



How to Submit Payment Documentation to Upic

A Partner Guide for Providing Complete and Accurate Payment Information

To ensure accurate and efficient processing, Upic requires partners to submit **complete payment documentation** along with a **Control Total** for every submission. The Control Total allows us to validate the full amount submitted, prevent duplicate entries, and ensure payments are applied correctly.

A **Control Total** may be provided in any of the following ways:

- Typed directly into the body of the **ticket** if it's one transaction.
- Provided on a **Deposit Log**
- Provided on a **Bank Register Report / Slip / Print out**.
- Provided on **partner-created documentation** (must be pre-approved by Upic)

If your organization uses its own forms, Upic must review them ahead of time to ensure all required fields are included. When possible, documentation should be provided in **spreadsheet format**, which allows for faster and more accurate processing.

Universal Requirements (Applies to All Payment Types)

These items are required for every submission, regardless of payment method.

1. Control Total

2. File Format Requirements

PDFs Required For:

Order Required for Check-Related PDFs

To ensure accurate and efficient processing:

1. **Checks must appear in the exact order that they appear on your Deposit Log, Bank Register Report, or approved partner documentation.**
2. **Each check's memo, remittance slip, or supporting documentation must be placed directly behind that specific check copy.**
3. **Do not group all checks together and then all memos together.**
Supporting documentation must be attached **immediately after each check**, before the next check in the file.

Correct Sequence Example:

- Check #1
- Memo/Remittance for Check #1
- Check #2
- Memo/Remittance for Check #2
- Check #3
- Memo/Remittance for Check #3
- ...and so on

Control Totals may be provided separately and do **not** need to appear inside the same PDF as check documentation.

Spreadsheet Files Required For:

- Electronic payment details
- Credit card batches
- EFT/ACH donor breakdowns
- Third-party processor donor detail
- Any information the partner wants posted at the donor level



Do NOT send:

- PDF exports of Excel files
- Screenshots
- Handwritten donor lists
- Reformatted summaries without raw data

Upic does **not** hand-key:

- More than **10 transactions** from donor detail
- Any donor-level detail provided only in a PDF
- Electronic payment details that cannot be uploaded
- Screenshots or images of digital data

If donor-level accuracy is required, partners **must** provide a spreadsheet.

3. Supporting Documentation Must Match the Control Total

Supporting detail must reconcile to the Control Total to avoid delays.

4. Document Naming

Use clear file names such as:

- "030126 DD"
- "030126 DD Cybergrants"
- "030126 PayPal"

While partners may choose their own file-naming structure, using clear, consistent names helps Upic identify and process documents more quickly. If you would like to follow Upic's recommended format, here is the structure we use internally:

For Payment Packets:

MMDDYY Payment Method

Examples:

- 021526 DD (Daily Deposit)
- 021526 EFT (Electronic or ACH)
- 021526 CC (Credit Cards)
- 021526 LB (LockBox)

For Payee (Third-Party) Reports:

MMDDYY Payment Method – Third Party – Dollar Amount

Examples:

- 021526 DD Bright Funds \$4,250.00
- 021526 CC GiveSmart \$1,875.50
- 021526 EFT Stripe \$623.00

These naming conventions are **optional**, but they greatly improve clarity and processing speed—especially when multiple files are submitted or when your organization processes several payment types on the same day.

Third-Party Credential Access vs. Third-Party Pledge File Fetch

If Upic has **credentials on file** for your third-party processors:

- Upic **will pull payment detail** directly from the platform
- Partners **still must provide a Control Total**
- Partners must submit any **additional coding information** needed (designations, campaign notes, corporate match references, etc.) this can be achieved via Processing Rules, which are reviewed every June & December.



Upic **will not** pull annual pledge files.

Annual pledge retrieval is a **separate contracted service**, known as the **Third-Party Pledge File Fetch**.

Payment Type–Specific Requirements

Below are the **differences** for each payment type.

All universal requirements above still apply.

Check Payments

(Includes IRA checks, stock proceeds after liquidation, workplace fully paid card payments, etc.)

Provide:

- Check copies in PDF
- Supporting memos/remittance directly behind each check
- Any IRA or stock liquidation statements (if provided)

For **Workplace Fully Paid Cards**, include a note on the deposit log:

“Payment included with Pledge Submission”

This prevents duplicate deposits.

Credit Card Payments

Provide:

- Processor report or batch detail in spreadsheet format
 - Any donor-level or designation details
 - Notes in the ticket if the batch is tied to specific campaigns or events
-

EFT / ACH Payments

Provide:

- Bank confirmation or ACH transaction details
 - Donor-level detail in spreadsheet format
 - Payout or remittance information (if provided)
-

Third-Party Processor Payments

(Bright Funds, GiveSmart, Stripe, StratusLive, etc.)

Provide:

- Disbursement report in spreadsheet format
- Donor-level files from the processor
- Any payout, settlement, or summary documentation

If Upic has credentials, partners must still submit:

- A Control Total
 - Any special coding notes
 - Supporting remittance files
-

Donor Advised Fund (DAF) Payments

Provide:

- Check copy (PDF)
 - Full sponsor memo or remittance statement (PDF)
 - Any instructions for designation or restrictions
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Stock Proceeds After Liquidation

Provide:

- Check copy or deposit confirmation
 - Liquidation statement, if available
 - Net & gross amounts, letters from broker if property is entered into donor system
 - Any designation instructions
-

IRA Contributions

Provide:

- Check copy (PDF)
 - IRA distribution letter or memo if supplied
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Gift In Kind (GIK)

(Not processed through payment submission generally)

GIK documentation should be submitted through the **Pledge Submission** process with valuation documents attached.

No payment submission is required.

Final Reminder

Submitting complete and properly formatted documentation—including a clear **Control Total**, PDF check copies in the correct order, and spreadsheet-based files for all electronic payments—helps Upic:

- Avoid duplicate or misapplied transactions
- Process payments faster
- Maintain high-quality donor and financial records
- Reduce back-and-forth clarification
- Ensure accurate reporting for your organization

If you are uncertain whether your documentation meets Upic requirements, the Processing Team is happy to review your format or pre-approve custom documents before you begin using them.