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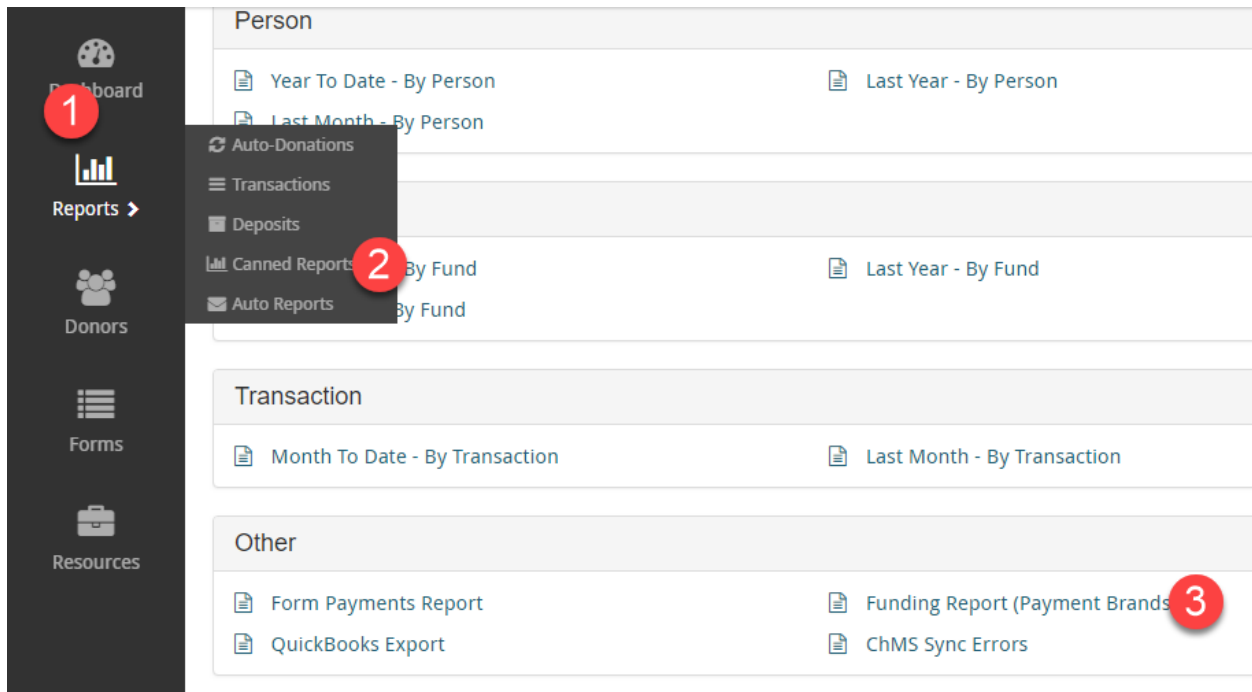
From Gift to Reconciled

## Following the Process

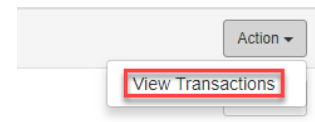
The most commonly reported issue with Giving is finding that the General Ledger entries created in Financials by ChMS do not match the deposits made into your bank account. This is a solvable issue by following the process as prescribed here.

### Step 1: The Deposit Report

Within Giving, you will find a summary of the donations that have been funded to your bank account under **Reports/Canned Reports/Funding Report (Payment Brands)**.



The **Funding Report** is organized into daily summaries, with details available under the **Action** button.



Open the transaction detail and copy the full grid.

**Transactions - Batch ID 432 (Payment Brands)**

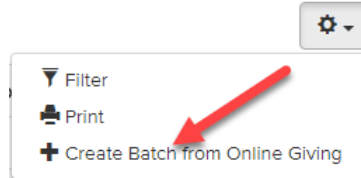
3 transactions found totaling \$4.00

| Funded Date | Trans. # | Trans. Date        | Payer | Designation    | Payment/Last 4                        | Amount | Misc       | Merchant Order # | Batch ID |
|-------------|----------|--------------------|-------|----------------|---------------------------------------|--------|------------|------------------|----------|
| 03/08/      | 25410407 | 03/08/ 12:32:31 PM |       | 2017 General   | ACH (Electronic Check) ending in 1892 | \$1.00 | ACH eCheck | 415743009        | 432      |
| 03/08/      | 25410373 | 03/08/ 12:31:31 PM |       | General Budget | ACH (Electronic Check) ending in 4567 | \$2.00 | ACH eCheck | 415740299        | 432      |
| 03/08/      | 25410272 | 03/08/ 12:31:57 PM |       | General Budget | ACH (Electronic Check) ending in 4567 |        |            |                  |          |
| 03/08/      |          |                    |       |                |                                       |        |            |                  |          |

The table shows transaction details. A context menu is open over the second row, with the 'Copy' option circled in red. The context menu includes options like 'Search Google for...', 'Print...', and 'Inspect'.

