

# MONTHLY DONATIONS

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## ACKNOWLEDGEMENTS

Pledge donations are set up so that we can send out receipts two times per year. Once for the tax yearend (December 31st) and once for our fiscal yearend (June 30<sup>th</sup>).

We did not want to pull a receipt number every month so we set up two types of acknowledgements:

- Dummy Pledge receipt** – Jan, Feb, March, April, May, July, Aug, Sept, Oct, Nov – does not pull a sequential receipt number from T\_FORMAT\_INFO table (ie. no receipt counter attached)
- Consolidated receipt** – June and December – pulls a sequential tax receipt number (ie. has a receipt counter attached)

| Id | Description              | Goesoft Report Id | D. Object            | Form Id | Receipt Counter         | Cont  |
|----|--------------------------|-------------------|----------------------|---------|-------------------------|-------|
| 42 | ESS Consolidated Receipt | Adk_letters       | ud_ack_letter_report |         | ESS Tax Receipt Counter | (Defa |
| 22 | ESS Dummy Pledge Receipt | Adk_letters       | ud_ack_letter_report |         |                         | (Defa |

**Here is how the acknowledgements are set up in References:**

| Campaign Search:            |        |                          |            | Transaction Types        |                          |                                     |                                     |                                     |                                     |  |
|-----------------------------|--------|--------------------------|------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| Campaign                    | Appeal | Letter                   | Salutation | Gift                     | Pledge                   | Pledge Pmt                          | First Pmt                           | Pmt                                 | Final Pmt                           |  |
| 15 PD ESS Individual Giving | (All)  | ESS Consolidated Receipt | Default    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 15 PD ESS Individual Giving | (All)  | ESS Dummy Pledge Receipt | Default    | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |

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# RUNNING PLEDGES

For credit card payments, the ack type can be selected in the Pledge Billing Utility Report.

Enter parameters to run Pledge Billing

**Billing Details**

Campaign: 14 PD FVCH Individual Giving

Funds: FVCH Individual Donation

Billing Type: Credit Card Billing

Payment Method Group: FVCH Major Gifts

No. of Bills: 0

Minimum: 0 Maximum: 500

Limit: August 2014 FVCH 2014 Month

Start Date: 08/14/2014

End Date: 08/15/2014

Cut Off Date: 08/14/2014

Min Amount: .01

Pledge Bill Format: Pledge Bill 1

Update: No. Renew Only

Automatic CC Billing Options

Payment Method Group: Automatic

Auto Billing Acknowledgement: No. Billing Acknowledgement

Auto Billing Batch Type: Auto Billing

**Promotion Details**

Appeal: 14 PD Monthly Pledge Payment

Source Name: August 2014 Monthly Pledge

Media: Default Media

**Holding Details**

Address Date: 00/00/0000

Address Purpose: [Dropdown]

Salutation Type: [Dropdown]

Label Ind: N

Buttons: OK, Cancel

However, for direct debit, these need to be manually changed.....

# DIRECT DEBIT WORK AROUND

Contribution Editor

Scroggie McDuck

Member ID: 888 Page: 02/24/16

Last Cont: 8822015 \$1,000.00

Last Fund: E55 Individual Donation

14 Month Group

Owner: 349208 Source: 2250 Date: 02/25/2015 Channel: Mail Worker: Erin Huxter (269993)

Initiator: [Dropdown]

Date: Contribution Received Type Fund Campaign Contribution Change Payment Change

02/25/2015 1,000.00.00 [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown]

**Details**

Membership: [Dropdown]

Plan/Inst: [Dropdown]

Restricted: [Dropdown]

Notes/In-Kind: [Dropdown]

Summary: [Dropdown]

Custom Data: [Dropdown]

**Pledge Payment**

Fund: E55 Individual Donation

Campaign: 14 PD E55 Individual Giving

Amount: [Dropdown]

Pledge: 1,000.00.00

Amnt. Paid: .00

Payment: 83,333.00

Billing Type: Direct Debit Billing

Account: [Dropdown]

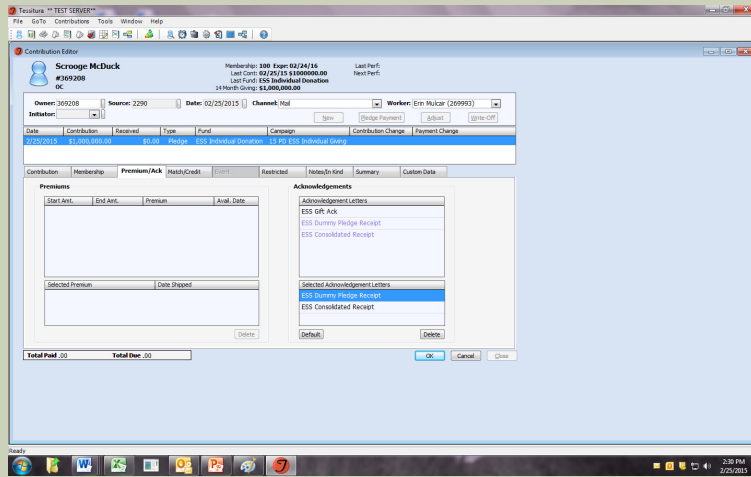
**Payment Plan**

| Amount               | Date       | Status  | Amount             |
|----------------------|------------|---------|--------------------|
| \$83,333.00          | 02/25/2015 | Current | \$83,333.00        |
| \$83,333.00          | 03/15/2015 | Current | \$,00              |
| \$83,333.00          | 04/15/2015 | Current | \$,00              |
| \$83,333.00          | 05/15/2015 | Current | \$,00              |
| \$83,333.00          | 06/15/2015 | Current | \$,00              |
| \$83,333.00          | 07/15/2015 | Future  | \$,00              |
| \$83,333.00          | 08/15/2015 | Future  | \$,00              |
| \$83,333.00          | 09/15/2015 | Future  | \$,00              |
| \$83,333.00          | 10/15/2015 | Future  | \$,00              |
| \$83,333.00          | 11/20/2015 | Future  | \$,00              |
| <b>\$1,000.00.00</b> |            |         | <b>\$83,333.00</b> |

