

## Donations Field Descriptions

05/18/2007

<b>Activity</b>	The campaign activity that resulted in this donation.[activity:c(30)]
<b>Activityno</b>	The campaign activity# that resulted in this donation.[activityno:n(2)]
<b>Amount</b>	Amount of donation.[amount:n(12,2)]
<b>Campaigno</b>	PastPerfect will automatically assign the next consecutive number when you Add a new Campaign.[campaigno:n(6)]
<b>Camname</b>	Type in the name of the campaign.[camname:c(40)]
<b>Checkno</b>	Reference, enter check# or, "Cash", "CC-Visa", "CC-MC", "CC-AX", "CC-Disc", or "Other"[checkno:c(25)]
<b>Code</b>	Each fund can be assigned a code. Each code can be assigned to one or more funds. These codes can be used to produce reports subtotaling donations by code.[fundcode:c(10)]
<b>Company</b>	Company, corporation, or organization name. This field can be left blank for individuals or memberships whose mailing address does not include a company.[company:c(50)]
<b>Contact ID#</b>	[idno:n(6)]
<b>Customform</b>	[customform:n(1)]
<b>Date</b>	Enter the date on which the donation was made. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup Menu, select Gen. Information, and make your selection from the Date Style pull-down menu.[date:date]
<b>Day</b>	[day:n(2)]
<b>First name</b>	First name of the individual.[firstname:c(30)]
<b>Fund</b>	Name of the fund for which a donation is made.[fund:c(40)]
<b>Group</b>	Each contact may be assigned to a group. You can define your own group names.[group:c(30)]
<b>In honor of</b>	Click on the Enter a donation receipt button under Donations. This gives you access to a sub-screen of information about the particular donation. Use the "In honor of" field to record the name of a person, organization, or entity that the donor wishes to acknowledge with the donation.[inhonor:c(100)]
<b>In memory of</b>	Click on the Enter a donation receipt button under Donations. This gives you access to a sub-screen of information about the particular donation. Use the "In memory of" field to record the name of a person, organization, or entity that the donor wishes to acknowledge with the donation.[inmemory:c(100)]

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<b>Last name</b>	Last name of the contact. This field is only for search and display purposes. It is not printed on mailing labels.[lastname:c(40)]
<b>Month</b>	Click on Pledges/Receipts on the main menu. To view total donations for each month click on the month tabs at the top of the screen.[month:n(2)]
<b>Notes</b>	The Notes field may be used to record any additional information. There is no limit to the number of lines or the type of information recorded in this field.[notes:memo]
<b>Pledge detail</b>	If the donation is associated with a pledge, a reference is entered to the pledged amounts.[pledetail:memo]
<b>Pledgeno</b>	[pledgeno:n(7)]
<b>Receipt #</b>	The receipt number for the donation. This number is automatically assigned when the donation is entered.[receiptno:n(8)]
<b>Solicitor</b>	Record the name of the person responsible for soliciting a particular donation.[solicitor:c(30)]
<b>Tax deductible amount</b>	Amount of the donation that is tax deductible.[amtdeduct:n(12,2)]
<b>Thank you Letter</b>	<p>In the Contacts Donation screen, press the Print button at the top of screen. A list of available letters will appear. Select the "Thanks for Donation" letter and press preview or print.</p> <p>To create default letters for Contacts, choose Setup on the main menu. Select "Contacts". Open the Letters &amp; Email tab. Choose the "Add" button to create a new letter. To edit an existing letter highlight the letter name and press the "Compose Letter" button.[thankyou:memo]</p>
<b>Type of payment</b>	Enter how the payment was made, i.e. "check, credit card, cash".[typepay:c(8)]
<b>Year</b>	Select the year using the pull down list to view all donations for that year.[year:n(4)]