



ARCHDIOCESE *of* MIAMI

ABCD Processing

User Guide

Version 4.0 / 2022

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I. Introduction

In order to start using ABCD Processing, you must have:

- 1- A computer with access to Internet.
- 2- Recommended internet browsers are:
 - a. Google Chrome (<https://www.google.com/chrome>)
 - b. FireFox(<https://www.mozilla.org/en-US/firefox/>)
 - c. Safari (<https://support.apple.com/downloads/safari>)
- 3- You must have previously gain access with an email and password provided by ADOM.

Quick start:

- 1- Go to <https://www.abcdprocessing.com>
- 2- Enter your email
- 3- Enter your password
- 4- Click the button “Login”

If you forgot the password:

- 1- Go to <https://www.abcdprocessing.com>
- 2- Click the link “Forgot your password?”
- 3- The next screen will ask you to enter your registered email, please type in and Click “SEND”.
- 4- You will receive an email with the instructions. Please check you inbox and spam folder.
- 5- Open the email and follow the link included. Automatically you will be sent to ABCD application to create a new password.
- 6- Once your new password is created, click “Save” then login using your new password.

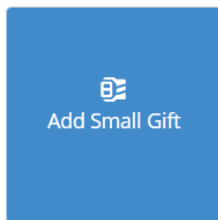
II. Add Small Gift

To add a Small Gift, please have the following handy:

- 1- The original pledge to add in the system
- 2- Clearly identify the Gift or Pledge amounts and term of payment.
- 3- Small Gift are added under the name of your Parish but the way that you treat the Gift or Pledge remains the same as traditional Gift or Pledge.

STEP #1

Click on the blue bottom “Add Small Gift”:



STEP #2

Insert Gift information. By the default the “Donor Information” for your small gift, will be the name of your Parish.

Add New Gift

This Gift will be added to the following donor:

<div>Donor Information</div> <div>Notre Dame D'Haiti Catholic Church</div>	<div>Gift Details</div> <table><tr><th>Total Gift</th><th>Cash Collected</th><th>Remaining Payment</th></tr><tr><td>\$ 0.00</td><td>\$ 0.00</td><td>\$ 0.00</td></tr></table>	Total Gift	Cash Collected	Remaining Payment	\$ 0.00	\$ 0.00	\$ 0.00				
Total Gift	Cash Collected	Remaining Payment									
\$ 0.00	\$ 0.00	\$ 0.00									
<div>Gift Preference</div> <div><input type="checkbox"/> Planned Giving <input type="checkbox"/> Matching Gift <input type="checkbox"/> Anonymous</div>	<div>Payment Information</div> <table><tr><th>Payment type</th><th>Term of Payment</th></tr><tr><td><input type="radio"/> Check</td><td><input type="radio"/> 10 Payments</td></tr><tr><td><input type="radio"/> Cash</td><td><input type="radio"/> 4 Payments</td></tr><tr><td><input type="radio"/> Credit Card</td><td><input type="radio"/> 2 Payments</td></tr><tr><td></td><td><input type="radio"/> One Lump Sum</td></tr></table>	Payment type	Term of Payment	<input type="radio"/> Check	<input type="radio"/> 10 Payments	<input type="radio"/> Cash	<input type="radio"/> 4 Payments	<input type="radio"/> Credit Card	<input type="radio"/> 2 Payments		<input type="radio"/> One Lump Sum
Payment type	Term of Payment										
<input type="radio"/> Check	<input type="radio"/> 10 Payments										
<input type="radio"/> Cash	<input type="radio"/> 4 Payments										
<input type="radio"/> Credit Card	<input type="radio"/> 2 Payments										
	<input type="radio"/> One Lump Sum										

Create Cancel


Please complete the following information:


- Gift Details (Total Gift and Cash Collected)
- Payment Type (Check, Cash or Credit Card)
- Terme of payment
- Presse the green button “Create”.


With this step, you have created a Small Gift, and should see identified like a regular gift:


Batch area (After completion of your Small gift creation):

Well done! Gift successfully created in Batch #28991L ×


 Add Small Gift



 Add New Gift


 Add New Donor


 View Post/Batch

Recent Batches

Showing 1-1 of 1 item.