## Step 2: Create the Batch in ChMS

Return to ChMS and navigate to **Giving/Reports/Batches** and locate the gray gear icon . Click the icon and then **Create Batch from Online Giving**.



### Create Batch from Online Giving

Overview   By Person   By Anonymous   Batches   **Pledges**   Demographics

Select all of the text in the table of a single batch report from online giving, including the column headers. Then, paste it below. We will identify contributions that have been synced from Online Giving (but that are not already in a batch) and help you add them to a new batch.

Copy and Paste the Batch Report here

| Funded Date  | Trans. #   | Trans. Date | Payer         | Designation | Payment/Last 4 Amount | Misc | Merchant Order # | Batch Id |
|--|------------|-------------|---------------|-------------|-----------------------|------|------------------|----------|
| 03/08/2017   | 25410407   | 03/06/2017  | Tony Stark    |             |                       |      |                  |          |
| 12:45:43 PM  |            |             |               |             |                       |      |                  |          |
| 2017 General ACH (Electronic Check) ending in 8902   |            |             |               |             |                       |      |                  |          |
| \$1.00   | ACH eCheck | 415793009   | 432           |             |                       |      |                  |          |
| 03/08/2017   | 25410373   | 03/06/2017  | Turner Fields |             |                       |      |                  |          |
| 12:41:31 PM  |            |             |               |             |                       |      |                  |          |
| General Budget ACH (Electronic Check) ending in 4567 |            |             |               |             |                       |      |                  |          |
| \$2.00   | ACH eCheck | 415786229   | 432           |             |                       |      |                  |          |
| 03/08/2017   | 25410272   | 03/06/2017  | Turner Fields |             |                       |      |                  |          |
| 12:31:57 PM  |            |             |               |             |                       |      |                  |          |
| General Budget ACH (Electronic Check) ending in 4567 |            |             |               |             |                       |      |                  |          |
| \$1.00   | ACH eCheck | 415767245   | 432           |             |                       |      |                  |          |
| 03/08/2017   |            |             |               |             |                       |      |                  |          |

Go

Paste the data you copied from Giving into the box, as shown above, and click **Go**.

## Giving – From Gift to Reconciled

Name  
Online Giving - 03/06/20

Date Received  
03/06/20

Total  
\$ 4

Auto-Identified Report Type: Payment Brands

1 gift matches for \$1.00 on 03/06/20 by Tony Stark

1 gift matches for \$2.00 on 03/06/20 by Turner Fields

1 gift matches for \$1.00 on 03/06/20 by Turner Fields

Save

The system will automatically read the data copied from Giving and match to the individual gifts that have already been synced by the Giving API based on amount.

If there are multiple gifts of the same dollar amount, you will be shown radio buttons next to the gifts so that the correct giver can be identified and attached to the correct batch gift.

When each batch gift has been assigned to the correct giver, click **Save**.

## Step 3: Sync to Financials


Once the batch has been saved, you will need to then send the batch from ChMS to Financials for posting to your General Ledger.

For this process, we will assume that the user and account sync settings in **Settings/Giving** have been completed. If not, stop now and complete that process.

### Settings Giving

GENERAL TERMINOLOGY GROUPS

- Giving Categories
- Giving Letter Template
- Financials User Sync Settings
- Financials Account Sync Settings
- Consolidate Family Giving
- Pledging

Open the batch that was created in Step 2. Click the gray gear icon  and select **Sync to Financials**.

Reports - Batch 141: Tithes Batch (11/14/2017)


Overview By Person By Anonymous Batches Pledges Demographics

Created by on 11/14/2017

| First Name | Last Name | Category             | Note | Source | Date | Check Number |
|------------|-----------|----------------------|------|--------|------|--------------|
|            |           | Tithes and Offerings |      |        |      |              |

Amount given toward pledged: \$100  
Not given toward pledged: \$0

• Tithes and Offerings: Total: \$100

 Edit Batch  
+ Copy Batch  
Delete Batch  
**Sync to Financials**  
Print  
Deposit Slip  
Check Images

Ensure that you select the correct journal posting date, company, & year and that the period matches the journal date. Then click **Sync**.

Financials Sync

Overview By Person By Anonymous Batches Pledges Demographics

There is 1 entry ready to be sent from the 1 batch selected.

