Configuring GiftWorks to Work with QuickBooks

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INTRODUCTION

GiftWorks integrates with QuickBooks Accounting software to save you time and resources. In just a few simple steps, you can update QuickBooks with donation and pledge information that has been entered into GiftWorks. This feature conveniently eliminates the need to manually record the same transaction more than once.

To get started, you will configure GiftWorks and QuickBooks for integration, and then you will be able to post your donations and pledges directly to QuickBooks as journal entries. You should have set up your organization's accounts and classes in QuickBooks prior to starting this configuration process.

GiftWorks integrates with QuickBooks Pro and Premier Editions (including the Nonprofit Edition), years 2003 and later, including the US, UK and Canada versions.

You'll need to have GiftWorks and QuickBooks running on the same computer, and then just follow the configuration and posting steps described below. Mission Research strongly recommends that you consult with your accountant or QuickBooks advisor if you have any questions throughout this process.

HOW TO USE THIS GUIDE

This guide has been designed to assist both existing and new GiftWorks users in integrating GiftWorks with QuickBooks. We have broken this guide into two sections to review the configuration process for each of the categories of readers listed below. Select the category that applies to you and follow the instructions in that section. Readers in each category can then go to POSTING TRANSACTIONS TO QUICKBOOKS when their configuration is complete.

Please determine which category applies to you, and then go to the appropriate section.

> **First Timers—**You are new to GiftWorks and QuickBooks integration. You may have been using GiftWorks, but have never attempted QuickBooks integration until now. Please go to GETTING STARTED WITH GIFTWORKS AND QUICKBOOKS INTEGRATION.

> **Veterans: Integrated with QuickBooks prior to April 2007—**Prior to April 2007, you were integrated with QuickBooks and posted your donations and pledges to QuickBooks on a regular basis, but have not updated GiftWorks past Version 2.0.80.00 (meaning you last updated GiftWorks prior to April 2007). Please go to HOW TO FOR VETERANS: MAKING THE SWITCH TO THE NEW INTEGRATION PROCESS.

GETTING STARTED WITH GIFTWORKS AND QUICKBOOKS INTEGRATION

Understanding GiftWorks Donations, Accounts, and Funds

The first step for successful integration of GiftWorks and QuickBooks is to have a thorough understanding of how your GiftWorks donations, accounts, and funds will work when you integrate with QuickBooks.

When you enter a donation in GiftWorks, you assign it to a fund. More than likely you will use many funds. For example, you might have a General Fund, Building Fund, Scholarship Fund, and a Program Fund. Often, a unique fund is created when money raised for a particular purpose needs to be identified and tracked. To create new funds in GiftWorks go to Settings and click Manage Accounts and Transactions, then click Manage Accounts and Funds.
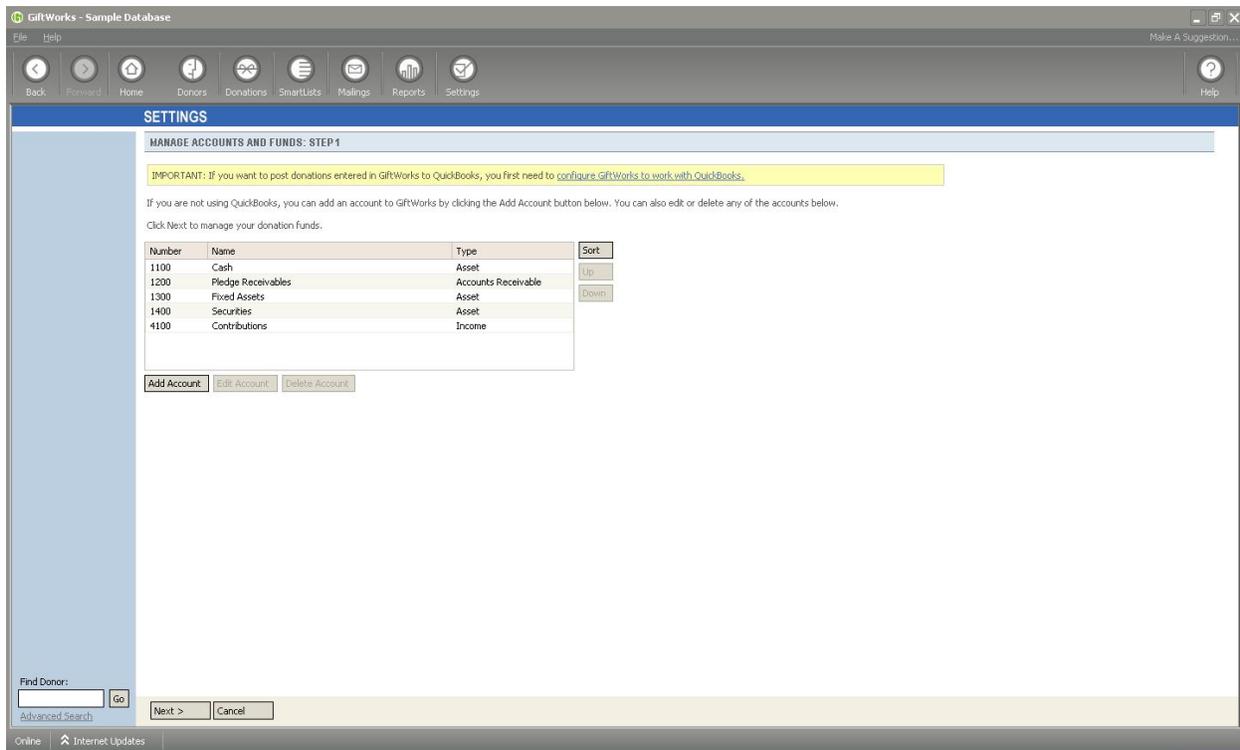
You are at "Manage Accounts and Funds, Step 1." Here is where you set up your accounts. Here is a list of GiftWorks accounts and the type of each account. Each fund must be associated with accounts. GiftWorks comes with five default accounts that can be assigned to each fund, as you will see shortly. Note that if you are going to use QuickBooks, the list of Accounts will be managed by the QuickBooks configuration process. You do not need to make any modifications to the Accounts here now.