Status	Batch #	Batch Type	Date Created	Parish	Lump sum	Pledge	Cash Collected	Total Gift	Actions
Open	28991L	\$ Cash	01/07/2019	Notre Dame d'Haiti	\$50.00	\$0.00	\$50.00	\$50.00	

Batch details (Your Small Gift will contain the name of the Parish)

< Return
✓ POST NOW
Total Records **1**

Notre Dame d'Haiti

\$ Cash Batch #28991L (Created on 01/07/2019)




Lump sum
\$50.00

Pledge
\$0.00

Cash Collected
\$50.00

Total Gift
\$50.00

Showing 1-1 of 1 item.

#	Date Created	First Name	Last Name	Street	City	State	Lumpsum	Pledge	Payment	Total Gift	Actions
1	01/07/2019	Notre Dame D'Haiti Catholic Church					\$50.00	\$0.00	\$50.00	\$50.00	  

III. Add a New Donor

BEFORE YOU START

For 2019, the information about your Donors, has been extended in order to indicate:

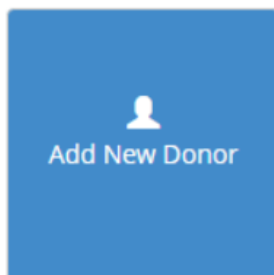
- If a Donor is active/inactive/deceased/divorced
- If a Donor record is duplicate due change of address or other reason
- This change applies for existing Donors or new ones.

To create a new Donors, please have the following handy:

1. The original pledge to add in the system
2. Clearly identify the Donor (First name, Last name, Address, etc.)
3. Clearly identify the Gift or Pledge amounts and term of payment.

STEP #1

Click on the blue bottom “Add New Donor”.



STEP #2

Insert Donor information

Create Donors

Donor information

Salutation -- Select One --	First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name <input type="text"/>	Suffix -- Select One --
Spouse Salutation -- Select One --	Spouse First Name <input type="text"/>	Spouse Middle Name <input type="text"/>	Spouse Last Name <input type="text"/>	Spouse Suffix -- Select One --
Street Address <input type="text"/>	City -- Select One --	State -- Select One --	Zip Code <input type="text"/>	
Email <input type="text"/>	Phone Type -- Select One --			

Donor & Spouse Status

Donor Status -- Select One --	Spouse Status -- Select One --	Notes about this Donor & Spouse <input type="text"/>
----------------------------------	-----------------------------------	---

After completing all the necessary fields in the section “Donor information”, please indicate the following elements if available in the section “Donors & Spouse Status”:

- Donor Status (Active, Inactive, Delete, Duplicate, Deceased, Divorced and Inactive)
- Spouse Status (Active, Inactive, Delete, Duplicate, Deceased, Divorced and Inactive)
- Add any note, that will help to keep Donors record accurate as possible.

Please consider the following after completing the previous steps:

- Click the button “Save Donor and exit” to save the information and continue adding a new Donor.
- Click the button “Save Donor and create Gift” to save the Donor information and automatically redirect to the creation of a Gift with that Donor.
- Click the button “Cancel” in case you do not want to add a Donor.

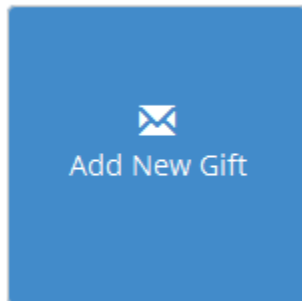
IV. Add a New Gift and Donor

In order to create a new Gift, please have the following handy:

1. The original pledge to add in the system
2. Clearly identify the Donor (First name, Last name, Address, etc.)
3. Clearly identify the Gift or Pledge amounts and term of payment

STEP #1

Click on the blue bottom “Add New Gift”.



STEP #2

Search for a Donor using his/her first name, last name, or any of the following available fields and then click on the blue button “Search”:

ABCD

HomeLogout (Antonio)AnnunciationSwitch

Search Donors

Add donor

Please search and select a Donor to add a gift.

First Name

Last Name

Email

Phone

Street

City

State

Zip Code

Spouse First name

Spouse Last name

Search

Cancel

You can also use only a portion of the first name, last name or any combination in the available fields.

Examples:

















- You can search for “Daniel” as the first name
- You can search for “Da” as the first name

Search Donors

Please search and select a Donor to add a gift.


Results


Showing 1-20 of 177 items.

