Receipting

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Receipting

Entering Donations By Campaign Type

Gifts in Kind
In the case of gifts in kind it is recommended to provide a charitable receipt for Private donors only. The reason falls under how you recognize the gift. Recognition for a gift in kind from an organization is very limited.

There is a section in the Ease Tutorials called

X: Auditor & CRA Receipting Questions

When in doubt call CRA to ensure charitable receipts are issued correctly.

1-800-661-7239 selection 3.

If a gift in kind is given, request the receipt to support its FMA (fair market value).

Stock: A gift of stock must be sold asap. The Receipt Notes will display the broker used and details of the sale price.

Artwork: Artwork valued at over $1000.00 needs a proper appraisal and the name of the appraiser needs to be recorded on the receipt.

*** Regardless of whether a charitable receipt is issued or not, we recommend also describing the item received so that when speaking with the individual or organization who have all the details of your relationship.

We do not pretend to be experts in this area, but we do connect with CRA if there are questions as to how campaigns should be setup to reflect donations.

We use the Campaign Code **GIK** for gifts in kind as these items are used by the charity or its clients. We use the Campaign Code AUC for Auction donations which are used for resale at Silent or Live Auction Events.

Receipting

Sample GIK entry and Charitable Receipt

The text area in the Receipt Notes is 250 characters in length. Descriptions should be succinct.

Receipting
Third Party Donations

Features to Note:
The Fundraising Number identifies the person or organization who gives the donation.
The Acquisition field identifies the HOST of the event.
The Mailing List field provides the name of the event.
This is important for 4 reasons:
You can recognize the donor, the host, the name of the event and it benefits the charity and development staff.
Dear Kelly,
Thank you for your donation of $50.00. We hope you enjoyed Buffalo Wings Night hosted by Buffalo House Bar and Grill.

The Campaign Prospect Report will provide a list of all events by Mailing List with accumulated dollars.

The Donor is Anonymous
In this situation, a donation was given with any specific information about the source of the gift … or the donors.
The company who ran the event gets credit for their effort, but no receipt is issued.

Other Donations Using the Acquired By Field
There are several other situations where you would want to record who Acquired the donation.

1. In a matching gift campaign, a company sends in a donation on behalf of an employee who is a private donor.
2. Gifts from a community foundation where the donor is a DAF.
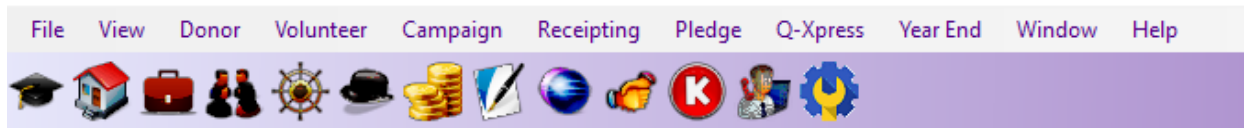
Receipting

3. Gifts from a united way where a donor asks their gift be allocated to your charity
4. Events where participants acquire donations
5. Capital Campaign teams
6. Fund Development Officer on major gifts
7. Event Ticket Sales

In a Q-Xpress select for donations where there is an Acquired by Value, if the Acquisition Number is Corporate the company name populated the Acquisition Name field.
Where the Acquisition Number is Private the Profile Description field is used to provide the individuals in first name last name order.

Q-Xpress List

Profile Desc	Campaign	Acquisition No	Acquired By
Willie MacDonald	2018WADON	P000316	MacDonald, Willie
	2005TPDON	C003481	Buffalo House Bar and Grill

More on DAFs
https://s3.amazonaws.com/helpscout.net/docs/assets/5b6decf32c7d3a03f89d93d3/attachments/5e5960c804286364bc9603c8/The-Community-Foundation-Gift.pdf

Receipt Tables

Payment Methods

Visa, Mastercard, Amex, Cheque, Cash, EFT, Employee Deduction, Pledge, Gift in Kind and No Fee are all system values with a checked box beside them.
You can add other payment methods as required.

