How To Enter a Gift Batch - ADC

Ver. 1.1

1/28/2019

GIFT BATCH PROCEDURES PRE-ADVANCE

(BEFORE USING ADVANCE)

- Sort all of the gifts and pledges according to envelope and deposit form content:
    - *Separate Gifts from Pledges and Non-Gifts*
    - *Separate gifts by tender type* (credit card, check, gift-in-kind, etc.)
    - *Separate checks from corporations designated as "matching gifts"*
    - *Separate pledges by method of payment* (monthly credit card, payroll deduction, bank draft)

- Next, separate the gifts into batches.
    - Batch in groups of 25 or less.

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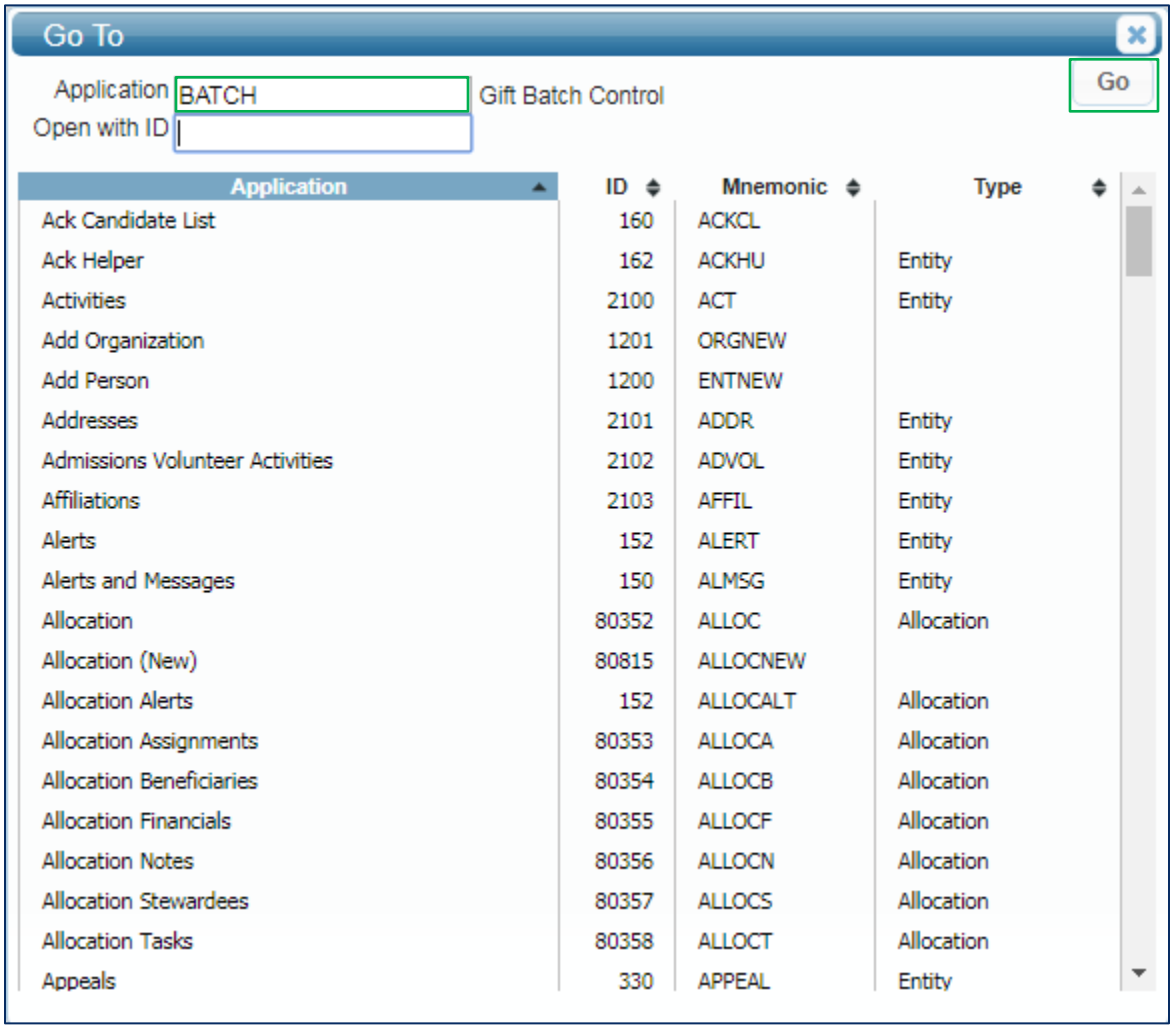
GIFT BATCH PROCEDURES IN ADVANCE

REMEMBER!

