



DONATION DIRECTOR

Setting up Accounting Interface - Chart of Accounts

These instructions will help you setting up your accounting software to work with Donation Director.
 Note: you must have already installed the Accounting Interface program.

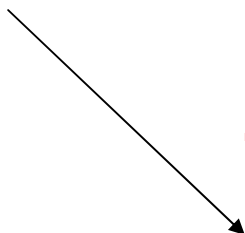
Your first step will be to get from your finance person the Chart of Account items that you will be using to post to in your accounting software (Quickbooks®).

Example of a COA from QB might be:



In most cases you will only use a few of these accounts.

And then you may also depending on the breakdown have more specific accounts



The main thing is to find out for each appeal category where does your finance person want the money to go into your accounting software



Name	Type	Balance T...
♦Three Hills Bank	Bank	13,715.00
♦11000 · Accounts Receivable	Accounts Re...	27,650.00
♦11100 · Allowance for Doubtful Accounts	Accounts Re...	0.00
♦11200 · Pledges Receivable	Accounts Re...	0.00
♦12000 · Undeposited Funds	Other Curre...	0.00
♦15000 · Furniture and Equipment	Fixed Asset	0.00
♦18600 · Other Assets	Other Asset	0.00
♦27200 · Other Liabilities	Long Term Li...	0.00
♦30000 · Opening Balance Equity	Equity	0.00
♦31300 · Perm. Restricted Net Assets	Equity	0.00
♦31500 · Temp. Restricted Net Assets	Equity	0.00
♦32000 · Unrestricted Net Assets	Equity	0.00
♦43400 · Direct Public Support	Income	
♦43410 · Corporate Contributions	Income	
♦43440 · Gifts in Kind - Goods	Income	
♦43450 · Individ, Business Contributions	Income	
♦43460 · Legacies and Bequests	Income	
♦45000 · Investments	Income	
♦45030 · Interest-Savings, Short-term CD	Income	
♦46400 · Other Types of Income	Income	
♦46410 · Capital Campaign	Income	
♦46420 · Grants	Income	
♦46430 · Miscellaneous Revenue	Income	
♦47200 · Program Income	Income	
♦47220 · Athletics	Income	
♦47230 · Membership Dues	Income	
♦47240 · Program Service Fees	Income	
♦49000 · Special Events Income	Income	
♦49010 · Spring Auction	Income	
♦49020 · Celebrity Golf Tournament	Income	
♦49030 · Fall Gala	Income	
♦49040 · Kids Breakfast	Income	
♦49050 · Fun Run	Income	
♦49060 · Steak and Burger	Income	
♦60900 · Business Expenses	Expense	
♦60910 · Bad Debts	Expense	
♦60920 · Gift in Kind - Goods/Services	Expense	
♦62100 · Contract Services	Expense	
♦62110 · Accounting Fees	Expense	
♦62140 · Legal Fees	Expense	

Spring Auction, Ticket Sales

Does it go to:
 49000 Special Events or
 49010 Spring Auction or
 maybe you have a line item specifically for Ticket Sales.



With that information open up Donation Director go to System Setup and open Chart of Accounts

Enter the COA line item and account number.

Our accounting Chart of Accounts happens to mirror our Appeal names, yours may not.

Save/Close
But keep Donation Director open

Donation Director (version 2.0.34) - [Work With Chart Of Accounts]

File Data Managers Tools Window Help

Description	Sort Order	Acct. No.
Athletics	0	47220
Bequests/Memorials	0	43460
Capital Campaign	0	46410
Celebrity Golf Tournament	0	49020
Corporate Support	0	43410
Fall Gala	0	49030
Foundation Support	0	43490
Fun Run	0	49050
Grants	0	46420
Individual Support	0	43450
Kids Breakfast	0	49040
Membership	0	47230
Restricted Funds	0	31300
Spring Auction	0	49010
Steak and Burger	0	49060
Unrestricted Funds	0	32000
*	0	

Now open up the Accounting Interface

Click on Chart of Accounts Manager and you will notice that the Interface sees the chart of accounts that you have entered in Donation Director.

