

# 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

10200bce.blackbaudhosting.com/4050\_0c141d33-3e31-45b3-87e1-3ab0e2100c02/webui/webshelpage.aspx?siteID=010-0c141d33

### Site Search

Site ID:

Name:

Short name:

Acronym:

Site type:

#### Results

Site ID	Name	Short name	Acronym	Site type	Site path	
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# 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

Revenue Summary	Balances	Contributions	Payments	Revenue Details (Splits)	Matching Gift Claims	Designations	Mailings	Documentation
<b>Contributions - posted 1/2/2018</b> More ▾								
Total Contributions	# of Contributions		Average Contribution	Recent Contribution	Earliest Contribution			
\$65,955.00	124		\$531.90	10/16/2017	2/23/2017			
<b>Payments Received - posted 1/2/2018</b> More ▾								
Payments Received	# of Payments		Average Payment	Most Recent Payment	Mismatch: Appeal?	Mismatch:		
\$63,680.00	117		\$544.27	12/27/2017	No	No		
<b>Write-offs - will not post (manual PeopleSoft journal entry required)</b> More ▾								
Loading... 								
<b>Outstanding Balances - through 1/2/2018</b> More ▾								
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**



# Pledge Receivable Aging Report

Revenue>Pledge Receivable Aging Report>Council>Report Code

2,275.00	2,275.00	0.00	0.00	0.00	2,275.00
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- *Pledge Balance: \$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.

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Total Activity:	18,055.00	16,955.00	1,100.00
1-1304-804-00 - Contrib Rec-Special Events-CY-Golf Tournament		Ending Balance:	2,275.00

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*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** 

Account system:  ▼

Include... ▼   

Transaction types:  

Post date:  ▼ From:   To:  

Post status:  ▼  Include detail  Group by account alias

 View report





## Account Distribution



Account system: Local Council

Include... [Empty field]

- All records
- Selected records
- Specific record

Transaction types

From: 1/4/2018 To: 1/4/2018

Post status: Posted

Include detail  Group by account alias

[View report](#)



## Account Distribution



Account system: Local Council

Include... Local GL Accounts (Ad-hoc Query)

Transaction types: View transaction types

Post date: Today

Post status:

- Specific Date
- All Dates
- Today
- Yesterday
- This Week
- This Month
- This Year
- Last Week
- Last Month
- Last Year

From: 1/4/2018 To: 1/4/2018

Include detail  Group by account alias

[View report](#)





## Account Distribution



Account system: Local Council

Include...: Local GL Accounts (Ad-hoc Query)

Transaction types: View transaction types

[View report](#)

Post date: Specific Date

From: 1/1/2017 To: 12/31/2017

Post status: Posted and Not posted

Include detail  Group by account alias

- Posted
- Not posted
- Posted and Not posted

L2-1-1304-804-00	[Aliased Account]	\$15,195.00	\$13,820.00
L2-1-1304-825-00	[Aliased Account]	\$3,850.00	\$2,500.00



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# 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.

0003976218	12/07/2017	0	(blank)		Posted	Valid	ACTUALS	CJ	USD	2	150	0	170297x3	Fundraising System T
0003976219	12/07/2017	0	(blank)		Posted	Valid	ACTUALS	CJ	USD	2	250	0	L0170404	Fundraising System T
0003978343	12/08/2017	0	(blank)		Posted	Valid	ACTUALS	CJ	USD	2	5000	0	L0171174	Fundraising System T
0003988006	12/14/2017	0	(blank)		Posted	Valid	ACTUALS	CJ	USD	4	40000	0	A0014293	Fundraising System T
0003989963	12/15/2017	0	(blank)		Posted	Valid	ACTUALS	CJ	USD	2	10	0	174264x1	Fundraising System T
0003989964	12/15/2017	0	(blank)		Posted	Valid	ACTUALS	CJ	USD	2	15	0	174308x1	Fundraising System T
0003989965	12/15/2017	0	(blank)		Posted	Valid	ACTUALS	CJ	USD	4	394	0	L0174321	Fundraising System T
0003989966	12/15/2017	0	(blank)		Posted	Valid	ACTUALS	CJ	USD	4	108	0	L0174333	Fundraising System T



- Reports:
  - BSA Summary of Appeals
  - Account Distribution
  - Giving Activity
  
- Query
  - LXXX Revenue Added Today
  - LXXX Revenue All



# QUESTIONS!



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THANK YOU!



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