

# PROCESSING RECEIPTS

Use Pledges & Receipts as an alternative to entering donations, dues and pledges in the Contacts screen. Once you have established your contacts database, processing receipts from this screen can save time since there are fewer screens to navigate. However, receipts may be processed only for contacts who already exist in your database; you cannot add new contact records on the Pledges & Receipts screen.

Another time saver available on the Pledges & Receipts screen is Batch Processing. From the Batch Processing screen, you are able to print deposit lists, reports, receipts, thank you letters and mailing labels for groups of contacts based on the date of their payments.

## THE PLEDGES & RECEIPTS SCREEN

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To get to the Pledges & Receipts screen, click the **Pledges & Receipts** button on the Main Menu. This screen, seen in Figure 24-1, allows you to view pledges, donations, and dues receipts for an entire fiscal year. The Pledges & Receipts screen is divided into three sections: Pledges, Donations, and Membership Dues. Each section lists the payments in date order, from the newest to the oldest. The total for the selected time period is at the bottom of each section.

You can view receipts for any given month or for the entire year by selecting the tabs at the top of the screen. To select the year you would like to view, use the **Change Year** up or down arrow in the Options section of the Sidebar, then click the tab for the desired month or the entire year.

**Pledges & Receipts**  
Money Pledged and/or Received in 2009

January February March April May June July August September October November December Entire 2009

Pledges			Donations			Membership Dues		
Date	From	Amount	Date	From	Amount	Date	From	Amount
09/01/2009	Kramer, Harding	5000.00	10/01/2009	Carter, Millicent	250.00	11/03/2009	Edwards, Annabeth L.	30.00
09/01/2009	Kittridge, George	2500.00	02/03/2009	Carter, Rose	1000.00	09/19/2009	Arte de San Juan	75.00
01/04/2009	Edwards, Annabeth L.	100.00	01/31/2009	Fitzgibbon, Barbara	2200.00	08/17/2009	Textile Technology Inc.	150.00
01/02/2009	Kittridge, George	10000.00	01/23/2009	Smithson, Ian	1200.00	06/26/2009	Baker, Kate	50.00
			01/15/2009	Tucker, Erwin	50.00	02/21/2009	Carter, Millicent	200.00
			01/14/2009	Kittridge, George	5000.00	02/15/2009	First Interstate Savings and Loa	150.00
			01/14/2009	Jenkins, Laura	250.00	01/20/2009	Kittridge, George	200.00
			01/13/2009	Slater, Karen	250.00	01/15/2009	Tuck and LouLou Erwin	40.00
			01/07/2009	Potter, Melissa	75.00	01/15/2009	Capitol Antiques & Appraisal Se	125.00
			01/07/2009	Johnson, Jean	100.00	01/14/2009	PastPerfect Software Company	200.00
			01/05/2009	Carter, Millicent	250.00	01/14/2009	Underwood, Theresa	40.00
Total Pledges: 17600.00			Total Donations: 10625.00			Total Dues: 1260.00		

Double click on entry for details.

Click here to change the year you are viewing.

Figure 24-1 Pledges & Receipts screen

**TIP** The fiscal year may be set by going to the Main Menu | Setup | Contacts | General Information. You may select the month when your fiscal year begins.

You can view and edit the details of a posted pledge, donation, or dues payment by double clicking the entry. For example, double clicking on a donation payment will display the Donation Detail screen, shown in Figure 24-2.

Figure 24-2  
Donation Detail  
screen

The screenshot shows a 'Donation Detail' window with the following fields and values:

First, Last Name	Millicent	Carter
Company	Perfect Shoe Company	
Campaign	2009 Annual Fund Drive	
Campaign Activity	Annual Appeal Letter	
Fund	General Operating Fund	
Fund Code	400	Group C
Date	10/01/2009	Solicitor J
Amount	250.00	Receipt#
Payment Type	Check	Tax Ded
Reference	1684	Applied to Pledge#
Revenue Restriction	Permanently	
Revenue Source	22 Individual Contributions	
In Memory of		
In Honor of		
Notes		

Buttons at the bottom: Thank You Letter, Edit, Delete, Close.

