


## Tip Sheet

Topic: **End of Year Information**





Program: **Logos II Church/Donor Management V. 9**

Follow the steps on the **End of Year** tab in **Secretary's Assistant** (**File** menu ) when preparing for a new year. Your Logos **Help** file gives details. Remember, end-of-year routines do not impact current year data; they prepare data for the next year.


During the final weeks of the old year and the first 4-6 weeks of the new year, most users face end-of-year concerns (also in **Logos Accounting**). As a result, the volume of Support calls increases dramatically. It will likely take longer than usual for us to respond to your calls or emails. Your patience during this time is greatly appreciated. Planning ahead to allow for this congestion is wise.

### ATTENDANCE

**1. Rosters** – Printing Rosters at the end of the calendar year, prior to running the **Create New Attendance Year** routine (Item #2 below) presents several issues. The solution in all cases is: Run the **Create New Attendance Year** routine to create 2017 attendance records for everyone currently enrolled in any groups. Then print the rosters.



- **Weekly Attendance Roster** and **Sign In Sheet** will not print for groups that meet the week of December 27, as they are set to look for persons in the year defined as of the end of the week, which is in 2017. Until the **Create New Attendance Year** routine is run, there are no individual records yet in the new year.
- **Monthly/Quarterly Attendance Rosters** require that the date be set  to **December 20** or earlier in order to recognize the current year records. When the date is set later in the month, the report looks for groups in the following month (January 2017).
- **Daily Attendance Rosters** also require that the date be set  to **December 20** or earlier. Only meeting dates in the current calendar year can print. The **Daily** roster is unable to print a column for the last week of the year.
- **Sporadic Attendance Rosters** also require that the date be set  to **December 20** or earlier. If dates have been defined in 2017, they will print also.
- **Class/Group Rosters** also require that the date be set  to **December 20** or earlier.

### 2. Create New Attendance Year –

 You must create individual attendance records for the next year **BEFORE** you enter any attendance data in that year. Until you run this routine, all groups in 2017 will show no one enrolled.




- **CAUTION:** There are several issues to consider before creating attendance records for the new year. We recommend that this routine not be run until the end of December, after all Attendance entries are complete or when it is necessary to print one or more of the rosters as indicated above. **Once this routine is run...**
  - 1 Enrollment changes made through **Update Attendance** **BEFORE** the first date when a group meets in the new year are actually made to the prior year's records. The initial **Update Attendance** screen displays the actual date, but the **Attendance Entry** screen always displays the meeting date immediately prior. Thus, on Friday, January

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- 1, 2017, if you select a group that meets on Fridays, the Attendance Entry screen will show 12/25/2016 (the prior Friday) as the date to be updated by any entries and the records that display are for that year.
- 2 The previous year's data remains intact and can be accessed at any time by changing the date back into that year (Calendar icon  on the Quick Access Tool Bar).
- **Once you are satisfied** that your entries and changes are complete, with the date set to the end of the old year, run **Create New Attendance Year (Attendance > Utilities panel)**. If you have defined any **Sporadic** or **Daily** Attendance Groups, the routine will inform you, "Be sure to define dates for Daily and Sporadic Attendance Groups for (year)." When this routine completes, if not previously done, set the date  into the new year, select **Manage Groups (Data Entry panel)**. For each Sporadic and Daily group in the list, click the **Define Dates** button to mark the dates when each such group meets in the new year.


## CONTRIBUTIONS

**WORKING IN TWO YEARS:** Logos gives you the flexibility to begin working in a new year while you still have uncompleted work to do in the previous year. You do not need to wait until all 2016 entries are completed to begin working in 2017. In doing this, you must make sure —

