrated above is only one of many combinations of customized reports you can create and save for frequent use. You can even export data to Excel® for further analysis.

General Ledger Plus

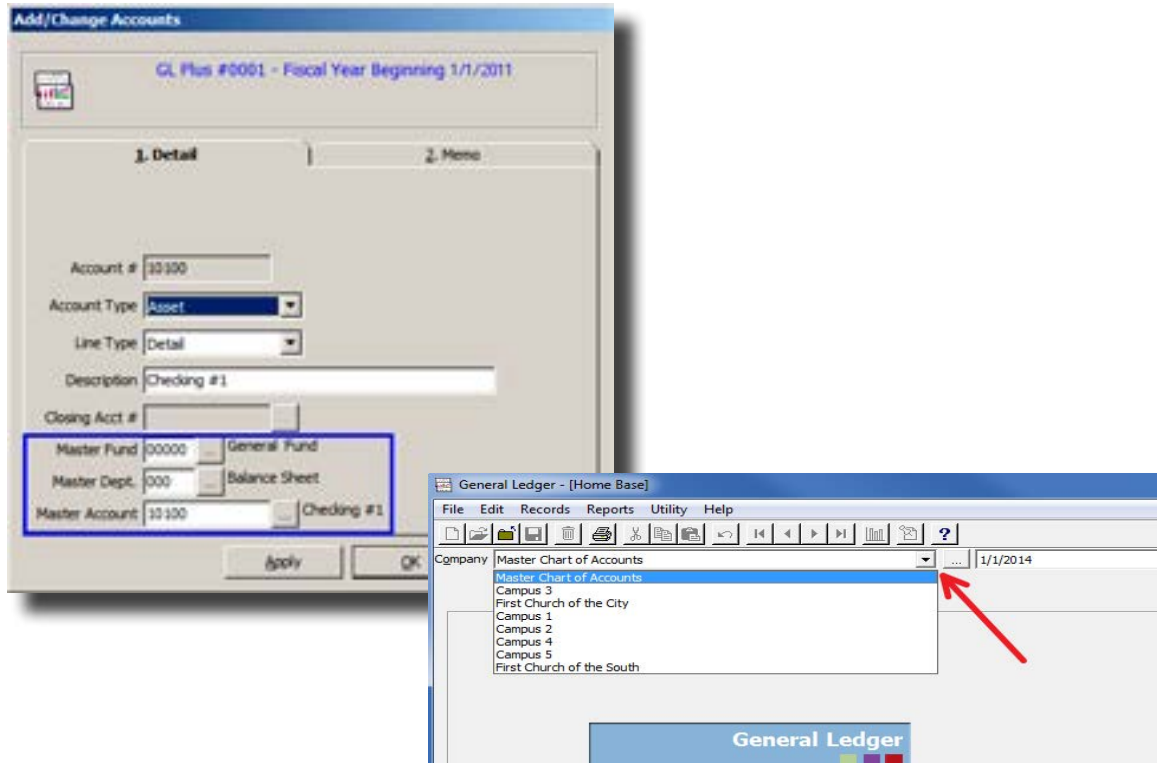
General Ledger Plus is perfect for “umbrella” organizations with multiple locations, such as denominational headquarters or multi-campus churches that require a multiple-company accounting structure. In addition to reporting for each individual company, General Ledger Plus provides consolidated reporting that spans all companies. Reduce staff expenses by handling accounting activities at a central office. Provide companies the power to access their financial information from remote locations via the internet and Microsoft® Terminal Services.

Features and Benefits

- Streamlines financial reporting with a consolidated master chart of accounts.
- Increases the company number from three to four digits in length.
- Increases the Fund number from three to five digits in length, providing one level of reporting between Company and Fund.
- Provides consolidated and sequential reporting across all companies within General Ledger, Accounts Payable, and Accounts Receivable.
- Provides payroll reporting for 941s, 1099s and W-2s based on EIN number rather than company number.

Required modules:

- GlobaFILE
- General Ledger



The General Ledger Plus enhancement uses a 'Master Chart of Accounts' company with a company number of 000. This company is used to consolidate reports across different companies.