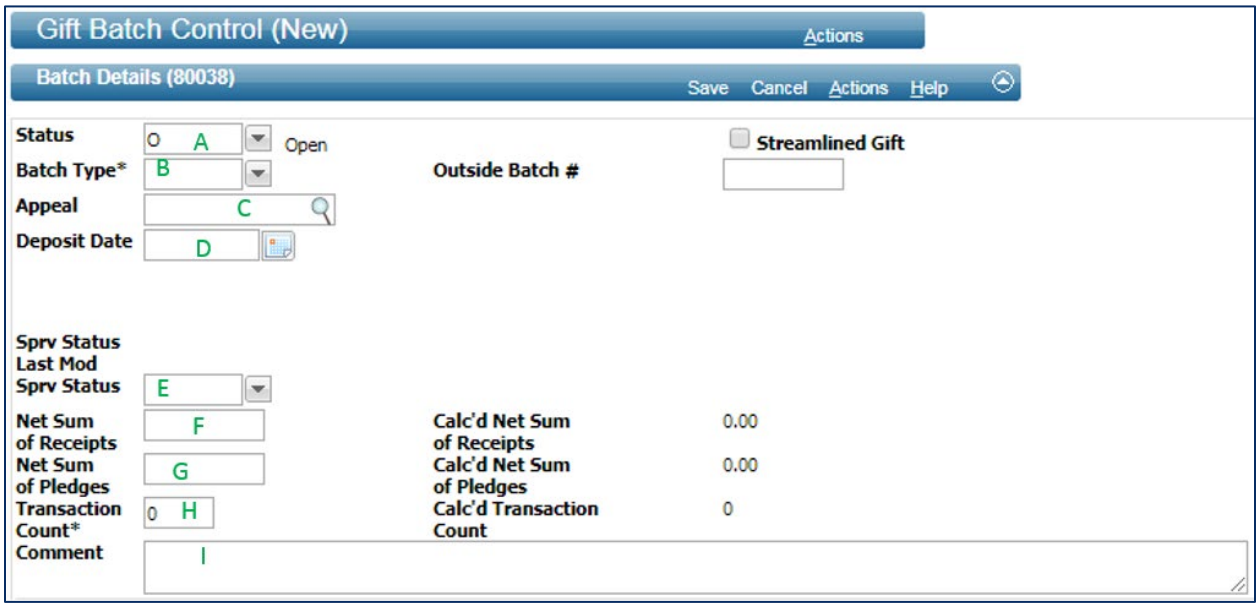
ENTER A SEPARATE BATCH FOR PLEDGES AND GIFTS

1. Enter Advance.
2. Choose the Go To icon.
3. Type BATCH in the Go To box. Click Go.



Application	ID	Mnemonic	Type
Ack Candidate List	160	ACKCL	
Ack Helper	162	ACKHU	Entity
Activities	2100	ACT	Entity
Add Organization	1201	ORGNEW	
Add Person	1200	ENTNEW	
Addresses	2101	ADDR	Entity
Admissions Volunteer Activities	2102	ADVOL	Entity
Affiliations	2103	AFFIL	Entity
Alerts	152	ALERT	Entity
Alerts and Messages	150	ALMSG	Entity
Allocation	80352	ALLOC	Allocation
Allocation (New)	80815	ALLOCNEW	
Allocation Alerts	152	ALLOCALT	Allocation
Allocation Assignments	80353	ALLOCA	Allocation
Allocation Beneficiaries	80354	ALLOCB	Allocation
Allocation Financials	80355	ALLOCF	Allocation
Allocation Notes	80356	ALLOCN	Allocation
Allocation Stewardees	80357	ALLOCS	Allocation
Allocation Tasks	80358	ALLOCT	Allocation
Appeals	330	APPEAL	Entity

4. This will launch your Gift Batch Control (New) window. Here is the top section only.



A: Status. For our purposes we will focus on 2 of the Statuses.

- Open – This is a batch preparing to be processed.
- Closed – This batch is complete.
- I or V – In Validation.
- P – Process to Advance.

B: Batch Type*.

- Do Not Upload to Ledger Batch – FOR ADC PROCESSED BATCHES

C: Appeal

- Search for and select any Appeal that is associated with this batch.

D: Deposit Date

- Leave blank unless processing Credit Card then enter charge date

E: Sprv Status Lst Mod Sprv Status

- Ignore

F: Net Sum of Receipts

- Total of all Receipts (GIFTS!) that are being processed in this batch. Do not fill in this block if this is a PLEDGE batch. This will be a dollar value: i.e. 57.50

G: Net Sum of Pledges

- Total of all Pledges (PLEDGES!) that are being processed in this batch. Do not fill in this block if this is a GIFT batch. This will be a dollar value: i.e. 57.50

H: Transaction Count*

- Total number of gifts or pledges making up this batch. If you are processing three gifts. The number here should be 3.

I: Comment

- Any comments pertaining to ALL of the transactions in this batch.

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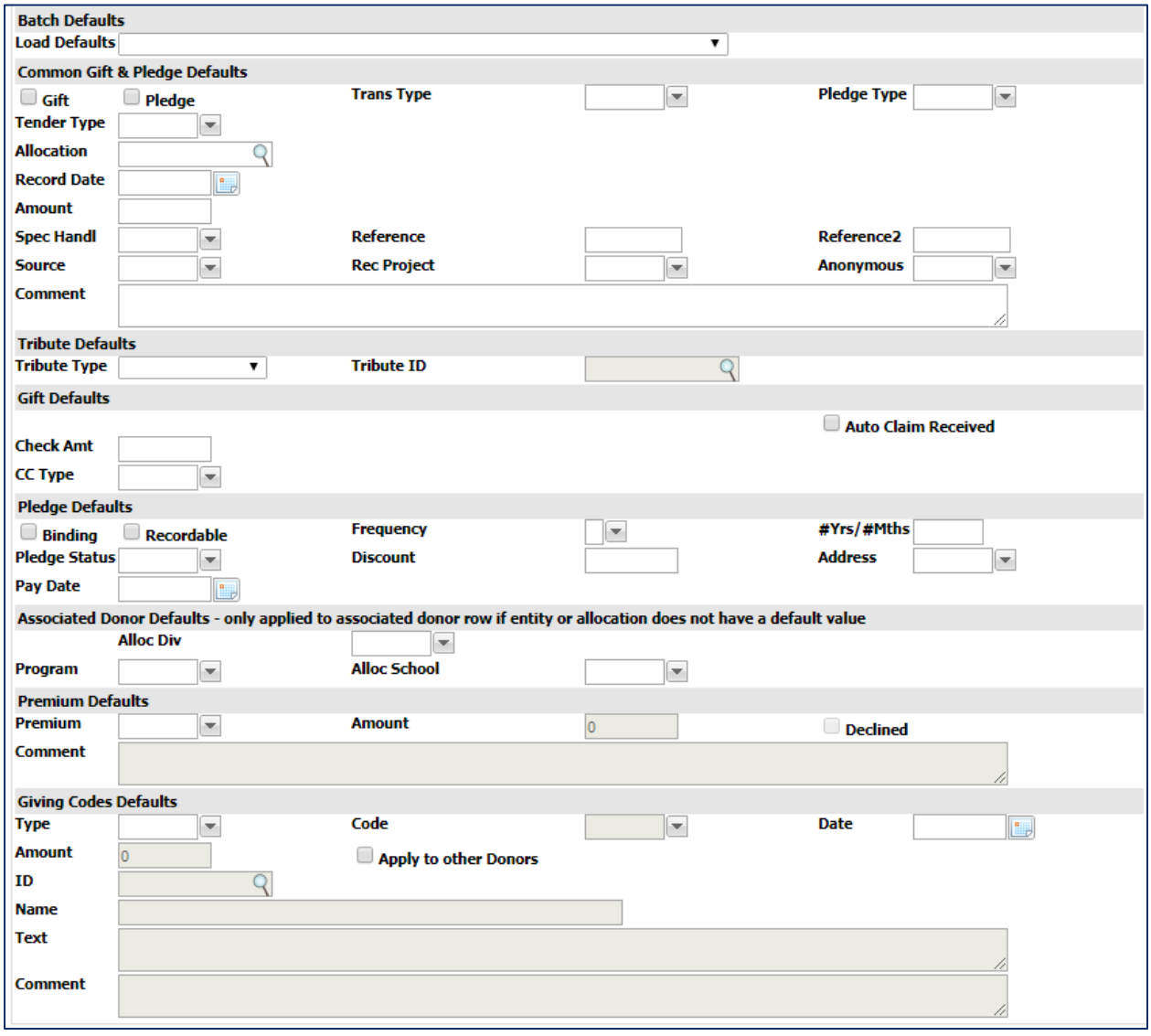
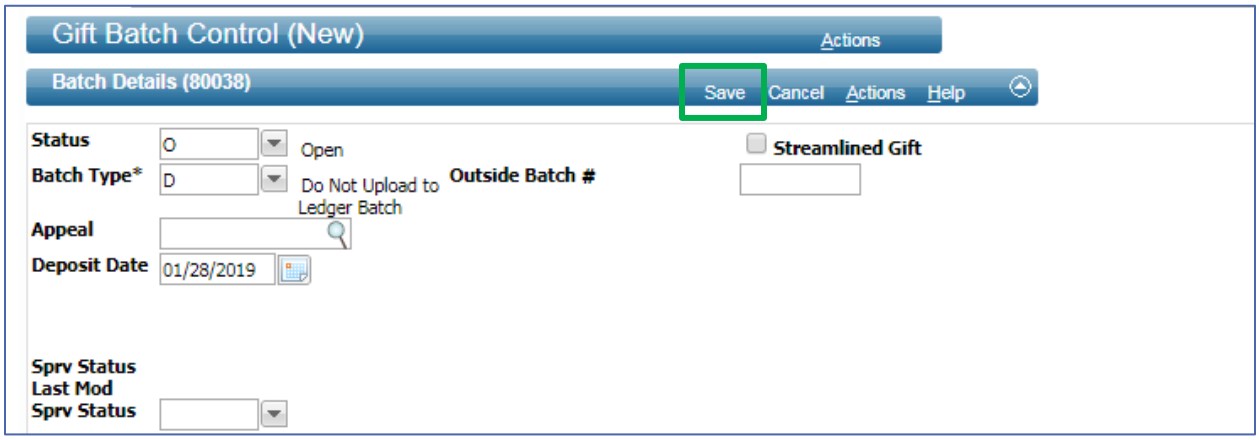
The bottom of the Gift Batch Control (NEW) window is optional. IMPORTANT: Any options chosen below MUST be TRUE for all transactions in the batch.



