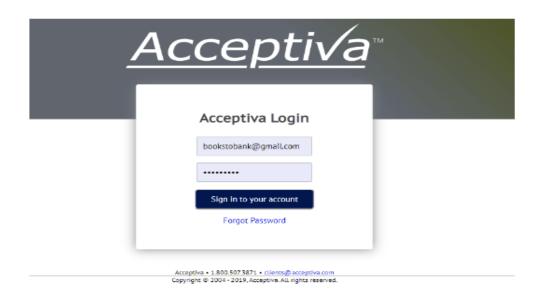


TIP OF THE MONTH SEPTEMBER 2019

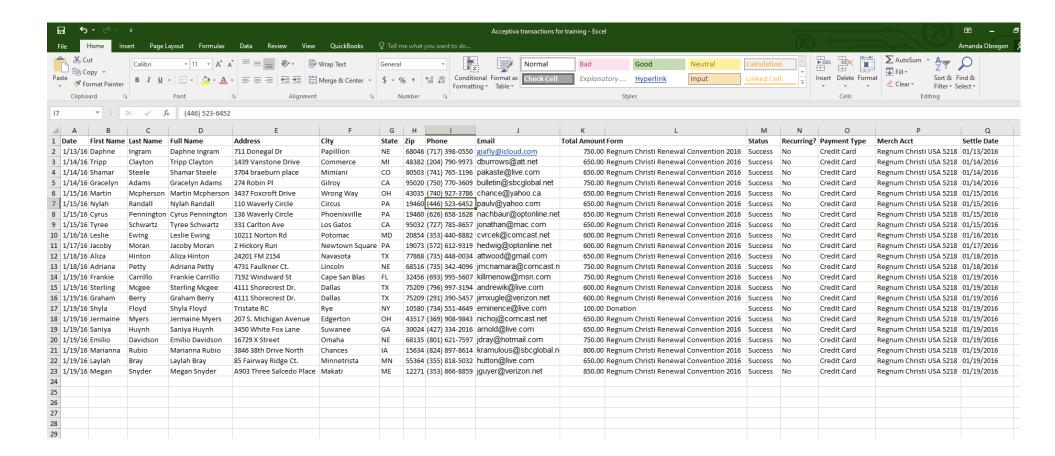
ACCEPTIVA PAYMENTS IN QBE

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.

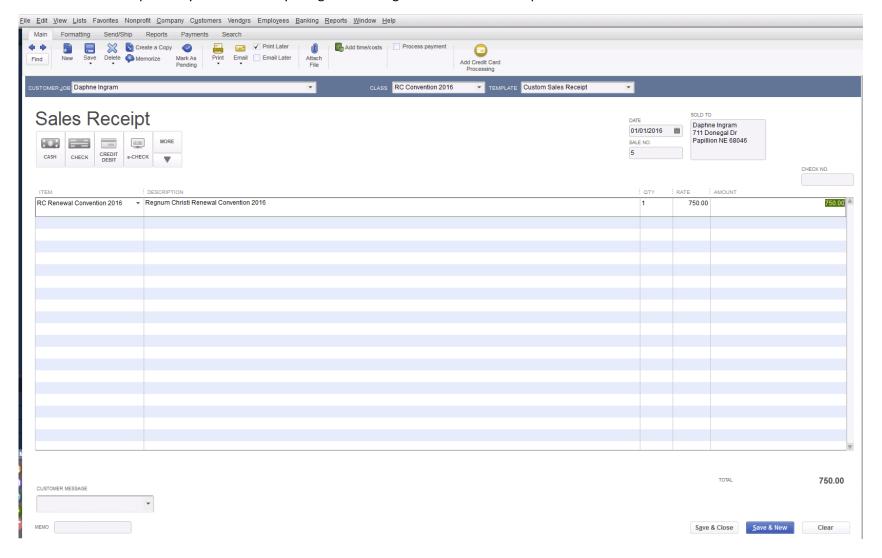


Once you have logged on to Acceptiva with your credentials. Export the transactions for the dates needed to excel. If anyone needs help doing with this step, please contact Todd or Amanda and we can walk you through this process. Due to confidential data we are not showing this in the video and notes.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



