Special Olympics Pennsylvania
Fund Accounting Deposit System (FADS)

Overview and Data Entry Instructions

FADS greatly improves the timely entry and reconciliation of contributions received by centralizing the online recording and management of deposits.

The software directly integrates with Abila Fund Accounting (SFA) to allow local program users to enter their deposit detail online via a user-friendly tool that improves accuracy of both the deposit amounts and the account coding for each deposit item, according to SOPA's chart of accounts.

Once transactions have been entered into Deposit Express and deposited at a local member bank that SOPA uses for deposits, they are automatically swept from these banks' sweep accounts into our centralized bank account.

SOPA Finance can then verify, reconcile and approve each deposit batch with the information entered in Deposit Express by the local program treasurers before transferring the transactions into Abila's Fund Accounting database.

Original Version: 7/30/13
Revision 2: 1/31/14
Revision 3 (May, 2020):

- Able to enter donor name, address, and gift designation
- Able to pull reports in .csv for review and for uploads into other databases

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INITIAL LOGON

Once logged into Terminal Services, using the SOPA Terminal Services icon on their desktop display, double click on the **FADS** icon shown here to open the application:

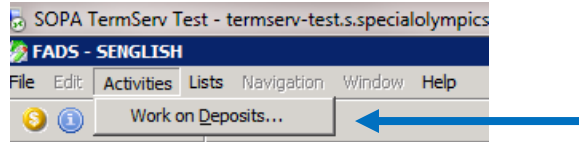Enter your assigned username (e.g. BUCKS1) and case-sensitive password, and then click on OK.

Once FADS opens, the home screen appears (below).
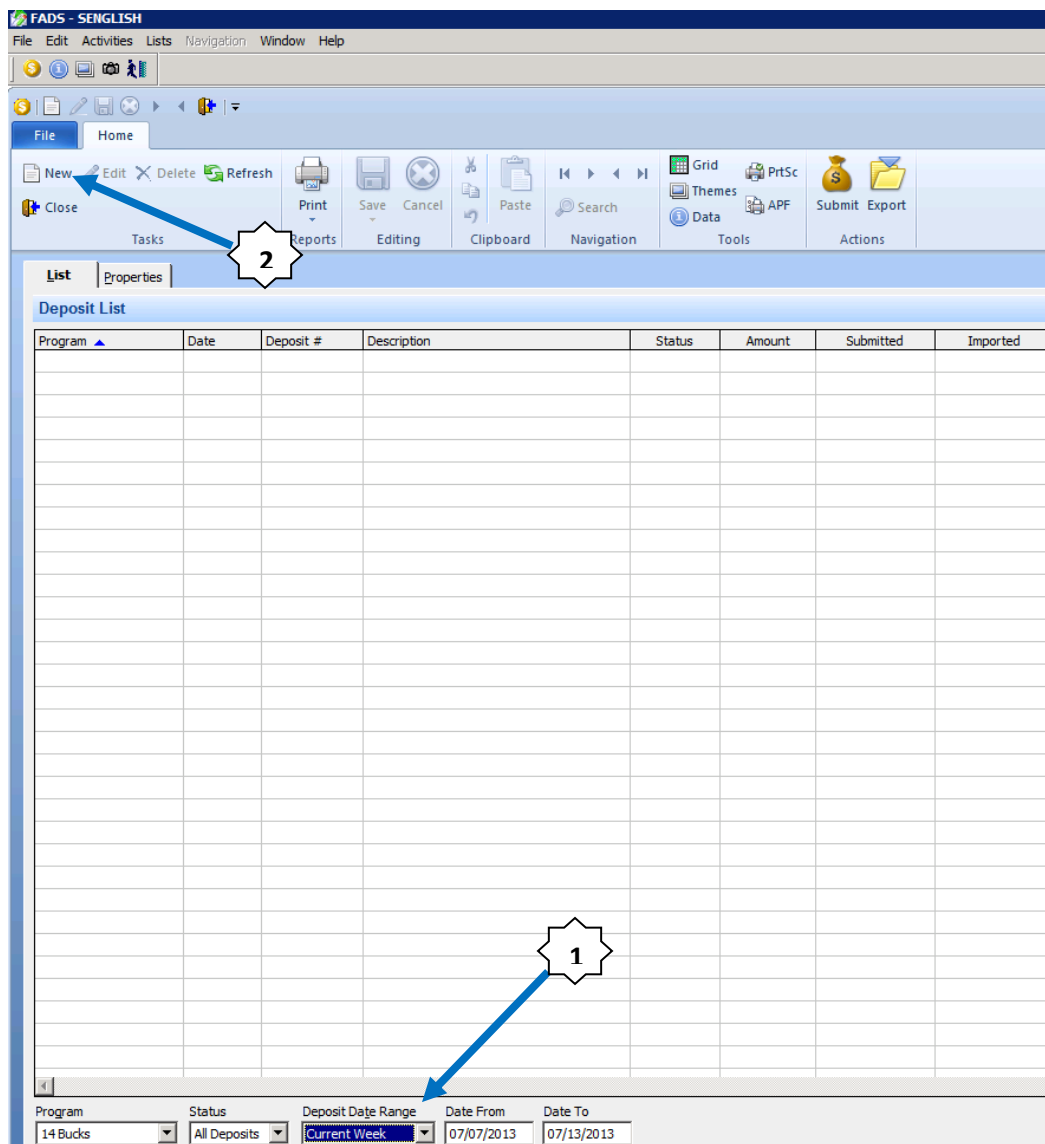

