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## Agencies

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### How do I “retire” an agency?

Agencies that are part of a locked scenario cannot be deleted.

If you no longer need an agency that is part of the current scenario, you can make the status “Inactive”. Changing the status to “Inactive” will keep all your data intact and hide the agency from all data entry functionality.

Note: You can also delete an agency record (using the trash can button in the bottom right corner of the agency record), but that means that all the related data will be deleted permanently. The only way to recover deleted data is to revert to a backup copy of the files.

*Help Topic # 68; Last updated 5/22/15*

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### How do I change what agencies show up during data entry?

In order for an agency to show up during data entry, it must have a status of "Active." Any "Inactive" agencies will not show up as options during data entry.

*Help Topic # 23; Last updated 2/19/15*

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### What are reporting batches?

Reporting batches allow the user to create a group of reports for agencies that require unique expenses to be reported to them. For example, the expenses reported to Gospel Trust Canada (GTC) must be different than the expenses reported to Gospel Perpetuating Foundation (GPF), so these agencies would need to be grouped as a “reporting batch”. Once part of a reporting batch, anytime an Agency Report is created for one of the agencies in the batch, a report will be created for all the other agencies in the batch.

*Help Topic # 45; Last updated 5/4/15*

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### What are the Agency Guidelines/Notes for?

The agency may have specific instructions for certain expense subcategories that you want to make a note of to remember. These notes are not used in any way whatsoever during the preparation of the Agency Report, they are merely notes.

*Help Topic # 53; Last updated 5/4/15*

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### What do the minimum percentages mean?

Certain agencies require receipts to be submitted with the report each year. The amount of receipt coverage that each agency requires varies. The percentages that you can customize for each agency are as follows:

# 11) Minimum percent of the total annual revenue from the agency that must be accounted for with expenses? (i.e. reported back how it was spent): You must account to the forwarding agency for how you used the funds forwarded to you during the year. (For example, if you receive \$5,000 through Gospel Trust Canada and the percent is set at 90%, the report you submit to Gospel Trust Canada must include at least \$4,500 expenses.)

# 12) Minimum percent of the total annual revenue from the agency that the expenses must be supported with receipts?: Enough receipts must be submitted to represent this percentage of the total funds forwarded from the agency. (For example, if you receive \$5,000 through Gospel Trust Canada and the percent is set at 75%, you must submit to Gospel Trust Canada receipts that support at least \$3,750.)

*Help Topic # 41; Last updated 5/4/15*

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### What does “Classification Not Allowed to Report” mean and how is it used?

The field named “Classification Not Allowed to Report” will primarily be used by those that prepare reporting for taxation purposes. An example of its usage is detailed below:

Goal:

If you only want to do data entry of expenses that are eligible for taxation purposes, but occasionally have a few personal expenses that you want to keep track of and want to prevent them from being included in the Agency Report.

Implementation:

- a) Set the “Classification Not Allowed to Report” as “personal” for each of the agency’s subcategories (on the Agency’s “Reporting Criteria” tab).
- b) Make sure that #10 to ignore the classification restrictions in the Agency “General” tab is set to “No”.
- c) During data entry, specify that personal expenses are personal. You would not need to make this a required field (in Settings) and could leave it blank when inputting all non-personal expenses.

Note: You can make the “classification” an optional field for data entry within the Expenses tab of Settings.

*Help Topic # 47; Last updated 5/4/15*

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**What is the "Receipt Required Threshold"?**

Sometimes an agency specifies they only need a supporting receipt if the amount is above a certain level. If they specify this amount, you can input it here. If an amount is specified and the "Receipt Required Threshold" is not ignored (# 9) during the preparation of the Agency Report, transactions will be analyzed according to these amounts. Note: The threshold amounts should be specified in the agency's reporting currency.

For example, an agency has said they need copies of receipts for all transactions above \$50 CAD so all subcategories have a Receipt Required Threshold of \$50 for the agency. If you have an expense for \$50.50 CAD, the "Receipt Required Threshold" criteria is not being ignored (# 9), and indicate that there is no receipt, the transaction will be completely ignored while preparing the Agency Report. If you set the "Receipt Required Threshold" to be ignored or the amount is \$49.99 CAD or less, the transaction will continue to be analyzed according to the other criteria for inclusion on the Agency Report.

*Help Topic # 52; Last updated 5/4/15*

**What should I do with the "Other" tab in the Agency layout?**

There are several record-keeping functions available on the "Other" tab, as detailed below:

- 1) Keep track of the main contact people that you work with at each agency, along with their phone number(s) and e-mail addresses;
- 2) Keep track of what questions you asked and the answers you received;
- 3) Import a copy of the reports that you sent in to each of the reporting agencies;
- 4) "Bookmark" the agency's websites for easy access from the built-in web viewer functionality.

*Help Topic # 15; Last updated 2/19/15*

**When and how do I add a new agency?**

A new agency should be setup if you have a new revenue stream source or if you need to prepare reporting for a new entity or agency. (Note: Donors should NOT be confused with agencies as revenue sources. An agency should be setup when there is an organization or entity that represents multiple groups or individuals that will be sending you revenue. For example, a trust agency that forwards money on the behalf of others should be setup as an agency & the groups or individuals that they forward on behalf of should be setup as donors. Also, a landlord should setup each rental address with multiple tenants/units as an agency and the tenants as "Donors".)

A new agency can be added in two ways:

- 1) Duplicate an existing agency; or
- 2) Create a new blank agency.

If the agency you want to add has a similar reporting structure to one that is existing, it will probably save you a lot of time to duplicate an existing agency and modify the reporting structure. (Use care when renaming categories or subcategories as any related mappings don't automatically change when the names are changed.) Note: If an agency you want to duplicate has a "Locked" status, the mappings will not be duplicated.

If the agency you want to add does not require reporting and you simply need to keep track of a new revenue stream, then creating a new blank agency may be the best option.

*Help Topic # 55; Last updated 9/16/16*

**Why can't I delete a data entry category and/or subcategory once it is used?**

Once a data entry category has been used for a transaction, it cannot be deleted because the transactions that were tagged with the category would "float" in the program. (You would not be able to find the transactions based on the category and they would not show up on reports prepared for a specific category.)

