

How to Enter Receipts with Varying Breakout Codes

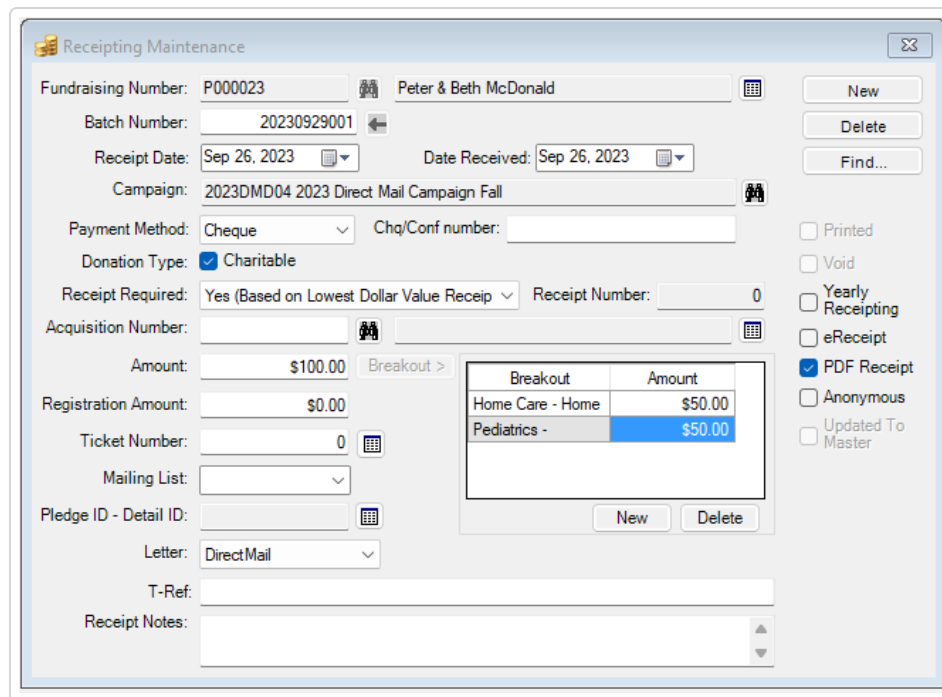
Breakout Codes can be called funds and relate to general ledger entries. The Receipt Breakout table has a 10 character Breakout Code for the Fund Development, a 20 character account number and two 100 character descriptive fields.

A gift of \$1000.00 can be allocated to multiple funds. The only field not allocated to a fund is the Registration Amount (benefit portion of a ticket ...or in some cases GST) and it is accumulated separately on Batch Reports.

On the Batch Report total dollars is equal to all the individual breakout code dollar amounts plus the Registration Amount.

A donor may request their gift be distributed to several funds or Breakout Codes. As long as the total of the BO Code Amounts is equal to the Amount field on the left-hand side of the Receipt Maintenance window, all is good.

Breakout codes can be added or modified at any time, including after the gift is receipted or U2M is complete.



The screenshot shows the 'Receipting Maintenance' window for a donation from Peter & Beth McDonald. The total amount is \$100.00. A breakout table is displayed, showing the allocation of the \$100.00 into two categories: 'Home Care - Home' for \$50.00 and 'Pediatrics -' for \$50.00. The 'Pediatrics -' row is highlighted in blue.

Breakout	Amount
Home Care - Home	\$50.00
Pediatrics -	\$50.00

The donor's Profile Report shows their area of interest.

Donor Profile Report							
Donor Number = P000023							
Donor Number	Donor Name			First Year	Last Year	Donations	
P000023	McDonald Peter & Beth			2002	2023	12,551.00	
Significant Other:							
Donations:	Campaign	Donor	Receipt#	Receipt Date	Amount	Registration Payment Method Amount	Receipt Breakout
	2023DMD04	P000023	0	Sep 26, 2023	\$50.00	\$0.00 Cheque	Home Care
	2023DMD04	P000023	0	Sep 26, 2023	\$50.00	\$0.00 Cheque	Pediatrics

Donor Profile Report

The Batch Report displays all breakout code allocations.

Batch Number 20230929001											
P000013	Anderson Peter	0	Sep 26, 2023	Visa	15.00	0	2023DMD04	N	N	DM Xmas	15.00
P000007	Lutz Mike	0	Sep 26, 2023	Cheque	30.00	0	2023TPDON	N	N	ThirdParty	30.00
P000023	McDonald Peter & Beth	0	Sep 26, 2023	Cheque	100.00	0	2023DMD04	N	N	Home Care	50.00
										Pediatrics	50.00

Q-Xpress Export does not display Breakout Codes for Thank You letters as there would be numerous entries. This sample uses Receipting Amount Payment Method Date.

Fundraising Number	Campaign	Charitable	Receipt Type	Receipt Date	Payment Method	Amount	Breakout Code
P000007	2023TPDON	<input checked="" type="checkbox"/>	Charitable	Sep 26, 2023	Cheque	30.00	ThirdParty
P000013	2023DMD04	<input checked="" type="checkbox"/>	Charitable	Sep 26, 2023	Visa	15.00	DM Xmas
P000023	2023DMD04	<input checked="" type="checkbox"/>	Charitable	Sep 26, 2023	Cheque	100.00	Multiple

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