FlockBase On the Cloud User Guide

Getting Started with FlockBase on the Cloud

1) Thank you for your subscription to FlockBase on the Cloud. This user guide will introduce you to setting up your account, processing your data, and generating meaningful reports.

2) If you are a prior FlockBase or FlockBase Accounting user, please see our Guide for Importing FlockBase Data. If you are transitioning from another data management program, please see our Data Import Tools to see if your data is eligible and ready for upload. If this is your first time using a data management tool for your church, then welcome! You're ready to get started.

First Time Login and Setup – And Adding Users

1) The first time you log in to my.flockbase.com, you will do so using your username and the starter password we send to you. We recommend that the first thing you do is to click your username in the top right of the screen and select My Account. From here, **change your password** to something that is both secure and memorable.

2) To add other users, you will first need to go Settings→Users→Roles to create one or more user templates called Roles. To create a new Role, select the New button. You will then be prompted with a list of program areas/features to which you can either grant or deny users assigned to this role access. Do this by clicking on the drop down arrow on each feature. Very soon we will add the ability to grand Read level access. For now, access is either none or edit. (NOTE: The Administrator role exists in your database by default. If you don't create new roles and assign users to those roles, all users will have administrator privileges which is likely not a good idea.)

3) After creating any necessary roles, you will then access those roles via Settings→Users→Manage. To add a user, click Invite. This will open a dialog box and prompt you to enter the new user's email address. This email will invite the user into your database and allow them to select a username and password. Until they register, they will appear as Not Registered. Be sure to assign each user to the appropriate role so they have the appropriate level of access.

4) Next, on the left-hand side, you will find the full menu for FlockBase. Under Administrative, click Settings and then Organization to put in the basic information for your church.

   a. In the Contribution Footer field, you can input your message that will go out on your yearly contribution letters. We recommend that you do not remove the standard language recommended for the IRS. Instead, add your message to the basic text.

   b. From this screen, you also can put in your church's Fiscal Year End Date, which saves for your Register.

5) After that, go to Membership, also under Settings.

   a. In the Roles and Statuses section, you can input the roles that particular members of your church have within their households, e.g. Head of Household, Spouse, Son or Daughter. You can also input particular statuses that Households or Members

might have. These would be things such as Active, Visitor, Moved Away, or Former Member.

    b. In the Dates section, you can add fields for significant dates for each Household or Member. These fields will appear in your Membership screens for each Household and Member. For example, you might want to record the date when a Household joined the church or a member was baptized; perhaps even a birthday.

6) Also under Settings are the Financial Settings. These will be discussed later on in the Financial Guide.

User Settings

In the top right of your screen, you will find your username. If you click on it, a drop-down menu will appear, and it will show you My Account, Settings and Logout.

My Account

Here, you can change your password. We recommend that you do this semi-regularly in order to stay as secure as possible. FlockBase is secure, but anyone can be at risk of unauthorized data access if they do not create good password habits, such as creating **unique passwords** for each site, **changing passwords** on a scheduled basis, and **not writing passwords** in unsecured places. We recommend that you use a secure service to keep track of your passwords.

Settings

When you click settings, a box will appear with some basic personalization settings. **Autopopulate envelopes** means that when you create a new member, that member will automatically be assigned a number for contribution purposes. This is not necessary, as you can always search for members by name for contributions. **Autofill Journal Entries** sets it so that when you create a journal entry, after putting in an amount for a debit or credit to one line item, the next line item you select will automatically balance with a corresponding debit or credit. The other 3 settings are cosmetic settings that change the look of your accounting register to best suit your needs.

Options

Autopopulate Envelopes ☑
Autofill Journal Entries ☑
Register Show Zeroes ☐
Compact Register ☑
Bordered Register ☑

OK   Cancel
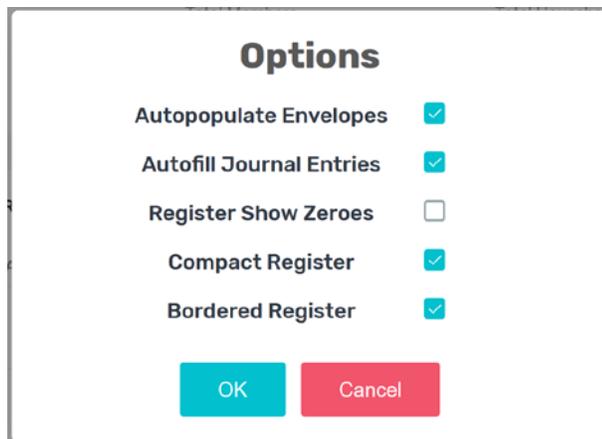
Getting Started with Households and Members

1) Members are the basic building blocks for the church, and FlockBase matches this. Every Member must belong to a Household, even if they are only a Household of one. FlockBase recognizes that some interactions are based around Households, while others, such as contributions, are based around Members.

2) To get started, click Membership on the left-hand menu, then click View. Here, you will eventually see a list of all Households on top and a list of all Members on the bottom, even though they are currently empty.

3) In the top right of the page, click +New to add a new Household.
   a. ADD STH about nomenclature
   b. For each field, click the black edit icon to change or lock-in information. If the box is white, then the information can be edited. If the boxes are greyed-out, then the information is saved. Click Done in the top right to save all changes.

