



ACS People Suite – Contributions



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Contributions

The ACS Contributions module maintains complete giving records for all contributors, whether a regular contributor with a pledge, or a one-time giver. You can also customize and print reports to track and report giving history.

The Contributions module interfaces with the ACS People module, eliminating the need to enter contributors into two different places. You can also configure the Contributions module to post your GL distributions directly to the ACS General Ledger module.

About the Contributions Module

The ACS Contributions module maintains complete giving records for all contributors, whether a regular contributor with a pledge, or a one-time contributor. The Contributions module interfaces with the ACS People module, eliminating the need to enter contributors into two different places.

You can also configure the Contributions module to post your GL distributions directly to the ACS General Ledger module.

Here are some of the features found in Contributions:

- You can post contributions into up to 9999 funds, such as building fund, mission fund, etc.
- You can record pledges for each fund. Pledge periods can vary by individual, fund, and duration to meet your specific needs.
- Giving plans are fully supported. This enables contributors to earmark a percentage of their gifts for a particular fund or project on an ongoing basis. For example, the contributor may write one check, but opt to have 10% of each weekly gift go to support an overseas mission and 90% go toward local outreach. You can also set up different giving plans for each fund.
- All entries may be marked in conformity with IRS regulations regarding quid pro quo gifts (for example, donating \$50 for a \$5 spaghetti dinner), non-cash gifts and non-deductible gifts. The Charitable Contributions Reports are easily printed for sending to contributors at year-end to fulfill church reporting requirements.
- You can keep multi-year pledge and multi-year giving history. You can also apply pledges to past or future years, and even copy pledges to different years.
- You can post contributions for any day of the week, even multiple gifts on a single day.
- A full audit trail for corrections is provided. Listings are provided to allow for correction of errors discovered after posting.
- You can interface the Contributions module with the ACS General Ledger module so entries are made automatically. You decide when to post to the General Ledger. Various funds in Contributions can be directed to specific accounts in General Ledger, simplifying entry.
- You can print reports and statements that analyze the giving structure and total all contributions for specific time periods. History reports can be printed for the current or past years.
- You can create graphs to provide analysis and add flair to reports.
- You can keep contributions records individually or combined for a husband and wife.
- Special envelope reassignment programs allow envelope numbers to be reassigned and envelope labels to be printed prior to year end. This allows the envelopes to be sent out while still working in the current year.
- Contribution statements, Contribution mailers and Year End Tax report forms can be printed using Contributions reports or statements and ACS forms.

- High security allows only staff with the correct access level can enter, view, and post transactions. Contributions works with the ACS Check Reader, which scans contributors' checks and opens the corresponding member's account. It also works with Check Plus, which allows you to save a scanned image of an individual's check.

Contributions Startup Outline

Before you start, follow these basic startup procedures. To learn more about a process, click on the links within the text to view comprehensive procedures for that task.

- ✓ Read the ACS Contributions - Things to consider topic.
- ✓ Configure the Contributions module according to the needs of your organization.
- ✓ Set up the check scanner (If applicable).
- ✓ Assign envelope numbers.. ACS does not require envelope numbers, and if you have existing envelope numbers, you should enter them individually when adding records. Using **Envelope Number Maint.** overwrites existing envelope numbers.
- ✓ Set up Fund Codes.
- ✓ Set up funds for giving plans as necessary.
- ✓ Enter pledges for the current year.
- ✓ Flag pledges as arrears and assign giving plans as necessary.
- ✓ Enter previous year's payments to a current pledge.
- ✓ Print and check the pledge entry report.
- ✓ Enter prior year totals.
- ✓ Enter Beginning Totals.
- ✓ Begin entering and posting contributions. We recommend that you make a backup of your ACS People data before entering transactions.

ACS Contributions - Things to Consider

Setting up the Contributions module is very important, especially if you are planning to share data with Financial Accounting software.

Before setting up the Contributions module, your organization should answer the following questions. To learn more about a process, click on the links within the text to view comprehensive procedures for that task.

- ✓ Whether to post to a **Calendar** Year (default) or **Fiscal** Year.
- ✓ If you are using a fiscal year, what month starts your year?
- ✓ The default **Entry Order** you want to use. (You can always use another method.)
- ✓ Whether to use **Find Person** or **Find Organization** as the **Default Location**.

- ✓ Whether to display pledge information while entering weekly contributions for each person. The default is **Yes**.
- ✓ Whether to allow entry of a check number while entering Contributions transactions. The default is **Yes**.
- ✓ Whether to post to any arrears pledge records before posting to the current year's pledge record. This option allows you to apply money given in the current year to a previous year's unfulfilled pledge. The default is **No**.
- ✓ Whether you want to use Giving Plans. A giving plan allows the contributor to specify what missions or church areas they want their contributions applied to beyond the fund level. The default is **No**.
- ✓ If you want to post contributions above what a contributor pledged to the fund's regular G/L accounts or to special accounts.
- ✓ Whether to use the General Ledger Interface. This posts contributions entered into Contributions directly into the General Ledger (Financial Accounting software).
- ✓ Whether to retain only 2 years past detail and summarize the older years, or to retain all past years detail. The default is **Retain 2 years detail, summarize prior years**.

Contributions Setup

Setting up the ACS Contributions module may seem overwhelming. Before setting up the Contributions module, read the Contributions Startup Outline and meet with or talk to others in your organization to understand how you want ACS Contributions to work for you.


Contributions Setup has four areas:

- **Configuration** — On the Configuration tab, you can set up your posting period, such as your starting month if you use a fiscal year. You can also set envelope numbers, entry and posting options, and pledge options. Configuration is also where you set up the GL Interface, if you want to interface with ACS' General Ledger software.
- **Checking Account Maintenance** — In Checking Account Maintenance, you can set up and maintain checking account information, including bill pay accounts. You can also configure the check reader in this area.
- **Automatic Withdrawal** — If you want to enable automatic withdrawal, you must select the option on this tab before entering and posting contributions. You can also enter bank routing numbers, account numbers, and names on this tab, as well as select when to send balanced files to the bank.
- **Envelope Number Maintenance** — In Envelope Number maintenance, you can reassign envelope numbers, print envelope number reports, and set up ranges of envelope numbers. This is especially helpful at year-end.

Configuring the Contributions Module

On the **Configuration** tab in Contributions Setup, you can change your posting period, select your posting, pledge, and entry options, set your maximum envelope number, and set up your General Ledger interface.

1. Under **Advanced Tools**, click the **Settings** tab.

2. Select **Contributions** from the drop-down list and click **Go** .
3. Click the **Configuration** tab.
4. If using a Fiscal Year, under **Posting Period**, select **Fiscal Year**. Then select the **Starting Month**. If using a calendar year, the starting month defaults to January.
5. Under **Miscellaneous Options**, enter or edit the **Max Envelope Number** and **Next Envelope Number**.
6. Under **Posting Options**, select the appropriate options for pledges, giving plans, and inactive contributors.
7. Under **Access ACS Guest Giver**, click **Find Person** to assign a record that you can import guest giver contributions to from Access ACS.
8. Under **Pledge Options**, select **Only Apply Gifts from Start Date** if you do not want to apply gifts prior to the start date for mid-year pledges. If selected, only gifts from the start date apply to the pledge, rather than all year's gifts. You can still select **Prepay** when entering contributions to add payments for prepaid pledges and attach prior gifts manually.
9. Under **Entry Options**, select the appropriate options for adding contributions gifts.
10. If interfacing with the General Ledger, select the appropriate options under **GL Interface**.
11. To add and manage funds in Abundant, click **Launch Abundant**.
12. When finished, click **OK**

Additional Field Information

Posting Options

- **Auto Post Arrears** — To enable automatic posting to arrears pledges, select this option. After you select this option here, you must also [set up arrears posting on the individual pledge or at the fund level](#).
- **Use Giving Plans** — To allow [giving plans](#), select this option.
- **Activate Inactive Contributors** — When the **Active Contributor** checkbox is cleared on an individual's record, their status is changed to an Inactive Contributor. Selecting this option (**Activate Inactive Contributors**) changes their status back to an Active Contributor when a gift is posted to their record.
- **Use Regular Accts. for Paid Pledges** — To post gifts to regular accounts (instead of non-pledge accounts) when the gift is in the date range of a paid pledge, select this option.
- **Overpay Current Pledges** — To continue to apply gifts to pledges until the stop date (even after a pledge has been paid), select this option. If selected, gifts applied to overpaid pledges display as Pledge Gifts on reports.

Entry Options

- **Display Pledges** — To display pledge summary information in the Add/Edit Transactions window, select this option.
- **Enter Ref Number** — To control whether the **Ref #** field is in the tab order, select this option.
- **Insert Decimal** — To automatically insert decimals when making entries, select this option. For example, if you select the option and enter 10, it displays as \$.10. If you do not select it, 10 displays as \$10.00.
- **Default Location** — In the drop-down list, select **Find Person** if most of your contributors are individuals. If most of your contributions come from organizations, select **Find Organization**.
- **Entry Order** — Select the default method for selecting a contributor while entering transactions (Envelope, Name, or Check). While you can always select a contributor by any method, the entry order that you select will determine where the cursor returns after each entry.
- **Check Scanner** — If your organization uses a check scanner, select it in the drop-down list.
- **Default Payment Type** — Select the default payment type for entering contributions.

GL Interface

- **ACS GL Interface** — To interface with the ACS General Ledger, select this option. Then, select the dataset to interface with.
- **Use Project Codes** — To display the Project Code field and General Ledger projects in the Contributions Entry window, select this option.
- **GL Source** — If interfaced with ACS General Ledger, select the source code. The sources list displays based on the selected dataset.
- **Next Reference Number** — If not interfaced with ACS General Ledger, enter the next reference number used for posting.

Launch Abundant— Click to add and manage funds inside Abundant.

Interfacing with General Ledger

One of the options you have in the Contributions module is the ability to post your contributions directly to the ACS General Ledger program. When you interface with the ACS General Ledger program, you eliminate the possibility of error when making a journal entry. Eliminating the journal entry also saves time.

To use the General Ledger Interface:


- You must have ACS General Ledger software.
- You must select ACS GL Interface in Setup. You can change the Setup at any time; however, the best time is the beginning of the month so no gifts are left unposted.

You must complete several tasks to set up the Contributions interface. The first step is make sure your chart of accounts is set up in your financial software. The interface will not work without a valid chart of accounts. Then, select the Financial Dataset and GL Source you want to use for the interface. The source should be a deposit (DEP) source.

When you set up the interface, ACS links your financial Chart of Accounts into Contributions. When you set up your funds, you must assign a Checking and Offset account to each fund. Then, you're ready to enter and post transactions.

Financial Datasets


You can only interface Contributions with one dataset.

1. Under **Advanced Tools**, click the **Settings** tab. 
2. Select **Contributions** from the drop-down list and click **Go**
3. On the **Configuration** tab, under **GL Interface**, select **ACS GL Interface**.
4. In the **Select Dataset** drop-down list, select the dataset to interface with.
5. **Optional:** Select **Use Project Codes** to use Project Codes in Contributions.
6. In the drop-down list, select the appropriate **GL Source**.
7. Click **OK**.

Setting up Arrears Posting

An Arrears pledge is a pledge that has ended and still has a balance. For example, a contributor had a total pledge of \$1000 to the Budget Fund between 1/1/2013 and 12/31/2013. At the end of the year, they have given a total of \$900 to the pledge and they have a balance of \$100 remaining.


You can select to automatically post arrears payments to these pledges until they are paid in full. Once you set the Auto Post Arrears option in Contributions Setup, you will also need to set this up on the fund level or on the individual pledges.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list select **Contributions** and click **Go** .
3. On the **Configuration** tab, under **Posting Options** section, select **Auto Post Arrears**.

4. Click **OK**, then **Close**. See the Posting to Arrears Pledges topic to set up arrears posting on individual pledges or at the fund level.

Checking Account Maintenance

On the **Checking Account Maintenance** tab, you can enter new check information, determine whether an individual or organization's record has check information, add bill pay accounts, review and print check information, and enter bank account information for contributors who want to give via automatic withdrawal. You can also determine whether a check has been scanned and assigned, reassign a check, scan a new check, or select to display a contributor's record so you can edit it after scanning.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Contributions** from the drop-down list and click **Go** .
3. Click on the **Checking Account Maint.** tab.
4. Click on the appropriate button to set up checking account information.
5. When finished, click **OK** to save your changes.

Additional Field Information

Find Person

Click to determine whether an individual has check information assigned to his or her record.

Find Org

Click to determine whether an organization has check information assigned to his or her record.

Add New

Click to manually enter new check information.

Add Bill Pay Account

Click to enter new check information for a bill pay service account. A bill pay account is a bank account not associated with a specific individual. When you scan a check for a bill pay account, the Find Person window displays, and you can select the contributor. The scanned image is then associated with that contributor's record.

Edit

Click to edit the selected individual's check information.

Delete

Click to delete a contributor's check information.

Refresh

Click to refresh all information and fields on the **Checking Account Maintenance** tab.

Prenote

Click to create a prenotification file for ACH accounts. A prenotification file is a zero dollar file that is sent to the bank for verification purposes. This file contains the receiving bank's information, and the names and account numbers of the contributors.

Print

Click to preview and print check information.

Field Descriptions — Check Reader

The **Check Reader** options only work with MICR or MiniMICR check readers. Check imagers used **SpeedCheck** cannot be used to enter checking account information.

Find Check

Click to determine whether a check has been previously scanned and to whom it is assigned.

Reassign

Click to scan a new check for a contributor with existing check information.

Scan New

Click to scan new check information.


Confirm after scanning?

Select to display a record so you can edit it after scanning a new check.

Adding a Bill Pay Account

A bill pay account is a bank account not associated with a specific individual. Individuals with online banking capabilities can use the **Bill Pay** feature to submit a gift amount to the church. The individual's bank or bill pay provider sends checks to the church. The checks contain the same bank and routing number, but include the personal information of the individual giving the gift.

When a check for a bill pay account is scanned in **Quick Entry**, the Find Person window displays and you select the individual that contributed the gift. The scanned check image is then associated with that individual's record.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Contributions** and click **Go** .
3. Click the **Checking Account Maint.** tab.
4. Click **Add Bill Pay Account**.
5. Under **Account Information**, the **Name on Account** field includes the default entry "Bill Pay Service." You can change this entry to better suit your needs.
6. In the **Account Number** field, enter the number for the account.
7. In the **Bank Transit Number** field, enter the bank transit number.
8. Click **OK**.

Additional Field Information

Name on Account

Enter the name as it displays on the bank account. When entering a bill pay account, this field is auto-filled with "Bill Pay Service."

Account Number

Enter the contributor's bank account number for the bill pay account.

Account Type

Select an account type from the drop down list.

Bank Transit Number

Enter your account transit number.


ACH File?

Select if you want the account information to be included in the ACH file.

Creating a Prenotification File

Your bank may request a prenotification file to verify that your ACH files are in the correct format, especially when you begin using ACH payments or when you add a new contributor's bank account.

You can create a prenotification file on the **Checking Account Maintenance** tab in Contributions Setup.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Contributions** from the drop-down list and click **Go** .
3. Click on the **Checking Account Maint.** tab.
4. Click **Prenote**.
5. In the drop-down list, select your file's **Effective Entry** date.
6. Select **Prenotification File**, then click **Process**.

7. After processing, click **Print** to print the Prenotification Detail Listing. You may want to keep this listing with your records.
8. After reviewing the Prenotification Detail Listing and making any necessary changes, click **Create File** to create the prenotification file.
9. Select the location where you want to save the file, then click **Save**.

 **Useful Information**

Unless you specify the location for the file, ACS gives the default name and saves the file in the ACSDATA folder.

10. Click **OK**, then **Close**.

Contributions and Check Scanning

Many organizations find that a check scanner is the easiest way to enter contributions.

When you scan a check, the scanner reads the checking account information. If this information is not assigned to a contributor's record, you are prompted to do so. You can also add a new record if this person is not already in ACS People. If the checking account information is assigned to a contributor, it displays that person's record. You can then enter the remaining fields, such as the amount of the gift and its fund distribution.

You can also use the **Quick Entry** method of entering contributions. Set the default entry method to **Check**, and then stack all of your checks by amount and fund. This is the quickest and easiest way to enter a stack of checks.


There are two ways to associate checking account information to a contributor's record:

- You can enter this information while entering transactions with the check scanner. If the check scanner does not recognize a check, ACS will prompt you to associate a contributor with that check. You can also add a new record in ACS at this time.
- You can manually enter this information on the **Checking Account Maint.** tab on the **Setup** menu. You can delete or change a contributor's account information here.

Manually Entering Bank Account Information

To use a check scanner or import contributions from an ACH file, you must first enter contributors' bank information and connect it to a workstation. Follow the instructions included with the check scanner to complete this process.

You can then use **Checking Account Maint.** to edit checking account information in ACS.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Contributions** from the drop-down list and click **Go** *
3. Click the **Checking Account Maint.** tab.
4. Click **Add New**.
5. Select the individual or organization that you want to add checking account information for and click **OK**.
6. Enter the **Account Number** and **Bank Transit Number**.
7. Enter the **Account Type**.
8. Select **ACH File?** if you want the account to be included in the ACH file.
9. Click **OK**.

Additional Field Information

Name on Account

Enter the name as it displays on the bank account. When entering a bill pay account, this field is auto-filled with "Bill Pay Service."

Account Number

Enter your organization's bank account number.

Account Type

Select an account type from the drop down list.

Bank Transit Number


Enter your account transit number.

ACH File?

Select if you want the account information to be included in the ACH file.


Scanning a New Check


To use the check scanner, you must first connect it to a workstation. You can then use **Checking Account Maint.** to add checking account information to ACS.

1. Under Advanced Tools, click on the **Settings** tab.
2. In the drop-down list, select **Contributions** and click **Go** .
3. Click the **Checking Account Maint.** tab.
4. Click **Scan New**.
5. Insert the check into the check scanner.
6. Click the appropriate person or organization.
7. Click **OK**.

Changing or Deleting Check Scan Information

If a contributor changes checking accounts and has new account information, you can easily change their check scan information. You can delete a contributor's checking account information if necessary.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Contributions** from the drop-down list and click **Go** .
3. Click the **Checking Account Maint.** tab.
4. Click the name of the contributor for whom you want to change check scan information.
5. Click **Reassign**.
6. Insert the new check into the check scanner.
7. Click **OK**.
8. Click **Cancel** when finished.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Contributions** from the drop-down list and click **Go** .
3. Click the **Checking Account Maint.** tab.
4. Click the name of the contributor for whom you want to delete check scan information.#
5. Click **Delete**. A confirmation message displays.



Note


This only deletes check information. It does not delete the contributor or any of their contribution records.

6. Click **Yes**.

Setting up Automatic Withdrawal

To account for automatic withdrawals from contributors' accounts in Contributions, the **Automatic Withdrawal** option must be properly activated prior to entering or posting contributions. This works with the Checking Account Maintenance Tab when contributors choose to give via automatic withdrawal from their bank accounts. When these gifts are entered into contributions as ACH transactions, an ACH file can be created and uploaded to your bank. You can get more information on Creating an ACH File for Direct Deposit Transactions.

We strongly recommend that you contact your bank prior to activating **Separate Destination Bank** and **Create Balanced File?** to determine whether these options are necessary.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Contributions** from the drop-down list and click **Go** .
3. Click on the **Automatic Withdrawal.** tab.
4. Select **Enable Automatic Withdrawal** to enable automatic withdrawal.
5. Under **Required Information**, enter the following information:

- **Bank RT#** — Enter the organization's bank routing number.
 - **Bank Name** — Enter the name of the organization's bank.
 - **Company/Originator RT#** — Enter the organization's bank account routing number.
 - **Company Name** — Enter the name of the organization as it displays on the bank account.
 - **Company ID** — Click to view different options for entering the organization's Identification Code Designator (ICD).
6. If the immediate destination of the ACH File is different from the originating bank, select **Separate Destination Bank?**. Then, enter the destination bank's **Routing Number** and **Name**.
 7. If you are required to send the ACH file in Balanced File format, select **Create Balanced File?**. Then, enter the organization's bank **Routing Number** and **Account Number**.
 8. If creating a balanced file, select to send the file **One Day** or **Two Days** in advance.



Note

We strongly recommend you to verify that the ACH account has been properly set up by sending a Prenote to your bank before entering and posting automatic withdrawal contributions.

9. Click **OK** to save your changes.

Envelope Number Maintenance

Many organizations find that envelope numbers are a convenient way to enter and track gifts. ACS makes it easy to assign envelope numbers, send envelope numbers to the envelope printer, and enter contribution or pledge information using envelope numbers. Envelope numbers are not required, and you can have a mix of contributors with envelope numbers and contributors without.

When you add a contributor, you can manually enter an envelope number for the contributor, or you can click **Next** to assign the next available envelope number.

When entering contributions or pledges, you have the ability to pick contributors by entering their envelope numbers. Using this method, you can save time when entering a stack of contributions.

At the end of the year, you can reassign envelope numbers for all of your contributors. You can choose what envelope number to start with and also the increment between envelope numbers. For example, if you want to use even envelope numbers only (2, 4, 6...) you would enter a start number of 2 and an increment of 2. You can also have several filtering options and the ability to exclude a range of numbers.

You can also assign groups of envelope numbers; for example, you can assign one group of envelopes to your Spanish congregants, and another group of envelopes to the rest of your congregation. Or, you could assign one group of envelopes to adults and one to children. You can also click **Clear** to clear envelope numbers from contributor records, but you do not have to do this if reassigning.

After reassigning the envelope numbers, you can print a report with the new envelope numbers or perform an envelope extract. The envelope extract is an electronic file that you can send to the envelope printer.


Envelope numbers are normally reassigned at the end of the year, but they can be reassigned at any time. Many organizations reassign envelope numbers in the fall so that the new numbers can be sent to the printers, but don't perform the last step (by clicking **Apply**) until they are ready to enter contributions in the new year.

Reassigning Envelope Numbers

You can reassign envelope numbers at any time of the year, but you must make sure you are ready to post using the new envelope numbers before clicking **Apply**. Many organizations reassign envelope numbers in the fall so they have time to get envelopes printed, and then apply the changes as part of their year-end procedures.

In addition, if you need to change one or two contributors' numbers but not reassign all numbers, you can update the contributor's envelope number on the **Profile** tab in View/Edit Individual.

To reassign envelope numbers

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Contributions** from the drop-down list and click **Go** .
3. Click the **Envelope Number Maint.** tab.
4. Enter the envelope **Starting Number** and **Increment**.
5. To exclude a range of envelope numbers that will not be given to contributors as a part of the reassignment process, select **Exclude Numbers in this Range**. Then, enter the range in the **Starting with** and **Ending on** fields.
6. Under **Record Selection**, select the records to include in the reassignment.
7. Under **When Reassigning Numbers**, select **Replace the current reassigned list with records that match this criteria** or **Add to the current reassigned list with records that match this criteria**.
8. Under **Selected Member Statuses**, select the member statuses for which you want to assign envelope numbers.
9. Click **Reassign**. When the confirmation message displays, click **Yes**.
10. If you are ready to start using the new envelope numbers, click **Apply**.
11. When the confirmation message displays, click **Yes** to replace the old envelope numbers with the new envelope numbers.



Note

Do not click **Apply** until you are ready to start using the new envelope numbers. The best time to do this is during your year-end procedures.

Additional Field Information

Envelope Number Options

- **Starting Number** — Enter the first envelope number you want to use.
- **Increment** — Enter the increment you want the envelope numbers to increase by. For example, if you only want to use even-numbered envelopes, you would enter a Starting Number of 2 and an Increment of 2.
- **Exclude Numbers in this Range** — Select this to exclude a range of numbers from the numbers available for reassignment. Enter the first number of the excluded range in the **Starting with** field, and enter the last number in the range in the **Ending on** field.

Record Selection

- **Include Blank Envelope Numbers** — Select to assign an envelope number to contributors who currently do not have an envelope number.
- **Include Blank Member Statuses** — Select to assign an envelope number to contributors whose member status is blank.
- **Include Deactivated Contributors** — Select to include contributors whose Contribution status has been deactivated.
- **Use Last Search Results** — Select to assign envelope numbers to those people who are included in your last search results. If an individual does not have a contribution record, ACS will create a contribution record for that person and assign an envelope number. Selecting this option overrides all other settings.

When Reassigning Numbers


- **Replace the current reassigned list with records that match this criteria** — Select to replace the current list of envelope assignments with the options you selected above.
- **Add to the current reassigned list with records that match this criteria** — Select to add the new envelope assignments to the current reassigned envelope number list. Select this if you are assigning certain ranges of envelope numbers to different groups in your congregation. For example, you could assign one range of envelopes to your Spanish members (envelopes in Spanish), and another group of envelopes to the remainder.
- **Selected Member Statuses** — Select the member statuses to include in the envelope number reassignment.
- **Last Run Information** — Displays statistical information regarding the **Time**, **Date**, and number of **Records** for the most recent instance that envelope numbers were reassigned.

Buttons

- **Reassign** — Click to reassign envelope numbers.
- **Print Reports** — Click to [print envelope number reassignment reports](#) .
- **Apply** — Click to replace the old envelope numbers with the new envelope numbers. Do not click **Apply** until you are ready to start using the new envelope numbers. The best time to do this is during your year-end procedures.
- **Clear** — Click to clear all current envelope numbers from contributor records.

