Canada Revenue Agency (CRA) Tax Receipts

Version 1.0.11

Plugin Sponsor

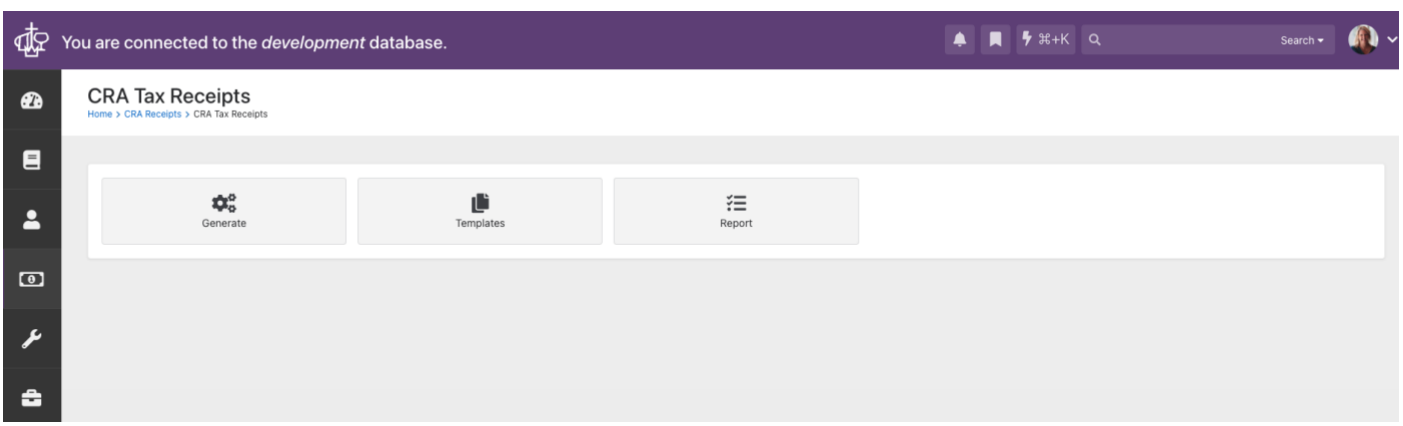
This plugin was originally created by Sparkability Group through a project funded by [Sherwood Park Alliance Church](). [The Alliance Canada]() along with Flourish Solutions extended the functionality in version 1.0.11 and now oversee any future development and support. 100% of the plugin fee is donated to Spark Development Network to help offset the costs of Rock Shop maintenance. We hope that continued maintenance and features of this plugin will be funded by a collection of Canadian churches using Rock.

Introduction

The Canadian Revenue Agency (CRA) has their own set of rules and regulations similar to their US counterpart at the Internal Revenue Service (IRS). This plugin will enable the creation of Canadian Revenue Agency (CRA) approved tax receipts from within Rock. To meet CRA guidelines (as we understand them), these specialized tax receipts have a serial number, and special rules put into the generator tool that will create new serial numbers and revisions if the data is changed after the initial generation.

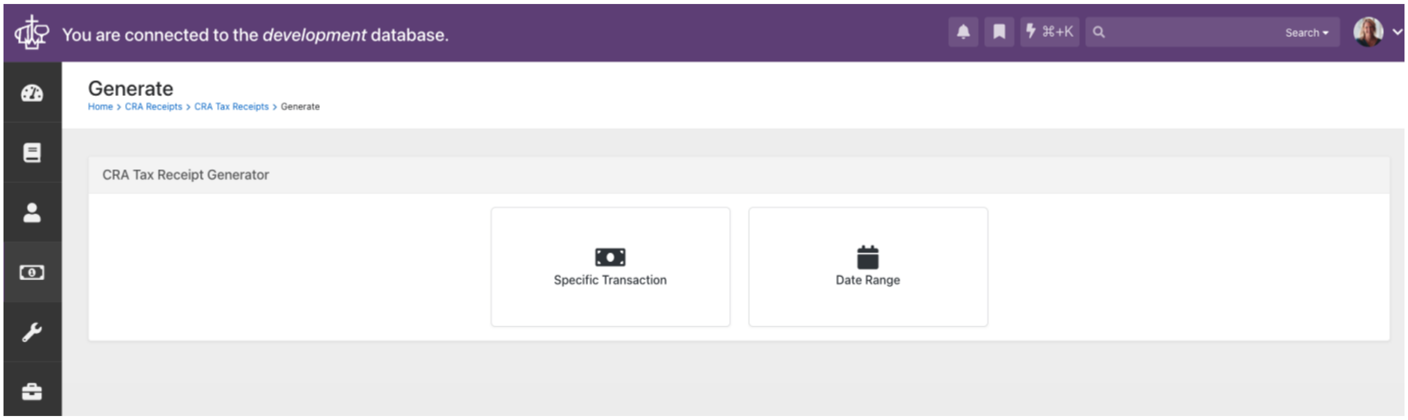
Receipt Generation

The tool under Finance > Administration > CRA Tax Receipts is used to generate the receipt data necessary for the official CRA Tax Receipts. Select the accounts you would like included, the list can be modified manually or by specific account data view. The generator can be limited to a Specific Transaction or a Date Range for a single person, an entire data view of people, transactions or transaction details, or it can process all financial transaction data for the selected date range. **The total amount of the receipt is determined by the account being marked as 'tax deductible' and the eligible amount on the receipt is determined by non-deductible accounts.**



The menu options are Generate, Templates or Report.
Generate allows for specific transactions or date range generation. Templates allow you to adjust the receipt template(s) with your logo and signature image, address etc. Report is where you will access your activated and/or draft receipts.

