Seventh-day Adventist Church (SPD) Limited

TOORS Tithes & Offerings Electronic Reporting System

eGiving v2 – Treasurer's Manual

Seventh-day Adventist Church - South Pacific Division		
Document Title: eGiving v2 – Treasurer's Manual		
About: Treasurer's Manual for eGiving version 2	Compiled by: Shaun Lorentz	
Issue Date: 4 June 2012 last updated 3 July 2012	Approved by:	
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*Note:

All amounts and details in screen shots are totally fictitious – even when actual church names are used. Amounts and details have been fabricated for instructional use only, and do not reflect true or actual local church financial situations in any way.

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1.   Introductory Considerations

eGiving is an expansion module to TOORS (Tithe and Offerings Online Reporting System). It adds the capability to accept online donations for Australian and New Zealand churches.

A church does not necessarily have to be using TOORS to be able to benefit from online donation capability.

2.   Prerequisites

2.1 To use eGiving, an entity must meet the following criteria:

2.1.1 Entity must be listed in TOORS

The entity must have a bank account with CMF (South Pacific Division's Cash Management Fund) and this CMF account number must be entered. See item 3.1

2.1.2 Entity must be in a country that transacts in a base currency of AUD or NZD

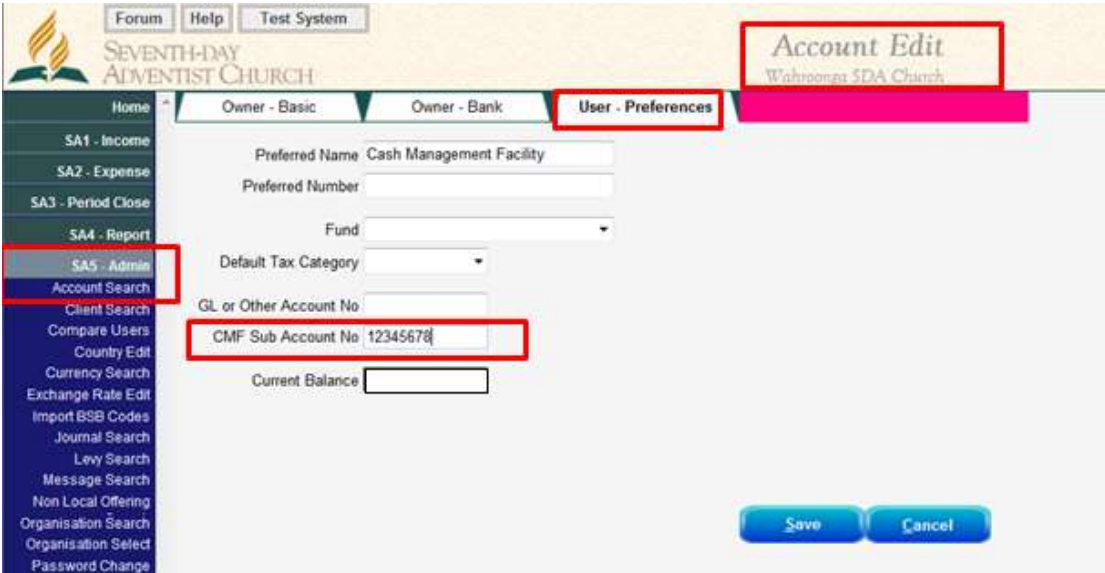| Seventh-day Adventist Church - South Pacific Division		
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3.   Setup

3.1 Configure CMF account number.

Log into the organisation that you are listing.

Admin | Account Search. Select the Cash Management Facility account (1.1.103.GC). Search for Type=Assets, Subtype = Bank

In the CMG Sub Account No field, enter your 8 digit CMF account number.

3.2 Enable eGiving for the organisation.

The following step needs to be completed by your conference TOORS contact, as the menu item for organisation search is not available to local church treasurers.

Admin | Organisation Search | <Select entity for editing > | Select eGiving tab
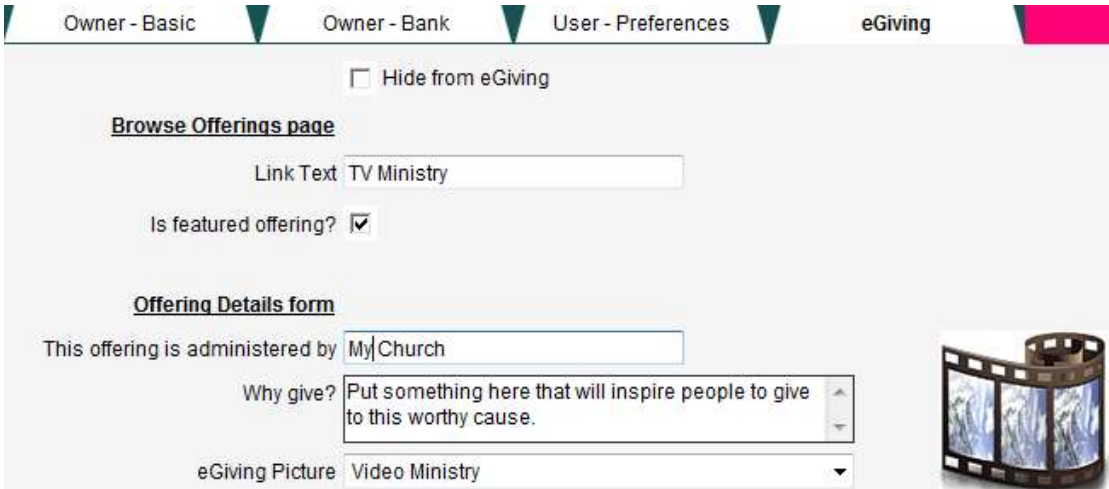
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Enable Egiving – Select this option to list the organisation on the eGiving website, and be able to accept donations.