First Name	Last Name	Street Address	City	State	Zip Code	Phone	Email	
Jeannie	Menard	1746 NE 142nd St	North Miami	FL	33181-1330	(305) 893-3567		   
Jean	Etienne	490 NW 134th St	North Miami	FL	33168-3839	(786) 290-3088		  
Jeannette	St. Louis	281 NW 53rd St	Miami	FL	33127-1943	(305) 751-8955		  
Jean	Ambroise	1531 NW 132nd Ter	Miami	FL	33167-1638	(305) 687-9924		  
Jean	Herara	11714 NW 3rd Ave	Miami	FL	33168-3402	(305) 685-7530		  

Some observations:

1- Notice the last column:

You are only able to select a Donor with the blue arrow icon, like this  .

If a Donor has a blue icon  in this column, it means the Donor was already used in a previous GIFT and it can be used for multiple gifts.

2- You now can mark for Delete a Donor. This action will not remove immediately the Donor, but it will indication for The ADOM that this Donor

needs to be deleted. A Donor marked for Delete will look like this:

Search Donors
















Please search and select a Donor to add a gift.


 Add donor

<input type="text" value="Jean"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	<input type="text" value="Phone"/>
<input type="text" value="Street"/>	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip Code"/>
<input type="text" value="Spouse First name"/>	<input type="text" value="Spouse Last name"/>	<input type="button" value="Search"/>	<input type="button" value="Cancel"/>

Results

Showing 1-20 of 177 items.

First Name	Last Name	Street Address	City	State	Zip Code	Phone	Email	
Jeannie	Menard	1746 NE 142nd St	North Miami	FL	33181-1330	(305) 893-3567		  
Jean	Etienne	490 NW 134th St	North Miami	FL	33168-3839	(786) 290-3088		  
Jeannette	St. Louis	281 NW 53rd St	Miami	FL	33127-1943	(305) 751-8955		  
Jean	Ambroise	1531 NW 132nd Ter	Miami	FL	33167-1638	(305) 687-9924		  
Jean	Herara	11714 NW 3rd Ave	Miami	FL	33168-3402	(305) 685-7530		  

3- When a Donor has an icon like this , you can do click over it and the Donor will unmarked for delete. It will appear with the white background.

4- In order to update a Donor record, please click in the icon 

5- If you can't find a Donor, please click on the green button "Add Donor", located at the top right of your screen. You will be redirect to "Add New Donors" form.

Once you create a Donor, you can continue adding a Gift under that new Donor.

STEP #4

After you have selected the Donor, you can continue adding the Gift in the following screen:

ABCD Home Logout (Antonio) Annunciation Switch

Add New Gift

This Gift will be added to the following donor:

Donor Information
Mr. Daniel Bogar
45 Hendricks Isle Apt 204
Fort Lauderdale, FL 33301-3873
Email:
Phone: (954) 626-0280

Spouse Information
Mrs. Brandi Bogar

Gift Preference
☐ Planned Giving ☐ Matching Gift ☐ Anonymous

Gift Details
Total Gift
\$ 0.00
Cash Collected
\$ 0.00
Remaining Payment
\$ 0.00

Payment Information
Payment type
☐ Check
☐ Cash
☒ Credit Card
Term of Payment
☐ 10 Payments
☐ 4 Payments
☐ 2 Payments
☐ One Lump Sum

Create Cancel

NEW: Now you can register a pledge to be paid with Credit Card.

Adding a Gift (no Credit Card involved)

Please follow the steps below:

- 1- Verify Donor Information and Spouse Information.
- 2- **Indicate “Gift Preferences”** selecting one or all of the following conditions for a gift:
 - a. Planned Giving
 - b. Matching Gift
 - c. Remaining Anonymous
- 3- Enter all fields in **Gift Details**
 - Always enter the total amount of the Gift (including pledges, lump sum) in the **TOTAL GIFT** field.
 - Then, enter the total amount in cash/checks available inside the envelope, in **PAYMENT** field.

- The **REMAINING PAYMENT** will be automatically calculated.
- 4- Select **Payment Information** (including payment type and terms):
 - 1- Select the **TYPE OF PAYMENT** (cash or checks)
 - 2- Select the **TERMS OF PAYMENT**. Be aware that “One lump sum” term of payment will be automatically selected if applicable.
- 5- Click the green button “Create”

Adding a Gift with Credit Card

BEFORE YOU START

Please check the Gift that you are about to add, because the combination of Gifts paid partially with Credit Card and Cash/Check are not allowed.