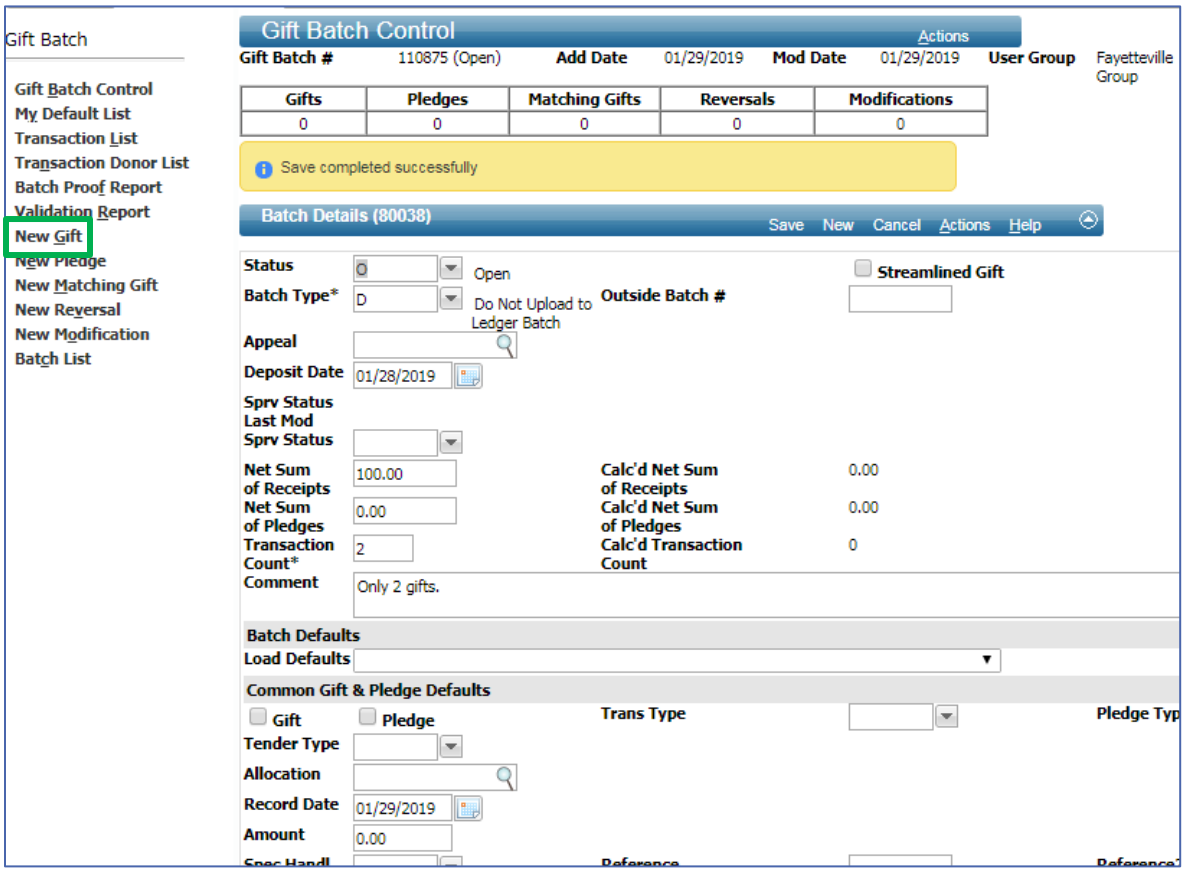
Key Areas:

- – DO NOT USE – Spec Handling – Source Reference
- Record Date – This will be the date of credit for all donors in batch
- Anonymous – You can choose hard Anonymous or soft
    a. Soft provides Name with no amount or Amount with no name