Callout box text: Each Detail screen contains information about the pledge, donation or dues transaction including the date, amount and campaign, when applicable.

## ENTERING PLEDGES, DONATIONS AND DUES RECEIPTS

### Enter a Pledge:

1. Click **Enter Pledge** in the Pledges section of the Sidebar.
2. Using the list of contacts on the left, find the contact who gave the pledge. You may change the sort order of the list by clicking the radio button next to "Last," "First," or "Company" at the bottom of the screen. Double click a contact's name to select that person. The contact's name, address and Contact ID# will appear at the top of the screen on the right, seen in Figure 24-3.
3. Enter the pledge information into the fields on the right. You must enter an **Amount** and a **1st Payment Date** before the pledge can be posted. For more information about the Enter New Pledge screen, please see the Pledges section of *Chapter 23 - Campaigns and Pledges*.
4. Click **Post**.

Figure 24-3 Enter New Pledge screen

You can print a thank you letter and a reminder letter after a pledge has been posted. Please see the Pledge Letters section of *Chapter 23 - Campaigns and Pledges* for more information on printing thank you and reminder letters.

### Enter a Donation Receipt:

1. From Pledges & Receipts, click **Enter Receipt** in the Donations section of the Sidebar.
2. Using the list of contacts on the left, find the contact who gave you the donation. You may change the sort order of the list by clicking the radio button next to "Last," "First," or "Company" at the bottom. Double click a contact's name to select that person. The contact's name, address and Contact ID# will appear at the top right of the screen, seen in Figure 24-4.
3. Enter the donation information into the fields on the right. You must enter a **Fund**, **Amount**, **Date**, and **Reference** (if using Check as payment type) before the donation can be posted. For more information about the Enter Donation Receipt screen, please see the Donation Screen View section of *Chapter 20 - Contacts*.

Figure 24-4 Enter Donation Receipt screen

#### 4. Click **Post**.

After the donation is posted, you may print a thank you letter for the contact by clicking the **Thank You Letter** button. For more information on printing and composing letters, see *Chapter 22 - Letters, Labels & Email*.

After a contact has been selected, you can also view the contact's donation history by clicking the **History** button.

### Enter a Dues Receipt:

1. From Pledges & Receipts, click **Enter Receipt** in the Dues section of the Sidebar. You will see the screen in Figure 24-5.
2. Using the list of memberships on the left, scroll to the membership name where you want to post the dues payment. You may change the list's sort

order by clicking the radio button next to “Last,” “First,” or “Company” at the bottom of the screen. Double click on the membership name to select it. The member’s name, address and Membership ID# will appear at the top of the screen on the right.

**Select Donor and Enter a Dues Receipt**

**Membership List** Double click on membership to select

Baker, Kate - Picture Perfect Photo Studio  
 Blaine, Fiona -  
 Carter, Rose -  
 Carter, Millicent - Perfect Shoe Company  
 Edwards, Annabeth L. -  
 Estevez, Juanita - Arte de San Juan  
 Fitzgibbon, Barbara - Cherry Hill Realty  
 Gibson, Gail - Pastville History Center  
 Grimes, Jennifer - Canterbury Publishing, Inc.  
 Hanover, Henry - Caliber Software, Inc.  
 Hilton, Richard L. - PastPerfect Software Company  
 Hilton, Earl - Hilton Real Estate Company  
 Holmes, Margaret - The Better Girdle Company, Inc.  
 Jenkins, Laura - Cheltenham Manor Historic House Mus  
 Kittridge, George - Kittridge Ranch  
 Kramer, Harding - Kramer Building Supply  
 Meyers, Pamela - Capitol Antiques & Appraisal Services  
 Packwood, Neil -  
 Peterson, Paul - University of Pennsylvania  
 Potter, Melissa - Textile Technology Inc.  
 Slater, Karen - Cheltenham Clinic  
 Smithson, Ian - First Interstate Savings and Loan  
 Spencer, Harrison - Western Brakes and Mufflers  
 Tucker, Erwin - Copper Kettle Restaurant  
 Underwood, Theresa - Bristol Public Library  
 Washington, Alfred - Malvern Board of Education