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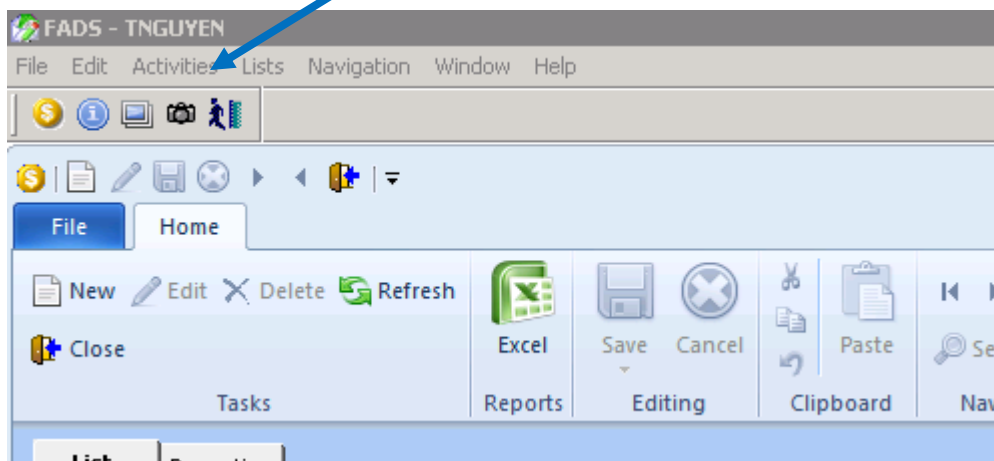
ENTERING A NEW DEPOSIT

Click on **Activities** and a pop-up button will appear saying **Work on Deposits...** Click on that button:


Once the **DEPOSITS** screen opens, (1) select the period of time the deposit was made or enter the Start/End dates at the bottom of the screen, then (2) click on **New** to start the deposit:

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The **PROPERTIES** tab appears. Verify your program is listed (the only choice available). Then enter the **Deposit Date** in the Date field, and description for the source of the funds(s): e.g., *Golf Outing Receipts or Donation*. Once the heading info is entered, click on the **+NEW** button at the bottom.
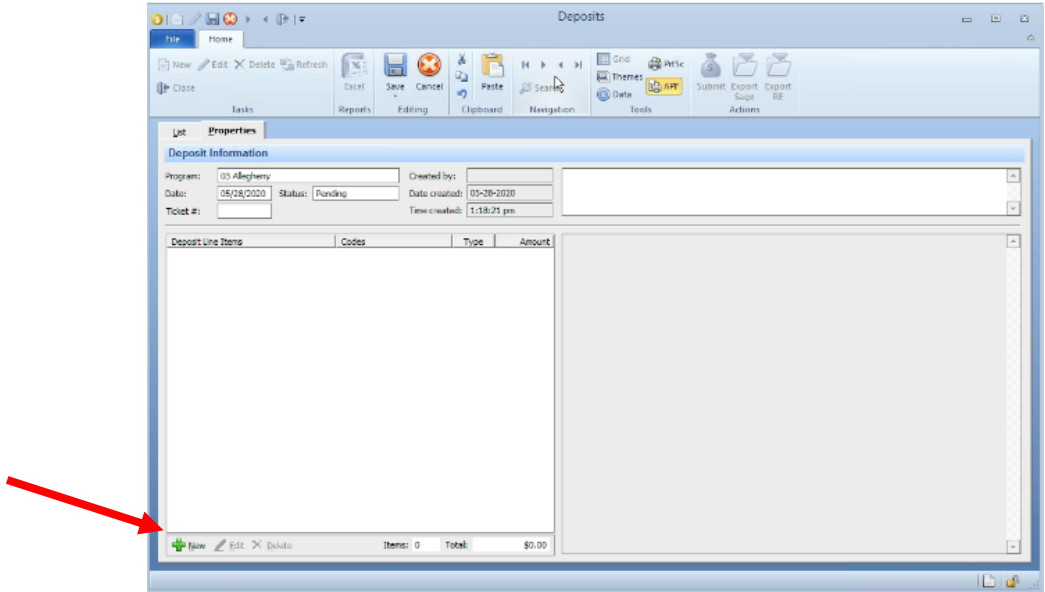
The **DEPOSIT LINE ITEM** box opens for entering the details of each check or cash. In the **DESCRIPTION** box, enter the donor's name or the event for which cash was received.
In the **TYPE** box, select either **Check** or **Cash**. If Check is selected enter the donor's check # in the **Chk #** box. If cash is selected, check number is not needed.
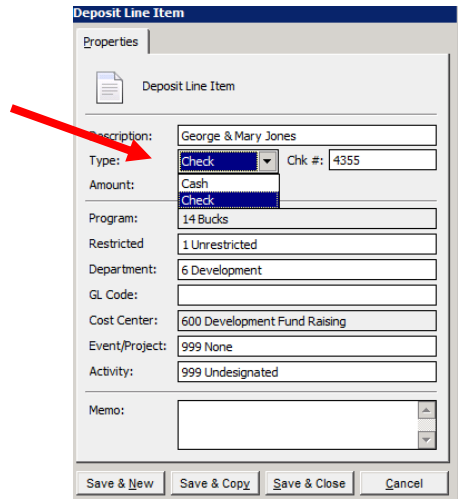
The remainder of the boxes on the left are for entering the check/cash amount and the Account Codes, similar to what is entered on the *Receipts*

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Summary Sheet in Excel in the monthly financial report submitted to SOPA Finance.

Each field has a pull-down menu of choices. We've started with the default of your program number, 1 for Unrestricted donation, Dept 6 (development), cost center 600, Event code 999 and Activity code 999. For general donations all that is required to enter is the proper GL Code (e.g., 4000, 4020, 4350, etc.):

Entering a transfer from a savings or money market account to the checking account: Enter "Transfer from Savings" in Description, Type = Cash, the Amount Transferred, Dept = 5, GL Code = 1050, and Event = 999. *Note: We do not have the ability to do transfers from checking to savings.* Email SOPA Finance with the transfer date and amount, and they will enter it directly into the Abila G/L system for you.
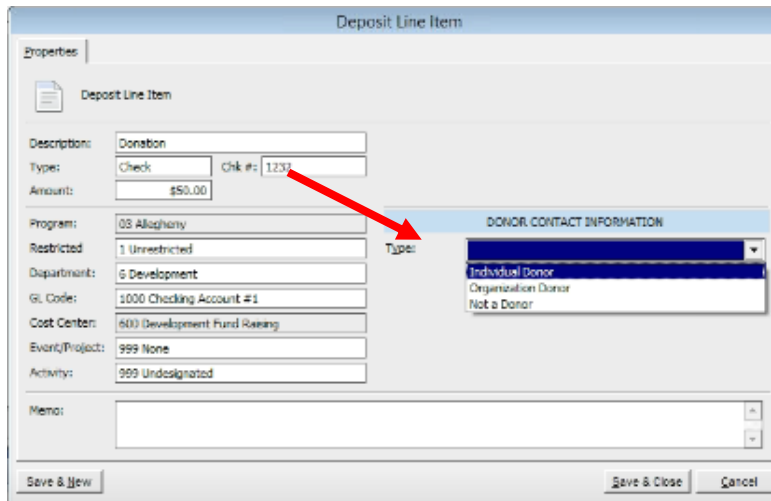
Entering Automatic Deposits: Enter "United Way" or "Truist" (or similar organization name), Type = Cash, the Amount received, Dept = 6, GL Code = 4380 (or other revenue account if not United Way or Truist), and Event = 999. In Memo box, add reference information such as an account # or entity description.

