Accessing, Printing, and Saving e-Tithing Batches

When you receive an email from Fiscal Services informing you that an e-Tithing batch has been created for your congregation, follow the procedures in this instruction to process, print, and save that batch

1. Login to Shelby
2. Go to the Contribution module
3. Click on Contribution Processing
4. In the User drop down box, select E-Tithing
5. The Select a Batch and Contributions Sections of the page will be populated with the E-Tithing batch information
6. Click on the File Menu in the top left of the Contributions screen and select Save
7. On the next screen (Post Entries to General Ledger)
   a. Enter January 1 of the current year in the Fiscal Year Beginning field
   b. Select the current month in the Post to Period field
   c. Optionally, enter a short description in the Enter a Description for This Entry field
   d. Enter the current date in the Date of Entry field
   e. Select OK after completing steps 7a-d
8. Click on Yes on the next screen to confirm the period selected is correct
9. On the next screen (Options)
   a. Make sure the Detail Report radio button is selected
   b. Choose Sort Sequence you want used for the subsequent report to be printed
   c. In the Batch Options section, make sure the Process Selected Batch Only radio button is selected
   d. In the next section make sure the boxes for Print Blank Line Between Individuals and Page Break Between Batches are checked
   e. Select OK after completing steps 9a-d
10. The Contribution Register Report with then appear
11. To save a copy of this report to your computer
    a. From the File Menu in the upper left hand corner of the Print Preview, select Save As and PDF Document
    b. On the next screen (PDF Export Options), click the drop down box under Save File As field
    c. On the next screen (Save File As) on the left hand side select Local Disk (C: on ****)
    d. Select the folder on your computer's hard drive that you want to save the report to
    e. Enter the name you want to give the file in the File Name field at the bottom of the Save File As screen
    f. Click the Save button
    g. The PDF Export Options screen will come back up. Click OK and the file will be saved to the designated folder on your computer's hard drive
12. To print the Contribution Register Report

a. From the File Menu in the upper left hand corner of the Print Preview screen select Print
b. Select your local printer from the next screen (Print)
c. Click the Print button at the bottom of the Print screen
13. Select Yes when asked on the next screen if you are through with this one
14. The Contributions Deposit List Report Print Preview will then appear on your screen
a. You can print this report if you wish using the same steps as in items 12
b. After printing the report close this Report by clicking on the X in the upper right hand corner of the Print Preview screen
15. Click OK on the next screen
16. Exit the Contributions module
17. Exit Shelby