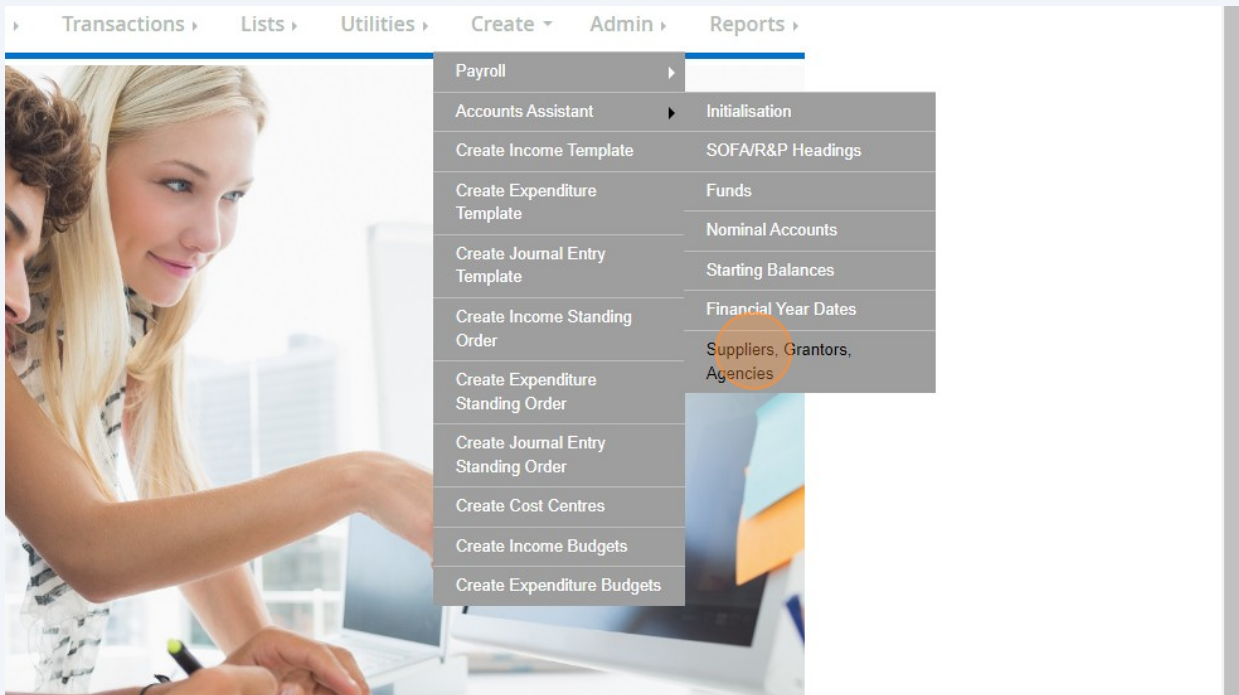


Managing Agency Transactions

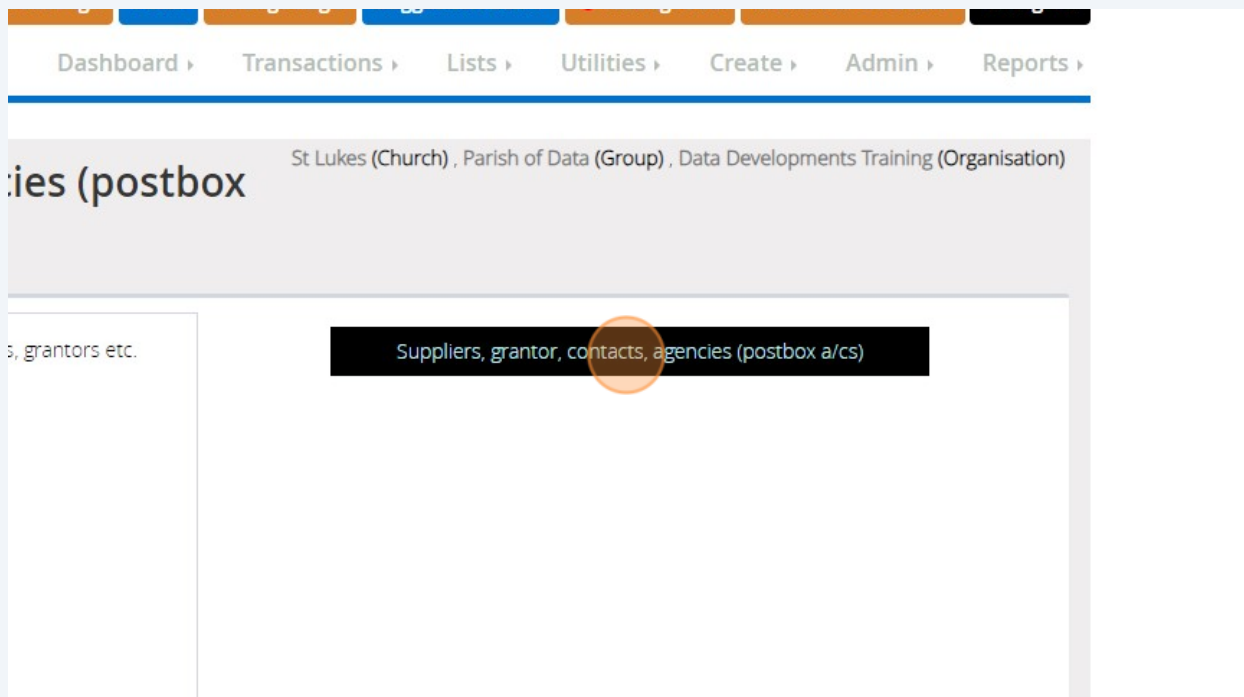
Creating Agency Accounts

1 From the Dashboard

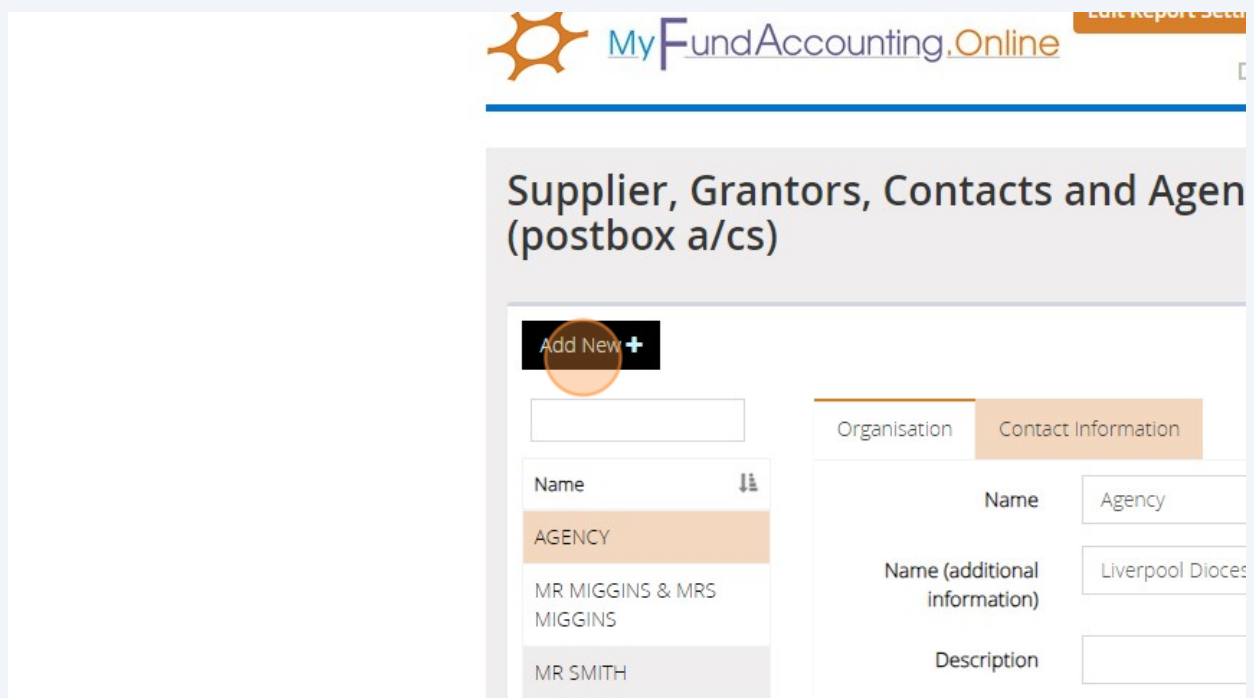
2 Click the "Create" menu, highlight the "Accounts Assistant" and click on "Suppliers, Grantors, Agencies"



3 Click "Suppliers, grantor, contacts, agencies (postbox a/cs)"



4 Click "Add New"



5 Click the "Name" field.

Grantors, Contacts and Agencies a/cs

St Lukes (Church) , Parish of Data (Group) , Data De

Organisation Contact Information

Name

Name (additional information)

Description

Use person's name in the grid display

Contact Person

Supplier Inactive

Grantor Inactive

Agency Inactive

Debtor / Customer Inactive

Reference

