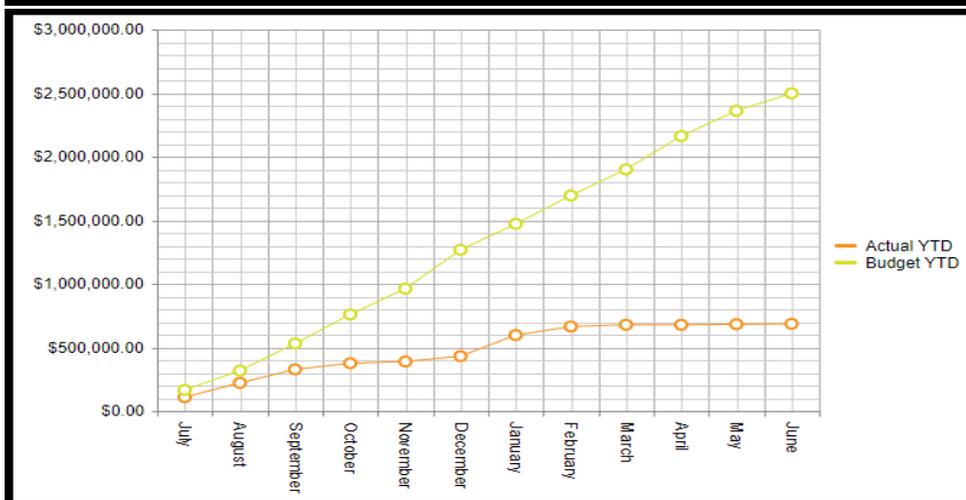
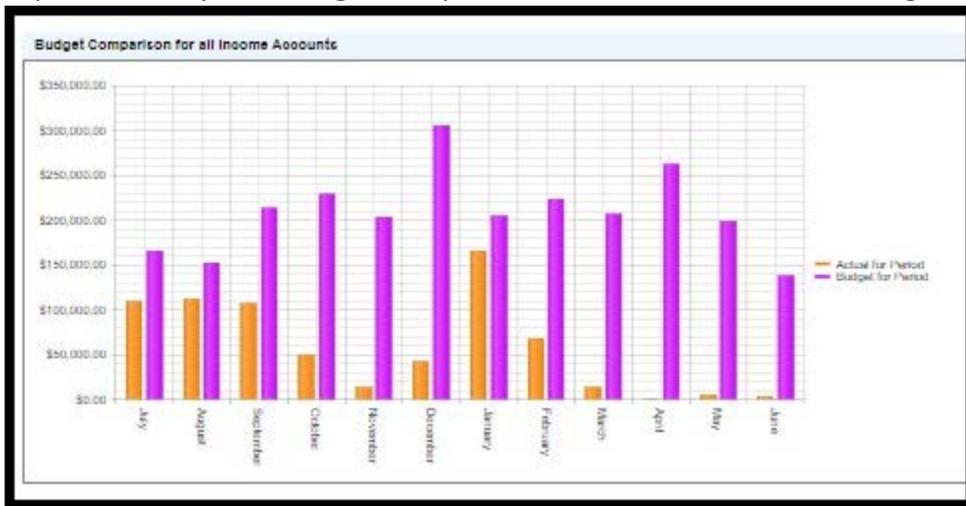


6 Ways to Manage Summertime Expenses Like VBS

1. Use ShelbyFinancials home screen dashboards
2. Set permission limits so department heads can run their own reports
3. Use Projects to track expenses across all accounts
4. Use Purchasing Management to watch and control purchases
5. Use the Functional Expense Report to track Programs and Administrative disbursements
6. Create Ad Hoc Reports to see specific expense activities

1. **Use Home Screen Dashboards:** Each ShelbyFinancials application presents a visual presentation of your activity for each application. For example, when you open Accounts Payable, you can see two different charts showing your budget and actual expense activity. The Budget Comparison for all Income Accounts widget appears below.



2. **Set permission limits so department heads can run their own reports:** Permission limits can be selected from the Shelby Financials opening screen under Security Setup. Two different types of controls can be used together to provide specific limited access to accounting information. For example, you can setup a youth minister so she can log in to Shelby Financials, choose to open General Ledger, hover over Reports, and choose only one report – say the Budgeted Financial Report. Running that report would only display accounts where she has access

Available Task Roles
Admin
AP Demographics Test
API Applications
Department Heads
No Fund Church
Payroll
Payroll Calendar
PM Only with Add Vendor
Test Project Code Blocking
Youth Minister

3. **Use Projects to track expenses across all accounts:** Projects can be a handy reporting tool. Just set up a project, say something like Mission Trip to Ukraine. Add a date range. Set the Max Total. Max total should be the amount you expect the project to either generate or the amount it will cost. Enter notes or attachments as needed. You can keep track of project income/expenses by running the Project Register report in General Ledger.

Home > General Ledger > Project Information

Add New Project

* Project Number

* Name

Active?

Begin Date

End Date

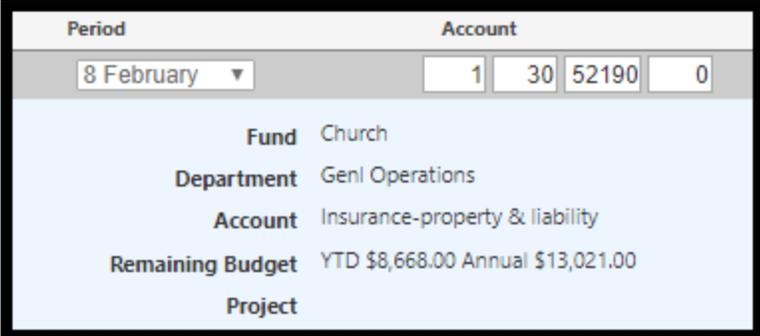
Max Total

Companies

NOTE ATTACHMENTS

[Click here to learn how to produce a Project data set using Ad Hoc Reports utility](#)

4. **Use the Purchasing Management application to track and control expenses:** While the Purchasing Management helps control spending, it also notifies both the person who requests permission to make a purchase as well as approvers of the purchase how the expenditure will impact the approved budget. Notice in the screenshot



The screenshot shows a web interface with a header section containing 'Period' and 'Account'. Below this is a table with columns for 'Fund', 'Department', 'Account', and 'Remaining Budget'. The 'Remaining Budget' row shows 'YTD \$8,668.00 Annual \$13,021.00'. The 'Project' field is empty.

Period	Account
8 February ▼	1 30 52190 0
Fund	Church
Department	Genl Operations
Account	Insurance-property & liability
Remaining Budget	YTD \$8,668.00 Annual \$13,021.00
Project	

above. The requested amount is well within the budget. If the request is higher than either the YTD or Annual approved budget amount, then the Remaining Budget figures will display in **red font**. And, all approvers in the given process will also see that the requested expenditure exceeds the approved budget.

5. **The Functional Expense Report:** This report provides a view of expense activity based on your established Programs, GM&A, and Fundraising. It includes all expense activity, but groups the data differently than the Statement of Activity.

[Click here for more information about the Functional Expense Report.](#)

6. **The Ad Hoc Report utility can provide multiple ways of tracking expenses:** You can use the Ad Hoc Report Utility to get a quick list showing unpaid invoices or find quick answers to other business questions. Ad Hoc Report utility produces a data set that can be filtered, arranged, and grouped by selected fields, which may be all you need. Other times you might want to export the data set to Excel and even use the Excel Pivot Table tool to produce several views and also add charts.

[Click here to learn how to use Ad Hoc Reports](#)