

Family Suite Contribution Reporting for Accounting Staff

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Celebrating 20 Years of Service

Today's Agenda

- Best Practices
 - Batches
 - Correction Batches
- Accounting
 - Income account balance
 - Funds should match
- Leveraging the data
 - Giving trends for budgeting
 - Online Giving

Best Practices

Batches

- Why use batches?
- When not to use a batch
- Correction batches
- When should we close a batch?
- Diocese or church policy
- Pledges

Accounting

Income Account Balance

Account Balance

1 January 2017 - 31 December 2017

Date	Type	Num	Vendor/Customer	Debits	Credits	Balance	CLR	Comment
1000.00	CS		Checking Account A-1-0010-00					
						A-1-00101000-00		
						114,613.08		
01/01/17	Dep	77		4,029.00	0.00	118,642.08	No	Contribution Program - Batch: 931, Fund:2017-General Fund
01/01/17	Dep	77		15.00	0.00	118,657.08	No	Contribution Program - Batch: 931, Fund:Christian Education
01/04/17	Chk	1039	Best Buy	0.00	1,000.00	117,657.08	No	
01/04/17	Chk	1040	Comrun LLC	0.00	550.00	117,107.08	No	
01/04/17	Chk	1041	Vendor	0.00	7,500.00	109,607.08	No	

Deposit Register

Deposit Register

1 January 2017 - 31 December 2017

Dep#	Date	Account	Amount	Comment	Cleared	Account Code
Deposits to Account: 1000.00CS - Checking Account A-1-0010-00 (A-1-00101000-00)						
Total Deposit:			0.00			
58	03/22/2017	Donations General	200.00	Contribution Program - Batch: 2906, Fund:Wednesday Speaker	<input type="checkbox"/>	I-1-0010-4030-00
Total Deposit:			200.00			
77	01/01/2017	Offertory Collections	4,029.00	Contribution Program - Batch: 921, Fund:2017-General Fund	<input type="checkbox"/>	I-1-0010-4000-00
		General Income	15.00	Contribution Program - Batch: 921, Fund:Christian Education	<input type="checkbox"/>	I-1-0010-4030-01
Total Deposit:			4,044.00			
78	03/01/2017	Donations General	50.00	Contribution Program: Wednesday Speaker	<input type="checkbox"/>	I-1-0010-4030-00
Total Deposit:			50.00			

Leveraging Your Data

Contribution Posting

Offering Reports

All Saints Parish, Ann Arbor

Select Report



Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	

Postings

<input type="checkbox"/>	Fund #	Description	Diocesan Fund #	External Fund #
<input type="checkbox"/>				
<input type="checkbox"/>	10-11-01	All Saints		
<input type="checkbox"/>	10-11-03	Ascension		
<input type="checkbox"/>	500-10-2013	Building Fund Campaign		
<input type="checkbox"/>	10-19-01	Christmas Flowers		
<input type="checkbox"/>	10-19-03	Easter Flowers		
<input type="checkbox"/>	10-19-00	Flowers		
<input type="checkbox"/>	100-50	Holy Days - Special Collections		
<input type="checkbox"/>	85-90-01	Katrina Relief Fund		
<input checked="" type="checkbox"/>	100-10	Offertory		
<input type="checkbox"/>	500-60-3	Prayer Candles		

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Select Date Range

Start Date 10/22/2018 
 to 10/29/2018 

Giving

Include \$0 Contributions

Sorting

Contributions: Date Descending

View Report

Contributions Summary

Funds | Batches | Pledges | Posting ▼ | Contribution List | Giving History | Import | **Reports**

Offering Reports All Saints Parish, Ann Arbor ▼

Select Report

Category	Report
Audit	Postings
Batches	Statements
Contributions	Summary
Pledges	

Contribution Summary

Funds Selected ---	Contribution Dates 1/1/18 - 12/31/18
Givers Selected ---	Total Given \$ - \$
Registration Status Registered	

Fund Filters Givers

Description	Fund #
<input type="checkbox"/> All Saints	10-11-01
<input type="checkbox"/> Ascension	10-11-03
<input type="checkbox"/> Building Fund Campaign	500-10-2013
<input type="checkbox"/> Christmas Flowers	10-19-01
<input type="checkbox"/> Easter Flowers	10-19-03
<input type="checkbox"/> Flowers	10-19-00
<input type="checkbox"/> Holy Days - Special Collections	100-50
<input type="checkbox"/> Katrina Relief Fund	85-90-01
<input type="checkbox"/> Offertory	100-10
<input type="checkbox"/> Prayer Candles	500-60-3

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Offering Reports

- Results Column
 - Funds>Description
 - Families (or Contributions)>Family DUID
 - Click on the **f** and select Count
 - Contributions >Payment Amount
 - Click on the **f** and select Sum
 - Families>Owner Organization>Organization ID
- Query Conditions
 - Contributions>Payment Date
 - Click on 00:00:00 and select 1/1/2015
 - click on second 00:00:00 and select today's date
- Save As
 - Name: Contributions by Fund from 2015-Now
 - Tag: Contributions

QUESTIONS?

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Thank you!

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