6 Enter the name of the Agency you are wanting to create for example "Children in Need".

You can also add in the name and address information if you wish to, as this could be useful to contact the organisation at a later date, however, it isn't required. to create the Agency. You could also come back and add this additional information at a later time if you wish to.

Grantors, Contacts and Agencies

St Lukes (Church) , Parish of Data (Group) , Data Developer

Organisation Contact Information

Name

Name (additional information)

Description

Use person's name in the grid display

Supplier Inactive

Grantor Inactive

Agency Inactive

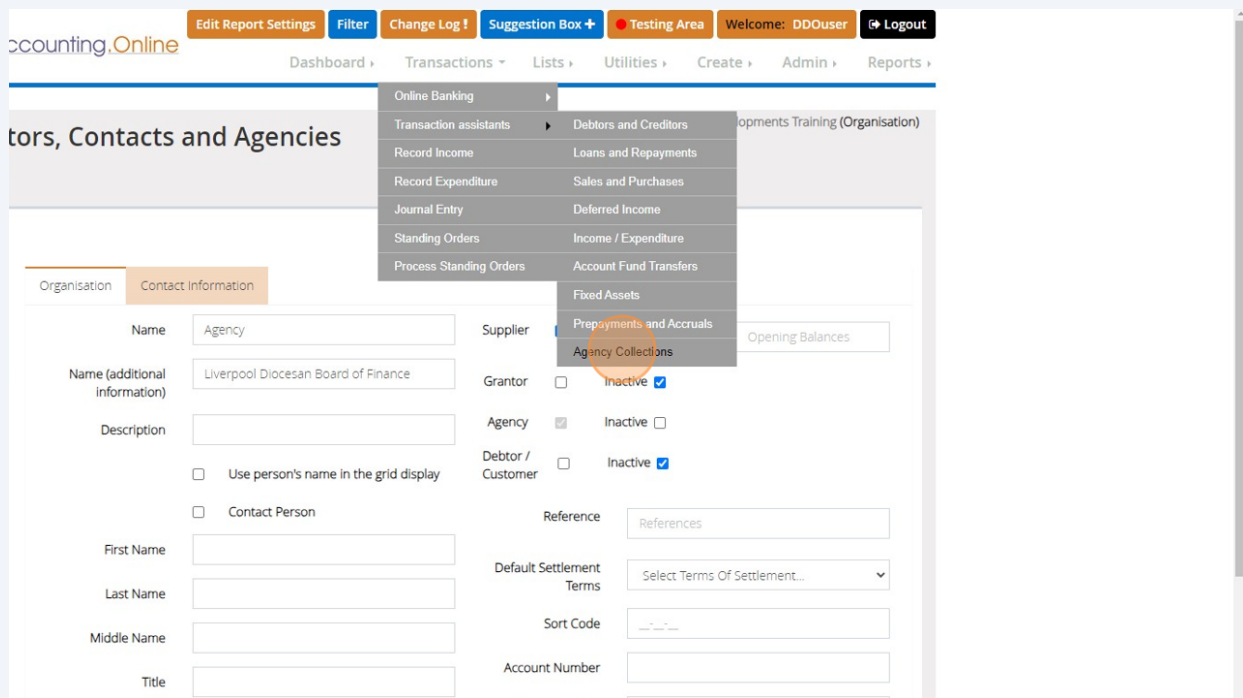
Debtor / Customer Inactive

Recording Income and Expenditure for an Agency.

