Procedure for logging and reconciling electronic donations

Step 1 - Open the web interface for your e-donation software.

Step 2 - Generate a report for a specified time period to identify each donation including: date, donor name & contact info, fund/purpose, amount and batch number. Use this information to log individual donations into your contribution database for inclusion on the year-end contribution statement.

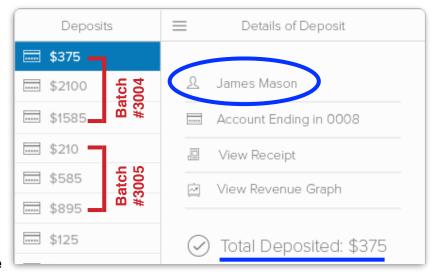*Note: Ensure that the cutoff date for your report includes all transactions for the last batch.*

Note: *Some e-donation softwares offer integrations with church management systems (i.e. church member databases) and will automatically match the online donation to the member record.*

Step 3 - View each transaction within a batch to ensure that the donor info is available and can be logged in the contribution database.

We recommend generating batch reports and logging both contribution records and bank deposits (into accounting software) by batch number.

While most merchant services provide breakdown of transactions by batch, there are some that do not. Batched donation information is an essential feature in order to maintain good donor records and simplify the bank reconciliation process. For recommendations on merchant services and/or software, contact your district office.

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Deposit To Checking Acc... ▼   Date 04/15/2016 📅   Memo Deposit Batch #3004

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

R...	FROM ACCOUNT	MEMO	C...	P...	CLASS		AMOUNT
1. ...	4. Tithe and Offerings	General Tithe and Offering			General Fund		375.00
2. ...	1. Donor Restricted Offerings:Restricted Offerings	Building Fund contributions			Building Fund	Batch #3004	2,100.00
2. ...	5. Other General Fund Income:Flow Through Income	Kids Camp fees collected			Flow Through Fund		1,585.00
▼					▼		

Step 4 - Log deposit (batch) into your accounting software. The funds should be deposited into your church bank account according to batch. This step makes it much easier to reconcile your bank account at the end of the month!

Deposit Subtotal   4,060.00

Step 5 - When reconciling your checking account register verify that the electronic deposits into your account match the batch totals that you entered into your account register in step #4.

If the totals do no match, go back to step #2 and ensure that the batch report you used to log your deposits includes all of the transactions with that batch number. You may need to adjust the date range to ensure that you picked up all of the transactions.

BANK
Street Address
City, State 12345

① ② ③

ACCOUNT STATEMENT
April 1 through April 30
Account Number: 98765432

Balance as of 4/30   ④ **$1,339.05**

Activity detail

⑤ **Deposits**

Date	Description ⑥	$ Amount ⑦
4/3	Deposit	15.00
4/15	ACH Deposit ID# 3004	4,060.00
Total Deposits		4,075.00

Withdrawal

⑧ **Checks**

Number	Date	$ Amount
200	4/1	1,200.50
Total Checks		1,200.50

Hint: Check your batch records to see if transaction fees were charged. Some service providers deduct a fee from each transaction or batch and others charge a flat fee once per month. Donors should receive full credit for their donation (before fees). Therefore, fees should be logged as an administrative expense. Most accounting software (such as QuickBooks) will allow you to record this expense in the deposit entry screen by making a negative entry when the batch is logged.

Note: If you still have issues, contact your e-donation software provider for assistance. They may need to follow up with the bank merchant service provider that assists with batching the transactions.