Entering Donations from Adventist Giving

Welcome to Adventist Giving. I am sure you will find this North American Division ministry meaningful and it will, I believe, augment support for the local and world-wide SDA ministry.

How do churches get the money from Adventist Giving?

Adventist Giving will make up to two deposits to your account for funds received during the month.

a) Donations received from the 1st to the 15th, will be deposited to your account four (4) business days after the 15th.

b) Donations received from the 16tht to the end of the month, will be deposited to your account four (4) business days after the end of the month.

How do churches get donation reports from Adventist Giving?

1. **Download the report** - Follow the instructions below to get the report:

   a) Log into **AdventistGiving.org.**

   b) Click on **Log In** in the upper Right-hand corner.

   c) Log in with the email you provided to Adventist Giving.

   d) Click on your name in the upper right-hand corner.

   e) Click on your church name.

   f) Click on **Generate Reports**. You will be given a list of reports with the headings – **Transfer date, Transfer cutoff, Transfer amount, Downloads**.

   g) There are two types of reports available – CSV and PDF. **Click on PDF** beside the report you want to enter**.**

   h) **Print the report generated. You are now ready to enter the donations in the accounting program.**

2. Things to be aware of as you enter Adventist Giving donations

Be aware of the following as you enter donations received through Adventist Fiving:

a) Enter donations received for the month in the same month in which the donations were made. **Eg., donations made from March 1 to March 15, are entered as one batch for March 15; donations received from March 16 to March 31, are entered as one batch for March 31**. Each batch entered must match the corresponding bank deposit.

b) Perform a backup before you close the batch in case you need to restore the data to make corrections.

c) Do not combine contributions to make one entry. If one individual gives three different times within the period, you must enter them three separate times.

3. How do we enter donation from Adventist Giving

a) From donations, select **DN Open Batch Entry/Edit**.

b) Change the date to the end date of the period being entered (the 15th or last day of the month).

c) Follow the same procedure as when entering tithe envelopes except the total will be put at **ADVGIVING**.

d) Enter all entries.

e) As usual, before you close the batch, check the total to ensure that it agrees with the amount to be deposited to your bank account for the period.

NB: After you have closed the batch, compare your offering totals with the report's offering totals to see if they agree. If not, restore your data immediately and make the required corrections and reclose. Compare again and move on when they agree.