In order to delete a category that has been used, all of the transactions using the category must be assigned to a different category. You can easily reassign all the expenses that have been input for a specific data entry subcategory using the "Reassign" button.

Rather than changing all the transactions' subcategory, another solution is to deactivate the category or subcategory. When a category (or subcategory) is deactivated, it does not show up on the pop-up lists during data entry, but all the transactions tagged to it still properly show up on the reports.

*Help Topic # 16; Last updated 5/4/15*

**Why do I have to set up expense categories and subcategories for each agency?**

You may not need to set up expense categories and subcategories for each agency.

An agency reporting structure of expense categories and subcategories only needs to be setup for the agencies that require reporting in a format that is different than the data entry structure. Sometimes, the purpose of setting up the reporting structure is to allow the category (and subcategory) descriptions that are reported to be much more generic.

*Help Topic # 12; Last updated 11/18/16*

**Why do I need to select a currency to provide reporting in for each agency?**

Transactions are input with the transaction currency and translated to the base currency. Each agency may want the information reported back to them in a specific currency (perhaps different than your base currency), thus you must tell the program which currency the Agency Report should be prepared in for each agency that has a specified reporting structure.

*Help Topic # 48; Last updated 11/18/16*

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**Currencies and Exchange Rates**

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**How do I change what currencies show up during data entry?**

In order for a currency to show up during data entry, it must have a status of "Active." Any "Inactive" currencies will not show up as options during data entry.

Note: You can change a currency from "Active" to "Inactive" (and vice versa) from "Manage Currencies".

*Help Topic # 18; Last updated 2/19/15*

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**What currencies should I select to setup in the program?**

Select all the currencies that:

- 1) You want to do revenue or expense data entry in;
- 2) You need to provide reports in to agencies;
- 3) You want all your transactions translated to (this is only true for the one currency that you select as your base currency).

Note: You can later change the status of a currency to "Inactive".

*Help Topic # 73; Last updated 6/3/15*

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**What does "Amount to Flag During Data Entry" mean?**

For each currency you may specify the amount that you would like to be flagged during data entry. For example, if you flag an amount of 8,000 for the CAD (Canadian dollar), there will be a dialog confirming any CAD amounts greater than 8,000 prior to submitting a new revenue or expense transaction. Amounts less than or equal to 8,000 will have no dialog. (Note: If no flag amount is specified, 5,000 will be used as the default during data entry.)

*Help Topic # 56; Last updated 5/4/15*

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**What is a good web site to find the exchange rates?**

The program has built-in functionality to do the exchange rate lookups for you automatically from <https://openexchangerates.org/> If you prefer or need to do manual lookups, there are many web sites that you can use. Some of these include:  
<https://www.oanda.com/solutions-for-business/historical-rates/main.html> (this is my favorite!)  
<http://www.xe.com/currencytables/>  
<http://finance.yahoo.com/currency-converter/>

If you choose to use the average exchange rate for each month, I found that the best web site to use is:

<http://www.oanda.com/convert/fxhistory>

I like this web site for finding average exchange rates because it automatically calculates the average rate when you specify a date range and the currencies to translate from/to.

If you do not care for any of the web sites listed above, feel free to do a Google search for one that you prefer.

*Help Topic # 22; Last updated 9/16/16*

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**What is a reporting error?**

A reporting error indicates that the transaction amount was not able to be converted to the reporting currency. The reporting amounts are only displayed on the Agency Report.

Reporting errors are due to:

- 1) A missing exchange rate for the transaction's month; or
- 2) A missing exchange rate for the agency the revenue came from or the agency the expense is to be reported to.

To set the reporting currency for an agency, navigate to the applicable agency record and use the "set" button at #5.

*Help Topic # 11; Last updated 2/19/15*

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**What is the best exchange rate to use?**

The program is set up with the default options to use the "1st of month" or "1st of year" rates. From an accounting perspective, it really does not matter which rate you use, as long as you use the same rate consistently from month to month. You may also use other rates such as the "15th of month", "Month avg." or "Annual avg.", but the automatic rates lookup functionality has not been developed for these rates and you will need to do manual lookups and inputs.

If you insist on accuracy, then the average rate is the best rate to use, however, from a data entry perspective, the "1st of month" rates are the best to use. (Some may use the "1st of year" rates in order to avoid unrealized gains & losses due to large rate fluctuations or a high exchange rate ratio relative to other currencies.) I suggest using the "1st of month" rates for the following reasons:

- 1) If you plan to keep up with data entry throughout the month, the "1st of month" rate(s) are available at the beginning of the month and you don't have to update it at the end of the month like you would if you were using the average rate.
- 2) During data entry, if there are exchange rates missing you will get "Missing Rate Alerts." If you have the "1st of month" rates input, you will avoid these error alerts and be able to see how much transactions are worth in various currencies at the time of data entry.
- 3) The Agency Reporting Dashboard provides an overall picture of how much you have received from each agency in the base currency. These totals are inaccurate if there are missing exchange rates, however, since the program will not know how to translate transaction amounts to the base amounts.

*Help Topic # 7; Last updated 6/3/15*

**What is the difference between the transaction, base, and reporting currencies?**

The transaction currency is the currency in which the transaction took place. For example, if you go to the market and pay 20 Mexican Pesos (MXN) for fruit, Mexican pesos is the transaction currency. If you purchase books online for 30 United States Dollars (USD), USD is the transaction currency.

The base currency is the currency that every single transaction is translated to for comparison purposes. For example, Mexican missionaries use the peso on a daily basis and may be most comfortable thinking about how cheap or expensive items are in terms of the peso, so they most likely would set up MXN as their base currency. Therefore, when the 30 USD use of funds is recorded for the books purchased online, it will be translated to 300 MXN (assuming an exchange rate of 1 MXN:0.10000 USD) to go from the transaction currency to the base currency.

The reporting currency is the currency that transactions are translated to for reporting to the forwarding agencies and is only displayed on the Agency Report. For example, let's say the books were purchased with funds sent to you as Canadian Dollars (CAD) through Gospel Trust Canada. The agency Gospel Trust Canada has been set up to provide reporting in CAD, so when you prepare the agency report for Gospel Trust Canada, all the transactions on the report are translated to CAD. Therefore, the 300 MXN spent on books is translated to 28.50 CAD (assuming an exchange rate of 1 MXN : 0.09500 CAD) for reporting to Gospel Trust Canada; CAD is the reporting currency.