Now, please click Next at the bottom of the screen to see your list of funds.

Now you are at "Manage Accounts and Funds, Step 2". If you have not yet added any funds to GiftWorks, you may only have the General Fund that comes with GiftWorks. When you highlight General Fund and select Edit Fund, you will see:

You can see that for the General Fund, there are debit and credit accounts assigned for each type of gift or pledge. The available accounts from which to choose came from your prior screen, which at this time contains only the five default GiftWorks accounts.

If you were not planning to integrate with QuickBooks, you might not be concerned with the accounts associated with each fund. But since you are planning to integrate with QuickBooks, you will now want to understand this thoroughly. During the configuration process, to be covered shortly, you will learn how to make the list of available accounts match your QuickBooks account list, and how to assign QuickBooks classes and subclasses to each GiftWorks fund.

What happens when you enter a donation into GiftWorks and assign it to the General Fund? Each donation and pledge entered in GiftWorks creates a transaction that will appear on your GiftWorks Transaction Register. The Transaction Register details every donation and pledge entered, modified, or deleted in GiftWorks, along with the corresponding debit and credit accounts. It also gives you the opportunity to see your transactions prior to posting them to QuickBooks. Even if you have not been posting to QuickBooks, if you have entered any donations, you will see them in your transaction register with the default debit and credit accounts assigned to your selected fund.

You can view your Transaction Register any time by going to Settings and clicking Manage Accounts and Transactions, then clicking View Transaction Register. Here is a view of the Transaction Register:

You will see every donor and donation entered, as well as the corresponding debit and credit accounts. This is the data that you can post to QuickBooks. You can filter your view by selecting Customize on the upper right or selecting desired filters at the bottom of your screen.

At this point, you should have a basic understanding of how GiftWorks funds and accounts are related to your donations and pledges. Please take a moment to look through these screens again or even enter a "test" donation to see how it follows through to the transaction register.

Next, you will see how to configure GiftWorks to work with QuickBooks.

Configuring GiftWorks and QuickBooks for the First Time

Before you can post your donations directly to QuickBooks, you will need to configure GiftWorks to work with your selected QuickBooks company file. You will need to follow our configuration process screens to:

1. Choose and set the QuickBooks company file you will be working with
2. Map standard GiftWorks default accounts to QuickBooks accounts
3. Import your chosen QuickBooks accounts and classes into GiftWorks to be GiftWorks accounts and classes (don't worry, your QuickBooks accounts and classes remain unchanged!)
4. Choose posting options relating to name and address formats

Once this is complete, set up your GiftWorks funds described in the previous section to work with your newly imported accounts and classes.

