Advancement office is notified they will receive donation of some sort

Will the donation be a recurring donation?

yes

Advancement obtains a form from donor with relevant information and signature

This form is given to Accounting, then sent to bank. Bank takes over process of automatic draft

At month-end, Accountant notifies Advancement of these drafts that showed up on bank statement. Advancement records in ADS

no

A check comes in the mail or a credit card payment is received or notification of non-monetary donation is received

Advancement makes copies, assign account numbers based on donor request. If a new FRS account is required, check is held until account is created

Advancement enters donation information and SRSU account number into ADS. If it is a new donor, donor information is entered in ADS first

Is the gift monetary?

no

Donation is on the report that is submitted to Cashiers

yes

Advancement enters donation information and SRSU account number into ADS.
Advancement takes money to Cashiers along with ADS report

Cashiers prepares deposit slip, separate from other SRSU deposits. Money is taken to bank

ADS feeds to FRS overnight utilizing FRS account numbers entered in ADS for each donation

Next day, Advancement receives automatic email from OIT with an electronic receipt of previous day's donations. The donation is entered into Access database used to track donation. Thank-you letter is generated and mailed

Accounting matches ADS report from previous day to Cashier cash-out sheet and also to FRS GL account for ADS

Accounting researches and resolves discrepancies