- 1 Contribution Entry

Journal Date \*

03/09/20

The date the journal will be shown to post for.

| Company         | Year         | Period          |
|-----------------|--------------|-----------------|
| Correct Company | Current Year | Matching Period |

Sync

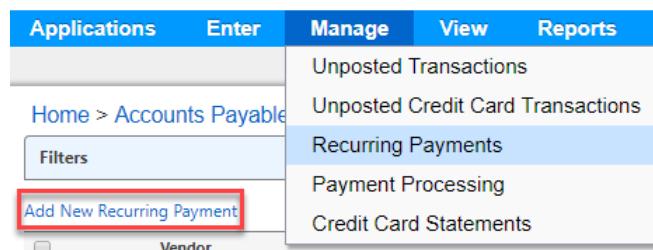
The selected batch is now in a newly created CN type journal entry in **General Ledger/Manage/Unposted Journals** and as a deposit to the bank account(s) in **Bank Account Management/Manage/Bank Statements**. Post to the General Ledger as normal.

Since the **Funding Report** from Giving is based on the date the gifts post to your bank account and the batch in which the same gifts post to your General Ledger, Bank Account Management, and your actual bank account, your bank account statement reconciliation activities should now all match up.

## Step 4: Posting Monthly Fees

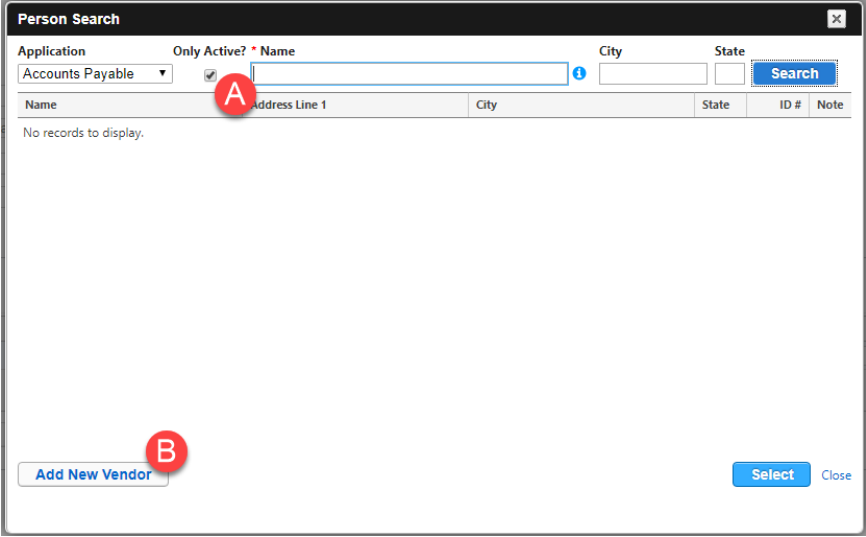
An easily overlooked step in the Giving process is the posting of monthly fees to **General Ledger** and **Bank Account Management** in Financials for proper accounting and reconciliation. The most effective method for completing this process is by setting up a Recurring Payment in **Accounts Payable/Manage/Recurring Payments**. This will allow you to begin to budget for the fees associated with digital giving going forward, keep track of actual expenses paid to Giving for processing, and post the charges consistently and accurately.

To begin, navigate to **Financials/Accounts Payable/Manage/Recurring Payments**. Clear the filters in the search box and click **Search**. Then, click on the **Add New Recurring Payment** link, as shown below.



## Giving – From Gift to Reconciled

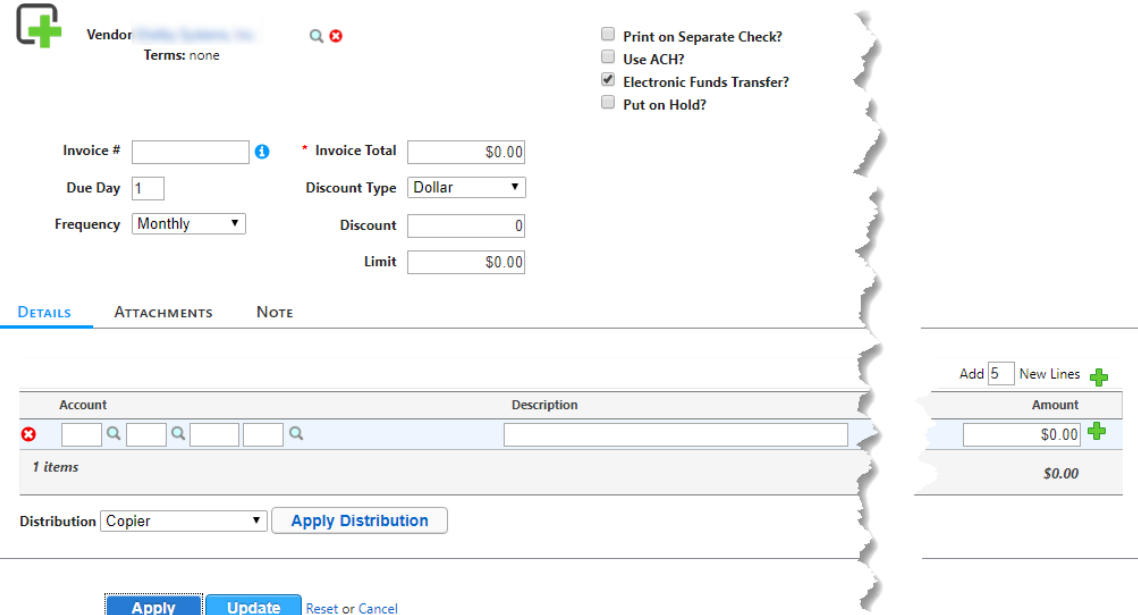
If you have previously set up your giving provider as a vendor, you can search in the new pop-up screen. If not, click on **Add New Vendor** to create them as a vendor.