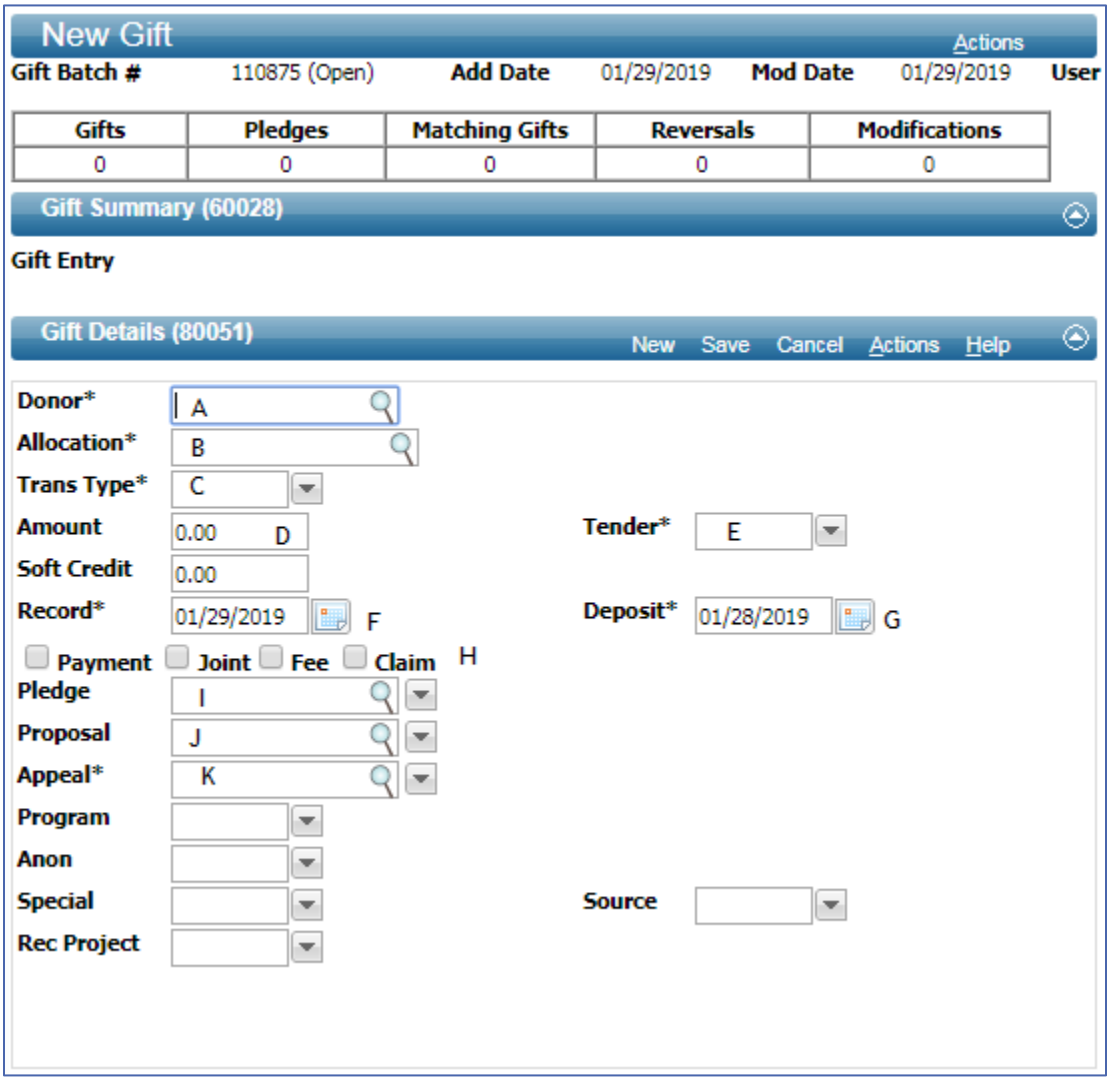
5. Click Save.



6. Choose New Gift from the Nav Tree.



7. Fill required fields.



A. Donor – Name of Donor. BE CAREFUL TO VALIDATE DONOR ADDRESS, PHONE NUMBER, ETC.

B. Allocation* - Allocation ID (Use Magnifying glass to search)

C. Trans Type* - Choose appropriate from drop-down list
    a. Outright Gift
    b. Gift-In-Kind
    c. Pledge Payment
    d. Outside Mnged Fund
    e. PG Life Income
    f. Other Irrev Planned Gift
    g. Realized Bequest

D. Amount – Dollar amount of gift

E. Tender – Choose appropriate from drop-down list
    a. Already Deposited
    b. Bank Draft
    c. Bond
    d. Cash or Check
    e. Commodities
    f. Credit Card
    g. Gift-In-Kind
    h. Insurance Policy
    i. Payroll Deduct
    j. Real Estate Land
    k. Securities

