

Procedure - Posting Offering

1. Run the Sales by Payment Method Report.

1. Go to **Reports** on the left-hand side of QuickBooks.
2. Click **Custom**.
3. Select **Sales by Payment Method**.
4. At the top of the report, enter the date range.

Date Range:

The starting date should be the **Monday after the previous Sunday**, and the ending date should be the **Sunday for which you are entering the receipts**.

Example:

If you are entering receipts for **Sunday, 9/20**, enter:

- **Start Date:** 9/14
- **End Date:** 9/20

This will give you the totals for that week.

Click **Run Report**.

2. Review the Report

Take note of all the summary amounts that appear on the report.

Examples may include:

- Bagels
- Building Fund
- General Fund
- Encore
- Outreach
- One79
- Any other income that appears

For reporting purposes, be sure to record:

- General Fund
- Outreach
- Bagels
- One79
- Encore
- Any other income shown on the report

3. Enter the Amounts

Open the document Giving.numbers (I keep one on my desk top save it, then transfer it into the duck.

Enter the appropriate amounts into the **Accounting Sheet**.

(Go to Giving-All on top left to do this)

Enter income from general fund into Column "E " (Received -General Fund) and then Column "J" Received -Outreach-

Add additional income next- (in blue on sheet) this is for any other income such as bagels, building fund, encore One79 etc). Save document Giving-numbers.

Double-check the numbers to make sure they match the QuickBooks report.

Go to the **Giving** document top left next to the **Giving-All** and click on it. Unhide the date for the week you are posting, then hide all blank lines after the date. (Click "file" "Print"- go to pdf. On left side and save the file as Giving.pdf on your computer.

Once both files are saved on your computer. Open the "Duck" - click on ICF_Share, go down to financial and click on that, then click "Offering" and transfer the files from your computer into the duck so we have all up to date information in the duck.

Open FileZilla to transfer the **Giving.pdf** into this so that it is posted on the Integrity app. Once FileZilla is open click the "green check" at the top once it populates you can drag your Giving.pdf file into the area on the right hand Side, this uploads it to the app. (Check the app to make sure it uploaded).