Mailing List

The Mailing List field is 50 characters long. You can enter directly into the field but for reporting purposes it is better to use the Lookup Table to populate the values you want to use. The field is always open even once U2M or a receipt has been issued for the transaction.
Third Party event names, sponsorship levels, how a donation or transaction arrived.

Receipt Breakout

This field is used to define funds used by the charity. It indicates how donors would like their donations allocated. Each Breakout Code has an account number and two descriptive fields which can be used for letter merges.
The Receipt Breakout Code can be updated at any time. The Amounts found in the Receipt Breakout area must always equal the Amount field on the receipt.

Letter

If a donation has NoLetter and Yearly are two values you can add to the Letter table.
At export time using Receipt Amount Payment Method Date for hardcopy receipts or PDF receipts this field is used to determine which letter you would like to create that would accompany the printed receipt document.

Receipting

The Letter field is used with Microsoft Word or other word processing programs.
The Letter field is always open even once U2M or a receipt has been issued for the transaction.

Other Receipt Maintenance Fields

Fundraising Number

This is the unique number applied to the individual or organization making the transaction.
Once the receipt window is saved, the Fundraising Number cannot be modified.

Batch Number

All receipt window transactions are organized by Batch Number.
The format we recommend is: YYYYMMDD00n. Where more than one person is doing data entry, each person should use their own batch number.

For periods of the year where donation activity is slower, we suggest using the end of the month or the end of the account period for the month as the Batch Number. Each new Batch prints on a new page so less paper waste occurs. The Batch Report allows for printing a batch by Date Range.

Campaign

Upon selecting the campaign check to see if the default values are correct. Charitable status, receipt required, receipt breakout code and letter.

Receipt Date and Date Received

This is important at calendar yearend, otherwise, we usually leave them as the same date. They can be important when high value items, like stocks or art is acquired so that the actual value is reported accurately.

Chq/Conf Number

If the payment method is Visa, MC or Amex and a confirmation number is entered, when the receipt record is saved, it can no longer be deleted only Voided.
When using the PayNow button, a Confirmation number automatically will populate this field.
The PayNow Button is only used when iATS Payments is added to Organizational Defaults.

Receipt Required

Lowest Value is determined in Organizational Defaults on the Receipt tab.

Entries like Gift in Kind can have Receipt Required modified should a charitable receipt be given.
Some payment donation entry where a receipt has already been issued can use No Receipt Required.
Yes(Regardless of Lowest Dollar Value Receipted) can be useful when a donor requests a receipt regardless of the amount.
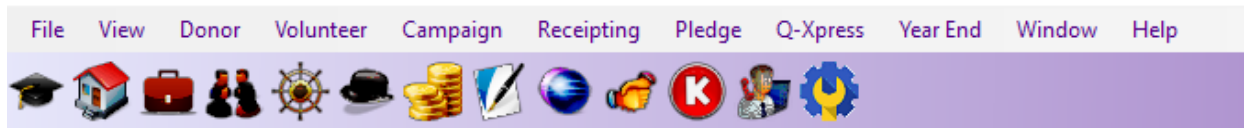
Receipting

Charitable
The Charitable box can be checked should the donation be charitable but the default for the campaign is Non-charitable as in the case of Gifts in Kind.

Amount and Registration Amount
The Amount field is the dollar value of the gift for receipting purposes. The Registration Amount is the non-benefit amount as found in Event tickets like a gala.
Clients with non-charitable memberships can use the Registration field for GST.

Ticket Number

Ticket Number is used for Lottery Ticket sales.

Pledge ID and Detail ID

When a pledge detail is posted the resulting transaction appears in the Receipt table. These numbers identify both the Pledge and the detail posted.

T-Ref
T-Ref is a team reference field for imports from Peer to Peer events through Donate Now.
It can be used to provide Table requests for special events.

Receipt Notes
In Q-Xpress this field is referred to as Receipt Message.
It is 250 characters in length and can be used for Gift in Kind descriptions.
We also suggest its use to provide a reason when a receipt is voided or when a copy of a receipt is send. This fields is always left open for input.

