



Donation Tracker Accounting Interface

We are pleased to introduce the Donation Tracker Accounting Interface Module designed for use with QuickBooks®!

This optional module allows transactions keyed into Donation Tracker to be imported directly into QuickBooks. This includes pledges, payments, adjustments, deletions, and write-offs. The information imported into QuickBooks will be posted as journal entries associated with a customer named Donation Tracker.

High Level Overview

After purchasing the Accounting Interface, a Cascade Data Solutions support specialist will assist you with the initial setup. This process involves connecting the Accounting Interface with your QuickBooks company file, as well as a few other necessary setup items.

The screenshot shows a software window titled 'Import Settings' and 'Accounting Software Product Information'. The 'Import Settings' section includes a text box for 'Accounting Software Database' containing the path 'C:\Documents and Settings\All Users\Documents\Intuit\QuickBooks\Company Files\Your United Way.QBW' and a small icon. Below this are two checkboxes: 'Automatically Create Deposit' (checked) and 'Credit Over-Payments to Accounts Receivable' (unchecked). The 'Accounting Method' is set to 'Accrual Basis' with a 'Change' button. The 'Accounting Software Product Information' section has three text boxes: 'Product Name' with 'QuickBooks NONPROFIT', 'Version' with '19.0', and 'Country' with 'USA'. At the bottom are three buttons: 'Check Connection', 'Initial Setup', and 'Close'.

The next step is to map the Accounting Interface to the Chart of Accounts in your QuickBooks company file.

COA Setup

2009 Campaign **Accrual Basis**

Income Account: 2009 Campaign

A/R Account: CampaignReceivable-2009 Campaign

Un-deposited Funds Account: Undeposited Funds

Bank Account: 2009 Bank

Debit Write-off: 2009 Campaign-Allowance Uncollectable

Credit Write-off: CampaignReceivable-2009 Campaign

Debit In-Kind Pledge *: CampaignReceivable-2009 Campaign

Credit In-Kind Pledge *: 2009 Campaign

Debit In-Kind Payment *: Other Assets

Credit In-Kind Payment *: CampaignReceivable-2009 Campaign

Credit Over-Payment: 2009 Campaign

Customer Account: Donation Tracker

** Leave these items blank if you don't wish to import In-Kind into your accounting software*

Close

Each campaign in Donation Tracker will need to be mapped to its appropriate COA items in QuickBooks.

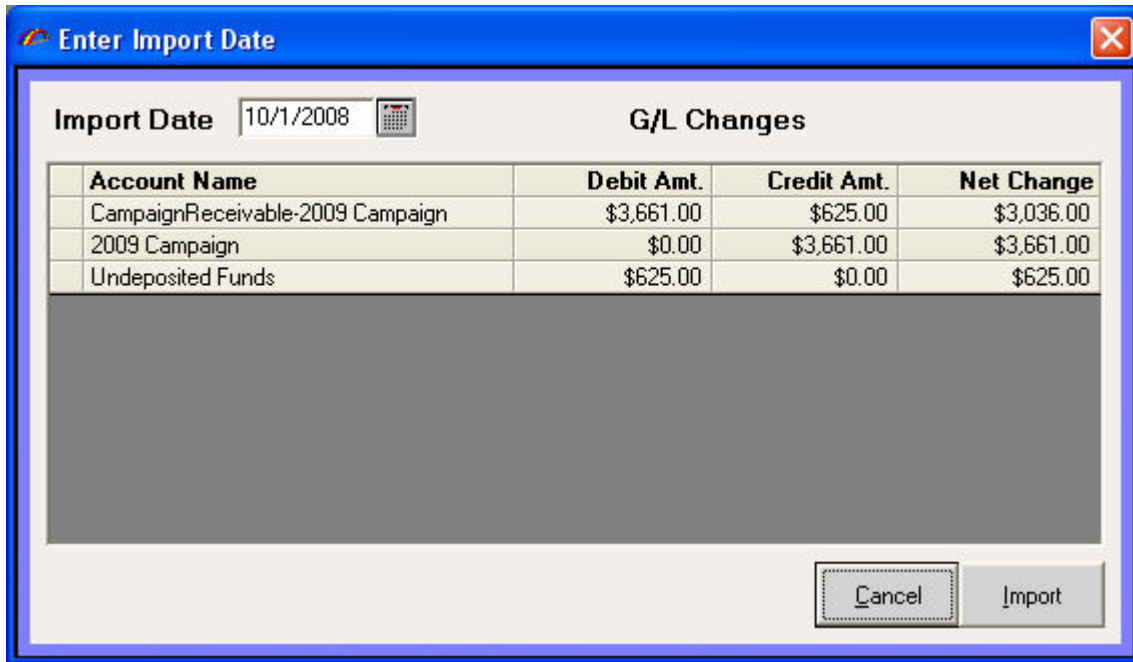
Campaign	Income Account	A/R Account	Un-Deposited Funds	Bank Account	Debit Write Off	Credit Write Off
2009 Campaign	2009 Campaign	CampaignReceivable-2009	Undeposited Funds	2009 Bank	2009 Campaign-Allowance Uncolle	CampaignReceivable-2009 Car
2008 Campaign	2008 Campaign	CampaignReceivable-2008	Undeposited Funds	2008 Bank	2008 Campaign-Allowance Uncolle	CampaignReceivable-2008 Car
2007 Campaign	2007 Campaign	CampaignReceivable-2007	Undeposited Funds	2007 Bank	2007 Campaign-Allowance Uncolle	CampaignReceivable-2007 Car
2006 Campaign	2006 Campaign	CampaignReceivable-2006	Undeposited Funds	2006 Bank	2006 Campaign-Allowance Uncolle	CampaignReceivable-2006 Car