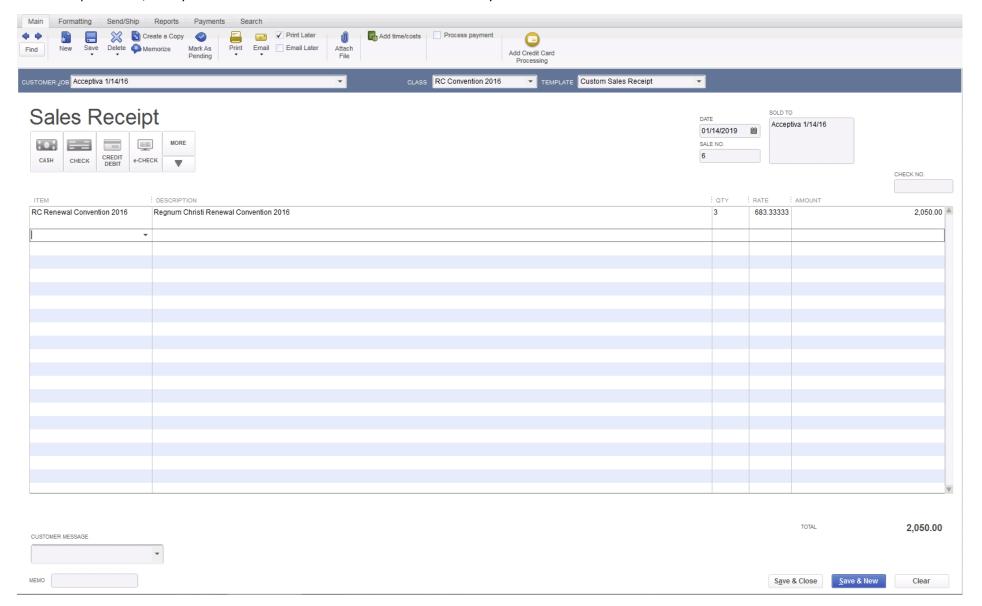
From these transactions you have a couple of options as to entering the sales receipts into your QuickBooks file. You can also use this file to batch entry into your customer database if a registrant or donor is not currently in your file. Some manipulation may need to be done for the import based on 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.

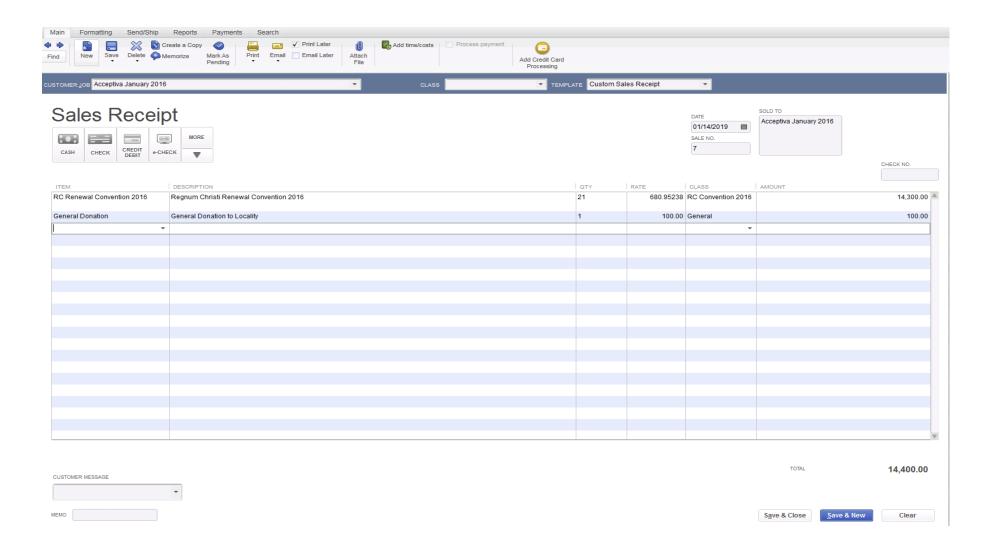


Note: For option #2 and #3 you will lose the ability to look up by the person's name by event. You have the Acceptiva report if needed, but the customer information won't be in the accounting file. I propose only doing these options for event registrations if you choose and continue doing any donations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

Option 2. Add up all transactions for a given date and enter as one sales receipt per day. Make sure that you enter the items and classes for the totals. If you have multiple classes, then you will need to class in the individual lines below by item.



Option 3. Add up all transactions that match your bank deposits on your statement for that given month. I would not recommend adding up all of the transactions listed on the Acceptiva download for the entire month as the last few days of the month may not hit the bank statement and your deposits will be off for reconciling the bank account at month end. The process is the same as above. Add up all transactions by class and enter into one sales receipt in your accounting file.



After all items are entered then you will need to do the deposit ticket based on your options and your bank statement. We recommend keeping a tracking excel download sheet for yourself and highlighting the transactions you have entered to avoid any duplications. As always if you have any questions on any of this we are here to help guide you through the obstacles you may encounter.