Check Boxes on the Right

The greyed out boxes are used by @EASE.
Yearly Receipting is a default that accompanies the Campaign or Yearly found in a donor record. If it is on donor request, it populates once their Fundraising Number is selected.
eReceipt is based on the donor's record. It can be automatically updated when using the Import utility.
PDF Receipt is usually a default from Organizational Defaults where all PDF receipts is requested.
Both eReceipt and PDF receipt can be added or changed at the entry level.
Anonymous only applies to in Memory and in Honour of gifts. When checked it impacts the Gift Notification Report. Names with Anonymous checked are not listed on the report.

☐ Printed
☐ Void
☐ Yearly Receipting
☐ eReceipt
☐ PDF Receipt
☐ Anonymous
☐ Updated To Master
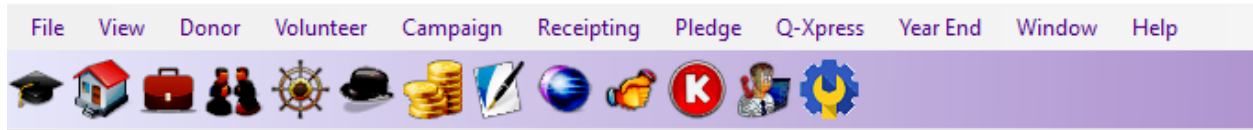
Receipting
Finding an Existing Receipt

The window below shows all the different fields that can be used to locate a receipt.
Please remember the Find options in the Private Donor section. These all apply here as well.

When using a Find by Receipt Date, the format for all dates in @EASE follow mmm dd, yyyy.
When an '*' appears after the date the Find looks for records with that date and greater.
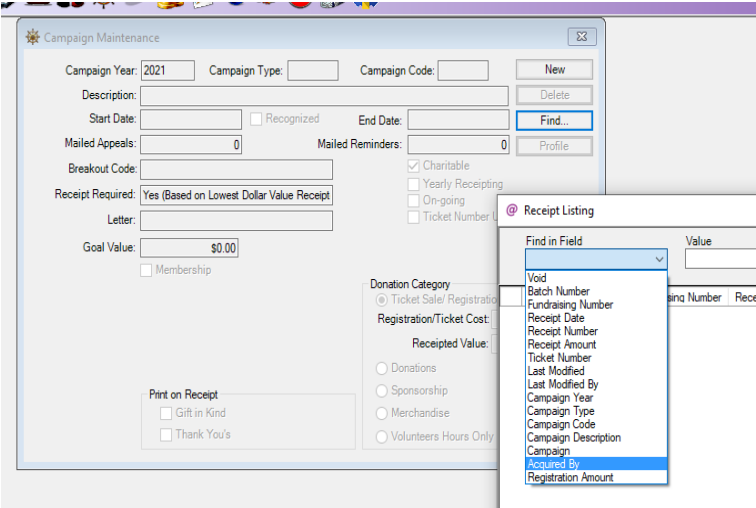
Reports

Incomplete Donation Handling Report

The Incomplete Donation Handling Report uses a date range. The date used for the report is the Receipt Date.
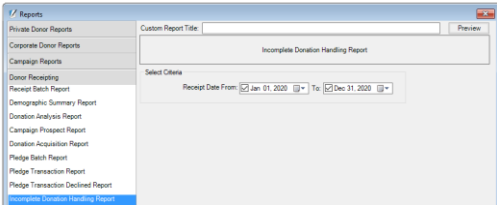
Incomplete Donation Handling Report
Receipt Date from Jan 1, 2020 to Dec 31, 2020

Batch Number	Receipts To be Updated	Receipts To be Printed	Yearly Receipts To be Printed	Pledges
20191231001	4	4		
20200720001		3		
20201130001			3	
20201231001	1	1	3	
Total Receipts to be Completed:	5	8	6	

Receipting
Batch Report

Features to Note:

- Batch Number Range
- Payment Methods and Breakout Codes are checked
- Campaigns is optional
- Void Only – we would suggest Q-Xpress for this selection
- Chronological sequence orders the record in the order transactions were entered. This is useful when checking for errors.
- Receipt Date From and to if required
- Full Report

Using the Batch Number to reduce Paper output.