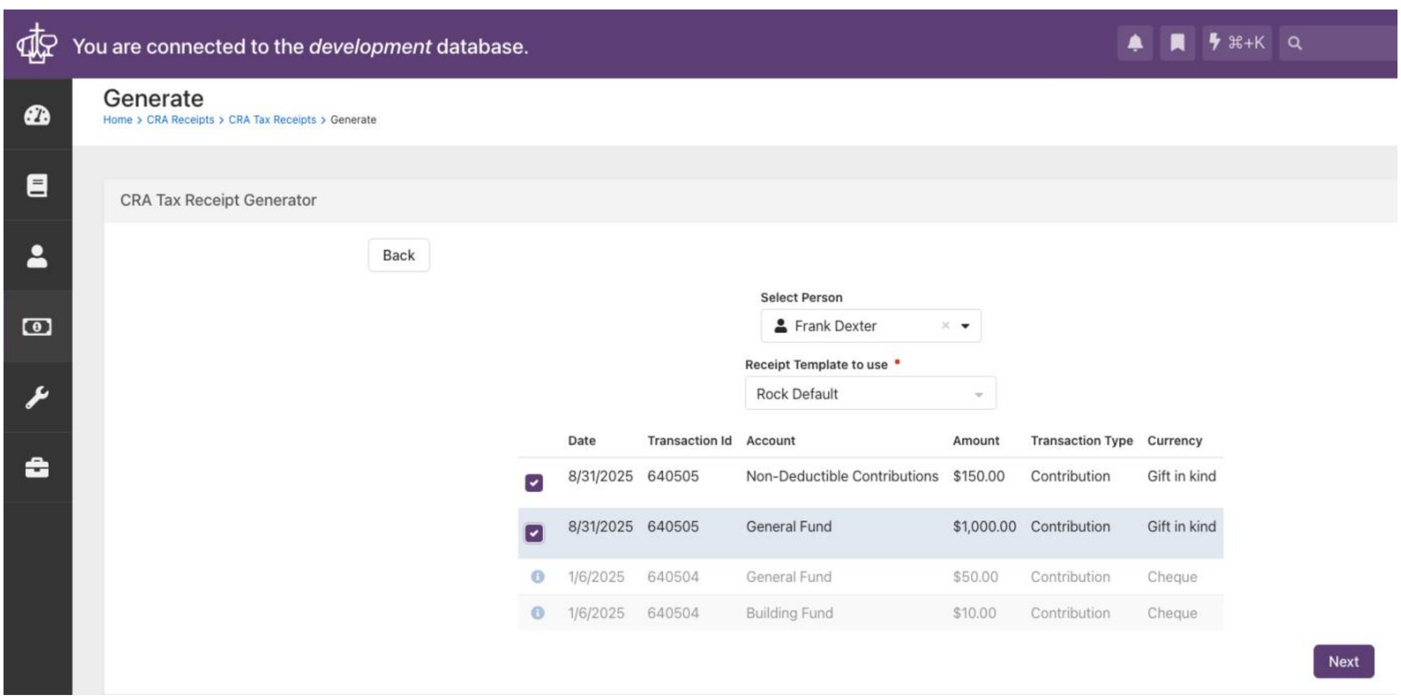
Generate



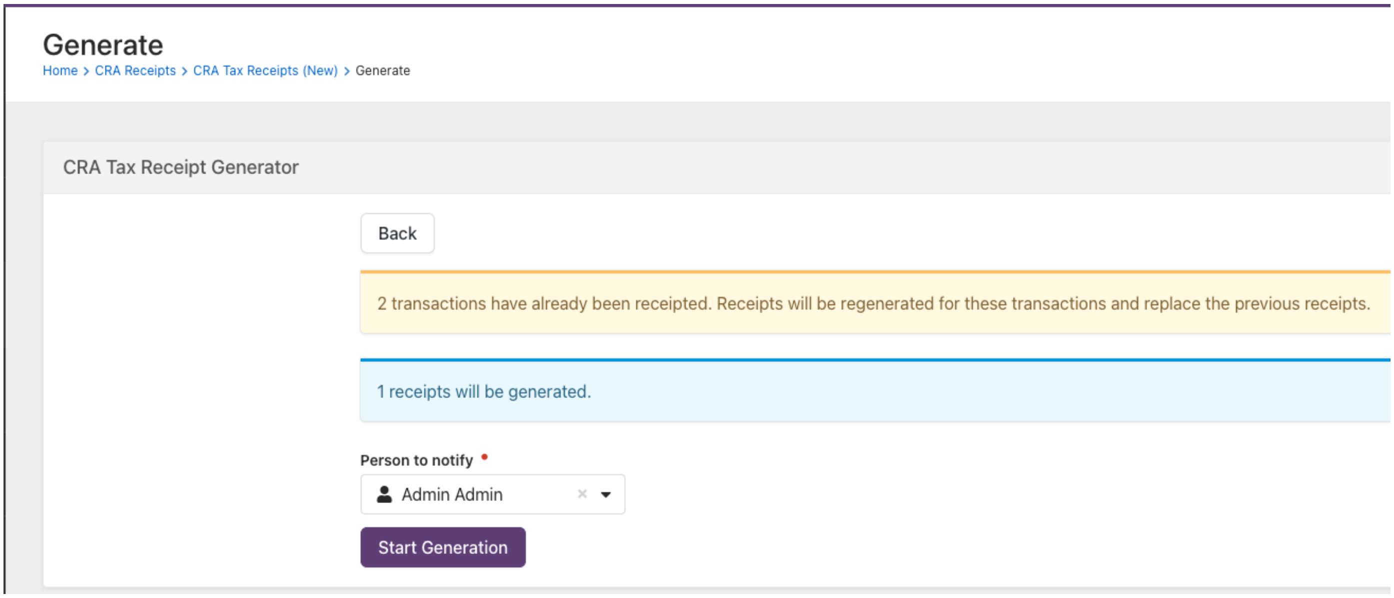
Specific Transactions

Specific transactions are for receipts that need to be issued immediately throughout the year. Gift in Kind or Share donations are examples.

- Select the person or business you would like to generate a receipt for
- Select the receipt template you would like used for the receipt
- Select the transactions you would like to include



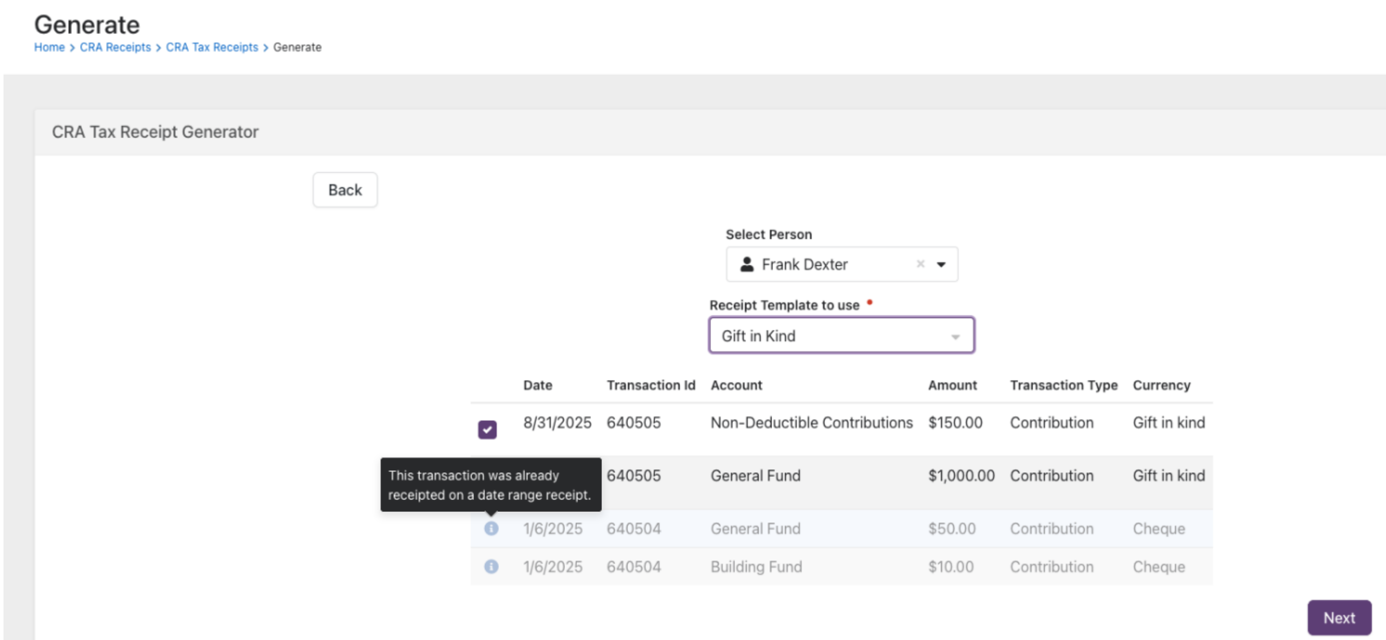
- Select the receipt template you wish to use and the person to notify.



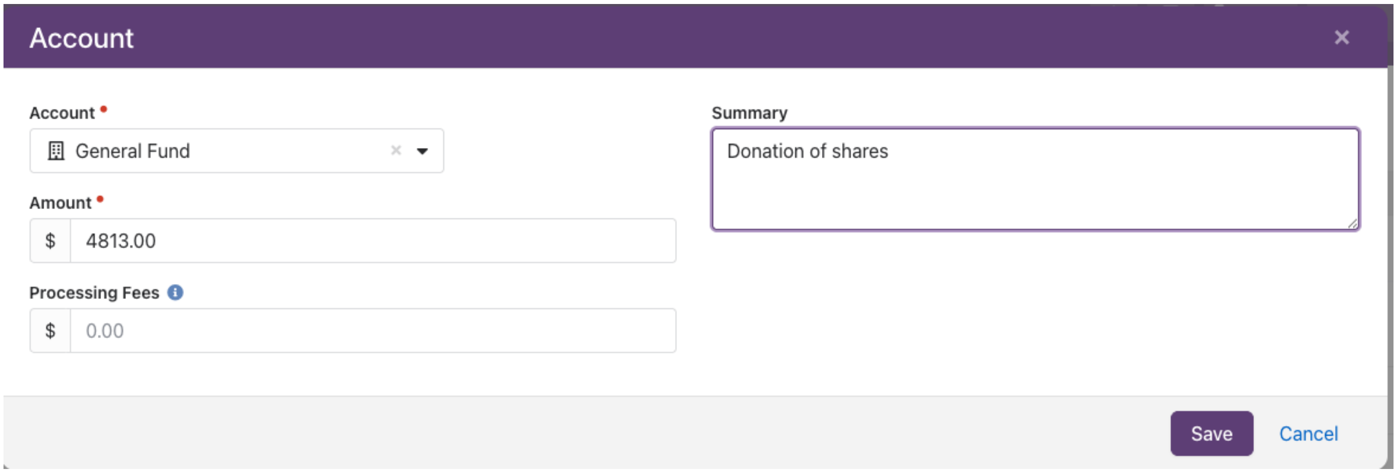
Specific Transaction receipts are NOT put into draft status but are activated when generated.