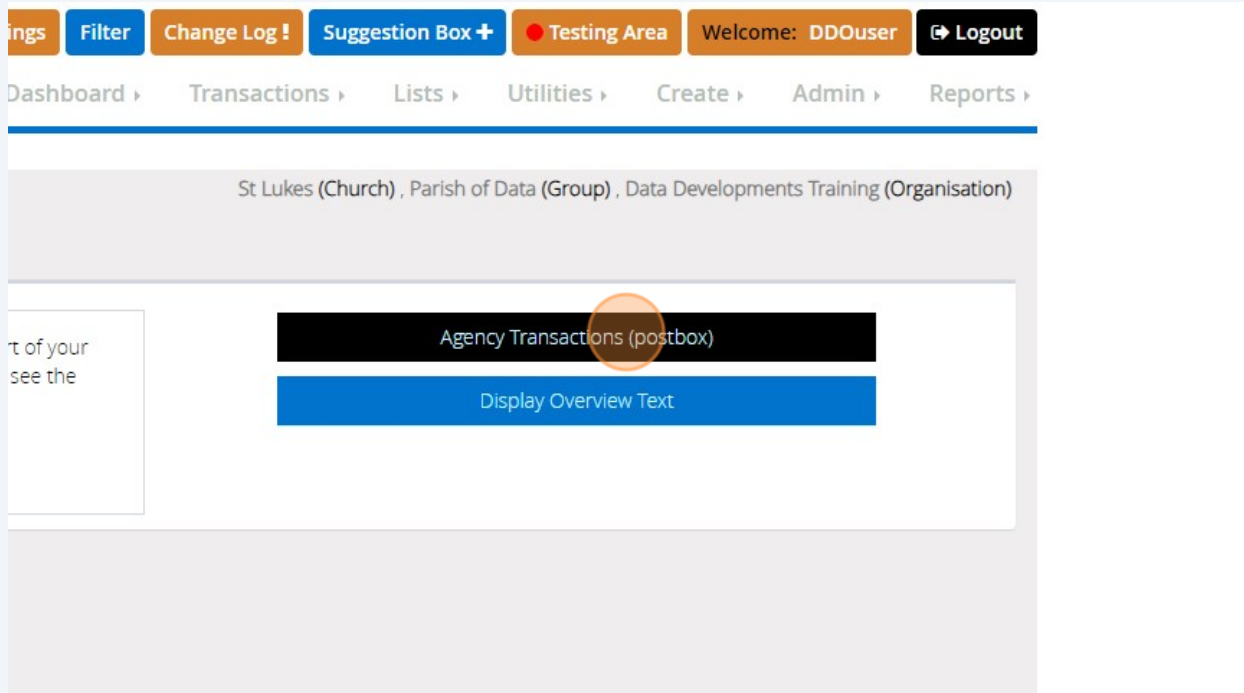
9

There are a couple of ways that you can record income and expenditure for an Agency Collection. The first is by using the "Assistant" which will guide you through the process step-by-step.

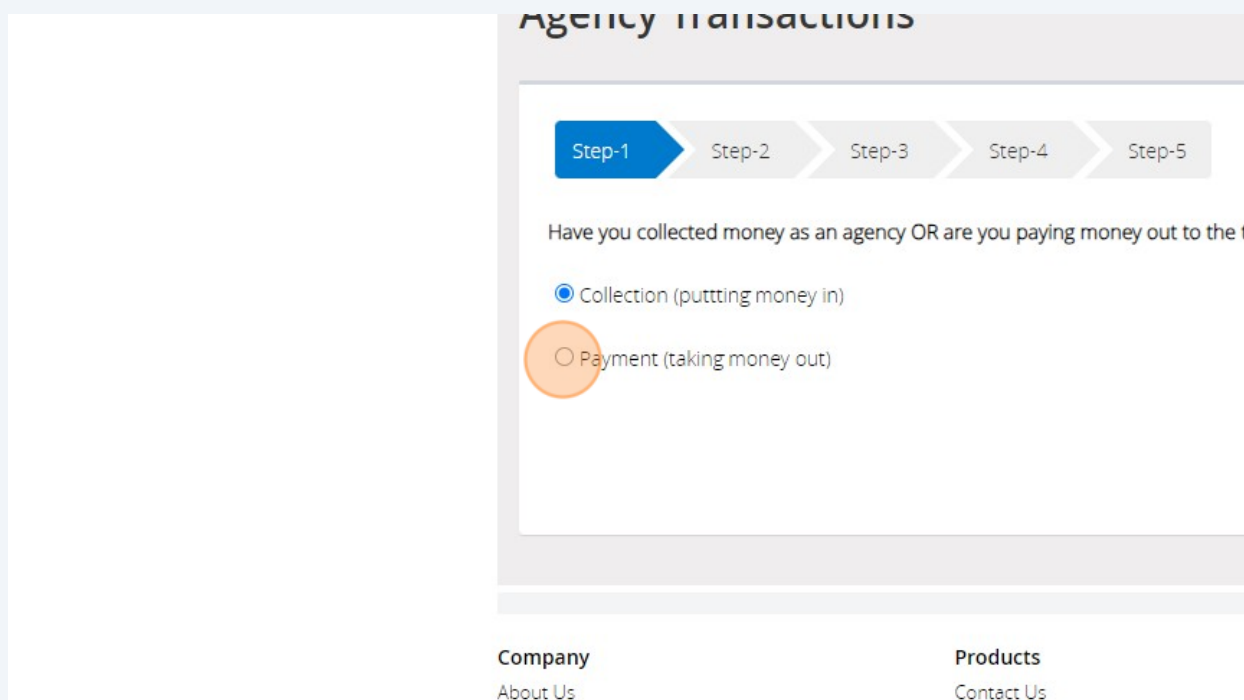
To access this click the "Transactions" menu, highlight "Transaction Assistants", and then click on "Agency Collections".



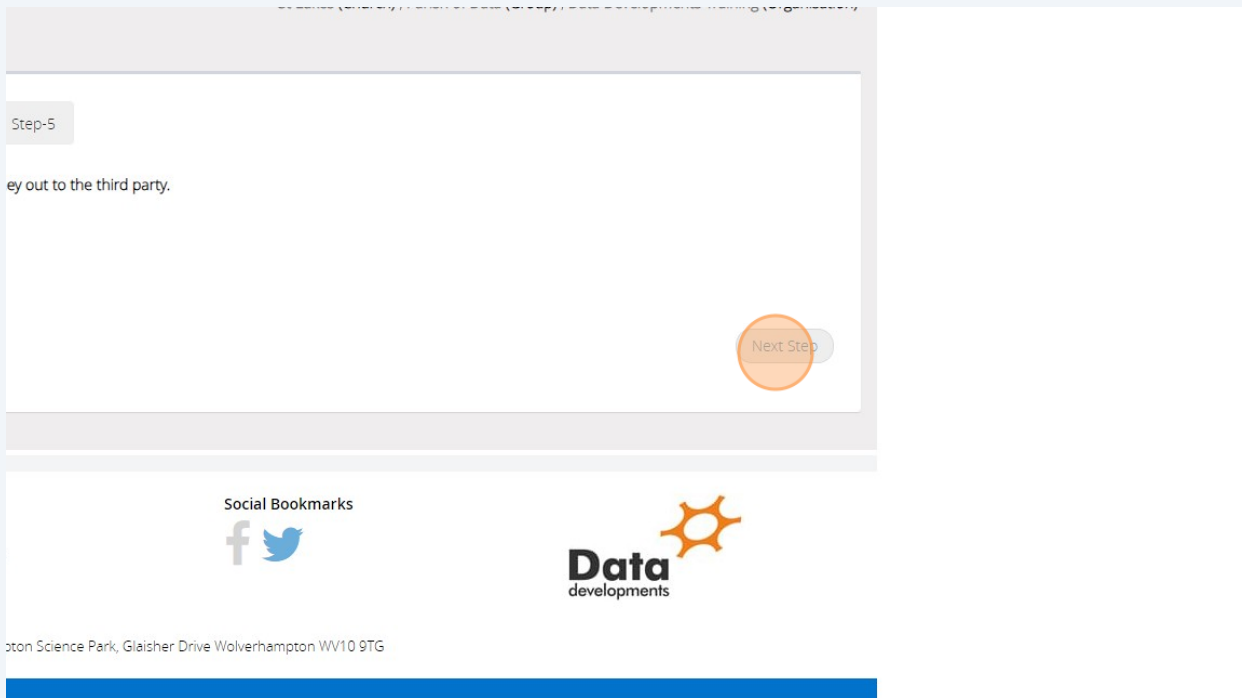
10 Click "Agency Transactions (postbox)"