If you have this case, please collect this Gift and send it back to the ADOM as an EXCEPTION or contact the ABCD Coordinator.

Please follow the steps below:

- 1- Verify Donor Information and Spouse Information.
- 2- **Indicate “Gift Preferences”** selecting one or all the following conditions for a gift:
 - Planned Giving
 - Matching Gift
 - Remaining Anonymous
- 3- Enter all fields in **Gift Details**
 - Always enter the total amount of the Gift (including pledges, lump sum) in the **TOTAL GIFT** field.
 - The **CASH COLLECT** should remain with zero.
 - The **REMAINING PAYMENT** will be automatically calculated.
- 4- Select in **Payment information** the PAYMENT TYPE **Credit Card**.
The button “Add card” will shows up:

ABCD Home Logout (Antonio) Annunciation Switch

Add New Gift

This Gift will be added to the following donor:

Donor Information

Mr. Daniel Bogar
45 Hendricks Isle Apt 204
Fort Lauderdale, FL 33301-3873

Email: (954) 626-0280

Gift Details

Total Gift	Cash Collected	Remaining Payment
\$ 0.00	\$ 0.00	\$ 0.00

Spouse Information

Mrs. Brandi Bogar

Payment Information

Payment type

☐ Check

☐ Cash

☒ Credit Card

Add Card

Term of Payment

☐ 10 Payments

☐ 4 Payments

☐ 2 Payments

☐ One Lump Sum

Gift Preference

☐ Planned Giving ☐ Matching Gift ☐ Anonymous

Create Cancel

You must Click “Add Card” button and a new window will popup

5- **Please submit all the Credit Card details**, including billing address

ABCD Home Logout (Antonio) Annunciation Switch

Add New Gift

This Gift will be added to the following donor:

Donor Information

Mr. Daniel Bogar
45 Hendricks Isle Apt 204
Fort Lauderdale, FL 33301-3873

Spouse Information

Mrs. Brandi Bogar

Gift Preference

☐ Planned Giving ☐ Matching Gift ☐ Anonymous

Add Credit Card

Credit Card Information

Name on card
Daniel Bogar

Card number
4242 4242 4242 4242

Expiration Month February (02) **Expiration Year** 2017

CVC
123

Credit Card Billing Address

☐ Use same address from Donor information

Street Address
45 Hendricks Isle Apt 204

City Fort Lauderdale **State** Florida


Zip Code
33301-3873

Cancel Save Credit Card

Create Cancel

- If the Credit Card information submitted has errors like wrong number, invalid expiration month or year and invalid CVC code, you will be alerted.

- If you need to exit from this window without saving the Credit Card information, please Click “Cancel”.
- When you finish adding the Credit Card information Click “Save Credit Card” to return to the Gift.

After adding the Credit Card, you will see only a few details. In case you need to edit the information for that Credit Card for security reasons, you must delete it (Clicking the icon ) and create it again.

ABCD
Home
Logout (Antonio)
Annunciation
Switch

Add New Gift

This Gift will be added to the following donor:

Donor Information

Mr. Daniel Bogar
45 Hendricks Isle Apt 204
Fort Lauderdale, FL 33301-3873

Email:
Phone: (954) 626-0280

Gift Details

Total Gift	Cash Collected	Remaining Payment
\$ 200.00	\$ 0.00	\$ 200.00

Spouse Information

Mrs. Brandi Bogar


Payment Information

Payment type

☐ Check
☐ Cash
☒ Credit Card

Term of Payment

☐ 10 Payments
☐ 4 Payments
☒ 2 Payments
☐ One Lump Sum

Card	Number	Expiration	
VISA	4242	02/2017	

☒ Planned Giving
☐ Matching Gift
☐ Anonymous

Create
Cancel

6- Select the **TERMS OF PAYMENT**. Be aware that “One lump sum” term of payment will be automatically selected if applicable.

