

# Noncharitable PDF Receipts for Noncharitable Gifts

## Organizational Defaults for Noncharitable PDF Receipts

*PDF Receipts*

Note the new Non-Charitable Receipt Starting No: field. This is an important addition to PDF receipting.

Creating noncharitable receipts for sponsorships and auction donations gifted by organizations is now easier than ever.

We created three gifts, one auction donation from Sunny Garden Holdings and two sponsorships, one cheque and the other a gift in kind.

Q-Xpress List										
Fundraising Number	Sort Field	Campaign	Charita..	Receipt Type	Receipt Number	Receipt Date	Payment Method	Amount	Breakout Code	Account No
C000776	Sunny Garden Holdings Ltd. Fleisch..	2023GAU...	<input type="checkbox"/>	Non Charitable	9	Aug 01, 2023	Gift in Kind	1,500.00	Gala Auctn	12347-10
C002437	Old World Company Masters Roger	2023GASP...	<input type="checkbox"/>	Non Charitable	8	Aug 01, 2023	Cheque	10,000.00	Gala Spnsr	12349-10
C003477	Edmonton Journal Berezanski Matt	2023GASP...	<input type="checkbox"/>	Non Charitable	7	Aug 01, 2023	Gift in Kind	2,500.00	Gala Spnsr	12349-10

The video shows that campaign set-up is important to consider as Receipt Required is Yes, and the Charitable box remains empty, indicating non-charitable.

The screenshot shows the 'Campaign Maintenance' window with the following details:  
Campaign Year: 2023 | Campaign Type: GA | Campaign Code: SPS  
Description: 2023 Gala Sponsors  
Start Date: Sep 30, 2023 | End Date: Sep 23, 2023  
Mailed Appeals: 0 | Mailed Reminders: 0  
Breakout Code: Gala Spnsr - Gala Sponsors  
Receipt Required: Yes (Based on Lowest Dollar Value Rec)  
Letter: Gala Sponsor  
Goal Value: \$0.00  
Donation Category: Sponsorship (selected)  
Print on Receipt: Gift in Kind (checked), Thank You's (checked)

**Print on Receipt** should include **Gift in Kind** and **Thank You** messages when the campaigns are set up.

The **Thank You** messages are created on the Campaign window through the **Profile**.

The **Gift in Kind** information is entered on the Receipt transaction is the **Receipt Message** field.

The **Donation Category** is **Sponsorship**.

The **Letter** field is **Gala Sponsor**, which can be used with Word to determine which letter to create.

The screenshot shows the 'Campaign Maintenance' window with the 'Campaign Profile for 2023GASPS' dialog box open. The dialog box has tabs for Expenses, Contributions, Thank You's, Notes, Events, Donations, Notification, and Email. The 'Thank You's' tab is active, showing a list of messages for different contribution amounts:  
<= \$10.00: Thank you for sponsoring the 2023 Gala.  
<= \$25.00: Thank you for sponsoring the 2023 Gala.  
<= \$ 50.00: Thank you for sponsoring the 2023 Gala.  
<= \$100.00: Thank you for sponsoring the 2023 Gala.  
<= \$ 250.00: Thank you for sponsoring the 2023 Gala.  
<= \$500.00: Thank you for sponsoring the 2023 Gala.  
> \$500.00: Thank you for sponsoring the 2023 Gala.

The Auction Campaign is set up in a similar fashion.

The image shows two overlapping software windows. The background window is titled "Campaign Maintenance" and contains the following fields and options:

- Campaign Year: 2023
- Campaign Type: GA
- Campaign Code: AUC
- Description: 2023 Gala Auction Donations
- Start Date: Sep 30, 2023
- End Date: Sep 30, 2023
- Mailed Appeals: 0
- Mailed Reminders: 0
- Breakout Code: Gala Auctn - Gala Auction Items
- Receipt Required: Yes (Based on Lowest Dollar Value Rec)
- Letter: Gala Auction
- Goal Value: \$0.00
- Membership:
- Charitable:
- Yearly Receiving:
- On-going:
- Ticket Number Unique:
- Donation Category:
  - Ticket Sale/ Registration
  - Registration/Ticket Cost
  - Received Value:
  - Donations
  - Sponsorship
  - Merchandise
  - Volunteers Hours Only
- Print on Receipt:
  - Gift in Kind
  - Thank You's

The foreground window is titled "Campaign Profile for 2023GAAUC" and shows a list of "Thank You's" messages for different contribution amounts:

- <= \$10.00: Thank you for contributing to our Gala Auction!
- <= \$25.00: Thank you for contributing to our Gala Auction!
- <= \$ 50.00: Thank you for contributing to our Gala Auction!
- <= \$100.00: Thank you for contributing to our Gala Auction!
- <= \$ 250.00: Thank you for contributing to our Gala Auction!
- <= \$500.00: Thank you for contributing to our Gala Auction!
- > \$500.00: Thank you for contributing to our Gala Auction!

**Print on Receipt** should include **Gift in Kind** and **Thank You** messages when the campaigns are set up.

The **Thank You** messages are created on the Campaign window through the **Profile**.

The **Gift in Kind** information is entered on the Receipt transaction in the **Receipt Message** field.

The **Donation Category** is **Merchandise**.

The **Letter** field is **Gala Auction**, which can be used with Word to determine which letter to create.

**Watch the Video**

## Non Charitable Receipts





*Last updated on August 2, 2023*

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