l. Software

F. Record – Enter date of gift

G. Deposit – Choose the date the batch actually processed

H. Choose Gift Type in Check Boxes

I. Pledge – Use to associate with a Pledge if appropriate

J. Proposal – Use to associate with a Proposal if appropriate

K. Appeal* - Assign to Appeal

L. Use Comment block at bottom of page for any notes necessary. Write-downs, write-offs, etc.

M. Click Save.

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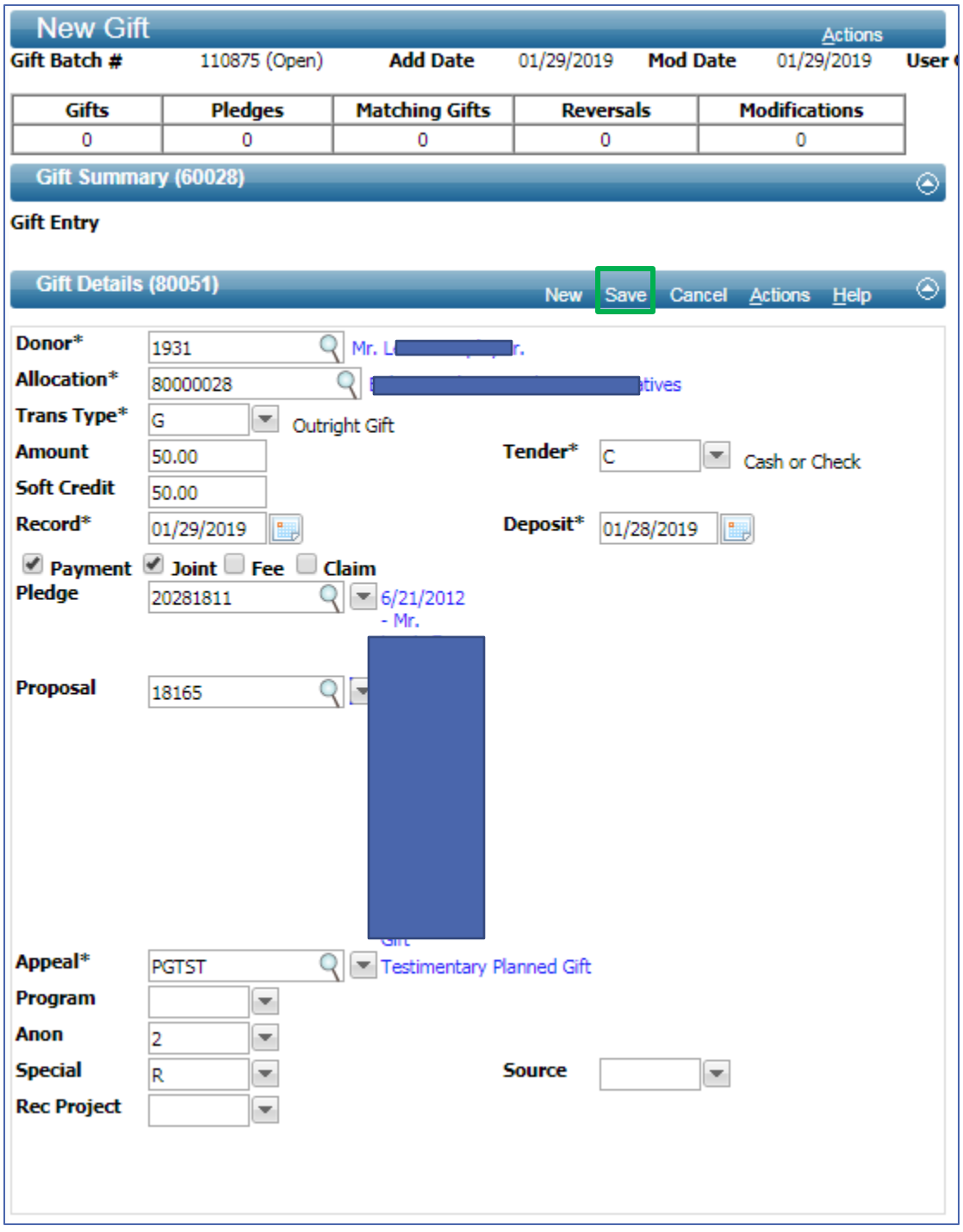
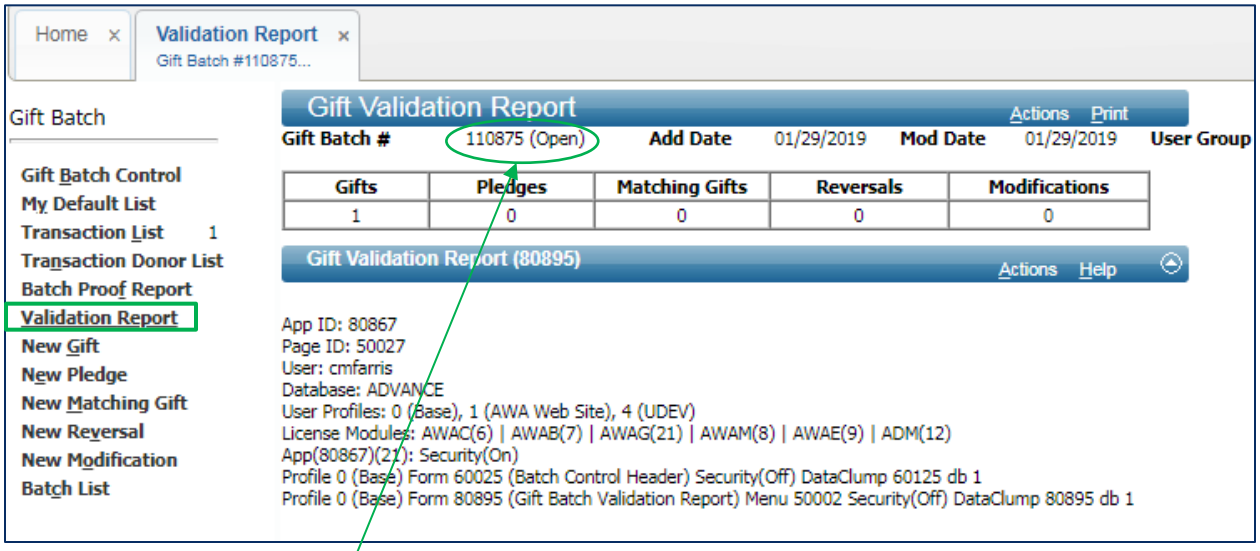


8. Repeat New Gift step for each gift in the Batch.

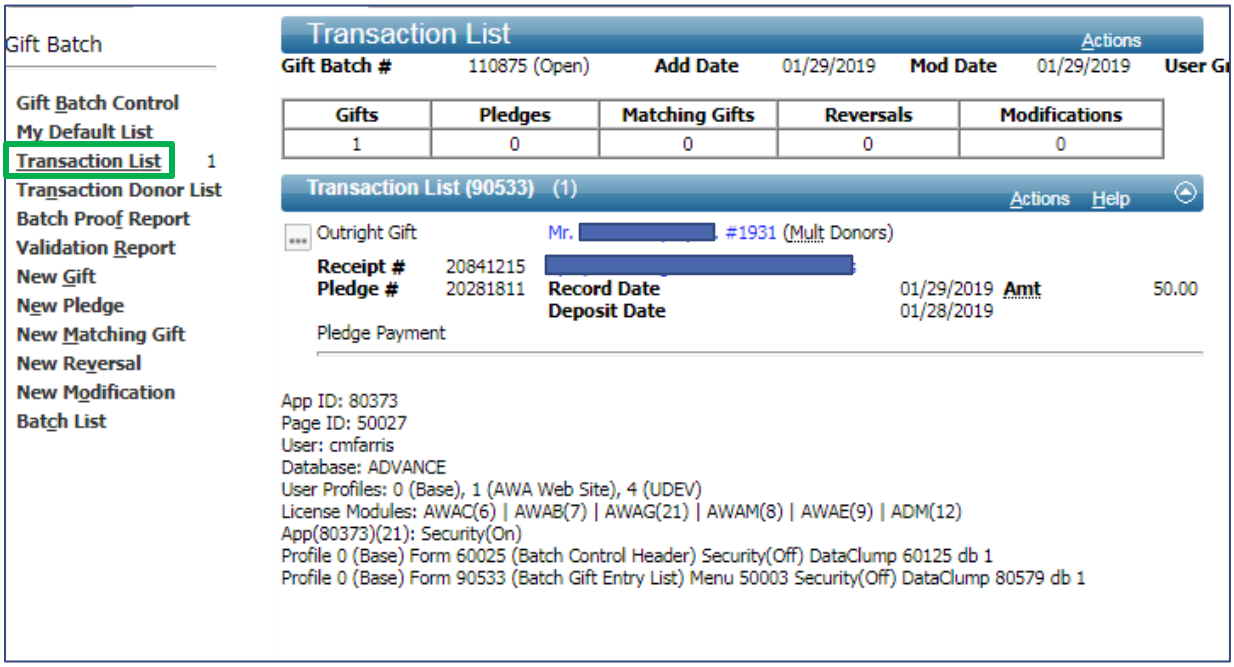
REMEMBER: ALL GIFTS MUST BE SAME TYPE – CASH, CHECK, CREDIT CARD, ETC.