In the right side of the box, choose a Donor Contact Information TYPE: either Individual Donor, Organization Donor or Not a Donor.

If funds are from an Individual or Organization donor, fill in the name and full address of the donor, and the purpose for the gift – a gift in memory of someone, for a sponsorship, or other purpose.

If funds are not donated by an Individual or Organization, add that Type and then make any descriptive notes in the MEMO section.

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As noted above by the red arrow, you have the options of:

1. **SAVE & NEW:** saving the line item and then entering a new item with different account coding.
2. **SAVE & COPY:** saving the line item and then copying the line item's coding for inserting a subsequent deposit with the same coding. Note: The Check/Cash TYPE option, the Check #, the Amount and the Memo will be reset to enter the new donor's information. *Note: If the donor's name is different, the new donor's name must be entered.*
3. **SAVE & CLOSE:** Use for the last line item in the Deposit batch.

Deposit Line Item

Properties

Deposit Line Item

Description:	George & Mary Jones
Type:	Check	Chk #:
Amount:	

Program:	14 Bucks
Restricted:	1 Unrestricted
Department:	6 Development
GL Code:	4050 Memorial/Tribute Gifts
Cost Center:	600 Development Fund Raising
Event/Project:	999 None
Activity:	999 Undesignated

Memo:
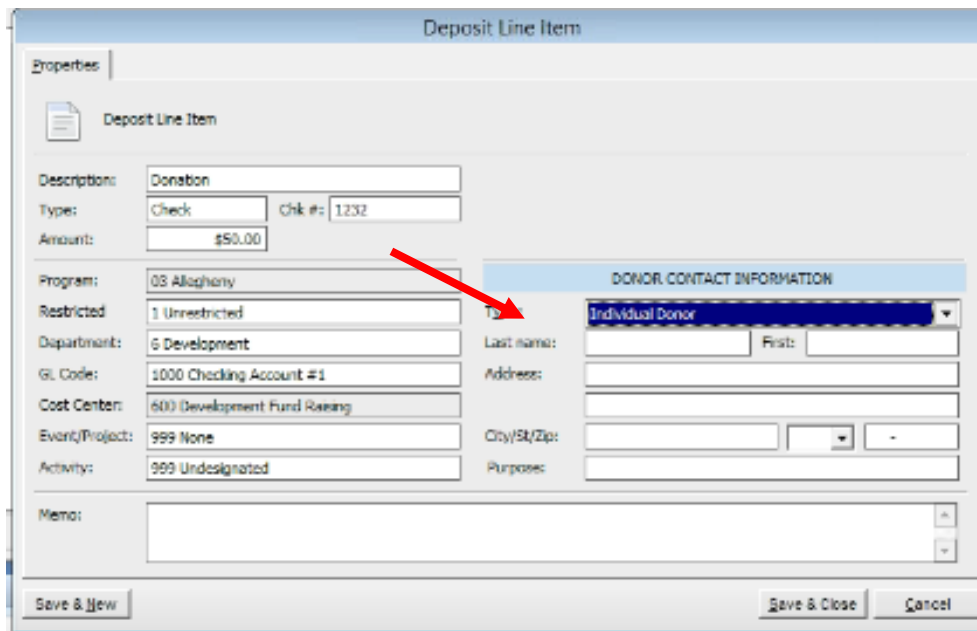
Save & New   Save & Copy   Save & Close   Cancel

> **When selecting SAVE & COPY, this screen shows the previous transaction's details, except the Check #, Amount and Memo line description.**

Continue to enter each deposit line item until the entire batch making up the deposit is entered. If necessary, you may edit existing lines entered already by clicking on the 🖉 Edit block at the bottom of the Properties tab, and update any information. You may also delete a line by clicking on the ✕ Delete block at the bottom of the Properties tab.

