
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

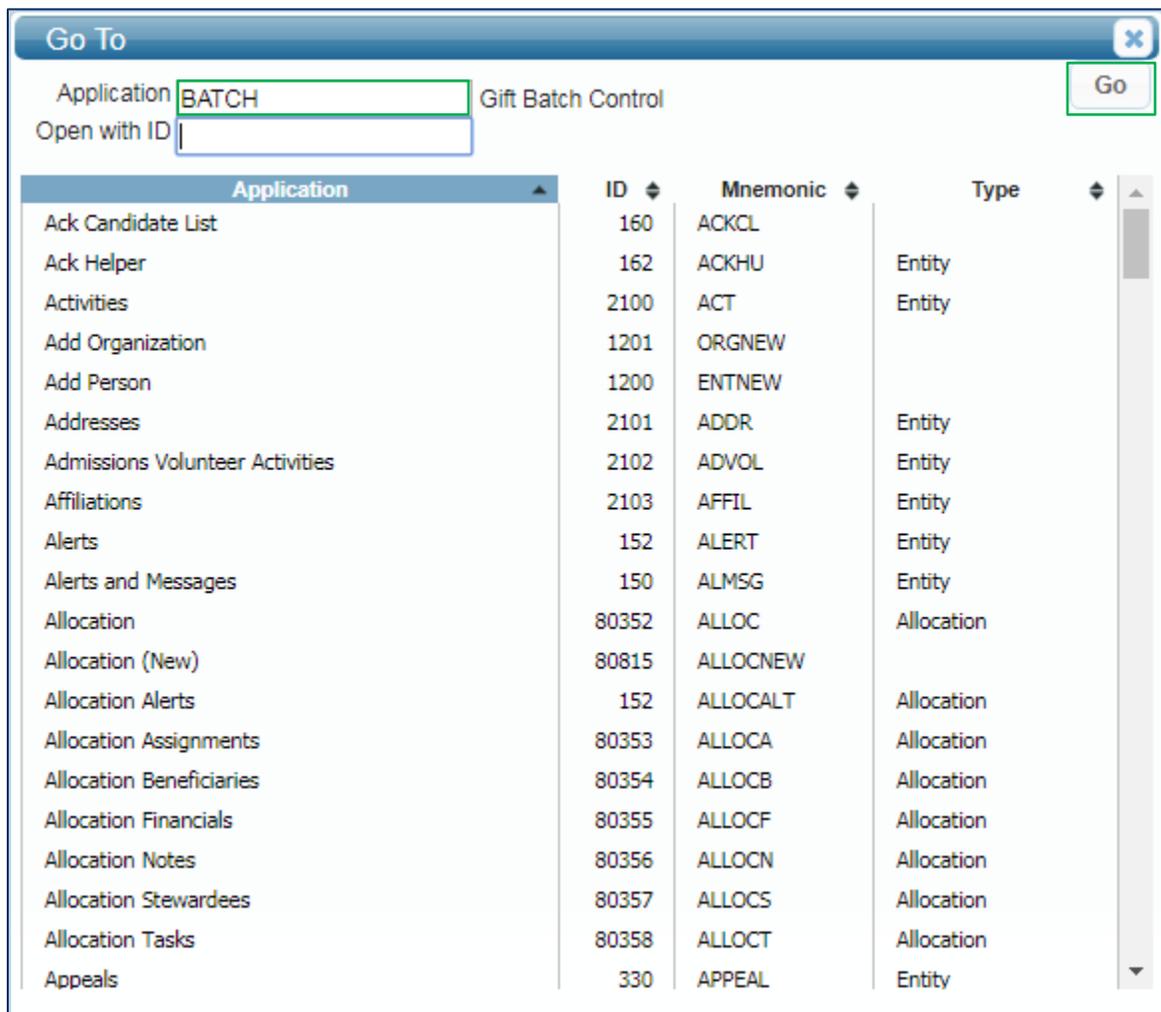
REMEMBER!