9. Check the Validation Report from the Nav Tree for errors.

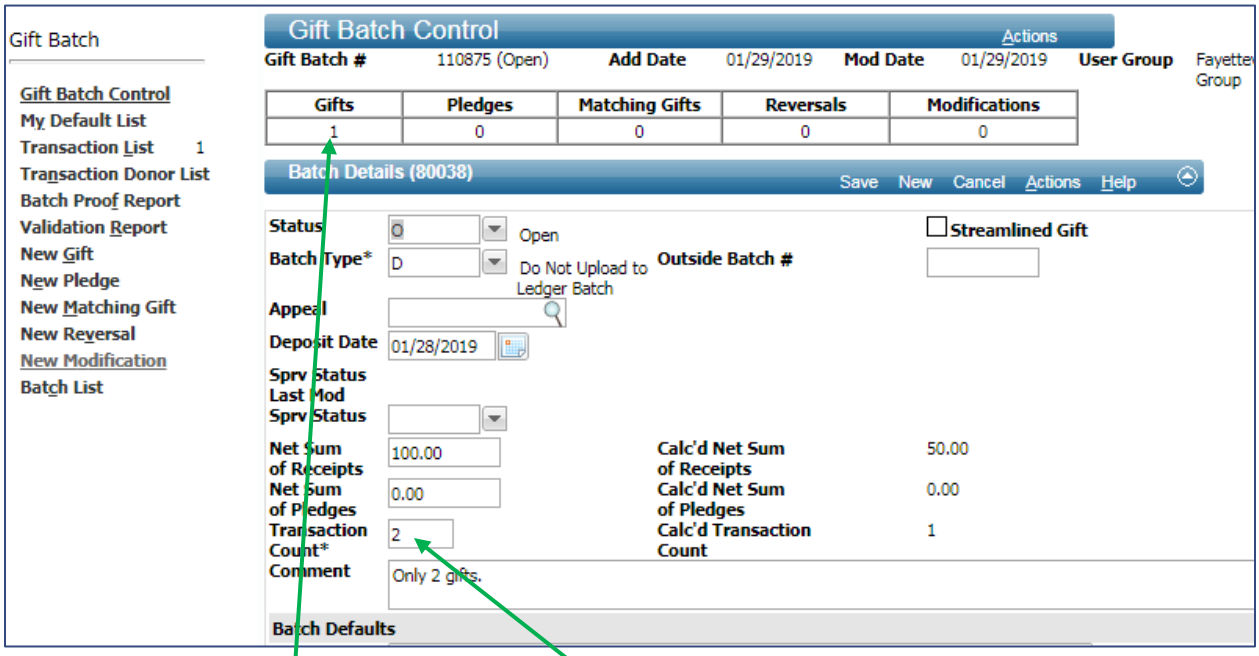


10. CAPTURE GIFT BATCH # FOR CRYSTAL REPORTS RUN. (SEE PAGE 19.)

11. Click Transaction List from Nav Tree to see the Transactions that have been entered so far.



12. Return to Gift Batch Control from the Nav Tree to see the new Gift that you have entered.



Notice that I entered 2 under the Transaction Count but the system is only reporting 1 Gift. This is because I have only done one New Gift.

TRANSACTION COUNT MUST MATCH THE NUMBER OF GIFTS.

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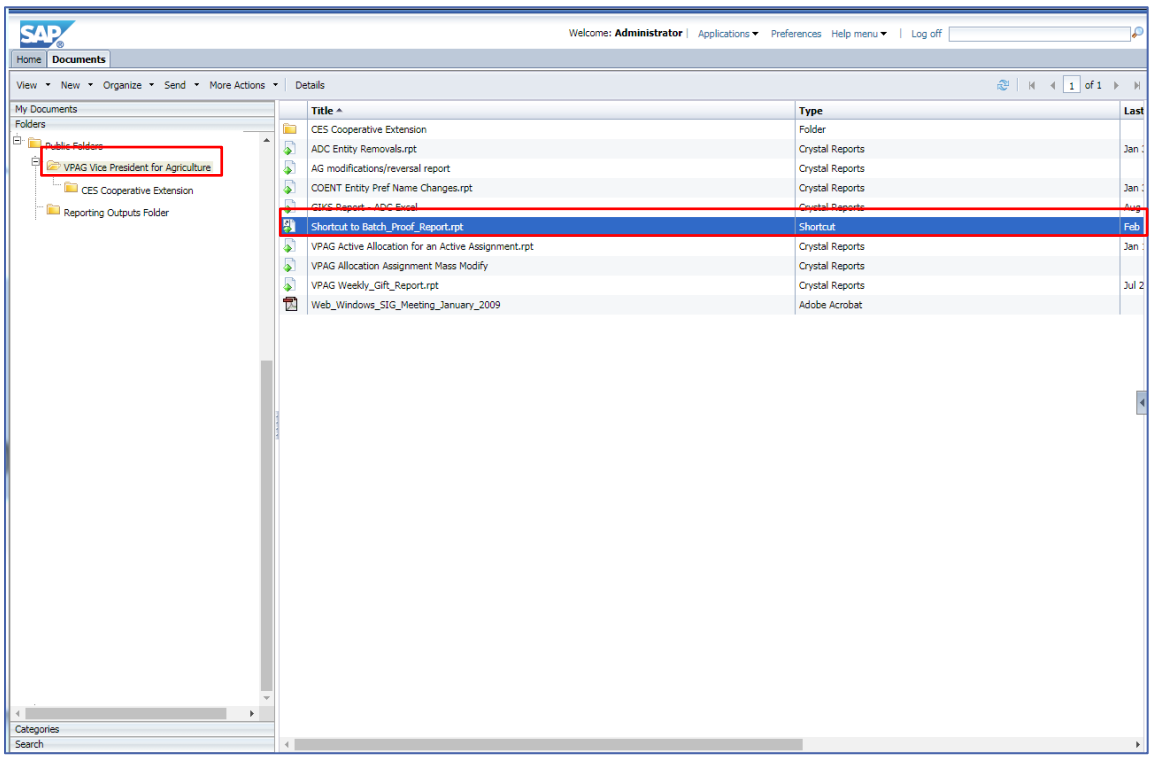
GIFT BATCH PROCEDURES IN CRYSTAL

