

Single Gifts by Post (cheques + charity vouchers + cash)

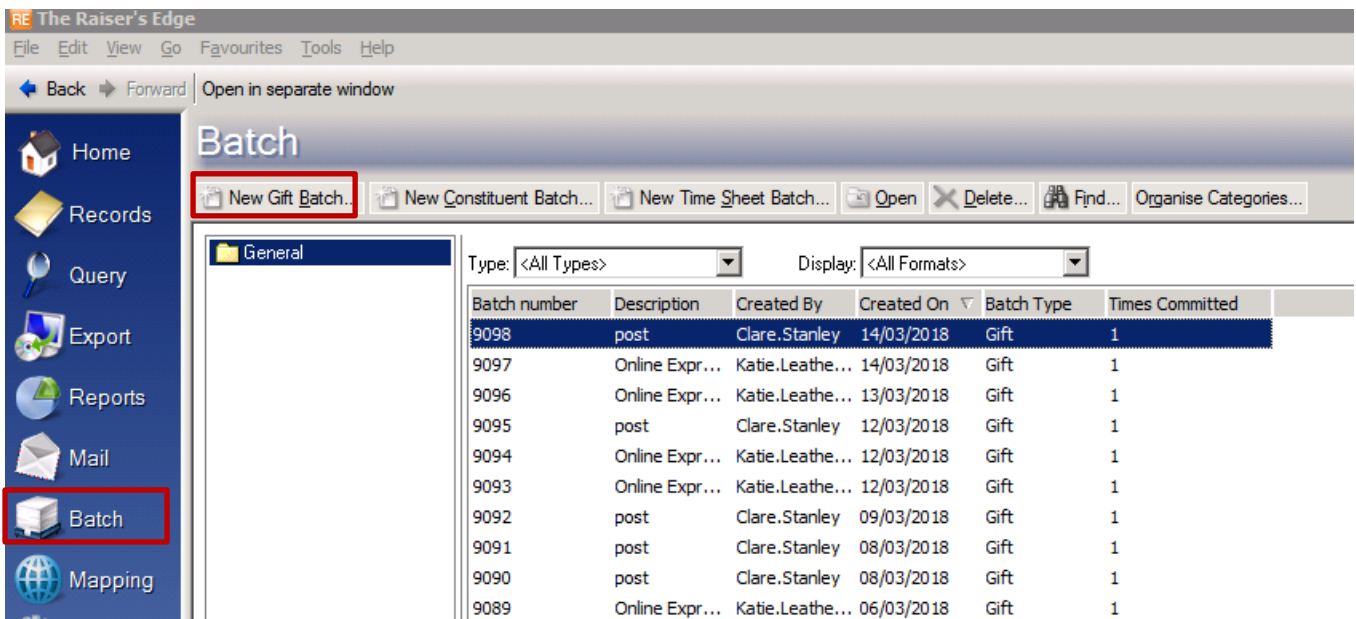
You will need:

- Photocopier/scanner!
- RE batch training
- ImportOmatic training
- Remittance advice slip <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7651>
- User guide - Updating an address
- User guide - Updating email and phone numbers
- User guide - Adding communication preferences
- Access to CAF online
- Purple logo envelopes
- Colour printer with headed paper