Each new batch number starts the report on a new page.

Earlier we mentioned using a Batch Number which does not reflect daily entry where the number of transactions is fewer than usual.
A Batch Number for the end of the week would enable data entry to run the report by date.

Ie Friday is 20201023001 October 23, 2020

There could be donations entered on the Monday, Wednesday and Friday but all to the Friday batch.
The report could list the entry by date for a check to ensure correctness.

By Friday, if all is correct, receipts can be run. The subsequent Batch Report will show all names in alpha order with receipt numbers in chronological order.

A final copy with receipt numbers should be printed and saved in a binder for your audit trail.

*** Do Not check off Campaign Type or Code unless there is only one campaign you wish to report. Do Not enter Campaign Year to and From as this could limit the output.

The Summary Report prints summaries for each batch being printed.
The Grand Total Report prints on the Grand Total page.

Receipting

Receipt Batch Report by Batch Number
Batch Number from 1 to 99999999999 Receipt Date from Jan 1, 2020 to Dec 31, 2020

Donor	Name/Corporation	Ticket #	Date	Paid	Amount	Receipt #	Campaign	Upd	Void	Breakout Code	Amount
Batch Number	**20200720001**										
C000151	High Street Marketing	0	Jul 20, 2020	Cheque	10,500.00	0	2020EQDON	Y	N	Equipment	10,500.00
C001570	Michael's Prof.Corp.	0	Jul 20, 2020	Cheque	2,500.00	0	2020EQDON	Y	N	Palliative	2,500.00
C002174	RBC & Associates Inc.	0	Jul 20, 2020	Cheque	9,750.00	0	2020EQDON	Y	N	CancerCC	9,750.00

Summary	Batch Number	20200720001					
Total Amount:	22,750.00		*Non-Charitable Amount:	0.00	**Charitable Amount:**	22,750.00	
Charitable Gifts	Donations:		Computer Receipts:	0.00	**Manual Receipts:**	0.00	
	Donation Count:	3	Computer Receipts:	0	**Manual Receipts:**	0	
Non Charitable Gifts	Donations:		Computer Receipts:	0.00	**Manual Receipts:**	0.00	
	Donation Count:	0	Computer Receipts:	0	**Manual Receipts:**	0	
Registration Amount:	0.00						

Payment Methods

Cheque	3	22,750.00			
Breakout Codes					
CancerCC 20000-30	1	9,750.00	Equipment 12345-20	1	10,500.00
Palliative 20000-10	1	2,500.00			
Campaigns					
2020EQDON	3	22,750.00			

Total Private Unallocated:	0.00	**Total Corporate Unallocated:**	0.00

Features to Note:

- These records have been U2M
- There are no Voids
- Receipt Breakout Values display for each gift.
- If there is more than one fund allocation a list will display
- Total Private and Total Corporate Unallocated totals should ALWAYS be zero. If not it indicates one of the records entered did not use the Receipt Breakout area and would require a fix.

Total Amount shows Non-Charitable and Charitable dollars along with donation counts and receipt counts.
Payment Methods when tallied equal the total Amount displayed.
The Breakout Code amounts plus the Registration Amount will equal the total Amount displayed.

This is the Summary Report for batch range 20200720001.