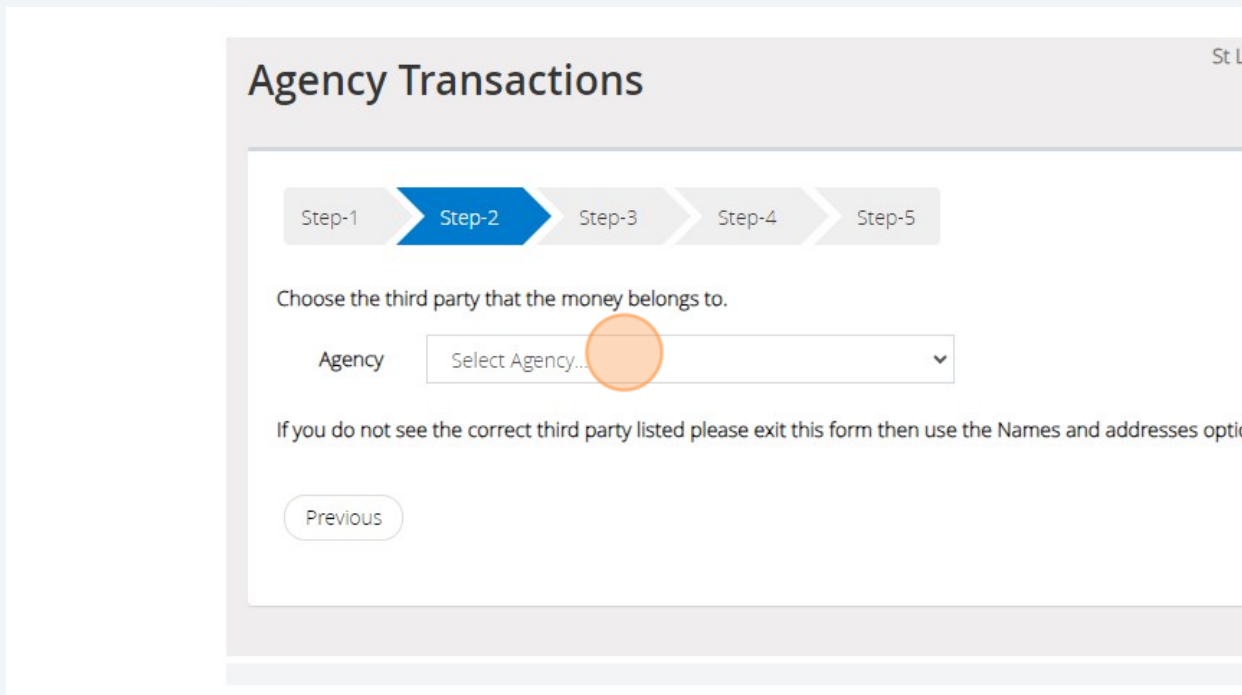
11 Firstly you will need to specify whether you are recording the collection of the money, or recording its payment out of your bank account.



12 Select the appropriate option and then click "Next Step"



13 Select the Agency this money belongs to from the dropdown box.




14 Click "Next Step"

in the Accounts assistant to add the required information.

Next Step

marks



The screenshot shows a software interface with a white background. At the top, there is a light blue header bar containing the instruction '14 Click "Next Step"'. Below the header, the main content area is mostly blank, with a small grey bar at the bottom. A 'Next Step' button is highlighted with an orange circle. In the bottom right corner, there is a logo for 'Data developments' featuring an orange gear icon.

15 Enter the "Amount", "Date" and "Reference" of the transaction you are recording.

amount, the date and a reference.


Amount


Date

Reference

us

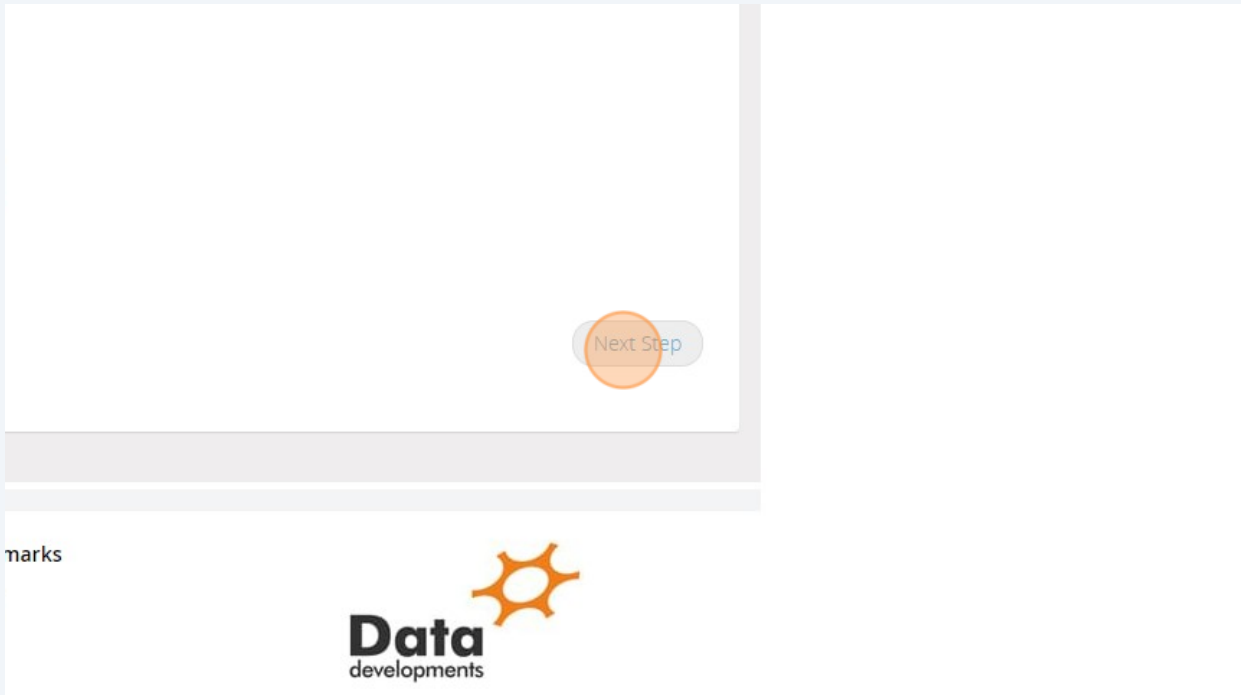
Products
Contact Us
Terms & Conditions
Privacy Policy

