

shelby

v.5

Release Notes

v5.14.1001

Updated: 7/14/2014

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Release Version v.5.14.1001

The following are modifications made to the Shelby v.5 programs between versions 5.14.1000 and 5.14.1001.

Note: See [v.5 Hardware Requirements](#) for the latest operating system, database, and computer requirements prior to loading this version.

Additional Resources & Supplemental Documents:

Additional Resources and Supplemental Documents can be found in the Shelby Community [Resource Center](#). You will need to log in or [join](#) the Shelby Community to access these additional resources.

Program Changes	
Payroll	
Utility – Tax Table Information	The program was modified to update tax tables with changes to State Taxes. The states with changes are: Idaho and Ohio.
Program Fixes	
Accounts Payable	
Invoice Processing	Users can now use cents in the Amount field when using distributions.
Accounts Receivable	
Invoice Processing	The correct invoice design will now be used when a user prints invoices.
Payroll	
TimeClock Import	Non-cash items will now be imported properly when a user is importing from TimeClock Plus.

Error Corrections

Accounts Receivable

Unpost Invoices	Error 3021 will no longer occur when a user attempts to unpost an invoice in Inquiries.
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General

Dashboard	Error 9 will no longer occur after the database restructure when the program attempts to send emails.
Database Restructure	Error 3639 will no longer occur during the database restructure if the Shelby v.5 database does not contain Accounts Payable tables.

Release Version v.5.14.1000

The following are modifications made to the Shelby v.5 programs between versions 5.13.2300 sp 4 and 5.14.1000.

Enhancements

Accounts Payable

ACH Verification Report	An option has been added to Company Information on the ACH tab for 'Mask ACH Number on Verification Report'. When this option is selected, the ACH Verification Report masks the DFI routing number and account number. Only the last four digits are shown. In addition, a 'Total Deposit' line was added to the bottom of the report that does not include the offset detail amount.
Invoice Processing	Users can now select which invoices to finalize. Buttons for 'Select All' and 'Deselect All' have also been added to the Invoice Processing screen.

Invoice Processing – Distributions

Users can now select more than one distribution to apply when creating an invoice. For each distribution the description can be selected from the pull-down menu and then the amount can be allocated per distribution. When the user clicks OK the program will build the invoice detail lines.

Select Distributions

Distributions	
Description	Amount
Utilities-Electric Gas	\$400.00
Utilities-Water/Sewer	\$100.00
*	

Process Checks

A message will now be displayed when a user is attempting to print checks while another user is already in the check printing process. This message will display the names of the other users and will allow the user to choose to continue or cancel. This was done to prevent check numbers from being duplicated.

Reports – Print 1099s

An option has been added when a user selects 'E-File' for 'Include main E-mail address'. When this option is selected, email addresses for vendors will be included in the 1099 submission to the Shelby Systems E-File site.

Accounts Receivable

Invoice Processing

Users can now select which invoices to finalize. Buttons for 'Select All' and 'Deselect All' have also been added to the Invoice Processing screen.

Invoice Processing

A pull-down menu for 'Invoice Design' has been added to the Invoice Processing screen. This option allows the user to select which invoice design to use when finalizing invoices and only appears when the option to 'Print Invoices' is selected in Company Information.

Invoice Design Default Laser Plain Paper

Modify Invoice Design

The following fields have been added to the Heading tab of Modify Invoice Design: Fund Description and Fund Memo Line 1-4. For Fund Memo the memo will be broken apart into the four fields based on carriage return line feeds from the fund's memo box.

Bank Reconciliation

Reconciliation

Begin Date and End Date filters have been added to the Reconciliation screen within Bank Reconciliation.

001/001/10110 First Church ACB operating checking

Begin Date: ... End Date: ...

General Ledger

Company/Year Information	<p>The option 'Require Date of Entry/Post to Period Match on Sub Ledger Journals' has been changed to 'Require Journal Date and Period Match' and when a user selects it the following things happen:</p> <ul style="list-style-type: none"> • The date and period must match for all sub-ledgers (the program already did this). • Manual Journals must have matching dates and periods or they cannot be saved. • Journals that would normally automatically post will not finalize if their dates and periods do not match. • Journals imported through GLTransaction will not finalize if the date and period do not match.
Import Journals	<p>The Fiscal year begin date has been added to the GLTransaction table. Journals will be imported to that specified year if it is populated.</p>
Inquiries	<p>The following features have been added to Inquiries:</p> <ul style="list-style-type: none"> • Totals have been added to the Account Balance tab. • Inquiry List report has been added for the Account Balance tab. • Users can now press <Ctrl>+<P> to print or export to Excel from the grid. • Account Number and Period columns are now displayed on the Detail tab even if filtered by account number and/or period.
Inquiries	<p>An option has been added under 'Include Account Balance Tab' for 'Include All Accounts.' It will be selected by default and when checked:</p> <ul style="list-style-type: none"> • Accounts that have a period balance but a zero ending balance should show. • Accounts that have an ending balance but no period detail should show. • Accounts that have period detail that equals zero should show.