Receipt Batch Report by Batch Number
Batch Number from 20200720001 to 20200720001 Receipt Date from Jan 1, 2020 to Dec 31, 2020

Batch Number	20200720001					
Summary	Batch Number	20200720001				
Total Amount	22,750.00	*Non-Charitable Amount:	0.00	**Charitable Amount:**	22,750.00	
Charitable Gifts	Donations:	Computer Receipts:	0.00	**Manual Receipts:**	0.00	
	Donation Count:	3 Computer Receipts:	0	**Manual Receipts:**	0	
Non Charitable Gifts	Donations:	Computer Receipts:	0.00	**Manual Receipts:**	0.00	
	Donation Count:	0 Computer Receipts:	0	**Manual Receipts:**	0	
Registration Amount:	0.00					

Payment Methods
Cheque 3 22,750.00
Breakout Codes
CancerCC 20000-30 1 9,750.00 Equipment 12345-20 1 10,500.00
Palliative 20000-10 1 2,500.00
Campaigns
2020EQDON 3 22,750.00

Total Private Unallocated: 0.00 **Total Corporate Unallocated:** 0.00

Total Summary

Total Amount	22,750.00	*Non-charitable amount:	0.00	**Charitable Amount:**	22,750.00
Charitable Gifts	Donations:	Computer Receipts:	0.00	**Manual Receipts:**	0.00
	Donation Count:	3 Computer Receipts:	0	**Manual Receipts:**	0
Non Charitable Gifts	Donations:	Computer Receipts:	0.00	**Manual Receipts:**	0.00
	Donation Count:	0 Computer Receipts:	0	**Manual Receipts:**	0
Registration Amount:	0.00				

Payment Methods
Cheque 3 22,750.00
Breakout Codes
CancerCC 20000-30 1 9,750.00 Equipment 12345-20 1 10,500.00
Palliative 20000-10 1 2,500.00
Campaigns
2020EQDON 3 22,750.00

Total Private Unallocated: 0.00 **Total Corporate Unallocated:** 0.00

Below is the Grand Total Report

Receipt Batch Report by Batch Number
Batch Number from 20200720001 to 20200720001 Receipt Date from Jan 1, 2020 to Dec 31, 2020

Total Summary

Total Amount	22,750.00	*Non-charitable amount:	0.00	**Charitable Amount:**	22,750.00
Charitable Gifts	Donations:	Computer Receipts:	0.00	**Manual Receipts:**	0.00
	Donation Count:	3 Computer Receipts:	0	**Manual Receipts:**	0
Non Charitable Gifts	Donations:	Computer Receipts:	0.00	**Manual Receipts:**	0.00
	Donation Count:	0 Computer Receipts:	0	**Manual Receipts:**	0
Registration Amount:	0.00				

Payment Methods
Cheque 3 22,750.00
Breakout Codes
CancerCC 20000-30 1 9,750.00 Equipment 12345-20 1 10,500.00
Palliative 20000-10 1 2,500.00
Campaigns
2020EQDON 3 22,750.00

Total Private Unallocated: 0.00 **Total Corporate Unallocated:** 0.00
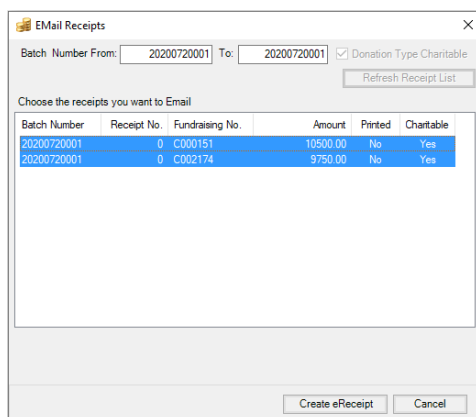
Receipting

Printing Receipts

Once the Batch Report confirms the data entered is correct receipts can be printed.

Organizational Defaults has been set up for either or both eReceipts and PDF Receipts.
This means each of these has a folder in the EaseKMS or Z drive on Azure. Unique numbering systems have been entered for both. The charity logo and a signature file have been added to the EaseKMS or Z drive on Azure.
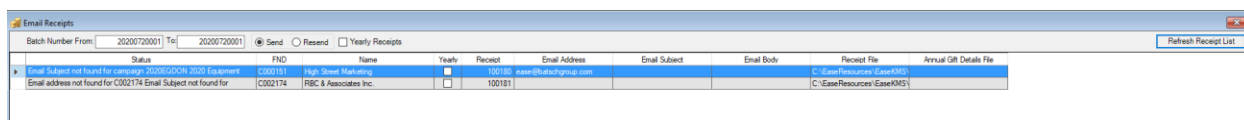
eReceipts
Use the Receipting Menu option on the Menu Bar. Select Process eReceipts.