4) Once you have put in your basic Household information, you are ready to add a Member to your newly-added Household. On the right-hand side of the page, click Add under Household Members.

Entering Your First Contribution

1) First, make sure that you have a member in order to begin entering contributions. You should also have set up some Funds, Accounts and Purposes as detailed in another place in this user guide.

2) Once you have all of those pieces, on the Main Menu on the left-hand side of the screen, click Contributions to open a drop-down menu. On this menu, click Create. This will bring you to the contributions screen.

3) Here, you will see a place to enter all pertinent contribution information. Enter the date of the contribution, as well as the contributing member and check number. Your church may choose to sort contributors rather than by member names. This is available as well, but not mandatory.

4) Next, select a Purpose for the contribution and an amount. You can also add a memo if there is any additional information needed for the record.

5) Lastly, FlockBase will not accommodate a cash value for non-monetary contributions. The IRS guidelines state that churches should not value non-cash contributions. FlockBase will record non-cash contributions and send out a description of items received on the contribution statement, but you cannot value them as though they are cash.

Contribution Reports

To print year-end contribution reports, go to Membership→View and scroll down to the Members section. There you will see Contributions as one of the options in the top of the section. When you select Contributions, you will be allowed to select "Include Non'Deductible",

"Compact" and "Detailed" as well as selecting the appropriate Date Range. After making your selections, clik on OK to generate the Contribution Statements in a .pdf file. You can then print and/or safe that file.

Groups

FlockBase facilitates groups at both the Household level as well as the Member level. Household groups are intended to be used for groups that have meaning on a family-by-family basis. For example, a snail-mail newsletter group would likely need to be done at the Household level. Member Groups are intended to help manage people groups on an individual level. For example, you may create a Member group for Women's Ministry. This would allow you to both communicate with and track attendance for this ministry on a member level.

To create a Household Group, expand the Groups Menu and select Household Groups. From there, select **Add Group**. The following box will appear.
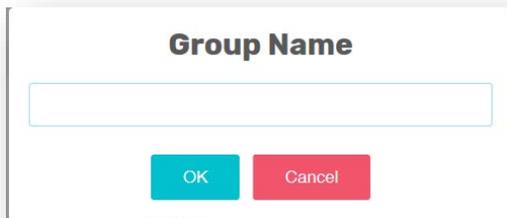

After entering a Group Name and selecting OK, the new group will appear on the Groups list. To add members, select View. This will open the list of members in the group which will initially be blank. Clicking Add will allow you to add Members. This is done on a member-by-member basis.

The process to create and add to People Groups is very similar to Household Groups. The only real difference is that you are dealing on a Member (people) level and not a Group level.

After creating Groups, you are then able to export them to Excel, CSV, Labels, or as a list. When you select a group from the list, these four options appear below the Group name.

Events

Once you have added and populated the Groups, you can then use Events to track attendance in the groups. When you click on Attendance, a blank list will appear. To add Groups, select New. The following template will appear.
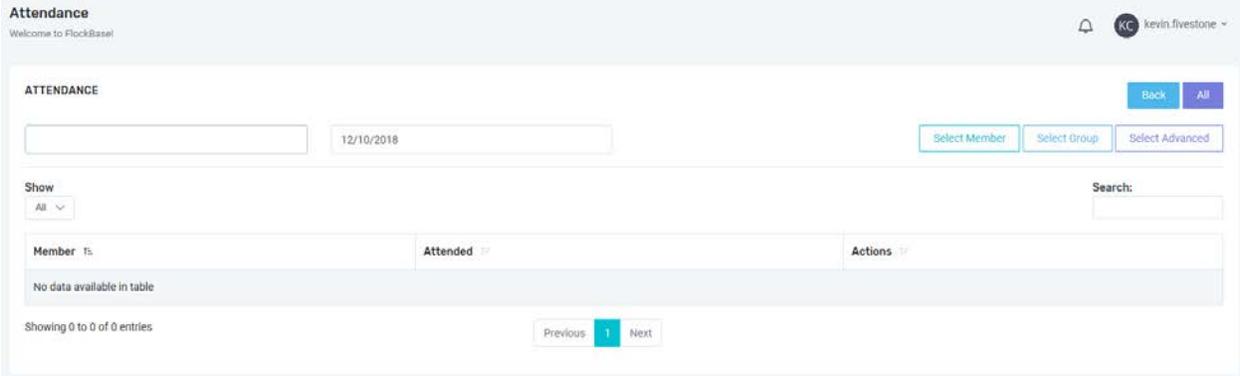
You can then add individual members or groups using the Select Member, Select Group, or Select Advanced button. As you can see in the graphic below, the Select Advanced feature will allow you to use Member Filters, Member's Household Filers as well as Contribution filters. Once you have selected the filters you want to use, select Search to produce a list of people who match all of your search criteria. Selecting Add will add all the people who match your chose criteria in one click.
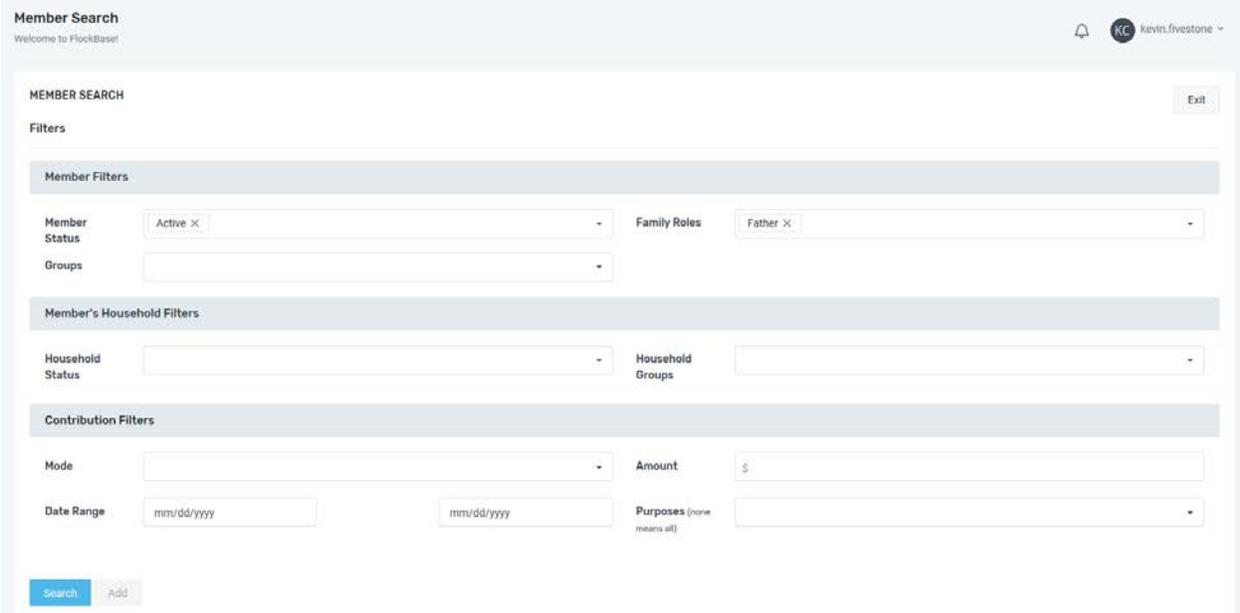