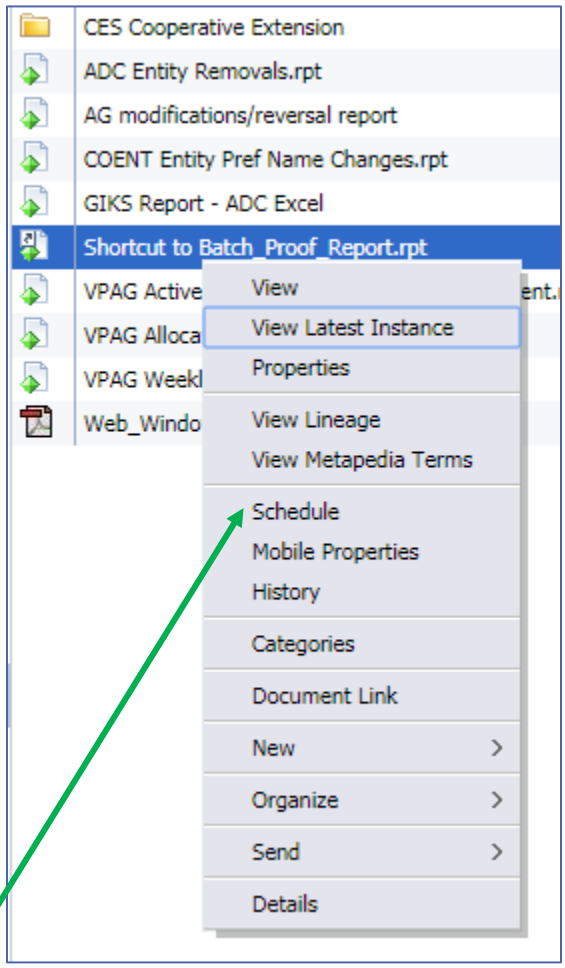
REMEMBER!

ADVANCE STEPS MUST BE COMPLETED FIRST!

1. Log in to Crystal Reports.
2. Find the Shortcut to Batch_Proof_Report.rpt in the VPAG Vice President of Agriculture folder.