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

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

The screenshot shows the 'Gift Batch Control (New)' window. The title bar includes 'Gift Batch Control (New)' and 'Actions'. Below the title bar is a sub-header 'Batch Details (80038)' with 'Save', 'Cancel', 'Actions', and 'Help' buttons. The main area contains several fields:

- Status:** A dropdown menu with '0 A' selected and 'Open' text to the right.
- Batch Type*:** A dropdown menu with 'B' selected.
- Appeal:** A search field with 'C' entered and a magnifying glass icon.
- Deposit Date:** A date field with 'D' entered and a calendar icon.
- Streamlined Gift:** A checkbox that is currently unchecked.
- Outside Batch #:** An empty text field.
- Sprv Status:** A dropdown menu with 'E' selected.
- Summary Statistics:**
 - Net Sum of Receipts: 'F' (input field)
 - Calc'd Net Sum of Receipts: '0.00'
 - Net Sum of Pledges: 'G' (input field)
 - Calc'd Net Sum of Pledges: '0.00'
 - Transaction Count*: '0 H' (input field)
 - Calc'd Transaction Count: '0'
- Comment:** A large text area with 'I' entered.

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.

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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.

Batch Defaults			
Load Defaults <input type="text"/>			
Common Gift & Pledge Defaults			
<input type="checkbox"/> Gift	<input type="checkbox"/> Pledge	Trans Type <input type="text"/>	Pledge Type <input type="text"/>
Tender Type <input type="text"/>			
Allocation <input type="text"/>			
Record Date <input type="text"/>			
Amount <input type="text"/>			
Spec Handl <input type="text"/>	Reference <input type="text"/>	Reference2 <input type="text"/>	
Source <input type="text"/>	Rec Project <input type="text"/>	Anonymous <input type="text"/>	
Comment <input type="text"/>			
Tribute Defaults			
Tribute Type <input type="text"/>	Tribute ID <input type="text"/>		
Gift Defaults			
Check Amt <input type="text"/>			<input type="checkbox"/> Auto Claim Received
CC Type <input type="text"/>			
Pledge Defaults			
<input type="checkbox"/> Binding	<input type="checkbox"/> Recordable	Frequency <input type="text"/>	#Yrs/#Mths <input type="text"/>
Pledge Status <input type="text"/>	Discount <input type="text"/>	Address <input type="text"/>	
Pay Date <input type="text"/>			
Associated Donor Defaults - only applied to associated donor row if entity or allocation does not have a default value			
Alloc Div <input type="text"/>	Alloc School <input type="text"/>		
Program <input type="text"/>			
Premium Defaults			
Premium <input type="text"/>	Amount <input type="text"/>		<input type="checkbox"/> Declined
Comment <input type="text"/>			
Giving Codes Defaults			
Type <input type="text"/>	Code <input type="text"/>	Date <input type="text"/>	
Amount <input type="text"/>	<input type="checkbox"/> Apply to other Donors		
ID <input type="text"/>			
Name <input type="text"/>			
Text <input type="text"/>			
Comment <input type="text"/>			

Key Areas:

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- - 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**.

The screenshot shows a web application interface for entering a gift batch. At the top, there is a header bar with the title "Gift Batch Control (New)" and an "Actions" link. Below this is a sub-header bar with "Batch Details (80038)" and a menu containing "Save", "Cancel", "Actions", and "Help". The "Save" button is highlighted with a green box. The main form area contains several fields: "Status" with a dropdown menu set to "Open", "Batch Type*" with a dropdown menu set to "D" and a note "Do Not Upload to Ledger Batch", "Appeal" with a search icon, "Deposit Date" with a date field set to "01/28/2019" and a calendar icon, "Outside Batch #" with an empty text field, and "Streamlined Gift" with an unchecked checkbox. At the bottom, there are fields for "Sprv Status", "Last Mod", and "Sprv Status" with a dropdown menu.

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6. Choose **New Gift** from the Nav Tree.

The screenshot displays the 'Gift Batch Control' application interface. On the left is a navigation tree with 'New Gift' highlighted. The main window shows a form for entering a new gift batch. At the top, a summary table shows 0 Gifts, 0 Pledges, 0 Matching Gifts, 0 Reversals, and 0 Modifications. Below this is a 'Batch Details (80038)' section with fields for Status (Open), Batch Type (D), Deposit Date (01/28/2019), and Net Sum of Receipts (100.00). A 'Comment' field contains 'Only 2 gifts.' The bottom section is titled 'Common Gift & Pledge Defaults' and includes fields for Tender Type, Allocation, Record Date (01/29/2019), and Amount (0.00).