****NOTES:**

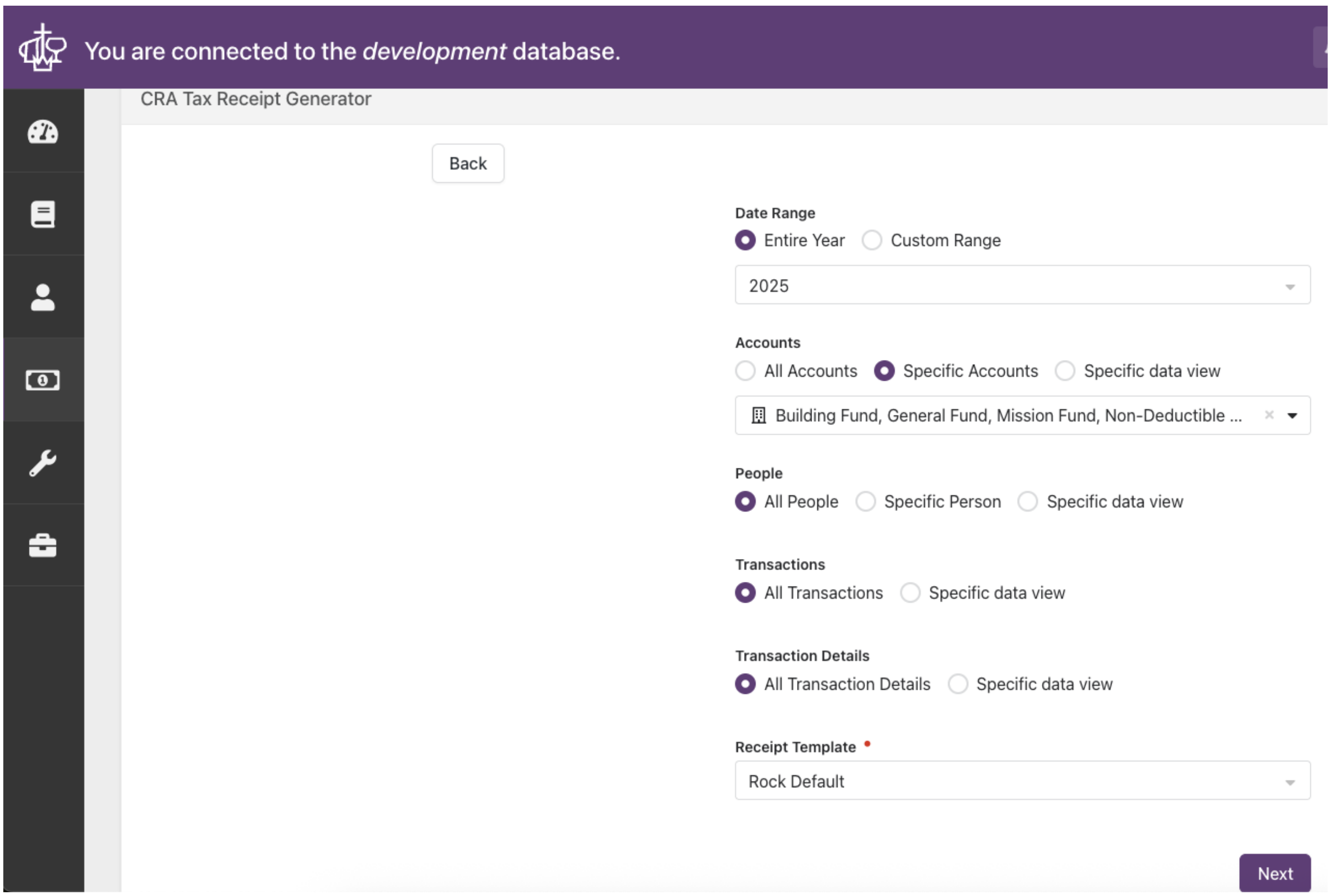
- if a transaction is on an activated date range receipt (but not a draft receipt), it will not be selectable when doing a Specific Transaction receipt.



- Specific Transaction receipts may represent multiple transaction details but can only represent one transaction (same Transaction Id).
- The Date received on the receipt will be the Transaction Date
- The Description of the Gift will be the note included in the Transaction Summary and will show up on the receipt template if template allows for that



Date Range



Important Information About Date Range Receipting

- When generated, the receipts are in DRAFT format until validation and reconciliation is complete
- Activate receipts only when you are ready for the donor to download them
- Choose the entire year or a custom date range for receipts (ie. If the Canadian government decides to allow donations January / February of the following year to apply those donations to the previous year)

- Date range receipts for the same donor cannot overlap. If a date range receipt overlaps with an existing, activated, date range receipt for the donor, it will be skipped in the generation process and the user warned that it cannot be generated because of conflict. If the existing date range receipt overlaps but still in the draft status, it will be deleted and replaced by the new receipt even though the ranges are not identical. The user will be warned about this.
- Date Range receipts will exclude transactions that have been receipted individually.
- If a date range receipt matches exactly with the date range of an existing, activated receipt for the donor and at least one of the following criteria are met:
    - Transaction date or amount changed
    - Account deductibility status modified
    - Address change
    - Family Title (last name) changed

The old receipt will be replaced, and the new receipt will have a "Replaces XXX' note

Accounts can be manually selected or selected by specific data view.

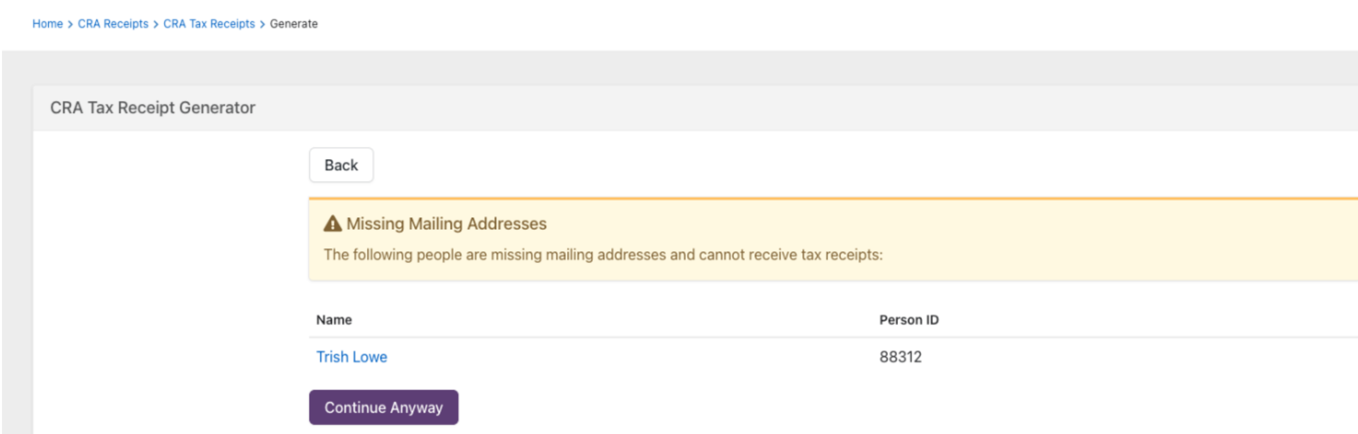
People – various options for or selecting all people, specific people or people in a specific data view.

Transactions - select all transactions or transactions in a specific data view.

Transaction Details – further define your filters with a specific transaction details data view if required.

Address Validation

After selecting your date range and filters, your receipt data will be validated. Profiles will be checked for missing addresses. If found, you'll receive a warning. You can proceed without an address by selecting 'Continue Anyway' or correct the address and regenerate receipts.



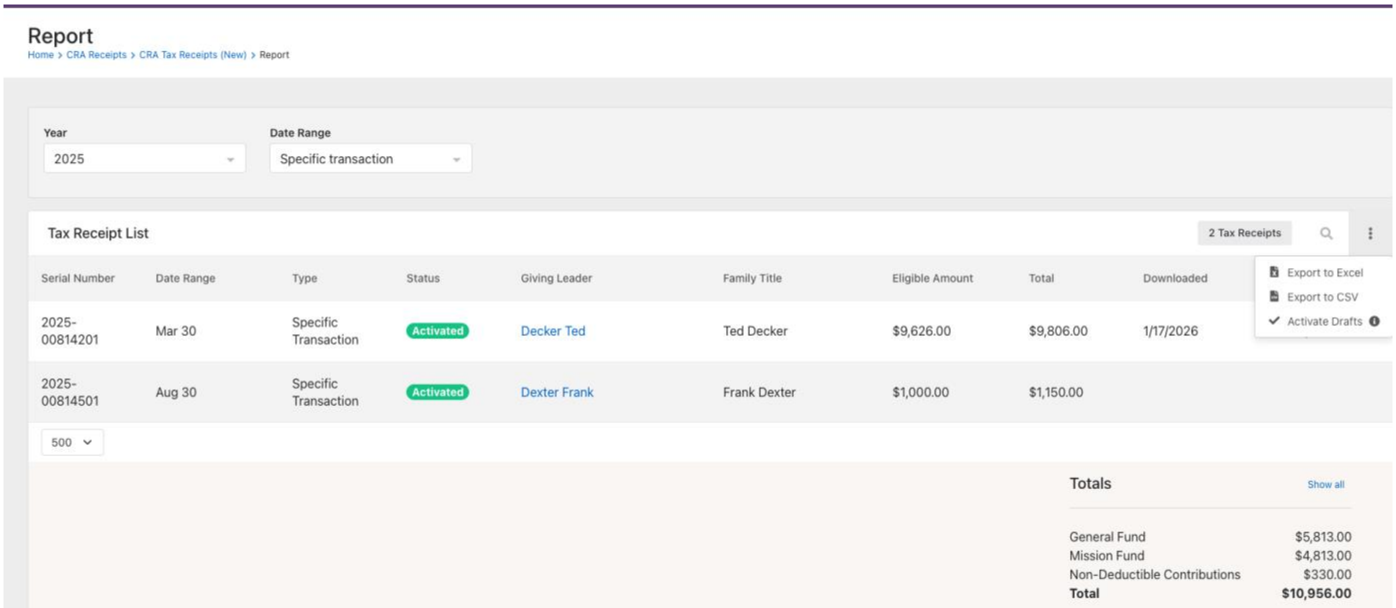
Since the generation process can take quite a bit of time, an email is sent to the person designated in the Person to Notify section.

Report

Tax Receipt List

Once generated, go to the Report page, select the date range of the receipts you just generated.

- You can click on each line to see a DRAFT version of the receipt
- Click on the name link to be taken to the person profile page



The report grid displays the number of receipts for the selected date range. The Status column on the grid indicates whether the receipt is in DRAFT or Activated status. Initially, receipts have a status of "Draft". Draft receipts are deleted if generated again (prior to Activation).