After Events have been created and People or Groups added to them, you can then select an Event and used the box in the Attended column to mark attendance.

Getting Started with Accounting

In the lower part of the Administrative Menu in the Settings section, you will see Financial. When you click on the arrow to expand it, several items will appear. Funds is the first one and the best place to begin setting up your Chart of Accounts.

When you select **Funds**, you will see a list of the funds you have already entered. If you are a new user, there will be no funds listed, so you will need to set up your funds. There is a good discussion of funds and fund accounting in the Accounting for Churches ebook that came with your purchase. If you are new to fund accounting, it would be very beneficial for you to read that section of the ebook before continuing. See page 24 and following.
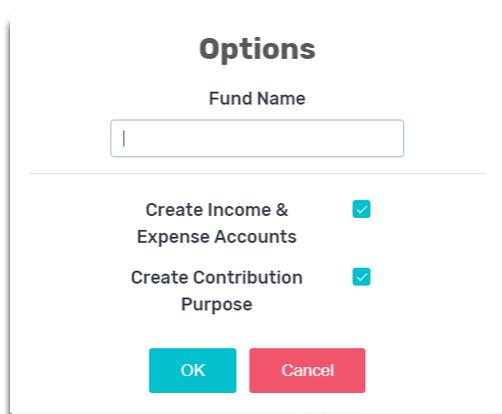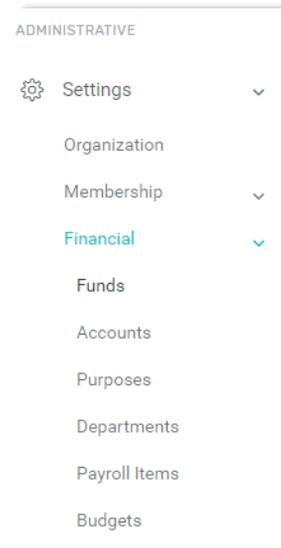
To create a new fund, simply click on the Add button. When you do, a box will appear. You will enter the name of the fund and then select whether or not to have related income and expense accounts automatically created as well as whether you would like a related Contribution Purpose to be created. These automatic features will save you time in your setup process if you choose to use them. You will notice that your funds can be numbered. This allows you to control the order in which they appear on the Balance Sheet. Numbering your funds is optional.

After you have completed setting up your funds, you are ready to move to Accounts.

When you click on **Accounts** in the Financial Portion of the Settings Menu, a list of existing accounts will appear. You will notice there are five parameters for each account. Account Name is the name you would like to use for each account. This is the name that will appear on all reports, so make it meaningful. The second column is Type. This is where you define the basic type of the account. See the table below for the options as well as some examples of each:

Cash/Bank—Bank and Investment Accounts
Other Current Assets—Accounts Receivable, Inventory, etc.
Other Assets—Land, Buildings, Equipment, Furniture, Fixtures, Vehicles, etc.
Current Liabilities—Payroll Taxes Payable, Short-term loans, etc.
Long Term Liabilities—Notes Payable, Bonds Payable, etc.

Income—Tithes, Offerings, Building, Missions, Other Donations
Expense—Spending Accounts for items like Utilities, Salaries, Curriculum, etc.
Other Income—Non-Ministry Income like Rental or Oil & Gas Income
Other Expense—Non-Ministry Expenses
Credit Card—Church Credit Cards

Num is the third column. This is where you enter account numbers which are optional, so use them if you find them helpful. Account numbers will help you control the order items appear on reports, so you may want to consider them even if you don't think you will use them when entering transactions. As you will see later, when selecting an account, you can either navigate by name or account number. Many users find it helpful to have both options.

