Special Olympics Pennsylvania
Fund Accounting Deposit System (FADS)

Overview and Deposit Data Entry Instructions
5.11.2022

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 SOPA's Fund Accounting software, Abila, to allow regions and local programs to enter deposit detail and donor information online to improve the accuracy of that information in Abila and for uploading information into the statewide donor database (Raiser's Edge.)

Once transactions have been deposited at a local member bank that SOPA uses for deposits, they are periodically swept from these banks' into our centralized bank account. SOPA's Finance department then verifies, reconciles and approves each deposit batch, after which transactions are pulled by the Development department for upload into Raiser' Edge.

The original version of FADS was instituted in July 2013, and was revised in January 2014 and May 2020. In 2022, a new SQL version was installed, which is more secure, easier to navigate and includes fields for donor information to ensure accurate recording into the donor database.

INITIAL LOGON

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

You should be routed directly to FADS, without entering in further log in information. When logging in the very first time, please check to be sure you are in your own account by clicking "Help"– "About FADS" and checking in the drop down for Current User that your name is listed. If it is not, notify the SOPA Finance Department.

Once FADS opens, the home screen appears:
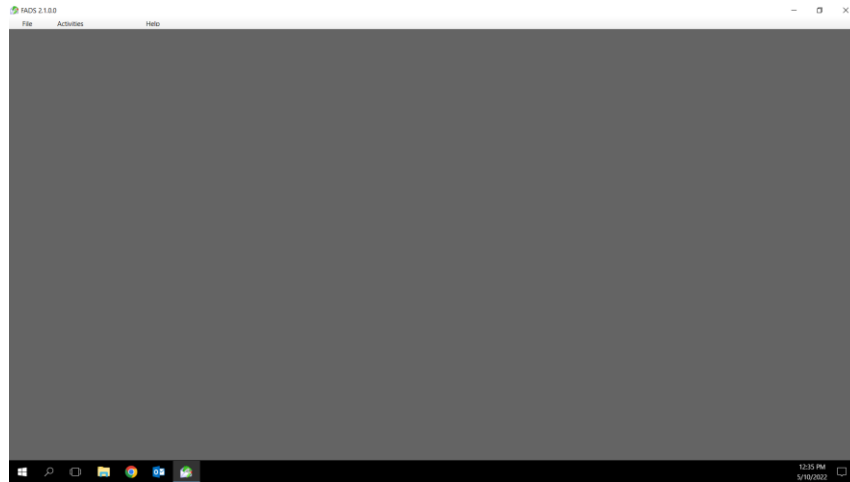
INITIAL SET UP

Before using FADS each time, set the defaults for your program deposits. To do this, click on **Activities** and drop down button will appear saying **Work on Deposits.** Click on that button, and at the bottom left of the pop up window under **Filter** choose the location you're depositing for in the drop down, and then in the next drop down box to the right choose **All Deposits** and in the next drop down box choose from the drop down any period of time to see the list of deposits during that time that have been entered. Use the date fields to the right for a more specific timeframe. FADS will remember this setting for your next session. If you are depositing for a different program at that time, be sure to revise the settings at the bottom.