Total Paid: .00 Total Due: .00

Buttons: OK, Cancel, Close

# EXAMPLE DIRECT DEBIT TRANSACTION

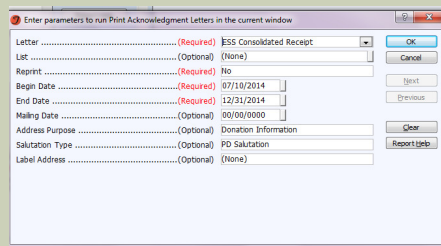


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# GENERATE RECEIPT NUMBERS

1. Run receipt report for consolidated receipts so that a tax receipt number is populated.
2. Run receipt report for dummy receipts so that each installment is counted towards the receipt \$ total.



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# PULL CUSTOM PLEDGE REPORT

Enter parameters to run Pledge Receipt Report in the current window

Payment Start Date .....(Required) 07/10/2014

Payment End Date .....(Required) 12/31/2014

Ack Print Start Date .....(Required) 01/01/2015

Ack Print End Date .....(Required) 01/31/2015

Receipt Type .....(Required) YONA

Buttons: OK, Cancel, Next, Previous, Clear, Report Help

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# REPORT SCREEN SHOT

Francis Winspear Centre for Music

Pledge Receipts

Payment Start Date: 2014-07-10  
 Payment End Date: 2014-12-31  
 Ack Print Start Date: 2015-01-01  
 Ack Print End Date: 2015-01-31  
 Receipt Type: YONA

| Center ID | Name                | Fund   | Designation | Receipt Amt | Cont Amt    | Receipt No | Cont No |
|-----------|---------------------|--------|-------------|-------------|-------------|------------|---------|
| ESS       | Individual Donation | EDU 05 |             | \$121.00    | \$300.00    |            | 662712  |
| ESS       | Individual Donation | EDU 05 |             | \$25.00     | \$300.00    | 120261     | 634871  |
| ESS       | Individual Donation | EDU 05 |             | \$150.00    | \$600.00    |            | 696587  |
| ESS       | Individual Donation | EDU 05 |             | \$150.00    | \$600.00    | 120260     | 627161  |
| ESS       | Individual Donation | EDU 05 |             | \$30.00     | \$120.00    |            | 696192  |
| ESS       | Individual Donation | EDU 05 |             | \$28.00     | \$120.00    | 120163     | 673442  |
| ESS       | Individual Donation | EDU 05 |             | \$280.00    | \$150.00    | 120163     | 627162  |
| ESS       | Individual Donation | EDU 05 |             | \$493.38    | \$1,066.64  | 120163     | 768222  |
| ESS       | Individual Donation | EDU 05 |             | \$300.00    | \$600.00    | 120163     | 755356  |
| ESS       | Individual Donation | EDU 05 |             | \$15,000.00 | \$10,500.00 | 120164     | 630030  |
| ESS       | Individual Donation | EDU 05 |             | \$15,000.00 | \$10,500.00 | 120164     | 630030  |
| ESS       | Individual Donation | EDU 05 |             | \$150.00    | \$300.00    | 120166     | 710220  |
| ESS       | Individual Donation | EDU 05 |             | \$10.00     | \$120.00    | 120275     | 647817  |
| ESS       | Individual Donation | EDU 05 |             | \$50.00     | \$120.00    |            | 716923  |
| ESS       | Individual Donation | EDU 05 |             | \$26.00     | \$240.00    | 120280     | 691603  |
| ESS       | Individual Donation | EDU 05 |             | \$100.00    | \$1,200.00  | 120274     | 664304  |
| ESS       | Individual Donation | EDU 05 |             | \$300.00    | \$600.00    | 120167     | 755362  |
| ESS       | Individual Donation | EDU 05 |             | \$60.00     | \$120.00    | 120281     | 773682  |
| ESS       | Individual Donation | EDU 05 |             | \$30.00     | \$120.00    |            | 696022  |

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## MERGE AND SEND OUT VIA WORDFLY

We set up an email preference with all our donors so that receipts can be emailed out through WordFly.

We let all our donors know we would start emailing out receipts and that they could opt out should they want it to come by mail.

The screenshot shows a web form titled "Electronic Address" for a contact named Erin Mulcair. The form includes fields for "Address" (erimulcair@wingspearcentre.com), "Type" (Primary Email Address), and "Salutation" (PD Salutation). It also has "Start Date" and "End Date" fields set to 00/00/0000. A "Months" section has checkboxes for all months from Jan to Dec. On the right, there are checkboxes for "Primary", "Inactive", "Allow HTML", and "Allow Marketing". A "Purposes" section is visible, with "Tax Receipts" circled in red. At the bottom, there are "Save" and "Cancel" buttons.