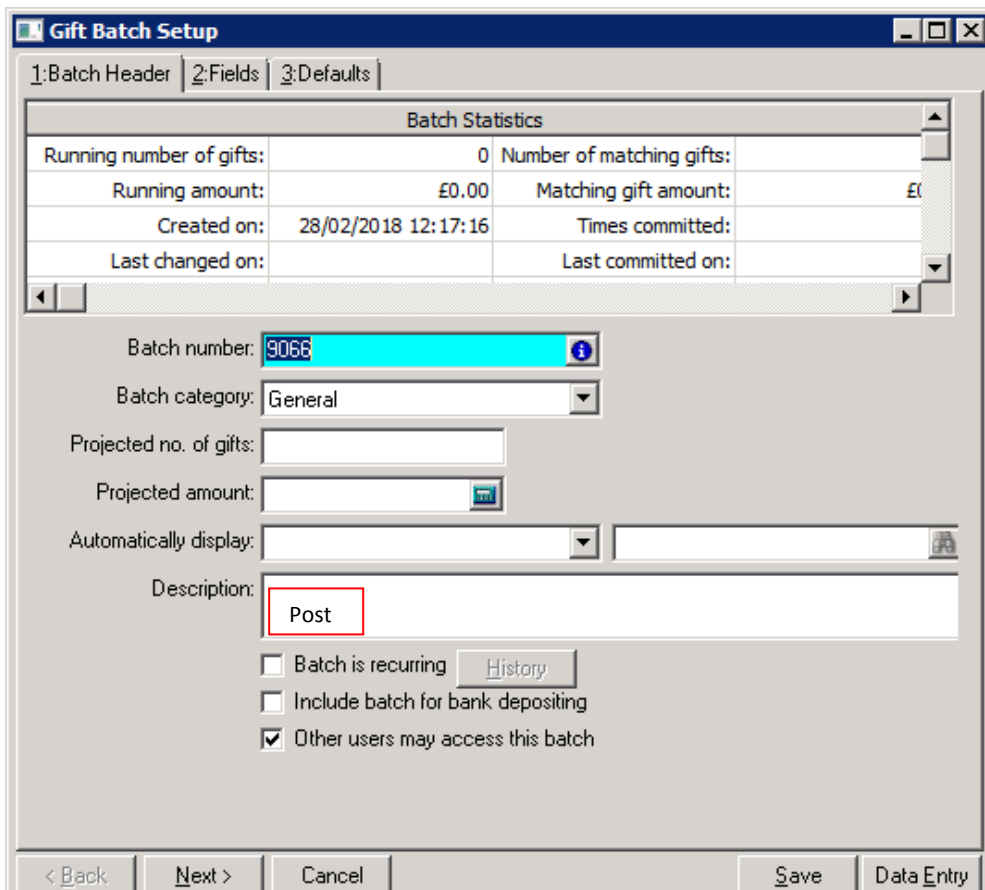
Cheques

1. Receive cheques from reception team – check the top sheet matches what you have received and sign your name – top sheet is filed in **yellow folder (named cheque lists)**.
2. Photocopy each cheque on its donation form. Staple together the photocopies and write on the total amount being banked + the date banked – file in **black folder (named copies of cheques)**.
3. If there are cheques for event payments, do not staple with the gift cheques. File the photocopy at the front of the black folder.
4. Vouchers - do not staple with the gift cheques. File the photocopy at the back of the black folder.

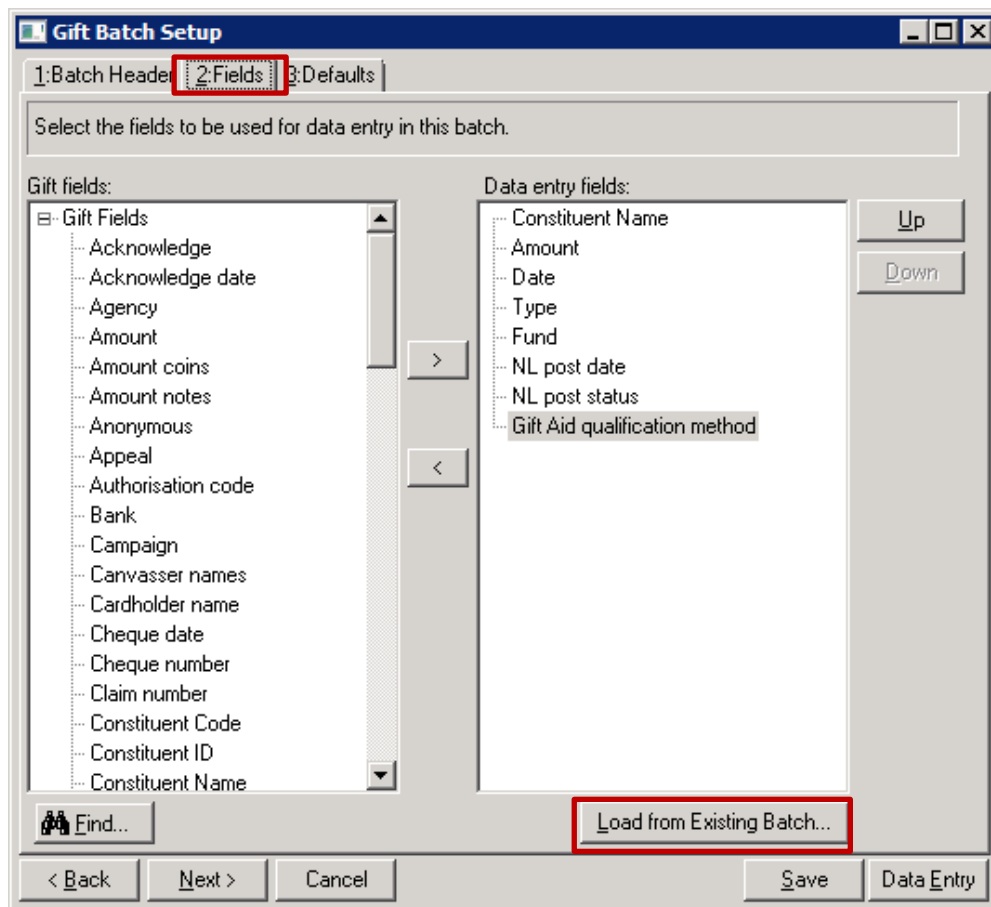
5. Go to **RE > Batch** and 'New Gift Batch' (top left)