Payroll

The v.5 Payroll module manages all aspects of your payroll. It provides gross wage computation, calculates all necessary taxes, determines voluntary deductions, prints a payroll check for the employee, and accumulates necessary totals for monthly, quarterly and annual government and management reporting, including magnetic media reporting.

Features and Benefits

- Total descriptions for compensation and deduction types rather than codes
- Built-in federal, state, and local tax tables
- Definition of W-2 information during the setup procedures
- Data tracked: salary amounts, hourly rates, rates for tax calculations, voluntary deductions and cafeteria plan choices, unemployment and worker's compensation rates
- Minister designations allow taxable/non-taxable compensation
- Any combination of pay cycles
- Compensation entered by annual or periodic rates; uneven splits handled by rounding difference in the first check of the year
- Management of non-taxable wages such as annuities
- Recording of non-cash compensation, such as life insurance over \$50,000
- Records management: time card labels, time card worksheets
- Provision for vacation and sick hours allowed and remaining
- Earnings allocations to multiple general ledger accounts for each employee
- Provision for automatic bank deposit for individuals using Direct Deposit or ACH methods
- Email Direct Deposit vouchers to employees
- Integrates with General Ledger
- Multiple calendar years on line
- Streamlines paycheck production with extensive data and tables stored
- Provides employees with real-life payment situations - salary, wages, bonuses
- Assures employees that earnings are both accurate and secure
- Allows tax tables to be easily updated by user as changes occur
- Provides check reprinting capability before Payroll and General Ledger are updated

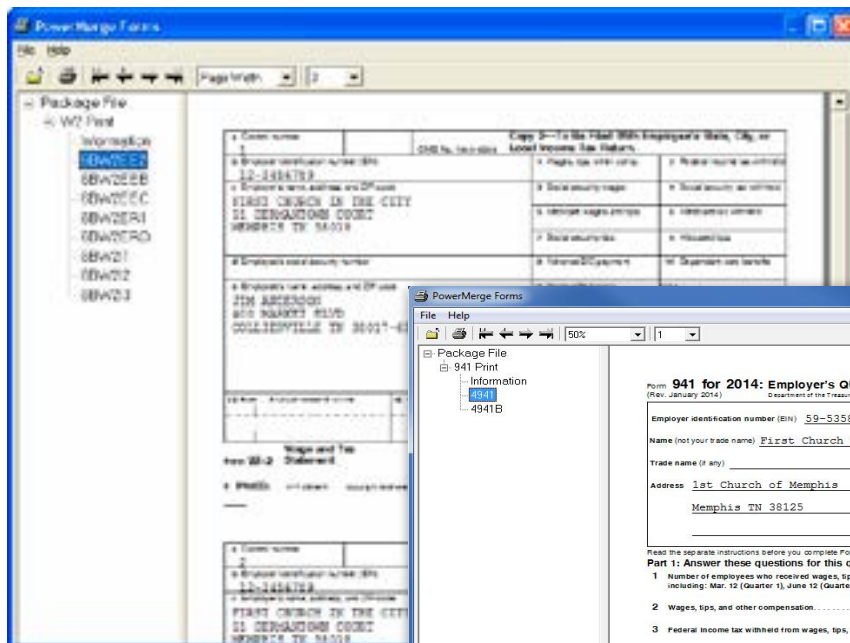
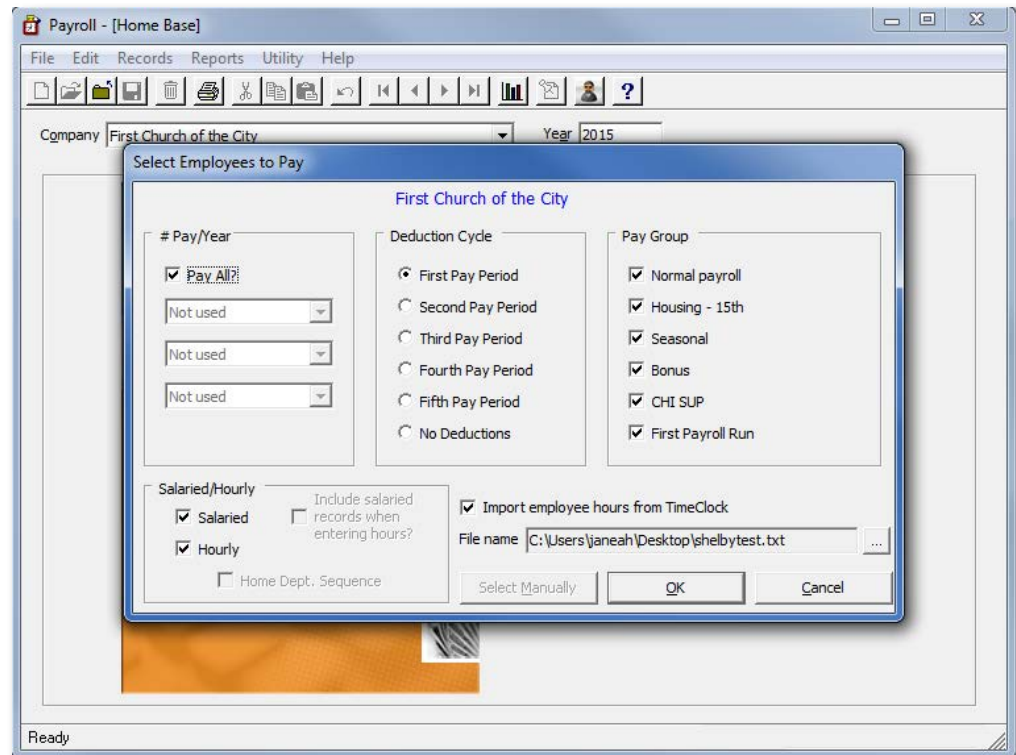
Required modules:

- General Ledger
- GlobaFILE

Buy these Shelby Add-on products to boost the power of **Payroll**:

- TimeClock Plus software
- TimeClock Plus hardware

Using TimeClock Plus software, you will never again have to enter hours before processing your payroll.



Print W-2s and 941s directly from Payroll with IRS-compatible formatting.

941 for 2014: Employer's QUARTERLY Federal Tax Return
(Rev. January 2014) Department of the Treasury - Internal Revenue Service

OMB No. 1545-0029 970114

Employer identification number (EIN) 59-5358253

Name (not your trade name) First Church of the City

Trade name (if any) _____

Address 1st Church of Memphis
Memphis TN 38125

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1 29

2 Wages, tips, and other compensation 2 57505.98

3 Federal income tax withheld from wages, tips, and other compensation 3 4061.61

4 If no wages, tips, and other compensation are subject to social security or Medicare tax ☐ Check and go to line 8.

Column 1 Column 2

5a Taxable social security wages 5a 50384.34 x .124 = 6247.66

5b Taxable social security tips x .124 =

5c Taxable Medicare wages & tips 5c 50384.34 x .029 = 1461.15

5d Taxable wages & tips subject to Additional Medicare Tax withholding x .009 =

5e Add Column 2 from lines 5a, 5b, 5c, and 5d 5e 7708.81

5f Section 312(f)(5) Notice and Demand--Tax due on unreported tips (see instructions) 5f

6 Total taxes before adjustments. Add lines 3, 5e, and 5f 6 11770.42

7 Current quarter's adjustment for fractions of cents 7

8 Current quarter's adjustment for sick pay 8

9 Current quarter's adjustments for tips and group-term life insurance 9

Purchase Order

The v.5 Purchase Order module allows supervisors to establish and enforce an “approval process” starting with a requisition and ending with an approved purchase order. The Desktop Dashboard alerts users when a requisition is awaiting approval, and an automated email notification system notifies managers when they need to approve requisitions. The module can automatically email a purchase order to the vendor upon approval, if desired.