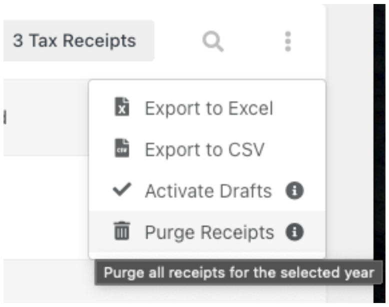
The 'Activate Drafts' selection, located by clicking the three dots in the top right corner of the grid, changes the ALL current draft receipts from 'Draft' to 'Active'. Once activated, a PDF of the receipt is saved to the database and contributors can view and download them. They will not be deleted when more receipts are generated for the same year. Changes cannot be made to an activated receipt. If a receipt is found to be incorrect after being activated the only things that will allow a replacement receipt are:

- Transaction date or amount changed within same date range of existing receipt
- Account deductibility status modified
- Address change
- Family Title (last name) changed

See Editing Activated Receipt section for more detail.

PURGING ACTIVATED RECEIPTS – USE WITH EXTREME CAUTION!!!

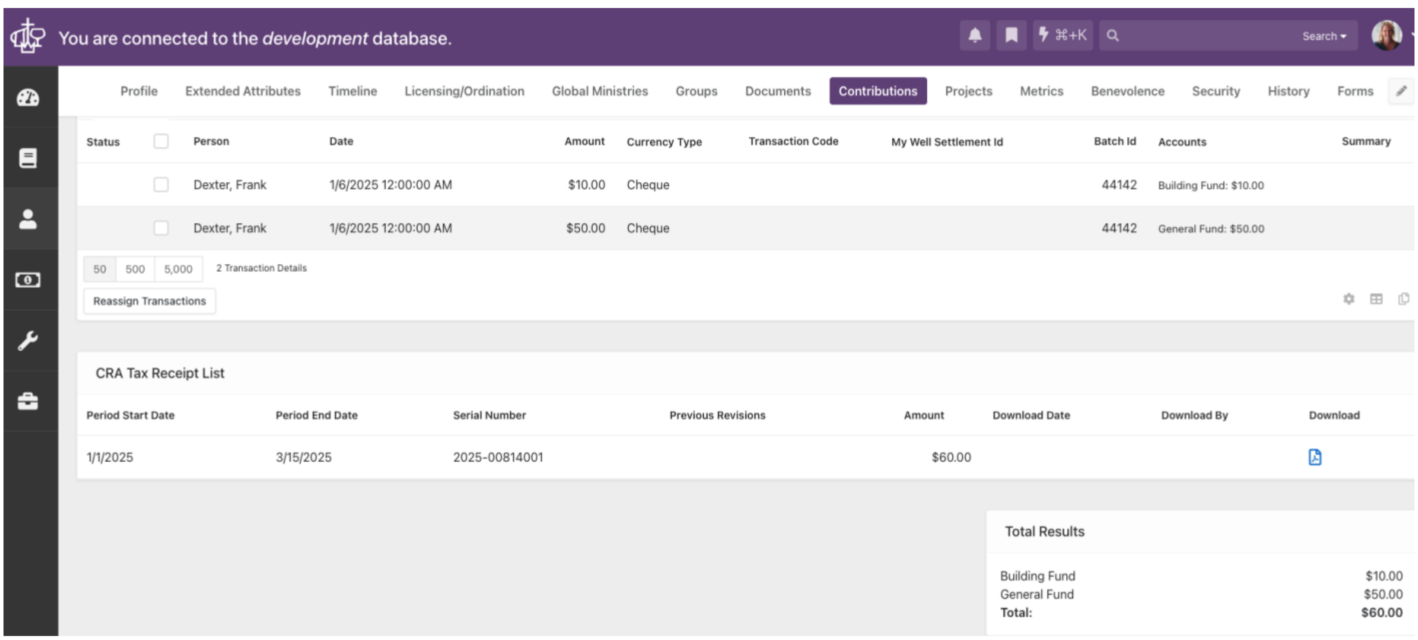
There is a block setting that, if enabled, allows the tax generator data to be permanently deleted. This should only done during a testing period before any receipts are downloaded by or sent to the recipient.



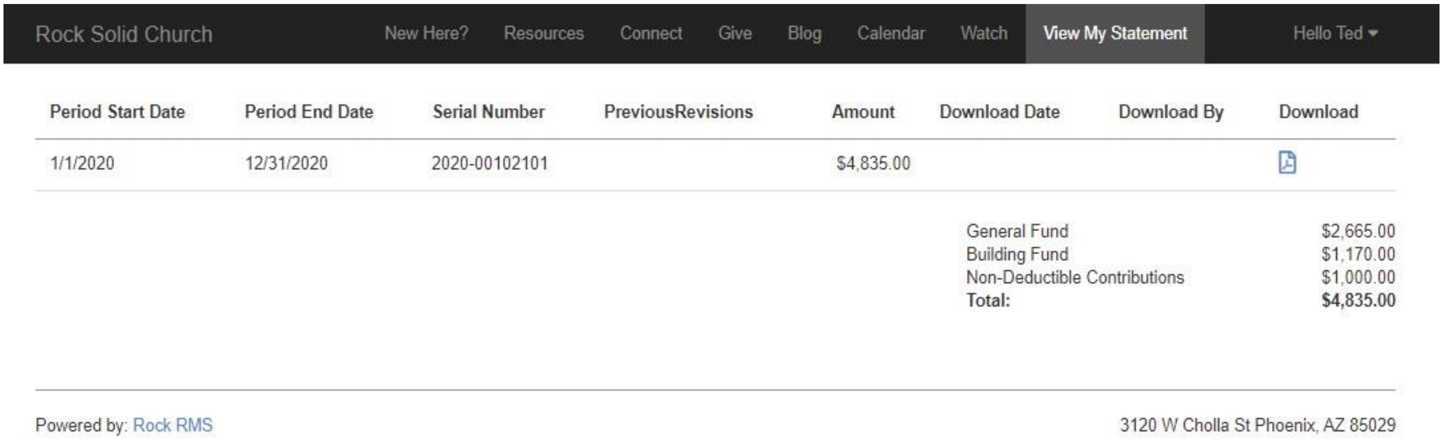
Viewing Active Receipts

Once the tax receipt has been activated, a receipt will appear in a new panel called CRA Tax Receipt List at the bottom of the page under the Contributions tab. Only Active receipts are shown, Draft receipts will not be included.

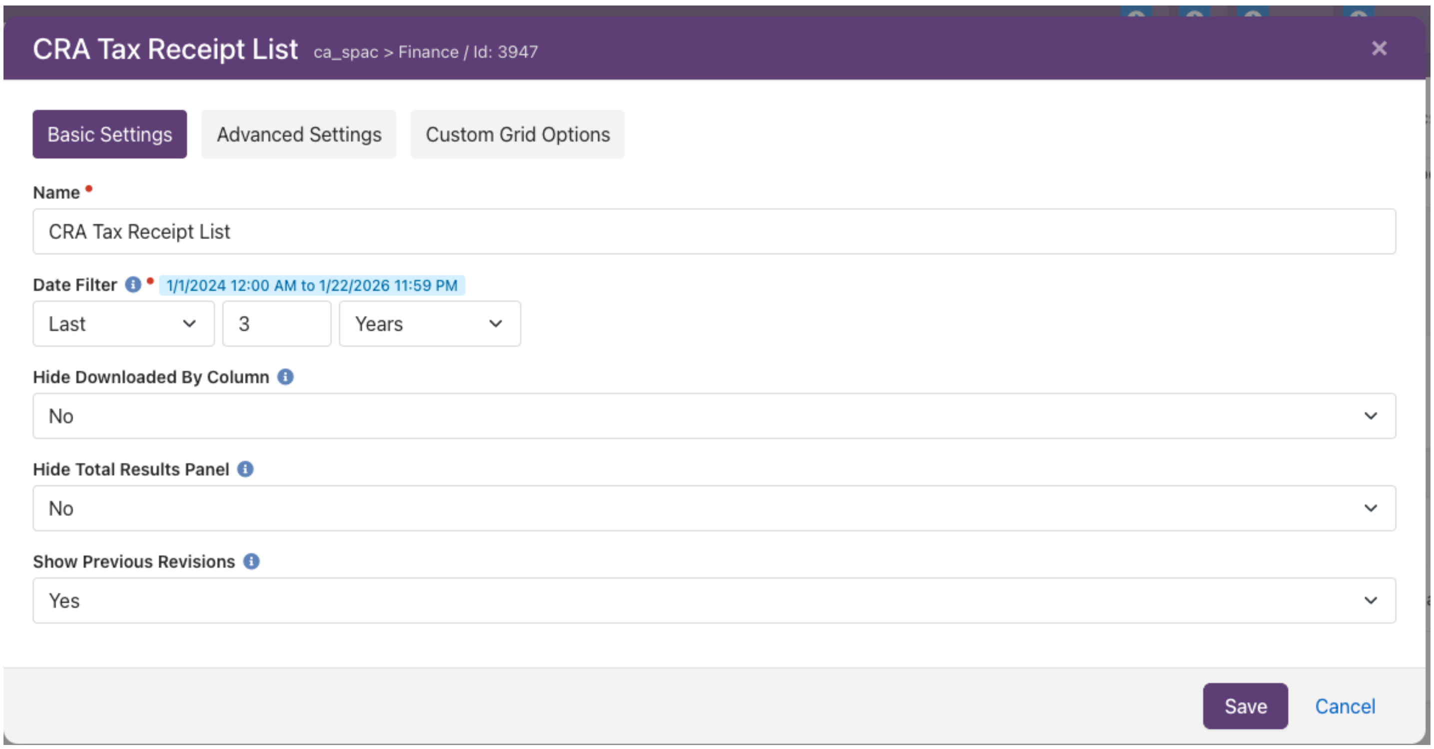
If you do not see them there, you may need to double check if the CRA Tax Receipt List block has been added to the page.