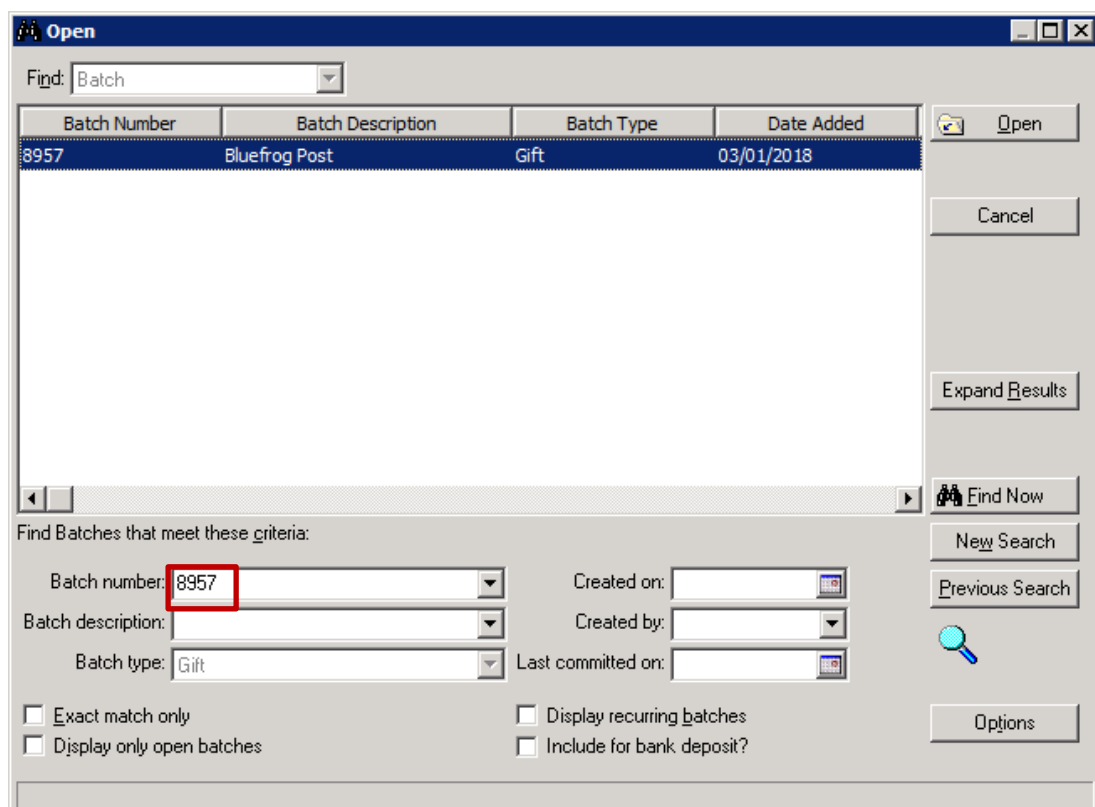
You will then see the screen (below):