*Help Topic # 5; Last updated 5/4/15*

**What should I select as my base currency?**

All expense & revenue transactions will be translated to the base currency, which permits overall data summaries & comparisons. Note: You can change the base currency at anytime.

Use the questions below to help you determine which currency you should select to use as your base currency:

- a) What is the currency that you spend most of your money in?
- b) What is the currency that you want to know the totals of how much you received and how much you spent at the end of a period (month, year, etc.)?
- c) If someone gives you a monetary gift, what currency do you want to know how much it is worth in?

*Help Topic # 14; Last updated 6/3/15*

**Why does it say "<no values defined>" for currencies during data entry?**

In order for currencies to show up as options during data entry, they must have an "Active" status. To adjust which currencies are active, select the "Manage Currencies" button from the currencies menu.

*Help Topic # 9; Last updated 12/3/14*

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## Donors

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### Can I change the donor numbers?

Potential scenario: As I was learning the program, I made mistakes in listing some donors and then deleted them. The actual donors that I did add came up with new donor numbers such that I now have donor numbers: 1, 2, 5, 6, 9, 10, 11, 12. I would prefer to have them numbered as 1-7 so that I have an accurate idea of how many donors I have in a year. Is it possible to change the donor numbers so they are sequential?

Unfortunately, you are not able to change the donor numbers. You can, however, determine how many donors have given to you during the year by:

- Selecting "Find Donors" from the Donors menu
- In the "Revenues & Letters" tab, specify the "Date of Revenue" as "1/1/XX...12/31/XX"
- Select the "Continue" button or hit the "return" key

*Help Topic # 87; Last updated 1/29/16*

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### Can I look at prior acknowledgments sent to a donor?

Yes, all acknowledgments are saved with the donor record. You can quickly find them by going to the desired donor record & then the "Correspondence" tab.

*Help Topic # 71; Last updated 6/3/15*

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### How do I change the donor letter blocks?

Donor letter blocks can be "retired" by marking them as old. You can restore them to be current at any time if desired.

In general, the "Body" blocks are the main ones that will need to be managed as your life events change.

*Help Topic # 61; Last updated 5/6/15*

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### How do I compose an e-mail addressed to multiple donors?

1) Find the donors you want to include in the e-mail distribution and go to the listing layout.

2) Click on the "Mail All" button in the top right corner. You will be given the choice to select "Clipboard" or "Email".

a) "Email" will be the best option if you have an e-mail client setup on your computer. Selecting "Email" will open up your e-mail client, create a new e-mail and automatically address it to all the donors displayed in the listing that have an e-mail address specified;

b) "Clipboard" will copy all the e-mail addresses for the donors displayed in the listing to your clipboard for you to paste into a webmail site. Note: Using this option will permanently erase any contents that were on your clipboard already.

*Help Topic # 90; Last updated 9/26/16*

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### How do I e-mail an acknowledgment letter?

The functionality to send an e-mail from Selah Global has not been developed yet. However, by having your e-mail client open at the same time as your program, you can easily accomplish the same purpose by using the "Copy" buttons for the E-mail and Body of the letter and pasting them into an e-mail. (The "Copy" buttons simply save you from having to select and copy the text.)

*Help Topic # 44; Last updated 5/4/15*

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### How do I setup a "group" donor?

You can switch the Type of donor between "Individual" & "Group" by clicking on the blue hyperlink text.

"Group" donors should be used when a gift is received from an organization via a representative individual.

A "group" donor should be setup using the appropriate Group name. The representative's last & first name are optional. The address should be the mailing address for the group, whether it is the organization's or the representative's.

The main difference between a group and individual donor is the ordering of the combined name. For a group, the group name is placed first (followed by the representative's name in parentheses), whereas for an individual, the individual's name is placed first (followed by the group name in parentheses).

*Help Topic # 43; Last updated 5/5/15*

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**What are the “Opening”, “Body”, & “Closing” blocks in the Donor Letters?**

The “Opening”, “Body”, & “Closing” blocks allow you to create standard paragraphs to make your acknowledgment letter writing process efficient. Using blocks allows you to customize your “template” letter every time based on your recent communications or interactions with the addressee. (i.e. If you were just with that person, you will not want to share the information that you may have already told them, thus you would not include that block in the letter.)

Below is an example of a standard block for each type:

**“Opening”**

Greetings. We trust you are doing well... We wanted to thank you for your gift of \$xx.xx.

**“Body”**

We have been busy traveling over the past three months. We just got home from my grandfather's funeral in Pennsylvania last week and are looking forward to being at the conference in Langstaff this coming weekend.

**“Closing”**

Thank you again for your kindness and generosity. We look forward to the next time we can be together. Until then, we can continue to live in the promise/hope that our Lord is coming again soon!

*Help Topic # 60; Last updated 5/6/15*

**What happens when I merge donors?**

There are many reasons why you may want to merge donor records. Two of the most common reasons are:

- a) you have accidentally setup a donor more than once and one or more records are duplicate;
- b) two donors have gotten married and you want to keep track of them, and their revenue history, as if they have always been one donor.

When you merge donors, you must select which donor record you want to keep and which one you want to eliminate.

You need to manually change/update the name and address information for the donor you want to keep.

Prior to doing the merge, you need to select whether you want to transfer all the revenue, contacts, letters, photos, or notes from the donor to be eliminated to the donor you want to keep. If you select to NOT transfer one of these areas, the information will be permanently deleted along with the donor record to be eliminated.

*Help Topic # 58; Last updated 5/22/15*

**Expenses****Are Reporting expense cats & subcats different than Data Entry cats & subcats?**

The Data Entry cats and subcats are what you will use for expense data entry, and are not related to a specific agency.

A reporting structure, reporting expense categories (cats) and subcategories (subcats), needs to be setup only for the agencies that have a specific format that they want the data reported in. Agency Reports are created using the reporting expense cats and subcats for the related agency.

The key to tie the data entry cats & subcats to the reporting cats & subcats are the “mappings” between the subcategories. This means that if there are no mappings from a data entry subcat to a reporting subcat for a particular agency, the expenses input against the data entry subcat will NEVER be included on that agency's Agency Reports.