Clicking on the PDF icon will download the file and record who and when it was downloaded.   This block can also be put into the public facing website for users to retrieve and download their own tax receipts. Check the block settings and block security settings for additional options.



The block settings are as shown:



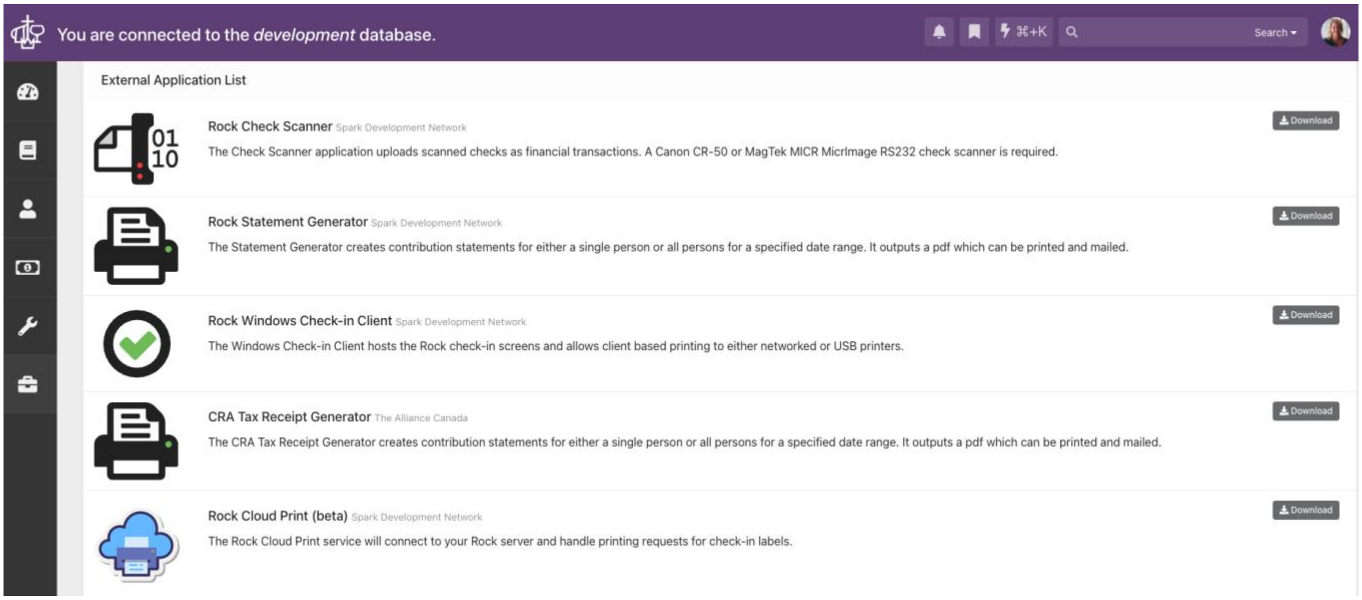
Editing Active Receipt

If you have a scenario where an activated receipt is incorrect, here are the steps to correct that and regenerate a new receipt.

1. Make any edits required to the transaction, account configuration (deductible, non-deductible), Combine Giving with on profile, removing deceased person from household, changing an address etc.
2. Select >Generate and then >Date Range in the CRA Tax Receipts page.
3. Select the same Date Range or Entire Year of the previous receipt that needs replacing
4. Select all filters as required
5. Select ‘Specific Person’

Desktop Receipt Generation Tool

The CRA Tax Receipt Generator Windows application can also be run from the administrator's Windows workstation. It can be found under Admin Tools > Settings > Power Tools > External Applications list.



This Windows application will connect to your Rock server to build and store the CRA tax receipts locally on the workstation, which may be ideal if the receipts are being printed from the workstation.

Installing the CRA Receipt Generator on your local Windows workstation.
As of v1.0.11 of the plugin, if you downloaded the CRA Tax Receipt Generator from a previous version, you will need to reinstall the latest version on your Windows workstation.

If replacing a version prior to v1.0.11:

- When downloading, select 'Remove' option and the installer will remove the old version for you
- Then select the download file again to install the new version
- Google Chrome is the recommended browser for downloading the file, as compatibility with other browsers may be compromised.

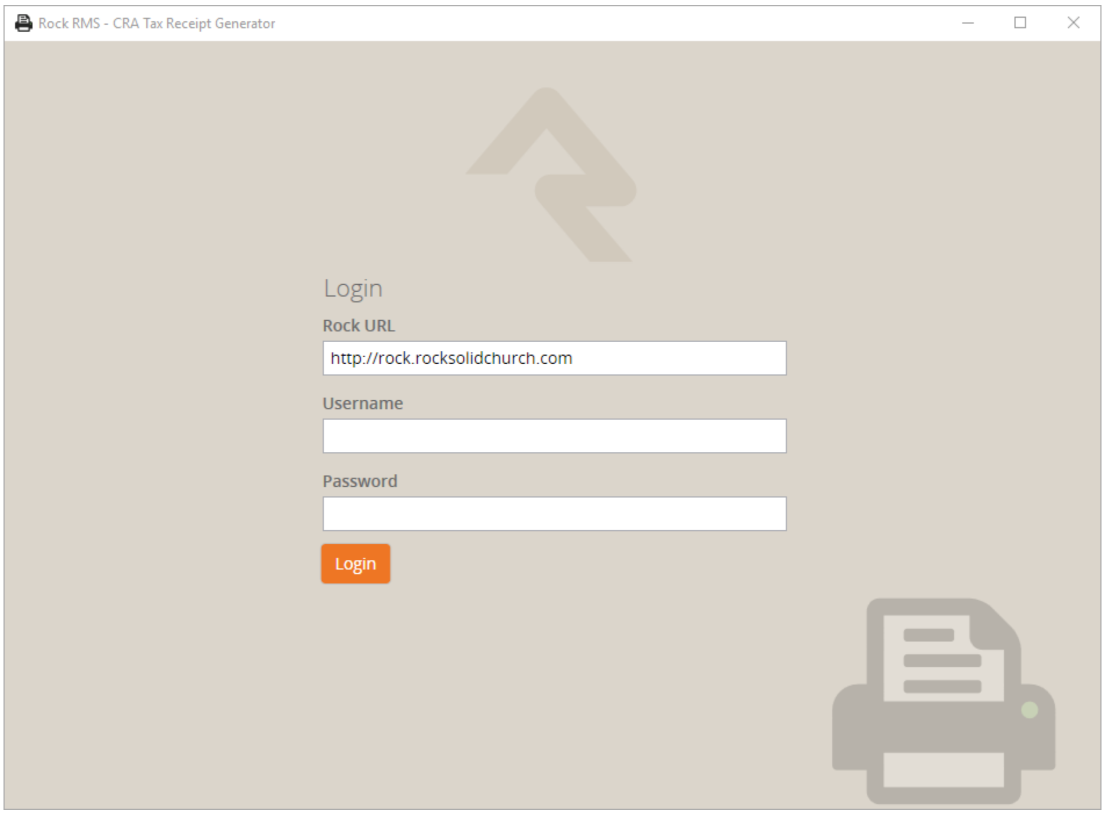
If installing for the first time:

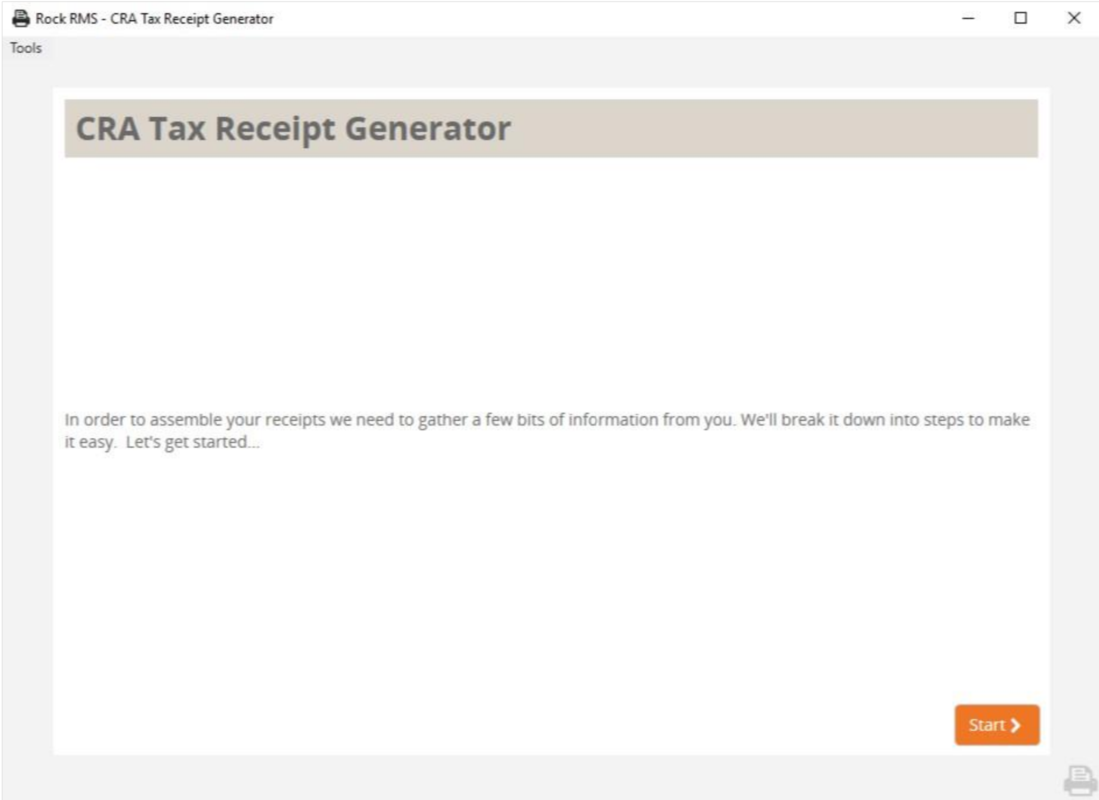
- Select download from the External Applications page in Rock and walk through the download steps to install on your computer
- Google Chrome is the recommended browser for downloading the file, as compatibility with other browsers may be compromised.

Using the Statement Generator Software
You can refer to the instructions found in the Rock Solid Finances guide as they are nearly identical to the standard version:
https://www.rockrms.com/Rock/BookContent/15/104#installingthestatementgeneratorsoftware
Once you have it set up, it's pretty simple to operate the statement generator software. Start by launching it and logging in. Users must be a member of one of the groups below to log in with this software:

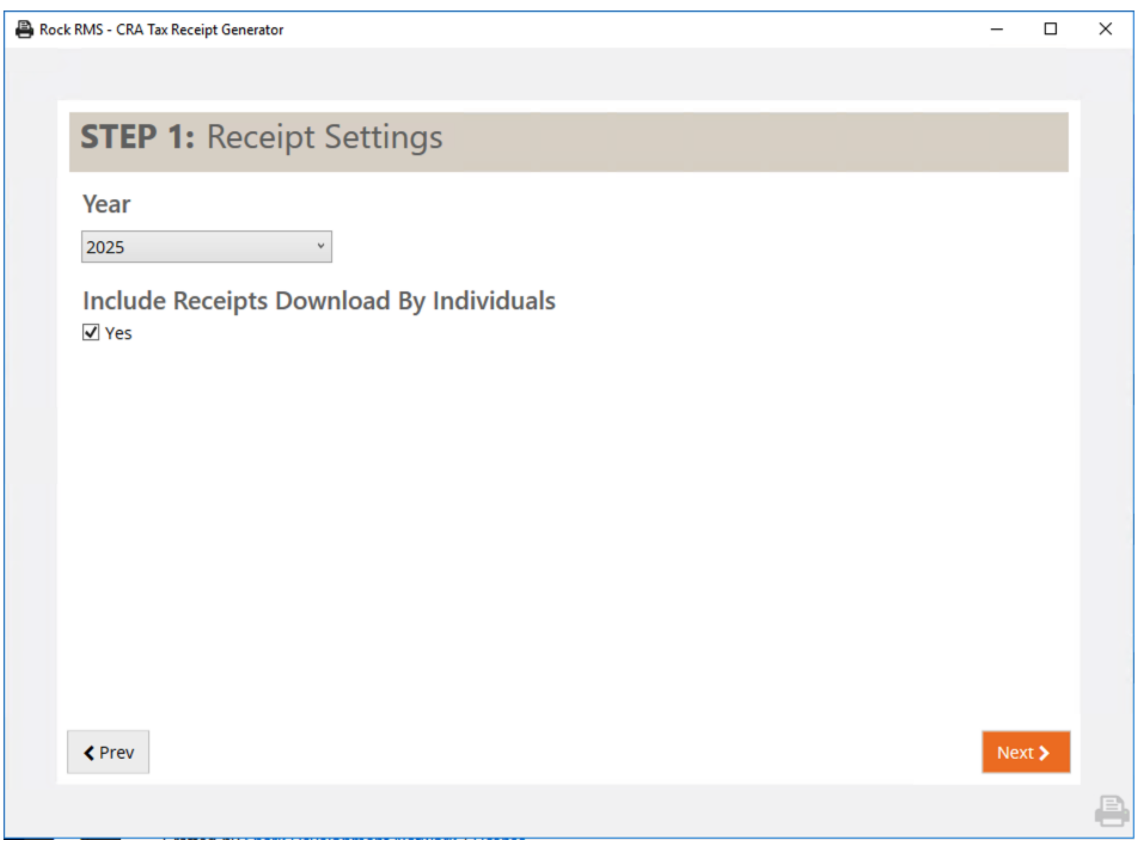
RSR - Finance Administration
RSR - Finance Work
RSR - Rock Administration

Please note that if this is your first time logging in, you'll also be asked for the web address of your Rock server.