Once the setup is complete, you will be ready to take the data you enter into Donation Tracker and import it into QuickBooks. The first part of the import process is to search for the transactions you would like to import. You may search for transactions by campaign, batch number, a date range, or some or all of the above.

The transactions will be displayed for you on a screen where you will highlight which transactions you desire to import.

Tran Group	Search Date	Orig. Tran. Date	Action	Source	Debit Account	Credit Account	Amount	Memo
09050609090501								
Pledge	10/01/08	10/01/08	Add		CampaignReceivable-2009 Cam	2009 Campaign	\$100.00	Olii, Billie J. (Add
Pledge	10/01/08	10/01/08	Add		CampaignReceivable-2009 Cam	2009 Campaign	\$500.00	Coldwell Banker
Pledge	10/01/08	10/01/08	Add		CampaignReceivable-2009 Cam	2009 Campaign	\$500.00	Krupicka, Jim A.
Pledge	10/01/08	10/01/08	Add		CampaignReceivable-2009 Cam	2009 Campaign	\$2,561.00	Coldwell Banker
Total For 09050609090501							\$3,661.00	
09050609090502 - Cash or Check								
Payment	10/01/08	10/01/08	Add	Pmt Wiz	Undeposited Funds	CampaignReceivable-2008 Cam	\$1,000.00	Cascade Data S
Payment	10/01/08	10/01/08	Add	Pmt Wiz	Undeposited Funds	CampaignReceivable-2008 Cam	\$300.00	Bayne III, Don L
Payment	10/01/08	10/01/08	Add	Pmt Wiz	Undeposited Funds	CampaignReceivable-2008 Cam	\$100.00	Accu-Fab System
Payment	10/01/08	10/01/08	Add	Pmt Wiz	Undeposited Funds	CampaignReceivable-2008 Cam	\$500.00	Accu-Fab System
Payment	10/01/08	10/01/08	Add	Pmt Wiz	Undeposited Funds	CampaignReceivable-2008 Cam	\$526.00	ABC Manufactur
Payment	10/01/08	10/01/08	Add	Pmt Wiz	Undeposited Funds	CampaignReceivable-2008 Cam	\$526.00	ABC Manufactur
Total For 09050609090502							\$2,952.00	
09050609090503 - Charge								
Payment	10/01/08	10/01/08	Add	Pmt Wiz	Undeposited Funds	CampaignReceivable-2008 Cam	\$120.00	Long, Susan (A
Total For 09050609090503							\$120.00	
09050609090504 - Cash or Check								
Payment	10/01/08	10/01/08	Add	Env Wiz	Undeposited Funds	CampaignReceivable-2009 Cam	\$500.00	Coldwell Banker
Total For 09050609090504							\$500.00	
09050609090505 - Charge								
Payment	10/01/08	10/01/08	Add	Env Wiz	Undeposited Funds	CampaignReceivable-2009 Cam	\$125.00	Krupicka, Jim A.
Total For 09050609090505							\$125.00	

The last step is to then import them into QuickBooks.



The cost to purchase the Accounting Interface module is \$500. There will also be an additional \$50 added to your annual support & maintenance fee. We decided that only charging the sites that use the Accounting Interface was better than increasing the annual support & maintenance fee for all of our customers.

Please call us for a more in-depth discussion of how the Donation Tracker Accounting Interface could be used in your office.

*QuickBooks is a registered trademark and service mark of Intuit Inc. in the United States and other countries. Donation Tracker's Accounting Interface is designed for use with the **2005 and newer versions of QuickBooks Pro, QuickBooks Premier only.**