

## Dona on Quick Reference for Sunday Morning

### START STATE

You are sitting in front of the counter laptop with the offering envelopes, loose cash, and cheques. You have checked the red folder in the office safe for items to deposit and sorted the envelopes.

### LOGIN

Click the icon \_\_\_\_\_ and enter the userid \_\_\_\_\_ and ask Orphtee for the password. Open the "S4NP Menu" and click the cash register icon labelled \_\_\_\_\_.

### ENTER DONATIONS

Click the button, \_\_\_\_\_, set the \_\_\_\_\_, and \_\_\_\_\_

### CHECK BOXES

_____	Unchecked
_____	Unchecked

**Step-1: Record numbered envelopes, sorted by envelope number.**

**Step-2: Record payments for which the payer provided their name, email, or phone number... but not an envelope number. Press Ctrl-F to activate the search dialogue to locate the payer.**

**Step-3: Record payments from unknown payers. These will be attributed to the envelope number "999" which has the name "unknown donor." The category for any payments attributed to 999 must have a category ending in "NR" which means "no receipt" because we cannot issue a receipt if we don't know who to give it to.**

For each donation, record \_\_\_\_\_.

**Note: Because the Dona!on app prints the deposit slip, "Cheque # / Paid By" MUST be filled in.**

If a donor contributes to more than one category, click \_\_\_\_\_ to add a line.

For donations for which there is no donor name, use envelope number \_\_\_\_\_.

Amounts entered for categories that end with the two letters, \_\_\_\_\_, will NOT be included charitable tax receipts.

The category \_\_\_\_\_ records transfers between St Stephen's bank accounts.

For step-2, press \_\_\_\_\_ to search for donors by name.

If a donor is new, click the button \_\_\_\_\_ to add. If the new donor will never require a charitable tax receipt, click the dropdown, \_\_\_\_\_, and select a status ending in "NR". If the new donor did not provide a postal address, enter \_\_\_\_\_ on address line 1.

## CREATE BANK DEPOSIT

On a typical Sunday, you may deposit money to up to three bank accounts: CIBC Building, CIBC Saints, and CIBC General. "Building" takes property income. "Saints" takes foodbank donations. "General" takes everything that's left... so we will do it last.

To create a bank deposit, click \_\_\_\_\_ in the main menu and \_\_\_\_\_ in the sub menu.

Be careful to select the correct \_\_\_\_\_ as the bank uses the number, not the description, to determine where to deposit the money.

Click the button \_\_\_\_\_ to retrieve all donations for the date range indicated that have not yet been assigned to a bank deposit.

For each deposit...

- Check the checkboxes to assign donation to the deposit.
- Click the button, Deposit Slip, to create and print the deposit slip.

### Check the bank Deposit!

Verify that the cash and cheques to be deposited into each bank account match the deposit slip. If the cheques or cash don't match go back to the Batch Entry form to review the "cheque # / paid-by" column. E.G. in the training video, "Loose NR" was incorrectly listed as "cheque."

- Click the button, \_\_\_\_\_, to create the audit trail report, and the button, \_\_\_\_\_, to save the PDF to the USB drive with the file name

\_\_\_\_\_ and email the PDF to the Parish Office at the email address,

**If you have added a new donor, provide the name in the email body so that the parish office and/or Fr Theodore may follow-up if needed.**

- Note: Each cheque can be deposited in ONLY ONE bank account. As a result, one cheque that is the sum of amounts split among multiple categories, must be deposited to CIBC General. The Parish Office and Wardens will create a cheque to transfer money between accounts.

## SHUTDOWN

- Select "Exit" from the "File" menu.
- When prompted, save the backup to the USB drive.
- Follow the messages to close access to the cloud Donation application.

## END STATE

1. The printed deposit slip goes with the cheques and cash, in the night deposit bag.
2. The backup and audit trail report have been stored on the USB drive.  
Note: This is a backup in case there is a problem with the email.
3. The audit trail report has been mailed to the Parish Office. This report includes the exact entry to be entered in Quickbooks and the email is the trigger for the Parish Office to make the Quickbooks' entry.