- a. In 'Description' write 'post'
- b. Go to 'Fields' (2nd tab) and 'Load from Existing Batch' (bottom right)



- c. Here you will select a previous batch to copy the gift fields from – type in **8957 – this is Bluefrog by Post (though it will depend on what is coming back in the post!) and click 'find now'**
- d. Double click this batch number + a new batch will be created with the gift fields we want



- e. Go to tab 3 'Defaults' and change 'Date' to today's date (key F3 will populate with today's date)
- f. Click data entry and your batch will be created

The screenshot shows the 'Gift Batch Setup' dialog box with the '3: Defaults' tab selected. The 'Date' field is highlighted with a red box and contains the value '03/01/2018'. The 'Data Entry' button at the bottom right is also highlighted with a red box. The table below shows the default values for various fields.

Field	Default Value	Hide?
Constituent ID		<input type="checkbox"/>
Constituent Name		<input type="checkbox"/>
Pay method	Personal Cheque	<input type="checkbox"/>
Agency		<input type="checkbox"/>
Amount		<input type="checkbox"/>
Cheque number		<input type="checkbox"/>
Cheque date		<input type="checkbox"/>
Date	03/01/2018	<input type="checkbox"/>
Fund	Access Manchester	<input type="checkbox"/>
Type	Cash	<input type="checkbox"/>
Gift Source attribut...	Post	<input type="checkbox"/>
Gift subtype	Single Donation	<input type="checkbox"/>
Campaign	Annual Gift (YMF)	<input type="checkbox"/>
Appeal	02 AF 17/18 DM	<input type="checkbox"/>

6. Enter gifts into RE batch using the template for field defaults/values. From the donation form you need to enter:
 - a. **Constituent ID** (the person's record/on DM letter)
 - b. **Cheque amount = Amount**
 - c. **Cheque number + date = Cheque number + Cheque date**
 - d. **Gift aid qualification** = 'Apply gift aid' (if gift aid statement on form ticked) or 'set as not qualified' (if statement not ticked)

7. For **CAF/charitable giving/any voucher**:
 - a. **Pay Method** = 'voucher'
 - b. **Agency** = CAF/ charitable giving/relevant charity name
 - c. **Gift aid qualification** = 'set as not qualified'

8. For **Cash**:
 - a. **Pay Method** = 'cash'

9. For **event payments**:
 - a. These can go in the same batch on RE
 - b. Fund = 'event payment'
 - c. No gift aid

Constituent ID	Constituent Name	Pay method	Agency	Amount	Cheque number	Cheque date	Date	Fund	Type	Gift Source attribute descr...	Gift subtype	Campaign	Appld	Gift Aid qualification method	Address	Field	Value
	Personal Cheque					26/02/2018	26/02/2018	Access Manchester	Cash	Post	Single Donation	Annual Gift (MNF)	02 AP 17/13 DM	Apply Gift Aid Rules	Not Addressed	Surname	

10. Paperclip cheques onto Remittance advice slip with a paper clip and fill out as below (what you write is the total of the £ being banked in red). Do not include CAF vouchers on this slip.
11. Do the same for event cheques on a different remittance advice slip but cross out 'ANNUAL FUND' and the fund number and write LA001021705.
12. Some vouchers need posting so do not need to include these on the remittance advice slip.