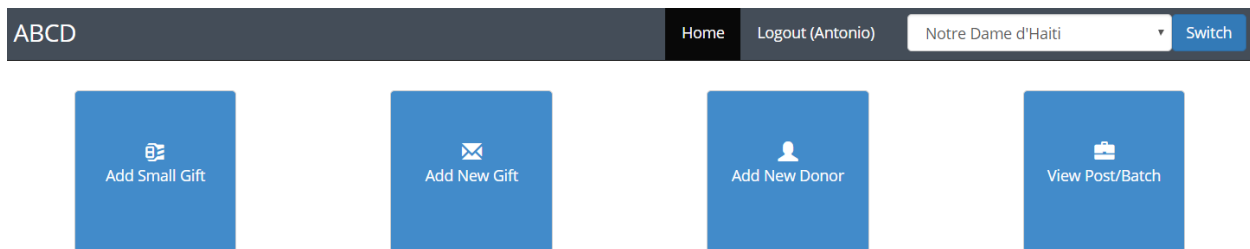
7- Click the green button “Create”. Then, you can continue adding more Gifts.

V. Understanding Batches

A “**BATCH**” is a group of Gifts that were automatically assigned by this application when entering a new Gift.

A “**BATCH**” also contains information regarding payments received, pledges, donors etc.

You will always have access to the most recent created “**BATCHES**” in your home page of ABCD application, like this:



Recent Batches

Showing 1-4 of 4 items.

Status	Batch #	Batch Type	Date Created	Parish	Lump sum	Pledge	Cash Collected	Total Gift	Actions
Open	28991L	\$ Cash	01/07/2019	Notre Dame d'Haiti	\$50.00	\$0.00	\$50.00	\$50.00	Q
Open	28992P	♥ Pledge	01/07/2019	Notre Dame d'Haiti	\$0.00	\$100.00	\$0.00	\$100.00	Q
Open	28993D	⓪ Pledge Pay	01/07/2019	Notre Dame d'Haiti	\$0.00	\$400.00	\$100.00	\$400.00	Q
Open	28994C	💳 Credit Card	01/07/2019	Notre Dame d'Haiti	\$0.00	\$100.00	\$0.00	\$100.00	Q

The “**BATCHES**” are grouped by “**BATCH TYPE**”:

- “**PLEDGE PAID**”, all Gifts paid partially in cash/check and pledge.
- “**PLEDGE**”, all Gifts pledge based.
- “**CASH**”, all Gifts paid in full with cash/check
- “**CREDIT CARD**”, all Gifts paid in full with Credit Card

You can notice the following actions available:

- Each “**BATCH**” has 2 “**Statuses**”, OPEN or POSTED
- Each “**BATCH #**” is unique and contains a group of Gifts that can be used to cross reference between your Parish and The ADOM.
- Each “**BATCH #**” has an extra letter that helps to identify quickly which type Batch are we referencing:

- “D”, Pledge Paid
- “L”, Cash or Lumpsum
- “P”, Pledge
- “C”, Credit Card

For example, “Batch #50179P”, indicate this Batch contains only Pledges or “Batch #50174C”, indicate this Batch contains only Gift paid with Credit Cards.

The last column to the right “Actions” contains buttons with the following actions:



= You can view the entire list of Gifts created in this Batch.












= Display “Batch Summary” report to be used for your administrative tasks



= Generate a PDF file available to download, that contains the “Batch Summary” and the list of Gifts for that Batch.

VI. Viewing Batches

Please note that the information you will preview using the icon , will depend on the status on the “Batch”.

Status	Batch #	Batch Type	Date Created	Parish	Lump sum	Pledge	Cash Collected	Total Gift	Actions
Open	50171D	 Pledge Paid	11/04/2016	Annunciation	\$0.00	\$200.00	\$100.00	\$200.00	
Open	50172L	 Cash	11/04/2016	Annunciation	\$200.00	\$0.00	\$200.00	\$200.00	
Open	50173P	 Pledge	11/04/2016	Annunciation	\$0.00	\$350.00	\$0.00	\$350.00	
Posted	50174C	 Credit Card	11/04/2016	Annunciation	\$0.00	\$300.00	\$0.00	\$300.00	  

When the status is OPEN, you will see the following screen:

ABCD

Home Logout (Antonio)

Annunciation

Switch

< Return

✓ POST NOW

Total Records 1

Annunciation

♥ Pledge Batch #50173P (Created on 11/04/2016)




Lump sum
\$0.00

Pledge
\$350.00

Cash Collected
\$0.00

Total Gift
\$350.00

Showing 1-1 of 1 item.

