Donations

Introduction

This lesson discusses how you can use Sumac to record and process donations.

Before viewing this video, you should view:

Lesson 1 *Sumac Basics for All Users*

Lesson 3 *Single Contact Record*

Lesson 4 *Contacts List*

Create A New Donation

When you receive a donation, it often contains information about the donor: name, address, perhaps even phone number. You should **find the contact** in the contacts list, and update any details in the contact record.

Then choose Donation from the New drop-down menu to create a new donation.

Sumac has chosen the donor for you, but you can associate a donation with up to three additional contacts. The donation may be in memory or **in honour** of a second contact, the donor may want you to send an additional **recognition** letter to a third contact, and you may wish to **soft credit** a fourth contact.

"Soft credit" entails giving a contact credit for a donation made by another person. For example, you have a board member who personally donates $500 each year. But she gets her friends to contribute an additional $5000. You would give this board member soft credit for the $5000 of donations. At the end of the year, you can produce a report that shows that the board member brought in $5500, $500 of her own and $5000 from her friends.

When you **specify a soft credit contact**, you can also specify how much of the donation should be soft credited, and whether the soft credited amount should be applied to a pledge. This arises when someone pledges that she will donate or bring in a certain pledged amount; soft credits enable you to keep track of what is owing on the pledge.

You can associate a donation with a **campaign**. This helps you track the success of each campaign.

A **donation type** lets you specify the basic nature of the donation. This is most useful for reporting, since you may want to separately analyze donations from individuals, from foundations, and from governments.

If you allow your donors to specify how they want you to use their donation, choose the appropriate **Fund**.

You can group donations by **account** codes, which may be needed by your accounting package. Perhaps account codes are used by your bookkeeper to create summary entries to enter into the accounting system. Note that a donation type can be configured to automatically set the account code for you, ensuring that donations of a particular type are always allocated to the correct account.

If the donation arose as a result of an **event**, choose the event.

You must specify the form of **payment**. If you receive gifts in kind, then you should probably have a payment type that reflects that.

The **date when you received the donation** is automatically set to today's date, but you can override it.

Enter the **total** amount of the donation. When you click or tab out of the field, this amount is automatically entered into the **receiptable** amount. These two amounts are usually the same, but if the donor received some benefit for his donation, the receiptable amount may have to be reduced by the value of the benefit.

If you enter a gift in kind, the total amount field is usually entered as zero, and the receiptable amount is entered as the value of the gift for tax receipt purposes. When entering a gift in kind, you should also record a **Note** that indicates what was donated.

The **donor recognition** field indicates how the donor wants to be recognized for this particular donation: perhaps anonymous.

Sumac automatically records the **date of the receipt** when it assigns the **receipt number**, but you can override this if necessary.

Click **Cancelled Receipt** to cancel a receipt that was issued in error. Sumac steps you through the process of creating a Note that informs your bookkeeper what happened.

If the donation does not need a receipt, click **will never be receipted**.

The last row of information about a donation relates to **linking** it to other types of information in Sumac. A donation may be linked to up to three other records:

- a pledge from a person getting a soft credit, as discussed earlier,
- another pledge from the donor, indicating that the donation is partial fulfilment of a pledge, and
- another record that indicates the context of the creation of the donation – perhaps a box office ticket sale.

If your installation of Sumac has the pledges or fund requests modules, there will be a drop-down menu that lets you add and remove links between this donation and a pledge or a fund request. Links to other information, like box office or merchandise sales, are added and maintained automatically by Sumac.

[create link to pledge]

Once the links are established, there are also link icon buttons that let you view the linked objects.

Click **OK** to save the new donation record.

Sumac can be configured to automatically prompt you for payment details when you enter a donation.

Donation Information in Contact Record

Recall that there are settings in each contact record that can affect how donations are created and receipted for the contact.