**Membership# 20**

Jennifer Grimes  
 Canterbury Publishing, Inc.  
 5542 Northwest "J" Street  
 Cheltenham, PA 19345  
 Interval Annual  
 Dues 200  
 Date joined 06/05/2003  
 Last Paid 06/01/2008  
 Paid thru 06/15/2009

Date 11/25/2009 Paid Thru 06/15/2010  
 Amount 200.00 Membership Type Benefactor  
 Payment Type CC-Visa Membership Subtype Explorer's Club  
 Reference Tax Deductible Amount 0.00  
 Revenue Restriction Complimentary   
 Revenue Source

Notes

Sortby:  Last  First  Company

Post Preview Receipt Print Receipt History Close

Figure 24-5 Enter Dues Receipt screen

3. Enter the dues information in the fields on the right. You must enter an **Amount**, **Date**, **Paid Thru** date and **Reference** (if using Check as payment type) before the dues payment can be posted. For more information about the Enter Dues Receipt screen, please see the Enter Dues Receipts section of *Chapter 20 - Contacts*.
4. Click **Post**.

After the dues payment is posted, you may preview or print a receipt by clicking the **Preview Receipt** or **Print Receipt** buttons. To modify the dues receipt form, go to the Main Menu | Reports | Dues & Donations | Dues Payment Receipt | Custom Layout 1 or 2 | Modify Report Layout. After a membership has been selected, you can also view the dues history by clicking the **History** button.

## PRINTING PLEDGE, DONATION AND DUES RECEIPT REPORTS

**Print Pledges** - You can print pledge reports by campaign or date range.

1. Click the **Print Pledge** button in the Pledges section of the Sidebar. You will see the screen in Figure 24-6.

Figure 24-6  
Print Pledges  
by Campaign  
or Date screen

2. Select a **Campaign** from the drop-down list, or use All to include all campaigns.
3. The **Date Range** will be filled in automatically according to the year and month tab you selected prior to clicking Print. You can change the date range by clicking in date fields and typing different dates.
4. Check the **Subtotal by Campaign** box to have PastPerfect automatically insert the subtotal for each campaign.
5. Pledges can be sorted by date, ID#, amount, or alphabetically by name. Select the appropriate radio button for your **Sort by**.
6. The report will include the pledge date, Contact ID#, contact name, campaign, payment interval, amount pledged, amount paid, date of last payment, and balance. Click **Preview** to preview the report, or click **Print** if you are ready to print the report. You may export the report to an Excel file by clicking the **Export to Excel** button. If you wish to view the results in a Browse screen, click **Browse Data**.

**Print Donation Receipts** - You can print donation reports by fund or date range.

1. Click the **Print Receipts** button in the Donations section of the Sidebar. You will see the screen in Figure 24-7.
2. Select a **Fund** from the drop-down list, or use All to include all funds.

