

PSA 2015 Gift Processing Important Tips

The Orange Catholic Foundation is striving to have PSA pledge batches processed and committed to the Raiser's Edge database within 3-5 business days **after they are mailed to the lockbox by your parish**. In order for us to keep to the 3-5 business day timeline, we have identified the following important steps that will help us process the PSA gifts in a timely manner. If all the steps aren't complete when mailing the batch, the batch will be held up until all the necessary parts are included and you will not see it reflected in your online reports. Please do not mail batches directly to OCF unless specifically requested to do so by a member of the team.

Pledge Processing

- 1) PSA pledges are to be opened and entered into the Raiser's Edge secure site using the PSA Batch User Guide for data entry available at www.OrangeCatholicFoundation.org under PSA Parish Resources. After entering the pledges into the Raiser's Edge system, send all pledge forms and checks to the OCF Lock Box. Parishes are asked to use the pre-addressed security envelopes and USPS Priority envelopes and/or boxes and mail ALL PSA pledge batches directly to the lockbox in Seal Beach (please let Anna Orozco know if you need additional supplies – Aorozco@OrangeCatholicFoundation.org)
- 2) **Validation Report:** Please remember to run and print out one Validation Report for each batch (we only need the last page). Wrap each Validation Report around its associated batch of pledge forms and payments.
- 3) **Please do not mail cash or coins.** Currency should be deposited into your parish bank account since it is not secure to mail. Enter a "bills" batch for the currency payments and either mail a check for this amount with the validation report and pledge forms (or you may request that we ACH transfer the amount directly from your account - please notify Anna Orozco if you want an ACH transfer completed). Once the currency or "bills" batch is entered in RE:
 - Reference your batch name and number in the check stub comments.
 - Wrap your parish check for the currency, the validation report, and pledge forms, if any, together.
 - Place in the prepaid, pre-addressed bank bag and mail to the OCF Lock Box.

Important: *You may hold on to the currency or "Bills" batch until a check can be cut and placed with the validation report. All other batches should be forwarded to the lockbox as they are keyed in. The OCF will follow up with you if "Bills" batches are keyed in but no checks are received by the end of the month.*

Data Entry

- 1) When entering a pledge that is not paid in full you only need to add the schedule if it is "Quarterly". This will send statements to the donor on a quarterly basis. The default if you do nothing is Monthly.
- 2) Direct Debit transactions are the only time you need to enter the bank account information. The OCF staff will set up the payments from the bank; all you need to do is enter "OCF" in the Bank field.