

Transferring donations from Donations Coordinator to Cashcall

Overview

To avoid repetitive input of donations / transactions a link can be set-up so that donations entered into Donations Coordinator (DC) can be imported into Cashcall. If you have used the link between Gift and Cashcall in the past please note that the process has changed.

What to do in Donations Coordinator

An unlimited number of PURPOSES can be set-up in DC, examples of PURPOSES are:
Building – donations allocated to the Building PURPOSE are to be used for a building project.
General – donations allocated to the General PURPOSE are not restricted to any particular project.

PURPOSES in DC can be compared to FUNDS in Cashcall. Assume that the church decides to support mission in Africa, a Mission PURPOSE is set-up in DC and any donations for the project are allocated to the Mission PURPOSE.

How to set-up PURPOSES in Donations Coordinator

Click on the Purpose option on the Master tables menu. The screen allows you to add PURPOSES, for more information about PURPOSES please see the Donations Coordinator Help file or manual. Unless you specify otherwise when recording a donation it is allocated to the default PURPOSE of GENERAL.

Producing a file to transfer donations to Cashcall

From the Utilities menu click on Transfer to Cashcall. Follow the instructions (see the Help file or Manual) to produce the transfer file. The file name is your choice but it must not exceed 8 characters and only include normal alpha or numeric characters.

What to do in Cashcall

You will need to give Cashcall some information to ensure donations from DC are allocated correctly in Cashcall. From the Cashcall menu click Transactions, Import from Donations Coordinator and choose Construct links.

Constructing links

You should use this screen to tell Cashcall how to process the donations from Donations Coordinator. Click the Add button and in the first box enter one of the PURPOSES that have been set-up in DC, Mission from the example above (ensure the spelling is exactly the same).

The Donations Coordinator PURPOSE should be attached to a fund in Cashcall, in the example it may be that the Mission PURPOSE is attached to the Mission Fund in Cashcall so set the second item on the screen to Mission and specify if it is to be Designated or Restricted. The next box is used to set the Cashcall income account to be used (e.g. Gift aid). The Bank account code is used to specify the bank account that has or will be used to deposit the money. The reference is only there for your information. When complete click on Save.

The screen displays all the links you have set-up. Each link is checked and the Comment column will either read Valid link or tell you what the problem is. You can edit, delete or print the list of links.

Import from Donations Coordinator

When you receive a transfer file from DC click on the Import from Donations Coordinator option on the Transactions menu and choose Import donations. Use the Open file screen to locate the DC transfer file, click on it to highlight and click the Open button. If the file is not recognised as a DC transfer file you will be told and the process will terminate.

Assuming it is a valid file you will see a list of the donations, firstly check the Comment column. Each item in the column should read Valid entry, if there is a problem Cashcall will display a description of the problem. Unless you have processed the file previously and specified "N" for No the import column it will display "Y" for Yes – you do want to import the donation.

Dates

The default date used on the transactions produced in Cashcall is the computer date on the day you process the import file. You can choose to use the date that was allocated to the donation in Donations Coordinator however the Cashcall transaction will be allocated to the current period set in Cashcall.

Individual or Combine

The default import will produce one transaction in Cashcall for each donation imported from Donations Coordinator. You need to decide if you want all Donations Coordinator donations to be recorded in Cashcall individually, in which case each one of the transactions on screen will produce two transactions in Cashcall, a debit and a credit. If you decide to combine the donations so each group of donations produce an entry in Cashcall you should set the radio button to Combine. In this case donations will be grouped on the account code, the fund, the fund type and the Batch reference, this is useful if you do not require the detail of each donation in Cashcall but simply a total for each group.

Print

The print button will produce a list of the donations on screen, use the Print / Preview radio buttons to direct the report to your printer or to the screen.

Post

When you are happy with the selection click on Post, Cashcall will import those transactions that are valid. If a transaction cannot be imported then it will remain in the import file and the Processed column will display a note to explain why it failed. During the Posting process a report is produced, use the Print / Preview radio buttons to direct the report to your printer or to the screen.

Failed donations

You may want to import failed donations at a later date if they become valid or after you have edited any incorrect information in the Link file (see Constructing links). Use the Delete button to remove unwanted transactions from the import file.

Import file Issues

If all the donations are imported during the Posting process the import file will be empty and therefore deleted, if not the failed donations will remain in the import file and the file will not be deleted. You may want to use a new directory / folder to hold only these import files, this will alert you to any import files that have not yet been fully processed.

Donations to a PURPOSE that are banked in more than one bank account

The DC user may bank donations to a particular PURPOSE in several bank accounts. An example would be donations to a building project that are banked in two bank accounts, the Nat West savings account and the HSBC current account. As the link between DC and Cashcall uses PURPOSE linked to Fund and one bank account you will need to decide how you wish to handle this. There are two ways:

1. Set-up two links for the Building project in DC, both linked the Building fund in Cashcall but one to the Nat West account and the other to the HSBC account. The two PURPOSES in DC could be BUILDINGA and BUILDINGB.
2. Set-up a Current asset in Cashcall for donations from DC to be posted to e.g. DC Donations. All purposes in DC have this current asset as the bank account code. On completion of the import all the donations that have been banked by the DC user are allocated to the new current asset, you can then do bank transfers to allocate it to the correct bank accounts. During the bank transfers you will be asked to specify what fund the monies belong to. To ensure you have this information go to Reports on the top menu, click on Fund reports and produce the Statement of assets and liabilities (detailed).

Personal references and Batch references

Batch references in Donations Co-ordinator

When entering donations into Donations Co-ordinator you can attach a batch reference. This is useful when, for example, entering multiple donations that have been banked on one paying-in slip. You can give them all the same batch reference to make bank reconciliation in Cashcall or Finance Co-ordinator easier.

When you transfer a file from Donations Co-ordinator for use in Cashcall or Finance Co-ordinator you have two options:

- 1) You can retain any batch references that have already been entered against the donations.
- 2) You can apply a new batch reference to ALL the donations about to be transferred to Cashcall. You do this by entering the new batch reference you require into the white box at the bottom left of the Transfer to Cashcall or Transfer to Finance Co-ordinator form. This new batch reference will only be applied in the transfer file itself. It will NOT over-write any original batch references applied to donations.

How references are treated in Cashcall

The batch reference in the Donations Co-ordinator file is transferred to the transaction Reference in Cashcall, the one used for bank reconciliation. The personal reference in the Donations Co-ordinator file is transferred to the Text item in each Cashcall transaction.