Figure 24-7  
Print Donations by Fund or Date Range screen

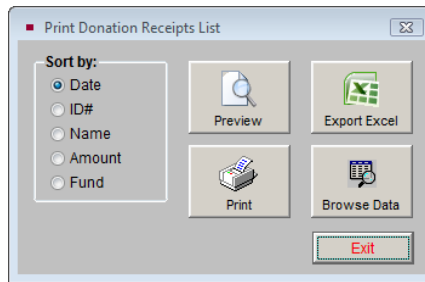
3. The **Date Range** will be filled in automatically according to the year and month tab you selected prior to clicking Print. You can change the date range by clicking in date fields and typing different dates.
4. If you want to include only donations over a certain amount, enter that amount in the **Include Only Donations>** field. Leave this at 0 to include all donations.
5. Check the **Subtotal by Fund** box to have PastPerfect automatically insert the subtotal for each fund.
6. Donations can be sorted by date, ID#, amount, or alphabetically by name. Select the appropriate radio button for your **Sort by**.
7. The printed report will include the donation date, Contact ID#, contact name, amount, type of payment, reference number, in memory of name, and fund. Click **Preview** to preview the report, or click **Print** if you are ready to print the report. You may export the report to an Excel file by clicking the **Export to Excel** button. The exported report will also include addresses, phone numbers and additional information. If you wish to view the results in a Browse screen, click **Browse Data**.



**Print Donation List** - Use the **Print List** button under Donations on the Sidebar to print the donations for a selected month, or for an entire fiscal year.

1. Choose the month or year you would like to print by clicking its tab.
2. Click **Print List** under Donations on the Sidebar. See Figure 24-8.

Figure 24-8  
Print Donation  
Receipts List  
screen

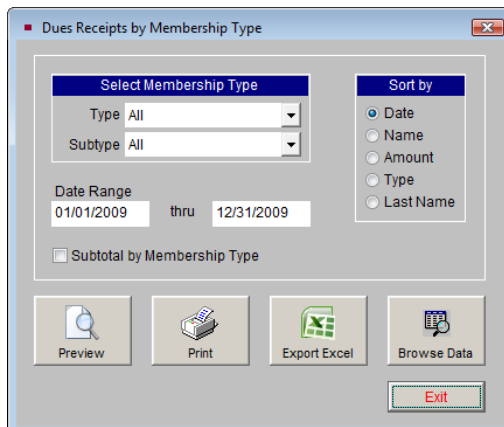


3. Select how you would like the list sorted: by Date, Contact ID#, Name (alphabetically by last name), Amount, or Fund.
4. The printed report will include the donation date, Contact ID#, contact name, amount, reference number and fund. Click **Preview** to preview the report, or click **Print** if you are ready to print the report. You may export the report to an Excel file by clicking the **Export to Excel** button. The exported report will also include additional information. If you wish to view the results in a Browse screen, click **Browse Data**.

**Print Dues Receipts** - You may print dues reports by membership type, subtype, or date range. To print membership dues reports:

1. Click **Print Receipts** under the Dues section of the Sidebar.

Figure 24-9  
Print Dues  
Receipts by  
Membership  
Type screen

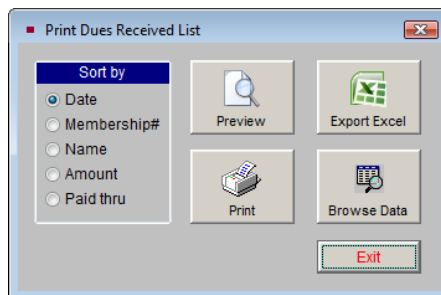


2. On the screen shown in Figure 24-9, select a **Membership Type** and/or **Subtype**. You can also use the All option to include all membership types and/or subtypes.
3. The **Date Range** is entered automatically according to the month and year selected before clicking **Print Receipts**. You can change the date range by clicking the date fields and amending them.
4. Check the **Subtotal by Membership Type** box if you would like PastPerfect to provide the subtotal automatically.
5. Choose whether you would like to sort dues by date, membership name, amount, membership type or last name by clicking the appropriate radio button.
6. The printed report will include the dues payment date, Membership ID#, membership name, dues amount, payment type, reference number, membership type and subtype and notes. Click **Preview** to preview the report, or click **Print** if you are ready to print the report. You may export the report to an Excel file by clicking the **Export to Excel** button. The exported report will also include additional information. If you wish to view the results in a Browse screen, click **Browse Data**.

**Print Dues List** - Use the **Print List** button under Dues on the Sidebar to print the dues for a selected month, or for an entire fiscal year.

