



Instructions for Accessing & Analyzing Umbrella Reports

Umbrella organizations participating in the annual State Employee Combined Appeal (SECA) have access to campaign reports via a dedicated FTP site. On the site, there are two kinds of reports – a monthly report that corresponds to each monthly ACH deposit made to umbrella organizations, and a weekly report that is issued during each annual campaign and shows a running list of pledges made. Instructions for using both reports follow.

MONTHLY DONATION DEPOSIT REPORTS

Purpose:

This report is the “backup” to each monthly deposit of SECA funds made to an umbrella organization. It includes donor information, designation details, and amounts.

Helpful Hints:

- Reports are issued the month after the donations occur. For example, a report dated April 5th will list all donations from March payrolls and checks donated in March.
- The plan year associated with a given report is located in the leftmost column.
- Distributions to member charities should be based on these reports, and you should access them at least quarterly.
- Figures in this report are *after* SECA’s administrative fee has been assessed.
- The “Designation Code” column indicates your umbrella’s code, and the “Designation Extension” column indicates which one of your member charities has been designated (see the Resource Guide at www.seca.pa.gov for a list of charities and corresponding codes).
- Donors with an “X” in the “Acknowledgement of Request” column wish to be acknowledged by their designated charity(ies).
- One-time pledges are indicated with an “O” in the “Pledge Type” column.

To Access:

1. Access the SECA reporting website at <https://copaftp.state.pa.us/EFTClient/Account/Login.htm>.
2. Enter your umbrella organization’s username and password. (To retrieve a username and/or password, contact RA-SECA@pa.gov.)
3. Convert the file into Excel:
 - a) Click on the name of the desired file.
 - b) In the “File Download” dialogue box that appears, select “Save.”
 - c) In the next box, select the location to save the document and click “Save.”

- d) In the "Download Complete" dialogue box that appears, select "Open." (If this box does not appear, manually go to the location where you saved the file and double click on it.)
- e) A message will appear that indicates "Windows can't open this file." Select the radio button next to "Select a program from a list of installed programs" and click "OK."
- f) Click on "Notepad" and click "OK."
- g) The text file will appear in the Notepad program.
- h) Select "Edit→Select All."
- i) Select "Edit→Copy."
- j) In a separate window, open a blank Excel spreadsheet.
- k) In the "Home" menu, click on "Paste." (In older versions of Excel, "Paste" is in the "Edit" menu.)
- l) The file is now in Excel.

4. Delete all of the information in Row 1 (which begins with the word HEADER).
5. Total the figures in the "Distribution Amount" column. For reports prior to November 5, 2016, you will need to **manually insert a decimal point two spots from the right**. For reports on or after this date, inserting the decimal is not necessary. This is the amount that you can expect to be deposited to you this month.

Illustration:

This report is associated with the 2016 plan year (2015 campaign).

Plan Year	Designation Code	Designation Ext	Employee Number	Distribution Amount	Employee Last Name	Employee First Name
2016	4611	0	2582444	940	Ray	Sherri
2016	4611	0	3562367	1880	Smith	Veronica
2016	4611	0	10214234	376	Spahr	Mark
2016	4611	3	6200455	1128	Driver	John
2016	4611	3	44099434	940	Hoffman	Robert
2016	4611	4	95683	940	Kauffman	Richard
2016	4611	4	2343488	1880	Beamer	Kevin
2016	4611	4	682266	940	Rosen	Barbara
2016	4611	5	2600573	188	Johnson	Rose

Two donors on this report have given to charity 4611-0003.

Charity 4611-0003 has received a total of \$20.68 this month (\$11.28 + \$9.40). This money came out of their payrolls during the previous month, unless they gave a one-time donation.

WEEKLY CAMPAIGN PLEDGE UPDATES

Purpose:

This report is issued during the annual SECA campaign and is a cumulative list of what has been pledged thus far in the campaign. It is meant to be informational only and should not be used as a basis for distributing funds to designated charities, gleaning donor details, etc.

Helpful Hints:

- This report is cumulative. To see the most up-to-date list of pledges, view the most recent report.
- The donation information on this report represents pledges that will be paid out during the calendar year following the campaign.
- Figures in this report are *before* SECA's administrative fee has been assessed.
- The "Designation Code" column indicates your umbrella's code, and the "Designation Extension" column indicates which one of your member charities has been designated (see the Resource Guide at www.seca.pa.gov for a list of charities and corresponding codes).
- The "Res County Code" and "Work County Code" refer to an employee's residence and work counties. See last page for a guide to county codes.