MANCHESTER
1824

The University of Manchester
Cheques/Cash paid into the Income Office

Receipt Details			
Amount	Finance Code/ Customer Name*	Type of Income/ Invoice Number	Cash/Cheque Analysis
100 00	HA00025171017 ANNUAL FUND		Notes £50.00 £20.00 £10.00 £5.00 Coins £2.00 £1.00 50p 20p 10p 5p 2p 1p Total Cash Cheques 100.00
100 00			Grand Total 100.00

*For Nominal Ledger Receipts complete Finance Code and Type of Income details.
Please ensure all VAT amounts are shown separately beneath their corresponding line items.
VAT on income should be coded to LA000309407 00

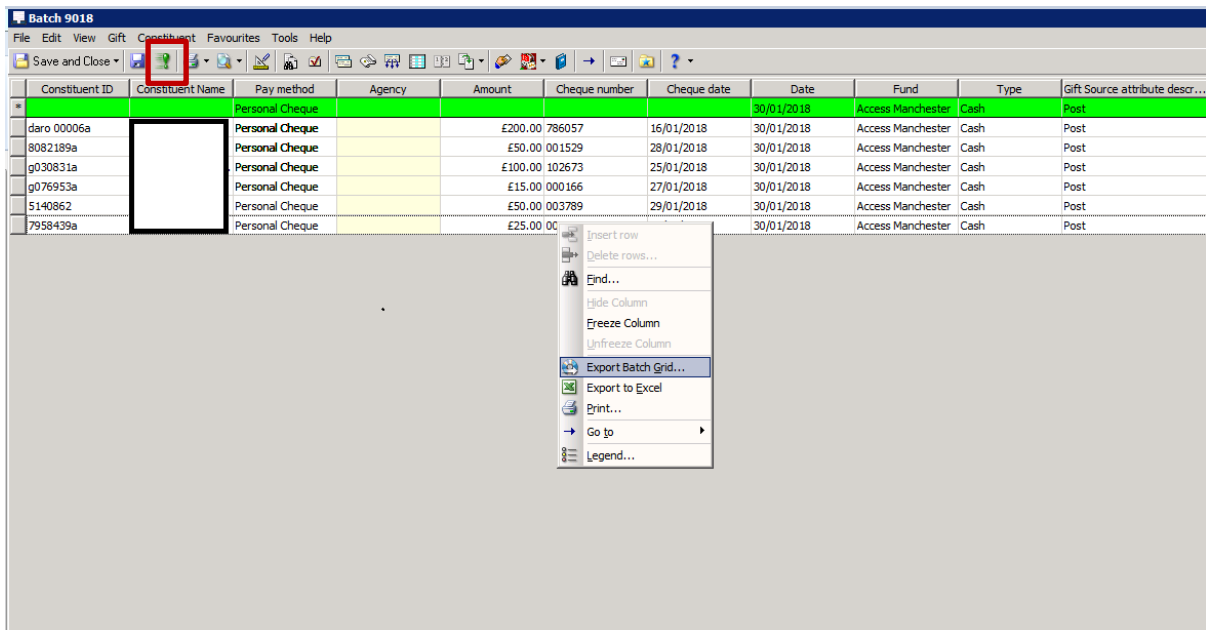
Number of Cheques **3**

*For Invoiced Receipts enter Customer Name/Code if known and Invoice Number.