Get Started

Your first step is to go to the Settings area of GiftWorks and select Manage Accounts and Transactions. Here you will select Configure GiftWorks to Work with QuickBooks.

Please pay close attention to the instructions here. You will be asked to verify that you have read this guide thoroughly in advance of entering any information, and have backed up your GiftWorks and QuickBooks data.

During this configuration process, you will update GiftWorks with your chosen QuickBooks accounts and classes, which is why it's a good idea to back up QuickBooks first. You won't be altering anything in QuickBooks, but we recommend backing up anyway, as a precaution and for your peace of mind.

Select Your QuickBooks Company File

In this step, you will choose which QuickBooks company file you want to set to use with GiftWorks. You must choose one QuickBooks company file to configure with and post to. GiftWorks only works with one QuickBooks company file at a time. If at some point in the future you need to change company files, you will need to go through this configuration process again.

Now, keeping GiftWorks open (you can minimize it), open QuickBooks and open your selected company file. Go back to GiftWorks and click Set QuickBooks Company File.

PLEASE NOTE: You will likely receive a message in QuickBooks now indicating that GiftWorks is trying to access your QuickBooks company file. Please go to QuickBooks to grant GiftWorks this access. QuickBooks will ask, "Do you want to allow this application to read and modify this company file?" You should select the response, "Yes, whenever this QuickBooks company file is open." Then click Continue in QuickBooks. If you cannot make these choices in QuickBooks, you may need to sign out, log back in as the QuickBooks administrator, and try again.

Once the company file has been set, you see the name and location of this file displayed on your GiftWorks screen. Click Next to continue.

Complete Account and Class Setup

Here you will follow three steps to link your QuickBooks accounts and classes to GiftWorks accounts and classes. Importing the accounts and classes into GiftWorks will enable you to associate these accounts and classes with your GiftWorks funds. Then, after entering a donation in GiftWorks attributed to a chosen fund, you can post it to QuickBooks with the corresponding debit accounts, credit accounts, and class. Click the "complete your account and class setup" link to get started.

Step 1: Here you need to select the best QuickBooks account to link to your default GiftWorks accounts. GiftWorks comes with five standard accounts, and we require that you replace them with the QuickBooks account of your choice. If you are not sure which QuickBooks account to use, please consult your accountant or QuickBooks advisor. You will have the opportunity to import additional QuickBooks accounts into GiftWorks on the next screen.

Modify Account Setup

LINK GIFTWORKS ACCOUNTS TO QUICKBOOKS ACCOUNTS

Click the links in the QuickBooks Account column below to associate a QuickBooks account with the corresponding GiftWorks account. When you have linked all QuickBooks and GiftWorks accounts, click Save And Continue. Your GiftWorks accounts will be updated to match the linked QuickBooks account.

If you have additional QuickBooks accounts, you will be able to import them on the next screen.

Number	GiftWorks Account	Type	QuickBooks Account
1200	Accounts Receivable	Accounts Receivable	Accounts_Receivable
	Barter Account	Asset	Barter_Account
4100	Construction:Labor	Income	Construction:Labor
	Savings	Asset	Savings
1500	Trucks	Asset	Trucks

Delete GiftWorks Account

< Back | Save And Continue | Skip | Cancel

Here is an example of QuickBooks accounts that might be selected (available QuickBooks accounts will depend on your account list):

GiftWorks Default Account	**QuickBooks Account**
Cash	Cash in Bank
Fixed Assets	Furniture, fixtures, etc.
Securities	Marketable securities
Contributions	Indiv/business contribution
Pledge Receivables	Pledges receivables

When you have completed this, click Save and Continue.

Step 2: In this step, all or some of your remaining QuickBooks accounts and subaccounts can be added to GiftWorks. Review the list of accounts carefully and select the QuickBooks accounts you will want to associate with GiftWorks funds. Click Add Accounts to import these accounts into GiftWorks. As previously explained, you will later have the opportunity to assign any account brought into GiftWorks to a GiftWorks fund, which will subsequently be used when posting to QuickBooks.

Modify Account Setup

ADD QUICKBOOKS ACCOUNTS TO GIFTWORKS

The following QuickBooks accounts are not currently linked to any GiftWorks account. Select any accounts you would like to add to GiftWorks, then click Add Accounts.