SAVING A DEPOSIT BATCH

Once done entering a deposit batch, (the last item entered should be **Save & Close**). The screen goes back to the Properties tab showing the lines entered:
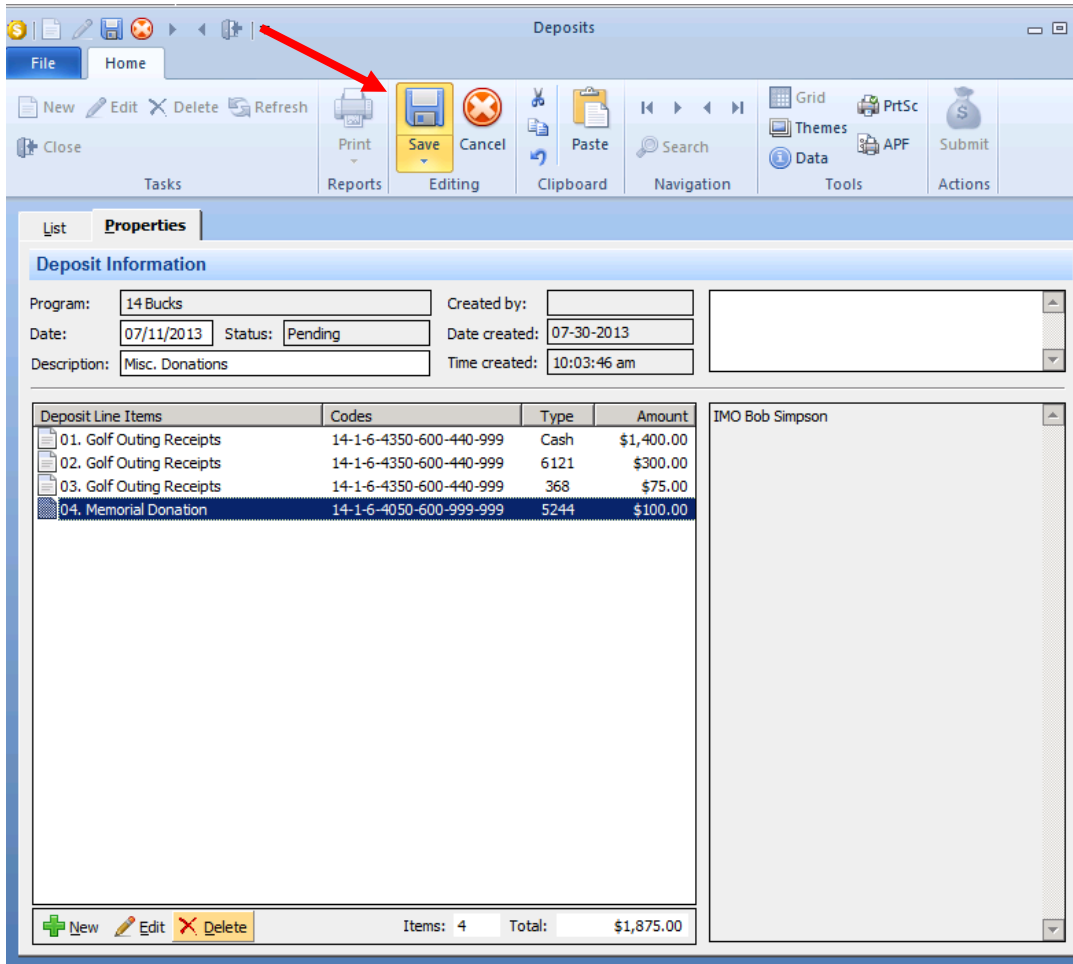
The Memo description line appears on the right for each line highlighted. By moving the cursor to another line, that line's memo description appears.

If done entering deposit lines, click on the Save icon highighted by the red arrow in the menu bar near the top.

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SUBMITTING A DEPOSIT BATCH

You may continue to update *PENDING* deposits if you are accumulating a number of checks or cash over time before making a deposit.