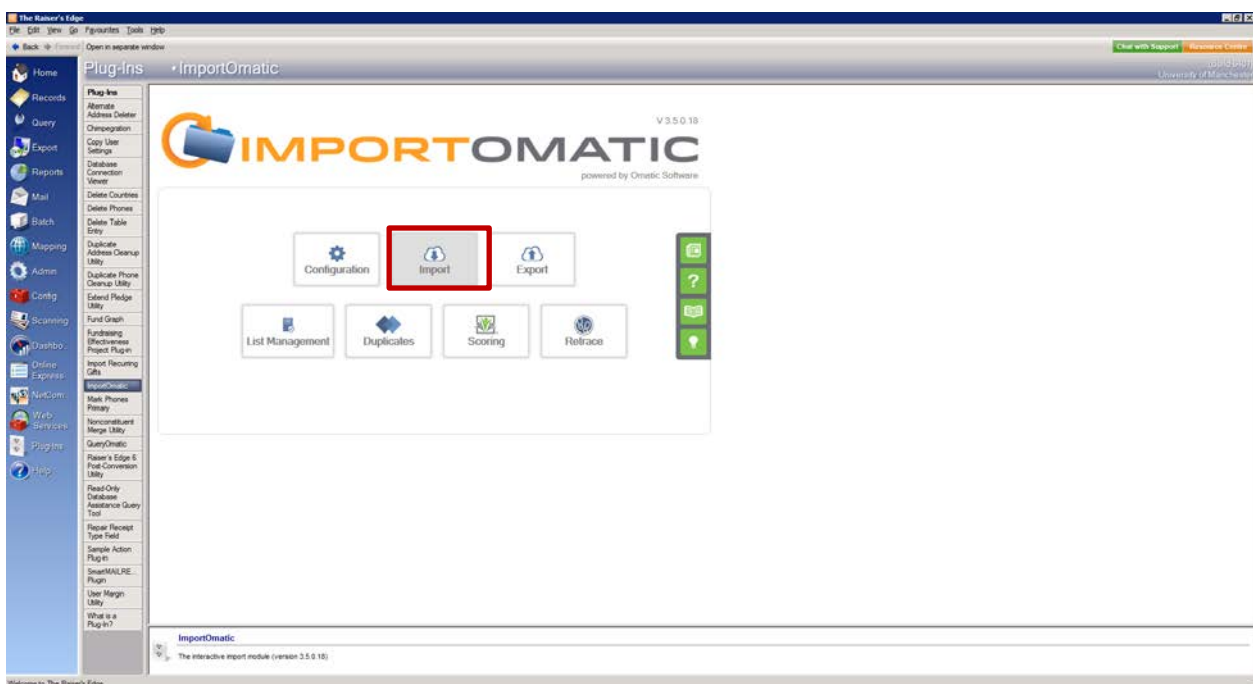
Deposited By: **Your Name** Tele: **Your Number** Date: **Today's Date**

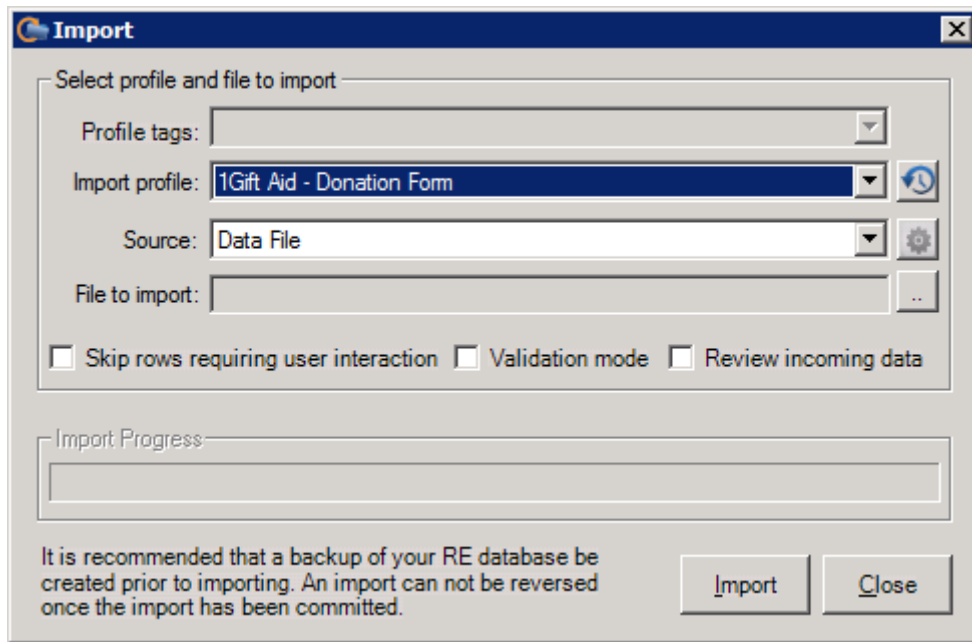
Print Name / Address receipt should be sent to: **N/A**

13. Go to your finished batch and right click and select 'Export Batch Grid' to get a spreadsheet of the cheques you've just entered. **Save in the P drive.**
 - a. Click the green arrow to **commit** (this brings the data into RE as gifts).



