

# Using Revolution Online to Track Deposits

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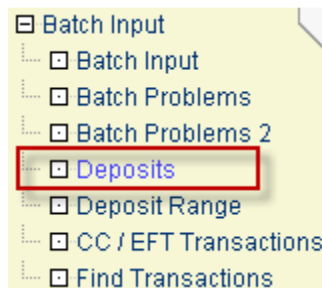
Why Should You Consider this?

Here's the age old question....when funds come into your organization and get deposited, how do you know that all of that got entered into your database? I mean how to you *really* know? I suppose if you are using an outside keying vendor who sends you those PDFs deposit logs, you could match them up with your batch balance reports in ROI/Revolution Online (and I suppose the keying vendor could do this for you), but does that really happen? Consistently?

Earlier in 2007, ROI introduced a deposit tracking system directly in Revolution Online. This system allows you (or your keying/cashiering vendor) the ability to create deposit tracking forms directly within Revolution Online and then link those deposits to batches that have been keyed into the system – ensuring a 100 percent tie out between what was deposited on your behalf and what was keyed into donor records.

Now truth be told, this system was developed for those clients that use Revolution Online to link directly to their financial accounting systems and for those clients, this system is mandatory (as they need 100 percent assurance of what was keyed before it gets sent to finance). But there's no reason why this system can't and shouldn't be used across the board by ROI Clients. It's easy, provides a high degree of confidence in your systems, and actually SAVES time over the existing systems you may have in place. And best of all, this feature is free-of-charge and already available to all clients.

To use this, go to the Tools Tab within Revolution Online. There you will find, in the navigation, "Deposits."



Once you click on it, the Deposit Tracking Form will appear. There you can link to a specific bank account which are set up through the client specific reference tab. Here you or your cashiering vendor can enter in the deposit amounts by tender for the deposit they are about to make into your bank account.

**Deposits** Use this Form to Enter in Your Deposit Tracking Information

**Deposit Screen — Existing Deposit 20081128-001**

<b>Deposit date</b>	11/28/2008 (no date constraints)
<b>Bank account</b>	BOFA 9876-6543-8765-23
<b>Notes</b>	
<b>Bank reference</b>	
<b>Created by</b>	GVL
<b>Origination vendor</b>	User
<b>Origination vendor id</b>	
<b>Tender Categories</b>	
<b>CASH</b>	0.00
<b>CHECK</b>	600.00
<b>Check/Cash Subtotal</b>	600.00
<b>AMEX</b>	0.00
<b>DISCOVER</b>	0.00
<b>VISA/MC</b>	0.00
<b>Credit Card Subtotal</b>	0.00
<b>ACH/WIRE</b>	0.00
<b>STOCK</b>	0.00

Enter in your Tender Amounts by Payment Method

At the bottom of this form, you will find a listing of all potential batches that have been keyed into your system that can be associated with this Deposit.

Available Batches					Selected Batches					
	batch	date	amount	status	type	header	date	amount	status	
<input type="checkbox"/>	qb5	11/25/2008	55,555.55	Locked	<input type="checkbox"/>	Donation (deposit)	GVL_PM112808	11/28/2008	600.00	Locked
<input type="checkbox"/>				Locked						
<input type="checkbox"/>				Locked						
<input type="checkbox"/>	qb10	11/19/2008	9,999.99	Locked						
<input type="checkbox"/>	qb10	11/19/2008	5,555.55	Locked						
<input type="checkbox"/>	cc2	11/17/2008	2,222.22	Locked						
<input type="checkbox"/>	qb10	11/17/2008	10,000.00	Locked						

This side shows all of the available batches that can be linked to this particular deposit.

Select the batches that are part of this deposit.

When you're finished, Lock the Deposit.

To close the loop with finance, a report can be sent directly to finance on an automated basis for those Deposit accounts listing the tender types and amounts along with the batch information.