- You always check which year the system is set to BEFORE you do any Data Entry functions. (The active date always displays in the program's title bar.)  Otherwise, contributions may be recorded in the wrong year.
  - **Each contributions batch must contain only items for the same year.** The **Post Contributions** routine will return an error if there are items for different years in a batch. In that case, transactions for one of the years will need to be deleted and then re-entered in a new batch.
  - **If contributions totals are being transmitted to Logos Accounting**, post batches separately for each year and be sure to set the date to match the actual deposit date in the **Define Bank Deposit Slip** window.
  - If a batch gets entered and posted to the wrong year, use the **Void Contributions** routine and select the **Void Batch** option. Mark the **Restore Batch to unposted Contributions** check box. Then open the **Enter Contributions** routine, highlight the batch in question in the grid and click the **Magnifying Glass**  icon. Next, click the **Edit Batch Information** button to change the date of the batch to the correct year. Then click the **Change Date** button to change the date of all transactions to the correct year. Then click the **Save** button. Finally, **Post** the updated batch.
  - Also set the date  into the year for which you want to run Contributions reports. This simplifies setting your Search Criteria to look for people based on their giving/pledge in the year for which you are printing. See information on the next page for printing your end-of-year giving statements.
1. **Envelope Numbers:** If you change envelope numbers at the start of a new year, make sure that the **Preferences > Contributions** screen has the **Envelope #s must be unique** check box unmarked so that numbers that are currently in use can be re-assigned. Then —
    - If you want to retain the current envelope number in addition to the newly assigned number, use the **Create New Envelopes** routine (**Contributions > Data Entry panel**), which saves the current number as the "Prior Envelope" once the **Post New Envelopes** routine is run.
    - Or, use **Reassign Envelope Numbers in Quick Update (People > Utilities panel)**. These changes become active as soon as the routine is run.


- Also, you can change individual envelope numbers from the **Personal (Member)** tab of the **Manage People** routine. These changes become active as soon as the record is saved. If you need to reassign envelope numbers prior to the end of the year in order to provide these numbers to your envelope printing company, but also want to continue using the current numbers until the end of the year, see the suggestion on the Page 5 of this document.

**2. Print Contribution Statements:** Set the date back  into the year for which the statements are being run. The routine has an option to set the date that you want to print on the statements. You can also choose to print the Prior Envelope numbers on the statements if these have changed.

- You can run statements for the previous year AFTER you have started work in the new year. Always change the date back  into the previous year to print the desired information.
- We recommend that you practice printing your end-of-year contribution reports well before the day you need to run them. Then, if you have any problems, our Support staff will have time to help you resolve it without the pressure of a deadline.
- Check with your accountant about whether to mark the option to **Print \$250+ Listings**. This option prints a separate list of contributions totaling \$250 or more on the same date.
- If you have **Logos Mail Manager** installed, you can mark the **Print Labels** check box on the first screen of the routine. This allows you to print labels or envelopes within this routine according to the U.S. Postal Service's Presort standards. NOTE: In order to qualify for Standard (bulk) Non-Profit mail rates, because statements have different information for each donor, the Postal Service requires that the mailing includes a clear request for additional contributions.



**NOTE on Donor Pledges:** If you will be starting a new pledge campaign, follow these steps:

**Manage Funds:** Create a new Sub Fund for each new pledge campaign. This ensures that contributions are reported for the correct campaign:

1. Select the **Manage Funds (Data Entry panel)**.
2. Click the **New** icon  on the command bar.
3. Enter the **Fund Number** and **Sub Fund**. For the latter, enter all four digits, with the meaningful digits first, followed by zeroes (e.g., 1000, 2000, etc.). Thus, over time you could have a series of sub funds linked to a main fund:  
General Fund – 1.0000  
General Fund 2016 – 1.1400  
General Fund 2017 – 1.1500 – etc.
4. Enter the remaining information (Description, GL Distribution, etc.)
5. Mark the **Pledge Account** check box and define the date range of the campaign.
6. Once a prior campaign is complete, unmark the **Active** check box for that fund or sub fund, preventing it from appearing in the list of funds when doing Contribution entry.

**Donor Pledges:** Enter new pledge amounts for donors:

1. Select **Pledges (Contributions > Data Entry panel)**.
2. Select the pledge fund from the Pledge Summary list.
3. At the **Donor Summary** screen, select the **Entry Method** you prefer, then click the **New Pledge** button, either entering the full pledge amount and having the routine calculate the installments or entering the installment amount and having the routine calculate the total.
4. Enter each donor's pledge.

5. At any time, from the **Donor Summary** screen, you can print a list of those whose pledges have been entered.
6. If any Initial Deposits are entered in the current year for a pledge campaign that begins in the next year, before you post the batch(es) containing these entries, open the **Enter Contributions** routine and follow these steps if you wish to define these as “pre-paid”:
  - 1st On the initial **Select Batch** screen, click the **Magnifying Glass** icon  to open the **Select Transaction** list.
  - 2nd Double-click on an Initial Deposit item (any column except the Line # or the ID #, Envelope or Name) to open that record.
  - 3rd Click the **Hourglass** icon  (just above the grid). This adds an asterisk (\*) to the right of the Per Period column. When statements print next year, items that are marked this way will print in a separate listing indicating that they were paid in the prior year.