The next column is **Fund**. You will notice that only income and expense accounts are linked to funds. Assets and Liabilities do not relate to specific funds. For example, you can easily have one bank account and operate with multiple funds. It is critical that you get the linkage with the proper fund. The only way to ensure that income and expenses get credited/charged to the proper fund is to have them properly linked.

The last column is where you can group your expense accounts (or income accounts if you so choose) by **Department**. This can be helpful in many ways. You may want to separate your ministry expenses by group. For example, you might have departments for Children, Youth, Adults, etc. You might also want to group your facilities expenses into a department: Repairs and Maintenance, Utilities, Casualty Insurance, etc. Before you can use Departments, you will need to select Departments in the Financial section of the Administrative Menu and enter the name of each department you would like to use.

Account Settings
Welcome to FlockBase!

ACCOUNTS
This is your chart of accounts. Drag them to re-order them.

Account Name	Type		Num	Fund		Department		
Funds Awaiting Deposit	Cash / Bank	∨			∨		∨	✕
CCCU Checking	Cash / Bank	∨	1010		∨		∨	✕
Chase Checking	Cash / Bank	∨	1020		∨		∨	✕
Chase Savings	Cash / Bank	∨	1030		∨		∨	✕
Oppenheimer Small & Mid Cap Fund	Other Current Assets	∨	1110		∨		∨	✕

You would likely find it very helpful to have current financial statements and the existing chart of accounts available for this process. If you don't have these, a budget report (or a similar monthly financial report) would likely include much of the necessary information.

Payroll Items

If you are going to use FlockBase for payroll, you will need to select **Payroll Items** from the Settings, Financial Menu and enter the required information. When you select Payroll Items, you will see the screen divided into three sections. The top section, Mandatory Items, is for tax withholding accounts. The first and second columns are both grayed out, so you cannot make changes to those columns. The third column is where you use the dropdown arrow to select your Payroll Taxes Payable account. This is the liability account to which payroll tax withholding will be booked. You may choose to separate your tax liability into federal income tax, social security, medicare, and possibly state income taxes. Separating them is usually not necessary. Since the 941 report will provide a breakout of your tax liability, it is preferred to use only one payroll tax liability account.

PAYROLL ITEMS

These are your payroll items.

Mandatory Items

Federal Income Tax Withholding	Federal Withholding	Payroll Taxes Payable | 2500
Social Security Withholding	Social Security Withholding	Payroll Taxes Payable | 2500
Medicare Withholding	Medicare withholding	Payroll Taxes Payable | 2500
Social Security Matching	Social Security Matching	Payroll Taxes Payable | 2500
Medicare Matching	Medicare matching	Payroll Taxes Payable | 2500
Local Income Tax Withholding	Local income tax withholding	Payroll Taxes Payable | 2500

The second section is **Deductions**. This is where you set up codes for things like Cafeteria Plan Deductions, 403(b) Deductions, After-Tax Deductions, etc. In the left column, you will choose the appropriate type of deduction from the drop-down list provided. You will then enter the verbiage that will appear on paystubs for this deduction. You are free to put whatever you find meaningful in this space. The third column is where you select the appropriate General Ledger account for this item.

Deductions

State Income Tax Withholding	State income tax withholding	Payroll Taxes Payable | 2500	×
Cafeteria Plan Deductions	Health insurance (Pre-tax)	Travel Expenses | 5020	×
After-Tax Deductions	Life insurance (after-tax)	Travel Expenses | 5020	×
403B Retirement Plan	403B Retirement Withholding	Payroll Taxes Payable | 2500	×
			×

The lower section, **Earnings / Additions**, is where you will enter compensation. The left column provides a list of types of compensation such as Wages, Housing Allowance, etc. Select the ones you will use. In the center column, you will enter the label you want to appear on paystubs for each type of earnings. The third column is where you select the appropriate General Ledger account for this item. If salary expense is spread among more than one GL Account, you will need a separate salary item for each GL Account. For example, pastor's salary may be charged to one GL Account and the secretary's salary charged to a different GL Account. This would require two salary items.

Earnings / Additions

Wages ▾	Pastor Wages	Support Staff Salaries | 6010 ▾	×
Wages ▾	Support Staff Salary	Support Staff Salaries | 6010 ▾	×
Wages ▾	Bryan Choate Salary	Bryan Choate Disbursements | 14-5010 ▾	×
Housing Allowance ▾	Pastor Housing Allowance	Support Staff Salaries | 6010 ▾	×
Non-Taxable Reimbursements ▾	Mileage Reimbursement	Postage | 5540 ▾	×
▾		▾	×

Budgets

The budget tool provided with FlockBase is very powerful and can be customized in many ways. After you get it set up and begin using it, you will likely find it very helpful in interpreting the financial performance of your church. Some churches choose not to develop a budget, but most find this process very helpful to ongoing operations which translates to Building the Kingdom of God.

