

Management Software for Headquarters

By using Shelby Systems' Arena HQ & Financials software, a district headquarters office & its reporting churches will acquire improved accuracy & efficiency in their data & communications.

Benefits Include:

-Membership	-Web Content	-Accounts Payable
-Volunteer Tracking	-Donations	-Payroll
-Communications	-Missions	-Deposits on Hand
-Counseling	-Work Flows	-Loan Processing
-Prayer	-Appointments	-Insurance/Retirement
-Multi-Tenant	-General Ledger	

Membership

1. **People Tracking**- maintains all individual family information, extended relationships & level of involvement
2. **Forms Creator**- a configurable form builder that creates custom forms for reporting entities. Fields can auto-populate & reports can be pulled quickly using information given & information already stored in the system.
3. **Reports**- make default Arena Reports available & consist of a number of reports that can be expanded by using Microsoft's Reporting Services. Built-in reports for directories are also available, such as: Directory of Churches, Ministers, Surviving Spouses, Committees, etc.
4. **Lists/Reports**- allows users to create lists based on selected information & then merges names into existing documents or reports, if desired.
5. **Background Checks**- users are able to request background checks & selected users or administrators can view & access the background checks that are in progress.

Volunteer Tracking

- Volunteer Tracking stores volunteer information & tracks them using specific tags.

Communications

- The Communications module allows for mass messaging through direct mail, email or SMS text messaging.

Counseling

- Counseling is a full module that allows users to add counseling notes within a secured environment in Arena HQ. Alerts can be generated to specific member or volunteer profiles, if needed (i.e. someone not approved for working with children).

Prayer

- Allow individuals to request prayers directly from your website.
- Allow designated users to add, view & approve prayer requests, answers & comments made by members & visitors.
- This module can also create user defined prayer reports.

Multi-Tenant

- Available Fall 2011
- The multi-tenant module allows the district office to provide the features & functionality of the entire suite of applications to their reporting churches.

Web Content contains:

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|-----------------------|---------------------|
| -Online Giving | -Business Directory |
| -Online Registrations | -Newsletters |
| -Online Missions | -Photo Albums |
| -Polls | -e-Cards |
| -Classifieds | -Podcast Channels |

Donations

- The Donations modules includes: Online Giving, Fund Management, Donation Lists, Batch Lists, Repeating Payments, Pledges, Reports, Contributions & Pledge Quick Entry.

Missions

- This module interfaces with Donations & will allow you to create mission trips & allow members to register & pay for them online. It also allows non-travelers to make payments toward the trip or individual travelers.

Work Flows

- Assign work flows, submit work flow requests & track work flows that you have requested, assigned & subscribed.

Appointments

- Track all activity associated with a clergy member, including: education requirements, credentialing, status, annual renewal, counseling notes, etc. This module is used to manage & report on positions & appointees across multiple institutions.

General Ledger

- All sub-ledgers (i.e., Accounts Payable, Payroll, etc.) are integrated with General Ledger. Stored data provides history & reports to handle planning & budgeting activities. Cut your time entering next year's budget by directly importing files prepared by your staff. Source documents provide great audit information. Quickly send Shelby reports directly to Excel with the click of a mouse.

General Ledger Plus

- Creates reports for each individual company & 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 using Microsoft® Terminal Services.

Accounts Payable

- Pay bills, keep records of invoices, & manage credits from & payments to vendors. Users can operate on a cash, accrual, or modified accrual basis. Module interfaces with Bank Reconciliation, Purchase Order, & General Ledger/General Ledger Plus.

Accounts Receivable

- Accurately track money you receive from varied sources such as: insurance, subscriptions, loan payments & other billable items.

Payroll

- Manage all aspects of your payroll. It provides gross wage computation, calculates all necessary taxes, allows for voluntary deductions, prints a payroll check or creates an ACH transaction file for uploading to your bank. Payroll also accumulates necessary totals for monthly, quarterly & annual government & management reporting (including magnetic media reporting). Creates all necessary payroll reports, including standard wage lists, Workman's Compensation edit reports & IRS forms 941, W2 & W3.

Deposits on Hand

- This module allows your office to provide savings-type accounts & manage those investments.

Loan Processing

- Manage the loans your organization provides to other organizations & individuals.

Insurance/Retirement

- Manage the charge structure related to services provided by a denominational office to its staff, related churches & individuals within its jurisdiction. This includes Health Insurance, Life Insurance, Disability, Workman's Compensation & Retirement.

Bank Reconciliation

- Electronically manage your checkbook so dealing with statements is quick, accurate & painless. It accepts imports from MS Money, Quicken or any popular .OFX or .QFX format from your bank for truly simple bank reconciliation.

Check Express

- This module allows you to process reimbursements instantly for those unexpected check requests, records withdrawals & deposits.

Donors & Gifts

- Record giving history & associate it with pledges & purposes. This not only allows you to prepare giving statements for contributor tax records, but also to track giving trends. In addition, it provides fund-raising management tools & can link donors with their local church or parish.

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.

Fixed Assets

- Manage the physical assets of your organization by tracking items & recording depreciations. You can also track warranties, calculate depreciations, manage preventative maintenance, plan for replacement of depreciated equipment, use barcode scanners with inventory function & document service history.

Multi-Site Link (MSL)

- This module allows the main office to consolidate individual site information for a total picture of ministry efforts. The MSL framework overlays Shelby System's integrated software solutions, allowing multiple sites to use specific parts of the software. Multi-Site Link includes all the functionality of General Ledger Plus & adds the people modules.

Multi-User Licenses

- Any organization with multiple staff members using Shelby v5 software simultaneously needs a multi-user license to allow access to any/all of the applications in the suite of modules. Without a multi-user license, only one person at a time can access your Shelby v5 software.

Premium Inventory

- Track premiums & products associated with fund-raising campaigns.

Purchase Order

- Allow supervisors to establish & enforce an “approval process” starting with a requisition & ending with an approved purchase order. The Shelby Desktop Dashboard alerts users when a requisition is awaiting approval, & an automated e-mail notification system notifies managers when they need to approve requisitions. The module can automatically e-mail a purchase order to the vendor upon approval, if desired. It will alert users when a P.O. approval would result in an over-budget expenditure on a line item basis.

Receipting

- Assure givers their donations are accurately documented with on-the-spot receipts.

Remittances

- This module provides you with the tools to accurately figure apportionments as well as track the resulting remittances.

ShelbyACH

- This module provides for electronic transfer of funds between bank accounts (replaces manual check writing for bills, as well as data entry for receivables & donations). Shelby programming facilitates this transfer by using the standards developed by NACHA.

ShelbyMICR Plus

- Print checks on secure blank check stock – including MICR information for each unique bank account, your church’s logo & address, dollar amount & multiple signatures- all in just one pass.

ShelbyQUERY

- Produce reports utilizing your expertise of Microsoft Transact SQL. It is designed to meet those unusual reporting needs for users who have some experience with SQL report writers.

Statistics

- Store the data sent periodically to the denominational headquarters office by the individual churches associated with that central office.

Terminal Server Optimizer

- Take advantage of programming that improves Shelby software performance in a thin-client environment where the programs are running over communication lines, such as: direct dial-up, Internet dial-up, or LAN.

Also included: Intranet, Groups, Tags, Promotions, Sports, Check-In & Administration

Hosted solution coming Fall 2011!

