

Donor Statements (Based on Export of Donation Information from QuickBooks)

Martus Solutions LLC

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Overview

This process allows you to export data from QuickBooks into your Martus Stewardship Dashboard in order to print donor statements. To do this, you will generate a report in QuickBooks that lists the donations received during a specific time period, then use a Martus Tools function to import that data into your Martus Stewardship Dashboard and output the Donor Statements.

The Donor Statements are produced in a PDF file. You can print all or part of it. You can also save the downloaded file to your own computer or computer network.

The Donor statements are formatted to fit in a number 10 envelope with a window on the lower left side of the envelope.

How to Generate Donor Statements from Data in QuickBooks

Follow these instructions to generate Donor Statements from data in QuickBooks:

1. Determine whether you process donations in QuickBooks via the Sales or the Deposit function. If you use the Sales function, you will create a Sales by Donor Detail report; if you use the Deposit function, you will create a Deposit Detail report. In either case, you will also need to create a Donor Contact List report.

Appropriate memorized reports have been set up in your QuickBooks company file. You should be able to use these reports and simply enter the correct date range in order to generate the Donor Statements you need. If you need to recreate these memorized reports, refer to the section of this document named "How the Memorized Reports Used for Donor Statements Should be Set Up".

2. From within QuickBooks, select Reports, then Memorized Reports. Create the reports and export to Excel as instructed below. We recommend that you make a note of the names and location to which you export these reports.
 - a. Generate the appropriate report of donation information. Review the date settings for the report, and ensure that you have set them correctly! All the donations listed on this report will be imported into your Martus Stewardship Dashboard, and it is vital that you only import donations for the range of dates that the Donor Statements are to reflect.
 - b. Export the report to Excel.
 - c. Generate a Donor Contact List report.
 - d. After the report has been generated, export it to Excel.
3. From within your Martus Stewardship Dashboard, select **Martus Tools**, and then choose **QuickBooks Donor Statements**.

Home Setup Attendance **Martus Tools** Help Contact Martus

Stewardship Dashboard | QuickBooks Donor Statements

QuickBooks Donor Statements

The QuickBooks Donor Statements screen is displayed:

Church Donor Statements

1. Upload Quickbooks Excel Reports (XLS format)

Donor Contact List

Donor Deposit Detail

Donor Sales

2. Please uncheck any accounts you would like to exclude from the statements (e.g. non-charitable accounts)

*TITHES AND OFFERINGS

DESIGNATED GIVING:Mission Trips

DESIGNATED GIVING:Missions General

BUILDING FUND

SPECIAL OFFERINGS

YOUTH INCOME:Enter City

BENEVOLENCE INCOME

DESIGNATED GIVING:Pastor's Appreciation

MISCELLANEOUS INCOME

CHILDREN'S INCOME:Royal Rangers

ASSIMILATION & DISCIPLESHIP INCOME

Statement Message:

 (150 chars max)

IRS Message:

 (150 chars max)

3. [Download Donor Statements](#)

4. Complete **Step 1** as follows:

- Use the Browse button and specify the location of the Donor Contact List.
- If you process donations in QuickBooks via the Sales function and created a xxx report, use the Browse button and specify the location of the Donor Sales file; be sure to leave the Donor Deposit Detail selection blank.
- If you process donations in QuickBooks via the Deposit function and created a xxx report, use the Browse button and specify the location of the Donor Deposit Detail file; be sure to leave the Donor Sales selection blank.
- Click the **Upload Files** button. You'll receive this message:

Files uploaded, select desired accounts and click 'Generate Statements' to generate the report

5. Complete **Step 2** as follows:
 - a. Review the accounts listed. Uncheck any that do not represent charitable donations; this will exclude any income credited to those accounts from the Donor Statements.
 - b. Enter the desired Statement and IRS Messages.
 - c. Click the **Generate Statements** button. You'll receive this message:

Statements generated, use download link below

6. Complete **Step 3** as follows:
 - a. Click the **Download Donor Statements** link. Another window will open to display the PDF file that contains the statements. You can print the statements from this window.

How the Memorized Reports Used for Donor Statements Should be Set Up

For ease of access, the two memorized reports that you use to generate Donor Statements should be saved as memorized reports within a specific group.

The Donor Contact List must list the following columns, in this order: Donor, Full Name, Billing Street, Billing City, Billing State, Billing Zip.

If you process donations as "Sales" in QuickBooks, you will use the Sales by Donor Detail Report to gather the data to be exported for Donor Statements. This report must list these columns, in this order: Date, Account, Num, Product/Service, Memo/Description, Amount. No other changes are needed.

If you process donations as deposits in Quickbooks, you will use the Deposit Detail Report to gather the data to be exported for Donor Statements. This report must list these columns, in this order: Date, Account, Type, Num, Donor, Vendor, Memo/Description, Clr, Amount. Two specific types of transactions must be included: Deposit and Journal Entry.