Printing Envelope Number Reports

After reassigning envelope numbers, you can print envelope number reports.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Contributions** from the drop-down list and click **Go** .
3. Click the **Envelope Number Maint.** tab.
4. Select the appropriate options to reassign your envelope numbers.
5. Click **Print Reports**.
6. In the Contributions - Envelope Maintenance Reports window, select the report you want to print.
 7. Select your report's **Sort Order**.
8. Click **Print**.

Entering Beginning Totals

Beginning Totals are lump sum amounts that represent all gifts given to a fund from the beginning of the year. Beginning Totals are only entered if you start using Contributions after the beginning of the year. Due to tax laws regarding the way organizations track and report gifts, it is important to understand the ramifications of entering beginning totals.

At the end of the year, non-profit organizations are required to make available a written receipt for contributions totaling \$250.00 or more in one day, as well as certain non-cash gifts or gifts for items of value under certain circumstances. The organization may compile the receipts into a single statement at the end of the year. In the ACS Contributions module, you can print the **Charitable Contributions Report** for this purpose.



While it is the donor's responsibility to ask for a receipt or statement, it is the organization's responsibility to produce the statement and maintain its accuracy. Many organizations print this report and mail it to their contributors as part of their year end procedures.

If you enter a lump sum beginning total instead of entering each contribution individually, you will create a single, large transaction. This transaction will appear on the **Charitable Contributions Report** as a single transaction. Depending on how you print the **Charitable Contributions Report**, this may result in a statement that reports higher dollar totals than would otherwise print. The **Charitable Contribution Report** will not report more than the contributor gave.

With this in mind, you may want to consider re-entering your transactions for the year on a weekly basis instead of entering beginning totals.

If you choose to enter beginning totals, you should enter a comment for each transaction such as "Year-toDate Total." Then print the **Charitable Contributions Report** for all contributors, and print all gifts rather than only required entries.

If you have converted your contributions data from a previous product, you do not need to enter beginning totals.

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go** .
3. Click **Add/Edit Transactions**, then **Add**.
4. Click **Find Person** or **Find Org**.
5. Enter the **Amount** of the contribution. This should be the total amount the contributor has given for the year through the date selected.
6. In the **Transaction Type** drop-down list, select **Beginning Total**.
7. Select the appropriate **Gift Date**.
8. Under Fund, click **Lookup**  to select the **Fund** code for which the gift, or part of the gift is to be applied.
9. Enter the **Amount** to be applied to the selected fund. You must enter at least one character for **Gift Description**.



Note

If the gift is applied to more than one fund, the amounts applied to each fund must equal the total amount of the contribution.


10. Click **OK**.


Defining Contributions Payment Types


In Define Lists, you can define custom payment types for ACS Contributions. This lets you add more payment types with descriptions that suit your church or organization's needs.

For example, you can add a payment type for electronic funds transfer (EFT) or payroll deductions. After you define custom payment types, you can edit them or make them inactive, and if you add a payment type in error, you can delete it if no payments are assigned to it.

When you install ACS Contributions, several payment types (ACH, Cash, Check, Check Card, Credit Card, and Online) are already set up for you. You can change these descriptions or make the payment types inactive, and you can delete them if no transactions are assigned. However, when you select the **Default Payment Type** on the **Configuration** tab in Contributions Setup, you cannot delete it or make it inactive.

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **People** and click **Go** .
3. Under **Fields**, expand **Contributions**, then select **Payment Types**.
4. Click **Add**.
5. In the Add/Edit Payment Type window, enter a **Payment Type Description**.
6. In the drop-down list, select a **Type**. Then, select if you want the new type to be the **Default** type for this Payment Type.
7. Enter an **Abbreviation** for the payment type. This abbreviation prints on some reports when there is not room for the full **Payment Type Description**.
8. To continue adding payment types, select **Add Another**.
9. Click **OK**.

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **People** and click **Go** .
3. Under **Fields**, expand **Contributions**, then select **Payment Types**.
4. Select the payment type you want to edit, then click **Edit**.
5. In the Add/Edit Payment Type window, make any necessary changes to the **Payment Type Description**, **Type**, or **Abbreviation**.
6. To make the payment code inactive, clear the **Active** flag.
7. When finished, click **OK**.


1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **People** and click **Go** .
3. Under **Fields**, expand **Contributions**, then select **Payment Types**.
4. Select the payment type you want to delete, then click **Delete**.
5. When the confirmation message displays, click **Yes**.

Inquiry by Individual

Inquiry by Individual lets you view a contributor's gifts and locate specific gifts using check numbers, which is helpful if a contributor calls your office with questions about a gift. You can also print this information.

Locating a Check in Inquiry by Individual

In the Inquiry by Individual window, you can enter a check number to locate a check. To narrow down your search, you can filter the grid by a date range, and you can also sort it by the contributor's name or the fund the check was posted to. For each search result, the contributor's name, the fund the check was posted to, and the check's post date display. You can also view the check's image if it is available.

1. Under Run Inquiries, click the **Inquiry Type** tab.
2. In the drop-down list, select **Contributor Inquiry** and click **Go** .
3. Click **Find Check #**.
4. In the Find By Check # window, in the **Enter Check Number** field, enter the check number you want to locate.
5. If you know the check's date range, select **Use Date Range**. Then, select the date range in the **Start Date** and **Stop Date** drop down lists and click **Apply**.
6. To print the results, click **Print**.



Performing a Contribution Inquiry

Using Inquiry by Individual, you can quickly view a contributor's gift and pledge information. After selecting an individual or organization, you can view:

- A detailed list of the selected year's gifts, weekly, monthly, and quarterly contribution totals.
- The amount, frequency, and term of any pledges.
- The contributor's progress toward fulfilling a pledge for a selected date range.
- The pledge information for a selected gift (if the gift is associated with a pledge).
- A list of gifts applied to a pledge.

You can print this inquiry information, locate individuals by check number, and filter the contribution totals and pledge information by fund. Prepayment dates and amounts display under the intended year. For example, if you enter a 2017 contribution in 2016, the contribution displays as a 2017 contribution.

In addition, you can display a prompt and icon to view a check image, if one is available. To do this, right-click inside the grid, then click **Customize**. In the Customize window, under **Fields**, select **Image (Prompt)** and/or **Image (Icon)**, then click **OK**.

1. Under Run Inquiries, click the **Inquiry Type** tab.
2. Select **Contributor Inquiry** from the drop-down list and click **Go** .
3. Click **Find Person** or **Find Org** to select a contributor, then click **OK**. You can also select a contributor by entering in the contributor's **Envelope #**.
4. Under **Selections**, in the **Start Date** and **Stop Date** drop-down lists, select the date range of contributions you want to view. Or, select a year in the **Scroll by Year** list.
5. If you want to view the contributor's transactions for a certain **Fund**, click **Lookup**  to select the fund, then click **OK**.
6. Click **Apply**.
7. **OPTIONAL:** To include transactions that have not been posted, select **Include Open**. To include voided transactions, select **Include Voided**.
8. To view gift details, summaries, and pledge information, click on the **Gifts**, **Gift Totals**, and **Pledges** tabs.

- The **Gifts** tab displays contribution detail for the selected date range. The Summary Totals at the bottom are based on the selected date range. For gifts associated with a pledge, click **View Pledge** to view and edit the pledge's details. You can right-click in the grid and customize it by adding other fields to the grid. For example, if you want to display contributions for memorials in the grid, select the **Memorial / In Honor** field when you customize the grid.
- The **Gift Totals** tab displays Weekly, Monthly and Quarterly totals.
- The **Pledges** tab displays information about the pledge and the contributor's progress towards fulfillment of the pledge. You can also view a pledge's details and gifts applied to it on the **Pledges** tab.

Additional Field Information

Find Person and Find Org

Click to select the individual or organization whose contributions you want to view.

Envelope

To look up an individual or organization's contributions by envelope number, enter the envelope number in this field.

Name Information

This section displays the individual or organization's name, primary address and phone, contribution record type (Combined, Individual or None), if the contributor is an active contributor, and if the contributor receives statements.


Start Date and Stop Date

Select the date range of contributions you want to view.

Scroll by Year

Select the year for which you want to view contributions. This updates the **Start Date** and **Stop Date** to 1/1 and 12/31 of that year.

Fund

To view the contributor's gifts or pledges for one specific fund, click **Lookup**  to select a fund.

Include Open

Select to include gifts that are not posted in the inquiry.

Include Voided

Select to include voided gifts in the inquiry.

Exclude Forgiven Pledges

Select to exclude forgiven pledges from the inquiry.

View Pledge



Click if a gift is associated with a pledge. View and [edit the pledge's details](#) if necessary.

View Gifts

View gifts applied to a pledge, [attach](#) or [remove gifts](#)

Printing an Inquiry by Individual Analysis

You can print the information in the Inquiry by Individual window, including all giving details, gift totals, and pledge information for the selected date range.

1. Under Run Inquiries, click the **Inquiry Type** tab.
2. In the drop-down list, select **Contributor Inquiry** and click **Go** .
3. Click **Find Person** or **Find Org** to select a contributor, then click **OK**. You can also select a contributor by entering in the contributor's **Envelope #**.
4. Under **Selections**, in the **Start Date** and **Stop Date** drop-down lists, select the date range of contributions you want to view. Or, select a year in the **Scroll by Year** list.
5. If you want to view the contributor's transactions for a certain **Fund**, click **Lookup**  to select the fund, then click **OK**.
6. Click **Apply**.

7. **OPTIONAL:** To include transactions that have not been posted, select **Include Open**. To include voided transactions, select **Include Voided**. To exclude forgiven pledges, select **Exclude Forgiven Pledges**.
8. Click **Print**.
9. When the print preview displays, click **Print**.

Fund Codes

Funds are used to record the various ways contributor gifts are tracked. You should establish funds to record and separate contributions for specific purposes. For example, you may have a General (or Budget) Fund, Building Fund, and Flower Fund, among others.


The fund record contains the fund code, fund description, and financial accounting information (if interfacing with General Ledger).

Adding a Fund Code

In ACS Contributions, funds are used to record the various ways contributor gifts are tracked. You should establish funds to record and separate contributions for specific purposes. For example, you may have a General (or Budget) Fund, Building Fund, and Flower Fund, among others.

The fund record contains the fund code, description, and financial accounting information (if interfacing) for each fund. You can post pledges to any fund, and, if you are interfaced with the ACS General Ledger, you can assign a different set of accounts for each fund. You may want to use a particular set of accounts for pledged gifts and a different set for non-pledged gifts.

If you use multi-site contributions, you can assign campuses to funds. If ACS users have rights to certain campuses, funds associated with those campuses and funds with no campuses assigned display. ACS users can only enter transactions for the campuses they have rights to and any shared funds that do not have campuses attached.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Funds** and click **Go** .
3. Click **Add**.
4. Enter a **Fund Code** or click **Next** to display the next available fund code.
5. Enter a **Fund Description**.
6. **Optional:** For multi-campus sites, in the **Campus** drop-down list, select the campus the fund code applies to, if it is campus specific. If several campuses use the fund code, do not select a campus.
 7. If you are interfacing with the ACS General Ledger, select a **Checking** account, **Offset** account, and any **Optional Accounts** for this fund to post to.
8. If you are not interfacing with the ACS General Ledger, enter **Checking** and **Offset** accounts if you have set them up in Contributions.
9. **Optional:** Enter any additional information concerning the current Fund Code in the **Comment** field.
10. Select whether to allow this fund to track **Arrears** payments or use **Giving Plans**. These options are only available if selected in **Setup**.
11. If applicable, enter an **Alternate Code** and select a **Default Project Code**.
12. To send this fund to Abundant for electronic giving, select **Allow in Abundant**.
13. Click **OK**.

Additional Field Information

Fund Code Record

- **Fund Code** — Enter your fund code, which consists of 12 alphanumeric characters, here. You cannot change this after entering it.
- **Next #** — Click to use the next available fund code number.
- **Active** — To make a fund code inactive, clear the checkbox. By default, fund codes are active when added. You cannot make a fund code inactive if it has open or memorized transactions or current pledges.
- **Description** — Enter the fund's name. This can be up to 25 alpha numeric characters in length.
- **City Fund ID** — If you are integrated with The City and use their online giving, this field displays the City Fund ID associated with the Contributions fund. You cannot edit this field.
- **Campus** — If using multi-site contributions, select a campus to associate with the fund. Selecting a campus restricts this fund to ACS users who have rights to that campus. If multiple campuses use the fund code, do not select a campus.
- **Checking** — The General Ledger asset account to which the money is deposited.
- **Offset** — The General Ledger account to which the money is credited. This account is often referred to as a Revenue or Revenue Restricted account.

Optional Accounts

- **No Pledge-Checking** — The General Ledger asset account to which the money is deposited when overpaid pledges, or money given by contributors without a pledge, are posted to a No Pledge Account.
- **No Pledge-Offset** — The General Ledger account to which the money is credited when overpaid pledges, or money given by contributors without a pledge, are posted to a No Pledge Account.
- **Past-Checking** — The General Ledger asset account to which the money is deposited when arrears payments are posted.
- **Past-Offset** — The General Ledger account to which the money is credited when arrears payments are posted.
- **Future-Checking** — The General Ledger asset account to which the money is deposited when prepayments are posted. **Future-Offset** — The General Ledger account to which the money is credited when prepayments are posted.


Settings

- **Arrears Fund** — Select this option to automatically post arrears payments to the pledges set up under this fund.
- **Use Giving Plans** — Enables giving plans with this fund.
- **Alternate Code** — If your church reports to an upper level office using a different numbering scheme, enter an alternate fund code here. Instead of the regular Fund Code number, ACS uses this number on selected reports. If blank, ACS uses the regular Fund Code number on reports.
- **Default Project Code** — If your church or organization is interfaced with General Ledger and uses project codes, select a default project code for this fund. ACS pulls project codes from General Ledger. You must select **Use Project Codes** on the **Configuration** tab in Contributions Setup to use project codes in Contributions.
- **Allow in Abundant** — If your church uses Abundant to accept mobile and online gifts, select this option to use this fund code in Abundant.

Editing a Fund Code

You can make changes to a Contributions fund code if necessary. For example, if you need to remove a campus' association with a fund code, you can do that by editing the fund code.


You can also edit a fund code if it is an arrears fund, part of a giving plan, or you want to make it available for online gifts through Abundant.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Add/Edit Funds** from the drop-down list and click **Go** .
3. Select the fund code you want to edit, then click **Edit**.
4. Edit the information as necessary and click **OK**.

Deleting a Fund Code

In Contributions, you can delete a fund code that does not have gifts or pledges entered for the current year or past two years. Deleting a fund code removes it from ACS Contributions and is intended for fund codes that are no longer used.

If a fund code may be used in the future, you can make it inactive.


1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Add/Edit Funds** from the drop-down list and click **Go** .
3. Select the fund code you want to delete, then click **Delete**.

4. When the confirmation message displays, click **Yes** to delete the fund code.

Making a Fund Code Inactive


If a fund code does not have current year pledges or open or memorized transactions, you can make it inactive. This is helpful if you no longer use a fund code, but may use it in the future.

Inactive fund codes do not display in drop-down lists. To display inactive fund codes in the Add/Edit Fund Codes window, select **Show Inactive**.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Add/Edit Funds** from the drop-down list and click **Go** .
3. Select the fund you want to make inactive, then click **Edit**.
4. Clear the **Active** checkbox.
5. Click **OK**.

Printing a Fund Code Listing

You can print a Fund Code Listing that provides a listing of all the Fund Numbers, Names, financial accounting information, whether the funds use a Giving Plan, and whether they have been flagged as arrears funds.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Funds** and click **Go** .
3. Click **Print**. The **Fund Code Listing Option** window displays.
4. **Optional:** To select the funds that you want to include on the **Fund Code Listing** report, choose **Selected Funds**. Click **Select** to choose which funds to include.
5. **Optional:** To group the fund code listing by campus, select **Group on Campus**.
6. Click **Print**.

General Ledger (GL) Account Codes

You can add, edit, or delete General Ledger (GL) Account Codes.

Adding GL Account Codes


If you choose not to interface with the ACS General Ledger, you can still add GL account codes.

Adding GL account codes lets you print a listing of amounts to be distributed to General Ledger accounts, and you can manually enter the information into ACS General Ledger.




Note

If you interface with financial accounting software, you must update your GL codes in your accounting software.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Add/Edit Fund Codes** from the drop-down list and click **Go** .
3. Click **Accounts**.
4. Click **Add**.
5. Enter an **Account Code** and **Description**.
6. Select whether this account is a **Checking Account**.
7. Click **OK** to enter the account.


Editing GL Account Codes

You can make changes to your General Ledger Account Codes as necessary. However, if you're not interfaced with ACS General Ledger, you need to update your General Ledger codes in your accounting software.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Funds** and click **Go** .
3. Click **Accounts**.
4. Select the account code to edit and click **Edit**.
5. Make the necessary changes, then click **OK**.

Deleting GL Account Codes

You can delete GL Account Codes that are no longer needed. However, if you interface with the ACS General Ledger, you need to update your GL codes in General Ledger.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Add/Edit Funds** from the drop-down list and click **Go** .
3. Click **Accounts**.
4. Select the account code to delete and click **Delete**.
5. When the confirmation message displays, click **OK**.

Giving Plans

Sometimes a contributor wants to specify where their gift(s), or a percentage of their gift(s), go beyond the fund level. For example, a contributor to the Missions Fund may want to specify which particular missions accounts his contributions go towards.

With ACS, you can create a specific giving plan for a specific individual or group of individuals.


Giving Plans are set up for specific Contribution funds. Gifts are applied to a single Contribution fund, but distributed among two or more General Ledger offset accounts. (When you are not using a Giving Plan, the money is usually credited to a single General Ledger offset account.)

A giving plan must be set up in three places. First in Setup, second at the Fund level and third at the Individual level. You can set up Giving Plans as you work in each area.

Giving Plans require a pledge record. If you want to use a giving plan without entering a pledge amount, you can enter a zero amount pledge with the **As Can** frequency.

Setting up a Giving Plan

Before setting up a Giving Plan, select **Use Giving Plans** in **Setup**. After you set up a Giving Plan, you can assign it to contributors.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Funds** and click **Go** .
3. Select the fund for which you want to set up a giving plan, then click **Edit**.
4. Under **Settings**, select **Use Giving Plans**, then click **OK**.
5. Click **Giving Plan**, then **Add**.
6. Enter the name of the **Plan**.
7. Click **Add**.
8. Select an offset **Account** number and the **Percent** of the gift to go to the account. You can enter a **Percent** as a decimal value. For example, you can enter a value of 42.5.
9. Click **OK**.
10. **Optional:** Click **Add** to add any additional offset accounts as necessary.




Note

You may use as many accounts as necessary in a giving plan, but the distribution percentages for all accounts in the giving plan must equal 100%.

11. Click **OK** if the information is correct.


Assigning Giving Plans to Contributors

To assign a giving plan to a contributor, you must first select to activate giving plans in Contributions Setup, and then you must set up the giving plan for the fund.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Add/Edit Pledges** and click **Go** .
3. Click **Find Person** or **Find Org**.
4. Select a contributor.
 5. Click the pledge you want to assign the giving plan to and click **Edit**.
6. Select the **Giving Plan** you want to assign to the contributor.
7. Click **OK**.

Editing a Giving Plan


You can edit an existing giving plan. The changes you make will take effect the next time you enter transactions (or post to the General Ledger).

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Funds** and click **Go** .
3. Select the fund that you want edit the giving plan for, then click **Giving Plan**.
4. Select the plan you want to edit, then click **Edit**.
5. Click the Account Distribution you want to change and click **Edit**.
6. Make the necessary changes.
7. Click **OK**.

Deleting Giving Plans


You can delete a Giving Plan that is no longer in use.

Since you cannot delete a Giving Plan that is currently assigned to a contributor's pledge, you should remove the giving plan from any pledges before deleting it. To help with this, you can print the Giving Plan Listing, which lists giving plans, the contributors who have them, and attached pledges, in Contributions List Reports.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Fund Codes** and click **Go** .
3. Click the **Fund** from which you want to delete the Giving Plan.
4. Click **Giving Plan**.
5. Select the **Plan** you want to delete, then click **Delete**.
6. When the confirmation message displays, click **Yes**.

Printing a Giving Plans Listing

You can print a **Giving Plans Listing** that provides the name, financial accounting information, and distribution percentages for the selected fund.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Funds** and click **Go** .
3. Select the fund for which you want to print a **Giving Plans Listing**.
4. Click **Giving Plan**.
5. Click **Print**.

Inquiry by Fund Code

Performing a Fund Inquiry

Inquiry by Fund Code lets you view the fund activity for a specified date range. You can see the fund's Week To Date, Month To Date, and Total contributions, based on your inquiry's Stop Date. In addition, a listing of individual gifts to the fund displays, as well as the fund's General Ledger checking and offset accounts, if Contributions interfaces with the General Ledger.


If a gift is associated with a pledge, you can view pledge information by selecting it and clicking **View Pledge**. The pledge associated with the gift displays in a new window, and you can edit it if necessary.

Note

If you use multi-campus contributions, the fund's **Campus** also displays. If your access is restricted to certain campuses, funds not assigned to a campus display, but funds assigned to campuses you do not have access to do not display in the grid. In addition, the message **Filtered by Campus Limits** displays.

1. Under Run Inquiries, click the **Inquiry Type** tab.





2. In the drop-down list, select **Fund Codes Inquiry** and click **Go**
3. Under **Fund Information**, click **Lookup**  to select the **Fund** you want to view.
4. In the Select Fund window, select the fund you want to view activity for and click **OK**.
5. Under **Transaction Information**, select the **Start Date** and **Stop Date**. Or, select a year in the **Scroll by Year** list. This changes the date range to that of the selected year.
6. Click **Apply**. The transactions display in the grid.
7. **Optional:** To include transactions that are not posted, select **Include Open**. To include voided transactions, select **Include Voided**.

Printing a Fund Detail Listing

The Fund Detail Listing lists the post date, envelope number, contributor's name, posting status, reference number, and gift amount for each contribution in the selected fund. The listing also displays the date range and the Week to Date and Month to Date totals, as well as a grand total.

The funds and information that print on the listing are based on the information in the Fund Inquiry grid. For example, if you view the Operating Fund for the first quarter of the year (Jan 1 - March 30), this information prints on the report. The columns that print are based on the information that displays in the grid. To customize which fields display, right-click inside the grid, then select **Customize**.

1. Under Run Inquiries, click the **Inquiry Type** tab.
2. In the drop-down list, select **Fund Codes Inquiry** and click **Go** .
3. Under **Fund Information**, click **Lookup**  to select the **Fund** you want to view.
4. In the Select Fund window, select the fund you want to print the listing for and click **OK**.
5. Under **Transaction Information**, select the **Start Date** and **Stop Date**. Or, select a year in the **Scroll by Year** list. This changes the date range to that of the selected year.
6. Click **Apply**. The transactions display in the grid.
7. **Optional:** To include transactions that are not yet posted, select **Include Open**. To include voided transactions, select **Include Voided**.

8. Click **Print**.
9. When the report displays, click **Print**.

Performing an Inquiry by Fund Extract

An Inquiry by Fund Extract lets you view and extract the giving totals for one or multiple fund codes over a selected date range. This lets you track giving trends for multiple funds over several months or years in a convenient extract.

The extract, which displays on the **Show Results** tab, displays the fund, fund code, monthly totals, and total contributions for each selected fund. You can also customize the Show Results grid, and you can extract data to either Microsoft® Access or Excel.

Pledges

A pledge is an amount a contributor promises to give to a particular fund. Pledges are recorded in ACS based on date range, fund, amount and frequency.

A contributor may have more than one pledge, and pledges can span any length of time. For example, a contributor may have a six month pledge to the General Fund, and a three year pledge to the Building Fund. Pledges can also have various frequencies. Some pledges may be made on a weekly basis, while others may be based on a quarterly or annual basis.

You can also set up a giving plan. With giving plans, a contributor can further specify how their contributions should be spent. In addition, you can add mass add pledges that have the same date range, fund, frequency and amount.

If a contributor does not fulfill a pledge, you can still post payments to this pledge until it is paid in full..


Even if an individual's record is deleted, ACS stores the individual's contribution information, ensuring that your contribution reports have the same yearly totals each time they are processed. If an individual has pledge information and is later deleted from ACS, **Deleted Contributor** displays in the **Name** field in the Pledge Maintenance grid. The individual's total pledge amount, pledge frequency, term, start and stop dates, pledge information, and additional amount also display in the grid. Pledges for deleted individuals can be deleted from a specific year, but they cannot be copied to a new year.

Adding Pledges

A pledge is an amount a contributor promises to give to a particular fund. Pledges are recorded in ACS based on date range, fund, amount, and frequency.

You can add a pledge for a contributor at any time, and a contributor may have multiple pledges for multiple frequencies, as long as they are for different funds. For example, a contributor may have a pledge to the General Fund for six months, and a pledge to the Building Fund for three years. You can also add a pledge on the fly when entering contributions.

To add a pledge, you must have security rights to Add/Edit Pledges.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Add/Edit Pledges** and click **Go** .
3. To find your contributor, click **Find Person** or **Find Org**.

4. Select the contributor's name, then click **OK**. Once selected, the contributor's current pledges and pledge history display.
5. Click **Add**.
6. If applicable, select the pledge's **Entry Date**. This defaults to the current date.
7. Select the pledge's **Fund, Start Date, Stop Date, and Frequency**.
8. Enter the pledge's **Amount** per period and **Additional Amount** (if applicable). ACS calculates the pledge's **Total**, but you can edit this field if you need to.
9. If applicable, select the **Giving Plan**.

 **Tip**

Individuals who have pledged with an undecided amount and frequency can be entered into the database with a frequency of **As Can** and an amount of \$0.00.