Gifts	Pledges	Matching Gifts	Reversals	Modifications
0	0	0	0	0

Batch Details (80038)

Status: Open Streamlined Gift

Batch Type*: Do Not Upload to Ledger Batch Outside Batch #

Appeal:

Deposit Date:

Sprv Status:

Last Mod:

Sprv Status:

Net Sum of Receipts: Calc'd Net Sum of Receipts: 0.00

Net Sum of Pledges: Calc'd Net Sum of Pledges: 0.00

Transaction Count*: Calc'd Transaction Count: 0

Comment: Only 2 gifts.

Batch Defaults

Load Defaults:

Common Gift & Pledge Defaults

Gift Pledge Trans Type Pledge Type

Tender Type:

Allocation:

Record Date:

Amount:

Spec Handl: Reference:

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7. Fill required fields.

New Gift Actions

Gift Batch # 110875 (Open) Add Date 01/29/2019 Mod Date 01/29/2019 User

Gifts	Pledges	Matching Gifts	Reversals	Modifications
0	0	0	0	0

Gift Summary (60028) ▲

Gift Entry

Gift Details (80051) New Save Cancel Actions Help ▲

Donor*

Allocation*

Trans Type* ▼

Amount **D**

Soft Credit

Record* **F**

Payment **Joint** **Fee** **Claim** **H**

Pledge ▼

Proposal ▼

Appeal* ▼

Program ▼

Anon ▼

Special ▼

Rec Project ▼

Tender* ▼

Deposit* **G**

Source ▼

- A. Donor - Name of Donor. BE CAREFUL TO VALIDATE DONOR ADDRESS, PHONE NUMBER, ETC.
- B. Allocation* - Allocation ID (Use Magnifying glass to search)

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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

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- I. 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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New Gift Actions

Gift Batch # 110875 (Open) Add Date 01/29/2019 Mod Date 01/29/2019 User

Gifts	Pledges	Matching Gifts	Reversals	Modifications
0	0	0	0	0

Gift Summary (60028) ▲

Gift Entry

Gift Details (80051) New **Save** Cancel Actions Help ▼

Donor* 1931 Mr. L. [redacted] Jr.

Allocation* 80000028 [redacted] tives

Trans Type* G Outright Gift

Amount 50.00 **Tender*** C Cash or Check

Soft Credit 50.00

Record* 01/29/2019 [calendar icon] **Deposit*** 01/28/2019 [calendar icon]

Payment **Joint** **Fee** **Claim**

Pledge 20281811 6/21/2012 - Mr. [redacted]

Proposal 18165 [redacted]

Appeal* PGTST Testimentary Planned Gift

Program [dropdown]

Anon 2 [dropdown]

Special R [dropdown] **Source** [dropdown]

Rec Project [dropdown]

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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.

Home x Validation Report x
Gift Batch #110875...

Gift Batch

Gift Batch Control
My Default List
Transaction List 1
Transaction Donor List
Batch Proof Report
Validation Report
New Gift
New Pledge
New Matching Gift
New Reversal
New Modification
Batch List

Gift Validation Report Actions Print

Gift Batch # 110875 (Open) Add Date 01/29/2019 Mod Date 01/29/2019 User Group

Gifts	Pledges	Matching Gifts	Reversals	Modifications
1	0	0	0	0

Gift Validation Report (80895) Actions Help

App ID: 80867
Page ID: 50027
User: cmfarris
Database: ADVANCE
User Profiles: 0 (Base), 1 (AWA Web Site), 4 (UDEV)
License Modules: AWAC(6) | AWAB(7) | AWAG(21) | AWAM(8) | AWAE(9) | ADM(12)
App(80867)(21): Security(On)
Profile 0 (Base) Form 60025 (Batch Control Header) Security(Off) DataClump 60125 db 1
Profile 0 (Base) Form 80895 (Gift Batch Validation Report) Menu 50002 Security(Off) DataClump 80895 db 1

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

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

The screenshot displays the 'Gift Batch Control' interface. On the left is a navigation tree with 'Gift Batch Control' selected. The main area shows a summary table and detailed batch information for batch # 110875.