	Number	QuickBooks Account	Status	Type
☐		Accumulated Depreciation	Active	Asset
☐		Bank of Anycity Loan	Active	Liability
☐		Buildings	Active	Asset
☐		Cash Expenditures	Active	Asset
☐		Checking	Active	Asset
☐		Computers	Active	Asset
☐	4000	Construction	Active	Income
☐	4500	Construction:Discounts given	Active	Income
☐	4200	Construction:Materials	Active	Income
☐	4400	Construction:Miscellaneous	Active	Income
☐	4300	Construction:Subcontractors	Active	Income

Check All   Uncheck All

< Back   Add Accounts   Skip   Cancel

Step 3: In this step, you have the opportunity to import any desired QuickBooks classes and subclasses into GiftWorks. Just check the classes of your choice or click Check All. Click Add Classes to import these classes into GiftWorks. Later, you will have the opportunity to assign these classes to GiftWorks funds, and they will subsequently be used when posting to QuickBooks.

Modify Class Setup

ADD QUICKBOOKS CLASSES TO GIFTWORKS

The following QuickBooks classes are not currently linked to any GiftWorks class. Select any classes you would like to add to GiftWorks, then click Add Classes.

	QuickBooks Class	Status
☐	New Construction	Active
☐	New Construction:Advertisement	Active
☐	New Construction:Referral	Active
☐	Remodel	Active
☐	Remodel:Advertisement	Active
☐	Remodel:Referral	Active

Check All   Uncheck All

< Back   Add Classes   Skip   Cancel

At this point, you have finished your account and class setup. You can review or modify your changes by clicking the appropriate link.

If you choose to review or modify your accounts, you will be taken to the account setup screen. If everything looks fine, just click Skip.. If you want to modify any of the accounts that are already set up, click on the linked QuickBooks Account name. If you have additional accounts available for import, GiftWorks will give you a chance to add them on the next screen. If you would like to add additional accounts, click on the checkbox(es) next to those account(s), then click Add Accounts.

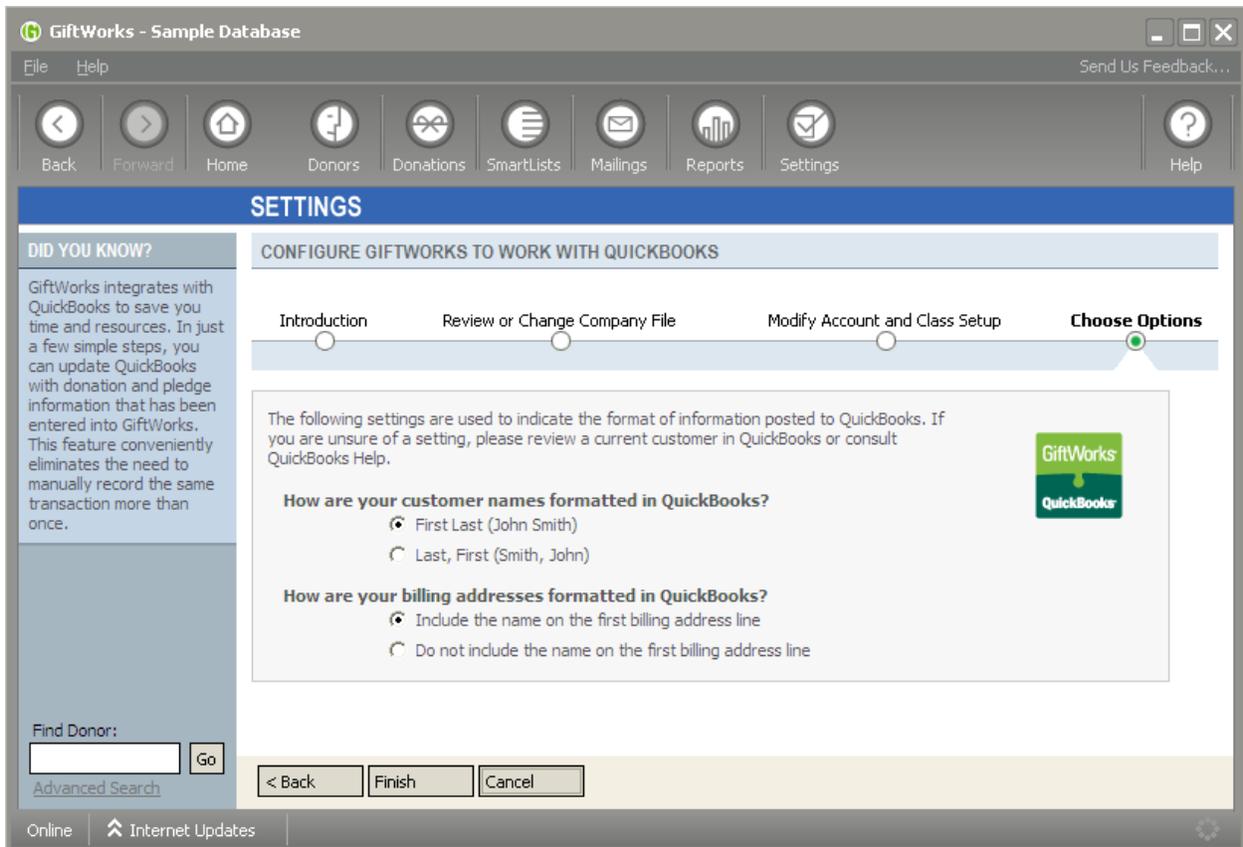If you choose to review or modify your classes, you will be taken to the class setup screen. If everything looks fine, just click Skip, and you will return to the prior screen. If you have additional classes available for import, GiftWorks will list them on the class setup screen. If you would like to add additional classes, click on the checkbox(es) next to those classes, then click Add Classes.