Features and Benefits

- Tracks requisition number, date issued, date received, authorization agent and issued to for each purchase order
- Invoices entered in Accounts Payable are applied to Purchase Order items
- Individual or batch-processing
- Accurate processing: enter, edit, update
- Automatic temporary backup
- Unlimited General Ledger distributions per purchase order
- Extensive inquiry options enable users to perform broad searches for purchase orders and requisitions, and also allow very detail-specific searches
- Prints open purchase order or history lists at any time
- Combines multiple fields to narrow range of purchase orders for inquiries and reports
- Allows archive referencing with extensive storage capability
- Uses predetermined, user-defined distributions
- Provides for up-to-date budget reporting by including encumbrances on Budgeted Financial Statement
- Recreates previous purchase orders for recurring purchases
- Completely customizable purchase order and check request forms and new pre-built forms are available
- Approval process tracks requisitions, purchase orders, and check requests
- Managers can automatically approve requisitions under a certain dollar amount
- Automated email notification system alerts managers when they need to approve a requisition and the Desktop Dashboard alert also displays when a manager needs to take action

Required modules:

- Accounts Payable
- General Ledger
- GlobaFILE

Purchase Order - [Home Base]

File Edit Records Reports Utility Help

1. Criteria 2. Results

View All View Selected

Req #	PO/CkRq #	Vendor	Date Issued	Issued To	User	Total
☐ 124	0	Chevrolet	12/7/2014		SMS	\$50.00
☒ 122	0	Home Depot	10/27/2014		SMS	\$145.00
☐ 123	0	Memphis Light, Gas, & Water	10/27/2014		SMS	\$5,478.11

3 record(s) in current view

Ready

Record purchase orders and check requisitions that automatically interface with Accounts Payable to prevent re-keying.

PURCHASE ORDER

The following number must appear on all related correspondence.

P.O. #: n/a

P.O. Date: 10/27/2014

REQUISITION #: 122

Page: 1 of 1

First Church of the City
 1st Church of Memphis
 5100 Poplar Avenue
 Memphis TN 38134
 Phone: 1800HMDPOT Fax:

VENDOR Home Depot
 6541 Ventura Blvd
 Ventura CA 93003-7229
 janea.hancox@shelbyinc.com

SHIP TO First Church of the City
 1st Church of Memphis
 5100 Poplar Avenue
 Memphis TN 38134

ISSUED TO	AGENT	SHIPPING METHOD	DELIVERY DATE
			11/1/2014

QTY	UNITS	DESCRIPTION	ACCOUNT #	UNIT PRICE	TOTAL
1	each	Grounds Maintenance	0/1/50500	\$72.50	\$72.50
1	each	Grounds Maintenance	0/485/50250	\$72.50	\$72.50
TOTAL					\$145.00

Approval: Shelby Approval Default

Send all correspondence to the above address, phone, and/or FAX.

Authorized by

Date

Customize the appearance of generated purchase orders, which includes changing the color of the form, adding or removing additional order information, adding your organization's logo to the form, and more.

Receipting

Use Receipting for on-the-spot receipts to assure givers that their contributions are accurately documented.

Features and Benefits

- Receipting for any money received
- Processes on-the-spot or batch-processed
- Integration with General Ledger
- Manage all monies received with a proper paper trail
- Provide assurance to the giver that contributions and gifts are accurately documented
- Print individual receipts on-the-spot for cash received
- Print grouped receipts in a batch process
- Print receipt history using history data
- Protect office and staff with accurate documentation of funds received
- Can integrate with Accounts Receivable

Required modules:

- General Ledger
- GlobaFILE

Optional Module(s):

- Accounts Receivable

Receipting - [Transaction Display]

File Edit Records Reports Utility Help

Receipt Entry

001/00000/10100 Campus 3 Asset Account - Fiscal Year
Beginning 1/1/2010

DATE 1/2/2015 RECEIPT #

Seven Dollars And 35 Cents DOLLARS AMOUNT \$7.35 Check #

RECEIVED FROM Smith JR., Mr. Robert (#368) FOR: Daily Devotionals Paper Back

2465 Millbrook Ave
Memphis, TN 38127-5844

General Ledger Distribution						
	Project	Fund #	Dept #	Account #	Line Description	Amount
0		000	200	40300	Literature	\$7.35
*						

Project: n/a Fund: General Use Dept: Home World Missions Account: Ministerial Support

Distributed: \$7.35
Remaining: \$0.00

Delete Line Apply OK Cancel

Ready

Designate all appropriate details for cash contributions and generate quick receipts on demand.