10. **OPTIONAL:** To add additional pledges for this individual, select **Add Another**.
11. Click **OK**.




If a pledge begins in the middle of the year, you can choose whether or not to apply gifts from the beginning of the year to it. By default, gifts from the beginning of the year for that fund will be applied to the pledge. To avoid this, select **Only Apply Gifts from Start Date** on the Configuration tab in Contributions Setup. If gifts are already attached to the pledge that should not be, you can remove them.

Additional Field Information

Entry Date

The date a pledge was entered or the date the pledge was received.

Fund

Click **Lookup**  to select the fund the pledge is for.

Start Date and Stop Date

Enter or select the pledge's date range. The pledge can span any length of time, from a few months to multiple years.

Frequency

Select how often pledge amounts are due.

- **As Can** — Due the last day of the pledge.
- **Bi-Weekly** — Due every two weeks.
- **Monthly** — Due each month.
- **One Time** — Due immediately (at the start of the pledge).
- **Quarterly** — Due every three months.
- **Semi-Annual** — Due every six months.
- **Semi-Monthly** — Due twice a month.
- **Weekly** — Due each week.
- **Yearly** — Due at the end of the year.

Amount

Enter the amount to be paid each period. For example, if the pledge is a one year pledge of \$520.00 with a weekly frequency, enter \$10.00.

Additional Amount

Enter the pledge's additional amount, if applicable. For example, a contributor pledges to give \$1000 this year to the Budget Fund, but decides to start off the pledge with an additional amount of \$100. This will bring the total pledge amount to \$1100. You will need to enter and post the additional gift in contributions in order for it to reduce the pledge balance.

Total

This field displays the total pledge amount, including the Additional Amount.

Giving Plan

If the pledge is a part of [a giving plan](#), select it here. You must have giving plans enabled [iContributions Setup](#)

Auto Post Arrears

This option only displays if Auto Post Arrears is selected [iContributions Setup](#). Select this option to automatically apply gifts to this pledge after it ends if it is not paid in full by the stop date.

Forgiven

Select to mark an unpaid or arrears pledge as forgiven. An example could be if an individual is moving away and is unable to continue making payments towards their pledge.

Status

Displays the pledge's status.

- **Arrears** - The pledge has ended and it is not paid in full.
- **Forgiven** - The pledge was marked as forgiven. Only pledges with a status of Unpaid or Arrears can be marked Forgiven. An example could be an individual who moved away and is unable to continue making payments towards their pledge.
- **Over Paid** - The pledge is paid in full and additional payments have been made to the pledge. For these pledges, Over Paid displays as the status on the Edit Pledge window, but Paid displays on the Add/Edit Pledges window. In order to overpay a pledge, the option to **Overpay Current Pledges** must be selected in [Contributions Setup](#).
- **Paid** - The pledge is paid in full.
- **Unpaid** - The pledge is still ongoing, but is not paid in full.

Add Another

Select to continue adding pledges for the selected individual.

Working with 53 Week Pledges

Some years have 53 Sundays, which can affect the total amount due for pledges with a weekly frequency. The weekly amount due is multiplied by 53 instead of 52.

For example, the year 2012 has 53 Sundays. If a pledge has a date range of 1/1/2012 - 12/31/2012 with a weekly frequency and an amount of \$100 per week, ACS calculates the pledge total to be \$5,300. In a

situation like this, you can edit the pledge so that the total is \$5200, which reflects 52 Sundays instead of 53.

There are a couple of ways to change the pledge total amount.

✓ **Manually update the Total field**



Change the dollar amount in the Total field to the desired pledge total. ACS recalculates the Amount field (amount due each week), but the total will be correct.

✓ **Change the Start Date**

Change the Start Date. In the 2012 example, you would change the Start Date to January 2. Since January 1 (which is a Sunday) is not included in the date range, ACS calculates the pledge's total based on 52 Sundays, and the Amount and Total fields match the contributor's pledge.

Using Mass Add Pledge

Pledges that have the same date range, fund, frequency, and amount can be added all at one time using the Mass Add option. This is helpful when adding pledges at the beginning of a pledge campaign.

1. In the drop-down list, select **Add/Edit Pledges** and click **Go** .
2. In the Add/Edit Pledges window, click **Mass Add**.
3. Select the **Fund**, **Start Date**, **Stop Date**, and **Frequency**.
4. Enter the **Amount** and **Additional Amount** (if applicable). ACS inserts the **Total** field based on the pledge frequency, amount, and additional amounts.
5. If applicable, select the pledge's **Entry Date**. This defaults to the current date.
6. To select individuals, click **Select People**. To select organizations, click **Select Orgs**.
7. To select the pledging individuals or organizations, select the record in the left pane, then click **Add** . After adding all pledging contributors, click **Close**.
8. In the Mass Add Pledge - Pledge Information window, click **OK**.
9. When the confirmation message displays, click **Yes** to add pledges to the selected records. After the pledges are added, the total number of pledges created and amount of gifts applied displays.




If a pledge begins in the middle of the year, you can choose whether or not to apply gifts from the beginning of the year to it. By default, gifts from the beginning of the year for that fund will be applied to the pledge. To avoid this, select **Only Apply Gifts from Start Date** on the Configuration tab in Contributions Setup. If gifts are already attached to the pledge that should not be, you can remove them.

Additional Field Information

Entry Date

The date a pledge was entered or the date the pledge was received.

Fund

Click **Lookup**  to select the fund the pledge is for.

Start Date and Stop Date

Enter or select the pledge's date range. The pledge can span any length of time, from a few months to multiple years.

Frequency

Select how often pledge amounts are due.

- **As Can** — Due the last day of the pledge.
- **Bi-Weekly** — Due every two weeks.
- **Monthly** — Due each month.
- **One Time** — Due immediately (at the start of the pledge).
- **Quarterly** — Due every three months.
- **Semi-Annual** — Due every six months.
- **Semi-Monthly** — Due twice a month.
- **Weekly** — Due each week.
- **Yearly** — Due at the end of the year.

Amount

Enter the amount to be paid each period. For example, if the pledge is a one year pledge of \$520.00 with a weekly frequency, enter \$10.00.

Additional Amount

Enter the pledge's additional amount, if applicable. For example, a contributor pledges to give \$1000 this year to the Budget Fund, but decides to start off the pledge with an additional amount of \$100. This will bring the total pledge amount to \$1100. You will need to enter and post the additional gift in contributions in order for it to reduce the pledge balance.

Total

This field displays the total pledge amount, including the Additional Amount.

Giving Plan

If the pledge is a part of [giving plan](#), select it here. You must have giving plans enabled [iContributions Setup](#)

Auto Post Arrears

This option only displays if Auto Post Arrears is selected [iContributions Setup](#). Select this option to automatically apply gifts to this pledge after it ends if it is not paid in full by the stop date.

Forgiven

Select to mark an unpaid or arrears pledge as forgiven. An example could be if an individual is moving away and is unable to continue making payments towards their pledge.

Status

Displays the pledge's status.

- **Arrears** - The pledge has ended and it is not paid in full.
- **Forgiven** - The pledge was marked as forgiven. Only pledges with a status of Unpaid or Arrears can be marked Forgiven. An example could be an individual who moved away and is unable to continue making payments towards their pledge.
- **Over Paid** - The pledge is paid in full and additional payments have been made to the pledge. For these pledges, Over Paid displays as the status on the Edit Pledge window, but Paid displays on the Add/Edit Pledges window. In order to overpay a pledge, the option to **Overpay Current Pledges** must be selected in [Contributions Setup](#).
- **Paid** - The pledge is paid in full.
- **Unpaid** - The pledge is still ongoing, but is not paid in full.

Add Another



Select to continue adding pledges for the selected individual.

Posting to Arrears Pledges



When a pledge ends but it has not been paid in full, it displays with a status of Arrears. There are three ways to post payments to arrears pledges: automatically posting arrears payments, selecting the arrears option under Pledges when posting, and manually attaching gifts to the pledge.

Auto Post Arrears

You can opt to have payments automatically apply to arrears pledges. You will need to select the Auto Post Arrears option in both Contributions Setup and on the individual pledge. Once these options are set up, the payments posted to the contributor's pledge fund will be applied to the arrears pledge until it is paid in full.

1. Under Advanced Tools, click the **Settings** tab.
2. Select **Contributions** and click **Go** .
3. Click the Configuration tab.
4. Select **Auto Post Arrears**, then click **OK**.
5. Click **Close**.
6. Under Manage Records, click the **Contributions** tab.
7. Select **Add/Edit Pledges** and click **Go** .
8. Click **Find Person** or **Find Organization**.
9. Select the name of the contributor who has an arrears pledge and click **OK**.
10. Click the pledge that is in arrears and click **Edit**.
11. Select **Auto Post Arrears** and click **OK**.

You can also set up automatic arrears posting at the fund level. This way, all pledges to that fund within the date range you select will automatically post arrears payments.

1. Under Advanced Tools, click the **Settings** tab.
2. Select **Contributions** and click **Go** .
3. Click the Configuration tab.
4. Select **Auto Post Arrears**, then click **OK**.
5. Click **Close**.
6. Under Advanced Tools, click the **Settings** tab.
7. Select **Add/Edit Funds** and click **Go** .
8. Select the fund you want to set up arrears posting for, and click **Edit**.
9. Select **Arrears Fund**, then click **OK**.
10. When the confirmation message displays, click **Yes**.
11. Enter or select the date range for the pledges you want to auto post arrears to. Click **OK**.
12. A confirmation message displays with the number of pledges that are updated.


Selecting Arrears when Posting

When entering a transaction, you can select to apply it to an arrears pledge. This is only if the option to Auto Post Arrears is not selected in Contributions Setup.

If the option to Auto Post Arrears is selected in Contributions Setup, but not on the individual pledge, you can attach posted gifts to the pledge.

Attaching Gifts

You can attach gifts to pledges, even when they are in arrears, as long as they are for the same fund. This is helpful if you are not using the Auto Post Arrears option. It is also useful if a gift wasn't posted to the arrears pledge, and afterwards you want to apply it.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Add/Edit Pledges** and click **Go** .
3. To select a contributor, click **Find Person** or **Find Org**.
4. In the Find Person or Find Organization window, select the contributor's name, then click **OK**.
Select the pledge you want to attach gifts to, then click **Edit**.
5. In the Edit Pledge window, click **View Gifts**.
6. Click **Attach Gifts**.
7. When the list of unapplied gifts displays, select the gifts you want to attach to the pledge, then click **OK**.


Editing Pledges

You can make changes to existing pledges as necessary.

Changes to a pledge are retroactive to the start of the pledge. For example, if you add \$10 a week to a weekly pledge after the 26th week, the contributor will owe an additional \$10 a week for the rest of the pledge, plus \$260 to make up the \$10 per week for each of the first 26 weeks. If you do not want prior weeks to be affected for a pledge increase, instead of changing the amount per frequency, you can adjust the total pledge amount and let the per frequency amount automatically calculate.


If you want to increase the pledge amount of a multi-year pledge that began in a previous year, you can edit the pledge's amount and mark it as an **As Can** pledge.

When editing a pledge, you can also click **View Gifts** to view gifts applied to the pledge or attach and remove pledge gifts.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Add/Edit Pledges** and click **Go** .
3. To select a contributor, click **Find Person** or **Find Org**.
4. In the Find Person or Find Organization window, select the contributor's name, then click **OK**.
5. Select the pledge you want to edit, then click **Edit**.
6. In the Contributions - Edit Pledge window, make the necessary changes and click **OK**.

Deleting Pledges

You can delete a pledge if it was entered in error.


1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Add/Edit Pledges** and click **Go** .
3. To select a contributor, click **Find Person** or **Find Org**.
4. Select the name of the contributor whose pledge you want to delete, then click **OK**.
5. In the grid, select the pledge you want to delete and click **Delete**.
6. When the confirmation message displays, click **Yes** to delete the pledge.

Printing an Individual Pledge Report

If a contributor wants a hard copy of his or her pledged gifts, you can print the Individual Pledge Report for them.

This report displays the individual or organization's name and contact information, envelope number, and each pledge's fund, start and stop dates, amount pledged per period, total amount, additional amount, pledge total, status, and giving plan, if applicable.

In the View Gifts window, you can print a list of gifts applied toward a pledge. To learn more, see [Attaching or Removing a Pledge's Gifts](#).


1. Under Manage Records, click the **Contributions** tab.
2. Select **Add/Edit Pledges** from the drop-down list and click **Go** .
3. To find your contributor, click **Find Person** or **Find Org**.
4. Select the contributor whose Individual Pledge Report you want to print, then click **OK**.
5. Under **Filter**, select the **Date Range** you want to view the report for, or select a year in the **Scroll by Year** list.
6. Click **Apply**, then **Print**.
7. When the Individual Pledge Report displays, click **Print**.

Attaching or Removing a Pledge's Gifts

When you edit a pledge in Add/Edit Pledges, you can view a list of gifts applied to that pledge. Gifts are sorted by Post Date, and the total amount of all applied transactions displays in the **Total Gifts** field at the top.



In this window, you can attach additional gifts to the pledge or remove gifts from the pledge. When you attach gifts, the grid displays all unapplied gifts for the fund so that you can attach them to the pledge. You can also remove gifts to attach them to another pledge if you need to.


In addition, you can print a list of gifts applied to a contributor's pledge. When printed, the list includes pledge information as well as the post date and details of each gift attached to the pledge.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Add/Edit Pledges** and click **Go** .
3. To select a contributor, click **Find Person** or **Find Org**.
4. In the Find Person or Find Organization window, select the contributor's name, then click **OK**.
Select the pledge you want to attach gifts to, then click **Edit**.
5. In the Edit Pledge window, click **View Gifts**.
6. Click **Attach Gifts**.
7. When the list of unapplied gifts displays, select the gifts you want to attach to the pledge, then click **OK**.

Overpaid Pledges

If you selected **Overpay Current Pledges** in [Contributions Setup](#) and attach a gift to pledge with a balance of zero, a confirmation message displays that the attached gift overpays the pledge.


1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Add/Edit Pledges** and click **Go** .
3. To select a contributor, click **Find Person** or **Find Org**.
4. In the Find Person or Find Organization window, select the contributor's name, then click **OK**.
5. Select the pledge you want to print gifts for, then click **Edit**.
6. In the Edit Pledge window, click **View Gifts**.
7. Click **Print**.
8. When the report displays, click **Print Report** .

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Add/Edit Pledges** and click **Go** .
3. To select a contributor, click **Find Person** or **Find Org**.
4. In the Find Person or Find Organization window, select the contributor's name, then click **OK**.
5. Select the pledge you want to remove gifts from, then click **Edit**.
6. In the Edit Pledge window, click **View Gifts**.
7. Click **Remove Gifts**.
8. Under **Selected**, select the gifts you want to remove from the pledge, then click **OK**.

Printing the Pledge Entry Report

The Pledge Entry Report lists all pledges you have entered since last clearing pledges. You can print pledge entries for all funds or selected funds, and you can display pledges in the order they were entered, sorted by envelope number, or sorted alphabetically.

The report displays the contributor's name and envelope number, the pledge's start and stop dates, the pledge's amount and frequency, the total pledge amount, and the fund code and description. In addition, the total number of contributors and the total amount for all pledges prints.

1. Under Manage Records, click the **Contributions** tab.
2. Select **Add/Edit Pledges** from the drop-down list and click **Go** .
3. Select **Record Entries**. A confirmation message displays if previously recorded entries exist in the recorded pledge entries file. Click **Yes** to clear the file or **No** to continue without clearing the file.
4. Click **Print Entries**.
5. In the Pledge Entry Report window, under **Print Order**, select to print pledges **As Entered**, sorted by **Envelope Number**, or in alphabetical order (**Name**).
6. **Optional:** To print pledges entered only for certain funds, clear **Print All Funds**, then click **Select Funds** to choose which funds you want to print on the report. Selected funds display under **Currently Selected Funds**.

7. To preview the report before printing, click **Preview**, then **Print**. To print the report without previewing, click **Print**.
8. To clear the pledge batch after printing the report, click **Clear Entries**.

Contributions Pledge Maintenance



In Pledge Maintenance, you can copy pledges to a different year, delete all pledges for a fund and date range, and forgive pledges.

Copying Pledges to a Different Year

You can use Pledge Maintenance to copy pledge information from one year to another, which is helpful if the contributor wants to repeat the current pledge for the year.


Note


Copying a pledge is not the same as rolling a multi-year pledge to a new year or requiring arrears payments on a pledge.

1. Under Manage Records, click the **Contributions** tab. 
2. In the drop-down list, select **Add/Edit Pledges** and click **Go**
3. In the Add/Edit Pledges window, click **Pledge Maint..**
4. Click **Lookup**  to select the **Fund** you want to copy pledges for.
5. In the **Start Date** drop-down list, select the date range of the pledges you want to copy. If you want to copy only pledges with this exact date range, select **Exact Match**.
6. Click **Apply**. The pledges for the selected fund and date range display in the grid.
7. In the grid, select each pledge you want to copy. To select multiple pledges, right-click then click **Mar k All** or **Mark Selected**.
8. Under **Copy Information**, select the amount of years you want to increase the pledge by in the **Increase Year By** list. This defaults to 1 and creates a pledge with the same frequency, amount, and start and stop dates for the year increment selected.
9. Select the pledge's **Entry Date**. This defaults to the current date but can be changed.
10. Click **Copy**.
11. Review the pledges you want to copy. If you need to make any changes, click **Cancel** to return to the previous window. You can edit the **New Start Date** and **New Stop Date**, if needed.
12. When everything is correct, click **Apply Changes** to create the pledges.

Deleting All Pledges for a Fund and Date Range

In Pledge Maintenance, you can mass delete pledges that were mass added or copied to a different year in error.



1. Under Manage Records, click the **Contributions** tab.
2. Select **Add/Edit Pledges** from the drop-down list and click **Go** .
3. In the Add/Edit Pledges window, click **Pledge Maint..**

4. To select the **Fund** you want to delete pledges from, click **Lookup** .
5. In the **Start Date** drop-down lists, select the date range of the pledges you want to delete. If you want to delete only pledges with that exact date range, select **Exact Match**.
6. Click **Apply**. The pledges for the selected fund and date range display in the grid.
7. In the grid, select each pledge you want to delete. To select multiple pledges, right-click then click **Mark All** or **Mark Selected**.
8. Click **Delete**.
9. When the confirmation message displays, click **Yes**.

Forgiving Multiple Pledges for a Fund and Date Range

Using Pledge Maintenance, you can forgive multiple pledges at once, saving you valuable time. You can select the fund and date range you want to forgive pledges for, then select those pledges to forgive, which means you don't have to forgive each pledge individually.

For example, suppose you want to forgive all arrears pledges made to the building fund for the 1/1/2007 to 12/31/2007 date range. First, select the **Fund** and **Start Date**, then click **Apply**. When the list of pledges displays in the grid, click **Status** to sort them by Arrears pledges. Then, select the pledges you want to forgive and click **Forgive**.

1. Under Manage Records, click the **Contributions** tab.
2. Select **Add/Edit Pledges** from the drop-down list and click **Go** .
3. In the Add/Edit Pledges window, click **Pledge Maint..**
4. To select the **Fund** you want to forgive pledges for, click **Lookup** .
5. Select the **Start Date** and end date you want to forgive pledges for, then click **Apply**.
6. When the list of pledges displays, select each pledge you want to forgive. To easily find pledges, click on a heading at the top to sort the grid.


Note


To select multiple pledges, hold the Shift or Ctrl keys on your keyboard and select each pledge you want to forgive. Then, right-click inside the grid and select **Mark Selected**.

7. Click **Forgive**.
8. When the confirmation message displays, click **Yes**. You can select pledges of any status, but only pledges that are not fully paid are forgiven.

Printing and Exporting Pledges to Excel

In Pledge Maintenance, you can print pledges and export them to Excel.

1. Under Manage Records, click the **Contributions** tab.
2. Select **Add/Edit Pledges** from the drop-down list and click **Go** .
3. In the Add/Edit Pledges window, click **Pledge Maint..**
4. Select a fund.
5. In the grid, right-click and select **Print Grid** (*Select **Print/Export Only Selected** to print only funds you have selected in the grid*). The Print Preview window displays.

6. On the toolbar, click **Print**.
1. Under Manage Records, click the **Contributions** tab.
2. Select **Add/Edit Pledges** from the drop-down list and click **Go** .
3. In the Add/Edit Pledges window, click **Pledge Maint..**
4. Select a fund.
5. In the grid, right-click and select **Export To Excel** (*Select **Print/Export Only Selected** to export only funds you have selected in the grid*). The Save As window displays.
6. You can name the file, select where to save it, and click **Save**.

Entering and Posting Transactions

Entering and posting transactions is the primary task performed in the ACS Contributions module and usually occurs on a weekly basis. It places a contributor's gifts into their records and, if interfaced, makes the appropriate General Ledger entries.

Entering transactions and posting transactions are two different steps in the process. When you enter transactions, you enter the dollar amounts for each contributor. However, this information is not locked in yet, providing an opportunity for you to verify your entries and make corrections if necessary.

After entering the contributions and making any necessary corrections, you can post the transactions, which formally attaches gifts to each contributor's record.

Contributions Posting Outline

Here's a basic outline of the contributions process in ACS.

✓ **Starting a Batch of Contributions** — The first step when entering and posting contributions is to create a batch. Contributions are stored in batches so that you can easily track them. When you start a batch, you'll enter your expected total, posting date (you can start, enter, and post multiple batches on the same day), and expected total. You'll also enter a unique Batch Number to track your batch, and you can enter a description.

✓ **Importing Transactions** — Once you've created a batch, you can add transactions to it. You can enter various transaction types, and you can also enter Memorized or Quick Entry transactions. If you use Access ACS, file import, Vanco Payment Solutions, or SpeedCheck, you can import transactions.

Entering and posting contributions are two different steps in the process. When you enter transactions, you enter the dollar amounts for each contributor. However, this information is not locked in yet. This provides an opportunity for you verify your entries, and make corrections if necessary.

✓ **Printing the Proof List and Fund Total Recap** — The Proof List and Fund Total Recap are two very important reports you should review after entering transactions. The Proof List displays each transaction's contributor, payment and transaction type, and amount. It also displays totals for each payment type and fund, so that you can ensure that all of your transactions were entered correctly. The Fund Total Recap displays the total amount of contributions broken down by fund. If you find any discrepancies, you can easily correct them before posting.

✓ **Creating an ACH File for Direct Deposit Transactions** — If your batch contains direct deposit transactions, you'll need to create an ACH file to import to your bank's website or software.

- ✓ **Posting a Deposit** — Once you've verified your transaction totals and fund allocations, you can post transactions. Posting transactions locks in amounts and fund allocations and saves each contributor's gifts in his or her record. You can also post transactions to the General Ledger, if you are interfaced with it. To provide a true audit trail, you cannot edit or delete posted transactions; however, if you find an error after posting, you can void the transaction and re-enter it.
- ✓ **Printing the Weekly Register** — The Weekly Register displays a list of weekly postings, as well as a recap of fund totals and payment type totals. If you make corrections and have already printed the Weekly Register, you should reprint it and attach it to the original copy, so that your records are accurate.
- ✓ **Printing Contributions Receipts** — Some contributors may want a receipt for their gift. You can print receipts for all transactions, or select the receipts you want to print.
- ✓ **Printing the Deposit Ticket Listing** — The Deposit Ticket Listing displays the information required on most bank deposit tickets, which helps you complete your bank deposit ticket. It also displays the total amount of cash gifts, the number of checks and total dollar amounts, the number of contributors giving cash, and the number of contributors who donated by check, so that you can ensure all gifts are properly deposited at your bank.
- ✓ **Printing the Vanco Bank Report** — Click the **Vanco Bank Report** button to print gifts according to the Vanco batches.

Working with Contributor Records

Before you can post a contributor's gifts, the individual must have a record in ACS. You can also add a contributor when entering gifts if you find that an individual does not have a record when you're entering transactions.

If you use envelope numbers, you might find it easier to select contributors by their envelope number when entering gifts. You can also search for contributors who have not given during a year or selected date range.

Searching for Contributors with No Gifts

You can search for contributors who have not given during a year or selected time period.

1. Under Searches and Reports, click **Searches**.
2. On the **Search Information** tab, in the **Title** field, enter a title for your search, such as Contributors with no gifts. Then, select the following search information:
 - Under **Search On**, select **All Records**.
 - Under **Include Records That**, select **Meet Criteria for all Field Areas (And)**.
 - Under **Search Output Flag**, select **Matching Individuals**.
3. Click on the **Search Criteria** tab.
4. Expand **Individual**, then **Lists**. Then, select the following search criteria.
 - Double-click **Member Status**. Under **Search Values**, select the member statuses you want to include. You should select the one that indicates members. When finished, click **OK**.
 - Double-click **Family Position**, then select **Child**, and select **Not Equal to** for **Search Type**. When finished, click **OK**.
5. Double-click **Gifts**.
6. Under **Search Type**, select **Has no Gifts**, and under **Period**, select the current year or date range you want to search on.
7. Click **OK**, then **Process**.

8. When the number of records found displays, click **OK**. Then, click the **Results** tab to see the search results.

Adding a New Contributor

You can add a person while entering contributions. If you select **Shift to Edit mode after add** in Find Person > Customize > Options, you can enter the contributor's profile information; otherwise, you can enter basic information.

1. When adding a transaction, click **Find Person**.
2. Click **Add New Family**.



Useful Information

If the contributor is a member of an existing family, click **Add Family Member** instead of **Add New Family**.

