

GeneralTab

The **Global Settings** tab is where you select the basic setup options for online giving.

You can turn on public giving or scheduled giving, and you can allow administrators to enter and update scheduled gifts.



Turning Scheduled Giving Off

If you turn scheduled giving off, all past, current, and future recurring gift information is deleted and cannot be restored.

Allow Public Giving lets anyone give online, not just church members.

Allow Scheduled Giving enables recurring giving in Access ACS.

View Pledge Summary lets individuals view pledge summary information while giving.

Administer Scheduled Gifts lets financial administrators enter and update scheduled gifts. Contributors can set up their own giving schedule, and administrators can add and edit scheduled gifts and payment methods on the contributor's behalf.

If selected, financial administrators must obtain authorization forms and comply with documentation requirements.

You can also select which payment forms you want to accept (Credit and Debit Cards, Debit Cards Only, and/or Electronic Checks).

After making your selections, click **Save**.