ShelbyACH

This v.5 module provides for electronic transfer of funds between bank accounts (replaces manual check writing for bills, as well as data entry for receivables and donations). This transfer by utilizes the standards developed by NACHA.

Features and Benefits

- Transfer funds electronically
- Credit or debit transactions supported
 - Direct debit from donor's account from Contributions
 - Direct payment to vendors
 - Direct collection of monthly fees: day care, school, etc.
- File for data exchange fully prepared
- File format: NACHA standard
- Overnight processing through the Federal Reserve
- Collection or payment consummated in 1-3 days
- Integrated with: Contributions, Donors and Gifts, Accounts Payable, and Accounts Receivable
- Saves money: no need for check stock
- Saves time: no need to print checks, no need for manually written checks, and no additional data entry
- Increases efficiency: contribution transaction posts to purpose, personal record, and to the General Ledger
- Eliminates the waiting time for funds to be available
- Applies to church building funds, weekly giving, school/day care, etc.
- Reduces bank reconciliation efforts
- Gives marked cost advantage over credit card method
- Eliminates problems related to mailing - lost, mangled, misdirected

Required modules:

- General Ledger

Requires one of these modules:

- Accounts Payable
- Accounts Receivable
- Contributions
- Donors and Gifts

Update ACH

002 - First Church of the City

1. ACH Information | 2. Memo

Company Name: First Church

Company ID: 421 ☒ Use Offset detail record?

Immediate Destination ID: 124

Immediate Destination Name: Bank ACH Dept

Immediate Origin ID: 124

Immediate Routing #: 1212121212

Immediate Origin Name: Bank Name

Receiving DFI ID: 000000000

Receiving DFI Account #: 121545040

ACH Security:

File Location: C:\Users\janeah\

☐ Use UpperCase

Select the

☒ Include Inactive Purpose Codes?

Apply

Transfer ACH

002 - First Church of the City

Which Frequencies?

☒ All ☐ Weekly(52) ☐ BiWeekly(26) ☐ SemiMonthly(24) ☐ Monthly(12) ☐ BiMonthly(6)

☐ Specific

Process Day(s) From: 1 To: 15

☐ For all companies

ACH Accounts: (All)

Purpose: TITHE

Date for Entry: 11/16/2014

Effective Date: 11/18/2014

Check Number Field: ACH

☐ Combine entries with same DFI Bank Routing ID and DFI Bank Accounts within the Company ACH Account?

☐ Create as prenotification only?

Beginning date for prenotes: Ending date:

Clear Criteria OK Cancel

ShelbyACH has multiple filters for processing Contribution transactions: by frequency, day of month, ACH account and Purpose code.

ShelbyMICR Plus

Before you spend another dime on pre-printed checks, consider what ShelbyMICR Plus can do for you. We've made the check writing process simple. Print the entire check on secure blank check stock — including MICR information for each unique bank account, your church's logo and address, dollar amount and multiple signatures — all in just one pass. AND do this on your network from any workstation!

Features and Benefits

- Laser printing using popular PostScript printers with magnetic ink cartridges
- One-pass printing operation for total check production: specified signatures, payee with address info for window envelopes, and logos for organization as well as bank
- Specially-designed module as add-on to Payroll, Accounts Payable, and/or Check Express (Setup done via Bank Reconciliation)
- Single-sheet laser check forms
- Restricted access based on user login and password
- Space for printing unlimited voucher detail information
- Extra assurance with enhanced security: renumbering and reprinting checks managed through user security; additional security to activate "Print Checks" button
- Manage check-writing security issues in-house
- Reduce processing time: no files to import or export
- Increase productivity: print, protect, and sign checks in one operation
- Define the parameters to fit your operations: number of signatures and dollar limits
- Enter your parameters and start processing immediately – no programming required
- Produce professional appearance with minimal effort
- Have confidence in module-specific security: AP clerk can produce checks only from the Accounts Payable module – not from Payroll or Check Express
- Save money – no need to purchase expensive pre-printed checks

Required modules:

- General Ledger

Requires one of these modules:

- Accounts Payable
- Check Express
- Payroll

Hardware requirements:

- Laser printer with PostScript print drivers (not PCL) and a magnetic ink toner cartridge

You can purchase blank laser check stock and MICR toner printer cartridges from our exclusive partner, NELCO. This paper has all the check security features recommended by the banking industry to keep your check transactions secure. For complete details call NELCO at 800.266.4669, or visit www.nelcosolutions.com/Shelby.