3. Enter the contributor's name. The **Last Name** is required. All other name fields are optional.
4. Select whether this is an **Individual** or **Combined** contribution record.



Note

The **Combined** option is not available until both head and spouse have been entered.

5. Enter the contributor's **Envelope Number** if applicable.
6. Enter other information as necessary.
7. Click **Save** to save the new record. To add another family, click **Save/Add Another Family**. To add another member to the family you just added, click **Save/Add Family Member**.

Only the Last Name, Contribution Information, Record Type, Family Position, and Newsletter fields are required when adding a contributor. However, by limiting the information to those fields, you may limit the usefulness of your data.

Selecting Contributors by Envelope Number

To select contributors by Envelope Number, enter the envelope number of the contributor you want to locate in the **Envelope #** field. The contributors name and address displays. However, you should doublecheck that you have selected the correct individual prior to adding, editing, or deleting transaction records.

The Add Edit Transactions Window

The Add/Edit Transactions window is the main area for entering and displaying contributions and gifts in ACS. Here are some tasks you can complete in this area. To view additional help, click on the links in the text.

- **Create a new batch.** Batches organize gifts, and you can enter a batch description for additional tracking. You can also enter an expected amount, which helps you ensure that your manual totals add up to what is entered in ACS.
- **Add transactions** for each gift. You can select each gift's payment and transaction type, as well as view batch details, including the expected and current transaction totals. After entry, you can **edit**, **view**, or **delete** transactions (if needed). Transactions display in a printable grid, and you can select individual transactions to view their fund splits, amounts, and comments.
- You can **move** unposted transactions from one open batch to another if they were entered or imported into the incorrect one.
- Print the **Proof List** and **Fund Total Recap** reports to review your entries.
- If a contributor gives on a regular basis, you can **add memorized transactions** rather than entering each individual transaction. This is especially helpful for contributors who give through bank withdrawals and ACH or who give by credit card.
- If you enter a large number of transactions, you can use **Quick Entry** to quickly enter transactions to the same fund with the same payment type. Or, you can **import gifts** from Access ACS, ACS SpeedCheck, Vanco Payment Solutions, or a File.
- Use the **Advanced Filter** to search for specific transactions. This is helpful if a contributor inquires about a gift or if you need to void a transaction. **Voiding a transaction** posts a reversing entry to both Contributions and the General Ledger (if interfaced).
- When you finish adding and editing transactions, you can **continue the posting process** by **creating an ACH file**, and **posting transactions**. We also suggest printing the **weekly register**, **receipts**, and the **deposit ticket listing** for your records.

Working with Transaction Batches


In Contributions, transactions are grouped in batches. You must enter the batch's information before you can add transactions to it.

After creating a batch, it is considered open until it is posted, even if you haven't added any transactions yet. All open batches display in the Contributions- Enter Post Transactions window under **Open Batches**. You can edit batches in this window, but you can only delete batches that do not have transactions associated with them.


When you post a deposit, you can post multiple batches of transactions. However, you can only post other ACS users transactions if you have rights in Add/Edit Users - Contributions Security.

Tip


To display all open contributions batches at a time in the Add/Edit Transactions window, you can right-click within the Open Batches drop-down list and select Mark All. To clear all open batches from this window, you can right-click and select Unmark All.


1. Under Manage Records, click the **Contributions** tab. 
2. In the drop-down list, select **Enter/Post Contributions** and click **Go**
 3. When the Contributions - Enter/Post Transactions window displays, click **Add/Edit Transactions**.
 4. In the Add/Edit Transactions window, click **Start New Batch**.
 5. Enter the **Batch Number**.
 6. Select the batch's **Posting Date**, or select **Use Sunday Date**.

7. Enter the batch's **Description** and **Expected Amount**.
8. If you use Multi-Campus contributions, select the batch's **Campus** in the drop-down list.
9. **Optional:** Select the batch's **Service** in the drop-down list.
10. Click **OK** to save the batch, or click **Add Transactions** to begin adding transactions to the batch.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. When the Contributions - Enter/Post Transactions window displays, click **Add/Edit Transactions**.
4. In the Add/Edit Transactions window, under **Open Batches**, select the batch of transactions you want to edit, then click **Edit Batch**.
5. In the Edit Batch window, select the appropriate options and **click OK**.

You can also use the Contributions Filter to edit batch information for posted batches. When editing a posted batch, any changes you make affect all transactions in the batch.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. In the Contributions - Enter/Post Transactions window, click **Add/Edit Transactions**.
4. In the Add/Edit Transactions window, select **Advanced Filter**, then click **Select**.
5. In the Contributions - Filter window, select or enter the criteria to locate a transaction in the batch. For example, you could enter the **Batch #** if you know it, or select a **Post Date** range.
6. After selecting criteria, click **OK**.
7. When the filtered results display in the Add/Edit Transactions window, right-click on a transaction in the batch you want to edit, then click **Edit Batch Information**.
8. In the Contributions - Edit Posted Batch window, update the batch's **Posting Date**, **Description**, **Campus**, or **Service**, as necessary. Changing the Post Date updates all transactions in the batch.
9. When finished, click **OK**.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. When the Contributions - Enter/Post Transactions window displays, click **Add/Edit Transactions**.
4. In the Add/Edit Transactions window, under **Open Batches**, select the batch of transactions you want to delete, then click **Delete Batch**.
5. When the confirmation message displays, click **Yes**.

Additional Field Information

Batch #

The batch number is a unique number that groups transactions for entering and posting, and you can change it to any unused number. The next batch number is assigned based on previously posted transactions, including those converted from prior versions.

Once a batch number is used, you cannot reuse that number.

Posting Date

Select the batch's Posting Date. This date defaults to the current date; however, you can change the date, if necessary. You can always post to a prior year as well.

Use Sunday Date

To default the posting date to Sunday, select this option. This defaults to the previous Sunday's date, but you can use the arrows to change it to another Sunday date.

Description

Enter the batch's description.

Expected Amount

Enter the expected amount of contributions in the batch. This amount reconciles the total amount of transactions entered in the batch.

Campus

This field only displays if you use multi-campus contributions. Select the campus to enter the batch for. If the batch is not for a particular campus, leave this field blank. You can only assign the batch to campuses you have rights to, and only ACS users who have rights to the campus can see the batch.

Service



Select the service you are entering the batch for. If you selected a campus, only services attached to that campus display.

Adding a New Transaction

After creating a batch, you can add transactions to it. You can add ACH, cash, check, check card, credit card, and online transactions. You can also scan checks as well as add pledges whenever you add or edit gifts.

After selecting a contributor, the contributor's existing pledges display at the bottom of the window, so you can quickly reference pledges and apply gifts to them.

After you add transactions, you can print the proof list and fund total recap to verify your entries before posting them.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Under **Open Batches**, select the batch you want to add a transaction to, then click **Add/Edit Transactions**. If no open batches exist when you click **Add**, the **Start New Batch** window displays.
4. In the Add/Edit Transactions window, click **Add**.
5. In the Add Transaction window, click **Find Person**, **Find Org**, or **Last Person** to select the contributor. When selected, the contributor's name, address, phone, and status (Active Contributor and Active Record) display.
6. Select the transaction's **Payment Type** in the drop-down list. To define a custom payment type, click **Payment Type** to access Define Lists.
7. Enter the transaction's **Amount** and **Reference #**, if applicable.
8. In the **Transaction Type** and **Gift Date** drop-down lists, select the transaction type and gift date. Most transactions are classified as **Regular Gifts**. The **Gift Date** defaults to the batch's posting date but can be changed to the date on the check or the date of the actual contribution.
9. Under **Fund**, click **Lookup**  to select the fund code you want to allocate the gift to.
10. After selecting the fund code, click **OK** to enter the rest of the gift's details.

11. Under **Amount**, enter the amount of the contribution that is allocated toward the selected fund. By default, the total amount of the transaction displays, but you can enter a different amount if the transaction is split between two or more funds.
12. **OPTIONAL:** Under **Comment**, enter any comments about the transaction. If the transaction is part of a **Project**, select the transaction's project code.
13. Under **Pledge**, select the appropriate pledge option in the drop-down list. The contributor's pledges display in the pledge grid, and if the gift is for a pledge not yet entered, click **Add Pledge** to enter a new pledge.
14. If the transaction is split between two or more funds, repeat steps 9-13 for each split.
15. Click **OK** to enter additional transactions. After entering the last transaction for the batch, click **Cancel**.

Entering Charitable IRA Rollover Contributions

The Pension Protection Act of 2006 contains IRA rollover provisions that let a contributor make tax advantaged gifts to charity directly from an Individual Retirement Account (IRA).

This act allows individuals to give money directly from an IRA to a charitable organization. The gift amount can be deducted from the contributor's gross amount before itemized deductions. Since the amount reduces the giver's gross amount, it should not display on any statements used for tax purposes (such as the Plain Paper Statement and Charitable Contributions Report that would support charitable contributions for itemized deductions).

To learn more, see the IRS' web page about Charitable Giving Provisions in Pension Protection Act of 2006.


In Contributions, we recommend entering these gifts using one of the following transaction types:


- **Non-Deductible Gift** — This transaction type reduces any pledge, but does not display on either the Plain Paper or Charitable Contributions Report.
- **Non-Cash Gift** — This transaction type lets you enter a description (if desired) and displays on the statements with a description, but with a zero dollar amount. Since non-cash gifts do not post to the General Ledger, you must manually enter this in General Ledger, if you are interfaced.

Entering Prepayments in Contributions

If a contributor gives a prepayment toward a future pledge, you can add and denote the prepayment in ACS Contributions.

Prepayments are gifts given before but applied to a pledge during a future date range. For example, if a contributor gives a contribution in December to apply towards a pledge starting in January, the gift amount applies in the year it is given for tax purposes, and the payment reduces the contributor's pledge balance for the next year.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Under **Open Batches**, select the batch you want to add a transaction to, then click **Add/Edit Transactions**. If no open batches exist when you click **Add**, the **Start New Batch** window displays.

4. In the Add/Edit Transactions window, click **Add**.
5. In the Add Transaction window, click **Find Person**, **Find Org**, or **Last Person** to select the contributor.
6. Select the transaction's **Payment Type** in the drop-down list.
7. Enter the transaction's **Amount** and **Reference #**, if applicable.
8. In the **Transaction Type** and **Gift Date** drop-down lists, select the transaction type and gift date. Most transactions are classified as **Regular Gifts**. The **Gift Date** defaults to the batch's posting date but can be changed to the date on the check or the date of the actual contribution.
9. Under **Fund**, click **Lookup**  to select the fund code the contributor's pledge is for, then click **OK** to enter the rest of the gift's details.
10. Under **Amount**, enter the amount of the contribution that is allocated toward the selected fund. By default, the total amount of the transaction displays, but you can enter a different amount if the transaction is split between two or more funds.
11. **OPTIONAL:** Under **Comment**, enter any comments about the transaction. If the transaction is part of a **Project**, select the transaction's project code.
12. Under **Pledge**, select **Future**. If **Future** does not display, click **Add Pledge** to add a pledge.
13. If the transaction is split between two or more funds, repeat steps 9-12 for each split.

Enter Noncash Contributions

When a church liquidates its noncash contributions:

- The post date on the contribution should be the date the contributor relinquishes possession of the item instead of the date the client receives the funds.
- The church/organization can post the non-cash contribution as "Non-Cash", so contributors can get credit for their contribution against their pledge. "Non-Cash" contributions print on ACS contribution statements with a zero amount so the contributor knows that the church received the noncash donation.
- You can enter a value for a non-cash contribution to apply an amount to a pledge, but that value does not post to the General Ledger.

To enter a noncash contribution as a Non-Cash Gift

1. Enter your noncash contributions as shown below:

Contributions - Add Transaction

Envelope #: 4

Mr. James Aaron (Jim)
2145 2nd Loop Rd
Florence, SC 29501

Payment Type: [Dropdown]
Amount: \$500.00
Reference #: [Text]
Post Date: 05/17/2015
Batch #: 362
Expected: \$0.00
Total: \$3,585.95

Transaction Type: Non-Cash Gift (1) Gift Date: 05/15/2015

Fund	Description	Value	Comment	Pledge
2	Tithes (2)	\$500.00	\$0.00 Donated iPad.	

Manually enter each noncash contribution.

Remaining: \$0.00

Pledge Fund	Description	Per Period	Status	Frequency	Start	Stop
<There are no Pledges for this View>						

2. Post your noncash contributions.

Memorized Transactions in Contributions

If a contributor gives on a regular basis, you can add a memorized transaction. Adding memorized transactions for regular contributors saves time, because you don't have to enter each individual transaction- you can just create the memorized transaction when that contributor gives.


Adding Memorized Transactions in Contributions


If a contributor gives on a regular basis, you can add a memorized transaction. Adding memorized transactions for regular contributors saves time, because you don't have to enter each individual transaction.

For example, some contributors tend to give regularly (such as weekly or monthly), and others may request a certain bank withdrawal through ACH or pay by credit card. If you add a memorized transaction for these individuals, you can create that transaction each time you receive a gift.

You can even add memorized transactions if a contributor's gift amount varies. To do this, leave the **Amount** fields blank when adding the memorized transaction. Then, enter the contribution's amount whenever you create the transaction as a part of the batch.

After adding a memorized transaction, you can create transactions when you receive gifts. You can also edit, view, and delete the memorized transaction if you need to.



1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Click **Add/Edit Transactions**, then click **Memorized**.
4. When the Add/Edit Memorized Transactions window displays, click **Add**.

5. In the Add Memorized Transaction window, click **Find Person**, **Find Org**, or **Last Person** to access the contributor's record.
6. Enter or select the transaction's **Payment Type**, **Amount**, **Campus** (if using multi-campus contributions), **Frequency**, **Transaction Type**, and **Description**.
7. Under **Fund**, click **Lookup**  to select the gift's fund. After selection, the fund name displays under **Description**.
8. Under **Amount**, enter the amount of the gift allocated to the selected fund.
9. If applicable, enter a **Comment** about the transaction.

 **Note**

If you enter a fund line in error, click **Delete Line** to delete it.

10. **Optional:** If the memorized transaction is for a pledge that hasn't been entered, click **Add Pledge** to enter a new pledge.
11. If the transaction is split between funds, repeat steps 8-10 for each fund, then click **OK**.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Click **Add/Edit Transactions**.
4. In the Add/Edit Transactions window, click **Memorized**.
5. When the Add/Edit Memorized Transactions displays, click **Add**.
6. In the Add Memorized Transaction window, click **Find Person**, **Find Org**, or **Last Person** to access the contributor's record.
7. Enter or select the transaction's **Payment Type**, **Campus** (if applicable), **Frequency**, **Transaction Type**, and **Description**. Leave the **Amount** field blank.
8. Under **Fund**, click **Lookup**  to select the gift's fund. After selection, the fund name displays under **Description**.
9. If applicable, enter a **Comment** about the transaction.

 **Note**


If you enter a fund line in error, click **Delete Line** to delete it.

10. **Optional:** If the memorized transaction is for a pledge that hasn't been entered, click **Add Pledge** to enter a new pledge.
11. Click **OK**.

Selecting a Memorized Transaction in Contributions

After setting up a memorized transaction, you can create the transaction and add it to your batch in the Contributions - Add Transaction window. Adding memorized transactions for regular contributors saves you time, since you don't have to enter all of the contribution's details every time the contributor gives.

Before you can select and create a memorized transaction, you must add the memorized transaction in the Memorized Transactions area.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Under **Open Batches**, select the batch you want to add a memorized transaction to, then click **Add /Edit Transactions**. If there are no open batches, you can add a batch.
4. In the Add/Edit Transactions window, click **Add**.
5. In the Add Transaction window, click **Select Memorized**.
6. In the Select Memorized window, select the memorized transaction you want to add, then click **OK**. The transaction's details then display in the Add Transaction window.
7. In the Add Transaction window, edit the memorized transaction's details, if necessary. For example, if the memorized transaction is for a varying amount, enter the transaction's amount and allocate it to funds. Even if you do not have to edit any details, it's a good idea to double-check the transaction's amount, payment type, transaction type, and fund allocations before adding it.
8. **OPTIONAL:** If the gift is for a pledge not yet entered, click **Add Pledge** to enter a new pledge.
9. To add the transaction, click **Ok**.

Creating a Memorized Transaction in Contributions

After adding memorized transactions, you can create transactions when your contributors give.


If your memorized transaction is for a set amount, the **Amount** fields and **Fund** information displays when you add the transaction. However, it's still a good idea to double-check these items to ensure that the contributor's gift did not change.

If the memorized transaction's amount varies, the contributor's payment type, transaction type, and fund are already selected, but you'll need to enter the gift's amount and allocate it to funds.



Tip

If you use multi-campus contributions and campuses are assigned to the memorized transactions, it's a good idea to filter the grid by campus and then generate those transactions in a batch for that campus.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Click **Add/Edit Transactions**.
4. In the Add/Edit Transactions window, click **Memorized**.
5. In the Add/Edit Memorized Transactions window, select the memorized transaction you want to create and click **Create Transactions**.

Useful Information

To easily locate transactions, you can use the **Frequency Filter** and **Campus** drop-down lists to filter the grid.

You can also multi-select transactions by pressing **Shift** and selecting each transaction or pressing **Ctrl** to select a range of transactions.

6. In the Select Batch window, select the batch you want to add the contribution to. If you did not create a batch, click **Add** to start a new batch.
7. Enter the gift's **Amount** and **Reference #**, if applicable. If the **Amount** already displays, doublecheck it for accuracy.

8. Review the gift's **Payment Type**, **Transaction Type**, and **Gift Date** to ensure that they are correct.
9. Review the gift's **Fund** and **Amount** to ensure that they are correct. If the memorized transaction is for a varying amount, enter the gift's amount.
10. OPTIONAL: Enter a **Comment** about the gift.
11. Under **Pledge**, select the appropriate pledge option in the drop-down list.

**Note**

If you enter a fund line in error, click **Delete Line** to delete it.

12. **Optional:** If the gift is for a pledge not yet entered, click **Add Pledge** to enter a new pledge.
13. Click **Ok** to add the transaction to the batch.

Editing, Viewing, and Deleting Memorized Transactions

After you add a memorized transaction, you can edit, view, or delete it, if necessary.


Editing a memorized transaction may be necessary if an individual's long-term giving habits change. For example, suppose one of your contributors regularly gives \$100 a week toward the Budget fund, but has decided to give \$200 per week, with \$100 being allocated toward the Budget fund and \$100 allocated toward the Building Fund. You can edit the contributor's memorized transaction to reflect the new total gift amount and the new fund allocations.

You can also edit a memorized transaction to change the gift's frequency. For example, if a contributor now gives \$500 per month instead of \$100 per week toward a pledge.

If a contributor's giving habits change temporarily, and that contributor has a memorized transaction, you can edit gift's fund allocation and amount when creating the memorized transaction.

Viewing a memorized transaction displays the details of the memorized transaction and the contributor's pledges. You can also add new memorized transactions or edit a memorized transaction after viewing it.






If a contributor stops giving on a regular basis, or a memorized transaction is entered in error, you can delete the memorized transaction to keep your data more organized.


1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Click **Add/Edit Transactions**, then **Memorized**.
4. In the Add/Edit Memorized Transactions window, select the transaction you want to edit and click **Edit**. To locate transactions quickly, you can use the **Frequency Filter** and **Campus** drop-down lists to filter the grid.
5. In the Edit Memorized Transactions window, edit the **Payment Type**, **Amount**, **Campus**, **Frequency**, **Transaction Type**, and **Description**, as applicable.
6. If any fund allocation information changes, edit the **Fund**, **Description**, **Amount**, **Value**, and **Comment** as necessary.
7. If the contributor now gives to an additional fund, navigate to the last **Comment** field, then press **TAB** to enter the fund information and amount.

**Note**

If you add a fund line in error, click **Delete Line** to delete it.

8. To add a pledge on the fly, click **Add Pledge**. This is helpful if you receive a gift toward a pledge that has not been entered yet.
9. When finished, click **OK**.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Click **Add/Edit Transactions**, then **Memorized**.
4. In the Add/Edit Memorized Transactions window, select the transaction you want to view and click **View**. To locate transactions quickly, you can use the **Frequency Filter** and **Campus** drop-down lists to filter the grid.
5. In the View Memorized Transaction window, click on the arrows to view the **First** , **Previous** , **Next** , or **Last**  transaction in the grid.
6. To edit a memorized transaction's details, click **Edit**, then click **OK** after updating the transaction.
7. To add a new memorized transaction when in the View Memorized Transactions window, click **Add**.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Click **Add/Edit Transactions**, then **Memorized**.
4. In the Add/Edit Memorized Transactions window, select the transaction you want to view and click **Delete**. To locate transactions quickly, use the **Frequency Filter** and **Campus** drop-down lists to filter the grid.
5. When the confirmation message displays, click **OK** to delete the transaction.

Correcting and Editing Transactions

If you haven't posted a deposit, you can edit or correct transactions.

When you edit unposted transactions, you can change the contributor, payment type, amount, reference number, transaction type, gift date, and any fund allocation information, including comments.

If you posted transactions to the wrong date, you can edit the date for the posted batch. This changes the date for the entire batch.

For example, before posting transactions, you print the proof list and compare it to the check transactions you entered in ACS. You notice that one of your check amounts needs to be split among the Building Fund and the Missions Fund. You can edit that transaction to split the amount between those two funds. Or, if you find that your batch's estimated total and actual total are off, you can edit the affected transaction once you find the gift that was entered incorrectly.




If a transaction is posted, you can only edit the Reference #, Gift Date, Comment, Value, and Pledge. If you need to edit anything else on a posted transaction, you must void it to make a reversing entry, then re-enter the transaction correctly, if needed.




You can only edit or correct transactions you entered, unless you have security rights to **Edit All Users Transactions** in Add/Edit Users - Contributions Security.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go**.
3. Under **Open Batches**, select the batch that contains the transaction you want to view, then click **Add/Edit Transactions**.
4. In the Add/Edit Transactions window, select the transaction you want to edit, then click **Edit**.
5. In the Edit Transaction window, make any necessary changes, then click **OK** to return to the Add/Edit Transactions window.


Occasionally, errors are detected after transactions have been posted. Mistakes in amounts posted in Contributions are sometimes found after quarterly statements are mailed, many weeks after the original posting.

1. Gather information on all errors and arrange them in order of post date.
2. Under Manage Records, click the **Contributions** tab.
3. In the drop-down list, select **Enter/Post Contributions**, then click **Go** .
4. In the Enter/Post Transactions window, click **Add/Edit Transactions**.
5. To locate the transaction you need to correct, select **Advanced Filter**, then click **Select**.
6. In the Contributions Filter window, select or enter the information from the transaction you need to correct. The more information you enter into the filter, the easier it is to find your transaction. After entering the information, click **OK**.
7. Transactions that match the criteria you selected in the filter display in the grid. Select the transaction you need to correct, then edit, void or return it, as necessary.
8. After making the corrections, perform all posting steps as if you are posting for a regular batch. Be sure to reprocess the Weekly Register, Deposit Ticket Listing, and GL Distribution List.
9. Attach all corrected reports to the hard copy records.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. In the Contributions - Enter/Post Transactions window, click **Add/Edit Transactions**.
4. In the Add/Edit Transactions window, select **Advanced Filter**, then click **Select**.
5. In the Contributions - Filter window, select or enter the criteria to locate a transaction in the batch. For example, you could enter the **Batch #** if you know it, or a select a **Post Date** range.
6. After selecting criteria, click **OK**.
7. When the filtered results display in the Add/Edit Transactions window, right-click on a transaction in the batch you want to edit, then click **Edit Batch Information**.
8. In the Contributions - Edit Posted Batch window, update the batch's **Posting Date**, **Description**, **Campus**, or **Service**, as necessary. Changing the Post Date updates all transactions in the batch.
9. When finished, click **OK**.

Moving Transactions

If you have entered or imported transactions into the incorrect batch and have not yet posted it, you can move these transactions into the correct open batch.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Under **Open Batches**, select the batch that contains the transaction you want to move, then click **Add/Edit Transactions**.
4. In the Add/Edit Transactions window, select the transaction you want to move, then click **Move**. When the confirmation message displays, click **OK**.



Tip

You can select several transactions to move at once by holding down the **Ctrl** key and clicking on each transaction that you want to move.

5. In the Contributions - Select Batch window, select the batch you want to move the transaction to, then click **OK**.






Viewing a Transaction's Details and Printing Receipts


In Add/Edit Transactions, you can view transaction details and print a contributor's receipt. The contributor's pledge information also displays, as well as the batch's Post Date, Expected Total, and Total.



Useful Information

When you print receipts from the View Transaction window, only the selected contributor's receipt prints.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. If the transaction has not been posted, under **Open Batches**, select the batch that contains the transaction you want to view, then click **Add/Edit Transactions**.
4. If the transaction is posted, click **Add/Edit Transactions**, then select **Advanced Filter** to locate the transaction.
5. In the Add/Edit Transactions window, select the transaction you want to view or print a receipt for, then click **View**.
6. In the View Transaction window, click on the arrows to view the **First** , **Previous** , **Next** , or **Last**  transaction in the batch.
7. If you need to edit the transaction, click **Edit**. After making any necessary corrections, click **Ok**.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. If the transaction has not been posted, under **Open Batches**, select the batch that contains the transaction you want to view, then click **Add/Edit Transactions**.