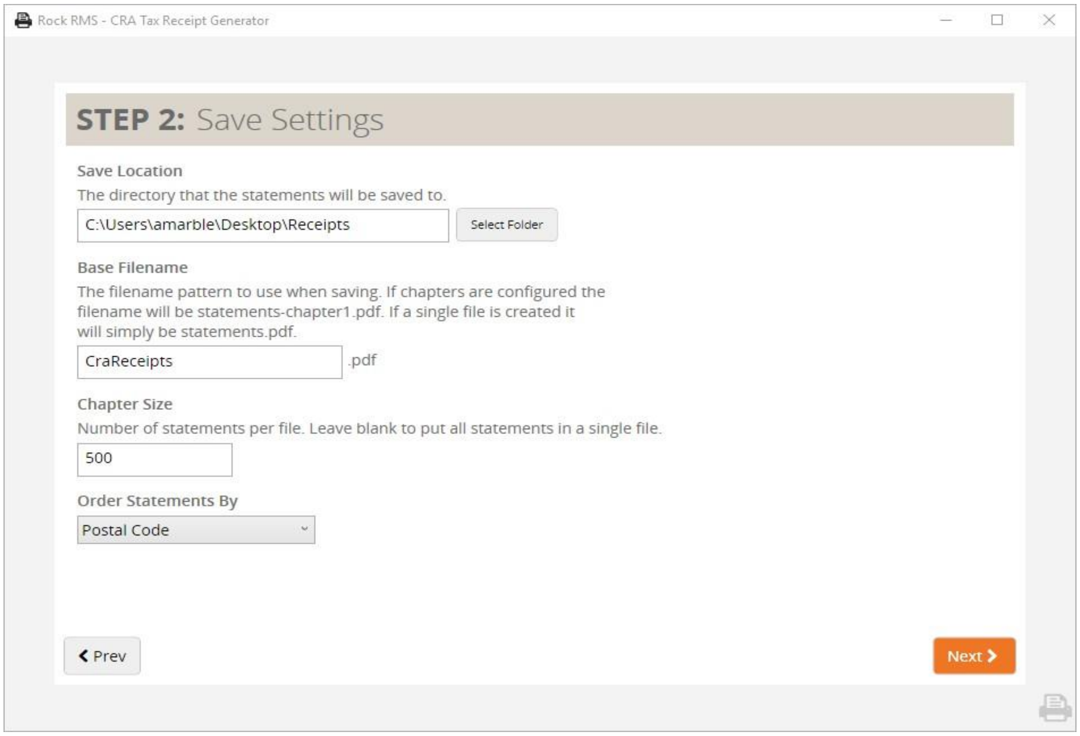




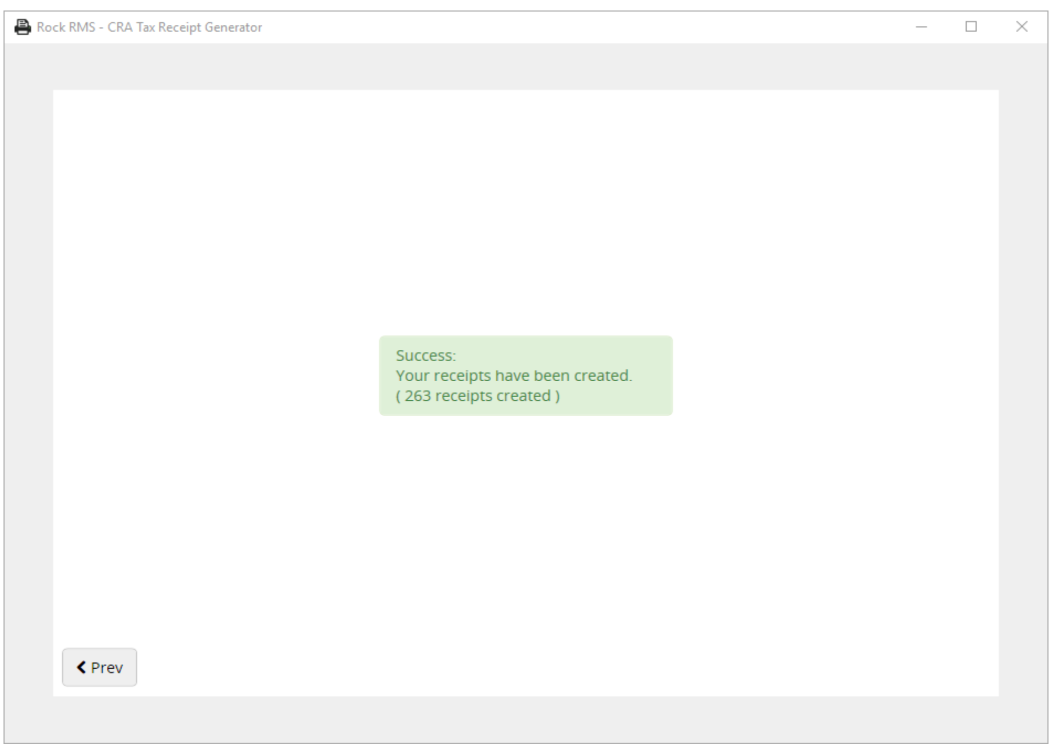
The Receipt Settings screen is where you specify the year for the statements you want to generate. The receipt template is defined when generating the receipt in Rock. See Template Configuration for how to edit/create your own receipt template. You can exclude printing receipts that have already been downloaded by unchecking the Include Receipts Downloaded By Individuals checkbox.



The Save Settings screen lets you choose where to save the statements and a base filename pattern. You can also break up the statements into chapters by entering the number of statements per chapter in the Chapter Size field. If you leave it blank, all statements will be compiled into a single file. Recommend 500 statements per file to avoid errors.



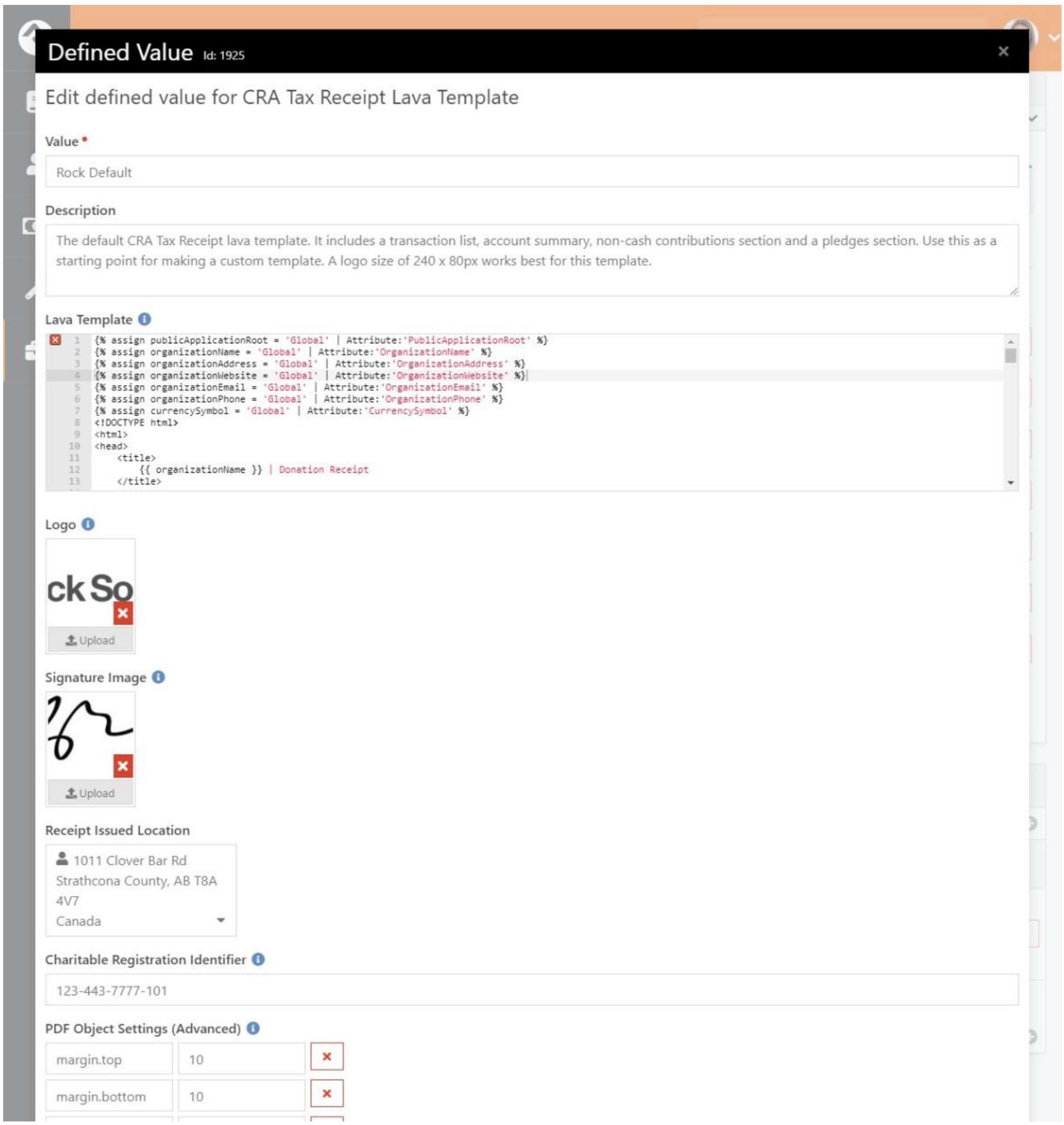
The statement generator will start to process the statements after you press Next. When the process is complete, the generator will display a Success message with the number of statements generated.



Template Configuration

The receipts are formatted using a customizable Lava template found under Templates in the CRA Receipts menu. The defined value can also be found in Admin Tools > Settings > General Settings > Defined Types. A new item called CRA Tax Receipt Lava Template should be seen in the list. Most values for that appear on the cover sheet come from the Organization's Name, Address, Phone, Email and website settings, however some of them can be found in the template including:

- Logo – the church/organization logo shown on the header of the tax receipt cover sheet.
- Signature Image – the image of the signature of an individual authorized by the charity to acknowledge gifts.
- Receipt Issued Location – the address shown on the cover sheet of the tax receipt indicates where the receipt was issued.
- Charitable Registration Identifier – the registration number issued by the CRA.



A few of the other settings control the PDF page margins and paper size.

TAX RECEIPT TEMPLATE

The tax receipt includes details required by the CRA. Information on how to customize the details of the cover sheet can be found in the Configuration section.

Rock Solid Church

Rock Solid Church

OFFICIAL DONATION RECEIPT

FOR 2017 INCOME TAX PURPOSES

DONATED BY:

John & Jane Smith
555 E Main St
Sherwood Park, AB

RECEIPT NUMBER:	2017-01639801
DONATION AMOUNT:	$164.00
ELIGIBLE DONATION AMOUNT FOR TAX PURPOSES:	$164.00
DATE RECEIPT ISSUED:	2018-10-01
PERIOD COVERED:	2017-01-01 to 2017-12-31
LOCATION RECEIPT ISSUED:	1011 Clover Bar Rd Strathcona County, AB T8A 4V7 Canada
AUTHORIZED SIGNATURE:	

Charitable Registration
#123-443-7777-101

TO UPDATE YOUR MAILING ADDRESS please contact us at info@RockSolidChurch.com or login to your Rock Solid Church account.
For information on all registered Canadian charitities in Canada under the Income Tax Act see Canada Revenue Agency's website at:
www.canada.ca/charities-giving

Rock Solid Church
1011 Clover Bar Rd Strathcona County, AB T8A 4V7 Canada
480-555-1111
info@RockSolidChurch.com / http://www.rocksolidchurch.com/