Choose Options

Here you will tell GiftWorks how you would like to format your QuickBooks posts. Please make the desired selections for name and address formatting. Please review current customer name and address formats in QuickBooks or consult with your accountant or QuickBooks advisor for help in determining your preferred formats.

The Customer Names setting will affect your postings as follows:
- For donors with no profile specified:
  - If they have a first or last name specified, the Customer Names setting will be used for posting to QuickBooks
  - If they have neither a first nor last name specified, the Display Name will be used for posting to QuickBooks
- For donors with organization profiles:
  - If they have an organization name specified, the organization name will be used for posting to QuickBooks
  - If they do not have an organization name specified, the Display Name will be used for posting to QuickBooks
- For all other cases, the Display Name will be used for posting to QuickBooks

Configuration Process Complete

You have now completed the four steps of your QuickBooks Configuration. Congratulations! Click Yes to complete the set up, and remember that you can always come back and modify your configurations should it be necessary.

Edit Funds to Associate with Accounts and Classes

Please note that before you post, you should make sure all of the accounts and classes you just imported into GiftWorks are associated with your GiftWorks funds as desired. Click where indicated to edit your GiftWorks Funds. For each fund, select Edit Fund and then associate that fund with the desired debit and credit account. Here is where you assign a class to each fund as well.

HOW TO FOR VETERANS: MAKING THE SWITCH TO THE NEW INTEGRATION

If you have been posting transactions from GiftWorks to QuickBooks with an older version of GiftWorks (Version 2.0.80.00 or earlier), you will need to go through the configuration process to continue posting. NOTE: This would only affect you if you have not updated GiftWorks since before April, 2007. This process shouldn't take you too long, and you will benefit from the added ability to record classes when you post, in addition to a smoother donation and pledge posting process. We have eliminated some of the errors that have arisen in the past and have provided more specific messaging when errors are encountered.

Understanding GiftWorks Donations, Accounts, and Funds

Since you have been regularly posting transactions to QuickBooks prior to the April 2007 GiftWorks update, you should have a solid understanding of how your GiftWorks accounts are associated with your GiftWorks funds. For a complete review of this topic, please read this section on page 4 above, and return here when you are finished.

Configuring GiftWorks and QuickBooks

You will now need to configure GiftWorks and QuickBooks. We will ask you to do four things:

1. Choose and set the QuickBooks company file you will be working with
2. Map your existing GiftWorks accounts to QuickBooks accounts
3. Import your chosen QuickBooks accounts and classes into GiftWorks to be GiftWorks accounts and classes (don't worry, your QuickBooks accounts and classes remain unchanged!)
4. Choose posting options relating to name and address formats

Once this configuration process is complete, you will need to modify your GiftWorks funds to work with any newly imported accounts and classes.

Get Started

Your first step is to go to the Settings area of GiftWorks and select Manage Accounts and Transactions. Here you will select Configure GiftWorks to Work with QuickBooks.

Please pay close attention to the instructions here. You will be asked to verify you have read this guide thoroughly in advance, and have backed up your GiftWorks and QuickBooks data.

