





ACH/Wells Fargo

Donor sends copy of voided DS enters pledges for check & pledge card to sign up FDS Front Desk Staff recurring gifts at the for ACH beginning of each fiscal year GP gives check to FT to set up GP enters original pledge ACH VP Vice Pres Univ Adv - Stephanie GP generates pledge FT sets up ACH with Wells acknowledgement Fargo GP scans original ACH FT processes ACH payments on or after the 1st pledge document into NolijWeb of each month FT emails ACH Report to GP after the 1st of each month GP verifies and codes back up GP enters gifts into Banner, applying payments to existing pledges DES scan gift DES files gift GP Runs ADPFEED to move \$ batches into batches from FFNNSP to Dept Accts NolijWeb DCR generates receipts/thank you letters at the end of each calendar year for all gifts made through ACH for that year Letters delivered to DSG/DAG for signature Letters returned, stuffed and mailed

COO Chief Operating Officer - Brovak DAG Dir Annual Giving - Caite DCR Dir Const Records - Donna **DES Data Entry Students** DS Data Specialist - Emily DSG Senior Dir, Gifts - Mark Bagley FS Fiscal Specialist - Michelle FT Fiscal Tech - MaryAnn GP Gift Processor - Whitney SA Senior Accountant - Tom SBO Student Business Office

Friday, May 15, 2015 **Payroll Deduction** Employee signs up via esign form DS enters pledges for recurring gifts at the beginning of each fiscal year Gift Membership VP Vice Pres Univ Adv - Stephanie GP Generates pledge **GP** Enters Pledge acknowledgement Each Pay Period report of deductions is received from HR via email DS Enters Gifts applying to PD pledges **GP Runs ADPFEED to** move \$ from FFNNSP to Dept Accts DCR Generates Receipts/ Acknowledgements in Jan for previous year gifts Letters delivered to DSG/

DAG for signature

Letters returned, stuffed and mailed

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Friday, May 15, 2015

Stock

SA receives notification that stock gift has been made

Stock gift transmittal form is prepared by SA and given to GP

GP verifies and codes back up

GP enters gifts into Banner, applying payments to existing pledges

GP Runs ADPFEED to move \$ from FFNNSP to Dept Accts

DES scan gift batches into

NolijWeb

DES files gift batches

COO Chief Operating Officer - Brovak

DSG Senior Dir, Gifts - Mark Bagley

VP Vice Pres Univ Adv - Stephanie

DAG Dir Annual Giving - Caite DCR Dir Const Records - Donna

FS Fiscal Specialist - Michelle FT Fiscal Tech - MaryAnn GP Gift Processor - Whitney SA Senior Accountant - Tom SBO Student Business Office

DES Data Entry Students DS Data Specialist - Emily

FDS Front Desk Staff

Letters delivered to DSG/DAG for signature

Letters returned, stuffed and mailed

GP determines whether further approval is necessary

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Esign form forwarded to COO if necessary

If no further approval is necssary, GP prints and locks form

GP verifies and codes back up

GP enters gifts into Banner, applying payments to existing pledges

GP Runs ADPFEED to move \$ from FFNNSP to Dept Accts

DES scan gift batches into NolijWeb DES files gift batches

Letters delivered to DSG/DAG for signature

Letters returned, stuffed and mailed

Department Deposits

Departments take deposit directly to SBO Office. \$ deposited directly in fund not FFNNSP

SBO Deposits Checks/Cash & Processes VISA

DS picks up previous days back up & receipt(s) from SBO

DS delivers backup & receipt to GP for review

GP review & gathers other information for gift batch

GP returns gift batches to DS for coding

DS updates/creates records, codes batches

DS returns batches to GP for entry

GP enters batches of gifts into Banner

GP Runs ADPFEED to move \$ from FFNNSP to Dept Accts

GP Generates Receipts/Thank you letters

Letters delivered to DSG/DAG for signature

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Letters signed by DSG/ VP are scanned into NolijWeb before mailing

Letters returned, stuffed and mailed