If you don't currently have a budget but would like to start using one, the process is pretty straightforward. You should begin by looking back at the prior year to see how much was spent in each General Ledger account. It may be helpful to look at all the transactions for some accounts, monthly totals for others, and just the annual total for some. It really depends on the nature of the underlying expenses. Then you should look to the period for which you are planning the budget. Review the calendar to see what events are planned for the period. When you have a feel for what has been spent as well as what will need to be spent to implement the plan for the coming period, you are ready to put together the budget. After you have a budget in place, you will want to enter it into FlockBase. Here's how.

Select **Budgets** from the Settings, Financial Menu. This will open the budget tool. If you have existing budgets, you are able to view them (to edit them), copy them and delete them using the Actions arrow. The Edit option allows you to modify an existing budget. Once you've made the needed changes, simply click Back to save your changes and return to the Budget menu. You may find it helpful to be able to copy a budget and create a new one with the same accounts and amounts. This would be helpful if you are creating separate budgets for each month. You could copy your "base" month and then make any needed adjustments to the month in question. Then you click Copy, a new budget will be created with "- Copy" appended to the budget name. You can then edit the name of the copy to whatever you'd like.

To create a new budget, select New. A template will pop up with a place for you to name the budget as well as begin entering line items. You will select the General Ledger Accounts for the income and expense accounts to include in this budget as well as the amount for each account. When completed, simply select Back to return to the Budget Menu.

Some churches include their income accounts as well as the expense accounts in the budget. This allows you to see both halves of the picture—both income and expense--on your budget reports.

This will allow you to quickly see if income is above or below the amount required for a period. It will also allow you to see the same info for each expense account included in the budget. The sample budget below includes both general fund income and expenses.

BUDGET

2019 Budget - Copy		

Undesignated Receipts | 1-100	▾	$	100000.00	✕
General Expenses | 1-200	▾	$	50000.00	✕
Technology Expenses | 1-202	▾	$	3000.00	✕
Staff Expenses | 1-201	▾	$	5000.00	✕
Pastor's Salary | 1-501	▾	$	42000.00	✕
	▾	$	0.00	✕

Budgets can be created for any period of time you choose. Most churches have an annual budget. Some churches break the annual budget down into quarterly or monthly budgets. This is done to help them track results over smaller time intervals as well as to recognize that not every week or month of the budget year will be the same. For example, expenses associated with youth camp will likely be centered in the summer.

Accounting

Once you have gotten your Financial Settings in place, you are ready to begin using the Accounting portion of the program. When you expand the Accounting Menu, you will see Register, Check Queue, Journal Entries, Payees, Reconciliations, Memorized, and Reports options. The top option, Register, is likely where you will spend most of your time.

ACCOUNTING

Accounting ⌄

Register

Check Queue

Journal Entries

Payees

Reconciliations

Memorized

Reports

Register. When you click on Register, the equivalent of a check register opens. You will have a separate register for each of your cash / bank accounts as well as your other current assets. The Register (or General Ledger Cash / Bank Account) in which you are working is listed near the top to the right of "Account". To switch to another Register, simply click in the box and begin typing the name of the Register you would like to open. Or you can just click the dropdown arrow to see a list displayed.
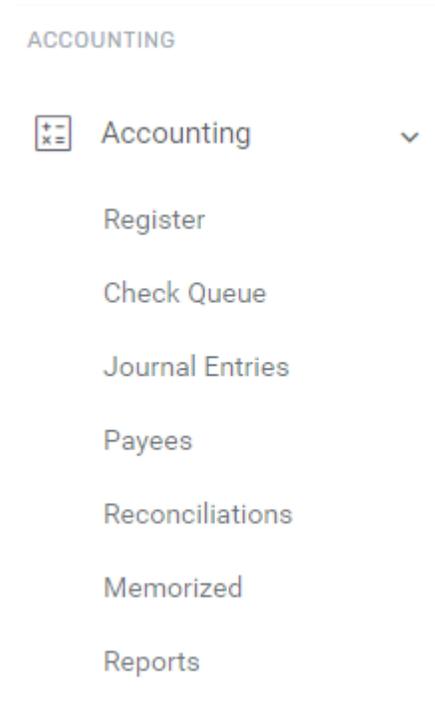
Once you are in the correct Register, you are ready to make a deposit, write a check or make a journal entry. To enter a check, select **Payment**. This will open a dialog box. If you want to print this check later in a group, you can check the box beside To Print. This will allow you to print the check using the Check Queue as described below. You will notice that the Account box is already completed with the General Ledger Account for the Register you are currently using. In the top half of the screen, you will enter Payee, Date, Description, Num (check number), and amount. Description and Amount are optional, but if you enter Amount, it will help you be sure to balance the transaction.

Then, in the lower half of the screen, you will enter the Expense Account(s), Memo (as desired) and Amount for each Account affected by the payment. You will notice that if you enter an Amount in the top half of the screen, a red "Difference from Payment Amount: $X,XXX.XX" will appear. When the transaction balances, this will go away. You will also notice that each time you select an Account, FlockBase automatically enters an amount to make the transaction balance.

PAYMENT							Recall	Back
							To Print	☐
Account	Checking | 900	▾	Payee	ACME Inc.	▾	Date	12/09/2018	× ⇕ ▾
Description			Num	23510		Amount	$ Optional	↻
Account			Memo			Amount		
		▾	Memo			$	0.00	×

After completing an entry, you have options at the bottom of the screen to consider. Memorize will allow you to **memorize** the payment for later use. This is very helpful for expenses that recur on a regular interval and for the same (or similar) amount. When you select Memorize, the transaction is memorized and added to the Memorized Transactions list. See the **Memorized Transaction**s section below for more details.