John & Jane Smith

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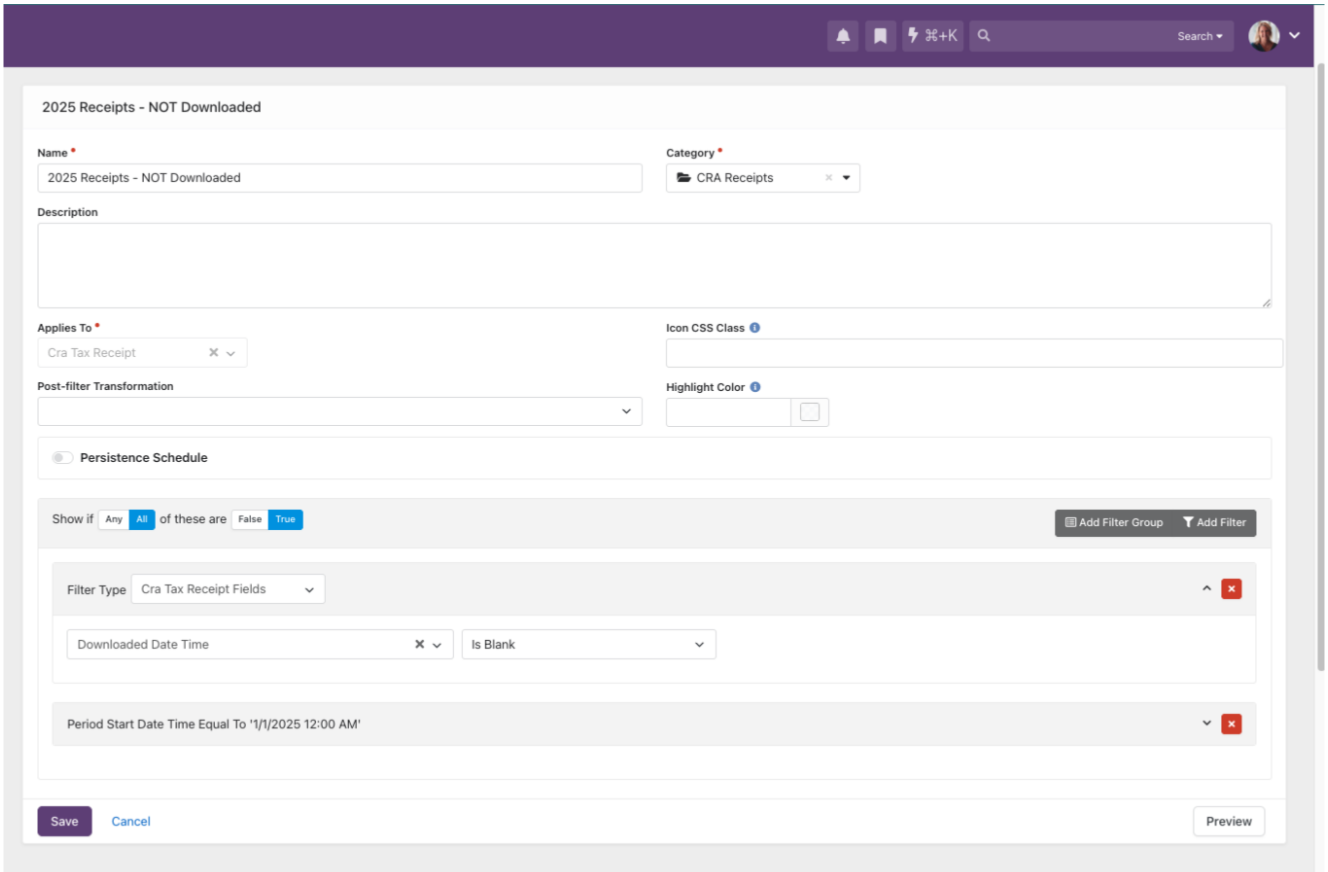
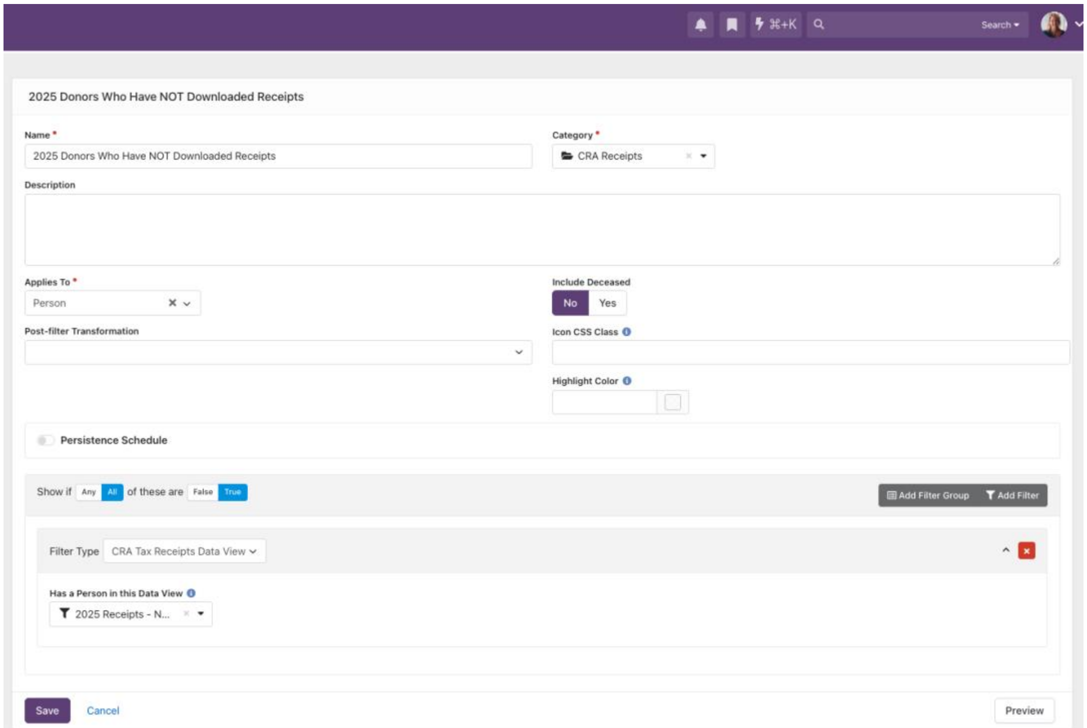
Reporting

If you need a **person** report based on CRA Tax Receipt data, you can use the "CRA Tax Receipts Data View" filter type to extract the giving leader (head of household) out of a CRA Tax Receipt data view.

For example, let's say you wanted a list of all people who have not downloaded their 2025 Tax Receipt. First, create a data view that applies to "CRA Tax Receipt" where the Downloaded Date is blank and where the Period Start Date is equal to 1/1/2025.



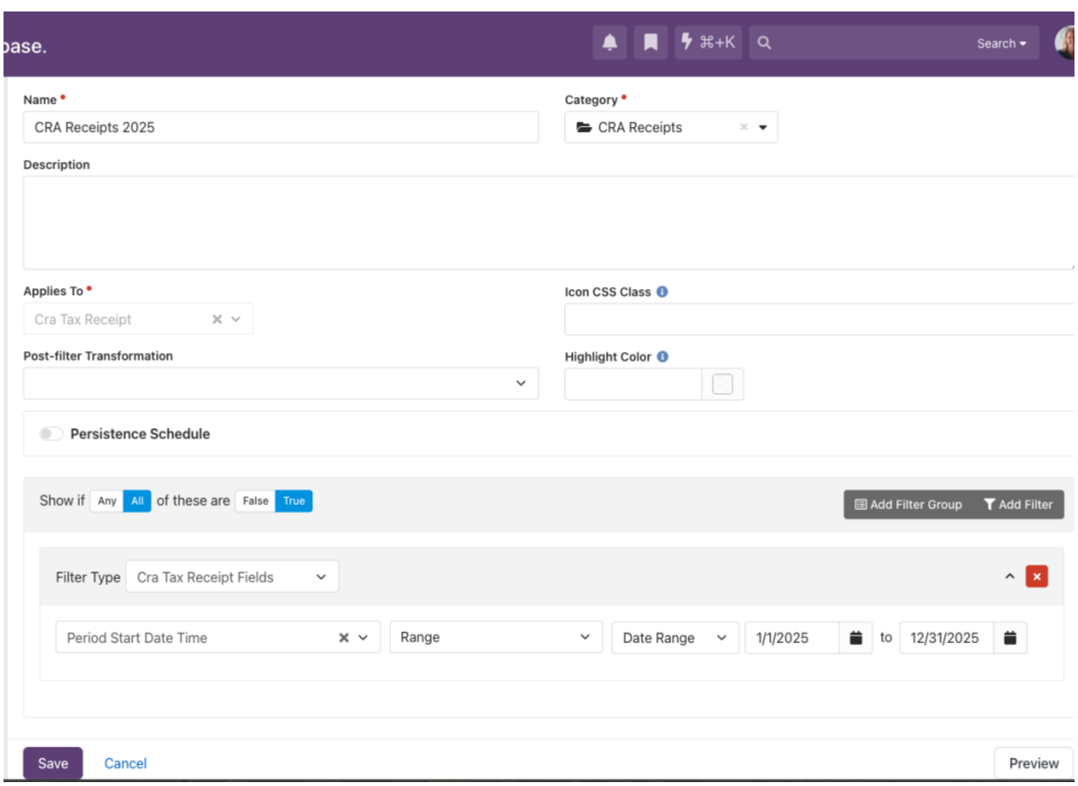
Next, create a data view that applies to Person and use the "CRA Tax Receipts Data View" filter type selecting the data view you just created as shown here:



That will produce a list of the giving leaders (head of household) you are looking for.

Emailing Donors with Receipts

The same can be done to email the list of Giving Leaders (donors) who have a receipt for 2025. Create a CRA Tax Receipt data view with period start date time >Range > Date Range from 01/01/2025 to 12/31/2025 (or whatever date range you generated the receipts for).



Then create a data view that applies to a Person and select the filter type of CRA Tax Receipts Data view and select the CRA Dataview 2025. Use this data view or report to email the giving leaders (donors) a link to their MyAccount page to download their receipt.