Mappings are made from the data entry subcategories TO the reporting subcategories of each agency. A mapping is the means of telling the program what expenses you want reported to whom, and how. For example, you may create a data entry cat/subcat called “Groceries > Eating Out” for personal reasons to help monitor that area of spending & it would get mapped to an agency as “Personal Living Expenses > Food”.

*Help Topic # 66; Last updated 11/10/16*

**Can I save and print images of my receipts related to expenses?**

Yes, you can import images of your expense receipts from the expense listing. When a pdf file is imported as a FILE, you will only see a pdf file icon, but if you import it as a PHOTO, the pdf file contents will be displayed.

The images related to expenses can be printed from two places:

- 1) Printing the expense listing, and;
- 2) Printing the agency report

If there are images related to expenses when you go to print either of these reports, it will ask you if you want to print the listing/report or if you want to print the images.

Note: If a pdf file has more than one page, only the first page will be printed (if imported as a photo versus as a file).

*Help Topic # 92; Last updated 11/23/16*

**How can I add a new trip or mileage log entry?**

You can add a new trip log entry:

- 1) From expense data entry; or
- 2) From the Trip Log listing layout using the "Add New Trip" button in the header.

You can add a new mileage log entry from:

- 1) From the Trip Details layout, at the "Mileage Log Entries" tab using the blue "+" symbol; or
- 2) From the Mileage Log listing layout using the "New Log Entry" button in the header.

Note: If you don't want to use the mileage log functionality to keep track of ODOs, you can simply record the ODO related to particular expenses when doing expense data entry.

*Help Topic # 86; Last updated 6/3/15*

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**What is a reporting scenario? What does it mean when a scenario is locked?**

A scenario is a grouping of a data entry expense structure, agencies, and reporting expense structures for each agency. Each scenario also includes all the mappings between the data entry and reporting expense subcategories. In addition, the agency reporting criteria may be setup differently for each scenario based on the differing reporting needs.

When a scenario is locked, all of the data entry expense categories and subcategories, agencies, and reporting expense categories and subcategories become unavailable for modification or data entry. (You cannot input new expenses against a scenario that is locked.) There can only be one current scenario at any point. You may make a scenario that has been previously locked the current one again at any time.

Note: You can reassign the data entry subcategory for expense transactions that were input under a locked data entry structure to data entry subcategories from the current (unlocked) scenario.

*Help Topic # 63; Last updated 9/16/16*

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**What is an "Official Receipt"?**

In some countries, receipts for businesses or registered entities require a special receipt that has the entity name and number printed on it. In Mexico, an "official receipt" is called a factura.

During data entry, it is optional to specify if there is an "official receipt." The benefit of using this field (if you do have different types of receipts) is to be able to find those expenses quickly and to be able to prepare agency reports that only include the "official receipts" if that is required by the agency. (Criteria # 8 in setting up the agency reporting parameters.)

*Help Topic # 91; Last updated 11/22/16*

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**What is the advantage of using the trip log?**

Each expense transaction can be related to a specific trip, if desired. (New trips can be created at the time of expense data entry.) By relating expenses to a trip record, you can summarize how much was spent for a particular trip across various expense subcategories (gas, hotel, food, transportation, etc.) One of the biggest advantages of using the trip log functionality during data entry is that the data entry expense subcategories do not need to be structured in order to try and distinguish trip costs from other costs.

If you know the history of cost for a recurring trip type, you can budget or plan for the cost in future years. This may be especially helpful if the costs of a trip are shared.

Note: If you have suggestions or ideas on how to revise or enhance the trip log functionality, I would love to hear from you!

*Help Topic # 84; Last updated 6/3/15*

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**What is the difference between the expense category and the expense subcategory?**

An expense category is more general in nature, whereas a subcategory is more specific.

Note: Since a subcategory is required during data entry, if you do not want to set up subcategories within a category, create a subcategory with the exact same name as the category.

*Help Topic # 13; Last updated 12/3/14*

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**What is the value of requiring the classification for expenses data entry?**

The classification field can be used to distinguish personal expense transactions from transactions eligible to report for taxation purposes. You do not need to make it a required field in order to use it & can simply flag the personal transactions during data entry.

See the related help topic "What does "Classification Not Allowed to Report" mean and how is it used?" for more information. The classification can be used in conjunction with each agency's reporting requirements in order to prevent personal transactions from being reported to some agencies & allowing them for other agencies.

*Help Topic # 82; Last updated 6/3/15*

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**What is the value of requiring the payment form for expense data entry?**

You can select within "Settings & Preferences" whether you want to require the payment form to be input during expense data entry.

It may be of value to require this information for the following reasons:

- 1) To help you recall where you can lookup further information regarding an expense transaction in the future (i.e. if you input an expense as an "auto withdrawal", you know you can look at the bank statements or if you input it as "credit card" you know you can look at the credit card statement)
- 2) To be able to determine for a period of time how much of your expenses are being incurred in a specific form (i.e. cash or credit card)

Note: You can manage what payment forms show up as options for data entry. Prior transactions input with a payment form that is changed will not be affected.

*Help Topic # 83; Last updated 6/3/15*

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**What is the value of the mileage log?**

The mileage log was designed with those that need to file USA taxes in mind. It allows the user to keep track of and summarize their overnight (lodging) location by the city name or postal code.

The mileage log is particularly beneficial when there are multiple vehicles that go on the same trip. It allows you to keep track of each vehicle's start and stop ODO for each day.

Mileage log entries can be created directly from the trip log. If the mileage log entries are added from this context, the vehicles are tied to the trip.

If you want to use the trip functionality, but not the mileage log functionality, you can simply record the ODO related to particular expenses when doing expense data entry.

Note: If you have suggestions or ideas on how to revise or enhance the mileage log functionality, I would love to hear from you!

*Help Topic # 85; Last updated 6/3/15*

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**What prefix should I select for expense transactions? Do I need a prefix?**

Each revenue transaction is assigned a unique serial number ID at the time of data entry. You have the option of selecting a prefix (transaction year, a manual/custom prefix, or none) to add to the serial number.

A year prefix will provide a quick visual indication of when the transaction was from and where it should be filed with working with receipts from multiple years.

A manual/custom prefix may be beneficial if you have multiple occurrences of the program on your computer and need to distinguish the expenses from each program. (You need a special second version of the program in order to run two occurrences on the same computer, please contact me using the "E-mail Support" button available from "About" if you need this ability.)