14. Open the IOM template **1Gift Aid Declaration TEMPLATE**
15. Go to your spreadsheet exported from the batch and copy/paste the list of Constituent IDs, today's date and the 'Gift Aid Qualification method' (put 'yes' or 'no') into the IOM template. **Do not have to do this for event payments or vouchers as no gift aid to be claimed.**
 - a. Save as a **csv on your P Drive**
 - b. Go back into **Raiser's Edge > Plug ins > ImportOmatic**
 - c. Go to 'Import' and find the **'1 Gift Aid – Donation Form'** profile





- d. Select your saved IOM template (saved as csv) in the 'file to import section' of the profile above
- e. Tick 'Validation mode' and 'Import'
- f. Commit import

16. Take cheques to income office – no need to wait for a receipt

Gifts in RE

1. Go into RE and find the 'Katie - gifts added today' query in 'Finance Processes' folder – this outputs fields you just imported.
2. Go through donation forms one by one to:
 - a. Update an address (if applicable)
 - i. <https://ddar.manchester.ac.uk/update-a-personal-address/>
 - b. Update email and phone numbers (if applicable)
 - i. <https://ddar.manchester.ac.uk/add-phone-number-replace-existing/>
 - ii. <https://ddar.manchester.ac.uk/add-email-address-replace-existing/>
 - c. Add the package to the gift. Go to the appeal tab – in the example below, Bluefrog Direct Mail (DM) is the appeal and DM 18.01.10 is the package. Double click on the gift in the gift tab and choose the package from the drop down list.

Appeal	Package
AF 1998/1999DM	AF Direct 4
AF 2012/2013DM	DM 13.1.2
AF 2013/2014News	AF News 14.1.04
AF 14/15 DM	DM 15.4.01
AF 14/15 DM	DM 15.8.01
AF 15/16 DM	DM 16.01.B004
AF 15/16 News	News 16.01.02
AF 15/16 DM	DM 16.05.04
AF 15/16 News	News 16.02.03
AF 16/17 DM	DM 17.01.B004
AF 16/17 DM	DM 17.02.03
AF 16/17 News	News 17.01.01
02 AF 17/18 DM	DM 18.01.10

- i. For CAF vouchers the appeal is **Misc**

Gift date: 12/03/2018
 Amount: £400.00
 Campaign: Annual Gift (YMF)
 Fund: Access Manchester
Appeal: 10 AF 17/18 Misc
 Package:
 Canvassers:

- ii. For event payments the campaign and fund is 'event payment'

Gift type: Cash
 Gift subtype:
 Gift date: 06/06/2014
 Amount: £10.00
Campaign: Event Payment
Fund: Event Payment
 Appeal:
 Package:
 Canvassers:

- d. Add communication preferences. These go in the attributes tab of the person's record. They correspond to the tick boxes at the bottom of the donation form.
 - i. The category is 'mailing preferences' (as came in via DM)
 - ii. The description will be no post/no email/no calls (depending what the donor as opted out of on the DM)
 - iii. Date = today's date
 - iv. Comments = 'DM donation form' (as that's where we were told about the contact preferences)

Mailing Preferences	No Post		15/03/2018	DM donation form
Mailing Preferences	No Email		15/03/2018	DM donation form
Mailing Preferences	No Calls		15/03/2018	DM donation form

- e. Donor Acknowledgment tick box: tick the 'gives anonymously' box on the RE record.

The screenshot shows a software interface with several tabs at the top: Telephone Numbers, Email Addresses, Links, and Fax Numbers. Below the tabs is a table with columns: DNC, Type, Number, and Print. Underneath the table is a section titled 'This constituent' containing several checkboxes: 'Is inactive', 'Gives anonymously' (highlighted with a red box), 'Requests no email', 'Is a canvasser', 'Has no valid addresses', and 'Declaration Information'. At the bottom, there are more tabs: AR Staff; Staff; Oth..., Education, Business, and Bank.

- f. Get Involved tick box: on the attributes tab, complete as pictured below.

Alumni Volunteer - Interest	Prospect for volunteering activity	21/03/2018	donation form
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3. **Save and close** the person's record! Repeat until you have gone through all the donation forms, then file them in the yellow folder.