ENTERING A NEW DEPOSIT

In the pop up window, click on "New" button at the top left:
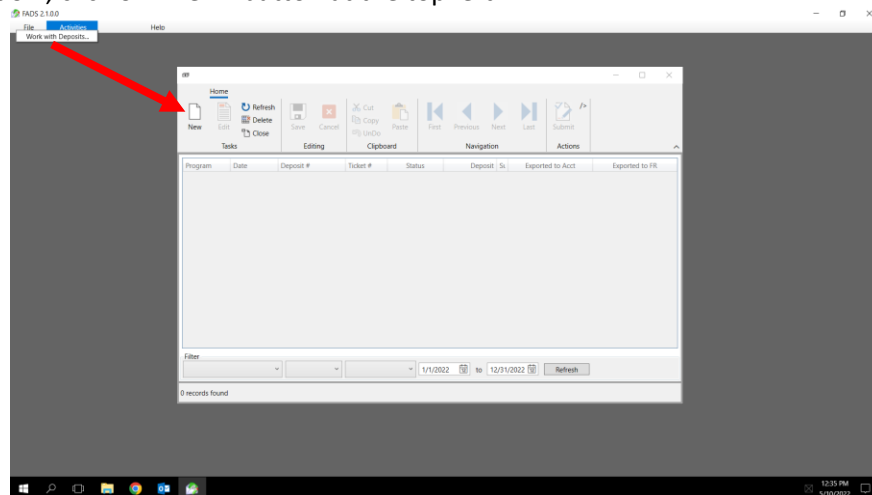
Once the **Deposit Information** screen opens, make the screen larger by pressing the large box in the upper right of the pop up screen and maximizing the size of that screen:
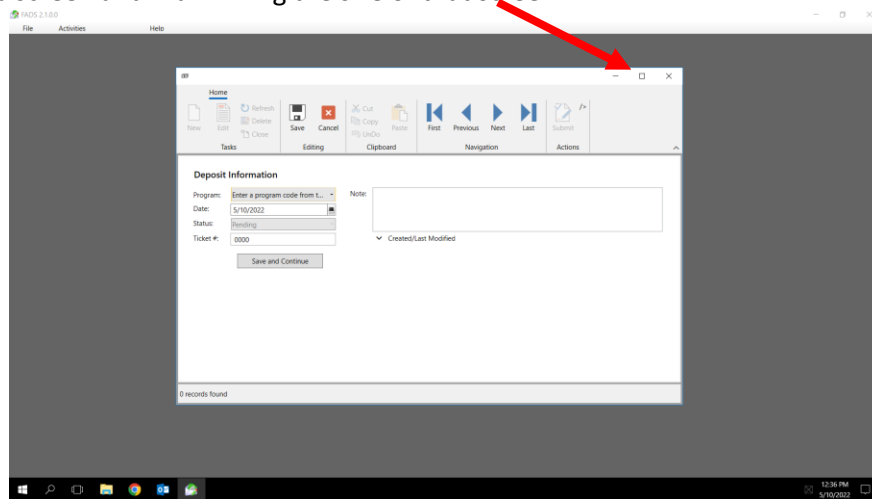
Under "Deposit Information", select the drop down for **Program** and choose the program you are depositing for, then enter the **Deposit Date** in the Date field, and description for the source of the funds(s): e.g., *Golf Outing Receipts or Donation*. Then add the **Ticket #** for the deposit (4 digit bank deposit slip code) and press **Save and Continue**:
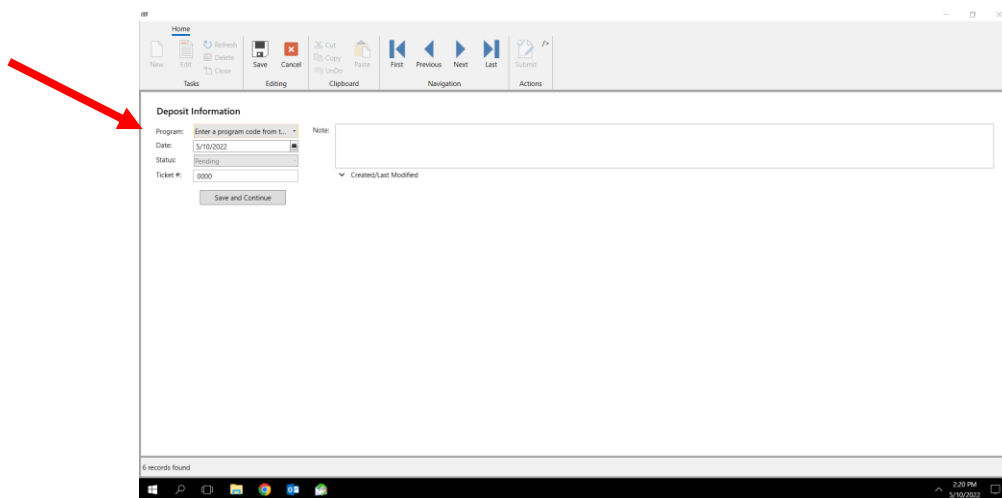
On the bottom of the next screen, click on **New** to start entering the deposit information:

The **Deposit Line Item** box opens for entering the details of each check or cash. In the **Description** box, enter the purpose for the gift *(eg: "donation", "transfer from savings", "reimbursement", etc.)* In the **Type** box drop down, 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. Each field has a pull-down menu of choices mapped to the Chart of Accounts. The first fields is hard coded with your program number, and the next are defaulted for: 1 for Unrestricted donation, Dept 6 for Development, 600 for Cost Center, 999 for Event Code and 999 for Activity Code. 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.

Entering Automatic Electronic Deposits: Enter "Electronic Deposit" in Description for any wire or ACH transfers into your account , Type = Cash, the Amount received, Dept = 6, GL Code = 4380 (for a third party gift processor such as United Way or Truist 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.

