



RC ACTIVITIES, INC.

## TIP OF THE MONTH SEPTEMBER 2019

### ACCEPTIVA PAYMENTS IN QBE

Acceptiva is a service that some localities use that builds, hosts, and maintains an unlimited number of secure forms to enable non-profit organizations to accept donations and payments online. They provide form and account management tools, transaction reporting, email receipt generation and free page design.

- To get started you will need to log into your account.

**Acceptiva**<sup>TM</sup>

**Acceptiva Login**

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Once you have logged on to Acceptiva with your credentials. Export the transactions for the dates needed to excel. If anyone needs help doing with this step, please contact Todd or Amanda and we can walk you through this process. Due to confidential data we are not showing this in the video and notes. From the excel download your report should look similar to the export below.

The screenshot shows an Excel spreadsheet titled "Acceptiva transactions for training - Excel". The spreadsheet contains a list of transactions with the following columns: Date, First Name, Last Name, Full Name, Address, City, State, Zip, Phone, Email, Total Amount, Form, Status, Recurring?, Payment Type, Merch Acct, and Settle Date. The data is organized into rows, with the first row being the header and subsequent rows containing individual transaction records. The spreadsheet is displayed in a standard Excel interface with the ribbon visible at the top.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Date	First Name	Last Name	Full Name	Address	City	State	Zip	Phone	Email	Total Amount	Form	Status	Recurring?	Payment Type	Merch Acct	Settle Date
2	1/13/16	Daphne	Ingram	Daphne Ingram	711 Donegal Dr	Papillion	NE	68046	(717) 398-0550	giafly@icloud.com	750.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/13/2016
3	1/14/16	Tripp	Clayton	Tripp Clayton	1439 Vanstone Drive	Commerce	MI	48382	(204) 790-9973	dburrows@att.net	650.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/14/2016
4	1/14/16	Shamar	Steele	Shamar Steele	3704 braeburn place	Mimiani	CO	80503	(741) 765-1196	pakaste@live.com	650.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/14/2016
5	1/14/16	Gracelyn	Adams	Gracelyn Adams	274 Robin Pl	Gilroy	CA	95020	(750) 770-3609	bulletin@sbcglobal.net	750.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/14/2016
6	1/15/16	Martin	Mcperson	Martin Mcpherson	3437 Foxcroft Drive	Wrong Way	OH	43035	(740) 927-3786	chance@yahoo.ca	650.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/15/2016
7	1/15/16	Nylah	Randall	Nylah Randall	110 Waverly Circle	Circus	PA	19460	(446) 523-6452	paulv@yahoo.com	650.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/15/2016
8	1/15/16	Cyrus	Pennington	Cyrus Pennington	136 Waverly Circle	Phoenixville	PA	19460	(626) 658-1628	nachbaur@optonline.net	650.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/15/2016
9	1/15/16	Tyree	Schwartz	Tyree Schwartz	331 Carlton Ave	Los Gatos	CA	95032	(727) 785-8657	jonathan@mac.com	650.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/15/2016
10	1/16/16	Leslie	Ewing	Leslie Ewing	10211 Norton Rd	Potomac	MD	20854	(353) 440-8882	cvreck@comcast.net	600.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/16/2016
11	1/17/16	Jacoby	Moran	Jacoby Moran	2 Hickory Run	Newtown Square	PA	19073	(572) 612-9319	hedwig@optonline.net	600.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/17/2016
12	1/18/16	Aliza	Hinton	Aliza Hinton	24201 FM 2154	Navasota	TX	77868	(735) 448-0034	attwood@gmail.com	650.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/18/2016
13	1/18/16	Adriana	Petty	Adriana Petty	4731 Faulkner Ct.	Lincoln	NE	68516	(735) 342-4096	jmcnamara@comcast.n	750.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/18/2016
14	1/19/16	Frankie	Carrillo	Frankie Carrillo	7192 Windward St	Cape San Blas	FL	32456	(693) 995-5607	killmenow@msn.com	750.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/19/2016
15	1/19/16	Sterling	Mcgee	Sterling Mcgee	4111 Shorecrest Dr.	Dallas	TX	75209	(796) 997-3194	andrewik@live.com	600.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/19/2016
16	1/19/16	Graham	Berry	Graham Berry	4111 Shorecrest Dr.	Dallas	TX	75209	(291) 390-5457	jimxugle@verizon.net	600.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/19/2016
17	1/19/16	Shyla	Floyd	Shyla Floyd	Tristate RC	Rye	NY	10580	(734) 551-4649	eminence@live.com	100.00	Donation	Success	No	Credit Card	Regnum Christi USA 5218	01/19/2016
18	1/19/16	Jermaine	Myers	Jermaine Myers	207 S. Michigan Avenue	Edgerton	OH	43517	(369) 908-9843	nichoj@comcast.net	650.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/19/2016
19	1/19/16	Saniya	Huynh	Saniya Huynh	3450 White Fox Lane	Suwanee	GA	30024	(427) 334-2016	arnold@live.com	650.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/19/2016
20	1/19/16	Emilio	Davidson	Emilio Davidson	16729 X Street	Omaha	NE	68135	(801) 621-7597	jdray@hotmail.com	750.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/19/2016
21	1/19/16	Marianna	Rubio	Marianna Rubio	3846 38th Drive North	Chances	IA	15634	(824) 897-8614	kramulous@sbcglobal.n	800.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/19/2016
22	1/19/16	Laylah	Bray	Laylah Bray	85 Fairway Ridge Ct.	Minnetrissa	MN	55364	(355) 818-5032	hutton@live.com	650.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/19/2016
23	1/19/16	Megan	Snyder	Megan Snyder	A903 Three Salcedo Place	Makati	ME	12271	(353) 866-8859	jguyer@verizon.net	850.00	Regnum Christi Renewal Convention 2016	Success	No	Credit Card	Regnum Christi USA 5218	01/19/2016
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From these transactions you have a couple of options as to entering the sales receipts into your QuickBooks file. You can also use this file to batch entry into your customer database if a registrant or donor is not currently in your file. Some manipulation may need to be done for the import based on your current formatting of names, address, etc.