Payroll

Utility – Tax Table Information	<p>Payroll can now download and install tax table updates automatically. When a tax table update is available, the next time a user with rights to process payroll opens the application the user will be prompted to download and install the tax table update.</p>
Reports – W2s	<p>An option has been added when a user selects 'E-File' for 'Include main E-mail address'. When this option is selected, email addresses for employees will be included in the W2 submission to the Shelby Systems E-File site.</p>

Run Payroll Checks – Email Vouchers	<p>If there are any rejected items when a user emails vouchers a message will display noting the location of a log file that documents rejected addresses.</p> <p>This file will be located in the data directory and formatted in this fashion: ‘PRBadEmailsMMDDYYYYHHMMSS.txt’ (e.g., PRBadEmails05042014052355.txt).</p>						
Shelby Systems E-File – 941 Summary	<p>A new E-File option has been added for processing the 941 summary online using Shelby Systems E-File. The new service will file your Federal form. Click this link for more information.</p>						
Security							
User Security – Accounts Payable	<p>A security level has been added for ‘Void – Keep Invoices as unpaid’ under the ‘Void Check’ security level. This level defaults to ‘Update’ and is required to select the ‘Keep Detail Lines as unpaid’ option when a user voids checks in Accounts Payable.</p>						
<table><tr><td>Void Check</td><td></td><td>X</td></tr><tr><td>Void - Keep Invoices as unpaid</td><td></td><td>X</td></tr></table>		Void Check		X	Void - Keep Invoices as unpaid		X
Void Check		X					
Void - Keep Invoices as unpaid		X					
User Security – Bank Reconciliation	<p>A security level has been added for ‘Delete Outstanding Item’ under the ‘Outstanding Items Maintenance’ security level. This level defaults to ‘Update’ and is required to delete outstanding items.</p>						
<table><tr><td>Outstanding Items Maintenance</td><td></td><td>X</td></tr><tr><td>Delete Outstanding Item</td><td></td><td>X</td></tr></table>		Outstanding Items Maintenance		X	Delete Outstanding Item		X
Outstanding Items Maintenance		X					
Delete Outstanding Item		X					
User Security – Utility/Security	<p>A security level has been added for “Update ‘My Documents’ and ‘My Websites’” under the ‘Allow Updates to Dashboard...’ security level. This level defaults to ‘Update’ and is required to save new items to the ‘My Documents’ and ‘My Web Sites’ areas of the dashboard. If no rights are given, the items will not be seen on the dashboard.</p>						
<table><tr><td>Allow Updates to Dashboard Banner(Right-Click it)</td><td></td><td>X</td></tr><tr><td>Update ‘My Documents’ and ‘My Websites’</td><td></td><td>X</td></tr></table>		Allow Updates to Dashboard Banner(Right-Click it)		X	Update ‘My Documents’ and ‘My Websites’		X
Allow Updates to Dashboard Banner(Right-Click it)		X					
Update ‘My Documents’ and ‘My Websites’		X					
User Security – Utility/Security	<p>A security level has been added for ‘Re-Login Button’. This level defaults to ‘Update’ and is required for the ‘Re-Login’ button to appear on the Shelby Menu area of the Dashboard.</p>						
Utilities							
GlobaFILE Record Import	<p>The GlobaFILE Record Import now allows vendor fields to be imported. An option has also been added to ‘Always Add Record to Accounts Payable’. Make sure to select this option if the intent is to import vendors.</p>						

Program Changes

Accounts Payable

Credit Card Tracking	For security purposes, Shelby v.5 will now only store the last four digits of credit card numbers in the 'Card Account #' field. Existing credit card numbers in the database are truncated to display the last four digits.
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GlobaFILE

SMTP Setup	The SMTP Setup screen now allows users to edit the Port, Use SSL, and Use TLS options for servers set up through Shelby Services Monitor.
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ShelbyAddIn

Compatibility	The Shelby Contacts add-in for Microsoft Outlook will now function properly in Office 2013.
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ShelbyQUERY

