

How to Print Receipts and Run Update to Master

This article relates to running the pre-printed receipts which @EASE uses. By using the pre-printed receipts it will be the Red number on the pre-printed form which will be assigned to receipts as they print.

There are two other forms of receipts available. There are eReceipts which are emailed and PDF receipts which create a hardcopy printout of the receipt both use a numbering system managed by @EASE.

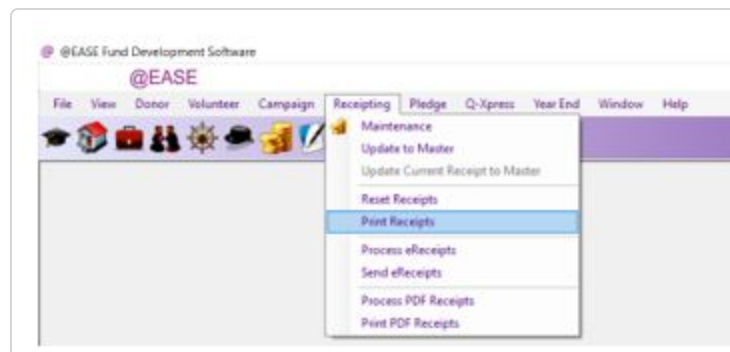
All three types of receipts should have unique numbering sequences. The receipt number field is an 11 digit number so there is lots of room for unique sequences.

**** Warning, we recommend using no more than 10 digits as depending on the start number, you can exceed the numbers available. ****

Run Update to Master or U2M once all receipts have been verified as correct and receipts are printed. This makes changes should you need any, easier to accomplish.

Printing Hardcopy Pre-Printed Receipts

To print hardcopy pre-printed receipts use the Receipting Menu and choose Print Receipts.



The screenshot shows the Print Receipts dialog box. It includes fields for Batch Number From (20201231001), To (2021231001), and a checked box for Donation Type Charitable. The Number of first receipt in Printer is set to 36072. There is a Print Test button and a Refresh Receipt List button. Below is a table of receipts to be printed:

Batch Number	Receipt No.	Fundraising No.	Amount	Printed	Charitable
20201120001	0	P000004	50.00	No	Yes
20201231001	0	P000006	100.00	No	Yes
20201231001	0	P000017	50.00	No	Yes

At the bottom of the dialog box are Print and Cancel buttons.

The Batch Number was entered. In the case above, there was only one batch being printed to the From and To values are the same.

We clicked Refresh Receipt List and the three receipts to be printed appeared. The Number of the first Receipt in Printer is the next available number on the preprinted receipts found in Red on the top right corner.

How your printer selects the next page to print needs to be considered so that the number on the Receipt in Red matches the cross-reference number printed below the date on the receipt.

		OFFICIAL TAX RECEIPT	RECEIPT 36073
10435 178 Street NW Edmonton AB T5S 1R5 Phone (780)489-9911 Fax(780)487-3401 E-mail: info@abcfoundation.org Web: www.abcfoundation.org		Charitable Number: 10555 8555 RR0001	
<small>Official Receipt for Income Tax Purposes</small>		Date	Dec 31, 2020
		P000006	36073
		<small>Issued at: Edmonton AB</small>	
The Sum of One Hundred		Dollars	00/100 \$ 100.00
Received From			
Kelly Crombie Box 456 Edmonton AB T2P 4R6		<small>Date Rec'd: Dec 31, 2020 Canada Revenue Agency canada.ca/charities-giving</small>	
		Authorized Signature	 Executive Director

Resetting a Receipt

Only preprinted receipts can be reset. If the printer pulls two sheets of paper instead of one when printing receipts the number in red will no longer match the cross-referenced number. A reset and reprint is required.

To reset one or more receipts use the Receipt Menu and select Reset Receipts.

Use the Batch number where the problem receipt exists to locate the receipt in question. If there is only one receipt or a small range of consecutive numbers the receipt number range can be entered along with the date. However, the shortest, easiest method is just using the Batch Number to accomplish this goal. Only highlighted receipts are reset which the Reset button is checked. A confirmation window appears in the event an error has been made.

Once reset, the receipt can be reprinted. The paper code of the receipt in error should be marked as VOIDED and place in the folder with other receipt copies in numerical order.

Reset Receipts

Batch Number From: 20201231001 To: 20201231001 Donation Type Charitable

Receipt Number From: 0 To: 0 Yearly Receipts

Receipt Date From: Mar 05, 2021 To: Mar 05, 2021

Refresh Receipt List

Choose the receipts you want to Reset

Batch Number	Receipt No.	Fundraising No.	Amount	Printed	Charitable
20201231001	36072	P000004	50.00	Yes	Yes
20201231001	36073	P000006	100.00	Yes	Yes
20201231001	36074	P000017	50.00	Yes	Yes

Reset Cancel

Running Update to Master

We have successfully printed a set of receipts for donations received in January. Our next step is to run Update to Master using the same Batch Number range as we used in the print sequence.

Much to your surprise, when you tried to update the batch of January receipts the following message came up:

Update Receipts to Master File

Campaign

From Batch Number: 20210101000

To Batch Number: 20210131999

EaseShared

No updateable records found in the Range

OK

OK Cancel

The reason this failed, has to do with the current fiscal year which ends on December 31, 2020 in our test database. Your fiscal year-end might be different, but the issue here is that our fiscal year ended without the year being moved forward. @EASE will not U2M any records where the receipt date exceeds the year-end date.

Running U2M updates the donor's Summary Profile record with accumulated transactions in the current fiscal year. Which column is updated is dependent on the Campaign used for the transaction. If the transaction is a Donation the Donation Count is incremented by one. The donor's Last Year donated is updated. For new donors, the First and Last Year values are both updated.

U2M updates the Campaigns Donations found in the Campaign Profile and the Contribution tab adding one to the count of transactions by dollar range.

Where a Campaign Response File exists for a larger Ask, the donor's record is updated with a Check Box indicated gift received.

When do you run U2M?

We recommend running it as soon as you have confirmed your data entry to be correct using the Batch Report and once receipts have been printed.

This will keep all activity in the @EASE database current and up to date.

Batsch Group Team

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