Social Bookmarks
f 



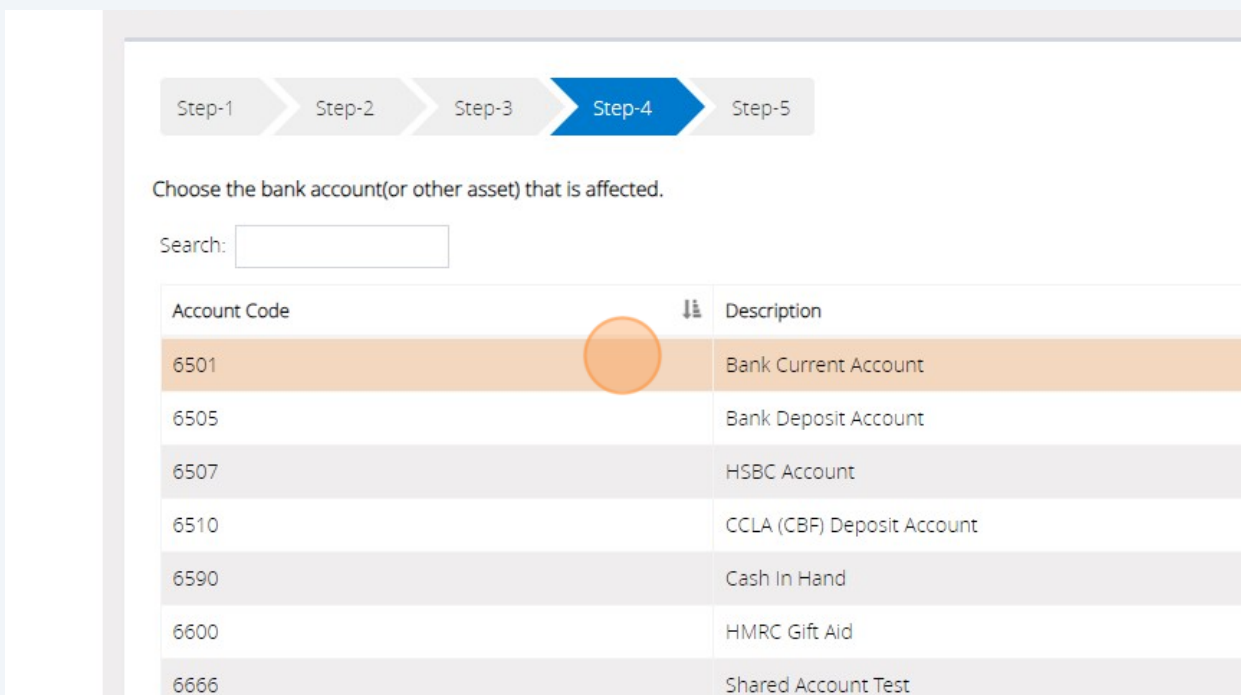
The screenshot shows a transaction recording form. It has a white background with a light blue header bar containing the instruction '15 Enter the "Amount", "Date" and "Reference" of the transaction you are recording.'. The form contains three input fields: 'Amount' with the value '100.00', 'Date' with the value '13/03/2024', and 'Reference' with the value 'Payment'. A blue 'Today' button is next to the date field. An orange circle highlights the 'Reference' field. At the bottom, there are two sections: 'Products' with links for 'Contact Us', 'Terms & Conditions', and 'Privacy Policy'; and 'Social Bookmarks' with icons for Facebook and Twitter.

16 Click "Next Step"



17 Select the Bank Account that the transaction relates to.

If you are recording a payment to the Agency, ensure that you select the same account that the money was paid into originally.



18 At the bottom of the window, you can enter a description for the transaction.

Descriptions are a quick and simple way of being able to identify the transaction at a later date.

6505	Bank Deposit Account
6507	HSBC Account
6510	CCLA (CBF) Deposit Account
6590	Cash In Hand
6600	HMRC Gift Aid
6666	Shared Account Test
Z05	Accounts Receivable

Showing 1 to 8 of 8 entries

Account 6501: Bank Current Account

Description

Previous

19 Click "Next Step"

Cash At Bank And In Hand
Cash At Bank And In Hand
Debtors
Cash At Bank And In Hand
Debtors

Previous 1 Next

Next Step

20 The final page will display an overview of the information you have entered. If everything looks correct and you are happy to proceed click "Save & Post".

If any of the elements are incorrect you can return to the previous steps and make the changes as necessary using the "Previous" button.

Dashboard » Transactions » Lists » Utilities » Create » Admin » Reports »

Agency Transactions

St Lukes (Church) , Parish of Data (Group) , Data Developments Training (Organisation)

Step-1 » Step-2 » Step-3 » Step-4 » Step-5

- ✓ Agency: Collection for CHILDREN IN NEED
- ✓ Amount: 150.00
- ✓ Date: 13/03/2024
- ✓ Bank Account: 6501: Bank Current Account

Document/Images No file chosen
Maximum file size should be 4 mb

Previous

Company
About Us
Product
Training

Products
Contact Us
Terms & Conditions
Privacy Policy

Social Bookmarks
f t

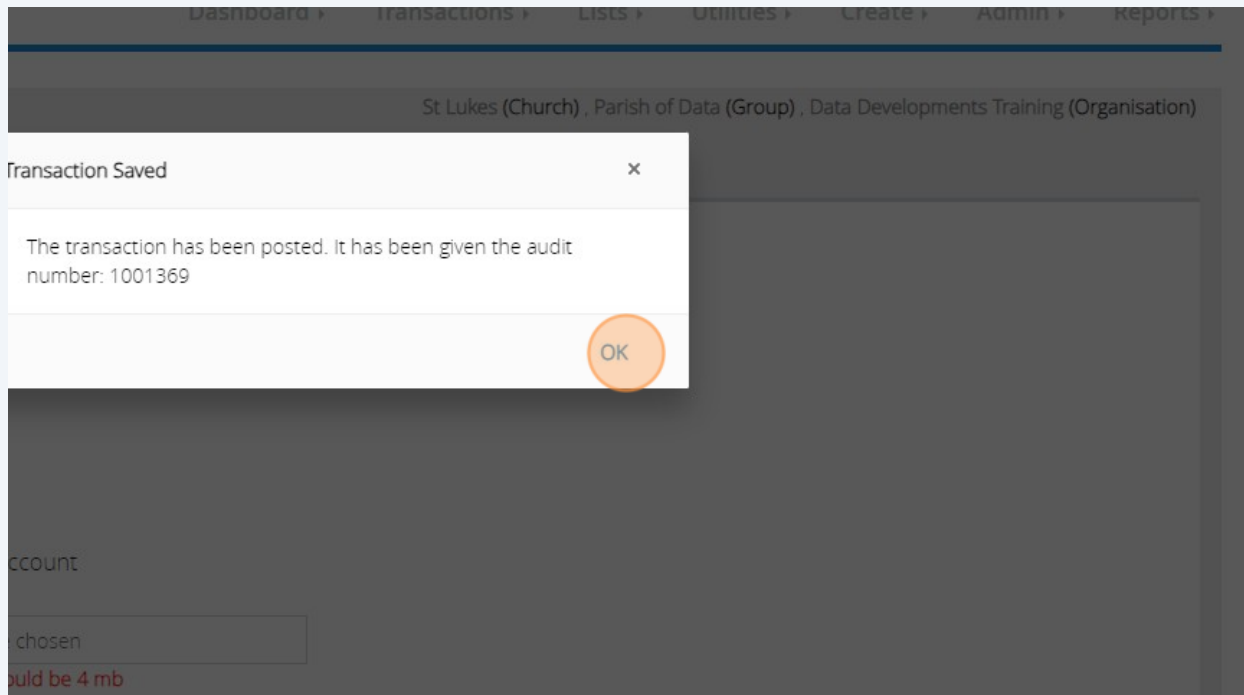
Data developments

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Registered address: Data Developments (UK) Ltd, University of Wolverhampton Science Park, Glasher Drive Wolverhampton WV10 9TG