The image shows a 'Person Search' pop-up window. At the top, there are search filters: 'Application' (set to 'Accounts Payable'), 'Only Active?' (checked), 'Name' (with a search icon), 'City', and 'State'. A 'Search' button is to the right. Below the filters is a table with columns: 'Name', 'Address Line 1', 'City', 'State', 'ID #', and 'Note'. The table is currently empty, displaying 'No records to display.'. At the bottom left, there is a button labeled 'Add New Vendor' with a red circle 'B' next to it. At the bottom right, there are 'Select' and 'Close' buttons. A red circle 'A' is placed over the search icon in the 'Name' field.

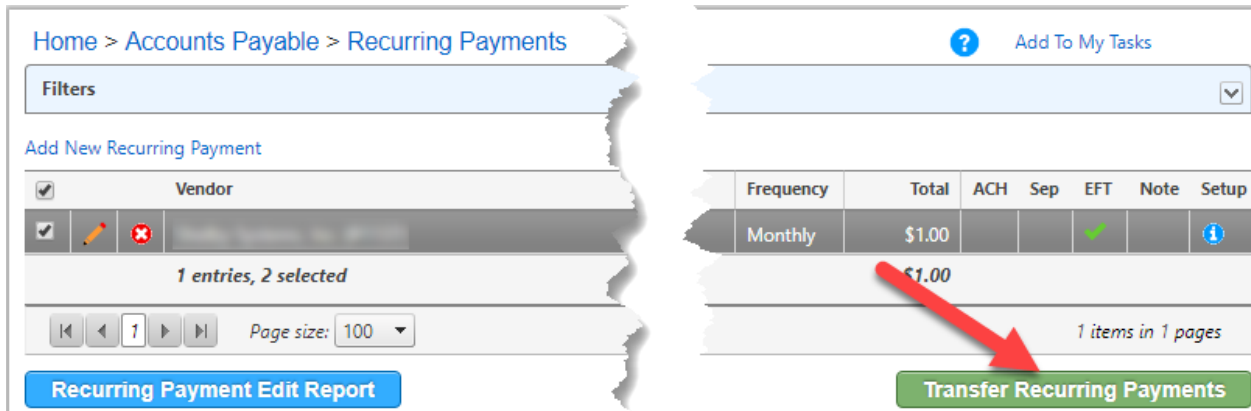
As your giving provider will directly debit your checking account for the monthly fees, it is important that you select the **Electronic Funds Transfer?** option on the recurring invoice. For the **Invoice #**, you can enter your Giving customer ID number. The Financials system will automatically append the current month and year onto the end of the characters put in this field to help you keep track of which invoices have been paid. Enter the appropriate expense account information into the **Details** area.

The **Invoice Total** can be edited each month once the invoice has been duplicated into your **Unposted Invoices** area of **Accounts Payable**. For now, enter \$1.00 into the line item **Amount** box(es) and the sum of the number of line items into the **Invoice Total** box.