It is strongly recommended that you write the transaction's ID on the receipt or supporting documentation in order to make your job of reconciling the reports to the paperwork later much easier. See the related help topic "How can I keep my expense receipts organized?" regarding different ways in which you can store your receipts after doing data entry.

Note: If you select the "Year" as the prefix and you change the transaction date of an expense, the ID prefix will be updated to reflect the correct year.

*Help Topic # 81; Last updated 11/23/16*

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**Why do I need to setup a data entry expense structure?**

The data entry expense structure is what is used for ALL data entry of expenses, regardless of which agency the money came through. This structure needs to be detailed enough to be able to accommodate the reporting requirements for all the agencies.

The agency reporting expense structures are required for each agency (that has a specified reporting structure) and represent the format the agency wants the data reported back to them (category names and subtotals.)

You may summarize all the data according to the data entry structure from any of the "Expense Listing" layouts. The only way to summarize expenses according to the agency reporting structures is by creating Agency Reports. The only expenses that are included on an Agency Report as those that are mapped and meet all the agency's reporting criteria.

Note: Each scenario (see "What is a scenario?") uses a separate data entry structure. You can only use a data entry structure when the related scenario is current (not locked). You may, however, reassign expenses that were previously input using a locked scenario's structure to a subcategory from the current scenario.

*Help Topic # 62; Last updated 11/18/16*

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**Why would I want to import a new reporting scenario?**

Due to changing reporting requirements, you may need to import a new scenario and use a different data entry expense structure. For example, you may have never had to report for taxation purposes previously, and need to start, or you may not have to pay taxes anymore to a particular country that required extensive/detailed reporting.

If you need to start reporting to an agency that has similar reporting requirements to an agency already setup in your current scenario, I would recommend simply duplicating the existing, similar agency and then modifying the reporting structure and subcategory mappings.

If due to the changes in your reporting requirements you must significantly increase or decrease the level of detail required for data entry (and reporting), it will be simplest to start with a scenario that has already been pre-setup to meet those needs.

If none of the existing scenario options available to be imported will meet your needs, please contact me and I will work with you to see if I can create a new scenario for you to be able to import (versus you having to manually build it). You can always customize a scenario after it has been imported!

*Help Topic # 64; Last updated 5/22/15*

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**FAQ****Can I print to a PDF file?**

For Mac users, printing to a pdf file is built into your computer's operating system and you can print just like you would print to any other computer by selecting "Save as PDF."

For PC users, you can install a pdf writer printer and use that as your printer. A good & free option is the Cute PDF writer (<http://www.cutepdf.com/>).

*Help Topic # 31; Last updated 2/19/15*

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**Can I provide my feedback regarding this program?**

YES! Your feedback regarding all aspects of this program is welcomed & needed for future enhancements. Please send your feedback to me using the "E-mail Support" button available from "About" regarding:

- Features that would be helpful to you
- Aspects of the program that you find clumsy how they are designed
- What you have found to be the pros/cons of using the program
- User's guide documentation that needs to be clarified or seems obsolete
- User's guide documentation that needs to be added
- etc.

*Help Topic # 67; Last updated 11/23/16*

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**Does my data automatically get sent to the agencies?**

Your program and data are saved on your hard drive and is not automatically getting sent to the agencies. In order to submit the reports (data) to the agencies, you must prepare the report and print it to send to them by mail or e-mail.

*Help Topic # 57; Last updated 5/5/15*

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**How do I "deselect" a radio button?**

Hold down the shift key and click on the radio button to deselect it.

*Help Topic # 10; Last updated 2/19/15*

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**How do I change what categories and subcategories show up during data entry?**

In order for a general category or subcategory to show up during data entry, it must have an "Active" status. Any "Inactive" categories and subcategories will not show up as options on the pop-up listings during data entry.

*Help Topic # 17; Last updated 2/19/15*

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**How do I sort listings?**

Listings that have column headings with a shaded background can be sorted by simply clicking on the column heading. If the column is not already sorted, it will sort ascending. If it is already sorted, it will reverse the sort order (either ascending or descending.)

*Help Topic # 59; Last updated 5/5/15*

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**How often should I back up my data?**

You should make regular back-ups of your data. I don't have magical powers to retrieve your data if your hard drive crashes and you haven't been making regular (external) backups!!! The frequency of your backups will depend on how often you do data entry. Obviously, if you wait to do all your data entry at the end of the year at crunch time, you would have no need to do quarterly backups!

There is a button on the menu to create a copy of the data files to the folder you select, however, the BEST way to make a backup copy of the program is to close the program and then copy the entire "Selah Global" folder to a backup drive. You should designate the date / time stamp of the backup within the folder name. For example, if a backup was made at 8:07 am of September 1, 2016, the backup folder could be renamed to 20160901\_0807 Selah Global.

To backup just the data files (& not also the program files), use the button on the menu. In order to use this functionality, you will have had to create / select a folder you want the backups saved to in settings & preferences. If this backup folder is on your primary (internal) hard drive, you should then also copy the backup folder to an external storage device in case your internal hard drive should fail.

*Help Topic # 35; Last updated 9/16/16*

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**My situation is very complex, can I setup this program for multiple uses?**

Yes, this program was designed to be flexible to be able to accommodate simple as well as complex record-keeping and reporting needs!

The scenario named "Basic Finances" can accommodate simple needs.

Example of a complex situation may be as follows:

- summarize data for USA income tax preparation
- summarize data for Canadian income tax preparation
- summarize data for reporting to Canadian trust agencies (i.e. GTC, GPF)
- multiple vehicles, used for both personal as well as business purposes
- significant business travel
- multiple outreach efforts (works) that I am personally responsible for the related expenses
- secondary personal residence
- income rental property(ies)

The scenario named "Taxes & Canadian Agencies Reporting" can accommodate the above complex situation. A separate agency should be setup for each entity that forwards funds, each entity that requires reporting, and each income rental property address. The other complexities are handled by means of setting up the expense structures properly, mapping between them properly, setting up vehicles (in Settings & Preferences), and setting up works (in Settings & Preferences).

If you are struggling to know how to setup the program for your personal needs, please feel free to reach out to explain your situation and receive the needed guidance.

