



# Shelby Financials Export

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## Summary

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## What's New

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- The following new goodness will be added to your Rock install with this plugin:
  - **New Block:** Shelby Financials Batch to Journal (added to the Batch Detail page on install)
  - **New Block:** Shelby Financials Batches to Journal (added to the Shelby GL Batch Export page on install)
  - **New Account Attributes:** There are a number of new Account attributes that control where transactions are posted in Shelby Financials
  - **New Transaction Attribute:** Transaction Project
  - **New Page:** Projects (Finance > Administration > Projects)
  - **New Page:** Shelby GL Export (Finance > Functions > Shelby GL Export)
  - **New Defined Type:** Financial Projects stores the Defined Values that designate what Project a transaction or batch should be associated with
  - **New Batch Attribute:** Date Exported

## Configuration

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### Batch to Journal Block

After install, the Shelby Financials Batch to Journal block was added to your Batch Details page.

Currency Totals

Check \$199.00

Edit

Match Transactions Audit Log

Journal Type • Accounting Period •

Create Shelby Export

Transactions Transaction Details Options

Shelby Financials Batch to Journal KFS > Shelby Financials / Id: 917

Basic Settings Advanced Settings

Name • 1

Shelby GL Export

Button Text ⓘ 2

Create Shelby Export

Close Batch ⓘ 3

Yes

Save Cancel

- 1 **Name** Block name
- 2 **Button Text** Customize the text on the export button
- 3 **Close Batch** Control whether the batch gets marked as closed in Rock after export

## Shelby Financials Batches to Journal Block

Shelby Financials Batches to Journal KFS > Shelby Financials / Id: 934

Basic Settings Advanced Settings Custom Grid Options

Name • 1

Shelby Financials Batches To Journal

Detail Page • 2

Financial Batch D...

Button Text ⓘ 3

Create Shelby Export

Months Back ⓘ • 4

2

Save Cancel

- 1 **Name** Block name
- 2 **Detail Page** Link to the Financial Batch Details page
- 3 **Button Text** Customize the text for the export button

- 4 Months Back** Number of months back that batches should be loaded. This is helpful to prevent database timeouts if there are years of historical batches

## Account Attributes

The export will always create (at a minimum) two lines for a Journal - a debit and a credit line. The Credit and Debit Account attributes are how this is defined. Each of these attributes will need to be set to the Id of the option in your Shelby Financials GL. Only the Attributes that are filled in will be exported.

General Fund

Name

General Fund

Active

☒

Is Public

☒

Description

Shelby Financials Export

Default Project

Company

Fund

Debit Account

Department

Credit Account

Region

Super Fund

Location

Cost Center

Account Sub

Save

Cancel

- 1 Default Project** Designates the project at the financial account level
- 2 Company** Designates the company

- 3 **Fund** Designates the fund
- 4 **Debit Account** Account number to be used for the debit column
- 5 **Department** Designates the department
- 6 **Credit Account** Account number to be used for the credit column
- 7 **Region** Designates the region
- 8 **Super Fund** Designates the super fund
- 9 **Location** Designates the location
- 10 **Cost Center** Designates the cost center
- 11 **Account Sub** Designates the account sub

## Projects Defined Type

You may want to define the values for the Financial Projects defined type so the export knows what GL Project to associate accounts or transactions to in Shelby Financials. We have added a new Projects page under Finance > Administration. This page allows you to manage Projects defined values without needing the RSR-Rock Admin security role.

On the Projects page, add a value for each of your organization's Projects. The Value must be the Id from Shelby Financials. Description will be a friendly name for the Project.

Financial Projects	
Value	Description
10001	Missions Project
10002	Building Project
<div>50 500 5,000 2 Defined Values</div>	

## Exporting to Shelby Financials

### Assigning Projects

You can assign Projects to a financial account, a transaction or to a specific amount in the transaction.

**To assign a Project to an account,** you will set an [account attribute](#).

**To assign a Project to an entire transaction,** select the Transaction Project from the dropdown list when you create the transaction. To assign a project to an existing transaction, edit the transaction and choose a Project from the dropdown list.

The screenshot shows a 'Financial Transaction' form. At the top right, there are tabs for 'Batch #184' and 'Contribution'. The 'Person' field is set to 'Bill Marble'. The 'Accounts' section shows 'General Fund' with an amount of '\$104.00'. A red box highlights the 'Transaction Project' dropdown menu, which is currently set to 'Shelby Financials Export'. Below this is a 'Summary' text area. At the bottom, there are 'Save' and 'Cancel' buttons.

**To assign a Project to part of a transaction,** as you add the accounts and amounts to the transaction, select the Project from the dropdown list. You can also a project by editing the accounts on an existing transaction.

The screenshot shows an 'Account' form. The 'Account' dropdown is set to 'Building Fund'. The 'Amount' field shows '\$ 5.00'. A red box highlights the 'Transaction Detail Project' dropdown menu, which is currently set to 'Shelby Financials Export'. To the right of this is a 'Summary' text area. At the bottom right, there are 'Save' and 'Cancel' buttons.

## Exporting Single Batches

On the Batch Detail page, select the Journal Type and enter an Accounting Period for the batch then click the Create Shelby Export button. You will not be able to export a batch if the variance amount is not \$0.