During this configuration process, you will update GiftWorks with your chosen QuickBooks accounts and classes, which is why it's a good idea to back up first. You won't be altering anything in QuickBooks, but we recommend backing up anyway, as a precaution and for your peace of mind.

You will receive a message asking you to confirming you are sure you want to continue. Don't be alarmed. GiftWorks will remove existing account and customer links, but you will quickly reestablish them in the next steps. Click Yes to continue.

Select Your QuickBooks Company File

In this step, you will choose which QuickBooks company file you want to set to use with GiftWorks. You must choose one QuickBooks company file to configure with and post to. GiftWorks only works with one QuickBooks company file at a time. If at some point in the future you need to change company files, you will need to go through this configuration process again.

Now, keeping GiftWorks open (you can minimize it), open QuickBooks and open your selected company file. Go back to GiftWorks and click Set QuickBooks Company File.

Once the company file has been set, you will see the name and location of this file displayed on your GiftWorks screen. Click Next to continue.

Complete Account and Class Setup

Here you will follow three steps to link your QuickBooks accounts and classes to GiftWorks accounts and classes. You have already entered your QuickBooks accounts in GiftWorks. Here you can confirm those connections, and then choose any additional QuickBooks accounts you would like to bring into GiftWorks. You can also import your QuickBooks classes to GiftWorks, and will have the opportunity to associate them with your GiftWorks funds going forward. Click the appropriate link here to get started.

Step 1: Here you need to select QuickBooks accounts to link to your existing GiftWorks accounts. GiftWorks will replace the existing accounts with the QuickBooks account you select. If an exact match already exists in QuickBooks, you will see that your selection is already made. Most of your accounts should match if you have been posting successfully to QuickBooks. You can modify this selection by clicking on the green QuickBooks account name on the right side of the screen. If you are not sure which QuickBooks account to use, please consult your accountant or QuickBooks advisor. You will have the opportunity to bring additional QuickBooks accounts into GiftWorks on the next screen.

When you have completed this, click Save.

Step 2: In this step, any additional QuickBooks accounts or subaccounts can be added to GiftWorks. Simply check the accounts of your choice or click Check All. Click Save to import these accounts into GiftWorks.

Step 3: In this step, you have the opportunity to import any desired QuickBooks classes and subclasses into GiftWorks. Just check the classes of your choice or click Check All. Click Save to import these classes into GiftWorks. Later, you will have the opportunity to assign these classes to GiftWorks funds, and they will subsequently be used when posting to QuickBooks.

At this point, you have finished your account and class setup and established links between accounts in QuickBooks and accounts in GiftWorks. You can review or modify your changes by clicking the appropriate link.

If you choose to review or modify your accounts, you will be taken to the account setup screen. If everything looks fine, just click Skip.. If you want to modify any of the accounts that are already set up, click on the linked QuickBooks Account name. If you have additional accounts available for import, GiftWorks will give you a chance to add them on the next screen. If you would like to add additional accounts, click on the checkbox(es) next to those account(s), then click Add Accounts.

If you choose to review or modify your classes, you will be taken to the class setup screen. If everything looks fine, just click Skip, and you will return to the prior screen. If you have additional classes available for import, GiftWorks will list them on the class setup screen. If you would like to add additional classes, click on the checkbox(es) next to those classes, then click Add Classes.

Choose Options

Here you will tell GiftWorks how you would like to format your QuickBooks posts. Please make the desired selections for name and address formatting. Please review current customer name and address formats in QuickBooks or consult with your accountant or QuickBooks advisor for help in determining your preferred formats.

The Customer Names setting will affect your postings as follows:
- For donors with no profile specified:
  - If they have a first or last name specified, the Customer Names setting will be used for posting to QuickBooks
  - If they have neither a first nor last name specified, the Display Name will be used for posting to QuickBooks
- For donors with organization profiles:
  - If they have an organization name specified, the organization name will be used for posting to QuickBooks
  - If they do not have an organization name specified, the Display Name will be used for posting to QuickBooks
- For all other cases, the Display Name will be used for posting to QuickBooks

Configuration Process Complete

You have now completed the four steps of your QuickBooks Configuration. Congratulations! Click Yes to complete the set up, and remember that you can always come back and modify your configurations should it be necessary.