### Optional End of Year Functions

**Delete Old Data** – A new year is a good time to delete old data. These actions are not required.

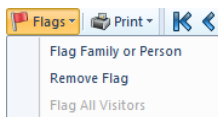
#### **CAUTION: BEFORE YOU DELETE ANY RECORDS, BE SURE TO —**

- **Print your end-of-year giving Statements**, as the **Delete Flagged** routine will delete flagged records regardless of whether they have giving activity in the previous year. **The routine checks only the current (new) calendar year for giving history.**
- **Be sure to Transfer any giving activity** from any deceased .01 records to the surviving .02 record if defined as Joint accounts. Use the **Transfer History** utility.
- **Be sure to backup your data** BEFORE you delete any records. Label the backup so that it can be restored if needed.

**Archive Old Data:** See this topic in the **Help** file for guidance in creating an Archive data directory that can be used to restore old data when you need to look up or print information that has been deleted.

- **Delete Flagged (People > Utilities)** — You may delete all flagged records, all flagged records except a specified Rel to Church/Status entry, or flagged Visitor (V) records. Some churches do not delete flagged member records, retaining them for reference purposes. These churches may change the ID Extension (Update IDs) to \*.9+ for a family member who is deceased. This retains the data, but provides a consistent visual reminder of the record’s status.

You must click the **Flagged** button to print a list of flagged records BEFORE you can proceed with deleting records. Distribute a copy of this report to key personnel to verify whether any of the names listed should not be deleted. The report shows if people have current and/or prior year giving.



To unflag a record that needs to be retained, open the record and select **Remove Flag** on the command bar. If a record was flagged by the **Flag Visitors** function, also change the Relation to Church (Status) entry from “V” to something else.

- **Remove Prior Years History (Contributions > Utilities)** — Deletes all giving records for a year you select plus all previous years. **NOTE:** The default year shown is two years previous. If you have a multi-year pledge drive in process, choose a year prior to the start of the drive. You can change the year to an earlier year before you select **Verify** and then **Post**.
- **Remove History (Attendance > Utilities)** — Deletes all attendance records for a year you select plus all previous years. **NOTE:** The default year shown is two years previous. You can change the year to an earlier year before you select **Next** and then **Finish**.
- **Delete Old Events (Event Registration > Utilities)** – Deletes all events, but not fee payments, for a year you select plus all previous years. All events that concluded in the old calendar year

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automatically will not display in the new year, as this module only shows current and future year events. Thus, it is not necessary to run this utility to hide information on old events.

- **Reindex/Pack** – In order to clear out the data records deleted by any of the above routines, after verifying that no data that you wished to retain was deleted, go to the **System & Users** tab and choose **Data Tables** and then **Reindex Data Tables**. After making a backup file as a precaution, when the list of data tables displays, mark the **All Tables** and **Pack** check boxes. (The “Pack” function removes “deleted” data from the tables, reducing the size of your data files and optimizing your database for efficient operation.) Then select the **Reindex** button to launch the procedure.

### BACKUPS ARE VITAL!

BACKUPS are very important for end-of-year procedures! Make sure you backup your data before and after running end-of-year routines. Remember to use different media for each backup. See the **Help** file or manual for guidance in using the **Backup** routine (**System & Users** tab). The start of a new year is a good time to begin using **Logos Global Backup**, which automates backups of all Logos data. For information, go to [logoscms.com/products/logos-global-backup](http://logoscms.com/products/logos-global-backup).

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### Create New Envelopes Before Year-End

1. Using **Create New Envelopes (Contributions > Data Entry)**, enter new envelope numbers.
2. **IMPORTANT:** Alert your staff to not do any data entry in Logos II until you complete Steps 3-7.
3. Use the **Backup** routine (**System & Users**) to backup your data.
4. Run the **Post New Envelopes** routine (**Data Entry**).
5. Run the **Export Envelope Numbers** routine (**Contributions Reports** menu) to create the data file to send to your envelope company.
6. Print any reports you need with the new envelope numbers on them.
7. Use the **Restore** routine (**System & Users**) to restore the backup you made in Step #3. This puts the prior envelope numbers back into donor records and leaves the new envelopes ready to post.