4. If the transaction is posted, click **Add/Edit Transactions**, then select **Advanced Filter** to locate the transaction.
5. In the Add/Edit Transactions window, select the transaction you want to view or print a receipt for, then click **View**.
6. In the View Transaction window, click **Print**.
7. In the Contributions - Print Receipt window, select the appropriate fund and pledge information to print on the receipt.
 - **Print Fund Summary** — Prints a Fund Summary section that includes the description and year-to-date total for each fund.
 - **Print Pledge Information** — Prints the Total Pledge, Gifts Prior Period, and Pledge Balance amounts for each fund in the Fund Summary section.
8. Select the **Print Date**. The print date is the date that prints on the contributor's receipt.
9. Enter any **Comments** to print on the receipt.
10. To view your receipts before you print them, click **Preview**. To print your receipts without viewing them first, click **Print**.


Deleting Transactions

In the Add/Edit Transactions window, you can delete an unposted transaction. For example, suppose you enter transactions in a batch, then discover that one of the contributions you entered belongs in another batch. You can delete that transaction from the batch, then reenter it into another unposted batch of transactions.



Unless you have security rights to **Edit All Users Transactions** in Add/Edit Users - Contributions Security, you can only delete transactions you entered.

To delete multiple transactions at the same time, hold down the shift key and select the transaction that you want to delete. To select specific transactions, hold down the CTRL key and pick the transactions that you want to delete.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Under **Open Batches**, select the batch you want to delete a transaction from, then click **Add/Edit Transactions**.
4. In the Add/Edit Transactions window, select the transaction you want to delete. Once selected, the transaction's **Batch Status**, **Transaction Status**, **Campus** (if applicable), and **Service** (if applicable) display below the grid.
5. Click **Delete**.
6. When the confirmation message displays, click **OK**.

Other Transaction Entry Methods

Along with adding gifts manually, you can also enter them through Quick Entry, using the Check Reader, or with Access ACS Online Giving.

Entering Contributions Using Quick Entry

Quick Entry is the easiest way to enter a large number of transactions, because you can rapidly enter transactions to the same fund with the same payment type. Using Quick Entry saves you time because you only enter payment type and fund information once for multiple transactions.


For example, suppose you take up a special offering for a tornado victims fund, and 50 contributors give checks. Although the amounts of the checks vary, you can use single-entry Quick Entry to enter the transactions because they are all the same payment type (Check) and fund (Tornado Victims). If you enter these contributions through Quick Entry, you won't have to select the payment fund and fund allocations for each transaction as in the Add Transaction window.


If each of your quick entries is for the same amount, you can enter contributions through Quick Entry-Mass Add. For example, you can use mass add if 30 congregants all gave \$20 checks for Easter Lilies. All of these transactions are the same payment type (Check), fund (Easter Lilies), and amount.

When you mass add the contribution, you can select all contributors at once. However, if your transactions are for varying amounts, you must use single-entry.

Caution

It is easy to make a mistake with this option if you select **Ignore Confirmation**. Make sure you print a **Proof List** after using **Quick Entry** to verify your entries. You can then make any necessary corrections.

1. Sort your contributions by date, type, fund, and amount.
2. Under Manage Records, click the **Contributions** tab.
3. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
4. If you added the Quick Entry transactions to an existing batch:
 - Select the open batch
 - Click **Add/Edit Transactions**.
5. If you did not set up a batch for the Quick Entry transactions:
 - Click **Add/Edit Transactions**.
 - Click **Start New Batch** and enter the batch's information.
6. In the Add/Edit Transactions window, click **Quick Entry**.
7. In the Contributions Quick Entry window, select the **Gift Date, Pmt (Payment) Type, Transaction, Fund, Memorial / In Honor** (for contributions associated with Memorials), and **Amount** of the transactions to enter.
8. If all of your entries are of the same amount, enter this amount in the **Amount** field. If not, select **Varies**.
9. On the **Single Entries** tab, click **Find Person, Find Org, or Scan Check** to select your contributor.
10. Enter the contribution's **Amount, Reference #, Value of Service, and Comment**, if applicable, then click **OK**.
11. Repeat steps 9-10 to enter additional transactions. When you finish entering transactions, click **Close**

1. Sort your contributions by date, type, fund, and amount.
2. Under Manage Records, click the **Contributions** tab.
3. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
4. If you add the Quick Entry transactions to an existing batch:
 - Select the open batch
 - Click **Add/Edit Transactions**.
5. If you did not set up a batch for the Quick Entry transactions:
 - Click **Add/Edit Transactions**.
 - Click **Start New Batch** and enter the batch's information.
6. In the Add/Edit Transactions window, click **Quick Entry**.
7. In the Contributions Quick Entry window, select the **Gift Date, Pmt (Payment) Type, Transaction, Fund, Memorial / In Honor** (for contributions associated with Memorials), and **Amount** of the transactions to enter.
8. Click on the **Mass Add** tab.
9. Click **Select People** or **Select Orgs** to select contributors.
10. In the Selection window, use the arrows to **Add** and **Remove** contributors. After selecting all contributors, click **Close**.
11. In the Contributions Quick Entry window, enter the **Value of Service** and a **Comment**, if applicable, then click **OK**.
12. When the confirmation message displays, click **Yes** to generate transactions, then click **OK** to exit Quick Entry.

Using Online Giving Through Access ACS

Members can submit contributions online by using Online Giving through Access ACS. You can import these transactions into Contributions and post them just as you do checks and other transactions.

1. In the Access ACS login page, enter your user name and password.
2. Click **Sign In**.
3. Under **I Want To View...**, click **My Contributions**.
4. Click **Online Giving**.
5. Under **Fund Name**, in the drop-down list, select the fund you want to contribute to.
6. Under **Giving Amount**, enter the amount you want to contribute and click **OK**.
7. **Optional:** To contribute to another fund, click **Add**.
8. Click **Next**.
9. Enter your payment information and click **Submit Payment**.
10. A confirmation e-mail is sent to the e-mail address you provided.

Using the Check Reader

You can use the check reader to select a contributor when entering transactions.

Troubleshooting Tips

If nothing happens when you try to scan a check, here are some troubleshooting tips:

- Make sure the reader is hooked up correctly. If the scanner is hooked up to the mouse port instead of the keyboard port, it will not work.
- Move the scanner approximately 12 inches from the monitor. If the scanner sits too close to a monitor, the magnetic field could cause it not to scan.

1. Under Manage Records, click the **Contributions** tab.



2. Select **Enter/Post Contributions** from the drop-down list and click **Go** 3. In the Enter/Post Transactions window, click **Add/Edit Transactions**.

4. In the Add/Edit Transactions window, click **Add**.

5. Click **Scan Check**.

6. Insert the check into the check reader.

7. After scanning the check, enter the remaining contribution information, then click **OK**.

Importing Contributions

ACS has multiple ways to contribute online.

When you import online contributions, they are considered entered but not posted. You can also edit the contributions before posting them.

Importing Transactions from Abundant

When your contributors give through Abundant, you can import these gifts into Contributions. After importing, you can post them to Contributions and General Ledger, print the weekly register and General Ledger distributions, print receipts, and clear the weekly posting.

When you import transactions, **Unmatched Records** displays contributions from those who gave inside Abundant for the first time or don't have records inside ACS. You can match records to individuals or organizations inside Contributions, or create a new record for first-time contributors.

After you match the Abundant and ACS records, the contributor's gifts display under **Matched Records**. The next time you import, these records are automatically matched, and you can manage gifts on the individual or organization profile. If there's a mistake, you can reassign or unmatched records as well.

1. Under Manage Records, click the **Contributions** tab.

2. Select **Enter/Post Contributions** from the drop-down list and click **Go** .

3. Click **Import Transactions**, then **Abundant Import**. The Abundant Import window displays.

4. In the **Select Open Batch** drop-down list, select the batch in ACS you want to import the transactions to. If you haven't set up a batch yet, click **Start New Batch** to create one.

5. In the drop-down list, select a default **Payment Type**.

6. **Optional:** Enter a **Comment**.

7. Under **Unmatched Records**, select each unmatched record and click **Match Record to Individual** or **Match Record to Organization** to match the records to individuals and organizations in ACS.
8. Once all records have been matched, click **Import**.

Sometimes, a first-time contributor gives through Abundant and may not have a record inside ACS Contributions. When importing transactions and matching records, you can create a record.

1. Under Unmatched Records, select the contributor without an ACS record, then click **Match Record to Individual**.
2. When the Find Person window displays, click **Add New Family**.
3. The individual's contact information from Abundant displays. Enter any additional information, then click **Save**.
4. When you return to the Find Person window, click **OK**. The contributor's Abundant record is now linked with his or her new ACS record.



Separating Records

If you separate a head and spouse who each gave independently in Abundant but had combined Contributions gifts, Abundant assigns the gifts based on the original contributor. This means the head and spouse each receive their original posted Abundant gifts.

Missing Transactions?

You can ensure that prior Abundant transactions imported into [Contributions](#). When importing transactions, click **Advanced** to reset the start date. Abundant imports any missing transactions made on or after the date you select.

Comments

When importing transactions from Abundant, the import grid displays a **Comments** column. If a donor didn't enter a comment in Abundant, you can enter a comment that displays after importing and in Add/Edit Transactions. If a donor entered a comment in Abundant, it displays in the **Comment** field in the grid.

Importing Transactions from Access ACS

In Contributions, you can select batches of Access ACS transactions and import these transactions into ACS People Suite. After importing, you can easily post these transactions just as you post checks and cash contributions.

If you use Access ACS, you must print the Online Giving Report and import gifts from Access ACS before closing the year.

To import transactions from Access ACS

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go**.

3. Click **Import Transactions**, then **Access ACS Import**.
4. When the Access ACS Import window displays, you have two importing options: You can select the transactions you want to import in the **Date/Type** drop-down list. Or, you can select transactions by their Vanco Payment Solutions batch numbers in the **Vanco Batch** drop-down list. Any transactions that are missing batch information are grouped under the heading **Waiting On Batch**.
5. In the **Transaction Type** and **Payment Type** drop-down lists, select the appropriate options.
 - If you select **Gift with Description** for **Transaction Type**, contributors' comments are added. The transactions display in the grid, so you can decide which payment type to use. The
 - **Payment Type** defaults to the online payment type.
6. In the **Select Open Batch** drop-down list, select the batch you want to import the deposits into. To create a new batch, click **Start New Batch**.
7. Under **Not Selected for Import**, transactions not selected for import display.
 - To find out why a transaction was not selected for import, place your cursor over the **red flag**. To match and import a transaction, select the transaction and click **Match Record to Individual** or **Match Record to Organization**. Then, locate the contributor in the Find Person window and click **OK**.
8. Under **Selected for Import**, the transactions to be imported display. If you don't want to import a transaction, select the transaction and click **Deselect Record**. You can import these transactions at a later date.
9. To import the transactions, click **Import**.
10. After the transactions import, click **Close**. The batch totals reflect the imported transactions.

Additional Field Information

Select Open Batch– Selects the **batch** into which you want to import the transactions. If you didn't already set up a batch in ACS, click **Start New Batch**.

Select for Importing– Selects contributions to import into ACS.

Match Record to Individual– Matches a transaction not selected for import to a record in ACS People. You can also create a new record in ACS People for new contributors.

Match Record to Organization– Matches a transaction not selected for import to a record in Organizations. You can also create a new record in Organizations for new contributors. This option only displays for Organizations clients.

Import As Anonymous– A red flag displays in the grid for a contributor who had a record that was deleted in ACS. Click **Import As Anonymous** to include the gift with the anonymous giver.

Deselect Record– Clears a record. Deselected records do not import into Contributions, but you can import them at a later date.

Unmatch Record– Unmatches a matched record. When unmatched, the transaction displays under **Not Selected for Import** and you can match it to a record in ACS People or Organizations.

Reassign Record to Individual– Displays the Find Person window, where you can reassign the transaction to another individual's record.

Reassign Record to Organization– Displays the Find Organization window, where you can reassign the transaction to another organization's record. This option displays only if you own the Organizations module.

Vanco Import

As the online world grows, so does the number of online contributions to your church.

ACS has an import feature that speeds up the process.

Connect ACS to a Vanco Merchant Account

You need security rights to connect ACS to a Vanco merchant account. The security rights are tied to your ACS software login. This helps you control what staff members have access to your church's contributor information.

To connect your Vanco merchant account with Vanco Import

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go** . The Enter/Post Transactions window displays.
3. In the Setup Vanco Accounts window, click **Add**.
4. Enter the account information.
 - **Web API User Name and Password** – For accessing the Web API service that imports information from Vanco. Vanco assigned it to you when they approved your application. NOTE: It's different than your user name and password for the Vanco website,
 - **Active** – Selected by default and indicates that the account is active.
 - **Account Description** – Enter a descriptive name for the account. This can help you distinguish among multiple Vanco merchant accounts.
 - **Client ID** – Enter the account number that Vanco assigned to you when they approved your application.
 - **Last Imported On** – This date should be prior to the date of the first contribution to be imported. This date cannot be changed after you begin importing transactions from a Vanco account.
5. Click **OK**.
6. Click **Test Connection**. A message displays if the connection is successful.

To edit your Vanco merchant account's settings

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go** .
3. Click **Import Transactions**.
4. Click **Vanco Import**.
5. Click **Setup Accounts**.
6. Select the account, and click **Edit**.
7. Edit the account information, and click **OK**.

Import Online Contributions

To import online contributions

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go**.
3. Click **Import Transactions**. The Import Contributions window displays.
4. Click **Vanco Import**. The Vanco Gift Import window displays.
5. Before importing the transactions, you can filter the grids either by batch number or gift date. Click on one of the column headings to set the filter. Using the filter helps match imported batches to Vanco deposits. This is important for reconciling if Contributions are linked to your General Ledger.
6. To import the transactions, click **Import**.
7. After the transactions import, click **Close**. The batch totals reflect the imported transactions.


Online transactions processed by Vanco will import with the transaction type of "regular gift" and are considered *entered* – not *posted*.

Viewing and Printing the Online Giving Report

The Online Giving feature provides the Online Giving Report. The report provides a list of Online Giving transactions. You can filter the report by the date.




When non-members make contributions using the Online Giving feature, Access ACS does not download the contribution information to ACS. A user with appropriated rights must enter the outstanding contributions in ACS entered by any non-member. Member contributions are imported when you post contributions.

1. Log into your Access ACS account.
 2. Point to **Admin**, then click **Admin Reports**.
 3. Enter the date range in the **From** and **To** fields, or click  to select the dates from a calendar.
 4. From the **Show** drop-down list, select to display **Members and Non Members**, **Members Only**, or **Non Members Only** in the Online Giving Report.
 5. Click **Go**.
1. View the report.
 2. At the top of the page, click **Print**. The Print Preview page displays.
 3. On the Print Preview page, click **Print**. The Print dialog box displays.
 4. Click **Print**.

Importing Contributions from SpeedCheck

You can use SpeedCheck to scan checks and import them into the ACS Contributions module. When you import transactions, you can post them to the batch and date that you select in Enter/Post Contributions.

After you import transactions into Contributions, work with them just as you work with your other transactions by posting them to Contributions and General Ledger, printing the weekly register and General Ledger distributions, printing receipts, and clearing the weekly posting.

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go** .
3. In the Enter/Post Transactions window, click **Import Transactions**, then **ACS Speed Check**.
4. Click **Import Batches**.
5. In the **Select Batch** drop-down list, select the batch you want to import.
6. In the **Select Open Batch** drop-down list, select the batch in ACS you want to import the transactions to. If you haven't set up a batch yet, click **Start New Batch** to create one.
7. Under **Unmatched Records**, select each unmatched record and click **Match Record to Individual** or **Match Record to Organization** to match the records to individuals and organizations in ACS.
8. Once all records have been matched, click **Import**.

Importing Contributions Using File Import

You can import an electronic file from a bank that displays electronic fund transfers from contributors to church accounts. All records in the file will be imported as regular entries. They are considered entered but not posted. You can edit the entries before posting them if you need to make changes.


The import file can be a dBASE, Paradox, FoxPro, Comma Separated Value (CSV), or an ACH file. ACH payments are electronic, direct-deposit transactions from one account (the contributor) to another (your church or organization). The ACH file uses NACHA industry-standard record formats.

If a record does not import properly, click **Print Error Log** to print a list of the transactions that ACS cannot import. You can enter these transactions manually.

Note

Before importing contributions from an ACH file, you must enter the contributor's bank routing number and account information into ACS. For more information, see [Manually Entering Bank Account Information](#).

To import contributions using file import

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go** .
3. In the Enter/Post Transactions window, click **Import Transactions**, then **File Import**.
4. In the **File Type** drop-down list, select the file you want to import (dBase, Paradox, FoxPro; Comma Separated Values; or ACH).
5. In the **Select Open Batch** drop-down list, select the batch you want to import the transactions into. If you didn't create a batch yet, click **Start New Batch**.
6. In the **Gift Date** drop-down list, select the transactions' gift date.

Select the appropriate options for your import, then click **Import**. Some options may be unavailable, depending on the file type you are importing.

The following table lists the specifications for a dBASE, FoxPro, Paradox, or CSV (ASCII) import file. When creating a CSV file, the fields should appear exactly as they are in the table below. If additional

fields are added or existing fields rearranged, the file is not accepted when you try to import. For CSV files, the first record may be a header record.

Field	Length
Envelope Number	Up to 9 digits
Fund Code	Up to 12 characters (can be alpha, numeric, or an alphanumeric combination)
Amount	Up to 16 (13 digits, a decimal point, and two more digits, for example 999999999999.99)
Check Number	Up to 15 characters (can be alpha, numeric, an alphanumeric combination, or blank). If the field is left blank, enter a comma to separate the Amount field and Check Number field for proper import.

Additional Field Information

Select Open Batch - Select the batch you want to import the transactions into. If you haven't already set up a batch in ACS, click **Start New Batch**.

Gift Date - Select the date the contributions were given.

Omit First Record - Select if the file you are importing is a CSV file and the first record is a header.

Import all transaction codes - Select to import all detail lines from the ACH file, regardless of the transaction code. If cleared, only detail lines with a transaction code of 27 (Automated Payment for Checking Accounts) or 37 (Automated Payment for Savings Accounts) are imported.

Import Check Number - Select to import check numbers with the ACH file.

Check Number Starting Position - If importing check numbers, enter the column number where the check numbers start.

Fund - Click **Lookup** to select the fund you want to post the imported transactions to.

Select Payment Type - If your transactions are the same payment type (ACH, Check Card, Credit Card), select this option. Then, choose the payment type in the drop-down list.

Transaction Type - Click the drop-down arrow to select a transaction type.

Print Error Log - Click to print a list of transactions that ACS cannot import so that you can enter them manually.


Creating an ACH File for Direct Deposit Transactions

If you have direct deposit or ACH transactions in your batch, you must create an ACH file before posting deposits. You must enter transactions with a payment type of ACH for contributors who choose to give by automatic withdrawal. For example, if five contributors want to give by automatic withdrawal every week, you will need to enter an ACH transaction for each of these contributors every week for the amount they choose to give.

When you create an ACH file, you build a direct deposit file that contains these automated payments. After you create this file, you can upload it to your banking software or your bank's website for processing.

You may need to rename the file for your bank, and you need to add .TXT to the end as a file extension.

If a contributor does not have a valid account for withdrawal, the record is flagged in the grid and is not included in the ACH file until it has been corrected and reprocessed.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. Click **Create ACH File**.
4. In the **Select Open Batch** drop-down list, select the batch you want to create an ACH file for.
5. In the **Effective Entry** drop-down list, select the effective date of your ACH file.
6. Select the file format. If you do not select any options, ACS creates a nonbalanced ACH file.
 - **Balanced File** — Your bank may request a balanced file when uploading ACH transactions. A balanced file has an additional detail line that lists your organization's checking account information.
 - **Reversal File** — If you need to void an ACH transaction that you have sent to your bank, you can create a reversal file.
 - **Prenotification File** — Your bank may request a prenotification file to verify that your ACH transactions are in the correct format, especially when you begin using ACH.
7. Click **Process**. The ACH transaction types in the batch display in the grid. To change which entries display in the grid, right-click inside the grid and select **All Entries**, **ACH Entries**, or **Non-ACH Entries**.
8. To print an ACH Proof List, click **Print**. Review the ACH Proof List to ensure that all transactions are correctly represented and keep a printed copy of it with your records.
9. **Optional:** You can edit a transaction's withdrawal amount or delete a transaction.
 - To edit a transaction's withdrawal amount, select the transaction you want to edit, then click **Edit**.
 - To delete a transaction, select the transaction you want to delete, then click **Delete**.
10. After reviewing the Proof List and making any necessary changes, click **Create File** to create the ACH file.
11. Select the location where you want to save the ACH file.
12. Rename the file. Be sure to include .txt at the end of your file's name. When finished, click **Save**.



Note

Unless you specify the location for the ACH file, ACS gives the default name and saves the file in the ACSDATA folder.

You must add .txt to the end of the file for some banks to process it.

13. Click **OK**, then **Close**.

Verifying Entries



Before posting your transactions, we suggest printing the Proof List and Fund Total Recap to verify entries.

The Fund Total Recap displays separate totals for each fund and a grand total for all funds, and you can print it for open batches of transactions. The Proof List displays the batch information, transaction information, hash totals, money type totals, and a recap of the transactions you entered in Add/Edit Transactions.

Printing the Fund Total Recap

The Fund Total Recap displays separate totals for each fund and a grand total for all funds. You can print the Fund Total Recap for open batches of transactions. Printing and reviewing the Fund Total Recap is also helpful when determining the accuracy of your entries and fund allocations.

You can print the report for the funds you select or for every fund that has contributions in the selected batch, and you can also sort it by Fund Code or Description. The recap lists the batch's post date, batch number, the user who created the batch, the campus (if using multi-campus contributions), and the service (if applicable).

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. In the Enter/Post Transactions window, select the open batch you want to print a Fund Total Recap for, then click **Add/Edit Transactions**. You can also select the batch in the Add/Edit Transaction grid.
4. In the Add/Edit Transactions window, click **Fund Total Recap**.
5. Select the appropriate fund options for the recap.
 - **Code** — Select to sort entries by Fund Code.
 - **Description** — Select to sort entries by Fund Description.
 - **Selected Funds** — Select the funds that you want to include in the Fund Total Recap. Click **Select** to select the funds to include.
6. To preview the report before printing, click **Preview**, then **Print**.
7. To print the report without previewing, click **Print** .

Printing the Proof List

The Proof List displays the batch information, transaction information, hash totals, money type totals, and a recap of the transactions you entered in Add/Edit Transactions.

Before posting contributions, you should print and review the proof list to ensure that all transactions were entered correctly, allocated to the correct funds, and that the proof list totals match your batch's expected amount. It's also a good idea to keep a printed proof list for your internal records.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .

3. Click **Add/Edit Transactions**.
4. Select the batch or batches you want to include in the proof list, then click **Proof List**.
5. Select the report options
 - **Entry Order** — Select to print records in transaction order as entered.
 - **Envelope Number** — Select to print in envelope number order.
 - **Name** — Select to print in alphabetical order by full name.
 - **Select Funds** — Select to include only certain funds in your proof list.
 - **Print Distribution**— Select to print fund distributions for each transaction on your proof list. If cleared, a recap of fund totals prints rather than details for each gift you want to use. After selecting this option, you can also print Pledge or Project Detail, but not both.
 - **Print Pledge Detail** — Select to print the pledge status (Current, Arrears, Overpaid) for gifts associated with pledges.
 - **Print Project Detail** — Select to print project information if a gift is associated with a project. To select this option, you must select **Use Project Codes** on the Configuration tab in Contributions Setup.

Posting a Deposit

After you check your transactions for accuracy and make any corrections, it's time to post the transactions.

Posting transactions permanently saves the gifts in each contributor's record. You can post a single batch of transactions or select multiple batches to post. You can only post your current batches unless you have rights to post all users' batches on the **Security** tab in Users and Security.



After a transaction is posted, you cannot edit or delete it. This limitation provides an accurate audit trail, which is critical to sound accounting practices. If you find an error in a posted transaction, you must void and re-enter it with the correct information.

You can also post gifts to the General Ledger, if Contributions is interfaced with it. When you post to the General Ledger, you apply the contribution totals, not including non-cash gifts, to the appropriate G/L accounts. If Automatic Fund Balancing is set up in General Ledger and funds cross when posting contributions to General Ledger, ACS automatically makes the balancing transactions in General Ledger, ensuring that both your General Ledger and Contributions funds balance. Non-cash gifts do not post to the General Ledger.



Note

Beginning with Version 11.0, you no longer have to clear transactions after posting.

1. Under Manage Records, click the **Contributions** tab.
 2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
 3. In the Enter/Post Transactions window, click **Post Deposit**.
 4. In the **Select Open Batch** drop-down list, select the batch(es) you want to post. To edit a batch's details, such as its posting date or description, click **Edit**.
 5. If you do not want to post the batch to the General Ledger, select **Skip Posting to GL**.
 6. If you have not already printed the proof list, click **Proof List** to print it, then compare the proof list with your expected totals. You can also click **GL Distribution List** to print the GL Distribution List.
 7. To view or edit a transaction's details before posting, select the transaction and click **View**. Or, to delete a transaction because it was entered in error, select the transaction and click **Delete**.
 8. After comparing your batch total to your expected total and printing both the Proof List and GL Distribution List, click **Post Deposit**.
 9. In the Ready To Post Deposit window, select the appropriate posting options, such as the **Posting Date**, **GL Month and Year**, and **GL Source**.
 10. Enter a **Deposit Reference Number** to track the deposit, or select **Use Posting Date** to track the deposit by posting date.
 11. Enter your deposit's **Description**, then click **OK**.
 12. When the confirmation message displays, the deposit is posted. Click **OK**.
-
1. Under Manage Records, click the **Contributions** tab.
 2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
 3. In the Enter/Post Transactions window, click **Post Deposit**.