Edit Funds to Associate with Accounts and Classes

Please note that before you post, you should make sure all of the accounts and classes you just imported into GiftWorks are associated with your GiftWorks funds as desired. Click where indicated to edit your GiftWorks Funds. For each fund, select Edit Fund and then associate that fund with the desired debit and credit account. Here is where you assign a class to each fund as well.

UPDATING YOUR GIFTWORKS AND QUICKBOOKS CONFIGURATION

Once you have completed your initial GiftWorks and QuickBooks configuration, you can change it at any time by going to Settings and clicking Configure GiftWorks to Work with QuickBooks, then select Update the QuickBooks configuration. Click Next to proceed.

You will now repeat the configuration steps you completed originally. You will:

1. Connect to or change QuickBooks company file you are working with
2. Review or modify your GiftWorks and QuickBooks account links
3. Review or modify your GiftWorks and QuickBooks class links
4. Review or modify posting options relating to name and address formats

First, we will ask you to read this guide, and then back up your GiftWorks and QuickBooks data. Click Next to continue.

Now you will see the QuickBooks company file name with which you are currently configured. If this is the correct company file, open it in QuickBooks, then click Next. If you wish to change your company file, open this new file in QuickBooks and click the appropriate link to change company files. Switching company files should be a rare scenario. Please do not plan to switch back and forth between QuickBooks company files.

GiftWorks will now check your current accounts and classes. When complete, you have the opportunity to review or modify your account and class links.

If you choose to review or modify your accounts, you will be taken to the account setup screen. If everything looks fine, just click Skip.. If you want to modify any of the accounts that are already set up, click on the linked QuickBooks Account name. If you have additional accounts available for import, GiftWorks will give you a chance to add them on the next screen. If you would like to add additional accounts, click on the checkbox(es) next to those account(s), then click Add Accounts.

If you choose to review or modify your classes, you will be taken to the class setup screen. If everything looks fine, just click Skip, and you will return to the prior screen. If you have additional classes available for import, GiftWorks will list them on the class setup screen. If you would like to add additional classes, click on the checkbox(es) next to those classes, then click Add Classes.

Click Next when you are finished.

Now you can change your posting options as needed. Please update formatting options as necessary and click Finish.

Congratulations! You have now successfully updated your GiftWorks and QuickBooks configuration. Please select the appropriate link if you wish to edit any of your GiftWorks funds to modify associated accounts and classes.

ENDING QUICKBOOKS AND GIFTWORKS INTEGRATION

You can choose to end your GiftWorks and QuickBooks configuration at any time. Simply go to Settings and click Configure GiftWorks to Work with QuickBooks, then select Stop Using QuickBooks with GiftWorks. Click Next to continue.

By choosing this option, all settings and linkages between GiftWorks and QuickBooks will be removed, and you will need to go through the configuration process again before being able to post to QuickBooks. Please do not choose this option unless you do not intend to ever post to QuickBooks in the future.

POSTING TRANSACTIONS TO QUICKBOOKS

Once you have completed the configuration process, you are ready to post your transactions to QuickBooks. Please review Understanding GiftWorks Donations, Accounts, and Funds on page 4 of this document if you have any questions regarding how your GiftWorks donations and pledges are associated with accounts and classes. This section also reviews the Transaction Register, which provides a comprehensive view of all your transactions, both posted and not yet posted.

To post transactions to QuickBooks, go to Settings and click Manage Accounts and Transactions, then select Post Transactions to QuickBooks or File.

To begin the posting process, select a date range that includes all of the donations and pledges that you would like to post to QuickBooks, and click Post. The beginning date here will default to one day after the end date of your last post.

On this screen there is also a section entitled Previous Posts. This is a record of all your prior posts. For an explanation of this, please go to the Previous Posts section below.
You will now select the following posting options:

Transaction Option: Accrual Basis or Cash Basis

GiftWorks allows you to choose the basis for posting donations and pledges to QuickBooks. If you choose to post information on a cash basis, only donations will be posted. If you choose to post information on an accrual basis, donations and pledges will be posted. If you are unsure of which option to choose, consult your accountant or QuickBooks advisor. Next time you post, your choice now will be the default selection.

Post Transaction Detail or Post Summary Information for Each Account

Here you can choose if you would like to post transactions in a detailed or a summary format.