Enter the Batch Number range to create the eReceipts.
Click Refresh Receipt List to find receipts to create.
Click Create eReceipt
The following box will appear.

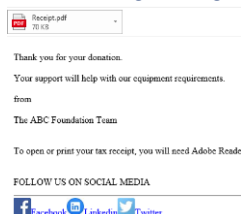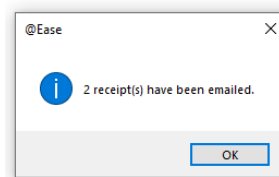2 receipts should have been created successfully

OK
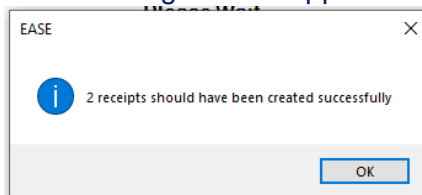
Return to the Receipting Menu and select Send eReceipts.

Enter the Batch range to send and click Refresh Receipt List.
The Status tells us the 2020EQDON campaign does not have the Email tab in its profile setup and the record C002174 does not have a valid email.

Once these are updated, click Refresh Receipt List and EMAIL.
Be sure you have tested your Organizational Defaults Email tab before beginning to send.

2 receipt(s) have been emailed.

OK

Thank you for your donation.
Your support will help with our equipment requirements.
from
The ABC Foundation Team

To open or print your tax receipt, you will need Adobe Reade

FOLLOW US ON SOCIAL MEDIA

Facebook Linkedin Twitter

Receipting

PDF Receipts

Go to Receipting on the Main Menu
Select Process PDF Receipts

Enter the Batch Number range and click Refresh Receipt List
Highlight the Receipts to create and click Create PDF Receipt.
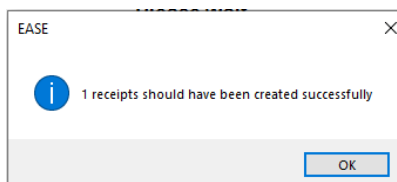
Go back to the Receipting menu and select Print PDF Receipts.
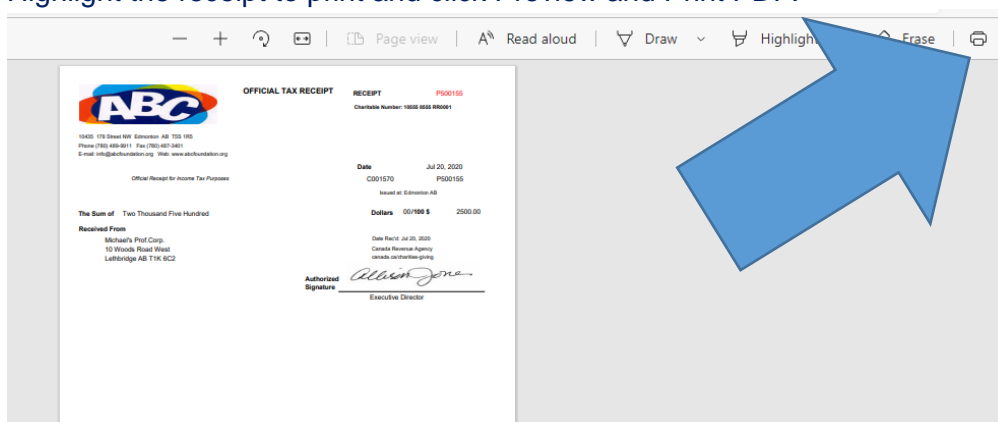Enter the Batch Number range and Click Refresh Receipt List.

Highlight the receipt to print and click Preview and Print PDF.

Click the Printer button to select your print and you are done.

Close all the windows.

Receipting

Final Steps

Rerun the Batch Report with the Receipt Numbers displaying.