You also have the option to **Recalculate**. When you select Recalculate, the total of the check will be adjusted to match the total of the line items in the transaction. If you had initially entered an Amount of $500 in the top half of the payment screen and then entered two expense line items totally $550, you would be out of balance by $50. If $550 is the correct amount, select Recalculate to change the amount of the check from $500 to $550.

There is also a **Save** button at the bottom right of the screen. If you select the dropdown on the Save button, you will have the option to Save or Save & New. Save will save the information you have entered. Save & New will both save the information you have entered and open a new, blank payment screen. Note that if you select Save and then edit the transaction and save it again, your original transaction will be replaced by the second entry. If you want to enter a new transaction, be sure to select Save & New.

If you select Back and haven't saved your work, you will see the following warning:

Want to save changes?

Your edits to this entry have not yet been saved. Confirm whether you would like to save this entry or not, or click outside this box to continue editing.

Yes   No

This gives you the option of saving or discarding your changes.

You may be wondering how you should enter payments that aren't made with a traditional check—**Billpay, ACH, Debit Card, etc**. The short answer is the same way you enter checks—through the Payment screen. The only difference is how you document the transaction. For example, you may choose to use "debit" for all debit card payments, "ACH" for all ACH payments, and "Billpay" for all payments using the bank's payment system. If you want to get more specific,

you could number them as well. What you put in the Num field is really up to you, so choose a convention that isn't too complicated but has enough meaning in your system.

How to enter a Payroll Check

In order to process a payroll check, first select Payment from the Register screen. Select the employee in the Payee field. When you select an employee, the Compute button will appear beside the Recall button. When you select Compute, a payroll screen will appear. An input box for Hours Worked is at the top of the page. This box is necessary in some states since they require the number of hours worked during the period to be disclosed on the paystub.

For an **hourly employee** enter the total hours worked during the pay period. Then select the appropriate Payroll Item(s). The Payroll Item is linked the General Ledger Account to which the wages will be charged. (See **Payroll Items** above for an explanation of how to create them.) Then, enter the number of hours in the Units box. The choices are Hours, Hours up to 40, and Hours over 40. This allows the entry of hours at the employee's regular hourly rate on one line and then overtime (if any) on the line below. If the employee has overtime or gets paid from multiple GL Accounts, add a new Payroll Item and complete it for each additional account or overtime. The example below shows a weekly payroll check for Eddie Employee—a non-ministerial employee.

During the pay period, Eddie worked 46 hours—38 of which are paid at his regular rate and 8 are paid at his overtime rate. Notice the Units field. It displays %Hours up to 38 on the first line and %Hours over 38 on the second. These settings work in conjunction with the 46 in the Hours Worked box to correctly calculate 38 regular hours and 6 overtime hours. Having "%" in front of the parameter causes the parameter to function mathematically, i.e. it will automatically do the specified calculation. In this example, 38 hours is considered fulltime with hours over 38 being paid at time and a half. This is for illustration only.

Below is an image of Eddie's Employee Details.

For a **salaried employee** enter the Payroll Item, and then enter the salary for the pay period in the **Amount** box. If the employee gets paid from multiple GL accounts, add and complete a new line for each GL Account. If the employee has deductions from his/her paycheck, enter them in the **Deduction**s section by selecting the Payroll Item and then entering the **Amoun**t for the pay period. In the example below, Eddie is a Minister for whom no FIT is being withheld. He gets paid $1,500 per week with $125 being withheld for retirement. Notice that since Eddie is a Minister, no Social Security or Medicare is being withheld from his check or matched by the church.

Deposits

When in the Register, select the Deposit button. This will open a screen that is divided into two parts. The top portion is for making a deposit of contributions already entered into the contribution records. The lower portion is for entering deposits for items that haven't been (and won't) be entered into the contribution records. This could be items like interest income or possibly anonymous cash donations received. Enter the Date and Account and Description (if desired) at the top of the screen.

Selecting the **Select Contributions** button located just below Account will open a screen that displays all contributions that have been entered and not yet deposited. Contributions can be selected one at a time by checking the Include box and selecting the Add button. The All button can be used to check the Include box on all undeposited contributions. Once the contributions have been selected, add them to the deposit by selected the Add button. This will take you back to the Deposit screen. The contributions that were added to the deposit now appear as well as the total amount of the Deposit.

Use the lower section, **Non-Contribution Items**, for entering all receipts that aren't assigned to a specific donor. This would be used for things like T-Shirts sold, anonymous cash donations, cash refunds, etc. Any receipts that don't need to run through the contribution records can be deposited in this portion of the screen.

The **Check Queue** allows you to print multiple checks at one time. If you've selected the box beside To Print on checks you've entered, this is how you can print them as part of a check run. When you select **Check Queue**, a listing of the checks you have selected To Print will appear.

The first thing you should do is enter the next check number in the Start Check # box located at the top left of the screen. You will also notice Back, All and Print at the top right of the screen. Selecting Back will return you to the previous screen. Selecting All will mark all the checks in the list to Include them in the run you are printing. After marking the appropriate checks for printing, select Print to generate a .pdf of the check run. You will notice that the checks are assigned check numbers by date order—not necessarily the order in which the payments were initially entered.