4. In the **Select Open Batch** drop-down list, select the batch(es) you want to post. To edit a batch's details, such as its posting date or description, click **Edit**.
5. If you did not print the proof list, click **Proof List** to print it, then compare the proof list with your expected totals.
6. To view or edit a transaction's details before posting, select the transaction and click **View**.
7. To delete a transaction because it was entered in error, select the transaction and click **Delete**.
8. After comparing your batch total to your expected total and printing all proof lists, click **Post Deposit**.
9. In the Ready To Post Deposit window, enter a **Deposit Reference Number** to track the deposit, or select **Use Posting Date** to track the deposit by posting date.
10. When the confirmation message displays, the deposit is posted. Click **OK**.

Additional Field Information

If your Contributions module is not [interfaced with the General Ledger](#) or you are not posting to the General Ledger, only the **Deposit Reference #** field displays in the Ready to Post Deposit window.

Skip Posting to GL

If you do not want to post your deposit to the General Ledger (For example, entering beginning balances already reflected in General Ledger), select this option.

Posting Date

This date defaults to the current date, but if you want to change it, select another date in the list.

GL Month/Year

If posting to General Ledger, use the arrows to select the month and year you want to post to. This defaults to the current month and year.

GL Source

In the drop-down list, select the General Ledger source account.

Deposit Reference #

Enter a deposit reference number to track the deposit or select **Use Posting Date**. The reference number defaults to the next reference number, depending on the selected GL Source.

Description

Enter your deposit's description.

Posting Tips

Here are some posting tips to remember when using ACS Contributions.

Loose Change

Loose change is coin or paper money that cannot be traced to a specific contributor. You have two options to deal with loose change gifts:

- Keep track of loose change "on the side"; that is, not in the ACS Contributions module. This money is not entered into Contributions but instead is entered directly into your Financial Accounting software. In
- People, create a fictitious family, such as Mr. and Mrs. Loose Change. This family may be given an envelope number (many organizations give them a high number to differentiate them from real members). No address is necessary. Each week, all loose change is entered under Mr. and Mrs. Loose Change. This way loose change does not have to be entered into Financial Accounting software separately and it makes balancing easier if the tape total shows loose change. Be sure to deactivate their People record (not their Contribution record) so that Mr. and Mrs. Loose Change do not print on people reports.

Posting Dates



You can post contributions for any day of the week. However, some reports and statements list contributions on a weekly basis instead of a daily basis. Gifts given mid-week are associated with the previous Sunday, except for gifts given during the first few days of the month before a Sunday has occurred. These gifts are associated with the first Sunday of the month.

Printing Transaction Reports

Printing the Vanco Bank Report

If you import gifts from Access ACS and PDSConnects or Vanco you can print the Vanco Bank Report to reconcile these gifts to the Vanco batch reports.

You can right-click within the Vanco Bank Report window and click customize to select the fields you want to display. This only affects the fields that display in the window, not the fields that print on the report. The report prints the envelope number, contributor's name, fund number, fund description, and amount for each transaction. It also prints the batch number, deposit date, batch total (dollar amount), number of transactions, and the totals for each fund. You can print this report by the Deposit Date or Vanco Batch Number, and you can sort this report by entry order, envelope number, or by name (alphabetical order).



1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. In the Enter/Post Transactions window, click **Vanco Bank Report**.
4. In the Vanco Bank Report window, under **Posting Period**, select to search by **Deposit Date** or **Vanco Batch Number**.
5. In the drop-down list, select the **Deposit Date** or **Batch Number** you want to print the Vanco Bank Report for.
6. To print transactions entered by other ACS users, select **All Users**.
7. Under **Print Options**, in the **Sort By** drop-down list, select to sort transactions by **Entry Order**, **Envelope Number**, or **Name**.
8. To include voided transactions, select **Include Void Transactions**.
9. To preview the Vanco Bank Report before printing, click Preview then **Print** . To print the Vanco Bank Report without previewing, click **Print**.

Printing Contributions Receipts

While you can (and should) print tax statements at the end of the year, some contributors may need a receipt sooner. The Print Receipts option allows you to give a written copy of any posted gifts that a contributor made for a specified post date or deposit. If a contributor has multiple gifts for the date range or deposit selected, a combined receipt prints.

You have the option to display the default tax message about religious benefits on the receipts. If a contributor plans to use a receipt for tax deduction purposes, including this message is an IRS requirement.

You can print receipts by Deposit Reference Number, Post Date, or Batch Number. If you want to print only one receipt, you can also view a transaction's details and print an individual's receipt.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. In the Enter/Post Transactions window, click **Print Receipts**.
4. In the Print Receipts window, select to search by **Deposit Ref #**, **Post Date**, or **Batch Number**.
5. In the drop-down list, select the **Deposit Ref #**, **Post Date**, or **Batch Number** you want to print receipts for. To display postings from all ACS users in your organization, select **All Users**.
6. Under **Print Options**, select **Name** or **Envelope Number**, depending on how you want to sort the receipts. Transactions are automatically sorted by date.
7. To filter the receipts by fund, select **Select Funds**, then click **Select** to choose which funds you want to filter by.
8. To print the fund description and year-to-date total for each fund, select **Print Fund Summary**. To include the total pledge, prepayments, and pledge balance amounts for each fund in the fund summary section, select **Print Pledge Information**.
9. To display the tax message about religious benefits, clear the **Hide Message** check box.
10. To hide the site information that appears in the upper-left corner of the printed receipts, select the **Hide site information** check box. With the site information out of the way, you can use your letterhead to print the receipts.
11. **OPTIONAL:** To print a message on all receipts, enter the message in the **Comment** field.
12. Select the **Print Date** that you want to display on the receipt. By default, the current date prints.
13. Select the gifts you want to print receipts for:
 - Select **Unprinted** to display all gifts for which a receipt was not printed.
 - Select **Printed** to display all gifts for which a receipt was printed.
 - Select **All** to display all gifts for the selected **Deposit Reference Number** or **Post Date**.
 - To print receipts only for gifts selected in the grid, select **Use Selection**, then select the gifts. To select multiple gifts, press CTRL and select each gift.
14. To preview the receipts before printing them, click **Preview**, then **Print** . To print the receipts without previewing them, click **Print**.

Printing the Deposit Ticket Listing

After posting a deposit, you can print the Deposit Ticket Listing.



The Deposit Ticket Listing prints the information required on most bank deposit tickets. It lists the reference number and amount for all transactions except for Beginning Totals and Non-Cash Gifts. The report lists totals for all transaction types (selected when entering the transaction), and for checks, the report lists the contributor's name. To locate transactions to print on the report, you can search by Deposit Reference Number, Post Date, or Batch Number.

At the bottom of the report, you'll find **Money Type Totals**, which lists each transaction type (ACH, check, check card, cash, online, etc), along with the amount given and number of transactions for each type. You can print the listing in the order entered or sort by reference number. You can also print the contributor's name and filter by payment types.



Note



ACS Technologies does not sell pre-printed deposit ticket forms, but you can print this form and staple it to your deposit ticket

1. Under Manage Records, click the **Contributions** tab. 
2. In the drop-down list, select **Enter/Post Contributions** and click **Go**
3. In the Enter/Post Transactions window, click **Deposit Ticket Listing**.
4. Under **Posting Period**, select to search for deposits by **Deposit Ref #**, **Post Date**, or **Batch Number**.
5. In the drop-down list, select the **Deposit Ref #**, **Post Date**, or **Batch Number** you want to view deposits for. To view posts from all ACS users, select **All Users**.
6. In the **Sort by** drop-down list, select to sort the listing by **Reference Number** or **Entry Order**.
7. To filter the list by payment type, select **Select Payment Types**, then click **Select** to choose the payment types.
8. To display your contributors' names on the listing for those who gave by check, select **Print Name for Checks**. To display names of contributors who gave by other payment types, including cash, select **Print Name for All Types**.
9. To exclude voided transactions, select **Exclude Void Transactions**. Otherwise, an asterisk denotes voids.
10. To preview the listing before printing, click **Preview**. In the Preview window, click **Print**  to print the listing.
11. To print the deposit ticket listing without previewing, click **Print**.

Printing the GL Distribution List

If ACS Contributions is interfaced with ACS General Ledger, you can print the General Ledger (GL) Distribution List for your records.

The GL Distribution List displays the Fund Code, Description, and Pledge Account for each transaction in a batch. It also displays the Check and Offset accounts from General Ledger as well as the amount distributions in both Contributions and General Ledger. You can also select specific funds to print on the list, sort the funds by Code or Description, or print the report in Landscape or Portrait orientation.

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go** 
3. In the Enter/Post Transactions window, click **Post Deposit**.
4. In the **Select Open Batch** drop-down list, select the batch(es) you want to print the GL Distribution List for.
5. Click **GL Distribution List**.
6. In the Contributions - Print GL Distribution List window, select to sort funds by **Code** or **Description**.
7. Select to print the report in **Portrait** or **Landscape** orientation.
8. **Optional:** Select **Select Funds**, then click **Select** to choose specific funds to print on the list.
9. To preview the GL Distribution List before printing, click **Preview**, then **Print** 
10. To print the GL Distribution List without previewing, click **Print**.



Printing the Weekly Register

The Weekly Register lets you print a report of weekly postings. You can filter it by Deposit Reference Number or a Post Date range.

We suggest printing and retaining a hard copy of this report after each posting. If you make corrections after printing the Weekly Register, you must print another Weekly Register. The second Weekly Register contains only the changes and must be attached to the original Weekly Register so that your records are accurate.

You can customize how transactions print on the Weekly Register. By default, transactions are grouped by post date, which prints and totals all batches entered for a single date together. To print all batch header information at the top of the report, then group all transactions (regardless of post date) together with a single total, clear **Group by Post Date**.

To locate transactions to print on the report, you can search by Deposit Reference Number, Post Date, or Batch Number. You can also sort and print the report in entry order, envelope number order or alphabetical order (full name). And, you can print the transaction type and filter and print specific funds.


1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. In the Enter/Post Transactions window, click **Weekly Register**.
4. In the Weekly Register window, under **Posting Period**, select to search by **Deposit Ref #**, **Post Date**, or **Batch Number**.
5. In the drop-down list, select the **Deposit Reference Number**, **Posting Date**, or **Batch Number** you want to print the Weekly Register for.
6. To print transactions entered by other ACS users, select **All Users**.
7. Under **Print Options**, in the **Sort By** drop-down list, select to sort transactions by **Entry Order**, **Envelope Number**, or **Name**.
8. To filter the report by fund, select **Select Funds**, then click **Select** to choose which funds to print.
9. To print and total all batches entered for a single date together, select **Group by Post Date**. To print all batch header information at the top of the report, then all transactions together with a single total, clear the option.
10. To exclude voided transactions, select **Exclude Void Transactions**. Otherwise, an asterisk denotes voids.
11. To preview the Weekly Register before printing, click **Preview**, then **Print** . To print the Weekly Register without previewing, click **Print**.

Using the Contributions Filter

The Contributions Filter lets you locate specific transactions or groups of transactions in posted or unposted batches. You can filter based on contributor, batch information, text, transaction statuses and types, and transaction information. After filtering, the transactions that match your criteria display in the Add /Edit Transactions window, so you can edit, view, delete, or void them, if necessary.

The Contributions Filter is helpful if you need to void, correct, or delete a transaction, or if you print statements or receipts and find a discrepancy. For example, you print quarterly statements for your contributors and find a mistake, such as an incorrect amount or fund allocation. Using the Contributions Filter, you can filter transactions by contributor, then by amount or fund, to find and void the incorrect transaction.

You can also use the Contributions Filter to edit batch information for posted batches.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. In the Contributions - Enter/Post Transactions window, click **Add/Edit Transactions**.
4. In the Add/Edit Transactions window, select **Advanced Filter**, then click **Select**.
5. In the Contributions - Filter window, select or enter the criteria you want to filter by. You can select as many or as few criteria as you want. However, if you want to locate a specific transaction, it may be easier to find your transaction if you select more criteria.
6. After selecting criteria, click **OK**. The filtered results then display in the Add/Edit Transactions window.

Additional Field Information

Contributor Information

- **Envelope #** — If you know the contributor's envelope number, enter it here. If you selected the contributor in Find Person or Find Org, the envelope number displays.
- **Find Person** — Click to select the contributor you want to filter by. After selection, the contributor's name and address display.
- **Find Org** — Click to select the contributing organization you want to filter by. After selection, the organization's name and address display.

Batch Information

- **Batch** — To filter by batch number, enter the number.
- **Post Date** — Enter the post date range you want to filter by. This is helpful if you do not know the exact date a transaction was posted, but know other details about it.
- **Service** — To filter by service, select the service to display in the drop-down list.
- **Campus** — If using multi-campus contributions, select the campus to filter by in the drop-down list.
- **Deposit** — Enter the deposit's reference number.

Transaction Status/Types

- **Status** — Select the transaction status you want to filter by (Posted, Returned, Unposted, or Voided).
- **Payment Type** — Select the payment type you want to filter by.
- **Transaction Type** — Select the contribution's transaction type in the drop-down list.

Transaction Information

- **Gift Date** — To filter by a gift's date range, select or enter the date range.
- **Ref** — To filter by a transaction's reference number, enter a range of numbers. This is helpful for check contributions because you can locate a transaction associated with a particular check.
- **Amount** — Enter a range of amounts to filter by.
- **Funds** — To filter by specific fund, select **Fund**, then click **Select** to choose the funds you want to filter by.
- **Projects** — To filter by specific project, select **Project**, then click **Select** to choose the projects you want to filter by.

Text/Value

- **Value** — To filter for specific values of Gifts for Item of Value transactions, enter a range of values.
- **Comment** — To filter by comment, enter the transaction's comment.
- **Case Sensitive** — Select to apply a case-sensitive filter for the text.
- **Exact Match** — Select to display only exact text matches.
- **Contains** — This option applies to the comments field. When you select this option, the filter returns transactions with comments containing the words entered. When this option isn't selected, the filter returns transactions with comments that only begin with the words entered.

Voiding Transactions

After posting a transaction in Contributions, you cannot delete it, but you can void it, which is helpful if you accidentally post a gift to the wrong contributor or for the wrong amount. Unless you have security rights to **Edit All Users Transactions**, you can only void transactions you entered.


You must void transactions one at a time, and when you do, the transaction amount displays in the void window (you cannot edit the amount), and the transaction's status is changed to **Void** in Contributions. You do not have to enter a negative transaction to correct Contributions entries.

You can also use the Contributions Filter to search for voided transactions, and you can print a Void Report in Contributions List Reports. Voided transactions do not display on statements, however, you can select whether or not to display returned transactions on statements.

Interfaced with ACS General Ledger?

If you are interfaced with the General Ledger, a reversing entry posts when you void a transaction unless you opt to skip posting it to the General Ledger. In General Ledger, the transaction is posted as a negative credit to income and negative debit to checking for the fund accounts that you originally posted to.

If you're voiding a transaction because it was posted to the incorrect contributor, you can skip voiding it in General Ledger, but if you're voiding a transaction posted to the wrong fund or for the wrong amount, you should post the void to GL since it affects fund totals.


1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. In the Enter/Post Transactions window, click **Add/Edit Transactions**.
4. In the Add/Edit Transactions window, select **Advanced Filter** to locate the transaction you want to void.
5. In the Contributions Filter, enter or select the transaction's criteria, then click **OK**. To learn more, see Using the Contributions Filter.
6. In the grid, select the transaction you want to void, then click **Void**.
7. When the confirmation message displays, click **Yes**.
8. In the Contributions - Post Void window, select the **Post to Original Date/Deposit#** check box and the program will enter the correct void date.
9. If you do not need to void the transaction in General Ledger, select **Skip posting to GL**. For example, you would select this option if the original transaction was not posted to General Ledger. This is also helpful when a gift was posted to the wrong contributor and does not necessarily need a reversing entry in the General Ledger, or if the fund correction was already made in General Ledger with a journal entry.
10. If the transaction was posted to the General Ledger:
 - Select to track the deposit's void by **Deposit Reference #** or select **Use Posting Date**.
 - Select the **Posting Period** month and year.
 - In the drop-down list, select the **Void Transaction Source**.
 - Enter a **Void Explanation**.

11. Click **Post Void**.

Returning Transactions

If your bank notifies you that a check, online, or ACH gift has been returned due to insufficient funds, you must return the transaction in Contributions.

When you return a transaction in ACS, the gift's status changes to **Returned**. For tracking purposes, the return transaction has the same reference number as the original payment.

1. Under Manage Records, click the **Contributions** tab.
2. In the drop-down list, select **Enter/Post Contributions** and click **Go** .
3. In the Enter/Post Transactions window, click **Add/Edit Transactions**, then select **Advanced Filter**.
4. To find the gift that you want to return, enter your gift's criteria in the Contributions Filter, then click **OK**.
5. In the grid, right-click on the gift you want to return, then select **Return**. Or, view the transaction and click **Return**.
6. When the confirmation message displays, click **Yes**.
7. In the Contributions - Return Transaction window, select **Post to Original Batch/Deposit**.
8. If the original transaction was posted to the General Ledger:
 - Select the **GL Month/Year** to post the return transaction to.
 - To track the deposit, enter a **Deposit Reference #** or select **Use Posting Date**.
 - Select the **Return Transaction Source**.
 - Enter a **Return Explanation**.
9. If the transaction was not posted to the General Ledger:
 - Select **Skip Posting to GL** if you do not want to post the return to GL.
 - Enter a **Deposit Reference #** or select **Use Posting Date**.
10. Click **Post Return** to post a return transaction.

Additional Field Information

Posting Date

In the drop-down list, select the return transaction's posting date. This defaults to the current date.

GL Month/Year

Select the General Ledger month and year you want to post the return transaction to.

Skip Posting to GL

Select if you do not want to post the return transaction to the General Ledger (For example, if the original transaction was not posted to General Ledger).

Deposit Reference Number

This field lists the next deposit reference number.

Return Transaction Source

Select the source to return the transaction from in General Ledger.

Return Explanation

Enter an explanation for the return transaction.

Amount

This field displays the amount of the transaction that is returned. You cannot edit this amount.

Weekly, Monthly, and Quarterly Procedures

Weekly Procedures

The following procedures should be completed at the end of each week:

1. Complete the Enter/Post process.
2. Print a Weekly Register.
3. Make a Backup of your ACS People data.

Monthly Procedures

The following procedures should be completed at the end of each month:

1. Complete the Enter/Post process for the last week of the month.
2. Print a Monthly Posting Register.
3. Check the monthly report totals. If they do not match, make any necessary corrections.
4. Make a Backup of your ACS People data.

Quarterly Procedures

The following procedures should be completed at the end of each quarter:

1. Be sure all weekly and monthly routines are complete.
2. Print quarterly statements.
3. Make a Backup of your ACS People data.

Contributions Reports and Statements

The ACS Contributions module has many reports and statements you can print, preview, or export for use in another program.

The ACS Contributions module includes a variety of reports: list reports such as the Contributor Listing or the Gift Detail Listing, statement reports you can mail to your contributors such as the Flex Statement or the Charitable Contributions Report, and statistical reports such as the Pledge Gift Comparison Report or the Summary Gift Totals by Individual report.

You can also generate several extracts, including the Access ACS Plain Paper Statement Extract, Charitable Contributions Extract, and the NCS (National Church Supply) Envelope Service Extract.

Working with the ACS Reports Window


In the ACS Reports window, you can customize, preview, and print reports. To help you determine which report will best suit your needs, sample reports display in the preview pane.

You can also perform a search, which you can use to determine which results display in your reports. To

perform a search, click **Searches**  .

You can even minimize the ACS Reports window and work in other areas of ACS, including other modules. However, if you post attendance or contributions, or update information included in the reports you're working with, you'll need to refresh the report to include those postings or changes in the report(s).

In the upper sidebar, you can expand and collapse the report categories to view the available reports for the module you are working in. In addition, if you have saved reports, these reports also display in the upper sidebar, so you can select and customize them as well.

To close the sidebar, click **Close**  at the top of the sidebar. To display the sidebar after closing it, click

People Reports  .

In the lower sidebar, you can also **Customize**, **Preview**, or **Print** the report. This pane also displays the report's description and **Title**. You can customize the title that displays in your report's heading.

In addition, you can select to use your latest search results when customizing and previewing reports. For example, if all of the reports you work with are based off of data in your last search results, select **All ways use Last Search Results**, and each report you preview will contain data from those search results.

Or, to use the report's setting under Search Results on the **Report Options** tab, select **Use Report Setting for Search Results**. You can also change this setting as needed. To learn more, see Searching within the ACS Reports Window.

The preview pane displays a sample report. Even though the sample report contains mock data, it displays how the report looks when generated. After you customize your report, the preview pane displays your customized report as it looks when printed or saved.


Contributions Reports- The General Tab

The General Tab displays a report description for each report and allows you to select the report's date range.

When saving a report, you can add or edit information to assist your staff by using the General tab in Reports. This lets you share printing tips, share information about commonly used reports, or explain why certain reports are important to your organization.

Useful Information


Changes to the General Tab revert if you close the report without saving.

1. Under Searches and Reports, click the **Reports** tab. 
2. In the drop-down list, select **Contributions Reports** and click **Go**
3. On the upper sidebar, select the report that you want to work in.
4. Click **Customize**.
5. On the **General** tab, click **Edit**.
6. Enter the information you would like to display on the General tab, and then click **OK**.

Customizing Contributions Reports



You can customize your reports to fit the needs of your church, school, or organization. For example, you can customize how an individual or family's name displays on the report or customize the report to include deactivated contributors, selected fields, or display gifts for a specific date range. View a list of customization options on the Report Options tab.

After customizing, you can make changes to the font and page setup.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **Contributions Reports** and click **Go** 
3. On the upper sidebar, select the report that you want to customize and click **Customize**.
4. Under **Report Title**, enter the text to display on the report in the **Title** field. If the report title is not changed, the report's title in ACS People Suite will be used.
5. In the **Print Date** drop-down list, select the date to print on the report. If no date is selected, the current date will be used.
6. On the **Report Options** tab, select the appropriate options. The items available will vary depending on the report.
7. Click **Preview** to display the report. The report reflects the options you selected when customizing it.



Contributions Reports - Page Setup

You can specify the way your reports display using the **Page Setup** option. In Page Setup, you can customize the margins on a report, change the size and orientation of the paper, and select a printer for your report.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **Contributions Reports** and click **Go** 
3. On the upper sidebar, select the report that you want to save.
4. Click **Preview**.
5. To make changes to a report prior to changing the page set up, click **Customize**. On the **Report Options** tab, select the appropriate options to customize your report, then click **Preview**.
6. Once the report opens, click **Page Setup** 
7. Select the options you would like to set up in your report and click **OK**.



Copying a Contributions Report to the Clipboard

You can send pages from your reports to individuals who might not have access to ACS using the Copy Page to Clipboard feature. You can copy, then paste a specific page from your report into other software, such as Microsoft® Word or into an e-mail.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **Contributions Reports** and click **Go** .
3. On the upper sidebar, select the report that you want to work in and click either:
 - o **Preview** to view the report as is or
 - o **Customize** to make changes to the report before previewing it.
4. On the **Report Options** tab, select the appropriate options for your report and click **Preview**.
5. On the toolbar at the top of the open report, click **Copy Page to Clipboard** .




Printing a Contributions Report

You can print reports to share information with other people in your organization or to have a hard copy of your information for filing purposes.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **Contributions Reports** and click **Go** .
3. In the upper sidebar, select the report you want to print.
4. Select **Preview** or **Customize** to either view or make changes to the report prior to printing.
5. After you're finished making changes, click **Print** .
6. In the Print window, select the page or pages you want to print. To select a range of pages within a report, enter the first and last page number in the **Pages** field.
7. Select the number of copies to print and click **OK**.

Exporting a Contributions Report

You can export ACS reports to various other file formats, including Adobe Acrobat documents, Microsoft® Excel documents, Report Emulation Text files, Rich Text Word documents, graphics files, and HTML documents. When a file is exported, it is saved electronically on your computer or network.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **Contributions Reports** and click **Go** .
3. On the upper sidebar, select the report that you want to export and click **Customize**.
4. On the **Report Options** tab, select the appropriate options to display on the report and click **Preview**.
5. When the report displays, click **Print** .
6. In the printer dialog box, select **Print to File**.
7. Select the file's **Type** in the drop-down list.
8. In the **Where** field, click **Lookup**  to select the file's destination on your computer or network. Or, enter the file's destination.
9. Click **OK**.

10. Depending on the selected format type, a Setup box may display. If so, make your selections and click **OK**.

You can choose from the following file formats when creating an export:




Format	Use
Text File	Can be edited with a text editor or used to import into another program.
Report Emulation Text File	Can be viewed as a text editor.
Lotus File	For use with Lotus 1-2-3.
Quattro File	For use as a Quattro Pro spread sheet.
Excel File	For use as an Excel spread sheet.
Graphic File	Saves as a bitmap (.bmp) or JPEG (.jpg) for use in graphics.
HTML File	Hypertext Markup Language. For use as a web page.
CSS2 File	Cascading Style Sheet. Similar to an HTML File, but with more complex coding. Provides a cleaner look than HTML for more graphical reports.
RTF File	Rich Text File. Can be edited with a word processor.
PDF File	Portable Document Format. Read-only file that can be viewed with the Adobe Acrobat Reader (freeware).