*Help Topic # 65; Last updated 11/23/16*

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**What are some tricks & tips for finding revenue or expense transactions?**

In the find window, it is not necessary to spell out entire names. You can do a FIND for a category based on the first few letters of the name. Also, you can do a FIND based on the first letters of a couple words and not spell out either word completely. For example, if you want to find all the transactions with a subcategory of "Groceries", you could do a FIND on the subcategory field with the search criteria "groc".

A couple other useful tools for performing finds on text fields (agency, category, subcategory, note) are:

1) Use the asterisk symbol (\*) as a wild card. For example, if you know you created a subcategory called "gasoline" for one agency and called it "gas" for another category, you could do a FIND on the subcategory field using the search criteria "gas\*". The asterisk symbol will become very useful in performing finds if you set your categories up based on tax deductibility. For example, if you created all your tax deductible categories/subcategories with the prefix "TD" or "IRS", you could do a FIND for "TD\*" or "IRS\*" to find all the tax deductible transactions for a specific period of time.

2) The exclamation mark (!) is the tool to find duplicates. If you perform a FIND with an exclamation mark as the only search criteria, it will find all the transactions that have the exact same information on more than one transaction.

Note: "FIND" in capital letters above indicates it is a command.

*Help Topic # 32; Last updated 2/19/15*

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**What are the advantages of using this program?**

This program is very flexible and can accommodate the various needs of many users and reporting requirements. Some of the reasons why it may be a useful tool for YOU are listed below. For greater detail on each of the advantages below as well as additional advantages, please see [www.selahglobal.com](http://www.selahglobal.com).

- 1) Automatic exchange rate lookups
- 2) All data entry is done in the transaction currency with automatic conversions
- 3) Prepare custom reports for multiple agencies with varying structures & requirements
- 4) Keep track of revenue acknowledgments
- 5) Trip & Mileage Logs to help you keep track of your business trips to claim per diem amounts for taxes.

*Help Topic # 69; Last updated 5/22/15*

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**What does the "Missing Rate Alert" mean?**

If you see the red "Missing Rate Alert" after entering a transaction, it means that you have not input the exchange rate(s) to translate it to the base and/or reporting currencies.

Navigate to the "Exchange Rates" tab in the dashboard, and look at the "Trans. Cnt." (transaction count) column to see which currencies and months have transactions recorded against them. If there are transactions recorded for a currency and month, and there are no exchange rates specified, that is most likely your problem. Look up the month's exchange rates for that currency and see if that made the "Missing Rate" alerts go away.

If you have made sure all the exchange rates are specified for the months with transactions, it is likely that you have not specified the reporting currency for all the agencies. (If there is not a reporting currency specified for each agency, the program does not know what currency a transaction will be reported in and cannot translate it.) When in the agency record, look at # 5 to make sure this is specified.

*Help Topic # 19; Last updated 5/4/15*

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**Who can I contact with questions?**

Please use the built-in user's guide as much as possible to get your questions answered, and then, if you still have a problem or question, please use the "E-mail Support" button available from "About".

*Help Topic # 2; Last updated 11/23/16*

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**Who developed this program and why was it developed?**

Just to give you a little background on myself (Sarah Stickfort) since I developed the program, and you are using it as a tool to prepare reports for the government and/or other agencies...

I received my B.A. in Accounting (with a Spanish minor) from the University of Northern Iowa in May 2004. During the summer of 2004, I had some fun traveling, but I also spent several hours at the library getting ready to take the CPA exam. The Lord opened the doors for me to go to Mexico two weeks after I took the CPA exam (& passed) to spend close to five months with various missionaries there. When I returned home from Mexico, I worked for a large corporation as an internal auditor. After nearly two years in corporate America, I left to work for my father in our family business, Stickfort Electric, where I did a complete rewrite of their FileMaker solution.

My time in Mexico made me aware of the missionaries' complex responsibility to manage their financial resources due to having funds received and spent in multiple currencies. As a result of their tight schedules and a lack of the proper tools, many missionaries were unable to efficiently comply with the reporting requirements placed upon them by taxation entities as well as forwarding agencies. The need to develop this program was presented to me by Paul and Barb Thiessen in September 2006 when they were struggling to meet the Canadian forwarding agency reporting requirements. Barb Thiessen (Mexico), Andrew Kluge (Chile), and my Dad, Tom Stickfort, have provided invaluable feedback to help develop the program's functionality and I am very thankful to them for their time and patience.

*Help Topic # 1; Last updated 6/18/15*

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## Reports

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### How can I keep my expense receipts organized?

In preferences, you may specify a custom prefix that you want along with the unique serial number assigned to each transaction. After a new transaction has been input, this number is in italic text in the "Last Expense Transaction Entered" area just below data entry. Once a receipt has been input, you should write this unique number on it. The agencies are required to match up the receipts with the submitted reports, so writing the transaction ID on the receipt at the time of data entry will make their job a whole lot more efficient, and it will also help you in identifying the correct receipts to submit at year-end!

The organization of your receipts once they have been input is ultimately a personal decision, but below are two ways that may get you thinking of what will work best for you:

- 1) Keep all the receipts together in sequential order of the serial number;
- 2) Setup your filing cabinet to match the data entry categories & subcategories structure & file the receipts in the folder related to the data entry subcategory. You would want a set of filing folders that mirrors the data entry structure for each year. (Another useful tool would be to setup "bins" on the wall in your office that mirror the data entry categories & subcategories to sort the receipts prior to the time of data entry.);
- 3) Keep the receipts together for each month.

*Help Topic # 42; Last updated 5/4/15*

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### How is an Agency Report prepared when it is part of a reporting batch?

The reports for each agency are prepared in the sequence you specify for the reporting batch. (Note: An agency can be part of more than one reporting batch.)

Note: Even if an agency is included as part of a reporting batch, a report will only be prepared if the criteria that reporting is required to be prepared for the agency is set to "Yes".

The process to prepare the Agency Report for each agency is:

- 1) Identify all the revenues mapped to the agency for the specified time period;
- 2) Identify all the expenses for the specified time period that have mappings to the agency's subcategories;
- 3) Sort the expenses according to the specified priority for the agency;
- 4) Analyze each transaction in the sorted sequence to determine whether it has already been used for another agency in the batch. If it has not, it is analyzed as to whether it meets all the agency's criteria to be reported (i.e. receipt available, official receipt, personal/taxes classification, receipt required threshold, etc.) This process also determines if enough expenses have been selected to meet the minimum expense reporting (& required receipts criteria) as specified by the agency.