1. Choose the month or year you would like to print by clicking its tab.
2. Click **Print List** on the Sidebar. You will see the screen in Figure 24-10.

Figure 24-10  
Print Dues  
Received List  
screen



3. Select how you would like the list sorted: by Date, Membership#, Name (alphabetically by membership name), Amount, or Paid Thru date.

- The printed report will include the dues payment date, Membership ID#, membership name and company, membership type and subtype, amount, reference number and paid thru date. Click **Preview** to preview the report, or click **Print** if you are ready to print the report. You may export the report to an Excel file by clicking the **Export to Excel** button. If you wish to view the results in a Browse screen, click **Browse Data**.

## BATCH PROCESSING

Batch processing is a way to print your deposit slips and detailed monetary reports that include donations, dues and in-kind gifts. It also allows you to streamline the printing of your Donation Thank You letters, In-kind Gift Thank You letters, Dues Receipts, and Mailing Labels.

### SETUP

The Batch Processing screen can be found by clicking on the **Batch Processing** button in the Options section of the Sidebar on the Pledges & Receipts screen.

Figure 24-11  
Batch Processing  
screen

The screenshot shows a window titled "Batch Processing" with the following content:

Current Batch Information		Print Options	
Batch#	5	Print Deposit List	
Started	10/27/2008 10:57 AM	Batch List Report	
<b>This Batch Includes</b>		Batch Details Report	
Dues	89	Print Receipts & Thank You Letters	
Donations	125	Print Mailing Labels	
In-kind	15		
Start a New Batch		Exit	

To start using Batch Processing, you will first need to create a new Batch. To do this, click on the **Start a New Batch** button, and then click **Yes** that you want to start a new Batch. Please note that the first time you start a batch, all payments entered up until that point will be part of Batch 1.

## ADDING PAYMENTS

To add payments to your new batch, simply enter in donations, dues payments, and in-kind gifts. Please see the sections in this chapter for entering donation and dues receipts, or see *Chapter 20 - Contacts* for more information about entering payments, including in-kind gifts. Your new batch will tally each donation, dues payment, and in-kind donation that your organization receives until you start a new batch. Batches can be done daily, weekly, monthly, or any time frame you choose.

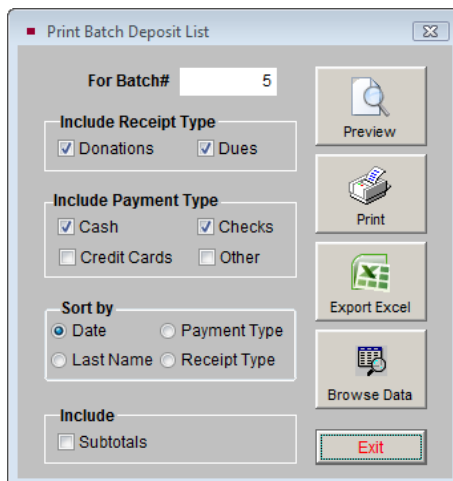
When you are ready to print your reports, donation thank you letters, dues payment receipts, and in-kind gift thank you letters for your batch, return to the Batch Processing screen by clicking **Pledges & Receipts** on the Main Menu, then clicking the **Batch Processing** button.

## PRINTING REPORTS, LETTERS AND LABELS

On the **Batch Processing** screen, you have a number of Print Options:

The **Print Deposit List** button will open the screen in Figure 24-12. This report enables you to print out a deposit list for all donation and/or dues payments that you are submitting to the bank. You may include various types of payment on the report by checking the box next to the type (cash, checks, credit cards or other). You may set the **Sort by** to Date, Payment Type, Last Name, or Receipt Type. If you check the **Subtotals** box, you can include subtotals for your selected Sort by

Figure 24-12  
Print Batch  
Deposit List  
screen

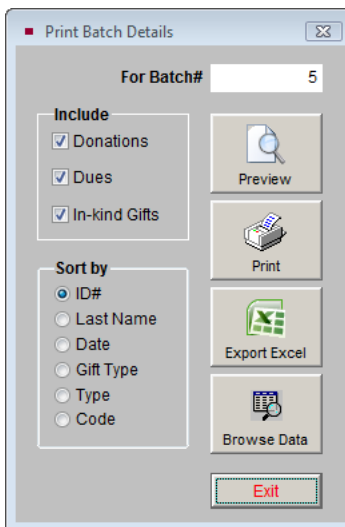


field. This report will print the date, payment type, reference number, amount, Contact ID#, last name, and donations/dues, with a total amount at the end.