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21

You will receive a confirmation message that the transaction has been posted successfully, along with an "Audit Number" reference for your records. Click "OK"

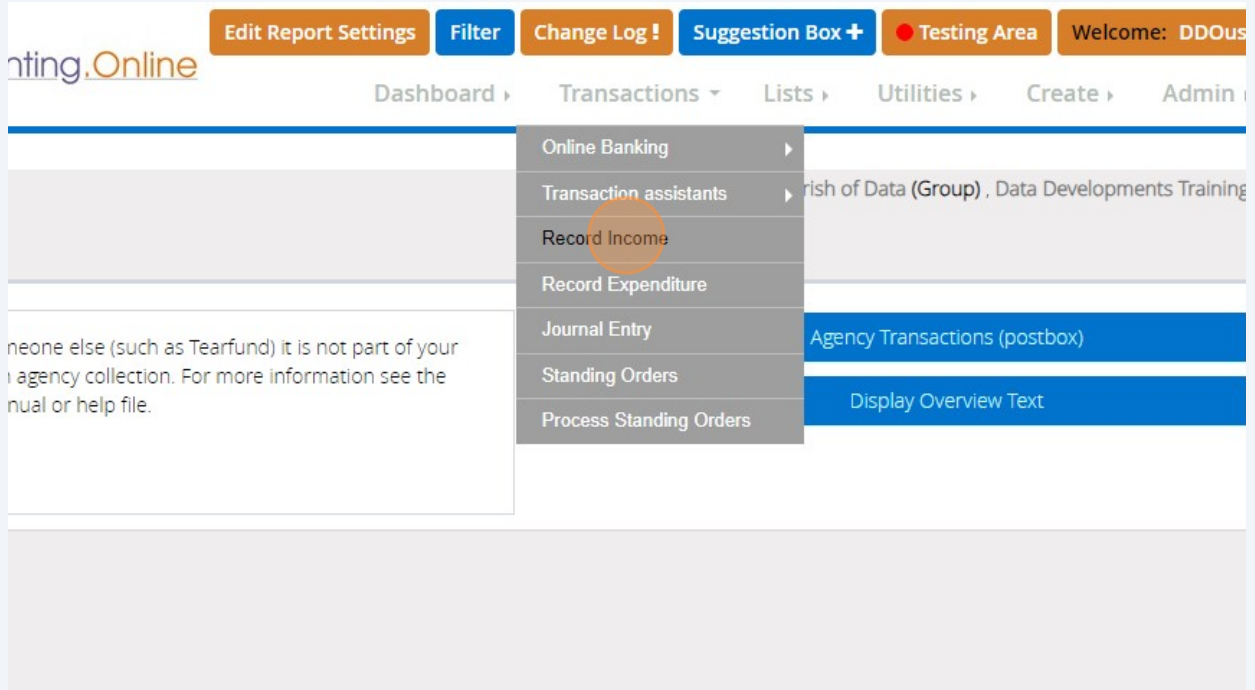


22

You can also record Agency Collections using the normal "Record Income" and "Record Expenditure" screen.

These screens provide you with a bit more flexibility, for instance recording Agency money received along with other monies banked at the same time. The overall process is the same for recording both money in a money out, so for this example will demonstrate recording the income received.

Click "Record Income"



23 Select the "Bank Account" the money was paid into.

The screenshot shows the 'Record Income' form for 'St Lukes (CF)'. The form has two tabs: 'Input Transactions' (selected) and 'View Batch'. The form fields are: Date (13/03/2024), Bank/Cash Account (dropdown menu with 'Select Account...' selected), Amount (0.00), Reference, Description, and Document/Images (Choose files, No file chosen). A blue 'Today' button is next to the Date field. On the right side, there is a vertical list of labels: Income A/C, Fund, Amount, Description, Note, and Grantor. An orange circle highlights the 'Bank/Cash Account' dropdown menu.

24 Enter the "Amount", "Date" and "Reference" of the transaction you are recording.

The screenshot shows the 'Record Income' form with the following values: Date (13/03/2024), Bank/Cash Account (6501:Bank Current Account), Amount (50.00), Reference (Collection), and Description (empty). The 'Document/Images' field shows 'Choose files' and 'No file chosen'. A red text message below the field says 'Maximum file size should be 4 mb'. A blue 'Store' button is at the bottom right. An orange circle highlights the 'Description' field.

25 Under the Income A/C section. Click "Select Account..."

St Lukes (Church) , Parish of Data (Group) , Data Developments Training (Organisation)

Today

Income A/C

Fund

Amount

Description

Note

26 From the dropdown list select nominal account "6699 - Agency Collections"

27

Under the "Agency" dropdown select the agency account this transaction relates to.

Fund: None, Res

Amount: 50.00

Description: Collection for Children in Need

Note:

Agency: Select Agency...

Buttons: Store, Add New Element

Account Codes | Account Codes | Delete selected entry only

Fund	Fund Type	Amount	Description
------	-----------	--------	-------------

28

Click "Store"

Amount: 50.00

Description: Collection for Children in Need

Note:

Agency: CHILDREN IN NEED

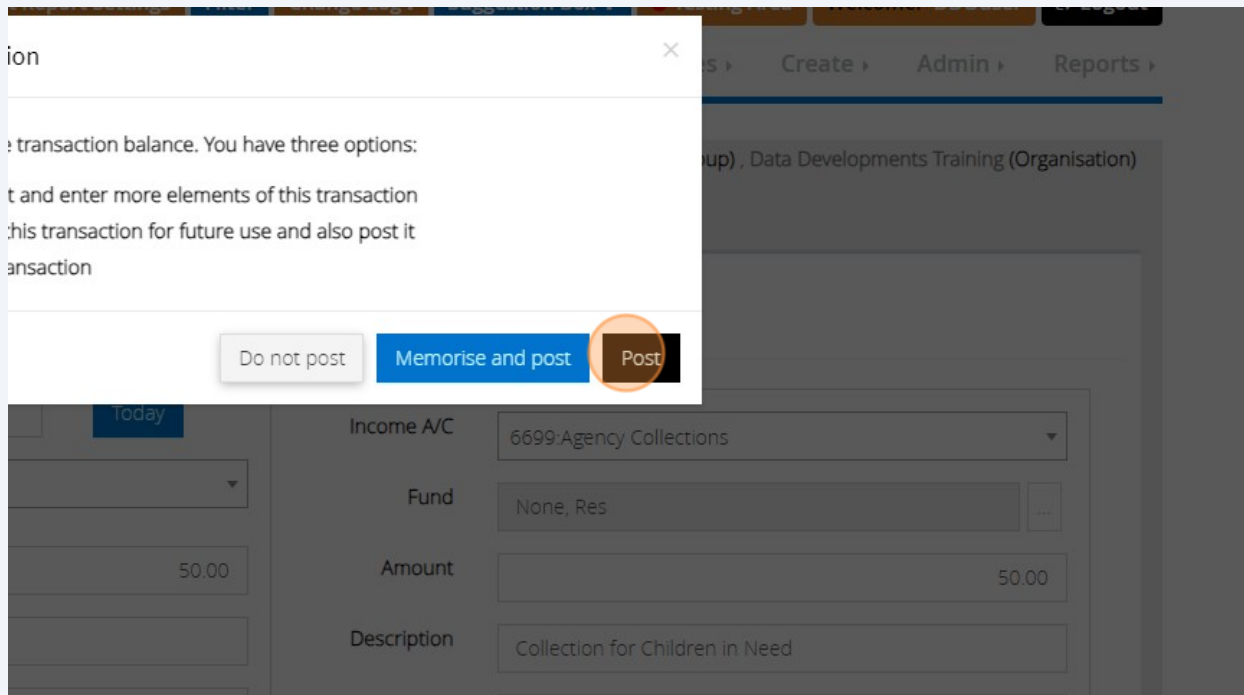
Buttons: Store, Add New Element

Fund Totals | New Account Codes | Account Codes | Delete selected entry only

Original Code	Fund	Fund Type	Amount	Description
---------------	------	-----------	--------	-------------

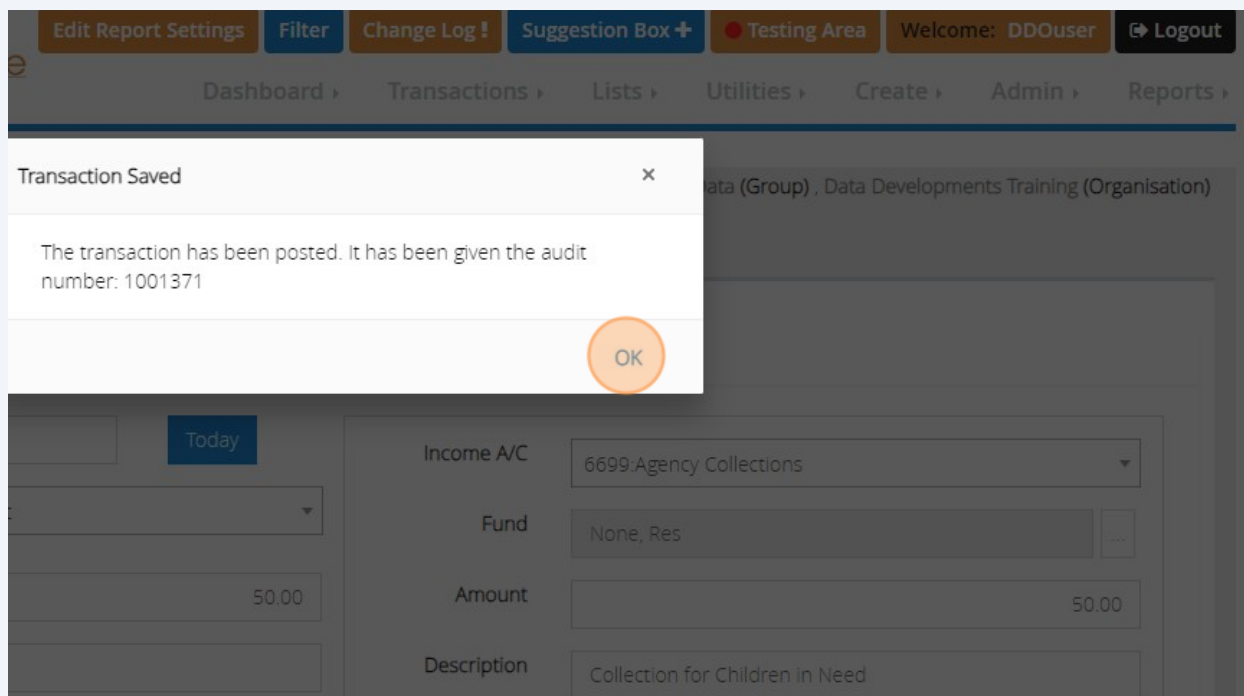
29

You will receive a confirmation message that the transaction has been posted successfully, along with an "Audit Number" reference for your records. Click "OK"



30

Click "OK"



Producing Agency Reports

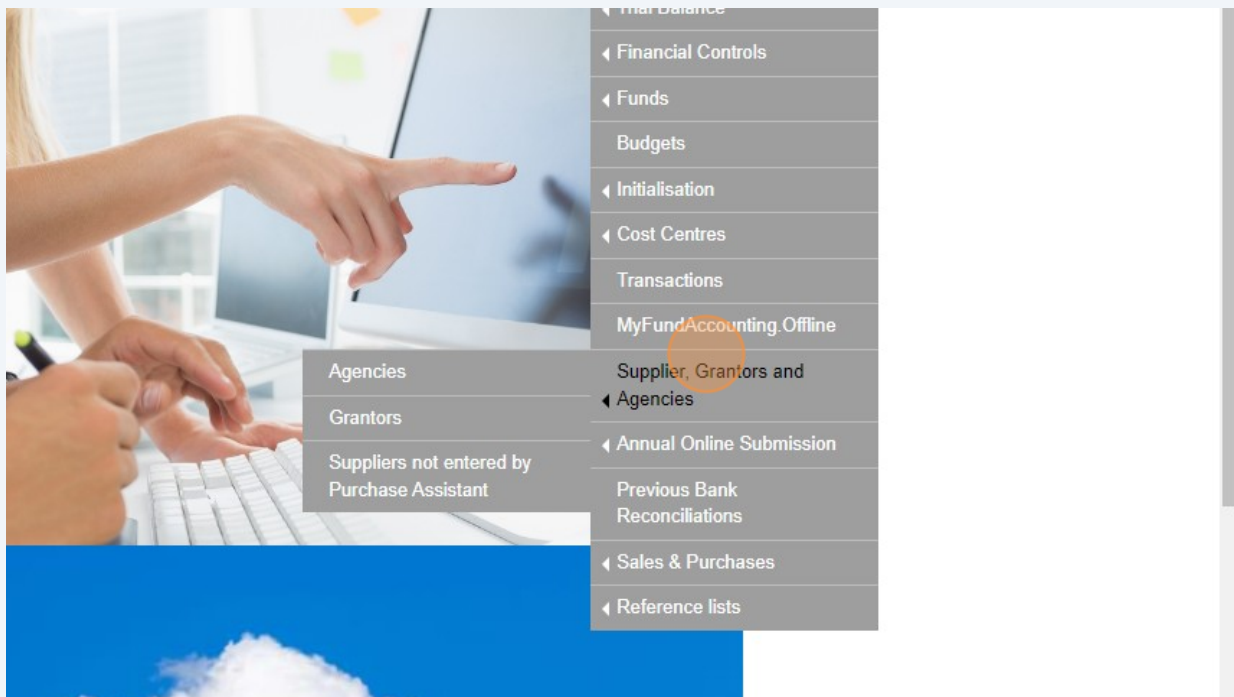
31

To produce a report of the Agency Transactions you have recorded. Click "Reports"