Automatically process eGiving Transactions – Select this option to automatically create income entries into TOORS to match the transactions that have been processed via eGiving. If this option is not selected, a local treasurer will have to manually process income entries from their CMF bank statement. Online receipts will still be issued.

3.3 Use the Account Edit page to enable accounts to be displayed in eGiving

Admin | Account Search | <any Income or Clearing type account>

Link Text: Give your donation a friendly name without any accounting jargon that typically is put into account names. If it is blank, the account name is used.

Is Featured: New feature in eGiving V2 . Each entity can feature 1 offering. This moves it to the top of the sorting so it appears in the most visible page locations. Setting this overrides any other featured account for the particular account owner.

Administered by: No longer used in eGiving v2

Why Give: Use this area to describe your project or give some information about what these funds will be used for.

eGiving Picture: New feature in eGiving V2 to make donation areas more recognisable to donors.

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4. Deductible Gift receipts (AUS) or Tax clearance certificates (NZ)

Configuring this section controls what is printed on the receipts

4.1 Deductible Gift receipts (AUS)

The following steps need to be followed to ensure any DGR (Deductible Gift Recipient) includes the correct details to comply with the ATO (Australian Tax office) requirements.

Browse to Non Local offering which you want to edit/check the tax details. Admin> Non Local offering>Select offering to edit>Select the Tax tab

Ensure that the ABN number and entity name are filled in. You can check these details at http://www.abn.business.gov.au/DgrListing.aspx

4.2 *Tax clearance certificates (NZ)*

Browse to Non Local offering which you want to edit/check the tax details. Admin> Non Local offering>Select offering to edit>Select the Tax tab

Ensure that the Entity name matches the name per the IRD website http://www.ird.govt.nz/donee-organisations/donee-organisations-index.html#donee-download-the-list

5. eGiving Website

5.1 Website address

5.2 Linking to your organisations donation page

Production website details

https://egiving.org.au/<churchname> or

https://egiving.org.au

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5.3 Keeping your details up to date

eGiving gets all its information from TOORS. Keep information up to date by editing the organisation and account details.

The organisation details need to be completed by your conference TOORS contact , as the menu item for organisation search is not available to local church treasurers.

5.4 Self Service
Donors may create themselves an account, and use their account to manage their donations, view donation history and reprint receipts.

6.   Processing Donations

6.1 Merchant fees

Manual / paper process: Conference pays all merchant fees

Egiving V1: CMF pays all merchant fees

Egiving V2: CMF is on charging incurred transaction fees. This can be directed to a conference account or to the funds recipient (local church)

6.1.1 Conference pays fees

A conference may opt to collect all the merchant fees for all of their churches. This is configured in the conferences organisation record in TOORS. To enter or change these details please send the relevant information to servicedesk@adventist.org.au , so they can be modified by a system administrator.

6.2 Entity Uses TOORS

Enable "Automatically process eGiving" in the Organisation Edit page.

This will automatically create the appropriate income entries in the nominated accounts. It will also record the receipt number that was issued online, and associate it against a donor, creating a new donor if they don't exist. Finally it will create the bank deposit entries that match against the income on the CMF bank statement.

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If fees are not being directed to a conference account, An expense entry journal will also be created to pro-rata the merchant fees across all the nominated income accounts for the donation. These fees will then be passed on to the benefiting party during the monthly rollup.

6.3 Entity does not use TOORS and conference enters Income Summary records.

Make sure that "Automatically process eGiving" is disabled in the Organisation Edit page, otherwise the automatically generated journals will duplicate amounts that are covered in income summary journals, effectively double counting the income from eGiving transactions.

Donations and merchant fees will be displayed on your CMF bank statement. These must be manually recorded as per existing processes. Receipts will have already been issued to the donor where the receipt number is the same as the reference number in the transaction description.

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7. Scheduled payments

7.1 Credit Card

For authenticated users, there is an option to do scheduled payments. Card details are securely stored at Westpac, and the end user is in control over the amount and the schedule, and may alter or cancel a schedule at any time.

7.2 BPAY

Under construction

7.3 No longer supported

eGiving V1 had a direct debit facility. This feature is no longer supported in eGiving V2 due to the amount of manual support it required to maintain.

8. System Compatibilities

8.1 *The following browsers have been tested*

8.1.1   Internet Explorer

8.1.2   Safari (IOS, Windows, Mac)

8.1.3   Chrome

8.1.4   FireFox (Windows, Mac)