The **Batch List Report** creates a report that gives you information about your batches. Specifically, it lists the batch number, start and end dates of the batch, total amount, and a count and the total amount for each: donations, dues, and in-kind gifts. At the end of the report is a total of the number of donations, dues, and in-kind gifts for all batches, and the total amounts of all batches.

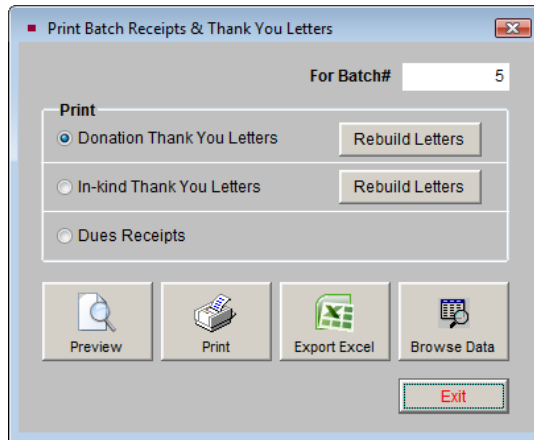
The **Batch Details Report** gives you a listing of each donation, dues payment, and in-kind gift value that are in a specific batch. On the screen shown in Figure 24-13, you may select whether you want to include donations, dues, and/or in-kind gifts. You may sort the report by ID#, last name, date, gift type, type (fund or membership type), or code. If you choose to sort by code, the report will also give you a subtotal by code. The report lists the Contact ID#, gift type, payment date, amount, last name, type (fund or membership type), and code. Click **Preview** to preview the report, or click **Print** if you are ready to print the report. You may export the report to an Excel file by clicking the **Export to Excel** button. The exported report will also include additional information. If you wish to view the results in a Browse screen, click **Browse Data**.

Figure 24-13  
Print Batch Details  
report screen



The **Print Receipts & Thank You Letters** button enables you to print out your donation and in-kind thank you letters, as well as your dues payment receipts for all contacts in the batch. See Figure 24-14.

Figure 24-14  
Print Batch  
Receipts & Thank  
You Letters  
screen



The **Donation Thank You Letters** and **In-kind Thank You Letters** are set up by going to the Main Menu | Setup | Contacts. Using the **Rebuild Letters** buttons on this screen will update the original letters with any changes you made to the Default letters, or to the donations or contact screens. Printing the letters for all contacts in the batch, rather than one at a time after posting each donation, will save you time.

The **Dues Receipt** option creates a report that is based on information from each dues payment entered. The report prints the dues receipt for each member who made a dues payment in the batch. Please note that these are not membership thank you letters, which can be created by going to the Main Menu | Setup | Contacts | Mail Merge Letters. Please see *Chapter 22 - Letters, Labels & Email* for more information about setting up and printing membership letters.

The **Print Mailing Labels** button enables you to print labels for your dues receipts and letters that were printed using the Print Receipts & Thank You Letters button. Select the type of letters that you need to print labels for, then click the **Preview** or **Print** buttons to generate the labels. These labels are set up for Avery 5160 size labels. The **Export to Excel** button will export the mailing information to an Excel file so you can do a mail merge with MS-Word or another program outside of PastPerfect. **Browse Data** will allow you to see the mailing information in a Browse screen.

After the reports, receipts, thank you letters, and mailing labels are printed, you can again click on the **Start a New Batch** button to begin the next batch.