Receipt Batch Report by Batch Number
Batch Number from 20200720001 to 20200720001

Donor	Name/Corporation	Ticket #	Date	Paid	Amount	Receipt #	Campaign	Upd	Void	Breakout Code	Amount
Batch Number	**20200720001**										
C000151	High Street Marketing	0	Jul 20, 2020	Cheque	10,500.00	100180	2020EQDON	Y	N	Equipment	10,500.00
C001570	Michael's Prof. Corp.	0	Jul 20, 2020	Cheque	2,500.00	500155	2020EQDON	Y	N	Palliative	2,500.00
C002174	RBC & Associates Inc.	0	Jul 20, 2020	Cheque	9,750.00	100181	2020EQDON	Y	N	CancerCC	9,750.00

Summary	Batch Number	20200720001						
Total Amount	22,750.00		*Non-Charitable Amount:	0.00	**Charitable Amount:**	22,750.00		
Charitable Gifts	Donations:		Computer Receipts:	22,750.00	Manual Receipts:	0.00		
	Donation Count:	3	Computer Receipts:	3	Manual Receipts:	0		
Non Charitable Gifts	Donations:		Computer Receipts:	0.00	Manual Receipts:	0.00		
	Donation Count:	0	Computer Receipts:	0	Manual Receipts:	0		
Registration Amount:	0.00							

Payment Methods					
Cheque	3	22,750.00			
Breakout Codes					
CancerCC 20000-30	1	9,750.00	Equipment 12345-20	1	10,500.00
Palliative 20000-10	1	2,500.00			
Campaigns					
2020EQDON	3	22,750.00			

Total Private Unallocated: Total Corporate Unallocated:

Running Update to Master

Update to master or U2M updates a donor's record adding a First Year Donated and Last Year Donated for new donors, or updating Last Year Donated for existing donors.
The donor's Donor Summary is updated according to how the campaign they supported is defined.
For Donations the total donations in the current year is updated along with the donation count.
The Campaign Donations Profile is updated and its Contribution tab is updated.
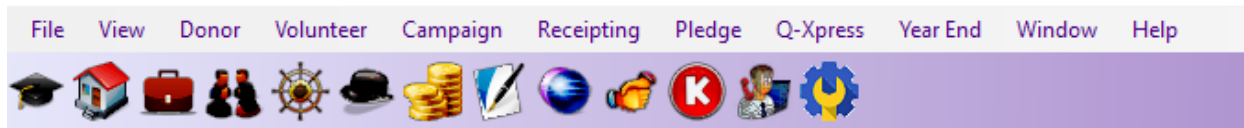

Where a charity is running a Campaign with a Campaign Response file the donor's record is update with having contributed.

To run U2M go to the Receipting Menu and select Update to Master.

If you try to run U2M and nothing happens, you may not have run your Year End process. Records with the Receipt date exceeds the Year End date in Organizational Defaults are not updated.
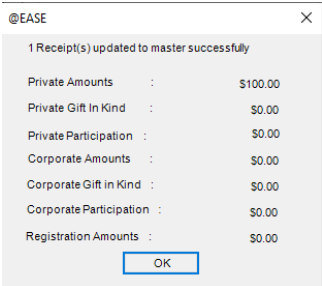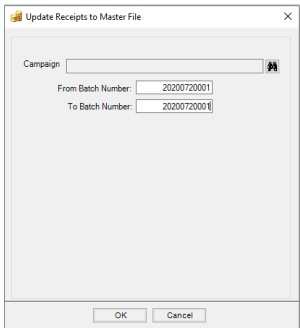
The output will show the number of records processed and totals for private, corporate, in kind donations for each, registration and acquired by or participation.

Receipting

What can you Correct?

After a donation has been updated to master or receipted there are still a few things you can correct:

- Batch numbers sometimes are an issue because they are 11 character numbers
- Individual records can be corrected.
- A whole batch can be corrected using Other Utilities found under File\System Maintenance
- Receipt Breakout values can be modified by adding or updating records. The total amount in the breakout area must equal the Amount field.