When you are ready to make the deposit and the total amount of the batch equals what you are depositing in the bank, click on **Refresh** to make sure the deposit batch you just created shows on the Deposit List with the latest information. If you don't see it, check the **Deposit Date Range** at the bottom of the screen and select the correct choice for the deposit date of the batch to be submitted. Then click on the **SUBMIT** money bag icon (circled in green). The Submit date will be recorded, noting the date and time. Click on **Refresh to** see this update. At this time, either enter a new deposit batch by clicking **New** (circled in blue) or **Close** (circled in black)to end entering deposits.
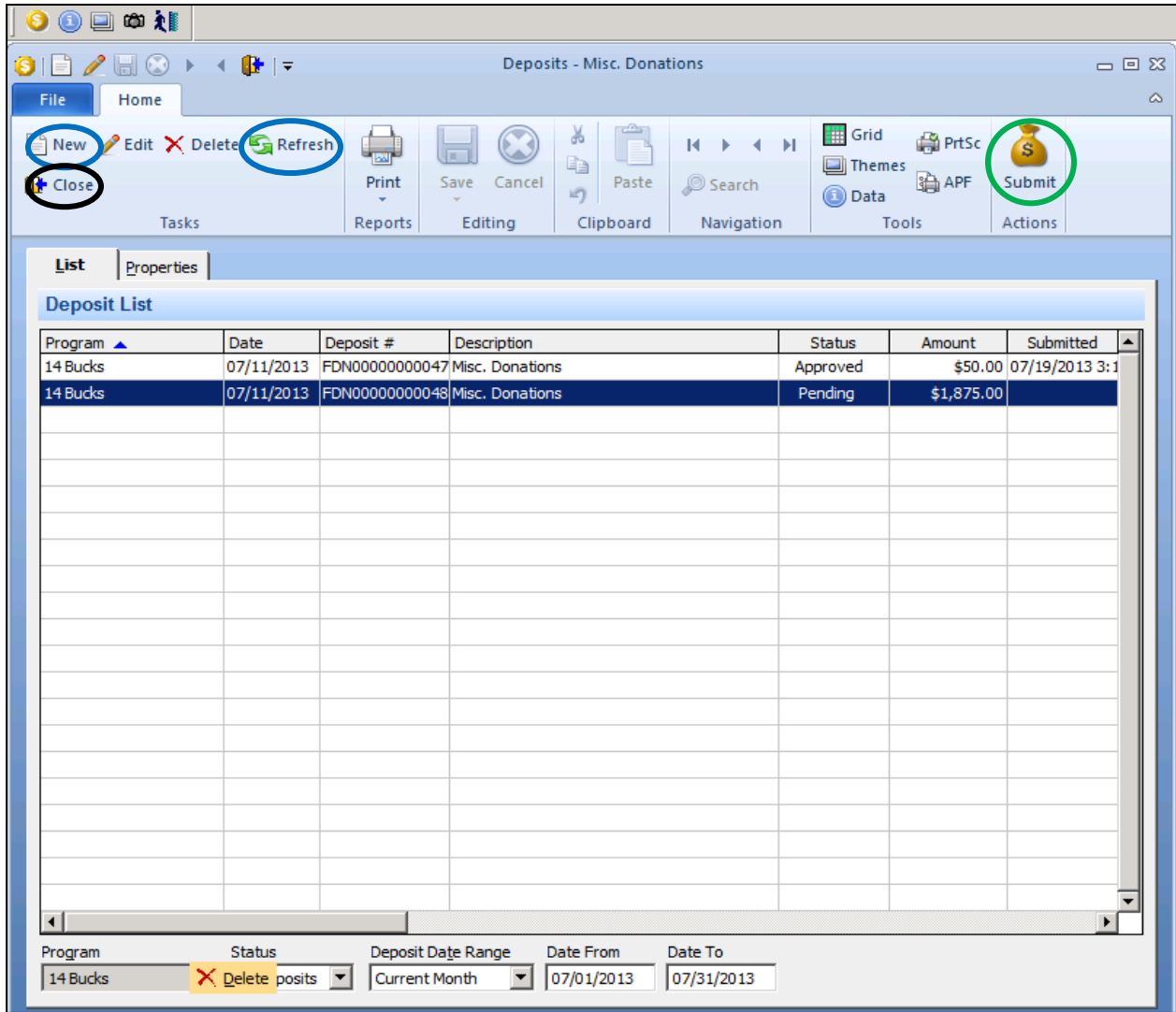
APPROVING A DEPOSIT BATCH