After the .pdf is generated, you will need to print it onto check stock. Be sure to match the check number on the .pdf with the check number on the check stock. If you've made an error, you will be given another opportunity to create a new .pdf. FlockBase will ask you if the checks printed

correctly when you close the .pdf. If you answer "No", you are taken back to the Queued Checks list and have the opportunity to make the necessary correction(s) and generate a new .pdf to print.

Whether you print individual checks or use the Check Queue, you may need to make adjustments to your printer settings. There are many factors that will determine how your checks actually print: Windows vs. Mac OS, Chrome vs. Firefox vs. Edge, printer selected, etc. It is highly recommended that you initially print your check(s) on plain paper and compare them to your check stock. You may need to turn off scaling or make other adjustments to your printer settings. After your initial printing, you should have this resolved and know how to print correctly going forward. While we support both Windows and Mac as well as all the common browsers, we do recommend that you not use Edge unless you have selected Adobe Acrobat as you default .pdf reader. If you use Edge and allow it to open your print .pdf in a browser window, you may have trouble printing. Using another browser is the easiest solution, but the choice is yours.

Below Check Queue, you will see **Journal Entries**. This is where you make any needed journal entries. (You can also access this screen by selecting Journal from the Payment screen.) When you select New, a blank Journal Entry will appear. The Date defaults to the current date, so adjust it as needed. You can then enter a Number for the entry as well as selecting the appropriate Accounts, Memo(s) and Debit or Credit amounts. Once you have completed the entry, you have the option to Delete, Memorize, or Save / Save & New the entry. **Memorizing recurring Journal Entries will likely save you time going forward.**

If you haven't saved the entry and it doesn't balance and you select back, you will get a message asking if you want to Save Changes. If you select "Yes", a message will display at the top right of the screen to let you know that the entry doesn't balance. This will keep you on the current screen without having saved your work. Once the entry is balanced, you will be allowed to save it.

Payees

Before you can make a payment to a payee, you must enter that payee into the system using the Payees feature on the Accounting Menu. When you select Payees, a list of all previously-entered payees is displayed. It is important to note that both vendors and employees are entered as Payees. To enter a new payee, select New in the top right of the screen. This will open the template for a new payee. Beyond the basic demographic information in the top panel, you will notice Employee Details in the lower panel. This is where you designate someone as an employee by selecting the Employee? Box.

When you select the **Employee?** Box, the **Minister?** box will appear. This is used to designate an employee as a minister and appropriately not withhold (or match) Social Security or Medicare on his/her wages. (If you have questions about the appropriate payroll treatment of Ministers, see the Church Accounting ebook that was provided with your purchase. It covers this issue in detail.) When you select the Minister? box, the Withhold FIT? box will appear. Although not required, many churches offer to withhold FIT from their ministers' pay if the minister so desires. Checking this box will cause FIT to be withheld according to the IRS withholding tables working in conjunction with the information provided on the ministers' W4.

Below these boxes, you will need to complete the remaining information using the employee's W-4. There are dropdown menus for **Filing Status, Pay Period, SS Expense and Medicare Expense**. The last two are used to select the appropriate expense account to which the employer's portion of SS and Medicare taxes should be charged. These last two settings are meaningless for an employee designated as a minister and should be left blank in that case.

It would be helpful at this point to enter all the Payees you will pay regularly. If you attempt to pay a Payee that isn't already in your system, you can create that Payee "on the fly" as part of the payment process. Since one of the factors that determines which package of FlockBase your church needs is People Records, you may want to enter some generic payees in lieu of entering every one of them individually. For example, instead of listing every restaurant that is used, you may want to create a Payee named "Restaurant". This will result in less information being in your records, but it might save you on your monthly subscription.

Reconciliations

Reconciliations are important. It is only after you have reconciled every cash / bank account that you can know that your books are correct. In addition to the reconciliations, you should also review the outstanding items to be sure they are valid. If you have an outstanding deposit for $2,500 that is not valid, your register will show a balance that is $2,500 too high. The problem with this should be apparent. Also of note, the purpose of a reconciliation is to verify that your books are accurate. If and when you find differences between the books and bank, it is important to verify which version is correct before making any adjustments. While it is likely that the books are in error, it's at least possible that the bank has made a mistake. If for example the bank

statement shows a deposit that isn't in your books and you don't know what it is, you should research it before just booking it. Just booking it to make the reconciliation work may result in your books being in error and will result in your books not having appropriate documentation.

When you select Reconciliations from the Accounting Menu, you are presented with a list of all the reconciliations that have been entered to date. For each one, there is a Data, Status, and Balance.

When you select **New**, a blank reconciliation screen will appear. You will need to select the Date, Account, and Statement Balance. The Previously Cleared, Computed Total, and Difference are automatically calculated. After you complete the reconciliation, they will be in balance, so don't concern yourself with what is displayed at this point.

When you select Add, a listing of **Uncleared Transactions** will appear. This is a listing of all entries in the register that have not yet been reconciled. For all items that appear on the bank statement being reconciled, check the box in the Include column. Once you have been through the bank statement and marked all the included items, select Add at the top right. This will take you back to the basic reconciliation screen. **If the reconciliation is in balance, it will display a Difference of $0.00**. If it is not in balance, it will display the out of balance amount. You should continue this process until the account is in balance.