To Access:

1. Access the SECA reporting website at <https://copaftp.state.pa.us/EFTClient/Account/Login.htm>.
2. Enter your umbrella organization's username and password. (To retrieve a username and/or password, contact RA-SECA@pa.gov.)
3. Convert the file into Excel:
 - a) Click on the name of the desired file.
 - b) In the "File Download" dialogue box that appears, select "Save."
 - c) In the next box, select the location to save the document and click "Save."
 - d) In the "Download Complete" dialogue box that appears, select "Open." (If this box does not appear, manually go to the location where you saved the file and double click on it.)
 - e) A message will appear that indicates "Windows can't open this file." Select the radio button next to "Select a program from a list of installed programs" and click "OK."
 - f) Click on "Notepad" and click "OK."
 - g) The text file will appear in the Notepad program.
 - h) Select "Edit→Select All."
 - i) Select "Edit→Copy."
 - j) In a separate window, open a blank Excel spreadsheet.
 - k) In the "Home" menu, click on "Paste." (In older versions of Excel, "Paste" is in the "Edit" menu.)
 - l) The file is now in Excel.

4. Delete all of the information in Row 1 (which begins with the word HEADER).
5. The report can now be sorted by your desired variable, such as designated umbrella.
6. To locate pledges made specifically to your umbrella and members, sort the report by the "Desg Code" column (column M).
7. Locate your designation code within column M (optionally, you may wish to simplify your report by deleting designations to other umbrellas, isolating only those associated with your umbrella).
8. Total the figures in the "Pay Ded Amt" column (these are donations pledged to be given via payroll deduction.) Multiply the figure by 26 (for 26 pays) to calculate the annual total.
9. Total the figures in the "One Time Amt" column (these are donations made via check or one-time payroll deductions).
10. Add the figure from step #8 to the figure from step #9. This is the annual total of what has been pledged to your designation code.
11. To determine what specific member charities have been designated, refer to the code in the "Desg Ext" column (see the Resource Guide at www.seca.pa.gov for a list of charities and corresponding codes).

Illustration:

Six donors have designated this umbrella or one of its member charities (five recurring donations and one one-time donation).

LAST_NAME	FIRST_NAME	RES_CTY_CODE	WORK_CTY_CODE	PAYDED_AMT	ONE_TIME_AMT	DESG_CODE	DESG_EXT
Blecker	Matthew	44	55	13.23		4408	0
Stoner	James	34	22	2		4408	2
Mengler	Linda	34	22	10		4408	2
Follock	Timothy	44	22	2		4408	4
Black	Jeanne	34	22	5		4408	5
Simon	Andrew	44	22		25	4408	5

The umbrella and its member charities have been designated \$837.98 in recurring payroll deductions and \$25 in one-time donations, for an annual total of \$862.98.

$$(\$13.23 + \$2 + \$10 + \$2 + \$5) \times 26 \text{ pays} = \$837.98$$

$$\$837.98 + \$25 = \$862.98$$

Charity 4408-0005 has been designated by two donors for a total of \$155.

$$(\$5 \times 26 \text{ pays}) + \$25 = \$155$$

Guide to County Codes

County Code	County Name
001	Adams
002	Allegheny
003	Armstrong
004	Beaver
005	Bedford
006	Berks
007	Blair
008	Bradford
009	Bucks
010	Butler
011	Cambria
012	Cameron
013	Carbon
014	Centre
015	Chester
016	Clarion
017	Clearfield
018	Clinton
019	Columbia
020	Crawford
021	Cumberland
022	Dauphin
023	Delaware
024	Elk
025	Erie
026	Fayette
027	Forest
028	Franklin
029	Fulton
030	Greene
031	Huntington
032	Indiana
033	Jefferson
034	Juniata

035	Lackawanna
036	Lancaster
037	Lawrence
038	Lebanon
039	Lehigh
040	Luzerne
041	Lycoming
042	McKean
043	Mercer
044	Mifflin
045	Monroe
046	Montgomery
047	Montour
048	Northampton
049	Northumberland
050	Perry
051	Philadelphia
052	Pike
053	Potter
054	Schuylkill
055	Snyder
056	Somerset
057	Sullivan
058	Susquehanna
059	Tioga
060	Union
061	Venango
062	Warren
063	Washington
064	Wayne
065	Westmoreland
066	Wyoming
067	York