*Help Topic # 46; Last updated 9/19/16*

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### How is the Agency Report prepared?

To prepare the Agency Report:

- The transactions that have mappings to the agency are identified;
- These mapped transactions are narrowed to include only the ones within the specified date range;
- The identified transactions are then sorted according to the "Priority for Receipts Submittal" (see the "Reporting Criteria" tab within Agency);
- In sequential order, each transaction is analyzed to determine if it can be included on the report using the "Reporting criteria";

# 6) If expenses are only reported up to the minimum percent of revenue received from the agency, is this expense needed to meet that minimum amount?

# 7) If expenses without a receipt are ignored, was there a receipt?

# 7b) If a minimum amount is specified at 7b, was the expense amount greater than this threshold (even if there was a supporting receipt)?

# 8) If expenses without an official receipt are ignored, was there an official receipt?

# 9) If the agency has specified a receipt threshold amount for the subcategory and the restrictions are not being ignored, is there a receipt to support the transaction amount above the threshold?

# 10) If the agency subcategory has been set to not allow reporting of either taxes or personal, is the transaction designated as the restricted category?

# 11 & 12) Is this expense amount needed to meet the agency's minimum expenses and receipts coverage percentages? (these percents are ignored if # 6 is set to "Yes")

*Help Topic # 49; Last updated 9/16/16*

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**How is the Agency Summary different than the data entry Reporting summary?**

The Agency Summary is different than the Reporting summary available within the data entry window in the following ways:

- 1) The Agency Summary is dynamic whereas the data entry Reporting summary is static and requires a manual refresh to reflect the current transactional data.
- 2) The Agency Summary only shows the revenues and expenses for the one displayed agency at a time whereas the data entry Reporting summary shows a summary of the revenues and expenses (as of the last manual refresh) for all agencies at the same time.
- 3) The Agency Summary displays the amounts for each reporting subcategory whereas the data entry Reporting summary shows a summary by simply the agency (not the subcategories).
- 4) You can only create the Agency Reports from the data entry Reporting summary.

*Help Topic # 54; Last updated 5/22/15*

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**What is mapping and is it required?**

"Subcategories Mapping" is a key concept to the program and is only necessary if you are required to prepare reports for the agency with a different expenses structure than the data entry structure. "Mapping" allows you:

- to do data entry once;
- to prepare reports for multiple agencies that only include the expense categories each agency allows;
- to prepare reports using the reporting structure each agency requests or requires.

"Mapping" is the means of telling the program how you want each data entry subcategory to be reported for each agency. For example, if you input an expense as "Communication > His cell - foreign", you can report that expense to an agency as "Personal Living Expenses > Communication", but you can keep it as "Communication > His cell - foreign" for the taxation agency to be able to prepare a report on which you designate a business use percent for that device.

For each agency, the data entry subcategories can be mapped to one of the agency's reporting subcategories. Multiple data entry subcategories can be mapped to the same agency reporting subcategory.

If a data entry subcategory does not have any mappings for a particular agency, any expenses input for that data entry subcategory will never get included in the Agency Reports.

*Help Topic # 51; Last updated 11/9/16*

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**Revenues****Can I transfer revenues from one agency to another?**

Yes, you can transfer the revenues input against a single agency to another agency all at the same time.

- 1) Go to the Agency you want to transfer the revenues away from and click on the "Revenue" tab.
- 2) Click on the "Reassign All to a Different Agency" button in the top right.
- 3) A listing will then be displayed with all the agencies that have an "Active" status. Select the agency that you want the revenues moved to.

*Help Topic # 89; Last updated 9/26/16*

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**How can I keep track of what gifts have been acknowledged?**

Each individual or group that you receive money from should be setup as a donor in the Donors module. While doing data entry, each remittance from a forwarding agency should be broken down into separate transactions for each donor, as follows:

You received 1,000 CAD in remittance 123.456 from Gospel Trust Canada on 7/1/15 from the following individuals:  
250 CAD from Joe Smith  
100 CAD from Mary Clark  
650 CAD from Jill Clark

Three separate revenue transactions should be input for this one remittance:

# 1) Input the revenue information from the first donor and all the related remittance information (date, agency, currency, remittance #, notes). Click the "Submit Revenue (Keep Remittance Information)" button.

# 2) Input the amount & donor information for the second donor. All of the remittance information has remained from the first donor. Click the "Submit Revenue (Keep Remittance Information)" button.

# 3) Input the amount & donor information for the third donor. All of the remittance information has remained from the first & second donors. Click the "Submit Revenue (Clear Remittance Information)" button.

Unacknowledged gifts can easily be identified from the button on the Revenues Menu (or donors with unacknowledged gifts from the Donors Menu.) When you create an acknowledgment letter, the acknowledgment status will change from "N" to "P" (pending), and when the letter is printed, the status will change from "P" to "Y".

*Help Topic # 26; Last updated 5/22/15*

**How do I keep track of funds received for a designated purpose?**

Below is a textual step-by-step description of what to do. For our example, assume a gift was received on 3/1/16 from MSC with 50% designated for house renovations. (Note: You may also refer to the video tutorial available at [www.selahglobal.com](http://www.selahglobal.com))

- 1) Select "Edit the Data Entry Categories & Subcategories" from the Expenses Menu
- 2) Create a new data entry subcategory under the most relevant data entry category. For our example, we would select the category "Infrastructure" & create a new subcategory called "Home Renovations (MSC 3/1/16 designated funds)".
- 3) Add the designated amount by clicking on the button with a funnel icon. Specify the date of 3/1/16 & the amount and currency. (The date is required to be able to translate it to the base currency.)
- 4) As needed, for each agency that has a specified reporting structure, create the mappings between the new data entry subcategories and the relevant agency reporting subcategory (or a new one you create).
- 5) When you input the gift from MSC, input it as (2) separate revenues, and specify in the notes for the designated portion "Designated usage for home renovations by donor".
- 6) When you input the expenses, make a note that you used the funds that were designated, such as "used funds designated for renovations" because when the agency report is prepared, the more generic descriptions may be used and the fact designated funds were used may be lost.
- 7) Finally, in order for the reports to prepare correctly using the designated funds and expenses, navigate to the "Reporting Criteria" tab of the agency. Scroll to the bottom of the listing, and you should see the new data entry subcategories that were mapped to the agency. If they are not there, you may have forgotten to map them. Adjust the priority for receipts submittal to be # 1, 2, etc. so they are at the top of the ranking, and are evaluated first for inclusion in the agency report.
- 8) You are ready to prepare the agency report. The funds received & expenses with designated purposes should be included.