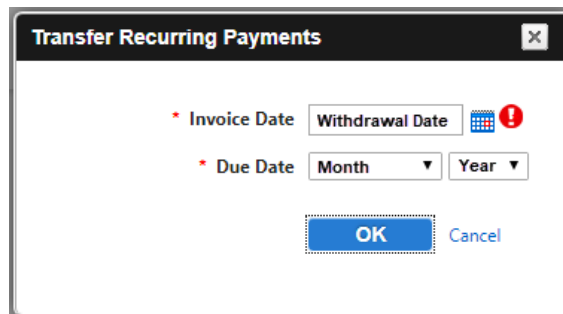
The image shows an invoice details form. At the top left, there is a green plus icon and a search icon. Below it, 'Vendor' is followed by a search icon and 'Terms: none'. On the right, there are checkboxes: 'Print on Separate Check?' (unchecked), 'Use ACH?' (unchecked), 'Electronic Funds Transfer?' (checked), and 'Put on Hold?' (unchecked). Below these are fields for 'Invoice #' (with a search icon), 'Invoice Total' (set to '\$0.00'), 'Due Day' (set to '1'), 'Discount Type' (set to 'Dollar'), 'Frequency' (set to 'Monthly'), 'Discount' (set to '0'), and 'Limit' (set to '\$0.00'). Below the form are tabs for 'DETAILS', 'ATTACHMENTS', and 'NOTE'. The 'DETAILS' tab is active. Below the tabs is a table with columns 'Account' and 'Description'. There is a search icon in the 'Account' column. Below the table, it says '1 items'. Below that is a 'Distribution' dropdown set to 'Copier' and an 'Apply Distribution' button. At the bottom, there are 'Apply', 'Update', and 'Reset or Cancel' buttons. On the right side, there is a summary box with 'Add 5 New Lines' (with a green plus icon), 'Amount' (set to '\$0.00' with a green plus icon), and '\$0.00'.

Each month, when you receive notification of your Giving fees, return to **Financials/Accounts Payable/Manage/Recurring Payments** and select the recurring payment to Shelby Systems, Inc. Click **Transfer Recurring Payments**. Use the date the fees were withdrawn from your account as the **Invoice Date** and the correct month and year as the **Due Date**.



The screenshot shows the 'Recurring Payments' interface. On the left, there is a navigation breadcrumb 'Home > Accounts Payable > Recurring Payments' and a 'Filters' section. Below that, there is an 'Add New Recurring Payment' link and a table with columns for 'Vendor', 'Frequency', 'Total', 'ACH', 'Sep', 'EFT', 'Note', and 'Setup'. A red arrow points from the '\$1.00' value in the 'Total' column to a green 'Transfer Recurring Payments' button at the bottom right.

| Vendor | Frequency | Total  | ACH | Sep | EFT | Note | Setup |
|--------|-----------|--------|-----|-----|-----|------|-------|
|        | Monthly   | \$1.00 |     |     | ✓   |      | ⓘ     |



The 'Transfer Recurring Payments' dialog box contains the following fields and buttons:

- \* Invoice Date: Withdrawal Date (with a calendar icon and a red exclamation mark)
- \* Due Date: Month (dropdown) Year (dropdown)
- OK (button)
- Cancel (text)

## Giving – From Gift to Reconciled

When you click OK, the recurring payment will be duplicated and placed into **Manage/Unposted Transactions**. Click on the pencil icon next to the new payment and edit the **Due Date** and the amounts in the **Invoice Total** and line item boxes to match your report from Giving. Click **Update** to return to the Unposted Transactions screen, view the Edit Report by clicking the **Transaction Edit Report**, then click **Post Transactions** and follow your normal posting steps.

Home > Accounts Payable > Transactions

Filters

Add New Transaction

| Vendor       | Invoice # | Type | 1099 | Invoice Date | Due Date | ACH | Sep | Amount     | Note | Setup |
|--------------|-----------|------|------|--------------|----------|-----|-----|------------|------|-------|
| Landscape Co |           | I    |      |              |          |     |     | \$1,000.00 |      |       |
| Landscape Co |           | I    |      |              |          |     |     | \$1,000.00 |      |       |
| Landscape Co |           | E    |      |              |          |     |     | \$1.00     |      |       |

13 of 13

\$11,496.10

Transaction Edit Report Change Bank Account Post Transactions

Home > Accounts Payable > Transactions > Update

Accrual Basis 1-10110 ACB operating checking

Vendor: [Vendor Name] Terms: none

Apply to credit card: does not apply

Invoice # SNG Invoice Total \$1.00 Check #

Invoice Date [Date] Discount Type Dollar Payment Date [Date]

Due Date [Date] Discount \$0.00 Confirmation # from recurring

Details ATTACHMENTS NOTE

| Account   | Description      | Amount |
|-----------|------------------|--------|
| [Account] | Monthly SNG Fees | \$1.00 |

1 items

Distribution Copier Apply Distribution

Add 5 New Lines

| Account   | Description      | Amount |
|-----------|------------------|--------|
| [Account] | Monthly SNG Fees | \$1.00 |

chasing Management

Update Reset or Cancel