Option 1. Enter all line transactions individually. Make sure to include the class used in the transaction download. In this case Regnum Christi Convention 2016. This should be the same process you are currently using for entering checks and cash receipts.

The screenshot shows a QuickBooks Sales Receipt form. At the top, the menu bar includes File, Edit, View, Lists, Favorites, Nonprofit, Company, Customers, Vendors, Employees, Banking, Reports, Window, and Help. Below the menu is a toolbar with various icons for actions like Find, New, Save, Delete, Create a Copy, Memorize, Mark As Pending, Print, Email, Email Later, Attach File, Add time/costs, Process payment, and Add Credit Card Processing. The form header shows CUSTOMER\_JOB: Daphne Ingram, CLASS: RC Convention 2016, and TEMPLATE: Custom Sales Receipt. The main title is "Sales Receipt". On the right, there are fields for DATE (01/01/2016), SALE NO. (5), and SOLD TO (Daphne Ingram, 711 Donegal Dr, Papillion NE 68046). Below the title are buttons for CASH, CHECK, CREDIT DEBIT, e-CHECK, and MORE. A table with columns ITEM, DESCRIPTION, QTY, RATE, and AMOUNT contains one entry: RC Renewal Convention 2016, Regnum Christi Renewal Convention 2016, 1, 750.00, 750.00. At the bottom right, the TOTAL is 750.00. There are also fields for CUSTOMER MESSAGE and MEMO, and buttons for Save & Close, Save & New, and Clear.

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
RC Renewal Convention 2016	Regnum Christi Renewal Convention 2016	1	750.00	750.00

Note: For option #2 and #3 you will lose the ability to look up by the person's name by event. You have the Acceptiva report if needed, but the customer information won't be in the accounting file. I propose only doing these options for event registrations if you choose and continue doing any donations individually so that you may email the donors receipts directly from the QuickBooks accounting file.