*Help Topic # 88; Last updated 11/23/16*

**What is the value of requiring the agency's remittance number for data entry?**

You can select within "Settings & Preferences" whether you want to require the agency's remittance number to be input during revenue data entry.

It may be of value to require this information for the following reasons:

- 1) To help you reconcile your revenue records to the agency's (to valid completeness and/or accuracy)
- 2) If you require this information for data entry and there is not a remittance number you will need to input "none" or some other value. If you use the same value (i.e. "none") for all the transactions without a remittance number, you can summarize the amount of transactions without a remittance number for a period of time.

*Help Topic # 78; Last updated 6/3/15*

**What is the value of requiring the donor for revenue data entry?**

You can select within "Settings & Preferences" whether you want to require the donor to be input during revenue data entry.

It may be of value to require this information for the following reasons:

- 1) To ensure you don't forget to record who you received revenue from during data entry.
- 2) To ensure you can summarize your revenues by the donor source.

Note: Donors should NOT be confused with agencies as revenue sources. An agency should be setup when there is an organization or entity that represents multiple groups or individuals that will be sending you revenue. For example, a trust agency that forwards money on the behalf of others should be setup as an agency & the groups or individuals that they forward on behalf of should be setup as donors. Also, a landlord should setup each rental address with multiple tenants/units as an agency and the tenants as "Donors".

*Help Topic # 79; Last updated 6/3/15*

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**What is the value of requiring the receipt form for revenue data entry?**

You can select within "Settings & Preferences" whether you want to require the receipt form to be input during revenue data entry.

It may be of value to require this information for the following reasons:

- 1) To help you recall where you can lookup further information regarding a revenue in the future (i.e. if you input a revenue was an "auto deposit", you know you can look at the bank statements)
- 2) To be able to determine for a period of time how much of your revenue is coming in a specific form (i.e. cash)

Note: You can manage what receipt forms show up as options for data entry. Prior transactions input with a receipt form that is changed will not be affected.

*Help Topic # 77; Last updated 6/3/15*

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**What prefix should I select for revenue transactions? Do I need a prefix?**

Each revenue transaction is assigned a unique serial number ID at the time of data entry. You have the option of selecting a prefix (transaction year, a manual/custom prefix, or none) to add to the serial number.

A year prefix will provide a quick visual indication of when the transaction was from and where it should be filed with working with receipts from multiple years.

A manual/custom prefix may be beneficial if you have multiple occurrences of the program on your computer and need to distinguish the revenues from each program. (You need a special second version of the program in order to run two occurrences on the same computer, please contact me using the "E-mail Support" button available from "About" if you need this ability.)

It is strongly recommended that you write the transaction's ID on the receipt or supporting documentation in order to make your job of reconciling the reports to the paperwork later much easier.

Note: If you select the "Year" as the prefix and you change the transaction date of a revenue, the ID prefix will be updated to reflect the correct year.

*Help Topic # 80; Last updated 11/23/16*

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**Settings & Preferences****Can I turn the "pop-up tips" on or off?**

A "pop-up tip" is a text box that displays additional data when you hover your mouse over particular text. It is recommended that you select "Yes" to allow the "pop-up tips" to display as they oftentimes display additional data that gets cut off due to layout constraints.

For example, if you have a data entry expense subcategory name that is long, the layout may only display part of it, but by hovering your cursor over the name, the "pop-up tip" will display the entire name.

*Help Topic # 75; Last updated 6/3/15*

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**How can I have the exchange rates input automatically from the Internet?**

Sign up for a free app ID from [openexchangerates.org](http://openexchangerates.org) in order to allow the program to do automatic lookup & input of currency exchange rates.

(Go to: <https://openexchangerates.org/signup/free> to obtain a "Forever Free" app ID.)

*Help Topic # 74; Last updated 6/3/15*

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**Should I import just the donors or all the data?**

It is HIGHLY recommended that you import ALL your data, and not just the donors. All the expense & revenue transactions, as well as the agencies & reporting structures you had setup in the old program will be grouped together as a "scenario", which you can lock and then start fresh with data entry using a new scenario. See the help topic regarding what a scenario is and what it means to be locked for more information.

*Help Topic # 72; Last updated 6/3/15*

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**Should I import my data from the prior version of the program?**

YES, you should import ALL your data (not just the donors)!

If you can still access your prior version of the program (versions less than 4.0) and the computer it ran on is not dead, it is highly recommended that you import your old data. To import the data, ask for the "Data Exporter Utility" program. This upgrade utility will export your data out of the prior program into .tab files. You will then be able to import that data into this version when the program starts. After import, the data will be converted to accommodate the changes in data structure.

IMPORTANT: Due to the changes in the data structure, you will NOT have the opportunity again to import (& convert) your prior data after the initial screen in version 4 asking if you want to import it.

When the data is imported, The reason why you should import all your data is that it imports it into a new "scenario" that can be locked & ignored. With your prior data in a locked scenario, you will be able this new version of the program as if it was fresh new program install. In the future, if you want to reference that data, you can at any time. If you want to continue to do data entry as you did in the old version, you simply need to make that scenario the current one.

*Help Topic # 70; Last updated 5/22/15*

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**What reports do my name print on?**

When you specify your name to be printed on reports, it will show up in the header of these reports:

**AGENCY MODULE:**

Agency Summary Report  
Agency Reporting Structure  
Agency Report  
Images Report (supplement to the Agency Report)

**CURRENCIES MODULE:**

Exchange Rates Report

**EXPENSES MODULE:**

Details Only Listing  
Details with Subtotals Listing  
Trip Details with Subtotals Listing  
Subtotals Only Listing

**REVENUES MODULE:**

Details Only Listing  
Donor Details Listing  
Details with Subtotals Listing  
Subtotals Only Listing

*Help Topic # 76; Last updated 6/3/15*

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