Submitted deposits appear on the SOPA Finance Administrator's screen for review and approval:
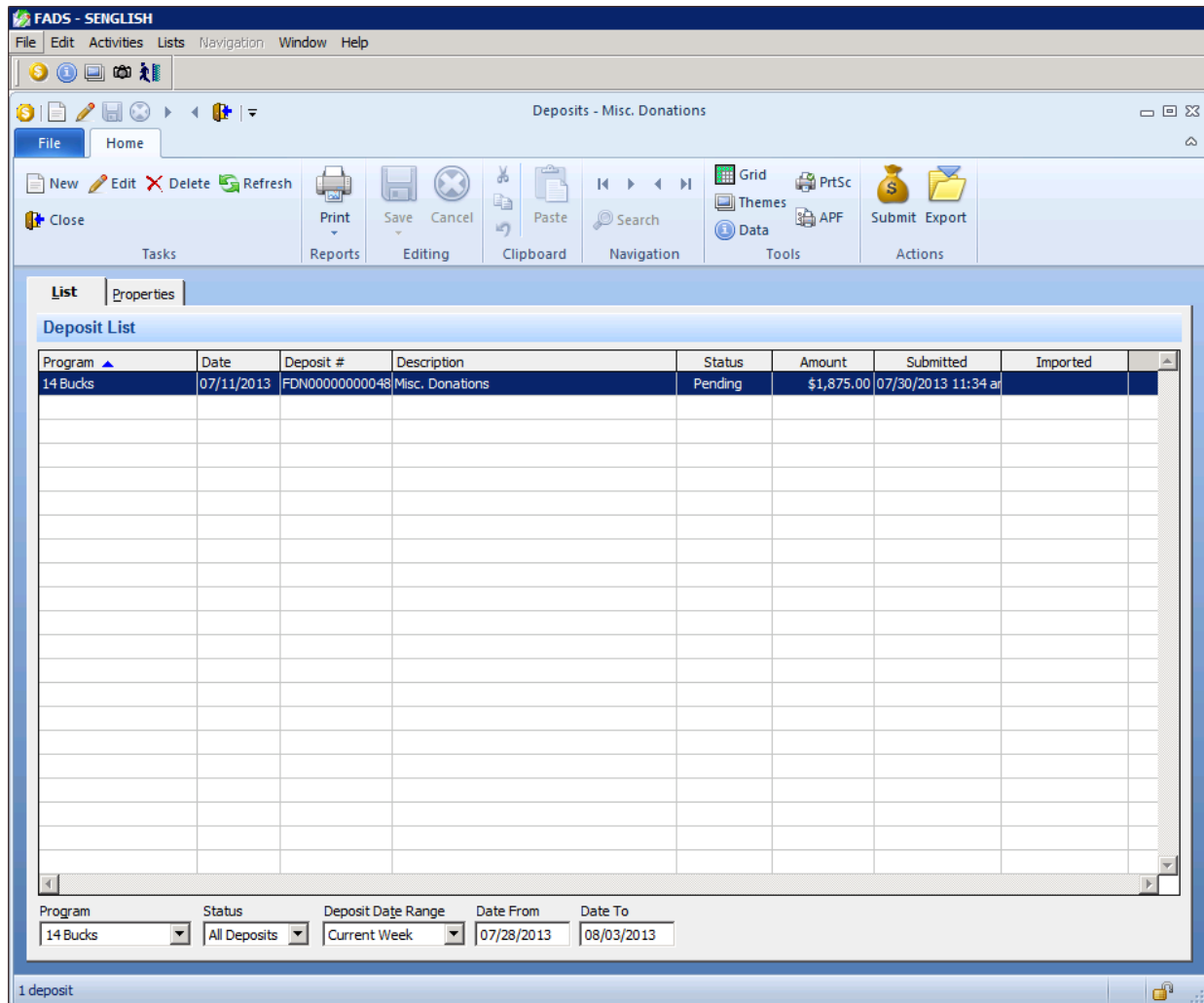
Should any of the account coding need changing, the Administrator will update the pertinent line item(s) as needed and notify the treasurer of changes made. Since the deposit batches are all in a centralized system, the treasurer does not need to make further updates or corrections made by the Administrator, unless there is a correction needed that the treasurer is aware of. Contact the administrator about corrections or additions necessary.

Once the review of the deposit line items is completed, the Administrator will change the status of the deposit batch to **Approved**. The Administrator will verify each deposit batch's dollar total for reconciling what is imported into Abila. Then, the Administrator will click on **Export** (next to the Submit icon) and the Imported date/time will be recorded on the deposit batch line.

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ABILA FUND ACCOUNTING (MIP)

In Abila, SOPA Finance will review the imported deposit batches by running an Unposted Transactions report for the FD or FS sessions created for each deposit batch. The Session ID format is FD-program #-deposit date (yymmdd)-4 digit ticket sequence # (e.g., FS021402280088).

SOPA Finance will review the Receipts for each batch and, if approved, post the transaction sessions that have been transferred from FADS.

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FAQ's

- **What if I need to correct or update a deposit batch after Submitting to SOPA Finance?**
    - Contact SOPA Finance with what changes you need done.

- **What if the Terminal Services connection is lost or my computer loses power?**
    - Once power or the Internet connection is restored, log on again into Terminal Services as you normally would. You may see a message saying another user has the session open and you will cause that user to be forced off. If that 'other person' is you, go ahead and force your previous session off.
    - Depending on what stage of entry you were in (saved or unsaved before abort), the batch may still be visible when you log back in. If so, check what information has been captured, continue making changes and then SAVE it. If the batch was not saved, you will need to reenter it. Verify what batch(es) need to be updated.