If you choose to post transaction detail, GiftWorks will create a journal entry in QuickBooks for each GiftWorks pledge transaction and for each donation gift or payment. Each individual journal entry will be posted in QuickBooks to the matching customer. GiftWorks will try to match your existing customers based on:

- For donors with no profile specified:
  - If they have a first or last name specified, the Customer Names setting will be used for posting to QuickBooks
    - The customer name will be updated in QuickBooks when posting a transaction according to which format you chose to configure names in QuickBooks (no matter which name format GiftWorks used to match the customer).
  - If they have neither a first nor last name specified, the Display Name will be used for posting to QuickBooks
- For donors with organization profiles:
  - If they have an organization name specified, the organization name will be used for posting to QuickBooks
  - If they do not have an organization name specified, the Display Name will be used for posting to QuickBooks
- For all other cases, the Display Name will be used for posting to QuickBooks

The Customer Names setting can be set by returning to the GiftWorks/QuickBooks configuration process and going to the Choose Options step.

The name and address information in GiftWorks should be primary. Names and addresses for customers in QuickBooks with posted transactions will be added or updated to match the GiftWorks name and address. In addition, your detail posts will include:

- Payment type in the memo line for the asset account lines for donation gift or payment journal entries. Because transactions are posted as journal entries, the payment method can only be recorded in the memo line. If you require this field in the QuickBooks payment method field for other processes, you will have to add it manually.
- The entry number of "Cash" for cash gift or payment journal entries and the check number for check gift-or payment journal entries.
- The most recent transaction date for the journal entry date.

If you choose the summary option, you can from choose how your journal entries will be created for each post, either one journal entry for the current date, one journal entry for each date in the post, or one journal entry for each month in the post. Each summary transaction will be assigned to a generic "GiftWorks" user in QuickBooks.

All QuickBooks posts, both detailed and summary, will have:

- The transactions summarized by fund and class for income and liability account lines and by account for all other account lines
- Fund names included in the memo line for income and liability account lines
- Class included for income or liability account lines

Your selection of detail or summary now will be your default selection next time you post.

Click Next to continue.

View Post Details and Post Transactions

GiftWorks will now show a detailed summary of the information for your post. Once you verify that all of the information shown is correct, click Next.

Here you can Pick a Format and File Name for your Post. Generally, you will select QuickBooks as the format for posting. You can, however, post to a CSV file if necessary. This may be an option you would choose in rare cases (for example, if you restored a backup of GiftWorks and your donations were already posted to QuickBooks. You could use this option to mark them as posted without affecting QuickBooks).

Now, select QuickBooks as your option and click Next to post. At this point, your transactions will post to QuickBooks. This may take several minutes, depending on the size of your post.

If there are any errors encountered, you can expect a detailed error list. Please resolve the errors and try again. When errors occur, none of the transactions will be posted. If posting is successful, you will receive a confirmation message as well.

A note on duplicate donors: If you receive errors relating to duplicate donors, they can often be resolved by changing the donor name as follows:

- For donors with no profile:
    o Modify the first name to include a middle initial, or the last name to include a suffix.
- For donors with organization profiles:
    o Modify the organization name
- For other donors:
    o Modify the display name

Deleting or Changing Gifts and Pledges in GiftWorks

Any time you alter an amount, fund, or payment type on a GiftWorks donation, record a pledge payment, or alter pledge amounts and funds, GiftWorks will record this change on the transaction register.

- When a donation is deleted, a void transaction is recorded to void the original gift.
- When a pledge or donation is changed, a void of the original is created, along with a new transaction which reflects the new data.
- When a pledge payment is recorded, the Pledge transaction is voided and a donation transaction is added.

All of these transactions should be posted to QuickBooks as well to reflect the changes made. You can always monitor which transactions are posted and which have not yet been posted by using the transaction register (Settings>Manage Accounts and Transactions>View Transaction Register).

Previous Posts

On the initial posting screen (Settings>Manage Accounts and Transactions>Post Transactions to QuickBooks or File), you will see a section entitled Previous Posts. There is a listing of all prior posts you have done in this section. You will see the posting date range, the number of transactions, the summary or detail option you selected, along with the name of the poster and the date the post occurred.

If you highlight any of the previous posts, and click Save Previous Posts below, you will have the opportunity to re-post these transactions. You can choose to previously posted transactions to a CSV file, but please use extreme caution should you select Save Previous Post and select QuickBooks. You will be at risk of posting duplicate transactions to QuickBooks! Should you need to research prior posts, you can also review the transaction register (Settings>Manage Accounts and Transactions>View Transaction Register).