Enter Giving Records

Description: This page provides step-by-step instructions for processing weekly giving records. It includes guidelines for reviewing, entering, and verifying transactions in different financial tracking systems, ensuring correct allocation of donations to designated funds. The instructions help maintain financial integrity and transparency in donor contributions.

Purpose: To ensure accurate and timely recording of giving records, including cash, cheque, and e-Transfers, for proper financial tracking and donor acknowledgment.

Weekly Processing Instructions

By Every Wednesday:

1. Review cash and cheque records in the Cash and Cheque Records spreadsheet
2. Enter these records on ? Elvanto Financial for the most recent Sunday
3. Check processed transactions in the e-Transfer Transactions Google Sheet
    - For failed transactions from first-time donors, follow this instruction to create a new record. For all other cases, contact Thian-Peng.
    - Pay attention to the **Message** column:
        - Check for specific offering account designations beyond General Fund. Options include: Global Advance Fund, Global Emergency Response Fund, Short Term Mission, Next Generation Leaders, Missions, Building, Capital Projects, and Benevolent.
        - Look for split donations. Example: If a $100 donation from John specifies "John - $75 and Mary - $25," create two separate transactions: $75 for John and $25 for Mary.
    - Verify that the transaction is marked as confirmed in the **Verified** column.

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