Exporting Contributions Reports as Rich Text Documents

When you export a report as a Rich Text Document, you can open the file in Microsoft® Word, allowing you to customize the report's appearance even more.

When you open the export in Word, you can change the report's appearance by italicizing the headings; changing the font color of required fields; or adding a graphic, such as your church, school, or organization's logo.

Customizing your report's appearance is optional and does not affect the data that displays.



1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **Contributions Reports** and click **Go** .
3. On the upper sidebar, select the report that you want to export and click **Customize**.
4. On the **Report Options** tab, select the appropriate options to display on the report and click **Preview**.
5. When the report displays, click **Print** .
6. In the printer dialog window, select **Print to File**.
7. In the **Type** drop-down list, select **Rich Text Document**, and in the **Where** field, click **Lookup**  to select the location on your computer or network to save the export.

8. Click **OK**.
9. From the RTF Export Setup window, make the appropriate selections and click **OK**.
10. Navigate to the location where you saved the export and double-click to open the file. It will open in Word.
11. Make the desired changes in Word and save the file.

Refreshing a Contributions Report

You can refresh a report to show the most current data entered into your ACS system. This can be helpful if you have multiple people working in ACS at the same time or if you have to step away from your work for an extended period.



In addition, if you minimize the reports window and make changes such as posting contributions, editing an individual's profile, or posting attendance, you can refresh the report to display the information that you entered or changed.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **Contributions Reports** and click **Go** .
3. On the upper sidebar, select the report that you want to work in and click **Customize**.
4. On the **Report Options** tab, select options to customize your report.
5. Click **Preview**.
6. At any time while you are working in a report, you can refresh the report by clicking **Refresh** .

E-mailing Contributions Reports



You can e-mail a report after customizing and previewing it.

E-mailing reports to others in your church, school, or organization can cut costs and save paper. It's also a good idea for leaders who may work outside of your office. Reports can be e-mailed as Adobe Acrobat documents, Microsoft® Excel documents, Rich Text documents, and Report Emulation Text Files. These documents can then be opened in programs such as Word or Open Office.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **Contributions Reports** and click **Go** .
3. On the upper sidebar, select the report you want to e-mail and click **Customize**.
4. On the **Report Options** tab, select the appropriate options for your report and click **Preview**.
5. On the toolbar, click **Email Report**  and select the report format in the drop-down list.
6. If you're e-mailing the report as a PDF, Microsoft Excel, or Rich Text Word document, select the appropriate page range and formatting options in the Setup window and click **OK**. Otherwise, go to the next step.
7. In the Choose Profile window, select your e-mail provider in the **Profile Name** drop-down list. If you'd like to set this as your primary e-mail provider, click **Options** and select **Set as default profile**.
8. Click **OK**. An e-mail message with your report attached displays.

Creating a PDF of a Contributions Report

Saving a report as a PDF allows you to send a report to people who may not have access to ACS. The PDF version is formatted exactly as it displays in ACS and is a read-only document.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **Contributions Reports** and click **Go** .
3. In the upper sidebar, select the report that you want to work in and click **Customize**.
4. On the **Report Options** tab, select the appropriate options for your report and click **Preview**.
5. When your report displays, click **Print Report** .
6. Select **Print to File**.
7. From **Type**, select **Adobe Acrobat Document** from the drop-down list. From **Where**, select the file location and give the PDF report a name.
8. Click **OK**.
9. On the PDF Export Setup menu, make the appropriate selections.
10. Click **OK**.

Access ACS Plain Paper Statement Extract

The Access ACS Plain Paper Statement Extract lets you upload contribution records to Access ACS.

The extract creates a detailed file of gifts for each contributor that is included when you upload to Access ACS. This statement file contains prepayments made in previous years and is always based on a calendar year. It features a return address field, and the option to upload pledge information and fund summary. Statements display on the individual's Access ACS record until you extract or upload them again.

You can select an unlimited number of funds. The fund summary lists the total gifts, total pledge, prepayments made in previous years, and the pledge balance by fund, but does not include funds with zero amounts.

After uploading this extract, contributors can print the **Plain Paper Statement** report in Access ACS.



The Access ACS Plain Paper Statement Extract meets the **IRS requirements** for reporting charitable gifts. It provides a detailed list of contributions, and acknowledges the IRS requirements for reporting non-cash gifts, items-of-value gifts, and contributions totaling \$250.00 or more in one day.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **Contributions Reports** and click **Go** .
3. Under **Contributions**, expand the **Extracts** report type.
4. Select **Access ACS Plain Paper Statement Extract** and click **Customize**.

5. Under **Title**, enter the title that you want to display on your statements, for example, Year-End Giving Statement.
6. On the **General** tab, select the date range.
7. On the **Report Options** tab, in the **E-mail Type** drop-down list, select the e-mail type to extract statements for. If you select **Preferred E-mail?**, you may still want to select an E-mail Type. If the record does not have a preferred e-mail address, ACS uses this e-mail type.
8. To generate statements for contributors regardless of what their send statement by option is set to, select **Ignore Send Statement Flag**.
9. Click **Extract**.
10. A message displays confirming the export is complete and asks if you want to print a report that lists records without e-mail addresses. To print a list of invalid e-mail addresses, click **Yes**.

Creating a Charitable Contributions Extract

With the **Charitable Contributions Extract**, you can create an extract to print your **Charitable Contributions Statements** using the ACS Central Fulfillment Service.

For standard mail, the file name must begin with CT. For first class mail, the file name must begin with CF. The file name must also contain your six-character site number and a two-digit number for the month being extracted. For example, CT8888806, CT. Enter this file name on the Report **Setup** screen.

The extract includes all information that currently prints on the **Charitable Contributions Report**, located under **Statements** on the Contributions **Reports** menu. This includes a weekly gift amount for a selected period, including month-to-date and year-to date totals. It also includes an analysis of Contributions by fund for which you determine the information that prints. You can select from Period-to-Date Gifts, Total Pledge, Pledge Balance, Pledge-to-Date, Pledge-to-Date Balance, and Prepayments made in previous years to a current pledge.

1. Under Searches and Reports, click the **Reports** tab.
2. Select **Contributions Reports** from the drop-down list and click **Go**.
3. Under **Contributions** in the upper sidebar, expand **Extracts**.
4. Select **Charitable Contributions Extract** and click **Customize**.
5. On the **General** tab, select the date range.
6. On the **Report Options** tab, select each option you want to include.
7. Enter a file name in the **Filename (Req)** field. For standard mail, the file name must begin with CT. For first class mail, the file name must begin with CF. The file name must also contain your sixcharacter site number and a two-digit number for the month being extracted. For example, CF8888806.
8. Click **Extract**. ACS builds the extract file.
9. Select a directory to store your extract file and click **OK**.

1. Go to the ACS Client Portal.
2. Click **Special Services**, then click **Fulfillment Services**.
3. At the bottom of the website, click **Fulfillment File Upload**.
4. Log into the Client Portal.
5. Enter your email address, then click **Browse**.
6. When the File Upload window opens, locate and select the file you want to upload.
7. Click **Upload!** to upload the file(s).

Creating a Flex Statement Extract

With the Flex Statement Extract, you can create an extract and send it to ACS Central Fulfillment Service.

The Fulfillment service Laser prints your statements using our Flex Statement form. If you send a file to the Central Fulfillment Service, save it in .csv (Comma Separated Variable) format. You must enter a file name before creating the extract.

For standard mail, the file name must begin with FS. For first class mail, the file name must begin with FF. The file name must also contain your 6-character site number and a two-digit number for the month being extracted. For example, FS8888806.csv. Enter this file name on the **Report Options** window.

The extract includes all information that currently prints on the Flex Statement Extract Statement, located under **Statements** on the **Contributions Reports** menu. This includes a weekly gift amount for a selected period, including month-to-date and year-to date totals. It also includes an analysis of Contributions by fund for which you determine the information that prints. You can select from Period-to-Date Gifts, Total Pledge, Pledge Balance, Pledge-to-Date, Pledge-to-Date Balance, and Prepayments made in previous years to a current pledge.



Creating a Statement Extract

You can use the Statement Extract to create your own statements in a word processing or spreadsheet program.



Note

The Statement Extract provides summary contribution information for your contributors. If you need a statement extract that meets the **IRS requirements** for reporting charitable gifts, use the [Charitable Contributions Extract](#)

1. Under Searches and Reports click the **Reports** tab.
2. Select **Contributions Reports** from the drop-down list and click **Go** .
3. Expand **Extracts**.
4. Select the **Statement Extract** and click **Customize**.
5. On the **Report Options** tab, configure the extract as desired.
6. Click **Extract**.
7. Select a file **Type**.
8. Select a destination **File Name** and click **Save**.
9. Click **Yes** to print the Extract Legend.
10. To print, click **Print**  in the preview window.

E-mailing Plain Paper Statements

You can e-mail plain paper statements to your contributors using Constant Contact. This lets your contributors receive their statements faster than regular mail, and your organization saves the cost of mailing paper statements. You can also quickly and easily resend statements if you need to.



The Plain Paper Statement meets the **IRS requirements** for reporting charitable gifts.

This statement provides a detailed list of contributions, and acknowledges the IRS requirements for reporting non-cash gifts, items-of-value gifts, and contributions totaling \$250.00 or more in one day.

Each contributor who wants to receive statements by e-mail must provide you with a valid e-mail address.

When a couple has a *combined* record:

- You can add a different e-mail address to both records. The statements are sent to the e-mail address in the Head's record.
- You can add the same e-mail address to both records. The statements are sent to the e-mail address in the Head's record.
- If the Head's record has no e-mail address, the statements are sent to the e-mail address in the Spouse's record.

When a couple has *separate* records, the statements are sent to the e-mail address in each contributor's record.

ACS selects e-mail addresses in the following order:

- If you select **Preferred E-mail**, ACS sends contributions statements to only those addresses. If no preferred e-mail exists, ACS sends the statement to the first e-mail address listed on the contributor's record.
- If you select an **E-mail Address Type**, ACS sends contributions statements to the addresses associated with that type.
- If you select **Preferred E-mail AND an Address Type**, ACS sends contributions statements to both addresses. If the selected type and preferred e-mail address are identical, only one statement is sent. If the contributor doesn't have an e-mail address for the selected address type nor a preferred e-mail address, no statement is sent.

Plan of Action for E-mailing Plain Paper Statements

Here are some guidelines for introducing your members to receiving contributions statements by e-mail.

This action plan should prevent many issues you could encounter with sending statements by e-mail.

1. Use letters, e-mail, the church newsletter, Sunday morning bulletins and announcements, and other methods to let members know that they can receive contributions statements by e-mail
2. Conduct a campaign to update contributors' e-mail addresses. Advertise this option and encourage contributors to participate.
3. Devise a plan for contributors to inform your office of their correct e-mail address. Decide who is responsible for verifying current e-mail addresses and entering new e-mail addresses on contributors' records.
4. Develop a privacy policy and inform all contributors of the policy. Assure contributors that no one outside of the church or organization has access to your records. Let them know that only authorized personnel have access to their records, and make sure your ACS security options reflect this.

5. Before sending statements by e-mail, conduct a trial run to make sure the process is set up correctly. Test each contributor's e-mail address when you enter it in ACS. To learn how to do this, see *Working with Statements in ACS*.

Security when E-mailing Plain Paper Statements

To avoid any issues with privacy concerns, we've taken several measures to ensure that contributors can access only their statement.

These security precautions include:

- All personal and financial data is transmitted using industry-standard SSL encryption.
- The hyperlink each contributor receives is unique and generated specifically for that individual. Only the contributor can open the link and access the statement associated with it.
- Contributors cannot access another person's statement using the hyperlink sent to them. Each contributor must enter the e-mail address provided for statements, so someone cannot modify the hyperlink to view another contributor's statement.
- ACS Technologies will never sell, share, or use contributors' e-mail addresses.

When your contributors open the e-mail, they see a link to the contributions statement rather than only a statement or an e-mail with the statement attached. Since the e-mail is set up in Constant Contact, you can customize the look and feel of the e-mail by including your church, school, or organization's contact or follow-up information, logo, or mission statement.

Preparing to E-Mail Plain Paper Statements

Before sending Plain Paper Statements in ACS, you'll need to:

- Add and test e-mail addresses
- Add a Constant Contact account
- Process statements for e-mail

Adding and Testing E-Mail Addresses Before E-mailing Statements


If your contributors want to receive statements by e-mail, their ACS records must have a correct e-mail address.

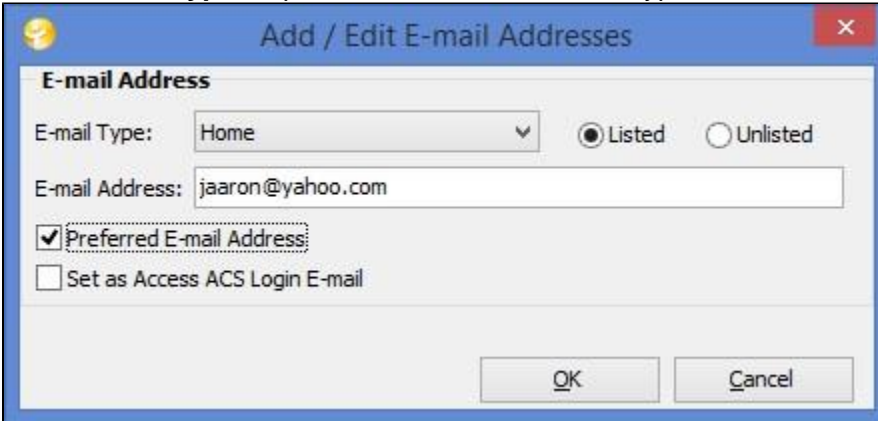
You can only send one statement per e-mail address., so we recommend verifying e-mail addresses with contributors prior to generating statements.

After adding or editing an e-mail address, send a test e-mail message to verify that the address you entered is correct.


As you receive responses from your contributors, enter the e-mail address provided to you or verify that you have the correct one. When you add a new e-mail address, you must assign an e-mail type to the address, and when you verify e-mail addresses, you can check that the e-mail type is correct.



If the e-mail bounces, check the individual's profile first to ensure that you entered the data correctly before contacting the contributor. To learn more, see Paper Statements and Bounced E-mails.

1. Under Manage Records, click the **People** tab.
2. In the drop-down list, select **View/Edit Individual** and click **Go** .
3. In the Find Person window, select the individual and click **View/Edit**.
4. On the **Contact Information** tab, under **E-mail Addresses**, click **Add**.
5. In the **E-mail Type** drop-down list, select an e-mail type.



6. **Optional:** Select if this e-mail address is **Listed** or **Unlisted**.
7. Enter the e-mail address. For example, galex@yahoo.com.
8. Click **OK**.

1. Under Manage Records, click the **People** tab.
2. In the drop-down list, select **View/Edit Individual** and click **Go** .
3. In the Find Person window, select the individual's record and click **View/Edit**.
4. On the **Contact Information** tab, under **E-mail Addresses**, select the address the contributor wants to use for statements and click **Edit**.
5. Verify the **E-mail Type**. If necessary, select a different type in the drop-down list.
6. Verify the e-mail address is entered correctly, then select **Preferred E-mail Address**.
7. Click **OK**.

1. Under Manage Records, click the **People** tab.
2. In the drop-down list, select **View/Edit Individual** and click **Go** .
3. In the Find Person window, select the individual's record and click **View/Edit**.
4. On the **Contact Information** tab, under **E-mail Addresses**, click **Edit**.
5. If more than one address is listed, select the one the contributor wants to use for statements, then click **Send E-mail** .
6. An e-mail message window displays. Enter "Do not reply" in the Subject line and click **Send**. If you do not receive a bounce notification, the e-mail address is valid.

Now, you're ready to add a Constant Contact account.

Adding a Constant Contact Account to ACS

Before you can e-mail contributions statements, your church or organization must have a Constant Contact account, and it must be linked to ACS.

To sign up for a constant contact account, visit <http://acstechnologies.constantcontact.com/index.jsp>. If your organization has multiple Constant Contact accounts, you can select which one you use to send statements.

To link your Constant Contact Account to ACS

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **Contributions Reports** or **Staff/Organization Reports** and click **Go** .
3. In the upper sidebar, expand **Statements**.
4. Select **E-mail Plain Paper Statement** and click **Customize**.
5. On the **Report Options** tab, under **Constant Contact Options**, click **Manage Accounts**.
6. In the Select Account window, click **Add**.
7. Enter your **Account Name**, **Constant Contact User Name** and **Constant Contact Password**, then click **OK**.
8. Click **OK**.

After adding your Constant Contact account, it's time to process your statements in ACS.


Processing Statements for E-mail

Processing statements for e-mail is like processing paper statements, but with a few additional steps.

Generating Statements

First, enter and post contributions, just as you would if printing paper statements. Then, you generate statements in ACS Contributions or Organizations Reports, using the **E-mail Plain Paper Statement** report. This report lets you process contributions statements and e-mail the statements in PDF format to those contributors with the **Statement** option of **E-mail** or **Both** and a valid e-mail address on file.


On the **Report Options** tab, select the option for ACS to use when pulling e-mails:

- **Select E-mail Type** — Click  to select an e-mail type in the drop-down list. ACS pulls statements for all records with the selected e-mail type.
- **Preferred E-mail** — Select to send statements to the contributor's preferred e-mail address. If the contributor does not have a preferred e-mail address, ACS sends the statement to the selected e-mail type. If you select **Preferred E-mail** but do not select an e-mail type, ACS sends the statement to the preferred e-mail. If no preferred e-mail exists, it is sent to the first e-mail address in the contributor's record.

Accessing Statements


Once you process statements, a report displays, listing the contributors selected to receive e-mails and their e-mail addresses. We recommend printing this report to verify the e-mail addresses are correct before sending the e-mails. If necessary, you can make changes to a contributor's record and reprocess the statements. You can reprocess statements as many times as you need to before e-mailing them.

When a contributor receives and opens the e-mail, he or she enters the e-mail address to access his or her contributions statement. After the contributor clicks a link to access the statement, the PDF statement displays. Contributors have 45 days to access their statements. During this time, you can reprocess statements for contributors if necessary. Any statements that you reprocess and resend overwrite the original statements for those contributors, but statements for other contributors remain unchanged.

1. Under Searches and Reports, click the **Reports** tab.
2. Select **Contributions Reports** or **Staff/Organization Reports** in the drop-down list, and click **Go** .
3. In the upper sidebar, expand **Statements**, then select **E-mail Plain Paper Statement**.
4. If prompted to authorize your Constant Contact account, log into Constant Contact and click **Allow**. Once your account is authorized, you can continue processing statements.
5. Select the desired date range (if something other than the default) and click **Customize**.
6. On the **Report Options** tab, select the appropriate e-mail options.

Ignore Send Statement Flag

Selecting **Ignore Send Statement Flag** generates statements for contributors regardless of what their [send statement by option](#) is set to on their records.

7. **Optional:** In the **Select E-mail Type** field, click  to select an e-mail type in the drop-down list. For example, **Work**.
8. If your organization has multiple Constant Contact accounts, click **Manage Accounts** to select which Constant Contact account to use when sending the statements.
9. In the **Statement Link** drop-down list, select the Constant Contact field to store the statement URL in. We recommend that you select a custom field, such as **Custom Field 1**. Remember the field's number, because you will need it when you link to the statement in Constant Contact.
10. In the **Greeting Name** drop-down list, select the Constant Contact field that you want to use for the Statement Greeting. By default, the statement label name displays. For example, if the statement is a combined contributions statement for James and Jane Aaron, "Mr. and Mrs. James Aaron" displays in the e-mail.
11. Make any other selections that you want to include on the statements, then click **Preview**.

12. A report displays that lists all the contributors selected to receive an e-mail. Verify the information on the report, then click **Close**.
13. A message displays confirming that you want to send the recipients' statement date to Constant Contact. Click **Yes**.
14. When the second confirmation message displays, click **Yes** if you are ready to send e-mails. Then, Constant Contact opens in a Web browser, and it's time for you to send the e-mails in Constant Contact.

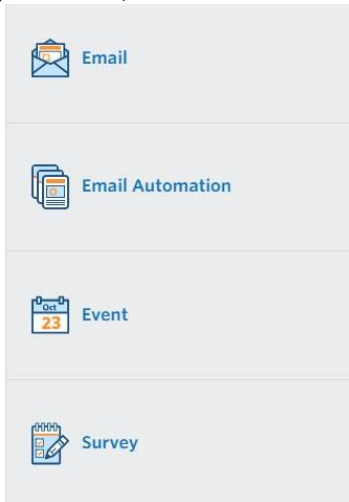
Sending Plain Paper Statements in Constant Contact

After processing your statements for email, the Constant Contact website opens in a new web browser.

In Constant Contact, you'll create an email, customize your email's appearance to link to your contributors' statements, and send your email.

1. On the Constant Contact dashboard, click **Create**.
2. Under Select a campaign to get started, click **Email**.



Select a campaign to get started.

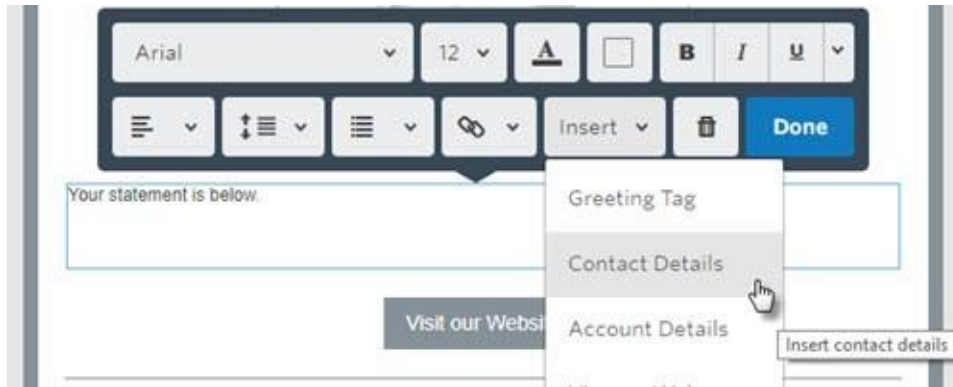


3. Under **Select a template**, locate the contributions statement template/campaign from a previous year and click

Test 

4. When the preview of the template displays, click **Copy campaign**.

1. For each text block, click the pencil icon  to edit the text, and click the delete icon  to remove blocks you don't need. For example, you can type "Your statement is below."
2. To insert a link to your statement, click **Insert**, then select **Contact Details**.



3. The Insert Contact Details window displays. In the **Select a detail** drop-down list, select the custom field you chose in Step 8 of processing statements for e-mail.

Insert Contact Details

Select a detail

custom_field_1


Fallback (optional)

We'll use this word or phrase when your contact's custom_field_1 isn't available.

No statement available.

Cancel

Insert

4. **OPTIONAL:** Edit, drag, copy, or delete the other text boxes in Constant Contact to modify your email's layout. You can also preview your email; however, the link to the contributions statements will not work in Preview mode.
5. Click **Continue**.
1. Enter your email's **Subject**, **From Name**, **From Email Address**, and **Reply To Email Address**.
2. Click **Manage lists**  next to **Send To Lists**. Select Statements and verify the date and number uploaded.


Note

ACS automatically creates a list of your contacts' email addresses from the data in the E-mail Plain Paper Statement report, and the list is named **Statements_(mm/dd/yyyy)(hh:mm:ss)**.

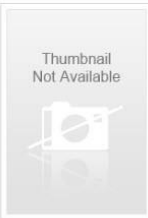
For example, if you generated the E-mail Plain Paper Statement Report on 12/31/2018 at 1:49:19 PM, you would select the contact list named Statements(12/31/2018)_(1:49:19 PM).

3. Click **Schedule**.
4. Select **Send Now** to send your statements immediately, or select **Schedule For Later** and a **Date** and **Time** to send your statements.

5. Clear the **Google Analytics** option, and click **Schedule**. The statements are sent automatically.

Contributions Statements 2018  Save as Draft **Schedule**


DRAFT



Thumbnail Not Available

[Edit](#)

Send To Lists or add new contacts

Statements_(12/31/2018)_(1:49:19 PM)(200) 

Subject:

Your 2018 Contributions Statement


Preheader Text:

From Name:

Sample Church

From Email Address:

statements@samplechurch.com

[Add another](#) 

Reply To Email Address:

statements@samplechurch.com

When To Send:

Best Time


Send Now

Schedule For Later

Additional Options:

Send me Early Results

statements@samplechurch.com

[Add another](#) 

Google Analytics

[Learn more](#)

Paper Statements and Bounced E-mails

Even if you e-mail contributions statements, you must generate paper statements for those contributors who don't have an e-mail address or elected not to receive statements by e-mail. For contributors who receive statements by e-mail, you must generate a paper statement if their e-mail message bounces.

A bounced e-mail message means the e-mail you sent was returned as undeliverable. This occurs if a contributor has changed e-mail addresses or the contributor's inbox is full. You can view a report of bounced contacts in Constant Contact, so that you can resend the statements via mail and contact the contributors for their correct e-mail addresses.

To view contacts with bounced statements

1. Log in to Constant Contact.
2. On the Constant Contact Home Page tool bar, click **Email**.
3. In the email list, click an email name.
4. Under Email Stats, click on the number for bounces. A list of bounced email addresses displays.

Updated Contributions Advanced Export Fields

If you use the ODBC driver to access your Contributions data or use Advanced Exports to build Contributions reports, you must update queries or calculations to use these updated fields for ACS 11.0.

If you need help updating this information, contact the ACS Customer Resource Team at 1-800-669-2509.