	Description	Debit	Credit
✓ #4-S48 Christian Music Supp	SUBSCRIPTION	\$375.00	
REQUIRE SHEET MUSIC			\$375.00
TOTAL		\$375.00	
#4-S48 Christian Music Supp	SUBSCRIPTION	\$375.00	
REQUIRE SHEET MUSIC			\$375.00
TOTAL		\$375.00	

02096

First National Bank
AUSTIN TEXAS

CHECK NO.	DATE	AMOUNT
02096	12/03/11	\$375.00

Please see us at stage

[Signature]
CASHIER

* 437958408570 423436789555 *

Effective 01/01/2015. Product pricing, features and availability are subject to change without notice.
Copyright ©2015 Shelby Systems, Inc.
SH-0010

Business Forms

NELCO is the chosen provider of checks, tax and business forms for Shelby Systems. Nelco has been in the tax and business forms industry for over 50 years and works closely with the developers of Shelby software. This collaboration guarantees that Nelco's tax forms, checks and business forms will work seamlessly with your Shelby software. We are confident that Nelco's product offering will exceed your needs and expectations.

Products Include:

- **Checks:** Preprinted Laser and Inkjet Checks and Preprinted Continuous Checks are available in a variety of styles and colors. Most orders ship within 10 business days. Blank Laser Checks for use with ShelbyMICR Plus can ship within 48 hours. Custom checks are also available.
- **MICR Toner Cartridges:** For use with ShelbyMICR Plus and blank laser checks, MICR toner ensures your checks will be accepted and quickly processed by any bank. Financial institutions rely on Magnetic Ink Character Recognition (MICR) technology to read the code at the bottom of checks.
- **Tax Forms:** 1099s, W-2s, Nelco Universal forms. Simplify printing and distribution of W-2 and 1099 forms by using Nelco's Universal perforated paper.
- **Custom Statements:** Contribution statements, Invoicing for School or Day Care Tuition, Pledge summaries, etc.
- **Custom Forms:** Nelco can work with you to design virtually any form you need. (Ex: Visitation Forms, Volunteer Gift Surveys, Small Group interest cards, Pledge cards, etc.)
- **Promotional Presentation Materials and Other Paper Products:** You want your church's information to look it's best. Work with Nelco to produce letterhead, thank you cards, visitor welcome packs and a variety of other presentation materials.
- **Envelopes:** Nelco offers envelopes in a variety of sizes and styles to meet your specific needs. Customize standard envelopes to accompany your organization's letterhead or window envelopes to make mailing statements easier.
- **Special Services:** Statement Fulfillment Printing. You download your contribution statement data from Shelby and Nelco does the rest - printing, stuffing and mailing your contribution statements at reduced postal rates. We can also electronically file your W-2s and 1099s with the appropriate government agency, then print and mail recipient copies. We can save you time and money!



NELCO®

Call Nelco for pricing at 1-800-266-4669, ext. 4202
Ask for Nelco's Shelby Key Account Representative,
Ryan Martin, rmartin@nelcosolutions.com

www.nelcosolutions.com/Shelby



[My Account](#) | [Order History](#) | [Quick Order](#) | [Contact Us](#) | 800-266-4669
[Compatible Products Catalog](#) | [Request a Catalog](#) | M-F, 8:30 am - 5:30 pm EST

Shopping Cart
0 items \$0.00

[Wage & Income Reporting](#) | [Check Writing](#) | [Tax Preparation](#) | [Industry Forms](#)

Search Results

Home > Search Term: shelby

We found 109 products matching your search for "shelby".