You will likely find it necessary to leave the reconciliation to either correct an erroneous entry or to add an entry that hasn't been booked. When you select Back, you will be taken back to the Reconciliations screen. You will notice that the reconciliation you just entered is now displayed and has the status In Progress. You can then go to the Register to adjust or add Entries as necessary.   Once you have completed your corrections/additions, you can return to the Reconciliations screen, select the appropriate reconciliation in the Actions column, and complete it.

Memorized

To Memoirize a transaction, go to the Register and select the transaction to memorize. To adjust a Memorized Transaction, go to the Memorized Transactions list and select the appropriate frequency (weekly, bi-weekly, monthly, quarterly, semi-yearly, yearly) as well as the Next Date. When you place your cursor over the Next Date of a Memorized Transaction, both an X and a dropdown arrow will appear. You can use these to select the date you will next use this transaction. When you are ready to make a Memorized Transaction payment, simply select Process for the transaction(s) you want to make. The Delete button will delete a Memorized Transaction. There will be no warning when you select Delete, so be sure before you make the selection. If you want a Memorized Transaction to have the same Number each time, do no select the To Print box. If you select the To Print box, the transaction will show up in the register as "to print", and they will also show up in the Check Queue. Since most memorized transactions

will not be checks to print, you may want to leave the To Print box unchecked on them. (These actions are accomplished on the Memorized section of the Accounting Menu.)

Reports

The final item on the Accounting Menu is Reports. This is where you will find the Profit & Loss, Balance Sheet, Ledger, Contributions, Payroll, and Budget reports.

The Profit & Loss report (often known as a Statement of Activities) will display the income and expense information for a particular fund for a specific time frame. It shows the activity that occurred during a specific time frame. Select the timeframe in the box at the top left just under Reports (WIP). Select the Fund(s) to include in the report either by typing the fund name in the box or using the dropdown menu beside Funds. Reports can be run for multiple funds at the same time by first selecting them and then using the Profit and Loss (Fund Filter) button. The reports will simply print one after the other.

Balance will create a balance sheet as of the date in the box to the far right. You can set that date using the dropdown menu under Reports (WIP). The Balance Sheet will display the all of your assets, liabilities and fund balances as of one specific date. Think of it as a snapshot of your church's financial position.

Balance also provides a **Balance (Roll-Forward)** option. For all Balance Sheet accounts, this report displays beginning balance, total debits, total credits and ending balance. Many churches find this report very helpful in understanding both the current financial position of the church as well as the volume of activity that occurred during the period covered by the report. It incorporates a summary of the activity information from the Profit & Loss statement and combines it with the snapshot information that is included on the Balance Sheet.

Ledger provides several options to get deeper into the data. A Full Ledger can be run for the time period selected. This includes all transactions in all accounts with activity in the period selected. A Funds Ledger displays all transactions in all accounts within a specific fund with activity in the period selected. To create a Funds Ledger report, first select the Fund in the Funds box, and then select the Ledger (Fund Filter) button. Us the Accounts and Ledger (Account Filter) to see transaction details for all transactions affecting a specific Account(s) during the period selected.

Between the Profit & Loss, Balance Sheet and Ledger reports, several different levels of information are readily accessible. Balance Sheet and Profit & Loss Statements may be the appropriate level of detail for the congregation to see. Some committees/groups may need transaction details from a specific fund or specific accounts. For example, the Missions Team / Committee may need to see all transactions in the Missions Fund. The Facilities Team / Committee may only need to see all transactions in all Facilities Accounts. Once the appropriate level of information is determined, the appropriate report can be accessed.

Contributions reports are available through the Contributions item on the menu. At present, there are two options: Purpose Detailed and Purpose Summary. The Purpose Detailed report shows all contributions (with details) for the selected period. The Purpose Summary displays a total received by fund for the period selected. To print Donor Statements (detailed reports needed by donors for income tax purposes) see the section below Entering Your First Contribution on page 4.

Payroll reports include the Payroll Detailed, Payroll Summary, Payroll Detailed—Employee, Payroll Summary—Employee and 941 Report. The Payroll Detailed report displays every line of every payroll transaction for the period in question by account. The Payroll Detailed—Employee displays the same information grouped by employee. The Payroll Summary report shows the period total for each account affected by payroll. The Payroll Summary—Employee displays the same summary information only it shows summary totals for each employee separately.

The current 941 report displays all the information necessary to complete a 941. Once the appropriate dates are selected, this report includes totals by line as well as including on which line the info belongs on the 941. By early January 2019, the 941 Report will be upgraded to actually print the 941so that it is ready for submission to the IRS.

Budget is the last of the reporting options. As with the other Financial Reports, first select the appropriate period for reporting using the box at the top left. The Budgets box is used to select the budget(s) to include in the report. The Funds box is used to select the funds to include in the report. It is important to note that there needs to be a relationship between the budget(s) and fund(s) selected. For example, if a general fund budget is selected and the missions fund is selected, the resulting report will have no meaning. Also, if multiple budgets are selected for the same fund, they will be aggregated and reported as one budget total for the period. For example, if three monthly general fund budgets are selected and the general fund is selected in the Funds box, the budget column of the report would display the total for all three of those monthly budgets.

To include another budget column on the report, select the appropriate dates to the left of Budget 2 Col, and then select the Budget 2 Col button. Additional budget reports will be available in January of 2019.