Renamed Fields

The fields in the table below have been renamed in Advanced Exports:

Table Name	Original Field Name	New Field Name	Location in Advanced Exports
CBINDTOT	Yearly Gifts	Gifts This Year	CB Individual Totals Fund Totals > Fund Name > Gifts
CBINDTOT	All Gifts	Gifts This Period	CB Individual Totals Fund Totals > Fund Name > Gifts
CBTOTA LS	Pledge QTD	Pledge Gifts QTD	Fund Totals > Fund Name > Pledges
CBTOTA LS	Pledge YTD	Pledge Gifts YTD	Fund Totals > Fund Name > Pledges
CBTOTA LS CBPLED GE	Initial Pay	Additional Amount	Fund Totals > Fund Name > Pledges
CBTOTA LS CBPLED GE	Prepayment	Prior Periods	Fund Totals > Fund Name > Pledges
CBGIFTS	Transaction Date	Gift Date	
CBINDTOT CBTOTA LS CBPLED GE CBPGIFTS	Statement Date	Replaced with Posting Date Start and Posting Date End	CB Individual Totals Fund Totals

Removed Fields

These fields in the table below have been removed from Advanced Exports:

Table Name	Field
CBTOTALS CBPLEDGE	Pledge Year
CBTOTALS CBPLEDGE	Term
CBGIFTS	Transaction Year
CBGIFTS	Posted Flag

Contributions Graphs


With ACS, you can create graphs to assist in your pledge and giving analysis. In addition to providing visual perspective, you can also use graphs to add flair to your reports.

You can determine the time period you want to analyze, and in most cases, determine whether to create a bar graph, line graph, or pie chart. You can also select which funds you want to analyze and save a graph's settings for future analysis. Like reports, saved graphs can be public or private.

About the Gifts vs. Pledges Graph

The Gifts vs. Pledges Graph displays a visual representation of the Total Pledges, Total Gifts, and Pledge to Date amounts for a selected transaction year. This allows you to compare the amount of money pledged with the amount of money actually given, which could be helpful in assessing how many of your pledges were fulfilled.


On the Report Options tab, you can select which funds to display in the graph, filter the report according to various fields in ACS, analyze your graph based on your last search results, or include deactivated contributions.

1. Under Searches and Reports, click the **Graphs** tab.
2. In the drop-down list, select **Contributions** and click **Go** .
3. In the upper sidebar, under **Graphs**, select **Gifts vs. Pledges Graph** and click **Customize**.
4. On the **Report Options** tab, select the appropriate **Selection**, **Date Range**, and **Search** options.
5. Click **Preview**. Your graph displays in the Preview pane.

About the Giving Statistics Graph

This graph displays a visual representation of a variety of calculations based on contribution gifts from the selected funds. You can subtotal the graph by fields from the People or Contributions modules.


On the **Report Options** tab, you can select which funds to display in the graph, filter the report according to various fields in ACS, analyze your graph based on your last search results, or include deactivated contributions. You can also select your date range by transaction year or date posted, and you can edit your graph's layout, including its type, sort order, and calculation method.

1. Under Searches and Reports, click the **Graphs** tab.
2. In the drop-down list, select **Contributions** and click **Go** .
3. In the upper sidebar, under **Graphs**, select **Giving Statistics Graph** and click **Customize**.
4. On the **Report Options** tab, select the appropriate **Selection**, **Date Range**, and **Search** options.
5. OPTIONAL: Click **Edit Chart Layout** to customize the graph's calculation method, type (pie, bar, or line), and sort order.
6. Click **Preview**. Your graph displays in the Preview pane. To learn about the options available in the Preview pane, see [Previewing Contributions Graphs](#).

About the Pledge Statistics Graph

This graph displays a visual representation of a variety of calculations based on contribution pledges from the selected funds. You can subtotal the graph by fields from the People or Contributions modules.

On the **Report Options** tab, you can select which funds to display in the graph, filter the report according to various fields in ACS, analyze your graph based on your last search results, or include deactivated contributions. You can also select your date range by transaction year.


1. Under Searches and Reports, click the **Graphs** tab.
2. In the drop-down list, select **Contributions** and click **Go** .
3. In the upper sidebar, under **Graphs**, select **Pledge Statistics Graph** and click **Customize**.

4. On the **Report Options** tab, select the appropriate **Selection**, **Date Range**, and **Search** options.
5. Click **Edit Chart Layout** to customize the graph's calculation method, type (pie, bar, or line), and sort order.
6. Click **Preview**. Your graph displays in the Preview pane. To learn about the options available in the Preview pane, see The Graphs Toolbar.

Customizing a Graph



You can customize graphs to assist in your pledge and giving analysis.

Once you've customized and previewed your graph, you can print the graph or customize the graph in the Interactive Graph View.

1. Under Searches and Reports, click the **Graphs** tab.
2. In the drop-down list, select the module you want to print a graph for and click **Go** .
3. In the upper sidebar, select the graph you want to work with and click **Customize**.
4. On the **Report Options** tab, select the appropriate options.
5. Click **Preview**. Your graph displays in the Preview pane.

Printing Contributions Graphs

You can print a graph to include with presentations or reports.

1. Under Searches and Reports, click the **Graphs** tab.
2. In the drop-down list, select **Contributions** and click **Go** .
3. In the upper sidebar, select the graph you want to work with (**Gifts vs. Pledges**, **Giving Statistics**, or **Pledge Statistics**) and click **Customize**.
4. On the **Report Options** tab, select the appropriate options for your graph.
5. Click **Preview**. Your customized graph displays in the preview pane.
6. **OPTIONAL:** To customize your graph's legend, axes, or other properties, click on your graph to access the Interactive Graph View. Once you've finished in the Interactive Graph View, click **Close** to return to your graph.
7. To print your graph, click **Print** .
8. In the Print window, select the appropriate printer, page range, and number of copies, if applicable, then click **OK** to print your graph.


Summarizing Contributions Data

Summarizing data creates a single summary transaction for each contributor's gifts during the year that you summarize. The yearly summary transaction displays each fund the contributor gave to, the amount given, and the pledge status. The summary transaction has a post date of the last day of the contributions year, and all individual transactions for that year are deleted in ACS.

Summarizing transactions improves ACS performance, because these summarized transactions purge detail, making inquiries, statements, and reports faster.


You can summarize Contributions data at any time during the year. When you summarize data, you can also change a contributor's record type to None for deactivated contributors who have no gifts or pledges for any year.

To summarize contribution data


1. Under **Manage Records**, click the **Tasks** tab.
2. In the drop-down list, select **Contributions Summarize Data** and click **Go** .
3. In the **Summarize Through** drop-down list, select the year you want to summarize transactions through. This creates summary transactions for the selected year and the years before that year.
4. Click **Begin**.
5. When the confirmation message displays, click **OK**.

Memorials

Memorial contributions are a nice way to continue the memory of a deceased loved one. You can also add *In Honor* contributions to recognize a living person.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Memorial / In Honor**, and click **Go** .
3. Click **Add**.
4. Enter a name for the memorial and comments to describe it.
5. Click **Select** to add contacts from your ACS database, or click **Add** for names that aren't in your data.
6. Click **OK**.

You can print a list of the contacts associated with a memorial.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Memorial / In Honor**, and click **Go** .
3. Select a memorial, and click **Print**.

Abundant for Administrators

Our new eGiving solution, Abundant, lets you use online, mobile, and text giving to grow your ministry. Contributors can give once or schedule gifts, and you can import and manage gifts in ACS Contributions.

You can customize Abundant to meet your church's needs. You can accept ACH, credit, or debit cards and customize giving forms to let contributors offset processing costs or reflect your church's branding.

Protecting your contributors' information is important. ACS Technologies Group, Inc. is PCI (Payment Card Industry) Level 1 compliant and we've partnered with Vanco, a PCI Level 1-compliant card processor, to process all payment card transactions.

To get started, see [Setting up Abundant](#).

- [Setting up Abundant](#)
- [Adding Abundant Giving Forms](#)
- [Viewing and Refunding Abundant Gifts](#)
- [Viewing a Batch's Gift Details in Abundant](#)
- [Viewing Scheduled Gifts in Abundant](#)
- [Adding Contributor and Administrator Accounts in Abundant](#)
- [Adding, Editing, and Deactivating Abundant Funds](#)
- [Viewing a Contributor or Administrator's Account in Abundant](#)

Setting up Abundant

Your first step is set up eGiving with Abundant.


In the initial setup, you'll sign up for Abundant, create an eGiving account, set up a merchant account, set up giving options, and set up eGiving funds.

1. On the toolbar, click **Grow Your Ministry**.
2. Beside **Online, Mobile, and Text Giving with Abundant**, click **Sign Up**.
3. In the form, enter your contact information and click **Next**.
4. Under **Available Funds**, select the funds you want to use with Abundant, then click

Creating your account

When you create your Abundant account, you must set up a password, which is separate from other ACS passwords.

When the Initial Setup window opens, under Create Your Account, enter **Your name** and your **Email address**.

1. In the **Password** and **Confirm Password** fields, enter and confirm your password. To see your password, click  .
2. Click **Continue**.

After creating your Abundant account, you'll receive an email with confirmation instructions. To complete registration, you must click the verification link in this email.

Setting up a merchant account

Next, it's time to set up and link your merchant account to Abundant.

1. Under Review Your Information, read over your name and contact information. If anything is incorrect, click **Edit** to make changes.

2. Select **I confirm that the above information is correct**.
3. Under Merchant Account Setup, click **Begin Merchant Account Setup**.
4. The Vanco Payment Solutions portal opens in a new browser. Enter the required information on these pages.
5. Once you've set up your merchant account, click **Continue**.

Setting up giving options

When setting up giving options, you can choose which payment types to accept, create an online giving link, and select a default deposit account for gifts.

If you enable text giving, you can set up your church's default text giving keyword. You can also allow your contributors to choose if they want to help offset eGiving processing costs.

1. Under Set Up Giving Options, select which payment types to accept.
2. Enter an **Online Giving Link** for your church. This field is limited to 20 characters and is unique to your church.
3. In the drop-down list, select the **Default Deposit Account**.
4. Select **Enable text giving**.
5. Select **Allow your donors to help offset processing costs**.
6. Click **Continue**.

Next, it's time to set up funds in Abundant.

Adding Abundant Giving Forms

The Giving Forms area displays your church's giving forms, as well as each form's number of gifts, the date of the last gift, and the total of all gifts through the form.

Adding Giving forms

Before your contributors can give online, you must set up at least one giving form. To track gifts for several campuses or ministries, you can add multiple giving forms. You can also set up your default giving form and select if you want to use a form for text or mobile gifts.


You can customize a giving form's design and thank you message. When you select color schemes for your giving form, you can enter hexadecimal values to "brand" your form for your church, or add a picture that represents the gift's purpose. If you want to show contributors what kind of impact their gifts make, you can even add a customized thank you message.

1. Under Admin, click **Giving Forms**.
2. Under **Giving Forms**, click **Add Giving Form**.
3. Under **Options**, enter your **Giving Form Name**. Each form must have a unique name.
4. In the **Unique URL** field, enter at least three characters to set up a URL for your giving form. For example, if your giving form is named Christmas Giving, you could enter Christmas.

5. **Optional:** Enter a **Suggested Gift** amount and a **Text giving keyword**.
6. **Optional:** Select to use this as your default giving form, text giving form, or mobile giving form.
7. Under **Included Funds**, select the funds to include on this giving form. If you select multiple funds, you can drag and drop the funds to reorder them.
8. Click **Save & Continue**.
9. In the **Design** area, you can customize your giving form's header and style options. As you make changes, you'll see how the form looks to your contributors.
 - Under **Header**, enter your giving form's **Title**, **Subtitle**, and **Intro message**. You can also include a photo and choose the header's background color.
 - Under **Style Options**, you can use a dark scheme for the form's overlay or body. To change the color of the form's buttons, click **Select an accent color**. To change the form's font, select a style (**Modern**, **Traditional**, or **Bold**).
10. When you finish customizing your form's design, click **Save & Continue**.
11. Under **Thank You Message**, you can enter a personalized message for contributors to see after giving. If you're not sure what to enter, click **Need Ideas?** to see suggestions.
12. When you finish, click **Save**.

Editing Giving Forms


After you've set up a giving form, you can edit it if something changes. If you need the giving's form's URL to place it on your website, this displays when you edit it.

Beside the giving form you want to edit, click  , then **Edit**.

Duplicating, Deactivating, and Setting a Default Giving Form


You can also duplicate giving forms, change your default giving form, or deactivate forms.


Duplicating Giving Forms copies the giving form, which is helpful if you need to set up a new giving form that's similar to an existing one. You can duplicate the existing giving form, then change any settings that are different.


To duplicate a giving form, click  , then **Duplicate**.

Deactivating Giving Forms replaces all instances of the giving form with your default giving form.

For example, suppose you create a giving form for a Summer Mission Trip. After the trip is over, you can deactivate this fund. If someone uses a saved URL to try to give, the default giving form displays, so they can still donate to your church.

To deactivate a giving form, click  , then **Deactivate**.

Abundant saves the form's settings, so you can activate it next summer without having to recreate it. To activate a giving form, click  , then **Activate**.

Setting a Default Giving Form is a good idea for your church's general fund. To set a default giving fund, click  , then **Make Default**.


Viewing and Refunding Abundant Gifts

The Gifts area displays a list of gifts by date, along with the contributor's name, gift type, method, receipt number, fund(s), and amount. Pending gifts and gifts with multiple fund splits are also noted.


To view a list of gifts, select the **Start Date** and **End Date**, then click **Filter**.

To view a contributor's account profile, click on his or her name. This displays the account information, giving history, scheduled gifts, and payment methods.

You can refund posted or pending gifts.


1. Under **Gifts**, select the **Start Date** and **End Date**, then click **Filter**.
2. When the list of gifts for the date range displays, locate the gift you want to refund, then click .
3. Click **Refund**.

If a gift is posted, you can view the batch's details.

1. Under **Gifts**, select the **Start Date** and **End Date**, then click **Filter**.
2. Locate the gift whose batch you want to view, then click .
3. Click **View Batch**.

When administrators update scheduled gifts, Abundant creates an audit. You can view audits on the **Gifts** tab.


For example, suppose a contributor calls the church to place a scheduled gift on hold. The Abundant administrator who updates the gift must enter a reason for the change, which then displays on the contributor's Abundant account.

1. Under **Gifts**, select the **Start Date** and **End Date**, then click **Filter**.
2. Locate the gift whose batch you want to view, then click .
3. Click **View Audits**.

Viewing a Batch's Gift Details in Abundant

In the **Batches** area, you can filter batches by start date and view each batch's details, including the deposit date, batch type, deposit account, number of transactions, and total amount.

To view a batch's gift details

1. Under **Batches**, select the **Start Date** and **End Date**, then click **Filter**.
2. When the batch you want to view displays, click on the **Batch ID** to view the batch's details. Each gift's date, contributor, type, method, receipt number, fund, and amount displays.
3. If a gift is split between two funds, both funds display. To see the gift amount allocated to each fund, place your cursor over .
4. To view the contributor's giving history in Abundant, click on the name.

At the bottom of the list of gifts inside the batch, the gift amount for each fund displays.



Viewing Scheduled Gifts in Abundant

The Scheduled Gifts area displays a list of recurring gifts. Each gift's contributor, frequency, number of payments made, first payment date, most recent payment date, next payment date, type, fund, and amount display.

If a recurring gift has ended, its details also display on this tab, along with the date of the final (last) payment.

To view a profile, click on the contributor's name. Here, you can edit, cancel, or place gifts on hold if a contributor calls your church and asks to. You can also view the scheduled gift's audit, which lists the scheduled gift's changes by date.

To view an individual's scheduled gifts

1. Open ACS People Suite
2. Under Manage Records, click the **People** tab.
3. In the drop-down list, select **View/Edit Individual** and click **Go**.
4. In the Find Person window, select the individual whose gift you want to place on hold and click **View /Edit**.
5. In the View/Edit Individual window, click on the **Profile** tab.
6. Click **Manage Abundant** .
7. When the contributor's record opens in Abundant, click on the **Scheduled Gifts** tab.
8. Locate the gift you want to view, then click .
9. In the list, select **Edit**, **Cancel**, **View Audits**, or **Place on hold**.


Adding Contributor and Administrator Accounts in Abundant

Accounts lists everyone's Abundant accounts, including both administrators and contributors. You can search for an account by name or email.

Here, you can add new accounts or edit existing accounts that don't have a login.

1. Under **Accounts**, click **Add Account**.
2. In the Account Details window, enter the contributor or administrator's contact information, then click **Save**.

Not every contributor has a username and password with Abundant. If a contributor does not have a username and password, he can register for an Abundant account.

If a contributor's profile has a login,  displays beside it, and you can promote the contributor to an administrator.

1. Under **Accounts**, select **Giver**.
2. Enter the donor's name or email, then click **Search**.


3. Beside the provide you want to view, click  , then **Promote to Admin**.

Adding, Editing, and Deactivating Abundant Funds


The Funds area in Abundant displays a list of all funds sent from ACS to Abundant, as well as the fund's Abundant memo settings. If a fund has predefined memos, those display as well.

Adding Funds

Before your contributors can give to funds, you must add them inside ACS and make them available for Abundant.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Funds** and click **Go** .
3. If the fund isn't in ACS Contributions, click **Add**. Then, enter the fund's record information, optional accounts, and settings.
4. If the fund already exists inside ACS Contributions, select it, then click **Edit**.
5. Under **Settings**, select **Allow in Abundant**.
6. Click **OK**.


You can also send multiple fund codes to Abundant in the Add/Edit Fund Codes window.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Funds** and click **Go** .
3. In the Add/Edit Fund Codes window, under **Abundant**, click **Manage Funds**.
4. Use the arrows to move the funds you want to add to the **Selected Funds** list.
5. Click **Save**.

Editing Funds

Once you've added a fund to Abundant, you can edit the fund's memo settings, and deposit accounts.


If you need to edit the fund's code, description, options accounts, arrears settings, or giving plans, you must do this inside Contributions.


1. Click on the **Funds** tab
2. Locate the fund you want to edit and click  , then **Edit**.
3. Select the memo options for the fund.
 - **Don't allow memos** - To hide the memo field and not allow contributors to enter memos, select this option.
 - **Allow your donors to type their own memos** - To let contributors enter memos, select this option.
 - **Allow your donors to select from a list of predefined memos** - To let contributors select from a list of memos, select this option. Then, under **Add some predefined memos**, enter the memos. Contributors cannot enter their own memos.
4. In the drop-down list, select the fund's **Deposit Account**.

5. Click **Save**.

Deactivating Funds

If you've sent a fund to Abundant, you cannot delete it. However, you can deactivate it from Abundant inside ACS Contributions. Deactivating a fund code in Abundant does not deactivate it in Contributions.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Funds** and click **Go** .
3. Select the fund you want to remove, then click **Edit**.
4. Under **Settings**, clear **Allow in Abundant**.
5. Click **OK**.


1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Add/Edit Funds** and click **Go** .
3. In the Add/Edit Fund Codes window, under **Abundant**, click **Manage Funds**.
4. Using the arrows, move the funds you want to deactivate under **Available Funds**.
5. Click **Save**.

Viewing a Contributor or Administrator's Account in Abundant




In many areas of Abundant, you can click on a contributor or administrator's name to view his or her account. You can also view accounts by entering part or all of the contributor or administrator's name or email in the search field at the top.

When you view an account, the contributor or administrator's account information, giving history, scheduled gifts, and payment methods display. You can

- Edit a contributor's account details
- View Abundant giving history and pending gifts
- Edit, pause, or delete scheduled gifts in Abundant
- Enter a new gift on behalf of the contributor
- View payment methods and scheduled payments.

 When working with accounts in Abundant, your updates only apply to the contributor or administrator's Abundant account.

For example, suppose a contributor calls your church office and explains that he received a promotion at work and wants to increase his weekly contribution to the building fund. You can search for and view the contributor in Abundant, then edit the scheduled gift's amount. However, if a contributor calls to ask the amount of a check placed in a donation box, this information doesn't display in Abundant but displays in ACS Contributions.

1. On the **Account** tab, click **Edit**.
 2. Make any necessary changes, then click **Save**.
1. On the **Giving History** tab, enter the **Start Date** and **End Date**.
 2. Click **Filter**.
1. On the **Scheduled Gifts** tab, a list of scheduled gifts, along with their statuses, funds, and payment methods, displays.
 2. To edit a scheduled gift's amount, fund, or start and end dates, click **Edit**. Make your changes, then click **Continue**.
 3. To place a scheduled gift on hold, click . Enter the **Reason** for pausing the gift, then click **Continue**.
 4. To delete a scheduled gift, click . Enter the **Reason** for the deleting the gift, then click **Continue**.
1. On the contributor's profile, click **Enter a Gift**.
 2. Enter the gift's **Amount**.
 3. In the drop-down list, select the gift's **Fund**. To split the gift between several funds, click **Another Fund**.
 4. Select the gift's **Start** date. If applicable, click **End** to add an end date.
 5. Click **Continue**.
 6. If a contributor doesn't have any payment methods in Abundant, click on **Credit or Debit** or **Bank Account** to add one. Otherwise, select the **Payment** method.
 7. Click **Give**.
 8. Enter the **Reason** you're adding this gift, then click **Continue**.
1. Click on the **Payment Methods** tab. The contributor's credit or debit cards and bank accounts display, along with the next scheduled payment.
 2. To delete a payment method, click .

Abundant for Contributors

Abundant lets you give online or by text message. You can give once or schedule recurring gifts, and if you create an account, you can save payment methods, update recurring gifts, and view your giving history.

We're also committed to protecting your information. ACS Technologies Group, Inc. is PCI (Payment Card Industry) Level 1 compliant, and we've partnered with Vanco, a PCI Level 1-compliant card processor, to process all payment card transactions.

- Giving Online with Abundant
- Registering for an Abundant Account
- Viewing your Abundant Account Details

Giving Online with Abundant

You can give online using Abundant. Depending on your church or organization's settings, you can enter a credit or debit gift or have your gift drafted from a bank account.

You can apply your gift to a single fund or split it between multiple funds. Only funds your church has selected for online giving through Abundant display.

1. Under **How much would you like to give?**, enter your gift's **Amount**.
2. In the drop-down list, select your gift's **Fund**. To split your gift between several funds, click **+ Another Fund**.
3. If your gift is a one-time gift, select the **Gift date**.
4. If you want to make your gift recurring, click **Give Multiple Times**, then select a frequency.
5. If your gift is recurring, select a **Start date**. To specify an end date, click **+End**. You can end your gift on a specific date or after a number of occurrences.
6. Enter your **Email address** and click **Continue**.
7. Enter your **Credit or Debit** or **Bank Account** information.
8. Click **Give**.

When you give, you can register for an Abundant account.

Registering is not required, but it saves your payment information so you can easily give in the future.


1. In the upper right corner, click **Sign In**.
2. Enter your **Email address** and **Password**, then click **Sign In**.
3. Under **How much would you like to give?**, enter your gift's **Amount**.
4. In the drop-down list, select your gift's **Fund**. To split your gift between several funds, click **+ Another Fund**.
5. If your gift is a one-time gift, select the **Gift date**.
6. If you want to make your gift recurring, click **Give Multiple Times**, then select a frequency.
7. If your gift is recurring, select a **Start date**. To specify an end date, click **+End**. You can end your gift on a specific date or after a number of occurrences.
8. Click **Continue**.
9. In the drop-down list, select your **Payment** method or click **Enter a different payment method**. You can then enter your credit or debit card information or your bank account information, depending on your church's settings.
10. When you finish, click **Give**.

After you give, a confirmation message displays, and you'll receive an email receipt when your gift is processed. If you gave a one-time gift, you can enter information to schedule this gift in the future.


Registering for an Abundant Account

While you don't have to register for an account to give with Abundant, you can register if you plan to give frequently.

Registering for an account lets you track your giving history, scheduled gifts, and payment methods.

1. Click the **Register now** link.
2. Enter **Your name** and **Email address**.
3. In the **Password** and **Confirm Password** fields, enter and confirm your password. To be sure your passwords match and meet the requirements, click .
4. Click **Create Account**.

Once you've registered, you can sign in.



1. Navigate to your church's online giving website.
2. In the top right corner, click **Sign In**.
3. Enter your **Email address** and **Password**. To see your password, click .
4. Click **Sign In**.

After you sign in, your account information displays. To donate, in the upper right corner, click **Make a Gift**.

Viewing your Abundant Account Details

In Abundant, you can view your account's details, giving history, scheduled gifts, and payment methods.

Changes on these tabs only apply to Abundant and gifts made in Abundant. For example, if you change your email address on the My Account tab, you'll receive Abundant confirmation emails and receipts at the new address, but unless you contact a church administrator or change your address inside ACS, you may still receive church email newsletters at the old address.

1. Navigate to your church's online giving website.
2. In the top right corner, click **Sign In**.
3. Enter your **Email address** and **Password**. To see your password, click .
4. Click **Sign In**.
5. In the upper right corner, click on your name, then click on one of the tabs:
 - **My Account** - To update your account's details, such as your address, phone number, email address, and password, click **Edit**.
 - **Giving History** - To view your giving history, elect a **Start Date** and **End Date**, then click **Filter**. This giving history only reflects gifts made in Abundant, so cash or check contributions do not display.
 - **Scheduled Gifts** - Your scheduled Abundant gifts display. To update a scheduled gift's amount, fund, payment method, start/end date, or frequency, click **Edit**. To delete a scheduled gift, click **Delete** .
 - **Payment Methods** - This tab displays your payment methods.