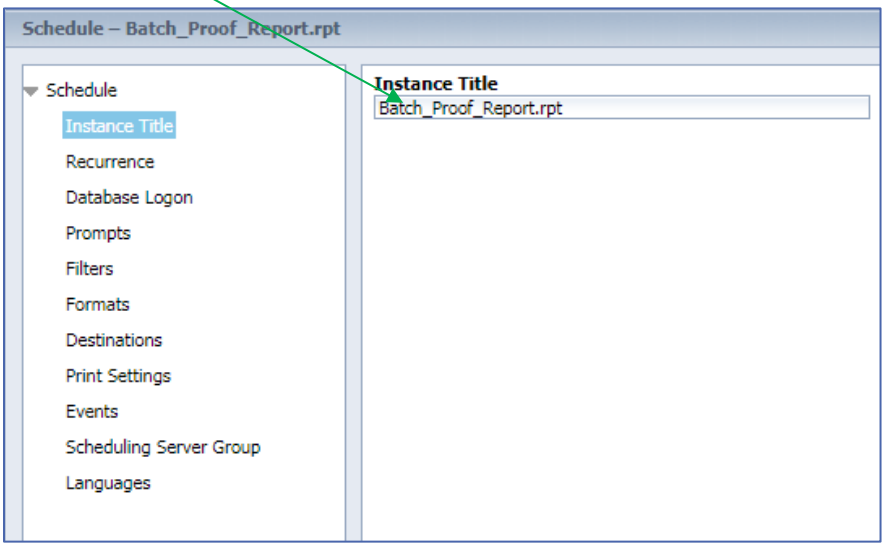


3. Right-click on Shortcut to Batch_Proof_Report.rpt

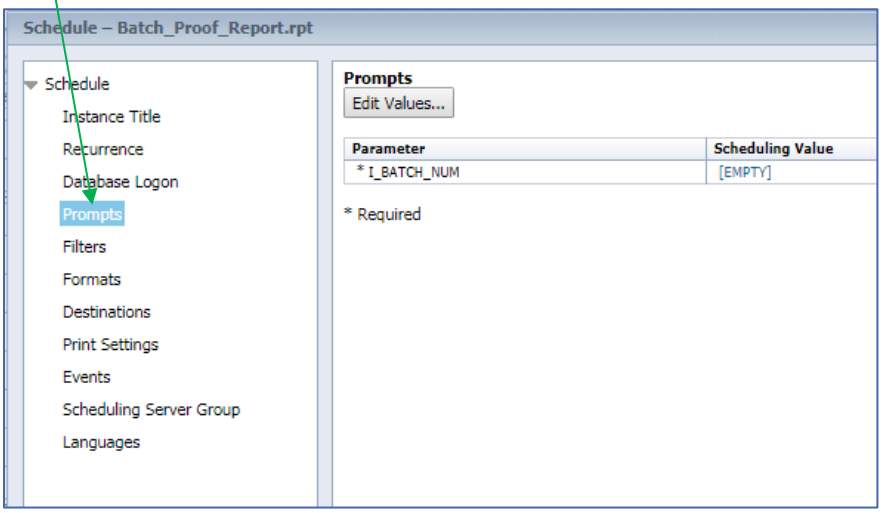


4. Select Schedule.

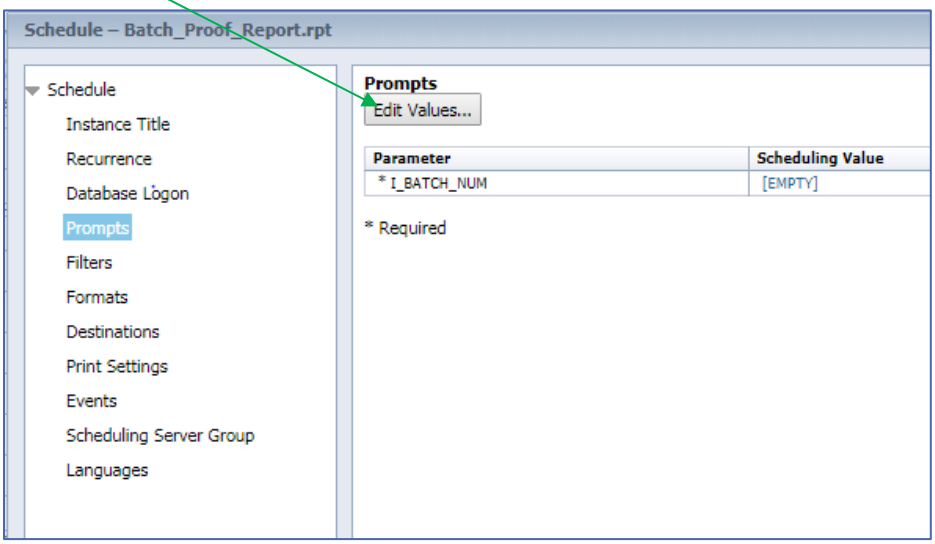
5. Change Instance Title (OPTIONAL.)



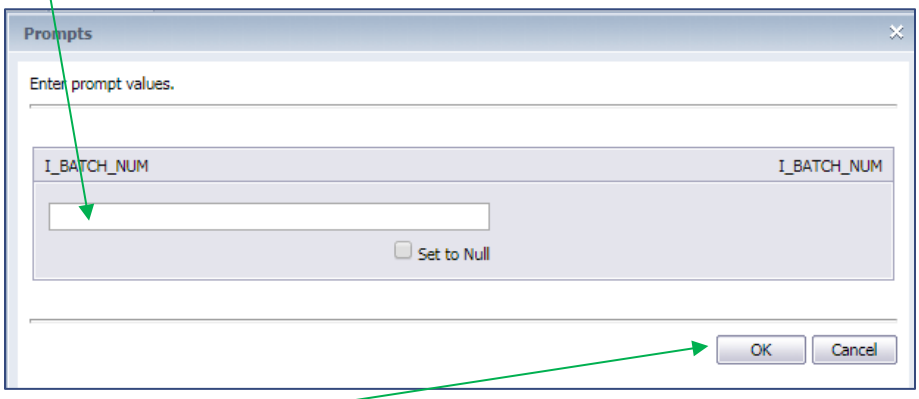
6. Click Prompts.

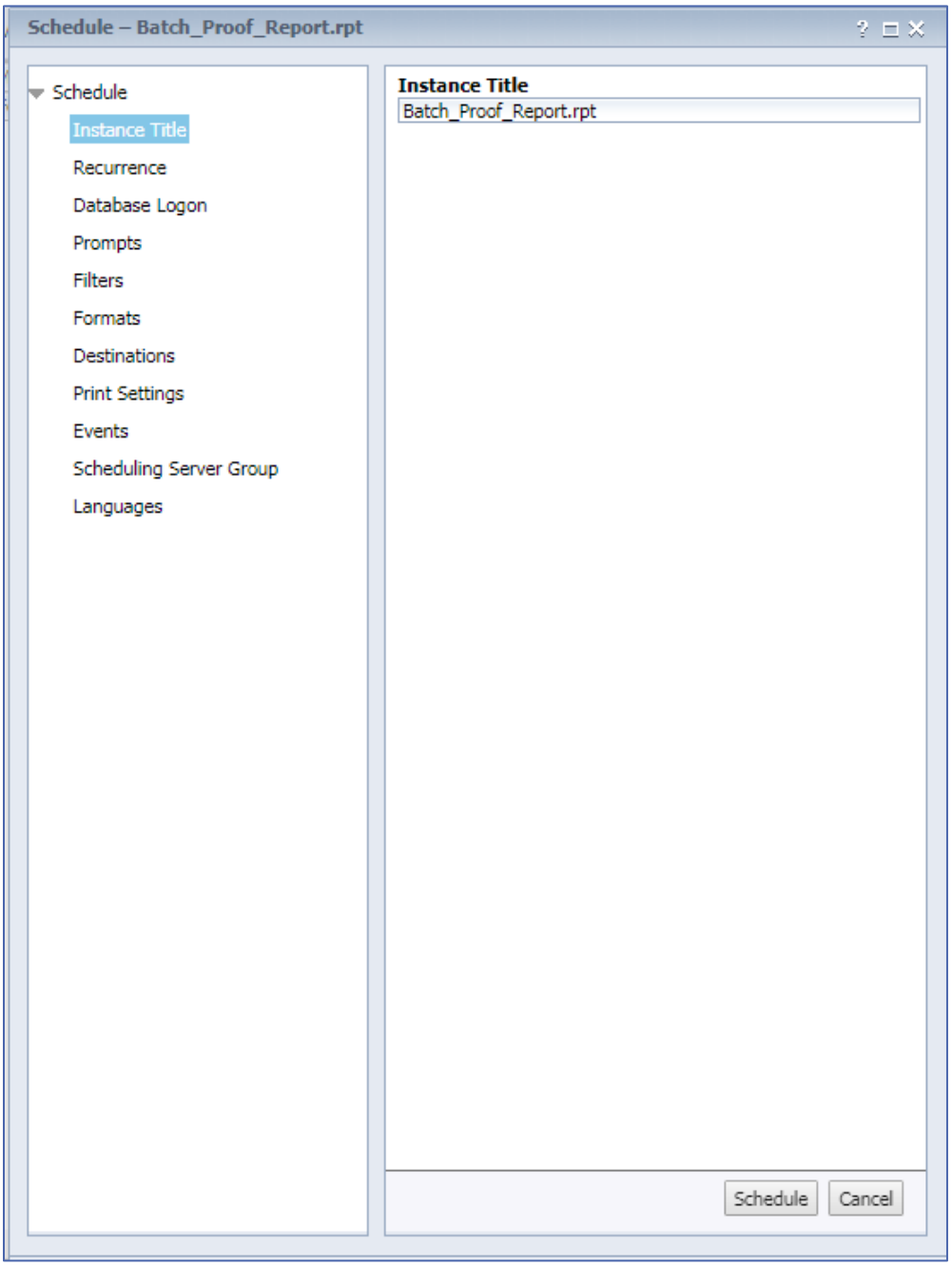


7. Click Edit Values.



8. Enter Batch Number (FROM GIFT BATCH CONTROL SCREEN-SEE PAGE 13).



9. Click OK.

10. Click Schedule.