Documentation	The Shelby v.5 Database File Layouts PDF has been updated with the latest table and column definitions. This PDF is available within the ShelbyQUERY help files and for your convenience is also linked here .
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General

SMTP Setup	The SMTP Setup screen now allows users to edit the Port, Use SSL, and Use TLS options for SMTP servers set up through Shelby Services Monitor. This applies to every application where SMTP settings are located with the exception of Selections and Listings. Selections and Listings uses the port set up through 'SMTP Server Setting' in Shelby Services Monitor.
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Program Fixes

Accounts Payable

Credit Card Tracking – Process Transactions	Purchase Orders will now be closed properly when a user manually enters a purchase order number when creating a credit card transaction and selects to close the entire Purchase Order.
Process Checks – Email Vouchers	Users can now email vouchers even if using Shelby MICR Plus to print checks. Vouchers will automatically display through the v.5 Print Preview instead of Power Merge.

Process Checks	Changing the default year, but not the default period, when sending the journal entry to General Ledger will now result in the entry going to the year you selected.
Process Checks	The correct method of processing checks (MICR Plus or regular checks) will now be used based on the currently selected bank account in Accounts Payable.
Reports – Aged Analysis	The Aged Analysis report parameter screen will now display correctly when the currently selected General Ledger Company is not using funds.
Reports – Print 1099s – Create Electronic File	The file created by the program will now have the correct number of designated spaces for the ‘A’ record for Retirement 1099s.
Reports – Print 1099s	The word ‘Information’ is now correctly spelled on the 1096 Information screen.
Reports – Print 1099s	Addresses will no longer be validated unless the user is using Shelby Systems E-File.
Vendor Information – Security	Users with inquiry rights will no longer be able to add a class or distribution.
Void Checks – Credit Card Transactions	When a user voids a check in Accounts Payable that was applied to a credit card, the program will now delete the credit card transaction. Previously, the old credit card payment remained in history, but was not visible in Reconciliation. This caused the outstanding balances in Credit Card Tracking to be incorrect.
Accounts Receivable	
Invoice Processing/Recurring Charges	Sales tax is now being displayed and processed correctly.
Payment Processing	The Misc. Cash tab will now recognize accounts as valid when a user types them in and the Chart of Accounts for the selected company has no funds or departments.
Payment Processing	The name filter field is now being properly cleared out once a user clicks Apply or OK.
Reports – Aged Trial Balance	The Aged Trial Balance report will now honor the period when the fiscal year is not the same as a calendar year.
Report – Sales Report	The Sales Report will now correctly display the Customer or Bill To based on the option a user selects.
Void Payment	The date of entry specified when a user posts a void to General Ledger will now be passed to the journal detail.

Attendance

Attendance Processing – Import Scanned Attendance	All bar codes will now be imported properly when a user imports scanned attendance. Previously, the last bar code was being skipped.
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Bank Reconciliation

Reconcile	When a user removes the 'Finalize' check from a reconciliation date the program will now only 'un-finalize' that date for the currently selected bank account.
Reconcile – Import	During the import process, the program will no longer attempt to reconcile items that have already been reconciled. Instead, these items will appear on the exception report.

Check Express

Process Transactions	Users can now add more than three lines of detail on a transaction on workstations using Windows 8.
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Check-In

Check In Procedure	Unmanned Check-In screens will now default to a caption color of orange and a GO caption color of green if a user has not set preferences. Previously the screen was all black.
Remote Check In	Attendance will now properly import for dates that already exist in the Shelby database.

Contributions

Reports	All reports that have an Include/Exclude option will now properly exclude Non-Tax Deductible Purposes by default.
Statements	The chapter size will now be 3000 when a user runs statements and selects the option to print only records with email addresses. When the process is complete, the size of the chapters reverts back to 1000.

Deposits on Hand

Statements	Statements consisting of more than one page will now be sent in one email when a user emails statements.
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e-Solutions

e-Bill	All invoices associated with a payment will now be exported when a user exports statements to e-Solutions. This will solve the issue of payments showing up improperly as Unapplied Cash.
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General Ledger

Inquiries	Tabs will no longer be out of order when a user uses the Change Criteria button and selects 'Include Account Balance Tab'.
Inquiries – Criteria	The period listing on the Summary tab will now display periods in the correct order when a user changes the Year setting on the Criteria screen from a fiscal to calendar year (or vice versa).
Inquiries – Inquiry List	The proper report will now display when a user clicks Reports and then Inquiry List while on the Account Balance Tab.
Journal Entries – Memo	Memos added by a user using the toolbar icon or by right-clicking the journal and selecting Memo will now be retained.
Journal Entries - Post	Users will no longer be able to edit or post a journal entry while another user has that entry open.
Reports – Income & Expense Statement	The 'Prior 12 mos' column will now show accurate amounts when a user selects a Report Format of 'Current and prior 12 months'.
Reports – Balance Sheet	The Fund selections in the Columnar Info pull-down menus now include the Fund number in front of the description and are sorted in Fund number order when a user selects the 'Columnar-By Fund' Report Layout.