#	Date Created	First Name	Last Name	Street	City	State	Lumpsum	Pledge	Payment	Total Gift	Actions
1	11/04/2016	Peter	Landy	3131 SW 37th Ave	West Park	FL	\$0.00	\$350.00	\$0.00	\$350.00	  

Next, you can do the following:



Click on “POST NOW” to post a Batch. This action cannot be undone or modified. You must contact the ADOM to report any issues with your Batch or Gift.



You can EDIT the amount of a Gift, before posting the batch.



You can DELETE a Gift and start over adding a new one, before posting the batch.

NOTE: If you create a Gift but assigned it to a wrong Donor, you must delete it and start over. **If the Batch is POSTED, you must contact the ADOM team.**

When the status is POSTED, you will see the following screen:

ABCD Home Logout (Antonio) Annunciation Switch

< Return ✓ POSTED Total Records 1

Annunciation

📄 Credit Card Batch #50174C (Created on 11/04/2016)

Lump sum
\$0.00

Pledge
\$300.00

Cash Collected
\$0.00

Total Gift
\$300.00

Showing 1-1 of 1 item.

#	Date Created	First Name	Last Name	Street	City	State	Lumpsum	Pledge	Payment	Total Gift	Actions
1	11/04/2016	John	Mendez	7161 SW 10th Street	Pembroke Pines	FL	\$0.00	\$300.00	\$0.00	\$300.00	

Please note the following:



This orange button indicates the Batch has already POSTED and no further actions can be taken or undone.



You will see a summary of the Gifts entered.

VII. Posting a Batch

Once you are ready to Post a Batch, please go to the Batch with the status “Open”. Then you will see a screen like this:

ABCD

HomeLogout (Antonio)

Annunciation

Switch

< Return

✓ POST NOW

Total Records 1

Annunciation

♥ Pledge Batch #50173P (Created on 11/04/2016)




Lump sum
\$0.00

Pledge
\$350.00

Cash Collected
\$0.00

Total Gift
\$350.00

Showing 1-1 of 1 item.

#	Date Created	First Name	Last Name	Street	City	State	Lumpsum	Pledge	Payment	Total Gift	Actions
1	11/04/2016	Peter	Landy	3131 SW 37th Ave	West Park	FL	\$0.00	\$350.00	\$0.00	\$350.00	  

Click the green button “POST NOW”.

Once the batch is posted a Batch Summary will be displayed for your review similar to the one below.

Click on “Continue” to go back to Home page.

ABCD

HomeLogout (Antonio)

Annunciation

Switch

Well Done Batch successfully posted

Summary:

You have successfully posted **Batch No. 50173P**; however, please do not stop there.

Please submit the following to the Archdiocese of Miami Development Corporation as soon as possible:

- Check in the amount of **\$0.00** made payable to the Archdiocese of Miami.
- All original pledge coupons from **Batch No. 50173P**
- A copy of the summary report for **Batch No. 50173P**

All of the items listed above must be delivered, either in person or via Fedex, bonded courier or certified US Mail, to the Archdiocese of Miami Development Corporation at 9401 Biscayne Boulevard, Miami Shores, FL 33138.

We must receive ALL of the items listed above before uploading the batch into our database. Once the batch is uploaded it will be included in the weekly ABCD report provided by Katie Blanco Crocquet.

Please call (305) 762-1243 with any questions or concerns.

Thank you!

Continue

VIII. Troubleshooting

For further question or to report an issue please contact **Edith Barahona** at 305-762-1145 or email at ebahorana@theadom.org

IX. Final Steps

Please remember that you are not done with the ABCD processing and the parish's gifts will NOT be processed within the Archdiocese of Miami database UNTIL the parish sends to the Archdiocese of Miami Development Office ALL the following items **after posting a batch**:

- A check made payable to the Archdiocese of Miami for the amount reflected in the "Batch Summary." The check amount must match the **exact amount** on the Batch Summary for the gifts to be uploaded into our system.
- All original pledge coupons from the Batch that was entered.
- A copy of the Summary Report for the Batch that was entered.

Note: this information will also be provided, as a friendly reminder, each time your parish posts a Batch in the system.