[open a contact record] [point while speaking]

You can click to indicate that:

- a contact wants only one receipt per year **[point at Annual Donation Receipt]**
- that the contact does not need tax receipts, perhaps because the contact is a charity, **[point at Donations are not receiptable]** and
- that the contact wants its donations to be recognized in a certain way **[point at Recognition for donations]**

Try these settings. Indicate that the contact does not get donation receipts, and that he wants them to be recognized as anonymous. Click OK to save the changes. Then create a new donation.

Note that the donation is marked as not receiptable **[point]** and that it is to be recognized in a certain way **[point]**, both as specified in the contact record.

New in Donations List

Now **switch** to working in the donations list.

The New button in the Donations list lets you record a new donation record, the same as creating a donation from the contacts list. The only difference is that you need to specify the donor, which would have been filled in automatically by the contacts list.

Set Values

If you discover a systematic mistake in several donations, you can use the Set Values button to change them all at once.

Here is an example. Suppose that a group of donations was entered without an event being specified. But they were, in fact, all received at a particular event, so they should have the event recorded appropriately. You could double click and manually specify an event for each donation, but Set Values is much faster.

[search for donations]

Select the donations, and click Set Values. Respond to some confirmation dialogs. Note that the Set Values window lets you set a new value **[point]** or clear the value **[point]** of certain fields.

Click to **specify an event**, then click **OK**. Sumac asks you to confirm the operation and when you click **OK** it updates all the affected donation records.

Make Receipts

Sumac can generate donation receipts for your donors. It works much like a mail merge, using a template that generates tax receipts.

Usually you start this process by **searching for all unreceipted donations**.

Then click **Make Receipts**. Sumac does some quick analysis, then presents a summary. Note that the receipts are divided based on two criteria: columns split donations which were and were not generated from pledges. Rows split donations according to whether the donor wants one receipt per year.

You **click checkboxes** to choose which donations are to be receipted. Then click OK to go to the next step.

Sumac examines existing receipts in the database and finds the highest receipt number. It then adds one and suggests this as the first receipt number to use. Usually you just **click OK**.

If your Sumac Administrator has configured a set of templates to use for receipting, then you may be asked to choose which set you want to use. If you do not use a packaged set of templates, then you are presented with the standard Sumac window for choosing a document template.

At this point the process is the same as a Mail Merge operation. This is described in another training video: Lesson 4 *Contacts List.*

Email Receipts

Government rules require electronic donation receipts to be uneditable. If you are going to email receipts to your donors, you need to create them using a PDF template – an Adobe Acrobat document. When you use a PDF template, the receipts that Sumac generates are automatically encrypted, and each one has a different password which is not known to anyone.

Click the **Email Receipts** button. It asks you to choose the folder holding the receipts.

Sumac shows the list of receipt files in the selected folder. Click **Get Email Addresses** to find email addresses for the donors.

Click **Send Emails**. This presents the standard window for sending bulk email from Sumac. It is described in details in another training video: Lesson 4 *Contacts List.*

Each time it emails a receipt, Sumac renames the receipt file to indicate it has been sent. The receipts that do not get sent, probably because the donor has no email address, need to be printed and mailed in paper form.

Show Pledge

If you click to select a donation that was generated by a pledge, the Show Pledge button becomes enabled. Click it to see the pledge associated with the donation.

Explore Donations

If you want to get a high level overview of your donation patterns, **click Explore**.

Choose the month when your fiscal year starts.

Sumac shows the number and value of donations in each fiscal year.

You can drill down to see details. Click to expand a year and see a month-by-month break-down. Click to expand a month and see the individual donations in a month. Double click to see the details of an individual donation.

[close the donation, close expansion icons]

Note that the status bar at the bottom of the window shows the total of whatever is selected. **Select two years** to see a total for the years. **Select the first three months** of a year to see the totals of donations in the first quarter.

Conclusion

In this lesson you learned:

- how to create new donations
- change several donations at once
- make and email receipts, and
- explore donations.

You should now proceed to other Sumac lessons to learn more about how Sumac can help you every day.