Additional Deposit Details: In the right side of the box, enter the additional deposit information. First, from the drop down at the top, choose one of the following: Not a Donation, Cash from Event, Individual Donor, or Organization Donor:

If funds are from an **Individual Donation** or an **Organization Donation**, you will be prompted to fill in the full name and full address of the donor:

If funds are **Cash from Event**, you will be prompted to fill in what type of event:

If funds are from **Not a Donation**, you will be prompted to fill in the full name of the entity and their purpose:

For all gifts, choose a **Gift Type** from the drop down. (If the deposit item is **Cash for Events**, you will be prompted to enter what type of event):

If the **Gift Type** chosen is **In Memory Of** or **In Honor Of** you will be prompted to add the name of the person who has passed or who is being honored under **Gift Name**, then in **Notify** to add the name and address of the person or family to notify that the gift was made (the family of the deceased or the person being honored):

For any gift you may check off if it is **Anonymous** or if SOPA should not solicit the donor (**Do Not Solicit**):

Additional, and not mandatory, fields are provided to add the specifics of the gift (such as the **Purpose** may be for a sponsorship or for reimbursement and **Notes** may include the names and gift amounts for the donors included in a check from United Way or Truist.)

In any case, after all of the information above is entered, press **Save** at the bottom of the pop up window:

SAVING A DEPOSIT BATCH

When all deposit items are entered, then click **Save** in the top ribbon on the screen:

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** button. 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** or **Close t**o end entering deposits.
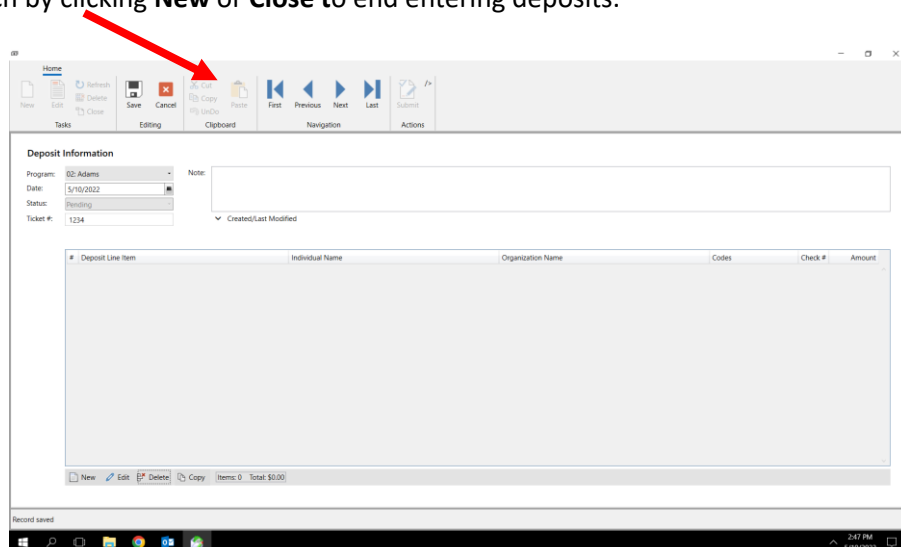
BATCH REVIEW AND APPROVAL

Should any of the account coding need changing, the Finance Department 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 Finance Department, unless there is a correction needed that the treasurer is aware of. Contact the Finance Department about corrections or additions necessary.

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

After batches are approved, the state development staff can pull the information and upload it into the statewide donor database.

ABILA FUND ACCOUNTING (MIP)

In Abila, SOPA's Finance staff 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.

FAQ's

- **What if I need to correct or update a deposit batch after Submitting to SOPA Finance?**

- o Contact SOPA Finance with what changes you need done.

- **What if the Terminal Services connection is lost or my computer loses power?**
  - o 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.
  - o 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?**
  - o 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.
  - o 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 #).

- **How do I handle deposited checks that are rejected or bounced (called NSF or non-sufficient funds) by the bank?**
  - o 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.

- **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?**
  - o 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.
  - o **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?**
  - o The ID makes it easier to identify which program it belongs to, providing faster lookup and tracking of deposits by program.
  - o 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?**
  - o 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?**
  - This kind of transfer is not available.

- **Do automated deposits to my program's former checking or savings account need to be transferred to SOPA's account?**
  - 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?**
  - 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.
  - Any gifts under $20 <u>with the same account coding</u> may be batched as one deposit as **Cash for Event**.

- **What reports will I be able to see to track deposits entered?**
  - Instead of a report, click on **Activities>Work on Deposits** and select a date range at the bottom of the page. A list of all deposits for your program will appear for the selected date range. You can then click on each deposit to view its detail.