Gifts	Pledges	Matching Gifts	Reversals	Modifications
1	0	0	0	0

Batch Details (80038)

Status: Open Streamlined Gift

Batch Type*: Do Not Upload to Ledger Batch Outside Batch #:

Appeal:

Deposit Date: 01/28/2019

Sprv Status:

Net Sum of Receipts: 100.00 Calc'd Net Sum of Receipts: 50.00

Net Sum of Pledges: 0.00 Calc'd Net Sum of Pledges: 0.00

Transaction Count*: Calc'd Transaction Count: 1

Comment: Only 2 gifts.

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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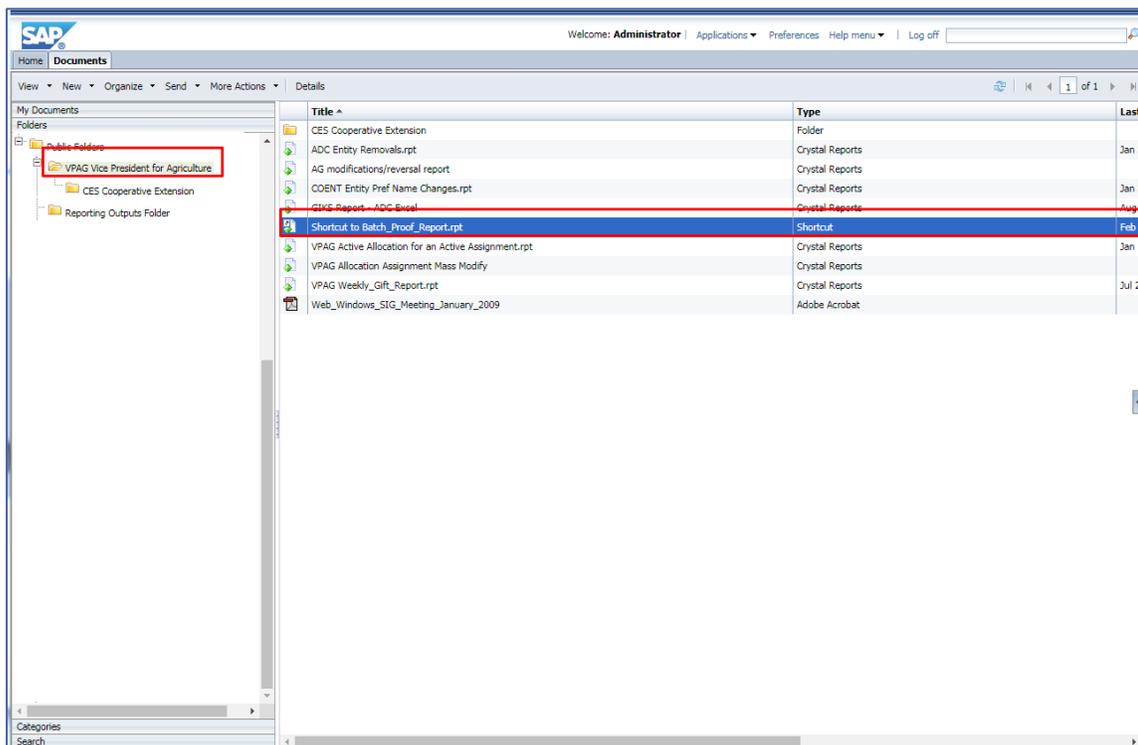
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GIFT BATCH PROCEDURES IN CRYSTAL

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.