- **Why is Ticket # used as a cross-reference for each deposit?**
    - It provides a cross reference identifier for every deposit by program. This will be useful in reconciling each deposit batch versus the deposit slip for your program.
    - When you start a New Deposit, on the Deposit header info, a ticket # is required where the Description field had been before. This Ticket #, which is a 4 digit sequential number, will be used for tracking all of your program's deposits. All 4 digits are required to be entered, even if there are leading zeroes in front. Your preprinted deposit slips have your program #, name and four-digit ticket #'s (last 4 digits in MICR code after the program #).
    - You can still enter a Deposit header description in the large white box to the right of the header information, for identifying the source(s) of all the checks and cash making up the day's deposit (e.g., Misc. deposits, or Golf Outing or Memorial Donations).

- **How do I handle deposited checks that are rejected or bounced (called NSF or non-sufficient funds) by the bank?**
    - There will be checks that bounce from time-to-time. If your bank rejects one and you have already submitted the deposit, contact SOPA Finance. As Administrator, they can go into the associated deposit, reclassify the check as "NSF", and back out the amount to zero. In Abila, SOPA Finance will do a journal entry to reverse out the NSF check using the same account coding as originally entered, as well as record the NSF service fee.

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- **I'm at an event outside my normal county and receive donations. Can I make deposits in another authorized 'Deposit-Only' bank besides my program's regular 'Deposit-Only' bank?**
  - Quick answer: **You can make deposits at any other branch of the 'Deposit-Only' bank you are set up** with using the *same* preprinted deposit slips you have.
  - **Deposits with other 'Deposit-Only' banks can be done as well.** However, the only difference is the treasurer will be using a *generic (blank) deposit slip* for that particular bank and must write the program #, program name and four digit ticket # on the deposit slip. **The ticket # should be an obviously high number like 9900.** Although the monies will be deposited into a different deposit account, SOPA Finance will be able to recognize which program submitted the deposit by the deposit slip image.

- **What is the FADS Deposit ID (or Session ID) used for?**
  - The ID makes it easier to identify which program it belongs to, providing faster lookup and tracking of deposits by program.
  - When a treasurer or administrator is inquiring on a specific deposit, they will see something like this: FD991402211234 where 99 is the program #, 140221 is the year, month & day the deposit is made, and 1234 is the ticket #.

- **How do I transfer amounts from a savings or CD account to the checking account?**
  - Enter a transfer much like a normal deposit line item but use Type = Cash as the source, if the transfer is done electronically. If a check was created, then enter Type = Check and the Check #. The Memo line for the deposit line item should explain it is a *Transfer from Savings to Checking* (or transfer from another account).
  - For example, to transfer $500 via EFT (Electronic Funds Transfer), enter it as a receipt of Cash. For the account coding, use Dept 5 (Admin), G/l Acct (1050 – savings or 1090 CD), event code 999 and activity code 999. Note in the memo box *Transfer from Savings to Checking*.
  - If depositing the proceeds from a matured CD (acct 1090), also provide the CD certificate # in the Memo box.

- **How do I transfer amounts from the checking account to a savings, money market or CD account?**
  - STATUS: We have not come up with a workable solution thus far. Neither Expense Express nor FADS has the capability. For now, contact SOPA Finance and they will generate the transfer in the General Ledger system to keep account balances in synch with the bank's statements.

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- **Do automated deposits to my program's former checking or savings account need to be transferred to SOPA's account?**
    - o Yes. Please notify SOPA Finance of any automated deposits and provide them with contact information for them to initiate the changes.

- **Do I need to list EVERY check received in FADS? What about when there are many checks from the same fundraising event?**
    - o All cash or check gifts of $20 or more must be entered individually into FADS with all donor information fields completed; the state office will use this information to update the state donor database and to send gift acknowledgements.
    - o Any gifts under $20 with the same account coding may be batched as one deposit.
    - o If a local program cannot complete the deposit entries due to volume, a cash log and checks may be sent overnight mail (with tracking) to the Regional Development Director for input and deposit.

- **What reports will I be able to see to track deposits entered?**
    - o A report will be provided via DrillPoint to see the details of Deposit batches. At this time, that report is not available. SOPA Finance will advise when the report is available for use.

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