Categories

- Wage & Income Reporting
- Check Writing
- Industry Forms

Form	Format
1096	1up
1099	2up
1099-INT	3up
1099-MISC	4up Univ
1099-R	4up Ver 1
W-2	4up Ver 2
W-2 & 1099	
W-2 & 1099R	
W-3	

Check Position	Size
3-up Business	#9
Bottom	3 15/16" x 9 3/16"
Middle	3 7/8" x 8 1/4"
Top	3 7/8" x 8"
	5 3/4" x 8 3/4"
	8 1/2" x 11"

Form Construction	Sealing
Laser Blank	Latex
Laser Preprinted	Moisture

Envelope Flap Opening

- Long
- Long Extended

Authorized Site for Compatible Products

AUTHORIZED PARTNER

shelbysystems

GUARANTEED COMPATIBLE


FREE samples, specials offers...
[Sign up now >](#)

[Privacy & Security](#)

[About Nelco](#) | [Customer Service](#) | [Free Samples](#) | [For Software Developers](#)
[Nelco Guarantee](#) | [Return Policy](#) | [Terms of Use](#) | [Site Map](#)

www.NelcoSolutions.com/Shelby

ShelbyQUERY

This tool enables you to produce reports utilizing your expertise of Microsoft® SQL.

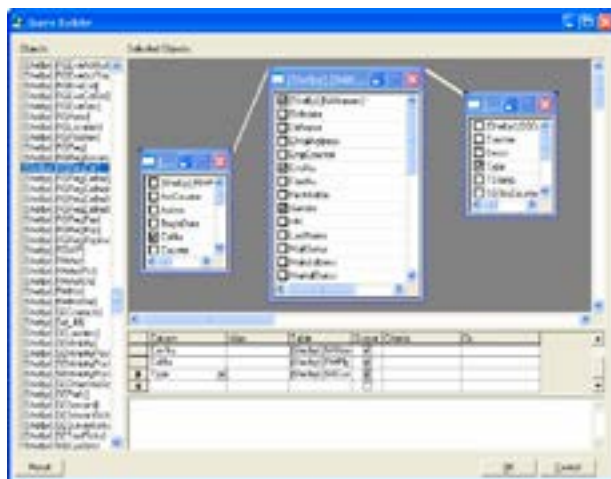
It is designed to meet those unusual reporting needs for users who have some experience with report writers, especially SQL.

Features and Benefits

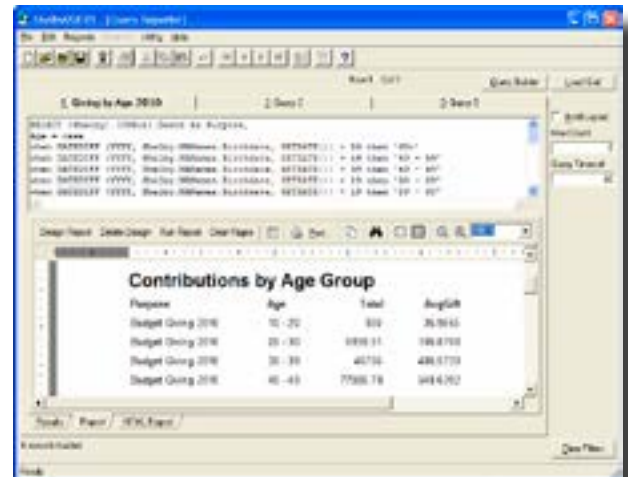
- Front-end programming to MS SQL
- Inclusion of all database tables with complete descriptions
- Unlimited report combinations
- Accessed through the program menu
- Paired with Excel® pivot tables for on-going, real-time information
- You do not have to leave programs to create and produce reports
- Database table descriptions are easy to understand, you don't need to be a programmer to know which fields to use
- This gives you an alternative to the standard programming to create customized reports
- Once you create a report and save it, it is always available to be used with current information

Required Software:

- GlobaFILE



The graphical Query Builder makes it easy to see field and table relationships to help build complex SQL statements.



The new Report Builder allows you to create, save and share beautiful, customized reports.