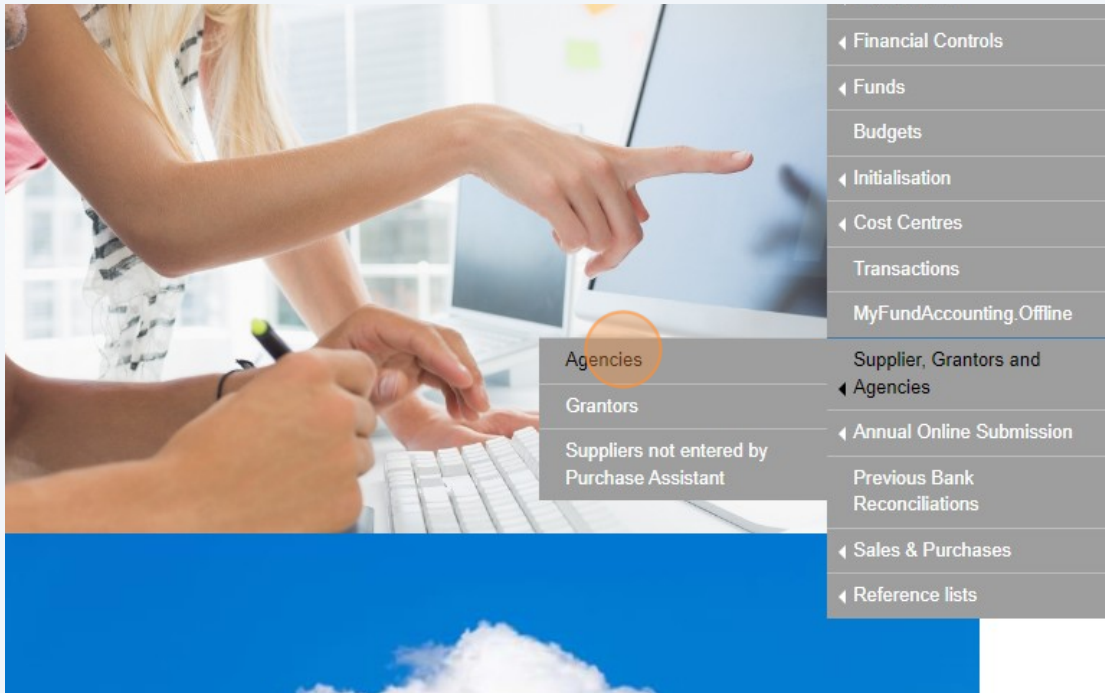


32

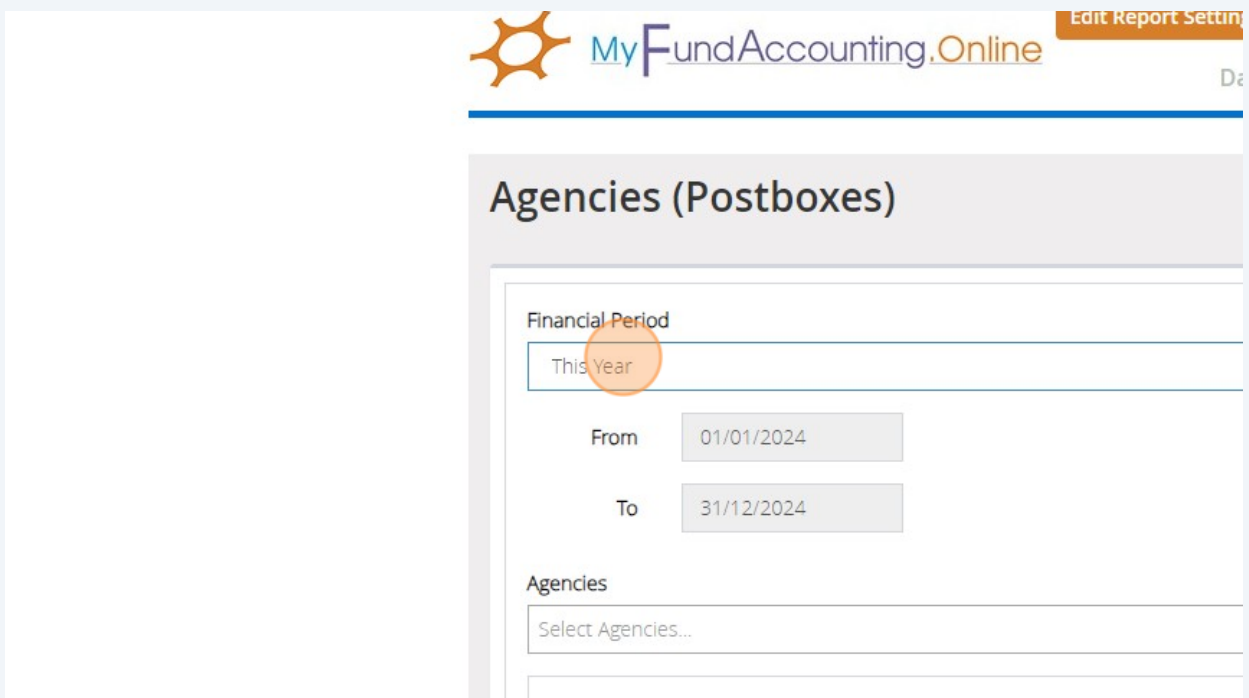
Click "Supplier, Grantors and Agencies"



33 Click "Agencies"



34 Ensure that the correct Financial Period you wish to use is selected.



35 Select the Agency or Agencies you wish to produce the report for.

Agencies (Postboxes)

Financial Period

This Year

From 01/01/2024

To 31/12/2024

Agencies

All selected

- [Select all]
- Agency
- Children In Need
- Organist
- Red Nose Day
- Sample Agency

Detailed report
 Summary report

Include pence
 Display £ component only
 Round each amount to nearest pence

Include commas

Display 0 (zero) amount as a dash
 Display 0 (zero) amount as blank
 Display 0 (zero) amount

Refresh

36 Click "Refresh"

Display £ component only
 Round each amount to nearest £

Include commas Include £ sign

Display 0 (zero) amount as a dash
 Display 0 (zero) amount as blank
 Display 0 (zero) amount

Refresh Preview & Export

Social Bookmarks

f

Twitter

Data

37

Click "Preview & Export"

Display £ component only
 Round each amount to nearest £

Include commas Include £ sign

Display 0 (zero) amount as a dash
 Display 0 (zero) amount as blank
 Display 0 (zero) amount

[Refresh](#) [Preview & Export](#)

Social Bookmarks



38

Click "Preview".

This will open the report on a new tab, and you will be able to see the transactions grouped by the 'Agency/Postbox' they are allocated to. It will also provide you with a balance so that you can easily see which Agencies still have amounts outstanding and are due to be paid to the relevant organisation.