Donation Director Accounting Software Interface Program (Version 1.2.8) - [Chart of Accounts]

File Window Help

Donation Director COA	QuickBooks COA	A/R Account	Cash/Check Depo
Athletics	Athletics	(Not Found)	
Bequests/Memorials	Legacies and Bequests	(Not Found)	
Capital Campaign	Capital Campaign	(Not Found)	
Celebrity Golf Tournament	Celebrity Golf Tournament	(Not Found)	
Corporate Support	Corporate Contributions	(Not Found)	
Fall Gala	Fall Gala	(Not Found)	
Foundation Support			
Fun Run	Fun Run	(Not Found)	
Grants	Grants	(Not Found)	
Individual Support	Direct Public Support	(Not Found)	
Kids Breakfast	Kids Breakfast	(Not Found)	
Membership	Membership Dues	(Not Found)	
Restricted Funds		(Not Found)	
Spring Auction	Spring Auction	(Not Found)	
Steak and Burger	Steak and Burger	(Not Found)	
Unrestricted Funds			



Now double on your first item in this case it is Athletics

This edit screen will open and now you will be able to assign your accounts.

Donation Director COA	QuickBooks COA	A/R Account	Cash/Check
Athletics	Athletics	(Not Found)	
Bequests/Memorials	Legacies and Bequests	(Not Found)	
Capital Campaign	Capital Campaign	(Not Found)	
Celebrity Golf Tournament	Celebrity Golf Tournament	(Not Found)	
Corporate Support	Corporate Contributions	(Not Found)	
Fall Gala	Fall Gala	(Not Found)	
Foundation Support			
Fun Run	Fun Run	(Not Found)	
Grants	Grants	(Not Found)	

First is your Income Account.

Accounts Receivable, only used when posting pledges

Cash/Check Deposits, either a bank account or to undeposited funds (depends on your financing process)

Other Deposits, usually a bank account, these are your Visa, MC or EFT transactions (deposits that directly hit your bank account)

Write off, a reversal of a pledge that is not going to be paid.

In-Kind Gift, this item may or may not be used. If not used just leave blank. Save and proceed to the next one

Any of these items can be left blank but when you import your transaction they will need to be filled in before import.

When you are finished with linking all your accounts you can close and your finished. If you use classes click on **Get Class**

COA Edit Screen

Athletics

Income Account Name: Athletics

Accounts Receivable: Accounts Receivable

Cash/Check Deposits: Undeposited Funds

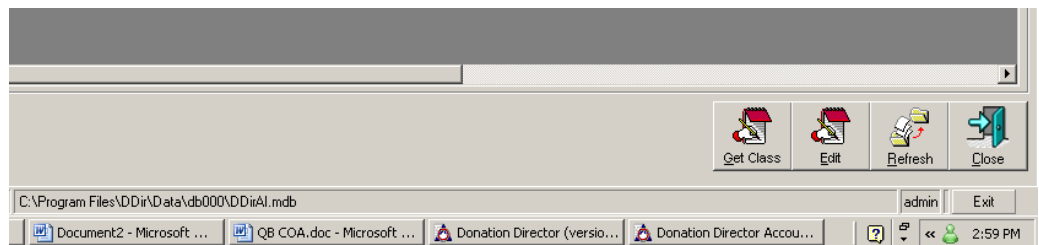
Other Deposits: Three Hills Bank

Write-Off: Debit: Bad Debts, Credit: Accounts Receivable

In-kind Gift: Gift in Kind - Goods/Services, Other Assets

Inactive Date: [Calendar Icon]

Buttons: Cancel, Save





Open Appeal Manager and go into each Appeal Category and assign the chart of account line item. Sometimes as in this case they maybe the same in some cases they may be different.

Also apply classes if used (they are a drop down, if you don't see any classes and you said Get Classes as in the prior instructions, go to Tools>Reload cache and they should appear. Save/Close

You are now ready to Import from Donation Director to your Accounting Software.

As with any support if you have questions please call 1-800-280-2090.

Donation Director (version 2.0.34) - [Spring Auction]

File Data Managers Tools Window Help

Main Menu

- Transaction Wizard
- Correspondence Wizard
- Account Manager
- Appeal Manager
- Task Manager

Appeal Information

Name: Spring Auction Inactive Date: []

Appeal Yearly Information Appeal Category Information

Appeal Category	Chart of Account	Class	Default
Donated Items	Spring Auction		<input type="checkbox"/>
General Donations	Spring Auction		<input checked="" type="checkbox"/>
Live Auction	Spring Auction		<input type="checkbox"/>
Major Sponsor	Spring Auction		<input type="checkbox"/>
Silent Auction	Spring Auction		<input type="checkbox"/>
Table Sponsor	Spring Auction		<input type="checkbox"/>
Ticket Sales	Spring Auction		<input type="checkbox"/>
*			<input type="checkbox"/>