GlobaFILE

GlobaFILE Information	The 'Change Criteria' and 'Advanced Search' functions will now properly honor 'Profile Security Option' rights when searching for users that have specific profiles.
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Payroll

Inquiries	The correct results will now be displayed when a user searches for a name containing an apostrophe.
Reports – W2s	The W2 edit list will now properly break down Box 12 totals by the codes.
Run Payroll Checks – Email Vouchers	Users will no longer be able to click 'Ignore' on program errors that may occur when a user attempts to email vouchers. Instead, the user must click 'Abort' and address the error before attempting the procedure again.

Run Payroll Checks – Import Timeclock File	Non-cash compensations will now be properly imported when a user imports a Timeclock file.
Utility – Tax Table Information	The program will now properly withhold taxes using prior year tax tables if the current year tax tables have not yet been loaded.
Selections and Listings	
Criteria – Profile Specific	The ‘Profile Specific’ criteria will now properly honor ‘Profile Security Option’ rights.
Reports – Constant Contact Upload	Constant Contact lists will now be downloaded properly.
Reports – Constant Contact Upload	Names will now be properly uploaded to Constant Contact.
Shelby Mailroom	
Bulkmailer	Information will now be properly imported and displayed when a user imports a file with numerical information in the ‘Business’ field.
Shelby Teller	
Contributions – Shelby Teller Import	During the import, users will now be prompted that proceeding to inquiry without saving first will require the user to re-scan checks.
Contributions – Shelby Teller Import	Entries to non tax-deductible purposes will now be marked accordingly when a user imports from Shelby Teller.
Donors and Gifts – Shelby Teller Import	Images will now properly be attached to pledges when a user imports Shelby Teller in Donors and Gifts.
Utilities	
ShelbyTOOLS – Change Financial Forms Engine	A spelling error has been corrected on the description of the ‘Change Financial Forms Engine’ utility in ShelbyTOOLS.
ShelbyTOOLS – Find Lost Names	The ‘Find Lost Names’ utility has been modified to no longer look at the ‘Responsible Party’ field in the database.

General

Protect My Ministry	The link to the Protect My Ministry pricing/FAQ is now correct. For your convenience, you can also access it here .
Shelby Services	A spelling error has been corrected on the message a user will receive if there is a version mismatch for Shelby Services.

Error Corrections

Accounts Payable

Process Checks	Error 13 will no longer occur when a user attempts to print checks.
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Accounts Receivable

Inquiries	Error 3265 will no longer occur when a user attempts to view Invoices after viewing Payments through Inquiry while Accounts Receivable is maximized.
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Check-In

Check In Procedure	Error 91 will no longer occur when a user attempts to add a new record via Add Visitor.
Check In Procedure – Unmanned Touch	Error 9 will no longer occur when a user attempts to check in using Unmanned Touch Operation while the option for ‘Allow individuals to check in to multiple organizations at one time’ is selected.

General Ledger

Account Information	Error 3265 will no longer occur when a user selects the Budgets option within Account Information.
Inquiries	Error 6 will no longer occur when a user attempts to use a wild card (e.g., %) in an account number field.
Journal Entries	Error 3021 will no longer occur when a user attempts to save journal entries.
Journal Entries	Error 3421 will no longer occur when a user attempts to save a journal entry that contains the words ‘not’ or ‘true’ in a detail line description.
Journal Entries	Error 3604 will no longer occur when a user attempts to save a journal entry that contains an apostrophe in the memo.

Reports – Budgeted Financial Statement	Error 3604 will no longer occur when a user attempts to run the Budgeted Financial Statement while only printing the Account Number and Description.
Special Reports – Income/Expense Statement	Error 3265 will no longer occur when a user attempts to run a Special Reports Regular Income & Expense Statement.
Selections and Listings	
Reports – Group E-mail SMTP	Error 3421 will no longer occur when a user attempts to send an email message containing three or more images and an attachment.
General	
Database Restructure	Error 3639 will no longer occur during the database restructure.