Blackbaud CRM
Reconcile Blackbaud to PeopleSoft

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Blackbaud

Reports needed from Blackbaud:
- Appeal Progress Results
- Pledge Receivable Aging Report
- Query – LXXX All Donors for Specific Appeal

PeopleSoft

Reports needed from PeopleSoft:
- Trial Balance
- Posted Detail Report
Appeal Progress Results

- Revenue > Appeal Progress Results > Council Number
Appeal Progress Results

The Appeal Progress Results will give the following information.

Appeal Revenue Summary tab:
  - Total Contributions
  - Payments Received
  - Write-offs
  - Outstanding Balances
# Appeal Progress Results

<table>
<thead>
<tr>
<th>Revenue Summary</th>
<th>Balances</th>
<th>Contributions</th>
<th>Payments</th>
<th>Revenue Details (Splits)</th>
<th>Matching Gift Claims</th>
<th>Designations</th>
<th>Mailings</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contributions - posted 1/2/2018</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Contributions</td>
<td># of Contributions</td>
<td>Average Contribution</td>
<td>Recent Contribution</td>
<td>Earliest Contribution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$65,955.00</td>
<td>124</td>
<td>$531.90</td>
<td>10/16/2017</td>
<td>2/23/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Payments Received - posted 1/2/2018 | | | | | | | | |
| Payments Received | # of Payments | Average Payment | Most Recent Payment | Mismatch: Appeal? | Mismatch: |
| $63,660.00 | 117 | $544.27 | 12/27/2017 | No | No |

| Write-offs - will not post (manual PeopleSoft journal entry required) | | | | | | | | |
| Loading... |

| Outstanding Balances - through 1/2/2018 | | | | | | | | |
| Total Balances | # Pledges with Balance | Average Balance | Final Installment Due | Mismatch: Appeal |
| $2,275.00 | 2 | $1,137.50 | 9/12/2017 | No |

Contributions: $65,955.00  Outstanding Balances: $2,275.00
To get the number that should be in 1301, 1304, etc. run the Pledge Receivable Aging Report.
Query – LXXX All Donors by Specific Appeal

Analysis>Information Library>LXXX Example Council or Council’s folder

Run the query LXXX Donors by Specific Appeal. Total the columns for Total Contributions and Outstanding Pledge.

$65,955.00  $2,275.00

Contributions: $65,955.00  Outstanding Pledge: $2,275.00
PeopleSoft

• In PeopleSoft run the Trial Balance and Posted Detail for more information.

• Run the Posted Detail report by account number – 1301, 1304, 4001, 4201, etc.

• Review the reports and match them with the amounts on the Blackbaud reports.
PeopleSoft

Posted Detail Report:

• Run the Posted detail by date and account number. Check the ending balance. If the number don’t match. Check for GJ, TP, CR in the report.

<table>
<thead>
<tr>
<th>Total Activity:</th>
<th>18,055.00</th>
<th>16,955.00</th>
<th>1,100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1304-804-00 - Contrib Rec-Special Events-CY-Golf Tournament</td>
<td>Ending Balance:</td>
<td>2,275.00</td>
<td></td>
</tr>
</tbody>
</table>

1-1304 = $2,275.00
• The Appeal Progress Results, Pledge Receivable Report and the LXXX All Donors for Specific Appeal matches with PeopleSoft.

• 1-1304 - Outstanding Balances: $2,275.00
To reconcile the checking account:

• The Posted Detail in PeopleSoft.
• The Account Distribution report in Blackbaud.

Things to check for if not balancing:

• Verify that all transactions has been posted to PS.
• Check for Reversal from Blackbaud.
Things to check for if not balancing cont’d:

- Write-offs are recorded by Journal entry not through Blackbaud entry.
- Check Wire Transfers
- Check Payroll Deduction (2237)
- Check Gift in Kind (9430)
- Check for Trading Post Journals (TP)
Account Distribution Report

- Revenue > Account Distribution Report

![Account Distribution Form]

- Account system: Local Council
- Include...: GL Accounts (Ad-hoc Query)
- Transaction types: View transaction types
- Post date: Specific Date
- Post status: Posted
- From: 1/1/2017
- To: 12/31/2017
- Include detail
- Group by account alias
PeopleSoft Journals

Journal entries from Blackbaud comes over with the batch number.

- Journals labeled (AXXXXX) are Adjustments.
- Journals labeled (LXXXXX) are Regular batches.
- Journals labeled (XXXXXx1) didn’t commit the first time.
• Reports:
  – BSA Summary of Appeals
  – Account Distribution
  – Giving Activity

• Query
  - LXXX Revenue Added Today
  - LXXX Revenue All
QUESTIONS!
THANK YOU!