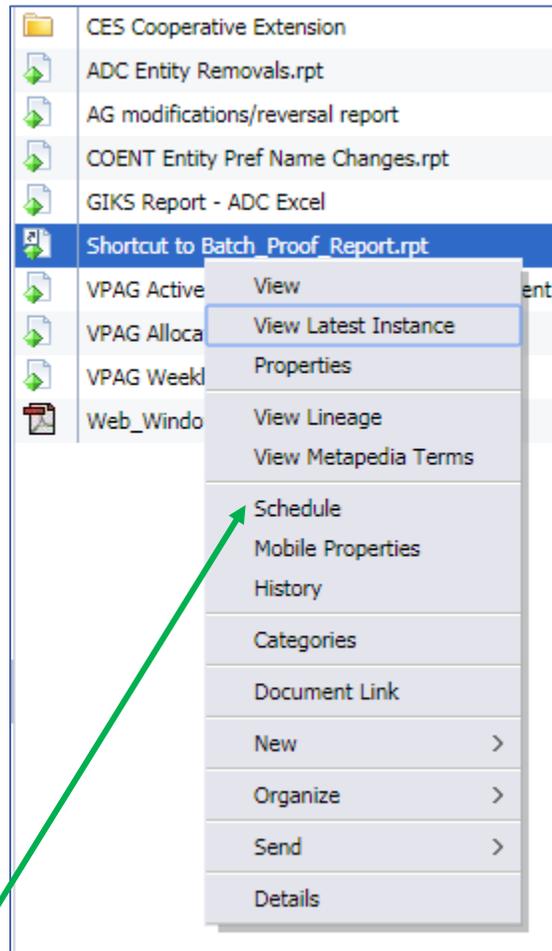


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3. Right-click on [Shortcut to Batch_Proof_Report.rpt](#)



4. Select [Schedule](#).

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5. Change **Instance Title** (OPTIONAL.)

Screenshot of the 'Schedule - Batch_Proof_Report.rpt' dialog box. The 'Instance Title' field is highlighted in blue, and a green arrow points to it from the text above.

6. Click **Prompts**.

Screenshot of the 'Schedule - Batch_Proof_Report.rpt' dialog box. The 'Prompts' section is highlighted in blue, and a green arrow points to it from the text above.

Parameter	Scheduling Value
* I_BATCH_NUM	[EMPTY]

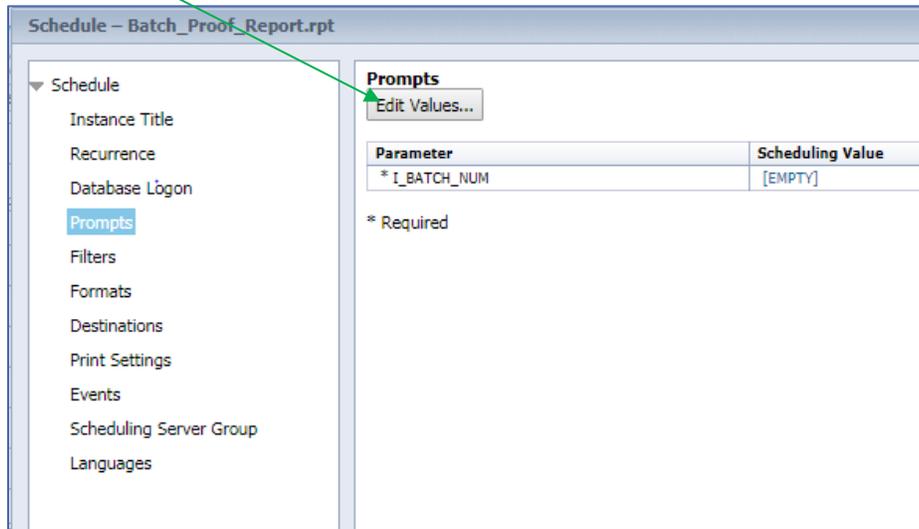
* Required

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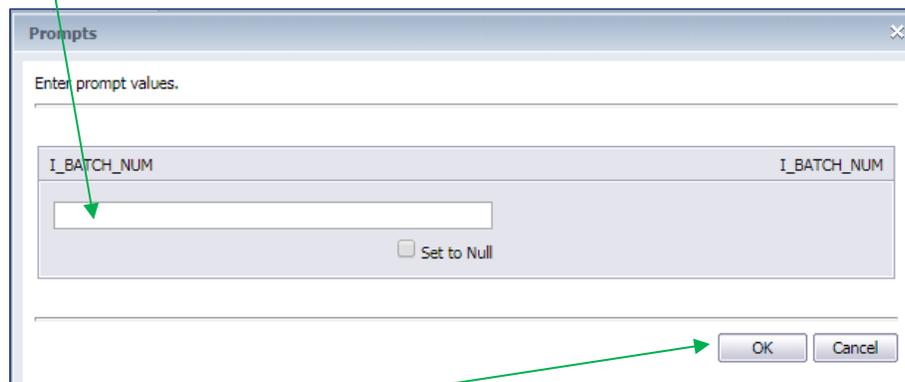
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7. Click **Edit Values**.



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



9. Click **OK**.

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10. Click **Schedule**.

